

14<sup>th</sup> January 2025

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

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

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 20<sup>th</sup> January 2025 at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/89161804970?pwd=VBSFyVhzQ1t9dgu338faCr0SdjDwNy.1>

Meeting ID: 891 6180 4970

Passcode: 526862

Yours sincerely,

*Liz Manship*

**Liz Manship**  
**Finance & Corporate Services Manager**

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## AGENDA

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

**All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 17<sup>th</sup> January 2025**

**6. List of Payments (Appendix 2 & 3)**

*Chairperson*

**6.1 To approve** the payments made during the period 1<sup>st</sup> October to 31<sup>st</sup> December 2024 (appendix 2).

**6.2 To approve** the reconciliation statements for the period 1<sup>st</sup> October to 31<sup>st</sup> December 2024, previously verified by a member of the Audit Working Group (appendix 3).

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

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

*Chairperson*

**7.1. To receive** the Income and Expenditure Account for the period 1<sup>st</sup> to 31<sup>st</sup> December 2024 (appendix 4)

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

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

*Chairperson*

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

**9. Grant Sub-Committee Meeting – 18<sup>th</sup> July 2024 (Appendix 6)**

*Chairperson*

**To receive** the minutes from the Grant Sub-Committee meeting of 18<sup>th</sup> November 2024

**10. Grant Payments (Appendix 7)**

*Chairperson*

To consider and subject to agreement, resolve grant payments to:

**10.1.** Berkshire Youth (invoice Feb)

**10.2.** Greenham Community Youth (believe paid last yr via Greenham Trust)

**10.3.** Volunteer Centre (believe paid last yr via Greenham Trust)

**10.4.** Citizens Advice West Berkshire

**11. Internal Audit (Appendix 8)**

*Chairperson*

To receive the 2nd report from the Internal Auditor for 2024/25 and to make recommendation to full Council

**12. Health and Safety (Appendix 9)**

*Chairperson*

**To receive** the quarterly health and safety report.

**13. Services Revenues for the 2025/26 Financial Year (Appendix 10)**

*Chairperson*

**To approve** the recommendations of:

**13.1.** The Community Services Committee in respect to the service revenues for football, cemetery, markets and allotments, as detailed in the minutes of meeting held 9th December 2024 item 9 (Appendix 10.1).

**13.2.** Officers, in respect to the service revenues for the hire of the Chamber, EK Room and their facilities (Appendix 10.3).

**14. 2025-26 Budget and Precept (Appendix 11)**

*Chairperson*

**To recommend** the budget and precept for 2025/26 to Council for approval when it meets on 27<sup>th</sup> January 2025.

**15. Ear-Marked Reserves (Appendix 12)**

*Chairperson*

**To recommend** to Council for approval the review and recommendations to the Council's Ear-marked reserves (Appendix 12).

**16. Forward Work Programme for Policy and Resources Committee meetings 2025/26 (Appendix 13)**

*Chairperson*

**To note** and agree any other items that Members resolve to add to the Forward Work Programme (2025/26 programme).

**17. Next meeting:**

*Chairperson*

**To note** that the next meeting of the Policy & Resources Committee is to be held on Monday 28<sup>th</sup> April 2025, should no meeting be called earlier.

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

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

**19. Staffing Matters (Appendix 14 & 15)**

*Chairperson*

**19.1. To receive** the draft minutes from the Staff Sub-Committee meeting of 20<sup>th</sup> November 2024 (Appendix 14) and 8<sup>th</sup> January 2025 (Appendix 15)

**20. Grounds Maintenance Contract (Appendix 16)**

*Chairperson*

To consider an amendment requested by our Grounds Maintenance contractor to our contract and make a recommendation to Full Council

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE ELSIE  
KIMBER ROOM, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 5<sup>th</sup> NOVEMBER 2024 AT 7.45PM.**

**PRESENT**

Councillors Jo Day, David Harman, Pam Lusby-Taylor, Steve Masters, Vaughan Miller (from item 6, minutes 67), Andy Moore and Gary Norman (Chairperson).

**IN ATTENDANCE**

Liz Manship, Finance & Corporate Services Manager  
Toby Miles-Mallowan, Chief Executive Officer

**63. APOLOGIES FOR ABSENCE**

Councillors Nigel Foot, Elizabeth O’Keeffe and Meg Thomas

**64. MINUTES**

**PROPOSED:** Councillor David Harman

**SECONDED:** Councillor Gary Norman

**ABSTENTION:** Councillor Pam Lusby-Taylor, as not present at the 14<sup>th</sup> October 2024 meeting.

**RESOLVED:**

That the minutes of the meeting of the Policy & Resources Committee held on Monday 14<sup>th</sup> October 2024 be approved as a correct record, subject to two spelling amendments, and signed by the Chairperson.

**65. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**66. MEMBERS’ QUESTIONS AND PETITIONS**

There were none.

**67. CLIMATE EMERGENCY SUB-COMMITTEE**

**PROPOSED:** Councillor David Harman

**SECONDED:** Councillor Steve Masters

**RESOLVED:**

- a) To close the climate Emergency Working Group and form with immediate effect a Climate Emergency Sub-Committee
- b) The proposed Terms of Reference, subject to minor amendments to reflect its status as a sub-committee, were agreed. Council Members and the Chairperson to remain the same, namely: Councillors: David Harman (Chairperson), Roger Hunneman, Steve Masters, Sarah Slack, Meg Thomas, Martha Vickers. Community Members to remain the same, namely: Ms Nicky Coombe and Mr Chris Foster.

**68. STRATEGY WORKING GROUP**

**PROPOSED:** Councillor Jo Day  
**SECONDED:** Councillor Andy Moore

**RESOLVED:**

The amended Terms of Reference for the Strategy Working Group were agreed. The Terms of Reference state its membership and the Chairperson.

**69. SOLAR INVERTER FOR TOWN HALL ROOF**

On the agenda for discussion due to a £0 budget line.

**PROPOSED:** Councillor Vaughan Miller  
**SECONDED:** Councillor David Harman

**RESOLVED:**

To remove the redundant inverter on the Town Hall and to install a replacement 3kwSoilis Inverter, using vired funds from nominal code 290/4425 – Town Hall / Repairs & Maintenance.

**70. NEXT MEETING**

Members noted the next meeting was scheduled to take place on Monday 20<sup>th</sup> January 25.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:05 HRS**

**CHAIRPERSON:**

Signature:

Date:

10/10/2024

## Newbury Town Council Current Year

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## List of Purchase Ledger Payments

User: MGG

## Linked to Cashbook 1

Entered Month 7  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A13 Acclaim Fabrications</b>							
<i>Gutter Repairs - NTR Cemtery</i>	25/09/2024	PMM139	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>250.00</b>	
Above paid on 10/10/2024 by Online Payment Ref A13							
<b>A15 HawkEye Pest Control Ltd</b>							
<i>Pest Control - Nby Bowls Club</i>	02/10/2024	14040SM13	1	99.00	0.00	99.00	0.00
<i>Pest Control VP Rec Grounds</i>	02/10/2024	14040SM17	1	166.32	0.00	166.32	0.00
					<b>0.00</b>	<b>265.32</b>	
Above paid on 10/10/2024 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
<i>Market Management - Oct 24</i>	01/10/2024	114	1	1,560.00	0.00	1,560.00	0.00
					<b>0.00</b>	<b>1,560.00</b>	
Above paid on 10/10/2024 by Online Payment Ref A20							
<b>A29 Appcentric</b>							
<i>Monthly Support &amp; Retainer</i>	03/10/2024	1815	1	522.50	0.00	522.50	0.00
					<b>0.00</b>	<b>522.50</b>	
Above paid on 10/10/2024 by Online Payment Ref A29							
<b>A41 Auditing Solutions Ltd</b>							
<i>1st Internal Audit 2024-25</i>	04/10/2024	A8644	1	612.00	0.00	612.00	0.00
					<b>0.00</b>	<b>612.00</b>	
Above paid on 10/10/2024 by Online Payment Ref A41							
<b>A50 Aero Property Consultants</b>							
<i>Re purposing Existing VP Cafe</i>	30/09/2024	24/093	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 10/10/2024 by Online Payment Ref A50							
<b>C10 Crescent Signs Ltd</b>							
<i>InstallThe Plaza Plaque-Bill's</i>	27/09/2024	INV-21685	1	448.80	0.00	448.80	0.00
					<b>0.00</b>	<b>448.80</b>	
Above paid on 10/10/2024 by Online Payment Ref 17108/1710							

Continued over page

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 7  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>C26</b>	<b>C &amp; D Security</b>						
10 x AL 1 keys (WMills Allot)	07/10/2024	1863	1	120.00	0.00	120.00	0.00
					<b>0.00</b>	<b>120.00</b>	
Above paid on 10/10/2024 by Online Payment Ref C26							
<b>D12</b>	<b>DCK Payroll Solutions</b>						
September 24 - payroll	26/09/2024	24691	1	186.48	0.00	186.48	0.00
					<b>0.00</b>	<b>186.48</b>	
Above paid on 10/10/2024 by Online Payment Ref P1104							
<b>E14</b>	<b>Environmental Solutions Ltd</b>						
Secure Shredding - August 24	27/09/2024	26902	1	67.84	0.00	67.84	0.00
					<b>0.00</b>	<b>67.84</b>	
Above paid on 10/10/2024 by Online Payment Ref E14							
<b>F20</b>	<b>David Fenn</b>						
NIB Winner - Falkland Sch Mini	27/09/2024	NIB-WINNER	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 10/10/2024 by Online Payment Ref F20							
<b>G6</b>	<b>Greentips</b>						
Tree Works by Falkland Sc	25/09/2024	ETW.0045.IN	1	660.00	0.00	660.00	0.00
					<b>0.00</b>	<b>660.00</b>	
Above paid on 10/10/2024 by Online Payment Ref G6							
<b>H43</b>	<b>D J Harman</b>						
Cllr expenses claim	01/10/2024	CLLR-EXPENSES	1	33.20	0.00	33.20	0.00
					<b>0.00</b>	<b>33.20</b>	
Above paid on 10/10/2024 by Online Payment Ref H43							
<b>L13</b>	<b>Link Up Local Mencap</b>						
Bus Stop Posters - Aug 24	31/08/2024	0395-24	1	51.00	0.00	51.00	0.00
					<b>0.00</b>	<b>51.00</b>	
Above paid on 10/10/2024 by Online Payment Ref L13							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 7  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>M24            McCarthy Marland (Recycling) Ltd</b>							
<i>Skip - Shaw Cemetery</i>	03/10/2024	IN 128633	1	384.22	0.00	384.22	0.00
					<b>0.00</b>	<b>384.22</b>	
Above paid on 10/10/2024 by Online Payment Ref M24							
<b>M28            Minster Cleaning Services</b>							
<i>Office Cleaning - October 24</i>	01/10/2024	15775	1	1,937.77	0.00	1,937.77	0.00
					<b>0.00</b>	<b>1,937.77</b>	
Above paid on 10/10/2024 by Online Payment Ref INV29354							
<b>M61            Microshade Business Consultants Ltd</b>							
<i>Host Citrix &amp; Support</i>	04/10/2024	19989	1	397.50	0.00	397.50	0.00
					<b>0.00</b>	<b>397.50</b>	
Above paid on 10/10/2024 by Online Payment Ref M61							
<b>M7             Michaels Civic Robes</b>							
<i>Full Town Crier Livery</i>	30/09/2024	INV-MCR2586	1	5,157.00	0.00	5,157.00	0.00
					<b>0.00</b>	<b>5,157.00</b>	
Above paid on 10/10/2024 by Online Payment Ref M7							
<b>P52            Georgeta Prisacaru</b>							
<i>Allot key refund x 1- WC040a</i>	30/09/2024	KEYREFUND-WC40A	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 10/10/2024 by Online Payment Ref P52							
<b>R46            Jessica Rogers</b>							
<i>Allot key refund - S85a</i>	30/09/2024	KEY REFUND X1	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 10/10/2024 by Online Payment Ref R46							
<b>S103          Splash Pads Enterprises Limited</b>							
<i>De Greener - 5 Ltrs</i>	02/10/2024	INV-0468	1	217.78	0.00	217.78	0.00
					<b>0.00</b>	<b>217.78</b>	
Above paid on 10/10/2024 by Online Payment Ref S103							



## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 7  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>S18</b> <b>St Nicolas PCC</b>								
<i>NIBloom Winner 2024 - St Nics</i>	03/10/2024	NIB-WINNER 24	1	100.00	0.00	100.00	0.00	
					<b>0.00</b>	<b>100.00</b>		
Above paid on 10/10/2024 by Online Payment Ref Booking01.								
<b>S2</b> <b>Energieo Limited</b>								
<i>Quarterly Maintenance &amp; repair</i>	26/09/2024	900041416	1	1,998.36	0.00	1,998.36	0.00	
					<b>0.00</b>	<b>1,998.36</b>		
Above paid on 10/10/2024 by Online Payment Ref S2								
<b>S41</b> <b>Sundog Grounds Maintenance Ltd</b>								
<i>WC Allot-Ditch Clearance</i>	23/09/2024	4233	1	5,472.00	0.00	5,472.00	0.00	
					<b>0.00</b>	<b>5,472.00</b>		
Above paid on 10/10/2024 by Online Payment Ref S41								
<b>T30</b> <b>Cybit Limited</b>								
<i>3xHP Probook 450 G10 Notebooks</i>	27/09/2024	12445	1	3,643.20	0.00	3,643.20	0.00	
					<b>0.00</b>	<b>3,643.20</b>		
Above paid on 10/10/2024 by Online Payment Ref T30								
<b>W8</b> <b>Watership Brass</b>								
<i>VP Bandstand 29.09.2024</i>	03/10/2024	249	1	150.00	0.00	150.00	0.00	
					<b>0.00</b>	<b>150.00</b>		
Above paid on 10/10/2024 by Online Payment Ref W8								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>24,954.97</b>	

Linked to Cashbook 1

Entered Month 7  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2 ADT Fire & Security Plc							
Fire Alarm Maint to 02.10.25	01/10/2024	56052980	1	107.70	0.00	107.70	0.00
					<u>0.00</u>	<u>107.70</u>	
Above paid on 24/10/2024 by Online Payment Ref 40579697							
B20 Blue Sky Big Band							
VP Bandstand - 23.06.2024	15/10/2024	120 - (24/25)	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 24/10/2024 by Online Payment Ref B20							
B6 BALC							
Training Recharge TM-M	09/10/2024	INV-6947	1	144.00	0.00	144.00	0.00
					<u>0.00</u>	<u>144.00</u>	
Above paid on 24/10/2024 by Online Payment Ref BALC10305							
B60 Bluestone Planning							
Nby NDPlan Support	09/10/2024	INV-1634	1	86.40	0.00	86.40	0.00
					<u>0.00</u>	<u>86.40</u>	
Above paid on 24/10/2024 by Online Payment Ref B60							
E29 EJM Tree Services Ltd							
Remove Fallen lime Trees	18/10/2024	IN-7375	1	480.00	0.00	480.00	0.00
					<u>0.00</u>	<u>480.00</u>	
Above paid on 24/10/2024 by Online Payment Ref E29							
F37 Mr A Falino							
Allot key refund - S073b	18/10/2024	KEYREFUND-S73B	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 24/10/2024 by Online Payment Ref F37							
H41 Hoskins Electrical Services							
Kennet Bridge & T-Hall repairs	21/10/2024	0353	1	360.00	0.00	360.00	0.00
Electrical works T-Hall, etc	21/10/2024	0354	1	720.00	0.00	720.00	0.00
Reapirs WC Changing Rooms	21/10/2024	0355	1	360.00	0.00	360.00	0.00

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Linked to Cashbook 1

Entered Month 7  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Water heater SCem-LightWharf	23/10/2024	0357 (2)	1	180.00	0.00	180.00	0.00
					0.00	1,620.00	

Above paid on 24/10/2024 by Online Payment Ref H41

I2 IAM Consulting Services							
Cas Support to 31.10.25	07/10/2024	1379	1	1,440.00	0.00	1,440.00	0.00
					0.00	1,440.00	

Above paid on 24/10/2024 by Online Payment Ref I2

J21 John O'Conner GM Ltd							
GM Contract - September 24	20/09/2024	112591	1	42,714.48	0.00	42,714.48	0.00
Remove Rubbish - Southby Allot	15/10/2024	113202	1	216.00	0.00	216.00	0.00
Fill & Maintian Grit Bins	22/10/2024	113543	1	508.18	0.00	508.18	0.00
Empty 7 Additional Dog Bins	22/10/2024	113544	1	137.59	0.00	137.59	0.00
					0.00	43,576.25	

Above paid on 24/10/2024 by Online Payment Ref J21

M30 N & E Morrisen							
Allot key refund - OTP 008b	21/10/2024	KEYREFUND-OTP8B	1	10.00	0.00	10.00	0.00
					0.00	10.00	

Above paid on 24/10/2024 by Online Payment Ref M30

R12 Ramsbury Silver Band							
VP Bandstand 11.08.2024	01/10/2024	24-003	1	150.00	0.00	150.00	0.00
					0.00	150.00	

Above paid on 24/10/2024 by Online Payment Ref R12

T30 Cybit Limited							
Office 365 - Oct 2024	22/10/2024	12879	1	728.09	0.00	728.09	0.00
					0.00	728.09	

Above paid on 24/10/2024 by Online Payment Ref T30

Total Purchase Ledger Payments	0.00	48,502.44
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Linked to Cashbook 1

Entered Month 8  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A20 A & S Meats							
Market Management - Nov 24	01/11/2024	115	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 11/11/2024 by Online Payment Ref A20							
A29 Appcentric							
Monthly Support & Retainer	03/11/2024	1829	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 11/11/2024 by Online Payment Ref A29							
A50 Aero Property Consultants							
VP Cafe Repurposing	30/10/2024	24/096	1	1,980.00	0.00	1,980.00	0.00
					0.00	1,980.00	
Above paid on 11/11/2024 by Online Payment Ref A50							
B41 Berkshire Pressure Cleaning							
War Memorial - Wet&Forget	26/10/2024	P6573	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 11/11/2024 by Online Payment Ref B41							
C10 Crescent Signs Ltd							
NTC Logo Magnets for New van	31/10/2024	INV-21803	1	134.40	0.00	134.40	0.00
					0.00	134.40	
Above paid on 11/11/2024 by Online Payment Ref 17108/1710							
C77 A.P. & Mrs M.L. Cross							
Allot key refund x 1 - S043a	04/11/2024	KEYREFUND-S43A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 11/11/2024 by Online Payment Ref C77							
D12 DCK Payroll Solutions							
October 24 - Salaries	31/10/2024	24804	1	200.28	0.00	200.28	0.00
					0.00	200.28	
Above paid on 11/11/2024 by Online Payment Ref P1104							

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Linked to Cashbook 1

Entered Month 8  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D34 Dignity Funerals Ltd							
Refund-paid to NTC by Mistake	06/11/2024	REFUND	1	151.68	0.00	151.68	0.00
					0.00	151.68	
Above paid on 11/11/2024 by Online Payment Ref D34							
E14 Environmental Solutions Ltd							
Secure Shredding - Oct 24	25/10/2024	27183	1	67.84	0.00	67.84	0.00
					0.00	67.84	
Above paid on 11/11/2024 by Online Payment Ref E14							
G36 Gazkaz Promotional Wear							
Officers Workwear	25/10/2024	SI 14035	1	948.00	0.00	948.00	0.00
					0.00	948.00	
Above paid on 11/11/2024 by Online Payment Ref G36							
L13 Link Up Local Mencap							
Bus stopp oosters	01/10/2024	0620/24	1	51.00	0.00	51.00	0.00
					0.00	51.00	
Above paid on 11/11/2024 by Online Payment Ref L13							
M28 Minster Cleaning Services							
Office Cleaning - Nov 24	01/11/2024	15936	1	1,937.77	0.00	1,937.77	0.00
					0.00	1,937.77	
Above paid on 11/11/2024 by Online Payment Ref INV29354							
M54 Michael Pagliaroli Architects Ltd							
VP Cafe Feasibility & Design	01/10/2024	SI-111701	1	4,200.00	0.00	4,200.00	0.00
					0.00	4,200.00	
Above paid on 11/11/2024 by Online Payment Ref M54							
N28 Newbury BID CIC							
Contribution to Xmas Lights 24	01/10/2024	1881	1	12,000.00	0.00	12,000.00	0.00
					0.00	12,000.00	
Above paid on 11/11/2024 by Online Payment Ref NbyBIDrate							

