

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 24 APRIL 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

50. APOLOGIES FOR ABSENCE

There were none.

51. 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 Vickers declared a non-pecuniary interest in item 15 as her husband is a trustee of the Mable Luke Trust.

52. MINUTES

PROPOSED: Councillor Margo Payne

SECONDED: Councillor Martha Vickers

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 16 January 2017 be approved as a correct record and signed by the Chairperson.

53. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

54. MEMBERS’ QUESTIONS AND PETITIONS

Councillor Julian Swift-Hook asked the following 2 questions:

Question 1:

“According to the Good Councillor’s Guide (published by the National Association of Local Councils), it is unlawful for a council to delegate decision-making to any individual councillor, yet this council’s Standing Order 18.2 apparently has exactly that effect, giving the Mayor as chair of council or the chair of a committee the power

unilaterally to decide whether or not a Motion submitted by a councillor should be included in an agenda.

It is clearly wrong that an individual councillor effectively has the power to stifle debate that may be inconvenient for him or her, but may nonetheless be of legitimate public interest.

While acknowledging that these implications may not have been fully appreciated when last year we reviewed this Standing Order along with all the others, now that the problem has come to light can I ask what steps the Chief Executive will be taking, and in what timeframe, to rectify this apparently undemocratic and potentially unlawful situation?"

The Leader of the Council, Councillor David Goff answered:

"The Guidance referred to relates to decisions taken by the Council at meetings and where required, between meetings. It stresses that unless delegated to an officer or committee, such decisions should be corporate decisions. The Standing order referred to is not in relation to such decisions.

The previous version of Standing Orders, adopted in 2014, included an almost identical provision, that motions should be "endorsed" by the Mayor or the Chair and the last review proposed "approved" as a more straightforward term. However, in either event, this provision is not in line with the Model Standing orders, which recommend that unless the wording or subject of a proposed motion is considered improper, (in which case the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected) that the motion should appear on the agenda.

Standing Orders will be reviewed at the Council meeting on 26 June and the matter may be reviewed at that stage."

Supplementary question from Councillor Julian Swift-Hook:

"Please confirm that this standing order will be reviewed at the Council meeting on 26 June."

The Leader of the Council, Councillor David Goff responded:

"Yes, it will."

Question 2:

"In recent correspondence with Cllr Vickers, the Leader in effect confirmed that the incoming Deputy Mayor will be nominated based on what amount to political considerations. By way of justification, he referred Cllr Vickers to an 11-year-old Standing Order, long since deleted, which said that the role of Mayor should reflect the political composition of the council.

This Standing Order was put in place in 2006 by just five councillors voting in favour. There was no support from any of the then Conservative councillors (two of whom sit on this council today). It was deleted in 2008 with the full support of the then Conservatives (seven of whom, including the Leader, are still Town Councillors today).

Clearly 11 and 9 years ago the Town Council's Conservatives did not think a political approach to Mayoral nominations was a good idea. Could the Leader please explain to me why he and his colleagues have apparently changed their minds?"

The Leader of the Council, Councillor David Goff, answered:

“There is no provision in Standing Orders as to how the Mayoral role should be allocated. That decision is left to Full Council. The custom and practice that we have followed in recent years is that the Mayoral role should follow the political composition of the Council.

We have not deviated from this.”

Supplementary question from Councillor Julian Swift-Hook:

“This is not a rational argument against change. It should be council policy that the Mayor and Deputy Mayor be elected on seniority and not political according to the political composition of the Council. On which committee agenda can this be added?”

The Leader of the Council, Councillor David Goff responded:

“You can add it to the agenda of a future Full Council meeting.”

55. HEALTH AND SAFETY REPORT

The information was received and noted by the Committee. The Officer concerned was commended for the thorough nature of the report.

56. LIST OF PAYMENTS

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Anthony Pick

RESOLVED: That the lists of payments for the period 1 January 2017 to 31 March 2017 is authorised.

57. INCOME AND EXPENDITURE ACCOUNT 2016/17

The income and expenditure account to March 2017 was received and noted by the Committee.

PROPOSED: Councillor David Goff

SECONDED: Councillor Tony Stretton

RESOLVED: That the over spends shown against the account codes on Agenda Appendix 4 & 4a be approved.

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Howard Bairstow

RESOLVED: To vire some of the tree maintenance budget from Open Spaces to Victoria Park and Diary Farm Allotments to cover relevant expenditure.

The full year forecast by the RFO was noted by the committee.

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

The Committee was concerned to hear that another cheque presented by this tenant had been returned by the bank and that a further review meeting would take place on 2 May. Noted the report from the Responsible Financial Officer.

59. INTERNAL AUDIT REPORT

The third interim internal audit report for the financial year 2016/17 from Auditing Solutions Ltd, as attached at Appendix 5 to the agenda, was received and noted by the Committee. The Committee thanked the Chairman, Councillor David Fenn and the members of the Audit Working Group for their detailed work on these reports.

60. TOWN COUNCIL RESERVES AND EXPENDITURE OF S.106 AND CIL MONIES

PROPOSED: Councillor Margo Payne

SECONDED: Councillor Howard Bairstow

RESOLVED: to earmark CPA & L for 20 Anniversary projects

RESOLVED: to use earmarked reserves of HWG for blue plaques and Dendro-dating work. Agreed that the description of this agenda item should be reviewed next year.

RESOLVED: That the earmarked reserves were agreed as shown in Appendix 6a, as amended above.

61. FUTURE EXPENDITURE OF S.106 AND CIL MONIES

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Adrian Edwards

RESOLVED: That the future expenditure of S.106 and CIL monies be as set out in appendix 7, and that a policy for the future expenditure of CIL be discussed at a future meeting.

62. AUDIT WORKING GROUP

PROPOSED: Councillor David Fenn

SECONDED: Councillor Sarah Greenall

RESOLVED: That the Financial Regulations be amended as shown in Appendix 8a

PROPOSED: Councillor David Fenn

SECONDED: Councillor Sarah Greenall

RESOLVED: That the Council open a bank account with Handelsbanken in Newbury for internet banking.

63. COUNCIL STRATEGY – 6 MONTHS PROGRESS REPORT

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

64. REQUEST FOR GRANT FUNDING FROM THE MABEL LUKE TRUST

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor David Goff

RESOLVED: to suspend standing orders allow Tony Vickers, Director, Mabel Luke Trustee Ltd., to answer questions regarding the application

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Jeff Beck

RESOLVED: To refer the application for funding to the next meeting of the Grants Sub-Committee and advise the trustees of the Town Council's criteria for grant applications.

Councillors Martha Vickers, Julian Swift-Hook, Elizabeth O'Keeffe voted against the proposal.

65. UNREASONABLE, PERSISTENT OR ABUSIVE COMPLAINANTS

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Sarah Greenall

RESOLVED: To adopt the policy for dealing with unreasonable, persistent or abusive complainants as set out in Appendix 11. To keep the policy under review and to report back to this committee whenever this policy is used.

66. KEY PERFORMANCE INDICATORS

Members agreed that this was worthwhile and that each Committee should consider setting its own KPI's.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Anthony Pick

RESOLVED: To adopt the Key Performance Indicators as set out in Appendix 12b, and to report quarterly to this committee.

67. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Adrian Edwards

SECONDED: Councillor Anthony Pick

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

Item 20 was taken first, and Russell Downing and Ross Drake of Newbury BID were invited to stay for the presentation. The item was held in private because financial details of the BID's Christmas Lights contract were discussed.

68. CHRISTMAS LIGHTS

Russell Downing Managing Director and Ross Drake the Chair of Newbury BID gave a presentation to the members of the Council, requesting a contribution from the Council of £18,000 per annum for the next 3 years towards their Christmas lights events.

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED: That the £12,000 budgeted as a contribution towards the BID's Christmas lights events remains unchanged.

69. PROPOSAL TO EXTEND THE MEETING BEYOND 10PM

PROPOSED: Anthony Pick

SECONDED: David Goff

RESOLVED: That the meeting can continue past 10pm in accordance with Standing Order 22.2.

70. REPORT FROM STAFF SUB-COMMITTEE

The updated information for the meeting of the Staff Sub-Committee held on Tuesday 14 March 2017 was received and noted by the Committee.

71. COUNCIL ASSETS

The Committee noted a pre-application report from West Berkshire District Council and the report from the CEO proposing a better use/value for part of the Council's lands at Roebut's Close. It was agreed that this was a worthwhile proposal and that the Council should proceed as outlined in the report.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Tony Stretton

RESOLVED: That the Committee authorises the Chief Executive Officer to engage a qualified agent to apply for outline planning permission for two dwellings on the open space land owned by the Council at Roebut's close.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21.58PM.

