

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE  
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 17 OCTOBER 2016 AT 7.30PM.**

**PRESENT**

Councillors Howard Bairstow; Adrian Edwards; David Fenn; John Gardner (named substitute); Dave Goff (Chairperson); Sarah Greenall; Anthony Pick; Tony Stretton; Julian Swift-Hook; Martha Vickers.

**IN ATTENDANCE**

Hugh Peacocke, CEO  
Gillian Durrant, RFO

**17. APOLOGIES FOR ABSENCE**

Councillors Elizabeth O'Keeffe, and Margo Payne

ABSENT: Councillor Jeff Beck

**18. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Chief Executive Officer declared that Councillors Howard Bairstow, Adrian Edwards, 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.

**19. MINUTES**

**PROPOSED:** Councillor Tony Stretton

**SECONDED:** Councillor Adrian Edwards

**RESOLVED:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 18 July 2016 be approved as a correct record and signed by the Chairperson.

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

There were none.

**21. MEMBERS' QUESTIONS AND PETITIONS**

There were none.

**22. HEALTH AND SAFETY REPORT**

The information was received by the Committee. It was noted that a lot of actions for Community Services items fell due on the same date, 31 October, and the CEO agreed to discuss this matter with the Community Services Manager.

**23. LIST OF PAYMENTS**

**PROPOSED:** Councillor Tony Stretton  
**SECONDED:** Councillor Julian Swift-Hook

**RESOLVED:** That the lists of payments for the periods 1 July 2016 to 30 September 2016 is authorised.

**24. IN YEAR BUDGET MONITORING QUARTER 2, 2016/17**

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

**PROPOSED:** Councillor David Goff  
**SECONDED:** Councillor Anthony Pick

The Committee noted overspends on water supply in Victoria Park and on the Mayor-making event and agreed that these items be reviewed in next year's budget provision.

**RESOLVED:** That the overspends shown against the account code on Agenda Appendix 4 & 4a be approved and that the overspend in the Twin Town budget of £202 be allocated against earmarked reserves for the Twin Town Reunion.

**25. DEBTS OVER £500 AND MORE THAN 3 MONTHS OLD**

**PROPOSED:** Councillor Anthony Pick  
**SECONDED:** Councillor David Fenn

Councillor Tony Stretton voted against the motion

**RESOLVED:** That the council advises the tenant that failure to comply with the repayment schedule above will result in the Council following procedures to commence court action to recover the rent due.

**26. INTERNAL AUDIT REPORT**

That the first interim internal audit report for the financial year 201/17 from Auditing Solutions Ltd, as attached at Appendix 6 to the agenda, was received and noted by the Committee.

**27. EXTERNAL AUDIT REPORT**

That the external audit report for the financial year 201/17 from Mazars as attached at Appendix 7 to the agenda, was received and noted by the Committee.

**28. STRATEGIC RISK REGISTER**

**PROPOSED:** Councillor David Goff  
**SECONDED:** Councillor David Fenn

The Committee considered the review of the Strategic Risk Register, as recommended by the Audit working group. It was agreed that the methodology be reviewed at the next annual review, to also consider how mitigations might reduce the impact of trigger events.

**RESOLVED:** That the Strategic Risk Register as attached at appendix 8 of the agenda be approved.

**29. PREPARATION FOR THE 2017/18 BUDGET ROUND**

29.1 The information regarding the Budget production plan was received and noted by the Committee.

29.2 The information regarding Committee / Sub-Committees budget needs was received and noted by the Committee.

29.3 It was noted that information regarding particular projects or capital acquisitions be forwarded to both the Leader and the RFO before the end of November 2016.

**30. TOWN HALL COUNCIL CHAMBER & SUITE CHARGES**

**PROPOSED:** Councillor Anthony Pick

**SECONDED:** Councillor Sarah Greenall

**RESOLVED:** That charges for the council chamber and suite 2 for 2017/18 as per the officers recommendations in appendix 9 of the agenda.

**31. SECTION 106 MONIES**

The Section 106 balances and planned future expenditure as set out in appendix 10 of the agenda were reviewed by the committee.

**32. CONSULTATION ON PROPOSAL THAT SOME TOWN AND PARISH COUNCILS WOULD BE REQUIRED TO HOLD A REFERENDUM IN ORDER TO INCREASE THEIR PRECEPT BEYOND 2%**

**PROPOSED:** Councillor David Goff

**SECONDED:** Councillor Adrian Edwards

**RESOLVED:** That Newbury Town Council's response to the consultation is as follows:

Question 4: We do not agree

Question 5: We do not agree, but in the event that it this proposal is enacted then we are broadly in agreement with the proposal re taking account of the transfer of responsibilities to town and parish councils

Question 6: In principle No

Question 7: The proposal would be disproportionate, unpractical and costly. For example the cost of a referendum for Newbury Town Council would be in excess of 2% of our precept. Furthermore councillors believe that putting limits on council tax increases is a reduction in local democracy.

**PROPOSED:** Anthony Stretton

**SECONDED:** Julian Swift-Hook

**RESOLVED:**

That the CEO circulate the response to all of the Councillors for comment. The final decision on the wording is to be decided by the CEO and Leader, and submitted before the deadline, 5.00 pm on 28 October, 2016.

**33. EXCLUSION OF PRESS AND PUBLIC**

**PROPOSED:** Councillor Julian Swift-Hook

**SECONDED:** Councillor Adrian Edwards

**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 item of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**34. CONSTRUCTION OF A SPORTS CHANGING ROOM FACILITY IN VICTORIA PARK**

**PROPOSED:** Councillor Julian Swift-Hook

**SECONDED:** Councillor Anthony Pick

**RESOLVED:** That the proposed new Victoria Park Sports Changing Room Feasibility Study is noted by members, and that members agree to apply to Sport England for £80,000, grant aid, as in Option A of the Officers recommendation in appendix 12 of the agenda, subject to obtaining planning consent if necessary.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.09PM.**

**CHAIRPERSON**

# Contribution to Library Services, West Berkshire District Council

## Rationale for the Contribution

### Why do we need the money?

- WBDC must produce a balanced budget each year. In 2017-18 the Council's libraries service is required to make savings of £0.69M out of a total budget of £1.58M. This year, the libraries service cost £1.6M and in 2017-18, it will have only £950,000, provided it can raise £150,000 from the parishes across West Berkshire.
- Newbury Town Council's contribution is needed, along with an identical £1 per head contribution from all parishes and towns, to support and maintain a strong network of libraries in West Berkshire over the next 3 years. WBC plan to ask for the same charge, equivalent to £1 per head of town population, for each of the years 2017-18, 2018-19 and 2019-20, raising about £155k per year if all councils can and do pay.
- WBC aims to achieve the larger part of the required saving by making large cuts to staffing in response to the Red Quadrant report, which highlighted areas where we currently outspend some of the comparable authorities
- By 2020 it is likely that national Government will have agreed a new way forward for financing public libraries. Even if not, there will by then be a need for new thinking across all library authorities to more permanently safeguard core library services. Also, where similar arrangements to this exist, eg Oxfordshire, the agreements are for a period of not more than 3 to 4 years
- Newbury Town Council's contribution would be extremely valuable to West Berkshire in order to:
  - Support and maintain Newbury Library with a good standard of service to the many people who use it, and maintain current opening hours (or something very close to those hours)
  - Set a good example that encourages other councils to make their requested contribution so we can retain a network of 8 static libraries and 1 mobile library until we can take advantage of new developments in support for libraries (as mentioned above)

### What will you get for your contribution?

#### ***Benefits should be mutual, including;***

- Providing a strong voice for NTC in the planning and delivery of the library service through regular meetings and continual dialogue, formal and informal.
- Supporting and advising West Berkshire as we aspire to improve ways of working in the library service and being increasingly customer-focused and responding to local community needs

- Being a key channel of feedback on how effective the library's performance is, and advising on improvements
- Accessing a key public building in the town for NTC events, meetings and occasional high profile events (eg speakers, concerts).
- Extending use of the building by local community groups and for more activities for families
- Joint working in marketing and promoting the library and its services for the benefit of the town as a whole.
- Celebrating the positive achievements of the library and being associated together with "good news" stories around the many ways in which Newbury Library helps local people to achieve

### ***More Detail on Partnership/Governance***

We anticipate holding regular meetings with appropriate representatives (Members, Officers) to increase communication, solve problems and develop new ideas.

We envisage a Memorandum of Agreement which sets out what we will provide plus any requirements of yours and how that will be monitored, either by forming a Newbury Library Support Group or similar.

### **General**

More local engagement can only strengthen libraries in the future. We feel that if we can develop a strong partnership with the Town Council, both in terms of the financial contribution and the joint development of the service, it will send out the best possible signal to all parish councils. Yes, but also to places like Thatcham and Theale who have town councils. My point is that we get a lot of criticism of WBC for being Newbury-centric, especially from "the East". Without spelling it out in the report, your vigorous support in this would mean a great deal, and could take the wind out of the sails of some rural communities who are accustomed to thinking Newbury is always protected and treated more favourably than them

### **Income Generation**

Red Quadrant's report suggested Libraries could realise about a £30k increase in income generation, which is already factored into the savings package. Some ideas we have for this are;

1. Reintroduce a charge for requesting/reserving specific titles, as is common in neighbouring library services. In recent years we have taken c22, 000 such requests. At 50p each, assuming a drop off rate of 50% for introduction of a fee, we would realise **£11k** per year.
2. Library Room hire. Recruiting local volunteer key holders may enable some hiring of libraries without incurring staff costs. This is dependent on demand, but we estimate income potential of **£7k** per year.
3. Charging more rigorously for library events. During the LibraryFests (2014 to 16) we have experimented and found people willing to pay for some craft activities, authors and other speakers, etc. Whilst protecting the core service

and some regular children's events, we anticipate potential income of **£2k** per year

This would not achieve the £30k target, but we are open to other initiatives and are continuing to consider ideas. Attitudes, not least among library staff, have started to change in recent years to appreciate the value of a more commercial approach to services, as long as the core service is protected for all regardless of ability to pay.

We have rejected some regular suggestions for income, most notably:

1. Charge for membership or borrowing - illegal and contrary to the purpose of a universal service.
2. Charge for public using computers - contravenes our agreement with software suppliers who license us to provide their products for free.

Mike Brook  
4.1.2017.