Continued over page

Linked to Cashbook 1

Entered Month 8  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O12 Office Boffins							
5 x Ergo Office Chairs	31/10/2024	SI2433594	1	761.70	0.00	761.70	0.00
					0.00	761.70	
Above paid on 11/11/2024 by Online Payment Ref O12							
O4 Oakley Services UK Ltd							
IOSH Training - JH	17/10/2024	OS-6016	1	510.00	0.00	510.00	0.00
					0.00	510.00	
Above paid on 11/11/2024 by Online Payment Ref O4							
P19 Proludic Ltd							
Playarea repair parts	31/10/2024	SIN009988	1	171.09	0.00	171.09	0.00
					0.00	171.09	
Above paid on 11/11/2024 by Online Payment Ref P19							
Q4 IJ & JC Quelch							
Refund - paid to NTC by mistak	07/11/2024	REFUND	1	55.00	0.00	55.00	0.00
					0.00	55.00	
Above paid on 11/11/2024 by Online Payment Ref Q4							
R20 Rialtas Business Solutions Ltd							
Allotment training - TS	25/10/2024	32140	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 11/11/2024 by Online Payment Ref R20							
R47 J Martin Rice							
Set ClockST & repairs	29/10/2024	01	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 11/11/2024 by Online Payment Ref R47							
S20 Sutcliffe Play Ltd							
Stepping Pod Moulding etc	01/11/2024	OP/1125557	1	610.84	0.00	610.84	0.00
					0.00	610.84	
Above paid on 11/11/2024 by Online Payment Ref S20							

Continued over page

Linked to Cashbook 1

Entered Month 8  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T34 Tactical Medical Rescue Ltd							
First Aid Remembrance 2024	24/10/2024	1542	1	250.00	0.00	250.00	0.00
					<u>0.00</u>	<u>250.00</u>	
Above paid on 11/11/2024 by Online Payment Ref T34							
W1 West Berkshire District Council							
Wash Common By-election	29/10/2024	609927	1	13,358.17	0.00	13,358.17	0.00
					<u>0.00</u>	<u>13,358.17</u>	
Above paid on 11/11/2024 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>40,006.27</u>	

Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>A2 ADT Fire &amp; Security Plc</b>							
Fire Alarm Service to 31.10.25	01/11/2024	56271190	1	4,211.76	0.00	4,211.76	0.00
					<u>0.00</u>	<u>4,211.76</u>	
Above paid on 04/12/2024 by Online Payment Ref 40579697							
<b>A36 Abingdon Band</b>							
VP Bandstand 16.06.24	12/11/2024	INV 160624	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 04/12/2024 by Online Payment Ref A36							
<b>B41 Berkshire Pressure Cleaning</b>							
Pressure Clean - War Memorial	16/11/2024	P6582	1	216.00	0.00	216.00	0.00
Pressure Wash - Clock Tower	16/11/2024	P6583	1	300.00	0.00	300.00	0.00
Pressure Wash T-Hall	16/11/2024	P6584	1	120.00	0.00	120.00	0.00
Washing Ebb & Flow	16/11/2024	P6585	1	240.00	0.00	240.00	0.00
					<u>0.00</u>	<u>876.00</u>	
Above paid on 04/12/2024 by Online Payment Ref B41							
<b>B63 Bill's Restaurant Newbury</b>							
NIB Winner - Business Category	18/11/2024	NIB WINNER 24-25	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 04/12/2024 by Online Payment Ref B63							
<b>C9 Ms L Chivas</b>							
BSL Interpreter Remembrance	12/11/2024	206	1	81.00	0.00	81.00	0.00
					<u>0.00</u>	<u>81.00</u>	
Above paid on 04/12/2024 by Online Payment Ref C9							
<b>H1 Hags/SMP</b>							
Seat for Jeep & Fixings	05/11/2024	009430	1	396.00	0.00	396.00	0.00
					<u>0.00</u>	<u>396.00</u>	
Above paid on 04/12/2024 by Online Payment Ref H1							



Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H41 Hoskins Electrical Services Lights Town Hall	05/11/2024	0360 (2)	1	408.00	0.00	408.00	0.00
					0.00	408.00	
Above paid on 04/12/2024 by Online Payment Ref H41							
J21 John O'Conner GM Ltd GM Contract - October 2024	22/10/2024	113542	1	42,714.48	0.00	42,714.48	0.00
					0.00	42,714.48	
Above paid on 04/12/2024 by Online Payment Ref J21							
J25 James Hallam Cyber Insurance to 03.11.2025	04/10/2024	538724303	1	1,818.04	0.00	1,818.04	0.00
					0.00	1,818.04	
Above paid on 04/12/2024 by Online Payment Ref J25							
K8 Kennet Community Radio Remembrance Event	11/11/2024	KR1000652	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 04/12/2024 by Online Payment Ref K8							
N7 Newbury News Ltd Market Advert in Out & About	17/11/2024	75361	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 04/12/2024 by Online Payment Ref NW502447							
O12 Office Boffins 2 x Ergo Mesh Office Chairs	05/11/2024	SI2434369	1	311.88	0.00	311.88	0.00
					0.00	311.88	
Above paid on 04/12/2024 by Online Payment Ref O12							
S2 Enerveo Limited Repair light 12, 16 Northcroft	12/11/2024	900043347	1	2,172.77	0.00	2,172.77	0.00
					0.00	2,172.77	
Above paid on 04/12/2024 by Online Payment Ref S2							

Continued over page

Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30            Cybit Limited							
365 Business - November 24	11/11/2024	13392	1	728.09	0.00	728.09	0.00
Adobe Pro for T-MM	12/11/2024	13491	1	288.66	0.00	288.66	0.00
					<u>0.00</u>	<u>1,016.75</u>	
Above paid on 04/12/2024 by Online Payment Ref T30							
W32            Whoosya							
Music - VP Funday 2023	14/11/2024	INV	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 04/12/2024 by Online Payment Ref W32							
W42            Window Flowers Ltd							
Winter Hanging Baskets	31/10/2024	65329	1	1,108.80	0.00	1,108.80	0.00
					<u>0.00</u>	<u>1,108.80</u>	
Above paid on 04/12/2024 by Online Payment Ref W42							
Total Purchase Ledger Payments					<u>0.00</u>	<u>56,409.48</u>	

# Handelsbanken

## Confirmation

**From customer**

NEWBURY TOWN COUNCIL

**From account**

34761954 GBP CURRENT ACCOUNT

**Amount**

£1,148.33

**Payment date**

19/11/2024

**Payee name**

ZURICH MUNICIPAL

**Account type**

Business

**Reference**

Inv 538651841 Policy YLL-2720876853

**Sort code**

20-65-82

**Account number**

23110249

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

---

Payment date: 19 Nov 2024  
Payment currency: GBP British Pounds  
Pre booked FX deal: No  
Debit amount: 1148.33  
Debit reference: Inv 538651841  
Restricted: No

---

Beneficiary  
Beneficiary name: ZURICH MUNICIPAL  
Address:  
Account number/IBAN: 23110249

---

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

---

Bank charges: Shared Our charges paid by you, beneficiary charges paid by beneficiary  
Charge details: GBP 1.00 CHGS RE: INV 538651841  
Message to the beneficiary: Inv 538651841 Policy YLL-2720876853

---

Created: 19 Nov 2024 11:35 MARGARET GORE  
Authorised: 19 Nov 2024 11:37 MARGARET GORE (A)  
Authorised: 19 Nov 2024 12:27 ELIZABETH MANSHIP (A)

---

Status: Executed

Newbury Town Council  
The Mayor's Parlour  
The Old Town Hall  
Market Place  
Newbury  
Berkshire  
RG14 5AA

**Zurich Town, Parish and  
Community Council Team**  
PO Box 726  
Chichester  
PO19 9PS

## Invoice

Invoice Date: 31st October 2024

Invoice No: 538651841

Client ref: 3704222

Policy	Policy Term	(£) Premium
YLL-2720876853	01/11/2024-31/10/2025	1,025.29
Inspection Contract (If Applicable)		0.00
Sub total		1,025.29
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		123.04
<b>TOTAL</b>		<b>£1,148.33</b>

**Payment is due before your cover starts, or immediately if your cover is already in place.**

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

**If paying by BACS, please note our new bank details and amend your records accordingly.**

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249  
Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

### Invoice Queries

Phone: 0800 917 9426

Email: [accounts.team@uk.zurich.com](mailto:accounts.team@uk.zurich.com)

Our VAT registration number is: 107 8316 77

**Zurich Municipal is a trading name of Zurich Insurance Company Ltd.** A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Newbury Town Council  
The Mayor's Parlour  
The Old Town Hall  
Market Place  
Newbury  
Berkshire  
RG14 5AA

**Zurich Town, Parish and  
Community Council Team**  
PO Box 726  
Chichester  
PO19 9PS

## Remittance Advice

Invoice Date: 31st October 2024

Invoice No: 538651841

Client ref: 3704222

Policy	Policy Term	(£) Premium
YLL-2720876853	01/11/2024-31/10/2025	1,025.29
Inspection Contract (If Applicable)		0.00
Sub total		1,025.29
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		123.04
<b>TOTAL</b>		<b>£1,148.33</b>

**Payment is due before your cover starts, or immediately if your cover is already in place.**

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

**If paying by BACS, please note our bank details and amend your records accordingly.**

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249

Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

### Invoice Queries

Phone: 0800 917 9426

Email: [accounts.team@uk.zurich.com](mailto:accounts.team@uk.zurich.com)

Our VAT registration number is: 107 8316 77

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

## View or delete future payment

---

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

---

Payment date: 28 Nov 2024  
Payment currency: GBP British Pounds  
Pre booked FX deal: No  
Debit amount: 338.60  
Debit reference: NTC Back-Pay 24  
Restricted: No

---

**Beneficiary**

Beneficiary name: Elisa Mullen  
Address:  
Account number/IBAN: 92088394

---

**Beneficiary's bank**

Payment type: Faster payment  
Sort code: 608371  
Bank details: STARLING BANK LTD, Starling Bank Limited

---

Bank charges: Shared (Our charges paid by you, beneficiary charges paid by beneficiary)  
Message to the beneficiary: NTC Back Pay 2024

---

Created: 26 Nov 2024 08:11 MARGARET GORE  
Authorised: 26 Nov 2024 08:12 MARGARET GORE (A)  
Authorised: 26 Nov 2024 08:41 ELIZABETH MANSHIP (A)

---

Linked to Cashbook 1

Entered Month 9  
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>							
Pest Management - W-Mills	01/12/2024	14116SM14	1	253.94	0.00	253.94	0.00
Pest management - Southbys	01/12/2024	14116SM20	1	280.66	0.00	280.66	0.00
Pest Manangement - Parsons	01/12/2024	14116SM21	1	187.13	0.00	187.13	0.00
Pest Management - OTP Allot	01/12/2024	14116SM22	1	213.84	0.00	213.84	0.00
Pest Management - D-Farm	01/12/2024	14116SM24	1	240.59	0.00	240.59	0.00
Pest Management - W-Common	01/12/2024	14116SM31	1	187.13	0.00	187.13	0.00
					0.00	1,363.29	
Above paid on 10/12/2024 by Online Payment Ref A15							
<b>A20 A &amp; S Meats</b>							
Market Management - Ded 24	04/12/2024	116	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 10/12/2024 by Online Payment Ref A20							
<b>A29 Appcentric</b>							
Monthly Support - Dec 24	03/12/2024	1852	1	522.50	0.00	522.50	0.00
					0.00	522.50	
Above paid on 10/12/2024 by Online Payment Ref A29							
<b>A43 Apple Print Ltd</b>							
Mayor Xmas Cards 2024	27/11/2024	IN-17485	1	343.20	0.00	343.20	0.00
					0.00	343.20	
Above paid on 10/12/2024 by Online Payment Ref A43							
<b>A50 Aero Property Consultants</b>							
VP Cafe- Re-purposing	30/11/2024	24/111	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 10/12/2024 by Online Payment Ref A50							
<b>A62 Assoc Public SVCE Excellence (APSE)</b>							
Media Training x 5 Officers	30/11/2024	2425/1794	1	1,824.00	0.00	1,824.00	0.00
					0.00	1,824.00	
Above paid on 10/12/2024 by Online Payment Ref A62							



Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>B41 Berkshire Pressure Cleaning</b>							
Clean Town Hall balcony etc	02/12/2024	P6594	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 10/12/2024 by Online Payment Ref B41							
<b>C59 Canal &amp; River Trust</b>							
Lease Lock Island to 24.03.25	20/11/2024	0000212944	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 10/12/2024 by Online Payment Ref 8083919							
<b>C78 Calco Construction Ltd</b>							
VP Cafe, Investigate Sub Floor	14/11/2024	CI001147	1	462.00	0.00	462.00	0.00
					<u>0.00</u>	<u>462.00</u>	
Above paid on 10/12/2024 by Online Payment Ref C78							
<b>D12 DCK Payroll Solutions</b>							
Salaries - November 24	28/11/2024	24903	1	288.00	0.00	288.00	0.00
					<u>0.00</u>	<u>288.00</u>	
Above paid on 10/12/2024 by Online Payment Ref P1104							
<b>D35 David Edwards</b>							
Allot key x 1, refund - OTP	05/12/2024	REFUNDOTP24C-KEY	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 10/12/2024 by Online Payment Ref D35							
<b>E14 Environmental Solutions Ltd</b>							
Secure Shredding - Nov 24	22/11/2024	27452	1	67.84	0.00	67.84	0.00
					<u>0.00</u>	<u>67.84</u>	
Above paid on 10/12/2024 by Online Payment Ref E14							
<b>F5 Foxes Tree Services &amp; Son Ltd</b>							
Tree Works - Shaw Cem 26.11.24	04/12/2024	600.00	1	600.00	0.00	600.00	0.00
					<u>0.00</u>	<u>600.00</u>	
Above paid on 10/12/2024 by Online Payment Ref F5							

Continued over page

Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G14 Greenham Trust Ltd (Grant Account)							
Grants agreed GS 18.11.24	25/11/2024	GRANTS-18NOV24	1	7,500.00	0.00	7,500.00	0.00
					<u>0.00</u>	<u>7,500.00</u>	
Above paid on 10/12/2024 by Online Payment Ref NTCFunder							
G37 Gareth Gage							
Allot key refund x 2 - S48a	04/12/2024	REFUND KEY -S48A	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
Above paid on 10/12/2024 by Online Payment Ref G37							
H11 Healthmatic Ltd							
Clean Wharf 01.10 to 31.12.24	29/11/2024	14253	1	3,630.00	0.00	3,630.00	0.00
					<u>0.00</u>	<u>3,630.00</u>	
Above paid on 10/12/2024 by Online Payment Ref INV7984							
H39 Mr Roger Hunneman							
Cllr Expenses 10.06 - 4.11.24	01/12/2024	EXPENSES	1	61.20	0.00	61.20	0.00
					<u>0.00</u>	<u>61.20</u>	
Above paid on 10/12/2024 by Online Payment Ref H39							
J21 John O'Conner GM Ltd							
Refill Grit Bins - Nov 24	21/11/2024	114671	1	508.18	0.00	508.18	0.00
Empty 7 Dog Bins - Nov 24	21/11/2024	114672	1	137.59	0.00	137.59	0.00
					<u>0.00</u>	<u>645.77</u>	
Above paid on 10/12/2024 by Online Payment Ref J21							
L13 Link Up Local Mencap							
Bus Stop Posters	22/11/2024	0782/24	1	51.00	0.00	51.00	0.00
					<u>0.00</u>	<u>51.00</u>	
Above paid on 10/12/2024 by Online Payment Ref L13							
M28 Minster Cleaning Services							
Office Clean - Dec 24	02/12/2024	16100	1	1,937.77	0.00	1,937.77	0.00
					<u>0.00</u>	<u>1,937.77</u>	
Above paid on 10/12/2024 by Online Payment Ref INV29354							

Continued over page

Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M35 Mr V J Miller							
Expenses 25.09 to 04.12.24	04/12/2024	CLLR - EXPENSES	1	29.90	0.00	29.90	0.00
					0.00	29.90	
Above paid on 10/12/2024 by Online Payment Ref M35							
M54 Michael Pagliaroli Architects Ltd							
VP cafe - Planning Drawings	02/12/2024	SI-111755	1	3,600.00	0.00	3,600.00	0.00
					0.00	3,600.00	
Above paid on 10/12/2024 by Online Payment Ref M54							
M61 Microshade Business Consultants Ltd							
Host & Support Citrix	19/11/2024	20101	1	397.50	0.00	397.50	0.00
Host Citrix - Rialras - Dec 24	05/12/2024	20205	1	397.50	0.00	397.50	0.00
					0.00	795.00	
Above paid on 10/12/2024 by Online Payment Ref M61							
R1 Royal British Legion							
Remembrance sunday lunch	10/11/2024	10.11.24	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 10/12/2024 by Online Payment Ref R1							
R20 Rialtas Business Solutions Ltd							
Training 28.11.24 - Liz	29/11/2024	32248	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 10/12/2024 by Online Payment Ref R20							
R47 J Martin Rice							
Town Hall Clock Repairs	01/12/2024	INV	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 10/12/2024 by Online Payment Ref R47							
S13 Mole Country Stores							
Compost - NIBloom planting	21/11/2024	IN207912953	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 10/12/2024 by Online Payment Ref New068							

Continued over page

Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
S2                    Enerveo Limited							
2 Columns - Northcroft Ln	21/11/2024	900043731	1	2,340.86	0.00	2,340.86	0.00
					<u>0.00</u>	<u>2,340.86</u>	
Above paid on 10/12/2024 by Online Payment Ref S2							
<hr/>							
S24                    Sundog Hire Ltd							
Tower Scaffold - TH ceiling	05/12/2024	4960	1	122.40	0.00	122.40	0.00
Heras Fencing - Dickens Walk	05/12/2024	4961	1	921.60	0.00	921.60	0.00
Cones & Barriers - Remembrance	05/12/2024	4962	1	288.00	0.00	288.00	0.00
					<u>0.00</u>	<u>1,332.00</u>	
Above paid on 10/12/2024 by Online Payment Ref S24							
<hr/>							
S41                    Sundog Grounds Maintenance Ltd							
Scaffolding - THall, Ceiling	04/12/2024	4271	1	6,285.60	0.00	6,285.60	0.00
Diagnosis Roof Repairs	05/12/2024	4285	1	1,080.00	0.00	1,080.00	0.00
Investigate TH Urinal issues	05/12/2024	4286	1	504.00	0.00	504.00	0.00
					<u>0.00</u>	<u>7,869.60</u>	
Above paid on 10/12/2024 by Online Payment Ref S41							
<hr/>							
T30                    Cybit Limited							
E-mail Signature x 1	18/11/2024	13539	1	150.16	0.00	150.16	0.00
Anit Virus/spam - Oct 24	18/11/2024	13540	1	179.05	0.00	179.05	0.00
Anti Virus/Spam - Nov 24	18/11/2024	13541	1	179.05	0.00	179.05	0.00
Phone Support Etc - Oct 24	21/11/2024	13581	1	192.00	0.00	192.00	0.00
Support - Nov 24	25/11/2024	13601	1	366.00	0.00	366.00	0.00
					<u>0.00</u>	<u>1,066.26</u>	
Above paid on 10/12/2024 by Online Payment Ref T30							
<hr/>							
W1                    West Berkshire District Council							
Rent Shaw Cem to30.11.25	02/12/2024	612356	1	1,000.00	0.00	1,000.00	0.00
					<u>0.00</u>	<u>1,000.00</u>	
Above paid on 10/12/2024 by Online Payment Ref W1							
<hr/>							
Total Purchase Ledger Payments						<u>0.00</u>	<u>41,270.19</u>

Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
B12	Basingstoke Silver Band						
Music in B-stanf 09.06.24	13/12/2024	20241214-1	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
					0.00	150.00	
	Above paid on 19/12/2024 by Online Payment Ref B12						
<hr/>							
B41	Berkshire Pressure Cleaning						
Clean War Memorial - Dec 24	14/12/2024	P6601	1	216.00	0.00	216.00	0.00
					<u>0.00</u>	<u>216.00</u>	
					0.00	216.00	
	Above paid on 19/12/2024 by Online Payment Ref B41						
<hr/>							
H41	Hoskins Electrical Services						
PAT Testing Wharf Office	16/12/2024	0364	1	360.00	0.00	360.00	0.00
Bulb changes Landing & Chamber	16/12/2024	0365	1	360.00	0.00	360.00	0.00
					<u>0.00</u>	<u>720.00</u>	
					0.00	720.00	
	Above paid on 19/12/2024 by Online Payment Ref H41						
<hr/>							
J21	John O'Conner GM Ltd						
Ground Maintenance	21/11/2024	114669	1	42,714.48	0.00	42,714.48	0.00
Filling Grit Bins - Dec 24	17/12/2024	115502	1	508.18	0.00	508.18	0.00
Empty 7 x Dog Bins	17/12/2024	115503	1	137.59	0.00	137.59	0.00
					<u>0.00</u>	<u>43,360.25</u>	
					0.00	43,360.25	
	Above paid on 19/12/2024 by Online Payment Ref J21						
<hr/>							
P12	Penwood Nurseries Ltd						
Various Trees - Tree Planting	13/12/2024	16041	1	2,080.00	0.00	2,080.00	0.00
					<u>0.00</u>	<u>2,080.00</u>	
					0.00	2,080.00	
	Above paid on 19/12/2024 by Online Payment Ref P12						
<hr/>							
S2	Energieo Limited						
Quarterly Maintenance	10/12/2024	900044731	1	1,814.20	0.00	1,814.20	0.00
					<u>0.00</u>	<u>1,814.20</u>	
					0.00	1,814.20	
	Above paid on 19/12/2024 by Online Payment Ref S2						

Continued over page

Linked to Cashbook 1

Entered Month 9  
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S75 Stuart Michael Associates Ltd							
VP Cafe Flood Report - Plans	22/11/2024	27135/NTC	1	1,620.00	0.00	1,620.00	0.00
					<u>0.00</u>	<u>1,620.00</u>	
Above paid on 19/12/2024 by Online Payment Ref S75							
T30 Cybit Limited							
Office 365	12/12/2024	14009	1	728.09	0.00	728.09	0.00
Anit Virus, Spam - Dec 24)	12/12/2024	14010	1	179.05	0.00	179.05	0.00
					<u>0.00</u>	<u>907.14</u>	
Above paid on 19/12/2024 by Online Payment Ref T30							
W1 West Berkshire District Council							
Staff ID Badges	12/12/2024	614311	1	30.00	0.00	30.00	0.00
					<u>0.00</u>	<u>30.00</u>	
Above paid on 19/12/2024 by Online Payment Ref W1							
Total Purchase Ledger Payments					<u>0.00</u>	<u>50,897.59</u>	

Date: 01/11/2024

Newbury Town Council Current Year

Page 1

Time: 15:34

Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 4 - Instant Access Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	31/10/2024		355,913.16
			<u>355,913.16</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			355,913.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			355,913.16
		Balance per Cash Book is :-	355,913.16
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/12/2024		28,415.60
			<u>28,415.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,415.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,415.60
		Balance per Cash Book is :-	28,415.60
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



Bank Reconciliation Statement as at 30/11/2024  
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/11/2024		21,732.49
			<u>21,732.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,732.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,732.49
		Balance per Cash Book is :-	21,732.49
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/10/2024		26,234.53
			<u>26,234.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,234.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,234.53
		Balance per Cash Book is :-	26,234.53
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	31/12/2024		292,393.02
			<u>292,393.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			292,393.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			292,393.02
		Balance per Cash Book is :-	292,393.02
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 30/11/2024  
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	24/11/2024		520,550.75
			<u>520,550.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			520,550.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			520,550.75
		Balance per Cash Book is :-	520,550.75
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

06/01/2025

## Newbury Town Council Current Year

Page 1

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Staff</b>								
1077 Precept Reallocation	0	(500)	(500)	0			100.0%	
1990 Miscellaneous Income	0	464	0	(464)			0.0%	
Staff :- Income	0	(36)	(500)	(464)			7.2%	0
4000 Salaries/NI/PAYE	571,090	475,872	614,244	138,372		138,372	77.5%	
4005 Agency / Locum Cover	53,339	(7,500)	(7,500)	0		0	100.0%	
4010 Misc Staff Expenses	6,240	5,296	7,000	1,704		1,704	75.7%	
4045 Salary Reallocation	(571,090)	(475,872)	(614,244)	(138,372)		(138,372)	77.5%	
Staff :- Indirect Expenditure	59,579	(2,204)	(500)	1,704	0	1,704	440.7%	0
Net Income over Expenditure	(59,579)	2,168	0	(2,168)				
<b>110 Central Services</b>								
1076 Precept Received	1,272,879	1,526,951	1,526,951	0			100.0%	
1077 Precept Reallocation	0	(1,390,560)	(1,390,560)	0			100.0%	
1090 CCLA Interest	20,415	20,689	23,000	2,311			90.0%	
1091 Shares/Dividend Income	4	5	0	(5)			0.0%	
1092 Instant Access Ac Interest	3,279	8,617	4,000	(4,617)			215.4%	
1093 Fixed Term Accounts Interest	5,767	25,133	10,000	(15,133)			251.3%	
1094 Current Account Interest	4,343	242	0	(242)			0.0%	
1905 CIL income received	266,953	54,113	0	(54,113)			0.0%	
Central Services :- Income	1,573,640	245,190	173,391	(71,799)			141.4%	0
4045 Salary Reallocation	163,332	132,292	170,891	38,599		38,599	77.4%	
4050 Bank & Card Reader Charges	2,246	1,278	2,500	1,222		1,222	51.1%	
4055 Election Expenses	26,252	13,358	0	(13,358)		(13,358)	0.0%	5,002
Central Services :- Indirect Expenditure	191,830	146,929	173,391	26,462	0	26,462	84.7%	5,002
Net Income over Expenditure	1,381,810	98,261	0	(98,261)				
6000 plus Transfer from EMR	26,252	5,002	0	(5,002)				
6001 less Transfer to EMR	266,953	0	0	0				
Movement to/(from) Gen Reserve	1,141,110	103,264	0	(103,264)				
<b>200 P&amp;R General</b>								
1077 Precept Reallocation	0	32,283	32,283	0			100.0%	
P&R General :- Income	0	32,283	32,283	0			100.0%	0
4045 Salary Reallocation	31,410	23,794	30,483	6,689		6,689	78.1%	
4105 Members' travel & subsistence	59	181	800	619		619	22.6%	
4120 Precept Leaflet	647	665	1,000	335		335	66.5%	
P&R General :- Indirect Expenditure	32,116	24,639	32,283	7,644	0	7,644	76.3%	0
Net Income over Expenditure	(32,116)	7,644	0	(7,644)				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Grants &amp; Contributions</u>								
1077 Precept Reallocation	0	98,500	98,500	0			100.0%	
1122 Donations (Misc.)	400	1,400	0	(1,400)			0.0%	
Grants & Contributions :- Income	<u>400</u>	<u>99,900</u>	<u>98,500</u>	<u>(1,400)</u>			<u>101.4%</u>	<u>0</u>
4150 Grants for Climate Change Proj	0	0	10,000	10,000		10,000	0.0%	
4155 Berkshire Youth; Youth Worker	25,000	12,500	25,000	12,500		12,500	50.0%	
4160 Contribution to BID Xmas light	12,000	12,000	12,000	0		0	100.0%	
4165 Greenham Community Youth	2,500	0	2,500	2,500		2,500	0.0%	
4170 Volunteer Centre	500	0	500	500		500	0.0%	
4180 Grant Sub Committee	24,500	19,686	24,500	4,814		4,814	80.3%	
4182 Donations (Misc)	400	1,400	0	(1,400)		(1,400)	0.0%	
4185 CAB Grant	20,000	0	20,000	20,000		20,000	0.0%	
4212 Greenham & Crookham Common	500	0	0	0		0	0.0%	
4213 Community United West Berkshir	0	3,000	3,000	0		0	100.0%	
4216 Newbury Flood Forum	0	1,000	1,000	0		0	100.0%	
Grants & Contributions :- Indirect Expenditure	<u>85,400</u>	<u>49,586</u>	<u>98,500</u>	<u>48,914</u>	<u>0</u>	<u>48,914</u>	<u>50.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(85,000)</u>	<u>50,314</u>	<u>0</u>	<u>(50,314)</u>				
<u>220 Corporate Services</u>								
1077 Precept Reallocation	0	125,122	125,122	0			100.0%	
Corporate Services :- Income	<u>0</u>	<u>125,122</u>	<u>125,122</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	3,408	5,357	8,000	2,643	875	1,768	77.9%	
4225 Advertising Recruitment	5,949	1,749	3,000	1,251		1,251	58.3%	
4230 Telephone	11,120	8,147	10,250	2,103		2,103	79.5%	
4235 Postage	1,533	1,672	2,500	828		828	66.9%	
4240 Printing/Stationery	1,514	718	1,718	1,000		1,000	41.8%	
4245 Office Equipment	618	1,207	2,000	793		793	60.3%	
4247 IT - Asset Register	0	0	750	750		750	0.0%	
4250 IT - Office 365 Package	33,558	8,673	17,394	8,721		8,721	49.9%	
4251 IT - Accounts	0	1,650	4,920	3,270		3,270	33.5%	
4252 IT - Website	0	3,919	5,449	1,530		1,530	71.9%	
4253 IT - Citrix	0	2,695	3,747	1,052		1,052	71.9%	
4254 IT - Adobe	0	1,042	2,740	1,698		1,698	38.0%	
4255 Professional Fees	12,976	7,422	24,000	16,578	3,450	13,128	45.3%	
4260 Audit	4,525	90	5,000	4,910		4,910	1.8%	
4265 Subscriptions	4,738	4,183	5,872	1,689		1,689	71.2%	
4270 Photocopier Charges	2,136	2,127	2,382	255		255	89.3%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Advertising General	1,107	459	1,500	1,041	260	781	47.9%	
4280 Recycling Costs	1,280	1,020	1,400	380		380	72.8%	
4290 Capital exp computers etc	2,315	4,584	5,500	916		916	83.3%	
4420 Insurance	14,718	16,084	16,500	416		416	97.5%	
Corporate Services :- Indirect Expenditure	<u>101,497</u>	<u>72,797</u>	<u>125,122</u>	<u>52,325</u>	<u>4,585</u>	<u>47,740</u>	<u>61.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(101,497)</u>	<u>52,325</u>	<u>0</u>	<u>(52,325)</u>				
<u>290 Town Hall</u>								
1077 Precept Reallocation	0	127,499	127,499	0			100.0%	
1270 Suite Lease Income	39,860	24,626	38,600	13,974			63.8%	
1280 Chamber Hire	15,019	8,475	11,000	2,525			77.0%	
Town Hall :- Income	<u>54,880</u>	<u>160,600</u>	<u>177,099</u>	<u>16,499</u>			<u>90.7%</u>	<u>0</u>
4045 Salary Reallocation	36,550	32,835	42,272	9,437		9,437	77.7%	
4255 Professional Fees	0	0	3,000	3,000		3,000	0.0%	
4315 Topographical Survey	0	0	200	200		200	0.0%	
4316 2023/24 Purchase Orders	0	100	0	(100)		(100)	0.0%	100
4320 Town Hall Refurb	0	0	22,000	22,000		22,000	0.0%	
4321 Town Hall Roof	0	7,278	0	(7,278)		(7,278)	0.0%	7,278
4345 Replacement Solar Panel Invert	0	0	806	806		806	0.0%	
4402 Letting Agent	3,540	2,053	4,000	1,947		1,947	51.3%	
4405 Rates	9,916	10,568	11,008	440		440	96.0%	
4407 Gas	0	1,997	4,500	2,503		2,503	44.4%	
4410 Water	349	(2,958)	550	3,508		3,508	(537.8%)	
4415 Electricity	22,847	18,398	26,960	8,562		8,562	68.2%	
4416 Energy Conservation Projects	2,499	440	4,000	3,560		3,560	11.0%	
4425 Repairs and Maintenance	15,007	9,287	18,087	8,800	898	7,902	56.3%	
4427 Visual / Audio Equipment	1,273	0	0	0		0	0.0%	
4428 Health & Safety Compliance	2,960	6,119	17,350	11,231	118	11,113	35.9%	
4431 Town Hall cleaning contract	17,616	14,533	18,166	3,633		3,633	80.0%	
4432 Housekeeping	685	1,430	2,000	570		570	71.5%	
4440 Fire Extinguishers	577	508	1,000	492		492	50.8%	
4445 Security	434	370	1,200	830		830	30.9%	
Town Hall :- Indirect Expenditure	<u>114,251</u>	<u>102,958</u>	<u>177,099</u>	<u>74,141</u>	<u>1,016</u>	<u>73,125</u>	<u>58.7%</u>	<u>7,378</u>
Net Income over Expenditure	<u>(59,372)</u>	<u>57,642</u>	<u>0</u>	<u>(57,642)</u>				
6000 plus Transfer from EMR	0	7,378	0	(7,378)				
Movement to/(from) Gen Reserve	<u>(59,372)</u>	<u>65,020</u>	<u>0</u>	<u>(65,020)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>295 Weddings</u>								
1077 Precept Reallocation	0	3,853	3,853	0			100.0%	
1280 Chamber Hire	2,205	3,440	3,696	256			93.1%	
Weddings :- Income	2,205	7,293	7,549	256			96.6%	0
4045 Salary Reallocation	9,709	3,807	4,849	1,042	1,042		78.5%	
4275 Advertising General	680	655	1,000	345	345		65.5%	
4340 Weddings expenditure	77	0	400	400	400		0.0%	
4341 Wedding Licence EMR	0	0	1,300	1,300	1,300		0.0%	
Weddings :- Indirect Expenditure	10,466	4,462	7,549	3,087	0	3,087	59.1%	0
Net Income over Expenditure	(8,261)	2,831	0	(2,831)				
<u>300 Newtown Road Cemetery</u>								
1077 Precept Reallocation	0	53,330	53,330	0			100.0%	
1300 Cemetery Income	30	495	0	(495)			0.0%	
Newtown Road Cemetery :- Income	30	53,825	53,330	(495)			100.9%	0
4045 Salary Reallocation	5,711	7,138	9,331	2,193	2,193		76.5%	
4405 Rates	574	574	1,000	426	426		57.4%	
4415 Electricity	380	289	500	211	211		57.9%	
4425 Repairs and Maintenance	5,579	850	7,000	6,150	6,150		12.1%	
4428 Health & Safety Compliance	0	350	0	(350)	(350)		0.0%	
4430 Maint. Contracts	10,435	25,949	30,549	4,600	4,600		84.9%	
4435 Maint. Contracts Unscheduled	1,200	0	1,200	1,200	1,200		0.0%	
4436 Headstone Survey	0	0	500	500	500		0.0%	
4440 Fire Extinguishers	76	63	250	187	187		25.2%	
4515 Tree Works	11,250	0	2,100	2,100	2,000	100	95.2%	
4540 NRC Composting Toilet (25%)	0	0	400	400	400		0.0%	
4545 Redecoration of Chapel	0	0	500	500	500		0.0%	
Newtown Road Cemetery :- Indirect Expenditure	35,204	35,214	53,330	18,116	2,000	16,116	69.8%	0
Net Income over Expenditure	(35,174)	18,612	0	(18,612)				
6000 plus Transfer from EMR	9,250	0	0	0				
Movement to/(from) Gen Reserve	(25,924)	18,612	0	(18,612)				
<u>305 Shaw Cemetery</u>								
1077 Precept Reallocation	0	83,347	83,347	0			100.0%	
1300 Cemetery Income	72,387	46,267	68,000	21,733			68.0%	
Shaw Cemetery :- Income	72,387	129,614	151,347	21,733			85.6%	0



