

21st January 2025

To: Councillors Phil Barnett, Vera Barnett, Alistair Bounds, Jo Day, Sam Dibas, Billy Drummond, Nigel Foot, David Harman, Chris Hood, Roger Hunneman, Ian Jee, Pam Lusby-Taylor, David Marsh, Stephen Masters, Vaughan Miller, Andy Moore (Town Mayor), Gary Norman, Elizabeth O'Keeffe, Sarah Slack, Graham Storey, Meg Thomas, Martha Vickers and Tony Vickers.

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in **The Council Chamber, Town Hall, Newbury** at **7.30 pm Monday 27th January 2025**.

The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/82314041591?pwd=ZhqulmTEbtvHbHxmPudG1bGRRvBbOo.1>

Meeting ID: 823 1404 1591 Passcode: 852938

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
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)**
Town Mayor
To approve the minutes of the Full Council meetings held on Tuesday 5th November 2024 and Monday 21st October 2024.
- 4. Berkshire Youth**
To receive a Presentation from Berkshire Youth on the on the operation of services in line with the Grant Award.
To ask questions of Berkshire Youth.
- 5. Questions and Petitions from Members of the Public**
Town Mayor/ Chief Executive Officer
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 24th January 2025)
- 6. Members' Questions and Petitions**
Town Mayor/ Chief Executive Officer
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 24th January 2025)
- 7. Town Mayor's Report (Appendix 2)**
Councillor Andy Moore, Town Mayor
To receive a report from the Town Mayor, Councillor Andy Moore.

- 8. Leader's Report**
Councillor Gary Norman, Leader of the Council
To receive a verbal report from the Leader of the Council, Councillor Gary Norman.
- 9. Chief Executive Officer's Report (Appendix 3)**
Chief Executive Officer
To receive a report from the Chief Executive Officer
- 10. Committees**
Committee Chairpersons
To note the minutes of meetings of the Town Council's Committees (previously circulated):

 - Planning & Highways Committee: 4th Nov 2024, 2nd Dec 2024, 6th Jan 2025.
 - Civic Pride, Arts & Culture Committee: 25th Nov 2024.
 - Community Services Committee: 9th Dec 2024.
- 11. Review of Town Strategy**
To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
- 12. Newbury Town Council Budget 2025/26 (Appendix 4)**
To receive the proposed budget for 2025/26
To approve recommendation from the Policy and Resources Committee to adopt the budget for 2025/26.
- 13. Precept 2025/26**
To agree and approve the precept for 2025/26
- 14. Ear Marked Reserves – 2025/26 (Appendix 5)**
To approve EMR's for 2025/26
- 15. Second Interim Audit (Appendix 6)**
To note the findings of the second interim report
- 16. Schedule of Meetings for the municipal year 2025/26 (Appendix 7)**
To review and approve schedule of meetings for 2025/26
- 17. Devolution of West Berkshire District Council Services (Appendix 8)**
To review West Berkshire District Council's schedule of services to be devolved to Parish and Town Council's
To agree a response
- 18. Lease of Town Hall Suite 7**
To agree and sign the lease for suite 7.
- 19. Royal Engineers Association (REA) Freedom Parade**
To note and approve that the Royal Engineers Association will exercise their Freedom of the Town for a Freedom Parade on Saturday 28th June 2025, which falls on Armed Forces Day. This is to celebrate the 200th anniversary of the formation of its three Regular sub-unit squadrons, 13 Geographic Squadron, 14 Geographic Squadron and 16 Geographic Support Squadron. This will be a recreation of the Parade in 1997, when the Freedom of the Town was granted. All Councillors are encouraged to attend.
- 20. Forward Work Programme for Full Council meetings 2025/26 (Appendix 9)**
To note and agree any items that Members **resolve** to add to the Forward Work Programme.

20. 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.

21. John O'Conner Contract Variation (Appendix

To review and approve request to the variation of the contract.

MINUTES OF A MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 21 OCTOBER 2024 AT 7.30 PM.

PRESENT

Councillors Phil Barnett, Vera Barnett, Alistair Bounds, Jo Day, Billy Drummond, Nigel Foot, David Harman, Roger Hunneman, Chris Hood, Ian Jee, Pam Lusby-Taylor, David Marsh, Steve Masters, Andy Moore (Mayor), Gary Norman, Meg Thomas, Graham Storey.

OFFICERS PRESENT

Toby Miles-Mallowan, Chief Executive Officer

110. APOLOGIES OF ABSENCE

Councillor Elizabeth O’Keefe, Martha Vickers, and Tony Vickers.

111. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors Phil Barnett, Billy Drummond, Nigel Foot, are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

112. MINUTES

PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor Ian Jee

ABSTAINED: Councillors David Marsh and David Harman

RESOLVED: That the minutes of a meeting of Newbury Town Council held on Monday 24 June 2024, be approved as a correct record, and signed by the Town Mayor.

113. PRESENTATION BY CITIZENS ADVICE

Presentation by Citizens Advice was received by the Council

114. IMPACT REPORT FROM VOLUNTEER CENTRE WEST BERKSHIRE

Impact report from the Volunteer Centre West Berks was received and noted. Councillor Moore thanked Volunteer Centre West Berks for the report.

115. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were 2 questions from members of the public.

“There seems to be a strong demand for improved, more frequent, collection, especially in places such as Victoria Park and Northbrook Street, with many students claiming bins

are often overflowing. Whether this is entirely the responsibility of the Newbury Town Council, or is partially managed by West Berkshire Council, I am uncertain, but there is a general consensus that most public places are not as clean as they once were, which I hope the Newbury Council will pass on to the relevant authorities to help deal with the issue."

Many thanks for your question. In and around Newbury Town Centre the bins are the responsibility of both Newbury Town Council and West Berkshire District Council. This can make it difficult for members of the public to know which council is responsible for which bin. Historically Newbury Town Council became aware of the issue around bin collections across our estates and as a council we resolved to improve our collection of bins through a change of contractor. We changed provider 21 months ago and since that time there has only been one complaint regarding the state of Newbury Town Council dog poo and waste bins.

To continue to improve the service around waste bin collections we agreed to take on additional dog poo bins from West Berkshire District to ensure that they are emptied on a regular basis. On taking control of these additional bins we have replaced them all with brand new larger capacity bins.

With regards to the bins in and around Victoria Park, Newbury Town Council empties these on a daily basis. We are aware however that the public often sees the adjoining Faraday Road green space as part of Victoria Park. This is not the case and the boundary is effectively the A339, at which point the responsibility for emptying the bins becomes West Berkshire District Council, who empty the bins on a less frequent basis to us. When we are made aware of these issues we will report this to West Berks for them to take the necessary action.

"Many people seem to be fond of the market in the town square and have asked that Newbury has markets more often. As such, it is likely that developing the markets to have more unique stands, another request made by a lot of students, and holding it more often would likely bring a lot more footfall into the square and lead to increased spending, especially from younger people."

Newbury Town Council, like the people of Newbury greatly appreciate the Market, we are an historic Market Town and have held a Royal Charter to hold Markets since 1596 to hold '4 markets a year.' As such the Market has been around as long as Newbury has been a Borough. Currently there are 2 markets a week, Thursday and Saturdays, with additional monthly Artisan and Farmers Markets on Sundays.

Newbury Town Council are working closely with Newbury BID and with West Berks District Council to ensure that the Market remains an attractive proposition for

businesses and shoppers alike. We have a regular Market Place Working Group where we are discussing opportunities to improve the market as a whole and to put on special 'event markets' one such proposition is the Charity and Community Market in partnership with Volunteer Centre West Berks, we will be inviting community groups and local charities to take up stalls. Additionally Newbury BID is holding a Night Market on the 13/14 December and we will be reviewing the outcomes of this market with a view to establishing more Night Markets in the future.

We are also looking, in partnership with Newbury BID around launching a dragons den initiative to encourage young, local entrepreneurs to pitch their business ideas. Where we as a council can award winners with business support and market pitches to help establish their businesses.

Newbury Town Council welcomes input and feedback from Customers of the Market to review and update our offer and will in the future are planning future consultations with the people of Newbury via social media.

116. MEMBERS' QUESTIONS AND PETITIONS

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

117. TOWN MAYOR'S REPORT

The Town Mayor's report was received and noted by the Council.

118. LEADERS REPORT

The Leader of the Council presented his report.

119. CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer's report was received and noted by the Council.

120. COMMITTEES

The Minutes of the following meetings were received and noted:

Planning & Highways Committee (draft)	15/07/24, 12/08/24, 02/09/24 & 08/10/24
Policy & Resources Committee	29/07/24 & 14/10/24(draft)
Community Services Committee	22/07/24 & 16/09/24 (draft)
Civic Pride, Arts & Culture Committee	01/07/24 & 02/09/24 (draft)

121. LOCAL DEMOCRACY WORKING GROUP

Councillor Day presented a verbal report about the impact of the Local Democracy project for 2024, the highlights are:

- 17 Sessions have been delivered over the past 2 weeks
- 9 Primary Schools, 3 Secondary Schools and Newbury College have participated
- 3 more schools have requested sessions
- 600 Young People attended Local Democracy with an additional 100 to attend

Councillor Moore thanked Councillor Day and the Civic Team for their efforts

122. VICTORIA PARK CAFE UPDATE

The Chief Executive gave an update about the Victoria Park Cafe project to Council. Councillors were able to ask questions regarding the project.

Councillor Masters asked whether there would be a communications strategy to keep the public updated as to the project. The Clerk confirmed that there would be a communications strategy utilising, Newbury Weekly News, the Penny Post and Newbury Town Council's Social Media pages.

Councillor Masters left the chamber at 20:52 and returned at 20:54.

Councillor Foot made asked whether Newbury Town Council would be looking to reinstate the Town Centre Working Group. The Chief Executive confirmed that Newbury Town Council had been asked by West Berks District Council to take over the administration of the Newbury Master Plan as such the intention would be to merge the Town Centre Working group into the Master Plan working group.

Councillor Hunneman asked about the EPC rating requirement for the Cafe, the CEO confirmed that the requirement is to reach EPC Band B, however if this is not possible then NTC would apply for exemption.

