



19th January 2026

To: All Members of Newbury Town Council

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in
The Council Chamber, Town Hall, Newbury at 7.30 pm Monday 26th January 2026

The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/89661528414?pwd=ajrR25KlxFbzGdGYL0cj6219UL9ssb.1>

Meeting ID: 896 6152 8414 Passcode: 746816

Yours sincerely,

Toby Miles-Mallowan Chief Executive Officer

AGENDA

1. Apologies for Absence

2. Declarations of Interest

To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

3. Minutes

To **approve** the minutes of the Full Council meeting held on 20th October 2026 (Appendix 1)

4. Questions and Petitions from Members of the Public

Questions, in writing, must be with the CEO by 2.00 pm on Friday 23rd January 2026.

5. Members' Questions and Petitions

Questions, in writing, must be with the CEO by 2.00 pm on Friday 23rd January 2026.

6. Berkshire youth presentation

To **receive** a presentation from Berkshire Youth.

7. Town Mayor's Report (Appendix 2)

To **receive** a report from the Town Mayor, Councillor David Harman.

8. Leader's Report (Appendix 3)

To **receive** a report from the Leader of the Council.

9. Chief Executive Officer's Report (Appendix 4)
To receive a report from the Chief Executive Officer

10. Committees
To receive the minutes of meetings of the Town Council's Committees (already circulated):

- Community Services Committee: 10th November 2025, 15th December 2025
- Planning & Highways: 27th October 2025, 24th November 2025, 22nd December 2025, 12th January 2026
- Civic Pride, Arts & Culture: 1st December 2025

11. Presentation on conservation plan for Town hall
To receive presentation from Town Clerk and Scot Masker
To review and agree implementation of Town Hall Conservation Plan

12. Review town council strategy
To receive a verbal update on LDW from the Chair of the Local Democracy Working Group

13. Internal Audit Q2 2025/26 (Appendix 5)
To receive the internal audit report for Quarter 2 2025/26 and note the recommendations contained therein (appendix...).
To Consider and approve the actions and timeline, as recommended by the Policy and Resources Committee and Management Team (appendix ...).

14. 2025/26 CIL Review – Receipts (Appendix 6)
To resolve that CIL totalling £5,979.34, received May 2025, is allocated to the Café project, as recommended by the P&R Committee.

15. Financial Regulations – Amendment to DBS Checks (Appendix 7)
To resolve that the Financial Regulations are amended in line with DBS guidance, as recommended by the Policy and Resources Committee.

16. Budget and Precept 2026/27 (Appendices 8/9)
To resolve the 2026/27 Council Budget and Precept, as proposed by the P&R Committee.

17. Ear Marked Reserves (Appendix 10)
To review and adopt the Ear Marked Reserves dated as recommended by the P&R Committee.

18. Strategic Risk Register (Appendix 11)
To review and adopt the Strategic Risk Register as recommended by the P&R Committee.

19. Heritage Asset Paper (Appendix 12)
To agree the recommendation from Planning and Highways to adopt the heritage asset paper.

20. Forward Work Programme (Appendix 13)
To review the forward work programme.

21. Schedule of Meetings for the municipal year 2026/27 (Appendix 14)
To review and approve schedule of meetings for 2026/27.

If you would like a paper copy or large print copy of this agenda, please request this from the Reception Desk at the Town Hall.

**MINUTES OF A MEETING OF THE FULL COUNCIL COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 08 DECEMBER 2025 AT 7:30 PM.**

PRESENT

Councillors Phil Barnett, Vera Barnett, Jo Day, Billy Drummond, Nigel Foot, David Harman (Town Mayor, Chair), Chris Hood, Ian Jee, David Marsh, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman, Elizabeth O'Keeffe, Graham Storey and Martha Vickers.

In Attendance

Toby Miles-Mallowan, Chief Executive Officer

77. APOLOGIES

Councillors Alistair Bounds, Roger Hunneman, Sarah Slack, Meg Thomas and Tony Vickers.

78. ABSENT

Sam Dibas

79. DECLARATIONS OF INTEREST

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

80. COUNCIL MINUTES

The Minutes were **withdrawn** due to errors and will be presented at full council on 26 January 2026.

81. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were no questions received.

82. MEMBERS QUESTIONS AND PETITIONS

There were no questions received.

83. COMMUNITY INFRASTRUCTURE LEVY

Proposed: Cllr Vaughan Miller

Seconded: Cllr Vera Barnett

Resolved: to allocate the £11,481.91 of Community Infrastructure Levy to the Cafe Project

84. EXLUSION OF PRESS AND PULBIC

Proposed: Cllr Andy Moore

Seconded: Cllr Billy Drummond

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

85. CEO'S REPORT

CEO's report was **received**.

Proposed: Cllr Chris Hood

Seconded: Cllr Vaughan Miller

Abstained: Cllr David Marsh and Cllr Steve Masters

Resolved to approve the allocation of agreed Ear Marked Reserves (appendix 1) for the Cafe, Changing Places, supporting works and £3,000 to the Tree works EMR, and authorise the transfer of the remaining agreed EMR balance into a cafe contingency EMR, which may only be accessed by CEO and RFO agreement.

86. FORWARD WORK PROGRAMME FOR FULL COUNCIL MEETINGS 2025/26

The forward work programme for 2025/26 was **noted**

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT
20.50 HRS**

Signature: _____ Date: _____

Appendix 1

EMR Code	Account	Amount transferred to cafe works and contingency fund
371	Town Hall Office Refurbishment	£3000
372	Audio Visual Equipment	£4500
373	Door Intercom for tenants	£2000
374	Fire Doors	£8059.65

375	Energy Conservation project Town Hall	£2500
392	CIL funds	£11481.91
415	Additional Land Maintenance	£8000
418	Shaw Cemetery land survey	£4000
419	Headstone Survey	£2000
432	Welcome to Newbury Signs	£10000
440	Portable ramp	£1745
446	Wash Common Upgrades	£15000
453	Canal Corridor	£1000
455	Market Repairs	£42
458	Water Courses	£10000
461	Youth Work	£2500
462	Welcome to Newbury Design	£2500
	Total	£88328.56

**MINUTES OF A MEETING OF THE FULL COUNCIL COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
Monday 20 October 2025 AT 7:30 PM.**

PRESENT

Councillors Phil Barnett, Vera Barnett, Jo Day, Sam Dibas, Billy Drummond, Nigel Foot, David Harman (Town Mayor, Chair), Ian Jee, David Marsh, Steve Masters, Andy Moore, Gary Norman, Graham Storey, Meg Thomas.

In Attendance

Toby Miles-Mallowan, Chief Executive Officer

58. APOLOGIES

Councillors Roger Hunneman, Pam Lusby Taylor, Vaughan Miller, Elizabeth O'Keeffe and Sarah Slack.

59. DECLARATIONS OF INTEREST

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

60. COUNCIL MINUTES

Proposed: Councillor Vera Barnett

Seconded: Councillor Sam Dibas

Resolved: The minutes of Monday 29th September 2025 were resolved as an accurate record.

61. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There was one question from a member of the public, see appendix 1 for full details of the question and response.

62. MEMBERS QUESTIONS AND PETITIONS

There was one motion **received** from Councillor Sam Dibas:

'This council affirms its support for and solidarity with Cllr Steve Masters, following his recent arrest along with hundreds of other peaceful protesters for speaking out against what a United Nations commission has confirmed as genocide in Gaza.'

Newbury Town Council recognises the right of all individuals, including councillors, to hold and express their personal views. However, as a Parish Council, Newbury Town Council is a statutory body whose powers and functions are defined by law.

Under Section 101 of the Local Government Act 1972, parish and town councils may only act within their statutory powers—that is, on matters which directly relate to the parish or to the Council's lawful functions. Matters of national or international affairs or foreign policy, such as conflicts or humanitarian issues abroad, fall outside the Council's remit and competence.

Furthermore, parish and town councils are required to remain politically neutral corporate bodies. The Local Government Act 1986 (Sections 2 and 3) prohibits local authorities from publishing or promoting material which appears to be designed to affect public support for a political party or position.

In addition, under the Localism Act 2011 (Section 27) and the Newbury Town Council Members' Code of Conduct, councillors must distinguish between their personal views and those expressed in their capacity as members of the Council. While councillors are free to express their own opinions as private individuals, they must not do so in a way that implies the Council itself has adopted a position on matters beyond its lawful jurisdiction.

Accordingly, while this Council respects the individual rights of Cllr Masters and others to engage in peaceful protest or express personal opinions, Newbury Town Council cannot lawfully comment on or support this motion.

The Council will therefore record that this matter lies outside the scope of its statutory powers and cannot be considered as official Council business.

There were two questions **received** from members

From Councillor Sam Dibas:

'When are we going to assess the impact of pedestrianization on the town centre business economy? This trial does not seem to have any oversight, corrections or modifications. Can we get WBC to share the plans and details?'

Thank you for your question regarding the review of the pedestrianisation trial and its impact on the town centre economy.

The impact assessment is currently underway. West Berkshire Council (WBC) and Newbury Business Improvement District have commissioned a specialist organisation, Beauclair, to carry out a detailed analysis of town centre performance using Visa and Mastercard spend data. Beauclair are recognised experts in this field and have recently delivered similar reports for York and Shrewsbury (two areas that have also had pedestrianisation), assessing both footfall and seasonal trading trends. These reports are available online for reference.

The Beauclair report will form part of the six-month review of the pedestrianisation trial, which will be presented at the next Talk About Town scheduled on 12 November. Should that date change, all Members will be notified.

While the pedestrianisation trial itself is being led and managed by West Berkshire Council as the Highway Authority, Newbury Town Council continues to engage constructively and share local feedback through its committees and liaison meetings. We will ensure that details of the WBC evaluation and the supporting data are circulated to Councillors once they become publicly available.

All Members are welcome to attend the November meeting, where the findings will be discussed in detail.

Question received from Councillor Phil Barnett:

'The involvement of councillors at various civic functions in the town has played an important role for councillors since the inception of the Town Council back in 1997'

'Therefore, why was the mayor the only councillor invited to the Trafalgar day parade last Sunday?'

Thank you for your query regarding councillor attendance at the Trafalgar Day Parade last Sunday.

This event was organised by the Newbury Sea Cadets, who requested the use of the Town Hall as a convenient location for their VIP guests due to its proximity to the Market Place and parade route. It is important to note that this was not a Newbury Town Council event, although the Council has supported the parade through the Civic Pride, Arts & Culture (CPAC) Committee, which recognises the Sea Cadets' long-standing contribution to civic and community life in Newbury.

At a planning meeting with the organisers, the civic services manager specifically recommended that all Town Councillors be invited to attend in recognition of the historic and civic significance of the occasion. However, the invitation and guest list were managed directly by the Sea Cadets, and the Council did not have control over that process.

In advance of the event, the Civic Services Manager also circulated an email on behalf of the organisers to all Councillors, inviting expressions of interest and availability to attend. Unfortunately, no responses were received from Members offering to participate on the day.

While the Mayor attended in an official civic capacity, the Council continues to value the wider involvement of all Members at community and ceremonial events wherever possible. We will ensure that for future occasions of this nature, organisers are again encouraged to include invitations to all Councillors where appropriate.

63. TOWN MAYOR'S REPORT

The report from the Town Mayor was **received**.

Period 2, 16 June to 12 October, 68 engagements, with much support gratefully received from Deputy, Cllr Slack.

A wider variety of events as listed in report, a few highlights:

- i. Care Homes / Hospitals, dementia care
- ii. Youth, schools, colleges
- iii. Arts
- iv. Ceremonial, representing Newbury

Care Homes / Hospitals, Dementia Care

22 July Deputy Mayor attended West Berkshire Community Hospital's Therapy Garden. A 'thankyou' event to celebrate the volunteers at West Berkshire Community Hospital.

30 July, Camelia Club Opening at Fair close Centre, Deputy Mayor attended, a local resource for people living with dementia.

18 August, Willows Edge Care Home, opening the sensory garden....thank you to the work from Berkshire Youth and Waterside Centre Volunteers.

Youth, Schools, Colleges

1 July, Deputy Mayor attended University College Newbury's Expo event, bringing together employers, students and apprentices in the wonderfully engaging event.

2 August, Berkshire Youth's 4th anniversary of their involvement at the Waterside Centre, showcasing what they have on offer for the community. The Mayor and Lady Mayoress enjoyed the canoe ride!

7 July Air Cadets Open Day, an annual event highlighting their achievements over the last year, awards presentation.

27 Sept, Berkshire Youth's Greenham Community Centre Open Day, highlighting their work in the community, with the recently opened facility in the heart of East Fields Ward. Thank you for ongoing engagement with the Greenham Community Centre from Cllrs, and in particular, P and V, Barnett, and Drummond, and O' Keeffe.

Arts

26 June, Are We There Yet? A theatrical performance from refugees, a strong display of courage and desire for a sense of safety and belonging – thank you to Cllrs Masters and Slack for bringing this to my attention.

24 August, Art on Park – local artists, hosted at Victoria Park.

Ceremonial, representing Newbury

28 June Royal Engineers Freedom Parade, Lord Lieutenant of Royal Berkshire, Parade through Northbrook Street and Market Place.

10 October, High Sheriff of Royal Berkshire's Judicial Service at Reading Minster.

12 October, Trafalgar Parade, Sea Cadet Corps. Newbury and District SCC hosted, His Majesty's Lord Lieutenant of Royal Berkshire in attendance to receive the salute.

64. LEADERS REPORT

The Leader of the Council's report was **received**.

65. CHIEF EXECUTIVE OFFICER'S REPORT

CEO's report was **received**. Councillors wished to praise the efforts of Cllr Day and others over the success of the Local Democracy Week. Councillor Marsh and all Cllrs also wished to thank Officers and Cllr Jee for their leadership and efforts with Thames and Chilterns in Bloom.

66. COMMITTEES

Council **received** the minutes from Community Services, Planning and Highways and Civic Pride, Arts and Culture Committees.

67. Mid-Year Review of NTC Performance against the Newbury Town Council Strategy 2024-2028.
Council **received** the mid-year performance review.

68. INTERNAL AUDIT Q1 REPORT
Internal audit report was **received**.

69. INTERNAL AUDIT Q1 - RECOMMENDATIONS, ACTIONS & TIMETABLE
Council **considered** the actions and timeline, as recommended by the Policy and Resources Committee on ... and Management Team
Proposed: Cllr Steve Masters
Seconded: Cllr Ian Jee
Resolved to **approve** the actions and timeline as recommended by the policy and resources committee.

70. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)
Council **noted** the annual governance certificate, together with the notice of conclusion of Audit for the year ended 31st March 2025, published on the Council notice boards and website on 30th September 2025.
Proposed: Cllr Steve Masters
Seconded: Cllr Andy Moore
Council **considered** and **approved** the recommendation of the P&R Committee from the matters arising.

71. FINANCIAL REGULATIONS
Proposed: Cllr Gary Norman
Seconded: Cllr Steve Masters
Resolved to **approve** the financial regulations as recommended by the Policy and Resources Committee.
Proposed: Cllr David Harman
Seconded: Cllr Steve Masters
Resolved to **adopt** the financial regulations as recommended by the Policy and Resources Committee.

72. EAR MARKED RESERVES _ COUNCIL/CIL ADJUSTMENTS
The Council/CIL funding adjustments for the EMRs as approved and recommended by the P&R Committee were **noted**.
Proposed: Cllr Nigel Foot
Seconded: Cllr Meg Thomas
Council **ratified** the Council/CIL funding adjustments for the EMRs as approved and recommended by the P&R Committee.

73. CONFIDENTIAL AND PRIVILEGE MATTERS AS RESOLVED AT COUNCIL MEETINGS
Proposed: Cllr Gary Norman
Seconded: Cllr Steve Masters
Approved recommendations from Policy and Resources Committee.

74. BUDGET 2026/27
Council **noted** the budget review timeline for 2026/27.

75. PRIORITY PROJECTS FOR 2026/27

Councillors will **recommend** to Council at the 26th January 2026 meeting their priority projects for 2026/27.

76. FORWARD WORK PROGRAMME FOR FULL COUNCIL MEETINGS 2025/26

The forward work programme for 2025/26 was **noted**

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20.42
HRS**

Signature: _____ Date: _____

A member of the public asked: I now request the RBL, Military and Clergy are no longer involved with the Remembrance Sunday and Armistices Day (11th November - war memorial) Commemorations in Newbury.

Response:

Thank you for your request regarding the involvement of the Royal British Legion, military, and clergy in Newbury's Remembrance events.

History and Purpose

Armistice Day began in 1919 to mark the end of WWI and to honour those who gave their lives. Remembrance has always been closely linked with the military, since it is their sacrifice being commemorated, and with religious elements, as many found spiritual comfort in prayers and hymns. The national Cenotaph itself was originally designed as a secular monument, and over time many ceremonies have developed both religious and non-religious aspects.

Faith and Society Today

The UK remains constitutionally a Christian country, though faith demographics are shifting. In the 2021 Census, 46.2% identified as Christian, 37.2% as having no religion, and the remainder with other faiths. It is important, therefore, to ensure remembrance is inclusive of all traditions.

Participation

While the armed forces and clergy remain part of the ceremony, the parade also involves many non-military organisations such as Scouts and Guides. These youth groups make up a large proportion of participants and are encouraged to learn about the importance of remembrance.

Future Consideration

We understand your concerns and recognise the need to balance tradition, inclusivity, and community expectations. It is too late to make changes for this year's commemorations, but your request and recommendations will be taken seriously and considered as part of next year's planning process.

Mayor's Report

13/10/2025 to 15/01/2026

This report provides a summary of Mayoral engagement over the period indicated above. The report is intended as a summary, and whilst in most cases an engagement may address multiple Mayoral goals, and also support Newbury Town Council's goals, the primary themes are selected for each engagement below; this may include more than one goal.

