

18 July 2023

**To:** Councillors Gary Norman, Jo Day, Elizabeth O’Keeffe, Jayne French-Drayton, Alistair Bounds, Meg Thomas, Pam Lusby-Taylor, Andy Moore, Vaughan Miller and Steve Masters

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

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 24 July at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely,

**Hugh Peacocke**  
Chief Executive Officer

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## AGENDA

- 1. Election of Chairperson and Deputy**  
**To Elect** a Chairperson and Deputy for the committee for 2023/24.
- 2. Apologies for absence**
- 3. Declarations of interest and dispensation**  
**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)**  
**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 17 April 2023 (previously circulated).
- 5. Questions and Petitions from members of the public**
- 6. Members’ questions and petitions**

**All questions for this meeting must be submitted to the CEO by 2.00 pm on Friday 21 July 2023.**

- 7. Health and Safety Report (Appendix 2 not available)**
- 8. List of Payments (Appendix 3)**  
*Chairperson*  
**To note** the payments made during the period 1 April 2023 to 30 June as attached at Appendix 3.  
**(Members are requested to raise any questions on this item prior to the meeting).**
- 9. Budget Monitoring Quarter 1, 2023/24 (Appendices 4, 4.1 and 4.2)**
  - 9.1. To receive** the Income and Expenditure Account for the period ended 30 June 2023.
  - 9.2. To resolve** to approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation (4.2), as listed in Appendix 4a.  
**(Members are requested to raise any questions on this item prior to the meeting).**
- 10. Debts over £500 and more than three months old**  
**To note** there are currently no debts over £500 and more than three months old.
- 11. Internal Audit Report (Appendix 5)**  
**To receive** the final interim internal audit report for the financial year 2022/23 from Auditing Solutions Ltd, as attached at Appendix 5.
- 12. Report on Key Performance Indicators (Appendix 6)**  
**To consider** existing and additional Key Performance Indicators for the Policy and Resources Committee.
- 13. Membership of Working Groups (Appendix 7)**  
**To Approve the Terms of Reference** of the Audit Working Group and to **resolve** the membership of the Audit Working Group.
- 14. Berkshire Youth (Appendix 8)**  
**To Approve** the Service Level Agreement between the Council and Berkshire Youth.
- 15. Mayor's Benevolent Fund Accounts (Appendix 9)**  
**To note** the summary financial report for the Mayor's Benevolent Fund 2022/23
- 16. Update on Strategy Action Plan (Appendix 10)**  
**To receive** an update on the implementation of the Council Strategy 2019-2034
- 17. Financial Concentration Risk (Appendix 11)**  
**To Approve** the transfer of some of the Council's funds from the Council's current account to the Public Sector Deposit Fund.

- 18. Wash Common Community Library (Appendix 12)**  
**To Approve** a further 5-year lease arrangement with West Berkshire Council and The Friends of Wash Common Community Library.  
**To Approve** the affixing of the Council's seal to the lease from West Berkshire Council and the sublease from this Council to the Friends of Wash Common Community Library.
- 19. Grants Subcommittee Meeting, 29<sup>th</sup> June 2023 (Appendix 13)**  
**To receive** a report on the above meeting (Draft minutes attached)
- 20. Community Infrastructure Levies**  
**To receive** an update on the overall level of reserves and CIL of the Council.
- 21. Forward Work Programme for Policy and Resources Committee meetings 2019/20 (Appendix 14)**  
*Chairperson*  
**To note** and agree any other items that Members resolve to add to the Forward Work Programme.

**Minutes of a meeting of the Policy & Resources Committee held on  
Monday 17 April 2023 at 7.30 pm, in The Council Chamber, Town Hall, Newbury.**

**Present**

Councillors: Martin Colston (Chairperson); Jo Day, Sue Farrant, Nigel Foot, Stuart Gourley, Jon Gage, Stephen Masters, Elizabeth O’Keeffe, Erik Pattenden and Sarah Slack.

**In attendance**

Hugh Peacocke, Chief Executive Officer (CEO).

**57. Apologies for absence**

Councillors Erik Pattenden, Jon gage, Stephen Masters

**58. Declarations of interest and dispensations**

None

**59. Minutes**

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Sarah Slack

**Resolved:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 16 January 2023 be approved as a correct record and signed by the Chairperson.

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

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

**61. Members’ questions and petitions**

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

**62. Health and Safety Report**

The CEO presented the quarterly Health and Safety report.

It was noted that some risk management provisions were behind schedule due to staff absences, however, there were no imminent health and safety risks.

Members asked if the Town Hall Officer could be trained to carry out visual inspections. Also, for guidance and assistance for Saturday Surgeries around flags and personal safety.

**63. Interim Internal Audit Report (Appendix 3)**

The meeting received the CEO’s report on the interim internal audit report from Auditing Solutions Ltd.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jo Day

**Resolved: To Approve** the recommendations arising from the Report:

- A. To amend Standing Orders so that the Council's Financial Regulations are subject to annual review at Full council, having regard to the recommendations from the Policy and Resources Committee
- B. To restate in the Council's Financial Regulations the provisions regarding contracts contained in the Council's Standing orders.
- C. To amend the Register of Fixed Assets as required following the external audit report 2021-22.
- D. When appointed, to ask the Council's Services Delivery manager to explore the development of photographic records of the Council's stock of assets, which may be liable to theft or wilful / accidental damage.

**64. Policy and Resources Projects Fund**

The meeting received the CEO's report, which pointed out that the P & R project fund, budget provision 22-23 of £3,000, was unspent.

2 projects relevant to the Committee had arisen at year end:

- 1. To engage Local Consultancy Service to review the recruitment campaign and the terms and conditions for the Council's Finance and Corporate Services Officer post- cost £1,185
- 2. To engage Local Consultancy Service to carry out a survey around committees and processes, with outgoing members- cost £395.

(it was noted that the details of both of these projects were to be approved later in the meeting)

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Jo Day

**Resolved: To approve** earmarked reserves from the Committee's unspent Project funds in 2022-23 for £1,580

**65. Exit survey of outgoing members of the Council**

The CEO told the Committee that the consultants had carried out a survey with the outgoing members on the Council's Committees and democratic processes. Members noted the survey responses and agreed that this was an important information-gathering exercise.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Nigel Foot

**Resolved:** That the next Council, at the meeting of full council scheduled for 26 June, appoints a Working Group (Task and Finish) to review the report and make any appropriate recommendations to the relevant Committee or Full Council.

**66. List of Payments**

The Committee noted the payments made during the period 1 January to 31 March 2023.

**67. Budget Monitoring 2022/23**

The meeting received the Income and Expenditure Account to 31 March 2023.

The CEO reported on the satisfactory financial outcome the budget year 2022-2023.

The CEO reported that following the end of year closing of the accounts, that there had been some minor adjustments to the statements sent out with the agenda and circulated the amended statement for the information of Members.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Martin Colston

**Resolved:** A) That the Council notes the overall income and expenditure for the financial year ended 31 March 2023 and the resulting changes in the levels of reserves held by the Council.

B) That the Council approves the overexpenditure on the several cost centres, as set out in Appendix 7.b (attached)

C) That the Council approves the Earmarked Reserves at 31 March and 1 April 2023, as listed in Appendix 7.c (attached).

#### **68. Finance and Corporate Services Manager**

The CEO told the Committee how the recruitment campaign to recruit a new Finance and Corporate Services Manager had not been successful. Following this, the Council commissioned Local Council Consultants to review the terms and conditions for the post, the Council's notices and advertisements, as well as the job description and person specification for the role.

The consultant's report, which comprised a recruitment pack for a new campaign had been circulated to members with the agenda for the meeting. The principal change recommended was to offer a higher salary in order to attract candidates with the appropriate qualifications to apply for the post.

The Committee's approval was sought for the revised terms and conditions for the Council's Finance and Corporate Services Manager, as the post includes the responsibilities of the Council's RFO.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Sarah Slack

**Resolved: To approve** the Job Description, Person requirements, terms and conditions for the Council's RFO, as recommended by Local Council Consultants.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jon Gage

#### **69. Exclusion of the Press and Public**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Nigel Foot

**Resolved:** That the press and public be excluded from the meeting for item 19 of business because publicity would be prejudicial to the public interest by reason of the confidential personal business to be discussed.

#### **70. Victoria Park Bandstand repairs and improvement**

The meeting heard that tenders had been sought for these works which were considered by the Community services Committee on 13 March. The total tender cost was £54,680.00 excluding VAT.

In addition to this Contract Administration fees are payable for managing the works based on the Central (UK) Coatings Tender value:

Complete Property Tender Value: £54,680.00

Contract Administration Fees @9%: £4,921.00

Total Project Outturn Cost: £59,601.00

A sum of £51,000 was allocated in last year's budget, comprising £8,250 from the precept and the balance to be raised through external funding. To date the Council has received external funding from the public of £21,669 through the Good Exchange, which together with the precept amount totals £29,919.

The Committee received the recommendation from the Community Services Committee that up to £30,000 be released from the Council's reserves to carry out essential repairs to the bandstand in Victoria Park. An accompanying report from the Council's Community Services Manager recommended that the funding be approved, as the Council will have to repair then bandstand in the near future and the costs will only increase over time. There was also the risk that the Council would lose the public funding raised through The Good Exchange.

**Proposed: Councillor** Sue Farrant

**Seconded: Councillor** Martin Colston

**Resolved: To Approve** the funding arrangements for the repair and improvement of the bandstand in Victoria Park.

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

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

19/04/2023

## Newbury Town Council Current Year

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A15 HawkEye Pest Control Ltd</b>							
<i>Pest Management V/Park</i>	02/04/2023	12714SM66	1	166.32	0.00	166.32	0.00
<i>Pest management VP Bowls Club</i>	02/04/2023	12714SM67	1	99.00	0.00	99.00	0.00
					<b>0.00</b>	<b>265.32</b>	
Above paid on 19/04/2023 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
<i>Market Management - April 2023</i>	10/04/2023	96	1	1,560.00	0.00	1,560.00	0.00
					<b>0.00</b>	<b>1,560.00</b>	
Above paid on 19/04/2023 by Online Payment Ref A20							
<b>A29 Appcentric</b>							
<i>Monthly NTC Support &amp; Retainer</i>	03/04/2023	1521	1	522.50	0.00	522.50	0.00
					<b>0.00</b>	<b>522.50</b>	
Above paid on 19/04/2023 by Online Payment Ref A29							
<b>A41 Auditing Solutions Ltd</b>							
<i>Internal Audit service</i>	30/03/2023	A7903	1	576.00	0.00	576.00	0.00
					<b>0.00</b>	<b>576.00</b>	
Above paid on 19/04/2023 by Online Payment Ref A41							
<b>A7 McCarthy Marland (Recycling) Ltd</b>							
<i>Skip - D/Farm Allotments</i>	06/04/2023	292347	1	312.00	0.00	312.00	0.00
<i>Skip - Shaw Cemetery</i>	15/04/2023	292603	1	364.19	0.00	364.19	0.00
					<b>0.00</b>	<b>676.19</b>	
Above paid on 19/04/2023 by Online Payment Ref A7							
<b>B48 Mr Christopher J Barnes</b>							
<i>Keyrefund S023 - CJ Barnes</i>	03/04/2023	KEYREFUNDS023	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 19/04/2023 by Online Payment Ref B48							

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## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>B54</b> <b>Mike Bradshaw</b>							
<i>Tricky Micky VP Fun day 2023</i>	03/04/2023	INV /PO2455	1	275.00	0.00	275.00	0.00
					<b>0.00</b>	<b>275.00</b>	
Above paid on 19/04/2023 by Online Payment Ref B54							
<b>B60</b> <b>Bluestone Planning</b>							
<i>Neighbourhood Development Plan</i>	30/03/2023	INV-1007	1	2,246.40	0.00	2,246.40	0.00
					<b>0.00</b>	<b>2,246.40</b>	
Above paid on 19/04/2023 by Online Payment Ref B60							
<b>D12</b> <b>DCK Payroll Solutions</b>							
<i>March 2023 Monthly Payroll</i>	27/03/2023	P3925	1	232.20	0.00	232.20	0.00
<i>PAYE Year End 2022-2023</i>	31/03/2023	P3950	1	116.28	0.00	116.28	0.00
					<b>0.00</b>	<b>348.48</b>	
Above paid on 19/04/2023 by Online Payment Ref P1104							
<b>D29</b> <b>Selcuk Duman</b>							
<i>Allot key refund x1 - S Duman</i>	06/04/2023	KEYREFUND-DUMAN	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 19/04/2023 by Online Payment Ref D29							
<b>F26</b> <b>Farol Ltd</b>							
<i>Chainsaw Bar 14"</i>	12/04/2023	389931	1	505.25	0.00	505.25	0.00
					<b>0.00</b>	<b>505.25</b>	
Above paid on 19/04/2023 by Online Payment Ref F26							
<b>F31</b> <b>Mr P Ferreira</b>							
<i>Allotkey refund-WC009-Ferreira</i>	27/03/2023	KEYREFUND	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 19/04/2023 by Online Payment Ref F31							
<b>F32</b> <b>Mr William Fry</b>							
<i>Allot Key Refund x2 - S045a</i>	01/04/2023	KEYREFUND S45A	1	20.00	0.00	20.00	0.00
					<b>0.00</b>	<b>20.00</b>	
Above paid on 19/04/2023 by Online Payment Ref F32							

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## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>G1 Gardner Leader LLP</b>							
<i>Community Café,</i>	29/03/2023	76632	1	1,020.00	0.00	1,020.00	0.00
					<b>0.00</b>	<b>1,020.00</b>	
Above paid on 19/04/2023 by Online Payment Ref NEW103/105							
<b>G8 Graffiti Removal Ltd</b>							
<i>Graffiti Safewipes</i>	23/03/2023	SI-11643	1	243.90	0.00	243.90	0.00
					<b>0.00</b>	<b>243.90</b>	
Above paid on 19/04/2023 by Online Payment Ref G8							
<b>H11 Healthmatic Ltd</b>							
<i>Wharf Toilet Cleaning 01/01/2023 - 31/03/2023</i>	29/03/2023	12801	1	3,630.00	0.00	3,630.00	0.00
					<b>0.00</b>	<b>3,630.00</b>	
Above paid on 19/04/2023 by Online Payment Ref INV7984							
<b>J20 J P Handy</b>							
<i>Inspect Oak Tree at 12 Cheriton Gardens</i>	27/03/2023	2223-051	1	255.00	0.00	255.00	0.00
					<b>0.00</b>	<b>255.00</b>	
Above paid on 19/04/2023 by Online Payment Ref J20							
<b>J21 John O'Conner GM Ltd</b>							
<i>Reduce height of hedge</i>	30/03/2023	96545	1	2,232.00	0.00	2,232.00	0.00
					<b>0.00</b>	<b>2,232.00</b>	
Above paid on 19/04/2023 by Online Payment Ref J21							
<b>L23 Lyreco UK Ltd</b>							
<i>Various Stationery items</i>	31/03/2023	6520245227	1	104.95	0.00	104.95	0.00
					<b>0.00</b>	<b>104.95</b>	
Above paid on 19/04/2023 by Online Payment Ref L23							
<b>L25 Local Toilet Hire Ltd</b>							
<i>Standard Plastic Event Toilet</i>	03/04/2023	57362	1	1,548.00	0.00	1,548.00	0.00
					<b>0.00</b>	<b>1,548.00</b>	
Above paid on 19/04/2023 by Online Payment Ref L25							

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## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>M27</b>	<b>Servet Mills</b>						
<i>Allot key refund - WC19a</i>	06/04/2023	KEYREFUNDWC019A	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 19/04/2023 by Online Payment Ref M27							
<b>M61</b>	<b>Microshade Business Consultants Ltd</b>						
<i>Hosted App - Citrix - April 23</i>	19/04/2023	17588	1	334.50	0.00	334.50	0.00
					<b>0.00</b>	<b>334.50</b>	
Above paid on 19/04/2023 by Online Payment Ref M61							
<b>N7</b>	<b>Newbury News Ltd</b>						
<i>NDP Volunteer Notice</i>	02/04/2023	118500	1	54.00	0.00	54.00	0.00
<i>NDP volunteer notice / Recruitment</i>	09/04/2023	118640	1	342.00	0.00	342.00	0.00
<i>Nby Market - Easter Supplement</i>	09/04/2023	118641	1	142.80	0.00	142.80	0.00
					<b>0.00</b>	<b>538.80</b>	
Above paid on 19/04/2023 by Online Payment Ref SIN654247							
<b>R26</b>	<b>Mr T Rawlings</b>						
<i>Allotkey refund - S97a-Rawling</i>	28/03/2023	KEYDEPOSITS97A	1	20.00	0.00	20.00	0.00
					<b>0.00</b>	<b>20.00</b>	
Above paid on 19/04/2023 by Online Payment Ref R26							
<b>S2</b>	<b>Energieo Limited. was sse contract</b>						
<i>Qtrly Maintenance &amp; recharge</i>	03/04/2023	900016775	1	1,807.15	0.00	1,807.15	0.00
					<b>0.00</b>	<b>1,807.15</b>	
Above paid on 19/04/2023 by Online Payment Ref S2							
<b>S41</b>	<b>Sundog Grounds Maintenance Ltd</b>						
<i>Salt bins remaining 50%</i>	28/03/2023	3860	1	1,620.00	0.00	1,620.00	0.00
<i>Dog bins-waste bins-benches</i>	31/03/2023	3869	1	3,840.00	0.00	3,840.00	0.00
					<b>0.00</b>	<b>5,460.00</b>	
Above paid on 19/04/2023 by Online Payment Ref S41							