Recommendation from the Services Delivery Manager to amend the project briefly to include the addition of a bin storage in the old air raid shelter.

Proposed: Councillor Hunneman

Seconded: Councillor Thomas

Resolved to amend the cafe plans to add a bin storage in the old air raid shelter

123. FINANCIAL REGULATIONS

Councillor Masters thanked all members and officers who were involved in the update of the financial regulations.

Proposed: Councillor Masters

Seconded: Councillor Hunneman

Resolved to adopt the new financial regulations

124. INTERNAL AUDIT

The first report from the internal auditor for 2024/25 was **received** and **noted**.

125. EXTERNAL AUDIT

The external audit certificate was **received** and the considerations from Policy and Resources Committee were **noted**.

Council **noted** the conclusion of the notice of conclusion of audit for the year ending 31 March 2024.

126. STANDING ORDERS

Proposed: Councillor Masters

Seconded: Councillor Norman

Council **approved** motion to **adopt** the standing orders, recommended to Council by the Policy and Resources Committee.

127. BUDGET and STRATEGY REVIEW PROCESS 2025/26

Council **noted** the timetable presented by the Policy and Resources Committee

128. NEWBURY TOWN BAND

Proposed: Councillor Day

Seconded: Councillor Masters

Resolved to **approve** recommendation from Civic Pride, Arts and Culture committee to increase the annual retainer of the Newbury Town Band to £800 for 2025/26.

129. REQUEST TO FLY FLAGS FROM TOWN HALL

Proposed: Councillor Moore

Seconded: Councillor Slack

Resolved: To fly UN FLAG on 24 October 2024

Proposed: Councillor Moore

Seconded: Councillor Norman

Resolved: To Fly Transgender Pride Flag on 20 November 2024

Proposed: Councillor Masters

Seconded: Councillor Miller

Resolved: That standing Orders be suspended to receive a verbal presentation from the Peace Vigil in support of application to fly the Palestinian Flag on 29th November.

Proposed: Councillor Master

Seconded: Councillor Miller

Resolved: that the Standing Orders are Reinstated

Proposed: Councillor Masters

Seconded: Councillor Storey

Resolved: That the request to Fly Palestinian Flag on 29 November 2024 did not carry a in the vote, resulting in motion failed.

Proposed: Councillor Foot

Seconded: Councillor Norman

Resolved to fly UN flag on 29 November 2024 and for a statement to be issued.

Councillor Masters and Councillor Miller left the chamber at 21:44 and returned at 21:46

130. MOTION TO EXTEND COUNCIL MEETING

Proposed: Councillor P Barnett

Seconded: Councillor Harman

Resolved: to extend Council until 22:30.

131. FORWARD WORK PROGRAMME

Forward Work Programme was **noted** and other matters added to the Forward work programme.

132. EXCLUSION OF THE PRESS AND PUBLIC

Motion to exclude the press and public under Section 1, Paragraph 2 of the Public Bodies (Admissions to Meetings) Act 1960.

Proposed: Councillor Moore

Seconded: Councillor Norman

Resolved to exclude the press and public.

133. STAFFING MATTERS

The staffing structure update was **noted**.

134. ENERGY SUPPLIES BUDGET

Item was **removed** from council agenda as the information required for a decision was not available.

135. CHIEF EXECUTIVE OFFICER

Council **approved** recommendation from Staffing subcommittee.

THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING CLOSED AT 22:15

TOWN MAYOR: _____

DATE: _____

**MINUTES OF A MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON TUESDAY 5th NOVEMBER 2024 at 8.30 PM.**

PRESENT

Councillors Phil Barnett, Alistair Bounds, Jo Day, David Harman, Chris Hood, Ian Jee, Steve Masters, Andy Moore, Gary Norman, Pam Lusby Taylor, Tony Vickers and Martha Vickers.

OFFICERS PRESENT

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

136. APOLOGIES OF ABSENCE

Councillors Vera Barnett, Sam Dibas, Billy Drummond, Nigel Foot, Roger Hunneman, David Marsh, Elizabeth O’Keeffe, Meg Thomas and Graham Storey.

137. DECLARATIONS OF INTEREST

The CEO declared that Councillors Phil Barnett, Tony Vickers & Martha Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

138. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

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

139. MEMBERS’ QUESTIONS AND PETITIONS

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

140. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Jo Day

SECONDED: Councillor David Harman

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.

141. ENERGY SUPPLIES BUDGETS

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Vaughan Miller

RESOLVED: To accept the blended contract offered by YU Energy, 1st April 2025 to 31st March 2028, for electricity registered against 16 meters and 1 unmetered site. Contract cost, approximately £32,352 per annum dependent on kWh used.

THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING CLOSED AT 8:50PM

TOWN MAYOR: _____

DATE: _____

Mayor's Report to Council 27 January 2025

The period from my last report in October to now (17 January) always promised to be the busiest, and so it proved with a further of 76 events which I was delighted to attend. This is too many to report individually, but here are some themes.