Date	Name of Event	Organisation	Narrative	Mayor's Primary Themes	Other	Newbury Town Council's 2024-8 Strategic Goals	Provide focused support for major events and the vulnerable
13/10/2025	Local Democracy	St. Nics School	Presentations to Primary School on the role of Newbury Town Council, local democracy, and the role of the Mayor.	Youth	Environment Other civic functions - Mayor representing Newbury	Help make Newbury a unique, welcoming, safe and well cared for town To be the voice of the community in Newbury Take actions to address the climate emergency	Y
15/10/2025	Local Democracy	Fir Tree School	Presentations to Primary School on the role of Newbury Town Council, local democracy, and the role of the Mayor.	Y			Y
15/10/2025	Michaelmas Fair	The Showmen's Guild	Opening the Fair, engagement with the Showmen's Guild.		Y		
17/10/2025	Launch of the Newbury Weekly News' Over 80s Parcel Fund	Newbury Weekly News	Helped to prepare parcels for the over 80s Parcel Fund. Hosted by Tesco at Pinchington Lane.				Y
18/10/2025	Diwali	Community United	Celebration to welcome Diwali, lighting of candles. Entertainment, dancing and stall holders with crafts and foods. Hosted at Thatcham Broadway.		Y		Y
23/10/2025	85th Anniversary Youth Awards	Berkshire Youth	Celebration of 85 years of impact of Berkshire Youth, presentations of awards to young people, youth workers, volunteers, supporters and partners.	Y			Y
24/10/2025	80th Anniversary of the United Nations	Newbury United Nations Association	Commemoration event to mark the 80th anniversary of the United Nations.				
27/10/2025	Newbury Fire Station Open Day	Royal Berkshire Fire and Rescue Service	Met members of RB Fire and Rescue, discussions with voluntary sector organisations.		Y Y		
29/10/2025	Newbury Samaritans AGM	Newbury Samaritans	Cllr M. Vickers deputised. AGM event for our local Samaritans. The key speaker recounted the tragic loss of his son, and noted how campaigns have led to a change in disclosure rules at University. Our Newbury Samaritans continue to support those in need, quietly doing great work in our community.		Y		Y
01/11/2025	Over 80s Parcel Fund coffee morning	NTC / NWN	Fund raising event for the Over 80s Parcel Fund.		Y		Y
03/11/2025	RBFRS	Royal Berkshire Fire and Rescue Services, Armed Forces Veterans Hub	Engagement with representatives of armed forces charities and support organisations.				
03/11/2025	Thames and Chiltern in Bloom, Lock Island	Secret Garden Project, Thames and Chiltern in Bloom	The Secret Garden Project, Lock Island, was awarded a 'Special Recognition' award from Thames & Chiltern, recognising dedication, creativity and community spirit. Newbury was awarded a Silver Gilt Award for the first time in the Large Town category, and won the Best Large Town Trophy.	Y	Y	Y	
03/11/2025	Newbury Rotary Club	Rotary Club of Newbury	Newbury Rotary Club Meeting. The Rotarians discussed the recent events they have supported and highlighted the charitable opportunities coming up.		Y		Y
06/11/2025	Greenham True Charity Awards	Greenham Trust	Awards event showcasing the great work of our local charity sector.		Y		Y
07/11/2025	John Rankin Primary School - Grandparents Day	John Rankin School	Joined Grandparents and other guardians, residents of Argyle Care Home and staff to celebrate the children's work and to enjoy their baking!	Y			Y
09/11/2025	Remembrance Sunday	Royal British Legion, Newbury Town Council	A commemoration to remember those who gave their lives in conflicts around the world. A very well attended event with a parade from the Royal British Legion at Pelican Lane through to the Market Place. The Royal British Legion, veterans, serving military personnel, cadet units and uniformed organisations took part in the parade. Following the Service of Remembrance in Market Place, the parade marched past the War Memorial, wreaths were laid, and the event finished with a service at St. Nicolas Church.		Y Y		
10/11/2025	West Berkshire Toy Appeal 2025	Newbury Community Furniture Project, West Berkshire Toy Appeal	Opening event for the West Berkshire Toy Appeal, hosted at Newbury Community Furniture Project.	Y			Y
11/11/2025	Armistice Day	Royal British Legion	Lady Mayoress Deputised. Wreath laying service to commemorate Armistice Day.		Y	Y	
15/11/2025	Christmas Lights Switch On	Newbury Business Improvement District CIC	Joined Paddington Bear on stage in the Market Place to switch on the Christmas Lights. Newbury BID had a packed entertainment schedule for all to enjoy, with a firework display to mark the occasion.				
17/11/2025	Newbury Spring Festival, Sponsors event	Newbury Spring Festival	Reception at The Post, Snelmore House. Promotion of the forthcoming year's event, engagement with main sponsors.		Y Y		
20/11/2025	Transgender Day of Remembrance	Newbury Pride	Event reflecting on the losses in the trans community worldwide, hosted at the Corn Exchange. Screening of Transgender Day of Remembrance film.		Y		Y
22/11/2025	Tree of Hope	Greener Greenham	Planting of a sapling from the Sycamore Gap tree, Greener Greenham had been selected by the National Trust to receive one of the 49 saplings. The sapling was planted at Greenham Common's Control Tower.	Y			
22/11/2025	Newbury Symphony Orchestra's Autumn Concert	Newbury Symphony Orchestra	A delightful musical event hosted at St. Nicholas' Church, displaying the wonderful talents of our Newbury Symphony Orchestra's musicians.		Y Y		
23/11/2025	Newbury Santa Fun Run	Newbury Rotary Club	A fun, energetic event from Newbury Rotary, supporting Berkshire Youth and other charities. Start and finish at Markey Place, with strong participation, and excellent weather for this fun event.		Y Y		
24/11/2025	Greenham Scout Group, democracy event	Greenham Scout Group	Presentation to Greenham Scout Group of the role of Newbury Town Council and the role of the Mayor, hosted at St. Mary's Church, Greenham.	Y			Y
27/11/2025	Refugee Support Group AGM	Refugee Support Group	Cllr Miller Deputised. Hosted by the Waterside Centre. The Refugee Support Group has been through a challenging year with much negative on-line messaging; however, the Refugee Support Group continues to excel at supporting refugees in our community, opening an outreach base in Newbury.	Y			Y
01/12/2025	Newbury Living Advent Calendar	Newbury Living Advent Calendar	The starting point for this year's Living Advent Calendar. Window reveal at Willow and Bloom, 36 Bartholomew Street. A beautiful window display to mark the starting venue of this year's wonderful Newbury tradition.		Y		
05/12/2025	Community Carol Service	Newbury Salvation Army	Hosted at Newbury Baptist Church. A delightful carol service with the children from Speenhamland Primary School leading the congregation to excellent carol singing and the Salvation Army guest band from Staines giving a rousing performance.		Y Y		
05/12/2025	Daisy's Dream Christmas Coffee Morning	Daisy's Dream	Coffee Morning hosted at St. Nicolas' Church Hall, fund raising event. Daisy's Dream has been supporting children and young people affected by bereavement to access support and information addressing their needs and concerns since 1996.	Y			Y
06/12/2025	Berkshire Youth Community Christmas Fete	Berkshire Youth	Hosted at Greenham Community Centre. A great event, with singing, crafts, strong competition in the cake department, and a wide variety of stalls. Father Christmas and his helpers were even on hand with presents for the children! A fine display of Berkshire Youth supporting our local community.				Y
06/12/2025	Berkshire Music Trust County Choirs and Strings Concert	St. Nicolas Church	Berkshire County Youth Choirs, Berkshire Youth String Ensemble and English Chamber Choir Concert. Atmospheric 21st century Advent choir works and Britten's dramatic St. Nicolas Cantata. Talented young musicians from across Berkshire delivered a spectacular performance.		Y	Y	
07/12/2025	Newbury Weekly News Over 80s Parcel Appeal	Newbury Weekly News	Joining many volunteers to help prepare the Over 80s Parcels, hosted by Tesco at Pinchington Lane. A great show of strength by the community, from sports teams, cubs and scouts, local businesses, other volunteers and Tesco staff, to local charities for distribution.				
08/12/2025	Local Democracy	Cold Ash Brownies	Newbury Town Council, with Cllr Day. Presentations on the role of Newbury Town Council within local democracy and the role of the Mayor.	Y			Y
09/12/2025	Audrey Needham House, Christmas Presents	Bingo Group	Audrey Needham House, joined residents, volunteers and staff for the Bingo Group's distribution of Christmas presents and food parcels.		Y		Y
10/12/2025	Fair Close Christmas Lunch	Fair Close Centre, Newtown Road	Council Leader, Cllr Norman deputised. A fun event to welcome in Christmas, a lunch was enjoyed by the residents and volunteers.		Y		Y
10/12/2025	Together at Christmas	Department of Royal Berkshire and the Mary Hare School	Carol Service hosted at Arlington Arts Centre, performed by children from Mary Hare School. The event was supported by the Royal Foundation of The Prince and Princess of Wales. An excellent performance by the children, with readings, music, singing, drama and popular carols provided a very enjoyable evening.	Y			Y
12/12/2025	Greenham Memorial	Royal British Legion	Commemoration event to mark the anniversary of US forces lost at Greenham during WWII. On December 12, 1944 a Horsa glider carrying 31 US paratroopers and two pilots crashed shortly after takeoff during a training exercise and all were lost. December 15, 1944, two B-17 bombers collided in heavy fog, resulting in 16 deaths. Wreath laying ceremony, attendance from US visiting forces stationed at RAF Welford.				
12/12/2025	Mayor's Festive Afternoon Tea	Newbury Town Council	Hosted at the Baptist Church. Afternoon Tea for senior residents in Newbury. Bingo, quizzes, children's singing group. Much fun was enjoyed, thank you to NTC Officers and Cllrs for making this event such a success.		Y		Y
12/12/2025	Kingsclere at Christmas	Kingsclere Performing Arts College, Newbury College	Hosted at Queen Mary's College, Basingstoke. Very high quality performances from the students on a wide range of styles of dance and drama.	Y			Y
13/12/2025	Newbury Food Parcel Distribution	Newbury Weekly News	Joined NWN staff and volunteers to help distribute the Food Parcels.		Y		Y
13/12/2025	Newbury Farmers Tractors	Newbury BID, Newbury Young Farmers	Newbury was blessed with a parade of festively decorated tractors, and many Newbury residents came in to town to witness the spectacular show put on by our local farmers. Newbury Young Farmers helped collect funds for The Air Ambulance.		Y	Y	
14/12/2025	Festival of Light	The Corn Exchange	Procession along Northbrook Street to the Market Place, a great display of lanterns, Samba Band.		Y Y		

Date	Name of Event	Organisation	Narrative	Mayor's Primary Themes	Other	Newbury Town Council's 2024-8 Strategic Goals	
				Youth	Environment	To be the voice of the communities in Newbury Help make Newbury a unique, welcoming, safe and well cared for town	Take actions to address the climate emergency Provide focused support by working with partners and the private sector to move towards the environmental targets
15/12/2025	Christmas Meal	Newbury Rotary Club	Christmas Meal, presentation from Zippo the Clown on the formation and growth of the famous circus. Summary of recent charity activities supported by Rotary Club, and upcoming events.		Y		Y
21/12/2025	St. Nicolas Church, Carol Service	St. Nicolas Church	Reception at Newbury Town Council Chamber, carol service at St. Nicolas Church.		Y		
25/12/2025	Mayor's Christmas wishes	South Central Ambulance Service (SCAS)	Visited SCAS to pass on thanks for the work they do for Newbury all year round, and to wish them well for Christmas.		Y		
25/12/2025	Mayor's Christmas wishes	Royal Berkshire Fire and Rescue	Royal Berkshire Fire and Rescue, Newbury. Visited the fire service to pass on best wished for Christmas and to thank them for their year-round service to our community.		Y		
25/12/2025	Mayor's Christmas wishes	Thames Valley Police	Thames Valley Police, Newbury. Visited Newbury Police Station to pass on thanks for the work they do local to Newbury all year round, and to wish them well for Christmas.		Y		
25/12/2025	West Berkshire Community Hospital	West Berkshire Community Hospital, Salvation Army	Visited patients on the wards, and celebrated with a Christmas Carol service with Newbury's Salvation Army providing wonderfully rousing music to mark the festive season.		Y		Y
25/12/2025	Christmas Day Event, CTNA	Newbury Area, St. Georges Church	Hosted at St. Georges Church, this charitable event provided a Christmas Meal, entertainment and good company for the elderly and some of the vulnerable in our society. A wonderful event put on by CTNA and other volunteers, including Cllrs P. Barnett and V. Barnett.		Y		Y
26/12/2025	Mayor's Visit to Loose Ends	Loose Ends	Engagement with volunteers and service users of Loose Ends, Newbury Cricket Club, helped with breakfast and food parcels.		Y		Y
31/12/2025	Ringing in the New Year	Bell Ringing at St. Nicolas Church	Joined the Bell Ringers at St. Nicolas Church bell tower, ringing out 2025 with the bells dulled (leather clappers applied) and then the joyful peal of the bells with the leather clappers removed, so the full crisp rings announced the start of 2026 across Newbury.		Y	Y	
08/01/2026	NTTA committee meeting	Newbury Twin Town Association	Committee meeting of Newbury Twin Town Association.		Y		
10/01/2026	VCWB Annual Volunteer Recruitment Fair	Volunteer Centre West Berkshire	A great event showcasing the wide range of volunteering opportunities in our local area.	Y	Y	Y	Y
53	Total Engagements						
88	From last Periods						
141	Cumulative Total						

Meeting of Newbury Town Council, Monday 26 January 2026.
Chief Executive Officer's Report.

Civic and Community Highlights

- **Review of Fees**

Members are asked to consider a review of the Council's civic and community-related fees. These have been reviewed by officers and are presented to Council **for review and sign-off at this meeting**. The proposed fees are intended to ensure that charges remain appropriate, proportionate, and reflective of current costs while supporting access to services and facilities.

- **Newbury in Bloom and Thames & Chilterns in Bloom Success**

- **Victoria Park Café Redevelopment**

The Victoria Park café project continues to progress in line with the agreed programme. Current timelines indicate that the build is due for completion in **February 2026**. Arrangements for handover to the appointed operator are being developed, with the handover date to be confirmed once construction milestones are finalised. Officers will continue to monitor delivery and update Members on progress and any emerging risks.

- **30th Anniversary of Newbury Town Council**

Looking ahead to the next civic year, officers will begin planning for the **30th anniversary of Newbury Town Council**. This milestone provides an opportunity to celebrate the Council's achievements, reflect on its role within the community, and engage residents through appropriate commemorative and civic activities. Further proposals will be brought to Members as planning develops.

- **Cemetery Compliance Review**

Officers have undertaken a compliance review of memorial headstones at Shaw Cemetery against the Council's adopted cemetery policies.

This review has identified a range of headstones that do not comply with current policy requirements. The nature and extent of non-compliance varies, and officers are mindful of the sensitive and personal circumstances involved.

A range of options is being developed for consideration by the Community Services Committee. These options will seek to balance safety, policy compliance, legal responsibilities, and community expectations. A detailed report will be presented to the Committee in due course.

- **Other Notable Events**

The Town Hall was open to the public as part of Heritage Open Days in September.

Newbury Town Council was involved in the Eagle Quarter Planning appeal as a Rule 6 Party, reinforcing our role in protecting the character and amenity of the town.

The Mega Tower Slide in Victoria Park is still out of action, repairs have been frustrated through the fact of parts being ordered from the United States and the challenges of the global supply chain.

Staffing, Structure and Resourcing

- **Retirement**

Members are advised that Martin Kavanagh will be retiring from the Council. Martin will be leaving on 18th February 2026.

- **Organisational Structure Review**

In light of this retirement, officers will be reviewing the staffing structure of the Council. The review will focus on maintaining service resilience, ensuring effective use of resources, and aligning capacity with the Council's priorities. Any proposed changes will be reports to members through the staffing sub-committee.

Finance and Budget

- **Budget Process**

The budget-setting

Projects and Strategic Planning

- **Town Hall Conservation Plan**

Members will recall that a presentation on the Town Hall Conservation Plan was provided previously. Over the past three months, officer work has focused on the requirement to formally identify and plan for the future of the Town Hall as a key Council asset.

This work is intended to establish a clear and structured approach to conservation, future use, and long-term sustainability. Officers are considering how the Conservation Plan can support informed decision-making, prioritisation of investment, and potential access to external funding. Further reports will be brought to Council as this work progresses.

Quarter 2 Interim Internal Audit Report 2025-26 financial year



Table of Contents

1. The role of Internal audit	2
2. Internal audit approach	3
3. Internal audit coverage	4
4. Internal Audit opinion	5
5. Council profile	6
6. Corporate governance	7
7. Annual Independent Internal Audit.....	9
Internal control objective 'A'	9
Internal control objective 'B'.....	11
Internal control objective 'C'	13
Internal control objective 'D'	16
Internal control objective 'E'	17
Internal control objective 'F'	19
Internal control objective 'G'	20
Internal control objective 'H'	21
Internal control objective 'I'	22
Internal control objective 'J'	23
Internal control objective 'K'.....	25
Internal control objective 'L'	26
Internal control objective 'M'	28
Internal control objective 'N'	29
Internal control objective 'O'	30
8. Audit Assurance Review	31
9. FY2025-26 Action Plan Recommendations.....	32
10. Confirmation of independence and Quality Assurance	41
11. Internal Audit Performance	41
12. Acknowledgements	41

This Internal Audit 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 Working the Greener Way Online (WGW Online) to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

1. The role of Internal audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (Wales & England) Regulations 2015, which states that a relevant body must:

'Undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector and internal auditing standards and guidance'.

The standards for 'proper practices' in relation to internal audit are laid down in the Public Sector Internal Audit Standards 2015 as amended from time to time [the Standards].

The role of internal audit is best summarised through its definition within the Standards, as an:

'Independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.'

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council's response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the Council's objectives.

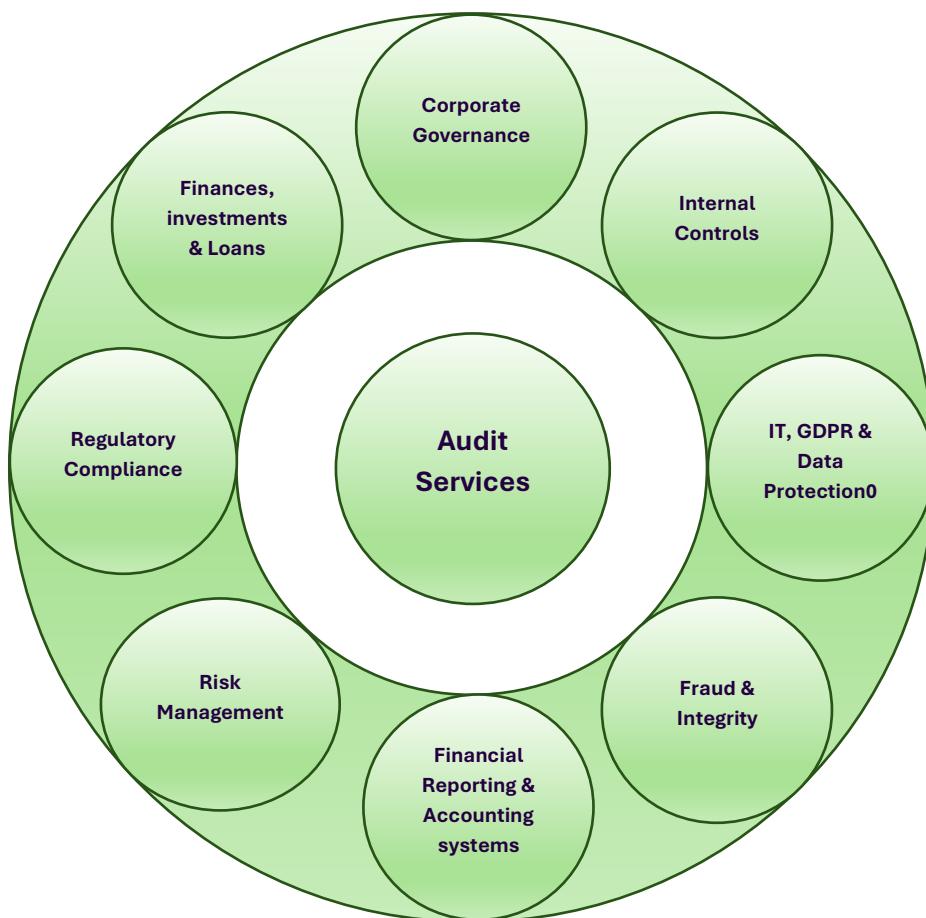
2. Internal audit approach

The risks inherent in the Council's internal control methods

To enable effective outcomes, our internal audit approach provides a combination of assurance review and consulting activities. Assurance reviews involve assessing how well systems and processes are designed and working, with consulting activities available to improve those systems and processes where necessary.

A full range of internal audit assurance reviews are performed in forming the year-end opinion with the approach to each area of review determined by:

- W The level of assurance required to meet statutory requirements;
- W The Council's short, medium, and long term objectives;
- W The level of confidence in the policies and procedures; and,
- W The risks inherent in the Council's internal control methods.



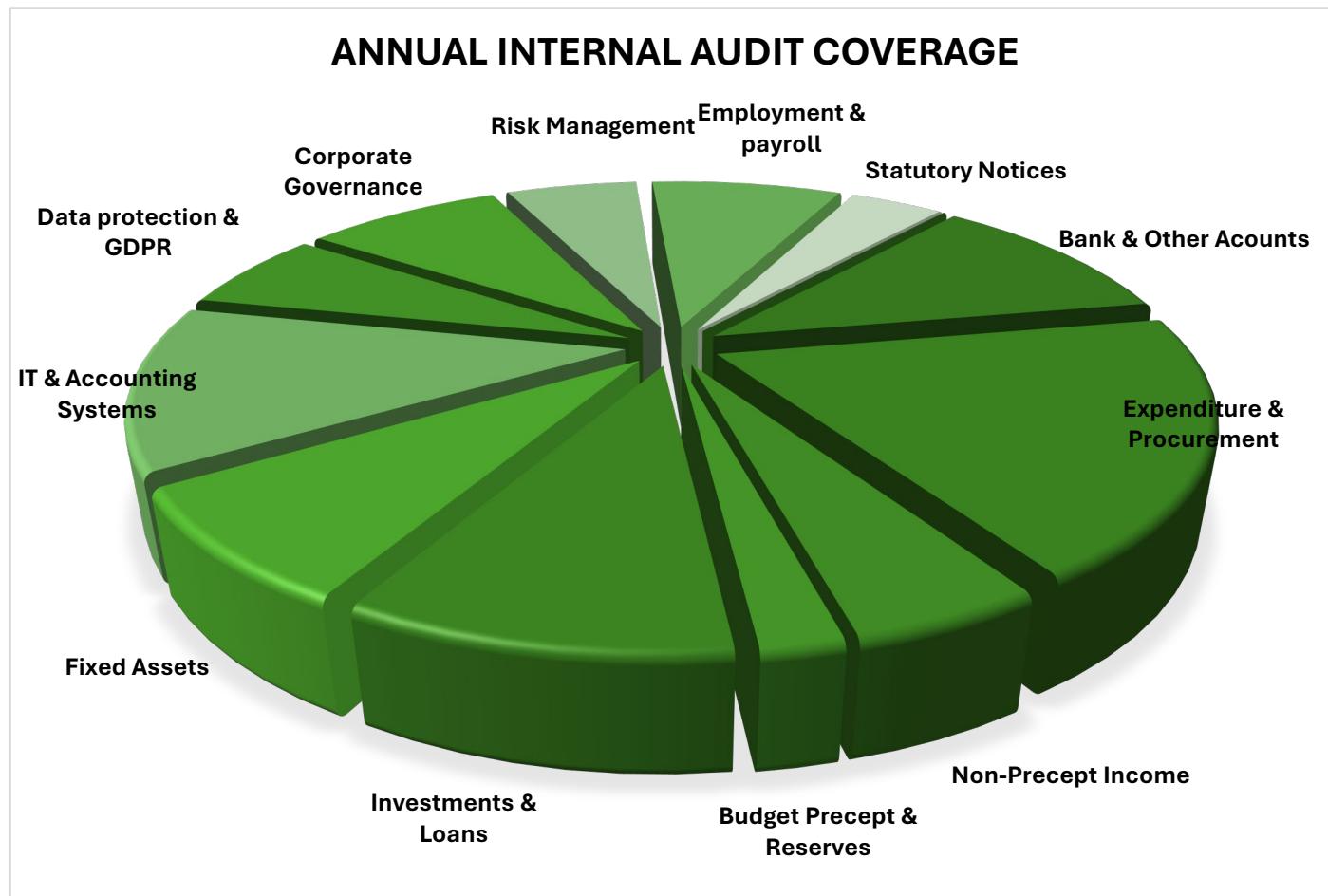
3. Internal audit coverage

The annual Internal Audit plan was prepared to take account of the unique characteristics and relative risks of Newbury Town Council's activities and to support the preparation of the Annual Governance Statement and the Annual Statement of Accounts contained within the Annual Return.

Assurance reviews in fifteen areas have been planned and performed to obtain sufficient information and explanation considered necessary to give reasonable assurance that the Council's Internal Controls systems are functioning effectively. The Internal Audit plan for the 2025-26 financial year was approved in consultation with the Council's Responsible Finance Officer and was informed by our own assessment of risk and materiality.

The plan will be modified in future years, in consultation with the RFO and Council Members to ensure it is aligned to the objectives of, and key risks facing the Council.

WGW online has provided assurance across sixteen areas of review, including an enhanced review of Corporate Governance, which correspond to the fifteen Internal Control objectives contained within the Annual Governance & Accountability Return: Annual Internal Audit Report, during the 2025-26 financial year to the 30th of September 2025.



4. Internal Audit opinion

The Practice Manager of Working the Greener Way online is responsible for the delivery of the annual Internal Audit opinion and report that may be used by the Council to inform its Governance and Accounting statements in the Annual Return. The Q2 opinion, based on our first interim review supplemented by the second interim review which was conducted onsite with the assistance of the RFO: Liz Manship and other Officers of the Council on the 15th of October 2025 with subsequent work being undertaken at our offices on the 8th, 9th, and 14th of November 2025, examined the overall adequacy and effectiveness of the organisation's framework of governance, risk management and Internal Controls.

In giving this opinion, assurance can never be absolute and therefore, only reasonable assurance may be provided that there are no major weaknesses in the processes reviewed. In assessing the level of assurance to be given, I have based my opinion on:

- The Q2 interim audit work & reporting completed onsite and at our offices;
- The Q1 interim audit work & reporting completed onsite and at our offices;
- The results of the follow up discussions conducted with the RFO and other Council Officers;
- The responses of the Council to prior year's Internal Audit report;
- The quality and performance of the Council's administrative function and the extent of compliance with the Standards defined in the Smaller Authorities Proper Practices Panel Practitioner's Guide 2025; and,
- The proportion of Newbury Town Council's audit requirement that has already been covered during the Q1 Interim audit.

Internal audit opinion

I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Newbury Town Council's Internal Control Ecosystem.

In my opinion, Newbury Town Council's framework of governance, risk management and management control has 'Substantial Assurance' with the majority of internal controls working in practice.

Where weaknesses have been identified, detailed recommendations for improvement are recorded in Section 9: 'Action Plan FY2025-26' of this Internal Audit Report.