# Health & Safety Report for P&R Committee - Last Updated 04/01/2017

Appendix 1  
**Appendix 3**

**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	01/10/2016	Agreed at P&R 17.10.16	16.10.2017	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Team Managers	Nil	End Jan 2017	By End Jan 2017	April 2017	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 2017	Order raised (25/11/2016) awaiting date	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 May 2016	Completed 19/05/2016	End May 2017	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 2016	Completed End April 2016	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 July 2016	Completed 19/07/2016	End Jan 2017 - Date to be arranged	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 2016	Completed 03/05/2016	End May 2017	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	Completed 03/08/2016	July 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17a	Lightning Conductor Inspection (Second inspection due to Lightning Strike on building (15/09/2016) Omega)	Safety Officer / Subcontractor	£242.00	August 2016	Completed 03/11/2016	As above	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	End 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	Mid Sept 2016	Completed 02/09/2016	March 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS20	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	Mid July 2016	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	Mid Dec 2016	Completed 15/12/2016	End March 2017	Town Hall Contract	Information for Emergency Services and Town Hall occupants



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Appendix 3 Appendix 1

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS22	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Nil	2 full evacuations (not drills) carried out 15/09/2016 - faulty sensors & Lightning Strike)	TBC	Minimum of 2 per annum	N/A	Improved Town Hall safety / compliance with legislation
HS23	Review of Town Hall Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	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 2016	Completed Monday 31/10/2016	End October 2017	N/A	Improved information on Risks for NTC own / managed assets

# Health & Safety Report for P&R Committee - Last Updated 04/01/2017

Appendix 1  
**Appendix 3**

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HS36	Review of War Memorial Service Risk Assessments (annually)	CEO / Community Services Manager / Community Services Officers / GMO	Nil	End October 2016	Completed Monday 31/10/2016	End October 2017	N/A	Improved information on Risks for NTC own / managed assets

## List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2016	West Berkshire D C	Std Ord	79.00		WBDC Rates - NN0390790003011B
01/10/2016	West Berkshire D C	Std Ord	315.00		WBDC Rates - NN03905650030102
01/10/2016	West Berkshire D C	Std Ord	94.00		WBDC Rates - NN03905650030032
01/10/2016	West Berkshire D C	Std Ord	103.00		WBDC Rates - NN03905650030047
01/10/2016	West Berkshire D C	Std Ord	271.00		WBDC Rates - NN03900720155004
01/10/2016	West Berkshire D C	Std Ord	96.00		WBDC Rates - NN03905650030028
01/10/2016	West Berkshire D C	Std Ord	787.00		WBDC Rates - NN03905650100217
03/10/2016	Vodafone	DD	60.14		GMO/Caretaker phone bills
03/10/2016	WBC Rates	DD	150.00		Rates for Mayors Parlour
04/10/2016	Thames Water	DD	1,055.44		Compleat VP Suply apr-july
07/10/2016	FP-IMS (Southern) Limited	DD	300.00		Postage download
10/10/2016	Danwood Finance Ltd	DD	149.82		Photocopier charges September
12/10/2016	APC Environmental Services	102090	361.20		WC Allotments wasp nest
12/10/2016	Aqualicity Ltd	102091	115.56		Water cooler - Shaw Cemetery
12/10/2016	British Gas	102092	29.70		Suite 1 - 14 to 29 September
12/10/2016	CT Electrical Newbury Ltd	102093	154.80		Replace light by staff kitchen
12/10/2016	Citizens Advice Bureau	102094	8,750.00		2nd payment as per budget
12/10/2016	Newbury Community Resource	102095	150.00		Donation to NCRC for benchwork
12/10/2016	Steve Carter Haulage	102096	600.00		Remove 2 loads muck Shaw Cem
12/10/2016	Dayle Bayliss Associates LLP	102097	378.00		VP Project Management & Tennis
12/10/2016	Empower Energy Ltd	102098	714.00		T/Hall Solar Maintenance
12/10/2016	English Landscapes Maintenance	102099	31,141.81		GM contract 20.08-16.09.16
12/10/2016	Sarah Greenall	102100	35.00		Cllr S Greenall-Data Protect
12/10/2016	Greenham Safety & Work Supplie	102101	336.48		Security post & fixing Toilet
12/10/2016	Healthmatic Ltd	102102	1,200.00		October clean - Wharf Toilets
12/10/2016	Insideout Site Services	102103	30.00		August window clean Town Hall
12/10/2016	JS Maintenance Services	102104	159.63		VP kiosk install outside tap
12/10/2016	Link Up	102105	46.00		Bus Stop posters
12/10/2016	L Parker Tree Services	102106	360.00		Remove beech tree Shaw Cem
12/10/2016	Lyreco UK Ltd	102107	292.97		Various items of stationery
12/10/2016	G & P Lilleystone	102108	391.88		W/Mills replace faulty padlock
12/10/2016	Miss Margaret Gore	102109	146.99		IT equipment for Chamber
12/10/2016	Minster Cleaning Services	102110	1,170.68		Office cleaning for October 16
12/10/2016	Mazars LLP	102111	2,400.00		External Audit Fees
12/10/2016	Newbury Tools Ltd	102112	939.48		Scissor lift -strenghten guard
12/10/2016	Newbury Town Council	102113	100.00		Reimburse Hire of St Nics Hall
12/10/2016	Town and Country Caterers	102114	917.00		Market Management Oct 16
12/10/2016	Technique Limited	102115	3,400.68		IT equipment for Chamber
12/10/2016	Terrascan Limited	102116	750.00		Underground utility survey VP
12/10/2016	Wybone Ltd	102117	193.99		4 boxes Dog Bin Bags
12/10/2016	James Heasman	102118	60.00		Upgrade of returned work boots
14/10/2016	De Lage Landen Leasing Ltd	dd	983.80		Coppier lease Oct to Jan 17
17/10/2016	Southern Electric	DDa	1,039.54		V/Park june to sept 16
18/10/2016	Southern Electric	DDb	521.18		F/Way lighting Day - Sept/Oct
18/10/2016	Thames Water	DDc	17.03		St Johns water balance 31-8
18/10/2016	Thames Water	DDd	80.01		WC Allotment 06.07 to 10.10.16
18/10/2016	Thames Water	ddE	112.29		WC Rec 06.07 to 10.10.16

At : 11:04 AM

## NatWest Current Account

## List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/10/2016	Thames Water	DDF	35.61		City Rec 19.07 to 10.10.16
18/10/2016	Thames Water	DDG	85.66		T/Hall 11.07 to 10.10.16
19/10/2016	Streamline Merchant Services	DD	15.28		Card Payments - Sept 16
24/10/2016	Hughes & Salvidge t/a Aasvogel	102119	777.32		NTR Cem x2 skips
24/10/2016	Berkshire Pressure Cleaning	102120	144.00		P5148/Ebb+Flow MidOct Cleaning
24/10/2016	CT Electrical Newbury Ltd	102121	792.67		Shaw Cem - Remedial works
24/10/2016	Mrs Melanie Cruickshank	102122	30.13		Key deposit refund WM 7
24/10/2016	CJM Harvey Fabrications Ltd	102123	5,628.53		039/7846/42
24/10/2016	Environmental Solutions Ltd	102124	48.00		Secure shredding
24/10/2016	English Landscapes Maintenance	102125	31,141.81		GM contract period 7
24/10/2016	First Response Training	102126	510.00		Fire Marshal Training staff
24/10/2016	Gary Clements Painter and Deco	102127	1,521.00		12102016/Lab+Mets TH Quadrangl
24/10/2016	JS Maintenance Services	102128	266.53		B/Field Repair childs swing
24/10/2016	MIO FIORE LTD	102129	120.00		2/Staff Winter Team Build Dep
24/10/2016	David Pawley Clock & Sundial m	102130	540.00		Maintain Clock House clocks
24/10/2016	RBS Software Solutions	102131	513.36		25083/RBS OT Mileage
24/10/2016	M & P Woodley	102132	2,054.00		11102016/Lab+Mets TH Quadrangl
24/10/2016	Together Technology Ltd	DD	333.00		Telephone support etc
26/10/2016	NatWest	DD	18,519.53		October Salaries
28/10/2016	Danwood Finance Ltd	DDH	35.20		copier cost Oct to Sept 16
28/10/2016	Nat West Bank	DDI	1.56		Bank charges September 16
28/10/2016	Streamline Merchant Services	ddJ	9.00		Card Machine subs - Septemeber
31/10/2016	APPLE PRINT & CREATIVE	102133	1,140.00		Market research - Nby Market
31/10/2016	Broxap Ltd	102134	955.20		Replacement slat
31/10/2016	Cash	102135	157.66		It Equipment
31/10/2016	DCK Beavers Ltd	102136	92.40		Monthly payroll - October 2016
31/10/2016	Mr R East	102137	23.40		Allotrent refund- S99 - R East
31/10/2016	Gardner Leader LLP	102138	1,080.00		Suite 7 Lease
31/10/2016	Claire Green	102139	16.10		Alltrent refund-WM71b-C Green
31/10/2016	The Good Exchange Ltd	102140	5,427.50		Bowls Club repairs
31/10/2016	Hungerford Garden Machinery	102141	338.80		Chain saw bars & Chian repair
31/10/2016	Hannington Silver Band	102142	150.00		Bandstand 18 September 2016
31/10/2016	Anthony Hiller	102143	45.00		E-Fax - 6 months subscription
31/10/2016	Her Majesty's Revenue and Cust	102144	6,865.21		Saleries October 2016
31/10/2016	Justeel Limited	102145	57.60		Container hire
31/10/2016	Meridian Soils Limited	102146	3,983.04		VP-site drilling, soil testing
31/10/2016	Berkshire Pension Fund	102147	5,949.50		Saleries October 2016
31/10/2016	Richie Sharp	102148	186.51		Items for V/Park repairs
31/10/2016	Town and Country Caterers	102149	917.00		Market management Fee - Nov 16
31/10/2016	Together Technology Ltd	102150	285.23		Monthly phone line
31/10/2016	Technique Limited	102151	1,908.00		Zbook work station
31/10/2016	Prudential	102152	200.00		Saleries October 2016
31/10/2016	Southern Electric	DDa	44.96		Shaw cem Sept - Oct 16
31/10/2016	Southern Electric	DD	19.31		Old Toilet Block - 26.06/27.09
<b>Total Payments</b>			<b>154,504.71</b>		

