

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 16 JANUARY 2017 AT 7.30PM.**

PRESENT

Councillors Howard Bairstow; Jeff Beck, Adrian Edwards; David Fenn; Dave Goff (Chairperson); Sarah Greenall; Elizabeth O’Keeffe; Margo Payne; Anthony Pick; Tony Stretton; Julian Swift-Hook; Martha Vickers.

IN ATTENDANCE

Hugh Peacocke, CEO
Gillian Durrant, RFO

34. APOLOGIES FOR ABSENCE

There were none.

35. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Chief Executive Officer declared that Councillors Howard Bairstow, Jeff Beck, 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 (WBC) business.

Councillor Swift-Hook declared that his partner is a volunteer with the WBC ‘At Home’ Service.

PROPOSED: Councillor Swift-Hook

SECONDED: Councillor Stretton

RESOLVED: A general dispensation be approved for members to discuss the budget and precept under section 33 of the Localism Act, 2011.

36. MINUTES

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Elizabeth O’Keeffe

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 17 October 2016 be approved as a correct record and signed by the Chairperson.

37. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

38. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

39. LIBRARY SERVICES REVIEW

Members received a verbal report from Paul James, Culture Manager and Mike Brooke, Library Services Manager of WBC about the future funding of the library services, and the request from WBC that Newbury Town Council contributes toward the cost of running the library services.

40. HEALTH AND SAFETY REPORT

The information was received and noted by the Committee.

41. LIST OF PAYMENTS

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Martha Vickers

RESOLVED: That the lists of payments for the period 1 October 2016 to 31 December 2016 is authorised.

42. INCOME AND EXPENDITURE ACCOUNT 2016/17

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

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Dave Goff

RESOLVED: That the over spends shown against the account codes on Agenda Appendix 5 & 5a be approved.

43. ELECTRONIC PAYMENTS FOR THE HIRE OF VICTORIA PARK TENNIS COURTS

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Sarah Greenall

RESOLVED: That the Council use the online payment company Stripe to collect electronic payments by hirers of the new tennis courts in Victoria Park.

44. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD

The Committee noted that the Council had instigated legal proceedings against a Town Hall tenant, which are pending payment of arrears in agreed stages, commencing 18 January 2017. Default of the first payment could result in the proceedings going ahead.

45. INTERNAL AUDIT REPORT

That the second interim internal audit report for the financial year 2016/17 from Auditing Solutions Ltd, as attached at Appendix 7 to the agenda, was received and noted by the Committee.

The Council staff were commended on another good report.

46. 2017/18 BUDGET

The Committee considered the draft budget and the Leader's memo, as well as the budget proposals submitted by the Liberal Democrat Group.

PROPOSED: Councillor David Goff

SECONDED: Councillor David Fenn

RESOLVED: That £300 to be added to Clock House R&M budget, and £300 removed from P&R committee fund.

Councillor Julian Swift-Hook abstained.

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Julian Swift-Hook

£3,569 for outreach youth worker for the two YMCA youth cafes in the town

Amendment failed to find support (Councillor Jeff Beck abstained)

Councillor O'Keeffe declared that she volunteers at the CAB

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Martha Vickers

A total of £36,000 grant to CAB

Amendment failed to find support

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Julian Swift-Hook

To increase the grants funding to £18,000

Amendment failed to find support

PROPOSED: Councillor Dave Goff

SECONDED: Councillor Martha Vickers

RESOLVED: That £8,000 to be added to earmarked reserves for Visitor Information Services from the under spend in the 2016/17 budget for Visitor Information.

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Julian Swift-Hook

£10,000 for the Mrs Mabel Luke charity for building further almshouses.

Amendment failed to find support

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Martha Vickers

To remove £31,275 for the WBC library service from the budget

Amendment failed to find support

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor David Fenn

RESOLVED: That the Council install turnstiles at the Wharf toilets and set a charge of 20p for entrance to the Wharf Toilets.

The Committee commended Richie Sharp for looking after (and decorating) the toilets at the Wharf.

PROPOSED: Councillor Dave Goff

SECONDED: Councillor Anthony Pick

RESOLVED: That the draft budget for 2017/18, keeping an overall funding requirement of £1,019,453 (zero increase for Band D), be recommended to Council on 30 January 2017, (while noting that the level of precept has to be declared to the Billing Authority by 31 January 2017) subject to any further tax base adjustments by West Berkshire Council.

47. JACK O'NEWBURY SCULPTURE

PROPOSED: Councillor Margo Payne

SECONDED: Councillor Jeff Beck

RESOLVED: That the Council contribute £1,800 towards the proposed Jack O'Newbury Sculpture, taking £1,300 from CIL contributions and £500 from unspent ear marked reserves for the stone flag.

48. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Dave Goff

SECONDED: Councillor Anthony Pick

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

32. REPORT FROM STAFF SUB-COMMITTEE

The updated information for the meeting of the Staff Sub-Committee held on Monday 28 November 2016 was received and noted by the Committee.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.45PM.

CHAIRPERSON

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

Appendix 2 Appendix 1

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 April 2017	End April 2017	End July 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	Completed W/C 13/02/2017	February/March 2018	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 2017	Order Raised Awaiting Date	End May 2017	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	March/April 2017	Waiting Engineers visit Date (April 2017)	March/April 2018	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 by 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 safety / compliance with legislation
HS14	Newtown Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Order Raised Awaiting Date	April 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS15	Lift Service (6 monthly)	Safety Officer / Subcontractor	36 Month Contract £130/annual	End Jan 2017	Completed 06/01/2017	End July 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS16	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
HS17	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	Approx £500	End June 2016	Completed W/C 11/07/2016	July 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS18	Lightning Conductor Maintenance / Inspection (annually) Omega)	Safety Officer / Subcontractor	£242.00	End July 2016	Additional Test Completed 03/11/2016	July 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	£90.00	End July 2016	Completed Mid-June 2016	July 2017	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS20	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	March/April 2017	Order Raised Awaiting Date	September 2017	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS21	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
HS22	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	Mid Dec 2016	End Mar/beginning April 2017 Awaiting Date from ATD	End July 2017	Town Hall Contract	Information for Emergency Services and Town Hall occupants

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS23	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Nil	2 full evacuations (not a drill) 25/01/2017 - discarded cigarette fallen in to drain, measures taken to reduce drain hole sizes & implementation of No Smoking Area for Tenants & Users	TBC	Minimum of 2 per annum	N/A	Improved Town Hall safety / compliance with legislation
HS24	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
HS25	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
HS26	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
HS27	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
HS28	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
HS29	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
HS30	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
HS31	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
HS32	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
HS33	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
HS34	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
HS35	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
HS36	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

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HS37	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 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2017	West Berkshire D C	Std Ord	79.00		WBDC Rates - NN0390790003011B
01/01/2017	West Berkshire D C	Std Ord	315.00		WBDC Rates - NN03905650030102
01/01/2017	West Berkshire D C	Std Ord	94.00		WBDC Rates - NN03905650030032
01/01/2017	West Berkshire D C	Std Ord	103.00		WBDC Rates - NN03905650030047
01/01/2017	West Berkshire D C	Std Ord	271.00		WBDC Rates - NN03900720155004
01/01/2017	West Berkshire D C	Std Ord	96.00		WBDC Rates - NN03905650030028
01/01/2017	West Berkshire D C	Std Ord	787.00		WBDC Rates - NN03905650100217
03/01/2017	Vodafone	DD	60.88		Gmo- C/taker mobile bills
03/01/2017	West Berkshire Council	DD	150.00		Rates for Mayors Parlour
04/01/2017	A & S Meats	102264	1,100.40		Market management Jan 17
04/01/2017	Auditing Solutions Ltd	102265	504.00		Internal Auditors 06.12.16
04/01/2017	Cash	102266	170.84		Keys
04/01/2017	DCK Beavers Ltd	102267	99.90		December payroll
04/01/2017	Gillian Durrant	102268	70.00		Claim against Suite 5
04/01/2017	Environmental Solutions Ltd	102269	48.00		Secure Shredding
04/01/2017	Idverde Ltd	102270	1,095.60		GM745515/8115/244
04/01/2017	Friends of West Berkshire Muse	102271	50.00		2 yrs membership Friend Museum
04/01/2017	JS Maintenance Services	102272	75.62		Southbys - repair tap
04/01/2017	Justeel Limited	102273	57.60		Storage cotainer at Parsons
04/01/2017	L Parker Tree Services	102274	420.00		LP16/8131/298
04/01/2017	West Berkshire Mencap	102275	300.00		Tickets Charity Race Day x2
04/01/2017	Phoenix Brass	102276	150.00		Bandstand 07 August 2016
04/01/2017	David Pawley Clock & Sundial m	102277	540.00		C/Tower clock maintenance
04/01/2017	Together Technology Ltd	102278	285.23		Telephones - other
09/01/2017	Southern Electric	DD	583.99		S/pavilion VP 29.09-22.12.16
16/01/2017	De Lage Landen Leasing Ltd	DD	1,043.80		p/cpoier lease Jan to April 17
18/01/2017	West Berkshire District Council	102279	55.00		Planning Permission T-Info sign
18/01/2017	APC Environmental Services	102280	241.20		VP/Bowling Pest Management
18/01/2017	Aqualicity Ltd	102281	115.56		Cooler rental Shaw Cemetery
18/01/2017	ADR Engineering	102282	120.00		Market bench fittings
18/01/2017	British Gas	102283	237.02		Wharf Toilets 29 Nov - 28 Dec
18/01/2017	CRM Groundworks	102284	4,740.00		St John Corner - Build wall
18/01/2017	Idverde Ltd	102285	24,760.01		Digger / Chipper Hire - extra
18/01/2017	Healthmatic Ltd	102286	1,200.00		Clean Wharf Toilsts - Jan 17
18/01/2017	Anthony Hiller	102287	315.00		Banners for VP Tennis Courts
18/01/2017	J P H Forestry Ltd	102288	900.00		Extract Willow from River DF
18/01/2017	G & P Lilleystone	102289	239.50		Paddock One Tree Park Allots
18/01/2017	Miss Margaret Gore	102290	461.21		Leaflet stands Tourist Info
18/01/2017	Minster Cleaning Services	102291	1,170.68		Office Cleaning Jane 2017
18/01/2017	Newbury Tools Ltd	102292	45.60		Fencing for Remembrance Sunday
18/01/2017	Newbury News Ltd	102293	350.64		Advert for Public Consultation
18/01/2017	SSE Contracting Ltd	102294	1,756.95		Street Lights Dec 2016
18/01/2017	SMS Ltd	102295	307.50		VP Kiosk 01.04.17 - 31.01.18
18/01/2017	The World's Fair Ltd	102296	132.00		Market Directory entry
18/01/2017	Southern Electric	DDa	537.22		F/way lighting day 01.12-03.01
18/01/2017	Southern Electric	DDb	28.81		T/Block Vp 28.09-22.12.16
19/01/2017	Streamline Merchant Services	DD	12.88		Card Charges December 16

At : 11:13

NatWest Current Account

List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2017	Streamline Merchant Services	DD	9.00		C/card charges
24/01/2017	Together Technology	SO	333.00		Telephone charges
25/01/2017	Nat West Bank	DDa	1.56		Bank charges
26/01/2017	Southern Electric	DD	160.99		NTR Cem 08.10 to 06.01.17
27/01/2017	Hubbard's Plastering & Home Ma	102297	1,976.00		Clean T/Hall Clock Faces etc
27/01/2017	Danwood Finance Ltd	DDa	49.48		Copier cost December 16
27/01/2017	NatWest	DD	18,932.46		Salaries for January
30/01/2017	A & C Shotblasting	102298	528.00		Refurb Mrs Berry's Bench
30/01/2017	Biffa Waste Services Ltd	102299	894.00		Recycle bags
30/01/2017	Cash	102300	152.29		Certificate frames
30/01/2017	CT Electrical Newbury Ltd	102301	939.61		T/Hall lights & sockets
30/01/2017	Chubb Fire and Security Ltd	102302	1,252.08		Fire Extinguisher Shaw Cem
30/01/2017	DCK Beavers Ltd	102303	92.40		January Payroll
30/01/2017	Gillian Durrant	102304	77.63		Town Centre Map
30/01/2017	DWP DM	102305	196.22		January Payroll
30/01/2017	Anthony Hiller	102306	31.99		A0 Newbury Town Map
30/01/2017	Her Majesty's Revenue and Cust	102307	7,431.44		January Payroll
30/01/2017	JS Maintenance Services	102308	116.98		T/Hall Hang leaflet holders
30/01/2017	Justeel Limited	102309	57.60		Storage container
30/01/2017	Prudential	102310	200.00		January Payroll
30/01/2017	Proludic Ltd	102311	27,239.99		Play Equipment St George's Av
30/01/2017	Berkshire Pension Fund	102312	6,224.31		January Payroll
30/01/2017	Together Technology Ltd	102313	285.23		Phones
30/01/2017	West Berkshire District Council	102314	4.00		Cllr O'Keeffe's ID Badge
30/01/2017	Southern Electric	DD	566.53		V/Park, Bandstand 02.12 to 01.
31/01/2017	Francotyp-Postalia Ltd	DD	300.00		Postage
Total Payments			114,330.43		