CHAIRPERSON

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

Appendix 1
Appendix 2

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	21 March 2017	Completed 21/06/2017	End September 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	Completed 04/05/2017	End May 2018	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	March/April 2017	Completed 26/04/2017	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 18/04/2017	April 2018	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	Completed 17/05/2017	May 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	Awaiting Date from Contractors by End July 2017	End Jan 2018	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 29/06/2017	End June 2018	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	Scheduled for 12/07/2017	July 2018	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	Nov 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 22/06/2017	July 2018	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	Completed 17/05/2017	November 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 05/07/2017	July 2018	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS22	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	01 March 2017	Completed 14/06/2017	End September 2017	Town Hall Contract	Information for Emergency Services and Town Hall occupants
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

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

Appendix 2

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
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
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 01/04/2017 and 30/06/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/04/2017	APC Environmental Services	102406	241.20		Pest cotrol VP & Bowls Club
01/04/2017	West Berkshire District Council	102429	40.00		Plan App for boat shed demo
01/04/2017	Business Rates	102430	206.00		Wharf Toiets rates 17/18 x 1
03/04/2017	Mrs D Green	102415	200.00		Deposit M/Making Buffet
03/04/2017	WBC Business Rates	DD	148.60		Mayors Parlour rates
03/04/2017	WBC Business Rates	DDA	51.18		Newtown Cemetery Rates
03/04/2017	WBC Business Rates	DDB	86.34		Shaw Cemetery Rates
03/04/2017	WBC Business Rates	DDC	302.00		Town Hall Chamber Rates
03/04/2017	WBC Business Rates	DDD	89.70		Suite 3 rates
03/04/2017	WBC business rates	DDE	99.25		Suite 4 rates
03/04/2017	WBC Business Rates	DDF	260.60		Suite 12 Rates
03/04/2017	WBC Business Rates	DDG	92.35		Suite 2 rates
03/04/2017	WBC business rates	DDH	759.50		Market place rates
03/04/2017	Vodafone	dd	70.61		Dlivery of Caretakers phone
06/04/2017	Hilti GB Limited	102417	100.19		Delivery
10/04/2017	CT Electrical Newbury Ltd	102412	242.82		TH-remove fuse fit sensor ligh
10/04/2017	Cornhill Services (Newbury)	102413	200.00		PA for opening of Tennis Court
11/04/2017	DCK Beavers Ltd	102414	92.40		End year payroll
18/04/2017	G & P Lilleystone	102422	642.53		Locking system Splash pad door
18/04/2017	Southern Electric	dda	399.96		B/Stand 02.02. to 01.03.17
18/04/2017	Southern Electric	ddb	534.94		F/Way Day02.03 to 03.04.17
18/04/2017	De Lage Landen Leasing Ltd	ddc	983.80		Lease-photocopier Apr -Jul 17
19/04/2017	A & S Meats	102407	1,100.40		Market Management - April 2017
19/04/2017	Aqualicity Ltd	102408	115.56		Water Filter - Shaw cemetery
19/04/2017	Hughes & Salvidge t/a Aasvogel	102409	795.60		Skip for West Mills Allotments
19/04/2017	Crescent Signs	102410	333.60		Visitor Information sign
19/04/2017	Cash	102411	158.89		Civic Award refreshment
19/04/2017	Healthmatic Ltd	102416	1,200.00		Cleaning Wharf Toilets - April
19/04/2017	Anthony Hiller	102418	49.52		Outdoor sticky fixers
19/04/2017	ICCM	102419	90.00		Annual subscription 17/18
19/04/2017	JS Maintenance Services	102420	167.76		Reinstall bench - Market Place
19/04/2017	Justeel Limited	102421	57.60		Storage container at Parsons
19/04/2017	Minster Cleaning Services	102423	1,217.52		Office cleaning - April 2017
19/04/2017	NABMA	102424	381.60		Annual subscription 2017/18
19/04/2017	Fenland Leisure Products Ltd	102425	30.00		Blk wetpour granuals-playareas
19/04/2017	Personal Licence Training (UK)	102426	295.00		Training - Debbie Smith
19/04/2017	Pangbourne Plant Hire Limited	102427	84,000.00		1st Payment - repairs V/Park
19/04/2017	Rivar Sand & Gravel Ltd	102428	198.00		4 x Type 1 bulk bags
19/04/2017	G & P Lilleystone	12398	48.00		6 x AL1 keys
19/04/2017	Biffa Waste Services Ltd	12402	4.87		Wasted Journey charge
19/04/2017	Greenham Safety & Work Supplie	12403	67.12		4 x Spot Marking Paint
19/04/2017	CRM Groundworks	12408	8,682.00		VP Tennis Court - Ground work
19/04/2017	Anthony Hiller	ddd	169.50		Correx advert signs Nby Market
19/04/2017	Caroline Edmunds	dde	34.39		Market - Hi Viz Vests
19/04/2017	Aqualicity Ltd	ddf	44.40		Shaw Cemetery - water filter
20/04/2017	Turner Bros	102431	123.00	GD	CRE-INV6864/ Overpaid INV6861
20/04/2017	Streamline Merchant Services	ddd	44.73		Card charges

At : 12:10

NatWest Current Account

List of Payments made between 01/04/2017 and 30/06/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
20/04/2017	SSE Contracting Ltd	dd	1,735.44		Street light Manintenance
20/04/2017	JS Maintenance Services	dda	218.47		Bodin Grds - Repair swing
20/04/2017	Environmental Solutions Ltd	ddb	56.40		Secure Shredding
20/04/2017	Dayle Bayliss Associates LLP	ddc	1,417.02		VP Project Management
21/04/2017	West Berkshire District Council	12390	37.40		W/toilet Bid Levy 09.03to31.05
21/04/2017	Business Rates	12392	495.60		W/Toilet rates 09.03to31.03.17
21/04/2017	Francotyp-Postalia Ltd	dd	300.00		Postage download April 17
24/04/2017	Streamline Merchant Services	dd	9.00		Cad Payment Fees
24/04/2017	Berkshire Pressure Cleaning	12400	144.00		T/Hall Quad-clear gutters etc
25/04/2017	Danwood Finance Ltd	ddb	115.76		Photocopier charges - March
25/04/2017	David Pawley Clock & Sundial m	12401	540.00		Maintain Clocktower clock
26/04/2017	Stripe PAYG Tennis	STRIPE	1.35		Stripe Tennis Fees 26.04.17
26/04/2017	Together Technology Ltd	dd	333.00		Telephones
27/04/2017	Stripe Pay As You Go Tennis	STRIPE	3.13		Stripe Tennis Fees 03&10.04.17
27/04/2017	Together Technology Ltd	dda	124.68		Telephone / Alarms
27/04/2017	Together Technology Ltd	ddb	160.55		Broadband
28/04/2017	GoC Tennis/Market	GOCARDLESS	34.08		GoC fees 03 to 20.04.17
28/04/2017	Southern Electric	dd	28.81		VP-Old Toilet 23.12to 28.03.17
28/04/2017	Southern Electric	dd	113.93		Sport Pav VP 23.12to28.03.17
28/04/2017	Stripe PATG Tennis	STRIPE	0.34		Stripe Tennis fees 28.04.17
28/04/2017	The Society of Local Council C	12391	339.00		SLCC Membership
28/04/2017	Idverde Ltd	12406	1,406.64		Cresswell Road - Dragons teeth
28/04/2017	Southern Electric	dd	159.28		NTR Cem 07.01 to 07.04.17
28/04/2017	Natwest Autopay	DD	19,142.29		April Salaries
30/04/2017	Streamline Merchant Services	dd	9.00		Bank charges - March
30/04/2017	Nat West Bank	dda	1.56		Bank charges - Natwest
30/04/2017	GoC Tennis	GOCADLESS	3.25		Goc Fees 21 to 27.04.17
01/04/2017	Business Rates	102430X	-206.00		Incorrect Payee not banked
07/04/2017	Dr Alix Edwards	012396	20.00		Allt key refund x2 DF29a
01/05/2017	West Berkshire D C	Std Ord	84.00		WBDC Rates - NN0390790003011B
01/05/2017	West Berkshire D C	Std Ord	303.00		WBDC Rates - NN03905650030102
01/05/2017	West Berkshire D C	Std Ord	91.00		WBDC Rates - NN03905650030032
01/05/2017	West Berkshire D C	Std Ord	99.00		WBDC Rates - NN03905650030047
01/05/2017	West Berkshire D C	Std Ord	261.00		WBDC Rates - NN03900720155004
01/05/2017	West Berkshire D C	Std Ord	92.00		WBDC Rates - NN03905650030028
01/05/2017	West Berkshire D C	Std Ord	757.00		WBDC Rates - NN03905650100217
01/05/2017	West Berkshire D C	Std Ord	144.00		WBDC Rates - NN0390565003009A
01/05/2017	West Berkshire D C	Std Ord	52.00		WBDC Rates - NN03906190065015
08/05/2017	APC Environmental Services	102432	375.84		Routine Inspection Parsons
08/05/2017	Aquaid (Kennet and North Wilts	102433	10.08		Water filter - T/Hall
08/05/2017	A & S Meats	102434	1,100.40		Market Management May 2017
08/05/2017	Agricultural & Estate Services	102435	744.00		Tree works Three Acre Road
08/05/2017	Biffa Waste Services Ltd	102436	911.40		Standard recycling Bags
08/05/2017	Mr James Bull	102437	8.25		Refund - part payment Southys
08/05/2017	Cash	102438	162.04		200 gm card
08/05/2017	CT Electrical Newbury Ltd	102439	198.00		Light testing @ Town Hall
08/05/2017	DCK Beavers Ltd	102440	92.40		Payroll - April 17