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## NatWest Current Account

## List of Payments made between 01/11/2016 and 30/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2016	West Berkshire D C	Std Ord	79.00		WBDC Rates - NN0390790003011B
01/11/2016	West Berkshire D C	Std Ord	315.00		WBDC Rates - NN03905650030102
01/11/2016	West Berkshire D C	Std Ord	94.00		WBDC Rates - NN03905650030032
01/11/2016	West Berkshire D C	Std Ord	103.00		WBDC Rates - NN03905650030047
01/11/2016	West Berkshire D C	Std Ord	271.00		WBDC Rates - NN03900720155004
01/11/2016	West Berkshire D C	Std Ord	96.00		WBDC Rates - NN03905650030028
01/11/2016	West Berkshire D C	Std Ord	787.00		WBDC Rates - NN03905650100217
01/11/2016	West Berkshire Council	DD	150.00		Rates for Mayors Parlour
01/11/2016	Vodafone	DD	60.14		Caretaker/GMO Mobile bills
04/11/2016	Southern Electric	DDa	143.82		NTR Cem 7 Jul to 7 Oct 16
11/11/2016	Southern Electric	DD	65.06		Market Pillers1- 23.07to 20.10
11/11/2016	Southern Electric	DDa	29.37		Market pillar2-23.07to20.10.16
12/11/2016	Southern Electric	DDc	146.16		WC Changing room Apr/Jul
14/11/2016	Aquaid (Kennet and North Wilts	102153	432.00		Yearly Cooler rental
14/11/2016	ADT Fire & Security Plc	102154	2,580.12		Maintain Firealarm from 04.17
14/11/2016	A & S Meats	102155	480.00		Training Market Management
14/11/2016	Avonmore Associates Ltd	102156	40,800.00		Football pitch V -reconstrut
14/11/2016	F.H.Brundle	102157	272.38		Gas Gate Closure
14/11/2016	Andrew Baille	102158	21.20		Refund - overpayment
14/11/2016	CT Electrical Newbury Ltd	102159	386.34		Suite 2 - Kitchen lights
14/11/2016	Create Consulting Engineers Lt	102160	1,995.31		VP Path & Wall design service
14/11/2016	Dayle Bayliss Associates LLP	102161	624.00		VP project management
14/11/2016	Environmental Solutions Ltd	102162	48.00		Secure Shredding
14/11/2016	Idverde Ltd	102163	4,578.00		VP works by Bowls Club
14/11/2016	Healthmatic Ltd	102164	1,200.00		Cleaning of Wharf Toilets
14/11/2016	Anthony Hiller	102165	75.99		Business cards Mayor & Deputy
14/11/2016	J P H Forestry Ltd	102166	444.00		Pollard AshTree St John Corner
14/11/2016	JS Maintenance Services	102167	550.19		Southby Install mesh for ditch
14/11/2016	Link Up	102168	47.00		Bus stop posters 27.10.16
14/11/2016	G & P Lilleystone	102169	115.96		WC Allot - faulty padlock
14/11/2016	Miss Margaret Gore	102170	229.62		Access to Work equipment - Kym
14/11/2016	Minster Cleaning Services	102171	1,170.68		Office cleaning - November
14/11/2016	Newbury Tools Ltd	102172	1,223.31		VP Harris Fencing
14/11/2016	Newbury News Ltd	102173	118.80		Advert WW Working Group
14/11/2016	Penwood Nurseries Ltd	102174	35.00		x2 Verigated Laurels
14/11/2016	Mole Country Stores	102175	12.98		Fish blood & Bone Bucket
14/11/2016	Technique Limited	102176	654.60		PC equipment
14/11/2016	A K Moir	102177	578.50		Dendro - Bartholomew Cottage
14/11/2016	Target Structural	102178	3,120.00		St Johns Memorial garden
14/11/2016	WPS Insurance Brokers and Risk	102179	35.05		Aviva Insurance
14/11/2016	Thames Water	DDd	213.56		VP July to October 16
14/11/2016	Thames Water	DDe	271.17		Shaw Cemetery July to October
16/11/2016	Southern Electric	DDb	472.83		F/Way light day 04.10/01.11.16
21/11/2016	APC Environmental Services	102181	730.80		Wasp Nest Shaw cemetery
21/11/2016	Mr J I Brazendale	102182	11.19		Allot rent - Mr J I Brazendale
21/11/2016	PW Brunsdon	102183	1,620.00		Letting of Old Court Room
21/11/2016	Cash	102184	143.97		Various Town Hall

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## NatWest Current Account

## List of Payments made between 01/11/2016 and 30/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/11/2016	DCK Beavers Ltd	102185	560.40		November payroll
21/11/2016	Direct UK Deals Limited	102186	733.94		Water heater town hall
21/11/2016	Her Majesty's Revenue and Cust	102187	6,493.04		November payroll
21/11/2016	JS Maintenance Services	102188	72.00		Bodin Gd, Repair basket swing
21/11/2016	Mrs J Lewis	102189	101.66		World Wars Exhibition
21/11/2016	MSS Ltd	102190	360.00		Ambulance Crew - Remembrance
21/11/2016	H.C. Marsh (Newbury) Ltd	102191	81.60		Gas Bottles - Shaw Cemtery
21/11/2016	Newbury Tools Ltd	102192	792.00		Credit against inv 1115995
21/11/2016	1st Newbury Boys Brigade	102193	50.00		Bugling at Remembrance Parade
21/11/2016	Omega Red Group Ltd	102194	307.20		Check after lightning strik
21/11/2016	Prudential	102195	200.00		November payroll
21/11/2016	Royal British Legion	102196	160.00		Poppy wreaths etc
21/11/2016	Roman Print	102197	208.80		Receipt books x 20
21/11/2016	Berkshire Pension Fund	102198	5,730.25		November payroll
21/11/2016	Chiltern Sports Contractors Lt	102199	62,142.17		V/Park Tennis Courts
21/11/2016	WPS Insurance Brokers and Risk	102200	58.30		Aviva Insurance
21/11/2016	Streamline Merchant Services	DD	9.00		Credit card charges
21/11/2016	Streamline Merchant Services	DDa	15.18		Card charges
22/11/2016	Southern Electric	DD	83.06		Market PI Credit Apr / Jul
24/11/2016	Together Technology Ltd	SO	333.00		Telephones T/Hall
25/11/2016	Natwest	DD	18,033.67		Salaries for November
25/11/2016	Nat West Bank	DDe	1.56		Bank charges
28/11/2016	Newbury Tools Ltd	102200	158.40		Haris fencing V/Park
28/11/2016	Together Technology Ltd	102201	285.23		Telephones
28/11/2016	Hughes & Salvidge t/a Aasvogel	102202	252.59		Skip at Southby's Allotment
28/11/2016	Cornhill Services (Newbury)	102203	150.00		Sound - Remembrance day
28/11/2016	Environmental Solutions Ltd	102204	19.20		Secure shredding
28/11/2016	JS Maintenance Services	102205	75.84		W/Mills allotment repair fence
28/11/2016	Justeel Limited	102206	57.60		Container hire
28/11/2016	Mrs J Lewis	102207	122.80		Xmas Tree Light - Reception
28/11/2016	Miss Margaret Gore	102208	248.87		Access to Work equipment
28/11/2016	Penwood Nurseries Ltd	102209	148.00		4 x Flowering Cherry trees
28/11/2016	CRM Groundworks	102210	4,088.40		GH Gardens x 2 bench bases
28/11/2016	Gardner Leader LLP	102211	2,712.00		Lease - Suite 1
28/11/2016	MIO FIORE LTD	102212	553.20		Xmas
28/11/2016	Thatcham Glass	102213	2,232.00		Replace windows - Suite 7
28/11/2016	Hypertec Ltd	102214	1,351.40		EMAIL24/11/16/8022/302
30/11/2016	Thames Water	DD	525.93		Southbys - Aug-Nov
30/11/2016	Thames Water	DDa	151.10		West Mills - Aug-Nov
30/11/2016	Thames Water	DDb	81.21		Russell Rd - Aug-Nov
30/11/2016	Thames Water	DDc	198.56		Parsons - Aug-Nov
<b>Total Payments</b>			<b>177,571.26</b>		

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## NatWest Current Account

## List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2016	Danwood Finance Ltd	DDb	168.25		Photocopier charges
01/12/2016	West Berkshire D C	Std Ord	79.00		WBDC Rates - NN0390790003011B
01/12/2016	West Berkshire D C	Std Ord	315.00		WBDC Rates - NN03905650030102
01/12/2016	West Berkshire D C	Std Ord	94.00		WBDC Rates - NN03905650030032
01/12/2016	West Berkshire D C	Std Ord	103.00		WBDC Rates - NN03905650030047
01/12/2016	West Berkshire D C	Std Ord	271.00		WBDC Rates - NN03900720155004
01/12/2016	West Berkshire D C	Std Ord	96.00		WBDC Rates - NN03905650030028
01/12/2016	West Berkshire D C	Std Ord	787.00		WBDC Rates - NN03905650100217
01/12/2016	West Berkshire Council	DD	150.00		Rates for Mayor's Parlour
02/12/2016	Vodafone	DD	61.14		GMO/Caretaker Moile phones
05/12/2016	A & S Meats	102215	1,100.40		Market Management Dec 2016
05/12/2016	Aqualicity Ltd	102216	44.40		Water Filter Maintainance Shaw
05/12/2016	Dayle Bayliss Associates LLP	102217	234.00		VP project management Nov
05/12/2016	Idverde Ltd	102218	23,438.57		GM contact payment 8
05/12/2016	Genius Within	102219	792.00		Strategy coaching Kym
05/12/2016	Healthmatic Ltd	102220	1,200.00		Clean Wharf Toilet Dec 16
05/12/2016	Anthony Hiller	102221	211.99		Mayor's Christmas Cards
05/12/2016	Lyreco UK Ltd	102222	929.84		Printing & Stationery
05/12/2016	G & P Lilleystone	102223	284.25		Supply 2 x AL2 padlocks
05/12/2016	NABMA	102224	258.00		GT/CE Market Conference
05/12/2016	Target Structural	102225	3,120.00		Work at St Johns Gardens
05/12/2016	West Berkshire District Council	102226	336.00		Pre-plan advice Culver Rd
05/12/2016	West Berkshire Training Consor	102227	195.00		Gillian Training 05.12.2016
05/12/2016	Thames Water	DDa	4.76		St Johns Cross Rd Aug/Nov
12/12/2016	BNP Paribas Leasing Solutions	102228	177.19		Credit-Frinking machine leas
12/12/2016	Church House Vintners	102229	135.15		replacement chq Inv 3887
12/12/2016	Link Up	102230	46.00		Bus stop posters
12/12/2016	Caroline Edmunds	102231	50.99		Lights for Charter Market
12/12/2016	Mr Hugh Peacocke	102232	47.90		Expenses for CEO
12/12/2016	Granville Taylor	102233	100.00		Retirement presant S-Brind
12/12/2016	Barlows Woodyard	102234	75.36		Tree guard
12/12/2016	CT Electrical Newbury Ltd	102235	205.56		Repair heater - admin office
12/12/2016	Mr B Digby	102236	125.00		Civic Duties
12/12/2016	Huck Nets (UK) Ltd	102237	957.12		Repair rope swing
12/12/2016	JS Maintenance Services	102238	903.20		VP - Reair swings
12/12/2016	Minster Cleaning Services	102239	1,104.38		Office cleaning December 16
12/12/2016	Newbury Tools Ltd	102240	254.40		Harris fencing Vic Park
12/12/2016	Mr Garry Paulson	102241	25.00		Civic Duties
12/12/2016	Paulette McAllister	102242	1,860.00		Concept design - Vic Park
12/12/2016	Mr D Stubbs	102243	50.00		Civic duties
12/12/2016	Mr R Thomason	102244	100.00		Civic Duties
14/12/2016	Crescent Signs	102245	438.00		5 x Blank Heritage Plaques
14/12/2016	Create Consulting Engineers Lt	102246	3,968.70		VP footpath / wall repairs
14/12/2016	Cystic Fibrosis Trust	102247	40.00		Cystic Fibrosis Trust
14/12/2016	Environmental Solutions Ltd	102248	48.00		Secure Shredding
14/12/2016	Idverde Ltd	102249	15,734.81		Groud Maintenace - period 9
14/12/2016	FP-IMS (Southern) Limited	102250	356.40		Franking machine - service con