At : 17:04

NatWest Current Account

List of Payments made between 01/02/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2017	Vodafone	DD	60.14		caretaker & GMO mobiles
06/02/2017	Thames Water	DD	125.09		T/Hall 11 Oct - 12 Jan 17
08/02/2017	A & S Meats	102315	1,100.40		Market Management February
08/02/2017	British Gas	102316	861.38		W/toilet 29.07 to 28.08.16
08/02/2017	Crescent Signs	102317	648.00		2 x A1 A-boards with NTC logo
08/02/2017	Dayle Bayliss Associates LLP	102318	351.00		VP Project Management
08/02/2017	Gillian Durrant	102319	162.41		Leaflet Dispensers T/info
08/02/2017	Environmental Solutions Ltd	102320	56.40		Secure Shredding
08/02/2017	Idverde Ltd	102321	15,734.81		Ground Maintenance Contract
08/02/2017	David Fenn	102322	35.00		Data Protection Registration
08/02/2017	Healthmatic Ltd	102323	1,200.00		Cleaning Wharf Toilets - Feb17
08/02/2017	Anthony Hiller	102324	129.00		6 x A-board signs
08/02/2017	J P H Forestry Ltd	102325	1,032.00		V/Park - works to Beech etc
08/02/2017	JS Maintenance Services	102326	363.12		T/Hall works to downpipe grate
08/02/2017	Lyreco UK Ltd	102327	274.06		General stationery
08/02/2017	Lift & Engineering Services Lt	102328	163.90		Lift Main - Feb to March
08/02/2017	Minster Cleaning Services	102329	1,170.68		Office cleaning - february 201
08/02/2017	Mr Alex Money	102330	24.08		Allot refund - S80a - A Money
08/02/2017	The Society of Local Council C	102331	544.40		HP & GD attending Confence
08/02/2017	Thames Water	102332	972.84		W/toilet 11.07.16 to 17.01.17
08/02/2017	Newbury Twin Town Association	102333	500.00		Annual Grant - outstanding
08/02/2017	Technique Limited	102334	330.00		Ucc SSL cert - Mobile e-mail
13/02/2017	Southern Electric	DDa	89.50		City ec 26.10 to 01.02.17
13/02/2017	Southern Electric	DDb	259.92		WC Chang room - 21.10 to 24.01
13/02/2017	Southern Electric	DDc	117.91		Market Piller 2-21.10 to 24.01
13/02/2017	Southern Electric	DDd	592.63		T/Hall Gas - 01.11 to 24.01
16/02/2017	Southern Electric	DD	472.83		F/way lights day 04.01-01.02
20/02/2017	Cash	102335	151.13		CD Player Shaw Cem Chaple
20/02/2017	Gillian Durrant	102336	160.00		Court Costs-GapGuru/Futersense
20/02/2017	elliswhittam	102337	93.00		Legal expences insurance 16/17
20/02/2017	Anthony Hiller	102338	42.00		FB Advert - Town Plab Sec
20/02/2017	Her Majesty's Revenue and Cust	102339	6,812.06		February payroll
20/02/2017	JS Maintenance Services	102340	113.73		Repair drop blt on main gate
20/02/2017	Justeel Limited	102341	57.60		Container Hire
20/02/2017	Prudential	102342	200.00		February Payroll
20/02/2017	Paulette McAllister	102343	2,800.00		Design Changing Room - Vpark
20/02/2017	Berkshire Pension Fund	102344	5,908.78		February payroll
20/02/2017	The Society of Local Council C	102345	444.00		CPD - Allotment Con - JL & CE
20/02/2017	Chiltern Sports Contractors Lt	102346	41,517.35		V/Park Tennis Courts
20/02/2017	West Berkshire District Council	102347	97.50		Plan App for Kiosk V/Park
20/02/2017	APC Environmental Services	102348	612.00		parsons - pest control
20/02/2017	West Berkshire District Council	102349	192.50		Plan permission - VP Container
20/02/2017	Streamline Merchant Services	DD	9.00		Card transactions
20/02/2017	Southern Electric	DDb	113.32		Mayors Suite - 21.10 to 24.01
20/02/2017	Southern Electric	DDc	663.68		155 Bart St - 20.10 to 24.01
20/02/2017	Southern Electric	DDd	1,333.35		T/Hall 23.07.16 to 24.01.17
20/02/2017	Southern Electric	DDE	281.95		Suite 4 - 21.10 to 24.01

At : 17:04

NatWest Current Account

List of Payments made between 01/02/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/02/2017	Southern Electric	DDf	177.91		Suite 2 - 21.10 to 24.01.17
21/02/2017	Streamline Merchant Services	DDa	16.52		Card transactions
24/02/2017	Danwood Finance Ltd	DD	120.00		Move photocopier to Service
24/02/2017	Danwood Finance Ltd	DDa	125.40		Copier charges January 2017
24/02/2017	NATWEST	DD	18,484.25		NATWEST
24/02/2017	Together Technology Ltd	DD	333.00		Office Phones
27/02/2017	Southern Electric	DDb	44.38		Market Pillar 1-21.10 to 24.01
27/02/2017	Thames Water	DDc	159.31		T/hall 26.10.16 to 20.01.17
27/02/2017	Nat West Bank	DDa	11.56		Bank Charges
28/02/2017	Together Technology Ltd	DDb	124.68		Telephones
28/02/2017	Together Technology Ltd	DDc	160.55		Telephoes

Total Payments	<u>108,732.01</u>
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At : 16:30

NatWest Current Account

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2017	Public Works Loans Board	DD	2,912.50		PWLB - Interest
02/03/2017	Southern Electric	DDa	599.49		Market Pillar 1-21.10 to 24.01
02/03/2017	Vodafone	DDb	57.91		GMO/Caretakre mobiles
07/03/2017	A & S Meats	102350	1,100.40		Market Management March 17
07/03/2017	Steve Carter Haulage	102351	600.00		Shaw cem - remove 2 loads Muck
07/03/2017	Dayle Bayliss Associates LLP	102352	273.00		Project Management
07/03/2017	Environmental Solutions Ltd	102353	48.00		Secure Shredding
07/03/2017	Idverde Ltd	102354	18,514.71		Lab Grove clear rubbish/fence
07/03/2017	Glasdon UK Limited	102355	124.12		VP - 2 seat segment catapiller
07/03/2017	Anthony Hiller	102356	30.00		E-Fax Nov 16 to Feb 17
07/03/2017	JS Maintenance Services	102357	72.00		VP - Repair toddler swing
07/03/2017	Link Up	102358	48.00		Bus stop posters
07/03/2017	Lyreco UK Ltd	102359	230.73		6520170188/8281/363
07/03/2017	Wojciech Malinowski	102360	10.00		Key refund - S44a -Mailinowski
07/03/2017	Office Furniture Online	102361	154.80		Desk Pedestal - Caroline
07/03/2017	RBS Software Solutions	102362	1,051.80		Maintenance contract + 3 users
07/03/2017	SRL Technical Services	102363	540.00		ReviewSustainability VPPProject
07/03/2017	The Society of Local Council C	102364	118.80		Online Training Course
07/03/2017	The Play Inspection Company Lt	102365	837.00		annual Inspection play areas
07/03/2017	Thatcham Town Mayor's Charitab	102366	40.00		Mayor attending Charity Quiz
07/03/2017	Wybone Ltd	102367	369.53		8 x pkts Dog Bags
07/03/2017	Zurich Management Services	102368	36.00		LCAS Seminar Jo & Joyce
16/03/2017	Southern Electric	DD	456.80		F/Way lighting day 02.02/01.03
20/03/2017	Castle Water Ltd	DD	234.44		Parsons Allot - 08/11to13/02
20/03/2017	Castle Water Ltd	DD	69.61		Russel Rd 08.11 to 13.02.17
20/03/2017	Castle Water Ltd	DDa	178.41		W/Mills 08.11 to 13.02.17
21/03/2017	Streamline Merchant Services	DDa	42.28		Card charges
22/03/2017	Go Cardless	GOCARDLESS	23.08		Go Cardless Fees 3 to 15.03.17
23/03/2017	Streamline Merchant Services	DDb	9.00		Card charges Feb
24/03/2017	Acclaim Fabs	102369	4,153.20		Fencing at Sayers Close
24/03/2017	Auditing Solutions Ltd	102370	504.00		Internal Audit 7 March 17
24/03/2017	Berkshire County Training CIC	102371	96.00		Training - Hugh & Gillian
24/03/2017	BNP Paribas Leasing Solutions	102372	222.00		F/machine lease 29.03 to 28.06
24/03/2017	Berkshire Pressure Cleaning	102373	60.00		Clean Mosaic
24/03/2017	Crescent Signs	102374	136.80		Engraving Civic Awards
24/03/2017	Cash	102375	166.47		Plasters etc
24/03/2017	CT Electrical Newbury Ltd	102376	596.16		VP Electric to Tennis Courts
24/03/2017	Create Consulting Engineers Lt	102377	702.00		VP Remedial works footpaths
24/03/2017	CIA Fire & Security Ltd	102378	714.48		T/court gate Access Control
24/03/2017	DCK Beavers Ltd	102379	184.80		Payroll - February
24/03/2017	Mr B Digby	102380	125.00		Civic duties - Jan/Feb/March
24/03/2017	Idverde Ltd	102381	23,438.57		Ground Maintenance Contract
24/03/2017	Falkand School Charitable Trus	102382	750.00		Grant
24/03/2017	Healthmatic Ltd	102383	1,200.00		Cleaning Public Toilets March
24/03/2017	Hilti GB Limited	102384	176.09		Injectable mortar dispenser
24/03/2017	Her Majesty's Revenue and Cust	102385	7,248.39		March Payroll
24/03/2017	Insideout Site Services	102386	180.00		T/Hall window cleaning

At : 16:30

NatWest Current Account

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/03/2017	JS Maintenance Services	102387	504.90		Fifth Rd - Repair slide swing
24/03/2017	Justeel Limited	102388	57.60		Container storage
24/03/2017	Mr Colin Lewis	102389	25.00		Civic duties - January
24/03/2017	Link Up	102390	47.00		Bus stop posters
24/03/2017	L Parker Tree Services	102391	2,196.00		Shaw Cem Tree Works
24/03/2017	Mrs J Lewis	102392	186.00		Civic Awards
24/03/2017	G & P Lilleystone	102393	80.00		10 x PF4 keys
24/03/2017	Miss Margaret Gore	102394	503.15		Abobe Software - T/Hiller
24/03/2017	Minster Cleaning Services	102395	1,170.68		Office cleaning - March 17
24/03/2017	Fenland Leisure Products Ltd	102396	266.16		Safa grass mats & fixings
24/03/2017	Prudential	102397	200.00		March Payroll
24/03/2017	PHS Group Plc	102398	973.15		W/Toilet Bio waste
24/03/2017	Mr Garry Paulson	102399	25.00		Civic Duties - March
24/03/2017	Roman Print	102400	829.00		Print/deliver Precept Leaflet
24/03/2017	Berkshire Pension Fund	102401	6,048.31		March Payroll
24/03/2017	Mole Country Stores	102402	15.70		Chainsaw oil
24/03/2017	Mr D Stubbs	102403	50.00		Civic dutoes - Feb/March
24/03/2017	Mr R Thomason	102404	75.00		Civic duties - Feb/March
24/03/2017	West Berkshire District Council	102405	102.00		Temp Bus Stop Park Way
27/03/2017	Nat West Bank	DDa	1.56		Bank charges
28/03/2017	Together Technology Ltd	DDb	124.68		PSTN Line Rental
28/03/2017	Together Technology Ltd	DDc	160.55		FTTC Buisness
28/03/2017	Castle Water Ltd	DDd	606.36		Southbys 11.11 to 16.02.17
30/03/2017	Danwood Finance Ltd	DDe	153.22		Photocopy charges - Feb
30/03/2017	St Bartholomews	Std Ord	212.50		St Barts/Parsons Rental
31/03/2017	Gocardless	GOCARDLESS	5.20		Tennis Court Fees 17to23.03.17
31/03/2017	Together Technology Ltd	DD	333.00		Telephones
31/03/2017	Go Cardless	GO CARDLES	4.55		TennisCt Fees 24.03 to 29.03
31/03/2017	Stripe PAYG Tennis	STRIPE	0.93		Stripe Tennis Fees 18.03.17
31/03/2017	NatWest	DD	19,113.37		Salaries for March