	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	19,988	19,511	25,073	5,562		5,562	77.8%	
4249 IT - Cemeteries	0	1,780	1,923	143		143	92.6%	
4250 IT - Office 365 Package	1,068	0	0	0		0	0.0%	
4265 Subscriptions	150	265	480	215		215	55.2%	
4316 2023/24 Purchase Orders	0	106	0	(106)		(106)	0.0%	106
4400 Rent Payable	1,333	1,000	1,000	(0)		(0)	100.0%	
4405 Rates	4,042	4,042	5,000	958		958	80.8%	
4410 Water	4,433	385	4,500	4,115		4,115	8.6%	
4415 Electricity	777	2,147	3,740	1,593		1,593	57.4%	
4425 Repairs and Maintenance	2,555	1,099	6,700	5,601	280	5,321	20.6%	
4428 Health & Safety Compliance	424	962	800	(162)		(162)	120.2%	
4430 Maint. Contracts	80,633	69,127	81,381	12,254		12,254	84.9%	
4435 Maint. Contracts Unscheduled	2,030	0	3,000	3,000	1,217	1,783	40.6%	
4440 Fire Extinguishers	151	126	400	274		274	31.5%	
4515 Tree Works	0	28,850	17,350	(11,500)		(11,500)	166.3%	11,500
Shaw Cemetery :- Indirect Expenditure	117,585	129,401	151,347	21,946	1,497	20,449	86.5%	11,606
Net Income over Expenditure	(45,198)	213	0	(213)				
6000 plus Transfer from EMR	0	11,606	0	(11,606)				
Movement to/(from) Gen Reserve	(45,198)	11,819	0	(11,819)				
<u>310 Markets</u>								
1077 Precept Reallocation	0	2,652	2,652	0			100.0%	
1320 Market Income	42,804	30,833	45,000	14,167			68.5%	
Markets :- Income	42,804	33,485	47,652	14,167			70.3%	0
4045 Salary Reallocation	13,135	10,945	14,342	3,397		3,397	76.3%	
4265 Subscriptions	497	539	550	11		11	98.0%	
4275 Advertising General	1,500	779	1,780	1,001	695	306	82.8%	
4360 Market Management	15,600	11,700	17,500	5,800		5,800	66.9%	
4361 Market bank costs	239	166	300	134		134	55.2%	
4405 Rates	3,444	3,444	3,500	56		56	98.4%	
4415 Electricity	1,054	835	1,360	525		525	61.4%	
4425 Repairs and Maintenance	199	0	8,320	8,320		8,320	0.0%	
Markets :- Indirect Expenditure	35,668	28,407	47,652	19,245	695	18,550	61.1%	0
Net Income over Expenditure	7,136	5,078	0	(5,078)				
6000 plus Transfer from EMR	204	0	0	0				
Movement to/(from) Gen Reserve	7,340	5,078	0	(5,078)				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 War Memorial</u>								
1077 Precept Reallocation	0	6,099	6,099	0			100.0%	
War Memorial :- Income	0	6,099	6,099	0			100.0%	0
4045 Salary Reallocation	1,713	1,428	1,882	454		454	75.9%	
4316 2023/24 Purchase Orders	0	255	0	(255)		(255)	0.0%	255
4425 Repairs and Maintenance	690	610	2,217	1,607		1,607	27.5%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	2,403	2,293	6,099	3,806	0	3,806	37.6%	255
Net Income over Expenditure	(2,403)	3,806	0	(3,806)				
6000 plus Transfer from EMR	0	255	0	(255)				
Movement to/(from) Gen Reserve	(2,403)	4,061	0	(4,061)				
<u>320 Footway Lighting</u>								
1077 Precept Reallocation	0	38,856	38,856	0			100.0%	
Footway Lighting :- Income	0	38,856	38,856	0			100.0%	0
4045 Salary Reallocation	3,998	3,807	4,856	1,049		1,049	78.4%	
4316 2023/24 Purchase Orders	0	5,157	0	(5,157)		(5,157)	0.0%	5,157
4415 Electricity	6,971	9,469	12,500	3,031		3,031	75.7%	
4425 Repairs and Maintenance	17,509	9,133	14,500	5,367	4,244	1,124	92.3%	
4855 Street Lighting Upgrade	1,633	0	7,000	7,000	3,390	3,610	48.4%	
Footway Lighting :- Indirect Expenditure	30,111	27,565	38,856	11,291	7,633	3,657	90.6%	5,157
Net Income over Expenditure	(30,111)	11,291	0	(11,291)				
6000 plus Transfer from EMR	6,570	5,157	0	(5,157)				
Movement to/(from) Gen Reserve	(23,541)	16,448	0	(16,448)				
<u>325 Clock House</u>								
1077 Precept Reallocation	0	7,941	7,941	0			100.0%	
Clock House :- Income	0	7,941	7,941	0			100.0%	0
4045 Salary Reallocation	1,713	952	1,237	285		285	76.9%	
4316 2023/24 Purchase Orders	0	250	0	(250)		(250)	0.0%	250
4415 Electricity	997	1,336	1,920	584		584	69.6%	
4425 Repairs and Maintenance	750	500	3,700	3,200		3,200	13.5%	
4428 Health & Safety Compliance	0	350	700	350		350	50.0%	
4430 Maint. Contracts	0	326	384	58		58	85.0%	
Clock House :- Indirect Expenditure	3,460	3,714	7,941	4,227	0	4,227	46.8%	250
Net Income over Expenditure	(3,460)	4,227	0	(4,227)				
6000 plus Transfer from EMR	0	250	0	(250)				
Movement to/(from) Gen Reserve	(3,460)	4,477	0	(4,477)				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>330 Street Furniture</b>								
1077 Precept Reallocation	0	17,060	17,060	0			100.0%	
1330 For New Dog Bins	0	2,100	0	(2,100)			0.0%	2,100
1605 Clear Channel (INC)	55,000	55,000	63,000	8,000			87.3%	
Street Furniture :- Income	55,000	74,160	80,060	5,900			92.6%	2,100
4045 Salary Reallocation	6,282	3,807	5,060	1,253	1,253		75.2%	
4111 Bus Shelter Provision & Maint	55,000	55,000	63,000	8,000	8,000		87.3%	
4316 2023/24 Purchase Orders	0	4,001	0	(4,001)	(4,001)		0.0%	4,001
4425 Repairs and Maintenance	3,975	1,963	8,000	6,037	6,037		24.5%	1,673
4460 Grit Bins	3,634	1,694	4,000	2,306	1,270	1,036	74.1%	
Street Furniture :- Indirect Expenditure	68,891	66,465	80,060	13,595	1,270	12,325	84.6%	5,674
Net Income over Expenditure	(13,891)	7,695	0	(7,695)				
6000 plus Transfer from EMR	0	5,674	0	(5,674)				
6001 less Transfer to EMR	0	2,100	0	(2,100)				
Movement to/(from) Gen Reserve	(13,891)	11,269	0	(11,269)				
<b>335 Recreation Grounds</b>								
1077 Precept Reallocation	0	98,021	98,021	0			100.0%	
1355 Income - Pitches	915	632	3,000	2,369			21.1%	
1500 Other open spaces income	735	0	0	0			0.0%	
Recreation Grounds :- Income	1,650	98,653	101,021	2,369			97.7%	0
4591 Green Flag submission	0	0	700	700	700		0.0%	
Recreation Grounds :- Direct Expenditure	0	0	700	700	0	700	0.0%	0
4045 Salary Reallocation	20,559	17,131	22,005	4,874	4,874		77.9%	
4316 2023/24 Purchase Orders	0	620	0	(620)	(620)		0.0%	620
4410 Water	474	225	332	107	107		67.7%	
4415 Electricity	2,187	2,168	3,150	982	982		68.8%	
4425 Repairs and Maintenance	8,221	12,406	10,350	(2,056)	(2,056)		119.9%	2,600
4428 Health & Safety Compliance	560	0	650	650	400	250	61.5%	
4430 Maint. Contracts	39,162	45,190	57,034	11,844	11,844		79.2%	
4435 Maint. Contracts Unscheduled	1,079	400	2,600	2,200	2,200		15.4%	
4515 Tree Works	7,954	80	4,200	4,120	4,100	20	99.5%	
Recreation Grounds :- Indirect Expenditure	80,196	78,220	100,321	22,101	4,500	17,601	82.5%	3,220
Net Income over Expenditure	(78,546)	20,432	0	(20,432)				
6000 plus Transfer from EMR	7,200	3,220	0	(3,220)				
Movement to/(from) Gen Reserve	(71,346)	23,652	0	(23,652)				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>340 Play Areas</b>								
1077 Precept Reallocation	0	108,249	108,249	0			100.0%	
1500 Other open spaces income	300	0	0	0			0.0%	
1990 Miscellaneous Income	497	0	0	0			0.0%	
<b>Play Areas :- Income</b>	<b>797</b>	<b>108,249</b>	<b>108,249</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4045 Salary Reallocation	33,694	32,835	42,226	9,391		9,391	77.8%	
4316 2023/24 Purchase Orders	0	27,292	0	(27,292)		(27,292)	0.0%	27,292
4423 Upgrading Play Areas	24,220	0	0	0		0	0.0%	
4425 Repairs and Maintenance	18,187	10,540	29,663	19,123	43	19,080	35.7%	
4430 Maint. Contracts	29,911	30,036	35,360	5,324		5,324	84.9%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	0	250	0	(250)		(250)	0.0%	
<b>Play Areas :- Indirect Expenditure</b>	<b>106,012</b>	<b>100,953</b>	<b>108,249</b>	<b>7,296</b>	<b>43</b>	<b>7,253</b>	<b>93.3%</b>	<b>27,292</b>
<b>Net Income over Expenditure</b>	<b>(105,215)</b>	<b>7,296</b>	<b>0</b>	<b>(7,296)</b>				
6000 plus Transfer from EMR	758	27,292	0	(27,292)				
<b>Movement to/(from) Gen Reserve</b>	<b>(104,458)</b>	<b>34,588</b>	<b>0</b>	<b>(34,588)</b>				
<b>345 Victoria Park</b>								
1077 Precept Reallocation	0	203,053	203,053	0			100.0%	
1360 Income - Tennis Courts	7,149	4,950	6,000	1,050			82.5%	
1380 Income - Bowling Club	900	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	4,354	0	4,000	4,000			0.0%	
1390 Income - Victoria Park Hire	3,100	4,740	3,000	(1,740)			158.0%	
1391 Income - Mini Golf	5,000	5,000	5,000	0			100.0%	
1500 Other open spaces income	2,350	0	0	0			0.0%	
1990 Miscellaneous Income	170	0	0	0			0.0%	
<b>Victoria Park :- Income</b>	<b>23,023</b>	<b>218,193</b>	<b>221,953</b>	<b>3,760</b>			<b>98.3%</b>	<b>0</b>
4517 Lime Trees - Pollard	0	0	18,300	18,300	18,300	0	100.0%	
4518 Lime Tree Avenue Lighting Upgr	0	6,756	1,430	(5,326)		(5,326)	472.4%	5,326
4537 Upgrade VP Bandstand	54,294	0	0	0		0	0.0%	
4541 Repairs to Victoria and Lions	0	0	500	500		500	0.0%	
4543 Splashpark	2,650	3,451	4,000	549		549	86.3%	
4591 Green Flag submission	369	0	850	850		850	0.0%	
<b>Victoria Park :- Direct Expenditure</b>	<b>57,313</b>	<b>10,207</b>	<b>25,080</b>	<b>14,873</b>	<b>18,300</b>	<b>(3,427)</b>	<b>113.7%</b>	<b>5,326</b>
4045 Salary Reallocation	66,818	40,925	52,613	11,688		11,688	77.8%	
4316 2023/24 Purchase Orders	0	2,950	0	(2,950)		(2,950)	0.0%	2,950
4355 Toilet Hire	3,598	1,690	1,690	0		0	100.0%	

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Water	7,351	7,883	10,000	2,117		2,117	78.8%	
4415 Electricity	5,063	3,739	5,950	2,211		2,211	62.8%	
4425 Repairs and Maintenance	6,435	3,440	19,000	15,560		15,560	18.1%	
4428 Health & Safety Compliance	310	0	1,000	1,000		1,000	0.0%	
4430 Maint. Contracts	86,291	72,527	88,770	16,243		16,243	81.7%	
4435 Maint. Contracts Unscheduled	2,140	1,100	5,000	3,900		3,900	22.0%	
4440 Fire Extinguishers	146	125	150	25		25	83.3%	
4445 Security	1,121	437	500	63		63	87.4%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600	4,896	(1,296)	136.0%	
4480 Music at the Bandstand	3,125	2,900	3,000	100		100	96.7%	
4490 VP Fun Day	2,333	3,271	3,500	229		229	93.5%	
4515 Tree Works	0	30	2,100	2,070		2,070	1.4%	
4530 Community Cafe	1,650	12,385	0	(12,385)		(12,385)	0.0%	12,385
Victoria Park :- Indirect Expenditure	186,379	153,402	196,873	43,471	4,896	38,575	80.4%	15,335
Net Income over Expenditure	(220,669)	54,583	0	(54,583)				
6000 plus Transfer from EMR	57,845	20,661	0	(20,661)				
Movement to/(from) Gen Reserve	(162,824)	75,244	0	(75,244)				
<u>350 Open Spaces</u>								
1077 Precept Reallocation	0	118,940	118,940	0			100.0%	
1395 Wayleave Income	25	0	0	0			0.0%	
Open Spaces :- Income	25	118,940	118,940	0			100.0%	0
4774 Additional Dog Bin Collections	0	459	1,750	1,291	344	947	45.9%	
4775 Additional Land Maintenance	0	0	8,000	8,000		8,000	0.0%	
Open Spaces :- Direct Expenditure	0	459	9,750	9,291	344	8,947	8.2%	0
4045 Salary Reallocation	11,993	13,324	17,329	4,005		4,005	76.9%	
4400 Rent Payable	850	1,104	1,300	196		196	84.9%	
4410 Water	0	74	110	36		36	67.0%	
4425 Repairs and Maintenance	2,206	1,028	4,000	2,972		2,972	25.7%	
4430 Maint. Contracts	89,923	68,455	80,589	12,134		12,134	84.9%	
4435 Maint. Contracts Unscheduled	475	100	2,100	2,000		2,000	4.8%	
4515 Tree Works	1,121	320	2,262	1,942	5,100	(3,158)	239.6%	
4750 Greenham House Gdns	10,499	0	0	0		0	0.0%	
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	117,067	84,405	109,190	24,785	5,100	19,685	82.0%	0
Net Income over Expenditure	(117,042)	34,076	0	(34,076)				
6000 plus Transfer from EMR	5,198	0	0	0				
Movement to/(from) Gen Reserve	(111,845)	34,076	0	(34,076)				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 Floral Displays and Trees</u>								
1077 Precept Reallocation	0	43,807	43,807	0			100.0%	
1990 Miscellaneous Income	2,640	2,567	1,500	(1,067)			171.2%	
1992 Tree Planting Sponsorship	0	2,269	0	(2,269)			0.0%	
Floral Displays and Trees :- Income	2,640	48,643	45,307	(3,336)			107.4%	0
4045 Salary Reallocation	7,424	7,614	9,707	2,093		2,093	78.4%	
4430 Maint. Contracts	29,910	0	0	0		0	0.0%	
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4470 Tree Maintenance	13,950	0	0	0		0	0.0%	
4471 Tree Surveys	0	0	9,500	9,500	6,500	3,000	68.4%	
4500 Tree planting	428	1,883	3,150	1,267	488	780	75.2%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Additional Floral Displays	18,120	18,550	21,000	2,450		2,450	88.3%	
4512 Floral Baskets - Businesses	2,640	2,567	0	(2,567)		(2,567)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	72,472	30,614	45,307	14,693	6,988	7,706	83.0%	0
Net Income over Expenditure	(69,832)	18,030	0	(18,030)				
6000 plus Transfer from EMR	13,950	0	0	0				
Movement to/(from) Gen Reserve	(55,882)	18,030	0	(18,030)				
<u>360 Britain &amp; Newbury In Bloom</u>								
1077 Precept Reallocation	0	14,012	14,012	0			100.0%	
1600 Sponsorship	400	400	500	100			80.0%	
Britain & Newbury In Bloom :- Income	400	14,412	14,512	100			99.3%	0
4045 Salary Reallocation	9,709	7,614	10,012	2,398		2,398	76.0%	
4710 Newbury In Bloom	2,592	1,373	4,500	3,127	663	2,464	45.3%	
Britain & Newbury In Bloom :- Indirect Expenditure	12,301	8,987	14,512	5,525	663	4,862	66.5%	0
Net Income over Expenditure	(11,901)	5,425	0	(5,425)				
<u>420 Wash Common Allotment</u>								
1077 Precept Reallocation	0	7,343	7,343	0			100.0%	
1400 Allotment Income	4,552	4,745	4,274	(471)			111.0%	
Wash Common Allotment :- Income	4,552	12,088	11,617	(471)			104.1%	0
4045 Salary Reallocation	2,855	4,283	5,459	1,176		1,176	78.5%	
4255 Professional Fees	1,103	0	0	0		0	0.0%	
4410 Water	1,236	1,010	1,500	490		490	67.3%	
4425 Repairs and Maintenance	756	667	1,500	833	100	733	51.2%	

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Maint. Contracts	3,192	984	1,158	174		174	85.0%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4450 Extra security measures	259	0	0	0		0	0.0%	
4515 Tree Works	0	550	1,000	450		450	55.0%	
<b>Wash Common Allotment :- Indirect Expenditure</b>	<b>9,401</b>	<b>7,494</b>	<b>11,617</b>	<b>4,123</b>	<b>100</b>	<b>4,023</b>	<b>65.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,849)</b>	<b>4,594</b>	<b>0</b>	<b>(4,594)</b>				
<b>421 Allotments (except Wash Common</b>								
1077 Precept Reallocation	0	31,586	31,586	0			100.0%	
1400 Allotment Income	23,397	25,252	23,000	(2,252)			109.8%	
<b>Allotments (except Wash Common :- Income</b>	<b>23,397</b>	<b>56,838</b>	<b>54,586</b>	<b>(2,252)</b>			<b>104.1%</b>	<b>0</b>
4045 Salary Reallocation	17,704	20,938	27,273	6,335		6,335	76.8%	
4248 IT - Allotments	0	192	249	57		57	77.1%	
4250 IT - Office 365 Package	153	0	0	0		0	0.0%	
4265 Subscriptions	0	56	0	(56)		(56)	0.0%	
4316 2023/24 Purchase Orders	0	500	0	(500)		(500)	0.0%	500
4400 Rent Payable	638	850	945	95		95	89.9%	
4410 Water	4,287	4,289	4,650	361		361	92.2%	
4425 Repairs and Maintenance	4,191	3,611	4,329	718	380	338	92.2%	
4430 Maint. Contracts	12,088	7,764	9,140	1,376		1,376	84.9%	
4435 Maint. Contracts Unscheduled	3,895	1,921	5,000	3,079		3,079	38.4%	
4450 Extra security measures	1,172	0	0	0		0	0.0%	
4515 Tree Works	80	80	3,000	2,920	2,900	20	99.3%	
<b>Allotments (except Wash Common :- Indirect Expenditure</b>	<b>44,207</b>	<b>40,200</b>	<b>54,586</b>	<b>14,386</b>	<b>3,280</b>	<b>11,106</b>	<b>79.7%</b>	<b>500</b>
<b>Net Income over Expenditure</b>	<b>(20,809)</b>	<b>16,638</b>	<b>0</b>	<b>(16,638)</b>				
6000 plus Transfer from EMR	260	500	0	(500)				
<b>Movement to/(from) Gen Reserve</b>	<b>(20,549)</b>	<b>17,138</b>	<b>0</b>	<b>(17,138)</b>				
<b>430 Wharf Toilets</b>								
1077 Precept Reallocation	0	23,360	23,360	0			100.0%	
<b>Wharf Toilets :- Income</b>	<b>0</b>	<b>23,360</b>	<b>23,360</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4417 Refurbishment	1,375	0	0	0		0	0.0%	
<b>Wharf Toilets :- Direct Expenditure</b>	<b>1,375</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
4045 Salary Reallocation	11,422	4,283	5,360	1,077		1,077	79.9%	
4195 Wharf Toilets Contract	12,100	9,075	15,750	6,675		6,675	57.6%	

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4405 Rates	191	191	250	59		59	76.5%	
4425 Repairs and Maintenance	2,147	490	2,000	1,510		1,510	24.5%	
Wharf Toilets :- Indirect Expenditure	25,860	14,039	23,360	9,321	0	9,321	60.1%	0
Net Income over Expenditure	(27,235)	9,321	0	(9,321)				
<u>435 Community Services - General</u>								
1077 Precept Reallocation	0	12,210	12,210	0			100.0%	
Community Services - General :- Income	0	12,210	12,210	0			100.0%	0
4550 GM Vehicle Lease	0	2,668	7,024	4,356		4,356	38.0%	
4551 GM Vehicle Consumables	0	346	1,000	654		654	34.6%	
4552 GM Vehicle Insurance	0	383	1,200	817		817	31.9%	
4553 GM Vehicle Maint. Payment	0	391	550	159		159	71.1%	
4555 Equipment	0	1,528	2,436	908		908	62.7%	
Community Services - General :- Indirect Expenditure	0	5,315	12,210	6,895	0	6,895	43.5%	0
Net Income over Expenditure	0	6,895	0	(6,895)				
<u>500 CPAC General</u>								
1077 Precept Reallocation	0	37,005	37,005	0			100.0%	
CPAC General :- Income	0	37,005	37,005	0			100.0%	0
4642 Coronation event	396	0	0	0		0	0.0%	
CPAC General :- Direct Expenditure	396	0	0	0	0	0		0
4045 Salary Reallocation	27,412	26,173	33,980	7,807		7,807	77.0%	
4600 CPA&L Committee Fund	500	490	1,500	1,010		1,010	32.7%	
4625 Art Trail	1,025	328	750	422		422	43.7%	
4637 Local Democracy WG	0	0	250	250		250	0.0%	
4639 Art on the Park	500	500	525	25		25	95.2%	
CPAC General :- Indirect Expenditure	29,437	27,491	37,005	9,514	0	9,514	74.3%	0
Net Income over Expenditure	(29,833)	9,514	0	(9,514)				
<u>505 Civic Responsibility</u>								
1077 Precept Reallocation	0	69,639	69,639	0			100.0%	
Civic Responsibility :- Income	0	69,639	69,639	0			100.0%	0
4045 Salary Reallocation	27,983	42,353	54,711	12,358		12,358	77.4%	
4265 Subscriptions	0	27	28	1		1	98.0%	
4650 Mayors Allowance	404	528	1,000	472		472	52.8%	



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4655 Honorarium	2,245	1,871	3,500	1,629		1,629	53.5%	
4660 Mayor Making	2,335	2,408	2,500	92		92	96.3%	
4665 Remembrance	1,858	1,806	2,500	694		694	72.3%	
4670 Regalia and Robes	7	4,728	2,000	(2,728)		(2,728)	236.4%	2,898
4680 Civic Hospitality & Events	1,107	814	1,500	686		686	54.3%	
4690 Twin Towns	86	42	250	208		208	16.9%	
4700 Civic Award Scheme	618	283	1,000	717		717	28.3%	
4705 Watership Brass	650	650	650	0		0	100.0%	
<b>Civic Responsibility :- Indirect Expenditure</b>	<b>37,293</b>	<b>55,511</b>	<b>69,639</b>	<b>14,128</b>	<b>0</b>	<b>14,128</b>	<b>79.7%</b>	<b>2,898</b>
Net Income over Expenditure	(37,293)	14,128	0	(14,128)				
6000 plus Transfer from EMR	0	2,898	0	(2,898)				
Movement to/(from) Gen Reserve	(37,293)	17,026	0	(17,026)				
<b>600 Planning &amp; Highways</b>								
1077 Precept Reallocation	0	27,293	27,293	0			100.0%	
1120 Grants Received (NDP)	6,878	0	15,000	15,000			0.0%	
1121 Grants & Dons Rec. (Heritage)	522	533	0	(533)			0.0%	
<b>Planning &amp; Highways :- Income</b>	<b>7,400</b>	<b>27,826</b>	<b>42,293</b>	<b>14,467</b>			<b>65.8%</b>	<b>0</b>
4045 Salary Reallocation	39,976	18,083	23,293	5,210		5,210	77.6%	
4800 P & H Committee Fund	40	6	1,000	994		994	0.6%	
4805 Heritage Working Group	1,171	374	1,000	626		626	37.4%	
4810 Neighbourhood Development Plan	1,536	1,476	15,000	13,524		13,524	9.8%	
4815 Signage	0	0	2,000	2,000		2,000	0.0%	
<b>Planning &amp; Highways :- Indirect Expenditure</b>	<b>42,723</b>	<b>19,939</b>	<b>42,293</b>	<b>22,354</b>	<b>0</b>	<b>22,354</b>	<b>47.1%</b>	<b>0</b>
Net Income over Expenditure	(35,323)	7,887	0	(7,887)				
6000 plus Transfer from EMR	171	0	0	0				
6001 less Transfer to EMR	6,878	0	0	0				
Movement to/(from) Gen Reserve	(42,030)	7,887	0	(7,887)				
<b>Grand Totals:- Income</b>	<b>1,865,231</b>	<b>1,860,388</b>	<b>1,859,421</b>	<b>(967)</b>			<b>100.1%</b>	
<b>Expenditure</b>	<b>1,710,893</b>	<b>1,329,463</b>	<b>1,859,421</b>	<b>529,958</b>	<b>62,911</b>	<b>467,047</b>	<b>74.9%</b>	
<b>Net Income over Expenditure</b>	<b>154,338</b>	<b>530,925</b>	<b>0</b>	<b>(530,925)</b>				
plus Transfer from EMR	127,657	89,894	0	(89,894)				
less Transfer to EMR	273,831	2,100	0	(2,100)				
<b>Movement to/(from) Gen Reserve</b>	<b>8,165</b>	<b>618,718</b>	<b>0</b>	<b>(618,718)</b>				