5. Council profile

Council name:	Newbury Town Council
Address:	The Old Town Hall, Market Place, Newbury, Berkshire RG14 5AA
Unitary authority:	West Berkshire Council, Council Offices, Market Street, Newbury Berkshire RG14 5LD
Proper officer:	Mr Toby Miles-Mallowan
Responsible Finance Officer:	Mrs Liz Manship
General Power of Competence:	The current Chief Officer is not yet CiLCA qualified. The Council last adopted the General Power of Competence (GPoC) during the Annual Meeting of the Town Council on Sunday the 14 th of May 2023 and is reliant on this adoption of GPoC until the Chief Officer has successfully attained the CiLCA qualification
Members:	Twenty-three seats
Elected Members:	Twenty-three Elected Members
Co-opted Members:	
Chairperson:	Councillor Mr David Harman
Vice-chairperson:	Councillor Ms Sarah Slack
Members Register:	A physical Members Register is in place and maintained at the Council's Office. A Hyperlinks to the redacted Member's Register entry is available from the Councillors; profiles page on the Council's official website
Head of Electorate:	13,492 (Thirteen thousand, four-hundred and ninety-two) 01.04.25
Current precept:	£1,817,641 for the 2025-26 financial year.
External Auditor's report:	FY2024-25 External Auditor's opinion outstanding.
Official website:	The Council maintains a free to access website on a secure server, published at https://www.newbury.gov.uk

6. Corporate governance

The objective in this area of review is to ensure that the Council has robust corporate governance arrangements in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. To meet the above objectives, we have:

- WGM  Noted that the Council's Financial Regulations were last Reviewed and Readopted at the 21st of October 2024 Ordinary meeting of the Full Council. We have noted that the Council's Financial Regulations are significantly amended when compared with the NALC Model Document and have commented below;
- WGM  Noted that the Council's Standing Orders were last Reviewed and Readopted at the 21st of October 2024 Ordinary meeting of the Full Council; We have noted that the Council's Standing Orders are significantly amended when compared with the NALC Model Document and have commented below;
- WGM  Continued our review of the minutes of Full Council and its Committees (excluding Planning) for FY2025-26 to the 30th of September 2025 ensuring that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that the Minutes continue to be of a generally good quality.
- WGM  Noted that the Council has adopted the Terms of Reference and Delegated Authority for its Committees, and its Working Groups;
- WGM  Noted that, the Council received a qualified External Auditor's (PKF Littlejohn) Opinion for the 2024-25 financial year;
- WGM  Noted that the Notice of Conclusion of Audit and the External Auditor's certificate and report is published on the Council's official website at <https://www.newbury.gov.uk/the-council/key-documents/finance/> as at the 15th of October 2025;
- WGM  Noted the Internal Audit report for the 2024-25 financial year with a single best practice recommendation which has been implemented by the Council;
- WGM  Noted that the Council currently maintains a limited portfolio of policy documents which is published on its website. The portfolio is neither adequate nor appropriate to meet the current and ongoing requirements of Newbury Town Council. We have made a formal recommendation in this regard;
- WGM  We note that the Council maintains a formal Members Register of Interests which is held in the Town Council's offices. A hyperlink to a redacted electronic copy of the current Members Register is available on the Council's official website, published at:
<https://www.newbury.gov.uk/media/ffpzi4q/all-clrs-redcted-register-of-intrest.pdf>;
- WGM  Noted that the Council maintains a website which at the time of the internal audit was published on a government specific domain at <https://www.newbury.gov.uk> upon which the Council's Minutes, Policies, and Member profiles are available;

- WGM Noted that all Members have been issued with council e-mail addresses for exclusive use on Council business. Councillor email-addresses are published in the footer of their profile on the Councillors section on the Council's official website;
- WGM Noted that the Council is registered with the Information Commissioners' Office as a data custodian;
- WGM Noted that the Council has basic Data Protection and Freedom of Information policies in place. These documents require significant redevelopment to be brought into compliance with the General Data Protection Regulation (GDPR) as amended from time to time; and,
- WGM The Council has no Cyber Security or resilience strategy in place currently; A 'Best Practice' recommendation was made in this regard, in the Q1 interim internal audit report;

Corporate Governance – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Corporate Governance

Substantial Assurance: The FY2025-26 Action Plan is recorded in Section 9 of this report.

7. Annual Independent Internal Audit

Internal control objective 'A'

'Appropriate accounting Records have been properly kept throughout the financial year'

The objective in this area of review is to ensure that the accounting records are being maintained accurately and currently, and that no anomalous entries appear in the financial ledgers.

Finance systems

The Council maintains its financial records using Rialtas Omega Accounting Software with the addition of the Sales & Purchase Ledger modules and has done so since the 2014-15 financial year.

To meet the above objectives of this area of review, we have: -

-  Noted that that the Rialtas performed the year-end close down with the Responsible Finance Officer for the 2024-25 financial year;
-  Checked and verified that the closing balance for the 2024-25 financial year was correctly brought forward as the opening balance of the 2025-26 financial year with reference to the opening and closing balances declared on the Closing Trial Balance FY2024-25, the Opening Trial Balance for 2025-26, the Councils Bank Statements and the Approved Annual Return Accounting Statements;
-  Noted that the quality of data entry into Rialtas Omega continues to be exemplary;
-  Noted that VAT has been properly recorded in all cases examined;
-  Noted that the Council is Registered for VAT and submits quarterly VAT Returns. We have checked and verified the:
 - Q2 FY2025-26 VAT Reclaim in the amount of £50,588.90 which has been submitted;
 - Q1 FY2025-26 VAT Reclaim in the amount of £50,588.90, which was received to bank on the 11th of July 2025; and,
 - Q4 FY2024-25 VAT Reclaim in the amount of £48,128.59, which was received to bank on the 16th of April 2025.
-  Noted that Awards of Grant Aid which had been made during the second quarter of the 2025-26 financial year had been made using the General Power of Competence;
-  Noted that formal segregation of duties are in place vis a vis the operation of the Rialtas Omega system with day to day operations undertaken by the Senior Accounts Officer and the new Finance Apprentice, month end checks and duties are undertaken by the Responsible Finance Officer, and separate internal checking and verification is undertaken by a nominated Council member on a monthly basis. Finally, the positions of Chief Officer and Responsible Finance Officer are held by different persons; and,
-  Checked and verified all transactions recorded in the Rialtas Omega Cashbook 1: Handelsbanken current account and Cashbook 2: Handelsbanken instant access account and

the control accounts for the Fixed Term Deposit accounts and the CCLA account, including inter account transfers, for the months of July & September 2025 (April and June 2025 during the Q1 audit) with no matters arising.

Bank and building society accounts

The Council retains the public funds under its management in two separate accounts with the Handelsbanken, (A Swedish bank based in Stockholm), a current and interest bearing account, a Churches, Councils and Local Authorities Public Sector Deposit Fund account and a number of variable length Fixed Term Deposit Accounts, again with Handelsbanken. The Council holds no building society accounts.

A best practice recommendation in this regard was made in the Q1 interim internal audit report.

Investments and Loans

The Clerk & RFO has certified that during the 2025-26 financial year from the 01st of April 2025 to the 30th of September 2025 the Council held no loans owed either by it or two it.

Credit & Debit cards

We have noted that the Council held twelve debit cards during the 2025-26 financial year to the 30th of September 2025. Each card has a transaction limit associated with it and its security is the responsibility of the holder.

The permissible use of Council debit cards is recorded in the Council's currently adopted Financial Regulations.

Internal control objective 'A' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'A'

Substantial Assurance

Internal control objective 'B'

'This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that Council resources are released in accordance with the Council's adopted Standing Orders, Financial Regulations, budgets and other approved procedures, that payments are supported by appropriate documentation, 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, that correct analysis codes have been applied to invoices when processed, and that VAT has been appropriately identified and coded to the control account for periodic recovery. To meet the above objectives, we have: -

- WGM Conducted 100% transaction testing including all inter-bank transfers for the 2025-26 financial year from the months of April, June, July & September 2025 with no matters arising.
- WGM Noted that the Council undertook a single public tender during May 2025, in relation to the Victoria Park Café refurbishment, registered on ContractsFinder under reference PZJZ-7229-GBXH;
- WGM Checked and verified that all quotations undertaken during the period of the 1st of April 2025 to the 30th of September, as recorded in the Minutes of the Full Council and its Committees, with no matters arising. We have however made a best practice recommendation in this regard;
- WGM Noted that a Purchase Order system is in place with internal controls working in practice;
- WGM Conducted a review of payments with the criteria of selecting every non-payroll related payment in excess of £3,000 and every 35th non-payroll related payment, irrespective of value, as recorded in Rialtas Omega Purchase Ledger during the 2025-26 financial year from the 01st of April 2025 to the 30th of September 2025, ensuring compliance with the Council's currently adopted Financial Regulations and the requirements of the Smaller Authorities Proper Practices Panel; Practitioners Guide 2025. In Q2, we have checked and verified a total of 19 payment documents, with a total value in the amount of £218,704.26 and representing 39% of all non-payroll related payments made by the Council with no matters arising, (a total of 45 payments with a total value of £459,480.92 and representing 35% of all non-payroll related payments in the year to date);
- WGM Noted that VAT had been correctly coded in all instances of income and expenditure examined; and,
- WGM Checked and verified the submission of the Q4 FY2024-25 VAT Return to the 31st of March 2025 and the subsequent receipt of the Reclaim to bank on the 16th of April 2025, and the submission of the Q1 VAT Return for the period of the 1st of April to the 30th of June 2025, ensuring that the totals recorded in the Nominal Ledger VAT Control Account number '105' remain in balance.

Internal control objective 'B' – Formal & Best Practice recommendations

15) Best practice recommendation – Procurement

Today with public finances becoming increasingly squeezed it is imperative for all Town Councils to demonstrate a fully transparent and impartial procurement policy for several key reasons:

Accountability and Trust: Ensuring that public money is spent responsibly and helps maintain community trust by showing decisions are made fairly, not based on favouritism and without conflicts of interest.

Legal Compliance: Councils must follow public procurement regulations and demonstrate value for money. Transparent processes protect against legal challenges and potential accusations of corruption or misuse of funds.

Best Value: Impartial competitive tendering encourages multiple suppliers to bid, which typically results in better quality services and more competitive pricing for taxpayers.

Fairness to Suppliers: Giving all qualified businesses an equal opportunity to compete for contracts, supporting local economic development and preventing monopolies.

Would you like more specific information about implementing procurement policies or the legal requirements for councils in a particular jurisdiction?

R15) The RFO and Chief Officer should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations. We recommend that a structured approach by value is utilised and have provided the RFO templated documentation for consideration and review.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'B'

Substantial Assurance

Internal control objective 'C'

'This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.'

The objective in this area of review 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. We also aim to ensure that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. To meet the above objectives, we have: -

Health & Safety & Business Risk

 Noted that the Council maintains a very basic health & safety risk assessment in spreadsheet which was submitted for the purposes of this Q1 interim audit. We take this opportunity to advise the Council that this is not appropriate for the Risk Management requirements of Newbury Town Council whatsoever. A formal recommendation in this regard was made during the Q1 interim internal audit;

Insurance

 Examined the Council's insurance policy to ensure that appropriate cover is in place. The Council's General Cover is provided by Zurich Municipal under a Select for Local Councils policy, number YLL-2720855073 with the period of cover running from the 01st of September 2024 on the 31st of August 2025.

Key features include:

Public & Products Liability	£12,000,000
Employees Liability	£10,000,000
Hirers' Liability	£2,000,000
Fidelity Guarantee	£2,000,000
Plant protection	£500,000
Libel & Slander	£250,000
Money	£250,000
Legal Expenses	£200,000
Motor – Uninsured Loss	£100,000
Business Interruption	£100,000

It is our opinion that this level of cover is adequate for Council's Current and ongoing insurance requirements. However, we draw the Chief Officer, RFO and Council Member's attention to the Statement of Fact on page 2 of the Insurance Schedule and have made a formal recommendation in this regard;

 Noted that the Council maintains Motor Insurance Cover under a separate Zurich Municipal Policy, number YLL-2720876853 with the period of cover running from the 01st of November 2024 to the 31st of October 2025.

The policy has a maximum level of cover in the amount of £50,000,000 for an accident with a private car with £100,000 cover for uninsured loss; and,

Playground & Recreation areas

 Noted that the Council is responsible for fourteen Children's Playgrounds, including four MUGAs and a single skatepark:

1. Blossoms field – RG14 6QU

(5-14 age group): Climbing net with slide, rope swing, rotating net, balance beam, net bridge, stepping stones, table tennis, trampoline, swings, basket swing, multi-games unit, slide, springers (various), spring jeep, roundabout, dinosaur, play table, rope walk, seesaw.

2. Bodin Gardens RG14 7SG (Not featured on website)

(7 – 14 age group): Multi-games unit, slide, basket swing, swings, climbing rock, springers (various), goal unit.

3. Christie Heights – RG14 7SU

(7 – 14 age group): Climbing net and tubular structure with spinner, basket swing, swings, slide, fitness equipment. (Permanently closed due to structural concerns of surrounding walls

4. City Recreation Ground – RG14 6LR

(All ages): multi-games unit, seesaw, springers (various), swings.

5. Creswell Road – RG14 2PQ

(All ages): Multi-games units with slide, climbing frame, free standing slide, mushroom seats, basket swing, swings, balance beam, gyro spiral, roundabout, seesaw, gullwing rocker.

6. Cromwell Road – RG14 2HR

(All ages): single MUGA, multi-games unit and climbing net, train.

7. Dickens Walk – RG14 2HR

(All ages): Multi-play unit, rocking log, embankment slide, stepping stones, rotating platform, springers (various), swings.

8. Digby Road – RG14 1TU

(All ages): Fitness equipment, single MUGA, basket swing, climbing rocks with connecting net, swings, multi-games unit, climbing frame, springers (various).

9. Frith Road – RG14 6DP

(All ages): Cable runway wire, fitness equipment, balance boards, multi-play units, rotating net, springer, climbing net, dizzy disc rotator, basket swing, swings, train, stepping-stones, swinging logs, rocker, BMX track.

10. Hamilton Court - RG14 7UH

(All ages): Embankment slide, stepping-stones, talk tubes, trampoline, dish roundabout, springers (various), swings.

11. Skylings – RG14 2BB

(All ages): Single MUGA ball games area.

12. St George's Avenue - RG14 5NY

(All ages): Embankment slide, open space with goals at either end.

13. Victoria Park (play area) – RG14 1EH

(All ages): Multi-games unit, springers (various), basket swings, sandpit, dish roundabout, DDA roundabout, rotator, caterpillar, swings, seesaw, timber stepping-stones mega climbing tower with large tube slides, cable runway.

14. Victoria Park (skatepark) – RG14 1EH

Concrete skatepark, steel half pipe.

15. Walton Way – RG14 2LL

(All ages): Multi-play unit, balance beam, cone climber, stepping stones, climbers, free standing slide, leap frog, space climbing net, roundabout, spinner, springers (various), swings, basket swing.

- Noted, during the Q1 interim internal audit that there is no currently adopted Playground and Recreation area Risk Management policy in place;
- Noted that Weekly visual playground and recreation area inspections are undertaken by the Council's contractors: John O' Connor Ltd who employ qualified Playground Inspectors;
- Noted that two-monthly operations inspections are undertaken by the Parks & Open Spaces Supervisor or Mr P Fairchild;
- The Annual Independent Playground Inspections are conducted by The Play Inspection Company; and,
- We are advised that all Playground Inspection reports, both internal and independent, are retained for the mandated statutory period of 21 years (18 + 3 years).

Internal control objective 'A' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'C'

Adequate Assurance

Internal control objective 'D'

'The precept or rates requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored; and reserves were appropriate.'

The objective in this area of review is to ensure that the Council has determined its annual budget based on sound assumptions of intended spending, that reasonable and proportionate funding is available to meet future spending plans, and that Members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund. To meet the above objectives, we have:

 Noted from our review of the Council's Minutes that Members review the current year Budget Vs. Actual expenditure on a quarterly basis at the Policy & Resources Committee level using a report produced from the Council's Rialtas Omega Accounting system by the RFO;

 Noted that the RFO actively monitors all budget lines which exceed budgeted expenditure +/- 15% variance, in compliance with the currently adopted Financial Regulations;

 **Noted the Cash at bank as at 30th of September 2025**

Handelsbanken Current Account	£20,000.25
Handelsbanken Instant Access Account	£1,341,313.03
CCLA PSDF Account	£569,622.49
Fixed Term Interest Accounts	£750,000.00
<hr/> Total	<hr/> £2,680,935.77

Internal control objective 'D' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'D'

Substantial assurance

Internal control objective 'E'

'Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that the Council maintains appropriate records to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale.

To meet the above objectives, we have: -

- WGW Noted that the Council reviewed Approved its fees and charges for the 2025-26 financial year at the 20th of January 2024 meeting of the Policy & Resources Committee under Minute reference 83 of that meeting;
- WGW Noted that in addition to the Precept the Council receives supplementary income from a wide variety of sources. We have commenced our Review of Income for the 2025-26 financial year by reviewing the income sources below. Checking and verifying the invoicing to receipt process and the Council's approach to Credit Control with no matters arising;

Precept FY2025-26

The Council will receive a Precept in the amount of £1,817,641 for the 2025-26 financial year.

Bank Interest

The Council receives interest and dividend payments on its Handelsbanken Instant Access Account, Fixed Term Deposits and CCLA PSDF Account. Interest income to the 30th of September 2025 has been received in the amount of £32,013.22.

Grants & Donations

The Council has received Grants & Donations has been received in the amount of £665.00 to the 30th of September 2025.

Victoria Park Income

The Council has received income for the following sources in relation to facilities at Victoria Park to the 30th of September 2025:

- Tennis Court Income £3,300.00
- Bowling Club £450.00
- Victoria Park Hire Income £4,510.00
- Mini-Golf Income £5,155.00
- Duck feeder donations £508.00

- WGW Noted that there is clear evidence of robust and proportionate Credit Control management Internal Controls in place. There is no significant Day Sales Overdue debt as at the 30th of September 2025.

Internal control objective 'E' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'E'**Substantial Assurance**

Internal control objective 'F'

'Petty Cash Payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.'

The objective in this area of review is to ensure that the Council manages its Petty Cash system(s) in accordance with its adopted Financial Regulations, that items purchased are suitable for the Council's use, transactions are correctly recorded in the Council's cashbooks, that VAT is identified for recovery where appropriate and that the Petty Cash account is reconciled on an appropriate basis.

The Council does not operate a Petty Cash System, with all incidental payments being made via the Council's issued Debit Cards.

Internal control objective 'F' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'F'

Substantial Assurance

Internal control objective 'G'

'Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.'

The objective in this area of review is to ensure that the Council is appropriately observing legislation with regard to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment of income tax and NI contributions, together with meeting the requirements of the LGPS. To meet the above objectives, we have: -

- WGW  Noted that as at the 30th of September 2025 the Council employed twelve persons;
- WGW  Checked and verified the Contracts of employment for a cross section of staff members employed during this period;
- WGW  Noted that the Council's Payroll is outsourced to DCK Payroll Solutions utilising IRIS Payroll Software;
- WGW  Conducted a 100% review of the council's payroll for the 2025-26 financial year, from the 01st of April 2025 to the 30th of September 2025 with no matters arising;
- WGW  Conducted a detailed review of the individual salary payments for June and September 2025;
- WGW  Checked and verified that the PAYE and NI deductions had been properly and promptly paid to HMRC to the 30th of September 2025;
- WGW  Noted that the Council is enrolled in the Royal County of Berkshire Pension Fund;
- WGW  Checked and verified that the Pensions contributions had been properly and promptly paid to the Royal County of Berkshire Pension Fund to the 30th of September 2025;
- WGW  Checked and verified that the Net Salary, PAYE & NI deductions, other Statutory deductions and Pensions contributions have been correctly recorded in the Rialtas Omega Cashbook; and,
- WGW  Checked & verified that only direct salary costs and corresponding deductions appear in Box 4 'Staff Costs' for the 2025-26 financial year to the 30th of September 2025.

Internal control objective 'G' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'G'

Substantial Assurance

Internal control objective 'H'

'Assets and Investments Registers were complete and accurate and properly maintained.'

The objective in this area of review is to ensure that the Council has prepared and maintains a register of its stock of land, buildings, vehicles, furniture and equipment as required by the Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.

The Council maintains its Fixed Asset Register in a basic spreadsheet cashbook, with a recorded asset value as of 31/03/25 of £6,426,481. We are advised that the Fixed Asset Register is currently undergoing a systemic review with a full audit to be undertaken and the introduction of a bespoke software in during the 2026-27 financial year.

Internal control objective 'H' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'H'

Substantial Assurance

Internal control objective 'I'

'Periodic bank account reconciliations were properly carried out during the year.'

The objective in this area of review is to ensure that the Council conducts regular reconciliations of the bank, building society and other investment accounts in which it maintains the public funds raised by taxation. That these reconciliations along with the corresponding account statements are presented to Members for their scrutiny and approval with that being recorded in the Minutes of the Full Council or its Committees.

To meet the above objectives, we have:

- Noted that there is clear evidence recorded in the Council's Rialtas Accounting system that the Senior Finance Officer reconciles both of the Council's cashbooks: CB1 Handelsbanken Current Account and CB4 Handelsbanken Instant Access Account on a monthly basis;
- The Council's two control accounts: '210' CCLA PSDF Account and '260' Fixed Term Interest Account are updated by the Senior Accounts Officer on a monthly basis;
- Checked and verified the Bank Reconciliations on the Council's two Handelsbanken Accounts and the Cash & Investment reconciliation as at the 30th of April, the 30th of June 30th of September 2025;
- Noted that the reconciliations and corresponding bank statements are subject to scrutiny by a nominated member of the Audit Working Group; and,
- There is clear evidence contained within our Review of Minutes of the Full Council and its Standing Committees, that bank reconciliations are subject to further Scrutiny by a Member of the Audit Working Group, monthly, and Approval by the Policy & Resources Committee on a quarterly basis.

Internal control objective 'I' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'I'

Substantial Assurance

Internal control objective 'J'

'Accounting Statements prepared during the year were prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure), agreed to the cash book, supported by an audit trail from underlying records and where appropriate debtors and creditors were properly recorded.'

The objective in this area of review is to ensure that accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.'

To meet the above objectives, we have:

Noted that the Council's accounts are managed in Rialtas Omega Accounting software, a sector specific product designed for Town, Parish and Community Councils, with both Sales and Purchase Ledger Modules installed.

We have checked and verified the contents of the Council's Rialtas Omega cashbooks, Sales and Purchase Day Books, Nominal Ledger and Trial balance as at the 30th of September 2025, and consider that the first quarters transactions have been accurately and properly recorded. Rialtas Omega has been used to manage the following working records, which have all been checked and verified from the 01st of April 2025 to the 30th of September 2025 with reference to prime documentation:

Rialtas Omega Accounting system FY2025-26

-  Cashbooks 1 & 4
-  Monthly Bank Reconciliation reports
-  Income & Expenditure Account
-  Earmarked Reserves report
-  Sales Ledger Day Book
-  Purchase Ledger Day Book

-  Q1 VAT Return
-  Nominal Ledger report
-  Statutory Balance Sheet
-  Cash, Investments report
-  Reserves reconciliation report
-  Trial Balance report

Further, we have checked and verified the transactions contained on Cashbooks 1 and 4 and the Fixed Term Interest and CCLA control accounts for the period of the 01st to the 30th of April 2025, the 01st to the 30th of June 2025 and the 01st to the 30th of September 2025 with reference to supporting prime documentation.

We have checked and verified the Trial Balance as at the 30th of September 2025, ensuring that the cashbooks remained in balance, with no matters arising.