Total Payments	103,506.94
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12/04/2017

Newbury Town Council 16-17

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Detailed Income & Expenditure by Budget Heading 31/03/2017

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Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Council							
<u>100</u> <u>Staff</u>							
4000 Salaries/NI/PAYE	32,430	390,741	385,601	-5,140		-5,140	101.3 %
4010 Misc Staff Expenses	97	2,261	3,000	739		739	75.4 %
Staff :- Expenditure	32,527	393,002	388,601	-4,401	0	-4,401	101.1 %
Net Expenditure over Income	32,527	393,002	388,601	-4,401			
<u>110</u> <u>Central Services</u>							
4050 Bank Charges	118	573	1,000	427		427	57.3 %
4055 Election Expenses	0	0	6,800	6,800		6,800	0.0 %
4060 NYC	0	9	500	491		491	1.7 %
Central Services :- Expenditure	118	581	8,300	7,719	0	7,719	7.0 %
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	116	1,286	1,000	286			128.6 %
1990 Miscellaneous Income	0	54	0	54			0.0 %
Central Services :- Income	116	1,004,430	1,004,090	340			100.0 %
Net Expenditure over Income	2	-1,003,848	-995,790	8,058			
Council :- Expenditure	32,645	393,584	396,901	3,317	0	3,317	99.2 %
Income	116	1,004,430	1,004,090	340			100.0 %
Net Expenditure over Income	32,529	-610,846	-607,189	3,657			
Policy and Resources							
<u>200</u> <u>P&R General</u>							
4100 Members Allowances	0	170	390	220		220	43.6 %
4105 Members' travel & subsistence	0	0	360	360		360	0.0 %
4110 Marketing	47	650	1,000	350		350	65.0 %
4120 Newsletter	829	829	1,000	171		171	82.9 %
4125 P&R Projects Fund	0	0	5,000	5,000		5,000	0.0 %
P&R General :- Expenditure	876	1,649	7,750	6,101	0	6,101	21.3 %
Net Expenditure over Income	876	1,649	7,750	6,101			
<u>210</u> <u>Grants & Contributions</u>							
4160 Contribution to BID Xmas light	0	16,000	16,000	0		0	100.0 %

Continued on Page No 2

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4165 WBC - Neighbourhood Wardens	0	790	59,000	58,210		58,210	1.3 %
4170 Volunteer Centre	0	500	500	0		0	100.0 %
4180 Grant Sub Committee	750	11,300	7,000	-4,300		-4,300	161.4 %
4185 CAB Grant	0	17,500	17,500	0		0	100.0 %
4190 CCTV	0	12,000	12,000	0		0	100.0 %
Grants & Contributions :- Expenditure	750	58,090	112,000	53,910	0	53,910	51.9 %
Net Expenditure over Income	750	58,090	112,000	53,910			
220 Corporate Services							
4200 Visitor Information Centre	0	457	10,000	9,543	278	9,265	7.4 %
4220 Training and Development	213	6,102	5,500	-602		-602	110.9 %
4225 Advertising Recruitment	0	63	1,200	1,137		1,137	5.3 %
4230 Telephone	444	5,306	4,750	-556		-556	111.7 %
4235 Postage	0	3,021	2,000	-1,021		-1,021	151.0 %
4240 Printing/Stationery	0	3,222	4,000	778		778	80.6 %
4245 Office Equipment	0	2,104	2,300	196		196	91.5 %
4250 IT	337	7,434	7,500	66		66	99.1 %
4255 Professional Fees	781	11,634	7,000	-4,634		-4,634	166.2 %
4260 Audit	2,840	3,680	3,700	20		20	99.5 %
4265 Subscriptions	339	3,602	4,000	398		398	90.1 %
4270 Photocopier Charges	128	4,657	6,500	1,843		1,843	71.6 %
4275 Advertising General	0	779	1,000	221		221	77.9 %
4280 Recycling Costs	51	696	600	-96	203	-299	149.9 %
4420 Insurance	0	15,792	16,000	208		208	98.7 %
Corporate Services :- Expenditure	5,133	68,549	76,050	7,501	481	7,020	90.8 %
1120 Grants & Donations Received	0	50	0	50			0.0 %
1990 Miscellaneous Income	6	3,125	0	3,125			0.0 %
Corporate Services :- Income	6	3,175	0	3,175			
Net Expenditure over Income	5,127	65,374	76,050	10,676			
290 Town Hall							
4320 Town Hall Refurb	0	14,930	15,000	70		70	99.5 %
4325 PWLB Loan Interest	0	894	895	1		1	99.9 %
4330 PWLB Loan Capital	0	5,000	18,456	13,456		13,456	27.1 %
4405 Rates	0	10,406	10,525	119		119	98.9 %
4410 Water	0	440	400	-40		-40	109.9 %
4415 Energy Supplies	0	7,332	12,840	5,508		5,508	57.1 %
4425 Repairs and Maintenance	892	20,510	23,000	2,490	707	1,783	92.2 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4430 Maint. Contracts	976	11,652	11,175	-477		-477	104.3 %
4440 Fire Extinguishers	0	685	600	-85		-85	114.2 %
Town Hall :- Expenditure	1,868	71,848	92,891	21,043	707	20,336	78.1 %
1270 Suite Lease Income	1,200	26,091	19,000	7,091			137.3 %
1275 Solar Panel Income	0	482	500	-18			96.4 %
1280 Chamber Hire	0	7,223	7,000	223			103.2 %
1285 Projector Hire	0	69	50	19			138.0 %
1990 Miscellaneous Income	0	179	0	179			0.0 %
Town Hall :- Income	1,200	34,044	26,550	7,494			128.2 %
Net Expenditure over Income	668	37,803	66,341	28,538			
Policy and Resources :- Expenditure	8,627	200,136	288,691	88,555	1,188	87,367	69.7 %
Income	1,206	37,220	26,550	10,670			140.2 %
Net Expenditure over Income	7,421	162,916	262,141	99,225			
Community Services							
300 Newtown Road Cemetery							
4405 Rates	0	242	245	3		3	98.8 %
4415 Energy Supplies	0	479	800	321		321	59.9 %
4425 Repairs and Maintenance	0	1,659	3,500	1,841	300	1,541	56.0 %
4430 Maint. Contracts	736	10,299	10,661	362		362	96.6 %
4435 Maint. Contracts Unscheduled	0	0	1,800	1,800		1,800	0.0 %
4440 Fire Extinguishers	0	56	100	44		44	56.4 %
Newtown Road Cemetery :- Expenditure	736	12,736	17,106	4,370	300	4,070	76.2 %
1300 Cemetery Income	0	365	0	365			0.0 %
1990 Miscellaneous Income	0	0	200	-200			0.0 %
Newtown Road Cemetery :- Income	0	365	200	165			182.5 %
Net Expenditure over Income	736	12,371	16,906	4,535			
305 Shaw Cemetery							
4350 Disability Access Toilet	0	0	2,750	2,750		2,750	0.0 %
4400 Rent Payable	1,000	1,000	1,000	0		0	100.0 %
4405 Rates	0	787	800	14		14	98.3 %
4410 Water	0	255	350	95		95	72.9 %
4415 Energy Supplies	278	1,737	1,500	-237		-237	115.8 %
4425 Repairs and Maintenance	212	4,987	8,000	3,013		3,013	62.3 %
4430 Maint. Contracts	4,975	69,484	72,000	2,516		2,516	96.5 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4435 Maint. Contracts Unscheduled	0	1,434	2,000	566	697	-131	106.5 %
4440 Fire Extinguishers	0	141	250	109		109	56.4 %
Shaw Cemetery :- Expenditure	6,465	79,825	88,650	8,825	697	8,128	90.8 %
1300 Cemetery Income	6,299	50,524	54,000	-3,476			93.6 %
Shaw Cemetery :- Income	6,299	50,524	54,000	-3,476			93.6 %
Net Expenditure over Income	166	29,302	34,650	5,348			
310 Markets							
4265 Subscriptions	0	318	318	0		0	100.0 %
4275 Advertising General	191	2,049	2,500	451	246	205	91.8 %
4360 Market Management	0	11,404	12,000	596		596	95.0 %
4400 Rent Payable	0	0	1,900	1,900		1,900	0.0 %
4405 Rates	0	8,028	8,150	123		123	98.5 %
4415 Energy Supplies	0	722	1,000	278		278	72.2 %
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	191	22,819	28,188	5,369	246	5,124	81.8 %
1320 Market Income	2,991	40,528	49,440	-8,912			82.0 %
Markets :- Income	2,991	40,528	49,440	-8,912			82.0 %
Net Expenditure over Income	-2,799	-17,710	-21,252	-3,542			
315 War Memorial							
4425 Repairs and Maintenance	0	5	1,000	995		995	0.5 %
War Memorial :- Expenditure	0	5	1,000	995	0	995	0.5 %
Net Expenditure over Income	0	5	1,000	995			
320 Footway Lighting							
4415 Energy Supplies	836	5,037	5,600	563		563	89.9 %
4425 Repairs and Maintenance	1,446	6,118	8,400	2,282		2,282	72.8 %
Footway Lighting :- Expenditure	2,282	11,155	14,000	2,845	0	2,845	79.7 %
Net Expenditure over Income	2,282	11,155	14,000	2,845			
325 Clock House							
4415 Energy Supplies	46	583	575	-8		-8	101.3 %
4425 Repairs and Maintenance	225	895	1,500	605		605	59.7 %
Clock House :- Expenditure	271	1,478	2,075	597	0	597	71.2 %
Net Expenditure over Income	271	1,478	2,075	597			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
330 Street Furniture							
4425 Repairs and Maintenance	50	3,448	3,500	52		52	98.5 %
Street Furniture :- Expenditure	50	3,448	3,500	52	0	52	98.5 %
Net Expenditure over Income	50	3,448	3,500	52			
335 Recreation Grounds							
4410 Water	0	274	400	126		126	68.6 %
4415 Energy Supplies	0	830	2,000	1,170		1,170	41.5 %
4425 Repairs and Maintenance	221	1,612	3,600	1,988		1,988	44.8 %
4430 Maint. Contracts	2,156	29,948	31,209	1,261		1,261	96.0 %
4435 Maint. Contracts Unscheduled	0	678	2,500	1,822		1,822	27.1 %
Recreation Grounds :- Expenditure	2,377	33,343	39,709	6,366	0	6,366	84.0 %
1120 Grants & Donations Received	0	57	0	57			0.0 %
1350 English Heritage	0	0	500	-500			0.0 %
1355 Income - Pitches	0	1,640	2,150	-510			76.3 %
Recreation Grounds :- Income	0	1,697	2,650	-953			64.0 %
Net Expenditure over Income	2,377	31,646	37,059	5,413			
340 Play Areas							
4425 Repairs and Maintenance	501	7,780	9,000	1,220	36	1,184	86.8 %
4435 Maint. Contracts Unscheduled	1,172	1,172	1,500	328		328	78.1 %
Play Areas :- Expenditure	1,673	8,952	10,500	1,548	36	1,512	85.6 %
Net Expenditure over Income	1,673	8,952	10,500	1,548			
345 Victoria Park							
4410 Water	0	1,547	850	-697		-697	182.0 %
4415 Energy Supplies	151	1,750	800	-950		-950	218.7 %
4425 Repairs and Maintenance	16,868	245,145	430,000	184,855	224,041	-39,186	109.1 %
4430 Maint. Contracts	3,752	54,877	54,307	-570		-570	101.0 %
4435 Maint. Contracts Unscheduled	0	4,488	4,500	12		12	99.7 %
4440 Fire Extinguishers	0	113	200	87		87	56.4 %
4445 Security	0	269	300	31		31	89.7 %
4470 Tree Maintenance	0	630	630	0		0	100.0 %
4480 Music at the Bandstand	0	2,400	2,500	100		100	96.0 %
Victoria Park :- Expenditure	20,771	311,218	494,087	182,869	224,041	-41,173	108.3 %
1120 Grants & Donations Received	31,291	75,808	0	75,808			0.0 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
1360	Income - Tennis Courts	699	770	0	770		0.0 %	
1380	Income - Bowling Club	0	467	467	0		99.9 %	
1385	Income - Kiosk/Cafe	2,100	5,333	4,000	1,333		133.3 %	
1500	Other open spaces income	0	400	0	400		0.0 %	
1990	Miscellaneous Income	0	5,850	0	5,850		0.0 %	
	Victoria Park :- Income	34,090	88,627	4,467	84,160		1984.0	
	Net Expenditure over Income	-13,318	222,591	489,620	267,029			
350	Open Spaces							
4400	Rent Payable	0	159	160	1	1	99.3 %	
4410	Water	0	36	40	4	4	90.3 %	
4425	Repairs and Maintenance	167	3,756	4,000	244	244	93.9 %	
4430	Maint. Contracts	6,026	83,469	86,175	2,706	2,706	96.9 %	
4435	Maint. Contracts Unscheduled	0	1,804	3,000	1,196	1,196	60.1 %	
4470	Tree Maintenance	0	2,228	8,620	6,392	6,392	25.8 %	
	Open Spaces :- Expenditure	6,193	91,451	101,995	10,544	0	10,544	89.7 %
1395	Wayleave Income	25	25	25	0		100.0 %	
1990	Miscellaneous Income	0	730	50	680		1460.0	
	Open Spaces :- Income	25	755	75	680		1006.7	
	Net Expenditure over Income	6,168	90,696	101,920	11,224			
355	Floral Displays							
4425	Repairs and Maintenance	0	0	400	400	505	-105 126.3 %	
4430	Maint. Contracts	1,512	21,144	21,450	306	306	98.6 %	
4435	Maint. Contracts Unscheduled	0	0	500	500	146	354 29.2 %	
4500	Tree planting	0	0	1,000	1,000	2,181	-1,181 218.1 %	
4505	Edible Crops	0	0	300	300	100	200 33.3 %	
	Floral Displays :- Expenditure	1,512	21,144	23,650	2,506	2,932	-426 101.8 %	
1990	Miscellaneous Income	0	1,780	1,500	280		118.7 %	
	Floral Displays :- Income	0	1,780	1,500	280		118.7 %	
	Net Expenditure over Income	1,512	19,364	22,150	2,786			
400	Dairy Farm Allotment							
4410	Water	0	0	442	442	442	0.0 %	
4425	Repairs and Maintenance	0	1,131	1,138	7	7	99.4 %	
4430	Maint. Contracts	63	874	1,284	410	410	68.1 %	
4435	Maint. Contracts Unscheduled	0	212	253	41	41	83.8 %	