## Newbury Town Council

## Policy and Resources Committee

20<sup>th</sup> January 2025

## Item: Budget Monitoring Months 2024/2025

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

## Months 1 &amp; 2 (reported 10/06/24)

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

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

**Month 3 (End of Quarter 1) – Any significant changes since Months 1 & 2 (reported 29/07/24)**

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

**Month 6 (End of Quarter 2) (reported 14/10/24)**

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

<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>
220 – Corporate Services	4275	Photocopier Charges	Budget: £2,100 Spent: £1,479		70.4%	Up and down throughout the year, logically in respect to work requirements. Additional staff will impact moving forward. Budget accordingly in 2025/26.
220 – Corporate Services	4290	Capital Exp. Computers	Budget: 5,500 Spent: 4,301		78.2%	3 laptops have just been purchased as part of the planned update. But as a large expenditure, affects the % spend.
220 – Corporate Services	4420	Insurance	Budget: £16,500 Spent: £15,933		96.6%	Anticipated around £1,000 over budget. New 3-year agreement started in 2024 for main insurance. Cyber insurance due October. Est. £1,500 to 04/25.
290 – Town Hall	4415	Energy	Budget: £12,000 Spent: £13,491	£1,491	112.4%	As previously discussed, costs are considerably over budget with the electricity contract. The Council is being offered a blended tariff, but not to start until 01/04/25 and to be extended to 31/03/28. Our current tariff concludes 31/03/26. I am expecting guide figures, but I am advised they change daily. To discuss further in the exempt session of the meeting.
305 – Shaw Cemetery	4415	Energy	Budget: £1,000 Spent: £1,357	£357	135.7%	
325 – Clock House	4415	Energy	Budget: £850 Spent: 877	£27	103.2%	
330 – Street Furniture	4460	Grit Bins	Budget: £4000 Spent: £2,964		74.1%	Current anticipation is that the budget for grit bins will be sufficient.
345 – Victoria Park	4475	Tennis Courts Maint. Fund	Budget: 3,600 Spent: £4,896	No overspend		£3,600 is the amount we put into the EMR each year towards repairs. £4,896 is the amount we have spent this year – to be taken from the EMR.
345 – Victoria Park	4480	Music at the Bandstand	Budget: 3,000 Spent: £2,150		71.7%	Highest expenditure over the summer months.
421 – Allotments (except WC)	4410	Water	Budget: £4,200 Spent: £4,289	£89	102.1%	Heaviest period through the summer.
500 – CPA&L	4600	CPA&L Com. Fund	Budget: £1,500 Spent: £1,165		77.7%	Current anticipation is that the budget for CPA&L will be sufficient.
505 – Civic	4670	Regalia & Robes	Budget: 2,000 Spent: £4,728	No overspend		New Livery required for Town Crier. £2,898 from EMR, £1,830 from budget.

**Month 9 (End of Quarter 3) (reported 20/01/25)**

**Expenditure** Budget Lines that vary more than £500 or 15% of the budget (more than 90% of budget spend)

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
300 – Tree Works	4515	Tree Works	Budget: £2,100 Spent: £2000		95%	Additional works have been required following the 5-year survey. Any overbudget expenditure will be taken from the Tree Works EMR.
305 – Shaw Cemetery	4428	Health & Safety	Budget: £800 Spent: £962		120.2%	H&S Compliance was a new budget code for 2024/25, its estimated budget taken from R&M. Now, with a better understanding of need, I will vire additional funds from R&M to cover (which currently has a 20% spend) and make a similar adjustment to the 2025/26 budget to accommodate.
320 – Footway Lighting	4425	Repairs & Maintenance	Budget: 14,500 Spent: £13,377		92.3%	The Lead Officer is aware. This budget code is supported by an EMR for Footway Lighting upgrade.
345 – Victoria Park	4465	Tennis Courts Maintenance	Budget: 3,600 Committed: £4,896		136%	We EMR £3,600 annually towards maintenance. When this invoice is paid it will be taken from the EMR.
350 – Open Spaces	4515	Tree Works	Budget: £2,262 Committed: £5,420		239.6%	Additional works have been required following the 5-year survey. Any overbudget expenditure will be taken from the Tree Works EMR.
421 – Allotments Except WC	4425	Repairs & Maintenance	Budget: £4,329 Spent: £3,611		92.2%	The Lead Officer is aware. If overbudget works are required, I will advised from where the funds may be vired.
421 – Allotments Except WC	4410	Water	Budget: £4,650 Estimate: £4,289		92.2%	We provide our water supplier with meter readings in advance of invoice. However, our supplier charges us for two months in advance, based on the most recent reading, without consideration that our water usage is less in the winter. They then credit us, which balances out any high expenditure.
290 – Town Hall	4410	Water	Budget: £550 Estimate: (£2,958)		(537.8%)	

**Income** Budget Lines that vary more than £500 or 15% of the budget (more than 90% of budget income)

Cost Centre	Code	Description	Spent	Additional Income	% of Budget	Reason
110 – Central Services	1090	CCLA Interest	Budget: £23,000 Received: £20,689		90%	Anticipate a little over £26,000 at year-end. 2025/26 projected income set at £24,000 in consideration of falling interest.
110 – Central Services	1092	Instant Access Ac Interest	Budget: £4,000 Received: £8,617	£4,677	215.4%	Anticipate a little over £14,000 at year-end. 2025/26 projected income set at £10,000 in consideration of falling interest.

110 – Central Services	1093	Fixed Term Ac Interest	Budget: £10,000 Received: £25,133	£15,133	251.3%	Anticipate a little over £30,000 at year-end. 2025/26 projected income set at £24,000 in consideration of falling interest.
345 – Victoria Park	1390	Income – Vic Park Hire	Budget: £3,000 Received: £4,740	£1,740	158%	One-off hirers. Further to discussion with lead officer, 2025/26 projected income set at £4,000.

Unexpected income will counter any budget codes that are marginally over budget at year-end.

**Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 18.30 on Monday 18<sup>th</sup> November 2024 in The Elsie Kimber Room, Newbury.**

**Present:** Councillors: Alistair Bounds (from item 11), Sam Dibas (from item 11), Billy Drummond, David Marsh (chairperson), Elizabeth O’Keeffe (sub) & Sarah Slack

**In Attendance:** Liz Manship, Responsible Financial Officer

**7. Apologies for absence**

Councillors: Phil Barnett (substitute: Elizabeth O’Keeffe)

**8. Declarations of interest and dispensations**

- a) Councillors Billy Drummond & David Marsh as Members of West Berkshire Council have a general dispensation to discuss any matters relating to the business of that Council. (TGE ref: 20649)
- b) Councillor Billy Drummond is a Member of The Base, Greenham (TGE ref: 20673)
- c) Councillor David Marsh – Trustee to Wash Common Library (TGE ref: 20522), Trustee to Wash Common Community Association, Chair of Governors at John Rankin School, Parent of a pupil at St Bartholomew’s School and Husband to a Governor at St Bartholomew’s School (TGE ref: 20283).
- d) Councillor Sarah Slack – Trustee of the CAB, West Berkshire (TGE ref: 20604). Informal support to Mencap (TGE re: 20650).
- e) Councillor Elizabeth O’Keeffe – Trustee of the CAB (TGE ref: 20604) and Time To Talk West Berkshire (TGE ref: 20556).

**9. Minutes**

**Proposed:** Councillor Sarah Slack

**Seconded:** Councillor David Marsh

**Resolved:** That the minutes of the meeting of the Grants Sub-Committee held on 18<sup>th</sup> July 2024 be approved as a correct record and signed by the Chairperson.

**10. Grant Aid Criteria**

The meeting noted the Grant Aid Criteria.

**11. Award of Grant Aid**

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

**Proposed:** Councillor Sam Dibas



**Seconded:** Councillor Sarah Slack

**Resolved:**

- a) That the Council makes the following grant awards, payable through The Good Exchange (see table below).
- b) That the RFO suggests to The Friends of the Earth that they request consideration from NTC's Climate Emergency Sub-Committee, for a Climate Emergency Grant for their application TGE 20568.
- c) That a further meeting be called in February 2025 to allocate any remaining funds available.

<b>Grant Requests Awarded on 18th November 2024</b>						
<b>TGE Ref</b>	<b>Organisation name</b>	<b>Project title</b>	<b>Balance Required</b>	<b>NTC Agreed</b>	<b>Matched Funding (TGE)</b>	<b>Total Value</b>
20626	Dingley's Promise (Dingley Family and Specialist Early Years Centres)	2024/2025 SEND Early Years Playschemes	£5,212.00	<b>1000</b>	1000	<b>2000</b>
20657	Newbury Weekly News	Newbury Weekly News Over 80s Parcel Fund 2024	£17,982.50	<b>1000</b>	1000	<b>2000</b>
20650	West Berkshire Mencap	Building our Business	£6,500.00	<b>1000</b>	1000	<b>2000</b>
20556	Time to Talk West Berkshire	Counselling in Schools	£109,037.00	<b>1000</b>	1000	<b>2000</b>
20484	Newbury Rugby Football Club Ltd	Sustainable Lighting and Energy Project	£79,596.86	<b>500</b>	500	<b>1000</b>
20456	Parkinson's UK, Newbury	Making the Difference 2024 for People Living with Parkinson's	£2,216.08	<b>500</b>	500	<b>1000</b>
20328	Eight Bells for Mental Health	COST OF LIVING FUND - Dedicated Advocacy Support	£3,300.00	<b>500</b>	500	<b>1000</b>
20381	The Newbury Community Resource Centre Limited	Cost of Living Crisis - Essential Household Goods Scheme 2024	£18,820.00	<b>500</b>	500	<b>1000</b>
20287	Young People and Children First (YPACF)	Changing Lives: Care Leavers and Homeless 16-25	£5,891.23	<b>1000</b>	1000	<b>2000</b>
20393	Forever Loved Horse Therapy cic	Making Horse Therapy Accessible to All	£13,063.00	<b>500</b>	500	<b>1000</b>
	<b>Total Awarded</b>			<b>7500</b>	<b>7500</b>	<b>15000</b>

There being no further business the Chairperson declared the meeting closed at 19:50 pm.

**Chairperson:**

**Date:**

## Grant Payments

Funds to enable the payment of grants to the following organisations have been agreed by Council in the 2024/25 budget.

The Policy & Resources Committee to consider and resolve grant payments as it believes appropriate.

### 10.1 Berkshire Youth

Newbury Town Council holds a Partnership Agreement with Berkshire Youth “Newbury Youth Work Project”, which runs 01/08/23 – 31/07/26.

Newbury Town Council has committed the sum of £25,000 per annum to support the provision of Newbury Youth Work Project employees. To be paid in two equal sums of £12,500 in August and February each financial year up to 31<sup>st</sup> July 2026, upon receipt of project invoices against agreed headings.

Council agreement for the release of their February 2025 grant payment upon receipt of invoice.

### 10.2 Greenham Community Youth

Council has set aside up to £2,500 for the provision of a grant to Greenham Community Youth within the financial year 2024/25.

Speaking with The Good Exchange in March 2024, I was directed to project 19427 which it felt the Council may be interested in supporting. As a result, the Council in 2023/24, through the Grant Sub Committee, gave a donation of £2,500. This was match funded by the Greenham Trust, providing a total donation of £5,000. This in addition to the amount agreed with The Good Exchange, managed by the Grants Sub Committee.

#### [CYP Youth Work in Greenham and Surrounding Areas - 2022-2025](#)

Project 19427 continues to be advertised on The Good Exchange website. Of the £286,841 sought, £190,300 has been raised.

Council is asked whether it wishes to resolve a donation within this financial year. Matched funding may or may not be available, I am awaiting confirmation.

### 10.3 Volunteer Centre West Berkshire

Council has set aside up to £500 for the provision of a grant to the Volunteer Centre West Berkshire within the financial year 2024/25.

A grant to this amount was awarded in March 2024, within the 2023/24 financial year. Council is asked to consider whether it wishes to resolve a grant within this financial year.

### 10.4 Citizens Advice West Berkshire

Council has set aside up to £20,000 for the provision of a grant to Citizens Advice West Berkshire within the financial year 2024/25.

A grant to this amount was awarded in March 2024, within the 2023/24 financial year. Council is asked to consider whether it wishes to resolve a grant within this financial year.

### **Internal Audit Report**

The 2<sup>nd</sup> Internal Audit report for 2024/25 is attached from a visit that took place 19<sup>th</sup> December 2024.

A clean bill of health was confirmed at the meeting, with no recommendations. However, in the recent report I note one recommendation, in respect to our Direct Payments.

Our Direct Payments process was last revised at the October 2024 P&R meeting further to discussion with the Internal Auditor, and our agreed process included within our Financial Regulations. I am therefore seeking follow-up with our Internal Auditor to ascertain whether she is unaware of these amendments or wishes to suggest a further amendment. I will advise Council as soon as I have further information.

## **Newbury Town Council**

*Internal Audit Report 2024-25 (Second interim)*

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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 in relation to the 2024-25 financial year, during our interim reviews of the Council's records for the year, which were undertaken on site on 25<sup>th</sup> September and 19<sup>th</sup> December 2024 and at our offices. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate commencement of our review for the year.

## **Internal Audit Approach**

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

This report will be updated following our further review on 19<sup>th</sup> February 2025.

## **Overall Conclusions**

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

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

## Review of Accounting Arrangements & Bank Reconciliations

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

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

- Verified the accurate carry forward of the 2023-24 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed a sample months transactions (August 2024) on the Current account cashbook and Instant Access account cashbook agreeing detail to supporting bank statements;
- Verified the year to date PSDF transactions and Term Deposit Interest receipts by reference to the underlying advice notices of interest earned; and
- Checked and agreed the software based bank reconciliations as at 31<sup>st</sup> August 2024 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

### **Conclusions**

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

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

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

## Review of Corporate Governance

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

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

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption, the latest NALC Model Finance Regulations were adopted by the Council in October 2024.

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

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

### ***Conclusions***

***We are pleased to note the Council has provided the proper opportunity for the exercise of public rights for the 2023-24 financial year in accordance with the requirements of the Accounts and Audit Regulations and that the Charity Accounts for 2023-24 are on the Charity Commission Website.***

## **Review of Expenditure and VAT**

Our aim here is to ensure that: -

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

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

We have selected a sample of payments processed in the year to November 2024 to ensure compliance with the above criteria including all those payments individually in excess of £3,500, together with a more random selection of every 40<sup>th</sup> cashbook transaction (irrespective

of value). Our test sample includes 52 payments totalling £428,821 and equating to 56% by value of all non-pay expenditure for the year to date.

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

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

***We noted on our previous report that whilst the Council has good controls in place for the payment of invoices, there is one area where the full process is not complied with, which is the procedure for direct payments. We will undertake further tests to confirm that procedures for the approval of direct debits have been tightened at our further visits.***

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

## **Assessment and Management of Risk**

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

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

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running from 1<sup>st</sup> September 2024 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at £396,795 all of which we consider appropriate for the Council's present requirements.

### ***Conclusion***

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

## **Precept Determination and Budgetary Control**

We aim in this review area to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor



budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

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

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

We have reviewed the latest available Omega budget report (to 30<sup>th</sup> November 2024) noting the projections for cemetery expenditure and committed spend for Shaw cemetery are higher than budgeted. Along with that for footway lighting, Victoria Park and Open Spaces in particular, The major variations noted are maintenance contract costs.

### ***Conclusion***

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

## **Review of Income**

The Council receives income from a variety of sources in addition to the annual precept.

We noted last year that members had approved various scales of fees and charges for 2024-25.

**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 7 interments occurring in the year ensuring that each is supported by the relevant undertaker's application, together with the supporting legally required Burial / Cremation certificates. We have been able to confirm that the appropriate fees have been charged and recovered in accordance with the approved scales of fees and charges for all the samples apart from one, which had not yet been invoiced at the time of our visit, we will confirm that the invoice has been both raised correctly and paid at our next visit.

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

Whilst the rental year runs from 1<sup>st</sup> April, invoices are generally issued early in the calendar year with a number of tenants paying their fees well in advance of 1<sup>st</sup> April. Consequently, income received in advance of 31<sup>st</sup> March is coded to a control account (Code 560) as "Receipts in Advance" which is then effectively "reversed" in the new financial year to show the allotment income appropriately in the relevant financial year's accounts.

**Market Rents:** The Council collects rent from stall holders, the majority of which are regulars with some ad hoc users. The majority of stall holders pay monthly in advance, others are

collected on the day of use. All holders are required to complete a Pitch Application Form and hold Public Liability Insurance.

**Town Hall Room Hire:** Long term tenants renting space at the Town Hall do so under various leases, and rents are collected via a third party. Ad hoc use of council space is via a booking form, with invoices raised on a monthly basis. We reviewed a sample of 5 entries from the diary for October 2024, 2 of which were due to be re invoiced as the information provided on the booking form was incorrect.

We reviewed the Debtors list as at 30<sup>th</sup> November, noting 3 long term debts outstanding, one of which had been paid and two which are due to be more formally chased. We will check the outcome of these at our next review.

### *Conclusions*

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

## **Review of Staff Salaries**

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

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software. The national pay award effective from 1<sup>st</sup> April 2024 has not yet been agreed.

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

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

### *Conclusion*

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

## **Investments and Loans**

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on

any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

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

The Council invested £250,000 in the CCLA PSDF which we have previously verified to their third-party advice note and we note that an additional £250,000 was deposited in August 2023: we note from subsequent statements that dividends are duly received monthly and added to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year-to-date dividends received and will complete further checks at our future visits.

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

### ***Conclusions***

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

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

## Health and Safety Action Report Summary

### Key Actions and Responsibilities

1. **HS1: Football Changing Rooms Domestic Water Services Hygiene**
  - **Responsibility:** Contractor & GMO
  - **Cost:** Included in contract
  - **Due Date:** Ongoing
  - **Completion Date:** Adjusted seasonally.
  - **Pre-requisites:** Recreation Ground H & S budget
  - **Benefits:** Minimize risk of legionella and ensure compliance with regulations.
2. **HS2: Town Hall Domestic Water Services Hygiene**
  - **Responsibility:** Safety Officer
  - **Cost:** Officer staff cost
  - **Due Date:** Ongoing
  - **Completion Date:** Resuming January 25
  - **Pre-requisites:** Interim solution to carry out and report findings.
  - **Benefits:** Minimise risk of legionella and ensure compliance with regulations.
3. **HS3: Shaw Cemetery Domestic Water Services Hygiene**
  - **Responsibility:** Subcontractor
  - **Cost:** Officer staff cost
  - **Due Date:** Ongoing
  - **Completion Date:** Resuming January 25
  - **Pre-requisites:** Simple routines to be carried out by JOC.
  - **Benefits:** Minimise risk of legionella and ensure compliance with regulations.
4. **HS4: Town Hall Quarterly Officer Workplace Inspection**
  - **Responsibility:** Safety Officer
  - **Cost:** Officer staff cost
  - **Due Date:** Ongoing/ad hoc
  - **Completion Date:** Resuming January 25
  - **Pre-requisites:** Officer time.
  - **Benefits:** Improved Town Hall safety.
5. **HS5: Town Hall Fire Alarm Testing and Recording**
  - **Responsibility:** CS Officers
  - **Cost:** Officer staff cost
  - **Due Date:** Weekly
  - **Completion Date:** Weekly
  - **Pre-requisites:** Officer time.
  - **Benefits:** Compliance with legislation.

### Observations

- The majority of actions focus on hygiene and safety, with an emphasis on minimising health risks such as legionella and ensuring legislative compliance.

- Costs are predominantly categorised as "Officer staff cost," indicating internal resource allocation.
- Due dates and completion dates are ongoing, with some adjusted seasonally or weekly, reflecting a continuous process.
- Several actions have notes highlighting specific processes or budgetary requirements.