Schools

Very ably organised by Jo Aylott and Jo Day, primary school visits to the Town Hall continued with the Mayor in full rig spinning some yarns in his parlour! I was pleased to attend assembly at St Nic's Junior school (40 years of memories and personal connections) and present School Council badges to two pupils from each year. Just recently the i-College extended an invitation to its Year 11 prize-giving; a brief event full of support and celebration.

Bears

Following the Paddington moment (last report), there were Marmalade Cocktails at the opening of the new Coat & Bear hotel/restaurant in Bartholomew Street and subsequently a short spell in the Pudsey Bear suit in aid of the BBC Children in Need appeal run by Rotary. My animal of the year!

Remembrance

As former mayors suggested, taking the salute at the Remembrance Sunday ceremony was a big moment half-way through my year. We gathered again on Armistice Day around the War Memorial, and in the previous week had been at RAF Welford with the USAF. The US theme continued at the Greenham Control Tower on 12 Dec – the 80th anniversary of two tragic USAF accidents. On 15 Dec we marked the 10th anniversary of the end British combat operations in Afghanistan also at the War Memorial. Newbury Pride showed a film to mark Transgender Day of Remembrance. We celebrated UN Day on 25 Oct and marked UN Solidarity with Palestine on 29 Nov.

Art & Performance

Students from 16 local schools and colleges had work on display at the Base Gallery earlier this month. The Spring Festival invited us to *Sunday with Sondheim* to showcase an item coming in this year's programme. Kingsclere Performing Arts College (an associate of Newbury College) put on a high quality show in Basingstoke, and the Wantage Band played live the accompaniment to *The Snowman* film. It was a privilege to have front-row seats to see Mathilde Milwidsky play the Mendelssohn violin concerto at NSO's autumn concert.

Pre-Christmas

It almost felt that the festive season began with the Michaelmas Fair at which the Mayor's Cadets were pressed into service on the scariest rides. A month later it definitely had, with the Christmas lights to be switched on after a tour of the many market stalls: a huge crowd in the Market Place and beyond. Thereabouts was the start of NWN's Parcels campaign.

Christmas

Newbury and area celebrate Christmas in fine style with the Mayor and Mayoress invited to all sorts. Santa's Fun Run by Rotary was wet rather than snowy, and those heading for the Advent Calendar windows (we did four) had to brave the storms. There were four quite different carol events by the Salvation Army, Newbury Choral, Reading Gospel Choir (promoted by the Refugee Support Group in the Minster) and concluding with the party of us who joined the vast congregation at St Nic's after our very pleasant reception. We met a number of the same people who were at both the Festive Tea and the Fair Close lunch on the following day. On the day itself we called at Fire, Ambulance and Police Stations before meeting patients and joining the service at WBCH; then on to the Community Lunch at St George's Hall. New Year's Eve found us ringing out the old year and then ringing in the new with cheerful campanologists in St Nic's Tower.

Deputy

In October, the Deputy Mayor attended a delightful performance from the Three Rivers Community Choir at Kennet School. They delivered an engaging, broad range of traditional choral and contemporary pieces, there were excellent performances from the Kennet School Choir. He also attended the Samaritans AGM at St. Bart's.

The Hungerford Mayor's Christmas Carol Service was at St. Lawrence's Church on 15 December and in January he was at the First Give charity event hosted by Trinity School. First Give acts as catalyst to engage young people's interest in local social good causes. Nine teams of Trinity School pupils gave presentations on their chosen charities, and the Deputy Mayor joined the judging panel to select the winner from a very strong field. First Give donated £1000 to the winner's charity: Dingley's Promise which provides life changing support to under-5s with special educational needs and their families.

Reflection

Thanks, as ever, to our great civic team who have worked hard to produce events worthy of Newbury Town Council. Lots of enjoyment for the Mayor, but at every meeting, I am conscious that I am with people who voluntarily, or in their work, are actively making a difference to our community, providing opportunities for our young people, those less fortunate and those at their pastimes. It's humbling.

Chief Executive Officer's Report: Budget Setting Process and Key Updates

Budget Setting Process

The Budget Setting Process for Newbury Town Council (NTC) has been guided by the formation of a Strategy Working Group, tasked with reviewing project spend against the Council's overarching Strategy. The group has conducted a thorough analysis to ensure that all financial allocations align with the Council's strategic priorities. The outcomes of this review are being presented at today's meeting, providing a clear framework for informed decision-making and effective resource allocation.

Ongoing Repairs to the Town Hall Roof

Progress continues on the essential repairs to the Town Hall Roof. We are pleased to report that the timbers are currently drying out, and, weather permitting, we anticipate being able to proceed with the necessary repairs shortly. Once the timbers are stabilized, we will be able to reinstate the ceiling in the Civic Entrance, ensuring this important area is restored to its full functionality.

Staffing Update: Town Hall Officer

Regrettably, we have lost our Town Hall Officer, who has been an invaluable asset to the Council. We extend our gratitude for his contributions and wish him every success in his future endeavours. Prior to initiating recruitment for his replacement, we will conduct a comprehensive review of the job description to ensure the role is appropriately aligned with the evolving business needs of the Council.