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4450 Extra security measures	0	244	399	155		155	61.2 %
4470 Tree Maintenance	0	750	750	0		0	100.0 %
Dairy Farm Allotment :- Expenditure	63	3,211	4,266	1,055	0	1,055	75.3 %
1400 Allotment Income	0	2,440	2,375	65			102.7 %
1990 Miscellaneous Income	0	267	0	267			0.0 %
Dairy Farm Allotment :- Income	0	2,706	2,375	331			114.0 %
Net Expenditure over Income	63	505	1,891	1,386			
405 One Tree Park Allotment							
4410 Water	0	0	219	219		219	0.0 %
4425 Repairs and Maintenance	0	964	560	-404		-404	172.1 %
4430 Maint. Contracts	63	874	1,284	410		410	68.1 %
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	63	1,838	2,268	430	0	430	81.0 %
1400 Allotment Income	0	1,227	1,275	-48			96.2 %
One Tree Park Allotment :- Income	0	1,227	1,275	-48			96.2 %
Net Expenditure over Income	63	611	993	382			
410 Parsons Allotment							
4400 Rent Payable	213	850	876	26		26	97.0 %
4410 Water	234	981	458	-523		-523	214.1 %
4425 Repairs and Maintenance	48	1,567	1,175	-392		-392	133.4 %
4430 Maint. Contracts	63	874	1,284	410		410	68.1 %
4435 Maint. Contracts Unscheduled	0	143	262	119		119	54.6 %
4450 Extra security measures	0	0	421	421		421	0.0 %
Parsons Allotment :- Expenditure	557	4,415	4,476	61	0	61	98.6 %
1400 Allotment Income	0	2,382	2,735	-353			87.1 %
Parsons Allotment :- Income	0	2,382	2,735	-353			87.1 %
Net Expenditure over Income	557	2,033	1,741	-292			
415 Southby Allotment							
4410 Water	606	1,577	1,076	-501		-501	146.6 %
4425 Repairs and Maintenance	137	2,302	4,768	2,466	614	1,852	61.2 %
4430 Maint. Contracts	63	874	1,284	410		410	68.1 %
4435 Maint. Contracts Unscheduled	0	0	616	616		616	0.0 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4450 Extra security measures	0	800	1,305	505		505	61.3 %
Southby Allotment :- Expenditure	806	5,554	9,049	3,495	614	2,881	68.2 %
1400 Allotment Income	-12	5,980	6,225	-245			96.1 %
1990 Miscellaneous Income	-24	40	40	0			100.0 %
Southby Allotment :- Income	-36	6,020	6,265	-245			96.1 %
Net Expenditure over Income	842	-466	2,784	3,250			
420 Wash Common Allotment							
4410 Water	0	151	483	332		332	31.3 %
4425 Repairs and Maintenance	13	569	1,240	671	160	511	58.8 %
4430 Maint. Contracts	63	874	1,284	410		410	68.1 %
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	76	3,452	5,142	1,690	160	1,530	70.3 %
1400 Allotment Income	0	2,736	2,855	-119			95.8 %
Wash Common Allotment :- Income	0	2,736	2,855	-119			95.8 %
Net Expenditure over Income	76	717	2,287	1,570			
425 West Mills Allotment							
4410 Water	248	698	822	124		124	84.9 %
4425 Repairs and Maintenance	48	1,604	2,115	511		511	75.8 %
4430 Maint. Contracts	63	874	1,284	410		410	68.1 %
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	359	3,176	5,634	2,458	0	2,458	56.4 %
1400 Allotment Income	0	4,738	4,910	-172			96.5 %
West Mills Allotment :- Income	0	4,738	4,910	-172			96.5 %
Net Expenditure over Income	359	-1,562	724	2,286			
430 Wharf Toilets							
4195 Wharf Toilets Contract	1,000	12,662	15,000	2,338		2,338	84.4 %
4405 Rates	533	533	0	-533		-533	0.0 %
4410 Water	0	1,758	0	-1,758		-1,758	0.0 %
4415 Energy Supplies	0	973	0	-973		-973	0.0 %
4425 Repairs and Maintenance	811	2,599	0	-2,599		-2,599	0.0 %
Wharf Toilets :- Expenditure	2,344	18,527	15,000	-3,527	0	-3,527	123.5 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1120 Grants & Donations Received	0	3,000	0	3,000			0.0 %
1990 Miscellaneous Income	0	1,577	0	1,577			0.0 %
Wharf Toilets :- Income	0	4,577	0	4,577			
Net Expenditure over Income	2,344	13,950	15,000	1,050			
Community Services :- Expenditure	46,788	637,745	870,295	232,550	229,026	3,524	99.6 %
Income	43,367	208,661	132,747	75,914			157.2 %
Net Expenditure over Income	3,421	429,084	737,548	308,464			

Civic Pride, Arts & Leisure**500 CP,A&L General**

4600 CPA&L Committee Fund	0	50	2,000	1,950		1,950	2.5 %
4605 CPA&L Small projects	17	803	1,000	197		197	80.3 %
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	0	414	500	86		86	82.8 %
CP,A&L General :- Expenditure	17	2,225	5,500	3,275	0	3,275	40.5 %
1120 Grants & Donations Received	2,000	2,000	0	2,000			0.0 %
1600 Sponsorship	0	80	0	80			0.0 %
1990 Miscellaneous Income	0	575	0	575			0.0 %
CP,A&L General :- Income	2,000	2,655	0	2,655			
Net Expenditure over Income	-1,983	-430	5,500	5,930			

505 Civic Responsibility

4651 Mayors Allowance 2016-17	0	666	2,500	1,834		1,834	26.6 %
4655 Honorarium	300	2,260	3,000	740		740	75.3 %
4660 Mayor Making	0	2,546	2,000	-546		-546	127.3 %
4665 Remembrance	0	698	1,300	602		602	53.7 %
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	100	918	1,000	82		82	91.8 %
4685 Civic Events	0	52	700	648		648	7.4 %
4690 Twin Towns	0	500	500	0		0	100.0 %
4695 Twin Town- Bagnols 50th	0	765	500	-265		-265	153.0 %
4700 Civic Award Scheme	194	194	400	206		206	48.5 %
4705 Watership Brass	0	600	600	0		0	100.0 %
Civic Responsibility :- Expenditure	594	9,335	14,000	4,665	0	4,665	66.7 %
Net Expenditure over Income	594	9,335	14,000	4,665			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Civic Pride, Arts & Leisure :- Expenditure	611	11,560	19,500	7,940	0	7,940	59.3 %
Income	2,000	2,655	0	2,655			0.0 %
Net Expenditure over Income	-1,389	8,905	19,500	10,595			
Planning and Highways							
600 Planning & Highways							
4805 Heritage Working Group	0	1,340	1,000	-340		-340	134.0 %
Planning & Highways :- Expenditure	0	1,340	1,000	-340	0	-340	134.0 %
1120 Grants & Donations Received	0	927	0	927			0.0 %
Planning & Highways :- Income	0	927	0	927			
Net Expenditure over Income	0	413	1,000	587			
Planning and Highways :- Expenditure	0	1,340	1,000	-340	0	-340	134.0 %
Income	0	927	0	927			0.0 %
Net Expenditure over Income	0	413	1,000	587			
Capital & Reserves							
900 Capital & Projects							
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	195	10,500	720,000	709,500		709,500	1.5 %
9015 CAPEX St Georges Play Equip	0	22,700	25,000	2,300		2,300	90.8 %
9900 Deferred Grants Released	0	-10,000	-60,000	-50,000		-50,000	16.7 %
Capital & Projects :- Expenditure	195	25,200	692,000	666,800	0	666,800	3.6 %
1120 Grants & Donations Received	10,000	10,000	265,000	-255,000			3.8 %
1800 Section 106 & CIL Income	0	61,758	0	61,758			0.0 %
1805 Loan Proceeds	0	0	420,000	-420,000			0.0 %
Capital & Projects :- Income	10,000	71,758	685,000	-613,242			10.5 %
Net Expenditure over Income	-9,805	-46,558	7,000	53,558			
Capital & Reserves :- Expenditure	195	25,200	692,000	666,800	0	666,800	3.6 %
Income	10,000	71,758	685,000	-613,242			10.5 %
Net Expenditure over Income	-9,805	-46,558	7,000	53,558			

Newbury Town Council

Public Report

Report to Policy and Resources Committee 24 April 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
100	4000	Salaries/NI/PAYE	£5,140 overspend due to several staff pay increases
210	4180	<i>Grants sub committee</i>	<i>£3550 of earmarked reserves has been spent £750 grant paid out of earmarked reserves from earlier year</i>
220	4220	Training & Development	£602 overspent, but grants received from 'Access to Work' for £2265.
220	4230	Telephone	£556 overspend, due to duplication of charges at the beginning of the year whilst changing supplier
220	4235	<i>Postage</i>	<i>£891 overspent due to insufficient budget for 2016/17. Savings now found, but budget will still be overspent this year. Final overspend £1,021</i>
220	4255	<i>Professional fees</i>	<i>£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 allotment tenant. Final overspend £4634</i>
220	4280	Recycling Costs	£299 overspend due to office clear outs of old paperwork
305	4415	Shaw Cemetery Energy	£237 overspent – bills higher than anticipated
345	4410	<i>Victoria Park Water</i>	<i>£697 overspend is probably due to the water used in the Splash Park.</i>
345	4415	<i>Victoria Park Energy</i>	<i>£1,233 of this cost has been recouped from Kiosk tenant</i>
345	4425	VP Repairs & Maintenance	£39,186 overspend. Several grants have been received towards the work in Victoria Park, including one for £34,950 for the tennis courts.
345	4430	VP Maintenance Contracts	£570 overspend relates to weed clearance in the pond.
355	4425	Floral Displays Repairs and Maintenance	£105 overspent on new plants
355	4500	Tree planting	£1181 overspend will be recouped from WBC for trees in Victoria Park
405	4425	<i>One Tree Allotment – R&M</i>	<i>£404 overspend due to unexpected cost for removal of an asbestos shed</i>
410	4410	<i>Parsons Allot. Water</i>	<i>£288 over budget as a result of clearing a backlog of water bills Balance of overspend to be credited, as a result of estimated water bill.</i>
410	4425	Parsons Allot – R&M	£392 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.
415	4410	Southbys Water	£501 overspent due to an estimated bill, to be credited.
505	4660	<i>Mayor Making</i>	<i>£546 overspent</i>
505	4695	<i>Twin Town Reunion</i>	<i>£265 overspent, to be allocated from earmarked reserves</i>
600	4805	<i>Heritage Working Group</i>	<i>£340 overspent, but this is offset by donations received of £927</i>

Objective

To approve the overspent budget lines

Other information

Overall the expenditure for the Town Council for 2016/17 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 2016/17.

