

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 25 APRIL 2016 AT 7.30PM.**

PRESENT

Councillors Howard Bairstow; Jeff Beck; David Fenn; Dave Goff (Chairperson); Sarah Greenall; Anthony Pick; Kuldip Singh Kang; Julian Swift-Hook; Martha Vickers.

IN ATTENDANCE

Hugh Peacocke, CEO
Gillian Durrant, RFO

60. APOLOGIES FOR ABSENCE

Councillors Mike Johnston and Tony Stretton.

ABSENT: Councillor Adrian Edwards.

61. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Responsible Financial Officer declared that Councillors Howard Bairstow, Jeff Beck, Dave Goff, and Anthony Pick 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.

62. MINUTES

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Sarah Greenall

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 11 January 2016 be approved as a correct record and signed by the Chairperson.

63. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

64. MEMBERS' QUESTIONS AND PETITIONS

There were none.

65. HEALTH AND SAFETY REPORT

Subject to confirmation that the boiler in the Town Hall would be serviced the Health and Safety Report as attached to appendix 2 of the agenda was received and noted by the Committee.

66. LIST OF PAYMENTS

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Anthony Pick

RESOLVED: That the lists of payments for the periods 1 January 2016 to 31 March 2016 is authorised. The RFO agreed to look into the cheque no 101767, and to consider using local stationery suppliers.

67. INCOME AND EXPENDITURE ACCOUNT 2015/16

The income and expenditure account to March 2016 was received and noted by the Committee.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Martha Vickers

RESOLVED: That overspends shown against the account codes on Agenda Appendix 5, in accordance with this Council's financial regulations (3.2) have been approved.

The full year forecast, which is based on Officers' current best estimate of likely outcomes was received and noted by the Committee.

68. MEMBERS' SURVEY

The results of the Members' Survey were received and noted by the Committee.

Actions arising from the Members' Survey:

- Profile Saturday surgeries on the Town Council website
- Update the display for Saturday surgeries, explaining the different responsibilities of West Berkshire and Newbury Town Councils
- Provide a free Town Centre map available for Saturday Surgeries
- The CEO agreed to discuss with Cllr Stretton, the 'training champion' the training needs of councillors and preparation of a skills audit of councillors
- The Planning and Highways committee will discuss the possibility of having an electronic presentation of plans at their meetings
- The CEO will email all Councillors to gauge their interest in joining a Public Engagement Working Group

69. COUNCIL STRATEGY – 6 MONTHS PROGRESS REPORT

Members noted the 6 months progress report on the Council Strategy Action Plan

70. TOWN COUNCIL RESERVES

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Howard Bairstow

RESOLVED: That the earmarked reserves were agreed as shown in Appendix 7, with the exception of £872 for the stone flag installation and £797 for tree planting, which will remain as earmarked reserves.

71. AUDIT WORKING GROUP

PROPOSED: Councillor David Fenn

SECONDED: Councillor David Goff

RESOLVED: That the separate bank accounts for Christmas Lights and Election Expenses be closed and any money in them be transferred to the main Town Council bank account.

The Committee considered the revised Financial Regulations as recommended by the Audit Working Group. The RFO said that the draft as presented was based largely on the Model Financial Regulations and amended where appropriate to fit the requirements of this Council. The CEO thanked the RFO and the Audit Working Group for all the hard work in preparing these for the Council.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Sarah Greenall

RESOLVED: That the revised Financial Regulations as set out in Appendix 8 of the agenda be adopted, subject to amending item 18.1 a) to read 'Capital Equipment Reserve (usually £5,000)' and deleting "18.1b) Capital Buildings Reserve (usually £100,000)"

The meeting considered a recommendation from the RFO to transfer £250,000 from the Council's general account to the CCLA Deposit Fund, based on slightly higher returns and the aim to diversify the Council's funds as part of the Council's risk management arrangements. It was noted that the funds would still be instantly accessible.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Sarah Greenall

RESOLVED: That £250,000 be invested in the CCLA Deposit Fund and that officers develop a Treasury Management Policy for consideration by this Committee.

Councillors Julian Swift-Hook and Martha Vickers voted against this proposal, Councillor Swift-Hook on the basis that the Treasury Management Policy has yet to be approved.

72. INTERNAL AUDIT REPORT

The second and third interim internal audit reports for the financial year 2015-16 from Auditing Solutions Ltd, as attached at Appendices 9 and 10 to the agenda were received and noted by the Committee.

73. LICENSING TOWN HALL FOR WEDDINGS

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Jeff Beck

RESOLVED:

- i) That the Council pays for a 3 year wedding license, and charges £350 for wedding ceremonies (£400 for Sundays and Bank Holidays) and £1200 for hire of the council chamber, staircase/entrance and kitchen for the day for wedding receptions, with a £350 refundable deposit for damage/carpet cleaning. #
- ii) That £1,000 be earmarked from reserves for marketing the Town Hall for weddings.

74. REPORT FROM THE VICTORIA PARK SUB-COMMITTEE

The report from the Victoria Park Sub-committee was noted.

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Martha Vickers

RESOLVED: That the Council thank the members and staff involved in this committee for their hard work.

75. S106 MONIES

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Sarah Greenall

RESOLVED: That future expenditure of S106 monies as set out at appendix 13 of the agenda be approved.

76. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor David Goff

SECONDED: Councillor Anthony Pick

RESOLVED: 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 nature of the business to be transacted.

77. TENDERS FOR REPAIRS TO THE BOWLING GREENS AND THE FOOTBALL PITCH AT VICTORIA PARK

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Anthony Pick

The meeting considered the tenders received for these works. It was noted that the Council should review the terms of agreement with the Bowls Club before proceeding with the proposed works and that the CEO would meet the Club in the near future to discuss these Terms.

RESOLVED: That the tenders for repairs to the Bowls Club and the football pitch be approved.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 10.06 PM.

CHAIRPERSON

Health & Safety Report for P&R Committee - Last Updated 07/07/2016

Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Office	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas) Including Quarterly Workplace Inspections by Management Team	Officers	Nil	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	N/A	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Nil	On going	Weekly	N/A	N/A	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Nil	On going	Monthly	N/A	N/A	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Nil	End June 2015 On Hold until Management Team in place	Draft by Audit Working Group, ratified at P&R 30/09/2015	September 2016	Audit Working Group progressing based on Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Team Managers	Nil	End March 2016	Held over until GT's Return	July/ August 2016	N/A	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx £700	End March 2016	Completed 29 February - 03 March 2016	February/March 2017	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for T.I.C.	Safety Officer / Subcontractor	£200.00	End March 2015	Held over to New Financial Year	End April 2016	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	End March 2016	Completed 04/03/2016	March 2017	Legal requirement	Improved Town Hall safety / compliance with legislation
HS12	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1043 Annually	End April 2015	Completed 05 April 2016 - still underway - access issues to various sites	April 2017	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS13	3 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£3,000.00	End April 2015	Completed 27/04/2015	April 2018	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS14	Lift Service (6 monthly)	Safety Officer / Subcontractor	36 Month Contract £130/annual	End October 2015	Completed 28/10/2015	End April 2016	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS15	Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	Approx £450	End May 2015	Completed 01/05/2015	May 2016	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS16	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	Approx £500	End June 2015	Scheduled W/C 11/07/2016	July 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17	Lightning Conductor Maintenance / Inspection (annually) Omega)	Safety Officer / Subcontractor	£242.00	End July 2015	Order raised awaiting date	July 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS18	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	£90.00	13 July 2015	Completed Mid-June 2016	July 2017	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS19	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	165	15 February 2016	Due Mid-August 2016	February 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS20	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	16 July 2015	Completed 07/07/2016	July 2017	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS21	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	23 March 2016	Completed 13/06/2016	End September 2016	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS22	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer	Nil	2 full evacuations (not drills) carried out 22/04/2016 - faulty sensors)	TBC	Minimum of 2 per annum	N/A	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 07/07/2016

Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS23	Review of Town Hall Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS24	Review of Victoria Park Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS25	Review of Newtown Road Cemetery Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS26	Review of Shaw Cemetery Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS27	Review of Market Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS28	Review of Recreation Grounds Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS29	Review of Playground Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS30	Review of Allotments Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS31	Review of Bus Shelter Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS32	Review of Clocks Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS33	Review of Public Seating (Benches) Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS34	Review of Skatepark Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS35	Review of Footway Lighting Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets
HS36	Review of War Memorial Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2015	Completed Tuesday 03/11/2015	End October 2016	N/A	Improved information on Risks for NTC own / managed assets

List of Payments made between 01/04/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2016	West Berkshire Council	DDA	150.40		B-Rates M-Parlour 1st payment
01/04/2016	West Berkshire Council	DDB	59.00		B-Rates, NTR cem 1st payment
01/04/2016	West Berkshire Council	DDC	75.50		B-Rates, Shaw cem 1st payment
01/04/2016	West Berkshire Council	DDD	311.00		B-Rates, Chamber 1st payment
01/04/2016	West Berkshire Council	DDE	97.80		B-Rates, THSuite 3 1st payment
01/04/2016	West Berkshire Council	DDF	101.50		B-Rates, THSuite4, 1st payment
01/04/2016	West Berkshire Council	DDG	271.40		B-Rates,THSuite12, 1st payment
01/04/2016	West Berkshire Council	DDH	91.90		B-Rates, THSuite2, 1st payment
01/04/2016	West Berkshire Council	DDI	782.00		B-Rates, Market 1st Payment
01/04/2016	Vodafone	DDJ	60.14		James & Richie mob phone bill
01/04/2016	J S Jones	12320	10.00		Allotment key refund WM14b
01/04/2016	Vodaphone	DDJX	-60.14		Duplicated cost
01/04/2016	J S Jones	12320X	-10.00		Unpresented chq from last yr
01/04/2016	J S Jones	012320	10.00		Allot Key Refund WM14b
01/04/2016	Mr P High	012321	10.00		Allot Key Refund WM45b
01/04/2016	Mr G Edwards	012322	10.00		Allot Key Refund S67a
01/04/2016	Maukbs Ltd t/a Snappy Snaps	012323	168.73		Picture for Suite 2
01/04/2016	Mr George Edwards	12322	10.00		Allot Key Refund S67a
06/04/2016	Mr P High	12321	10.00		Allotment key refund WM45b
06/04/2016	Maukbs Lts T/A Snappy Snaps	12323	168.73		Print & frame collage-suite 2
06/04/2016	Mr P High	12321X	-10.00		Unpresented chq from last yr
06/04/2016	Snappy Snaps	12323X	-168.73		Unpresented chq from last yr
06/04/2016	Thames Water	DD	20.00		Purchase Ledger Payment
08/04/2016	Howard caney	012341	22.47		Allotment refund
08/04/2016	Anthony Hiller	12324	197.57		A5 flyers NYC Band event
08/04/2016	JS Maintenance Services	12325	190.74		VPark Repair leak at Kiosk
08/04/2016	DCK Beavers Ltd	12326	144.00		Payroll DCK Beavers Ltd
08/04/2016	English Landscapes Maintenance	12327	25,379.46		VPark-Remove&chip shrubs etc.
08/04/2016	RBS Software Solutions	12328	913.44		Consultants visit 2 days
08/04/2016	Technique Limited	12329	154.80		UPS battery for server
08/04/2016	SSE Contracting Ltd	12330	1,627.57		Street light maint March quart
08/04/2016	Rivar Sand & Gravel Ltd	12331	393.38		Scalpings for Southby's
08/04/2016	Lyreco UK Ltd	12332	247.45		Coffee
08/04/2016	Town and Country Caterers	12333	917.00		Market Management Fee-April
08/04/2016	Star Rubber Environmental Ltd	12334	14,301.60		Blossom Fd - Tigermulch
08/04/2016	G & P Lilleystone	12335	62.50		New padlock & keys for Kiosk
08/04/2016	Lift & Engineering Services Lt	12336	2,061.00		Repair lift - cable & bracket
08/04/2016	Granville Taylor	12337	79.68		Resin to repair Pedalos VPark
08/04/2016	NABMA	12338	381.60		Annual subscription to31.03.17
08/04/2016	ICCM	12339	90.00		ICCM Corp subs 2016/17
08/04/2016	Auditing Solutions Ltd	12340	492.00		Internal audit 29.03.16
08/04/2016	Cash	12342	167.19		Key refund - WM50a - Weston
12/04/2016	Paypal	DD	8.65		refund for NYC event
18/04/2016	Anthony Hiller	12343	205.41		Artwork for Suite 2 collage
18/04/2016	Mr Kuldip Singh Kang	12344	79.98		QE 90 Gas for beacon
18/04/2016	Justeel Limited	12345	57.60		Container at Parsons - April
18/04/2016	JS Maintenance Services	12346	331.06		VP Kiosk Replace roof tiles