Continued over page

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>T30</b>	<b>Cybit South Limited</b>						
<i>Telephone Support (Month 6 of 12)</i>	28/03/2023	T4265	1	192.00	0.00	192.00	0.00
					<b>0.00</b>	<b>192.00</b>	
Above paid on 19/04/2023 by Online Payment Ref T30							
<b>T31</b>	<b>Abigail Harriet Towsey</b>						
<i>Allot key refund - S082a</i>	03/04/2023	KEYREFUNDS82A	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 19/04/2023 by Online Payment Ref T31							
<b>W29</b>	<b>Waterplay Solutions Ltd</b>						
<i>VP Slash Park Annual Maint 2023-24</i>	03/04/2023	0544	1	2,640.00	0.00	2,640.00	0.00
					<b>0.00</b>	<b>2,640.00</b>	
Above paid on 19/04/2023 by Online Payment Ref W29							
<b>W43</b>	<b>Woo Woo Waterless Toilets</b>						
<i>Composting Toilet - Start Kit</i>	01/03/2023	WEB-23113	1	6,355.01	0.00	6,355.01	0.00
					<b>0.00</b>	<b>6,355.01</b>	
Above paid on 19/04/2023 by Online Payment Ref W43							
<b>Y1</b>	<b>SA Yarwood</b>						
<i>Allotment rent/key refund S31b</i>	17/04/2023	ALLOT REFUNDS31B	1	66.25	0.00	66.25	0.00
					<b>0.00</b>	<b>66.25</b>	
Above paid on 19/04/2023 by Online Payment Ref Y1							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>33,492.70</b>

Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
A7	McCarthy Marland (Recycling) Ltd						
<i>Skip - Parsons Allotments</i>	22/04/2023	292876	1	348.00	0.00	348.00	0.00
					<u>0.00</u>	<u>348.00</u>	
	Above paid on 27/04/2023 by Online Payment Ref A7						
<hr/>							
C10	Crescent Signs Ltd						
Victoria Park Family Day <i>Banners</i>	18/04/2023	INV-20868	1	117.60	0.00	117.60	0.00
					<u>0.00</u>	<u>117.60</u>	
	Above paid on 27/04/2023 by Online Payment Ref 17108/1710						
<hr/>							
D29	Selcuk Duman						
Allot Key Refund (2nd attempt)	27/04/2023	REFUND 2ND	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
	Above paid on 27/04/2023 by Online Payment Ref D29						
<hr/>							
D31	Dovetail HRS						
Permanent Placement - Virginia	14/04/2023	INV-0078	1	4,724.40	0.00	4,724.40	0.00
Jessica Lockwood 15hrs	21/04/2023	INV-0087	1	407.88	0.00	407.88	0.00
					<u>0.00</u>	<u>5,132.28</u>	
	Above paid on 27/04/2023 by Online Payment Ref D31						
<hr/>							
G2	GoCardless Ltd						
<i>GoCardless charges - April 2023</i>	07/04/2023	GCLTD0002068457Y	1	18.61	0.00	18.61	0.00
					<u>0.00</u>	<u>18.61</u>	
	Above paid on 27/04/2023 by Online Payment Ref G2						
<hr/>							
I4	ICCM						
<i>Corporate Membership</i>	01/04/2023	4269/2023/24	1	95.00	0.00	95.00	0.00
					<u>0.00</u>	<u>95.00</u>	
	Above paid on 27/04/2023 by Online Payment Ref I4						
<hr/>							
J17	JGP Resourcing Ltd						
<i>Recruitment work CSFM - Single Listing</i>	19/04/2023	INV-16755	1	720.00	0.00	720.00	0.00
					<u>0.00</u>	<u>720.00</u>	
	Above paid on 27/04/2023 by Online Payment Ref J17						

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Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J22 Mrs MA Jacobs							
AllotKey Refund-WC019a-Jacobs	25/04/2023	REFUNDWC19A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 27/04/2023 by Online Payment Ref J22							
N11 NABMA							
Annual Subscription 2023-24	01/04/2023	23/168	1	384.00	0.00	384.00	0.00
					0.00	384.00	
Above paid on 27/04/2023 by Online Payment Ref N11							
O11 Outdoor Academy Ltd							
Mobile Climbing Wall Hire	20/04/2023	1762	1	810.00	0.00	810.00	0.00
					0.00	810.00	
Above paid on 27/04/2023 by Online Payment Ref O11							
P42 PAD Electrics Limited							
WC Changing Rooms - Shower Replacement	20/04/2023	INV-0523	1	439.18	0.00	439.18	0.00
					0.00	439.18	
Above paid on 27/04/2023 by Online Payment Ref P42							
S2 Enerveo Limited. was sse contract							
Replace 4 lamps - Robinhood roundabout	21/04/2023	900017689	1	460.26	0.00	460.26	0.00
					0.00	460.26	
Above paid on 27/04/2023 by Online Payment Ref S2							
S27 The Society of Local Council Clerks							
Associate Support - Members' Exit Survey	12/04/2023	524	1	474.00	0.00	474.00	0.00
					0.00	474.00	
Above paid on 27/04/2023 by Online Payment Ref S27							
T30 Cybit South Limited							
New laptop (MG) HP250 G9 i5 15" 16GB 512GB	14/04/2023	T4347	1	952.37	0.00	952.37	0.00
					0.00	952.37	
Above paid on 27/04/2023 by Online Payment Ref T30							

Continued over page

Linked to Cashbook 1

Entered Month 1  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
W1 West Berkshire District Council								
<i>Business Rates Market Place</i>	01/04/2023	MARKET P	1	3,343.30	0.00	3,343.30	0.00	
<i>Business Rates Mayors Parlour</i>	01/04/2023	MAYOR	1	1,624.25	0.00	1,624.25	0.00	
<i>Business Rates Meeting Hasll</i>	01/04/2023	MEET H	1	2,020.95	0.00	2,020.95	0.00	
<i>Business Rates NTR Cemetery</i>	01/04/2023	NEWTOWN	1	573.85	0.00	573.85	0.00	
<i>Business Rates Shaw Cemetery</i>	01/04/2023	SHAW 23	1	4,041.90	0.00	4,041.90	0.00	
<i>Business Rates T/Hall, Suite 2</i>	01/04/2023	SU 2 23	1	1,034.80	0.00	1,034.80	0.00	
<i>Business Rates T/Hall, Suite 3</i>	01/04/2023	SU 3	1	1,021.70	0.00	1,021.70	0.00	
<i>Business Rates T/Hall, Suite 4</i>	01/04/2023	SU 4	1	1,113.39	0.00	1,113.39	0.00	
<i>Business Rates T/Hall, Suite 12</i>	01/04/2023	SU 12	1	2,934.12	0.00	2,934.12	0.00	
						<u>0.00</u>	<u>17,708.26</u>	
Above paid on 27/04/2023 by Online Payment Ref W1								
Total Purchase Ledger Payments						<u>0.00</u>	<u>27,679.56</u>	

Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A18 Aquaid (Kennet and North Wilts)							
<i>Environmental Charges</i>	24/04/2023	436015	1	44.64	0.00	44.64	0.00
					0.00	44.64	
Above paid on 16/05/2023 by Online Payment Ref A18							
A20 A & S Meats							
Market Management - May 2023	01/05/2023	97	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 16/05/2023 by Online Payment Ref A20							
A28 Art on the Park							
Contribution Art on Park 23	04/05/2023	CONT 2023-24	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 16/05/2023 by Online Payment Ref A28							
A29 Appcentric							
Support & Retainer <i>Cost-May 2023</i>	03/05/2023	1539	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 16/05/2023 by Online Payment Ref A29							
B41 Berkshire Pressure Cleaning							
Pressure washing of the <i>War Memorial T/hall, Ebb&amp;Flow, Clock House</i>	20/04/2023	NO. P6283	1	876.00	0.00	876.00	0.00
					0.00	876.00	
Above paid on 16/05/2023 by Online Payment Ref B41							
C30 Steve Carter Haulage							
1 x load muck away - <i>Shaw Cemetery</i>	12/05/2023	2398	1	396.00	0.00	396.00	0.00
					0.00	396.00	
Above paid on 16/05/2023 by Online Payment Ref C30							
C65 Carbon Footprint Ltd							
Carbon Footprint Appraisal	26/04/2023	INV-10247	1	2,998.80	0.00	2,998.80	0.00
					0.00	2,998.80	
Above paid on 16/05/2023 by Online Payment Ref C65							

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Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
C69	C&E Groundworks Ltd						
recover lorry from Victoria Pa	26/04/2023	528	1	144.00	0.00	144.00	0.00
					<u>0.00</u>	<u>144.00</u>	
					0.00	144.00	
							Above paid on 16/05/2023 by Online Payment Ref C69
<hr/>							
D12	DCK Payroll Solutions						
<i>April Payroll</i>	03/05/2023	P4077	1	193.44	0.00	193.44	0.00
					<u>0.00</u>	<u>193.44</u>	
					0.00	193.44	
							Above paid on 16/05/2023 by Online Payment Ref P1104
<hr/>							
E14	Environmental Solutions Ltd						
<i>Secure Shredding</i>	14/04/2023	22419	1	67.84	0.00	67.84	0.00
					<u>0.00</u>	<u>67.84</u>	
					0.00	67.84	
							Above paid on 16/05/2023 by Online Payment Ref E14
<hr/>							
E5	East Woodhay Silver Band						
<i>VP Bandstand - Sunday 7 August 2022</i>	19/04/2023	230001	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
					0.00	150.00	
							Above paid on 16/05/2023 by Online Payment Ref E5
<hr/>							
F28	Thomas Fattorini Ltd						
White Name Badges	17/05/2023	I275541	1	44.88	0.00	44.88	0.00
					<u>0.00</u>	<u>44.88</u>	
					0.00	44.88	
							Above paid on 16/05/2023 by Online Payment Ref F28
<hr/>							
F5	Foxes Tree Services & Son Ltd						
<i>Emergency Tree Works, Pyle Hill, Greenham</i>	10/05/2023	4644	1	480.00	0.00	480.00	0.00
					<u>0.00</u>	<u>480.00</u>	
					0.00	480.00	
							Above paid on 16/05/2023 by Online Payment Ref F5
<hr/>							
G1	Gardner Leader LLP						
<i>Grounds Maintenance Contract</i>	01/05/2023	77517	1	3,564.00	0.00	3,564.00	0.00
<i>Service Legal Agreement</i>	03/05/2023	77608	1	1,155.00	0.00	1,155.00	0.00
<i>Green Spaces/ Lock Island/NTR Cem</i>					<u>0.00</u>	<u>4,719.00</u>	
					0.00	4,719.00	
							Above paid on 16/05/2023 by Online Payment Ref NEW103/105

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Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G2 GoCardless Ltd							
<i>April Charges/Fees</i>	07/05/2023	GCLTD0002137965Y	1	19.82	0.00	19.82	0.00
					0.00	19.82	
Above paid on 16/05/2023 by Online Payment Ref G2							
I10 Izac Ltd							
100 no pointed stakes in 25 x	09/05/2023	0351	1	156.00	0.00	156.00	0.00
					0.00	156.00	
Above paid on 16/05/2023 by Online Payment Ref I10							
L13 Link Up Local Mencap							
<i>Bus stop Posters</i>	01/04/2023	1563/22	1	52.00	0.00	52.00	0.00
					0.00	52.00	
Above paid on 16/05/2023 by Online Payment Ref L13							
L23 Lyreco UK Ltd							
<i>Various Stationery Items</i>	30/04/2023	6520246209	1	398.12	0.00	398.12	0.00
					0.00	398.12	
Above paid on 16/05/2023 by Online Payment Ref L23							
M28 Minster Cleaning Services							
<i>Contract Office Cleaning - May 2023</i>	02/05/2023	12979	1	1,761.61	0.00	1,761.61	0.00
					0.00	1,761.61	
Above paid on 16/05/2023 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
<i>Citrix - Hosted Application</i>	19/05/2023	17753	1	334.50	0.00	334.50	0.00
					0.00	334.50	
Above paid on 16/05/2023 by Online Payment Ref M61							
N7 Newbury News Ltd							
Coronation Supplement	07/05/2023	I19213	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 16/05/2023 by Online Payment Ref SIN654247							

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Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P19 Proludic Ltd							
<i>Various seats &amp; Kits for play areas</i>	01/05/2023	SIN007344	1	1,009.80	0.00	1,009.80	0.00
					0.00	1,009.80	
Above paid on 16/05/2023 by Online Payment Ref P19							
P44 Penny Post Ltd							
Job advert for Finance & Corporate Services Manager	30/04/2023	INV-17074	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 16/05/2023 by Online Payment Ref P44							
R20 Rialtas Business Solutions Ltd							
Year end 2023-24	01/05/2023	30448	1	906.00	0.00	906.00	0.00
Allotments Software Annual Support & Maintenance	01/05/2023	M28363	1	183.05	0.00	183.05	0.00
					0.00	1,089.05	
Above paid on 16/05/2023 by Online Payment Ref R20							
S2 Nerveo Limited. was sse contract							
Column 2 Access Road off Austin Gardens	27/04/2023	900018008	1	1,219.90	0.00	1,219.90	0.00
Col 4 Eight Bells Dis & Re Connect	27/04/2023	900018011	1	1,125.97	0.00	1,125.97	0.00
Col 4 Eight Bells Dispose of Column	27/04/2023	900018012	1	692.76	0.00	692.76	0.00
					0.00	3,038.63	
Above paid on 16/05/2023 by Online Payment Ref S2							
S22 Sports Courts UK Ltd							
Cleaning of the Splash Park a	19/04/2023	C/23/7206	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 16/05/2023 by Online Payment Ref S22							
S7 Sawscape Play Ltd							
Repair 7no. Ball joint connection om Miricle net bridge, Cromwell Road	05/05/2023	INV 1906	1	2,724.00	0.00	2,724.00	0.00
					0.00	2,724.00	
Above paid on 16/05/2023 by Online Payment Ref S7							

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Linked to Cashbook 1

Entered Month 2  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
T30            Cybit South Limited							
HP Probook 450- <i>Laptop</i>	01/05/2023	T4440	1	1,118.40	0.00	1,118.40	0.00
Telephone Support x 15	09/05/2023	INV2442	1	192.00	0.00	192.00	0.00
					<u>0.00</u>	<u>1,310.40</u>	
Above paid on 16/05/2023 by Online Payment Ref T30							
<hr/>							
T38            The Play Inspection Company Ltd							
Outdoor Annual <i>Inspections</i> x 15	12/05/2023	61042	1	909.00	0.00	909.00	0.00
					<u>0.00</u>	<u>909.00</u>	
Above paid on 16/05/2023 by Online Payment Ref T38							
<hr/>							
W1            West Berkshire District Council							
Training - E-Learning 22-23	06/05/2023	565524	1	540.00	0.00	540.00	0.00
					<u>0.00</u>	<u>540.00</u>	
Above paid on 16/05/2023 by Online Payment Ref W1							
<hr/>							
W29            Waterplay Solutions Ltd							
Activator Switch including <i>Shipping &amp; Installation charges</i>	11/05/2023	573	1	951.60	0.00	951.60	0.00
					<u>0.00</u>	<u>951.60</u>	
Above paid on 16/05/2023 by Online Payment Ref W29							
<hr/>							
Total Purchase Ledger Payments					<u>0.00</u>	<u>27,856.63</u>	

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
A13 Acclaim Fabrications							
<i>Repair</i> guttering at Shaw cemetery	19/05/2023	PMM 61	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 31/05/2023 by Online Payment Ref A13							
A15 HawkEye Pest Control Ltd							
<i>Pest Management</i> - Walton Way	20/05/2023	12868SM8	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 31/05/2023 by Online Payment Ref A15							
A7 McCarthy Marland (Recycling) Ltd							
<i>Skip Southby Allotment</i>	18/05/2023	293885	1	304.61	0.00	304.61	0.00
					0.00	304.61	
Above paid on 31/05/2023 by Online Payment Ref A7							
E14 Environmental Solutions Ltd							
Secure shredding	12/05/2023	22640	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 31/05/2023 by Online Payment Ref E14							
H19 House of Logos Ltd							
Mayor Bear Enamel Newbury	16/05/2023	22071	1	462.00	0.00	462.00	0.00
					0.00	462.00	
Above paid on 31/05/2023 by Online Payment Ref H19							
H36 Mrs T A Hawkins							
Duplicate <i>allotment</i> rent <i>refund</i> Hawkins P017	15/05/2023	REFUND HAWKINS	1	56.90	0.00	56.90	0.00
					0.00	56.90	
Above paid on 31/05/2023 by Online Payment Ref H36							
J21 John O'Conner GM Ltd							
<i>Grounds Maintenance</i> April 2023	16/05/2023	97824	1	37,611.55	0.00	37,611.55	0.00
					0.00	37,611.55	
Above paid on 31/05/2023 by Online Payment Ref J21							