Annual Appraisals

The annual appraisal process for officers will commence in February. This process will focus on setting clear and measurable targets that align with the Town Council's strategic objectives. These targets will directly support the delivery of the Strategy outputs, fostering a mutually reinforcing relationship between individual performance and the Council's long-term goals.

Review of Council Conduct and Procedures

The Council will undertake a review of its historic conduct, using the insights gained to identify gaps and opportunities for improvement in its procedures and processes. This reflective approach will ensure that the Council's governance framework remains robust, transparent, and fit for purpose.

Conclusion

The Strategy Working Group's review, coupled with updates on key projects and internal processes, underscores NTC's commitment to strategic planning and continuous improvement. The

forthcoming actions, including the appraisal process and recruitment review, aim to ensure that NTC remains well-positioned to achieve its objectives and serve the community effectively.

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) – received P&R consideration and with a reduction in precept is recommend 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 27th 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. £143,907 CIL funds have been allocated to support the Council's projects. These will be held as Ear Marked Reserves so available when needed and thus support the long-term management of the Council's finances.
- Annual Income and Expenditure excluding Ear-Marked Reserves is budgeted at £2,145,107. With Council Income £327,466 and the recommended Precept £1,817,641. In consideration of the 2025/26 tax base this equates to a Band D equivalent of £134.72 per annum, or £2.59 per week.

21/01/2025

Newbury Town Council Current Year

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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
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	1,817,641	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

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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
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	143,273	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	184,273	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	15,750	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	184,273	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	56,524	64,550	67,731	71,128	74,678
Total Income	53,330	56,524	64,550	67,731	71,128	74,678
4517 Lime Trees - Pollard	0	0	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	56,524	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

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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
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	178,704	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	197,604	208,578	218,647	229,834	241,303
4517 Lime Trees - Pollard	18,300	0	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	197,604	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	36,277	43,203	45,197	47,296	49,509
1990 Miscellaneous Income	1,500	0	0	0	0	0
Total Income	45,307	36,277	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	0	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	36,277	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

Continued over page

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						

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	2025/26 Estimated EMR (inc. funds precepted for EMR)
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.		Less than 22,483
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.		Equal or less than 427.35
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.		£20,304
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, anticipated y/end funds equal to or less than £5,774 (JH).	5,774.00			Retain to support Tree Works		Equal or less than £5,774
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.		£10,000
360	EMR VP Cafe Replacement	261,144.07	125,450.93		345	Victoria Park	4530	Community Café	Increase CIL contribution by approx. £35,657.44 and decrease Council contribution by the same to leave £0.00 within CIL EMR 392. £10k from Cafe NTC funds to be reallocated (£5k Tree Survey EMR, £2k NTR Lime Tree Pollarding EMR and £3k VP Lime Tree Pollarding EMR) Plus/minus £25,657 Cafe NTC funds to transfer to General Reserves. Estimated completion 2025/26. Sums at 31/03/25 will be less than those stated (MK).	225,486.63	161,108.37		Retain until spent & then close.	£35,657.44	Less than £386,595
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. Sums at 31/03/25 will be less than those stated (MK).	50,472.19			No recommendation to top-up in consideration of proposed budget plan for responsive works.		Less than 50,472.19
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	£9,000.00

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	2025/26 Estimated EMR (inc. funds precepted for EMR)
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 (£143,907.44) Leaving unallocated: £0,000		0.00		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 £143,907.44 as part of 2025/26 budget planning.		£0.00 plus any received during year
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. Sums at 31/03/25 plus/minus £747.34 (CE).			747.34	Retain for agreed purpose.		plus or minus 747.34
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.		Between £2,400 and £2,570
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. Sums at 31/03/25 will be equal to or less than those stated (TMM).	4,161.31		6,868.00	Retain until the completion of the NDP and then close.		Equal or less than £11,029.31
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.		£0.00
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. Sums at 31/03/25 will be equal to or less than those stated (MK).			10,000.00	Retain until works completed and then close.		Equal or less than £10,000
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.		£3,450.00
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. Sums at 31/03/25 will be equal to or less than those stated (MK).			2,600.00	Retain until works completed and then close.		Equal or less than £2,600
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. Sums at 31/03/25 will be equal to or less than those stated (JH).			6,233.25	To use remaining funds in 2025/26 towards refurbishing and repainting the railings around the gardens.		Equal or less than £6,233.25
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.		£22,000

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	2025/26 Estimated EMR (inc. funds precepted for EMR)
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. Sums at 31/03/25 will be equal to or less than those stated (MK)			2,925.30	Retain for repairs and then close.		Equal or less than £2,925.30
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. Sums at 31/03/25 will be equal to or less than those stated (MK).		1,745.00		Retain until purchased and then close.		Equal or less than £1,745
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.		£8,000.00
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	£113,021.35
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	£15,000
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.		£20,000
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		£0.00
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). £4,000 reallocated to Town Hall Refurb as part of an EMR reallocation to reduce the precept, by P&R 20/01/25	1,000.00			Retain.		£1,000
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	£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.		Equal or less than £1,842