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NatWest Current Account

List of Payments made between 01/04/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/04/2016	Crescent Signs	12347	144.00		4x allotment boards
18/04/2016	Link Up	12348	46.40		Flyers in bus stops - Link up
18/04/2016	Aqualicity Ltd	12349	115.56		SCem Cooler rental 06-08.16
18/04/2016	Zurich Management Services	12350	174.00		LCAS Membership renewal
18/04/2016	Lift & Engineering Services Lt	12352	163.90		Routine Maintenance to 02.17
18/04/2016	Speedy Asset Services Ltd	12353	20.83		Vic Park Haris fencing
18/04/2016	Chess Ltd	12354	159.97		Phone Bill for March
18/04/2016	West Berkshire District Council	12355	1,238.01		Duplicate payment for 12/01313
18/04/2016	Berkshire County Training CIC	12356	3,530.28		BALC subscription NALC Levy
18/04/2016	Proludic Ltd	12357	6,480.00		Cromwell Rd play equipment
18/04/2016	SSE Contracting Ltd	12358	1,040.00		Replace light cols 19/19 GW Pk
18/04/2016	J P H Forestry Ltd	12359	756.00		WC remove 3 Scott Pine trees
18/04/2016	Newbury BID	12360	1,600.00		Contribution to Xmas lights 16
18/04/2016	APC Environmental Services	12361	612.00		Pest Prevention P 04 to 06
18/04/2016	Minster Cleaning Services	12362	1,170.68		TH cleaning - April 16
18/04/2016	Richie Sharp	12363	110.79		Travel cost & door stops
18/04/2016	Southern Electric	dda	504.94		Ftway lighting March 2016
20/04/2016	Franvotyp Postalia Ltd	DDFP	240.00		Postage Download
21/04/2016	Streamline Merchant Services	DDa	41.34		Card Charges March 16
21/04/2016	Southern Electric	DDb	120.52		Purchase Ledger Payment
25/04/2016	Nat West Bank	DDC	1.56		Monthly Service Fees - March
25/04/2016	Southern Electric	DDd	245.46		Shaw Cem Jan to March
25/04/2016	Together Technology	SO	333.00		phone system
26/04/2016	Waterplay Solutions Ltd	12364	24,889.12		Splash Park 3rd payment
26/04/2016	Paulette McAllister	12365	471.15		Vic Park Cafe Project Meeting
26/04/2016	Fenland Leisure Products Ltd	12366	564.00		Half Truck Tyre with fixings
26/04/2016	JS Maintenance Services	12367	82.15		Anti climb paint on boat shed
26/04/2016	Newbury BID	012360	14,400.00		contribution to Xmas lights
28/04/2016	Southern Electric	DDe	198.50		NTRCem Jan to April
29/04/2016	APC Environmental Services	12351	196.00		Remove Dead Fox Sayers Close
29/04/2016	Newbury Town Council	AUTOPAY	18,870.66		April salaries
29/04/2016	Vodafone	1	60.14		6868404220/Vodafone
29/04/2016	Vodafone	1	60.14		6868404220/Vodafone
06/05/2016	Screwfix Direct	12368	119.97		Lyte Platform - 4 tread - WC
06/05/2016	Link Mailing Systems Ltd	12369	201.60		Cartridges for Franking Machin
06/05/2016	Her Majesty's Revenue and Cust	12370	7,140.40		April payroll - HMRC
06/05/2016	Berkshire Pension Fund	12371	6,125.18		April payroll - Berks Pen Fund
06/05/2016	Prudential	12372	200.00		April payroll - prudential
06/05/2016	West Berkshire District Council	12373	1,700.00		Wedding License for Town Hall
06/05/2016	JUTEXPO LTD	12374	2,095.20		Nby Market/Visit Nby Jupe bags
06/05/2016	English Landscapes Maintenance	12375	234.90		Sothbys - remove general waste
06/05/2016	Gillian Durrant	12376	133.20		Shelves for Corp Services Dept
06/05/2016	Gardner Leader LLP	12377	295.20		Advice re filming in Vic Park
06/05/2016	Flying Colours Flagmakers Ltd	12378	71.28		New Printed Newbury Flag
06/05/2016	Mrs J Lewis	12379	59.37		Beating the bounds/RAF Welford
06/05/2016	Mrs D Green	12380	250.00		Mayor Making Buffet deposit
06/05/2016	Newbury News Ltd	12381	285.92		Grant Aid Advert 2016

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NatWest Current Account

List of Payments made between 01/04/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/05/2016	JS Maintenance Services	12382	496.60		SCem repair fence by footpath
06/05/2016	Broxap Ltd	12383	33.60		Fixing bracket-Rotherham seat
06/05/2016	Wicksteed Leisure Ltd	12384	476.40		Cantilever chain & D shackle
06/05/2016	Crescent Signs	12385	585.60		80 x Brass bench plaque
06/05/2016	Hughes & Salvidge t/a Aasvogel	12386	252.29		DF Allotment - 6 yard Skip
06/05/2016	West Berkshire District Council	12387	70.00		Wedding licence outstanding am
01/05/2016	West Berkshire D C	Std Ord	150.00		WBDC Rates - NN0390565003009A
01/05/2016	West Berkshire D C	Std Ord	61.00		WBDC Rates - NN03906190065015
01/05/2016	West Berkshire D C	Std Ord	79.00		WBDC Rates - NN0390790003011B
01/05/2016	West Berkshire D C	Std Ord	315.00		WBDC Rates - NN03905650030102
01/05/2016	West Berkshire D C	Std Ord	94.00		WBDC Rates - NN03905650030032
01/05/2016	West Berkshire D C	Std Ord	103.00		WBDC Rates - NN03905650030047
01/05/2016	West Berkshire D C	Std Ord	271.00		WBDC Rates - NN03900720155004
01/05/2016	West Berkshire D C	Std Ord	96.00		WBDC Rates - NN03905650030028
01/05/2016	West Berkshire D C	Std Ord	787.00		WBDC Rates - NN03905650100217
01/05/2016	Autopay	0	162.85		non taxable staff expenses
03/05/2016	Thames Water	DDa	169.48		Purchase Ledger Payment
03/05/2016	Vodafone	DDa	60.28		Work mobile phone bill April
03/05/2016	Thames Water	DDb	34.46		Purchase Ledger Payment
03/05/2016	Thames Water	DDc	39.37		Purchase Ledger Payment
03/05/2016	Thames Water	DDe	22.23		Purchase Ledger Payment
03/05/2016	Thames Water	DDf	169.48		Purchase Ledger Payment
03/05/2016	Danwood Finance Ltd	DDg	194.94		March photocoppy charges
04/05/2016	Mkt Trad Cas Ret	103162CR	180.60		Mkt Trad Cas Ret
06/05/2016	Thames Water	DDa	20.00		Purchase Ledger Payment
06/05/2016	Southern Electric	DDb	259.52		Purchase Ledger Payment
12/05/2016	Southern Electric	DDa	108.93		Market Pillers 1
12/05/2016	Southern Electric	DDb	339.94		WC Changing Rooms (Jan/March)
12/05/2016	Southern Electric	DDc	145.76		Market Pillers 2
12/05/2016	Southern Electric	DDe	606.01		Gas for Town Hall
16/05/2016	Hughes & Salvidge t/a Aasvogel	012386	0.30		DF Allotment - 6 yard Skip
18/05/2016	Southern Electric	DDa	521.18		Footways lighting D/N - April
19/05/2016	Streamline Merchant Services	DDa	37.76		Bank Card charges
19/05/2016	BST Fitness	00	79.98		Sponsor QE90 Beacon
23/05/2016	ADT Fire & Security Plc	101769	658.60		Engineer called to alarm fault
23/05/2016	Active Heating Services Ltd	101770	240.00		Town Hall boiler service
23/05/2016	211 (Newbury) Squadron ATC	101771	100.00		221 Nby Squarrom MM2016
23/05/2016	Crescent Signs	101772	276.00		HWG plaque John Winchcombe
23/05/2016	Cove Brass	101773	150.00		VP p Cove Brass preformance
23/05/2016	Cash	101774	149.95		Key refund P12b/19b Caeiro
23/05/2016	CT Electrical Newbury Ltd	101775	118.80		Call out - loss of power THall
23/05/2016	Charles Endirect Ltd	101776	87.58		2 Gifas Ground Chamber keys
23/05/2016	Editorial Training Consultants	101777	186.00		E-learning course CEEdmunds
23/05/2016	Mr B Digby	101778	250.00		Civic duties March to May
23/05/2016	English Landscapes Maintenance	101779	6,963.89		VP Kiosk roof - remove moss
23/05/2016	Flying Colours Flagmakers Ltd	101780	153.84		2.5yard Newbury Flag
23/05/2016	Friends of Newtown Cemetery	101781	62.88		Reimbursement for Insurance

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NatWest Current Account

List of Payments made between 01/04/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/05/2016	Mr A Jackson	101782	100.00		Entertainment for MMaking 16
23/05/2016	Jewson Limited	101783	133.32		Centre brackets
23/05/2016	JS Maintenance Services	101784	647.98		VP supply & install bench
23/05/2016	Justeel Limited	101785	57.60		Container located @ Parsons
23/05/2016	Link Up	101786	46.40		Bus Stop Flyers April 5,13, 14
23/05/2016	Lyreco UK Ltd	101787	216.68		1 ream A4 White card 160g
23/05/2016	G & P Lilleystone	101788	276.92		WC repair faulty padlock
23/05/2016	Miss Margaret Gore	101789	347.76		5 x HP cartridges - services
23/05/2016	Minster Cleaning Services	101790	1,230.68		Install hand towel dispenser
23/05/2016	Mr Brian Burgess	101791	423.00		Broadband 01.04/30.06.16
23/05/2016	Newbury Town Council	101792	189.90		reimburse account-summer event
23/05/2016	Mr Garry Paulson	101793	100.00		Honourarium
23/05/2016	RBS Software Solutions	101794	613.80		Year End Close Down - A Neale
23/05/2016	Chess Ltd	101795	176.59		Chess phone bill April
23/05/2016	Richie Sharp	101796	49.52		Drill set for VPark benches
23/05/2016	Mr B Sylvester	101797	400.00		Civic Duties
23/05/2016	Mr D Stubbs	101798	125.00		Civic duties 15.05.16
23/05/2016	Mr R Thomason	101799	175.00		Civic duties April / May 16
23/05/2016	Town and Country Caterers	101800	917.00		Market management May 2016
23/05/2016	Waterplay Solutions Ltd	101801	22,643.87		Splash Park - Final payment
23/05/2016	Aquaid (Kennet and North Wilts	101802	10.08		Water filter annual enviroment
23/05/2016	Mrs J Lewis	101803	38.68		Blue Plaque unveil refreshment
23/05/2016	Streamline Merchant Services	DDa	9.00		Card Payment Sub/Trans charges
24/05/2016	Together Technology	SO	333.00		telephone system/support
25/05/2016	APC Environmental Services	12388	20.00		Vic Park - Camera inspection
25/05/2016	Nat West Bank	DDa	1.56		Bank charges - April
26/05/2016	FP-IMS (Southern) Limited	DDa	300.00		Poatage download
26/05/2016	Southern Electric	DDb	1,124.14		Purchase Ledger Payment
27/05/2016	Active Heating Services Ltd	101804	291.90		Boiler - Gas Valve replacement
27/05/2016	Berkshire Pressure Cleaning	101805	204.00		1st clean Ebb & Flow
27/05/2016	Crescent Signs	101806	511.20		Signs for Splash Park VP
27/05/2016	Cash	101807	134.98		Tent pegs mark out Shaw Cem
27/05/2016	DCK Beavers Ltd	101808	244.80		Monthly Payroll - May 2016
27/05/2016	Gary Clements Painter and Deco	101809	5,850.00		Paint Town Hall Windows
27/05/2016	Her Majesty's Revenue and Cust	101810	7,531.32		HMRC May Payroll
27/05/2016	In Fast Fire Protection	101811	350.00		Fire Risk Assessment 2016 - TH
27/05/2016	G & P Lilleystone	101812	133.96		Master key spare (suite 9)
27/05/2016	Newbury Tools Ltd	101813	570.38		1111189/7310/76
27/05/2016	Prudential	101814	200.00		Prudential May Payroll
27/05/2016	Berkshire Pension Fund	101815	6,347.53		Berks Pension May Payroll
27/05/2016	Star Rubber Environmental Ltd	101816	26,145.00		VP install TigerMulch SPark
27/05/2016	Town and Country Caterers	101817	917.00		Market Management June 16
27/05/2016	M & P Woodley	101818	3,200.00		Paint Town Hall (Market Side)
27/05/2016	Business Rates	101819	283.50		BID Rates THall - Suite 12
27/05/2016	Wootton Bassett Brass	101820	150.00		Bandstand 8 May 2016
27/05/2016	Salaries-Newbury Town Council	DDc	19,612.57		Purchase Ledger Payment
31/05/2016	Thames Water	DDa	80.18		West Mills Allot (Kennet Road)

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List of Payments made between 01/04/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2016	Together Technology	Std Ord	277.50		Telephone rental etc
13/06/2016	Steve Carter Haulage	101825	600.00		829/7325/43
13/06/2016	Gardner Leader LLP	101826	840.00		Suite 9 Lease - Age UK
15/06/2016	Biffa Waste Services Ltd	101827	4.87		Wasted Jourey payment
15/06/2016	BNP Paribas Leasing Solutions	101828	244.44		Laese 29/06 to 28/09/16
15/06/2016	Broxap Ltd	101829	2,584.80		Fixing Kit
15/06/2016	Crescent Signs	101830	297.60		Sign for wheelchair swing
15/06/2016	Cornhill Services (Newbury)	101831	150.00		Opening of Splash Park
15/06/2016	Church House Vintners	101832	450.00		Refreshmant M-Making 2016
15/06/2016	Mrs Joan Day	101833	29.50		Flowers for Mayor Making 2016
15/06/2016	Environmental Solutions Ltd	101834	56.40		Recycling / glass collection
15/06/2016	Friends of Newtown Cemetery	101835	141.88		Insurance/admin cost 2014/15
15/06/2016	Mrs D Green	101836	1,150.00		Buffet for mayor Making 2016
15/06/2016	J P H Forestry Ltd	101837	102.00		M181/7320/55
15/06/2016	JS Maintenance Services	101838	1,138.34		A4561/7326/78
15/06/2016	Mrs J Lewis	101839	244.00		Refreshment NbyCoat unveiling
15/06/2016	Lyreco UK Ltd	101840	351.05		12 part dividers
15/06/2016	Mole Country Stores	101841	28.30		Chainsaw oil & line openspaces
17/06/2016	English Landscapes Maintenance	101855	62,283.62		West Mills Allotment
17/06/2016	Chess Ltd	101856	183.92		Phone bill - May 2016
17/06/2016	Environmental Solutions Ltd	101857	56.40		Secure Shredding - April 16
27/05/2016	Nat West Autopay	DD	19,510.65		Salaries May 16
27/05/2016	Natwest autopay	DD	101.92		Salaries May 16
01/06/2016	Vodafone	dd	60.14		Richie / James Mobiles
01/06/2016	Danwood Finance Ltd	dda	216.41		April photocopier charges
01/06/2016	Thames Water	ddb	20.00		Purchase Ledger Payment
01/06/2016	West Berkshire D C	Std Ord	61.00		WBDC Rates - NN03906190065015
01/06/2016	West Berkshire D C	Std Ord	79.00		WBDC Rates - NN0390790003011B
01/06/2016	West Berkshire D C	Std Ord	315.00		WBDC Rates - NN03905650030102
01/06/2016	West Berkshire D C	Std Ord	94.00		WBDC Rates - NN03905650030032
01/06/2016	West Berkshire D C	Std Ord	103.00		WBDC Rates - NN03905650030047
01/06/2016	West Berkshire D C	Std Ord	271.00		WBDC Rates - NN03900720155004
01/06/2016	West Berkshire D C	Std Ord	96.00		WBDC Rates - NN03905650030028
01/06/2016	West Berkshire D C	Std Ord	787.00		WBDC Rates - NN03905650100217
01/06/2016	West Berkshire Council	Std Ord	150.00		Mayors Parlour Rates
01/06/2016	West Berkshire Council	Std Ord	150.00		Mayors Parlour Rates
01/06/2016	West Berkshire Council	SO	150.00		West Berkshire Council
01/06/2016	Thames Water	dd	5.00		Purchase Ledger Payment
15/06/2016	Aqualicity Ltd	101842	44.40		Water Filter for Shaw Cemetery
15/06/2016	Hughes & Salvidge t/a Aasvogel	101843	610.58		NTRCem x2 skips
15/06/2016	Broxap Ltd	101844	6,618.78		192114/7349/12
15/06/2016	CT Electrical Newbury Ltd	101845	205.38		Exit light Suite 7
15/06/2016	JS Maintenance Services	101846	83.70		VP Kiosk - leak in roof
15/06/2016	Justeel Limited	101847	57.60		Container hire June 16
15/06/2016	Link Up	101848	46.40		Bus stop flyers April - May 16
15/06/2016	Local Toilet Hire Ltd	101849	156.00		NTRCem - Paota toilet
15/06/2016	G & P Lilleystone	101850	203.96		Keys for Southbys Allotments