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## NatWest Current Account

## List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/12/2016	Loo Of The Year Awards Ltd	102251	150.00		Loo of the year - Inspection
16/12/2016	Francotyp-Postalia Ltd	DDf	300.00		Postage download
21/12/2016	BNP Paribas Leasing Solutions	102252	44.81		Outstanding amount
21/12/2016	British Gas	102253	270.36		Wharf Toilets 28 oct/28 Nov
21/12/2016	Cholsey Silver Band	102254	150.00		Bandstand - 25.09.2016
21/12/2016	Her Majesty's Revenue and Cust	102255	8,774.92		December payroll
21/12/2016	JS Maintenance Services	102256	1,207.02		Supply/install water heater
21/12/2016	G & P Lilleystone	102257	199.75		DF Allotment - replace padlock
21/12/2016	Newbury Electrical Supplies	102258	38.04		Light for Receptio
21/12/2016	National Association of Memori	102259	246.00		Namm suscription Apr /Dec 17
21/12/2016	Prudential	102260	200.00		December payroll
21/12/2016	Berkshire Pension Fund	102261	6,258.14		December payroll
21/12/2016	Cold Ash Brass	102262	150.00		Bandstand - 19 June 2016
21/12/2016	DWP DM	102263	532.87		December Payroll
21/12/2016	Streamline Merchant Services	DDe	49.29		Card transaction November 2016
23/12/2016	Streamline Merchant Services	DDd	9.00		Credit card charges
23/12/2016	Natwest	DD	21,453.61		Salaries December
28/12/2016	Nat West Bank	DDc	1.56		Bank chages
28/12/2016	Together Technology	SOA	333.00		Telephones December
29/12/2016	Danwood Finance Ltd	DDb	146.18		Cpoier charges November
30/12/2016	Southern Electric	DDa	535.34		V/Park 02 Nov to 01 Dec
30/12/2016	St Bartholomew's School	SO	212.50		rent for Parsons
31/12/2016	Southern Electric	DD	488.88		Footway lighting day - nov/dec
<b>Total Payments</b>			<u>102,828.03</u>		



03/01/2017

## Newbury Town Council 16-17

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2016

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## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Council</b>								
<b>100</b>	<b>Staff</b>							
4000	Salaries/NI/PAYE	37,146	294,088	385,601	91,513		91,513	76.3 %
4010	Misc Staff Expenses	104	1,592	3,000	1,408		1,408	53.1 %
	Staff :- Expenditure	<b>37,250</b>	<b>295,681</b>	<b>388,601</b>	<b>92,920</b>	<b>0</b>	<b>92,920</b>	<b>76.1 %</b>
1990	Miscellaneous Income	0	300	0	300			0.0 %
	Staff :- Income	<b>0</b>	<b>300</b>	<b>0</b>	<b>300</b>			
	<b>Net Expenditure over Income</b>	<b>37,250</b>	<b>295,380</b>	<b>388,601</b>	<b>93,221</b>			
<b>110</b>	<b>Central Services</b>							
4050	Bank Charges	37	394	1,000	606		606	39.4 %
4055	Election Expenses	0	0	6,800	6,800		6,800	0.0 %
4060	NYC	0	9	500	491		491	1.7 %
4265	Subscriptions	51	51	0	-51		-51	0.0 %
	Central Services :- Expenditure	<b>88</b>	<b>454</b>	<b>8,300</b>	<b>7,846</b>	<b>0</b>	<b>7,846</b>	<b>5.5 %</b>
1076	Precept Received	0	984,706	984,706	0			100.0 %
1077	Precept Support Grant	0	18,384	18,384	0			100.0 %
1090	Interest Received	263	1,039	1,000	39			103.9 %
1990	Miscellaneous Income	0	55	0	55			0.0 %
	Central Services :- Income	<b>263</b>	<b>1,004,185</b>	<b>1,004,090</b>	<b>95</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-175</b>	<b>-1,003,731</b>	<b>-995,790</b>	<b>7,941</b>			
	Council :- Expenditure	<b>37,338</b>	<b>296,135</b>	<b>396,901</b>	<b>100,766</b>	<b>0</b>	<b>100,766</b>	<b>74.6 %</b>
	Income	<b>263</b>	<b>1,004,485</b>	<b>1,004,090</b>	<b>395</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>37,075</b>	<b>-708,350</b>	<b>-607,189</b>	<b>101,161</b>			
<b>Policy and Resources</b>								
<b>200</b>	<b>P&amp;R General</b>							
4100	Members Allowances	0	135	390	255		255	34.6 %
4105	Members' travel & subsistence	0	0	360	360		360	0.0 %
4110	Marketing	171	555	1,000	445		445	55.5 %
4120	Newsletter	0	0	1,000	1,000		1,000	0.0 %
4125	P&R Projects Fund	0	0	5,000	5,000		5,000	0.0 %
	P&R General :- Expenditure	<b>171</b>	<b>690</b>	<b>7,750</b>	<b>7,060</b>	<b>0</b>	<b>7,060</b>	<b>8.9 %</b>
	<b>Net Expenditure over Income</b>	<b>171</b>	<b>690</b>	<b>7,750</b>	<b>7,060</b>			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>210 Grants &amp; Contributions</b>							
4160 Contribution to BID Xmas light	0	16,000	16,000	0		0	100.0 %
4165 WBC - Neighbourhood Wardens	0	790	59,000	58,210		58,210	1.3 %
4170 Volunteer Centre	0	500	500	0		0	100.0 %
<b>4180 Grant Sub Committee</b>	<b>0</b>	<b>10,550</b>	<b>7,000</b>	<b>-3,550</b>		<b>-3,550</b>	<b>150.7 %</b>
4185 CAB Grant	0	17,500	17,500	0		0	100.0 %
4190 CCTV	0	12,000	12,000	0		0	100.0 %
4200 Visitor Information Centre	0	0	10,000	10,000		10,000	0.0 %
Grants & Contributions :- Expenditure	<b>0</b>	<b>57,340</b>	<b>122,000</b>	<b>64,660</b>	<b>0</b>	<b>64,660</b>	<b>47.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>57,340</b>	<b>122,000</b>	<b>64,660</b>			
<b>220 Corporate Services</b>							
4220 Training and Development	1,118	4,892	5,500	608		608	88.9 %
4225 Advertising Recruitment	0	0	1,200	1,200		1,200	0.0 %
4230 Telephone	844	4,324	4,750	426		426	91.0 %
<b>4235 Postage</b>	<b>530</b>	<b>2,891</b>	<b>2,000</b>	<b>-891</b>		<b>-891</b>	<b>144.5 %</b>
4240 Printing/Stationery	734	2,625	4,000	1,375	166	1,208	69.8 %
4245 Office Equipment	0	1,604	2,300	696		696	69.7 %
4250 IT	32	6,347	7,500	1,153		1,153	84.6 %
<b>4255 Professional Fees</b>	<b>433</b>	<b>10,616</b>	<b>7,000</b>	<b>-3,616</b>		<b>-3,616</b>	<b>151.7 %</b>
4260 Audit	420	840	3,700	2,860		2,860	22.7 %
4265 Subscriptions	0	3,212	4,000	788		788	80.3 %
4270 Photocopier Charges	992	4,375	6,500	2,125		2,125	67.3 %
4275 Advertising General	0	487	1,000	513		513	48.7 %
4280 Recycling Costs	40	415	600	185		185	69.2 %
4420 Insurance	-17	15,699	16,000	301		301	98.1 %
Corporate Services :- Expenditure	<b>5,126</b>	<b>58,328</b>	<b>66,050</b>	<b>7,722</b>	<b>166</b>	<b>7,556</b>	<b>88.6 %</b>
1120 Grants & Donations Received	0	25	0	25			0.0 %
1990 Miscellaneous Income	0	319	0	319			0.0 %
Corporate Services :- Income	<b>0</b>	<b>344</b>	<b>0</b>	<b>344</b>			
<b>Net Expenditure over Income</b>	<b>5,126</b>	<b>57,984</b>	<b>66,050</b>	<b>8,066</b>			
<b>290 Town Hall</b>							
4320 Town Hall Refurb	0	14,930	15,000	70		70	99.5 %
4325 PWLB Loan Interest	0	481	895	414		414	53.8 %
4330 PWLB Loan Capital	0	2,500	18,456	15,956		15,956	13.5 %
4405 Rates	1,029	9,377	10,525	1,148		1,148	89.1 %
4410 Water	0	171	400	229		229	42.7 %