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NatWest Current Account

List of Payments made between 01/04/2017 and 30/06/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
08/05/2017	Dayle Bayliss Associates LLP	102441	179.42		VP repairs -Project Management
08/05/2017	Gillian Durrant	102442	26.00		Flowers for Wedding ceremony
08/05/2017	Environmental Solutions Ltd	102443	96.00		Secure shredding
08/05/2017	Idverde Ltd	102444	33,681.37		VP T/Court - rotation
08/05/2017	Shirley Holloway	102445	18.98		Refund - Pasons
08/05/2017	Anthony Hiller	102446	60.39		Town Maps A0 & A1
08/05/2017	Her Majesty's Revenue and Cust	102447	7,015.14		Payroll April 17
08/05/2017	JS Maintenance Services	102448	64.81		WCommon Work to gate
08/05/2017	Link Up	102449	49.00		Bus Stop Flyers
08/05/2017	Lyreco UK Ltd	102450	252.92		Statioery
08/05/2017	G & P Lilleystone	102451	96.00		VP Inlet keys
08/05/2017	Maplin	102452	22.99		N300 Nano Router
08/05/2017	Miss Margaret Gore	102453	300.16		Purchase x 2 PC Screens
08/05/2017	Newbury Tools Ltd	102454	226.80		L Black Hammered finish paint
08/05/2017	Prudential	102455	200.00		Payroll April
08/05/2017	Paulette McAllister	102456	2,250.00		Plan for VP Changing room
08/05/2017	Berkshire Pension Fund	102457	6,557.71		Payroll April 17
08/05/2017	Richie Sharp	102458	171.99		Various purchases
08/05/2017	St Nicolas PCC	102459	115.00		Hire St Nicolas Hall-M/Making
08/05/2017	West Berkshire District Council	102460	962.50		Plans app Changing rooms VP
08/05/2017	Welwyn Hatfield Borough Council	102461	250.00		Training - Civic Head & team
08/05/2017	Yew Tree Garden Centre	102462	679.76		Various plants for floral disp
08/05/2017	Mirela Zapodeanu	102463	36.00		Refund - duplicate payment
08/05/2017	Zurich Management Services	102464	174.00		LCAS membership renewal
08/05/2017	Castle Water Ltd	DD	154.99		Bowls Cb - 26.10.16-17.04.17
09/05/2017	Active Heating Services Ltd	102465	240.00		Sevice boilers @ Town Hall
09/05/2017	Citizens Advice Bureau	102466	3,750.00		1st payment to CAB
09/05/2017	D & J Cole	102467	300.00		Clear rubbish One Tree Park
09/05/2017	The Good Exchange Ltd	102468	7,000.00		Annual payment CAB
09/05/2017	Healthmatic Ltd	102469	1,200.00		Cleaning Wharf Toilets May 17
09/05/2017	Anthony Hiller	102470	60.00		Certificate frames
09/05/2017	JS Maintenance Services	102471	1,080.25		W/Common - repair Knee rail
09/05/2017	Mayors Benevolent Fund	102472	60.00		Refund to MBF
09/05/2017	Newbury News Ltd	102473	360.00		Tennis Court Advert
09/05/2017	Mr Hugh Peacocke	102474	300.00		25 years service award
09/05/2017	WPS Insurance Brokers and Risk	102475	23.15		Cover tennis court surface
09/05/2017	Vodafone	dd	58.91		GMO/Caretakre mobiles
11/05/2017	Strie PAYG Tennis	STRIPE	1.19		Stripe Tennis fees 02&04.05.17
12/05/2017	Judith Isaacs	012404	12.38		Allotment refund S3a
15/05/2017	The Society of Local Council C	012405	27.00		Cem Management CD - Conference
16/05/2017	Stripe PAYG Tennis	STRIPE	2.44		Stripe Tennis Fees 8&10.05.17
16/05/2017	GoC tennis/Market	GOCARDLESS	20.43		GoC fees 09 & 10.05.17
19/05/2017	Streamline Merchant Services	dd	32.46		Card charges
22/05/2017	Southern Electric	dda	233.05		Mayor Suite 25.01to28.04
22/05/2017	Southern Electric	ddb	147.57		Market Pill 1 - 25.01to28.04
22/05/2017	Southern Electric	ddc	127.35		Market pillars 2 25.01to28.04
22/05/2017	Southern Electric	ddd	385.15		VP B/stand 02.03 to 01.04.17

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NatWest Current Account

List of Payments made between 01/04/2017 and 30/06/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
22/05/2017	Southern Electric	dde	521.76		T/Hall Gas - 25.01 to 28.04
22/05/2017	Southern Electric	ddf	498.67		Credit Suite 4 - 21.10to24.01
22/05/2017	Southern Electric	ddg	498.13		T/Hall CREDIT 20.10to 24.01
22/05/2017	Southern Electric	ddh	156.72		WC changing room 25.01-26.04
22/05/2017	Stripe PAYG Tennis	STRIPE	1.52		Stripe Tennisd Fees 22.05.17
23/05/2017	Acclaim Fabs	102501	1,400.00		Gate for Hutton Close
23/05/2017	APC Environmental Services	102502	153.00		Routine inspection x 1 W/Mills
23/05/2017	211 (Newbury) Squadron ATC	102503	100.00		Help during Mayor Making event
23/05/2017	Avonmore Associates Ltd	102504	26,794.80		Final invoice B/Green path
23/05/2017	Crescent Signs	102505	218.40		Internal signage for Town Hall
23/05/2017	Cash	102506	145.73		Replace plug - Samsung tablet
23/05/2017	CRM Groundworks	102507	444.00		Asbestos emoved T/Hall
23/05/2017	Corn Exchange	102508	582.00		Hire of hall for M/Making 2017
23/05/2017	Church House Vintners	102509	310.80		Refreshments for mayor making
23/05/2017	DCK Beavers Ltd	102510	122.40		Pauroll May 2017
23/05/2017	Falkand Primary School	102511	100.00		School Choir Mayor Making
23/05/2017	Mrs D Green	102512	925.00		Buffet for M/making 2017
23/05/2017	Anthony Hiller	102513	282.49		Banners for Vic Park Fun day
23/05/2017	Her Majesty's Revenue and Cust	102514	7,701.33		Payroll May 2017
23/05/2017	Justeel Limited	102515	57.60		Container at Parsons Allotment
23/05/2017	Minster Cleaning Services	102516	1,217.52		Office cleaning May 2017
23/05/2017	Newbury Tools Ltd	102517	446.40		5L smmoth black paint - VPark
23/05/2017	Prudential	102518	200.00		Payroll - may 2017
23/05/2017	Peter Neale - Blacksmiths	102519	59,940.00		Refurb Vic Park railings
23/05/2017	RBS Software Solutions	102520	630.18		Year End Close Down
23/05/2017	Berkshire Pension Fund	102521	6,805.71		Payroll - May 2017
23/05/2017	Trade UK - 6331640070618731	102522	68.53		Painting equipment
23/05/2017	West Berkshire District Council	102523	652.04		No 1 of 10 Rates Wharf Toilets
23/05/2017	APC Environmental Services	102524	83.16		Routine Inspection Southbys
23/05/2017	CJM Harvey Fabrications Ltd	102525	5,984.40		VP-2.2m high Timber fencing
23/05/2017	Richie Sharp	102526	50.00		Equipment for Wharf Toilets
25/05/2017	Nat West Bank	dd	11.56		Bank charges
25/05/2017	Together Technology Ltd	dda	333.00		Additional phone lines
25/05/2017	Danwood Finance Ltd	ddb	197.14		Copier charges April 2017
26/05/2017	Together Technology Ltd	dd	124.68		Phone lines
26/05/2017	Together Technology Ltd	dda	160.55		Broadband
26/05/2017	NATWEST	DD	20,150.74		Salaries for May
26/05/2017	GoC Tennis	GOCARDLESS	0.65		GoC fees for 26.05.17
26/05/2017	Castle Water Ltd	dd	26.65		1st payment Russell Rd/WMAllot
31/05/2017	A & S Meats	102551	1,296.60		Attend Personal Licence
31/05/2017	Cash	102552	144.29		Key refund - WM71b - K Eve
31/05/2017	CT Electrical Newbury Ltd	102553	1,821.36		Changes to Admin Office
31/05/2017	CRM Groundworks	102554	1,032.00		Cladding to Bowls Club VPark
31/05/2017	Cornhill Services (Newbury)	102555	250.00		Sound - VP Family Fun Day
31/05/2017	Environmental Solutions Ltd	102556	56.40		Secure shredding service
31/05/2017	Idverde Ltd	102557	192.00		Clear debris at Dairy Farm
31/05/2017	Genius Within	102558	570.00		Officers Awareness Training