Internal control objective 'J' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'J'**Substantial Assurance**

Internal control objective 'K'

If the authority certified itself as exempt from a limited assurance review in 2024-25, it met the exemption criteria and correctly declared itself exempt (*If the authority had a limited assurance review of its 2024-25 AGAR tick "not covered"*).

The objective in this area of review is to ensure that the Council is to ensure that where a council has certified itself as exempt from a limited review in the prior financial year, it met with the exemption criteria to do so.

Newbury Town Council has a turnover in excess of £25,000.00 and as such it does not meet the exemption criteria. The Council was subject a limited assurance review of its 2024-25 Annual Governance and Accountability Return (AGAR) as required by statute.

Internal control objective 'K' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'K'

Substantial Assurance

Internal control objective 'L'

'The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.'

The objective in this area of review is to ensure that the Council publishes information on a free to access website, hosted on a secure server, and compliant with the Transparency Code (where applicable), prevailing Accessibility Legislation and the General Data Protection Legislation (GDPR) and has appropriate Data Protection policies in place.

To meet the above objectives, we have:

- Noted that the Council is registered as a Data Controller with the Information Commissioner's Office;
- Noted that the Council maintains its official website is hosted on a JSEC Compliant server, which is required of all public authorities utilising government specific domains, published under the domain <https://newbury.gov.uk/> ;
- Noted that the website has undergone and continues to undergo significant redevelopment;
- Noted that the website contains a vast array of information, however, this information is not logically organised and can be difficult to navigate and find selective information;
- Noted that the website is not compliant with current accessibility legislation which is now a mandatory requirement of the Smaller Authorities Proper Practices Panel Practitioners Guide 2025;
- Noted that the Council's turnover is in excess of £25,000 and that it is not currently required to comply with the Transparency Code;
- Noted that the Council's currently adopted Standing Orders and Financial Regulations on its website;
- Noted that the Council publishes its adopted Policies and Procedures on its website;
- Noted that the Council publishes the Agenda and Minutes of its Full Council and Standing Committee meetings on its website;
- Noted that the Council publishes an archive of the prior year Minutes & Agenda on its website;
- Noted that although the Council publishes its audited prior year accounts with the corresponding Annual Governance and Accountability Return (AGAR) containing the External Auditor's opinion, corresponding Internal Audit reports and Notice of Conclusion of Audit announcements on its website, there is no menu option for 'Finance' and this information cannot be identified without undertaking a search of the website;
- Noted that the Council has published the diary of meetings for the 2025-26 Municipal Year on its website;
- Noted that the Council has a social media presence on Facebook, Instagram and X (previously twitter) in addition to its website;
- Noted that there is a vast array of information about things to do, News, History and Partnerships which is given prominence over Council information; and,



Noted that website contains contact information for a variety of service requirements.

Internal control objective 'L' – Formal & Best Practice recommendations

Recommendations for improvement were made during the Q1 interim internal audit, these recommendations have been noted and considered, and implementation work is in progress in this regard.

There were no further matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'L'

Adequate Assurance:

Internal control objective 'M'

The authority, during the previous year (2024-25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (*evidenced by the notice published on the website and/or authority approved minutes confirming the dates set*).

The objective in this area of review is to ensure that the Council has met its statutory requirements to publish the Notice for the Exercise of Public Rights meeting the following criteria: The notice must be published, at least one day after the formal announcement has been made at a meeting of the Full Council or its committees as recorded in the Council's minutes for a period of exactly 30 working days, to include the first ten working days in July. The notice is required to be published on the Council's website and prominently on its noticeboards.

To meet the above objectives, we have:

- Checked and verified the Council's minutes to confirm that the Resolution to publish the Notice of Exercise of Public Rights for the 2024-25 financial year AGAR submission was made during the 23rd of June 2025 meeting of the Town Council, under Minute reference 38 of that meeting;
- The date of the Announcement is recorded as the 25th of June 2025;
- The date of the Commencement of the Period for Exercise of Public Rights is recorded as the 26th of June 2025;
- The date of the Conclusion of the Period for Exercise of Public Rights is recorded as the 06th of August 2025;
- The Period for the Notice of Exercise of Public Rights was exactly thirty working days including the including the first ten working days in July as statutorily required;
- Noted that the Notice of Exercise of Public Rights is published on the Council's official website; and,
- Checked and verified that the Notice of Exercise of Public Rights was displayed, prominently, on the Council's notice boards for the period required.

Internal control objective 'M' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'M'

Substantial Assurance

Internal control objective 'N'

'The authority has complied with the publication requirements for 2024-25 AGAR (see AGAR Page 1 Guidance Notes).'

The objective in this area of review is to ensure that the Council has met its statutory requirements to publish the Notice of Conclusion of Audit, after the Receipt of the External Auditor's certificate and report.

To meet the above objectives, we have:

-  Noted that the Council received the External Auditor's report and certificate from PKF Littlejohn LLP, in respect of the 2024-25 financial year, on the 30th of September 2025;
-  Noted that the Council received a 'qualified' External Audit opinion in that:
 - ***"The AGAR was not accurately completed before submission for review: 'information received from the smaller authority indicates that assets purchased during prior years have been added to the fixed asset register retrospectively in 2024-25. Section 2, Box 9 for 2023-24 has not been restated to reflect these omissions"***

Other matters which were brought to the attention of the Council were:

- ***"Evidence of consideration of risk management arrangements by the whole authority during 2024-25. This was requested as part of our intermediate review procedures. We have been provided with evidence of consideration by the Policy & Resources Committee."***
-  Noted that the Notice of Conclusion of audit was published on the Council's Noticeboards and its official website where it remained publicly accessible on the 15th of October 2025: [Newbury Town Council](#);
-  Noted that the AGAR submission along with all supporting documentation for the 2024-25 financial year are published on the Council's official website at [Newbury Town Council](#); and
-  Noted that the unaudited accounts have been published prominently alongside the Notice for the Exercise of Public Rights on the Council's Noticeboards.

Internal control objective 'N' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'N'

Substantial Assurance

Internal control objective 'O'

FOR LOCAL COUNCILS ONLY: Trust fund (*Including charitable*) - The Council met its responsibilities as a trustee.

The objective in this area of review is to ensure that the Council has met its statutory requirements where it acts as a trustee for any trust fund or charitable trust, including maintaining separate financial and bank accounts and making all required statutory returns to the Charities Commission and/or the HMRC.

The RFO advises as follows:

- 238180: Allotment for Labouring Poor - accounts submitted to the 31st of March 2024
 - Trustee: Newbury Town Council as Sole Trustee

- 1073253: Mayor of Newbury's Charitable Trust – accounts submitted to the 31st of May 2024
 - Trustees (Nominated): Mayor of Newbury and Deputy Mayor of Newbury
 - Trustees (Ex Officio): Civic Manager.

There is clear evidence that both charity's resources are managed responsibly, including keeping separate accounts for the charity, complying with accounting and reporting requirements, and submitting annual returns and accounts to the Charities Commission on time.

Internal control objective 'M' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

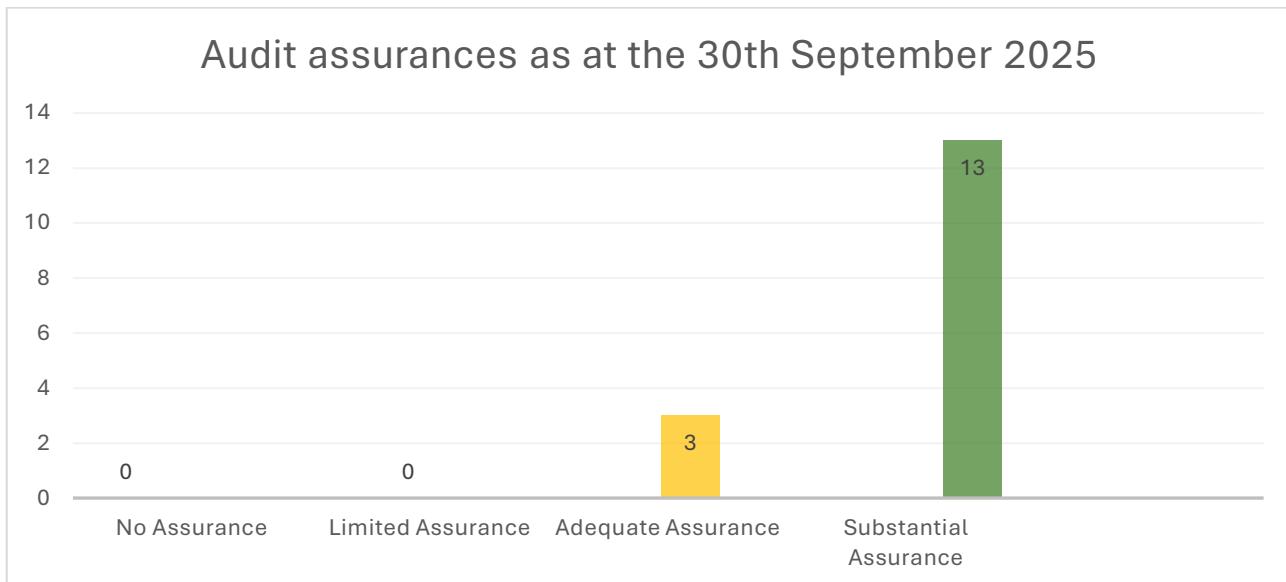
We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'O'

Substantial Assurance

8. Audit Assurance Review

During the Q1 and Q2 interim internal audits for the 2025-26 financial year covering the period of the 01st of April to the 30th of September 2025, we have undertaken 1,312 separate audit tests, providing assurances in the sixteen areas of review which correspond to an enhanced review of Corporate Governance and the fifteen Internal Control objectives contained within the AGAR: Annual Internal Audit Report as detailed in the chart below.



Substantial: A sound framework of internal control is in place and operating effectively. No risks to the achievement of system objectives have been identified;

Adequate: Basically, a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified;

Limited: Significant weakness(es) have been identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk; or

No: Fundamental weaknesses identified in the framework of internal control, or the framework is ineffective or absent with significant risk to the achievement of system objectives.

9. FY2025-26 Action Plan Recommendations

Q2 Conclusions & Recommendations

Internal control objective 'B' – Formal & Best Practice recommendations

15) Best practice recommendation – Procurement

Today with public finances becoming increasingly squeezed it is imperative for all Town Councils to demonstrate a fully transparent and impartial procurement policy for several key reasons:

Accountability and Trust: Ensuring that public money is spent responsibly and helps maintain community trust by showing decisions are made fairly, not based on favouritism and without conflicts of interest.

Legal Compliance: Councils must follow public procurement regulations and demonstrate value for money. Transparent processes protect against legal challenges and potential accusations of corruption or misuse of funds.

Best Value: Impartial competitive tendering encourages multiple suppliers to bid, which typically results in better quality services and more competitive pricing for taxpayers.

Fairness to Suppliers: Giving all qualified businesses an equal opportunity to compete for contracts, supporting local economic development and preventing monopolies.

Would you like more specific information about implementing procurement policies or the legal requirements for councils in a particular jurisdiction?

R15. The RFO and Chief Officer should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations. We recommend that a structured approach by value is utilised and have provided the RFO templated documentation for consideration and review.

Q1 Conclusions & Recommendations

Corporate Governance – Formal & Best Practice recommendations

1) Best Practice Recommendation - Heavily amended Financial Regulations

We have noted and discussed with the Responsible Finance Officer the Council's currently adopted Financial Regulations which are heavily amended. Whereas it is the right of every Council to Approve and Adopt whatever Statutory Documents in respect of its Standing Orders, Financial Regulations and its Policy Documents it should be noted that documentation should remain, as far as it is reasonably possible, concise with consistent language and fit for purpose.

The Financial Regulations have been amended to incorporate the Council's Financial Procedures which are not documented elsewhere and therefore the document has become somewhat conflated and contains terms such as 'should' and 'may' for example. A Regulation is exactly that and can only be a 'must'.

Recommendation

R1. We suggest that the RFO, Chief Officer and Members consider reviewing the current NALC Model Financial Regulations with the potential for adoption with amendment as required, alongside the creation of formal Financial Procedures to be Approved and Adopted by the Council. **NOTED & CONSIDERED**

2) Formal Recommendation – Confidential Minutes

We have noted the Council's use of 'Confidential Minutes' during our Review of Minutes to the 30th of June 2025. We advise the Council that this practice is Unlawful. The Minutes of the Council and its standing Committees are the sole Legal Record of all Council Business and by definition Public. All Minutes are required to be published and open to inspection by members of the public.

Obviously, items of business discussed by the Council, its standing Committees and Working Groups will, from time to time, require the discussion of Confidential Matters. The correct way of managing this process is as follows:

- a) A Confidential Matter is added to the Agenda of a meeting; i.e. Staff Salary review.
- b) The Matter is discussed under Suspended Standing Orders with the Press and Public excluded.
- c) A 'Confidential & Privilege' report is written up as a referenced Appendix to the Minutes.
- d) Subsequently, the report is sealed in an envelope and placed in the Council Safe.
- e) The Minutes themselves record only the resolution that was made, i.e. "Members Resolved to Approve the Salary reviews as presented in Appendix 'A'", for example.

In this way, all the Minutes of the Council, its Committees and Working Groups may be published without disclosing confidential information, in compliance with Statute, and the Confidential

Information remains inviolate as it would take a judicial ruling to open a Confidential and Privilege report.

Recommendation

R2. We suggest that the Chief Officer and Members consider utilising Confidential and Privilege reports as Appendices to Minutes to record the detail of all absolutely confidential matters in full compliance with Statute. **IMPLEMENTED**

3) Formal Recommendation – Use of ‘Substitution’ for absent members in Meetings

We have noted and discussed the Council’s use of Substitution in Meetings of the Full Council and its standing Committees with the RFO at length. It is our opinion that ‘Substitution’ of Members may only be used at the Principal Authority level and not by Town & Parish Councils. The RFO has advised us that she has spoken to NALC representatives who have confirmed that this practice is acceptable.

We have taken advice from the Chair of the Internal Audit Forum and a Public Sector Lawyer who are both of the opinion that Substitution may not be used by Town and Parish Councils and that only Members of a Committee may act in those meetings. We note that the Council’s Standing Orders have been amended with a clause relating to Substitution, however, we advise that this practice is not contained in the NALC Model Standing Orders.

Recommendation

R3. We suggest that the Council discontinues the use of ‘Substitution’. **NOTED & CONSIDERED**

4) Formal Recommendation – Policy documents

The current portfolio of policy documentation published on the Council’s official website is neither sufficient nor appropriate for the Council’s needs. It is imperative that a Council of Newbury Town Council’s size and complexity is able to demonstrate a consistent, version controlled, portfolio of Policies which encompasses the totality of the Council’s operations. We suggest that the following policies are drafted for scrutiny and onward approval by Council Members:

- 1) GDPR Policies
- 2) Privacy Policy
- 3) Burials Policy
- 4) Transfer of Exclusive Right of Burial Policy
- 5) Shallow Graves Policy
- 6) Memorial Testing Policy
- 7) Memorial Policy
- 8) Cemetery Rules & Regulations Policy
- 9) Grant Aid Policy
- 10) Vexatious Complainant Policy
- 11) Allotment Rules & Regulations Policy

- 12) Complaints Procedure
- 13) Biodiversity Policy
- 14) Terms & Conditions of Hire
- 15) Safeguarding Vulnerable People & Children Policy
- 16) Modern Slavery Act
- 17) Anti Money laundering policy
- 16) Social Media & Electronic Communication Policy

All Policy Documents should be drafted on using a single template with a cover page containing the Council's logo style and the name and version control number of the Council. All Policy Documents should be drafted using the same typeface and contain an approval and version control matrix on the last page.

We have briefly discussed this matter with the Chief Officer and will provide a suite of Template Policies for Councils which the Council may use for reference should it choose to do so.

Recommendation

R4. We suggest that the Council drafts a standardised portfolio of Policy Documents, to meet the Council's current and ongoing requirements, for scrutiny and onward approval by Council Members. **IMPLEMENTATION IN PROGRESS**

5) Formal Recommendation - General Data Protection Regulation (GDPR) Policies & Procedures

Noted that the Council has very limited General Data Protection Regulation (GDPR) or Data Protection Policies in place, is registered as a Data Custodian with the Information Commissioners Office but has not conducted a Document Impact Assessment.

Recommendation

R5. As a public authority, which exchanges emails and other communications, with members of the public, and which is required to retain a wide range of documentation both in hard copy and electronically the Council is required to have a reasonable and proportionate General Data Protection Regulation (GDPR) Data Protection Policy and associated Internal Controls in place including a Document Retention Policy. This has been discussed at some length with the RFO and the Committees Clerk.

We strongly encourage the Chief Officer to draft an appropriate suite of GDPR and Data Protection policies for Scrutiny and onward Approval by Council Members. Further, a Document Retention policy should be drafted and maintained by the Chief Officer to ensure that all council documentation, either electronic or hard copy is secured and maintained appropriately and for the correct period of time. **IMPLEMENTATION IN PROGRESS**

6) Best Practice recommendation – Cyber security

Noted that the Council's IT infrastructure is somewhat disparate and the Council can provide no clear evidence of any Cyber Security policy or resilience strategy in place.

As is the case with many small to medium sized councils, historical consideration given to IT infrastructure, resilience and business continuity has been minimal. Currently, the Council is unable to provide clear evidence of a coherent IT strategy and action plan.

In today's increasingly digital world, it is critical that all Council's address this matter in a reasonable and proportionate manner.

Recommendation

R6. Please note that the UK Government is increasingly focused on cyber security and will be bringing new legislation which will require a more stringent approach to this area of Corporate Governance to all government bodies. We strongly encourage the Chief Officer and the Council Members to work towards Cyber Essentials Certification during the 2025-26 financial year, as we are advised that this will become a minimum requirement for all Councils in Wales & England the near future. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'A' – Review of Bank & Investment Accounts

7) Formal recommendation- de-risking the public funds managed by the Council

With the exception of its CCLA PSDF account, the Council holds the remainder of the public funds under its management within accounts with the Handelsbanken. As at the 30th of June 2025 this equated to a total amount of £1,384,635.97. We draw the Council's attention to the statement on the Government's Financial Services Compensation Scheme portal which states:

"The Financial Services Compensation Scheme (FSCS) does not cover local councils, regardless of their turnover. The FSCS protects consumers when authorised financial firms fail, such as banks, building societies, credit unions, insurance companies, investment firms, and pension providers. Local councils are not financial firms regulated by the Financial Conduct Authority (FCA) or the Prudential Regulation Authority (PRA) and therefore are not eligible for FSCS protection. The FSCS's protection is specifically designed for individual consumers and small businesses that have used financial services from authorised firms, not for public sector organisations like councils."

It is incumbent upon the RFO and Council Members to ensure that any risks associated with the investment the public funds under the Council's management, are minimised, to the extent that this is reasonably able to be achieved whilst returning a reasonable return on investment.

Recommendation

R7.1 The RFO and Chief Officer should investigate alternative investment options for the Council to reduce the risk of having the majority of the public funds under the Council's management place with one financial institution. **NOTED & CONSIDERED**

R7.2 The RFO should review the Treasury policy and ensure that this is brought up to date in light on any decisions made in recommendation 8.1 above. **IMPLEMENTATION IN PROGRESS**

8) Best practice recommendation - Credit & Debit cards

We take this opportunity to remind the RFO and Council members that a Debit Card should never be used for online purchase as this is the gateway to the Council's current account! A council lost over £35,000.00 over a single weekend in 2024 as its current account Debit Card was lodged as the payment method on a well-known online vendor's website and the Council's account was illegally accessed.

Recommendation

R8. A credit card rather than a debit card should be utilised to make all online purchases with immediate effect. This will provide the Council with the extra protection of the Credit Card Charge Back scheme. As soon as an allegation of fraud has been made, it will be investigated by the Credit card company and where the charge is deemed unauthorised or fraudulent the Council will receive a refund within days. It should be noted that it is extremely difficult, if not impossible to retrieve funds which have been illegally harvested via a debit cards and the process will take several months to reach a conclusion. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'C' - Review of Risk Management & Insurance

9) Formal recommendation - Review & Maintenance of Risk Registers

We have noted that the Council's currently holds a very basic combined Health & Safety and Business Risk Register. However, the document which was provided for the purposes of this audit was wholly inappropriate for a Council of Newbury Town Council's size and complexity.

We take this opportunity to advise the Chief Officer, RFO and Members that Town councils in England are required to implement effective risk management practices as part of their governance and accountability framework. Both Officers and Councillors, have a key role in identifying, managing, and receiving assurance that risks are being properly handled. This involves ensuring that risk management is embedded as a core responsibility across the organisation, not just a technical exercise, and that it is understood and supported by everyone.

The foundation of good risk management is a strong risk culture where risk identification and management are seen as essential to good governance and effective service delivery. This culture should be supported by clear accountabilities for risk management that are easy to understand and comply with. Councils must have a structured approach to identify, analyse, and mitigate risks that could impact the achievement of their objectives, including the delivery of essential services and the protection of public funds.

Councillors, particularly those in lead member, committee chair, or scrutiny committee roles, are responsible for ensuring that an effective risk management framework is in place and actively employed. They must be assured that strategic risks are well controlled and do not exceed the council's risk appetite. This includes scrutinising risk registers, understanding the likelihood and

impact of identified risks, and ensuring that mitigation actions have clear owners and timescales. Risk management should be an active consideration and not just a one-off activity.

While the specific processes may vary, the core requirement is that risk management is integrated into strategic planning, decision-making, and daily operations. This includes managing risks associated with contractors, ensuring that contracts are specified and monitored to control health and safety risks, and that the council is not transferring all its responsibilities to a service provider. For example, when installing seasonal decorations, a sensible, proportionate risk assessment is required, but the risks are generally low for simple installations.

The framework for risk management in government provides a model that can be adapted by local authorities, including town councils, to ensure a consistent and effective approach. Ultimately, the goal is to enable the council to achieve its objectives, protect its assets and budget, and maintain public trust by demonstrating good governance:

<https://www.local.gov.uk/publications/must-know-guide-risk-management#introduction>

Recommendations

R9.1 The Chief Officer, RFO and Members should ensure that a reasonable and proportional approach is implemented in respect of all the Council's Risk Management requirements. To ensure that a robust and proportionate framework is developed, it may be necessary to employ specialist advice from sector specific consultancies such as the Landmark information Group or Ellis Whitham for example. **NOTED & CONSIDERED**

Failure to implement a proper Risk Management framework could itself present a critical risk to the future of the Council's operations and the reputation and good standing of the Council.

R9.2 We take this opportunity to remind the Chief Officer, RFO and Members that it is a statutory requirement to Review and Readopt the Council's Risk Register(s) at least once annually, recording the Readoption in the Approved and Published Minutes in the corresponding Full Council or Committee Meeting. **NOTED**

10) Formal recommendation - Insurance Policy

We take this opportunity to draw the Chief Officer, RFO and Member's attention to the Statement of Fact on page 2 of the Council's General Insurance Policy, number YLL-2720855073, which requires:

- *You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse*
- *You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process*
- *All Employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training*
- *You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse*

- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

R10. The Chief Officer must ensure that proper Safeguarding Policies and Procedures are implemented expediently and maintained thereafter. Failure to do so may result in the Council's Insurance Policy being invalidated. **IMPLEMENTATION IN PROGRESS**

11) Best practice recommendation - Playground & Recreation area Risk Management Policy

We have noted that the Council does not hold a currently adopted Playground & Recreation Risk Management Policy.