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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
L13 Link Up Local Mencap							
<i>Bus stop posters - April 2023</i>	01/05/2023	1750/22 A	1	52.00	0.00	52.00	0.00
					0.00	52.00	
Above paid on 31/05/2023 by Online Payment Ref L13							
M28 Minster Cleaning Services							
<i>Town Hall Office Cleaning</i> April 2023	01/05/2023	12828	1	1,761.61	0.00	1,761.61	0.00
					0.00	1,761.61	
Above paid on 31/05/2023 by Online Payment Ref INV29354							
M61 Microshade Business Consultants Ltd							
<i>Host Citrix / Rialtas</i>	01/05/2023	17178	1	318.60	0.00	318.60	0.00
					0.00	318.60	
Above paid on 31/05/2023 by Online Payment Ref M61							
N7 Newbury News Ltd							
Tablet Banner Line	14/05/2023	I19342	1	33.75	0.00	33.75	0.00
Family Day <i>advert</i>	21/05/2023	I19467	1	146.25	0.00	146.25	0.00
					0.00	180.00	
Above paid on 31/05/2023 by Online Payment Ref SIN654247							
O1 Oxford Charwell Brass							
<i>VP Bandstand</i> Sunday 14 May 2023	23/05/2023	OCB-006	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 31/05/2023 by Online Payment Ref O1							
R27 Mr Brett Rogers							
Allot Key refund-WC30ab-Rogers	22/05/2023	KEYREFUND WC30AB	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 31/05/2023 by Online Payment Ref R27							
S2 Enerveo Limited. was sse contract							
<i>Harris Fencing 3 weeks &amp; repair grounds</i>	24/05/2023	900019314	1	1,601.93	0.00	1,601.93	0.00
					0.00	1,601.93	
Above paid on 31/05/2023 by Online Payment Ref S2							

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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
S41	Sundog Grounds Maintenance Ltd						
Supply and erect 3 x Harris fe	15/05/2023	3899	1	768.00	0.00	768.00	0.00
					<u>0.00</u>	<u>768.00</u>	
Above paid on 31/05/2023 by Online Payment Ref S41							
T30	Cybit South Limited						
Adobe Acrobat Pro <i>additional subscriptions MK/CE/JL</i>	22/05/2023	T4499	1	737.00	0.00	737.00	0.00
					<u>0.00</u>	<u>737.00</u>	
Above paid on 31/05/2023 by Online Payment Ref T30							
W1	West Berkshire District Council						
Rent-Cem Lodge 01.12.22 to 30.11.23	05/05/2023	567538	1	1,000.00	0.00	1,000.00	0.00
					<u>0.00</u>	<u>1,000.00</u>	
Above paid on 31/05/2023 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>45,355.04</u>	

## 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
<b>A15 HawkEye Pest Control Ltd</b>							
<i>West Mills Allotment Pest Management</i>	01/06/2023	12833SM25	1	125.40	0.00	125.40	0.00
<i>Southbys Allotment Pest Management</i>	01/06/2023	12833SM26	1	138.60	0.00	138.60	0.00
<i>Dairy Farm Allotment Pest Management</i>	01/06/2023	12833SM27	1	118.80	0.00	118.80	0.00
<i>WC Allotment Pest Management</i>	01/06/2023	12833SM28	1	92.40	0.00	92.40	0.00
<i>OTP Allotment Pest Management</i>	01/06/2023	12833SM29	1	105.60	0.00	105.60	0.00
<i>Parsons Allotment Pest Management</i>	01/06/2023	12833SM30	1	92.40	0.00	92.40	0.00
					<b>0.00</b>	<b>673.20</b>	
Above paid on 09/06/2023 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
<i>Market Management - June 2023</i>	01/06/2023	98	1	1,560.00	0.00	1,560.00	0.00
					<b>0.00</b>	<b>1,560.00</b>	
Above paid on 09/06/2023 by Online Payment Ref A20							
<b>A41 Auditing Solutions Ltd</b>							
<i>Audit Final Qtr for 2022-23</i>	07/06/2023	A8125	1	576.00	0.00	576.00	0.00
					<b>0.00</b>	<b>576.00</b>	
Above paid on 09/06/2023 by Online Payment Ref A41							
<b>B1 Biffa Waste Services Ltd</b>							
<i>Standard Mixed Recycling bags</i>	01/06/2023	571C36660	1	399.60	0.00	399.60	0.00
<i>Standard General Waste bags</i>	01/06/2023	571C36663	1	658.80	0.00	658.80	0.00
					<b>0.00</b>	<b>1,058.40</b>	
Above paid on 09/06/2023 by Online Payment Ref N15485*1*5							
<b>C52 A P Cross</b>							
<i>Allotment refund S84b-AP Cros</i>	06/06/2023	ALLOTREFUNDS84B	1	42.50	0.00	42.50	0.00
					<b>0.00</b>	<b>42.50</b>	
Above paid on 09/06/2023 by Online Payment Ref C52							
<b>D12 DCK Payroll Solutions</b>							
<i>Payroll - May 2023</i>	25/05/2023	P4167	1	187.20	0.00	187.20	0.00
					<b>0.00</b>	<b>187.20</b>	
Above paid on 09/06/2023 by Online Payment Ref P1104							

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## 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
<b>D31 Dovetail HRS</b>							
<i>J Lockwood - w/e 19.05.23</i>	25/05/2023	INV-0134	1	1,006.10	0.00	1,006.10	0.00
<i>J Lockwood - w/e 26.05.23</i>	31/05/2023	INV-0140	1	1,006.10	0.00	1,006.10	0.00
					<b>0.00</b>	<b>2,012.20</b>	
Above paid on 09/06/2023 by Online Payment Ref D31							
<b>H11 Healthmatic Ltd</b>							
<i>Clean Wharf Toilets 04.04 to 30.06.2023</i>	31/05/2023	12934	1	3,630.00	0.00	3,630.00	0.00
					<b>0.00</b>	<b>3,630.00</b>	
Above paid on 09/06/2023 by Online Payment Ref INV7984							
<b>H41 Hoskins Electrical Services</b>							
<i>T/Hall electrical repairs 30.05.2023</i>	30/05/2023	RICHARD HOSKINS	1	95.00	0.00	95.00	0.00
					<b>0.00</b>	<b>95.00</b>	
Above paid on 09/06/2023 by Online Payment Ref H41							
<b>K8 Kennet Community Radio</b>							
<i>Victoria Park Family Day 21.05.2023</i>	26/05/2023	KR1000525	1	714.00	0.00	714.00	0.00
					<b>0.00</b>	<b>714.00</b>	
Above paid on 09/06/2023 by Online Payment Ref K8							
<b>M28 Minster Cleaning Services</b>							
<i>T/Hall Office Cleaning - June 2023</i>	01/06/2023	13148	1	1,761.61	0.00	1,761.61	0.00
					<b>0.00</b>	<b>1,761.61</b>	
Above paid on 09/06/2023 by Online Payment Ref INV29354							
<b>N20 North Swindon Big Band</b>							
<i>VP Bandstand 28.05.2023</i>	29/05/2023	20223/06	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 09/06/2023 by Online Payment Ref N20							
<b>R38 RYAL Media Group</b>							
<i>Recruitment - Finance Officer</i>	01/06/2023	5857	1	234.00	0.00	234.00	0.00
					<b>0.00</b>	<b>234.00</b>	
Above paid on 09/06/2023 by Online Payment Ref R38							

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
<b>S18 St Nicolas PCC</b>							
<i>Hire Hall for Mayor Making May 2023</i>	01/06/2023	2023045	1	278.00	0.00	278.00	0.00
					<b>0.00</b>	<b>278.00</b>	
Above paid on 09/06/2023 by Online Payment Ref Booking01.							
<b>S2 Enerveo Limited. was sse contract</b>							
<i>Remove old light column, 1 Tydehams &amp; replace new</i>	01/06/2023	900019673	1	1,530.43	0.00	1,530.43	0.00
<i>Disconnect &amp; reconnect light column, 1 Tydehams</i>	01/06/2023	900019674	1	886.93	0.00	886.93	0.00
					<b>0.00</b>	<b>2,417.36</b>	
Above paid on 09/06/2023 by Online Payment Ref S2							
<b>S41 Sundog Grounds Maintenance Ltd</b>							
<i>Hutton Close - Remove damaged dog bin</i>	25/05/2023	3922	1	576.00	0.00	576.00	0.00
<i>Hamilton Court-Remove damaged play equipment</i>	26/05/2023	3923	1	552.00	0.00	552.00	0.00
<i>VP-Supply &amp; infill to raise drain cover</i>	30/05/2023	3924	1	1,272.00	0.00	1,272.00	0.00
					<b>0.00</b>	<b>2,400.00</b>	
Above paid on 09/06/2023 by Online Payment Ref S41							
<b>T30 Cybit South Limited</b>							
<i>Support Renewal - April 23</i>	01/06/2023	INV1593	1	192.00	0.00	192.00	0.00
<i>Support renewal - June 23</i>	01/06/2023	INV2842	1	192.00	0.00	192.00	0.00
<i>Telephone Tech support (5 of 12)</i>	01/06/2023	T3908	1	192.00	0.00	192.00	0.00
					<b>0.00</b>	<b>576.00</b>	
Above paid on 09/06/2023 by Online Payment Ref T30							
<b>T7 Thomas Fattorini Ltd</b>							
<i>Officer Name badges</i>	25/05/2023	I276930	1	34.38	0.00	34.38	0.00
					<b>0.00</b>	<b>34.38</b>	
Above paid on 09/06/2023 by Online Payment Ref T7							
<b>W10 Wantage Silver Band</b>							
<i>VP Bandstand - 10th June 2023</i>	01/06/2023	WSB202318	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 09/06/2023 by Online Payment Ref W10							

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	
<b>W8</b> <b>Watership Brass</b>								
VP Bandstand - 21st May 2023	24/05/2023	235	1	150.00	0.00	150.00	0.00	
					<b>0.00</b>	<b>150.00</b>		
Above paid on 09/06/2023 by Online Payment Ref W8								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>18,699.85</b>	

## 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
<b>A29 Appcentric</b>							
<i>Monthly Support &amp; Retainer Costs</i>	03/06/2023	1550	1	522.50	0.00	522.50	0.00
					<b>0.00</b>	<b>522.50</b>	
Above paid on 26/06/2023 by Online Payment Ref A29							
<b>A43 APPLE PRINT &amp; CREATIVE</b>							
<i>Newbury Town Walls - DL Leaflet</i>	08/06/2023	IN-14845	1	342.00	0.00	342.00	0.00
					<b>0.00</b>	<b>342.00</b>	
Above paid on 26/06/2023 by Online Payment Ref A43							
<b>A7 McCarthy Marland (Recycling) Ltd</b>							
<i>Skip - West Mill Allotments</i>	08/06/2023	294659	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 26/06/2023 by Online Payment Ref A7							
<b>B44 Baileys Coaches Ltd</b>							
<i>29 Seat Midi Coach - New Cllr Tour of NTC sites</i>	01/06/2023	26662	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 26/06/2023 by Online Payment Ref B44							
<b>C10 Crescent Signs Ltd</b>							
<i>Supply 4 No. Nby Market correx boards</i>	08/06/2023	INV-20955	1	292.80	0.00	292.80	0.00
<i>Supply Peace Garden planter signs</i>	15/06/2023	INV-20971	1	273.60	0.00	273.60	0.00
					<b>0.00</b>	<b>566.40</b>	
Above paid on 26/06/2023 by Online Payment Ref 17108/1710							
<b>C12 Phil Cannings</b>							
<i>Photographs of Newbury town council</i>	01/06/2023	234	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 26/06/2023 by Online Payment Ref C12							
<b>C30 Steve Carter Haulage</b>							
<i>Muck away - Shaw Cemetary</i>	04/06/2023	2409	1	396.00	0.00	396.00	0.00
					<b>0.00</b>	<b>396.00</b>	
Above paid on 26/06/2023 by Online Payment Ref C30							

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
<b>C59 Canal &amp; River Trust</b>							
<i>Lock Island - Lease 24.06.23 to 28.09.2024</i>	01/06/2023	186439	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 26/06/2023 by Online Payment Ref 8083919							
<b>D10 Mrs J I Day</b>							
<i>Reimburse for Flower Arrangements Mayor Making 2023</i>	09/06/2023	FLOWERS MM2023	1	57.00	0.00	57.00	0.00
					<b>0.00</b>	<b>57.00</b>	
Above paid on 26/06/2023 by Online Payment Ref D10							
<b>D12 DCK Payroll Solutions</b>							
<i>June 2023 Monthly Payroll</i>	22/06/2023	P4262	1	173.40	0.00	173.40	0.00
					<b>0.00</b>	<b>173.40</b>	
Above paid on 26/06/2023 by Online Payment Ref P1104							
<b>D2 Mr B Digby</b>							
<i>Civic Payments 28.03-09.06.23</i>	20/06/2023	CIVIC-MAY/JUNE	1	275.00	0.00	275.00	0.00
					<b>0.00</b>	<b>275.00</b>	
Above paid on 26/06/2023 by Online Payment Ref D2							
<b>D31 Dovetail HRS</b>							
<i>JLockwood Temp 37hrs</i>	01/06/2023	INV-0093	1	1,006.10	0.00	1,006.10	0.00
<i>JLockwood Temp 34hrs w/e 28.04.23</i>	01/06/2023	INV-0099	1	924.53	0.00	924.53	0.00
<i>JLockwood Temp 29.5hrs w/e 05.05.23</i>	01/06/2023	INV-0122	1	802.16	0.00	802.16	0.00
<i>JLockwood Temp 22hrs w/e 12.05.23</i>	01/06/2023	INV-0128	1	598.22	0.00	598.22	0.00
<i>JLockwood Temp 24hrs w/e 09.06.23</i>	15/06/2023	INV-0160	1	910.93	0.00	910.93	0.00
<i>JLockwood Temp 33.5hrs w/e 16.06.23</i>	21/06/2023	INV-0717	1	910.93	0.00	910.93	0.00
					<b>0.00</b>	<b>5,152.87</b>	
Above paid on 26/06/2023 by Online Payment Ref D31							
<b>G2 GoCardless Ltd</b>							
<i>Fees &amp; Charges May 2023</i>	08/06/2023	GCLTD0002206581Y	1	19.56	0.00	19.56	0.00
					<b>0.00</b>	<b>19.56</b>	
Above paid on 26/06/2023 by Online Payment Ref G2							

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## 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
<b>H1 Hags/SMP</b>							
<i>Rooster on rotating post and Additional parts</i>	09/06/2023	89757	1	1,033.05	0.00	1,033.05	0.00
					<b>0.00</b>	<b>1,033.05</b>	
Above paid on 26/06/2023 by Online Payment Ref H1							
<b>H27 Mr Anthony Hewitt</b>							
<i>Civic Payment 28.03-09.06.23</i>	20/06/2023	CIVIC-MAY/JUNE	1	175.00	0.00	175.00	0.00
					<b>0.00</b>	<b>175.00</b>	
Above paid on 26/06/2023 by Online Payment Ref H27							
<b>I5 Insideout Site Services</b>							
<i>Clean windows - Town Hall</i>	13/06/2023	VR11670	1	216.00	0.00	216.00	0.00
					<b>0.00</b>	<b>216.00</b>	
Above paid on 26/06/2023 by Online Payment Ref I5							
<b>J21 John O'Conner GM Ltd</b>							
<i>Ground Maintenance - May 2023</i>	24/05/2023	98143	1	37,611.55	0.00	37,611.55	0.00
					<b>0.00</b>	<b>37,611.55</b>	
Above paid on 26/06/2023 by Online Payment Ref J21							
<b>L13 Link Up Local Mencap</b>							
<i>Bus stop posters - May/June 2023</i>	01/06/2023	1922/22	1	52.00	0.00	52.00	0.00
					<b>0.00</b>	<b>52.00</b>	
Above paid on 26/06/2023 by Online Payment Ref L13							
<b>L2 Mrs J Lewis</b>							
<i>Civic Payment 28.03-09.06.23</i>	20/06/2023	CIVIC MAY-JUNE	1	175.00	0.00	175.00	0.00
					<b>0.00</b>	<b>175.00</b>	
Above paid on 26/06/2023 by Online Payment Ref L2							
<b>M61 Microshade Business Consultants Ltd</b>							
<i>Hosting Rialtas &amp; Citrix</i>	19/06/2023	17881	1	368.52	0.00	368.52	0.00
					<b>0.00</b>	<b>368.52</b>	
Above paid on 26/06/2023 by Online Payment Ref M61							