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NatWest Current Account

List of Payments made between 01/04/2017 and 30/06/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
31/05/2017	JS Maintenance Services	102559	491.38		City Rec - repair roof C/Rooms
31/05/2017	G & P Lilleystone	102560	16.00		2 x Master Suite Keys
31/05/2017	Trade UK - 6331640070618731	102561	97.64		Paint & Undercoat
31/05/2017	Mr Kuldip Singh Kang	102562	69.24		Refreshments 20th Anniversary
31/05/2017	Cove Brass	102563	150.00		Bandstand - 21 May 2017
31/05/2017	Church House Vintners	102564	143.05		Wine for 20th Anniversary
31/05/2017	JS Maintenance Services	102565	74.86		VP - repair tunnel and binn
31/05/2017	Go Cardless Tennis	GCARDLESS	8.24		GoC fees 12.05 to 30.05.17
31/05/2017	Stripe PAYG Tennis	STRIPE	4.55		Stripe Fees 15.05 to 30.05.17
31/05/2017	Southern Electric	dd	57.45		City Rec - 02.02 to 27.04.17
31/05/2017	Southern Electric	dda	473.19		F-way light day 04.04 to 02.05
31/05/2017	FP-IMS (Southern) Limited	dd	300.00		Postage download
01/06/2017	Mr J Swift-Hook	102599X	-500.00		Mayoral Expenses - unbanked
01/06/2017	West Berkshire D C	Std Ord	84.00		WBDC Rates - NN0390790003011B
01/06/2017	West Berkshire D C	Std Ord	303.00		WBDC Rates - NN03905650030102
01/06/2017	West Berkshire D C	Std Ord	91.00		WBDC Rates - NN03905650030032
01/06/2017	West Berkshire D C	Std Ord	99.00		WBDC Rates - NN03905650030047
01/06/2017	West Berkshire D C	Std Ord	261.00		WBDC Rates - NN03900720155004
01/06/2017	West Berkshire D C	Std Ord	92.00		WBDC Rates - NN03905650030028
01/06/2017	West Berkshire D C	Std Ord	757.00		WBDC Rates - NN03905650100217
01/06/2017	West Berkshire D C	Std Ord	144.00		WBDC Rates - NN0390565003009A
01/06/2017	West Berkshire D C	Std Ord	52.00		WBDC Rates - NN03906190065015
01/06/2017	Vodafone	dd	61.17		GMO & Caretaker mobiles
01/06/2017	Southern Electric	dda	2,165.35		Suite 2 25.01 to 28.04.17
05/06/2017	Castle Water Ltd	dd	231.41		Southys 01.11 - 31.03.17
05/06/2017	Castle Water Ltd	dda	2.60		St Johns 11.11 - 31.03.17
05/06/2017	Castle Water Ltd	ddb	44.38		Bowling Grn 18.04 - 31.03.17
05/06/2017	Castle Water Ltd	ddc	68.26		WM Allotment 08.11 - 31.03.17
05/06/2017	Stripe PAYG Tennis	STRIPE	1.60		Stripe Tennis Fees 05.06.17
05/06/2017	GoCardless	GOCARDLESS	3.97		GoC fees 05.06.17
05/06/2017	go cardless tennis fees	GOCARD2X	-3.97		go cardless fee correction
06/06/2017	Castle Water Ltd	dd	44.35		Water bill instalment
09/06/2017	Newbury BID CIC	102590X	-6,000.00		cancelled cheque
12/06/2017	Newbury BID CIC	102590XX	-180.00		cancelled cheque
12/06/2017	Southern Electric	dd	181.75		VP B/stand - 02.04-01.05.17
14/06/2017	Castle Water Ltd	ddd	227.25		WC Changing room 12.10-24.04.1
14/06/2017	Castle Water Ltd	dde	161.77		W/C Allotment 12.10 to 25.04.1
14/06/2017	Castle Water Ltd	dda	83.56		City Rec 12.10 - 25.04.17
16/06/2017	Southern Electric	ddf	489.24		FWLDay - 03.050 - 01.06.17
19/06/2017	Active Heating Services Ltd	102566	190.94		T/Hall servery-expansion valve
19/06/2017	ADR Engineering	102567	120.00		Fittings T/Hall 2nd Bench
19/06/2017	BNP Paribas Leasing Solutions	102568	222.00		Franking Machine rental
19/06/2017	Berkshire County Training CIC	102569	3,966.90		BALC Subscription 2017-18
19/06/2017	CT Electrical Newbury Ltd	102570	252.00		City Rec - 3year checks
19/06/2017	Carpet Trade & Karndean Design	102571	6,183.70		Replacement chamber flooring
19/06/2017	Mr B Digby	102572	300.00		Retainer/Civic duties
19/06/2017	Dayle Bayliss Associates LLP	102573	195.00		VP Cafe Project Management

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NatWest Current Account

List of Payments made between 01/04/2017 and 30/06/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
19/06/2017	Mr David Fish	102574	151.74		Trophies VP Football Festival
19/06/2017	Idverde Ltd	102575	32,107.21		GM Contract 26.04 to 26.05
19/06/2017	Francotyp-Postalia Ltd	102576	408.00		Cartridges Franking Machine
19/06/2017	Flintham Cabins Ltd	102577	2,298.00		Container for Vic Park
19/06/2017	Healthmatic Ltd	102578	1,044.00		Cleaning of Toilet The Wharf
19/06/2017	Anthony Hiller	102579	82.99		Flyers Pedestrian W/Grup
19/06/2017	JS Maintenance Services	102580	424.78		D/Farm -adjust hinge main gate
19/06/2017	Justeel Limited	102581	57.60		Cotainer at Parsons Allotment
19/06/2017	Link Up	102582	97.00		Bus stop posters
19/06/2017	L Parker Tree Services	102583	240.00		Emergency call out D/Farm
19/06/2017	Lyreco UK Ltd	102584	520.72		Stationery
19/06/2017	G & P Lilleystone	102585	147.00		WCommon Fault Paddock
19/06/2017	Miss Margaret Gore	102586	367.31		Cartridges
19/06/2017	Minster Cleaning Services	102587	1,217.52		Office Cleaning June 17
19/06/2017	M + M Medical Services	102588	350.00		Medical Services VP 27.05.17
19/06/2017	Newbury Tools Ltd	102589	479.76		5L Smooth Black Paint VP
19/06/2017	Newbury BID CIC	102590	6,180.00		Contribution to CCTV
19/06/2017	Newbury News Ltd	102591	180.00		Photographer -photoshoot 20.06
19/06/2017	Fenland Leisure Products Ltd	102592	222.72		Gate Spring
19/06/2017	David Pawley Clock & Sundial m	102593	540.00		Town Hall Clock Maintenance
19/06/2017	Proludic Ltd	102594	148.80		Rubber cover Gym Equip VP
19/06/2017	Mr Garry Paulson	102595	150.00		Retainer/Civic duties
19/06/2017	Pangbourne Plant Hire Limited	102596	135,065.79		Repairs to footpaths Vic Park
19/06/2017	Redlynch Leisure Installation	102597	9,212.40		V/Park footpath repairs
19/06/2017	Trade UK - 6331640070618731	102598	124.53		Paint equipment Victoria Park
19/06/2017	Mr J Swift-Hook	102599	500.00		Mayoral expenses 2016/17
19/06/2017	Mr B Sylvester	102600	425.00		Retainer / Civic duties
19/06/2017	Mr D Stubbs	102601	150.00		Reatainer / civic duties
19/06/2017	Smart Integrated Solutions	102602	3,580.80		CCTV - Victoria Park
19/06/2017	Mr R Thomason	102603	275.00		Retainer/civic duties
19/06/2017	Chiltern Sports Contractors Lt	102604	3,698.58		Final payment - Tennis Courts
19/06/2017	West Berkshire District Council	102605	635.25		NIB Rates - Market
19/06/2017	Wootton Bassett Brass	102606	150.00		Bandstand - 14 May 2017
19/06/2017	Watership Brass	102607	750.00		NBy Town Band -annual retainer
19/06/2017	Southern Electric	ddg	1,507.94		T/Hall 25.01 - 24.04.17
21/06/2017	Streamline Merchant Services	ddh	13.78		Card transaction caharges
22/06/2017	Castle Water Ltd	ddi	59.20		T/Hall 14.01. - 31.03.17
22/06/2017	Castle Water Ltd	ddj	23.38		City Rec 26.04 - 31.03.17
22/06/2017	Castle Water Ltd	ddk	62.53		WC Changing rm 26.04 - 31.03.17
22/06/2017	Castle Water Ltd	ddl	79.58		S/Cemetery 21.01 - 31.03.17
23/06/2017	Stripe PAYG Tennis	STRIPE	1.68		Stripe Tennis Fees 23.06.17
23/06/2017	GoC Tennis	GOCARDLESS	0.65		GoC Tennis Fees 23.06.17
23/06/2017	Streamline Merchant Services	dd	9.00		Card Payment -Subscription fees
23/06/2017	Stripe PAYG Tennis	STRIPE	1.68		Tennis Fees 23.06.17
23/06/2017	Go Cardless Tennis	GO CARDX	-1.68		tennis fees 23.6.17 correction
23/06/2017	Go Cardless Tennnis fees	GO CARD1X	-0.65		Go Cardless tennis fees correc
26/06/2017	Stripe PAYG Tennis	STRIPE	2.61		Stripe Tennis fees 26.06.17