### **Recommendations**

- **Enhanced Monitoring:** Establish a tracking system to ensure ongoing and seasonal actions are completed on schedule.
- **Resource Allocation:** Ensure adequate staff availability for tasks listed as "Officer staff cost."
- **Documentation:** Maintain detailed records of completed tasks to demonstrate compliance during audits.

Additional details can be provided upon request.

## Services Revenues – Newbury Town Council

13.1 Resolved at the Community Services Committee 9<sup>th</sup> December 2024, for recommendation to the Policy & Resources Committee 20<sup>th</sup> January 2025.

## Cemetery Charges 2025/26:

2.6% increase across all charges in line with Consumer Price Inflation figures (CPI) (Release date: 16<sup>th</sup> October 2024). See table below.

	2024/25	2025/26 Charges Rounded after CPI 2.6%	2024/25	2025/26 Charges Rounded after CPI 2.6%
<b>Purchase of Rights (cost plus VAT)</b>	<b>In-Parish</b>		<b>Out of Parish</b>	
<i>Exclusive right of burial for the period of 100 years in an ordinary grave</i>	£526	<b>£540</b>	£1515	<b>£1554</b>
<i>Exclusive right of burial for the period of 100 years in a selected grave</i>	£1031	<b>£1058</b>	£3030	<b>£3109</b>
<i>Purchase of plot 0.6m x 0.6m for Interment of cremated remains</i>	£181	<b>£186</b>	£531	<b>£545</b>
<i>Purchase of a plot 0.6m x 1.2m as a baby or child's grave</i>	£181	<b>£186</b>	£526	<b>£540</b>
<b>Interments (cost plus VAT)</b>				
<i>In an 'Ordinary' grave of a body of a stillborn child</i>	£92	<b>£94</b>	£276	<b>£283</b>
<i>In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years</i>	£152	<b>£156</b>	£436	<b>£447</b>
<i>In an 'Ordinary' grave of a Person exceeding 14 years</i>	£330	<b>£338</b>	£1020	<b>£1047</b>
<i>In a 'Selected' grave of a body of a stillborn child</i>	£181	<b>£186</b>	£526	<b>£540</b>
<i>In a 'Selected' grave of a body of a Person exceeding one month but under 14 years</i>	£281	<b>£288</b>	£834	<b>£856</b>
<i>In a 'Selected' grave of a body of a Person exceeding 14 years</i>	£425	<b>£436</b>	£1222	<b>£1254</b>
<i>Interment of ashes</i>	£181	<b>£186</b>	£510	<b>£523</b>
<i>Ground work preparation by Council staff for the interment of ashes</i>	£106	<b>£109</b>	£106	<b>£109</b>
<b>Ancillary / Other Charges (cost plus VAT)</b>				
<i>Use of Cemetery Chapel</i>	£96	<b>£98</b>	£255	<b>£262</b>
<i>Transferring deeds of rights of burial</i>	£53	<b>£54</b>	£53	<b>£54</b>

## Cemetery Charges continued

<i>Memorials</i>	<i>2024/25</i>	<i>2025/26 Charges Rounded after CPI 2.6%</i>	<i>2024/25</i>	<i>2025/26 Charges Rounded after CPI 2.6%</i>
	<i>In-Parish</i>		<i>Out of Parish</i>	
<i>Right to erect a headstone, cross, Monument or any other memorial</i>	<i>£197</i>	<i>£202</i>	<i>£579</i>	<i>£594</i>
<i>Right to place an inscribed vase at the grave head position</i>	<i>£53</i>	<i>£54</i>	<i>£154</i>	<i>£158</i>
<i>Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level</i>	<i>£53</i>	<i>£54</i>	<i>£154</i>	<i>£158</i>
<i>Additional inscription</i>	<i>£27</i>	<i>£28</i>	<i>£90</i>	<i>£92</i>

### Market Charges 2025/26:

2.6% increase across all charges for example a 3m x 3m pitch on a casual basis will increase from £27 per day to £27.70 per day and for traders who pay monthly in advance the cost will increase from £17.50 per day to £18 per day for the standard daily rate. No VAT applies.

### Football Charges 2025/26:

2.6% increase (rounded to the nearest 50p). No VAT applies.

	<b>Current</b>	<b>2025/26</b>
<b>Adult Block bookings:</b>	£75	£77
<b>Under 18s:</b>		
	<b>Current</b>	<b>2025/26</b>
Full pitch or two 5-a-side pitches	£25	£26
Single small pitch (7-a-side pitch)	£15	£15.50

### Allotment Charges 2026/27:

To increase the allotment rent for 2026/27 for Newbury Parish Residents from **52p** per sq. metre to **53p** per sq. metre, equivalent to **£13.25** per pole. No VAT applies.

To adopt concessionary rates for the Allotment Rents from 2026/27.

To receive a concessionary rate of 50% for tenants receiving any of the following:

- Universal Credit
- Attendance Allowance
- Carer's Allowance
- Constant Attendance Allowance
- Disability Living Allowance
- Employment Support Allowance
- Housing Benefit



- Income Support
- Incapacity Benefit
- Income Support
- JSA
- Industrial Injuries Disablement Benefit
- Lone Pensioner Allowance
- Pension Credit
- Personal Independence Payment
- War Disablement Pension

Be a:

- Full Time Student

To receive a concessionary rate of 20% for tenants receiving any of the following:

- State Pension
- Child Tax Credit
- Working Tax Credit

These concessions require a person to make the declaration and are not fully means assessed by Council Officers.

### 13.2 Officers recommendations in respect to the service revenues for the hire of the Chamber, the Elsie Kimber Room and their facilities

As with the Community Services Committee, Officers' recommendation is for a 2.6% increase across all charges in line with Consumer Price Inflation figures (CPI) (Release date: 16 October 2024). All costs include VAT.

#### Chamber – Weddings 2025/26:

(2.6% rounded)	2024/25	2025/26
Monday to Saturday	£462	£474
Sunday & Bank Holidays	£594	£609
Chair & Sash Hire	£85.00	£87.00
Hire of Glasses for Toast	£10.00	£10.50
Laptop and Projector	£24.00	£24.50

#### Chamber – Private Functions, commercial and business bookings (excluding weddings) 2025/26:

Maximum of 60 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£28.05	£28.78
Weekdays 5pm – midnight	£33.00	£33.86
Saturday	£49.50	£50.79
Sundays & Bank holidays	£59.40	£60.94

#### Chamber – Public meetings, charities, local non-profit organisation or amateur groups and exhibitions 2025/26:

Maximum of 60 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£21.45	£22.01
Weekdays 5pm – midnight	£28.05	£28.78
Saturday	£42.24	£43.34
Sundays & Bank holidays	£54.45	£55.87

**Elsie Kimber Room – Private Functions, commercial and business bookings (excluding weddings) 2025/26:**

<b>Maximum of 12 people</b>	<b>2024/25 – per hour</b>	<b>2025/26 – per hour</b>
Weekdays 9am – 5pm	£18.15	£18.62
Weekdays 5pm – midnight	£28.05	£28.78
Saturday	£33.00	£33.86
Sundays & Bank holidays	£54.45	£55.87

**Elsie Kimber Room – Public meetings, charities, local non-profit organisation or amateur groups and exhibitions 2025/26:**

<b>Maximum of 12 people</b>	<b>2024/25 – per hour</b>	<b>2025/26 – per hour</b>
Weekdays 9am – 5pm	£13.20	£13.54
Weekdays 5pm – midnight	£22.44	£23.02
Saturday	£31.68	£32.50
Sundays & Bank holidays	£51.15	£52.50

**Additional Facilities 2025/26:**

<b>(2.6% rounded to 0.50p)</b>	<b>2024/25</b>	<b>2025/26</b>
Projector & Screen (Chamber Only)	£24.00	£24.50
Hybrid Conference Facility (projector/screen included)	£40.00	£41.00
TV (Elsie Kimber Room Only)	£12.00	£12.50

### 2025-26 Budget and Precept

The Strategic Working Group has met several times over the last three months to discuss the 2025/26 budget and subsequently consulted with Council Members. As a result:

- The Council has implemented a 5-year budget:
  - Next Year Budget (2025/26) – for P&R consideration and recommendation to Full Council for agreement.
  - Years 2 – 5 Budget – a baseline budget for the following 4 years. For recommendation to Full Council, this will be updated by the RFO on the receipt of actual costs throughout the year and on the recommendation of Council in respect to projects.
- The Council budget has two distinct parts. Annual costs to support the smooth running of Council services. And project and event costs for one off projects and/or events to enhance Council services. New cost centres have been set up for the project and event costs to keep them separate from the day to day running costs of the Council.
- The draft 2025/26 budget includes an increase to the Salaries budget. This to enable the recruitment of additional staff. Namely, an Administration Officer, a Finance Apprentice, a part-time Town Hall Officer and a Parks & Open Spaces Apprentice. The first two posts replace positions previously held in the Council, not replaced in consideration of cost but where time has demonstrated need. The latter two increase the capacity now required in these work areas. All posts will bring with them added value to the Council and a full report will be made available for Full Council on 27<sup>th</sup> January 2025.
- The salaries reallocation figures include the salaries of the Council's current staff. This will be extended further to recruitment to provide transparency as to the areas these staff are working.
- Finally, in addition to previous years, the 5-year budget sets aside funds for intermittent high costs e.g. Tree Surveys, Election Expenses etc. These will be held as Ear Marked Reserves so available when needed and thus support the long-term management of the Council's finances.

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
100 Staff						
1077 Precept Reallocation	(500)	192,996	219,456	232,349	246,002	260,461
Total Income	(500)	192,996	219,456	232,349	246,002	260,461
4000 Salaries/NI/PAYE	614,244	839,180	889,531	942,903	999,477	1,059,446
4005 Agency / Locum Cover	(7,500)	0	15,000	15,750	16,538	17,364
4010 Misc Staff Expenses	7,000	6,000	6,240	6,490	6,749	7,019
4045 Salary Reallocation	(614,244)	(652,184)	(691,315)	(732,794)	(776,762)	(823,368)
Total Overhead Expenditure	(500)	192,996	219,456	232,349	246,002	260,461
Net Income over Expenditure	0	0	0	0	0	0
110 Central Services						
1076 Precept Received	1,526,951	1,831,891	2,060,077	2,160,139	2,263,881	2,390,623
1077 Precept Reallocation						
1090 CCLA Interest	23,000	24,000	25,000	26,000	27,000	28,000
1092 Instant Access Ac Interest	4,000	10,000	10,200	10,404	10,612	10,824
1093 Fixed Term Accounts Interest	10,000	24,000	24,600	24,215	25,845	26,492
1094 Current Account Interest	0	360	360	360	360	360
Total Income	173,391	147,035	155,209	163,872	173,078	182,809
4045 Salary Reallocation	170,891	134,635	142,713	151,276	160,352	169,974
4050 Bank & Card Reader Charges	2,500	2,400	2,496	2,596	2,726	2,835
4055 Election Expenses	0	10,000	10,000	10,000	10,000	10,000
Total Overhead Expenditure	173,391	147,035	155,209	163,872	173,078	182,809
Net Income over Expenditure	0	0	0	0	0	0
200 P&R General						
1077 Precept Reallocation	32,283	38,491	40,745	43,132	45,763	48,444
Total Income	32,283	38,491	40,745	43,132	45,763	48,444
4045 Salary Reallocation	30,483	33,891	35,925	38,080	40,365	42,787
4105 Members' travel & subsistence	800	600	630	662	800	840
4120 Precept Leaflet	1,000	1,000	1,040	1,082	1,125	1,170
4125 P&R Projects Fund	0	3,000	3,150	3,308	3,473	3,647
Total Overhead Expenditure	32,283	38,491	40,745	43,132	45,763	48,444
Net Income over Expenditure	0	0	0	0	0	0
210 Grants & Contributions						
1077 Precept Reallocation	98,500	99,500	104,100	105,719	107,354	112,010
Total Income	98,500	99,500	104,100	105,719	107,354	112,010
4150 Grants for Climate Change	10,000	10,000	10,500	11,000	11,500	12,000
4155 Berkshire Youth; Youth Worker	25,000	25,000	28,000	28,000	28,000	31,000
4160 Contribution to BID Xmas light	12,000	10,000	10,000	10,000	10,000	10,000
4165 Greenham Community Youth	2,500	2,500	2,625	2,756	2,894	3,039
4170 Volunteer Centre	500	500	525	552	579	608

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4180 Grant Sub Committee	24,500	24,500	25,000	25,500	26,000	26,500
4185 CAB Grant	20,000	20,000	20,250	20,500	20,750	21,000
4213 Community United West	3,000	3,000	3,000	3,000	3,000	3,000
4216 Newbury Flood Forum	1,000	1,000	1,050	1,103	1,158	1,216
4217 Discretionary Events Fund	0	3,000	3,150	3,308	3,473	3,647
Total Overhead Expenditure	98,500	99,500	104,100	105,719	107,354	112,010
Net Income over Expenditure	0	0	0	0	0	0
220 Corporate Services						
1077 Precept Reallocation	125,122	135,808	147,993	155,473	162,876	170,680
Total Income	125,122	135,808	147,993	155,473	162,876	170,680
4200 Visitor Information Centre	500	500	500	500	500	500
4220 Training and Development	8,000	10,000	10,400	10,816	11,249	11,699
4225 Advertising Recruitment	3,000	3,000	3,150	3,308	3,478	3,647
4230 Telephone	10,250	11,550	12,128	12,774	13,371	14,039
4235 Postage	2,500	2,500	2,625	2,756	2,894	3,039
4240 Printing/Stationery	1,718	1,800	1,890	1,985	2,084	2,188
4245 Office Equipment	2,000	2,000	2,100	2,205	2,312	2,431
4247 IT - Asset Register	750	1,000	700	1,103	1,158	1,216
4250 IT - Office 365 Package	17,394	17,557	18,900	19,843	20,838	21,880
4251 IT - Accounts	4,920	4,000	4,200	4,410	4,631	4,862
4252 IT - Website	5,449	5,850	6,143	6,450	6,772	7,111
4253 IT - Citrix	3,747	5,450	6,559	6,887	7,232	7,593
4254 IT - Adobe	2,740	3,800	4,496	4,721	4,957	5,205
4255 Professional Fees	24,000	25,443	26,715	28,051	29,454	30,926
4256 IT - Website Security Patches	0	0	4,000	4,000	4,000	4,000
4260 Audit	5,000	5,500	5,775	6,064	6,367	6,685
4265 Subscriptions	5,872	6,107	6,474	6,798	7,138	7,495
4270 Photocopier Charges	2,382	1,000	1,050	1,103	1,158	1,216
4275 Advertising General	1,500	1,500	1,575	1,654	1,736	1,823
4280 Recycling Costs	1,400	1,400	1,470	1,544	1,621	1,702
4290 Capital exp computers etc	5,500	8,963	9,411	9,882	10,376	10,895
4420 Insurance	16,500	16,888	17,732	18,619	19,550	20,528
Total Overhead Expenditure	125,122	135,808	147,993	155,473	162,876	170,680
Net Income over Expenditure	0	0	0	0	0	0
290 Town Hall						
1077 Precept Reallocation	127,499	147,523	158,782	167,489	180,080	191,664
1270 Suite Lease Income	38,600	30,000	30,000	30,000	30,000	30,000
1280 Chamber Hire	11,000	11,000	11,275	11,557	11,846	12,142
Total Income	177,099	188,523	200,057	209,046	221,926	233,806
4045 Salary Reallocation	42,272	64,859	68,751	72,876	77,248	81,883
4255 Professional Fees	3,000	3,120	3,316	3,482	3,656	3,839
4315 Topographical Survey	200	0	0	0	0	0
4320 Town Hall Refurb	22,000	20,000	22,000	23,100	24,255	25,468
4345 Replacement Solar Panel	806	0	0	0	0	0

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4402 Letting Agent	4,000	4,000	4,200	4,410	4,631	4,862
4405 Rates	11,008	11,096	11,651	12,233	12,845	13,487
4407 Gas	4,500	4,000	4,000	4,000	4,400	4,629
4410 Water	550	578	607	637	669	703
4415 Electricity	26,960	30,003	30,003	30,003	33,003	34,653
4416 Energy Conservation Projects	4,000	0	0	0	0	0
4425 Repairs and Maintenance	18,087	17,000	18,900	19,845	20,837	21,879
4428 Health & Safety Compliance	17,350	10,000	10,500	11,025	11,576	12,155
4431 Town Hall cleaning contract	18,166	20,347	22,433	23,554	24,732	25,969
4432 Housekeeping	2,000	2,000	2,100	2,205	2,315	2,431
4440 Fire Extinguishers	1,000	820	861	904	949	997
4445 Security	1,200	700	735	772	810	851
Total Overhead Expenditure	177,099	188,523	200,057	209,046	221,926	233,806
Net Income over Expenditure	0	0	0	0	0	0
291 Town Hall Projects						
1077 Precept Reallocation	0	30,000	37,600	37,900	26,500	25,000
Total Income	0	30,000	37,600	37,900	26,500	25,000
4322 Town Hall Responsive Repairs	0	30,000	35,000	35,000	25,000	25,000
4416 Energy Conservation Projects	0	0	2,600	2,900	1,500	0
Total Overhead Expenditure	0	30,000	37,600	37,900	26,500	25,000
Net Income over Expenditure	0	0	0	0	0	0
295 Weddings						
1077 Precept Reallocation	3,853	9,591	10,163	10,775	11,424	12,113
1280 Chamber Hire	3,696	3,850	4,043	4,245	4,457	4,680
Total Income	7,549	13,441	14,206	15,020	15,881	16,793
4045 Salary Reallocation	4,849	9,321	9,880	10,473	11,102	11,768
4275 Advertising General	1,000	2,000	2,100	2,205	2,315	2,431
4340 Weddings expenditure	400	420	441	463	486	512
4341 Wedding Licence EMR	1,300	1,700	1,785	1,879	1,978	2,082
Total Overhead Expenditure	7,549	13,441	14,206	15,020	15,881	16,793
Net Income over Expenditure	0	0	0	0	0	0
300 Newtown Road Cemetery						
1077 Precept Reallocation	53,330	58,524	64,550	67,731	71,128	74,678
Total Income	53,330	58,524	64,550	67,731	71,128	74,678
4517 Lime Trees - Pollard	0	2,000	2,000	2,000	2,000	2,000
4045 Salary Reallocation	9,331	9,845	10,436	11,062	11,726	12,429
4405 Rates	1,000	1,000	1,050	1,103	1,158	1,216
4415 Electricity	500	500	500	500	550	578
4425 Repairs and Maintenance	7,000	4,000	7,350	7,718	8,103	8,509
4430 Maint. Contracts	30,549	36,329	38,146	40,053	42,055	44,158
4435 Maint. Contracts Unscheduled	1,200	1,200	1,260	1,323	1,389	1,459

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4436 Headstone Survey	500	500	525	551	579	608
4440 Fire Extinguishers	250	150	158	165	174	182
4515 Tree Works	2,100	2,100	2,205	2,315	2,431	2,553
4540 NRC Composting Toilet (25%)	400	400	420	441	463	486
4545 Redecoration of Chapel	500	500	500	500	500	500
Total Overhead Expenditure	53,330	58,524	64,550	67,731	71,128	74,678
Net Income over Expenditure	0	0	0	0	0	0
305 Shaw Cemetery						
1077 Precept Reallocation	83,347	88,710	95,601	102,104	109,388	117,799
1300 Cemetery Income	68,000	68,672	70,389	72,148	73,952	75,801
Total Income	151,347	157,382	165,990	174,252	183,340	193,600
4517 Lime Trees - Pollard	0	2,500	2,500	2,500	2,500	2,500
4045 Salary Reallocation	25,073	26,946	28,563	30,277	32,093	34,019
4249 IT - Cemeteries	1,923	1,923	2,019	2,120	2,226	2,337
4265 Subscriptions	480	480	504	529	556	583
4400 Rent Payable	1,000	1,000	1,050	1,103	1,158	1,216
4405 Rates	5,000	5,000	5,250	5,513	5,788	6,978
4410 Water	4,500	4,500	4,725	4,961	5,209	5,470
4415 Electricity	3,740	4,000	4,000	4,000	4,400	4,620
4425 Repairs and Maintenance	6,700	6,968	7,875	8,269	8,682	9,116
4428 Health & Safety Compliance	800	800	840	882	926	972
4430 Maint. Contracts	81,381	96,779	101,618	106,699	112,034	117,635
4435 Maint. Contracts Unscheduled	3,000	3,000	3,150	3,308	3,473	3,647
4440 Fire Extinguishers	400	210	221	232	243	255
4515 Tree Works	17,350	3,276	3,675	3,859	4,052	4,252
Total Overhead Expenditure	151,347	157,382	165,990	174,252	183,340	193,600
Net Income over Expenditure	0	0	0	0	0	0
310 Markets						
1077 Precept Reallocation	2,652	10,214	11,034	12,801	14,826	16,932
1320 Market Income	45,000	42,500	43,563	44,652	45,768	46,912
Total Income	47,652	52,714	54,597	57,453	60,594	63,844
4045 Salary Reallocation	14,342	18,198	19,291	20,447	21,674	22,975
4265 Subscriptions	550	460	483	507	533	559
4266 Licence	0	190	200	210	220	231
4275 Advertising General	1,780	2,700	1,963	2,061	2,164	2,272
4360 Market Management	17,500	17,500	18,375	19,294	20,258	21,274
4361 Market bank costs	300	250	263	276	289	304
4405 Rates	3,500	3,616	3,797	3,987	4,186	4,395
4415 Electricity	1,360	1,300	1,300	1,300	1,430	1,502
4425 Repairs and Maintenance	8,320	8,500	8,925	9,371	9,840	10,332
Total Overhead Expenditure	47,652	52,714	54,597	57,453	60,594	63,844
Net Income over Expenditure	0	0	0	0	0	0