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4415 Energy Supplies	-240	4,438	12,840	8,402		8,402	34.6 %
4425 Repairs and Maintenance	994	15,774	23,000	7,226	4,007	3,219	86.0 %
4430 Maint. Contracts	920	8,725	11,175	2,450		2,450	78.1 %
4440 Fire Extinguishers	0	563	600	37		37	93.8 %
Town Hall :- Expenditure	<b>2,704</b>	<b>56,959</b>	<b>92,891</b>	<b>35,932</b>	<b>4,007</b>	<b>31,925</b>	<b>65.6 %</b>
1270 Suite Lease Income	2,453	17,078	19,000	-1,922			89.9 %
1275 Solar Panel Income	0	482	500	-18			96.4 %
1280 Chamber Hire	673	5,513	7,000	-1,487			78.8 %
1285 Projector Hire	23	46	50	-4			92.0 %
1990 Miscellaneous Income	0	53	0	53			0.0 %
Town Hall :- Income	<b>3,148</b>	<b>23,172</b>	<b>26,550</b>	<b>-3,378</b>			<b>87.3 %</b>
<b>Net Expenditure over Income</b>	<b>-444</b>	<b>33,787</b>	<b>66,341</b>	<b>32,554</b>			
Policy and Resources :- Expenditure	<b>8,001</b>	<b>173,317</b>	<b>288,691</b>	<b>115,374</b>	<b>4,173</b>	<b>111,201</b>	<b>61.5 %</b>
Income	<b>3,148</b>	<b>23,516</b>	<b>26,550</b>	<b>-3,034</b>			<b>88.6 %</b>
<b>Net Expenditure over Income</b>	<b>4,853</b>	<b>149,801</b>	<b>262,141</b>	<b>112,340</b>			
<b>Community Services</b>							
<b>300 Newtown Road Cemetery</b>							
4405 Rates	0	242	245	3		3	98.8 %
4415 Energy Supplies	0	326	800	474		474	40.8 %
4425 Repairs and Maintenance	0	1,659	3,500	1,841	56	1,785	49.0 %
4430 Maint. Contracts	1,231	8,079	10,661	2,582		2,582	75.8 %
4435 Maint. Contracts Unscheduled	0	0	1,800	1,800		1,800	0.0 %
4440 Fire Extinguishers	0	47	100	53		53	47.0 %
Newtown Road Cemetery :- Expenditure	<b>1,231</b>	<b>10,354</b>	<b>17,106</b>	<b>6,752</b>	<b>56</b>	<b>6,696</b>	<b>60.9 %</b>
1300 Cemetery Income	0	365	0	365			0.0 %
1990 Miscellaneous Income	0	0	200	-200			0.0 %
Newtown Road Cemetery :- Income	<b>0</b>	<b>365</b>	<b>200</b>	<b>165</b>			<b>182.5 %</b>
<b>Net Expenditure over Income</b>	<b>1,231</b>	<b>9,989</b>	<b>16,906</b>	<b>6,917</b>			
<b>305 Shaw Cemetery</b>							
4350 Disability Access Toilet	0	0	2,750	2,750		2,750	0.0 %
4400 Rent Payable	0	0	1,000	1,000		1,000	0.0 %
4405 Rates	79	708	800	93		93	88.4 %
4410 Water	0	255	350	95		95	72.9 %
4415 Energy Supplies	376	633	1,500	867		867	42.2 %

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4425 Repairs and Maintenance	92	4,179	8,000	3,821	141	3,680	54.0 %
4430 Maint. Contracts	8,315	54,490	72,000	17,510		17,510	75.7 %
4435 Maint. Contracts Unscheduled	0	0	2,000	2,000		2,000	0.0 %
4440 Fire Extinguishers	0	118	250	133		133	47.0 %
Shaw Cemetery :- Expenditure	<b>8,861</b>	<b>60,382</b>	<b>88,650</b>	<b>28,268</b>	<b>141</b>	<b>28,127</b>	<b>68.3 %</b>
1300 Cemetery Income	4,808	36,772	54,000	-17,228			68.1 %
Shaw Cemetery :- Income	<b>4,808</b>	<b>36,772</b>	<b>54,000</b>	<b>-17,228</b>			<b>68.1 %</b>
<b>Net Expenditure over Income</b>	<b>4,053</b>	<b>23,610</b>	<b>34,650</b>	<b>11,040</b>			
<b>310 Markets</b>							
4265 Subscriptions	0	318	318	0		0	100.0 %
4275 Advertising General	144	1,511	2,500	989	110	879	64.9 %
4360 Market Management	917	8,653	12,000	3,347		3,347	72.1 %
4400 Rent Payable	0	0	1,900	1,900		1,900	0.0 %
4405 Rates	787	7,241	8,150	910		910	88.8 %
4415 Energy Supplies	0	524	1,000	476		476	52.4 %
4425 Repairs and Maintenance	0	39	2,060	2,021		2,021	1.9 %
4445 Security	0	260	260	0		0	100.0 %
Markets :- Expenditure	<b>1,848</b>	<b>18,546</b>	<b>28,188</b>	<b>9,642</b>	<b>110</b>	<b>9,532</b>	<b>66.2 %</b>
1320 Market Income	3,329	31,490	49,440	-17,950			63.7 %
Markets :- Income	<b>3,329</b>	<b>31,490</b>	<b>49,440</b>	<b>-17,950</b>			<b>63.7 %</b>
<b>Net Expenditure over Income</b>	<b>-1,481</b>	<b>-12,944</b>	<b>-21,252</b>	<b>-8,308</b>			
<b>315 War Memorial</b>							
4425 Repairs and Maintenance	0	5	1,000	995		995	0.5 %
War Memorial :- Expenditure	<b>0</b>	<b>5</b>	<b>1,000</b>	<b>995</b>	<b>0</b>	<b>995</b>	<b>0.5 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>5</b>	<b>1,000</b>	<b>995</b>			
<b>320 Footway Lighting</b>							
4415 Energy Supplies	412	3,350	5,600	2,250		2,250	59.8 %
4425 Repairs and Maintenance	0	3,208	8,400	5,192		5,192	38.2 %
Footway Lighting :- Expenditure	<b>412</b>	<b>6,558</b>	<b>14,000</b>	<b>7,442</b>	<b>0</b>	<b>7,442</b>	<b>46.8 %</b>
<b>Net Expenditure over Income</b>	<b>412</b>	<b>6,558</b>	<b>14,000</b>	<b>7,442</b>			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>325</b> <b>Clock House</b>							
4415 Energy Supplies	63	405	575	170		170	70.5 %
4425 Repairs and Maintenance	0	445	1,500	1,055		1,055	29.7 %
Clock House :- Expenditure	<b>63</b>	<b>851</b>	<b>2,075</b>	<b>1,224</b>	<b>0</b>	<b>1,224</b>	<b>41.0 %</b>
<b>Net Expenditure over Income</b>	<b>63</b>	<b>851</b>	<b>2,075</b>	<b>1,224</b>			
<b>330</b> <b>Street Furniture</b>							
4425 Repairs and Maintenance	0	2,838	3,500	662	490	172	95.1 %
Street Furniture :- Expenditure	<b>0</b>	<b>2,838</b>	<b>3,500</b>	<b>662</b>	<b>490</b>	<b>172</b>	<b>95.1 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,838</b>	<b>3,500</b>	<b>662</b>			
<b>335</b> <b>Recreation Grounds</b>							
4410 Water	0	274	400	126		126	68.6 %
4415 Energy Supplies	0	540	2,000	1,460		1,460	27.0 %
4425 Repairs and Maintenance	285	933	3,600	2,667	150	2,517	30.1 %
4430 Maint. Contracts	3,604	23,449	31,209	7,760		7,760	75.1 %
4435 Maint. Contracts Unscheduled	119	-94	2,500	2,594	236	2,358	5.7 %
Recreation Grounds :- Expenditure	<b>4,008</b>	<b>25,103</b>	<b>39,709</b>	<b>14,606</b>	<b>386</b>	<b>14,220</b>	<b>64.2 %</b>
1120 Grants & Donations Received	0	-4,900	0	-4,900			0.0 %
1350 English Heritage	0	0	500	-500			0.0 %
1355 Income - Pitches	81	1,580	2,150	-570			73.5 %
Recreation Grounds :- Income	<b>81</b>	<b>-3,320</b>	<b>2,650</b>	<b>-5,970</b>			<b>-125.3 %</b>
<b>Net Expenditure over Income</b>	<b>3,927</b>	<b>28,423</b>	<b>37,059</b>	<b>8,636</b>			
<b>340</b> <b>Play Areas</b>							
4425 Repairs and Maintenance	1,033	6,401	9,000	2,599	698	1,902	78.9 %
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500	1,172	328	78.1 %
Play Areas :- Expenditure	<b>1,033</b>	<b>6,401</b>	<b>10,500</b>	<b>4,099</b>	<b>1,870</b>	<b>2,230</b>	<b>78.8 %</b>
<b>Net Expenditure over Income</b>	<b>1,033</b>	<b>6,401</b>	<b>10,500</b>	<b>4,099</b>			
<b>345</b> <b>Victoria Park</b>							
<b>4410</b> <b>Water</b>	<b>0</b>	<b>1,547</b>	<b>850</b>	<b>-697</b>		<b>-697</b>	<b>182.0 %</b>
<b>4415</b> <b>Energy Supplies</b>	<b>15</b>	<b>1,397</b>	<b>800</b>	<b>-597</b>		<b>-597</b>	<b>174.6 %</b>
4425 Repairs and Maintenance	4,254	192,460	430,000	237,540	28,074	209,466	51.3 %
4430 Maint. Contracts	6,271	41,168	54,307	13,139		13,139	75.8 %
4435 Maint. Contracts Unscheduled	582	1,203	4,500	3,297	785	2,512	44.2 %

