

23rd April 2025

To: Councillors Jo Day, Nigel Foot, David Harman, Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O’Keeffe & Meg Thomas.

Substitutes: All remaining Members of the Council.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 28th April 2025 at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom: <https://us02web.zoom.us/j/82113175076?pwd=GYnJKOamCs3IDDv0YYAeijwcZrdlKt.1>
Meeting ID: 821 1317 5076 Passcode: 193134

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

- 1. Apologies for absence**
Chairperson
- 2. Declarations of interest and dispensation**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Policy & Resources Committee held on 20th January 2025 (appendix 1).
- 4. Questions and Petitions from members of the public**
Chairperson
- 5. Members’ questions and petitions**
Chairperson

All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 25th April 2025

6. List of Payments (Appendix 2, 3 & 4)

Chairperson

6.1 To ratify the BACS Payments made during the period 1st January to 31st March 2025 (appendix 2).

6.2 To ratify the Direct Payments made during the period 1st October 2024 to 31st March 2025 (appendix 3)

6.3 To approve the reconciliation statements for the period 1st January to 31st March 2025, previously verified by a member of the Audit Working Group (appendix 4).

(Members are requested to raise any questions on this item prior to the meeting).

7. Budget Monitoring Quarter 4 (Appendix 5 & 6)

Chairperson

7.1. To receive the Income and Expenditure Account for the period 1st January 2025 to 31st March 2025 (appendix 5)

7.2. To ratify the authorisation of expenditure under s.5.20 of the Financial Regulations (Appendix 6)

7.3. To note there is no expenditure against cost centres with a variance greater than 15% of annual budget (review in accordance with this Council's financial regulation 4.2).

8. Debts over £500 and more than three months old

Chairperson

To note there are no debts over £500 and more than three months old.

9. Ear-Marked Reserves (Appendix 7)

Chairperson

8.1. To note the EMR position on 1st April 25, further to council resolutions made at its meeting 27th January 2025 minute ref: 155. (Appendix 7).

8.2 To ratify EMRs arranged by the RFO to support year-end closedown, as identified within Appendix 7 (EMR: 317, 331, 343, 346, 405, 406, 407, 463)

10. Grant Funding Applications (Appendix 8)

10.1. Falkland Interpretation Panel

To resolve a discretionary grant towards the cost of the Falkland Interpretation Panel.

11.2. Hermitage Station Families Day

To resolve a discretionary grant towards the cost of the Hermitage Station Families Day

11.3 Newbury Road Club

To resolve a discretionary grant towards the cost of their 100th Anniversary event.

11. Health and Safety (Appendix 9)

Chairperson

To receive the quarterly health and safety report.

12. Grant Sub-Committee Meeting – 10th February 2025 (Appendix 10)

Chairperson

To receive the draft minutes from the Grant Sub-Committee meeting of 10th February 2025

- 13. Climate Emergency Sub-Committee Meeting – 26th March 2025 (Appendix 11)**
Chairperson
To receive the draft minutes from the Climate Emergency Sub Committee meeting of 26th March 2025
- 14. Internal Audit (Appendix 12)**
Chairperson
To receive the 3rd report from the Internal Auditor for 2024/25 and to make recommendation to full Council
- 15. Newbury Town Council - Four-Year Strategy – Annual Review (Appendix 13)**
To recommend to Full Council the Strategy Working Group’s draft review of Newbury Town Council’s Strategy Goals 2024–2028 and Key Performance Indicators 2024/25
- 16. Bank Card authorisation**
Chairperson
To resolve an increase the authorised spend by bank card for Kym Heasman to £500 per single transaction.
- 17. Forward Work Programme for Policy and Resources Committee meetings 2025/26 (Appendix 14)**
Chairperson
To note and agree any other items that Members resolve to add to the Forward Work Programme (2025/26 programme).
- 18. Next meeting:**
Chairperson
To note that the next meeting of the Policy & Resources Committee is to be held on Monday 9th June 2025, should no meeting be called earlier.
- 19. Exclusion of the Press and Public**
To move: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.
- 20. Staffing Matters**
Chairperson
To receive the draft minutes from the Staff Sub-Committee meeting of 19th March 2025

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 20th JANUARY 2025 AT 7.30PM.**

PRESENT

Councillors Jo Day, David Harman, Steve Masters, Pam Lusby-Taylor, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager
Toby Miles-Mallowan, Chief Executive Officer

71. APOLOGIES FOR ABSENCE

Councillors Elizabeth O’Keeffe

72. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were none

73. MINUTES

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Andy Moore

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Tuesday 5th November 2024 be approved as a correct record and signed by the Chairperson.

74. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

75. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

76. LIST OF PAYMENTS

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Vaughan Miller

RESOLVED: That the lists of payments made for the period 1st October to 31st December 2024 is approved.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Meg Thomas

RESOLVED: That the lists of Reconciliation statements for the period 1st October to 31st December 2024 is approved.

77. BUDGET MONITORING QUARTER 3

The income and expenditure account for the period 1st October to 31st December was received and noted by the Committee.

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

Members were advised that there were no debts over £500 and more than 3 months old. The report was noted. The Chair commended the Finance team for their work.

79. GRANTS SUB COMMITTEE MEETING – 18th November 2024

Members received and noted the draft minutes from the Grant Sub-Committee held 18th November 2024.

80. GRANT PAYMENTS**80.1 BERKSHIRE YOUTH**

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Meg Thomas

RESOLVED: That the Grant Payment of £12,000 be Paid to Berkshire Youth, on receipt of their February invoice.

80.2 GREENHAM COMMUNITY YOUTH

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Jo Day

RESOLVED: That in consideration of the merger of Greenham Community Youth within Berkshire Youth, that the grant set aside of £2,500 be held in an Ear-Marked Reserve for Youth Work.

80.3 VOLUNTEER CENTRE

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Steve Masters

RESOLVED: That a grant of £500 be awarded to the Volunteer Centre.

80.4 CITIZENS ADVICE WEST BERKSHIRE

PROPOSED: Councillor David Harman

SECONDED: Councillor Jo Day

RESOLVED: That a grant of £20,000 be awarded to Citizens Advice West Berkshire.

81. INTERNAL AUDIT

Members of the committee received the 2nd report of the Internal auditor for 2024/45 and noted that the recommendation regarding Faster Payments had been actioned.

82. HEALTH & SAFETY

Members received the quarterly health and safety report. There were no questions.

83. SERVICES REVENUES**83.1 SERVICE REVENUES – CEMETERY, MARKET, FOOTBALL**

PROPOSED: Councillor Vaughan Miller

SECONDED: Cllr Meg Thomas

RESOLVED: That the cemetery, market and football service revenues are increased by 2.6% for the financial year 2025/26, as from 1st April 2025. See appendix 1.

83.2 SERVICE REVENUES – ALLOTMENTS

PROPOSED: Councillor Vaughan Miller

SECONDED: Cllr Meg Thomas

RESOLVED:

- i. To increase the allotment rent for 2026/27 for Newbury Parish Residents from 52p per sq. metre to 53p per sq. metre, equivalent to £13.25 per pole. No VAT applies. See appendix 1.
- ii. To adopt concessionary rates for the Allotment Rents from 2026/27. See appendix 1.

83.3 SERVICE REVENUES – WEDDINGS AND TOWN HALL ROOM HIRE

PROPOSED: Councillor David Harman

SECONDED: Councillor Andy Moore

RESOLVED: That the 2025/26 wedding and town hall room hire charges, from 1st April 2025, are increased by 2.6%. See appendix 1.

84. 2025/26 BUDGET AND PRECEPT

The 2025/26 Draft Budget and proposed Precept, appendix 11 of the meeting papers, is recommended to Members by the Audit Working Group

PROPOSED: Councillor David Harman

SECONDED: Councillor Steve Masters

RESOLVED:

- i. The 2025/26 Budget, with one amendment, is recommended to Full Council for approval at its meeting of 27th January 2025.

Agreed amendment: That in consideration of the proposed merger of Greenham Community Youth, with Berkshire Youth, the grant of £2,500 set aside in budget line 4165/210, to be reallocated to the Policy & Resources Projects Fund, 4125/200. This to enable the Policy & Resources Committee to allocate the funds within the 2025/26 financial year, as felt appropriate.