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NatWest Current Account

List of Payments made between 01/04/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/06/2016	Minster Cleaning Services	101851	1,170.68		Office cleaning june 2016
15/06/2016	Newbury News Ltd	101852	222.00		QE90 - Picnic in Park
15/06/2016	WPS Insurance Brokers and Risk	101853	75.69		Increase Fidelity limit 1.5mil
15/06/2016	Cash	101854	163.83		A£ laminating pouches QE90
16/06/2016	Southern Electric	ddc	472.83		Ft way day - May to June16
17/06/2016	Cornhill Services (Newbury)	101858	150.00		Music for QE90 Picnic in Park
17/06/2016	De Lage Landen Leasing Ltd	101859	983.80		Photocopier rental
17/06/2016	Gary Clements Painter and Deco	101860	190.00		Paint wall in VIC Suite 1
17/06/2016	JS Maintenance Services	101861	384.66		T/Hall - Investigate Hot water
17/06/2016	Mrs J Lewis	101862	296.48		Refreshment for Newbury Coat
17/06/2016	Newbury Town Council	101863	159.52		CO Curtain / robe unit
17/06/2016	Newbury News Ltd	101864	78.00		Advert QE90 Picnic in Park
17/06/2016	Running Imp Ltd	101865	39.40		Union Jack Boater Hats QE90
17/06/2016	Wicksteed Leisure Ltd	101866	3,831.36		Basket swing and fixings
17/06/2016	Waterplay Solutions Ltd	101867	4.00		Refund bank charges
20/06/2016	Streamline Merchant Services	ddd	9.00		Monthly subsc card machine
20/06/2016	Southern Electric	dde	1,447.00		Clock Tower April-May 16
20/06/2016	Streamline Merchant Services	WPDD	9.00		Crdit card payment
21/06/2016	Streamline Merchant Services	DD	13.79		Phones
24/06/2016	Together Technology Ltd	SO	333.00		NTC1-00010/Together Technology
24/06/2016	Nat West autopay	DD	18,568.04		Natwest salaries for June
24/06/2016	Natwest Autopay	DD	69.18		Natwest staff expenses June
25/06/2016	FrancoTyp-Postalia Ltd	DDa	300.00		Postage download
27/06/2016	Danwood Finance Ltd	dd	244.40		Photocopying May 2016
27/06/2016	Nat West Bank	DDa	11.56		May bank charges
29/06/2016	Auditing Solutions Ltd	101868	492.00		Final - Internal Audit 15/16
29/06/2016	Hughes & Salvidge t/a Aasvogel	101869	388.66		NTRCem - 1 x 10 yard skip
29/06/2016	Crescent Signs	101870	316.80		Sign for Wheelchair swing VP
29/06/2016	CRM Groundworks	101871	1,080.00		Slabs work St John corner
29/06/2016	Church House Vintners	101872	94.80		Refreshment- Civic Hospitality
29/06/2016	Environmental Solutions Ltd	101873	56.40		Shredding & recycling
29/06/2016	Her Majesty's Revenue and Cust	101874	6,897.55		HMRC - June saleries
29/06/2016	Mrs Joanne Lempriere	101875	93.85		Business insurance cover
29/06/2016	Maverick Industries	101876	480.00		Repair skate park - Vic Park
29/06/2016	1st Newbury Boys Brigade	101877	100.00		Bugle/Battle of the Somme
29/06/2016	Newbury BID	101878	14,400.00		CCTV Scheme - Nby Town Centre
29/06/2016	Prudential	101879	200.00		Prudential - June saleries
29/06/2016	The Reintegration Service	101880	10.00		Key refund - Dairy Farm 8b
29/06/2016	Berkshire Pension Fund	101881	5,989.85		BPF- June saleries
29/06/2016	St John Ambulance	101882	246.00		2 day first aid course renewal
29/06/2016	Together Technology Ltd	101883	903.81		Fiber to cabinet at Shaw Cem
29/06/2016	Trade UK Account	101884	99.99		Hitachi combi drill
29/06/2016	Watership Brass	101885	600.00		WatershipBrass annual retainer
30/06/2016	St Barts Foundation	SO	212.50		St Barts rent for Parsons
30/06/2016	St Barts Foundation	SO	212.50		St Barts rent for parsons corr
Total Payments			431,629.07		

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Detailed Income & Expenditure by Budget Heading 30/06/2016

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Month No : 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Council							
<u>100</u>	<u>Staff</u>						
4000	Salaries/NI/PAYE	117,194	385,601	268,407		268,407	30.4 %
4010	Misc Staff Expenses	567	3,000	2,433		2,433	18.9 %
	Staff :- Expenditure	117,761	388,601	270,840	0	270,840	30.3 %
	Net Expenditure over Income	117,761	388,601	270,840			
<u>110</u>	<u>Central Services</u>						
4050	Bank Charges	163	0	-163		-163	0.0 %
4055	Election Expenses	0	6,800	6,800		6,800	0.0 %
4060	NYC	9	500	491		491	1.7 %
	Central Services :- Expenditure	171	7,300	7,129	0	7,129	2.3 %
1076	Precept Received	510,737	984,706	-473,969			51.9 %
1077	Precept Support Grant	0	18,384	-18,384			0.0 %
1090	Interest Received	376	1,000	-624			37.6 %
	Central Services :- Income	511,113	1,004,090	-492,977			50.9 %
	Net Expenditure over Income	-510,942	-996,790	-485,848			
	Council :- Expenditure	117,932	395,901	277,969	0	277,969	29.8 %
	Income	511,113	1,004,090	-492,977			50.9 %
	Net Expenditure over Income	-393,181	-608,189	-215,008			
Policy and Resources							
<u>200</u>	<u>P&R General</u>						
4100	Members Allowances	0	390	390		390	0.0 %
4105	Members' travel & subsistence	0	360	360		360	0.0 %
4110	Marketing	139	1,000	861		861	13.9 %
4120	Newsletter	0	1,000	1,000		1,000	0.0 %
4125	P&R Projects Fund	0	5,000	5,000		5,000	0.0 %
	P&R General :- Expenditure	139	7,750	7,611	0	7,611	1.8 %
	Net Expenditure over Income	139	7,750	7,611			
<u>210</u>	<u>Grants & Contributions</u>						
4160	Contribution to BID Xmas light	16,000	16,000	0		0	100.0 %
4165	WBC - Neighbourhood Wardens	5,000	59,000	54,000		54,000	8.5 %

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Month No : 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4170 Volunteer Centre	0	500	500		500	0.0 %
4180 Grant Sub Committee	0	7,000	7,000		7,000	0.0 %
4185 CAB Grant	0	17,500	17,500		17,500	0.0 %
4190 CCTV	12,000	12,000	0		0	100.0 %
4195 WBC - Toilets	174	15,000	14,826		14,826	1.2 %
4200 WBC - Tourist Inf. Centre	0	10,000	10,000		10,000	0.0 %
Grants & Contributions :- Expenditure	33,174	137,000	103,826	0	103,826	24.2 %
Net Expenditure over Income	33,174	137,000	103,826			
220 Corporate Services						
4220 Training and Development	595	5,500	4,905	705	4,200	23.6 %
4225 Advertising Recruitment	0	1,200	1,200		1,200	0.0 %
4230 Telephone	1,426	4,750	3,324		3,324	30.0 %
4235 Postage	1,470	2,000	530		530	73.5 %
4240 Printing/Stationery	1,417	4,000	2,583		2,583	35.4 %
4245 Office Equipment	258	2,300	2,042		2,042	11.2 %
4250 IT	2,373	7,500	5,127		5,127	31.6 %
4255 Professional Fees	5,525	7,000	1,476		1,476	78.9 %
4260 Audit	-2,000	3,700	5,700		5,700	-54.1 %
4265 Subscriptions	3,212	4,000	788		788	80.3 %
4270 Photocopier Charges	1,820	6,500	4,680		4,680	28.0 %
4275 Advertising General	238	1,000	762		762	23.8 %
4280 Recycling Costs	145	600	455		455	24.2 %
4420 Insurance	6,438	16,000	9,562		9,562	40.2 %
Corporate Services :- Expenditure	22,916	66,050	43,134	705	42,429	35.8 %
1120 Grants & Donations Received	3,025	0	3,025			0.0 %
1990 Miscellaneous Income	60	0	60			0.0 %
Corporate Services :- Income	3,085	0	3,085			
Net Expenditure over Income	19,831	66,050	46,219			
290 Town Hall						
4320 Town Hall External Refurb	4,916	15,000	10,084		10,084	32.8 %
4325 PWLB Loan Interest	0	895	895		895	0.0 %
4330 PWLB Loan Capital	0	18,456	18,456		18,456	0.0 %
4405 Rates	3,203	10,525	7,322		7,322	30.4 %
4410 Water	-169	400	569		569	-42.4 %
4415 Energy Supplies	2,061	12,840	10,779		10,779	16.0 %
4425 Repairs and Maintenance	4,006	23,000	18,995	2,795	16,200	29.6 %

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4430 Maint. Contracts	2,927	11,175	8,248		8,248	26.2 %
4440 Fire Extinguishers	563	600	37		37	93.8 %
Town Hall :- Expenditure	17,505	92,891	75,386	2,795	72,591	21.9 %
1270 Suite Lease Income	4,792	19,000	-14,208			25.2 %
1275 Solar Panel Income	0	500	-500			0.0 %
1280 Chamber Hire	1,893	7,000	-5,107			27.0 %
1285 Projector Hire	0	50	-50			0.0 %
Town Hall :- Income	6,685	26,550	-19,865			25.2 %
Net Expenditure over Income	10,820	66,341	55,521			
Policy and Resources :- Expenditure	73,734	303,691	229,957	3,500	226,457	25.4 %
Income	9,770	26,550	-16,780			36.8 %
Net Expenditure over Income	63,964	277,141	213,177			
Community Services						
300 Newtown Road Cemetery						
4405 Rates	120	245	125		125	49.0 %
4415 Energy Supplies	0	800	800		800	0.0 %
4425 Repairs and Maintenance	1,946	3,500	1,554	56	1,498	57.2 %
4430 Maint. Contracts	1,957	10,661	8,704		8,704	18.4 %
4435 Maint. Contracts Unscheduled	0	1,800	1,800		1,800	0.0 %
4440 Fire Extinguishers	47	100	53		53	47.0 %
Newtown Road Cemetery :- Expenditure	4,069	17,106	13,037	56	12,980	24.1 %
1300 Cemetery Income	100	0	100			0.0 %
1990 Miscellaneous Income	0	200	-200			0.0 %
Newtown Road Cemetery :- Income	100	200	-100			50.0 %
Net Expenditure over Income	3,969	16,906	12,937			
305 Shaw Cemetery						
4350 Disability Access Toilet	0	2,750	2,750		2,750	0.0 %
4400 Rent Payable	0	1,000	1,000		1,000	0.0 %
4405 Rates	234	800	567		567	29.2 %
4410 Water	0	350	350		350	0.0 %
4415 Energy Supplies	87	1,500	1,413		1,413	5.8 %
4425 Repairs and Maintenance	7,985	8,000	15	141	-126	101.6 %
4430 Maint. Contracts	13,126	72,000	58,874		58,874	18.2 %
4435 Maint. Contracts Unscheduled	0	2,000	2,000		2,000	0.0 %

Month No : 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4440 Fire Extinguishers	118	250	133		133	47.0 %
Shaw Cemetery :- Expenditure	21,548	88,650	67,102	141	66,961	24.5 %
1300 Cemetery Income	10,571	54,000	-43,429			19.6 %
Shaw Cemetery :- Income	10,571	54,000	-43,429			19.6 %
Net Expenditure over Income	10,978	34,650	23,672			
310 Markets						
4265 Subscriptions	318	318	0		0	100.0 %
4275 Advertising General	-1,079	2,500	3,579		3,579	-43.2 %
4360 Market Management	3,668	12,000	8,332		8,332	30.6 %
4400 Rent Payable	0	1,900	1,900		1,900	0.0 %
4405 Rates	2,519	8,150	5,632		5,632	30.9 %
4415 Energy Supplies	0	1,000	1,000		1,000	0.0 %
4425 Repairs and Maintenance	22	2,060	2,038		2,038	1.1 %
4445 Security	0	260	260		260	0.0 %
Markets :- Expenditure	5,447	28,188	22,741	0	22,741	19.3 %
1320 Market Income	10,445	49,440	-38,995			21.1 %
Markets :- Income	10,445	49,440	-38,995			21.1 %
Net Expenditure over Income	-4,998	-21,252	-16,254			
315 War Memorial						
4425 Repairs and Maintenance	0	1,000	1,000		1,000	0.0 %
War Memorial :- Expenditure	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over Income	0	1,000	1,000			
320 Footway Lighting						
4415 Energy Supplies	838	5,600	4,762		4,762	15.0 %
4425 Repairs and Maintenance	1,717	8,400	6,683		6,683	20.4 %
Footway Lighting :- Expenditure	2,554	14,000	11,446	0	11,446	18.2 %
Net Expenditure over Income	2,554	14,000	11,446			
325 Clock House						
4410 Water	-33	0	33		33	0.0 %
4415 Energy Supplies	98	575	477		477	17.0 %
4425 Repairs and Maintenance	230	1,500	1,270		1,270	15.3 %
Clock House :- Expenditure	294	2,075	1,781	0	1,781	14.2 %
Net Expenditure over Income	294	2,075	1,781			