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4440 Fire Extinguishers	0	94	200	106		106	47.0 %
4445 Security	0	245	300	55		55	81.7 %
4470 Tree Maintenance	0	0	0	0	630	-630	0.0 %
4480 Music at the Bandstand	300	2,250	2,500	250		250	90.0 %
Victoria Park :- Expenditure	<b>11,422</b>	<b>240,364</b>	<b>493,457</b>	<b>253,093</b>	<b>29,489</b>	<b>223,604</b>	<b>54.7 %</b>
1120 Grants & Donations Received	5,428	9,418	0	9,418			0.0 %
1380 Income - Bowling Club	233	467	467	0			99.9 %
1385 Income - Kiosk/Cafe	0	3,233	4,000	-767			80.8 %
1500 Other open spaces income	0	400	0	400			0.0 %
1990 Miscellaneous Income	5,428	5,850	0	5,850			0.0 %
Victoria Park :- Income	<b>11,088</b>	<b>19,367</b>	<b>4,467</b>	<b>14,900</b>			<b>433.6 %</b>
<b>Net Expenditure over Income</b>	<b>334</b>	<b>220,997</b>	<b>488,990</b>	<b>267,993</b>			
<b>350 Open Spaces</b>							
4400 Rent Payable	0	159	160	1		1	99.3 %
4410 Water	0	36	40	4		4	90.3 %
<b>4425 Repairs and Maintenance</b>	<b>231</b>	<b>2,367</b>	<b>4,000</b>	<b>1,633</b>	<b>26,000</b>	<b>-24,367</b>	<b>709.2 %</b>
4430 Maint. Contracts	10,071	65,307	86,175	20,868		20,868	75.8 %
4435 Maint. Contracts Unscheduled	0	0	3,000	3,000	3,063	-63	102.1 %
4470 Tree Maintenance	0	1,798	10,000	8,202	430	7,772	22.3 %
Open Spaces :- Expenditure	<b>10,302</b>	<b>69,667</b>	<b>103,375</b>	<b>33,708</b>	<b>29,493</b>	<b>4,215</b>	<b>95.9 %</b>
1395 Wayleave Income	0	0	25	-25			0.0 %
1990 Miscellaneous Income	0	730	50	680			1460.0
Open Spaces :- Income	<b>0</b>	<b>730</b>	<b>75</b>	<b>655</b>			<b>973.3 %</b>
<b>Net Expenditure over Income</b>	<b>10,302</b>	<b>68,937</b>	<b>103,300</b>	<b>34,363</b>			
<b>355 Floral Displays</b>							
4425 Repairs and Maintenance	0	0	400	400		400	0.0 %
4430 Maint. Contracts	2,527	16,587	21,450	4,863		4,863	77.3 %
4435 Maint. Contracts Unscheduled	0	0	500	500		500	0.0 %
4500 Tree planting	0	0	1,000	1,000		1,000	0.0 %
4505 Edible Crops	0	0	300	300		300	0.0 %
Floral Displays :- Expenditure	<b>2,527</b>	<b>16,587</b>	<b>23,650</b>	<b>7,063</b>	<b>0</b>	<b>7,063</b>	<b>70.1 %</b>
1990 Miscellaneous Income	0	1,780	1,500	280			118.7 %
Floral Displays :- Income	<b>0</b>	<b>1,780</b>	<b>1,500</b>	<b>280</b>			<b>118.7 %</b>
<b>Net Expenditure over Income</b>	<b>2,527</b>	<b>14,807</b>	<b>22,150</b>	<b>7,343</b>			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>400 Dairy Farm Allotment</b>							
4410 Water	0	0	442	442		442	0.0 %
4425 Repairs and Maintenance	136	1,059	1,138	79		79	93.0 %
4430 Maint. Contracts	104	686	1,284	598		598	53.4 %
4435 Maint. Contracts Unscheduled	212	212	253	41		41	83.8 %
4450 Extra security measures	0	0	399	399		399	0.0 %
4470 Tree Maintenance	0	0	0	0	750	-750	0.0 %
Dairy Farm Allotment :- Expenditure	<b>452</b>	<b>1,957</b>	<b>3,516</b>	<b>1,559</b>	<b>750</b>	<b>809</b>	<b>77.0 %</b>
1400 Allotment Income	0	2,458	2,375	83			103.5 %
Dairy Farm Allotment :- Income	<b>0</b>	<b>2,458</b>	<b>2,375</b>	<b>83</b>			<b>103.5 %</b>
<b>Net Expenditure over Income</b>	<b>452</b>	<b>-501</b>	<b>1,141</b>	<b>1,642</b>			
<b>405 One Tree Park Allotment</b>							
4410 Water	0	0	219	219		219	0.0 %
4425 Repairs and Maintenance	52	764	560	-204		-204	136.4 %
4430 Maint. Contracts	104	686	1,284	598		598	53.4 %
4435 Maint. Contracts Unscheduled	0	0	125	125		125	0.0 %
4450 Extra security measures	0	0	80	80		80	0.0 %
One Tree Park Allotment :- Expenditure	<b>156</b>	<b>1,450</b>	<b>2,268</b>	<b>818</b>	<b>0</b>	<b>818</b>	<b>63.9 %</b>
1400 Allotment Income	0	1,227	1,275	-48			96.2 %
One Tree Park Allotment :- Income	<b>0</b>	<b>1,227</b>	<b>1,275</b>	<b>-48</b>			<b>96.2 %</b>
<b>Net Expenditure over Income</b>	<b>156</b>	<b>223</b>	<b>993</b>	<b>770</b>			
<b>410 Parsons Allotment</b>							
4400 Rent Payable	213	638	876	239		239	72.8 %
4410 Water	0	746	458	-288		-288	163.0 %
4425 Repairs and Maintenance	64	1,353	1,175	-178		-178	115.2 %
4430 Maint. Contracts	104	686	1,284	598		598	53.4 %
4435 Maint. Contracts Unscheduled	0	0	262	262		262	0.0 %
4450 Extra security measures	0	0	421	421		421	0.0 %
Parsons Allotment :- Expenditure	<b>381</b>	<b>3,423</b>	<b>4,476</b>	<b>1,053</b>	<b>0</b>	<b>1,053</b>	<b>76.5 %</b>
1400 Allotment Income	0	2,382	2,735	-353			87.1 %
Parsons Allotment :- Income	<b>0</b>	<b>2,382</b>	<b>2,735</b>	<b>-353</b>			<b>87.1 %</b>
<b>Net Expenditure over Income</b>	<b>381</b>	<b>1,040</b>	<b>1,741</b>	<b>701</b>			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>415 Southby Allotment</b>							
4410 Water	0	971	1,076	105		105	90.2 %
4425 Repairs and Maintenance	92	2,046	4,768	2,722		2,722	42.9 %
4430 Maint. Contracts	104	686	1,284	598		598	53.4 %
4435 Maint. Contracts Unscheduled	0	0	616	616		616	0.0 %
4450 Extra security measures	0	800	1,305	505		505	61.3 %
Southby Allotment :- Expenditure	<b>196</b>	<b>4,502</b>	<b>9,049</b>	<b>4,547</b>	<b>0</b>	<b>4,547</b>	<b>49.8 %</b>
1400 Allotment Income	54	6,023	6,225	-202			96.8 %
1990 Miscellaneous Income	0	40	40	0			100.0 %
Southby Allotment :- Income	<b>54</b>	<b>6,063</b>	<b>6,265</b>	<b>-202</b>			<b>96.8 %</b>
<b>Net Expenditure over Income</b>	<b>143</b>	<b>-1,561</b>	<b>2,784</b>	<b>4,345</b>			
<b>420 Wash Common Allotment</b>							
4410 Water	0	151	483	332		332	31.3 %
4425 Repairs and Maintenance	16	485	1,240	755		755	39.1 %
4430 Maint. Contracts	104	686	1,284	598		598	53.4 %
4435 Maint. Contracts Unscheduled	0	0	277	277		277	0.0 %
4450 Extra security measures	0	1,858	1,858	0		0	100.0 %
Wash Common Allotment :- Expenditure	<b>120</b>	<b>3,181</b>	<b>5,142</b>	<b>1,961</b>	<b>0</b>	<b>1,961</b>	<b>61.9 %</b>
1400 Allotment Income	12	2,733	2,855	-122			95.7 %
Wash Common Allotment :- Income	<b>12</b>	<b>2,733</b>	<b>2,855</b>	<b>-122</b>			<b>95.7 %</b>
<b>Net Expenditure over Income</b>	<b>109</b>	<b>448</b>	<b>2,287</b>	<b>1,839</b>			
<b>425 West Mills Allotment</b>							
4410 Water	0	450	822	372		372	54.7 %
4425 Repairs and Maintenance	120	1,341	2,115	774		774	63.4 %
4430 Maint. Contracts	104	686	1,284	598		598	53.4 %
4435 Maint. Contracts Unscheduled	0	0	471	471		471	0.0 %
4450 Extra security measures	0	0	942	942		942	0.0 %
West Mills Allotment :- Expenditure	<b>224</b>	<b>2,477</b>	<b>5,634</b>	<b>3,157</b>	<b>0</b>	<b>3,157</b>	<b>44.0 %</b>
1400 Allotment Income	32	4,738	4,910	-172			96.5 %
West Mills Allotment :- Income	<b>32</b>	<b>4,738</b>	<b>4,910</b>	<b>-172</b>			<b>96.5 %</b>
<b>Net Expenditure over Income</b>	<b>192</b>	<b>-2,261</b>	<b>724</b>	<b>2,985</b>			
<b>430 Wharf Toilets</b>							
4195 Wharf Toilets Contract	1,000	9,662	15,000	5,338		5,338	64.4 %



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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4415 Energy Supplies	225	225	0	-225		-225	0.0 %
4425 Repairs and Maintenance	0	1,788	0	-1,788		-1,788	0.0 %
Wharf Toilets :- Expenditure	<b>1,225</b>	<b>11,676</b>	<b>15,000</b>	<b>3,324</b>	<b>0</b>	<b>3,324</b>	<b>77.8 %</b>
1120 Grants & Donations Received	0	3,000	0	3,000			0.0 %
1990 Miscellaneous Income	0	1,457	0	1,457			0.0 %
Wharf Toilets :- Income	<b>0</b>	<b>4,457</b>	<b>0</b>	<b>4,457</b>			
<b>Net Expenditure over Income</b>	<b>1,225</b>	<b>7,219</b>	<b>15,000</b>	<b>7,781</b>			
Community Services :- Expenditure	<b>44,462</b>	<b>486,319</b>	<b>870,295</b>	<b>383,976</b>	<b>62,785</b>	<b>321,191</b>	<b>63.1 %</b>
Income	<b>19,404</b>	<b>111,241</b>	<b>132,747</b>	<b>-21,506</b>			<b>83.8 %</b>
<b>Net Expenditure over Income</b>	<b>25,059</b>	<b>375,078</b>	<b>737,548</b>	<b>362,470</b>			
<b><u>Civic Pride, Arts &amp; Leisure</u></b>							
<b>500 CP,A&amp;L General</b>							
4600 CPA&L Committee Fund	0	0	2,000	2,000		2,000	0.0 %
4605 CPA&L Small projects	0	786	1,000	214		214	78.6 %
4610 Environmental Improvement Sche	0	0	1,000	1,000		1,000	0.0 %
4615 Queen Elizabeth 90 B'day Celeb	0	958	1,000	42		42	95.8 %
4710 Newbury In Bloom	-72	342	500	158		158	68.5 %
CP,A&L General :- Expenditure	<b>-72</b>	<b>2,087</b>	<b>5,500</b>	<b>3,413</b>	<b>0</b>	<b>3,413</b>	<b>37.9 %</b>
1600 Sponsorship	0	80	0	80			0.0 %
1990 Miscellaneous Income	0	575	0	575			0.0 %
CP,A&L General :- Income	<b>0</b>	<b>655</b>	<b>0</b>	<b>655</b>			
<b>Net Expenditure over Income</b>	<b>-72</b>	<b>1,432</b>	<b>5,500</b>	<b>4,068</b>			
<b>505 Civic Responsibility</b>							
4651 Mayors Allowance 2016-17	326	326	2,500	2,174		2,174	13.0 %
4655 Honorarium	300	1,960	3,000	1,040		1,040	65.3 %
<b>4660 Mayor Making</b>	<b>0</b>	<b>2,546</b>	<b>2,000</b>	<b>-546</b>		<b>-546</b>	<b>127.3 %</b>
4665 Remembrance	0	660	1,300	640	30	610	53.1 %
4670 Regalia and Uniforms	0	136	500	364		364	27.2 %
4675 Civic robe replacement	0	0	1,000	1,000		1,000	0.0 %
4680 Civic Hospitality	66	818	1,000	182		182	81.8 %
4685 Civic Events	0	52	700	648		648	7.4 %
4690 Twin Towns	-64	0	500	500		500	0.0 %
<b>4695 Twin Town-50th &amp; 2016 Reunion</b>	<b>0</b>	<b>702</b>	<b>500</b>	<b>-202</b>		<b>-202</b>	<b>140.3 %</b>
4700 Civic Award Scheme	0	0	400	400		400	0.0 %