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## 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
<b>N28 Newbury BID CIC</b>							
<i>NewburyBID Rates - Market Place</i>	13/06/2023	MARKETS	1	100.50	0.00	100.50	0.00
<i>NewburyBID Rates - Town Hall, Suite 12</i>	13/06/2023	SUITE 12, TOWN HALL	1	106.50	0.00	106.50	0.00
<i>NewburyBID Rates - Wharf Toilets</i>	13/06/2023	WHARF	1	191.25	0.00	191.25	0.00
					<b>0.00</b>	<b>398.25</b>	
Above paid on 26/06/2023 by Online Payment Ref NbyBIDrate							
<b>P23 Mr Garry Poulson</b>							
<i>Civic Payment 28.03-09.06.23</i>	20/06/2023	CIVIC-MAY/JUNE	1	175.00	0.00	175.00	0.00
					<b>0.00</b>	<b>175.00</b>	
Above paid on 26/06/2023 by Online Payment Ref P23							
<b>P42 PAD Electrics Limited</b>							
<i>Check circuit boards - Market Pop-ups</i>	12/06/2023	INV-0576	1	1,891.20	0.00	1,891.20	0.00
					<b>0.00</b>	<b>1,891.20</b>	
Above paid on 26/06/2023 by Online Payment Ref P42							
<b>R20 Rialtas Business Solutions Ltd</b>							
<i>Cemeteries Software Annual Support 14.06.2023 to 31.03.2024</i>	16/06/2023	30847	1	357.49	0.00	357.49	0.00
					<b>0.00</b>	<b>357.49</b>	
Above paid on 26/06/2023 by Online Payment Ref R20							
<b>S15 Safe I. S. Limited</b>							
<i>Fire Risk Assessment - Town Hall</i>	23/06/2023	90911	1	324.90	0.00	324.90	0.00
					<b>0.00</b>	<b>324.90</b>	
Above paid on 26/06/2023 by Online Payment Ref S15							
<b>S2 Enerveo Limited. was sse contract</b>							
<i>Col 2, Austen Gardens - Disconnect/Reconnect</i>	13/06/2023	900020137	1	825.97	0.00	825.97	0.00
<i>Remove &amp; Replace lantern, Fairclose, Nby</i>	15/06/2023	900020238	1	988.79	0.00	988.79	0.00
<i>Remove/Replace Lantern, 5 Paddock Road, Nby</i>	15/06/2023	900020248	1	472.07	0.00	472.07	0.00
					<b>0.00</b>	<b>2,286.83</b>	
Above paid on 26/06/2023 by Online Payment Ref S2							

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
<b>S27 The Society of Local Council Clerks</b>							
<i>Recruitment Finance and Corporate Service Manager</i>	01/06/2023	547	1	1,585.20	0.00	1,585.20	0.00
					<b>0.00</b>	<b>1,585.20</b>	
Above paid on 26/06/2023 by Online Payment Ref S27							
<b>S4 Mr B Sylvester</b>							
<i>Civic Payment 28.03-09.06.23</i>	20/06/2023	CIVIC MAY/JUNE	1	525.00	0.00	525.00	0.00
					<b>0.00</b>	<b>525.00</b>	
Above paid on 26/06/2023 by Online Payment Ref S4							
<b>S56 RC Smallbone Newbury Ltd</b>							
<i>Refund of overpayment - May 20</i>	23/06/2023	OVERPAYMENT	1	226.00	0.00	226.00	0.00
					<b>0.00</b>	<b>226.00</b>	
Above paid on 26/06/2023 by Online Payment Ref S56							
<b>T30 Cybit South Limited</b>							
<i>3 x iyama Prolite 27" Monitors</i>	19/06/2023	T4626	1	709.20	0.00	709.20	0.00
<i>Office365 Back-up 01.06.23 - 01.06.24</i>	22/06/2023	T4638	1	1,900.80	0.00	1,900.80	0.00
					<b>0.00</b>	<b>2,610.00</b>	
Above paid on 26/06/2023 by Online Payment Ref T30							
<b>T38 The Play Inspection Company Ltd</b>							
<i>Training of Operational Inspection - Paul</i>	14/06/2023	61758	1	1,120.00	0.00	1,120.00	0.00
					<b>0.00</b>	<b>1,120.00</b>	
Above paid on 26/06/2023 by Online Payment Ref T38							
<b>W29 Waterplay Solutions Ltd</b>							
<i>Call out - VP Splash Park</i>	19/06/2023	0580	1	330.00	0.00	330.00	0.00
					<b>0.00</b>	<b>330.00</b>	
Above paid on 26/06/2023 by Online Payment Ref W29							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>59,915.72</b>



**Newbury Town Council**

**Public Report**

**To:** Policy and Resources Committee

**Date of meeting:** 24 July 2023.

**Agenda item No. 9: Budget Monitoring Quarter 1 2023/24**

**9.1 To receive** the Income and Expenditure Account to 30 June 2023. (App. 4.1)

**9.2 To resolve to approve** over expenditure against cost centres, in accordance with the Council's Financial Regulations (Appendix 4.2)

**Background/ Introduction**

The Council is required by statute to prepare an income and expenditure account and to report to this Committee each quarter. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

In addition to the statutory requirements, the Council has adopted Financial Regulations to control income and expenditure and give clear guidance to members and officers how the Council's finances are managed and controlled.

**Considerations**

The Council's Financial regulations include the following provisions:

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

4.2 Any expenditure exceeding the authorised amount provided in the revenue budget for that class of expenditure must be approved by resolution of the Council, or the Policy and Resources committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless by resolution of the P & R Committee or the Council to an earmarked reserve.

4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £1,000 or 15% of the budget line.

## Issues/ Options arising

### 1. Budget Monitoring 2023-24

Financial regulation 4.8: *The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.*

Appendix 4.1 gives the full income and expenditure report required for above.

### 2. Material variances

Financial regulation 4.8: *These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £1,000 or 15% of the budget line.*

Appendix 4.2 lists the material variances at first quarter reporting with explanations for same. There were pressures on salaries, arising from absences (sick leave, maternity leave and unfilled posts), with agency and cover costs pushing expenditure past the budgeted levels for the first quarter. However, the Council's income streams are performing well and overall the balances are close to budget expectations.

The Council's reserves were also boosted with a larger than expected payment of £107,742 in Community Infrastructure Levies. These payments normally average £30,000 per annum for the Council. This matter is for further discussion at this meeting ( See item 21 on the agenda).

### Conclusion/ Recommendation

1. That the Council notes the overall income and expenditure for the first quarter 2023/2024.
2. That the Council approves the over expenditure on the several cost centres, as set out in Appendix 4.2 (Attached)

**Report Author: Hugh Peacocke, (CEO)**

**Date:** 15 July 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Staff</b>								
4000 Salaries/NI/PAYE	48,428	135,909	512,624	376,715		376,715	26.5%	
4010 Misc Staff Expenses	5,469	12,352	7,000	(5,352)		(5,352)	176.5%	10
4045 Salary Reallocation	(48,428)	(135,909)	(512,624)	(376,715)		(376,715)	26.5%	
Staff :- Indirect Expenditure	5,469	12,352	7,000	(5,352)	0	(5,352)	176.5%	10
Net Expenditure	(5,469)	(12,352)	(7,000)	5,352				
6000 plus Transfer from EMR	0	10						
Movement to/(from) Gen Reserve	(5,469)	(12,342)						
<b>110 Central Services</b>								
1076 Precept Received	0	636,440	1,272,879	636,440			50.0%	
1090 Interest Received	608	3,342	8,000	4,658			41.8%	
1091 Shares/Dividend Income	0	3	0	(3)			0.0%	
1905 CIL income received	0	107,742	0	(107,742)			0.0%	107,742
Central Services :- Income	608	747,526	1,280,879	533,353			58.4%	107,742
4045 Salary Reallocation	13,850	38,870	146,368	107,498		107,498	26.6%	
4050 Bank Charges	593	1,135	3,000	1,865		1,865	37.8%	
4055 Election Expenses	200	389	0	(389)		(389)	0.0%	200
Central Services :- Indirect Expenditure	14,644	40,394	149,368	108,974	0	108,974	27.0%	200
Net Income over Expenditure	(14,036)	707,132	1,131,511	424,379				
6000 plus Transfer from EMR	200	200						
6001 less Transfer to EMR	0	107,742						
Movement to/(from) Gen Reserve	(13,836)	599,590						
<b>200 P&amp;R General</b>								
4045 Salary Reallocation	2,664	7,475	28,380	20,905		20,905	26.3%	
4105 Members' travel & subsistence	0	0	800	800		800	0.0%	
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%	
P&R General :- Indirect Expenditure	2,664	7,475	32,180	24,705	0	24,705	23.2%	0
Net Expenditure	(2,664)	(7,475)	(32,180)	(24,705)				
<b>210 Grants &amp; Contributions</b>								
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%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
4185 CAB Grant	0	0	20,000	20,000		20,000	0.0%	
4210 Defibs	0	0	2,500	2,500		2,500	0.0%	
4212 Greenham & Crookham Common	0	0	500	500		500	0.0%	
4213 Diversity & Inclusivity	0	0	3,000	3,000		3,000	0.0%	
4215 Public support- Green Spaces	0	0	3,000	3,000		3,000	0.0%	
Grants & Contributions :- Indirect Expenditure	0	0	103,500	103,500	0	103,500	0.0%	0
Net Expenditure	0	0	(103,500)	(103,500)				
<u>220 Corporate Services</u>								
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	1,120	1,570	6,000	4,430		4,430	26.2%	
4225 Advertising Recruitment	1,338	1,963	2,000	37		37	98.1%	
4230 Telephone	760	2,276	8,000	5,724		5,724	28.4%	
4235 Postage	180	410	3,000	2,590		2,590	13.7%	
4240 Printing/Stationery	297	1,040	1,800	760		760	57.8%	189
4245 Office Equipment	871	871	1,500	629		629	58.1%	
4250 IT	9,084	19,267	30,000	10,733		10,733	64.2%	
4255 Professional Fees	805	6,129	18,000	11,871		11,871	34.0%	
4260 Audit	480	(2,095)	4,800	6,895		6,895	(43.6%)	
4265 Subscriptions	3,550	3,576	5,000	1,424		1,424	71.5%	
4270 Photocopier Charges	242	242	2,000	1,758		1,758	12.1%	
4275 Advertising General	52	156	1,500	1,344		1,344	10.4%	
4280 Recycling Costs	333	446	1,200	754		754	37.2%	
4420 Insurance	0	5,446	14,000	8,554		8,554	38.9%	
Corporate Services :- Indirect Expenditure	19,111	41,296	99,300	58,004	0	58,004	41.6%	189
Net Expenditure	(19,111)	(41,296)	(99,300)	(58,004)				
6000 plus Transfer from EMR	0	189						
Movement to/(from) Gen Reserve	(19,111)	(41,107)						
<u>290 Town Hall</u>								
1270 Suite Lease Income	4,679	10,253	36,000	25,747			28.5%	
1275 Solar Panel Income	0	0	1,500	1,500			0.0%	
1280 Chamber Hire	1,234	3,202	10,000	6,798			32.0%	
Town Hall :- Income	5,913	13,455	47,500	34,045			28.3%	0

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	3,099	8,698	33,034	24,336		24,336	26.3%	
4345 Replacement Solar Panel Invert	0	0	5,000	5,000		5,000	0.0%	
4405 Rates	107	9,856	11,430	1,574		1,574	86.2%	
4410 Water	20	214	500	286		286	42.7%	
4415 Energy Supplies	477	4,060	10,000	5,940		5,940	40.6%	
4416 Energy Conservation Projects	0	2,499	4,000	1,501		1,501	62.5%	
4425 Repairs and Maintenance	3,179	6,100	24,000	17,900		17,900	25.4%	
4431 Town Hall cleaning contract	1,468	4,404	16,500	12,096		12,096	26.7%	
4440 Fire Extinguishers	0	475	1,200	725		725	39.6%	
4445 Security	0	360	1,200	840		840	30.0%	
Town Hall :- Indirect Expenditure	8,351	36,665	106,864	70,199	0	70,199	34.3%	0
Net Income over Expenditure	(2,437)	(23,210)	(59,364)	(36,154)				
<u>295 Weddings</u>								
1280 Chamber Hire	533	533	2,500	1,967			21.3%	
Weddings :- Income	533	533	2,500	1,967			21.3%	0
4045 Salary Reallocation	823	2,310	8,788	6,478		6,478	26.3%	
4340 Weddings expenditure	0	0	1,000	1,000		1,000	0.0%	
Weddings :- Indirect Expenditure	823	2,310	9,788	7,478	0	7,478	23.6%	0
Net Income over Expenditure	(290)	(1,777)	(7,288)	(5,511)				
<u>300 Newtown Road Cemetery</u>								
1300 Cemetery Income	0	0	1,000	1,000			0.0%	
Newtown Road Cemetery :- Income	0	0	1,000	1,000			0.0%	0
4045 Salary Reallocation	484	1,359	5,253	3,894		3,894	25.9%	
4355 Toilet Hire	0	0	1,500	1,500		1,500	0.0%	
4405 Rates	0	574	950	376		376	60.4%	
4415 Energy Supplies	0	44	700	656		656	6.4%	
4425 Repairs and Maintenance	0	805	10,000	9,195		9,195	8.1%	
4430 Maint. Contracts	851	2,557	9,000	6,443		6,443	28.4%	
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 Surveys & Works	0	0	2,000	2,000		2,000	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	1,336	5,402	31,353	25,951	0	25,951	17.2%	0
Net Income over Expenditure	(1,336)	(5,402)	(30,353)	(24,951)				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>305 Shaw Cemetery</u>								
1300 Cemetery Income	5,496	14,965	50,000	35,035			29.9%	
Shaw Cemetery :- Income	<u>5,496</u>	<u>14,965</u>	<u>50,000</u>	<u>35,035</u>			29.9%	<u>0</u>
4045 Salary Reallocation	1,695	4,757	18,015	13,258		13,258	26.4%	
4265 Subscriptions	0	95	300	205		205	31.7%	
4400 Rent Payable	0	1,000	1,000	0		0	100.0%	
4405 Rates	0	4,042	9,200	5,158		5,158	43.9%	
4410 Water	304	589	1,600	1,011		1,011	36.8%	
4415 Energy Supplies	25	65	1,000	935		935	6.5%	
4425 Repairs and Maintenance	336	936	4,500	3,565	1,568	1,997	55.6%	
4430 Maint. Contracts	6,622	19,868	70,000	50,132		50,132	28.4%	
4435 Maint. Contracts Unscheduled	0	0	2,860	2,860	650	2,210	22.7%	
4440 Fire Extinguishers	0	126	700	574		574	18.0%	
4515 Tree Surveys & Works	0	0	3,000	3,000		3,000	0.0%	
Shaw Cemetery :- Indirect Expenditure	<u>8,982</u>	<u>31,478</u>	<u>112,175</u>	<u>80,697</u>	<u>2,218</u>	<u>78,480</u>	30.0%	<u>0</u>
Net Income over Expenditure	<u>(3,485)</u>	<u>(16,512)</u>	<u>(62,175)</u>	<u>(45,663)</u>				
<u>310 Markets</u>								
1320 Market Income	3,606	10,954	50,000	39,046			21.9%	
Markets :- Income	<u>3,606</u>	<u>10,954</u>	<u>50,000</u>	<u>39,046</u>			21.9%	<u>0</u>
4045 Salary Reallocation	1,114	3,126	11,801	8,675		8,675	26.5%	
4265 Subscriptions	0	384	500	116		116	76.8%	
4275 Advertising General	329	448	1,500	1,052		1,052	29.9%	204
4360 Market Management	1,300	3,900	17,500	13,600		13,600	22.3%	
4405 Rates	101	3,444	6,200	2,756		2,756	55.5%	
4415 Energy Supplies	0	196	1,200	1,004		1,004	16.4%	
4425 Repairs and Maintenance	0	0	1,000	1,000		1,000	0.0%	
Markets :- Indirect Expenditure	<u>2,843</u>	<u>11,498</u>	<u>39,701</u>	<u>28,203</u>	<u>0</u>	<u>28,203</u>	29.0%	<u>204</u>
Net Income over Expenditure	<u>763</u>	<u>(544)</u>	<u>10,299</u>	<u>10,843</u>				
6000 plus Transfer from EMR	85	204						
Movement to/(from) Gen Reserve	<u>848</u>	<u>(340)</u>						
<u>315 War Memorial</u>								
4045 Salary Reallocation	145	408	1,647	1,239		1,239	24.8%	
4425 Repairs and Maintenance	0	180	1,500	1,320		1,320	12.0%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	<u>145</u>	<u>588</u>	<u>5,147</u>	<u>4,559</u>	<u>0</u>	<u>4,559</u>	11.4%	<u>0</u>
Net Expenditure	<u>(145)</u>	<u>(588)</u>	<u>(5,147)</u>	<u>(4,559)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>320 Footway Lighting</b>								
4045 Salary Reallocation	339	951	3,840	2,889		2,889	24.8%	
4415 Energy Supplies	584	1,148	8,000	6,852		6,852	14.4%	
4425 Repairs and Maintenance	3,920	9,677	12,000	2,323	1,285	1,039	91.3%	6,570
4855 Street Lighting Upgrade	0	0	7,000	7,000	5,326	1,674	76.1%	
Footway Lighting :- Indirect Expenditure	4,843	11,777	30,840	19,063	6,610	12,453	59.6%	6,570
Net Expenditure	(4,843)	(11,777)	(30,840)	(19,063)				
6000 plus Transfer from EMR	2,703	6,570						
Movement to/(from) Gen Reserve	(2,140)	(5,207)						
<b>325 Clock House</b>								
4045 Salary Reallocation	145	408	1,647	1,239		1,239	24.8%	
4415 Energy Supplies	59	120	850	730		730	14.1%	
4425 Repairs and Maintenance	0	250	1,000	750		750	25.0%	
Clock House :- Indirect Expenditure	205	777	3,497	2,720	0	2,720	22.2%	0
Net Expenditure	(205)	(777)	(3,497)	(2,720)				
<b>330 Street Furniture</b>								
1605 Clear Channel (INC)	0	0	60,000	60,000			0.0%	
Street Furniture :- Income	0	0	60,000	60,000			0.0%	0
4045 Salary Reallocation	533	1,495	5,451	3,956		3,956	27.4%	
4111 Bus Shelter Provision & Maint	0	0	60,000	60,000		60,000	0.0%	
4415 Energy Supplies	0	0	400	400		400	0.0%	
4425 Repairs and Maintenance	0	0	11,000	11,000	2,082	8,918	18.9%	
4460 Grit Bins	0	0	2,000	2,000		2,000	0.0%	
Street Furniture :- Indirect Expenditure	533	1,495	78,851	77,356	2,082	75,274	4.5%	0
Net Income over Expenditure	(533)	(1,495)	(18,851)	(17,356)				
<b>335 Recreation Grounds</b>								
1355 Income - Pitches	0	0	3,300	3,300			0.0%	
1500 Other open spaces income	0	398	0	(398)			0.0%	
Recreation Grounds :- Income	0	398	3,300	2,903			12.0%	0
4045 Salary Reallocation	1,743	4,893	18,429	13,536		13,536	26.5%	
4410 Water	(51)	235	650	415		415	36.2%	
4415 Energy Supplies	0	470	3,000	2,530		2,530	15.7%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>4425 Repairs and Maintenance</b>	<b>54</b>	<b>786</b>	<b>5,000</b>	<b>4,214</b>	<b>4,436</b>	<b>(222)</b>	<b>104.4%</b>	<b>366</b>
4430 Maint. Contracts	3,217	9,692	34,000	24,308		24,308	28.5%	
4435 Maint. Contracts Unscheduled	0	0	2,500	2,500		2,500	0.0%	
4515 Tree Surveys & Works	0	454	4,000	3,546		3,546	11.3%	454
Recreation Grounds :- Indirect Expenditure	4,964	16,530	67,579	51,049	4,436	46,613	31.0%	820
Net Income over Expenditure	(4,964)	(16,132)	(64,279)	(48,147)				
6000 plus Transfer from EMR	0	820						
Movement to/(from) Gen Reserve	(4,964)	(15,313)						
<b><u>336 City Recreation Ground</u></b>								
4591 Green Flag submission	0	0	700	700		700	0.0%	
City Recreation Ground :- Direct Expenditure	0	0	700	700	0	700	0.0%	0
Net Expenditure	0	0	(700)	(700)				
<b><u>340 Play Areas</u></b>								
1990 Miscellaneous Income	0	497	0	(497)			0.0%	
Play Areas :- Income	0	497	0	(497)				0
4045 Salary Reallocation	2,857	8,019	30,007	21,988		21,988	26.7%	
4423 Upgrading	0	0	40,000	40,000		40,000	0.0%	
4425 Repairs and Maintenance	5,290	9,114	25,000	15,886	170	15,716	37.1%	758
4430 Maint. Contracts	2,460	7,362	26,000	18,638		18,638	28.3%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	10,607	24,495	122,007	97,512	170	97,342	20.2%	758
Net Income over Expenditure	(10,607)	(23,998)	(122,007)	(98,009)				
6000 plus Transfer from EMR	0	758						
Movement to/(from) Gen Reserve	(10,607)	(23,240)						
<b><u>345 Victoria Park</u></b>								
1360 Income - Tennis Courts	1,650	2,199	22,000	19,801			10.0%	
1380 Income - Bowling Club	0	0	950	950			0.0%	
1385 Income - Kiosk/Cafe	2,856	2,856	4,000	1,144			71.4%	
1391 Income - Mini Golf	0	5,000	5,000	0			100.0%	
1500 Other open spaces income	0	0	5,000	5,000			0.0%	
1990 Miscellaneous Income	10	130	0	(130)			0.0%	
Victoria Park :- Income	4,516	10,185	36,950	26,765			27.6%	0