Month No : 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
330	Street Furniture						
4425	Repairs and Maintenance	2,315	3,500	1,185	410	775	77.8 %
	Street Furniture :- Expenditure	2,315	3,500	1,185	410	775	77.8 %
	Net Expenditure over Income	2,315	3,500	1,185			
335	Recreation Grounds						
4410	Water	0	400	400		400	0.0 %
4415	Energy Supplies	54	2,000	1,946		1,946	2.7 %
4425	Repairs and Maintenance	3,008	3,600	592	225	367	89.8 %
4430	Maint. Contracts	5,520	31,209	25,689		25,689	17.7 %
4435	Maint. Contracts Unscheduled	-213	2,500	2,713	236	2,477	0.9 %
	Recreation Grounds :- Expenditure	8,369	39,709	31,340	461	30,879	22.2 %
1120	Grants & Donations Received	-4,900	0	-4,900			0.0 %
1350	English Heritage	0	500	-500			0.0 %
1355	Income - Pitches	70	2,150	-2,080			3.3 %
	Recreation Grounds :- Income	-4,830	2,650	-7,480			-182.3 %
	Net Expenditure over Income	13,199	37,059	23,860			
340	Play Areas						
4425	Repairs and Maintenance	4,413	9,000	4,587	552	4,036	55.2 %
4435	Maint. Contracts Unscheduled	0	1,500	1,500	1,172	328	78.1 %
	Play Areas :- Expenditure	4,413	10,500	6,087	1,724	4,363	58.4 %
	Net Expenditure over Income	4,413	10,500	6,087			
345	Victoria Park						
4410	Water	5,000	850	-4,150		-4,150	588.2 %
4415	Energy Supplies	381	800	419		419	47.6 %
4425	Repairs and Maintenance	51,675	430,000	378,325	1,649	376,676	12.4 %
4430	Maint. Contracts	9,971	54,307	44,336		44,336	18.4 %
4435	Maint. Contracts Unscheduled	621	4,500	3,879	495	3,384	24.8 %
4440	Fire Extinguishers	94	200	106		106	47.0 %
4445	Security	0	300	300		300	0.0 %
4480	Music at the Bandstand	450	2,500	2,050		2,050	18.0 %
	Victoria Park :- Expenditure	68,191	493,457	425,266	2,144	423,122	14.3 %
1120	Grants & Donations Received	1,270	0	1,270			0.0 %
1380	Income - Bowling Club	0	467	-467			0.0 %

Month No : 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1385 Income - Kiosk/Cafe	2,000	1,000	1,000			200.0 %
Victoria Park :- Income	3,270	1,467	1,803			222.9 %
Net Expenditure over Income	64,921	491,990	427,069			
350 Open Spaces						
4400 Rent Payable	0	160	160		160	0.0 %
4410 Water	5	40	35		35	12.5 %
4425 Repairs and Maintenance	8,645	4,000	-4,645		-4,645	216.1 %
4430 Maint. Contracts	15,206	86,175	70,969		70,969	17.6 %
4435 Maint. Contracts Unscheduled	0	3,000	3,000		3,000	0.0 %
4470 Tree Maintenance	0	10,000	10,000	1,428	8,572	14.3 %
Open Spaces :- Expenditure	23,857	103,375	79,518	1,428	78,090	24.5 %
1395 Wayleave Income	0	25	-25			0.0 %
1990 Miscellaneous Income	0	50	-50			0.0 %
Open Spaces :- Income	0	75	-75			0.0 %
Net Expenditure over Income	23,857	103,300	79,443			
355 Floral Displays						
4425 Repairs and Maintenance	2,009	400	-1,609		-1,609	502.2 %
4430 Maint. Contracts	4,017	21,450	17,433		17,433	18.7 %
4435 Maint. Contracts Unscheduled	0	500	500		500	0.0 %
4500 Tree planting	0	1,000	1,000		1,000	0.0 %
4505 Edible Crops	0	300	300		300	0.0 %
Floral Displays :- Expenditure	6,026	23,650	17,624	0	17,624	25.5 %
1990 Miscellaneous Income	1,780	1,500	280			118.7 %
Floral Displays :- Income	1,780	1,500	280			118.7 %
Net Expenditure over Income	4,246	22,150	17,904			
400 Dairy Farm Allotment						
4410 Water	0	442	442		442	0.0 %
4425 Repairs and Maintenance	400	1,138	738	83	655	42.4 %
4430 Maint. Contracts	166	1,284	1,118		1,118	12.9 %
4435 Maint. Contracts Unscheduled	0	253	253		253	0.0 %
4450 Extra security measures	0	632	632		632	0.0 %
Dairy Farm Allotment :- Expenditure	566	3,749	3,183	83	3,100	17.3 %
1400 Allotment Income	2,413	2,573	-160			93.8 %
Dairy Farm Allotment :- Income	2,413	2,573	-160			93.8 %
Net Expenditure over Income	-1,847	1,176	3,023			

Month No : 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
405 <u>One Tree Park Allotment</u>						
4410 Water	-169	219	388		388	-77.4 %
4425 Repairs and Maintenance	179	560	381	430	-49	108.8 %
4430 Maint. Contracts	166	1,284	1,118		1,118	12.9 %
4435 Maint. Contracts Unscheduled	0	125	125		125	0.0 %
4450 Extra security measures	0	313	313		313	0.0 %
One Tree Park Allotment :- Expenditure	176	2,501	2,325	430	1,895	24.2 %
1400 Allotment Income	1,203	1,273	-70			94.5 %
One Tree Park Allotment :- Income	1,203	1,273	-70			94.5 %
Net Expenditure over Income	-1,027	1,228	2,255			
410 <u>Parsons Allotment</u>						
4400 Rent Payable	213	876	664		664	24.3 %
4410 Water	0	457	457		457	0.0 %
4425 Repairs and Maintenance	928	1,175	247		247	79.0 %
4430 Maint. Contracts	166	1,284	1,118		1,118	12.9 %
4435 Maint. Contracts Unscheduled	0	262	262		262	0.0 %
4450 Extra security measures	0	654	654		654	0.0 %
Parsons Allotment :- Expenditure	1,307	4,708	3,401	0	3,401	27.8 %
1400 Allotment Income	2,322	2,661	-339			87.2 %
Parsons Allotment :- Income	2,322	2,661	-339			87.2 %
Net Expenditure over Income	-1,015	2,047	3,062			
415 <u>Southby Allotment</u>						
4410 Water	0	1,076	1,076		1,076	0.0 %
4425 Repairs and Maintenance	1,244	4,768	3,524		3,524	26.1 %
4430 Maint. Contracts	166	1,284	1,118		1,118	12.9 %
4435 Maint. Contracts Unscheduled	0	616	616		616	0.0 %
4450 Extra security measures	800	1,539	739		739	52.0 %
Southby Allotment :- Expenditure	2,210	9,283	7,073	0	7,073	23.8 %
1400 Allotment Income	5,728	6,265	-537			91.4 %
1990 Miscellaneous Income	0	40	-40			0.0 %
Southby Allotment :- Income	5,728	6,305	-577			90.8 %
Net Expenditure over Income	-3,518	2,978	6,496			

Month No : 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
420	<u>Wash Common Allotment</u>						
4410	Water	-22	483	505		505	-4.6 %
4425	Repairs and Maintenance	169	1,240	1,071		1,071	13.6 %
4430	Maint. Contracts	166	1,284	1,118		1,118	12.9 %
4435	Maint. Contracts Unscheduled	0	277	277		277	0.0 %
4450	Extra security measures	1,858	691	-1,167		-1,167	269.0 %
	Wash Common Allotment :- Expenditure	2,171	3,975	1,804	0	1,804	54.6 %
1400	Allotment Income	2,692	2,812	-120			95.7 %
	Wash Common Allotment :- Income	2,692	2,812	-120			95.7 %
	Net Expenditure over Income	-520	1,163	1,683			
425	<u>West Mills Allotment</u>						
4410	Water	80	822	742		742	9.8 %
4425	Repairs and Maintenance	410	2,115	1,705	116	1,589	24.9 %
4430	Maint. Contracts	166	1,284	1,118		1,118	12.9 %
4435	Maint. Contracts Unscheduled	0	471	471		471	0.0 %
4450	Extra security measures	0	1,176	1,176		1,176	0.0 %
	West Mills Allotment :- Expenditure	656	5,868	5,212	116	5,096	13.2 %
1400	Allotment Income	4,611	4,790	-179			96.3 %
	West Mills Allotment :- Income	4,611	4,790	-179			96.3 %
	Net Expenditure over Income	-3,955	1,078	5,033			
	Community Services :- Expenditure	154,169	855,294	701,125	6,993	694,132	18.8 %
	Income	40,304	129,746	-89,442			31.1 %
	Net Expenditure over Income	113,865	725,548	611,683			
	<u>Civic Pride, Arts & Leisure</u>						
500	<u>CP,A&L General</u>						
4600	CPA&L Committee Fund	0	2,000	2,000		2,000	0.0 %
4605	CPA&L Small projects	200	1,000	800		800	20.0 %
4610	Environmental Improvement Sche	0	1,000	1,000		1,000	0.0 %
4615	Queen Elizabeth 90 B'day Celeb	897	1,000	103		103	89.7 %
4710	Newbury In Bloom	60	0	-60		-60	0.0 %
	CP,A&L General :- Expenditure	1,157	5,000	3,843	0	3,843	23.1 %
1600	Sponsorship	80	0	80			0.0 %
	CP,A&L General :- Income	80	0	80			
	Net Expenditure over Income	1,077	5,000	3,923			

Month No : 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 Civic Responsibility						
4425 Repairs and Maintenance	13	0	-13		-13	0.0 %
4651 Mayors Allowance 2016-17	0	2,500	2,500		2,500	0.0 %
4655 Honorarium	1,160	3,000	1,840		1,840	38.7 %
4660 Mayor Making	2,111	2,000	-111		-111	105.6 %
4665 Remembrance	0	1,300	1,300		1,300	0.0 %
4670 Regalia and Uniforms	14	500	486		486	2.8 %
4675 Civic robe replacement	0	1,000	1,000		1,000	0.0 %
4680 Civic Hospitality	593	1,000	407		407	59.3 %
4685 Civic Events	0	700	700		700	0.0 %
4690 Twin Towns	0	500	500		500	0.0 %
4695 Twin Town-50th & 2016 Reunion	0	500	500		500	0.0 %
4700 Civic Award Scheme	0	400	400		400	0.0 %
4705 Watership Brass	600	600	0		0	100.0 %
4710 Newbury In Bloom	0	500	500		500	0.0 %
Civic Responsibility :- Expenditure	4,491	14,500	10,009	0	10,009	31.0 %
Net Expenditure over Income	4,491	14,500	10,009			
Civic Pride, Arts & Leisure :- Expenditure	5,648	19,500	13,852	0	13,852	29.0 %
Income	80	0	80			0.0 %
Net Expenditure over Income	5,568	19,500	13,932			
Planning and Highways						
600 Planning & Highways						
4805 Heritage Working Group	-230	1,000	1,230		1,230	-23.0 %
Planning & Highways :- Expenditure	-230	1,000	1,230	0	1,230	-23.0 %
1120 Grants & Donations Received	465	0	465			0.0 %
Planning & Highways :- Income	465	0	465			
Net Expenditure over Income	-695	1,000	1,695			
Planning and Highways :- Expenditure	-230	1,000	1,230	0	1,230	-23.0 %
Income	465	0	465			0.0 %
Net Expenditure over Income	-695	1,000	1,695			
Capital & Reserves						

Month No : 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
900	Capital & Projects						
9000	CAPEX Office Eqpt/Computers	325	2,000	1,675		1,675	16.3 %
9005	CAPEX V Park Splashpads	0	5,000	5,000		5,000	0.0 %
9010	CAPEX VP Cafe	764	720,000	719,236		719,236	0.1 %
9015	CAPEX St Georges Play Equip	0	25,000	25,000		25,000	0.0 %
	Capital & Projects :- Expenditure	1,089	752,000	750,911	0	750,911	0.1 %
1120	Grants & Donations Received	0	265,000	-265,000			0.0 %
1800	Section 106 Income	773	0	773			0.0 %
1805	Loan Proceeds	0	420,000	-420,000			0.0 %
	Capital & Projects :- Income	773	685,000	-684,227			0.1 %
	Net Expenditure over Income	316	67,000	66,684			
910	Earmarked Reserves						
4425	Repairs and Maintenance	0	0	0	6,392	-6,392	0.0 %
	Earmarked Reserves :- Expenditure	0	0	0	6,392	-6,392	
	Net Expenditure over Income	0	0	0			
	Capital & Reserves :- Expenditure	1,089	752,000	750,911	6,392	744,519	1.0 %
	Income	773	685,000	-684,227			0.1 %
	Net Expenditure over Income	316	67,000	66,684			

Newbury Town Council

Policy and Resources Committee

18 July 2016

Item 9: In Year Budget Monitoring 2016/17

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

Overspent budget lines

Cost Centre	Code	Description	Reason
420	4450	Wash Common Allotment	Extra security measures budget – over by £1,167. This is due to £1,858 being spent on a chain link fence. This one-off expenditure notionally uses the extra security measures budget of several allotment sites.