Newbury Town Council

Internal Audit Report 2016-17 (Third Interim)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Ltd*

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.

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with this requirement in terms of independence from the Council decision making process appointing a locally based company to provide the service initially. We, at Auditing Solutions Ltd were approached subsequently and appointed to provide the service for 2012-13 and beyond.

Internal Audit Approach

We have continued our review programme for 2016-17 at the three interim visits to date, which took place in September and December 2016 and also on 7th March 2017, and shall finalise our work for the year at the final visit (currently scheduled for 12th June 2017).

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 the previous interim visit, further detail having been set out in the body of the report, and we are pleased to note this was addressed immediately and the matter is resolved.

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 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 31st July and 31st 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 any necessary further work at the final visit, including another month’s sample cashbook review and ensuring the accurate disclosure of year-end balances in the 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 extended our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) to end January 2017;

- 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; and
- We note the conclusions of the Budget and Precept deliberations for 2017-18, the latter being properly disclosed in the minutes of the Full Council meeting on 30th January 2017.

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 40th cashbook transaction (irrespective of value) to 28th February 2017. Our test sample comprises approximately 85 individual transactions, including the monthly NNDR standing order payments for the year, totals just under £850,000 and equates to 78% 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 update our year-on-year analytical review of expenditure across the Council's activities at the final visit.

Assessment and Management of Risk

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

- We have noted previously that the Council has a formal Risk Management Strategy in place 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. Consequently:-

- We note the satisfactory conclusion of the Council's Budget and Precept deliberations for 2017-18, formally adopting the latter at £1,019,435 (with no further Council Tax Support Grant available from West Berks), detail of which had been approved at the Full Council meeting in January 2017;
- We note that levels of Earmarked Reserves are subject to periodic review, the most recent exercise being undertaken as part of the budget setting for 2017-18; and
- We are again pleased to note that members continue to receive periodic management accounts on a quarterly basis (most recently to December 2016), which we have visually examined with no matters arising to warrant additional explanation by officers.

Conclusions

No issues arise in this area of our review process at present: we shall consider the final budget out-turn for the year and the appropriateness of retained reserves to be carried forward as part of the final audit work in due course.

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 the second interim visit, 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 the 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. At this latest update visit, we are pleased to note that appropriate steps were taken immediately to address this matter and all invoices have been raised and paid with no further issues arising.

At this third interim visit, we have undertaken other income stream testing in accord with the previously agreed five-year plan, including:-

- Examining a sample month's Chamber bookings diary (February 2017) to ensure that each relevant activity had been charged in accord with the published scales for day or evening hire and for commercial or local organisation hire and that the Omega Sales Ledger had been updated accordingly;
- Visually examining the nominal ledger income code transaction report for the Market receipts to ensure that there was a cashbook receipt for every week and month where monies could be expected from April 2016 to February 2017;
- Checking to ensure that Wash Common football pitch users (of which there are two regular hirers for the season) had been invoiced for the year as required, also that any casual users had been charged in accord with the published scales and that the Omega Sales Ledger had been updated accordingly;
- Checking that the dividends arising from the recent (September 2016) investment in CCLA Deposits had been credited to the relevant income code for each subsequent month to date;
- Checking that all the Town Hall Suite tenants had been invoiced for each period (monthly or quarterly where applicable) for the full financial year; and
- Noting that the RFO has established detailed procedures (in conjunction with other groups such as the LTA) to be followed in relation to the three new tennis courts at Victoria Park available to the public on either a season ticket / free to play basis and on

a casual booking / card payment basis with effect from 2017-18 – this is a new income stream for the Council and will be tested at a later date.

Conclusions

As noted above, one matter was previously identified in relation to Cemetery incomes: this has been fully resolved and no further comment is considered necessary currently. There are no other matters arising of which officers are unaware and we shall update our year-on-year analytical review of income across the Council's activities and monitor the position in relation to the remaining long-standing debts at the final visit

Petty Cash Account

We are required, as part of the annual Internal Audit reporting process, to consider the controls in place over the 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: we have examined a sample month’s transactions (February 2017) to ensure that each payment was supported by an appropriate supplier invoice or till receipt, that any recoverable VAT had been separately recorded for periodic recovery and that the cheque encashments had been properly recorded in the Omega cashbooks.

We also note that the Council currently does not utilise any form of Corporate credit / debit card but officers are reviewing the available alternatives at this present time with a view to introducing a payment method in 2017-18 which will enable staff payments, and subsequent recovery, on behalf of their departments to be properly reduced.

Conclusions

No issues arise in this area of our review process at present.

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 1st April 2015 as regards the percentage contribution banding limit.

We have undertaken an examination of the payroll procedures in place and the physical payments made to staff in 2016-17 by reference to the August 2016 documentation, the underlying detail of which continues to be produced externally by DCK Beavers’ 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 and cashbook entry.

Finally in this area at present, we note that the Council has applied for, and been awarded (with effect from 28th November 2016), borrowing approval for a new PWLB loan of £250,000 for enhanced catering facilities at Victoria Park as part of its re-development: it is not anticipated that this will be drawn-down in the foreseeable future.

Conclusions

We are pleased to report that no issues warranting formal comment or recommendation have been identified in this area currently: we shall verify the investment and residual loan balance disclosures in the Annual Return at the final visit.

Policy & Resources Committee 24.4.17

Reserve	Opening Balance 1 April 2016	From Reserve	To Reserve	Closing Balance at 31 March 2017	
Capital Equipment Reserve (usually kept at £5,000)	5,000			5,000	
Earmarked by Committee for specific projects	53,796	5,689	108,780	157,887	See amounts detailed below
Victoria Park Café Replacement fund	21,228			21,228	
Election Administration Fund	22,181		6,800	28,981	(£6,800 top-up as usual)
Newbury Art Trail Reserve	6,144			6,144	£1,250 retention iro Binary Conversation
Falklands School Trust	750	750		0	£3,700 insurance iro SotT reinstatement
Capital Receipts (Sale of Assets) Reserve	22,452			22,452	paid out to Trust per minute of CS Committee 13.7.17
Victoria Park Settlement Money	430,000	337,184		92,816	Spent in 16/17-balance to be spent in 17/18
	<u>561,551</u>	<u>343,623</u>	<u>115,580</u>	<u>334,508</u>	

	Opening Balance 1 April 2016	From Reserve	To Reserve	Closing Balance at 31 March 2017	
Earmarked by Committee for specific projects					
Previously earmarked:					
Newtown Road Cemetery	3,520			3,520	to be used to replace crittall windows in chapel
Disability Access Shaw toilet	10,030		2,750	12,780	To be spent in 2017/18
Victoria Park Enhancement	1,366			1,366	for new water pipe 2017/18
Twin Town Funds for 50th Anniversary	4,864	265		4,599	For overspend
Costs for take-on of Lock Island (Lock Cottage footprint)	1,954			1,954	
NYC fund	4,773			4,773	For an art project for new VP café
HWG - plaques / appraisals / panels	2,447		580	3,027	
Victoria Park improvements	3,000			3,000	For new water pipe 2017/18
Market marketing	1,002	1,002		0	could be removed
Town Flag pull up banners & stone flag installation	872	872		0	£500 repurposed for Jack O'Newbury sculpture - see below
Civic Robe Replacement	151		1,000	1,151	To be spent in 2017/18
Edible Crop project	596			596	For community orchards
Northbrook Street power supplies	9,000			9,000	P&R 10 Feb 14 minute 60 - awaiting funds from BID
Tree planting	797			797	For Victoria Park
Allotment additional security measures	2,075			2,075	For Southbys side gate
CPA&L committee fund	1,986		1,950	3,936	CPA&L committee resolution 21.11.16 to earmark unspent funds
Town Hall External Refurbishment	1,813			1,813	
Detached Youth Workers	3,550	3,550		0	Unused funds added to Grants money in 2016/17 as agreed
Marketing for weddings in the Town Hall	1,000			1,000	P&R resolution 25.4.17
Recommended new earmarking for 31 March 2017					
VP Changing room (P&R 17.10.16)			94,000	94,000	
Visitor Information (P&R 16.1.17)			8,000	8,000	
Jack O'Newbury Statue (P&R 16.1.17)			500	500	Plus £1,300 CIL money = £1800
Regalia and Uniforms			364	364	for repairs to Mayor's pendant summer 2017
Mayor's allowance 2016/17			500	500	for repairs to Mayor's pendant summer 2017
War memorial R&M			995	995	for steam cleaning in 2017/18
CPA&L NTC 20th Anniversary Celebrations			400	400	Underspend on QE90 income - towards NTC 20th anniversary
Total Earmarked by committee	54,796	5,689	108,780	157,887	