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NatWest Current Account

List of Payments made between 01/04/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/06/2017	Nat West Bank	dda	1.56		Bank Charges
26/06/2017	Castle Water	DD	234.41		Southby's Allotments water
26/06/2017	Castle Water	DD1	2.60		St Johns Mem Gardens water
26/06/2017	Castle Water	DD2	68.26		West Mills Allotment water
26/06/2017	Castle Water	DDX	-234.41		Southby's Allot reverse
26/06/2017	Castle Water	DD3	231.41		Southby's Allotment water
26/06/2017	Castle Water	DD4	44.38		V Park Bowling green water
26/06/2017	Castle Water	DD5	26.65		West Mills Allot water
26/06/2017	Together Technology Ltd	dd	333.00		Telephones
26/06/2017	Stripe Tennis Fees	STRIPEX	-3.93		stripe tennis fees correction
26/06/2017	Stripe Tennis Fees	STRIPE3	4.10		Stripe tennis fees 26.6.17
27/06/2017	Apogee Corporation Ltd	ddb	242.72		Photocopier print charges
28/06/2017	Stripe PATG Tennis	STRIPE	9.79		Stripe Tennis Fees
28/06/2017	Together Technology Ltd	dda	124.68		Additional Phones
28/06/2017	Together Technology Ltd	ddb	160.55		Broadband
29/06/2017	GoC Tennis/Market	GOCARDLESS	33.68		GoC Fees 05.06 to 21.06.17
29/06/2017	Southern Electric	dd	2.29		FWL Day - 04.06 to 02.05.17
30/06/2017	NatWest Autopay	DD6	18,785.63		Salaries June
30/06/2017	St Bartholomews	Std Ord	212.50		St Barts/Parsons Rental
30/06/2017	GoC Tennis	GOCARDLESS	3.90		GoC Fees 23.06 to 30.06.17
30/06/2017	Stripe PAYG Tennis	STRIPE	3.93		Tennis fees 26.06 - 30.06.17
30/06/2017	Stripe tennis fees	STRIPE1X	-2.61		stripe fees correction
Total Payments			586,314.71		

06/07/2017

Newbury Town Council 17-18

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Detailed Income & Expenditure by Budget Heading 30/06/2017

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Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Council**100 Staff**

4000	Salaries/NI/PAYE	18,740	86,118	404,000	317,882	317,882	21.3 %
4010	Misc Staff Expenses	45	868	2,000	1,132	1,132	43.4 %
4045	Salary Reallocation	-32,419	-99,797	-397,891	-298,094	-298,094	25.1 %

Staff :- Expenditure	-13,633	-12,811	8,109	20,920	0	20,920	-158.0 %
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Net Expenditure over Income	-13,633	-12,811	8,109	20,920			
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110 Central Services

4045	Salary Reallocation	963	2,964	11,819	8,855	8,855	25.1 %
4050	Bank Charges	76	215	1,000	785	785	21.5 %
4055	Election Expenses	0	0	6,800	6,800	6,800	0.0 %
4060	NYC	0	0	300	300	300	0.0 %

Central Services :- Expenditure	1,039	3,179	19,919	16,740	0	16,740	16.0 %
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1076	Precept Received	0	509,718	1,019,435	-509,718		50.0 %
1090	Interest Received	9	127	1,000	-873		12.7 %
1990	Miscellaneous Income	0	4	0	4		0.0 %

Central Services :- Income	9	509,848	1,020,435	-510,587			50.0 %
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Net Expenditure over Income	1,029	-506,669	-1,000,516	-493,847			
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Council :- Expenditure	-12,595	-9,631	28,028	37,659	0	37,659	-34.4 %
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Income	9	509,848	1,020,435	-510,587			50.0 %
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Net Expenditure over Income	-12,604	-519,480	-992,407	-472,927			
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Policy and Resources**200 P&R General**

4045	Salary Reallocation	2,599	8,000	31,898	23,898	23,898	25.1 %
4100	Members Allowances	0	0	390	390	390	0.0 %
4105	Members' travel & subsistence	0	0	360	360	360	0.0 %
4110	Marketing	97	146	1,000	854	854	14.6 %
4120	Newsletter	0	0	1,000	1,000	1,000	0.0 %
4125	P&R Projects Fund	0	0	16,700	16,700	16,700	0.0 %

P&R General :- Expenditure	2,696	8,146	51,348	43,202	0	43,202	15.9 %
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Net Expenditure over Income	2,696	8,146	51,348	43,202			
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Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
210 Grants & Contributions							
4160 Contribution to BID Xmas light	0	0	12,000	12,000		12,000	0.0 %
4170 Volunteer Centre	0	0	500	500		500	0.0 %
4175 Newbury Carnival	0	2,000	2,000	0		0	100.0 %
4180 Grant Sub Committee	0	0	10,000	10,000		10,000	0.0 %
4185 CAB Grant	0	8,750	17,500	8,750		8,750	50.0 %
4190 CCTV	0	0	6,000	6,000		6,000	0.0 %
4205 WBC - contribution to library	0	0	31,275	31,275		31,275	0.0 %
Grants & Contributions :- Expenditure	0	10,750	79,275	68,525	0	68,525	13.6 %
1120 Grants & Donations Received	0	400	0	400			0.0 %
Grants & Contributions :- Income	0	400	0	400			
Net Expenditure over Income	0	10,350	79,275	68,925			
220 Corporate Services							
4200 Visitor Information Centre	0	60	2,000	1,940		1,940	3.0 %
4220 Training and Development	0	725	7,000	6,275	565	5,710	18.4 %
4225 Advertising Recruitment	0	0	2,000	2,000		2,000	0.0 %
4230 Telephone	381	1,246	5,240	3,994		3,994	23.8 %
4235 Postage	185	1,193	3,000	1,807		1,807	39.8 %
4240 Printing/Stationery	792	854	3,500	2,646	30	2,616	25.3 %
4245 Office Equipment	0	71	2,000	1,929		1,929	3.5 %
4250 IT	134	2,533	6,500	3,967	23	3,945	39.3 %
4255 Professional Fees	0	2,744	8,000	5,256		5,256	34.3 %
4260 Audit	0	-2,420	4,000	6,420		6,420	-60.5 %
4265 Subscriptions	3,306	3,695	4,000	306		306	92.4 %
4270 Photocopier Charges	1,022	2,103	5,300	3,197		3,197	39.7 %
4275 Advertising General	150	450	1,000	550		550	45.0 %
4280 Recycling Costs	0	230	600	371		371	38.3 %
4420 Insurance	0	6,571	18,000	11,429		11,429	36.5 %
Corporate Services :- Expenditure	5,970	20,053	72,140	52,087	618	51,469	28.7 %
1990 Miscellaneous Income	13	303	0	303			0.0 %
Corporate Services :- Income	13	303	0	303			
Net Expenditure over Income	5,958	19,750	72,140	52,390			
290 Town Hall							
4045 Salary Reallocation	4,463	13,740	54,781	41,041		41,041	25.1 %
4320 Town Hall Refurb	0	0	15,000	15,000		15,000	0.0 %
4325 PWLB Loan Interest	0	0	619	619		619	0.0 %

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4330 PWLB Loan Capital	0	0	5,000	5,000		5,000	0.0 %
4405 Rates	1,172	3,154	12,000	8,846		8,846	26.3 %
4410 Water	59	59	400	341		341	14.8 %
4415 Energy Supplies	1,441	2,419	12,840	10,421		10,421	18.8 %
4425 Repairs and Maintenance	5,677	9,349	23,000	13,651	2,856	10,795	53.1 %
4430 Maint. Contracts	1,015	3,044	12,800	9,756		9,756	23.8 %
4440 Fire Extinguishers	0	611	600	-11		-11	101.8 %
4445 Security	0	93	300	207		207	30.9 %
Town Hall :- Expenditure	13,826	32,469	137,340	104,871	2,856	102,015	25.7 %
1270 Suite Lease Income	3,742	10,704	31,000	-20,296			34.5 %
1275 Solar Panel Income	0	0	500	-500			0.0 %
1280 Chamber Hire	1,226	1,533	8,000	-6,467			19.2 %
1285 Projector Hire	23	23	50	-27			46.0 %
Town Hall :- Income	4,991	12,260	39,550	-27,290			31.0 %
Net Expenditure over Income	8,836	20,209	97,790	77,581			
Policy and Resources :- Expenditure	22,492	71,419	340,103	268,684	3,474	265,210	22.0 %
Income	5,003	12,963	39,550	-26,587			32.8 %
Net Expenditure over Income	17,489	58,456	300,553	242,097			
Community Services							
300 Newtown Road Cemetery							
4045 Salary Reallocation	196	604	2,407	1,803		1,803	25.1 %
4405 Rates	52	155	258	103		103	60.1 %
4415 Energy Supplies	0	52	800	748		748	6.5 %
4425 Repairs and Maintenance	0	43	3,500	3,457		3,457	1.2 %
4430 Maint. Contracts	1,009	2,017	11,194	9,177		9,177	18.0 %
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0 %
4440 Fire Extinguishers	0	47	100	53		53	47.0 %
Newtown Road Cemetery :- Expenditure	1,257	2,918	19,459	16,541	0	16,541	15.0 %
1990 Miscellaneous Income	0	0	200	-200			0.0 %
Newtown Road Cemetery :- Income	0	0	200	-200			0.0 %
Net Expenditure over Income	1,257	2,918	19,259	16,341			
305 Shaw Cemetery							
4045 Salary Reallocation	1,765	5,434	21,666	16,232		16,232	25.1 %
4250 IT	0	300	1,020	720		720	29.4 %