	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4541 Repairs to Victoria and Lions	0	0	500	500		500	0.0%	
4543 Splashpark	0	2,650	2,500	(150)		(150)	106.0%	
4591 Green Flag submission	0	0	850	850		850	0.0%	
Victoria Park :- Direct Expenditure	0	2,650	3,850	1,200	0	1,200	68.8%	0
4045 Salary Reallocation	5,666	15,901	60,151	44,250		44,250	26.4%	
4355 Toilet Hire	0	1,290	8,800	7,510		7,510	14.7%	
4410 Water	987	1,545	9,000	7,455		7,455	17.2%	
4415 Energy Supplies	32	501	4,500	3,999		3,999	11.1%	
4425 Repairs and Maintenance	303	3,930	22,000	18,070	246	17,824	19.0%	1,902
4430 Maint. Contracts	7,095	21,269	75,000	53,731		53,731	28.4%	
4435 Maint. Contracts Unscheduled	0	0	6,000	6,000		6,000	0.0%	
4440 Fire Extinguishers	0	121	500	379		379	24.2%	
4445 Security	0	0	500	500		500	0.0%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	
4480 Music at the Bandstand	275	875	3,000	2,125		2,125	29.2%	
4490 VP Fun Day	0	1,793	2,500	707	690	17	99.3%	
4515 Tree Surveys & Works	0	0	2,000	2,000		2,000	0.0%	
4530 Community Cafe	600	600	0	(600)		(600)	0.0%	600
Victoria Park :- Indirect Expenditure	14,958	47,825	197,551	149,726	936	148,790	24.7%	2,502
Net Income over Expenditure	(10,442)	(40,290)	(164,451)	(124,161)				
6000 plus Transfer from EMR	600	2,502						
Movement to/(from) Gen Reserve	(9,842)	(37,789)						
<b>350 Open Spaces</b>								
1395 Wayleave Income	0	0	25	25			0.0%	
Open Spaces :- Income	0	0	25	25			0.0%	0
4045 Salary Reallocation	1,017	2,854	10,609	7,755		7,755	26.9%	
4400 Rent Payable	250	250	500	250		250	50.0%	
4410 Water	0	0	110	110		110	0.0%	
4425 Repairs and Maintenance	228	1,380	2,000	620		620	69.0%	480
4430 Maint. Contracts	7,379	22,129	78,000	55,871		55,871	28.4%	
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%	
4515 Tree Surveys & Works	0	451	3,000	2,549	520	2,029	32.4%	451
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	8,874	27,064	97,719	70,655	520	70,135	28.2%	931
Net Income over Expenditure	(8,874)	(27,064)	(97,694)	(70,630)				
6000 plus Transfer from EMR	0	931						
Movement to/(from) Gen Reserve	(8,874)	(26,133)						

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 Floral Displays and Trees</u>								
1990 Miscellaneous Income	1,760	1,760	1,500	(260)			117.3%	
Floral Displays and Trees :- Income	<u>1,760</u>	<u>1,760</u>	<u>1,500</u>	<u>(260)</u>			<u>117.3%</u>	<u>0</u>
4045 Salary Reallocation	630	1,767	6,690	4,923		4,923	26.4%	
4430 Maint. Contracts	2,460	7,362	26,000	18,638		18,638	28.3%	
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4500 Tree planting	0	0	3,000	3,000		3,000	0.0%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Additional Floral Displays NIB	19,880	19,880	18,500	(1,380)		(1,380)	107.5%	
Floral Displays and Trees :- Indirect Expenditure	<u>22,969</u>	<u>29,009</u>	<u>56,140</u>	<u>27,131</u>	<u>0</u>	<u>27,131</u>	<u>51.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(21,209)</u>	<u>(27,249)</u>	<u>(54,640)</u>	<u>(27,391)</u>				
<u>360 Britain &amp; Newbury In Bloom</u>								
1600 Sponsorship	0	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4045 Salary Reallocation	823	2,310	8,626	6,316		6,316	26.8%	
4710 Newbury In Bloom	0	238	4,500	4,262		4,262	5.3%	
Britain & Newbury In Bloom :- Indirect Expenditure	<u>823</u>	<u>2,548</u>	<u>13,126</u>	<u>10,578</u>	<u>0</u>	<u>10,578</u>	<u>19.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(823)</u>	<u>(2,548)</u>	<u>(12,626)</u>	<u>(10,078)</u>				
<u>420 Wash Common Allotment</u>								
1400 Allotment Income	0	4,445	4,070	(375)			109.2%	
Wash Common Allotment :- Income	<u>0</u>	<u>4,445</u>	<u>4,070</u>	<u>(375)</u>			<u>109.2%</u>	<u>0</u>
4045 Salary Reallocation	242	680	2,801	2,121		2,121	24.3%	
4410 Water	(1)	122	1,500	1,378		1,378	8.1%	
4425 Repairs and Maintenance	77	146	3,000	2,854	50	2,804	6.5%	
4430 Maint. Contracts	265	779	2,800	2,021		2,021	27.8%	
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0%	
4450 Extra security measures	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Surveys & Works	0	0	1,500	1,500		1,500	0.0%	
Wash Common Allotment :- Indirect Expenditure	<u>583</u>	<u>1,727</u>	<u>14,601</u>	<u>12,874</u>	<u>50</u>	<u>12,824</u>	<u>12.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(583)</u>	<u>2,718</u>	<u>(10,531)</u>	<u>(13,249)</u>				
<u>421 Allotments (except Wash Common</u>								
1400 Allotment Income	161	23,186	22,000	(1,186)			105.4%	
Allotments (except Wash Common :- Income	<u>161</u>	<u>23,186</u>	<u>22,000</u>	<u>(1,186)</u>			<u>105.4%</u>	<u>0</u>

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	1,501	4,213	16,000	11,787		11,787	26.3%	
4400 Rent Payable	213	213	900	688		688	23.6%	
4410 Water	3,639	4,188	4,000	(188)		(188)	104.7%	
4425 Repairs and Maintenance	1,094	1,790	4,000	2,210	100	2,110	47.3%	
4430 Maint. Contracts	993	3,012	10,500	7,488		7,488	28.7%	
4435 Maint. Contracts Unscheduled	1,500	1,760	4,000	2,240		2,240	44.0%	260
4450 Extra security measures	0	0	2,000	2,000	400	1,600	20.0%	
4515 Tree Surveys & Works	0	0	2,500	2,500		2,500	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	8,940	15,176	43,900	28,724	500	28,224	35.7%	260
Net Income over Expenditure	(8,779)	8,010	(21,900)	(29,910)				
6000 plus Transfer from EMR	0	260						
Movement to/(from) Gen Reserve	(8,779)	8,270						
<u>430 Wharf Toilets</u>								
4417 Refurbishment	0	0	0	0	2,750	(2,750)	0.0%	
Wharf Toilets :- Direct Expenditure	0	0	0	0	2,750	(2,750)		0
4045 Salary Reallocation	969	2,718	10,185	7,467		7,467	26.7%	
4195 Wharf Toilets Contract	0	3,025	15,000	11,975		11,975	20.2%	
4405 Rates	191	191	0	(191)		(191)	0.0%	
4425 Repairs and Maintenance	0	0	2,000	2,000		2,000	0.0%	
Wharf Toilets :- Indirect Expenditure	1,160	5,934	27,185	21,251	0	21,251	21.8%	0
Net Expenditure	(1,160)	(5,934)	(27,185)	(21,251)				
<u>500 CP,A&amp;L General</u>								
4642 Coronation event	0	250	1,500	1,250		1,250	16.7%	
CP,A&L General :- Direct Expenditure	0	250	1,500	1,250	0	1,250	16.7%	0
4045 Salary Reallocation	2,325	6,524	24,519	17,995		17,995	26.6%	
4600 CPA&L Committee Fund	0	0	500	500		500	0.0%	
4625 Art Trail	342	342	1,000	658		658	34.2%	
4637 Local Democracy WG	0	0	500	500		500	0.0%	
4639 Art on the Park	0	500	500	0		0	100.0%	
CP,A&L General :- Indirect Expenditure	2,667	7,366	27,019	19,653	0	19,653	27.3%	0
Net Expenditure	(2,667)	(7,616)	(28,519)	(20,903)				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Civic Responsibility</u>								
4045 Salary Reallocation	2,373	6,660	24,403	17,743		17,743	27.3%	
4650 Mayors Allowance	0	0	1,000	1,000		1,000	0.0%	
4655 Honorarium	1,325	1,325	3,500	2,175		2,175	37.9%	
4660 Mayor Making	335	2,055	2,500	445	325	120	95.2%	
4665 Remembrance	0	0	3,000	3,000		3,000	0.0%	
4670 Regalia and Robes	0	0	2,000	2,000		2,000	0.0%	
4680 Civic Hospitality & Events	0	455	1,500	1,045		1,045	30.3%	
4690 Twin Towns	0	0	250	250		250	0.0%	
4700 Civic Award Scheme	0	0	1,000	1,000		1,000	0.0%	
4705 Watership Brass	0	0	650	650		650	0.0%	
Civic Responsibility :- Indirect Expenditure	4,033	10,495	39,803	29,308	325	28,983	27.2%	0
Net Expenditure	(4,033)	(10,495)	(39,803)	(29,308)				
<u>600 Planning &amp; Highways</u>								
1120 Grants & Donations Received	100	100	15,000	14,900			0.7%	
Planning & Highways :- Income	100	100	15,000	14,900			0.7%	0
4045 Salary Reallocation	3,390	9,514	35,980	26,466		26,466	26.4%	
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	0	0	1,000	1,000		1,000	0.0%	
4810 Town Design St. & Town Plan	0	330	15,000	14,670	66	14,604	2.6%	
Planning & Highways :- Indirect Expenditure	3,390	9,844	52,980	43,136	66	43,070	18.7%	0
Net Income over Expenditure	(3,290)	(9,744)	(37,980)	(28,236)				
Grand Totals:- Income	22,694	828,005	1,575,224	747,219			52.6%	
Expenditure	153,916	404,420	1,575,224	1,170,804	20,663	1,150,141	27.0%	
Net Income over Expenditure	(131,222)	423,585	0	(423,585)				
plus Transfer from EMR	3,588	12,442						
less Transfer to EMR	0	107,742						
Movement to/(from) Gen Reserve	(127,634)	328,285						

**Newbury Town Council****Policy and Resources Committee****24 July 2023****Item : Budget Monitoring Quarter 2023/2024**

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

<b>Cost Centre</b>	<b>Code</b>	<b>Description</b>	<b>Spent</b>	<b>Amount of overspend</b>	<b>% of Budget</b>	<b>Reason</b>
100 Central Services	4010	Staff Expenses	£12,352	£5,352	177	Under the Council's accounting requirements, agency fees cannot be included in Salaries and are accounted here.
220 (Corporate Services)	4225	Advertising recruitment	£1,963	N/A	98	Staff vacancies- at 93% of annual budget already.
290 Town Hall	4415	Energy supplies	£4,060	£10,000	41	Increased bookings in Town Hall (reflected in income performance. Also impacting carbon footprint)
320 Footway Lighting	4425	Repairs and Maintenance			91	Includes £6,570 earmarked reserves
335 Recreation grounds	4425	Repairs and Maintenance			104	Includes Purchase Order for urgent repairs to the roof of the changing rooms at Wash Common
345 Victoria Park	4543	Splash Park	£2,650	£2,500	106	Annual commissioning and set up
421 Allotments (except Wash Common)	4410	Water	£4,188	£4,000	105	Taken by Direct debit. Matter being pursued with suppliers.