- ii. A Precept of £1,817,641 to be recommended to Full Council for approval at its meeting of 27th January 2025.

85. EAR-MARKED RESERVES

The proposed amendments to the Ear-Marked Reserves, appendix 12 of the meeting papers, are recommended to Members by the Audit Working Group.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Vaughan Miller

RESOLVED: The proposed amendments to the Ear-Marked Reserves to be recommended to Full Council for approval at its meeting of 27th January 2025.

86. FORWARD WORK PROGRAMME

The forward work programme was received and noted by the committee, with no additional items being added.

87. NEXT MEETING

Members noted the next meeting was scheduled to take place on Monday 28th April 2025, should no meeting be called earlier.

88. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Jo Day

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

89. STAFFING MATTERS

Members received and noted the Minutes from Staff Sub-Committee Meetings held 20th November 2024 and 8th January 2025.

90. GROUNDS MAINTENANCE CONTRACT

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Jo Day

RESOLVED: The requested amendment to the Grounds Maintenance Contractor to be recommended to Full Council for approval, subject to satisfactory due diligence checks which are to be presented to the meeting of 27th January 2025. The matter to remain exempt from the public minutes until Full Council has had the opportunity to make its decision.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:23 HRS

CHAIRPERSON:

Signature:

Date:

Appendix 1 - Services Revenues – Newbury Town Council

SERVICES REVENUES – CEMETERY, MARKET AND FOOTBALL (Minutes 83.1).

The following charges, as recommended by the Community Services Committee at their meeting on 9th December 2024, were approved:

Cemetery Charges 2025/26:

2.6% increase across all charges in line with Consumer Price Inflation figures (CPI) (Release date: 16th October 2024). See table below.

	2024/25	2025/26 Charges Rounded after CPI 2.6%	2024/25	2025/26 Charges Rounded after CPI 2.6%
Purchase of Rights (cost plus VAT)	In-Parish		Out of Parish	
Exclusive right of burial for the period of 100 years in an ordinary grave	£526	£540	£1515	£1554
Exclusive right of burial for the period of 100 years in a selected grave	£1031	£1058	£3030	£3109
Purchase of plot 0.6m x 0.6m for Interment of cremated remains	£181	£186	£531	£545
Purchase of a plot 0.6m x 1.2m as a baby or child's grave	£181	£186	£526	£540
Interments (cost plus VAT)				
In an 'Ordinary' grave of a body of a stillborn child	£92	£94	£276	£283
In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years	£152	£156	£436	£447
In an 'Ordinary' grave of a Person exceeding 14 years	£330	£338	£1020	£1047
In a 'Selected' grave of a body of a stillborn child	£181	£186	£526	£540
In a 'Selected' grave of a body of a Person exceeding one month but under 14 years	£281	£288	£834	£856
In a 'Selected' grave of a body of a Person exceeding 14 years	£425	£436	£1222	£1254
Interment of ashes	£181	£186	£510	£523
Ground work preparation by Council staff for the interment of ashes	£106	£109	£106	£109
Ancillary / Other Charges (cost plus VAT)				
Use of Cemetery Chapel	£96	£98	£255	£262
Transferring deeds of rights of burial	£53	£54	£53	£54

Cemetery Charges continued

Memorials	2024/25	2025/26 Charges Rounded after CPI 2.6%	2024/25	2025/26 Charges Rounded after CPI 2.6%
	In-Parish		Out of Parish	
Right to erect a headstone, cross, Monument or any other memorial	£197	£202	£579	£594
Right to place an inscribed vase at the grave head position	£53	£54	£154	£158
Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level	£53	£54	£154	£158
Additional inscription	£27	£28	£90	£92

Market Charges 2025/26:

2.6% increase across all charges for example a 3m x 3m pitch on a casual basis will increase from £27 per day to £27.70 per day and for traders who pay monthly in advance the cost will increase from £17.50 per day to £18 per day for the standard daily rate. No VAT applies.

Football Charges 2025/26:

2.6% increase (rounded to the nearest 50p). No VAT applies.