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	2025/26 Estimated EMR (inc. funds precepted for EMR)
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		£10,500
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.		£10,000
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). £4k from General Reserves rather than precept in 2025/26 to support precept management.				EMR £4k per annum from 2025/26 for £12k in 2027/28. £4k from GR in 25/26 & £4k from precept from 26/27		£4,000
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 (KH).				EMR £5k set aside in IT budget for SharePoint upgrade in 2025/26		£5,000
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). Also to receive £4,000 transferred from EMR 453 - Canal Corridor - as agreed by P&R 20/01/25	4,000.00			EMR up to £22k, as remaining in 2024/25 budget 4320/290, to support office move and refurb works in 2025/26.		up to £26,000
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	£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	Up to £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	£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)	1,300.00			EMR £1,300 from 2024/25 budget. Budget £1,700 for EMR in 2025/26 and +5% in successive years.		£1,300
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) N.B. £2k reallocated from EMR 360 Café (NTC Funds) instead of £2k 25/26 budgeted precept.	2,000.00			EMR £2,000 annually from 2026/27.		£2,000
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.		£2,500
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) N.B. £3k reallocated from EMR 360 Café (NTC Funds) instead of £3k 25/26 budgeted precept.	3,000.00			EMR £3,000 annually from 2026/27 budget.		£3,000

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	2025/26 Estimated EMR (inc. funds precepted for EMR)
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	£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	£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.		Up to £8,000
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) N.B. £5k reallocated from EMR 360 Café (NTC Funds) instead of £5k 25/26 budgeted precept.	5,000.00			EMR £5,000 annually from 2026/27 budget.		£5,000
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.		£0.00
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	£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	£11,500 to £12,500
Total	796,967.05	389,596.57	355,918.58	51,451.90					31/03/25 - Total - Equal to or Less Than.	328,877.48	253,453.37	53,477.89	635,808.74	143,907.44	

Internal Audit Report

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

The Internal Auditor's recommendation regarding Direct Payments is from her 1st visit, which Council considered and acted on in October. It remains in the report for IA review purposes only.

The Policy & Resources Committee has reviewed the report and thank the Finance Team for their work.

Newbury Town Council

Internal Audit Report 2024-25 (Second interim)

Susan Cook

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2024-25 financial year, during our interim reviews of the Council's records for the year, which were undertaken on site on 25th September and 19th 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 19th 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 31st August 2024 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

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

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

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

Review of Corporate Governance

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

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

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption, 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 40th 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 1st September 2024 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at £396,795 all of which we consider appropriate for the Council's present requirements.

Conclusion

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

Precept Determination and Budgetary Control

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

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

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

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

We have reviewed the latest available Omega budget report (to 30th 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 1st April annually, control being exercised through the RBS Allotments software package.

Whilst the rental year runs from 1st April, invoices are generally issued early in the calendar year with a number of tenants paying their fees well in advance of 1st April. Consequently, income received in advance of 31st 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 reissued as the information provided on the booking form was incorrect.

We reviewed the Debtors list as at 30th 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 1st April 2024 has not yet been agreed.

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

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

Conclusion

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

Investments and Loans

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

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

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

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

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

Conclusions

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

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

Schedule of Meetings for the Municipal Year 2025/26

2025

Day	Date of Meeting	Agenda	Lead Officer	Meetings	Notes
Wed	7 th May	30 April	CEO	Full Council	
Sun	12 May	7 May	CEO/CM	Annual meeting and Mayor Making	6
Mon	19 May	13 May	CC	Planning & Highways Committee	
Wed	21 May	15 May	SDM	Climate Emergency Sub Committee	
Mon	2 June	27 May	SDM	Victoria Park Sub Committee	
Mon	9 June	3 June	RFO	Policy & Resources Committee	
Mon	16 June	10 June	CC	Planning & Highways Committee	
Mon	23 June	17 June	CEO	Full Council	1
Thu	26 June	20 June	RFO	Grants Sub-Committee	
Mon	30 June	24 June	CM	Civic Pride, Arts & Culture Committee	
Mon	7 July	1 July	CC	Planning & Highways Committee	
Wed	9 July	3 July	SDM	Victoria Park Sub Committee	
Mon	14 July	8 July	CSM	Community Services Committee	
Mon	4 Aug	29 July	CC	Planning & Highways Committee	
Mon	11 Aug	5 Aug	SDM	Victoria Park Sub Committee	
Mon	1 Sep	26 Aug	CC	Planning & Highways Committee	
Mon	8 Sep	2 Sept	CM	Civic Pride, Arts & Culture Committee	
Mon	15 Sep	9 Sep	SDM	Community Services Committee	
Mon	22 Sep	5 Aug	SDM	Victoria Park Sub Committee	
Mon	29 Sep	23 Sep	CC	Planning & Highways Committee	
Wed	6 Oct	30 Sep	SDM	Climate Emergency Sub Committee	
Mon	13 Oct	7 Oct	RFO	Policy & Resources Committee	
Mon	20 Oct	14 Oct	CEO	Full Council	
Mon	27 Oct	21 Oct	CC	Planning & Highways Committee	
Mon	20 Nov	14 Nov	RFO	Grants Sub-Committee (if required)	
Mon	24 Nov	18 Nov	CC	Planning & Highways Committee	2
Mon	1 Dec	25 Nov	CM	Civic Pride, Arts & Culture Committee	2
Mon	15 Dec	9 Dec	SDM	Community Services Committee	2
Mon	22 Dec	12 Dec	CC	Planning & Highways Committee	