Debts over £500 and more than three months old

There is currently only one debt over £500 and more than three months old, this is owed by a tenant in the Town Hall. The debt dates back many years and currently totals £2,080. The tenant entered into a new agreement to recommence repaying the debt in monthly instalments of £400 from May, however the tenant has already reneged on this agreement after repaying one instalment of £400, and has now offered to recommence the payment of arrears in September.

Newbury Town Council Treasury Management policy

Introduction

Newbury Town Council's Financial Regulations state that the sum total of reserves; '*must always be in the range of between three and six months annual revenue expenditure.*' This means that we regularly have appropriate surplus funds available and it is important that such funds are invested prudently with due regard to the Council's fiduciary responsibility to the Council Tax payers and to the priority for security and liquidity of those investments.

Currently the Council's funds are automatically dealt with by Natwest, and interest is applied to any excess funds which the Council holds. The payment account is cleared down daily so the maximum interest rate is gained on any excess funds. Additionally it has been agreed by the Council to place £250,000 into the CCLA Deposit Fund.

The Town Council is required by the Local Government Act 2003 to determine an annual Investment Strategy and must have regard to "Guidance on Local Government Investments 2010. This strategy must be approved by the full Council but may be varied from time to time as circumstances dictate. The Strategy will be a public document as defined by the Freedom of Information Act 2000.

Investment Strategy

All of the Town Council's investments will be Specified Investments which means that:

- a) All investments will be made in sterling and any payments or repayments will also be made in sterling, with UK registered institutions only.
- b) All investments will be short term investments not to exceed 12 months
- c) All investments will be made with a body or an investment scheme which has been awarded a high credit rating by a credit rating agency
- d) A credit rating agency will be taken as one of the following:
 - Standard and Poor's
 - Moody's Investors Services Ltd
 - Fitch Ratings Ltd

A high credit rating will be defined as 'A' 'High Credit Quality', referring to the Long Term grade issued in relation to an institution.

Credit ratings will be monitored regularly and if the rating falls consideration will be given at the next Council meeting of the appropriate action to be taken.

External Borrowing

No borrowing approval is required for temporary loans or borrowing by way of an overdraft. However in order to borrow to fund capital expenditure approval must first be given by the Department for Communities and Local Government. The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming are detailed in the Guide to Parish and Town Council Borrowing in England jointly published by the Department and NALC.

Current External Borrowing–

The Council's existing borrowing as at 1 April 2016 totals £17,500 with the Public Works Loans Board, which is being repaid at a rate of £5000 per annum at an interest rate of 5.5%. The Council does not anticipate any further external borrowing to be undertaken during 2016/17.

Newbury Town Council

Internal Audit Report 2015-16 (Final)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with this requirement in terms of independence from the Council decision making process appointing a locally based company to provide the service initially. We, at Auditing Solutions Ltd were approached subsequently and appointed to provide the service for 2012-13 and beyond. We have concluded our review programme for 2015-16 at this final visit, which took place on 1st June 2016 and supplements the work undertaken over three days in September & December 2015 and March 2016.

Internal Audit Approach

We agreed a strategic plan of cover with the former RFO for the five years commencing 2012-13 on the basis that it is obviously neither practicable nor deemed necessary to review each and every financial system annually, subject to the strictures of the IA Report in the Annual Return. This plan aims to ensure that all systems, not specifically or individually identified in the IA Report, are examined at least once during the five years, with those considered to be potentially at greater risk, examined more frequently.

However, the IA Report in the Annual Return requires us to review and “sign-off” on the soundness of the Council’s controls in ten specific areas: consequently, we have planned this year’s review process accordingly, again paying due regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and / or Annual Return. Our programme has been informed by comparison of the 2014-15 outturn across the various income and expenditure headings with prior year detail.

We have also checked on progress towards the application of our prior report recommendations and are pleased to acknowledge the progress made and there are no further matters arising to warrant further action or explanation by officers currently.

Overall Conclusion

Notwithstanding the staffing difficulties faced over the past year, we are pleased to record that, in all the areas examined this year, the Council continues to operate effective control systems that should help ensure that transactions remain free from material misstatement and are reported accurately in the year-end Statement of Accounts and Annual Return.

We have subsequently verified the detail within the Annual Return and duly “signed off” the Internal Audit Certificate at Section 4, assigning positive assurances in all relevant categories.

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using Omega software and operates two primary bank accounts with NatWest, the Current account being used for day-to-day transactions with the Special Interest account holding the bulk of the day-to-day funds with regular automated transfers between the two accounts during the month. A single cashbook is now being operated for the two accounts in the Omega software. The new account with Unity Bank opened during 2013-14 continues in only limited use at present with market rents being deposited therein each month, together with a monthly £20 service charge levied. Two other accounts with very limited transactions are also in use with NatWest, detail being maintained only in the nominal ledger with no specific cashbooks in place for each.

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. We have undertaken work in this area as follows: -

- Ensured the accurate roll-forward of the 2014-15 year-end balances into the current year's accounting software;
- Checked and agreed transactions in the combined Current and Deposit bank account cashbook to the relevant bank statements for four sample months (April, August & November 2015 and 31st March 2016), including the daily "sweep" transfers between the two accounts;
- Checked and agreed detail of transactions on the Unity bank account and residual two NatWest accounts for the full financial year to November 2015, and also for March 2016, again by reference to bank statements; and
- Checked detail on bank reconciliations as at 30th April, 31st August & 30th November 2015 and 31st March 2016 on the combined NatWest Current and Deposit account cashbook and Unity bank account cashbook, also agreeing the 31st March 2016 balances on the residual accounts to the underlying Trial Balance.

Conclusions

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

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 and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

- We have continued our review process in this area examining the Council's and Standing Committees' minutes (excluding Planning) for the year to end March

2016 to identify whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability;

- As previously reported, we have noted from verbal feedback and the cashbook testing above for November 2015 the settlement of the legal proceedings in relation to the Victoria Park compensation claim with appropriate monies now received;
- We also noted from verbal feedback at the second interim, that the new RFO is conversant with the revised EU Regulations in relation to contract and tendering processes, in particular the requirement to advertise contractual works in excess of £25,000 on the Government's "Contracts Finder" website, and is currently awaiting the imminent publication of updated NALC model Financial Regulations prior to submission of any revisions to Council documentation to members for adoption. The revised Regulations have now been published and we are verbally advised that Policy and Resources Committee have, post year-end, revised the Council's extant documentation accordingly.
- We have previously drawn members' attention to the repeal of Section 150(5) of the LG Act 1972 that previously required all payable orders be signed by two members and also to approval of the use of electronic banking facilities. We understand that members are due to consider a possible change in working practice in this respect in the near future: we also understand that the new Chief Executive is in the process of reviewing the Council's governance arrangements and will monitor progress and any outcomes in these respects at future visits.

Conclusions

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

Review of Expenditure, Tendering Procedures 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 concluded our review of procedures in place for the physical processing of payments, selecting an extended sample of payments including all those individually in excess of £4,000, together with a more random selection of every 40th cashbook transaction (irrespective of value) to 29th February 2016. Our test sample comprises 105 individual payments, including the monthly NNDR standing order payments, totals more than £649,000 and equates to 72% of non-pay expenditure for the year to that date.

We are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria: we were initially unable to trace relevant documentation supporting one payment (Ruth Bubb on chq. no. 12302) at the time of our first interim review and left detail with the finance staff for follow up and were pleased to record that this was duly produced at our second interim visit.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have checked the second quarter's return to the supporting Omega control account balances: subsequently, at this final visit we have verified the Q4 submission to the control account balances and the year-end debtor balance disclosed in the Accounts. Also in relation to VAT, we note the completion of the annual partial exemption exercise (undertaken by the Council's contractors DCK Beavers) and the subsequent decision to "Opt to Tax" the Town Hall property lettings.

Finally in this area, we have updated our year-on-year analytical review of expenditure incurred across the Council's activities with no significant variances warranting further enquiry or explanation by officers.

Conclusions and recommendation

We are pleased to record that the systems in relation to incurring expenditure, authorising and releasing payments continue to operate generally soundly.

*R1. Action should be taken to ensure that the "missing" invoice is traced and presented for our future examination. **The relevant invoice was traced and provided at our second interim visit.***

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 (as adopted in July 2014) and we are pleased to record that members of the Policy and Resources Committee resolved to accept the Audit Group's recommendation that this should be re-adopted at their meeting in September 2015. We are also pleased to note the re-adoption of a more detailed Risk Register in September 2015.

We examined the Council's insurance policy schedule covering 2015-16 at our first interim visit, noting that cover continues to be provided by Aviva: with both Public & Employer's Liability cover set at £10 million and Fidelity Guarantee cover at £1 million: we consider that appropriate provision is made for the Council's needs.

Conclusions

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

Precept Determination and Budgetary Control

We aim in this area of our work 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.

Other than noting from examination of current Council and Committee minutes that periodic budget monitoring reports continue to be considered by members, no further work was undertaken previously in this area, our second interim visit being too early for verification of the budgets and Precept for 2016-17, due for completion in January 2016.

Subsequently, at our third interim visit, we noted that the members' deliberations had been concluded and that the recommendations of the Policy and Resources Committee were approved by Full Council at their meeting in January 2016 with the Precept formally adopted at £984,706, which is again supplemented by a Council Tax Support Grant, albeit reduced, of £18,384.

Finally in this area, we note that Total Reserves as at 31st March 2016 stood at just over £1 million, comprising specific Earmarked items of £561,000 and the residual General fund of £439,000. There is a certain element of distortion currently due to the compensation claim receipts and the carry forward for the Victoria Park improvements but the General Fund is considered to be more than adequate at present.

Conclusions

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

Review of Income

The Council receives income from a variety of sources in addition to the annual precept. As indicated in this report's preamble, we have previously agreed a five year strategic plan of cover of these areas with the Council and former RFO and will continue to review income streams in accordance with that plan.

No detailed work has been undertaken at the first interim stage of our review process, although we did note that two long-standing debts remain uncleared, one of which (Gap Guru) is now being settled by monthly instalment and a supporting, signed, agreed repayment plan. However, there had been no movement on the Fordham FC debt, which currently totals £265.50 comprising 5 invoices raised between February and May 2013. We subsequently noted from minutes and verbal discussions with officers at our third interim visit that this debt has been written off as irrecoverable. Further action is being taken to pursue a further football club debt, via the County's Football Association and new officers of the club.

In addition, we have also subsequently:

- Checked and agreed a sample month's market rentals (November hires received in October 2015) from the "master schedule" to the supporting direct debit report and the resultant Unity Bank statement entries, together with samples of the cash receipts collected by the facility manager in relation to occasional / casual bookings;
- Examined a sample month's sales ledger daybooks (also November 2015), verifying the copy customer invoices for invoices such as Chamber lettings and other Town Hall room leases to ensure that the relevant scales of fees and charges have been accurately applied;
- Examined samples of sports pitch hires, noting a significant reduction in trading levels arising in part from one of the two previous regular "block bookings" no longer actively playing, in part to the "free of charge" usage for youth football and in part to the Park being non-operational at present; and
- As noted earlier in this report, checked and agreed four sample months' receipt transactions from cashbooks to relevant bank statements.

Finally in this area, we have updated our year-on-year analytical review of income arising across the Council's activities with no significant variances warranting further enquiry or explanation by officers.

Conclusions and recommendation

*R2. Appropriate procedures should be put in place to ensure that all long-standing debtors are chased routinely for settlement of their accounts: Council should determine whether or not to further pursue the one very old debt or to take formal write off action. **This debt was formally written off at the January 2016 meeting.***

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

Petty Cash Account

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

We note that an account remains in place at the Council operated on an "Imprest" basis with a float of £200 "topped-up", generally once monthly, and have examined two months' transactions (July & August 2015) ensuring that each payment is appropriately supported by a trade invoice or till receipt and that, where applicable, VAT has been identified accordingly for subsequent recovery.

Conclusions

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

Salaries and Wages

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 HM Revenue and Customs (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 further amended with effect from 1st April 2015 as regards the percentage contribution banding limit. The national pay award payable from 1st January 2015 was implemented last year and no further awards arose in the current financial year of review.

To meet the above objectives, at our first interim visit, we:

- Noted that the payroll, whilst controlled "in-house" by the RFO, is now being prepared by DCK Beavers on behalf of the Council (using recognised bespoke software) based on the approved staff salary scales and basic working hours;
- Checked and agreed the gross monthly salary paid to all staff in August 2015 to the establishment detail maintained;
- Ensured that the correct PAYE codes and NIC tables are being applied;
- Verified that the appropriate percentage rates of superannuation deductions are being applied based on the revised principles effective from 1st April 2015;
- Verified detail of any additional overtime and travel expenses physically paid in August 2015, to supporting timesheets and expense claims, also checking that they have been signed by the employee and certified as correct for payment by their supervising officer; and
- Verified that the net salary payments, made via the BACS banking process, are in accord with staff payslips for the month and that the amounts paid over to HMRC and the County Pension Fund are also in accordance with the payroll detail.

Conclusions and recommendation

We are pleased to report that no major issues have been identified in this area. However, we noted that a few of the August 2015 time sheets had either not been signed by the employee, their line manager or both.

- R3. *The Civic Manager should ensure that all time sheets and travel expense claims are signed by employees, also ensuring that they have been checked and countersigned as appropriate for payment by a supervising officer. Agreed, but payroll is now being supervised by the RFO not the Civic Manager and all is in order.*

Asset Register

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

An appropriate formal fixed asset register continues to be in place. We have reviewed its content and consider that it fully meets the needs of a Council the size of Newbury: also we have verified the summary total disclosed at Box 9, Section 2 of the Annual Return which continues to be computed under the revised (2010-11) regulations at cost.

Conclusions

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

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, 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 currently has one Public Works Loan Board loan, repayable half-yearly on receipt of the PWLB repayment statement: we have agreed the bi-annual repayment instalments for 2015-16 to the PWLB third party demand note as part of our expenditure testing above and have subsequently verified the residual loan balance disclosed at Box 10, Section 2 of the Annual Return.