Section 106 and CIL Monies	Balance 1 April 2016	From Reserve	To Reserve	Balance at 31 March 2017	
Section 106 monies received in 2009/10					
Greenham House Gdns, Greenham Rd (Greenham Hse Gd& £1709 for St Georges Ave - CS 26.9.16)	3,159	3,159		0	£1000 for benches at Greenham House Gardens, £2159 St George's Aven
Section 106 monies received in 2010/11					
77 Andover Road (was for City Rec, now VP - CS 26.9.16)	1,385	1,385		0	£1385 towards bowls club tree works
Section 106 monies received in 2011/12					
27A Rectory Close (was for City Rec, now VP - CS 26.9.16)	818	818		0	£505 towards bowls club tree works, £313 bowls club fence (of £6392)
WBDC B I D Fifth Rd	740	740		0	£740 towards £6392 for Bowls club fence
Section 106 monies received in 2012/13					
4 St John's Rd (Greenham Hse Gdns / Victoria Park / St Johns / Newtown Road Cem)	12,208	12,208		0	£6000 toward tiger mulch around new VP play equipment (members bid) and springers and basket swing. £4128 for 6 benches in VP. £2080 toward £7500 spent on benches in VP
St Johns Garage (was for Newtown Road Cemetery, now St Johns Corner Gardens/St Georges Ave - CS 26.9.16)	7,791	7,791		0	£5200 for St John's Gardens tree lintel works £2591 for St Johns Corner Gardens lintel repair
2-6 Chandos Road (Was for Newtown Road Cemetery now St Johns Corner Garden/St Georges Ave - CS 26.9.16)	2,515	2,515		0	£209 for St Johns Corner Gardens lintel, £2306 St George's Avenue play e
Section 106 monies received in 2013/14					
Land at Winchcombe School, Maple Crescent (was for North of Town, now VP - CS 26.9.16)	1,609	1,609		0	£1609 towards £6392 for Bowls club fence
3 Toomers Wharf, Canal Walk (Lock Island / West Mills / Victoria Park / Peace Gardens)	1,842	1,842		0	£1842 toward £7500 for VP benches
Rear of 158-164 London Rd (Hutton Close / Victoria Park / Orchardene / Walton Way)	3,781	3,781		0	£3578 toward £7500 benches in VP. £203 toward £2079 toward Wetpour on Splash Park
Greenlands View, Springfield Lane (was for Nightingales, now for VP - CS 26.9.16)	2,697	2,697		0	£2697 towards £6392 for bowls club fence
Hillview House, 21 West St (Lock Island / Victoria Park)	19,327	15,579		3,748	£1876 toward £2079 for Wetpour in VP Splash Park. £3152 for removal of chainlink fence and returfing in VP. £7913 for new water supply VP. £1033 for bowls club fence. £1605 towards bowls club tree works
Section 106 monies received in 2014/15					
73 Andover Rd (was for City Rec now VP - CS 26.9.16)	2,202	672		1,530	£192.50 spent on VP container, £479.20 spent on fencing round bowls clut
19a Livingstone Road (V P Improvements)	1,435			1,435	
2a Pound St (POS Improvements)	760	760		0	£760 towards Sayers Close gate
13 St Michaels Rd (POS Improvements)	274	274		0	£274 towards Sayers Close Gate
Allways, Tydehams (POS Improvements)	7,415	2,427		4,988	£2,427 towards Sayers Close Gate
30 & 32 Hampton Road (POS Improvements)	6,367	5,535		832	£5535 towards cost of St George's Avenue play equipment
Himley Lodge, 39 St Johns Road (POS Improvements)	5,194			5,194	
2 Trees Tydehams (POS Improvements)	10			10	
12 Barn Crescent (POS Improvements)	5,818			5,818	
19 Cromwell Rd (POS Improvements)	1,869			1,869	
30 Howard Rd (POS Improvements)	1,544			1,544	
24 Bartholomew Street (Lock Island/Vic Park)	9,911			9,911	
Newbury Electronics Faraday Road (POS Improvements)	2,895			2,895	
18 Kings Road West (POS Improvements)	1,404			1,404	
134 London Road (POS Improvements)	440			440	
Four Winds Tydehams (POS Improvements)	3,191			3,191	
59 Priory Road (Re-open NTR Cem)	1,366			1,366	
Section 106 monies received in 2015/16					
24 Bartholomews St (Vic Park, Lock Island)	9,911			9,911	
15a-16 Bartholomew St (Vic Park, Lock Island)	1,720			1,720	
Travis Perkins, Mill Lane (Vic Park Improvements)	6,756			6,756	

62 Bartholomew Street (City Rec, St Georges Ave)	2,743	2,743
Fulwell End, Garden Close Lane (POS Improvements)	1,922	1,922
Mill Reef House, Cheap Street (POS Improvements)	2,410	2,410
66-67 Northbrook Street (POS Improvements)	1,760	1,760
1 Cromwell Place (POS improvements)	440	440
151 Bartholomew Street (POS improvements)	772	772
Units 3, 4 & 7 Inches Yard (POS improvments)	1,238	1,238
Section 106 monies received in 2016/17		
Travis Perkins, Mill Lane (POS improvements)	3,378	3,378
45 Greenham Road (POS improvements)	5,554	5,554
4 Andover Road (POS improvements)	1,980	1,980
24-26 The Broadway (POS improvements)	6,619	6,619
49 Bartholomew Street (POS improvements)	773	773
CIL monies received in 2016/17		
	43,454	43,454
	<u>139,638</u>	<u>137,605</u>
	<u>63,792</u>	<u>61,758</u>

Newbury Town Council

Public Report to Policy and Resources Committee 24 April 2017

Agenda Item No 11: Town Council Reserves

To review the movements to and from reserves as recommended in Appendix 6a.

Objective

To agree the amounts to be taken from and added to reserves, bearing in mind that reserves earmarked by committees should be for specific projects, as stated in the Council's Financial Regulations: *Committee Reserves (comprising unspent balances and budget allocations for specific projects – agreed at April Policy and Resources committee meeting)*.

In particular, members should consider the request from the Civic Pride, Arts and Leisure Committee to earmark the balance of their unspent Committee Fund of £1,950, to add to their existing earmarked reserve of £1,986, creating a fund of £3,986, and the request from the Heritage Working Group to add unspent funds of £580 to their reserves of £2447, making a fund of 3,027. The Committee must decide if these funds are for specific projects.

Financial and Legal implications

The Council's Financial Regulations require that earmarked reserves should be for specific projects. Unspent budgets should not be earmarked for reserves unless the money is for a specific project, preferably costed. Money can only be earmarked for reserves if there are sufficient funds at the year end over and above the minimum reserve amount required according to the Financial Regulations.

Other information

The overall amount of reserves is considerably less than that for 2016/17, and there is a sufficient balance of Council funds at 31 March 2017 to support the amount of earmarked reserves shown in Appendix 6a, whilst allowing for a level of general reserves in keeping with the minimum required according to the Financial Regulations.

Recommendation(s)

Members agree to earmark the recommended funds if they are happy that there is specific planned expenditure for each item.

Signed: Gillian Durrant, RFO

18 April 2017

Section 106 and CIL Monies – Current and Future Expenditure

Proposer	Location	Short description	Est cost (£)	S106 Contribution (£)	CIL contribution (£)	Comment
Cllr John Gardner	Newtown Road Cemetery	Composting toilet	10,000		10,000	Further investigation continues; may be combined with project below
Community Services Manager	Newtown Road Cemetery	Install water supply & drainage to the chapel and install sink in the chapel	TBD			Obtaining quotes
Cllr Martha Vickers	Town Centre or Victoria Park	Drinking fountain, including connection	1,000	1,000		Included in café project
Community Services Manager	Victoria Park	Additional lighting along the pathway between Park Way and St Marys Road entrance	20,000	20,000		Investigation underway. WBC supplying lighting heads and columns FOC. Planned start in conjunction with VP wall and pathway repair (date yet to be determined)
Community Services Manager	Victoria Park	Additional funding contribution towards increased costs of the new cafe	580,149	25,000	25,000	Not yet started
Community Services Manager	Newtown Road Cemetery	Replace "Crittall" style side windows in chapel	6,000	2,750 (3,520 coming from earmarked reserves)		Awaiting revised quotation. Planned installation Summer 2017
Community Services Manager	Victoria Park	Consider installing 20ft container in tree line adjacent to pond to store pedalos, kayaks & bandstand chairs	1,500		1,500 (192.50 spent so far on planning app)	

Community Services Manager	Victoria Park	Water supply	15,000	15,000 (7,913 paid to Thames Water in advance of Works)		Not yet completed
Community Services Manager	Victoria Park	Create grasscrete parking area	TBD			Obtaining quotes Autumn 2017
Community Services Manager	St Johns Corner	Repairs to perimeter wall around open space	£7,800	£7,800		October 2017
Community Services Manager	St Johns Corner	Lay new footpaths	TBD			Obtaining quotes July 2017
Community Services Manager	City Rec	Repairs to surface of playground – agreed at Community Services 13.3.17	£9,000	£9,000		
P&R 16.1.17	Northbrook Street	Jack O’Newbury Sculpture	£1,300		1,300	Yet to be confirmed – further funding sought. Plus £500 from reserves.
Total amount of S.106/CIL monies expected to be spent (excluding £10,000 expenditure on NRC composting toilet)					£72,637	£27,607.5
Total S.106 monies currently held by Newbury Town Council					£94,151	
Total CIL monies currently held by Newbury Town Council						£43,454.00
Balance (S.106/CIL payments are received irregularly throughout the year)					£21,514	£15,486.50

Amendments to the Financial Regulations as recommended by the Audit Working Group

1. Section 6 - INSTRUCTIONS FOR THE MAKING OF PAYMENTS

Suggested new wording:

- 6.15 A pre-paid debit card may be issued to employees for the No 2 imprest account, *one of the debit cards to have a limit of £1,000. The* topping up arrangements being the same as in 5.7 above.
- 6.16 The RFO shall maintain *up to 3* petty cash floats of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- a) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - b) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.3 above.

Existing wording:

- 6.17 A pre-paid debit card may be issued to employees for the No 2 imprest account, the limits and topping up arrangements being the same as in 5.7 above.
- 6.18 The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.3 above.

2. Section 18 - RESERVES POLICY

Suggested new wording:

- 18.2 The sum total of the above named reserves plus the general fund balance must always be *a minimum of four months annual revenue expenditure.*

Existing wording:

- 18.2 The sum total of the above named reserves plus the general fund balance must always be in the range of between three and six months annual revenue expenditure.

Newbury Town Council

Public Report to Policy and Resources Committee 24 April 2017

Agenda Item No 13: Recommendations from the Audit Working Group Meeting on 29 March 2017 to the Policy and Resources Committee

To consider opening a bank account in Handelsbanken, Oxford Street, Newbury in order to provide internet banking services

The Policy and Resources Committee approved amended Financial Regulations on 25 April 2016, which enable the Council to commence internet banking. Our present bank Natwest does not charge for current banking services, but will charge for internet banking. Therefore the Audit Working Group has compared the charges, interest rates and customer services of all the banks in Newbury to see if it would be beneficial to change banks.

Objective

The Council wishes to move to internet banking for the following reasons:

- A to save money on postage, and stationery
- B to speed up payments
- C for extra security, and avoid lost and stolen cheques
- D to enable us to pay for goods ordered online

The Council requires a bank with a branch in Newbury, and with reasonable charges and interest rates. The bank must also have good customer service and a high credit rating by a credit rating agency.

Options

The Audit Working Group reviewed six banks with branches in Newbury, looking at the charges, interest rates, credit ratings and customer service. Very few 'high street' banks still have dedicated customer service managers, and those that do are usually only based in Newbury for a day or two a week, as with NatWest. Handelsbanken, a Swedish bank, is set up very differently from the traditional British High Street bank, in that the branch bank manager sets their branch's charges and bank interest rates. Each branch deals with the vast majority of services 'in house', rather than sending things such as change of signatory forms and mandates to centralised offices. As a result there is a much closer relationship between branch staff and customers.

Handelsbanken currently has a credit rating of Aa2, as opposed to NatWest which is rated as A3/BBB+.

The Audit Working Group compared the bank charges of 6 local banks, using September as a typical month of transactions for the Council and the much busier month of February. The extrapolated results are presented in Appendix 8c, showing just the existing bank NatWest (which has one of the cheapest bank charges) and Handelsbanken. Handelsbanken had by far the highest interest rate of the banks considered, together with reasonable bank charges; the difference in net costs between the two is £1,441.44. Due to the current higher interest rate, banking at Handelsbanken would result in an estimated net income to the council of over £600 per annum.

Financial and Legal implications

Any increase in charges not offset by higher interest rates may result in the bank charges budget being exceeded for 2017/18.

Other information

The Council has had a number of incidents of poor customer service with our present bank in recent years, however we are not charged for non-internet banking.

Recommendation(s)

In order to provide internet banking the best option, based on the above information, is to switch our everyday banking to Handelsbanken. However, the Audit Working Group recommend that a balance is kept in the NatWest account for the time being as insurance should the decision be made at a later date to revert to our current bank.

Signed: Gillian Durrant, RFO 13 April 2017

Appendix 8c

Comparison of bank charges and interest rates for internet banking

Bank	Monthly fee	DD out	cheques out	internet out	salary payments	Standing orders	cash out	internet in	DD in	credit card in	per paying in slip	cheques in	cash in	Debit Card out	Estimated Total Costs	interest	Estimated Net Cost
NatWest	40	0	0	0.4	1.56	0	0	0	0	0	0	0	0	0	717.92	0.01%	642.92
Handelsbanken	0	0.2	0.6	0.35	4.2	0.6	1	0.4	0.2	0.2	0.9	0.28	0.4	0.4	701.52	0.20%	-798.48

Newbury Town Council banking transactions. September 2016 was a typical month; February 2017 is the busiest month with allotment payments. To calculate the above figures, September has been used for 10 months of the year, and February for two months (as March is also busy with many allotment transactions).