R11. The Chief Officer and the Parks & Open Spaces Supervisor should draft a reasonable and proportionate Playground & Recreation area Risk Management Policy for scrutiny and approval by Council Members. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'G' Review of Salaries and Payroll

12) Best practice recommendations - Contracts of employment

During our review of staff members employment contracts, we noted that staff members hold different contracts of employment based on the date of their appointment. Due to recent changes in employment legislation, we suggest that all employees are issued with the latest NALC model employment contract.

R12. The Chief Officer and Members should consider issuing all employees with the latest NALC model contracts, amended to reflect individual's terms of employment, to ensure that the contracts are compliant with current employment legislation which has been updated recently. **NOTED & CONSIDERED**

Internal Control Objective 'H' – Review of Assets & Investments Register

13) Best practice recommendation - Fixed Asset Register

We have noted that the Council currently maintains its Fixed Asset Register in a Microsoft Excel spreadsheet. Given the scale and diversity of the Council's Assets it would be more appropriate to manage this in a bespoke software package.

R13. The Chief Officer, RFO and Members should consider acquiring the Rialtas Fixed Assets module for the Omega Accounting Software. This enables Assets to be added to the Register directly from the Purchase Ledger and Cashbook and direct input into the Annual Return at the year end. **NOTED & CONSIDERED**

Internal Control Objective 'L' – Review of the Council's official website

14) Best practice recommendation – Website development

We have noted that the Council has spent a considerable amount time, effort and money on the redevelopment of its official website. However, it neither simple to use nor an effective segway for the Council and members of the electorate due to its confused design and dated architecture.

There is not need for an extensive and expensive redesign, however, there are many organisations which offer templated design packages exclusively for councils.

I draw the Chief Officer, RFO and Members attention to the following websites which, in our opinion, are exemplary:

- [**Didcot Town Council**](#) designed by Cutlefish
- [**New Milton Town Council**](#) designed by Juice
- [**Malmesbury Town Council**](#) designed by Mindvision
- [**Frome Town Council**](#) designed by Zonkey

A different approach has been taken by each developer, in consultation with the Councils, but the outcome has been a highly effective communication tool where users can rapidly identify the information that they need, access this, and interact with the council in a simple and straightforward manner.

R14. The Chief Officer, RFO and Members should consider a reimplementation of the Council's official website rather than a costly redesign, ensuring that the new website is fully compliant with current Accessibility Legislation. The Council has all the information it needs to populate a new website, and this could be achieved in a relatively cost effective and efficient manner. **REVIEW IN PROGRESS**

-o00Oo-

10. Confirmation of independence and Quality Assurance

During the 2025-26 financial year to the 30th of June 2025, we confirm that the internal auditor has acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation, based upon the internal audit programme, and has obtained appropriate evidence including copies of prime documentation to support our opinions from Newbury Town Council.

The Q1 interim internal audit for the 2025-26 financial year, conducted onsite the 06th of August with additional work conducted at our offices on the 14th, 15th, 16th & 17th of August 2025, was carried out in accordance with Newbury Town Council's needs and planned coverage as reviewed with the RFO, Chief Officer and Officers and Members of the Council.

Based on the findings in the areas examined, the internal audit conclusions are summarised in the main body of this report, which corresponds to the Internal Control Objectives table contained within the FY2025-26 AGAR Annual Independent Internal Audit Report.

11. Internal Audit Performance

The following performance indicators are maintained to monitor effective service delivery & quality:

Annual performance indicators			
Aspect of service	Q1 Interim 2025-26 (Actual %)	Q2 Interim 2025-26 (Actual %)	
Internal Audit plan delivered	57%	➡	N/A
Positive customer responses to quality appraisal questionnaire (YE)			
Compliant with the Public Sector Internal Audit Standards	Y	↔	N/A

12. Acknowledgements

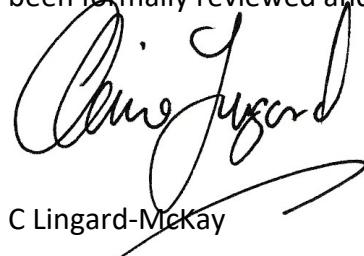
In continuing our review for the year, we have had regard to the materiality of transactions and their potential for mis-recording or misrepresentation in the AGAR Annual Statement of Accounts. Our Internal Audit programme has been developed to provide assurance that the Council's financial systems are operating effectively, with robust internal controls working in practice, thereby ensuring the integrity of transactions and the reasonable prospect of identifying material errors or possible abuse of the Council's own and the national statutory regulatory framework.

We would like to take this opportunity to thank the RFO of Newbury Town Council: Liz Manship, the Chief Officer: Toby Miles-Mallowan, the Senior Accounts Officer Margaret Gore and the other Officers of the Council for their assistance in performing the Q2 independent internal audit for the 2025-26 financial year. We are grateful both for the rapidity of response and for the content and quality of the documentation and the responses that have been supplied to our requests for information.

We have made one recommendation for improvement as a result of the Q2 interim internal audit for 2025-26. This recommendation is contained in the main body of the report and in the appended action plan for the 2025-26 financial year.

We have also reviewed the progress which has been made against the seven formal and seven best practice recommendations which were made during the Q1 internal audit with the Finance Manager and this is recorded the Council's response in Section 9 of this report: FY2025-26 Action Plan.

We now ask that the Clerk, Finance Manager & Corporate Services Manager, Chairman and the Council Members consider the content of this report and acknowledge, in due course, that the report has been formally reviewed and adopted by the Council.



C Lingard-McKay

Practice Manager

WGW online internal audit practice

NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from WGW Online's servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation as amended from time to time.

Appendix10 – 2025/26 CIL Receipts Review

The Council has received two CIL receipts within this financial year:

- May 2025 - £5,979.34
- Nov 2025 - £11,481.91
- Total: £17,461.25

It is my understanding that Council's intent was that both receipts were allocated to the Café project. The October receipt was approved by Council on 08th December 2025. But the May receipt has not been formally allocated.

Recommendation: That P&R Committee recommend to Full Council that the May CIL receipt of £5,979.34 is formally allocated to the Café project.

LM

Financial Regulations – Amendment in respect to DBS Checks

Seeking to process DBS checks for Officers, the CEO has become aware that Standard Checks are not possible for our sector's officers. However, Basic checks are considered sufficient for the purpose and by the Insurance Company.

The Policy and Resources Committee is asked to recommend to Full Council that the Financial Regulations are amended to state that a Basic DBS check is required for Officers. This applies to sections 9.5 and 19.5 respectively.

9.5 No Officer appointed after 1st April 2025 will have access to the Bank or a Bank Card without a clear DBS Check with NTC in respect to dishonesty, fraud or theft from employer and the agreement of their Line Manager further to a satisfactory 3-month probation review. ~~A Standard DBS is required for Senior Managers and Officers within the Finance Team. A Basic DBS check is required for all other Officers.~~

19.5 As required by the Council's Insurer's, the CEO shall ensure that all Officers with access to the bank, banking papers, debit or credit card, have a clear DBS check with NTC in respect to dishonesty, fraud or theft from employer. ~~For Senior Managers and Officers within the Finance Team, a Standard Check~~ ~~A Basic DBS check is required for all other Officers.~~ These to be renewed in consideration of DBS guidelines. For new Officers this will form part of the recruitment process.

2026-27 Budget and Precept

The Strategic Working Group (SWG) has met several times over the last three months to discuss the 2026/27 budget and subsequently consulted with Council Members. As a result:

- The SWG recommends a one-year budget (appendix 17) to the Policy & Resources Committee, for Council consideration.
- Continuing the work started last year, the Council budget has two distinct parts. Annual costs for the running of Council services, and project and event costs for one off projects and/or events.
- The SWG, in partnership with the RFO, CEO and Budget Holders, has drafted a budget that reflects increases only where proven to be required. These, in the main cover Supplier costs and Utilities. Approximately one third of all budget lines have either been frozen at or reduced below the 2025/26 levels to keep the precept as low as possible.
- Additionally, the SWG was concerned that the annual CPI increase to the Council's Service Streams has not been covering the increase in running costs and the gap between the income from electorate who directly use the Services, and expenditure, becoming wider. Therefore, an increase to Council Services has been included within the budget to provide balance and keep any precept increase as low as possible.
- Alongside, this budget continues to set aside funds for intermittent high costs e.g. Tree Surveys, Pollarding, Election Expenses etc. These will be held as Ear Marked Reserves so available when needed and thus support the long-term management of the Council's finances. Just over £45k has been set aside in the 2026/27 budget for these intermittent high-cost expenses.
- **In conclusion, the SWG recommends to Council:**
 - **2026/27 Budget of £2,275,075**
 - **2026/27 Precept of £1,967,492.**

The SWG, before reaching this recommendation, looked at various models of budget, including a budget that brought the precept down to 5%, in line with the Council's long-term goal. However, on examination, the SWG felt the minimal benefit to the Band D (£4.36 per annum) did not warrant the effect on the cut to Services required to achieve this.

Band D Calculations	2025/26	2026/27	2026/27 Recommended to Council
Budget	£2,145,107	£2,216,107	£2,275,075
Precept	1,817,641	1,908,524	1,967,492
Precept increases from 2025/26		5%	8.24%
2025/26 & 2026/27 Tax Base as applicable.	13,491.52	13,526.89	13,526.89
Band D per annum	£134.72	£141.09	£145.45
Band D per week.	£2.59	£2.71	£2.80