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## **Newbury Town Council**

*Internal Audit Report 2022-23 (Final update)*

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*Susan Cook*

*For and on behalf of  
Auditing Solutions Ltd*

## Background

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

This report sets out the work undertaken this year, during our reviews of the Council's records for the year, which were undertaken at the Council offices on 21<sup>st</sup> September 2022, 14<sup>th</sup> December 2022, 28<sup>th</sup> March 2023, and 6<sup>th</sup> June 2023. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate commencement of our review for the year.

## Internal Audit Approach

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

## Overall Conclusions

We are pleased to advise that, based on the work undertaken this year, officers continue to maintain generally adequate and effective internal control arrangements although we have identified one issue where action is required be taken to comply with the Councils Financial Regulations. Details of this is set out in the following report with the resultant recommendation further summarised in the appended Action Plan:

Based on the overall satisfactory conclusions drawn from our review programme for the year, we have signed off the IA Certificate in the year's AGAR assigning positive assertions in each relevant area.

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

## Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software with one bank account in place, the Officers account having been closed. A cashbook is in place in the Omega accounts. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

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

- Verified the accurate carry forward of the 2021-22 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed four sample months transactions (June, August, October 2022, and March 2023) on the cashbook agreeing detail to supporting bank statements;
- Verified the PSDF transactions by reference to the underlying monthly advice notices of interest earned to 31<sup>st</sup> March;
- Checked and agreed the software-based bank reconciliations as at 30<sup>th</sup> June 31<sup>st</sup> August 31<sup>st</sup> October 2022 and 31<sup>st</sup> March 2023 to ensure that there are no long-standing, uncleared items or other anomalous entries arising; and
- Ensured the accurate disclosure of the combined bank balances at 31<sup>st</sup> March 2023 to the AGAR Section 2, box 8.

### *Conclusions*

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

## Review of Corporate Governance

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

We have examined of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year to date with no issues identified.

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption: from our examination of the current financial year's minutes, we note that the SOs were revised and re-adopted in June 2021 and understand that these will be reviewed during 2023-24 following Council elections.

We note that the Financial Regulations were adopted by the Policy and Resources Committee meeting on 25<sup>th</sup> April 2022, and whilst these are broadly in line with the NALC model



regulations, we noted two areas that Councillors should consider at the next review of the Financial Regulations.

The first regards NALC model Regulation 12, Payments under contracts for building or other construction works. The Council should consider whether this section should be reinstated at the next review of the Financial Regulations, in particular to provide clarity in regard to high value construction works.

The other concerns Regulation 17.1 of the Council's Financial Regulations, which states 'it shall be the duty of the Policy and Resources committee to review the Financial Regulations of the Council from time to time.' This differs to the NALC Model Regulations which makes this the duty of the Council. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council and as such it is best practice for them to be adopted annually as detailed in Standing Order 5.j.ix.

Finally in this area, we note that the 2021-22 AGAR has been signed off by the external auditors with the following comment; 'The AGAR was not accurately completed before submission for review. Information received from the smaller authority indicates that a £75,000 design and consultancy fee has been included in Section 2, Box 9. The Practitioners' Guide states this cell shows the value of all the fixed assets and long-term investments owned by the smaller authority.'

We have discussed this issue with the CEO and can confirm that these costs are not included in the Fixed Asset Register for 2022-23 and that the figure included in Box 9 is correct to the Asset Register.

### ***Conclusion***

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

## **Review of Expenditure and VAT**

Our aim here is to ensure that: -

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

We have selected a sample of payments processed in the year to 31<sup>st</sup> March 2023 to ensure compliance with the above criteria including all payments individually in excess of £3,500, together with a more random selection of every 40<sup>th</sup> cashbook transaction (irrespective of value). Our test sample includes 82 individual payments totalling £963,789 and equating to 73% by value of all non-pay expenditure for the year to the above date. We note that there was no supporting documentation in the folder for a grant of £10,000 to Newbury Cricket Club but were able to trace the approval of the payment of this grant through the Grants Committee minutes of 1<sup>st</sup> March 2023.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that all the quarterly reclaims for 2022-23 have been submitted and repaid by HMRC in year with the totals agreeing to the relevant Omega nominal control account, apart from the final quarter return, which was submitted on 14<sup>th</sup> April 2023.

### **Conclusions**

***Since Covid, the approval of purchase orders and invoices has been changed. Managers are now responsible for approving purchase orders by email. All invoices are now uploaded to Omega for review by Managers. An email trail of approvals of both purchase orders and invoices is retained by the Senior Finance Officer. Councillors are then asked to approve the payments list by email. There is no requirement in the Council's Financial Regulations for Councillors to review the invoices due for payment, which differs to the NALC best practise document.***

***Whilst we note that the Grants Committee approved the payment of £10,000 to Newbury Cricket Club, the Council is on breach of its Financial Regulations (para 5.4 refers) as the payment was not ratified by resolution of the Council.***

*R1. The ratification of the payment of the grant to Newbury Cricket Club should be requested at the next Council meeting to ensure compliance with para 5.4 of the Council's Financial Regulations.*

### **Assessment and Management of Risk**

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

We are pleased to note that the Council has reviewed and re-adopted its Strategic Risk Register at the Policy and Resources Committee meeting in October 2022. We have reviewed the document and consider it to be appropriate for the Council's present requirements.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2023 noting that the Council's has revalued its buildings for insurance re-instatement purposes, and that its' street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at almost £400,000 all of which we consider appropriate for the Council's present requirements.

### *Conclusion*

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

## **Precept Determination and Budgetary Control**

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

We note that after due deliberation on its budgetary and precept requirements for 2023-24 the Council formally approved both at the January 2023 full Council meeting, the latter being adopted at £1,272,879.

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

Following our review of the February report, and the discussions regarding the expected final deficit, we have reviewed the Omega budget report for March 2023 and, note the final overspend was just under £89,000, which as discussed has been covered from reserves.

We note that the Total Reserves as at 31<sup>st</sup> March 2023 have decreased marginally to £1,152,402 (1,241,380 at 31<sup>st</sup> March 2022) comprising specific Earmarked Reserves (EMRs) totalling £583,946 (£457,240 at the prior year-end) with a reduced residual General Fund balance of £568,456 (£784,140 as 1<sup>st</sup> April 2022): the latter presents approximately four and a quarter months revenue spending at 2022-23 levels and sits comfortably within the generally recognised range of three to twelve months revenue spending.

### *Conclusions*

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

## **Review of Income**

The Council receives income from a variety of sources in addition to the annual precept: We note that Suite leases are now dealt with by Hennick Properties, who have responsibility for collection of rents due.

We note that members have examined and approved the scale of fees and charges for 2022-23

**Cemetery:** We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 8 interments occurring in the year to 31<sup>st</sup> March 2023 as recorded in the bespoke burial's software in use at the Council. We have with the CSO's assistance, ensured that nine of the selected sample were supported by a relevant interment application, together with the supporting legally required

Burial / Cremation certificates. We were also able to ensure, by reference to the fee invoices raised or other supporting documentation, that the appropriate fees were charged and recovered in a timely manner with no issues arising for the nine sample items, apart from one burial in March, which remains unpaid.

We understand that the bespoke burial's software currently in use by the Council will be changed to Omega, in due course.

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

Whilst the rental year runs from 1st April, invoices are generally issued in advance of that date with significant income also generally received well in advance of 1st April. Allotment income received in advance for the financial year 2023-24 has been placed in control account (Code 562) as "Receipts in Advance", the 2022-23 receipts, received in 2021-22 have been "reversed" at the start of the 2022-23 financial year to show the allotment income appropriately in the relevant financial year's accounts.

As part of our review, we completed an ad hoc check of 18 allotment fees to the bank statements.

### **Town Hall Hire**

In addition to leasing rooms at the Town Hall to local businesses, various rooms are available for casual hire. Bookings are recorded on an "Outlook" style monthly calendar with invoices raised covering each month's hires at the end of the month. A review of the February 2023 hire diary was completed with no issues.

### **Sales Ledger – "Unpaid debts by date"**

We have examined the titled report as at 30<sup>th</sup> March 2023 with one debt still outstanding.

### **Conclusions**

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

### **Petty Cash Account**

*The Council no longer operates a Petty Cash Account, officers have debit cards for expenditure.*

### **Review of Staff Salaries**

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

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software.

We note that the Staff sub-committee approved the 2022-23 national pay award at its meeting in November 2022, it also resolved that Time off in lieu could be paid as overtime, where contracts allowed and if preferred by staff members.

We have, acquired detail of salaries paid to staff in post in August 2022; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the August 2022 and February 2023 payslips, undertaking the following specific work: -

- We have agreed the salary rate paid to each employee in August 2022 and February 2023 for each employee to the approved salary scales;
- We have verified the accuracy of tax and NI deductions in that month based on the gross salaries payable to each employee by reference to the relevant HMRC tables; and
- Finally, we have checked to ensure that the correct LG Pension Scheme percentage deductions rates have been applied.

### **Conclusion**

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

## **Fixed Asset Registers**

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

As mentioned in the year-end report for 2021-22 an appropriate formal fixed asset register continues to be in place: we have reviewed its content and consider that it generally meets the needs of a Council the size of Newbury. Again, as previously reported the details of assets with registration or serial numbers, should ideally also be recorded in the register.

Several of our clients have also developed photographic records of their stock of assets, which may be liable to theft or wilful / accidental damage: such a record has been of assistance in pursuing insurance reclaims or assisting the police in the event of a theft of Council equipment.

As mentioned previously we have confirmed the value of the asset register to Box 9 of Section two of the AGAR

### **Conclusions**

***As this is an item that remains from last year's report, we discussed with the CEO who advised that lack of staff has meant this is currently a low priority for the Council. We will therefore review the development of a photographic register again at a later date.***

## Investments and Loans

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

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

The Council Treasury Policy was updated in October 2022, £250,000 remains invested in the CCLA PSDF which earns interest monthly, which is added to the account balance: as indicated in the first section of this report, we have verified detail of the monthly interest earned to the CCLA advice notes ensuring the accurate recording of the year-to-date interest received in the relevant Omega cashbook.

We note the submission and approval of a new loan of £300,000 for development of a new café in Victoria Park which has yet to be drawn down. We will, check progress on this development and the status of the loan if drawn down at future reviews.

### *Conclusions*

*No issues arise in this area currently to warrant formal comment or recommendation.*

## Statement of Accounts and AGAR

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

### *Conclusions*

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

Rec. No.	Recommendations	Response
<b>Review of Expenditure &amp; VAT</b>		
R1	The ratification of the payment of the grant to Newbury Cricket Club should be requested at the next Council meeting to ensure compliance with para 5.4 of the Council's Financial Regulations.	

**KPI's for Policy and Resources Committee Q1, 2023-24**

<b>Indicator</b>		<b>Position for quarter (R/A/G and notes)</b>
Accounts		
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)	Check 'outstanding balances' in the Purchase Ledger reports on Omega	
Council expenditure to be within 5% budget	Check I&E for month	
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	Check 'outstanding balances' in Sales Ledger reports on Omega	
Achieving budgeted income from chamber lettings	Check receipts	
Achieving budgeted income from Town Hall Suite Lettings	Check receipts	
Finalise annual accounts and submit to external auditor	Every June	
Unqualified financial audit	Every September	
<b>Website/social media</b>		
Number of Facebook followers (aim for 10 new p.m. 120 pa)		
Number of Twitter followers (aim for 10 new pm, 120 pa)		
Number of hits on website (sessions) to increase in year		
<b>Communication with Public</b>		
Complaints dealt with within 5 working days	Ask CEO and Managers	
Produce 4 press releases each month	Look on website and PR folder in V drive	Pre-election period
Produce a newsletter every month	Look on website	Pre-election period
<b>Governance</b>		
Publish minutes of meetings within 2 working days of Corporate Services being advised they are approved by the chairperson		
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting		
All agendas published within 3 clear days prior to the meeting		
<b>Staff</b>		
Total staff Time Off In Lieu (TOIL) carried forward	See corporate services/KPIs/TOIL record, this needs to be completed when time sheets are handed in for payroll	No longer relevant as O/T now an option
Each staff member to undertake 6 hours training per quarter (pro-rata)	Once a quarter – gather data from the managers and report on the number of staff who have completed the required training hours	
Number of staff working days lost to sickness - target no more than 4 per month	Check the Admin Calendar/leave records/timesheets	



# Audit Working Group Terms of Reference

**Name: Audit Working Group**

**Parent Committee: Policy and Resources**

**Members:**

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

**Quorum: 3 members**

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

**Goals:**

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

**Guidance from the Council / Parent Committee**

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

**Resources and Budget**

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

**Governance**

The Working Party will discuss proposals proposed by members and decide through consensus, or a 2/3 majority vote with the Chair's having a casting vote in the event of an equality of votes, authority to decide what should be taken forward for action or for consideration by the Policy and Resources Committee.

**Additional Notes**

- ~~The Group reports on an ad hoc basis to its parent Policy and Resources Committee.~~

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

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

**Newbury Youth Work Project – Partnership Agreement**



# Newbury Youth Work Project Partnership Agreement

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Berkshire Youth  
Newbury Town Council

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**1<sup>st</sup> August 2023 – 31<sup>st</sup> July 2026**

*Version 1 July 2023*

# Newbury Youth Work Project – Partnership Agreement

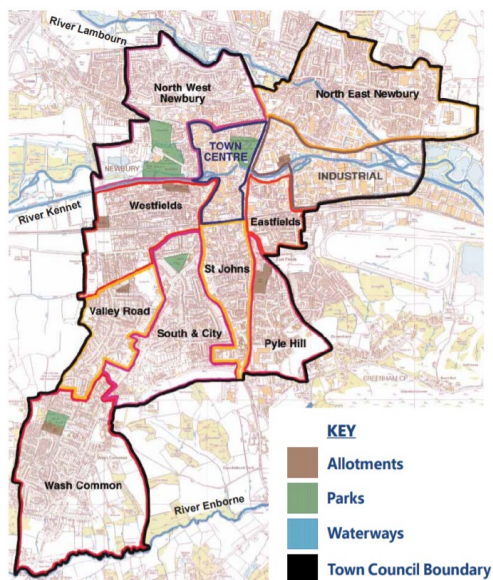
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# Newbury Youth Work Project – Partnership Agreement

## Area of Work

Update to include Town Council boundary



## 1. Aim:

Newbury Youth Project aims to support unattached young people on the streets of Newbury, specifically:

- Priority placed on young people between the ages of 13-19
- Protecting and providing appropriate information and advice to vulnerable young people.
- Working in partnership with other agencies to enhance the life chances of young people and reduce the incidence of anti social behaviour
- Valuing each young person in an equal manner without discrimination

This will be achieved through varied activities including

- Partnership work with other agencies, including: Police, local schools and the local authority
- Offering a range of information, advice and guidance to young people in the priority areas of Newbury as identified and agreed by staff and partners.
- To enhance community cohesion, with particular concern to young people.
- To ensure young people are able to contribute to decisions that affect them through participation and engagement in local decision making.

## Methodology

- Research: Identify areas where young people are
- Engagement: Engage with young people & Identify young people's own values, issues, needs, ambitions, etc.
- Delivery: Design and implement appropriate interventions with the young people
- Evaluation: Evaluate the work at point of contact

## Priorities

Priorities for Newbury Youth Work project are to be proposed by BY and set in agreement with Newbury Town Council on a termly basis (Appendix 1)

# Newbury Youth Work Project – Partnership Agreement

## 2. Lead Organisation:

Berkshire Youth will act as the employer for the Newbury Youth Work Project employees. The project and this agreement will run for 36 months from 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2026 inclusive.

Berkshire Youth, Top Floor Watlington House 44 Watlington Street, Reading RG1 4RJ

Staff lead: Sarah Emery, Chief Executive, 07884310426 sarah.emery@berkshireyouth.co.uk

## 3. Partner Details:

Newbury Town Council

### Town Council contact

Contact: Hugh Peacocke, Chief Executive Officer 07399 117 524 hugh.peacocke@newbury.gov.uk

## 4. Financial and contractual arrangements:

Berkshire Youth will be responsible for the employment and line management of the staff of the Newbury Youth Work Project.

A Berkshire Youth representative will attend and report to Newbury Town Council as reasonably requested.

Newbury Town Council will be required to set the direction and priorities of the workload for the project on a termly basis. This will be agreed by Sarah Emery (on behalf of Berkshire Youth) and Newbury Town Council (on behalf of Newbury Town Council)

Newbury Town Council agrees to pay Berkshire Youth up to £25,000 per annum, until 31<sup>st</sup> July 2026 upon receipt of project invoices against the following budget headings:

	Date	2020 – 21	2021 – 22	2021 – 22
Quarter 1 & 2	1 <sup>st</sup> August	£12,500	£12,500	£12,500
Quarter 3 & 4	1 <sup>st</sup> February	£12,500	£12,500	£12,500
<b>Total</b>		<b>£25,000</b>	<b>£25,000</b>	<b>£25,000</b>

For the governance fee Berkshire Youth will

- Keep Health and Safety updated for the employee
- Keep Equality and Diversity Training updated for the employee
- Deliver Safeguarding training updated for the employee
- Attend Newbury Town Council Committee Meetings, where appropriate
- Access HR, legal and employment advice, where relevant, relating to the employee
- Provide Employers and Public Liability Insurance for the staff and project
- Ensure all documentation and data is securely stored in line with data protection

Two Youth workers will be delivering 12 hours contact time per week (24 hours staffing time).