	Current	2025/26
Adult Block bookings:	£75	£77
Under 18s:		
	Current	2025/26
Full pitch or two 5-a-side pitches	£25	£26
Single small pitch (7-a-side pitch)	£15	£15.50

SERVICES REVENUES – ALLOTMENTS (Minutes 83.2).**Allotment Charges 2026/27:**

To increase the allotment rent for 2026/27 for Newbury Parish Residents from **52p** per sq. metre to **53p** per sq. metre, equivalent to **£13.25** per pole. No VAT applies.

To adopt concessionary rates for the Allotment Rents from 2026/27.

To receive a concessionary rate of 50% for tenants receiving any of the following:

- Universal Credit
- Attendance Allowance
- Carer's Allowance
- Constant Attendance Allowance
- Disability Living Allowance
- Employment Support Allowance
- Housing Benefit
- Income Support
- Incapacity Benefit
- Income Support

- JSA
- Industrial Injuries Disablement Benefit
- Lone Pensioner Allowance
- Pension Credit
- Personal Independence Payment
- War Disablement Pension

Be a:

- Full Time Student

To receive a concessionary rate of 20% for tenants receiving any of the following:

- State Pension
- Child Tax Credit
- Working Tax Credit

These concessions require a person to make the declaration and are not fully means assessed by Council Officers.

SERVICES REVENUES – WEDDINGS & TOWN HALL ROOM HIRE (Minutes 83.3).

Officers' recommendations in respect to the service revenues for the hire of the Chamber, the Elsie Kimber Room and their facilities were approved.

As with the Community Services Committee, Officers' recommendation is a 2.6% increase across all charges in line with Consumer Price Inflation figures (CPI) (Release date: 16 October 2024). All costs include VAT.

Chamber – Weddings 2025/26:

(2.6% rounded)	2024/25	2025/26
Monday to Saturday	£462	£474
Sunday & Bank Holidays	£594	£609
Chair & Sash Hire	£85.00	£87.00
Hire of Glasses for Toast	£10.00	£10.50
Laptop and Projector	£24.00	£24.50

Chamber – Private Functions, commercial and business bookings (excluding weddings) 2025/26:

Maximum of 60 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£28.05	£28.78
Weekdays 5pm – midnight	£33.00	£33.86
Saturday	£49.50	£50.79
Sundays & Bank holidays	£59.40	£60.94

Chamber – Public meetings, charities, local non-profit organisation or amateur groups and exhibitions 2025/26:

Maximum of 60 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£21.45	£22.01
Weekdays 5pm – midnight	£28.05	£28.78
Saturday	£42.24	£43.34
Sundays & Bank holidays	£54.45	£55.87

Elsie Kimber Room – Private Functions, commercial and business bookings (excluding weddings) 2025/26:

Maximum of 12 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£18.15	£18.62
Weekdays 5pm – midnight	£28.05	£28.78
Saturday	£33.00	£33.86
Sundays & Bank holidays	£54.45	£55.87

Elsie Kimber Room – Public meetings, charities, local non-profit organisation or amateur groups and exhibitions 2025/26:

Maximum of 12 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£13.20	£13.54
Weekdays 5pm – midnight	£22.44	£23.02
Saturday	£31.68	£32.50
Sundays & Bank holidays	£51.15	£52.50

Additional Facilities 2025/26:

(2.6% rounded to 0.50p)	2024/25	2025/26
Projector & Screen (Chamber Only)	£24.00	£24.50
Hybrid Conference Facility (projector/screen included)	£40.00	£41.00
TV (Elsie Kimber Room Only)	£12.00	£12.50

CHAIRPERSON:

Signature:

Date:

10/01/2025

Newbury Town Council Current Year

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List of Purchase Ledger Payments

User: MGG

Linked to Cashbook 1.