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
315 War Memorial						
1077 Precept Reallocation	6,099	7,604	7,918	8,248	8,598	8,967
Total Income	6,099	7,604	7,918	8,248	8,598	8,967
4045 Salary Reallocation	1,882	3,304	3,503	3,712	3,935	4,171
4425 Repairs and Maintenance	2,217	2,300	2,415	2,536	2,663	2,796
4850 Sinking Fund	2,000	2,000	2,000	2,000	2,000	2,000
Total Overhead Expenditure	6,099	7,604	7,918	8,248	8,598	8,967
Net Income over Expenditure	0	0	0	0	0	0
320 Footway Lighting						
1077 Precept Reallocation	38,856	36,528	51,926	54,591	57,370	60,294
Total Income	38,856	36,528	51,926	54,591	57,370	60,294
4045 Salary Reallocation	4,856	4,528	4,781	5,088	5,393	5,717
4415 Electricity	12,500	19,000	19,950	20,948	21,995	23,095
4425 Repairs and Maintenance	14,500	13,000	19,845	20,837	21,879	22,973
4855 Street Lighting Upgrade	7,000	0	7,350	7,718	8,103	8,509
Total Overhead Expenditure	38,856	36,528	51,926	54,591	57,370	60,294
Net Income over Expenditure	0	0	0	0	0	0
325 Clock House						
1077 Precept Reallocation	7,941	5,656	6,367	6,589	7,009	7,460
Total Income	7,941	5,656	6,367	6,589	7,009	7,460
4045 Salary Reallocation	1,237	2,049	2,173	2,302	2,440	2,587
4415 Electricity	1,920	1,850	1,850	1,850	2,035	2,137
4425 Repairs and Maintenance	3,700	900	945	992	1,042	1,094
4428 Health & Safety Compliance	700	400	420	441	463	586
4430 Maint. Contracts	384	457	479	504	529	556
4850 Sinking Fund	0	0	500	500	500	500
Total Overhead Expenditure	7,941	5,656	6,367	6,589	7,009	7,460
Net Income over Expenditure	0	0	0	0	0	0
330 Street Furniture						
1077 Precept Reallocation	17,060	14,881	15,715	16,551	17,431	18,358
1605 Clear Channel (INC)	63,000	63,000	63,000	63,000	63,000	63,000
Total Income	80,060	77,881	78,715	79,551	80,431	81,358
4045 Salary Reallocation	5,060	4,721	5,005	5,305	5,623	5,960
4111 Bus Shelter Provision & Maint	63,000	63,000	63,000	63,000	63,000	63,000
4425 Repairs and Maintenance	8,000	6,000	6,300	6,615	6,946	7,293
4460 Grit Bins	4,000	4,160	4,410	4,631	4,862	5,105
Total Overhead Expenditure	80,060	77,881	78,715	79,551	80,431	81,358



## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	0	0	0	0	0	0
331 Street Furniture Projects						
1077 Precept Reallocation	0	0	3,000	0	0	0
Total Income	0	0	3,000	0	0	0
4462 New Bench	0	0	3,000	0	0	0
Total Overhead Expenditure	0	0	3,000	0	0	0
Net Income over Expenditure	0	0	0	0	0	0
335 Recreation Grounds						
1077 Precept Reallocation	98,021	107,747	116,566	122,501	129,036	135,783
1355 Income - Pitches	3,000	900	923	946	993	1,018
Total Income	101,021	108,647	117,489	123,447	130,029	136,801
4591 Green Flag submission	700	700	735	772	810	851
4045 Salary Reallocation	22,005	22,672	24,033	25,474	27,003	28,623
4410 Water	332	700	735	772	810	851
4415 Electricity	3,150	3,100	3,150	3,150	3,465	3,638
4425 Repairs and Maintenance	10,350	11,000	11,550	12,128	12,734	13,371
4428 Health & Safety Compliance	650	650	683	717	753	790
4430 Maint. Contracts	57,034	63,025	69,326	72,793	76,432	80,254
4435 Maint. Contracts Unscheduled	2,600	2,600	2,867	3,010	3,160	3,318
4515 Tree Works	4,200	4,200	4,410	4,631	4,862	5,105
Total Overhead Expenditure	101,021	108,647	117,489	123,447	130,029	136,801
Net Income over Expenditure	0	0	0	0	0	0
340 Play Areas						
1077 Precept Reallocation	108,249	113,949	120,052	126,481	133,260	140,405
Total Income	108,249	113,949	120,052	126,481	133,260	140,405
4045 Salary Reallocation	42,226	40,399	42,824	45,392	48,116	51,003
4425 Repairs and Maintenance	29,663	30,000	31,500	33,075	34,729	36,466
4430 Maint. Contracts	35,360	42,050	44,153	46,360	48,678	51,112
4435 Maint. Contracts Unscheduled	1,000	1,000	1,050	1,103	1,158	1,216
4515 Tree Works	0	500	525	551	579	608
Total Overhead Expenditure	108,249	113,949	120,052	126,481	133,260	140,405
Net Income over Expenditure	0	0	0	0	0	0
341 Play Areas Projects						
1077 Precept Reallocation	0	0	52,500	55,125	57,881	60,775
Total Income	0	0	52,500	55,125	57,881	60,775
4423 Upgrading Play Areas	0	0	52,500	55,125	57,881	60,775
Total Overhead Expenditure	0	0	52,500	55,125	57,881	60,775

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	0	0	0	0	0	0
345 Victoria Park						
1077 Precept Reallocation	203,053	181,704	187,232	196,768	207,407	218,316
1360 Income - Tennis Courts	6,000	7,000	7,175	7,354	7,538	7,727
1380 Income - Bowling Club	900	900	946	969	993	1,018
1385 Income - Kiosk/Cafe	4,000	2,000	4,000	4,100	4,203	4,308
1390 Income - Victoria Park Hire	3,000	4,000	4,100	4,203	4,308	4,415
1391 Income - Mini Golf	5,000	5,000	5,125	5,253	5,385	5,519
Total Income	221,953	200,604	208,578	218,647	229,834	241,303
4517 Lime Trees - Pollard	18,300	3,000	3,000	3,000	3,000	3,000
4518 Lime Tree Avenue Lighting	1,430	750	750	750	750	750
4541 Repairs to Victoria and Lions	500	0	0	0	0	0
4543 Splashpark	4,000	4,200	4,410	4,631	4,862	5,105
4591 Green Flag submission	850	893	938	985	1,034	1,085
4045 Salary Reallocation	52,613	28,926	30,663	32,501	34,451	36,518
4355 Toilet Hire	1,690	2,500	0	0	0	0
4410 Water	10,000	13,500	14,700	15,435	16,207	17,017
4415 Electricity	5,950	6,000	6,000	6,000	6,600	6,930
4425 Repairs and Maintenance	19,000	20,000	21,000	22,050	23,153	24,310
4428 Health & Safety Compliance	1,000	1,000	1,050	1,103	1,157	1,216
4430 Maint. Contracts	88,770	101,180	106,239	111,551	117,129	122,985
4435 Maint. Contracts Unscheduled	5,000	4,600	5,250	5,513	5,788	6,078
4440 Fire Extinguishers	150	250	263	276	289	304
4445 Security	500	1,000	1,050	1,103	1,157	1,216
4465 Tennis Courts Maintenance	3,600	3,600	3,600	3,600	3,600	3,600
4480 Music at the Bandstand	3,000	3,000	3,150	3,308	3,473	3,647
4490 VP Fun Day	3,500	4,000	4,200	4,410	4,631	4,862
4515 Tree Works	2,100	2,205	2,315	2,431	2,553	2,680
Total Overhead Expenditure	221,953	200,604	208,578	218,647	229,834	241,303
Net Income over Expenditure	0	0	0	0	0	0
346 Victoria Park Projects						
1077 Precept Reallocation	0	0	5,000	5,000	5,000	5,000
Total Income	0	0	5,000	5,000	5,000	5,000
4533 Restoration of Victoria & Lion	0	0	5,000	5,000	5,000	5,000
Total Overhead Expenditure	0	0	5,000	5,000	5,000	5,000
Net Income over Expenditure	0	0	0	0	0	0
350 Open Spaces						
1077 Precept Reallocation	118,940	121,641	136,929	144,350	151,712	159,448
Total Income	118,940	121,641	136,929	144,350	151,712	159,448
4774 Additional Dog Bin Collections	1,750	1,750	1,838	1,929	2,026	2,127
4775 Additional Land Maintenance	8,000	0	8,400	9,261	9,724	10,210

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4045 Salary Reallocation	17,329	12,717	13,481	14,289	15,146	16,055
4400 Rent Payable	1,300	1,160	1,218	1,279	1,343	1,410
4410 Water	110	116	122	128	134	141
4425 Repairs and Maintenance	4,000	4,000	4,200	4,410	4,631	4,862
4430 Maint. Contracts	80,589	95,838	100,630	105,661	110,945	116,492
4435 Maint. Contracts Unscheduled	2,100	2,205	2,315	2,431	2,553	2,680
4515 Tree Works	2,262	2,355	3,150	3,308	3,473	3,647
4760 Litter Picking Equipment	500	500	525	551	579	608
4770 Biodiversity Survey	1,000	1,000	1,050	1,103	1,158	1,216
Total Overhead Expenditure	118,940	121,641	136,929	144,350	151,712	159,448
Net Income over Expenditure	0	0	0	0	0	0
351 Open Spaces Projects						
1077 Precept Reallocation	0	5,000	0	0	0	0
Total Income	0	5,000	0	0	0	0
4773 Water courses	0	5,000	0	0	0	0
Total Direct Expenditure	0	5,000	0	0	0	0
Net Income over Expenditure	0	0	0	0	0	0
355 Floral Displays and Trees						
1077 Precept Reallocation	43,807	41,277	43,203	45,197	47,296	49,509
1990 Miscellaneous Income	1,500	0	0	0	0	0
Total Income	45,307	41,277	43,203	45,197	47,296	49,509
4045 Salary Reallocation	9,707	10,051	10,655	11,293	11,971	12,689
4435 Maint. Contracts Unscheduled	1,500	1,500	1,575	1,654	1,736	1,823
4471 Tree Surveys	9,500	5,000	5,000	5,000	5,000	5,000
4500 Tree planting	3,150	3,276	3,473	3,647	3,829	4,021
4505 Edible Crops	450	450	450	450	450	450
4510 Floral Displays	21,000	21,000	22,050	23,153	24,310	25,526
Total Overhead Expenditure	45,307	41,277	43,203	45,197	47,296	49,509
Net Income over Expenditure	0	0	0	0	0	0
360 Britain & Newbury In Bloom						
1077 Precept Reallocation	14,012	16,436	17,373	18,361	19,404	20,506
1600 Sponsorship	500	500	500	500	500	500
Total Income	14,512	16,936	17,873	18,861	19,904	21,006
4711 Britain in Bloom	0	3,500	3,675	3,859	4,052	4,254
4045 Salary Reallocation	10,012	8,936	9,473	10,041	10,643	11,282
4710 Newbury In Bloom	4,500	4,500	4,725	4,961	5,209	5,470
Total Overhead Expenditure	14,512	16,936	17,873	18,861	19,904	21,006
Net Income over Expenditure	0	0	0	0	0	0

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
420 Wash Common Allotment						
1077 Precept Reallocation	7,343	6,868	7,443	7,990	8,574	9,189
1400 Allotment Income	4,274	4,784	4,908	5,036	5,166	5,301
Total Income	11,617	11,652	12,351	13,026	13,740	14,490
4045 Salary Reallocation	5,459	5,544	5,878	6,229	6,603	6,999
4410 Water	1,500	1,340	1,167	1,225	1,287	1,350
4425 Repairs and Maintenance	1,500	1,300	1,654	1,737	1,823	1,914
4430 Maint. Contracts	1,158	1,378	1,447	1,519	1,595	1,675
4435 Maint. Contracts Unscheduled	1,000	1,050	1,102	1,158	1,216	1,276
4515 Tree Works	1,000	1,040	1,103	1,158	1,216	1,276
Total Overhead Expenditure	11,617	11,652	12,351	13,026	13,740	14,490
Net Income over Expenditure	0	0	0	0	0	0
421 Allotments (except Wash Common						
1077 Precept Reallocation	31,586	33,781	37,972	40,726	43,652	46,759
1400 Allotment Income	23,000	25,000	25,650	26,317	27,001	27,703
Total Income	54,586	58,781	63,622	67,043	70,653	74,462
4451 Notice Boards	0	0	1,000	1,000	1,000	1,000
4045 Salary Reallocation	27,273	27,373	29,016	30,756	32,602	34,558
4248 IT - Allotments	137	324	340	357	375	394
4265 Subscriptions	112	65	68	72	75	79
4400 Rent Payable	945	950	1,050	1,103	1,158	1,216
4410 Water	4,650	6,500	6,825	7,166	7,525	7,901
4425 Repairs and Maintenance	4,329	4,329	4,773	5,012	5,263	5,526
4430 Maint. Contracts	9,140	10,870	11,414	11,985	12,583	13,213
4435 Maint. Contracts Unscheduled	5,000	5,250	5,828	6,119	6,425	6,746
4515 Tree Works	3,000	3,120	3,308	3,473	3,647	3,829
Total Overhead Expenditure	54,586	58,781	63,622	67,043	70,653	74,462
Net Income over Expenditure	0	0	0	0	0	0
430 Wharf Toilets						
1077 Precept Reallocation	23,360	19,716	20,845	21,924	23,060	24,256
Total Income	23,360	19,716	20,845	21,924	23,060	24,256
4045 Salary Reallocation	5,360	3,616	3,834	4,063	4,307	4,565
4195 Wharf Toilets Contract	15,750	13,750	14,438	15,159	15,917	16,713
4405 Rates	250	250	263	276	289	304
4425 Repairs and Maintenance	2,000	2,100	2,310	2,426	2,547	2,674
Total Overhead Expenditure	23,360	19,716	20,845	21,924	23,060	24,256
Net Income over Expenditure	0	0	0	0	0	0
435 Community Services - General						
1077 Precept Reallocation	12,210	23,857	25,539	26,722	27,968	30,621

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Total Income	12,210	23,857	25,539	26,722	27,968	30,621
4045 Salary Reallocation	0	10,799	11,447	12,134	12,862	13,634
4190 CCTV	0	2,500	2,625	2,756	2,894	3,039
4550 GM Vehicle Lease	7,024	4,200	4,200	4,200	4,200	2,758
4551 GM Vehicle Consumables	1,000	700	1,326	1,393	1,462	2,924
4552 GM Vehicle Insurance	1,200	1,263	1,326	1,393	1,462	2,924
4553 GM Vehicle Maint. Payment	550	700	735	772	810	851
4554 GM Vehicle Tax	0	195	205	215	226	237
4555 Tools & Equipment	2,436	3,500	3,675	3,859	4,052	4,254
Total Overhead Expenditure	12,210	23,857	25,539	26,722	27,968	30,621
Net Income over Expenditure	0	0	0	0	0	0
436 Community Services PROJECTS						
1077 Precept Reallocation	0	33,270	35,267	37,382	39,625	42,003
Total Income	0	33,270	35,267	37,382	39,625	42,003
4045 Salary Reallocation	0	33,270	35,267	37,382	39,625	42,003
Total Overhead Expenditure	0	33,270	35,267	37,382	39,625	42,003
Net Income over Expenditure	0	0	0	0	0	0
500 CPAC General						
1077 Precept Reallocation	37,005	23,905	24,788	26,198	27,693	29,277
Total Income	37,005	23,905	24,788	26,198	27,693	29,277
4045 Salary Reallocation	33,980	20,905	22,160	23,489	24,898	26,392
4600 CPA&L Committee Fund	1,500	1,000	525	551	579	608
4625 Art Trail	750	750	827	868	911	957
4637 Local Democracy WG	250	250	276	290	305	320
4639 Art on the Park	525	500	500	500	500	500
4643 Ceremonial Commitments	0	500	500	500	500	500
Total Overhead Expenditure	37,005	23,905	24,788	26,198	27,693	29,277
Net Income over Expenditure	0	0	0	0	0	0
501 CPAC Events & Projects						
1077 Precept Reallocation	0	24,857	24,669	26,059	26,032	27,594
Total Income	0	24,857	24,669	26,059	26,032	27,594
4045 Salary Reallocation	0	21,857	23,169	24,559	26,032	27,594
4686 VE Day 80th Anniversary	0	3,000	0	0	0	0
4687 NTC 30 yrs Anniversary	0	0	1,500	1,500	0	0
Total Overhead Expenditure	0	24,857	24,669	26,059	26,032	27,594
Net Income over Expenditure	0	0	0	0	0	0
505 Civic Responsibility						

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
1077 Precept Reallocation	69,639	70,021	74,000	79,423	82,629	87,317
Total Income	69,639	70,021	74,000	79,423	82,629	87,317
4045 Salary Reallocation	54,711	52,261	55,398	58,720	62,243	65,977
4265 Subscriptions	28	30	32	33	35	37
4650 Mayors Allowance	1,000	1,000	1,040	1,082	1,125	1,181
4655 Honorarium	3,500	3,640	3,640	3,786	3,937	4,095
4660 Mayor Making	2,500	2,600	2,704	2,812	2,925	3,042
4661 Mayors Festive Tea	0	1,000	1,040	1,082	1,125	1,181
4665 Remembrance	2,500	3,500	3,640	3,859	4,052	4,255
4670 Regalia and Robes	2,000	2,400	2,625	2,756	2,894	3,039
4680 Civic Hospitality & Events	1,500	1,500	1,652	1,735	1,822	1,913
4690 Twin Towns	250	250	276	1,500	305	320
4700 Civic Award Scheme	1,000	1,040	1,103	1,158	1,216	1,277
4705 Watership Brass	650	800	850	900	950	1,000
Total Overhead Expenditure	69,639	70,021	74,000	79,423	82,629	87,317
Net Income over Expenditure	0	0	0	0	0	0
600 Planning & Highways						
1077 Precept Reallocation	27,293	37,948	40,174	42,530	45,025	47,667
1120 Grants Received (NDP)	15,000	0	0	0	0	0
Total Income	42,293	37,948	40,174	42,530	45,025	47,667
4045 Salary Reallocation	23,293	35,348	37,470	39,717	42,100	44,625
4800 P & H Committee Fund	1,000	1,000	1,040	1,082	1,125	1,170
4805 Heritage Working Group	1,000	1,000	1,040	1,082	1,125	1,170
4810 Neighbourhood Development	15,000	0	0	0	0	0
4815 Signage	2,000	0	0	0	0	0
4825 S.215 Partnership W Berks	0	600	624	649	675	702
Total Overhead Expenditure	42,293	37,948	40,174	42,530	45,025	47,667
Net Income over Expenditure	0	0	0	0	0	0
601 Planning & Highways Projects						
1077 Precept Reallocation	0	5,213	20,526	13,057	13,617	14,205
Total Income	0	5,213	20,526	13,057	13,617	14,205
4045 Salary Reallocation	0	5,213	5,526	5,857	6,209	6,581
4815 Signage	0	0	10,000	2,000	2,000	2,000
4830 Town Centre WG - Masterplan	0	0	5,000	5,200	5,408	5,624
Total Overhead Expenditure	0	5,213	20,526	13,057	13,617	14,205
Net Income over Expenditure	0	0	0	0	0	0
Total Budget Income	1,859,421	2,159,357	2,395,834	2,501,398	2,612,808	2,746,343
Expenditure	1,859,421	2,159,357	2,395,834	2,501,398	2,612,808	2,746,343
Movement to/(from) Gen Reserve	0	0	0	0	0	0

EMR's Currently Held/Agreed - Review and Recommendations  New or Extended EMR's as applicable to the 2025/26 Budget.