12/01/2026

18:16

Newbury Town Council Current Year

Page 1

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Staff										
1077	Precept Reallocation	-500	-500	192,996	192,996	192,996	0	6,278	0	0
1990	Miscellaneous Income	0	464	0	0	0	0	0	0	0
Total Income		-500	-36	192,996	192,996	192,996	0	6,278	0	0
4000	Salaries/NI/PAYE	614,244	620,571	839,180	540,819	757,197	0	886,550	0	0
4005	Agency / Locum Cover	-7,500	-7,500	0	0	0	0	0	0	0
4009	Officers Work & Safety Wear	0	0	0	0	0	0	450	0	0
4010	Misc Staff Expenses	7,000	6,158	6,000	2,770	6,000	0	5,828	0	0
4045	Salary Reallocation	-614,244	-620,571	-652,184	-540,819	-652,184	0	-886,550	0	0
Overhead Expenditure		-500	-1,342	192,996	2,770	111,013	0	6,278	0	0
Movement to/(from) Gen Reserve		0	1,306	0	190,226	81,983		0		
110 Central Services										
1076	Precept Received	1,526,951	1,526,951	1,817,641	1,817,641	1,817,641	0	1,967,492	0	0
1077	Precept Reallocation	-1,391,260	-1,391,260	-1,728,966	-1,728,966	-1,728,966	0	-1,812,777	0	0
1090	Interest - CCLA	23,000	27,073	24,000	17,940	22,500	0	18,600	0	0
1091	Shares/Dividend Income	0	5	0	6	5	0	3	0	0
1092	Interest Rec - Instant Access	4,000	10,765	10,000	7,421	9,600	0	9,000	0	0
1093	Interest - Fixed Term Account	10,000	32,602	24,000	26,108	26,108	0	10,000	0	0
1094	Interest - Current Account	0	242	360	0	0	0	0	0	0
1905	Income - CIL received	0	54,113	0	17,461	0	0	0	0	0
Total Income		172,691	260,491	147,035	157,610	146,888	0	192,318	0	0
4045	Salary Reallocation	170,891	172,519	134,635	110,965	134,635	0	179,918	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4050	Bank & Card Reader Charges	1,800	1,832	2,400	1,536	2,130	0	2,400	0	0
4055	Election Expenses	0	13,358	10,000	0	10,000	0	10,000	0	0
	Overhead Expenditure	172,691	187,709	147,035	112,501	146,765	0	192,318	0	0
	110 Net Income over Expenditure	0	72,782	0	45,110	123	0	0	0	0
6000	plus Transfer from EMR	0	5,002	0	-10,000	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	11,482	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	77,785	0	23,628	123		0		
200	P&R General									
1077	Precept Reallocation	32,283	32,283	40,991	43,414	40,991	0	28,718	0	0
	Total Income	32,283	32,283	40,991	43,414	40,991	0	28,718	0	0
4045	Salary Reallocation	30,483	31,029	33,891	24,084	33,891	0	27,118	0	0
4105	Members' travel & subsistence	800	259	600	247	290	0	600	0	0
4120	Precept Leaflet	1,000	665	1,000	0	850	0	1,000	0	0
4125	P&R Projects Fund	0	0	5,500	0	0	0	0	0	0
	Overhead Expenditure	32,283	31,952	40,991	24,331	35,031	0	28,718	0	0
	Movement to/(from) Gen Reserve	0	331	0	19,083	5,960		0		
210	Grants & Contributions									
1077	Precept Reallocation	98,500	98,500	97,000	97,000	97,000	0	93,500	0	0
1122	Donations (Misc.)	0	1,400	0	227	227	0	0	0	0
	Total Income	98,500	99,900	97,000	97,227	97,227	0	93,500	0	0
4150	Grants for Climate Change Proj	10,000	7,195	10,000	2,805	10,000	0	10,000	0	0
4155	Berkshire Youth; Youth Worker	25,000	25,000	25,000	12,500	25,000	0	25,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4160	Contribution to BID Xmas light	12,000	12,000	10,000	8,333	10,000	0	8,000	0	0
4165	Greenham Community Youth - DNU	2,500	0	0	0	0	0	0	0	0
4170	Volunteer Centre	500	500	500	500	500	0	500	0	0
4180	Grant Sub Committee	24,500	24,500	24,500	15,439	24,500	0	25,000	0	0
4182	Donations (Misc)	0	1,400	0	227	227	0	0	0	0
4185	CAB Grant	20,000	20,000	20,000	20,000	20,000	0	20,000	0	0
4213	Community United West Berkshir	3,000	3,000	3,000	3,000	3,000	0	2,000	0	0
4216	Newbury Flood Forum	1,000	1,000	1,000	0	0	0	0	0	0
4217	Discretionary Events Fund	0	0	3,000	2,500	3,000	0	3,000	0	0
Overhead Expenditure		98,500	94,595	97,000	65,304	96,227	0	93,500	0	0
210 Net Income over Expenditure		0	5,305	0	31,923	1,000	0	0	0	0
6000	plus Transfer from EMR	0	0	0	2,805	0	0	0	0	0
Movement to/(from) Gen Reserve		0	5,305	0	34,728	1,000	0	0		
220	Corporate Services									
1077	Precept Reallocation	126,767	126,822	128,836	133,708	128,836	0	146,471	0	0
1990	Miscellaneous Income	0	234	0	0	0	0	0	0	0
Total Income		126,767	127,056	128,836	133,708	128,836	0	146,471	0	0
4200	Visitor Information Centre	500	0	500	0	0	0	0	0	0
4220	Training and Development	8,000	6,860	10,000	4,376	10,000	2,667	13,000	0	0
4225	Advertising Recruitment	3,000	1,749	1,000	640	0	0	700	0	0
4230	Telephone	10,250	10,907	11,450	8,542	11,362	0	11,930	0	0
4235	Postage	2,500	1,917	2,500	1,726	2,484	0	2,500	0	0
4240	Printing/Stationery	1,718	1,345	1,800	639	1,252	0	1,800	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4245	Office Equipment	2,000	1,283	1,500	363	1,000	0	1,500	0	0
4246	IT - Website Accessibility/Dom	0	0	0	0	0	0	1,000	0	0
4247	IT - Asset Register	0	0	1,000	0	1,000	0	500	0	0
4250	IT - Office 365 Package	13,644	11,886	17,947	15,442	17,937	0	17,550	0	0
4251	IT - Accounts	4,865	2,475	4,000	1,954	3,892	0	4,000	0	0
4252	IT - Website	5,449	5,356	5,850	4,790	5,748	0	6,084	0	0
4253	IT - Citrix / Cloud	3,747	3,862	5,465	3,997	5,465	0	1,718	0	0
4254	IT - Adobe	2,740	1,079	3,800	3,158	3,658	0	3,952	0	0
4255	Professional Fees	18,200	15,016	17,691	11,726	16,300	0	0	0	0
4256	IT - Website Security Patches	12,000	11,267	0	0	0	0	4,000	0	0
4260	Audit	5,000	3,720	5,500	1,020	4,140	0	5,000	0	0
4265	Subscriptions	5,872	4,253	6,107	5,068	5,624	0	6,000	0	0
4270	Photocopier Charges	2,382	2,265	2,700	1,716	2,684	0	2,700	0	0
4275	Advertising General	1,500	872	1,000	396	946	460	1,348	0	0
4280	Recycling Costs 13	1,400	1,189	1,400	1,138	1,391	0	1,800	0	0
4290	Capital exp computers etc	5,500	4,809	8,963	8,547	8,548	0	10,000	0	0
4291	26 Profess Fees - Payroll/Pens	0	0	0	0	0	0	4,500	0	0
4292	26 Professional Fees - HR	0	0	0	0	0	0	4,000	0	0
4293	26 Pofessional Fees - H&S	0	0	0	0	0	0	3,500	0	0
4294	26 Professional Fees - VAT	0	0	0	0	0	0	600	0	0
4295	26 Professional Fees - NTC	0	0	0	0	0	0	10,000	0	0
4317	2024/25 Purchase Orders	0	0	0	0	0	1,000	0	0	0
4418	Insurance Valuations - Bldgs	0	0	0	0	0	0	7,200	0	0
4420	Insurance	16,500	16,084	18,663	14,899	18,663	0	19,589	0	0
Overhead Expenditure		126,767	108,193	128,836	90,139	122,094	4,127	146,471	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	220 Net Income over Expenditure	0	18,863	0	43,569	6,742	-4,127	0	0	0
6000	plus Transfer from EMR	0	0	0	-236	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	18,863	0	43,333	6,742		0		
221	Corporate Services Projects									
4257	IT - SharePoint Rebuild	0	0	0	0	0	9,800	0	0	0
	Overhead Expenditure	0	0	0	0	0	9,800	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
290	Town Hall									
1077	Precept Reallocation	126,499	126,499	140,388	128,453	140,388	0	204,963	0	0
1270	Income - Suite Lease	38,600	37,110	30,000	18,785	25,210	0	26,921	0	0
1280	Income - Chamber Hire	11,000	13,170	11,000	3,428	4,000	0	10,076	0	0
1998	Income - Electricity Outage	0	0	0	430	430	0	0	0	0
	Total Income	176,099	176,779	181,388	151,096	170,028	0	241,960	0	0
4045	Salary Reallocation	42,272	42,819	64,859	58,173	64,859	0	105,343	0	0
4255	Professional Fees	3,000	2,450	3,120	0	0	0	0	0	0
4296	26 Professional Fees - Town Ha	0	0	0	0	0	0	3,120	0	0
4315	Topographical Survey	200	0	0	0	0	0	0	0	0
4316	2023/24 Purchase Orders	0	755	0	0	0	0	0	0	0
4317	2024/25 Purchase Orders	0	0	0	15,000	0	0	0	0	0
4320	TH Office Move & Refurb	22,000	0	0	0	0	0	0	0	0
4321	Town Hall Roof	0	7,278	0	0	0	0	0	0	0
4345	Replacement Solar Panel Invert	806	0	0	0	0	0	0	0	0
4356	Defibrillator Parts	0	0	0	0	0	0	184	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4402	Lettings - Agent Fees	3,000	3,141	4,000	1,592	4,000	0	2,430	0	0
4403	Lettings - Deposits Returned	0	0	5,138	638	5,138	0	7,000	0	0
4404	Lettings - Suite Lease Costs	0	0	7,896	7,060	6,916	0	7,000	0	0
4405	Rates - NTC	11,008	10,568	12,027	11,883	12,027	0	12,628	0	0
4407	Gas	4,500	3,438	4,000	1,824	3,500	0	4,000	0	0
4410	Water	550	-2,958	578	993	578	0	8,182	0	0
4413	Electricity Empty Suites	0	0	0	1,789	1,928	0	2,000	0	0
4415	Electricity NTC Main Contract	26,960	29,535	30,003	11,838	29,535	0	29,535	0	0
4416	Energy Conservation Projects	4,000	440	0	0	0	0	0	0	0
4424	26 Pressure Cleaning	0	0	0	0	0	0	609	0	0
4425	Repairs and Maintenance	18,087	10,751	11,379	9,201	11,379	0	10,000	0	0
4426	26 Pest Control	0	0	0	0	0	0	275	0	0
4428	Health & Safety Compliance	17,350	5,243	10,000	7,618	10,000	0	10,500	0	0
4431	Town Hall cleaning contract	18,166	19,378	24,868	17,763	24,868	0	26,111	0	0
4432	Housekeeping	2,000	1,500	2,000	766	1,700	675	2,000	0	0
4435	Maint. Contracts Unscheduled	0	0	0	0	0	960	0	0	0
4440	Fire Extinguishers	1,000	616	820	542	772	0	820	0	0
4441	26 Fire Alarm	0	0	0	0	0	0	6,596	0	0
4442	26 Lift Services	0	0	0	0	0	0	1,917	0	0
4443	26 Water Cooler	0	0	0	0	0	0	1,010	0	0
4445	Security	1,200	519	700	370	0	0	700	0	0
Overhead Expenditure		176,099	135,473	181,388	147,050	177,200	1,635	241,960	0	0
290 Net Income over Expenditure		0	41,306	0	4,047	-7,172	-1,635	0	0	0
6000	plus Transfer from EMR	0	8,033	0	16,785	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	0	49,339	0	20,832	(7,172)		0		
291	Town Hall Projects									
1077	Precept Reallocation	0	0	45,750	45,750	45,750	0	27,645	0	0
	Total Income	0	0	45,750	45,750	45,750	0	27,645	0	0
4045	Salary Reallocation	0	0	0	0	0	0	15,645	0	0
4320	TH Office Move & Refurb	0	0	15,750	0	15,750	0	2,000	0	0
4321	Town Hall Roof	0	0	0	19,757	0	3,405	0	0	0
4322	Town Hall Responsive Repairs	0	0	30,000	1,800	30,000	0	10,000	0	0
4324	Town Hall Intercom for Tenants	0	0	0	0	0	0	0	0	0
4416	Energy Conservation Projects	0	0	0	0	0	0	0	0	0
4427	Visual / Audio Equipment	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	45,750	21,557	45,750	3,405	27,645	0	0
	291 Net Income over Expenditure	0	0	0	24,193	0	-3,405	0	0	0
6000	plus Transfer from EMR	0	0	0	19,757	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	43,950	0		0		
295	Weddings									
1077	Precept Reallocation	3,853	3,853	9,591	9,591	9,591	0	20,710	0	0
1280	Income - Chamber Hire	3,696	3,523	3,850	2,309	2,783	0	3,834	0	0
	Total Income	7,549	7,376	13,441	11,900	12,374	0	24,544	0	0
4045	Salary Reallocation	4,849	4,965	9,321	8,602	9,321	0	20,339	0	0
4275	Advertising General	1,000	655	2,000	449	1,300	0	2,000	0	0
4340	Weddings expenditure	400	379	420	0	100	0	420	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4341	Wedding Licence EMR	1,300	0	1,700	2,532	1,700	0	1,785	0	0
	Overhead Expenditure	7,549	5,999	13,441	11,583	12,421	0	24,544	0	0
	295 Net Income over Expenditure	0	1,377	0	317	-47	0	0	0	0
6000	plus Transfer from EMR	0	0	0	832	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	1,377	0	1,149	(47)		0		
300	<u>Newtown Road Cemetery</u>									
1077	Precept Reallocation	53,330	53,330	55,750	56,254	55,750	0	62,793	0	0
1300	Income - Cemetery	0	495	0	0	0	0	0	0	0
	Total Income	53,330	53,825	55,750	56,254	55,750	0	62,793	0	0
4517	Lime Trees - Pollard	0	0	0	0	0	0	2,000	0	0
	Direct Expenditure	0	0	0	0	0	0	2,000	0	0
4045	Salary Reallocation	9,331	9,309	9,845	7,317	9,845	0	9,387	0	0
4317	2024/25 Purchase Orders	0	0	0	5,040	0	0	0	0	0
4405	Rates - NTC	1,000	574	750	574	574	0	750	0	0
4415	Electricity NTC Main Contract	500	368	500	370	368	0	400	0	0
4425	Repairs and Maintenance	6,590	1,223	5,000	90	5,000	2,310	7,000	0	0
4428	Health & Safety Compliance	410	410	0	0	0	0	500	0	0
4430	Maint. Contracts	30,549	34,599	36,309	27,195	36,309	0	37,761	0	0
4435	Maint. Contracts Unscheduled	1,200	826	1,200	0	1,200	0	1,200	0	0
4436	Headstone Survey	500	0	500	0	500	0	500	0	0
4440	Fire Extinguishers	250	76	150	63	80	0	85	0	0
4515	Tree Works	2,100	2,000	996	0	996	996	2,310	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4540	NRC Composting Toilet (25%)	400	0	0	0	0	0	400	0	0
4545	Redecoration of Chapel	500	0	500	0	500	0	500	0	0
Overhead Expenditure		53,330	49,384	55,750	40,648	55,372	3,306	60,793	0	0
300 Net Income over Expenditure		0	4,441	0	15,606	378	-3,306	0	0	0
6000	plus Transfer from EMR	0	4,050	0	5,040	0	0	0	0	0
Movement to/(from) Gen Reserve		0	8,492	0	20,646	378		0		
305	<u>Shaw Cemetery</u>									
1077	Precept Reallocation	83,347	83,347	87,740	87,890	87,740	0	104,643	0	0
1300	Income - Cemetery	68,000	60,908	68,672	32,157	36,702	0	70,972	0	0
Total Income		151,347	144,255	156,412	120,047	124,442	0	175,615	0	0
4517	Lime Trees - Pollard	0	0	2,500	0	2,500	0	2,500	0	0
Direct Expenditure		0	0	2,500	0	2,500	0	2,500	0	0
4045	Salary Reallocation	25,073	25,443	26,946	21,977	26,946	0	34,941	0	0
4249	IT - Cemeteries	1,923	1,780	2,018	1,317	2,017	0	1,931	0	0
4265	Subscriptions	480	320	480	299	270	0	297	0	0
4316	2023/24 Purchase Orders	0	106	0	0	0	0	0	0	0
4317	2024/25 Purchase Orders	0	0	0	635	0	0	0	0	0
4400	Rent Payable	1,000	1,000	1,000	1,000	1,000	0	1,500	0	0
4405	Rates - NTC	5,000	4,042	4,320	4,042	4,042	0	4,320	0	0
4410	Water	4,500	385	4,500	6,496	4,500	0	11,459	0	0
4415	Electricity NTC Main Contract	3,740	3,190	4,000	905	3,190	0	3,190	0	0
4425	Repairs and Maintenance	6,418	2,257	6,968	4,656	6,968	80	6,968	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4428	Health & Safety Compliance	1,082	1,082	800	249	800	0	1,190	0	0
4430	Maint. Contracts	81,381	92,170	96,639	72,446	96,639	0	100,505	0	0
4435	Maint. Contracts Unscheduled	3,000	1,832	2,000	668	2,000	0	3,000	0	0
4440	Fire Extinguishers	400	151	210	126	159	0	210	0	0
4515	Tree Works	17,350	28,850	4,031	4,031	4,031	0	3,604	0	0
Overhead Expenditure		151,347	162,609	153,912	118,847	152,562	80	173,115	0	0
305 Net Income over Expenditure		0	-18,354	0	1,200	-30,620	-80	0	0	0
6000	plus Transfer from EMR	0	22,395	0	131	0	0	0	0	0
Movement to/(from) Gen Reserve		0	4,041	0	1,332	(30,620)		0		
306	Shaw Cemetery Projects									
4776	Shaw Cemetery Land Survey	0	0	0	620	0	0	0	0	0
Direct Expenditure		0	0	0	620	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	620	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	0	0	0		0		
310	Markets									
1077	Precept Reallocation	2,652	2,652	10,238	10,238	10,238	0	8,647	0	0
1320	Income - Market	45,000	39,797	42,500	29,046	40,000	0	43,040	0	0
Total Income		47,652	42,449	52,738	39,284	50,238	0	51,687	0	0
4045	Salary Reallocation	14,342	14,273	18,198	13,371	18,198	0	16,688	0	0
4265	Subscriptions	550	539	484	484	484	0	508	0	0
4266	Licence	0	0	190	165	190	0	190	0	0
4275	Advertising General	1,780	1,678	2,700	1,271	1,700	0	2,700	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4360	Market Management	17,500	15,600	17,500	13,000	15,600	0	17,500	0	0
4361	Market bank costs	300	223	250	173	240	0	260	0	0
4405	Rates - NTC	3,500	3,444	3,616	3,444	3,444	0	3,616	0	0
4415	Electricity NTC Main Contract	1,360	1,305	1,300	871	1,300	0	1,300	0	0
4425	Repairs and Maintenance	8,320	0	8,500	0	0	0	8,925	0	0
Overhead Expenditure		47,652	37,062	52,738	32,779	41,156	0	51,687	0	0
Movement to/(from) Gen Reserve		0	5,387	0	6,505	9,082		0		
311	Market Projects									
1077	Precept Reallocation	0	0	0	0	0	0	1,565	0	0
Total Income		0	0	0	0	0	0	1,565	0	0
4045	Salary Reallocation	0	0	0	0	0	0	1,565	0	0
Overhead Expenditure		0	0	0	0	0	0	1,565	0	0
Movement to/(from) Gen Reserve		0	0	0	0	0		0		
315	War Memorial									
1077	Precept Reallocation	6,099	6,099	7,604	7,604	7,604	0	6,447	0	0
Total Income		6,099	6,099	7,604	7,604	7,604	0	6,447	0	0
4045	Salary Reallocation	1,882	1,862	3,304	2,343	3,304	0	2,608	0	0
4316	2023/24 Purchase Orders	0	255	0	0	0	0	0	0	0
4424	26 Pressure Cleaning	0	0	0	0	0	0	1,339	0	0
4425	Repairs and Maintenance	2,217	610	2,300	1,125	2,300	0	500	0	0
4850	Sinking Fund	2,000	0	2,000	0	2,000	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	6,099	2,727	7,604	3,468	7,604	0	6,447	0	0
	315 Net Income over Expenditure	0	3,372	0	4,136	0	0	0	0	0
6000	plus Transfer from EMR	0	255	0	-2,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	3,627	0	2,136	0	0	0		
320	Footway Lighting									
1077	Precept Reallocation	38,856	38,856	31,390	36,528	31,390	0	41,237	0	0
	Total Income	38,856	38,856	31,390	36,528	31,390	0	41,237	0	0
4045	Salary Reallocation	4,856	4,965	4,528	3,656	4,528	0	5,737	0	0
4316	2023/24 Purchase Orders	0	5,157	0	0	0	0	0	0	0
4414	Electricity Footpaths fm 0425	0	0	13,862	2,659	13,500	0	13,500	0	0
4415	Electricity NTC Main Contract	12,500	12,727	0	0	0	0	0	0	0
4425	Repairs and Maintenance	14,500	13,376	13,000	5,529	13,000	6,026	15,000	0	0
4855	Street Lighting Upgrade	7,000	3,845	0	3,210	0	0	7,000	0	0
	Overhead Expenditure	38,856	40,071	31,390	15,054	31,028	6,026	41,237	0	0
	320 Net Income over Expenditure	0	-1,215	0	21,474	362	-6,026	0	0	0
6000	plus Transfer from EMR	0	5,157	0	3,210	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	3,942	0	24,683	362	0	0		
325	Clock House									
1077	Precept Reallocation	7,941	7,941	5,756	5,656	5,756	0	6,640	0	0
	Total Income	7,941	7,941	5,756	5,656	5,756	0	6,640	0	0
4045	Salary Reallocation	1,237	1,241	2,049	1,466	2,049	0	1,565	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4316	2023/24 Purchase Orders	0	250	0	0	0	0	0	0	0
4415	Electricity NTC Main Contract	1,920	1,732	1,850	1,249	1,850	0	1,850	0	0
4424	26 Pressure Cleaning	0	0	0	0	0	0	1,050	0	0
4425	Repairs and Maintenance	3,700	905	1,000	975	1,000	0	800	0	0
4428	Health & Safety Compliance	700	350	400	0	400	0	400	0	0
4430	Maint. Contracts	384	435	457	342	457	0	475	0	0
4850	Sinking Fund	0	0	0	0	0	0	500	0	0
Overhead Expenditure		7,941	4,913	5,756	4,032	5,756	0	6,640	0	0
325 Net Income over Expenditure		0	3,028	0	1,624	0	0	0	0	0
6000	plus Transfer from EMR	0	301	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	3,329	0	1,624	0	0	0	0	0
330	Street Furniture									
1077	Precept Reallocation	17,060	17,060	14,881	14,881	14,881	0	26,313	0	0
1330	Income - For New Dog Bins	0	3,140	0	0	0	0	0	0	0
1605	Income - Clear Channel (INC)	63,000	55,000	60,939	32,096	55,000	0	55,000	0	0
1995	Donations - Street Furniture	0	0	0	1,265	1,265	0	0	0	0
Total Income		80,060	75,200	75,820	48,242	71,146	0	81,313	0	0
4045	Salary Reallocation	5,060	4,965	4,721	5,857	4,721	0	15,645	0	0
4111	Bus Shelter Provision & Maint	63,000	55,000	60,939	32,096	55,000	0	55,000	0	0
4316	2023/24 Purchase Orders	0	4,001	0	0	0	0	0	0	0
4425	Repairs and Maintenance	8,000	7,591	6,000	4,768	6,000	581	6,300	0	0
4460	Grit Bins	4,000	3,364	4,160	1,034	4,160	2,240	4,368	0	0
4462	Donated - Street Furniture	0	0	0	1,229	1,265	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	80,060	74,922	75,820	44,984	71,146	2,821	81,313	0	0
	330 Net Income over Expenditure	0	278	0	3,258	0	-2,821	0	0	0
6000	plus Transfer from EMR	0	6,101	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	2,100	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	4,279	0	3,258	0	0	0	0	0
<u>331</u>	<u>Street Furniture Projects</u>									
1077	Precept Reallocation	0	0	0	0	0	0	3,586	0	0
	Total Income	0	0	0	0	0	0	3,586	0	0
4045	Salary Reallocation	0	0	0	0	0	0	2,086	0	0
4462	Donated - Street Furniture	0	0	0	0	0	0	1,500	0	0
	Overhead Expenditure	0	0	0	0	0	0	3,586	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	0	0
<u>335</u>	<u>Recreation Grounds</u>									
1077	Precept Reallocation	98,021	98,021	113,093	108,127	113,093	0	117,584	0	0
1355	Income - Pitches	3,000	1,007	900	1,305	850	0	1,179	0	0
	Total Income	101,021	99,028	113,993	109,432	113,943	0	118,763	0	0
4591	Green Flag submission	700	375	700	0	700	0	788	0	0
	Direct Expenditure	700	375	700	0	700	0	788	0	0
4045	Salary Reallocation	22,005	22,341	22,672	18,254	22,672	0	28,161	0	0
4316	2023/24 Purchase Orders	0	620	0	0	0	0	0	0	0
4356	Defibrillator Parts	0	0	0	0	0	0	368	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4410	Water	332	225	700	1,453	700	0	1,407	0	0
4415	Electricity NTC Main Contract	3,150	3,407	3,100	2,481	3,100	0	3,100	0	0
4425	Repairs and Maintenance	10,350	12,631	10,872	1,910	10,872	70	11,000	0	0
4428	Health & Safety Compliance	650	400	778	128	778	0	778	0	0
4430	Maint. Contracts	57,034	60,253	63,405	47,548	63,405	0	65,941	0	0
4435	Maint. Contracts Unscheduled	2,600	825	800	0	800	0	2,600	0	0
4515	Tree Works	4,200	4,180	10,966	1,110	10,966	10,360	4,620	0	0
Overhead Expenditure		100,321	104,881	113,293	72,884	113,293	10,430	117,975	0	0
335 Net Income over Expenditure		0	-6,229	0	36,548	-50	-10,430	0	0	0
6000	plus Transfer from EMR	0	10,539	0	753	0	0	0	0	0
Movement to/(from) Gen Reserve		0	4,310	0	37,301	(50)	0	0	0	0
336	Recreation Grounds Projects									
1077	Precept Reallocation	0	0	0	0	0	0	5,737	0	0
Total Income		0	0	0	0	0	0	5,737	0	0
4045	Salary Reallocation	0	0	0	0	0	0	5,737	0	0
4504	Wash Common Upgrade-Phase 2	0	0	0	0	0	0	0	0	0
Overhead Expenditure		0	0	0	0	0	0	5,737	0	0
Movement to/(from) Gen Reserve		0	0	0	0	0	0	0	0	0
340	Play Areas									
1077	Precept Reallocation	108,249	108,249	113,661	113,909	113,661	0	140,820	0	0
Total Income		108,249	108,249	113,661	113,909	113,661	0	140,820	0	0
4045	Salary Reallocation	42,226	42,819	40,399	35,119	40,399	0	62,580	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4316	2023/24 Purchase Orders	0	27,292	0	0	0	0	0	0	0
4317	2024/25 Purchase Orders	0	0	0	1,359	0	0	0	0	0
4425	Repairs and Maintenance	29,663	13,076	30,000	25,521	30,000	893	33,000	0	0
4430	Maint. Contracts	35,360	40,048	42,010	31,477	42,010	0	43,690	0	0
4435	Maint. Contracts Unscheduled	1,000	0	0	0	0	0	1,000	0	0
4515	Tree Works	0	250	1,252	1,252	1,252	0	550	0	0
Overhead Expenditure		108,249	123,486	113,661	94,728	113,661	893	140,820	0	0
340 Net Income over Expenditure		0	-15,237	0	19,181	0	-893	0	0	0
6000	plus Transfer from EMR	0	32,230	0	1,359	0	0	0	0	0
Movement to/(from) Gen Reserve		0	16,993	0	20,540	0	0	0		
341	Play Areas Projects									
1077	Precept Reallocation	0	0	0	0	0	0	9,387	0	0
Total Income		0	0	0	0	0	0	9,387	0	0
4045	Salary Reallocation	0	0	0	0	0	0	9,387	0	0
4423	Upgrading Play Areas	0	0	0	20,744	0	0	0	0	0
Overhead Expenditure		0	0	0	20,744	0	0	9,387	0	0
341 Net Income over Expenditure		0	0	0	-20,744	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	20,744	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	0	0	0	0	0		
345	Victoria Park									
1077	Precept Reallocation	199,824	200,773	172,665	176,934	172,665	0	195,881	0	0
1355	Income - Pitches	0	0	0	0	0	0	589	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1360	Income - Tennis Courts	6,000	6,600	7,000	4,950	7,000	0	7,141	0	0
1380	Income - Bowling Club	900	900	900	450	900	0	973	0	0
1385	Income - Kiosk/Cafe	4,000	0	2,000	0	2,000	0	9,500	0	0
1390	Income - Victoria Park Hire	3,000	5,025	4,000	4,712	4,000	0	3,500	0	0
1391	Income - Mini Golf	5,000	5,000	5,000	5,155	5,000	0	5,155	0	0
1392	Donations - Duck Feeder	0	0	0	633	633	0	500	0	0
1990	Miscellaneous Income	0	802	0	0	0	0	0	0	0
Total Income		218,724	219,100	191,565	192,834	192,198	0	223,239	0	0
4517	Lime Trees - Pollard	18,300	18,300	0	0	0	0	3,000	0	0
4518	Lime Tree Avenue Lighting Upgr	1,430	6,756	750	0	750	0	750	0	0
4541	Repairs to Victoria and Lions	500	0	0	0	0	0	0	0	0
4543	Splashpark	4,000	3,451	4,200	2,727	4,200	0	4,200	0	0
4544	Splashpark - New Surface	0	0	0	0	0	0	6,000	0	0
4591	Green Flag submission	850	375	893	0	400	0	400	0	0
Direct Expenditure		25,080	28,882	5,843	2,727	5,350	0	14,350	0	0
4045	Salary Reallocation	52,613	53,369	28,926	23,956	28,926	0	39,113	0	0
4266	Licence	0	0	35	35	35	0	37	0	0
4316	2023/24 Purchase Orders	0	2,990	0	0	0	0	0	0	0
4355	Toilet Hire	1,690	1,690	2,500	918	0	0	0	0	0
4356	Defibrillator Parts	0	0	0	0	0	0	368	0	0
4410	Water	10,000	7,883	13,500	5,958	13,500	0	20,885	0	0
4415	Electricity NTC Main Contract	5,950	5,249	6,000	3,589	6,000	0	6,000	0	0
4425	Repairs and Maintenance	18,051	7,248	15,989	6,585	16,965	245	15,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4426	26 Pest Control	0	0	0	0	0	0	1,484	0	0
4428	Health & Safety Compliance	1,000	0	1,000	233	1,000	0	2,000	0	0
4430	Maint. Contracts	88,770	96,703	101,140	75,819	101,140	0	105,186	0	0
4435	Maint. Contracts Unscheduled	4,000	1,100	2,766	2,566	2,570	200	4,600	0	0
4440	Fire Extinguishers	150	151	250	129	170	0	190	0	0
4445	Security	500	488	1,000	437	1,000	0	1,000	0	0
4465	Tennis Courts Maintenance Fund	3,600	4,896	3,600	0	3,600	0	3,600	0	0
4480	Music at the Bandstand	3,000	2,900	3,150	3,000	3,150	0	3,150	0	0
4490	VP Fun Day	3,500	3,271	3,850	3,512	3,392	0	3,850	0	0
4515	Tree Works	820	30	2,016	2,496	1,236	0	2,426	0	0
4530	Community Cafe	0	16,595	0	0	0	0	0	0	0
Overhead Expenditure		193,644	204,563	185,722	129,233	182,684	445	208,889	0	0
345 Net Income over Expenditure		0	-14,345	0	60,874	4,164	-445	0	0	0
6000	plus Transfer from EMR	0	37,739	0	-1,870	0	0	0	0	0
Movement to/(from) Gen Reserve		0	23,394	0	59,004	4,164		0		
346	<u>Victoria Park Projects</u>									
1077	Precept Reallocation	0	0	0	0	0	0	19,602	0	0
1123	Grant Rec. (Changing Places)	0	0	0	20,000	0	0	0	0	0
Total Income		0	0	0	20,000	0	0	19,602	0	0
4045	Salary Reallocation	0	0	0	0	0	0	14,602	0	0
4530	Community Cafe	0	0	0	222,193	0	11,640	0	0	0
4531	Changing Places	0	0	0	5,753	0	17,258	0	0	0
4533	Restoration of Victoria & Lion	0	0	0	0	0	0	5,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4862	9-Aside Football Pitch	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	227,946	0	28,898	19,602	0	0
	346 Net Income over Expenditure	0	0	0	-207,946	0	-28,898	0	0	0
6000	plus Transfer from EMR	0	0	0	227,946	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	20,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	0	0
350	Open Spaces									
1077	Precept Reallocation	119,940	119,940	121,372	121,501	121,372	0	133,019	0	0
	Total Income	119,940	119,940	121,372	121,501	121,372	0	133,019	0	0
4774	Additional Dog Bin Collections	1,750	803	1,750	0	1,750	0	1,750	0	0
4775	Additional Land Maintenance	8,000	0	0	0	0	0	4,000	0	0
	Direct Expenditure	9,750	803	1,750	0	1,750	0	5,750	0	0
4045	Salary Reallocation	17,329	17,376	12,717	10,093	12,717	0	15,124	0	0
4317	2024/25 Purchase Orders	0	0	0	1,437	0	0	0	0	0
4400	Rent Payable	1,300	1,104	1,160	1,054	1,055	0	1,160	0	0
4410	Water	110	74	116	229	116	0	363	0	0
4424	26 Pressure Cleaning	0	0	0	0	0	0	800	0	0
4425	Repairs and Maintenance	4,000	1,953	3,496	2,515	4,000	0	4,000	0	0
4430	Maint. Contracts	80,589	91,273	95,698	71,741	95,698	0	99,526	0	0
4435	Maint. Contracts Unscheduled	2,100	100	505	0	505	0	2,205	0	0
4515	Tree Works	3,262	5,420	4,430	1,854	3,926	2,072	2,591	0	0
4760	Litter Picking Equipment	500	0	500	0	500	0	500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4770	Biodiversity Survey	1,000	0	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	110,190	117,300	119,622	88,924	119,517	2,072	127,269	0	0
	350 Net Income over Expenditure	0	1,837	0	32,577	105	-2,072	0	0	0
6000	plus Transfer from EMR	0	13,757	0	1,550	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	15,594	0	34,128	105		0		
<u>351</u>	<u>Open Spaces Projects</u>									
1077	Precept Reallocation	0	0	5,000	5,000	5,000	0	8,344	0	0
	Total Income	0	0	5,000	5,000	5,000	0	8,344	0	0
4773	Water courses	0	0	5,000	0	0	0	0	0	0
	Direct Expenditure	0	0	5,000	0	0	0	0	0	0
4045	Salary Reallocation	0	0	0	0	0	0	8,344	0	0
	Overhead Expenditure	0	0	0	0	0	0	8,344	0	0
	Movement to/(from) Gen Reserve	0	0	0	5,000	5,000		0		
<u>355</u>	<u>Floral Displays and Trees</u>									
1077	Precept Reallocation	43,807	43,807	35,777	36,277	35,777	0	50,000	0	0
1990	Miscellaneous Income	1,500	2,567	0	693	0	0	0	0	0
1991	Income - Floral Baskets Busine	0	0	0	1,323	0	0	0	0	0
1992	Sponsorship - Tree Planting	0	2,299	0	0	0	0	0	0	0
	Total Income	45,307	48,673	35,777	38,293	35,777	0	50,000	0	0
4045	Salary Reallocation	9,707	9,929	10,051	9,423	10,051	0	18,774	0	0
4317	2024/25 Purchase Orders	0	0	0	7,498	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435	Maint. Contracts Unscheduled	1,500	0	1,500	0	1,500	0	1,500	0	0
4471	Tree Surveys	9,500	0	0	0	0	0	5,000	0	0
4500	Tree planting	3,150	1,883	3,276	0	3,276	0	3,276	0	0
4505	Edible Crops	450	0	450	0	450	0	450	0	0
4510	Floral Displays	21,000	18,550	20,500	19,474	20,500	0	21,000	0	0
4512	Floral Baskets - Businesses	0	2,567	0	2,247	0	0	0	0	0
Overhead Expenditure		45,307	32,929	35,777	38,642	35,777	0	50,000	0	0
355 Net Income over Expenditure		0	15,745	0	-349	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	7,498	0	0	0	0	0
Movement to/(from) Gen Reserve		0	15,745	0	7,149	0	0	0	0	0
360	Britain & Newbury In Bloom									
1077	Precept Reallocation	14,012	14,012	14,436	16,436	14,436	0	24,288	0	0
1600	Sponsorship	500	400	500	400	400	0	400	0	0
Total Income		14,512	14,412	14,936	16,836	14,836	0	24,688	0	0
4711	Britain in Bloom	0	0	2,500	243	1,500	0	4,000	0	0
Direct Expenditure		0	0	2,500	243	1,500	0	4,000	0	0
4045	Salary Reallocation	10,012	9,929	8,936	8,372	8,936	0	16,688	0	0
4710	Newbury In Bloom	4,500	1,837	3,500	1,446	2,500	0	4,000	0	0
Overhead Expenditure		14,512	11,766	12,436	9,818	11,436	0	20,688	0	0
Movement to/(from) Gen Reserve		0	2,646	0	6,776	1,900	0	0	0	0
420	<u>Wash Common Allotment</u>									
1077	Precept Reallocation	7,343	7,343	6,068	6,868	6,068	0	11,182	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1400	Income - Allotment	4,274	4,759	4,784	597	4,784	0	4,875	0	0
	Total Income	11,617	12,102	10,852	7,465	10,852	0	16,057	0	0
4451	Notice Boards	0	0	0	0	0	0	167	0	0
	Direct Expenditure	0	0	0	0	0	0	167	0	0
4045	Salary Reallocation	5,459	5,585	5,544	4,880	5,544	0	8,866	0	0
4316	2023/24 Purchase Orders	0	100	0	0	0	0	0	0	0
4410	Water	1,500	1,010	1,340	1,554	1,340	0	2,079	0	0
4425	Repairs and Maintenance	1,500	1,116	1,500	873	1,500	0	800	0	0
4426	26 Pest Control	0	0	0	0	0	0	718	0	0
4430	Maint. Contracts	1,158	1,312	1,378	1,031	1,378	0	1,433	0	0
4435	Maint. Contracts Unscheduled	1,000	0	50	0	350	0	850	0	0
4515	Tree Works	1,000	550	1,040	0	1,040	1,040	1,144	0	0
	Overhead Expenditure	11,617	9,674	10,852	8,338	11,152	1,040	15,890	0	0
	420 Net Income over Expenditure	0	2,429	0	-873	-300	-1,040	0	0	0
6000	plus Transfer from EMR	0	254	0	214	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	2,683	0	(659)	(300)	0	0	0	0
421	Allotments (except Wash Common)									
1077	Precept Reallocation	33,870	32,866	40,715	33,781	40,715	0	58,257	0	0
1400	Income - Allotment	23,000	25,252	25,000	2,712	25,000	0	25,475	0	0
	Total Income	56,870	58,118	65,715	36,493	65,715	0	83,732	0	0
4451	Notice Boards	0	0	0	0	0	0	833	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
		0	0	0	0	0	0	833	0	0
Direct Expenditure										
4045	Salary Reallocation	27,273	27,305	27,373	20,997	27,373	0	29,204	0	0
4248	IT - Allotments	192	192	324	265	324	0	345	0	0
4265	Subscriptions	112	56	70	0	70	0	75	0	0
4316	2023/24 Purchase Orders	0	600	0	0	0	0	0	0	0
4317	2024/25 Purchase Orders	0	0	0	2,382	0	0	0	0	0
4400	Rent Payable	945	1,063	950	638	850	0	900	0	0
4410	Water	4,650	4,289	6,500	11,347	6,500	0	16,847	0	0
4425	Repairs and Maintenance	5,990	5,990	6,329	4,947	6,329	800	4,000	0	0
4426	26 Pest Control	0	0	0	0	0	0	4,369	0	0
4430	Maint. Contracts	9,140	10,351	10,870	8,136	10,870	0	11,305	0	0
4435	Maint. Contracts Unscheduled	4,288	1,921	2,750	120	2,750	0	4,250	0	0
4515	Tree Works	4,280	3,630	10,549	5,027	10,549	5,522	11,604	0	0
Overhead Expenditure		56,870	55,396	65,715	53,859	65,615	6,322	82,899	0	0
421 Net Income over Expenditure		0	2,722	0	-17,366	100	-6,322	0	0	0
6000	plus Transfer from EMR	0	1,811	0	7,229	0	0	0	0	0
Movement to/(from) Gen Reserve		0	4,533	0	(10,137)	100		0		
430	Wharf Toilets									
1077	Precept Reallocation	23,360	23,360	22,605	21,446	22,605	0	22,718	0	0
1993	Income - Cashless Payments	0	0	0	821	850	0	850	0	0
Total Income		23,360	23,360	22,605	22,267	23,455	0	23,568	0	0
4045	Salary Reallocation	5,360	5,585	3,616	2,597	3,616	0	3,129	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4051	Cashless Payments Charges	0	0	400	294	386	0	500	0	0
4195	Wharf Toilets Contract	15,750	12,100	14,509	10,881	14,509	0	15,235	0	0
4316	2023/24 Purchase Orders	0	2,700	0	0	0	0	0	0	0
4356	Defibrillator Parts	0	0	0	0	0	0	184	0	0
4405	Rates - NTC	250	191	250	191	191	0	220	0	0
4425	Repairs and Maintenance	2,000	946	3,625	3,195	3,630	0	4,000	0	0
4428	Health & Safety Compliance	0	0	205	205	200	0	300	0	0
Overhead Expenditure		23,360	21,522	22,605	17,363	22,532	0	23,568	0	0
430 Net Income over Expenditure		0	1,838	0	4,904	923	0	0	0	0
6000	plus Transfer from EMR	0	2,700	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	4,538	0	4,904	923	0	0	0	0
435	<u>Vehicle, Equipment & Tools</u>									
1077	Precept Reallocation	12,210	12,210	22,857	23,857	22,857	0	12,317	0	0
Total Income		12,210	12,210	22,857	23,857	22,857	0	12,317	0	0
4045	Salary Reallocation	0	0	10,799	5,845	10,799	0	0	0	0
4190	CCTV	0	0	2,500	0	2,500	0	2,500	0	0
4550	GM Vehicle Lease	7,024	3,202	4,200	2,935	3,736	0	3,950	0	0
4551	GM Vehicle Consumables	1,000	405	1,700	521	1,700	0	700	0	0
4552	GM Vehicle Insurance	1,200	383	1,263	1,150	1,263	0	1,350	0	0
4553	GM Vehicle Maint. Payment	550	530	700	417	556	0	612	0	0
4554	GM Vehicle Tax	0	0	195	0	195	0	205	0	0
4555	Tools & Equipment	2,436	1,824	1,500	1,437	1,500	0	3,000	0	0
Overhead Expenditure		12,210	6,343	22,857	12,305	22,249	0	12,317	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	0	5,867	0	11,552	608		0		
436	Community Services PROJECTS									
1077	Precept Reallocation	0	0	33,270	33,270	33,270	0	0	0	0
	Total Income	0	0	33,270	33,270	33,270	0	0	0	0
4045	Salary Reallocation	0	0	33,270	31,526	33,270	0	0	0	0
	Overhead Expenditure	0	0	33,270	31,526	33,270	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	1,744	0		0		
500	CPAC General									
1077	Precept Reallocation	37,005	37,005	23,905	23,905	23,905	0	23,339	0	0
	Total Income	37,005	37,005	23,905	23,905	23,905	0	23,339	0	0
4045	Salary Reallocation	33,980	34,131	20,905	15,624	20,905	0	20,339	0	0
4600	CPAC Committee Fund	1,500	490	1,000	46	1,000	0	1,000	0	0
4625	Art Trail	750	612	750	0	750	0	750	0	0
4637	Local Democracy WG	250	0	250	147	250	0	250	0	0
4639	Art on the Park	525	500	500	0	0	0	500	0	0
4643	Ceremonial Commitments	0	0	500	0	0	0	500	0	0
	Overhead Expenditure	37,005	35,733	23,905	15,817	22,905	0	23,339	0	0
	Movement to/(from) Gen Reserve	0	1,272	0	8,088	1,000		0		
501	CPAC Events & Projects									
1077	Precept Reallocation	0	0	24,510	24,510	24,510	0	11,430	0	0
1997	Income - VE80	0	0	0	100	1,200	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1999	Income - 200th Anniv Royal Eng	0	0	0	1,200	100	0	0	0	0
	Total Income	0	0	24,510	25,810	25,810	0	11,430	0	0
4640	200th Annivers Royal Engineers	0	0	0	2,248	0	0	0	0	0
	Direct Expenditure	0	0	0	2,248	0	0	0	0	0
4045	Salary Reallocation	0	0	21,857	14,022	21,857	0	10,430	0	0
4686	VE Day 80th Anniversary	0	0	2,653	2,653	2,553	0	0	0	0
4687	NTC 30 yrs Anniversary	0	0	0	0	0	0	1,000	0	0
4689	Newbury Signs Project - Design	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	24,510	16,676	24,410	0	11,430	0	0
	501 Net Income over Expenditure	0	0	0	6,886	1,400	0	0	0	0
6000	plus Transfer from EMR	0	0	0	2,248	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	1,200	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	7,934	1,400	0	0	0	0
505	Civic Responsibility									
1077	Precept Reallocation	69,639	69,639	70,021	70,021	70,021	0	139,904	0	0
1994	Claims - Insurance Settlements	0	0	0	815	0	0	0	0	0
	Total Income	69,639	69,639	70,021	70,836	70,021	0	139,904	0	0
4045	Salary Reallocation	54,711	55,231	52,261	53,624	52,261	0	119,424	0	0
4265	Subscriptions	28	27	30	23	30	0	60	0	0
4419	Insurance Vals - Civic & Furni	0	0	0	0	1,100	0	1,100	0	0
4421	Insurance Claims Settlements	0	0	0	815	0	0	0	0	0
4650	Mayors Allowance	1,000	548	1,000	564	1,000	0	1,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4655	Honorarium	3,500	2,931	3,640	3,184	3,500	0	3,640	0	0
4660	Mayor Making	2,500	2,423	2,600	2,519	2,520	0	3,000	0	0
4661	Mayors Festive Tea	0	0	1,000	437	950	0	1,040	0	0
4665	Remembrance	2,500	1,806	3,500	1,307	1,500	0	3,500	0	0
4670	Regalia and Robes	2,000	4,755	2,400	1,600	2,400	0	3,500	0	0
4680	Civic Hospitality & Events	1,500	1,395	1,500	89	1,200	0	1,500	0	0
4690	Twin Towns	250	42	250	0	0	0	250	0	0
4700	Civic Award Scheme	1,000	994	1,040	15	1,040	0	1,040	0	0
4705	Watership Brass	650	650	800	800	800	0	850	0	0
Overhead Expenditure		69,639	70,803	70,021	64,976	68,301	0	139,904	0	0
505 Net Income over Expenditure		0	-1,164	0	5,860	1,720	0	0	0	0
6000	plus Transfer from EMR	0	2,898	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	1,734	0	5,860	1,720	0	0		
600	Planning & Highways									
1077	Precept Reallocation	27,293	27,293	36,948	37,948	36,948	0	27,597	0	0
1120	Grants Received (NDP)	15,000	0	0	0	0	0	0	0	0
1121	Grants & Dons Rec. (Heritage)	0	583	0	620	200	0	0	0	0
Total Income		42,293	27,876	36,948	38,568	37,148	0	27,597	0	0
4045	Salary Reallocation	23,293	23,582	35,348	24,745	35,348	0	26,597	0	0
4800	P & H Committee Fund	1,000	6	0	0	0	0	0	0	0
4805	Heritage Working Group	1,000	374	1,000	403	1,000	0	1,000	0	0
4810	Neighbourhood Development Plan	15,000	5,910	0	0	0	0	0	0	0
4815	Signage	2,000	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4825	S.215 Partnership W Berks	0	0	600	0	0	0	0	0	0
	Overhead Expenditure	42,293	29,871	36,948	25,148	36,348	0	27,597	0	0
	600 Net Income over Expenditure	0	-1,995	0	13,420	800	0	0	0	0
6000	plus Transfer from EMR	0	5,910	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	3,915	0	13,420	800		0		
601	Planning & Highways Projects									
1077	Precept Reallocation	0	0	5,213	5,213	5,213	0	11,215	0	0
	Total Income	0	0	5,213	5,213	5,213	0	11,215	0	0
4045	Salary Reallocation	0	0	5,213	3,930	5,213	0	5,215	0	0
4810	Neighbourhood Development Plan	0	0	0	0	0	0	6,000	0	0
4815	Signage	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	5,213	3,930	5,213	0	11,215	0	0
	Movement to/(from) Gen Reserve	0	0	0	1,283	0		0		
	Total Budget Income	1,859,421	1,922,187	2,145,107	2,052,806	2,096,449	0	2,275,075	0	0
	Expenditure	1,859,421	1,788,592	2,145,107	1,673,741	2,011,288	81,300	2,275,075	0	0
	Net Income over Expenditure	0	133,595	0	379,064	85,161	-81,300	0	0	0
	plus Transfer from EMR	0	159,133	0	304,615	0	0	0	0	0
	less Transfer to EMR	0	2,100	0	32,682	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	290,629	0	650,998	85,161		0		