Newbury Town Council agrees fund will be used to pay all costs reasonably associated with employment of employees.

All payments are due within 30 days of invoice.

<https://newburytc.sharepoint.com/sites/vdrive/Shared Documents/01 Committees/02 Policy and Resources/1. 2023-24/23.07.24/App 8 - Newbury Youth Work agreement 2023 DRAFT v 1.docx>

## **Newbury Youth Work Project – Partnership Agreement**

Berkshire Youth will be responsible for paying the justified expenses of the employees

### **5. Policies and Procedures:**

All partner organisations will have relevant policies and procedures in place, will be current and visual to all partners. These must be provided upon request.

Policies must include:

- Child protection/safeguarding
- Safer recruitment policy
- Equal opportunities
- Health and Safety
- Public Liability
- Future policies as legislation dictates

As an employee of Berkshire Youth, the employee will follow all Berkshire Youth Policies and Procedures.

Where a partner does not hold an appropriate policy, the other lead partners policy will be applied, where or when required

### **6. Monitoring and reporting:**

Berkshire Youth will produce the following reports:

- A report and presentation to Newbury Town Council in twice each year
- A written report to Newbury Town Council in April each year detailing the activities, outcomes and impact of the work over the past year

Should the need arise to meet sooner, partners agree to attend these additional meetings to discuss any concerns or issues that have arisen. Partners must make themselves available as soon as is reasonably possible for such meetings.

Berkshire Youth will report as follows

- Dates of sessions
- Number of young people reached
- Age of young people
- Gender of young people
- Location of session
- Narrative on each session

### **7. Administration and Meetings:**

It will be the responsibility of Newbury Town Council to coordinate all partner meetings. Newbury Town Council will record all minutes and actions from all partner meetings and distribute accordingly. Newbury Town Council will invite agenda items from all partners.

Supporting documentation for each meeting will be available to all partners two weeks before the date of the meeting.

### **8. Communication & Marketing:**

All Partners hereby consent to any publicity about the post and the project as Berkshire Youth or Newbury Town Council may require from time to time. Each Partner agrees to do whatever is reasonably required in order to assist with any form of publicity and marketing, including any press or media related activities.

## **Newbury Youth Work Project – Partnership Agreement**

Berkshire Youth agrees to use its best endeavours to acknowledge the support of Newbury Town Council in all publicity.

Partners will meet with partner organisations on a 3 month basis in year 1 and twice a year thereafter. Partners should raise concerns or issues with Berkshire Youth should the need to meet sooner arise.

### **9. Change:**

Any change to this agreement and areas of work within will be made through Newbury Town Council, presented in writing with the agreement of partnership. (See 7 above)

The termination of this contract can be made by parties in writing to all partners with a minimum of three months notice, clearly stating the reasons for termination.

### **10. Duration of the Agreement:**

This agreement will be in place from 1<sup>st</sup> August 2023– 31<sup>st</sup> July 2026

### **11. Sustainability:**

All benefits and services implemented by this partnership will have an element of sustainability built into each project before any project is agreed for delivery by the partnership.

### **12. Conflict Resolution:**

If any dispute or claim arises between the Partners they will in good faith attempt to negotiate a settlement.

In the event of any dispute arising between the Partners in connection with this agreement which cannot be settled by negotiation the Partners will in good faith seek to resolve that dispute through an independent mediation practitioner.

If the dispute or claim is not resolved within 30 days of the commencement of mediation [which shall be deemed to have commenced upon receipt by one party of notice in writing from the other that they wish to seek mediation] the dispute or claim may be referred to arbitration by any Partner. The decision of such arbitrator shall be final and binding on the parties and his or her costs shall be borne equally by the parties or as he or she directs.

### **13. Roles and Responsibilities:**

Each partner will have specific project delivery responsibilities which lead to an overall successful outcome.

#### **Role:**

Berkshire Youth – The employment, payroll, line management and support of the employees through Newbury Town Council Grant.

Berkshire Youth - Will propose priorities, objectives and targets for the Newbury Youth Project, to be agreed with NTC, on the advice from local parties including Police ASB hotspots and local intelligence

#### **Responsibilities:**

1. All Partners intend to work together and will assist each other in order to achieve the best possible outcomes for the beneficiaries.
2. Agree delivery plan for Newbury Youth Project with Berkshire Youth within an agreed timeframe.
3. Meet with Berkshire Youth & partners at agreed intervals.
4. Each Partner has a responsibility to ensure that they, their governing body, staff and volunteers comply with the terms of this Partnership.



# Newbury Youth Work Project – Partnership Agreement

## 14. Partner Signatures.

Signature 

Date **14/07/2023**

Name **Sarah Emery**

Position **Chief Executive Officer**

on behalf of Berkshire Youth

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

Name \_\_\_\_\_

Position \_\_\_\_\_ on behalf of Newbury Town Council (1 of 2)

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

Name \_\_\_\_\_

Position \_\_\_\_\_ on behalf of Newbury Town Council (2 of 2)

## **Newbury Youth Work Project – Partnership Agreement**

### Appendix 1 – Priorities

- Deliver 12 hours a week of youth work across Newbury
- Reach 250 young people for discussion (Per term/4 months)
- Keep log of topics discussed with young people
- Conduct youth survey with 100 young people on concerns
- Focus areas based current ASB hot spot data
- Report on activity to partner organisations

-----END-----

<b>MAYOR'S BENEVOLENT FUND 2023/24</b>										
<b>Balance</b>										
	<b>DONATIONS</b>	<b>MBF Christmas Coffee</b>	<b>Festive Afternoon Tea</b>	<b>Event</b>	<b>Event</b>	<b>Event</b>			<b>west Berkshire Homeless</b>	<b>TOTAL</b>
<b>BALANCE AS AT</b>										
<b>09 06 2023</b>										<b>£ 2,157.31</b>
Income	£ 1,000.00								£421.01	£ 1,421.01
Expenditure										£ -
2023/24 Balance										£ 1,421.01
<b>BALANCE AS AT</b>										
<b>09 06 2023</b>	<b>£ 1,000.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 421.01</b>	<b>£ 3,578.32</b>

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

## A. Provide outstanding parks, playgrounds and public spaces

Strategy	Item	Deadline	Lead	Position at 30 June 2023	Status (RAG)
1.	Open a new café in Victoria Park	Summer 2023	CSM	Officers exploring options	
2.	Retain Green Flag for Victoria Park	September 2022	CSM	Green flag retained	Completed
3.	Consultation and plan on Green Flag for Wash Common	Consultation re Wash Common	CSM	Consultation complete	Completed
		Decision and plan by Dec 2021		Draft plan for end of 2021	Completed
4.	Wash Common upgrade	By end 2023	CSM	No provision in budget 23-24	
5.	Explore options for our land at Hutton Close	By Q3 2022	CEO	Consultation closed 30 October 2022	
				Upgrades to open space 2023	
6.	Explore taking ownership of Greenham House Gardens from WBC	decision taken 2020	CSM	Sealing lease at P & R on 16.01.23	Completed
	Finalise plans for upgrades to the City Recreation Ground	January 2020	CSM	Completed	Completed
	Upgrade City Recreation Ground	2020 to 2022	CSM	Completed	Completed
	Refurbishment / replacement of playground and other park equipment	Rolling programme from March 2020	CSM	Fifth Rd completed Dec. 2022. Ongoing requirements	

## B. Run vibrant markets

1.	Run an annual meeting with all market traders and agree joint action plan to enhance our market	September 2021	CSM	Working group set up	Completed
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## C. Run thriving Allotments

1.	Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy	ongoing	CSM	All performing to plan. Tenants to be surveyed.	
2.	Encourage and support competitions within and between allotments	ongoing	CSM	2023/24 Awards to be presented in October	
3.	Organise an annual meeting with allotment holders to agree action plan for the following year	October 2023	CSM	Scheduled.	
4.	Explore options for additional allotment sites	April 2022	CSM	No further action taken	

## E. Ensure our public and historic buildings are properly cared for and well-used

Strategy	Item	Deadline	Lead	Position at 30 June 2023	Status (RAG)
1.	Ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care	From March 2020,	CSM	Ongoing subject to Budget constraints. Sinking funds in place for some.	

## F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

1.c)	Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen		CEO	Poor response from BT	
2.a)i	Explore options for the best location for a specialist hoist in at least one public toilet in Newbury	Completed	CSM	Awaiting design brief for toilets at The Wharf.	
3.a)	Work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery	<del>By 2021</del> By Q3 2022	CEO	Got suggestions from SPOKES and volunteers. Options approved by P & H- with WBC No progress on WBC side.	
b)	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it			Asked members which footpaths	
4.b)	Provide defibrillators in appropriate locations and assist other bodies who wish to provide them		CSM	4 new facilities provided Provide a further defib on Café when built	
5.a)	Working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury	By end 2023	CEO	Delayed due to pandemic	
5.b)	Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy		CEO	Allocated £300 to the BID towards promotional video promoting the re-opening of the town Centre after lockdown 1.	
5. d)	Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression		CEO	New "Welcome" sign at new bus station Explore options at Railway station- waiting for new access via market Street development	Completed
6	Upgrade/ refurbish the public toilets at The Wharf, including the provision of a Changing Places facility	End 2022	CSM	Awaiting design brief for toilets at The Wharf. Not successful in obtaining funds for Changing Places facility.	

## G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc

Strategy	Item	Deadline	Lead	Position at 30 June 2023	Status (RAG)
1.a	<b>Neighbourhood Development Plan</b> By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions	End 2020	CEO		Completed
1.b	Decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G2-G7 below	By end Q1 2021	CEO	Amend to Q2 2021	Completed
1.c	Establish a Neighbourhood Development Plan Steering Group to produce a draft NDP	By end 2022	CEO	First meeting of Steering Group on 20/12/21 Initial public consultation completed	
2.	“Progress with the Canal Corridor Action Plan for the for the future development and protection of the Canal Corridor.”		CEO	Convened WG in June 2021. Now running again.	
3.	Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre	Ongoing	CEO	Submissions to Town Centre Master Plan and Kennet Centre planning application	
4.	Pedestrianisation- Work with Newbury BID and other relevant organisations to lobby for a decision from WBC for the Market Place, excluding Mansion House and Wharf Streets.		CEO	Working with TCWG and BID Press WBC/Masterplan consultants	
5.	Ensure the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036.	Ongoing	CEO	TCWG met consultants. Keeping dual-hatted members and P & H apprised	Completed
6.	Ensure full participation and input into any consultation on the redevelopment of the LRIE.	ongoing	CEO	Formal response has been provided 2020/21. Standing item on P & H Agenda	Completed
7	Lobby West Berkshire Council regarding the Local Plan Review	ongoing	CEO	NTC has responded. Asked our dual-hatted members to pursue	Completed

Strategy	Item	Deadline	Lead	Position at 30 June 2023	Status (RAG)
8.	<p>Lobby WBC to:</p> <p>a) Provide a first-class football ground and stadium to enable Newbury's Men's, Ladies and Youth teams to aspire to play football at a level equivalent to the size and importance of the town (National League for a men's team, Southern Premier for a women's team). The aspiration of this council is for the ground to remain within a short walking distance of the town centre, allowing for footfall to increase as the clubs grow up their league structures and attract more home and away fans, with all the benefits to the town's businesses that that implies.</p> <p>Inability to provide a suitable alternative site should result in the ground on Faraday Road being redeveloped with 3G pitches, providing higher availability for matches and training for the community, and be scalable so it can grow from an initial Step 4 level to higher levels up to Step 1 (National League/Southern Premier) should our teams' success require it.</p>	ongoing	CEO	Met LRIE consultants. Responded to planning application for sports hub at Monk's Lane.	
	b)Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)	ongoing	CEO	Ongoing.	
	c)Complete a Conservation Area Appraisal for the town	ongoing	CEO	Town Centre CAA underway by Masterplan Consultants Responded to consultation, February 2023.	
	d)Consider making Newbury a low emission zone and so discourage through traffic on the A339	ongoing	CEO	Sent to Masterplan consultants	
	e)Consider providing an additional 'at grade' pedestrian crossing of the A339	ongoing	CEO	Sent to Masterplan consultants	

## 2. Foster a real sense of community

### B. Stage and support enjoyable and inclusive community events

Strategy	Item	Deadline	Lead	Position at 30 June 2023	Status (RAG)
1.	Work with and support the tennis coaches to stage a Victoria Park tennis championship.	Target first one in 2022	CSM	New SLA with NTA, Newbury Tennis Club and Thatcham Tennis for management of Tennis in Newbury as 1 <sup>st</sup> April 2022	Completed
2.	Support the re-establishment of Art on the Park and other public arts events	Summer 2022	CM	Art organisations keen to re-establish for Summer 2022. Working group arranging event for Summer 2022.	Completed
3.	Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021	Dec 2021	CSM	Worked with the BID on Christmas Fayre 2022, 3 and 4 December.	Completed
4.	Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the Park and its facilities	Summer 2022	CSM	Successful day held on 12 June 2022 2023 on 21 May	Completed
5.	Organise and support the annual Mayor's Drive	July 2022	CM	Agreed to support any organisation who wishes to provide this event.	Completed
6.	Installation of 2 'interpretation / information board' similar to those along the canal, and in Speen, and Goldwell park, with historical facts and information on sites below: <ul style="list-style-type: none"> <li>● At the junction of Kiln Road/Pear Tree and highlighting the significance of the site in the 2nd battle of Newbury.</li> <li>● The old factory on Turnpike, which supported the building of Spitfires during the 2nd world war</li> </ul>	Q3 2022	CSM/ CEO	Not in budget	

### C. Celebrate and recognise individual and community achievements

1.	Run and sponsor <b>Newbury's annual Civic Award scheme</b> to recognise the contributions of our residents to the town		CM	Successful stand-alone event hosted 16 March 2022 Successful event in 2023.	
	a) Add an award for best environmental contribution				
	b) Display full list of all those who have been congratulated by the Mayor during the preceding year	Ongoing	CM	Available on website and social media platforms	



### 3. Take actions to address the climate emergency

#### A. Ensure the activities of Newbury Town Council are carbon neutral by 2030 or before

Strategy	Item	Deadline	Lead	Position at 30 June 2023	Status (RAG)
1.b)	Reduce our annual carbon footprint by an average of at least 7 tonnes every year	December every year, starting in 2020	CSM	Currently ahead of Target. Successful workshop held on 1 October 2022	
1.c)	Audit our street lighting to determine what lights can be removed and to plan replacement of the ones we need to keep with new energy efficient lights. Begin replacements as funds allow.	Q3 2021	CSM	With NTC Supplier, SSE to provide suggested action Plan. Funding not provided – Annual budget provision being used for progressive upgrading.	
4. a)	Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site	Completed VP & OHG	CSM	New beds planted in VP, City Rec and other locations Herb garden at Andover Road	
4. b)	Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements	Oct 2022	CSM	Base-line survey for Wash Common & other sites completed BioDiversity study for NTC owned land and water ways instructed with ARK, later Summer 2022.	

## B. Encourage and support actions that will make Newbury as a whole more environmentally sustainable

Strategy	Item	Deadline	Lead	Position at 30 June 2023	Status (RAG)
1.	NTC will hold at least one Climate Change Community Workshop per year		CSM	Workshop completed 1 <sup>st</sup> October 2022	
2.	Launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury	By mid March 2020	CSM	£10K allocated in budget. Second round of Grants awarded Arrangement with Cricket Club re carbon credits from solar panel grant	
3.b)	Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access		CSM	Promote support through 2 above.	
4.	Reconnect the drinking water fountain on the Town Hall	April 2022	CSM	Not proceeding due to costs and technical issues.	
	Install new drinking water taps in the City recreation Ground and Blossoms Field	April 2022	CSM	Completed	<b>Completed</b>
5.	Investigate cost effective ways of increasing the current recycling rate from waste collected from our parks	During 2021	CSM	Trial completed for City Rec only.	
	Decide whether to implement new arrangements	Q1 2022	CSM	Included in new grounds maintenance contract	
7.	Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables		CSM	No responses received	

#### 4. Focused support for youth, the elderly and the vulnerable

##### A. Provide funding to support youth work in Newbury

Strategy	Item	Deadline	Lead	Position at 30 June 2023	Status (RAG)
1. a	Launch a new fund dedicated to delivering much needed youth work for Newbury, running from March 2020 to March 2024.	From March 2020	CEO	Funds provided in budget. 3- year SLA in place from 1 December 2020 Regular reporting to P & R Committee	Completed
2	Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill		CEO	Funds provided in budget.	Completed

##### B. Support initiatives to make Newbury a more inclusive town

1.	Support our minority communities where possible by working with relevant local groups such as Community United		CEO	Invited to TCWG Invite Community United to respond on relevant consultations	ongoing
2.a	Explore NTC becoming an accredited dementia-friendly organisation		CEO	Workshop completed 20/04	Completed
2.b	Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website	Q1 2020	CEO	Training provided 13/1/20	Completed

##### C. Work with local organisations which support the homeless in Newbury

1.	Ensure NTC has permanent representation on WBC Homeless committee to stand up for the needs of the homeless in Newbury		CEO	Cllr. Martha Vickers appointed. Cllr. Vickers reported in November. Cllr. Vickers re-appointed June 2023	Completed
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**Newbury Town Council**

**Public Report**

**To:** Policy and Resources Committee

**Date of meeting:** 24 July 2023.

**Agenda item No. 17: Financial Concentration Risk**

**To Approve** the transfer of some of the Council's funds from the Council's current account to the Public Sector Deposit Fund.