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4350 Disability Access Toilet	0	0	10,000	10,000		10,000	0.0 %
4400 Rent Payable	0	-1,000	1,000	2,000		2,000	-100.0 %
4405 Rates	84	254	840	586		586	30.3 %
4410 Water	72	72	350	278		278	20.5 %
4415 Energy Supplies	107	370	1,500	1,130		1,130	24.7 %
4425 Repairs and Maintenance	288	1,345	8,000	6,655	3,045	3,611	54.9 %
4430 Maint. Contracts	6,815	13,630	75,600	61,970		61,970	18.0 %
4435 Maint. Contracts Unscheduled	0	-697	2,000	2,697	697	2,000	0.0 %
4440 Fire Extinguishers	0	118	250	133		133	47.0 %
Shaw Cemetery :- Expenditure	9,131	19,825	122,226	102,401	3,741	98,660	19.3 %
1300 Cemetery Income	2,169	12,436	54,000	-41,564			23.0 %
1990 Miscellaneous Income	0	200	0	200			0.0 %
Shaw Cemetery :- Income	2,169	12,636	54,000	-41,364			23.4 %
Net Expenditure over Income	6,962	7,189	68,226	61,037			
310 Markets							
4045 Salary Reallocation	1,986	6,114	24,377	18,263		18,263	25.1 %
4265 Subscriptions	0	318	318	0		0	100.0 %
4275 Advertising General	30	185	2,500	2,315		2,315	7.4 %
4360 Market Management	0	2,751	12,000	9,249		9,249	22.9 %
4405 Rates	1,001	2,517	9,500	6,983		6,983	26.5 %
4415 Energy Supplies	0	102	1,000	898		898	10.2 %
4425 Repairs and Maintenance	0	0	2,060	2,060	18	2,042	0.9 %
4445 Security	0	0	260	260		260	0.0 %
Markets :- Expenditure	3,017	11,987	52,015	40,028	18	40,010	23.1 %
1320 Market Income	2,915	9,914	44,400	-34,486			22.3 %
Markets :- Income	2,915	9,914	44,400	-34,486			22.3 %
Net Expenditure over Income	102	2,072	7,615	5,543			
315 War Memorial							
4045 Salary Reallocation	222	682	2,719	2,037		2,037	25.1 %
4425 Repairs and Maintenance	0	0	2,500	2,500		2,500	0.0 %
War Memorial :- Expenditure	222	682	5,219	4,537	0	4,537	13.1 %
Net Expenditure over Income	222	682	5,219	4,537			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
320 Footway Lighting							
4045 Salary Reallocation	221	682	2,718	2,036		2,036	25.1 %
4415 Energy Supplies	414	813	5,600	4,787		4,787	14.5 %
4425 Repairs and Maintenance	0	0	8,400	8,400		8,400	0.0 %
Footway Lighting :- Expenditure	636	1,495	16,718	15,223	0	15,223	8.9 %
Net Expenditure over Income	636	1,495	16,718	15,223			
325 Clock House							
4045 Salary Reallocation	221	682	2,718	2,036		2,036	25.1 %
4415 Energy Supplies	49	98	575	477		477	17.1 %
4425 Repairs and Maintenance	225	225	900	675		675	25.0 %
Clock House :- Expenditure	495	1,005	4,193	3,188	0	3,188	24.0 %
Net Expenditure over Income	495	1,005	4,193	3,188			
330 Street Furniture							
4045 Salary Reallocation	221	682	2,718	2,036		2,036	25.1 %
4425 Repairs and Maintenance	0	0	3,500	3,500	439	3,061	12.5 %
4460 Grit Bins	0	0	10,000	10,000		10,000	0.0 %
Street Furniture :- Expenditure	221	682	16,218	15,536	439	15,097	6.9 %
Net Expenditure over Income	221	682	16,218	15,536			
335 Recreation Grounds							
4045 Salary Reallocation	780	2,401	9,573	7,172		7,172	25.1 %
4410 Water	373	373	400	27		27	93.3 %
4415 Energy Supplies	0	4	2,000	1,996		1,996	0.2 %
4425 Repairs and Maintenance	330	1,857	4,500	2,643	289	2,354	47.7 %
4430 Maint. Contracts	2,954	5,908	32,770	26,862		26,862	18.0 %
4435 Maint. Contracts Unscheduled	0	0	2,500	2,500		2,500	0.0 %
Recreation Grounds :- Expenditure	4,437	10,543	51,743	41,200	289	40,911	20.9 %
1350 English Heritage	0	0	500	-500			0.0 %
1355 Income - Pitches	0	185	2,150	-1,966			8.6 %
Recreation Grounds :- Income	0	185	2,650	-2,466			7.0 %
Net Expenditure over Income	4,437	10,359	49,093	38,734			
340 Play Areas							
4045 Salary Reallocation	1,383	4,256	16,970	12,714		12,714	25.1 %