2026

Wed	7 Jan	2 Jan	SDM	Climate Emergency Sub Committee	
Mon	12 Jan	6 Jan	CC	Planning & Highways Committee	
Mon	19 Jan	13 Jan	RFO	Policy & Resources Committee	3
Mon	26 Jan	20 Jan	CEO	Full Council	4
Mon	9 Feb	3 Feb	CC	Planning & Highways Committee	
Mon	16 Feb	11 Feb	CM	Civic Pride, Arts & Leisure Committee	
Mon	9 Mar	3 Mar	CC	Planning & Highways Committee	
Mon	16 Mar	10 Mar	CEO	Annual Town Meeting	
Mon	30 Mar	24 Mar	CSM	Community Services Committee	
Wed	8 Apr	2 Apr	SDM	Climate Emergency Sub Committee	
Mon	13 Apr	7 Apr	CC	Planning & Highways Committee	
Mon	20 Apr	14 Apr	CEO	Policy & Resources Committee	
Wed	6 May	29 April	CEO	Annual Meeting & Council	
Sun	10 May	5 May	CEO/CM	Annual meeting and Mayor Making	6

CEO = Chief Executive Officer; RFO = Responsible Financial Officer; SDM = Services Delivery Manager, CM = Civic Manager, CC = Committees Clerk.

Notes:

- 1 This is the meeting at which the 2025/26 Statutory Accounts are signed off.
- 2 This is the meeting at which the 2026/27 Services budget is discussed.
- 3 This is the meeting at which the 2026/27 budget is set.
- 4 This is the meeting at which the 2026/27 precept is declared.
- 5 The first meeting of the "new" Council, after election in May 2027
6. The Annual Meeting (Mayor Making). All meetings take place in the Council Chamber, apart from the annual meeting of the Council (Mayor Making) which takes place in the Corn Exchange.

Service Delivery Offers for Town and Parish Councils

Working in partnership to deliver *services we are proud of*



Opportunity for Increased Joint Working

I am delighted to follow through on the commitment that we made at a previous District Parish Conference and offer a range of services that Parish and Town Councils can take advantage of. Devolution of services is healthy where the authority taking those on has the capacity and financial resources to do so. This offering is designed to help provide extra services to our residents and to further empower our Parish and Town Council partners. This is the first step in offering more devolved services whilst ensuring that the quality of such services remains strong, and we will add more to this catalogue in the years to come. We are determined to work in partnership with you and this is a major step forward in improving and growing our relationship.



Councillor Jeff Brooks

*Leader
West Berkshire Council*



Additional Library Opening Hours

WBC Team: Culture and Libraries

Brief Description

If funded appropriately, West Berkshire Council can implement additional opening hours in selected local libraries.

Potential Costs:

Cost will vary according to each location according to venue running costs, and this would be reviewed on an annual basis.*

- **Newbury Library:**
£15,600 annually per additional hr
- **Burghfield Common, Hungerford, Lambourn, Mortimer, Pangbourne, Thatcham and Theale Libraries**
£7,800 annually per additional hr

** The Council will also be happy to have a conversation with Towns and Parishes who have a fixed budget for this service, to explore a solution tailored to their budgets and needs.*



Pop-up Libraries e.g. Using Community Centres

WBC Team: Culture and Libraries

Brief Description

Existing local venues e.g. community centres or village halls can be used to provide pop-up library services in selected parishes where there is no library in the locality.

Potential Costs:

Pop-up library in a community venue on monthly/fortnightly or weekly basis*:

One-off set-up costs

- c. £1,500 lockable/mobile shelving

Annual costs

- £1,500 - £3,000 book stock
- £13 - £20 per hour staff costs (if required; Optional cost item)
- Travel/vehicle costs will be dependent on the location of the venue

**Other options available. These are indicative costs and actual figures are subject to change after discussions with Libraries colleagues.*



Gully Cleansing

WBC Team: Highways – Asset Management

Brief Description

Effective gully cleansing is important for drainage systems, preventing backing up of sewers and mitigating local flooding risk. Participating Town and Parish Councils will receive gully cleansing services above basic statutory levels.

Potential Costs:

Programmed works - £9.22 per gully

Reactive - £30.96 per gully (over 20) - £123.76 (under 5)*

**Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.*





Ditch Clearance

WBC Team: Highways – Asset Management

Brief Description

If funded, West Berkshire Council can work with interested Town and Parish Councils to achieve additionality over and above basic statutory levels for ditch clearance.

Potential Costs:

£3.09 - £19.99 per metre*

**Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.*

Sign Cleaning

WBC Team: Highways – Asset Management

Brief Description

Sign cleaning is important for helping motorists and pedestrians find their way around the district. Poorly maintained signs can give an unflattering image of the local area(s). There can also be safety implications if signs are too dirty or missing characters. Additional sign cleaning above minimum statutory levels can be arranged if interested Towns and Parishes can make funding available.