The Council currently holds no specific investments requiring separate disclosure.

Conclusions

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

Statement of Accounts and Annual Return

Our objective here is to ensure that the Statement of Accounts, now prepared “in-house” by the RFO and her staff, and the Annual Return data at Section 2 is consistent with the accounting records maintained by the Council and complies with current legislation on local government accounting as it applies to a Council of this size. As noted earlier in this report, we have agreed the detail disclosed in the year’s Annual Return at Section 2 to the underlying financial and other records.

Conclusions

We have duly “signed off” the Internal Audit Certificate at Section 4 of the Annual Return, assigning positive assurances in all relevant categories with no further comment or recommendation considered necessary.

Rec No	Recommendation	Response
Review of Expenditure		
R1	Action should be taken to ensure that the “missing” invoice is traced and presented for our future examination.	The relevant invoice was traced and provided at our second interim visit
Review of Income		
R2	Appropriate procedures should be put in place to ensure that all long-standing debtors are chased routinely for settlement of their accounts: Council should determine whether or not to further pursue the one very old debt or to take formal write off action.	This debt was formally written off in January 2016
Review of Salaries and Wages		
R3	The Civic Manager should ensure that all time sheets and travel expense claims are signed by employees, also ensuring that they have been checked and countersigned as appropriate for payment by a supervising officer.	Agreed, but payroll is now being supervised by new RFO not the Civic Manager and all is in order

Purchase of Rights													
Burial Authority	Exclusive right of burial in an ordinary grave - Resident		Exclusive right of burial in an ordinary grave - Non-Resident		Exclusive right of burial in a selected - Resident		Exclusive right of burial in a selected grave - Non-Resident		Purchase of plot 0.6m x 0.6m for interment of cremated remains		Purchase of a plot 0.6m x 1.2m as a baby or child's grave		
	Years	Fee	Years	Fee	Years	Fee	Years	Fee	Resident	Non-Resident	Resident	Non-Resident	
Newbury TC	100	£ 329.00	100	£ 969.00	100	£ 654.00	100	£ 1,924.00	£ 114.00	£ 335.00	£ 114.00	£ 335.00	
Thatcham TC	50	£ 510.00	50	£ 1,530.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 220.00	£ 660.00	£ 292.00	£ 876.00	
Hungerford TC	99	£ 350.00	99	£ 1,050.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 75.00	£ 225.00	FOC	FOC	
Marlborough TC	99	£ 207.00	99	£ 621.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 122.00	£ 366.00	£ 207.00	£ 414.00	
Basingstoke & Deane BC													
Reading BC	75	£ 920.00	75	£ 2,760.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 490.00	£ 1,470.00	Not Stated	Not Stated	
Devizes TC	40	£ 324.00	40	£ 648.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 132.00	£ 264.00	£ 102.00	£ 204.00	

Burial Authority	New graves Incl. Rights 75 Years & Digging				Reopen of Grave with Rights Incl. Digging					
	New Double		New Single		Cremated Remains 2' x 2'		To Single depth		Reopen for Ashes	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newbury TC										
Thatcham TC										
Hungerford TC										
Marlborough TC										
Basingstoke & Deane BC	£ 1,253.00	£ 2,506.00	£ 1,119.00	£ 2,238.00	£ 487.00	£ 974.00	£ 501.00	£ 1,002.00	£ 188.00	£ 376.00
Reading BC										
Devizes TC										

Interments - Grave Digging Not Included															
Burial Authority	In an 'Ordinary' grave of a body of a stillborn child		In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years		In an 'Ordinary' grave of a Person exceeding 14 years		In a 'Selected' grave of a body of a stillborn child		In a 'Selected' grave of a Person exceeding one month but under 14 years		In a 'Selected' grave of a body of a Person exceeding 14 years		Interment of Ashes		
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Newbury TC	£ 59.00	£ 173.00	£ 95.00	£ 280.00	£ 214.00	£ 629.00	£ 114.00	£ 335.00	£ 180.00	£ 530.00	£ 276.00	£ 812.00	£ 110.00	£ 323.00	
Thatcham TC	not stated	not stated	£ 100.00	£ 300.00	£ 292.00	£ 876.00	not stated	not stated	not stated	not stated	not stated	not stated	£ 188.00	£ 564.00	
Hungerford TC	FOC	FOC	FOC	FOC	£ 100.00	£ 300.00	not stated	not stated	not stated	not stated	not stated	not stated	£ 75.00	£ 225.00	
Marlborough TC															
Basingstoke & Deane BC															
Reading BC															
Devizes TC															

Burial Authority	Ancillary / Other Charges						Memorials							
	Ground work preparation by Council staff for the interment of ashes		Use of Chapel		Transferring deeds of rights of burial		Right to erect a headstone, cross, Monument or any other memorial		Right to place an inscribed vase at the grave head position		Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground		Additional inscription	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newbury TC	£ 62.00	£ 62.00	£ 57.00	£ 166.00	£ 31.00	£ 31.00	£ 128.00	£ 376.00	£ 32.00	£ 95.00	£ 32.00	£ 95.00	£ 19.00	£ 57.00
Thatcham TC	£ 32.00	£ 96.00	£ 52.00	£ 156.00	£ 32.00	£ 96.00	£ 110.00	£ 330.00	£ 47.00	£ 141.00	not stated	not stated	£ 47.00	£ 141.00
Hungerford TC	not stated	not stated	not stated	not stated	£ 40.00	£ 120.00	£ 80.00	£ 240.00	£ 35.00	£ 105.00	not stated	not stated	£ 30.00	£ 90.00
Marlborough TC	included in interment		not stated	not stated	£ 37.00	£ 111.00	£ 91.00	£ 273.00	£ 43.00	£ 129.00	not stated	not stated	£ 37.00	£ 111.00
Basingstoke & Deane BC	included in interment		£ 81.00	£ 162.00	£ 44.50	£ 89.00	£ 130.00	£ 260.00	not stated	not stated	not stated	not stated	£ 56.50	£ 113.00
Reading BC	included in interment													
Devizes TC	included in interment		£ 265.00	£ 265.00	£ 70.00	£ 70.00	£ 178.00	£ 178.00	£ 178.00	£ 178.00	£ 65.50	£ 65.50	£ 54.00	£ 54.00

Newbury Town Council

Policy and Resources Committee, 18 July 2016

Agenda Item 14: Review of standing Orders

(Carried forward from Council meeting on 27 June 2016)

The Council's Standing Orders have not been reviewed since 2014.

The main changes proposed in this review are as follows:

1. To set out the roles of the Town Mayor (Paragraph 1) and The Deputy Mayor (2) as well as the Leader and Deputy Leader (3)
2. To comply with legal requirements and modernise where appropriate
3. To clarify issues where there might have been confusion
4. To reflect current Council practice at meetings
5. To rationalise so that provisions are arranged together
6. To set out clearly delegated authority, including functions reserved to Full Council (26), Appointments to Committees (27), Delegations to Standing Committees (28) and Delegations to Officers (29)

The draft review is attached for consideration by the Committee.

Hugh Peacocke

Chief Executive Officer

12 July 2016

List of Standing Orders

1. **Town Mayor**
2. **Deputy Town Mayor**
3. **Leader / Deputy Leader**
4. **Proper Officer**
5. **Responsible Finance Officer / Financial Regulations**
6. **Committees and Sub-Committees**
7. **Meetings**
8. **Annual Meeting**
9. **Quorum**
10. **Named Substitutes**
11. **Presence of Non-Member of Committees at Committee Meetings**
12. **Order of Business**
13. **Admission of the Public and Press to meetings**
14. **Confidential Business**
15. **Discussions and Resolutions affecting employees of the Council**
16. **Questions**
15. **Rules of Debate**
16. **Resolution moved on notice**
17. **Resolutions moved without notice**
18. **Voting**
19. **Rescission of previous resolution**
20. **Adjournment**
21. **Disorderly conduct**
22. **Sealing of Documents**
23. **Interests**
24. **Canvassing of and recommendations by members**
25. **Inspection of Documents**
26. **Functions reserved to Full Council**
27. **Appointments to Committees**
28. **Delegations to Standing Committees and Sub-Committees of the Council**
29. **Delegations to the Council's Proper Officer**
30. **Code of conduct on complaints**
31. **Use of IT Equipment in Council Meetings**
32. **Variation, revocation and suspense of Standing Orders**
33. **Standing Orders to be given to Members**

STANDING ORDERS**1. Town Mayor**

- 1.1 The Town Mayor is the Chairperson of the Council.
- 1.2 The Town Mayor is the civic head of the Council, first citizen of the Town. He / She will be a symbol of the authority and an expression of social cohesion.
- 1.3 The Mayor will chair meetings of Full Council and, in doing so, will exercise political neutrality.
- 1.4 The Mayor will be elected by the Full Council at its Annual Meeting. It is however a convention of the Council that the Deputy Mayor in any year shall, if available, be put forward as Mayor for the following year.
- 1.5 In the event of a vacancy in the office of Mayor or Deputy Mayor, the Full Council may elect a successor to complete his/her term of office.

2. Deputy Town Mayor

- 2.1 The Full Council will appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Mayor when the Mayor is not present, or unable to fulfil that function.
- 2.2 If for any reason the Town Mayor is unavailable to fulfil the role, the Deputy Town Mayor shall do so.

4. Leader / Deputy Leader

- 3.1 The Leader and Deputy Leader of the Council shall be elected
 - (a) In an Election year at the first Full Council meeting following the ordinary day of Elections to the Council;
 - (b) In a year which is not an Election year at the first Full Council meeting held in May;
 - (c) Whenever a vacancy arises during their term of office.
- 3.2 The Leader will have the following roles:
 - Overseeing the preparation of business for Council consideration.
 - To act as the liaison between the majority group (or coalition administration) of the Council and the Chief Executive Officer in indicating the priorities and programmes of the Group for inclusion in Council business and their likely reaction to new policies or projects.
 - To be the first port of call for the Chief Executive Officer when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the terms of reference of any of the standing committees.
 - To direct strategic policy and budget setting
 - To Chair the Council's Policy and Resources Committee and the Staff Sub-Committee
 - To initiate or approve all communications by the Council with the media.
- 3.3 If for any reason the Leader is unavailable to fulfil the role, the Deputy Leader shall do so.

4. Proper Officer

- 4.1 Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council s/he shall be the Chief Executive Officer.

5. Responsible Finance Officer / Financial Regulations

- 5.1 One Officer will be defined as the Responsible Financial Officer (RFO).

The separately defined Financial Regulations (which include the tender process and sign off limits) are an integral part of these Standing Orders.

6. Committees and Sub-Committees

- 6.1 The Full Council may appoint such Committees as it considers appropriate for the purpose of discharging any of its functions, except for the issuing of a precept.
- 6.2 Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.
- 6.3 The Council:
- (a) Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.
 - (b) May appoint persons other than members of the Council to any Committee which does not exercise financial powers and such persons shall have no voting rights; and
 - (c) May at any time dissolve or alter the membership of a Committee.
- 6.4 The Leader of the Council and Deputy Leader of the Council are members of every Committee.
- 6.5 Chairpersons of all principal Committees shall be members of the Policy and Resources Committee.
- 6.6 The Chairperson and Vice-Chairperson of a Committee shall be members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.
- 6.7 Membership of principal Committees is to be allocated so as to proportionally reflect the political composition of the council, including any independent members.
- 6.8 Where these Standing Orders refer to "the Council", this is to be interpreted as meaning the Council, its Committees or Sub-Committees unless otherwise stated.
- 6.9 Meetings of the Council's Committees and Sub-Committees have the full authority of the Council within their scheme of delegation, *as set out in Standing Order 28.*

7. Meetings

- 7.1 Meetings of the Council are meetings of the Full Council, its Committees or Sub Committees. The Full Council is a meeting of all members of the Council.
- 7.2 (a) Meetings of the Council shall be held at the Town Hall, Market Place, Newbury at 7.30 p.m. unless otherwise decided at a previous meeting or by the Chairperson and stated in the summons.

- (b) Smoking, including electronic cigarettes, is not permitted at any meeting of the Council or in any of its buildings or facilities.

- 7.3 In addition to the Annual Meeting, not less than three additional meetings of the Full Council shall be held each year on such days as the Council may determine.
- 7.4 The Chairperson of any Committee or the Town Mayor may summon an additional meeting of the Council/that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of no less than 2 members of the Council or any Committee. The summons shall set out the business to be considered at the additional meeting and no other business shall be transacted at that meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting.
- 7.5 The agenda of each meeting is issued by the proper officer to each participating Councillor, in consultation with the Chairperson, not less than 3 clear days before the date of the meeting.
- 7.6 A Councillor ceases to be a member of the Council if he/she fails throughout a period of six months to attend any meeting of the Council unless his/her absence was due to some reason approved by the Council. Such approval must be by resolution of the Council and before the expiry of the six month period.
- 7.7 Approval may be given by the Council to a prolonged absence, in advance (for example, maternity leave)
- 7.8 The responsibility for ensuring that a member of Council does not vacate his/her office through continuous failure to attend meetings rests entirely with that councillor and no-one else.
- 7.9 Non-attendance at Council meetings will be recorded either as an apology or as being absent.

8. Annual Meeting

- 8.1 In an election year Councillors shall execute Declarations of Acceptance of Office in each other's presence, or in the presence of the Chief Executive Officer, previously authorised by the Council to take such declaration, before the Annual Meeting commences.
- 8.2 The statutory Annual Meeting (a) in an Election year shall be held on the Sunday following the fourth day after the ordinary day of Elections to the Council and (b) in a year which is not an Election year shall be held on such a day in May as the Council may determine.
- 8.3
 - (a) Subject to (b) and (c) below the Town Mayor may give an original vote on any matter put to the vote and, in the case of an equality of votes, may give a casting vote even though he/she gave no original vote.
 - (b) If the person presiding at the Annual Meeting would have ceased to be a Member of the Council, but for the statutory provisions which preserve the membership of the Town Mayor and Deputy Town Mayor until the end of their term of office, s/he may not give an original vote in an election for Town Mayor.
 - (c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.