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4425 Repairs and Maintenance	261	232	10,500	10,268	2,269	7,999	23.8 %
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0 %
Play Areas :- Expenditure	1,644	4,488	28,470	23,982	2,269	21,712	23.7 %
Net Expenditure over Income	1,644	4,488	28,470	23,982			
345 Victoria Park							
4045 Salary Reallocation	2,281	7,022	27,996	20,974		20,974	25.1 %
4325 PWLB Loan Interest	0	0	13,240	13,240		13,240	0.0 %
4410 Water	89	244	2,800	2,556		2,556	8.7 %
4415 Energy Supplies	15	30	1,000	970		970	3.0 %
4425 Repairs and Maintenance	117,884	46,602	12,000	-34,602	9,996	-44,597	471.6 %
4430 Maint. Contracts	5,140	10,280	57,022	46,742		46,742	18.0 %
4435 Maint. Contracts Unscheduled	0	300	2,500	2,200		2,200	12.0 %
4440 Fire Extinguishers	0	94	200	106		106	47.0 %
4445 Security	0	121	1,000	879		879	12.1 %
4455 VP Cafe Maintenance Fund	0	0	1,000	1,000		1,000	0.0 %
4480 Music at the Bandstand	300	450	2,500	2,050		2,050	18.0 %
Victoria Park :- Expenditure	125,709	65,142	121,258	56,116	9,996	46,121	62.0 %
1120 Grants & Donations Received	907	-5,234	0	-5,234			0.0 %
1360 Income - Tennis Courts	1,058	2,972	0	2,972			0.0 %
1380 Income - Bowling Club	300	300	750	-450			40.0 %
1385 Income - Kiosk/Cafe	0	2,100	10,000	-7,900			21.0 %
1500 Other open spaces income	0	0	2,000	-2,000			0.0 %
1990 Miscellaneous Income	0	0	906	-906			0.0 %
Victoria Park :- Income	2,265	139	13,656	-13,517			1.0 %
Net Expenditure over Income	123,444	65,003	107,602	42,599			
350 Open Spaces							
4045 Salary Reallocation	780	2,401	9,572	7,171		7,171	25.1 %
4400 Rent Payable	0	0	160	160		160	0.0 %
4410 Water	5	5	80	75		75	6.5 %
4425 Repairs and Maintenance	0	189	4,000	3,811	273	3,538	11.6 %
4430 Maint. Contracts	8,254	16,508	90,484	73,976		73,976	18.2 %
4435 Maint. Contracts Unscheduled	0	0	3,000	3,000		3,000	0.0 %
4470 Tree Maintenance	0	620	10,000	9,380		9,380	6.2 %
Open Spaces :- Expenditure	9,039	19,723	117,296	97,573	273	97,300	17.0 %
1395 Wayleave Income	0	0	25	-25			0.0 %
1990 Miscellaneous Income	0	295	50	245			590.0 %
Open Spaces :- Income	0	295	75	220			393.3 %
Net Expenditure over Income	9,039	19,428	117,221	97,793			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
355 Floral Displays							
4045 Salary Reallocation	504	1,552	6,189	4,637		4,637	25.1 %
4425 Repairs and Maintenance	0	61	400	339		339	15.3 %
4430 Maint. Contracts	2,071	4,142	22,523	18,381		18,381	18.4 %
4435 Maint. Contracts Unscheduled	0	120	0	-120		-120	0.0 %
4500 Tree planting	0	-2,181	1,000	3,181		3,181	-218.1 %
4505 Edible Crops	0	24	300	276	100	176	41.4 %
4510 Additional Floral Displays NIB	0	0	1,500	1,500		1,500	0.0 %
Floral Displays :- Expenditure	2,575	3,719	31,912	28,193	100	28,093	12.0 %
1600 Sponsorship	0	240	0	240			0.0 %
1990 Miscellaneous Income	1,550	1,550	1,500	50			103.3 %
Floral Displays :- Income	1,550	1,790	1,500	290			119.3 %
Net Expenditure over Income	1,025	1,929	30,412	28,483			
400 Dairy Farm Allotment							
4045 Salary Reallocation	479	1,475	5,879	4,404		4,404	25.1 %
4410 Water	0	0	442	442		442	0.0 %
4425 Repairs and Maintenance	236	599	1,138	539		539	52.6 %
4430 Maint. Contracts	86	171	1,348	1,177		1,177	12.7 %
4435 Maint. Contracts Unscheduled	0	0	253	253	1,708	-1,455	674.9 %
4450 Extra security measures	0	0	399	399		399	0.0 %
Dairy Farm Allotment :- Expenditure	801	2,245	9,459	7,214	1,708	5,507	41.8 %
1400 Allotment Income	34	2,181	2,521	-340			86.5 %
Dairy Farm Allotment :- Income	34	2,181	2,521	-340			86.5 %
Net Expenditure over Income	766	64	6,938	6,874			
405 One Tree Park Allotment							
4045 Salary Reallocation	479	1,475	5,879	4,404		4,404	25.1 %
4410 Water	0	0	219	219		219	0.0 %
4425 Repairs and Maintenance	0	346	560	214		214	61.8 %
4430 Maint. Contracts	86	171	1,348	1,177		1,177	12.7 %
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	565	1,992	8,211	6,219	0	6,219	24.3 %
1400 Allotment Income	0	1,246	1,259	-13			99.0 %
One Tree Park Allotment :- Income	0	1,246	1,259	-13			99.0 %
Net Expenditure over Income	565	745	6,952	6,207			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
410 Parsons Allotment							
4045 Salary Reallocation	479	1,475	5,879	4,404		4,404	25.1 %
4400 Rent Payable	213	213	876	664		664	24.3 %
4410 Water	0	230	458	228		228	50.2 %
4425 Repairs and Maintenance	163	622	2,000	1,378		1,378	31.1 %
4430 Maint. Contracts	86	171	1,348	1,177		1,177	12.7 %
4435 Maint. Contracts Unscheduled	0	0	262	262		262	0.0 %
4450 Extra security measures	0	0	421	421		421	0.0 %
Parsons Allotment :- Expenditure	940	2,710	11,244	8,534	0	8,534	24.1 %
1400 Allotment Income	72	2,355	2,391	-36			98.5 %
Parsons Allotment :- Income	72	2,355	2,391	-36			98.5 %
Net Expenditure over Income	868	355	8,853	8,498			
415 Southby Allotment							
4045 Salary Reallocation	479	1,475	5,880	4,405		4,405	25.1 %
4410 Water	463	1,063	1,076	13		13	98.8 %
4425 Repairs and Maintenance	162	-98	3,943	4,041	1,626	2,416	38.7 %
4430 Maint. Contracts	86	171	1,348	1,177		1,177	12.7 %
4435 Maint. Contracts Unscheduled	0	0	616	616	349	267	56.7 %
4450 Extra security measures	0	0	1,305	1,305		1,305	0.0 %
Southby Allotment :- Expenditure	1,190	2,610	14,168	11,558	1,975	9,583	32.4 %
1400 Allotment Income	60	6,054	6,021	33			100.6 %
1990 Miscellaneous Income	0	0	40	-40			0.0 %
Southby Allotment :- Income	60	6,054	6,061	-7			99.9 %
Net Expenditure over Income	1,130	-3,444	8,107	11,551			
420 Wash Common Allotment							
4045 Salary Reallocation	479	1,475	5,879	4,404		4,404	25.1 %
4410 Water	206	206	483	277		277	42.7 %
4425 Repairs and Maintenance	0	151	1,240	1,089		1,089	12.2 %
4430 Maint. Contracts	86	171	1,348	1,177		1,177	12.7 %
4435 Maint. Contracts Unscheduled	0	0	277	277		277	0.0 %
4450 Extra security measures	0	0	1,000	1,000		1,000	0.0 %
Wash Common Allotment :- Expenditure	771	2,003	10,227	8,224	0	8,224	19.6 %
1400 Allotment Income	14	2,801	2,778	23			100.8 %
Wash Common Allotment :- Income	14	2,801	2,778	23			100.8 %
Net Expenditure over Income	757	-798	7,449	8,247			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
425 West Mills Allotment							
4045 Salary Reallocation	479	1,475	5,880	4,405		4,405	25.1 %
4410 Water	163	190	750	560		560	25.3 %
4425 Repairs and Maintenance	0	472	2,115	1,643	68	1,575	25.6 %
4430 Maint. Contracts	86	171	1,348	1,177		1,177	12.7 %
4435 Maint. Contracts Unscheduled	0	0	471	471		471	0.0 %
4450 Extra security measures	0	0	800	800		800	0.0 %
West Mills Allotment :- Expenditure	728	2,308	11,364	9,056	68	8,988	20.9 %
1400 Allotment Income	93	4,721	4,849	-128			97.4 %
West Mills Allotment :- Income	93	4,721	4,849	-128			97.4 %
Net Expenditure over Income	635	-2,413	6,515	8,928			

430 Wharf Toilets							
4045 Salary Reallocation	591	1,818	7,250	5,432		5,432	25.1 %
4195 Wharf Toilets Contract	870	2,870	11,500	8,630		8,630	25.0 %
4405 Rates	210	862	6,600	5,738		5,738	13.1 %
4415 Energy Supplies	0	779	0	-779		-779	0.0 %
4425 Repairs and Maintenance	0	22	11,000	10,979	10,000	979	91.1 %
Wharf Toilets :- Expenditure	1,671	6,350	36,350	30,000	10,000	20,000	45.0 %
1120 Grants & Donations Received	0	10,000	10,000	0			100.0 %
1990 Miscellaneous Income	0	20	0	20			0.0 %
Wharf Toilets :- Income	0	10,020	10,000	20			100.2 %
Net Expenditure over Income	1,671	-3,670	26,350	30,020			

Community Services :- Expenditure	165,047	162,428	687,750	525,322	30,875	494,447	28.1 %
Income	9,172	54,337	146,340	-92,003			37.1 %
Net Expenditure over Income	155,874	108,091	541,410	433,319			

Civic Pride, Arts & Leisure

500 CP,A&L General							
4045 Salary Reallocation	2,319	7,140	28,468	21,328		21,328	25.1 %
4600 CPA&L Committee Fund	0	0	1,000	1,000		1,000	0.0 %
4605 CPA&L Small projects	0	0	500	500		500	0.0 %
4610 Environmental Improvement Sche	0	0	1,000	1,000		1,000	0.0 %
4620 Music in the Market Place	0	0	500	500		500	0.0 %
4625 Art Trail	0	0	1,000	1,000		1,000	0.0 %
4630 NTC 20th Anniversary	0	474	500	26		26	94.8 %

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4635 World Wars Working Group	0	0	500	500		500	0.0 %
4710 Newbury In Bloom	0	12	1,000	988		988	1.2 %
CP,A&L General :- Expenditure	2,319	7,626	34,468	26,842	0	26,842	22.1 %
1600 Sponsorship	0	200	500	-300			40.0 %
CP,A&L General :- Income	0	200	500	-300			40.0 %
Net Expenditure over Income	2,319	7,426	33,968	26,542			

505 Civic Responsibility

4045 Salary Reallocation	2,892	8,902	35,492	26,590		26,590	25.1 %
4651 Mayors Allowance 2016-17	0	10	2,500	2,490		2,490	0.4 %
4655 Honorarium	1,300	1,300	3,200	1,900		1,900	40.6 %
4660 Mayor Making	0	2,343	2,500	157		157	93.7 %
4665 Remembrance	0	0	1,400	1,400		1,400	0.0 %
4670 Regalia and Uniforms	0	12	500	488		488	2.3 %
4675 Civic robe replacement	0	0	1,000	1,000		1,000	0.0 %
4680 Civic Hospitality	0	0	1,000	1,000		1,000	0.0 %
4685 Civic Events	0	0	500	500		500	0.0 %
4690 Twin Towns	0	0	500	500		500	0.0 %
4700 Civic Award Scheme	0	24	500	476		476	4.7 %
4705 Watership Brass	600	600	600	0		0	100.0 %
4710 Newbury In Bloom	0	0	0	0	60	-60	0.0 %
Civic Responsibility :- Expenditure	4,792	13,190	49,692	36,502	60	36,442	26.7 %
Net Expenditure over Income	4,792	13,190	49,692	36,502			

Civic Pride, Arts & Leisure :- Expenditure	7,111	20,816	84,160	63,345	60	63,285	24.8 %
Income	0	200	500	-300			40.0 %
Net Expenditure over Income	7,111	20,616	83,660	63,045			

Planning and Highways**600 Planning & Highways**

4045 Salary Reallocation	3,014	9,278	36,992	27,714		27,714	25.1 %
4805 Heritage Working Group	0	0	1,000	1,000	484	516	48.4 %
4810 Town Design St. & Town Plan	0	0	10,000	10,000		10,000	0.0 %
4815 Pedestrian Experience WG	83	83	500	417		417	16.6 %
Planning & Highways :- Expenditure	3,097	9,361	48,492	39,131	484	38,647	20.3 %
1120 Grants & Donations Received	0	55	0	55			0.0 %
Planning & Highways :- Income	0	55	0	55			
Net Expenditure over Income	3,097	9,306	48,492	39,186			