Spend via these codes

EMR For P.O.	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	Recommendation for approval by Council - January 2026	Total Funds 12/01/2026	Council Funds Annual Savings for Long Term (LT) Expenditure 12/01/2026	Council Funds Short Term Expenditure 12/01/2026	Council Funds Projects 12/01/2026	Ringfenced (RF) Other Funds 12/01/2026
316	EMR Solar Panels - T/Hall PO.	291	As applicable	4321	2023/24 Purchase Orders	EMR - Committed for Solar Panels on Town Hall Roof PO 2490 04/09/2023 Use & Close (MK/MG).	Retain for purpose, then close.	10,870.00		10,870.00		
317	EMR - Shaw Cemetery Land Investigation PO	306	As applicable	4776	2024/25 Purchase Orders	EMR - Shaw Cemetery Land Investigation - PO 2490 25/05/23. Originally £1,200, £619.80 spent. Leaves £580.20 (MK/MG)	Retain for purpose	580.20		580.20		
318	EMR - 2025/26 Purchase Orders	Any	As applicable	4318	2025/26 Purchase Orders	Committed expenditure from 2025/26 Purchase Orders. To be populated at 2025/26 year-end. Use & Close (MG).	Retain for purpose, then close.	0.00		0.00		
330	EMR LT Website Security Patches	220	Corporate Services	4256	Website Security Patches	Umbreca security patches required every 3 years. Approx. £12k required in 27/28. £4k p/yr to support budget management (KH).	Retain for purpose	4,000.00	4,000.00			
331	EMR SharePoint rebuild	221	Corporate Services	4257	Rebuild Sharepoint	We need to rebuild our SharePoint to meet the needs of the Council moving forward. Previously planned for 2024/25, agreed sensible to postpone to 2025/26. In progress(KH)	Retain for purpose, then close.	10,000.00			10,000.00	
332	EMR Asset Register	220	Corporate Services	4247	Asset Register Software	To update our Asset Register using appropriate Software in 2026/27 (LM)	Retain for purpose, then close.	1,000.00			1,000.00	
340	EMR RF Tennis Court Maint Fund	345	Victoria Park	4465	Tennis Courts Maintenance Fund	Budget £3,600 (4465/345) annually for a sinking fund, as a condition of the 2016 LTA Grant to refurbish the tennis courts. For resurfacing, painting etc. to keep in tip top LTA condition. (CE).	Retain for purpose	20,304.00				20,304.00
343	EMR RF Tree Planting Sponsorship	355	Floral Displays & Trees	4500	Tree Planting	In 2024/25 NTC received £2,299 in sponsorship for Tree Planting. Of which, £150.25 remains unspent at year-end. Transferred to an EMR whilst consulting with donor. Use & Close (JH)	Retain for purpose, then close.	150.25				150.25
344	EMR LT Tree Surveys	355	Floral Displays & Trees	4471	Tree Surveys	We have 2,200 trees. Tree Survey required every 5 years. Allow £25k for 2029. Council (Jan 25) agreed to budget £5k annually for EMR (JH)	Retain for purpose	4,955.00	4,955.00			
345	EMR Trees	Several	Any with Trees	4515	Tree Works	EMR used to supplement budget within cost centres. At year-end, transfer remaining funds within tree works cost centres to the EMR for following year. (JH)	Retain for purpose	8,645.00		8,645.00		
347	EMR LT Lime Trees Pollard - Newtown Road Cemetery	300	Newtown Road Cemetery	4517	Lime Trees - Pollard	Pollarded in 2023. Estimated £20k required for next pollard in 2033. (JH). Council (Jan 25) agreed £2k p/yr budget for 10 years	Retain for purpose	2,000.00	2,000.00			

348	EMR LT Lime Trees Pollard - Shaw Cemetery	305	Shaw Cemetery	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £25k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £2.5k p/yr budget for 10 years.	Retain for purpose	2,500.00	2,500.00			
349	EMR LT Lime Trees Pollard - Victoria Park	345	Victoria Park	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £30k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £3k p/yr budget for 10 years	Retain for purpose	3,000.00	3,000.00			
350	EMR LT Election Admin Fund	110	Central Services	4055	Election Expenses	To build sufficient funds over 4 years to cover Election Costs. Additional sums required if bi-election called. Context: 05/24 Election £25,853. 03/24 Bi-Election £13,358. £10,000 p/yr (LM) .	Retain for purpose	10,000.00	10,000.00			
360	EMR VP Cafe Refurbishment	346	Victoria Park Projects	4530	Community Café	NTC funds set aside for the Victoria Park Café Replacement (MK) Estimated completion 2025/26.	Retain for purpose, then close.	174,409.89			174,409.89	
361	EMR Café reserves - TMM/LM	346	Victoria Park Projects	4530	Community Café	Funds held to support the completion of the café. Agreed by Council 08/12/2025. To be released by CEO & RFO signature. (TMM/LM)	Retain for purpose, then close.	85,328.56			85,328.56	
362	EMR - Water Costs	Any	As applicable	4410	Water	Cover additional water costs in 2025/26 (LM)	Any funds remaining at 2025/26 year-end to be transferred back to EMR 371 - T/Hall Office Refurbishment & move.	9,660.87		9,660.87		
363	EMR - General Reserves in lieu of TH Income	N/A	General Reserves	N/A	N/A	To hold in case required to support General Reserves at 2025/26 year-end, in lieu of reduced Town Hall income. (LM)	Maintain to cover any income streams under budget in 2026/27. The Shaw Cemetery and the Town Hall income needs to be monitored in 2026/27, in case they don't return to 2024/25 levels.	16,000.00		16,000.00		
369	EMR - Town Hall Responsive Repairs	291	Town Hall Projects	4322	Town Hall Responsive Repairs	Town Hall Responsive Repairs - as identified within the Surveyor's Report (TMM)	Transfer unused 2025/26 budget from 4322/291, TH Responsive Repairs (currently projected 28,200 at 12/01/2026) to EMR 369, at Y/E	0.00			0.00	
370	EMR Town Hall Roof Major Repairs	291	Town Hall Projects	4321	Town Hall Roof	Major repairs to the Town Hall roof. Est. £55k received Oct 23. Using to cover major internal repairs to roof & ceiling. (MK) .	Retain for purpose	30,715.67		30,715.67		
371	EMR LT T/Hall Office Move & Refurb	291	Town Hall Projects	4320	Office Move and Refurb Works	For Office Move and Refurbishment (TMM) £18k moved to EMR 362 to cover water costs (13/10/25- P&R)	Retain for purpose Transfer remains of 2025/26 Office refurb & move budget (currently projected £15,750) from 4320/291 to EMR 371 at YE.	3,630.00			3,630.00	
372	EMR T/Hall Audio/Visual Equipment	291	Town Hall Projects	4427	Visual / Audio Equipment	Towards upgrading visual & audio equipment in Chamber (TMM) .	Priority: Audio Equipment in Chamber	4,500.00			4,500.00	
374	EMR New Town Hall Fire Doors	291	Town Hall Projects	4334	Town Hall Fire Doors	To replace with new the fire doors in the Town Hall. (MK)	Retain for purpose, then close.	2,000.00			2,000.00	
380	EMR LT Weddings Licence (3 yrs)	295	Weddings	4341	Weddings Licence	Wedding licence required every 3 years. Allow £1,700 p/yr from 2026/27. (KH)	Retain for purpose	468.00	468.00			
403	EMR RF HWG-Plaques / Appraisals	600	P&H	4805	Grants & Donations (Heritage).	Grants from Newbury Society & income from Heritage Walks towards Blue Plaques & Dendro Dating - held in income code 1121/600 and transferred to EMR 403 at year-end. Spent via 4805 to supplement budget. (CE)	Retain for purpose	797.34				797.34