Month	DD out	cheques out	Standing orders out	online in	credit card in	autopay out	cheques in	paying in slips	cash in times	total £ pd in	total £ /100	Cash out av £150	Debit card out (est)	DD in est
Sep-16	21	45	2	17	1	1	0	4	4	1200	12	2	8	5
Feb-17	23	49	1	94	19	1	67	21	8	1260	13	1	8	5

Action Plan for the Council Strategy, reviewed 31 October 2016 (Targets 2017- 2020)

Targets for the next 5 years (Council Strategy)				
SHORT-TERM TARGETS	Lead Officer	Position at 31/3/2017	Action needed –next step	Deadline
This is what we plan to do in the next 12 months:				
TS1. Complete repairs and reinstatements in Victoria Park following the damage suffered since 2010	CSM	Ongoing	Detailed plans with CSM	May 2017
TS2. Produce a detailed schedule of S106/CIL funds held and proposed spending plans to expend S106 funds we hold for the purpose of meeting the plans identified;	RFO/CSM	Approved P & R	Review April 17	April and Oct P & R meetings
TS3. Review the future direction of the Newbury Art Trail and the NATSG	CM	Ongoing	Progress working group and report back to CPA & L	Feb 2017
TS4. Re-energise the Fairtrade Town initiative	CM	New Working group established	Refer to Strategy Working Group	P & R 24/4
TS5. Improve use of Facebook and Twitter and create a “Mobile-friendly” Town Council website as a means of engaging with the public	Corp	Mobile-friendly website launched 8/12/17	Completed	
TS6. Pursue joint working initiatives with Thatcham Town Council and other Parishes to achieve efficiency savings in service delivery	CEO/ CSM	Established larger parishes’ network; met 18 Jan	Ongoing	
TS7. Review Newbury Town Council’s current asset register and put forward proposals for best use/value	CEO/ RFO	Ongoing; some assets identified for possible development/ transfer	Consider by Committee	24 April 2017
TS8. Review the Newbury Town Design Statement	CEO	Consultation draft approved by P & H on 4/1/17	Consultation completed 19/2	April 2017
TS9. Prepare an operational plan to create the Town Plan.	CEO	Completed	Steering group meeting 16/11/16	Completed
TS10. Report back to the Council’s Planning & Highways Committee about West Berkshire Council’s sustainable transport Policy	CEO		Contact WBDC Report back	June 2017
TS11. Keep abreast of Localism and Big Society initiatives and impacts	CEO	ongoing	Adopted General Power of Competence	31/10/16 Ongoing
MEDIUM-TERM TARGETS	Lead Officer	Position at 31/3/2017	Action needed –next step	Deadline
Targets which we plan to achieve in the next 3 years:				
TM1. Lobby and work with West Berkshire Council to devolve appropriate assets and services to us	CEO/ CSM	Relevant assets identified and WBDC notified of same	Initial meeting held. Progressing. Using WBDC devolution portal to explore options	Ongoing
TM2. Work with West Berkshire Council and others to continue Local Listing in West Berkshire in order to enhance the protection of character buildings in the town	Heritage Working Group	ongoing	Ongoing via Heritage Working Group	
TM3. Promote and encourage retail investment, in the Town Centre, south of the Canal Bridge [PA3.2]	CEO	Notified WBDC of objective	Ongoing via Planning and Highways Committee	
TM4. Enhance the Town Hall as an ongoing project	CSM	External facelift completed.	Ongoing. External Stone work to be cleaned New carpet for chamber,	May 2017 June 2017
TM5. Provide a café in Victoria Park to replace the existing kiosk and provide a suitable facility for the rejuvenated park	CSM	Tenders sought for construction Lessees invited to bid	Consider tenders and bids; evaluate financial feasibility	June 2018
TM6. Construct new changing rooms in Victoria Park to meet the needs of the improved facilities at the football pitch and the tennis courts	CSM		Planning Application April 2017. Funding being arranged	October 2017

THE LONGER TERM	Lead Officer	Position at 31/3/2017	Action needed –next step	Deadline
TL1. Encourage the development of low-cost (inexpensive) and Affordable (social) housing throughout the town to meet identified local needs	P & H/ CEO	Referred to WBDC	Monitoring any relevant planning applications and make appropriate recommendations from P & H Committee	Ongoing
TL2. Encourage residents' participation in social, recreational and sporting activities	CSM/ CM	ongoing	Ongoing via Community Services Committee; Upgrading facilities in Victoria Park and at playgrounds	
TL3. Implement projects that improve the appreciation of heritage and conservation to the public	P & H	ongoing	Ongoing via Heritage Working Group; Supporting heritage walks Blue plaques programme	Ongoing
TL4. Prepare a Newbury Town Plan which fully meets the objectives of Newbury Town Council's Strategy.	CEO	Steering Group met 12/1, Working Groups established.	Draft for consultation	Oct 2017
			Complete	March 2018

Projects from Policy Areas	Lead Officer	Position at 31/3/2017	Action needed –next step	Deadline
PA2.7 Publish and distribute an annual newsletter, with the Precept Leaflet;	CEO/RFO	Completed; free postage, with Council tax bills	Review for 2018-19	March 2018
PA3.5 Run and sponsor Newbury's Annual Civic Award scheme;	Civic Mgr	Review at CPA & L	Evaluate this year's event and make any recommendations for 2018	Dec. 17
PA3.7 Support the Newbury Youth Council (NYC);	Corp Services	Largely inactive; needs "refresh"	Consult link councillors Re-launch	April 2017 May 2017
PA3.8 Promote annual events for Local Democracy Week, in particular for young people.	Corp Services	Democracy Week Working Group to start meeting again from May	Working Group planning programme of events	October 2017
PA4.9 Promote Newbury in Bloom to raise civic pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury.	GMO	New, extended campaign in 2017. Increased budget and £2,000 grant from Tesco Bags of Help	Launched Feb Entries close June Judging in July Prize event in Sept	Sept 2017
PA5.3 Promote the use of the Town Hall as a venue for meetings, conferences, receptions, the celebration of weddings, etc.	CEO/ Civic	Open day during heritage Week, September	Repeat	Sept 2017
	RFO	First wedding booked for July 2017	Plan and evaluate	July 2017

The Charity of Mrs. Mabel Luke

Elendil, New Road, Newbury,
Berkshire, RG14 7RX

Charity Commission
Reg. No 236518
e-mail;
Trustees@mabelluke.co.uk



Mabel Luke Trustee Ltd., Company. No. 10241286, is the Trustee to
The Charity of Mrs. Mabel Luke

7 March 2017

Hugh Peacocke
Chief Executive
Newbury Town Council (by email)

Re: Mabel Luke Place

Dear Hugh,

We have now secured all the funds for the 12 new almshouses in Mill Lane: the first two blocks of Mabel Luke Place. Our professional advisers have reviewed the total project costs and financial forecasts and we have revised our Business Plan accordingly. A copy is attached.

The Charity would like Newbury Town Council to consider our bid for a one-off grant to help close the funding gap that currently prevents us extending the contract to the third block (replacement dwellings). This letter constitutes our case and we need to have it considered as soon as possible, because if we cannot close the gap by the end of April our local contractor, Feltham Construction Ltd. will not be able to proceed uninterrupted beyond the laying of foundation slab for the third block. We would have to re-tender the work, which would inevitably involve increased costs and substantially greater fund-raising and delay to the delivery and occupation of the last four much needed almshouse flats.

In 1928 Mabel Luke gave land to the Charity, which today would be valued at £560k for open market housing, to be used in perpetuity for “deserving persons, of the working classes, who had been residents of the Parish of Greenham or Town of Newbury for at least a year”. These flats are exempt from Right to Buy and will be let under license and not tenancies. They will only be available to persons on the Common Housing Register applying through Home Choice West Berks and referred to us by the Housing Service. We believe this represents incredibly good value for the people of Newbury, who have been so concerned about the lack of affordable homes here.

The grant we seek equates to no more than one pound per household on the council tax base for Newbury Town: £10,000. We are asking Greenham Parish Council for an equivalent amount.

Any grant from local councils need not be drawn down until later in coming financial year (2017/18). However, for cash flow reasons, if there is Council underspend available from 2016/17, we can spend it immediately. Work on the new build commenced 27th February and completion of works is anticipated in Apr 2018. There is a 10% retention for six months after each block is complete, so it is possible to delay the final tranche of grant until the 2018/19 financial year.

I do hope you can give this bid early consideration. We will of course be very willing to attend any meetings to discuss the matter and answer any questions from councillors.

Yours sincerely,

Tony Vickers, Director, Mabel Luke Trustee Ltd.

Newbury Town Council**Public Report****Report to:**

Policy and resources Committee, 24 April 2017

Agenda Item No 16:**Unreasonable, Persistent or Abusive Complainants**

To Resolve to adopt a Policy for dealing with Unreasonable, Persistent or Abusive complainants

Background

It is best practice to have a policy for dealing with these complainants and at present this Council does not have such a policy. A few years ago, in dealing with such a case, the Council expended £10,000 in legal expenses. This Policy would help to protect against a recurrence of such difficulties.

Objective

To adopt a Policy for dealing with Unreasonable, Persistent or Abusive complainants in order to protect the staff and resources of the Council.

Such complainants can absorb unjustifiable amounts of Council staff time and other resources, as well as impacting on their morale and the reputation of the Council.

Options

Without such a Policy, the Council is exposed to the problems outlined above.

Financial and Legal implications

There are no financial costs to adopting the Policy and its implementation could save considerable resources and protect against reputational damage.

Consultation:

West Berkshire District Council was consulted and the Policy is based closely on theirs.

Other information

The policy takes appropriate measures to ensure that reasonable complainants are not excluded from proper responses from the Council. Part 4 defines Unreasonable and unreasonably persistent complainants, while Part 7 describes unsubstantiated complaints and abusive complainants. Part 5 of the policy outlines how the Council would resolve and manage unreasonable complaints and Part 6 sets out how the council would manage unreasonably persistent or prolific complainants.

Recommendation(s)

It is recommended that the attached policy, for dealing with Unreasonable, Persistent or Abusive Complainants be adopted by the Council, In order to better protect the staff, the resources and the reputation of the Council.

Signed: Hugh Peacocke, Chief Executive Officer

12 April 2017



Policy for dealing with unreasonable, persistent or abusive complainers

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1. Purpose

- 1.1. To identify complainants who are unreasonable or unreasonably persistent in pursuit of their complaint, and/or prolific complainants, and manage their complaints appropriately.
- 1.2. To ensure that all complainants are treated equitably and on an individual basis.
- 1.3. To ensure that access to the complaints process as a mechanism for representation is not unlawfully barred, while ensuring that the process is not misused.
- 1.4. To ensure that individual needs are considered when deciding on a suitable approach to dealing with their complaints.
- 1.5. To avoid perpetuating correspondence or contact which is time consuming and not helpful to the complainant, other complainants, and the staff of the Council.

2. Applicability

- 2.1. This procedure shall apply to all employees of Newbury Town Council, including elected members, contract, agency and other temporary staff, volunteers and employees of partner organisations working with the Council and it is the responsibility of managers to ensure that these groups are made aware of this procedure.

3. Roles and Responsibilities

- 3.1. The Chief Executive Officer has overall responsibility for ensuring that the Corporate Complaints Process is managed appropriately in accordance with this agreed Procedure, including:
 - Directing and reviewing this procedure.
 - Ensuring that there is effective consultation and communication on complaints related matters.
 - Publishing & Promoting the adoption of this Procedure.
 - Ensuring compliance with published standards, procedures, working practices and technology changes.
- 3.2. The Heads of Service and designated complaints officers are responsible for the day-to-day management of complaints including ensuring implementation of this procedure.
- 3.3. All Council staff are responsible for familiarizing themselves with, and ensuring that they comply with this procedure.

4. Defining Unreasonable Complaints

- 4.1. Unreasonable and unreasonably persistent complainants may have justified complaints or grievances but be pursuing them in inappropriate ways, or they may be intent on pursuing complaints which appear to have no substance, or which have already been investigated and determined. Their contacts with the Council may be amicable but still place very heavy demands on staff time, or they may be very emotionally charged and distressing for all involved.
- 4.2. However, raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as an unreasonably persistent complainant.