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Planning and Highways :- Expenditure	3,097	9,361	48,492	39,131	484	38,647	20.3 %
Income	0	55	0	55			0.0 %
Net Expenditure over Income	3,097	9,306	48,492	39,186			
Capital & Reserves							
900 Capital & Projects							
4045 Salary Reallocation	2,142	6,594	26,292	19,698		19,698	25.1 %
9000 CAPEX Office Eqpt/Computers	0	253	2,000	1,748		1,748	12.6 %
9010 CAPEX VP Cafe	163	260	0	-260		-260	0.0 %
9020 CAPEX VP changing Rooms	0	3,213	174,000	170,788		170,788	1.8 %
Capital & Projects :- Expenditure	2,305	10,319	202,292	191,973	0	191,973	5.1 %
1120 Grants & Donations Received	0	-10,000	80,000	-90,000			-12.5 %
1800 Section 106 & CIL Income	0	18,033	0	18,033			0.0 %
Capital & Projects :- Income	0	8,033	80,000	-71,967			10.0 %
Net Expenditure over Income	2,305	2,286	122,292	120,006			
Capital & Reserves :- Expenditure	2,305	10,319	202,292	191,973	0	191,973	5.1 %
Income	0	8,033	80,000	-71,967			10.0 %
Net Expenditure over Income	2,305	2,286	122,292	120,006			

Newbury Town Council

Policy and Resources Committee

11 July 2017

Item 9: In Year Budget Monitoring 2017/18

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

Overspent budget lines

Cost Centre	Code	Description	Reason
345	4425	Victoria Park R&M	£21,758 spent in excess of original quote on the footpaths and railings repairs (additional footpaths were re-surfaced). £13,549 spent on new water supply, over S.106 agreed contribution. £3082.15 final payment for the refurbishment of tennis courts. These amounts can be taken from the Victoria Park earmarked reserve of £92,816 A further £4,053 is yet to be taken from S.106 for CCTV cameras, and £7,087 for the new water supply.
400	4435	Dairy Farm allotment unscheduled works – resurfacing of driveway to the allotment site	Money from the unscheduled works budgets of the other 5 allotment sites can be vired to cover this overspend – see resolution

Newbury Town Council

Internal Audit Report 2016-17 (Final)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Ltd*

Background and Scope

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

Internal Audit Approach

We have completed our review programme for 2016-17 at this final visit, which took place on 12th June 2017 and supplements the interim work undertaken over the course of three days in September & December 2016 and March 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 all the areas examined 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 a 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.

Consequently, we have duly signed off the Internal Audit Certificate within the Annual Return, assigning positive assurances on all categories and leaving the original document with the RFO for submission to members for approval prior to onward transmission to the external auditors.

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 conclusion.

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 three months receipts and payments transactions (July & October 2016 and March 2017) from both NatWest bank 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 & 31st October 2016 and 31st March 2017 to ensure that there are no long-standing, un-cleared items or other another anomalous entries arising: no such items were identified.

Conclusions

There are no issues arising in this area to warrant formal comment or recommendation.

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 31st March 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

There are no issues arising in this area to warrant formal comment or recommendation.

Review of Expenditure, Tendering Procedures and VAT

Our aim here is to ensure that: -

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

We have completed 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. Subsequently, at this final visit, we have verified the Q4 submission and note that one very minor amendment (£159) is required in 2017-18 for a late invoice posting in Omega after the VAT return had been submitted: the RFO is aware and no further action required.

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

Conclusions

There are no issues arising in this area to warrant formal comment or recommendation.

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

There are no issues arising in this area to warrant formal comment or recommendation.

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 year-end closedown routines for 2017-18;
- 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; and
- We note that, as at 31st March 2017, Total Reserves stood at £790,000 and comprised Capital Receipts (£22,000), other Earmarked items (£312,000) and the residual General fund (£456,000). The latter represents three to four months expenditure at current levels and is considered to be more than acceptable to meet the needs of the Council currently.

Conclusions

There are no issues arising in this area to warrant formal comment or recommendation.

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 the interim update visit in March 2017, we were 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.

Also at that 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.

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

Conclusions

There are no further issues arising in this area to warrant formal comment or recommendation of which officers are unaware and we note the continued steps being taken to pursue the remaining long-standing debts.

Petty Cash Account

We are required, as part of the annual Internal Audit reporting process, to consider the controls in place over 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

There are no issues arising in this area to warrant formal comment or recommendation.

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 (no revisions were effected in 2016) as regards the percentage contribution banding rates.

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

There are no issues arising in this area to warrant formal comment or recommendation.

Asset Register

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

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

Conclusions

There are no issues arising in this area to warrant formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, 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, the subsequent dividends arising in the year as posted to Omega and the final March 2017 balance 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 two half-yearly repayment instalments for 2016-17 to their third party demand notices and cashbook entries and have verified the residual capital balance outstanding at 31st March 2017 as disclosed at Box 10, Section 2 of the Annual Return.

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

There are no issues arising in this area to warrant formal comment or recommendation.

Statement of Accounts and Annual Return

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

Conclusions

There are no issues arising in this area to warrant formal comment or recommendation and, as noted in the preamble to this report, we have duly signed off the Internal Audit Certificate.

Newbury Town Council Draft Policy for spending CIL money

What is the Community Infrastructure Levy (CIL)?

The Community Infrastructure Levy (CIL) is a levy on almost all new buildings, implemented in West Berkshire on 1 April 2015. It is a means of making sure that development contributes towards the infrastructure needed to support growth in an area. Previously many smaller developments made no specific contribution towards infrastructure, even though, cumulatively, they could place significant demands on local facilities. In the case of larger schemes, developer contributions were generally negotiated on a scheme by scheme basis between the local planning authority and developers in the form of Section 106 obligations. CIL has been introduced by the Government to try and make the process more transparent, and to try to ensure that all relevant developments make an equitable contribution. Section 106 obligations will continue alongside CIL, but in a much reduced and restricted form. CIL is a non-negotiable levy on all new dwellings and all built development of at least 100 sq. m, based on the floor area of the development (subject to certain exemptions). CIL must be spent on infrastructure necessary to support development planned in the Council's Local Development Framework. Importantly, Town and Parish Councils will receive a share of CIL known as 'Neighbourhood Funding' for spending on their own priorities.

What percentage of CIL funds goes to parish and town councils?

CIL is designed to incentivise development in an area. 'Neighbourhood Funding' means Parish and Town Councils can spend CIL funds on their own priorities. CIL is not only designed to pay for infrastructure needed to support growth, it is also designed to incentivise communities to welcome and promote new development in their area. As such, the regulations require the District Council to pass a proportion of CIL funds raised in a particular area to the relevant Parish or Town Council and they will receive 15% of CIL raised funds raised in their Town or Parish. A further 10% will be available for Councils which have an adopted Neighbourhood Development Plan in place.

How much money will the Town Council get?

Payments to areas without a Neighbourhood Development Plan in place will be capped to £100 per council tax dwelling per year. This means that a Parish with 500 dwellings cannot receive over £50,000 of CIL receipts per year (per development). In areas with a Neighbourhood Development Plan the amount to be passed over will be 25% with no cap. Newbury Town Council does not presently have a Neighbourhood Development Plan, and so is entitled to 15% of CIL funds raised. CIL is paid in twice yearly instalments and to date Newbury Town Council has received £61,487.55; an instalment of £43,454.21 in October 2016 and £18,033.34 in April of this year. It is not possible at this stage to give an accurate estimate of the likely annual flow of these funds, which will vary as developments are charged and then commence.

What can Newbury Town Council spend CIL money on?

The Town Council can spend CIL Money on anything that deals with the demands that development places on the parish, such as open space, cycle/pedestrian routes, strategic transport infrastructure, affordable housing and cultural and sports facilities. The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

The Town Council can spend the money on assets that don't belong to the Council, and can spend the money outside the parish, if this would support the development of the parish. For example the CIL money could be spent in conjunction with the District Council on providing additional school places.

How should Newbury Town Council spend CIL Money?

NTC does not have to spend their share of the CIL money on the priorities laid out by WBC (in their CIL Regulation 123 List, currently exclusively relating to the proposed Sandleford development), but the Government suggests that parish councils work with district councils to identify priorities. NTC might also take account of its own Strategic Plan, and the Town Plan in order to decide where to spend CIL money. These measures would give more weight to both the strategy and the town plan and help us to achieve our objectives in these key documents. Additionally, the Council could consider consulting with the public on the list of priorities and objectives, inviting any other suggestions or comments before adopting a Policy for spending these funds.

Publishing requirements

The Government recommends that parish councils publish their priorities for spending the Neighbourhood funding element of CIL, highlighting those that align with the charging authority (WBC in our case).

All parish councils must publish the amount of CIL money they receive each year.

Reporting Requirements

Newbury Town Council must report CIL expenditure to West Berkshire Council each year by 28 February. Any monies unexpended for 5 years after payment may be reclaimed.

Recommendation

As CIL is a new source of income and there are no guidelines on how these funds should be spent, it is important that the Council sets clear priorities in the public interest. These objectives will become clearer after the Council reviews its Strategy and drafts a Town Plan. It would also be worthwhile getting the views of the people of Newbury as to how these levies should be prioritised.

It is therefore recommended that after the Council has reviewed its Strategy and drafted a Town Plan (both of which are expected to be completed before the end of this year), that the Council prepares a list of priorities for public consultation. Following the consultation, the Council can then agree a CIL policy to guide the spending of these funds.

This Policy should be reviewed annually in the light of experience and changing priorities.

Report Authors: Gillian Durrant, Finance and Corporate Services Manager
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Date: 9 July 2017