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
<i>Pest Control - V-Park</i>	02/01/2025	14111SM63	1	224.53	0.00	224.53	0.00
<i>Pest Control Nby Bowls Club</i>	02/01/2025	14111SM68	1	163.37	0.00	163.37	0.00
					0.00	387.90	
Above paid on 10/01/2025 by Online Payment Ref A15							
A29 Appcentric							
<i>NTC Support - Jan 25</i>	03/01/2025	1868	1	574.75	0.00	574.75	0.00
					0.00	574.75	
Above paid on 10/01/2025 by Online Payment Ref A29							
A50 Aero Property Consultants							
<i>VP Cafe - Repurpose Project</i>	30/12/2024	24/125	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 10/01/2025 by Online Payment Ref A50							
B1 Biffa Waste Services Ltd							
<i>Waste bags - Collection</i>	27/12/2024	571C91432	1	658.80	0.00	658.80	0.00
					0.00	658.80	
Above paid on 10/01/2025 by Online Payment Ref N15485*1*5							
C3 Chubb Fire and Security Ltd							
<i>1 x 2KG Extinguisher</i>	02/01/2025	10753971	1	138.36	0.00	138.36	0.00
					0.00	138.36	
Above paid on 10/01/2025 by Online Payment Ref C3							
C70 CFH Docmail Ltd.							
<i>Printing precept leaflet 25-26</i>	24/12/2024	241224	1	797.64	0.00	797.64	0.00
					0.00	797.64	
Above paid on 10/01/2025 by Online Payment Ref C70							
C74 Alan Crame							
<i>Civic Duites Sept to Dec 24</i>	01/01/2025	CIVIC SEPT-DEC24	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 10/01/2025 by Online Payment Ref C74							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C76	Current Connection Ltd						
<i>Electric Report NTRCem-ClockT</i>	19/12/2024	INV-07737	1	840.00	0.00	840.00	0.00
<i>Electric report-ShawCem/Chapel</i>	19/12/2024	INV-07739	1	900.00	0.00	900.00	0.00
						0.00	1,740.00

Above paid on 10/01/2025 by Online Payment Ref C76

C79	Alan Carter						
<i>Allot key refund x 2 - WC 23b</i>	24/12/2024	WC23B-KEY REFUND	1	20.00	0.00	20.00	0.00
						0.00	20.00

Above paid on 10/01/2025 by Online Payment Ref C79

D2	Mr B Digby						
<i>Civic Duties Sept to Dec 24</i>	01/01/2025	CIVIC SEPT-DEC 24	1	225.00	0.00	225.00	0.00
						0.00	225.00

Above paid on 10/01/2025 by Online Payment Ref D2

E14	Environmental Solutions Ltd						
<i>Secure Shredding - Dec 24</i>	20/12/2024	27712	1	67.84	0.00	67.84	0.00
						0.00	67.84

Above paid on 10/01/2025 by Online Payment Ref E14

E29	EJM Tree Services Ltd						
<i>Shaw Cem - Tree Works</i>	23/12/2024	IN-7460	1	27,960.00	0.00	27,960.00	0.00
<i>Shaw Cem 7 x trees</i>	23/12/2024	IN-7463	1	5,580.00	0.00	5,580.00	0.00
						0.00	33,540.00

Above paid on 10/01/2025 by Online Payment Ref E29

H27	Mr Anthony Hewitt						
<i>Civic Duties Sept to Dec 24</i>	01/01/2025	CIVIC SEPT-DEC 24	1	100.00	0.00	100.00	0.00
						0.00	100.00

Above paid on 10/01/2025 by Online Payment Ref H27

Continued over page

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J21 John O'Conner GM Ltd							
<i>Clear shrub round streetlights</i>	24/12/2024	115687	1	180.00	0.00	180.00	0.00
<i>Cut hedge - Southbys Allot</i>	24/12/2024	115688	1	570.00	0.00	570.00	0.00
					0.00	750.00	
Above paid on 10/01/2025 by Online Payment Ref J21							
K8 Kennet Community Radio							
<i>Xmas Market Event - Dec 24</i>	01/01/2025	KR1000664	1	834.00	0.00	834.00	0.00
					0.00	834.00	
Above paid on 10/01/2025 by Online Payment Ref K8							
L13 Link Up Local Mencap							
<i>Bus Stop Posters - Nov 24</i>	30/11/2024	0958/24	1	51.00	0.00	51.00	0.00
					0.00	51.00	
Above paid on 10/01/2025 by Online Payment Ref L13							
L2 Mrs J Lewis							
<i>Civic Duties&Expenses Sept-Dec</i>	01/01/2025	CIVIC SEPT-DEC 24	1	135.45	0.00	135.45	0.00
					0.00	135.45	
Above paid on 10/01/2025 by Online Payment Ref L2							
M25 Innes J Mason							
<i>Civic Duties Sept to Dec 24</i>	01/01/2025	CIVIC SEPT-DEC 24	1	125.00	0.00	125.00	0.00
					0.00	125.00	
Above paid on 10/01/2025 by Online Payment Ref M25							
M28 Minster Cleaning Services							
<i>Clean Oven - TH servery</i>	27/12/2024	16172	1	60.00	0.00	60.00	0.00
<i>Office Cleaning - January 2025</i>	01/01/2025	16253	1	1,937.77	0.00	1,937.77	0.00
					0.00	1,997.77	
Above paid on 10/01/2025 by Online Payment Ref INV29354							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N4	National Association of Memorial Masons						
NAMM Subs Jan to Dec 2025	01/01/2025	2012	1	264.00	0.00	264.00	0.00
					0.00	264.00	