EMR Current	Account	Council Funds 31/12/24	Ringfenced CIL Funds 31/12/24	Ringfenced Other Funds 31/12/24	Cost Centre	Cost Centre	Nom Code	Budget Line	Purpose Agreed & Review	Anticipated Council Funds 31/03/25	Anticipated Ringfenced CIL Funds 31/03/25	Anticipated Ringfenced Other Funds 31/03/25	Recommendation for Council Consideration.	Take from CIL EMR 392 as part of 2025/26 Budget
316	EMR - 2023/24 Purchase Orders	22,483.00			Any	As applicable	4316	2023/24 Purchase Orders	Committed expenditure from 2023/24 Purchase Orders. Officers to spend in 2024/25 where possible (MG).	0.00			Retain until spent & then close.	
322	EMR - New Dog Bins (Ex WBC)			427.35	330	Street Furniture	1330	For new dog bins	Received from West Berks towards new dog bins & installation. Ringfenced as received for specific purpose. Anticipate used by close of 2024/25 (JH).	0.00			Retain until spent & then close.	
340	EMR Tennis Court Maint Fund			14,400.00	345	Victoria Park	4465	Tennis Courts Maintenance Fund	£3,600 each year for sinking fund as condition of 2016 LTA Grant to refurbish the tennis courts. For resurfacing, painting etc. to keep in tip top LTA condition. Transfer £3,600 from General Reserves for 2023/24 contribution. Deduct £4,896, 2024/25 committed expenditure. Transfer £3,600 from 2024/25 budget (CE).			16,704.00	Retain & increase annually as a condition of grant.	
345	EMR Trees	6,522.65			Several	Any with Trees	4515	Tree Works	Use to supplement budget within cost centres. At year-end, transfer remaining funds within cost centres to the EMR for following year. Due to the level of 2024/25 tree works, <b>anticipated y/end funds equal to or less than £5,774</b> (JH).	5,774.00			Retain to support Tree Works	
350	EMR Election Admin Fund	0.00			110	Central Services	4055	Election Expenses	To build sufficient funds over 4 years to cover Election Costs. Additional sums required if bi-election called. Context: 05/24 Election £25,853. 03/24 Bi-Election £13,358 (LM).	0.00			EMR £10,000 per annum from 2025/26 for £30,000 in May 27.	
360	EMR VP Cafe Replacement	261,144.07	125,450.93		345	Victoria Park	4530	Community Café	Increase CIL contribution by approx. £25,657.44 and decrease Council contribution by the same to leave £10,000 within CIL EMR 392. Estimated completion 2025/26. <b>Sums at 31/03/25 will be less than those stated</b> (MK).	235,456.63	151,108.37		Retain until spent & then close.	£25,657.44
370	EMR Town Hall Roof Major Repairs	50,472.19			290	Town Hall	4321	Town Hall Roof	Major repairs to the Town Hall roof. Est. £55k received Oct 23. Using to cover major internal repairs to roof & ceiling. <b>Sums at 31/03/25 will be less than those stated</b> (MK).	50,472.19			No recommendation to top-up in consideration of proposed budget plan for responsive works.	
372	EMR T/Hall Audio/Visual Equipment		1,000.00		290	Town Hall	4427	Visual / Audio Equipment	£1k CIL agreed against 2024/25 budget. Recommend £8k CIL against 2025/26 budget. Towards upgrading visual & audio equipment in Chamber (TMM).		1,000.00		Agree additional £8k CIL, to upgrade audio/visual equip in Chamber.	8,000

EMR Current	Account	Council Funds 31/12/24	Ringfenced CIL Funds 13/12/24	Ringfenced Other Funds 31/12/24	Cost Centre	Cost Centre	Nom Code	Budget Line	Purpose Agreed & Review	Anticipated Council Funds 31/03/25	Anticipated Ringfenced CIL Funds 31/03/25	Anticipated Ringfenced Other Funds 31/03/25	Recommendation for Council Consideration.	Take from CIL as part of 2025/26 Budget
392	EMR CIL Money		129,122.65						CIL brought forward (£129,122.65) plus CIL allocated to EMR 417 but no longer required (9,000) minus CIL against Gym Equipment installed in Victoria Park 2023/24 (£48,328.65) plus CIL received in 2024/25 (£54,113.44) minus recommendations for CIL expenditure as part of 2025/26 budget (£133,907.44) Leaving unallocated: £10,000		10,000		Approve recommendations: * approve return of £9,000 to CIL EMR from EMR 417 * approve Gym Equipment spend from CIL £48,328.65 (installed over 2023/24 yr-end) * note £54,113.44 CIL received in 2024/25 * approve allocation of up to £133,907.44 as part of 2025/26 budget planning.	
403	EMR HWG-Plaques / Appraisals			588.00	600	P&H	1121	Grants & Donations (Heritage).	Grants from Newbury Society & income from Heritage Walks towards Blue Plaques & Dendro Dating. Spent via 4805 to supplement budget. Transfer to EMR unspent funds in 1121/600 at yr/end. Currently £533.34-£374.00=£159.34. <b>Sums at 31/03/25 plus/minus £747.34 (CE).</b>			747.34	Retain for agreed purpose.	
404	EMR Civic Robe Replacement	0.00			505	Civic	4670	Regalia & Robes	Civic Robe Replacement, repairs and cleaning. EMR in longer term for chain (JA) Journal up to £170 back to the EMR if funds remaining in budget 4670/505.	170.00			£2,400 set aside in 25/26 budget with +5% in succeeding years. Recommend transfer of unspent funds to EMR at yr-end.	
410	EMR Neighbourhood Development Plan	4,161.31		6,878.00	600	P&H	4810	Neighbourhood Development Plan	Maintain for duration of NDP development. Council funds: to supplement budget e.g. for public consultation. Ringfenced funds: Grant of £6,868 from Ground Works. TMM liaising with Ground Works re: funding outcomes & next steps. <b>Sums at 31/03/25 will be equal to or less than those stated (TMM).</b>	4,161.31		6,868.00	Retain until the completion of the NDP and then close.	
417	EMR Solar Panels Shaw Cemetery		9,000.00						Council agreed £9,000 from 2023/24 CIL for Solar Panels on Shaw Cemetery for Carbon Capture. For action in 2024/25 (MK).		0.00		Further to investigation found to be uneconomic. Return to 2023/24 CIL EMR and close.	
418	EMR Shaw Cemetery Land Survey		10,000.00						22/01/24. Council agreed £10,000 from 2023/24 CIL for Land Survey / Soil Sampling to ascertain whether land can be used for graves. Currently planned for Feb/March 2025. <b>Sums at 31/03/25 will be equal to or less than those stated (MK).</b>		10,000.00		Retain until works completed and then close.	
419	EMR Headstone survey	3,450.00			300 305	Newtown Road & Shaw Cems	4436	Headstone Survey	For contracted support for Topple Testing as required (MK).	3,450.00			Retain for agreed purpose.	
430	EMR Wharf Toilets Contactless		2,600.00		430	Wharf Toilets	4418	Wharf Toilets Contactless	22/01/24. Council agreed £2,600 from 2023/24 CIL to install contactless payment at Wharf Toilets. <b>Sums at 31/03/25 will be equal to or less than those stated (MK).</b>		2,600.00		Retain until works completed and then close.	
435	EMR Greenham House prep work			6,233.25	350	Open Spaces	4750	Greenham House Gardens	Ringfenced as part of Lease agreement. Wildflower meadow, bench, dog waste bin, mixed hedgerow planting, rose bed all installed. To install: new sign. <b>Sums at 31/03/25 will be equal to or less than those stated (JH).</b>			6,233.25	To use remaining funds in 2025/26 towards refurbishing and repainting the railings around the gardens.	



EMR Current	Account	Council Funds 31/12/24	Ringfenced CIL Funds 31/12/24	Ringfenced Other Funds 31/12/24	Cost Centre	Cost Centre	Nom Code	Budget Line	Purpose Agreed & Review	Anticipated Council Funds 31/03/25	Anticipated Ringfenced CIL Funds 31/03/25	Anticipated Ringfenced Other Funds 31/03/25	Recommendation for Council Consideration.	Take from CIL EMR 392 as part of 2025/26 Budget
438	EMR Splashpark Surface VP		22,000.00		345	Victoria Park	4544	Splashpark - New Surface	22/01/24. Council agreed £22k from 2023/24 CIL to install new Splashpark surface 2024/25: Officers & Contractors examined together and agreed only some parts needed immediate replacement. Undertaken from R&M budget. Initially installed 2016, a new surface is now likely required in 2026/27 or 2027/28 (CE).		22,000.00		Retain and monitor.	
439	EMR Bandstand VP			2,925.30	345	Victoria Park	4537	VP Bandstand Upgrade	Remaining from a grant from The Good Exchange, for Bandstand repairs. Estimated completion mid-March 2025. <b>Sums at 31/03/25 will be equal to or less than those stated (MK)</b>			2,925.30	Retain for repairs and then close.	
440	EMR Portable Ramp Bandstand		1,745.00		345	Victoria Park	4534	Bandstand - Portable Ramp	22/01/24. Council agreed £1,745 from 2023/24 CIL for a portable ramp, to enable people using wheelchairs and powerchairs access to the bandstand - reasonable adjustments. <b>Sums at 31/03/25 will be equal to or less than those stated (MK).</b>		1,745.00		Retain until purchased and then close.	
441	EMR War Memorial Sinking Fund	6,000.00			315	War Memorial	4850	Sinking Fund	Sinking Fund. £2,000 set aside annually. Transfer £2,000 fm 2024/25 budget at year-end (MK).	8,000.00			Retain.	
442	EMR Playground Upgrading	13,021.35	50,000.00		340	Play Areas	4423	Upgrading Play Areas	Funds held in EMR: £63,021.35. £50,000 from 2024/25 CIL. £13,021.35 Council funds brought forward. This, plus the recommended £50,000 from the 2024/25 CIL, will provide £113,021.35 for 2025/26. Overall plan and priorities for upgrade to be presented to Community Services Committee spring 2025 (MK/JH).	13,021.35	50,000.00		2023/24 CIL funding to cover Gym Equipment in Victoria Park (Y/End 23/24). Additional £50,000 CIL for Play Area Upgrades in 2025/26 Budget. Both within above CIL figures (EMR 392)	50,000
446	EMR Wash Common Upgrade	0.00			336	Recreation Grounds	4504	Wash Common Upgrade - Phase 2	CIL funds to support Wash Common Upgrade – phase 2. £5,000 merged funds from EMR 449 (see below) plus £10,000 from EMR 392 CIL. As budget comes from CIL it may be spent on upgrades, but not on R&M. E.g. path upgrades and access arrangements in consideration of Historic England requirements. Working towards Green Flag award for Wash Common and Blossom Field Sites (MK).		5,000.00		£10,000 from 2024/25 CIL as part of 2025/26 budget plan - included within CIL figures above (EMR 392).	10,000
448	EMR Hutton Close Upgrades			20,000.00	350	Open Spaces	4771	Hutton Close Upgrade	£20,000 received in exchange for leasing land to developers to support their development of a neighbouring plot. Agreement that funds be spent on Open Space upgrades, in the main, at Hutton Close (MK).			20,000.00	Retain and Community Services to review.	
449	EMR Drainage Feasibility Study Wash Common		5,000.00		335 420	Rec Grounds WC Allotments	4503	Wash Common Drainage F-Study	22/01/24. Council agreed £5,000. Works undertaken show noticeable improvement to the flow of water from both the recreation ground and allotments (Northside). CIL funds not used. Merge with EMR 446 Wash Common Upgrade.		0.00		Merge into 446	
453	EMR Canal Corridor	5,000.00			601	P&H	4820	Canal Corridor	£5,000 in EMR for Canal Corridor project costs. Allocated to P&H to take forward as part of 25/26 budget discussions (KH).	5,000.00			Retain.	

EMR Current	Account	Council Funds 31/12/24	Ringfenced CIL Funds 31/12/24	Ringfenced Other Funds 31/12/24	Cost Centre	Cost Centre	Nom Code	Budget Line	Purpose Agreed & Review	Anticipated Council Funds 31/03/25	Anticipated Ringfenced CIL Funds 31/03/25	Anticipated Ringfenced Other Funds 31/03/25	Recommendation for Council Consideration.	Take from CIL EMR 392 as part of 2025/26 Budget
454	EMR Upgrade Lighting Lime Walk VP	0.00			345	Victoria Park	4518	Lime Tree Avenue Lighting Upgrade	Upgraded in 2024. Recommend precepting to EMR annually towards cost of next Lime Tree Lighting upgrade, to support sustainable management of council funds (CE).	0.00			£750 from 2025/26 budget and succeeding years to EMR for the next upgrade. Budget Management.	750
455	EMR Market repairs (electric pop-ups)	1,842.00			310	Markets	4425	Repairs & Maintenance	Electric pop-up repairs / replacement - to supplement budget (TS).	1,842.00			Retain.	
456	EMR Repairs to Victoria & Lions	5,500.00			345	Victoria Park	4541	Repairs to Victoria & Lions	Restoration estimated at £15,000. Some minor R&M works required (MK).	5,500.00			Use £5,500 for minor R&M. Precept £5,000 p/yr from 2025/26 for restoration in 2029/30	
458	EMR Watercourses	10,000.00			351	Open Spaces	4773	Water Courses	Riparian responsibilities at Dairy Farm Allotments & River Walk. £10k in EMR for work at River Walk (an SSSI). EA new application procedure likely requires external consultancy. £5k from 2025/26 budget to use in conjunction with EMR (JH)	10,000.00			Retain for identified purpose.	
New	EMR Website Security Patches				220	Corporate Services	4256	Website Security Patches	Umbreca security patches required every 3 years. Approx. £12k required in 27/28. Recommend £4k p/yr to support budget management (KH).				EMR £4k per annum from 2025/26 for £12k in 2027/28.	
New	EMR SharePoint rebuild				220	Corporate Services	TBC	Rebuild Sharepoint	We need to rebuild our SharePoint to meet the needs of the Council moving forward. Previously planned for 2024/25, agreed sensible to postpone to 2025/26. Request EMR £5k set aside for the purpose.				EMR £5k set aside in IT budget for SharePoint upgrade in 2025/26	
New	EMR Town Hall Refurb				290	Town Hall	4320	Office Move and Refurb Works	Request EMR up to £22k, as remaining in 2024/25 budget 4320/290, to support office move and refurb works in 2025/26 (MK).				EMR up to £22k, as remaining in 2024/25 budget 4320/290, to support office move and refurb works in 2025/26.	
New	EMR Intercom for Tenants				291	Town Hall Projects	4324	Intercom for Tenants	To install an intercom for Tenants that allows door to be closed and visitors to contact the tenant direct (MK).				EMR £2,000 from CIL	2,000
New	EMR New Town Hall Fire Doors				291	Town Hall Projects	TBC	Town Hall Fire Doors	To replace with new the fire doors in the Town Hall. EMR CIL up to £11k as remaining from H&S/TH 4428/290, at yr-end with equivalent from budget to General Reserves.				EMR CIL up to £11k as remaining in budget at yr-end	11,000
New	Energy Conservation Projects				291	Town Hall Projects	4416	Energy Conservation Projects	16 Energy efficient radiators over 3 years. 25/26 5 x £480 c. £2,500 28/29 - Dehumidifiers (MK).				EMR £2,500 from CIL. Then prorata for similar in successive years.	2,500
New	EMR Weddings Licence				295	Weddings	4341	Weddings Licence	Wedding licence required every 3 years. Allow £3,000 for 2025/26 update. £1,300 set aside in 24/25 budget for EMR. Budget £1,700 within 25/26 budget. (KH)				EMR £1,300 from 2024/25 budget. Budget £1,700 for EMR in 2025/26 and +5% in successive years.	
New	EMR Lime Trees Pollard - Newtown Road Cemetery				300	Newtown Road Cemetery	4517	Lime Trees - Pollard	Pollarded in 2023. Estimated £20k required for next pollard in 2033. Recommend £2k p/yr for 10 years (JH)				EMR £2,000 annually from 2025/26 budget	
New	EMR Lime Trees Pollard - Shaw Cemetery				305	Shaw Cemetery	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £25k required for next pollard in 2034/35. Recommend £2.5k p/yr for 10 years (JH)				EMR £2,500 annually from 2025/26 budget.	

EMR Current	Account	Council Funds 31/12/24	Ringfenced CIL Funds 31/12/24	Ringfenced Other Funds 31/12/24	Cost Centre	Cost Centre	Nom Code	Budget Line	Purpose Agreed & Review	Anticipated Council Funds 31/03/25	Anticipated Ringfenced CIL Funds 31/03/25	Anticipated Ringfenced Other Funds 31/03/25	Recommendation for Council Consideration.	Take from CIL EMR 392 as part of 2025/26 Budget
New	EMR Lime Trees Pollard - Victoria Park				345	Victoria Park	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £30k required for next pollard in 2034/35. Recommend £3k p/yr for 10 years (JH)				EMR £3,000 annually from 2025/26 budget.	
New	EMR Footway Lighting				320	Footway Lighting	4855	Street Lighting Upgrade	Recommend £7k from 2024/25 CIL for upgrading footway lighting. Provides environment/carbon offset etc. (TS)				EMR £7,000 from CIL	7,000
New	EMR New Bench				331	Street Furniture Projects	4462	New Bench	New bench by Middle Close / Elizabeth Avenue on NTC land (JH)				EMR £1,500 from CIL	1,500
New	EMR Football Pitch Extension				346	Victoria Park	4862	Football Pitch Extension	Set aside £2k CIL to support the provision of 9-aside football pitches in Victoria Park (MK/JH).				EMR £2,000 from CIL	2,000
New	EMR Additional Land Maintenance				350	Open Spaces	4775	Additional Land Maintenance	£8k set aside in 2024/25 budget to upgrade/maintain land if transferred from West Berks. EMR any budget remaining at Y/end for the same purpose in 2025/26 e.g. The Wharf (MK)				EMR any budget remaining from £8k set aside in 2024/25 budget, towards the maintenance of land transferred from West Berks.	
New	EMR Tree Surveys				355	Floral Displays & Trees	4471	Tree Surveys	We have 2,200 trees. Tree Survey required every 5 years. Allow £25k for 2029. Recommend budgeting £5k annually for EMR (JH)				EMR £5,000 annually from 2025/26 budget.	
New	EMR Noticeboards				420 421	Allotments (WC) Allotments	4451	Noticeboards	6 noticeboards purchased in Summer 2022. Recommend EMR £1000 annually from 2026/27 to replace in approx. 2034/35 (CE).				EMR £1,000 annually from 2026/27 budget.	
New	EMR Tools & Equipment				435	Community Services General	4555	Tools & Equipment	£1,500 required for new specialist equipment for Grounds Maintenance Tream (JH)				EMR £1,000 from CIL	1,000
New	EMR Welcome to Newbury Signs				501 601	CPAC Projects P&H Projects	4689 4815	Design for Signs Signage	Design Element (£1,500) CPAC (JA). EMR up to a further £1,000 from CIL towards design, at y/end with remaining budget from 4600/500 CPAC Committee Fund at Y/End to General Reserves (JA). Signage (£20,000) £10,000 over 2 years. P&H apply for matched funding (KH)				EMR £11,500 from CIL EMR up to £1000 from CIL with equiv moving from CPAC 4600/500 to General Reserves	12,500
<b>Total</b>	<b>796,967.05</b>	<b>389,596.57</b>	<b>355,918.58</b>	<b>51,451.90</b>					<b>31/03/25 - Total - Equal to or Less Than.</b>	<b>342,847.48</b>	<b>253,453.37</b>	<b>53,477.89</b>	<b>649,778.74</b>	<b>133,907.44</b>

## Newbury Town Council

### Work Programme for Policy and Resources Committee Meetings 2024-2025

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

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

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