404	EMR Civic Robe Replacement	505	Civic	4670	Regalia & Robes	Civic Robe Replacement, repairs and cleaning. EMR in longer term for chain (JA)	Retain for purpose	142.65		142.65	
406	EMR Training & Development	220	Corporate Services	4220	Training	In consideration of new staff, request to EMR remaining 4220/220 budget at 2024/25 year-end, to increase Training budget in 2025/26. Use then close. (TMM)	Retain for purpose, then close.	1,139.90		1,139.90	
407	Recycling	220	Corporate Services	4280	Recycling	Recycling contract 2025/26 increased 9.8%. Request to EMR funds equiv to those remaining in 2024/25 budget 4280/220 for recycling toners from 2024/25 and IT equip from office move in 2025. Use then close (KH)	Transfer any unused funds to General Reserves at 2025/26 year-end.	41.69		41.69	
410	EMR Neighbourhood Development Plan	601	P&H Projects	4810	Neighbourhood Development Plan	Council funds (£5,129.71) suggest maintain for public consultation costs (TMM)	Retain for purpose.	5,129.71		5,129.71	
414	EMR New Footway Lighting	320	Footway Lighting	4855	Street Lighting Upgrade	To upgrade footway lighting. Provides environment/carbon offset and reduces annual consumption. (TS)	Retain for purpose.	3,790.23		3,790.23	
416	EMR New Benches	331	Street Furniture Projects	4462	New Bench	Council agreed (Jan 25) to EMR £1,500 CIL funds for a New bench by Middle Close / Elizabeth Avenue on NTC land (JH)	Retain for purpose.	1,500.00		1,500.00	
418	EMR Shaw Cemetery Land Survey	306	Shaw Cemetery Projects	4776	Shaw Cemetery Land Survey	22/01/24. Council agreed £10,000 from 2023/24 CIL for Land Survey / Soil Sampling to ascertain whether land can be used for graves. Currently planned for Feb/March 2025. (MK). Retain until complete and then close.	Retain for Purpose	1,000.00		1,000.00	
419	EMR Headstone survey	300 305	Newtown Road & Shaw Cems	4436	Headstone Survey	To support Topple Testing as required (JK).	Retain for purpose	1,450.00		1,450.00	
420	EMR Tools & Equipment	435	Community Services General	4555	Tools & Equipment	Towards specialist equipment for Grounds Maintenance Tream (JH)	Retain for purpose, then close.	1,000.00		1,000.00	
435	EMR RF Greenham House prep work	351	Open Spaces Projects	4750	Greenham House Gardens	Ringfenced as part of Lease agreement. Wildflower meadow, bench, dog waste bin, mixed hedgerow planting, rose bed all installed. To install: new sign. Jan 25, council agreed remaining sums could be used towards refurbishing and repainting the railings around the gardens. (JH).	Retain for purpose, then close.	5,333.25			5,333.25
438	EMR Splashpark Surface VP	346	Victoria Park Projects	4544	Splashpark - New Surface	£6,000 per annum budget towards new splashpark surface. (MK)	Retain for purpose	6,000.00	6,000.00		
439	EMR RF Bandstand VP	345	Victoria Park	4537	VP Bandstand Upgrade	Remaining from a grant from The Good Exchange, for Bandstand repairs. Estimated completion mid-March 2025. Council agreed (Jan 25) to retain for repairs and then close. (MK)	Retain for purpose, then close.	2,330.30			2,330.30
441	EMR War Memorial Sinking Fund	316	War Memorial Projects	4850	Sinking Fund	Sinking Fund. £2,000 set aside annually. Transfer £2,000 fm 2024/25 budget at year-end (MK).	Retain for purpose	10,000.00	10,000.00		

442	EMR Playground Upgrading	341	Play Areas Projects	4423	Upgrading Play Areas	Plan and priorities for upgrade to be agreed by Community Services Committee (MK/JH).	Retain for purpose	92,277.10				92,277.10					
448	EMR RF Hutton Close Upgrades	351	Open Spaces Projects	4771	Hutton Close Upgrade	£20,000 received in exchange for leasing land to developers to support their development of a neighbouring plot. Agreement that funds be spent on Open Space upgrades, in the main, at Hutton Close (MK).	Retain for purpose, then close.	20,000.00				20,000.00					
454	EMR LT Upgrade Lighting Lime Walk VP	346	Victoria Park Projects	4518	Lime Tree Avenue Lighting Upgrade	Upgraded in 2024. Council agreed (Jan 25) to budget £750 to an EMR annually, towards the cost of the next Lime Tree Lighting upgrade, to support sustainable management of council funds (CE).	Retain for purpose	750.00	750.00								
456	EMR Repairs to Victoria & Lions	345	Victoria Park	4541	Repairs to Victoria & Lions	Restoration on hold, but minor R&M works required. (MK)	Retain for purpose, then close.	900.00		900.00							
457	EMR LT Restoration to Victoria & Lions	346	Victoria Park Projects	4533	Restoration of Victoria & Lions	Restoration estimated at £15,000 in 2024/25. Council agreed (Jan 25) to transfer £5000 from annual budget for planned works in 2029/30. 2025/26 allocation utilised for Café. £5,000 in budget from 2026/27 (MK)	Retain for purpose	0.00	0.00								
464	EMR LT Clock House Sinking Fund	346	Clock House	4850	Sinking Fund	Clock House Sinking Fund - budget £500 per year from 2026/27 for EMR from 2026/27 (MK)	Retain for purpose.	0.00	0.00								
469	EMR Projects Fund	Any Projects Code	As applicable	Any	As applicable	At 2025/26 y/e, 40% of unused budget to EMR 469 to be set aside for Projects. Jan 2026 projected as £85,161. 40% = £34,064. N.B. With 3 months of the year remaining, this is a guide, only. (LM)	The 2026/27 budget, in the main, only covers revenue expenditure. Therefore, the Strategy Working Group recommends setting aside 40% of any unused budget at 2025/26 year-end for a small projects fund. These funds to be released by the Policy & Resources Committee.	0.00			0.00						
												558,299.61	43,673.00	84,936.21	380,775.26	48,915.14	558,299.61

Newbury Town Council – Strategic Risk Register 2024/2025 – Approved by Policy & Resources – 14th October 2024.

SRR 2025/26 – Reviewed by TMM with the Audit Working Group 10/12/2025. Recommended to P&R Committee.

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.01a	Grounds Maintenance contractor not performing	9	3	27	Terms of contract Supervision by the council Regular meetings with the contractor	Subcontract should the current contractor fail. New interim contract	7	2	14
R.01b	Contractors not supplying agreed services	4	5	20	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used, and credit checks made on all potential suppliers. The Council has employed a Facilities Officer who is doing much of the work previously carried out by small contractors.	Review, and extend, if possible, the list of preferred suppliers. To be used to find alternatives quickly.	2	2	4
R.16	Community Café in Victoria Park <u>not being delivered</u>	7	<u>95</u>	<u>6335</u>	<u>Design in place.</u> <u>Consultants to project manage.</u> <u>Services Delivery Manager providing coordination & cost control.</u> <u>Services Delivery Manager providing coordination & cost control.</u> VP Subcommittee to provide governance. <u>Construction underway.</u>	<u>Meetings with W. Berks Planning & Building Control.</u> <u>Regular site visits.</u> <u>Project updates to Community Services Committee.</u> <u>Regular site visits.</u> <u>Victoria Park Projects Sub-Committee overseeing build.</u> Financial contingencies built into plan. <u>Project plan contingencies if failure of suppliers.</u>	3	6	18
R.16a	Electricity Supply to Victoria Park insufficient	9	<u>95</u>	<u>8145</u>	<u>M&E Consultants conducted stress testing and current infrastructure passed. None</u>	<u>M&E Consultants stress testing existing distribution infrastructure and developing an action plan</u>	9	<u>72</u>	<u>6318</u>

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
						Review strategies to increase electrical capacity to Victoria Park			
R.06	Sudden loss of staff	8	6	48	Use of agencies, locums etc Train up other members of staff to do part of role and identify possible alternatives. Purchase outside expertise/ agency workers Review Council's staff structure to explore succession/ progression opportunities.	Train up other members of staff to do part of role and identify possible alternatives. Purchase outside expertise/ agency workers Restructure of Council Better use of HR Support. Robust supervision processes. Expand staff base, manage workloads and increase staffing resilience.	5	4	20
R.04	Reduction in income and/or increased unexpected overheads.	8	9	72	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. Budget management & virements Monthly budget meetings Financial Regulations Four-year budget planning in place. Longer-term financial planning Use of short-term investments	Audit Reserves Policy Review Insurance cover 4-year budget planning Use of Public Works Loan Board and other sources to obtain funds. Reappointing EMR's Increase precept. Increase income from services.	5	3	15
R.03	Malicious misrepresentation and Media Misreporting	6	<u>76</u>	<u>4236</u>	Press Releases issued whenever possible to announce projects/events. Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media “Handling the press” training provided to relevant Councillors and staff.	Record instances of media misreporting in a log. Review and assess significance of this risk. Enact Social Media Policy Enact Vexatious Policy	4	5	20

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.11	Loss of I.T. facilities	9	3	27	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud' Accounts software hosted with a provider	Regular testing of disaster recovery service and data backup 1 spare laptop available	3	1	3
R.09	One off activities - experiencing problematic delivery or unexpected consequences	<u>65</u>	<u>54</u>	<u>3020</u>	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group. Expert/professional advice sought when appropriate.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence. Insurance to mitigate impacts Martin's Law	4	<u>32</u>	<u>128</u>
R.10	Confidential or sensitive information being disclosed	7	5	35	Security measures in place Data Protection Training for all staff and councillors Ensure procedures aligned with GDPR	Audit Data Protection processes arising from changes in procedures. Review IT Policy	5	4	20
R.07	Financial fraud by staff member.	6	1	6	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. List of payments and Income and Expenditure presented quarterly to P & R. Procurement Policy now in place	Additional management performance training. Comms Strategy for emergencies. Risks covered by insurance	4	1	4
R.13	Loss of Town Hall contents including civic regalia	5	2	10	Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured. All important paperwork scanned and in cloud. CCTV installed in Town Hall <u>Correct insurance to cover losses</u>	Salvage list	4	1	4

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.12a	Physical Loss of Town Hall due to fire, flood or similar major event	7	4	28	Flood Risk – new and standby pump PACT Testing Insurance in place to cover costs. Staff can work remotely.	Business continuity plan. Staff have technology to enable flexible and remote working. Some meetings can be virtual Other venues can be used Salvage list	5	4	20
R.16	Non-compliance with legislation/regulations	4	4	16	Standing Orders Financial Regulations Access to SLCC and BALC Qualified Staff and RFO Policies & Risk Assessments	Member and officer training Cycle of Audit	4	2	8

*The impact relates solely to the impact on Newbury Town Council as a corporate body.

** Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore, the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

***Residual Risk is the perceived risk remaining after planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

Approved by the Policy and Resources Committee – **14th October 2024**



Protecting Heritage Assets in Newbury

Index:

Introduction:	3.
Process:	3.
Powers and Partnerships	4.
Checklist	5.
Appendix 1 Enforcement letter	6.
Appendix 2 request for devolution powers	8.

INTRODUCTION

To help Newbury Town Council (NTC) protect heritage assets (both listed and non-listed), we can establish a comprehensive process based on best practice from Historic England's "Stopping the Rot" and DLUHC's guidance on town/parish council powers. This plan includes the powers available to both NTC and West Berkshire Council (WBC) and suggests a strategic collaboration with WBC potentially seeking devolved powers or stronger local coordination.

PROCESS: Protecting Heritage Assets in Newbury

1. Identification & Risk Assessment

- Routine Surveying: NTC can proactively identify buildings at risk through visual inspections and community reporting.
- Historic Environment Record (HER): Collaborate with West Berkshire to access HER data.
- Community Listing: Promote local listing of non-designated heritage assets.

2. Communication & Early Engagement

- Owner Contact: Initial non-statutory letter suggesting repairs and offering advice (Historic England Sample Letters – Appendix 2).
- Public Awareness: Community engagement campaigns encouraging reporting of at-risk assets.
- Mediation: Explore voluntary agreements with owners for repairs and reuse.

3. Statutory Enforcement Tools (with WBC)

Though NTC cannot directly issue statutory notices, it can request WBC to use the following tools under the *Planning (Listed Buildings and Conservation Areas) Act 1990* and other laws:

For Listed Buildings

Tool	Description	Lead Authority
Urgent Works Notice (s54)	Emergency works to unoccupied listed buildings. Costs recoverable.	WBC
Repairs Notice (s48)	Orders owner to carry out necessary works; can lead to CPO if ignored.	WBC
Listed Building Enforcement Notice (s38)	If unauthorized work has harmed a listed building.	WBC
Compulsory Purchase (s47)	Used after failure to comply with Repairs Notice.	WBC

For Unlisted Buildings in Conservation Areas

Tool	Description
Section 215 Notice (TCPA 1990)	Used when land or buildings adversely affect amenity; applicable to any building type.
Emergency Measures (Building Act 1984 s78)	Immediate works for dangerous structures.
Enforced Sale (Law of Property Act 1925)	Recover debts on vacant buildings by forcing sale.
Community Protection Notice (ASB Act 2014)	For persistent nuisance impacting quality of life.

4. Heritage-Led Regeneration and Reuse

- Town Council-Led Projects: Use heritage-led regeneration for vacant/at-risk assets.
- Asset Transfer & Reuse: Seek Community Asset Transfers (CAT) or partner with Building Preservation Trusts.
- Interim Uses: Encourage meanwhile uses to keep buildings occupied and secure.

POWERS AND PARTNERSHIPS AVAILABLE TO NEWBURY TOWN COUNCIL

- Powers NTC Already Has or Can Use:
 - Community Right to Bid: Nominate local heritage assets as Assets of Community Value (ACVs).
 - Neighbourhood Planning: Include strong heritage policies and designations.
 - Local Listing Advocacy: Work with WBC to promote non-designated assets.
 - Campaigning & Publicity: Build local support and highlight threats.

Recommended Actions for Collaboration with West Berkshire Council

Goal	Action
Statutory Notices	Formally request WBC to use Section 215, UWN, or Repairs Notices where needed.
Delegated Powers	Explore formal agreements for devolved enforcement or joint tasking (e.g. "enforcement partnership" model).
Joint Working Group	Establish a Heritage Task Force with WBC conservation officers.
Funding Applications	Jointly pursue Historic England and Heritage Lottery Fund grants.

Goal	Action
Empty Homes Strategy Integration	Ensure heritage buildings are included in wider housing action plans.

Checklist: Practical Steps for Newbury Town Council

1. Identify local heritage at risk.
2. Log condition issues and engage owners early.
3. Publicize problem sites (backed by community support).
4. Submit ACV nominations for eligible buildings.
5. Push for urgent WBC enforcement (e.g., s215, s54).
6. Request delegated powers where practical.
7. Propose partnership working with WBC.
8. Apply for grants or coordinate CATs and reuse schemes.



Appendix 1

To: Head of Planning and Development
West Berkshire Council
Council Offices, Market Street
Newbury RG14 5LD

From:
Town Clerk
Newbury Town Council
Town Hall, Market Place
Newbury RG14 5AA

Subject: Request for Enforcement Action on Heritage Assets at Risk in Newbury

Dear [Insert Name],

Newbury Town Council (NTC) is writing to formally request that West Berkshire Council (WBC) consider the use of statutory enforcement powers in relation to a number of heritage buildings and sites within Newbury which are currently in a state of neglect or disrepair.

These assets—some listed, others non-designated but of clear local historic or architectural value—contribute significantly to the character and identity of the town. Their ongoing deterioration is having a measurable impact on local amenity and undermining regeneration efforts.

In line with Historic England’s “*Stopping the Rot*” guidance, we would urge WBC to investigate and, where appropriate, initiate the following actions:

- **Section 215 Notices** under the Town and Country Planning Act 1990 for buildings whose condition adversely affects local amenity
- **Urgent Works Notices (s54) and Repairs Notices (s48)** under the Planning (Listed Buildings and Conservation Areas) Act 1990
- Enforcement under the **Building Act 1984**, **Environmental Protection Act 1990**, or other applicable provisions where the buildings pose safety or environmental concerns
- Engagement with relevant owners to secure voluntary action ahead of any statutory measures

We are happy to provide photographs, condition assessments, or evidence from residents to support these concerns. We are also willing to meet with your officers to discuss how NTC can assist in supporting and publicising any enforcement efforts, particularly where they may lead to the repair and reuse of heritage assets.

We believe this action is both necessary and timely, and we hope you will consider our request with urgency.

Yours sincerely,
[Name]
Town Clerk
Newbury Town Council



 [Phone Number]

 [Email Address]

Appendix 2

To: Chief Executive
West Berkshire Council
Council Offices, Market Street
Newbury RG14 5LD

From:
Town Clerk
Newbury Town Council
Town Hall, Market Place
Newbury RG14 5AA

Subject: Proposal to Explore Delegation of Heritage Enforcement Powers

Dear [Insert Name],

I write on behalf of Newbury Town Council (NTC) to propose that we explore the delegation of certain enforcement-related powers or shared working arrangements with West Berkshire Council (WBC), specifically concerning the protection of heritage and historic environment assets.

As you are aware, NTC is actively engaged in identifying and supporting the preservation of both listed and locally important buildings across the town. However, our ability to act is currently limited, as statutory enforcement powers reside solely with the principal authority.

Given WBC's existing commitments and the increasing demand to act on buildings at risk—including those affecting the visual amenity, public safety, and character of conservation areas—we believe there may be mutual benefit in a more collaborative approach. We propose to explore options such as:

- Delegated authority to serve or co-sign Section 215 Notices or initial warning letters
- Joint action or co-funding of Urgent Works under s54 of the Listed Buildings Act
- Data sharing and joint inspections with Conservation and Planning Enforcement Officers
- Participation in a Heritage Enforcement Task Group led by WBC

Our shared aim is to act early, prevent further deterioration, and support proactive heritage regeneration. We believe this can be achieved through a formal agreement or service-level protocol, enabling NTC to assist with groundwork and local engagement, while ensuring any enforcement remains legally robust and coordinated.

We would welcome the opportunity to meet with the relevant officers and cabinet member to discuss how best this partnership might be developed, and what governance mechanisms could be appropriate.



We hope you will agree that a stronger local response to heritage protection is not only timely, but necessary.

Yours faithfully,

[Name]

Town Clerk

Newbury Town Council



[Phone Number]



[Email Address]

Forward Works Programme

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

Standing Items on each (ordinary meeting) agenda:

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

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

	<p>To receive any reports from the Council's representation on outside bodies</p> <p>To review the Council's Standing orders, if required</p>
20 October 2025	<ul style="list-style-type: none"> - Local Democracy Working Group: a verbal update on LDW from the Chair of the Local Democracy Working Group - Budget for 2025/26 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2025/26, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list. - Commence Review of Town Council Strategy - Cricket Club/ Loose Ends
Q4 2025/26	<p>Berkshire Youth Presentation</p> <p>Review of Town Council Strategy</p> <p>2026/27 Precept</p> <p>Climate Emergency grant</p> <p>Schedule of Meetings for the Municipal Year 2026/27</p> <p>Financial Regulations</p>

Newbury Town Council
Schedule of Meetings for the Municipal Year 2026/2027
2026

<u>Day</u>	<u>Date</u>	<u>Agenda</u>	<u>Lead Officer</u>	<u>Meetings</u>	<u>Notes</u>
Wed	6 May	30 April	CEO	Annual Meeting	
Sun	10 May	5 May	CEO/CSM	Mayor Making	5
Mon	18 May	12 May	CC	Planning & Highways Committee	
Wed	27 May	21 May	SDM	Climate Emergency Sub Committee	
Mon	1 June	26 May	SDM	Victoria Park Projects Sub Committee	
Mon	8 June	2 June	RFO	Policy & Resources Committee	
Mon	15 June	9 June	CC	Planning & Highways Committee	
Mon	22 June	16 June	CEO	Full Council	1
Thu	25 June	19 June	RFO	Grants Sub-Committee	
Mon	29 June	23 June	CSM	Civic Pride, Arts & Culture Committee	
Wed	1 July	25 June	CEO	Staff Sub Committee	
Mon	6 July	30 June	CC	Planning & Highways Committee	
Wed	8 July	1 July	SDM	Victoria Park Projects Sub Committee	
Mon	13 July	6 July	SDM	Community Services Committee	
Wed	29 July	23 July	CEO	Full Council	
Mon	3 Aug	28 July	CC	Planning & Highways Committee	
Mon	10 Aug	4 Aug	SDM	Victoria Park Projects Sub Committee	
Wed	26 Aug	20 Aug	SDM	Victoria Park Projects Sub Committee	
Mon	31 Aug	25 Aug	CC	Planning & Highways Committee	
Mon	7 Sep	1 Sept	CSM	Civic Pride, Arts & Culture Committee	2
Mon	14 Sep	8 Sep	SDM	Community Services Committee	2
Mon	21 Sep	15 Sep	SDM	Victoria Park Projects Sub Committee	
Mon	28 Sep	22 Sep	CC	Planning & Highways Committee	
Wed	30 Sep	24 Sep	CEO	Staff Sub Committee	
Wed	7 Oct	30 Sep	SDM	Climate Emergency Sub Committee	2
Mon	12 Oct	6 Oct	RFO	Policy & Resources Committee	
Mon	19 Oct	13 Oct	CEO	Full Council	
Mon	26 Oct	20 Oct	CC	Planning & Highways Committee	2
Mon	2 Nov	27 Oct	SDM	Victoria Park Projects Sub Committee	2
Mon	16 Nov	10 Nov	RFO	Grants Sub-Committee	
Mon	23 Nov	17 Nov	CC	Planning & Highways Committee	
Wed	25 Nov	19 Nov	CEO	Staff Sub Committee	
Mon	30 Nov	24 Nov	CSM	Civic Pride, Arts & Culture Committee	
Wed	2 Dec	26 Nov	SDM	Victoria Park Projects Sub Committee	
Mon	14 Dec	8 Dec	SDM	Community Services Committee	
Mon	21 Dec	15 Dec	CC	Planning & Highways Committee	

2027

Mon	4 Jan	29 Dec	SDM	Victoria Park Projects Sub Committee	
Wed	6 Jan	31 Dec	SDM	Climate Emergency Sub Committee	
Mon	11 Jan	5 Jan	CC	Planning & Highways Committee	
Mon	18 Jan	12 Jan	RFO	Policy & Resources Committee	3
Mon	25 Jan	19 Jan	CEO	Full Council	4
Wed	3 Feb	28 Jan	SDM	Victoria Park Projects Sub Committee	
Mon	8 Feb	2 Feb	CC	Planning & Highways Committee	
Mon	16 Feb	10 Feb	CSM	Civic Pride, Arts & Culture Committee	
Mon	22 Feb	16 Feb	RFO	Grants Sub-Committee (if required)	
Wed	3 Mar	25 Feb	SDM	Victoria Park Projects Sub Committee	
Mon	8 Mar	2 Mar	CC	Planning & Highways Committee	
Mon	15 Mar	9 Mar	CEO	Annual Town Meeting	
Wed	24 Mar	18 Mar	CEO	Staff Sub Committee	
Mon	29 Mar	23 Mar	SDM	Community Services Committee	
Wed	31 March	25 Mar	SDM	Victoria Park Projects Sub Committee	
Wed	7 Apr	1 Apr	SDM	Climate Emergency Sub Committee	
Mon	12 Apr	6 Apr	CC	Planning & Highways Committee	
Mon	19 Apr	13 Apr	RFO	Policy & Resources Committee	

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

Notes:

- 1 This is the meeting at which the 2025/26 Statutory Accounts are signed off.
- 2 This is the meeting at which the 2027/28 Services budgets are discussed.
- 3 This is the meeting at which the 2027/28 draft budget is set.
- 4 This is the meeting at which the 2027/28 budget and precept are declared.
- 5 Mayor Making. All meetings take place in the Council Chamber, apart from Mayor Making, which takes place in the Corn Exchange.