Potential Costs:

£8.92 - £75.75 (up to 1m² - Gantry signs)

Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.





Bus Shelter Maintenance

WBC Team: Transport Services

Brief Description

Maintenance of bus shelters can help ensure they remain safe, accessible and provide a pleasant environment for members of the public using local bus services. Some Town and Parish Councils deliver this maintenance service themselves. West Berkshire Council can help interested councils with maintenance if funding can be provided.

Potential Costs:

Cleaning and maintenance: £138/annum per shelter.

Shelter and installation: This will depend upon the precise specification of shelter required - from the most basic 2-bay cantilever ~£6,360 per shelter, to a shelter with full ends, solar lighting and a green living roof ~£9,840 per shelter. If hardstanding is required, this would be an additional ~£12,000 per shelter. (More detailed costings can be sought for any parish upon inspection/design/confirmation of requirements).

Visual Tree Surveys and Report

WBC Team: Countryside

Brief Description

The Council can expand the current service to carry out additional tree surveys, to assess risk, deal with tree care, scope and instruct a contractor and monitor works on behalf of interested Parishes. This service can include provision of advice on tree protection and deal with public enquiries about trees on land owned by Parishes.

Potential Costs:

Costs between £690 and £1,265 per Parish for a visual tree inspection and written report. To instruct contractors and oversee works over a 3-year period, including dealing with private trees which present a public risk and drafting risk notification letters.

A minimum of 20 Parishes would need to sign up in the first 3 years in order to manage the costs of any risk over three years.



Dog Poo Bins (Devolution to Towns and Parishes)

WBC Team: Countryside

Brief Description

The Council provides dog poo bin collection services on behalf of a number of Towns and Parishes. Some Towns and Parishes have agreed to take on these services partly because they can arrange more reliable local service providers. Continued devolution of this service is something the Council is supportive of.

Next Steps:

Towns and Parishes who are interested in taking on this service themselves are invited to contact the Council. The Countryside manager will be happy to assist as required.



Town and Parish Centre Litter Bins

WBC Team: Waste

Brief Description

The Council can work with interested Towns and Parishes to arrange installation of additional litter bins in their central areas with high footfall.

Potential Costs:

Option 1: Additional bins on top of what WBC provide - Unit rate per bin, 1st year only (and if replacement required) c. £360.00 - £600.00 * + Collection fee = £235.39 per bin 1st year. Costs assume contractor can provide service without additional resource.

Option 2: Take over current bins - £235.39 per bin per year. Inc replacement bins if damaged/broken & admin.

**If reviewing bin location extra admin fee of £49.38per bin. (both options do not guarantee a certain number of empties, but bin will be expected to be emptied when full).*



Notes

- Costs provided in this document are for discussions purposes. Actual costs could vary depending on local conditions and specific needs of interested Town and Parish Councils.
- Some services can only be delivered by the Council if resources and personnel can be recruited.
- Selected services can only be delivered if a minimum number of Towns and Parishes sign up for additionality; this is to keep operational costs as low as practicable for participating Towns and Parishes.
- Service levels and costs are subject to periodic reviews. Annual indexation applicable, unless otherwise indicated.
- Please note that the services set out in this document are not an exhaustive list but our initial batch of offers. Further service ideas would be shared with Towns and Parishes in future.

For more information or to discuss your interest, please email:

htadmin@westberks.gov.uk

*preferably starting your message subject title with “**Additional Services**”*

Forward Works Programme

Work Programme for Full Council Meetings for the Municipal Year 2025/26.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Town Mayor's Report
7. The Leader's Report
8. The Chief Executive Officer's Report
9. Minutes from Committees

Scheduled Council Business	
27 January 2025	<p>Berkshire Youth Presentation Review of Town Council Strategy 2025/26 Precept Schedule of Meetings for the Municipal Year 2025/26 Financial Regulations</p>
07 May 2025	<p>Nomination and Election of Mayor and Deputy Mayor Election of Leader and Deputy Leader To nominate the membership of each Committee/Sub Committee for 2025/26 Saturday Surgeries Review and Schedule for 25/26 Reports from Outside Bodies</p>
Q2 2025/26	<p>24 June End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights Review terms of refence and memberships of any working groups that the council wishes to appoint To receive any reports from School Link Councillors</p>

	<p>To receive any reports from the Council's representation on outside bodies</p> <p>To review the Council's Standing orders, if required</p>
Q3 2025/26	<p>Local Democracy Working Group: a verbal update on LDW from the Chair of the Local Democracy Working Group</p> <p>Budget for 2025/26 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2025/26, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.</p> <p>Climate Emergency grant</p> <p>Commence Review of Town Council Strategy</p> <p>Cricket Club/ Loose Ends</p>
Q4 2025/26	<p>Berkshire Youth Presentation</p> <p>Review of Town Council Strategy</p> <p>2026/27 Precept</p> <p>Schedule of Meetings for the Municipal Year 2026/27</p> <p>Financial Regulations</p>