**Background/ Introduction**

At the meeting of Full Council on 12 June the Council's Treasury Management Policy was amended to add the following:

***Security of funds***

*The Council can at certain times of the year hold substantial funds in its current account. This can arise due to the cyclical nature of the precept payments (half in April and half in October.)*

*Councils are not covered by the Financial Services Compensation Scheme, which has an upper limit of £85,000. Therefore, the Council may need to move some funds from its main bank account, into some other secure deposits, to spread the risk, in the event of any financial failures.*

*Alternatives available include the following:*

- *Short term investment with the District Council*
- *Increasing our investment with the Public sector deposit Fund*
- *Other investment managers in the sector*
- *A combination of the above.*

*The Council's Responsible Financial Officer will arrange any such transfer of funds. These will be subject to the Council's approval processes, which include the CEO and 2 members of the Council. Where time permits, all transfers should be approved beforehand by the Policy and Resources Committee. Where this is not feasible, the RFO may arrange transfers, after consulting the Chairperson of the Policy and Resources Committee and reporting to the Council at the next available opportunity.*

**Considerations**

The following matters have been taken into consideration:

- a) The cyclical nature of the Council's bank balance ( arising from payment of the precept). For instance, the Council's current account went from £1.62M on 1 November 2022 to £0.89M on 31 March 2023.
- b) The risks associated with all of the Council's funds remaining with just one financial institution and the need to reduce the risk by spreading the funds more. After payment of the precept, the Council's current account can be at levels in excess of £1.5M

- c) The Credit rating of any financial institution holding the Council's funds (Handelsbanken, the Council's bank, has a very strong credit rating.)
- d) Liquidity, and
- e) The Return on investment

### **Issues/ Options arising**

"Concentration risk is a banking term describing the level of risk in a bank's portfolio arising from concentration to a single counterparty, sector or country." (Wikipedia).

The Council has acknowledged the "Concentration Risk" that arises due to the fact that most of the year 80% of the Council's funds are in a single deposit. The Council has agreed the need for diversification and suitability of investment.

The Council invested £250,000 with the Public Sector Deposit Fund in 2016, which now stands at £262,647. (the earlier years of this investment saw record low interest rates). The current yield from the PSDF stands at 4.79%, which is a reasonable return at the moment.

When placing funds in any financial institution, public bodies must have high regard to security and liquidity. The PSDF has the highest available credit rating-AAA. Funds can be withdrawn on a same day basis.

### **Conclusion/ Recommendation**

In order to reduce the "Concentration Risk" on the Council's funds, it is recommended that the Council approves a further investment of £350,000 in the Public sector Deposit Fund, making a total of £612,647 with the Fund, plus any interest arising in the meantime.

This will still leave sufficient funds in the current account for ongoing business unless/until the Council embarks on a major capital project.

**Report Author: Hugh Peacocke, (CEO)**

**Date:** 15 July 2023

# The Public Sector Deposit Fund

## Fund fact sheet – 30 June 2023

### Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

### Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

### Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

### Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client.

### Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Sustainability team.

### Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

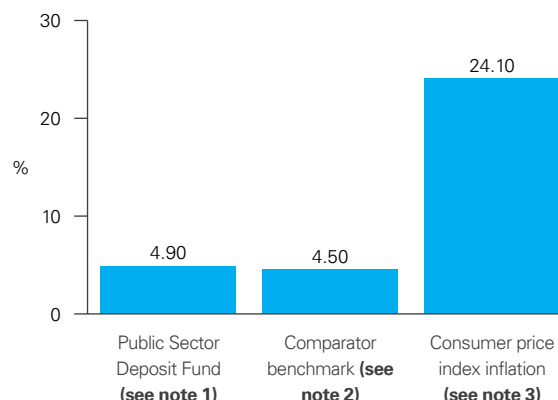
### Top 10 counterparty exposures (%)

9.5%	Landesbank Baden-Wuerttemberg
9.5%	Royal Bank of Canada
9.5%	Yorkshire Building Society
7.4%	Nationwide Building Society
6.8%	DBS Bank Limited
3.7%	BNP Paribas
3.7%	Credit Agricole Corporate and Investment Bank
3.7%	Toronto Dominion Bank (The)
3.4%	Sumitomo Mitsui Trust Bank
3.0%	Lloyds Bank Corporate Markets plc

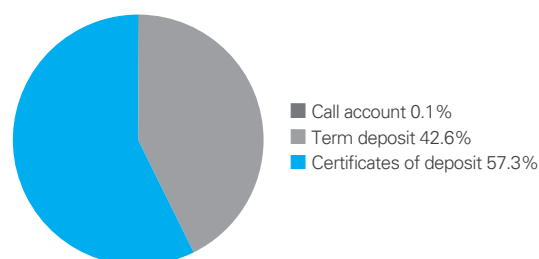
### Share class 4 yield as at 30 June 2023

**4.79%**

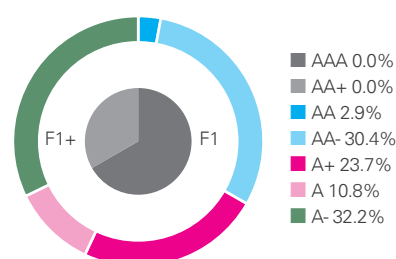
### 5 years performance



### Asset type (%)



### Credit rating (%) see note 4



### Top 10 country exposures (%)

27.2%	UK
14.5%	Canada
11.8%	Japan
10.8%	Germany
10.8%	Singapore
10.7%	France
5.3%	Sweden
3.1%	Netherlands
2.3%	Australia
1.4%	Denmark

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

## Income

Average yield over the month	4.57%
Yield at the month-end shown	4.79%

## Total return performance by year

12 months to 30 June	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.7%	+0.6%	+0.1%	+0.3%	+3.1%
Comparator benchmark	+0.6%	+0.4%	-0.0%	+0.3%	+3.1%
Relative (difference)	+0.1%	+0.2%	+0.1%	+0.0%	+0.0%

## Annualised total return performance

Performance to 30 June	1 year	3 years	5 years
The Public Sector Deposit Fund	+3.1%	+1.1%	+1.0%
Comparator benchmark	+3.1%	+1.1%	+0.9%
Relative (difference)	+0.0%	+0.0%	+0.1%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

## Market update

Labour markets showed some signs of softening at the margins but remained tight by historical standards. In the UK the unemployment rate nudged upwards by 0.1 percentage point to 3.8%, but wages continued to rise strongly. The annual rate of consumer price inflation (CPI) remained at 8.7% in May, disappointing official forecasters who had been anticipating a lower figure. Policy makers and markets were especially concerned by a further rise in core inflation, which strips out volatile energy and food price movement from the headline rate, and which came in at 7.1% – the highest level since 1992.

The Bank of England responded to evidence of the UK's stubborn inflation with a hike of 0.5% in its policy rate, from 4.5% to 5%. Amid signals from central bank officials that further rises were likely to follow, markets moved to price in a peak of over 6% within the next twelve months.

## Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,480m
Fitch money-market fund rating	AAAmf
Weighted average maturity	47.41 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure	0.08% (see note 6)

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30 am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

**Please refer to <https://www.ccla.co.uk/glossary> for explanations of some of the terminology used in this document.**

## Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales number 2183088, at One Angel Lane, London EC4R 3AB), is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

**Newbury Town Council**

**Public Report**

**Report to Policy and Resources Committee, 17 July 2023**

**Agenda Item No 18: Wash Common Community Library**

**To Approve** a further 5-year lease arrangement with West Berkshire Council and The Friends of Wash Common Community Library.

**To Approve** the affixing of the Council's seal to the lease from West Berkshire Council and the sublease from this Council to the Friends of Wash Common Community Library.

**Background**

The library at Wash Common closed on 1 April 2017 following the review of library services by West Berkshire District Council (WBDC). A community group was then formed, The Friends of Wash Common Community Library, whose aim was to re-open the library. They raised funds, prepared a business plan and informed the District Council of their wish to provide the service. WBDC worked with them and supported the initiative by The Friends.

WBC invited Newbury Town Council to lease the building at a peppercorn rent so that the community group could use it for that purpose. WBC offered a 5-year lease during which time the viability of the project and the sustainability of the Friends Group could be demonstrated.

This Council leased the Wash Common Library building from West Berkshire Council at a peppercorn rent and have supported the Friends of Wash Common Community Library in their work to provide a library service for their community. (This does not include financial support.)

**Objective**

The Friends have demonstrated the need for the service and that they can make it viable and sustainable. They have managed the service very efficiently, sustaining it through the challenges and risks posed by the pandemic. The 5-year lease will finish on 29 September 2023. West Berkshire council has offered a draft lease on the same terms for a further 5 years.



## **Options**

WBC have more confidence in the success of a community funded library which has the backing of the Town Council. Without our involvement, the lease offered may be shorter and more restrictive. It is felt that the proposal has a better chance of succeeding with the Town Council's approval and support.

## **Legal implications**

The Town Council has the power of general Competence and authority to enter into this arrangement. The Council has the authority, subject to approval from the landlord, to sublease the building to the Friends.

## **Financial Implications**

The building is relatively new and purpose built and maintenance costs over the 5-year period should be minimal. Buildings insurance has been added to our existing policy.

Rates (estimated at £1,250) are payable by the occupier and will be the responsibility of the Friends group. The Friends will also be expected to pay all utilities and operational costs for the services they provide from the building.

The Town Council will be liable for only a peppercorn rent and would make the premises available to the Friends on the same basis.

The building is insured for £175,000 and the annual expenses are estimated as follows:

- Repairs and contingencies:           £1,000
- Buildings insurance:                   £ 250
- Peppercorn rent                           £    5

Total annual costs:   £1,255

## **Reference to Council Strategy, where relevant**

Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit. In order to achieve this, we will deliver a range of community services, including working with and supporting other organisations to deliver services to the community.

## **Equality and Diversity impacts**

The building is purpose built and easily accessible by all. In any agreement with the Friends group, the Council will require a commitment that the service provided will be as inclusive as possible.

### **Consultation:**

We have consulted with WBC and the Friends of Wash Common Library. In 2018 we consulted with the electorate and the response was overwhelmingly in support of the proposal for the Town Council to take this on, subject to the conditions outlined above. (There was 98% support out of 100 responses.)

### **Other information**

Risks:

#### 1. The proposal is unsustainable:

This seems unlikely, given the success of the friends group in setting up the service and sustaining it through, and beyond, the pandemic. If the Friends group are not successful, Newbury Town Council will be liable for rates and utility charges on an empty building unless an alternative group can make this service work. The Council therefore requires a condition in any lease from WBDC which would allow us to quit after serving notice, in order to reduce any potential liabilities.

The Town Council will support the proposal and will expect that at least one member of the Council would be invited to be a member of the trustees of any charity or CIC set up to run the project.

#### 2. Building Maintenance/ Damage

The building is in good condition. This council has not incurred any expenses in this regard over the past 5 years. In future years the Council may wish to include budget provision for such eventualities.

Benefits

The Town Council will help the community to help themselves and to provide a valuable social, recreational and educational facility in the area.

Constraints

The building can only be used for library and other similar community purposes during the term of the lease.

The lease is for only 5 years.

### **Recommendation(s)**

The Committee is recommended to:

**To Approve** a further 5-year lease arrangement with West Berkshire Council and The Friends of Wash Common Community Library.

**To Approve** the affixing of the Council's seal to the lease from West Berkshire Council and the sublease from this Council to the Friends of Wash Common Community Library.

**Signed:** Hugh Peacocke  
Chief Executive Officer

15 July 2023.

**Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 7.30 pm on Thursday 29 June 2023 in the Council Chamber, Town Hall, Newbury.**

**Present:** Councillors Chris Hood, Sam Dibas, Phil Barnett, Sarah Slack, Alistair Bounds and David Marsh

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

**1. Apologies for absence**

Councillor Billy Drummond ( Councillor Alistair Bounds, substitute)

**2. Declarations of interest and dispensations**

The Chief Executive Officer declared that Councillors David Marsh and Phil Barnett are also members of West Berkshire Council and that they have a general dispensation to discuss any matters relating to the business of that Council.

Councillor Sarah Slack declared that she was a trustee with Citizens' Advice, West Berkshire. Councillor David marsh declared that his son was a member of Wash Common Scouts and that he was involved with Wash Common Community Library. Councillor Sam Dibas declared that he was also a member of Enborne parish council.

**3. Election of Chairperson**

The CEO invited nominations for the position of Chairperson of the Grants Subcommittee

Councillor David Marsh was proposed for the position of chairperson. There were no other nominations for the position.

**Proposed:** Councillor Sarah Slack

**Seconded:** Councillor Phil Barnett

**Resolved:** That Councillor David Marsh be appointed Chairperson.

**4. Election of Deputy Chairperson**

The Chairman invited nominations for the position of Deputy Chairperson of the Grants Subcommittee

Councillor Sam Dibas was proposed for the position of deputy chairperson. There were no other nominations for the position.

**Proposed:** Councillor Alistair Bounds

**Seconded:** Councillor Chris Hood

**Resolved:** That Councillor Sam Dibas be appointed deputy chairperson.

**5. Minutes**

**Proposed:** Councillor David Marsh

**Seconded:** Councillor Sarah Slack

**Resolved:** That the minutes of the meeting of the Grants Sub-Committee held on 7<sup>th</sup> March 2023 be approved as a correct record and signed by the Chairperson.

**6. Terms of Reference for the Grants Subcommittee.**

The meeting noted the Terms of Reference for the Grants Subcommittee.

**7. Grant Aid Criteria**

The meeting noted the Grant Aid Criteria

**8. Match Funding Agreement 2023-24**

The meeting noted that this year's Agreement with The Good Exchange provides for match funding up to £25,000.

**9. Authorising Payments**

The Subcommittee noted the revised terms and conditions for match funding from The Good Exchange. This included a requirement that Council officers be authorised to make payments of grant aid via The Good Exchange.

**Proposed:** Councillor David Marsh

**Seconded:** Councillor Sam Dibas

**Resolved:** That Hugh Peacocke, CEO, Liz Manship (incoming RFO) and Margaret Gore, Senior Accounts Officer, be authorised to make payments of grant aid from the Council via The Good Exchange.

**10. Award of Grant Aid**

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

The meeting recommended that project number 19986: Kimbers Almshouses: Replacing roofing felt on Kimbers Almshouses plus PV installation, be referred to the Climate Emergency Working group for consideration.

**Proposed:** Councillor David Marsh

**Seconded:** Councillor Sarah Slack

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

Project No.	Name of Organiser	Project	Balance required	NTC Award	Match Funding (The Good Exchange)	Total value
20093	Eight Bells for Mental Health	Gardening for Mental Wellbeing	1,800	900	900	1,800
20092	Fair Close Centre (Age Concern, Newbury & District)	Men's Shed Woodwork Classes	4783	1,250	1,250	2,500
20065	Newbury Community Apple Day	Newbury Community Apple Day 2023	468	235	233	468
20036	West Berkshire Homeless (Newbury Area)	Changing Lives	13,325	1,000	1,000	2,000
19904	Newbury Friends of the Earth	Lockdown Woods 2023 -24	565	300	265	565
19913	Dingley's Promise (Dingley Family and Specialist Early Years Centres)	Supporting Communication of Early Years children with SEND	2,252	1,000	1,000	2,000
19908	All Yours Period Box C.I.C	West Berkshire Period Boxes	4,279	1,000	1,000	2,000
19846	City Arts Newbury	Essential upgrade + work to enable year-round+ multi-purpose community usage	19,915	900	900	1,800
19819	St John and St Nicolas Federation of Schools	Creative therapies for children impacted by significant trauma	2,460	1,230	1,230	2,460
20021	Berkshire youth	Defibs supply and training	1,908	950	950	1,900
				£8,765	£8,728	£17,493

The date of the next meeting of the Subcommittee was fixed for 19 October 2023

There being no further business the Chairperson declared the meeting closed at 9.15 pm.

**Chairperson:**

**Date:**

**Newbury Town Council**

Work Programme for Policy and Resources Committee Meetings 2023-2024

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

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

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