- 8.4 At each Annual Meeting the first business shall be:
- (a) To elect a Town Mayor;
 - (b) To receive the Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received;
 - (c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations;
 - (d) To elect a Deputy Town Mayor and receive his/her declaration of acceptance of office.
 - (e) *At any meeting where there is no chair or deputy chair present, the meeting may elect a member to preside at that meeting.*

And shall thereafter follow the order set out in Standing Order 12.3.

9. Quorum

- 9.1 At meetings of the Full Council eight members shall constitute a quorum.
- (a) Except where ordered by the Council in the case of a Committee, or by the Council or the parent Committee in the case of a Sub Committee, the quorum of a Committee or Sub Committee shall be one-half of the permitted maximum number of its members.
 - (b) The permitted composition of Committees and Sub-Committees is shown below:

	Members		Named Substitutes	
	Maximum	Minimum	Maximum	Minimum
Committee	12	8	6	4
Sub-Committee	6	4	4	2

- 9.2 If a quorum is not present when the Council meets or, if during a meeting the numbers of Councillors present and not debarred by reason of a declared interest falls below quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairperson may fix, subject to statutory notice provisions.

10. Named Substitutes

- 10.1
- (a) All members of Committees and Sub-Committees may nominate another Councillor from the named substitute list to act as substitute for him/her. The substitute Member will have full rights to discuss the business put before the Committee or Sub-Committee and vote thereon.
 - (b) Named substitutes who attend Committee meetings but have not been nominated as above will at the discretion of the Chairperson have full rights to discuss the business put before the Committee or Sub-Committee but will not be able to vote.
 - (c) Members are to inform the Chief Executive Officer's Office of their intended absence and any substitute they wish to nominate before the commencement of the Committee or Sub-Committee meeting.

12. Presence of Non-Member of Committees at Committee Meetings

- 11.1 Any Council Member shall be entitled to be present at any meeting of any Committee or Sub Committee of which s/he is not a Member, except meetings of the Staff Sub Committee. Any Member so attending will at the discretion of the Chairperson have full rights to discuss the business put before the Committee or Sub-Committee but will not be able to vote. However, should the Committee or Sub-Committee resolve to exclude the press and the public, such members shall also be excluded, unless the Member's advice or assistance is needed, in which case they may be invited (by name) to remain after the exclusion resolution is passed.

12. Order of Business

- 12.1 (a) With the exception of the Policy & Resources Committee and the Staff Sub Committee, every Committee and Sub-Committee shall at its first meeting after the Annual Meeting, before proceeding to any other business, elect a Chairperson and Vice-Chairperson who shall hold office until the next Annual Meeting of the Council.
- (b) If at any Committee or Sub-Committee meeting neither the Chairperson nor the Vice-Chairperson can be present, the Committee should, as its first item of business, elect a Chairperson.
- (c) The Leader of the Council, or the Deputy Leader in their absence, shall preside over the meeting until a Chairperson is elected.
- 12.2 Every year, not later than the meeting at which *the budget is set*, the Council shall review the Pay and Conditions of Service of existing employees (see Standing Order 13).
- 12.3 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
- (a) To receive apologies for absence;
- (b) To receive any declarations of interest;
- (c) To note any relevant dispensations
- (d) To read and consider the minutes; provided a copy has been circulated to each Member no later than the day of issue of the summons to attend the meeting, the minutes may be taken as read;
- (e) After consideration, to approve the signing of the minutes as a correct record by the person presiding;
- (f) *To answer questions and /or receive petitions from members of the public;*
- (g) *To answer questions and /or receive petitions from Members;*
- (h) To deal with business expressly required by statute to be done;
- (i) To dispose of business, if any, remaining from the last meeting;
- (j) To receive such communications as the person presiding may wish to lay before the Council, e.g. a petition;

- (k) To receive and consider reports, and minutes of Committees;
- (l) To receive and consider reports from Officers of the Council;
- (m) Any other business specified in the summons (except as provided in Standing Order 17).

12.4 A motion to vary the order of business on the ground of urgency may be proposed by the Chairperson or by any Member and if seconded shall be put to the vote.

13. Admission of the Public and Press to meetings

13.1 The public and press shall be admitted to all meetings of the Council, which may, however, temporarily exclude the public by means of a resolution based on the following:

“That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”

(Note: The special reasons should be stated *and recorded in the minutes*. If a person’s advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed).

- 13.2 The Chief Executive Officer shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- 13.3 If a member of the public interrupts the proceedings at any meeting, the Chairperson may, after warning, order that s/he be removed from the Council Chamber.
- 13.4 At the Chairperson’s discretion, members of the public shall be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.

14. Confidential Business

14.1 No member of the Council shall disclose to any person not a Member of the Council any business declared to be confidential by the Council. Any Member in breach of this Standing Order shall be removed from any Committee or Sub-Committee of the Council by the Council.

15. Discussions and Resolutions affecting employees of the Council

15.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or Conditions of Service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the public shall be excluded (see Standing Order 13).

16. Questions

- 16.1 A Member may ask the Chairperson or the Chief Executive Officer any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins in accordance with the following provisions:
- (a) The time allotted for Members' questions shall not exceed 20 minutes;
 - (b) Questions not answered within that period will receive a written reply.
- 16.2 Members of the public who live in the Town shall have the right to ask questions for 20 minutes of any meeting at the discretion of the Chairperson of that meeting. Questions not answered within that period will receive a written reply. *In such cases, the Chairperson of the meeting will invite the member of the public to ask the question, as submitted.*
- 16.3 Notification in writing, by post fax or electronic mail, of all questions must be received by the Chief Executive Officer three working hours before the start of the meeting at which the question is to be asked. In the case of meetings scheduled to start at 7.30 pm, notification must be received by 2.00 pm on the day of the meeting.
- 16.4 No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 16.5
- (a) Every question shall be put and answered without discussion
 - (b) A person to whom a question has been put may decline to answer.
 - (c) One supplementary question may be put if it is relevant to the answer to the original question.
 - (d) A written reply will be given where a reply cannot conveniently be given orally.
- 16.6 If any person(s) submit(s) more than one question at any meeting it will be subject to the discretion of the Chairperson as to the order in which the questions are asked, so as to be fair to other questioners, given the time limits defined in 16.1 and 16.2
- 16.7 If a person who has submitted a question is not present when the question is called, *the question will not be considered at the meeting, unless the Chairman decides that the matter is urgent.* The person who submitted the question will receive a written reply and the question and a copy of the answer will be circulated to all Councillors.

15. Rules of Debate

- 15.1 No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairperson.
- 15.2
- (a) A Member, when seconding a resolution or amendment may, if s/he then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
 - (b) A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.

- (c) No speech by a mover of a resolution shall exceed five minutes, and no other speech shall exceed three minutes, except at the discretion of the Chairperson.
- (d) An amendment shall be to alter the wording only of the extant proposal.
- (e) An amendment shall not have the effect of negating the resolution before the Council.
- (f) If an amendment be carried the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (g) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (h) The mover of a resolution or of an amendment shall have a right to reply not exceeding five minutes. The mover of a resolution shall have the right of reply immediately before the resolution is put to vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- (i) A Member may, with the consent of his/her seconder, move amendments to his/her own resolution.
- (j) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution, except to move an amendment or further amendment, or on an amendment, or on a point of order, or in a personal explanation, or to move a closure.
- (k) A Member may rise to make a point of order or a personal explanation. A Member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- (l) A motion or amendment may be withdrawn by the proposer, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal.
- (m) When a resolution is under debate no other resolution shall be moved except the following:
 - (i) To amend the resolution;
 - (ii) To proceed to the next business;
 - (iii) To adjourn the debate;
 - (iv) That the question be put now;
 - (v) That a Member named be not further heard;
 - (vi) That a Member named do leave the meeting;
 - (vii) That the resolution be referred to a Committee;
 - (viii) To exclude the public and the press;
 - (ix) To adjourn the meeting.

- 15.3 At meetings of the Full Council only, Members shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.
- 15.4 (a) The ruling of the Chairperson on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chairperson.
- (c) Whenever the Chairperson speaks during a debate all other members shall be seated and silent.
- (d) Members shall be addressed in a formal manner and officers by their job title.
- 15.5 Where an interest has been declared by a Member which excludes them from debate and vote, or a member of the public makes representations, answers questions or gives evidence relating to the business to be transacted, the chairperson will ensure that the information gathering process concludes before debate commences.

16. Resolution moved on notice

- 16.1 Except as provided by these Standing Orders, no resolution may be moved unless the Chief Executive Officer has put the business to which it relates on the agenda.
- 16.2 The Chief Executive Officer shall insert in the summons for every meeting those motions or recommendations properly given by Members, *following the approval of the Chairperson to add those motions or recommendations to the agenda or summons*
- 16.3 If the resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 16.4 Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area.

17. Resolutions moved without notice

- 17.1 Resolutions dealing with the following matters may be moved without notice:
- (a) To appoint a Chairperson of the meeting;
- (b) To correct the minutes;
- (c) To approve the minutes;
- (e) To alter the order of business;
- (f) To proceed to the next business;
- (g) To close or adjourn the debate;
- (h) To refer a matter to a Committee;
- (i) To appoint a Committee or Members thereof;
- (j) To adopt a report;
- (k) To authorise the sealing of documents;
- (l) To amend a motion;
- (m) To give leave to withdraw a resolution or an amendment;

- (n) To extend the time limit for speeches;
- (o) To exclude the public and press (see Standing Order 11);
- (p) To silence or eject from the meeting a Member named for misconduct (see Standing Order 21);
- (q) To give the consent of the Council where such consent is required by these Standing Orders;
- (r) To suspend any Standing Order (see Standing Order 30);
- (s) To adjourn the meeting.

18. Voting

- 18.1 Members shall vote by show of hands. The names of Members that propose and second motions are to be formally recorded in the minutes of Council meetings, with the exception of scheduled planning items.
- 18.2 If one Member so requires, the Chief Executive Officer shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Any individual Member can ask for how they have voted to be recorded.
- 18.3 Chairpersons shall in the case of an equality of votes have a second or casting vote which must be recorded in the Minutes of the meeting.
- 18.4 Where one or more persons have been nominated for any position to be filled by the Council, the Proposer and Secunder of each candidate shall be recorded in the minutes of the meeting. The Chairperson will ensure that there is an opportunity for all candidates to be nominated before any vote is taken.
 - (a) Where only one person has been nominated for any position to be filled by the Council a normal resolution, with votes for and against will be made.
 - (b) Where two people have been nominated for any position to be filled by the Council, Councillors present will be invited to publicly vote for their preferred candidate from those put forward (in alphabetical order of surname). The candidate who receives an absolute majority vote of those present and voting (if necessary on the casting vote of the Chairperson) will be selected.
 - (c) Where more than two people have been nominated for any position to be filled by the Council, Councillors present will be invited to publicly vote for their preferred candidate from all those put forward (in alphabetical order of surname). The candidate who ultimately receives an absolute majority vote of those present and voting (if necessary on the casting vote of the Chairperson when just two candidates remain) will be selected. If no absolute majority is achieved a process of striking off the individual with least votes will be executed and a fresh vote taken, until there is an absolute majority. Where there is an equality of least number of votes, (e.g. 10/5/5 split) a separate vote will be taken on which of those with least votes to strike off, again with Chairperson's casting vote if necessary.

19. Rescission of previous resolution

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by

- (a) Special resolution, the written notice whereof bears the names of at least eight members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee;
- (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

20. Adjournment

20.1 Any meeting may be adjourned immediately by the Chairperson of that meeting, for any reasonable length of time, for example to allow councillors to discuss problematic issues in private or because the length of the meeting has become such that effective discussion is limited.

20.2 Where a meeting is adjourned, the subsequent proceedings on resumption are a part of the original meeting and the meeting can only consider the remainder of the agenda being considered before the adjournment. No new notices or agendas can be issued except in the event of proceedings being held over to another day when all Members must be notified of the date and time for resumption.

21. Disorderly conduct

- (a) No Member shall at a meeting behave in such a manner that is contrary to the Council's Code of Conduct or the Council's Standing Orders.
- (b) If, in the opinion of the Chairperson, a Member has contravened the Council's Code of Conduct or the Council's Standing Orders, the Chairperson shall express the opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named should leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (c) The Chairperson may suspend the meeting to take such steps as may be reasonably necessary to bring order to the meeting.

22. Sealing of Documents

- (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution of the Council or the appropriate Committee.
- (b) The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the Proper Officer in the presence of two Members who shall sign the document as witnesses.

23. Interests

- 23.1 If any Member has an interest in any matter for debate, s/he shall, while it is under consideration by the Council, act in accordance with the Code of Conduct adopted by the Council.

For interests under Appendix A of the Code of Conduct (*Disclosable Pecuniary Interests*), the Member must leave the room for the entire discussion, unless a dispensation has been granted under the Council's dispensation process.

For interests under Appendix B of the Code of Conduct or Financial Interests, or any other interests that the Member considers "prejudicial", the Member can remain for the information gathering section of the discussion, but must then physically move to the public gallery for the debate and vote – taking no part in that part of the discussion, unless a dispensation has been granted under the Council's dispensation process.

- 23.2 The Chief Executive Officer shall record in the minutes, particulars of any notice given by a Member or any Officer of the Council of an interest in a contract, and these shall be available during reasonable hours of the day for the inspection by any Member *or any member of the public*.

- 23.3 If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, s/he and the person to whom s/he is related shall disclose the relationship in writing to the Chief Executive Officer. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Chief Executive Officer shall report to the Council or to the appropriate Committee any such disclosure.

The Chief Executive Officer shall make known the purport of this Standing Order to every candidate.

24. Canvassing of and recommendations by members

- (a) Canvassing of Members of the Council, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Chief Executive Officer shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A Member of the Council or of any Committee shall not solicit for any person appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- 24.2 Standing Orders 23.3 and 24.1 shall apply to tenders as if the person making the tender were a candidate for an appointment.

25. Inspection of Documents

- 25.1 A Member may, for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 25.2 All minutes kept by the Council shall be open for the inspection of any Member of the Council.