Month No : 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4705 Watership Brass	0	600	600	0		0	100.0 %
Civic Responsibility :- Expenditure	<b>628</b>	<b>7,799</b>	<b>14,000</b>	<b>6,201</b>	<b>30</b>	<b>6,171</b>	<b>55.9 %</b>
<b>Net Expenditure over Income</b>	<b>628</b>	<b>7,799</b>	<b>14,000</b>	<b>6,201</b>			
Civic Pride, Arts & Leisure :- Expenditure	<b>556</b>	<b>9,886</b>	<b>19,500</b>	<b>9,614</b>	<b>30</b>	<b>9,584</b>	<b>50.9 %</b>
Income	<b>0</b>	<b>655</b>	<b>0</b>	<b>655</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>556</b>	<b>9,231</b>	<b>19,500</b>	<b>10,269</b>			
<b>Planning and Highways</b>							
<b>600</b> <b>Planning &amp; Highways</b>							
<b>4805</b> <b>Heritage Working Group</b>	<b>365</b>	<b>1,340</b>	<b>1,000</b>	<b>-340</b>		<b>-340</b>	<b>134.0 %</b>
Planning & Highways :- Expenditure	<b>365</b>	<b>1,340</b>	<b>1,000</b>	<b>-340</b>	<b>0</b>	<b>-340</b>	<b>134.0 %</b>
1120 Grants & Donations Received	0	927	0	927			0.0 %
Planning & Highways :- Income	<b>0</b>	<b>927</b>	<b>0</b>	<b>927</b>			
<b>Net Expenditure over Income</b>	<b>365</b>	<b>413</b>	<b>1,000</b>	<b>587</b>			
Planning and Highways :- Expenditure	<b>365</b>	<b>1,340</b>	<b>1,000</b>	<b>-340</b>	<b>0</b>	<b>-340</b>	<b>134.0 %</b>
Income	<b>0</b>	<b>927</b>	<b>0</b>	<b>927</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>365</b>	<b>413</b>	<b>1,000</b>	<b>587</b>			
<b>Capital &amp; Reserves</b>							
<b>900</b> <b>Capital &amp; Projects</b>							
9000 CAPEX Office Eqpt/Computers	0	2,000	2,000	0		0	100.0 %
9005 CAPEX V Park Splashpads	0	0	5,000	5,000		5,000	0.0 %
9010 CAPEX VP Cafe	2,055	7,533	720,000	712,467		712,467	1.0 %
9015 CAPEX St Georges Play Equip	0	0	25,000	25,000		25,000	0.0 %
9900 Deferred Grants Released	0	0	-60,000	-60,000		-60,000	0.0 %
Capital & Projects :- Expenditure	<b>2,055</b>	<b>9,533</b>	<b>692,000</b>	<b>682,467</b>	<b>0</b>	<b>682,467</b>	<b>1.4 %</b>
1120 Grants & Donations Received	0	0	265,000	-265,000			0.0 %
1800 Section 106 Income	0	61,758	0	61,758			0.0 %
1805 Loan Proceeds	0	0	420,000	-420,000			0.0 %
Capital & Projects :- Income	<b>0</b>	<b>61,758</b>	<b>685,000</b>	<b>-623,242</b>			<b>9.0 %</b>
<b>Net Expenditure over Income</b>	<b>2,055</b>	<b>-52,225</b>	<b>7,000</b>	<b>59,225</b>			
Capital & Reserves :- Expenditure	<b>2,055</b>	<b>9,533</b>	<b>692,000</b>	<b>682,467</b>	<b>0</b>	<b>682,467</b>	<b>1.4 %</b>
Income	<b>0</b>	<b>61,758</b>	<b>685,000</b>	<b>-623,242</b>			<b>9.0 %</b>
<b>Net Expenditure over Income</b>	<b>2,055</b>	<b>-52,225</b>	<b>7,000</b>	<b>59,225</b>			

## Newbury Town Council

### Public Report

### Report to Policy and Resources Committee 16 January 2017

### Agenda Item 8: In Year Budget Monitoring 2016/17

### Background

Expenditure budget lines that vary more than £500 or 15% of the budget. Items in Italics have been approved at a previous meeting of the Policy and Resources Committee.

### Overspent budget lines

Cost Centre	Code	Description	Reason
210	4180	<i>Grants sub committee</i>	<i>£3550 of earmarked reserves has been spent</i>
220	4235	Postage	£891 overspent due to insufficient budget for 2016/17. Savings now found, but budget will still be overspent this year.
220	4255	Professional fees	£3,616 overspent due to 3 TH suites let in year incurring legal fees re leases, and agents fees for one suite, and unexpected legal fees re eviction of allotment tenant.
345	4410	<i>Victoria Park Water</i>	<i>£697 overspend is probably due to the water used in the Splash Park.</i>
345	4415	Victoria Park Energy	£1,233 of this cost has been recouped from Kiosk tenant
350	4425	Open Spaces R&M	£26,000 of committed expenditure for St John's Roundabout and St Georges play area – almost but £2,700 of the money for which is to come from S.106/WBC members bids.
405	4425	One Tree Allotment – R&M	£204 overspend due to unexpected cost for removal of an asbestos shed
410	4410	<i>Parsons Allot. Water</i>	<i>£288 over budget as a result of clearing a backlog of water bills</i>
410	4425	Parsons Allot – R&M	£178 overspend – budget did not cover cost of container hire. Overall allotment budgets to be rearranged for 17/18 to reflect this additional cost for Parsons allotment.
505	4660	<i>Mayor Making</i>	<i>£546 overspent</i>
505	4695	<i>Twin Town Reunion</i>	<i>£202 overspent, to be allocated from earmarked reserves</i>
600	4805	Heritage Working Group	£340 overspent, but this is offset by donations received of £927

### Objective

To approve the overspent budget lines

### Other information

Overall the expenditure for the Town Council for the first nine months is within budget, and income is over budget.

### Recommendation

That overspent budget lines are approved, in view of the fact that the amounts over budget are either accounted for elsewhere or are within the overall budget for the period to 31 December 2016.

## Newbury Town Council

### Public Report

**Report to:** Policy and Resources on 16 January 2017

**Agenda Item No 9:** Electronic payments for the hire Victoria Park Tennis Courts

### Background

The three tennis courts in Victoria Park have been completely rebuilt, and with grant funding from the Lawn Tennis Association (LTA) an electronic gate is to be installed to enable the courts to be hired by users via the internet and then accessed with a code.

There will be two ways to 'play and pay' using the LTA's ClubSpark website, which is accessed through Newbury Town Council's website. Firstly by paying an annual subscription via direct debit, for which the Town Council uses Go Cardless – the same company that collect our market trader rents. Secondly by paying online by the hour, which is facilitated by Stripe, an online payment company similar to Go Cardless, which we are obliged to use as part of the LTA's package.

### Objective

To provide an easy way for the public to pay for tennis court hire in Victoria Park, year round.

### Options

The Town Council has no option but to use Stripe to collect 'pay and play' payments for hourly hire of the tennis courts, as it is part of the agreement with the LTA.

### Financial and Legal implications

Prior to the tennis courts being reconstructed, the public paid to use them by the hour at the kiosk, when it was open in summer months, therefore the income went to the kiosk operator rather than the Town Council. Outside of the kiosk opening times, and during the rest of the year, the public had free access to the courts. The new system of booking will help to keep the tennis courts secure, and should save on maintenance costs. The income from the tennis courts will be a new income stream for the Council, and this has been reflected in the budget for 2017/18.

The Town Council must register its bank account with Stripe in order that online payments made to ClubSpark can be received. It will then be possible to keep track of payments made to the Town Council via Stripe. Stripe deduct 25p per transaction plus 2.8% of payments made with UK cards, or 4.3% of payments made with international cards or American Express. Therefore typically the Council will receive £5.58 for each hour booked in this way.

These 'pay and play' fees are also subject to VAT, so the net amount receivable by the Council will be £4.38 (6.00 less 42p, less £1.20 – check against Janet from Fleet's reply

The fees charged by Go Cardless for the season ticket payments of £36 (which allow unlimited play, subject to booking a court) are only subject to 1% deductions, and so are more profitable for the Council. It will therefore be advantageous to encourage the public to buy season tickets rather than to pay for each hour individually.

**Reference to Council Strategy, where relevant**

SO1, SO2, SO3, SO8, PA4.1, and PA5.7

**Other information**

E.G. Risks, benefits, constraints, partners, etc.

**Recommendation(s)**

I recommend that Councillors approve the use of the Stripe online payment system for hourly hire of the Victoria Park tennis courts.

**Signed:** Gillian Durrant 5 January 2017

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**Newbury Town Council**

*Internal Audit Report 2016-17 (Second Interim)*

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*Prepared by Nigel Archer*

*For and on behalf of  
Auditing Solutions Ltd*

## **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> 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 commenced our review programme for 2016-17 at the two interim visits to date, which took place on 6<sup>th</sup> September and 6<sup>th</sup> December 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 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 2015-16 outturn across the various income and expenditure headings with prior year detail.

## **Overall Conclusion**

We are pleased to record that, in the areas examined to date this year, the Council continues to operate generally 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. One matter arising in relation to Cemetery income was identified and discussed with the RFO during the course of this latest interim visit and further detail is set out in the body of this report.

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: in the early months of the year there were various supplementary Unity and NatWest accounts but these have been closed now.

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 the work in this area, as follows: -

- We have again verified that an appropriate cost centre and nominal ledger structure remains in place, noting variations to the code book structure compared with 2015-16;
- We have checked the opening Trial Balance in the accounting software for 2016-17 to the closing Financial Statements for 2015-16 to ensure that all the detailed balances have been properly rolled forward: there were no matters arising;
- We have checked and agreed two sample months receipts and payments transactions (July and October 2016) from both NatWest accounts, including the daily “sweep” transfers, to the Omega cashbook; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 31<sup>st</sup> July and 31<sup>st</sup> October 2016 to ensure that there are no long-standing, un-cleared items or other another anomalous entries arising: no such items were identified.

### *Conclusions*

*No issues arise in this area currently to warrant formal comment or recommendation. We shall undertake further work at future visits, including ensuring the accurate disclosure of year-end balances in the year’s Annual Return.*

## 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 commenced our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) to early October 2016; and
- We note that the Council’s Standing Orders and Financial Regulations have been the subject of recent reviews and re-adoption (in June and April 2016 respectively), incorporating the extant legislative changes of late, such as the EU contracting regulations.



## *Conclusions*

*No issues of concern have been identified in this area warranting formal comment or recommendation: we shall continue to monitor the Council's governance arrangements at future visits.*

## **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 continued our review of procedures and physical payments in this area, selecting an extended sample of payments including all those individually in excess of £4,000, together with a more random selection of every 40<sup>th</sup> cashbook transaction (irrespective of value) to 30<sup>th</sup> November 2016. Our test sample comprises 70 individual payments, including the monthly NNDR standing order payments to date, totals more than £690,000 and equates to 80% 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 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.