- 4.3. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled unreasonably persistent. Responding to reasonable expressions of dissatisfaction and requests for information should not cause staff particular problems.
- 4.4. Behaviour which may lead to a complaint being considered as unreasonable may include some of the issues listed below:
- 4.4.1 Refusing to specify the grounds for their complaint, offering evidential information to support the complaint which is then not provided, or changing the substance of the complaint while the complaint is under investigation.
- 4.4.2 Introducing irrelevant or trivial issues into their complaint, or raising a large number of detailed but unimportant questions and insisting these are answered in detail.
- 4.4.3 Refusing to accept that aspects of their complaint are not within the scope of the procedure, (for example, when another route, such as an Appeal, is open to them), or insisting complaints are dealt with in ways not compatible with the complaints procedure or good practice.
- 4.4.4 Refusing to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- 4.4.5 Making unsupported complaints against staff dealing with the complaint and/or asking that they be replaced, or escalating a complaint to a more senior officer after receipt of a response with which they disagree.
- 4.4.6 Pursuing a complaint or complaints with the council, and while the complaint is in progress, either contacting different staff about the same or similar issues, or contacting other organizations or individuals such as a Member of Parliament/a councillor/the authority's independent auditor/the Standards Board/local police/solicitors.
- 4.4.7 Making unnecessarily excessive demands on the time and resources of staff whilst a complaint is being investigated, by, for example, excessive telephoning or sending emails to numerous council staff, or writing lengthy complex letters every few days and expecting immediate responses.
- 4.4.8 Submitting repeat complaints, after the complaints process has been completed, essentially about the same issues, with additions/variations which the complainant insists make these 'new' complaints which should be put through the full complaints procedure.
- 4.4.9 Despite all attempts to resolve the case, refusing to accept the Council's or the Ombudsman's decision, and repeatedly arguing the point or complaining about the decision. This can include continuing to correspond with stakeholders on the same issue after the final decision has been reached, insisting that the Council has not dealt with the issue to their satisfaction, or asking for specific action to be taken to resolve the complaint.
- 4.4.10 Whilst abusive correspondence or phone calls from a complainant are not always an indicator that the complaint is unreasonable, in the interests of staff safety and under the Council's duty of care, steps should always be taken to manage a complainant who becomes abusive towards staff. (See paragraph 7.2 which sets out the Council's position regarding abusive behaviour from complainants or representatives.)

4.4.11 Prolific complaints are a range of (usually minor) complaints from the same person, but around a number of different subjects. While prolific complaints can be managed as in sections 5 and 6 (below) care should be taken to ensure that no substantive matters are being raised. Prolific complaints may be fast tracked directly to a Stage 2 response to ensure that the complainant is offered an opportunity to refer their complaint to the Ombudsman without creating a resource burden on the Council.

5. Resolving and managing unreasonable complaints

- 5.1. The CEO and the relevant manager will determine the point at which a complaint is considered as prolific and/or persistent, following the criteria identified above. Where the complaint includes more than one service this will be done in consultation so that both services are party to the decision to identify a complaint as persistent or prolific.
- 5.2. The CEO will ensure each complaint is thoroughly assessed to ensure no items are overlooked and all issues raised have been previously addressed, where necessary in consultation with the other Council managers.
- 5.3. The complaint will be discussed between the CEO and the relevant manager, and a decision reached as to how future complaints around the same subject will be managed.
- 5.4. A letter will be drafted to the complainant setting out the key elements of the proposed future management of representations, and this will be signed and sent by the Manager or CEO as appropriate.
- 5.5. A copy of the above letter and any notes regarding the decision will be retained on file, and all relevant staff likely to receive contacts will be notified of any actions they are required to take in the future – such as logging calls, not discussing the case, etc.
- 5.6. The decision will be reviewed at least at six monthly intervals.

6. Management Plans

- 6.1. Options available to manage unreasonably persistent or prolific complainants can include:
- 6.2. Explanation: Make clear to the complainant why their behaviour is unreasonable, and ways to amend it, before taking more formal action. In some cases close liaison with all relevant professionals will be necessary to reach an appropriate and co-ordinated decision. This is good practice and should be done in all cases where complaints cut across service or partnership boundaries.
- 6.3. Co-ordination: Designate a key officer as the single point of contact (SPOC) for the complainant. This ensures that all concerns and issues can be reviewed centrally and any new issues identified and acted upon. It also reduces the resource burden on other staff. Advise the complainant of the SPOC's role and contact details, also advise other staff who may continue to receive correspondence or calls, of this process. All future representations and communications from the complainant regarding their issues subject to complaint will be fed through this officer to ensure all responses are co-ordinated and provide the same clear answers.

- 6.4. Correspondence: Ensure that new issues raised are quickly passed on to the appropriate staff team to ensure speedy resolution and a quick and firm response.
- 6.4.1 Where correspondence includes or develops into requests for information (RFI's), these will be passed through the Freedom of Information RFI process. This includes a process for deciding where a request for information becomes repeated or vexatious, and is separate to the allocation of persistent/prolific status to a complainant.
- 6.4.2 If the amount of correspondence is particularly large, the service may decide to collate all representations together, and acknowledge these and respond to these on an agreed regular basis – perhaps weekly or fortnightly – the time-scale in each case to be determined, recorded as part of the management plan, and adhered to, and the complainant being advised of this approach.
- 6.4.3 In very exceptional circumstances the service/s may decide to decline to respond to further representations from the complainant on old issues. If this is the case then the complainant **must** be advised of this, with reasons. This advice should include an indication that all correspondence will be read, and information passed on as relevant to inform and advise the relevant officers, but that no response will be provided in future.
- 6.4.4 If this strategy is adopted, care must be taken to scrutinise all future representations from the complainant to identify new issues that do need to be followed up formally with the complainant or be accepted into the complaints procedure, and this should always be done with the involvement of the relevant complaints officer(s). The complainant should be made aware that this will be done.
- 6.5 Record keeping: The CEO should keep on record copies of correspondence to and from the complainant. Where complainants are abusive or threaten officers, a formal written record must be kept by all staff of all contacts made by the complainant, making careful record of any abusive behaviour or threats – preferably recording actual words used where possible. The complaints officer(s) should keep a file of all these record sheets as evidence of the complainant's behaviour as this may be required for legal purposes at a later date. See 6.7 (below).
- 6.6 Staffing: Ensure all staff involved are aware of the arrangements to manage the complainant's issues.
- 6.6.1 Where required, the management of the complainant and case to date will be scrutinised by an appropriate manager to identify any staff training issues which need to be addressed – and this will be progressed.
- 6.6.2 Where required, the case may be included as a specific item for routine inclusion in the supervision sessions of involved staff.
- 6.6.3 Where required, managers must ensure that all staff dealing with the complainant will be considered, on an individual basis, to identify any person who may need support to alleviate or minimise their own stress or anxiety – and that this support will be provided.
- 6.6.4 Ward Members, District Councillors or MPs may also be subject to persistent correspondence. Where appropriate they should be engaged in the management process by the complaints officer so that they understand how the complainant's issues are being addressed, and who to contact about correspondence.

6.7 Managing Behavioural Issues

6.7.1 If the complainant's behaviour is abusive or provocative, the Council may determine that only written representation (by letter) will be acceptable, explaining why, and also explaining who to address any written representation to. Where this is not possible arrangements should be made for a named member of staff to take detail of complaints.

6.7.2 Other specified single routes for representation may be determined, such as e-mail or calls to an answer phone during certain times, etc.

6.7.3 If the complainant presents himself/herself regularly at a particular building and behaves inappropriately, the above advice may be instigated to prevent face-to-face confrontation.

6.7.4 If the complainant behaves in a particularly aggressive or confrontational manner the Council will consider implementation of their staff harassment procedures. This will include processes for managing harassment by multiple email 'spamming', or multiple phone calls to services, if this occurs. This may need to be instigated across other partners or services to avoid transference of the problem.

6.8 Managing Representation on Behalf of Others: If the person making representation is purporting to do so on behalf of another person and this individual proves unwilling to have the representation progressed by the third party - the person making representation is barred from the process. Staff must ensure that the client is able to access the complaints procedure for himself/herself should they so wish, including advising them that an advocate could be found to support/assist any complaint should this be necessary. Staff should also make a full record of any discussions. Representatives who become abusive or threaten staff should be managed in accordance with the procedures outlined in paragraph 7.2.

6.9 Other Issues: Legal responsibilities – if there are any legal or statutory issues the service must involve the CEO to ensure that all duties and responsibilities have been fulfilled, and that all relevant decisions made are well founded and robust. All complaints issued from solicitors or legal firms on behalf of a complainant **must** be discussed with the CEO. The service may identify other specific actions that may contribute to better future management of the individual – for example not listing at the foot of a letter to the complainant all the people the letter is copied to, as this has been known to escalate the circle of contact and circulation used by the complainant.

7. Unsubstantiated complaints and abusive complainants

7.1. An unsubstantiated complaint is one where the complainant or their representative has offered no evidence to permit the authority to investigate a complaint (for example, they may claim discrimination, but supply nothing which demonstrates how the discrimination has occurred). The authority will not investigate a complaint where the complainant offers no evidence to support their case. The complainant and the officer involved should be notified of any decision not to proceed with an investigation.

7.2. The authority reserves the right to refuse to accept phone calls or emails from complainants or representatives who are, or have become, abusive to officers, or who exhibit challenging behaviour which makes it difficult or impossible for officers to engage with them. Such complainants will be asked to communicate only by letter, and representatives may be asked to cease representation. These steps will be taken by the Council under their right to protect officers in their employment from harassment and abuse.

Newbury Town Council

Public Report

Report to:

Policy and resources Committee, 24 April 2017

Agenda Item No 17:

Key Performance Indicators

To Consider introducing a set of Key Performance indicators to help us to measure how well we are performing compared to key service targets and objectives.

Background

It is common practice throughout the public and private sectors to have a set of key performance indicators to enable organisations to set targets for key service objectives in order to measure how well the organisation is performing against its key objectives.

The Management Team has considered a set of KPI's against the following key service areas:

1. Public relations: a) Press releases b) Monthly newsletters and c) growth in social media
2. Governance: a) Statutory compliance and b) Minutes and action sheets
3. Financial objectives: a) Income against various services and b) debts over 3 months old
3. Customer Services: a) number of complaints and b) payment of invoices, and
4. Staff Performance: a) number of staff working days lost through sickness absence

Objective

To agree a set of Key Performance indicators to help us to measure how well we are performing compared to key service targets and objectives. Management will report at 6 monthly intervals to the Policy and Resources Committee detailing how we have performed against these key targets and objectives.

Options

The Council has operated satisfactorily without KPI's but the introduction of such measures should help to improve performance and identify areas where improvement might be required.

By reporting at regular intervals the Committee will be able to measure how well we are performing against these key targets and objectives and identify any areas where remedial action might be required.

As the practice beds in, other relevant indicators and targets might be identified.

Reference to Council Strategy

The Council's Strategic Objectives include:

SO1 Provide services responsive to the needs and aspirations of the citizens of Newbury;

SO2 Provide services that are sustainable and represent excellent value for money;

Relevant KPI's will measure our performance and how well we are meeting the above objectives.

Financial and Legal implications

By agreeing a set of meaningful and easy to measure KPI's there should be little cost while at the same realising benefits from measuring our performance against the key indicators.

Consultation:

Service managers were consulted on the most relevant and useful indicators to be included. The Committee is also welcome to suggest other KPI's which might be useful.

Recommendation(s)

It is recommended that the Committee agrees the attached set of Key Performance Indicators, to be monitored every 6 months by the Committee.

Signed: Hugh Peacocke, Chief Executive Officer

12 April 2017

Key Performance Indicators

KPIs help us to measure how well we are performing compared to our strategic goals and objectives. Well-designed KPIs provide the vital navigation instruments that give us a clear understanding of current levels of performance.

It is suggested that we report twice-yearly to P & R.

KPI	Target	Previous	Current	Any explanation required
Number of press releases per month	4			
Monthly newsletter	1			
Increase in Facebook & Twitter followers	10 per platform			
Compliance with statutory notice for meetings	100%			
% of Draft minutes and action sheets prepared within 3 working days of meeting	100%			
Allotments income	(Budget)			
Number of vacant allotment plots	25			
Cemeteries income	(Budget)			
Markets income	(Budget)			
Town Hall income	(Budget)			
Debts over 3 months old	None			
% of Invoices paid within 30 days	100%			
Number of Complaints per month	2			
Number of staff working days lost to sickness absence	4			

The Black Review of the health of Britain's working age population estimated that approximately six days were lost per employee per year. Other data is published elsewhere, but our data shows that the average UK absence is 8.01 days lost per employee per year; however public sector bodies continue to score much higher. Local authorities are particularly prevalent, here the average figure reaches 9.40 days per year; the NHS tops even this with 10.37 days lost per year. (NTC: 10 employees, target 7 days per year= 70 per annum/ 12 = 6)