25.3 No Member of the Council shall in the name of or on behalf of the Council:

- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) Issue orders, instructions or directions;

unless authorised to do so by the Council.

26. Functions reserved to Full Council

The Full Council reserves to itself the following functions:

- (a) It sets the precept.
- (b) It approves the borrowing of monies.
- (c) It delegates powers to Committees to carry out certain functions on behalf of the Full Council and sets and amends the Terms of References for those Committees, including the number of members and the appointment of Members to each committee as well as the quorum required for each committee meeting.
- (d) It approves the timetable of meetings for Committees and the Council.
- (e) It deals with all matters relating to elections.
- (f) It adopts and where required, approves any amendments to the Council's Standing Orders, except the Council's Financial Regulations, which are delegated to the Policy and Resources Committee.
- (g) It reviews and adopts the Council's Strategy.
- (h) It approves the end of year Accounts and Annual Return.
- (i) It elects the Leader of the Council and the Deputy Leader.
- (j) It fills Member vacancies occurring on any Committee or Council, where required.
- (k) It appoints or nominates persons to outside bodies.
- (l) At the Annual Meeting of the Council:
 - It elects the Town Mayor and the Deputy Mayor.
 - It sets the delegated powers of its Committees and appoints the Members to each Committee, in accordance with Standing Orders 27 and 28.

27. Appointments to Committees

The Full Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and:

- 27.1. shall determine their terms of reference;
- 27.2. may permit Committees to determine the dates of their meetings;
- 27.3 shall appoint and determine the term of office of councillor or non-councillor members of such a Committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;

27.4 may appoint substitute councillors to a Committee whose role is to replace ordinary councillors at a meeting of a Committee if ordinary councillors of the committee have confirmed at least a day before the meeting that they are unable to attend;

27.5 may in accordance with standing orders, dissolve a committee at any time.

At meetings of Committees:

27.6 An ordinary member of a Committee who has been replaced at a meeting by a substitute member (in accordance with standing order 27.4 above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

27.7 Unless there is a Full Council resolution to the contrary, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by resolution of the Committee.

27.8 Details of quorums are determined under Standing Order No. 7 and named substitutes under Standing Order No. 8.

28. Delegations to Standing Committees and Sub-Committees of the Council

The following are the Delegations and Terms of Reference of the Council's standing Committees and Sub-Committees:

28.1 Policy and Resources

Membership: 12 Councillors

Quorum: 6 Councillors

Six named substitutes

The Leader of the Council is also the Chairperson of the Policy and Resources Committee.

The Deputy Leader of the Council is also the Vice Chairperson of the Policy and Resources Committee

Members of the Committee are appointed at the Annual Meeting of the Council.

Committee vacancies occurring during the year may be filled by appointment by the Council

- (a) It is responsible for the financial, human and property resources of the Council.
- (b) It takes action on behalf of the Council on any matter not delegated to another Committee.
- (c) It determines the policies to implement the Council's strategy.
- (d) It administers any allocated budget.
- (e) It sets the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups.
- (f) It approves and amends where appropriate, the Council's Financial Regulations, having first consulted the Audit Working Group.

28.2 Planning and Highways

Membership: 12 Councillors

Quorum: 6 Councillors

Six named substitutes

- (a) It carries out all of the Council's functions as a statutory consultee under The Local Government Planning Acts
- (b) It formulates the Council's land use planning policy.
- (c) It comments on highway issues that affect access to the Newbury town area.
- (d) It comments on licensing issues that affect Newbury town.
- (e) It administers any allocated budget.
- (f) It sets the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups.

28.3 Community Services

Membership: 12 Councillors

Quorum: 6 Councillors

Six named substitutes

- (a) It is responsible for the maintenance of property assets and the provision of direct services to the public and for all related policy and fiscal matters.
- (b) It administers any allocated budget.
- (c) It sets the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups.

28.4 Civic Pride, Arts and Leisure

Membership: 12 Councillors

Quorum: 6 Councillors

Six named substitutes

- (a) It exists to help promote and co-ordinate civic pride, arts & leisure facilities and activities for the community, which will also attract visitors to the town.
- (b) Promotes, supports and celebrates that civic function of the Mayor as well as other activities and functions relating to the heritage and traditions of the town.
- (c) Works with the Community Services Team in the use and promotion of the Town Hall as a major civic asset
- (d) It administers any allocated budget.
- (e) It sets the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups.

28.5 **Grants Sub-Committee**

Membership: 6 Councillors

Quorum: 3 Councillors

Four named substitutes

A Sub-Committee of the Policy and Resources Committee, the Grants Sub-Committee is responsible for the award of financial support to organisations subject to legislation, such as Sections 133, 137 and 145 of the Local Government Act 1972 or Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

This is referred to hereafter as '**grant aid**' and is to be awarded in accordance with the criteria approved by the Council.

The Council is also a funding body on the Find me A Grant Scheme run by Greenham Common Trust and administers its Grants Scheme via the "findmeagrant" web portal.

Applications may be made at any time but will next be considered at a time publicised by the Town Council. The Committee will consider all valid applications created on the "findmeagrant" web portal between the last closing date for applications and the new closing date. The dates will appear on the FMAG web portal. No application will be considered twice. Applications must meet the Newbury Town Council Grant Aid Criteria published on "findmeagrant" web portal.

- (a) The Sub-Committee normally meets twice a year, in summer and winter each year. After grants have been awarded a press release will be issued and letters sent to successful applicants. The summer meeting will have the full grant aid budget available and thus the scheduled winter meeting will only take place if the complete budget is not allocated.
- (b) Grant Aid is to be allocated on merit regardless of whether it is for a capital project or not. The allocated money is not to be split between capital and small grants.
- (c) Grant aid will be advertised in the local press and to arts and leisure organisations via the Council's web site www.newbury.gov.uk and on www.findmeagrant.org
- (d) In all cases the selection process will be based on a two part approach, i.e. the first part will convene in public and receive presentations if required from qualified applicants to support their applications. The purpose of this is to 'receive and consider' applications which meet the Council's criteria.
- (e) Where necessary, the Committee may resolve to convene in 'Part 2 / confidential mode' in order to consider confidential information relating to the applicants. Sub-Committee members will have the option of studying applications and supporting material, such as accounts and other financial information, between the first and second parts. If agreed, the two parts can be combined into one meeting, or treated as two separate meetings

28.6 **Donations, Grants and Contributions to Third parties and Outside Bodies**

28.6.1 Any proposal to donate to a third-party organisation, for each of one or several years, shall require a written presentation to the Council by that organisation followed by a resolution by the Council. The resolution shall specify the sum to be donated and its purpose, and shall apply for only one year unless otherwise stated. The Council may

request further information and may direct that the presentation is heard by a particular Committee or Sub-Committee. Alternatively, the Council shall be at liberty to refuse to receive such a presentation.

28.6.2 In the case that the Council has approved a donation to a third-party organisation for more than one year, that organisation shall be invited to make a presentation to the Council towards the end of each year, which shall be subject to a resolution of approval by the Council. Should that invitation not be accepted, or the presentation not be approved, no further donation shall be made to that organisation without a further resolution by the Council under Standing Order 28.6.1.

28.7 **Staff Sub-Committee**

Membership: 6 Councillors

Quorum: 3 Councillors

Four named substitutes

The Leader of the Council chairs the Staff Sub-Committee.

A Sub-Committee of the Policy and Resources Committee, the Staff Sub-Committee has authority to approve appointment, recruitment and terms and conditions for all employees for the Council.

- (a) The Staff Sub-Committee reviews all employment policies for Council Staff and makes appropriate recommendations to the Policy and Resources Committee
- (b) In respect of the Chief Executive Officer & Responsible Finance Officer, to:
 - i. recommend to the Policy and Resources Committee appropriate staffing arrangements for these posts and relevant salary scales and conditions;
 - ii. provide the Town Council with related Job Description and Person Specification; and
 - iii. propose to the Town Council such recruitment and selection processes as are required for appointment to these posts
- (c) In respect of all other staff, to:
 - i. determine terms and conditions for posts established by the Town Council;
 - ii. agree and implement appropriate recruitment and selections processes for each post; and
 - iii. formally confirm appointments
- (d) The Chief Executive Officer may consult with the Sub-Committee in connection with any staffing related matter.
- (e) To oversee the Council's appraisal process
- (f) To review salary scales, terms and conditions and to make recommendations to the Policy and Resources Committee on salary scale reviews.
- (g) To review and address staff training and development needs
- (h) Termination of employment of staff and in the case of the Chief Executive officer and the Responsible Financial Officer to make recommendations to the Policy and Resources Committee

- (i) To review and make recommendations to the Policy and Resources Committee with regard to the appointed Legal / Personnel consultancy service
- (j) To review the Council's staffing budget each year, prior to the annual budget-setting process
- (k) To establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- (l) To act as the Council's **Grievance and Disciplinary Panel** with the necessary delegated decision making powers in relation to grievance and disciplinary issues for members of the Council's Management Team.

Meetings will be called on an ad hoc basis as required, called by the Chief Executive Officer and with notice given to the relevant employee. A minute taker will be present throughout the proceedings.

When carrying out this role the Sub-Committee will follow the procedure set out in the Town Council's Grievance and Disciplinary Procedures.

- (m) To act as the **Appeals Panel** in relation to any appeal against the decision of the Disciplinary Panel or the outcome of a Grievance.

Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel. Additional Members may be appointed to the Appeals Panel by the Sub-Committee, in the event of a conflict of interests.

The Appeals Panel will consider any appeals against dismissal, grading, disciplinary proceedings and grievances by employees of the Council.

The Chief Executive Officer will call the meeting and notice will be given to the employee.

A minute taker will be present throughout the proceedings.

The Panel will follow the procedure set out in the Town Council's Disciplinary Procedure.

- 28.8** Each of the above standing committees and Sub-Committees may draft their own policies and procedures to enable it to effectively and efficiently carry out its delegated functions, provided they comply with the relevant provisions in these Standing Orders and do not exceed the limit of the authority delegated to them.

29 Delegations to the Council's Proper Officer

- 29.1 The Chief Executive Officer has delegated authority to properly carry out such tasks as are necessary to ensure the efficient day to day management of the Council's affairs, including staff matters not covered by the Staff Sub-Committee, so far as is consistent with the requirements of any job description, instruction of the Council or its Committees.
- 29.2 The limits of expenditure under this Standing Order shall be determined by the Council's Financial Regulations.

30. Code of conduct on complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in the manner recommended in Legal Topic Note 9 - Code of Practice for Local Councils in Handling Complaints; published by the National Association of Local Councils. (See appendix 2)

31. Use of IT Equipment in Council Meetings

- 31.1 IT equipment should be regarded as an automation and extension of the traditional pen-and-paper methods which Councillors have always employed. Therefore, there should be no problem in its use to support the proceedings of Council meetings, for example to collect relevant information or take notes.
- 31.2 The use of IT equipment for other purposes, for example to send or receive unrelated messages, would be a distraction from the attention which Councillors should give to the proceedings of the meeting and should not take place. The enforcement of this principle, if necessary, is at the discretion of the Chairman at the time.
- 31.3 IT equipment should not be permitted to give out any form of electronic noise, such as rings, buzzes, or clicks, which would again distract proceedings.

32. Variation, revocation and suspense of Standing Orders

- 32.1 Any or every part of these Standing Orders **except** those which reflect mandatory statutory requirements may be suspended by resolution in relation to any specific item of business.
- 32.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Full Council.

33. Standing Orders to be given to Members

- 33.1 A copy of these Standing Orders shall be *made available* to each Member by the Chief Executive Officer upon declaration of the Member's acceptance of office, *by sending it by email or in printed format if requested.*

MAYOR'S BENEVOLENT FUND 2015/16									
			MAYOR'S		Canal	Coffee	WW1	Race	
	DONATIONS	CHURCH	DRIVE	QUIZ	Trip	Morning	TALK	Night	TOTAL
BALANCE AS AT									£ 4,982.85
01 06 2015									
Total Income	£ 2,175.27	£ 342.50	£75.00	£ 484.50	£ 288.00	£ 200.00	£ 64.00	£ 626.40	£ 4,255.67
Total Expenditure	£ 2,680.60		£ 1,432.59		£ 75.00				£ 4,188.19
Surplus for the year	-505.33	342.50	-1,357.59	484.50	213.00	200.00	64.00	626.40	£ 67.48
BALANCE AS AT									
31 05 2016									£ 5,050.33

Included in the above expenditure figures is £1465.60 which was money raised for and has since been donated to the West Berkshire Hospital Renal Injury Unit Project. This was the Mayor's chosen charity for the year 2015-16

Newbury Town Council

Policy and resources Committee: 18 July 2016.

Agenda Item 16: Section 106 Monies.

VICTORIA PARK WATER SUPPLY

Background

The existing water service in Victoria Park is old and has been subject to water leaks over the last few years. We have also been experiencing problems with low and fluctuating water pressure in the Park over the past number of years. We have contacted Thames Water and discussed potential solutions to address the problem.

Options


The only practical solution left to the Town Council is to install a new 63mm water main supply through the Park. This new service will provide a reliable supply of mains water to the Kiosk and Splash Park. It will also provide sufficient water to accommodate the additional call off when the new café is built which will include public toilets and eventually, when funds allow, supply a sports changing room facility adjacent to the tennis courts which will contain home and away team showers, referee showers and toilets.

Cost Options

1. Supply pipe from Park Way	£3,200
Thames Water meter and supply connection costs	£12,400
Contractor TP5 connection costs	£2,500
<u>Total Cost</u>	<u>£18,100</u>
2. Supply from pipe St Marys Road Location	£4,500
Thames Water meter and supply connection costs	£8,000
Contractor TP5 connection costs	£2,500
<u>Total Cost</u>	<u>£15,000</u>

Recommendation

It is essential that we ensure continuity of a sound and adequate water supply to the Park, supplying the Kiosk and Splash Park and in the not too distant future the new café and sport changing room's facilities. The new plastic pipework will last at least 80 years without needing attention. We currently have sufficient S106 funds available to cover these costs and recommend that the Town Council agree to funding the Works as stated above in Option 2 (£15,000).



Granville Taylor
Community Services Manager

7 July 2016.