## *Conclusions*

*We are pleased to record that the systems in relation to incurring expenditure, authorising and releasing payments continue to operate generally soundly: we shall extend our test sample at future visits.*

## **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 and this has been supplemented by a detailed Strategic Risk Register, most recently re-adopted in October 2016; and
- We note that the Council's insurance cover continues to be provided by Aviva (under a renewed long term agreement to 2018) and we have obtained a copy of the current year's policy schedule (to September 2017): both Public and Employer's Liability remain at £10 million, Fidelity Guarantee cover has been increased previously to £1.5 million and Business Interruption cover is considered to be more than adequate.

### ***Conclusions***

***No issues of concern arise in this area currently. We shall continue to monitor the Council's approach to risk management at future visits.***

## **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 in this area, this interim being too early for verification of the budgets and Precept for 2017-18 (due for completion in January 2017).

### ***Conclusions***

***No issues arise in this area of our review process currently: we shall examine the outcome of the Council's deliberations on its budgetary and precept requirements at a future visit, also examining the budget outturn for the current year and considering the ongoing appropriateness of the level of retained reserves at 31<sup>st</sup> March 2017 to meet the Council's ongoing revenue spending and future development aspirations.***

## **Review of Income**

The Council receives income from a variety of sources in addition to the annual precept. 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 was undertaken at the first interim visit, other than to note that members had approved various scales of fees and charges for 2016-17 in the previous municipal year and the sample testing of one month's receipts from cashbooks to bank statements.

Subsequently, at this second interim, we have examined a sample of Cemetery related activity by reference to the original burial register entries for the months of July, August and September 2016 (14 in all) to ensure that each had been charged the correct fees in accord with the published scales, that Omega accounting entries had been appropriately posted and that receipts

from funeral directors had been received without undue delay. During this work, we noted that it appeared five burials, all managed by the directors Camp Hopson, had neither been invoiced nor had cash receipts been received directly for them. The relevant administrative officer was on annual leave during the week of this interim visit and, subsequently, we were unable to undertake any further detailed enquiries but discussed the matter with the RFO and she was to follow up in due course.

### ***Conclusions***

***As discussed with officers during the course of this visit, one matter was identified above and steps should be taken to ensure that any retrospective invoices are raised where applicable. We shall undertake further work on income at future visits in line with the agreed strategic plan, also continuing to monitor the position in relation to any remaining long-standing debts.***

## **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: no further testing has been undertaken in this area to date.***

## **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 previously further amended with effect from 1<sup>st</sup> April 2015 as regards the percentage contribution banding limit.

We have commenced our examination of the payroll procedures in place and the physical payments made to staff to date in 2016-17 by reference to the August 2016 documentation, the underlying which continue to be produced externally by DCKB’s payroll bureau service utilising bespoke IRIS payroll software.

- The Council has duly implemented the previously agreed national pay awards for 2016-17 and we have agreed the salary rates of each employee to the published scales;
- PAYE Tax Codes have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2016;
- National Insurance Table deduction rates have been checked to ensure that computations are made accurately, noting that the adjustments required to reflect the statutory elimination of the reduced rates for employees contributing to occupational schemes had been duly implemented;

- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings (unchanged this year compared with 2015-16); and
- We have checked and agreed the net pay values from individual payslips to the Autopay summaries and resultant bank statement and cashbook transactions.

### ***Conclusions***

***We are pleased to report that no issues of note have been identified in this area.***

## **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 has recently (September 2016) invested £250,000 in the CCLA Public Sector Deposit fund and we have verified this to their third party advice note and quarterly statement.

Additionally, the Council currently has one Public Works Loan Board loan, repayable half-yearly on receipt of the PWLB repayment statement: we have agreed the first half-yearly repayment instalment for 2016-17 to their third party demand notice as part of our expenditure testing above.

### ***Conclusions***

***We are pleased to report that no issues of note have been identified in this area currently.***

## Newbury Town Council

### **Public Report**

Policy and Resources Committee, 16 January 2017.

### **Agenda Item No. 14: Jack O’Newbury Sculpture**

**To Consider** making a financial contribution towards the proposed Jack of Newbury sculpture

#### **Background**

Newbury Town Council has received a request for funding and support for a proposed sculpture to commemorate Jack of Newbury.

The request was considered by The Civic Pride, Arts and Leisure Committee on the 5<sup>th</sup> September 2016 and the Committee resolved to “... *support in principle the proposal to erect a statue of John Winchcombe in Newbury High Street. It was agreed that this would be considered further by the Art Trail Steering Group and a proposal will be brought to the next Full Council Meeting scheduled for Monday 31 October 2016.*”

On 27<sup>th</sup> September 2016 The Art Trail Steering Group agreed “... *that the steering group are whole heartedly in support of this work of art celebrating this important person in our town’s history. It is considered that educational projects in both primary and secondary schools in the town would be linked to its creation. Full Council support to be sought.*”

The Group further agreed that the “Stone Newbury Flag” project should not be progressed at this point in time and that a request be made at the next CPA&L to transfer the £500 budget from this project to the Jack of Newbury Statue project.

#### **The Sculptors and the Sculpture**

Attached is a resume of the sculptors for this project. They are Luke Webb and Sarah Kiernan, of Offbeat Creations, based at Greenham Arts Centre. Full details of the statue and an artist’s impression are also attached.

#### **Options**

The project has received full support from the Civic Pride, Arts and leisure Committee and from The Art Trail Steering Group. Without the Council backing and financial support it is likely that the project might not proceed.

#### **Financial and Legal implications**

The project is estimated to cost £36,000, of which the Council has been asked to contribute 5% (£1,800) to the Good Exchange who would match that contribution, to a value of 10%. The remaining funds are to be sought from The Arts Council, The Heritage Lottery Fund (Educational programme), other funding bodies and Private sources, including the Parkway developers.

The Council has recently received £39,000 in Community Infrastructure Levy (CIL) funds. Expenditure of these funds is more flexible than section 106 monies; it is not linked to any particular area in town and may be used to support a wider range of infrastructure, including Culture and Heritage.

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

It is an objective of the Council's Strategy to **Promote** events and activities that recognise, highlight and protect the town's traditions, heritage and history (PA4.8) and to **Use local suppliers** wherever possible (PA1.1)

### **Recommendation(s)**

In line with the recommendations from the Civic Pride, Arts and Leisure Committee and the Art Trail Steering Group, the Policy and Resources Committee is recommended to approve a contribution to the Good Exchange of £1,300 from CIL funds to support the proposed Jack of Newbury Sculpture at Northbrook Street.

(The remaining £500 of the contribution sought to be paid should the next CPA&L Committee resolve to transfer the £500 budget from the Newbury Stone Flag project to the Jack of Newbury Statue project.)

**Signed:** Hugh Peacocke, Chief Executive Officer

10 January 2017

(See attachments)

## **Offbeat Creations – Studio Resume**

Newbury is a hub for creative activity and our goal is to be part of that by establishing a studio that is a centre of excellence for public art and artistic activities in general.

The studio has been set up with the view that only well-conceived public art projects and community involvement can leave a positive and lasting legacy in our towns and public spaces.

Bringing art and history together to create a narrative of our shared heritage goes to the heart of what we do and believe; commemorating events should be as much about the present as the past. Our mission therefore is to make public art accessible, compelling and pertinent for 21<sup>st</sup> century Britain.

**Luke Webb** is a trained sculptor based at Greenham Arts Centre who also has a background in design. He has a passion for classical figurative art and is personally committed to bringing the highest level of sculpture back into the public sphere.

**Sarah Kiernan** is a part-time English and Media teacher with a longstanding love of the visual arts. Her combined expertise as a communicator and educator plus her free time allows her to manage creative projects, which include developing community engagement strategies.

## **Projects**

### **2011-2012 – US War Memorial**

Design and creative lead for a war memorial commemorating two air accidents during the build up to D-day as well as the fallen United States WW2 servicemen. It is situated at the former Greenham Common Air base.

### **2012 – Jubilee Stone**

Concept and design of a metre-high stone carving to mark the Queen's Diamond Jubilee, officially unveiled by the Queen with the Duke of Edinburgh at her tri county Jubilee garden party in Henley, June 2012.

### **2013 – Supporters' Stair**

This commission was to recognise the supporters of The Corn Exchange, Newbury. Our etched design was elegantly incorporated into the main staircase consisting of single sheath corn and the names of the partners.

### **2010 – Horse Sculpture – Ongoing**

The armed forces charity SSAFA have backed our proposal for a large bronze sculpture that is intended for the new Defence Medical Rehabilitation Unit. This historic military hospital is the main rehabilitation centre for seriously injured British Forces personnel. The horse sculpture symbolises the spirit and determination of those who go there to rebuild themselves, as well as to pay tribute to the professionalism and hard work carried out by the staff.

### **Jack of Newbury sculpture**

The proposed sculpture will be a life-size bronze representation of John Winchcombe II (1489-1557) or 'Jack of Newbury' as he was popularly known. It will be located close to his former home and will help to tell the story of Jack of Newbury.

The sculpture will depict Jack holding a yard of cloth on his right arm while raising his left hand as if to dramatically capture the moment he conceived the idea to mechanise the process of cloth production.

It will be in keeping with its immediate surroundings and enhance an already beautiful aspect of the town: the Tudor building with its oriel window. The figure's raised left hand is also positioned to draw the eye towards this often missed architectural gem.

The sculpture is designed to engage as many people as possible and shine a light on this fascinating historical figure. It is hoped it will also help to promote Newbury's rich cultural heritage.

### **Community involvement**

As well as leaving a lasting legacy for the story of Jack of Newbury, the sculpture will also be a reminder of Newbury's industrial past that connects with its present day commercial success. With this in mind, the artwork has the potential to:

- Encourage visitors to the town and museum;
- Enhance and promote the town centre;
- Celebrate Newbury's rich cultural heritage;
- Form part of a marketing strategy to expose Newbury to a wider audience through the media (TV, social media of the unveiling ceremony and any other local and regional media exposure gained from it);
- Connect children/young people with their heritage through involving primary schools with the project, e.g. offering cross-curricular lesson plans involving English, Art and History;
- Initiate an exhibition at the West Berkshire museum (this can involve drawings/poems/creative writing by local pupils);
- Educate through an educational tour and theatre workshops involving the Corn Exchange.

### **How will it be funded?**

We will seek initial funding from the following:

- Greenham Common Trust (through Newbury Town Council)
- The Arts Council
- Heritage Lottery Fund (Educational programme)
- Other funding bodies and Private sources
- Parkway developers





The overall height of the piece will be approximately 2.5M. The bronze figure will be 190cm high including its 10cm bronze base plate. It will stand on 60cm high, 1M<sup>2</sup> stone plinth.