Above paid on 10/01/2025 by Online Payment Ref 4313

R40	R Allen House and Garden Maintenance						
TH remove section ceiling	27/11/2024	068	1	65.00	0.00	65.00	0.00
TH Clean Urinals 14.06.24	01/12/2024	047	1	45.00	0.00	45.00	0.00
VP & Walton Way remove Graffit	01/12/2024	061	1	250.00	0.00	250.00	0.00
VP Paint Skateboard spikes	01/12/2024	062	1	150.00	0.00	150.00	0.00
Cover Graffiti City Rec	01/12/2024	063	1	150.00	0.00	150.00	0.00
TH - Treat Urinals 22.07	01/12/2024	064	1	45.00	0.00	45.00	0.00
TH Chemical treat Urinals14.07	01/12/2024	065	1	45.00	0.00	45.00	0.00
VP change lower slide section	01/12/2024	066	1	150.00	0.00	150.00	0.00
					0.00	900.00	

Above paid on 10/01/2025 by Online Payment Ref R40

R44	David Risley						
Civic Duties Sept to Dec 24	01/01/2025	CIVIC SEPT-DEC 24	1	275.00	0.00	275.00	0.00
					0.00	275.00	

Above paid on 10/01/2025 by Online Payment Ref R44

S18	St Nicolas PCC						
Hall Hire-Mayor Festive Tea	18/12/2024	2024147	1	157.50	0.00	157.50	0.00
					0.00	157.50	

Above paid on 10/01/2025 by Online Payment Ref Booking01.

S35	Scion Communications Ltd						
Install-press/ release button	27/11/2024	IN001654	1	265.44	0.00	265.44	0.00
					0.00	265.44	

Above paid on 10/01/2025 by Online Payment Ref S35

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T30 Cybit Limited							
<i>Support - Dec 24</i>	18/12/2024	14139	1	366.00	0.00	366.00	0.00
					0.00	366.00	
Above paid on 10/01/2025 by Online Payment Ref T30							
W42 Window Flowers Ltd							
<i>Bracket - Jones Robinson</i>	10/12/2024	66594	1	81.90	0.00	81.90	0.00
					0.00	81.90	
Above paid on 10/01/2025 by Online Payment Ref W42							
Total Purchase Ledger Payments					0.00	45,678.35	

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Shaw Cem-Replace Gas Box Etc	01/01/2025	PMM152	1	650.00	0.00	650.00	0.00
VP Steel Door/City Handles etc	01/01/2025	PMM154	1	1,020.00	0.00	1,020.00	0.00
					0.00	1,670.00	
Above paid on 24/01/2025 by Online Payment Ref A13							
A18 Aquaid (Kennet and North Wilts)							
Water Filter annual rental	31/10/2024	483242	1	1,108.80	0.00	1,108.80	0.00
Credit - 1 Unit returned	01/01/2025	16585	1	-369.60	0.00	-369.60	0.00
					0.00	739.20	
Above paid on 24/01/2025 by Online Payment Ref A18							
A20 A & S Meats							
Market Management - Jan 25	09/01/2025	117	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 24/01/2025 by Online Payment Ref A20							
A41 Auditing Solutions Ltd							
Internal Audit 2nd Interim	10/01/2025	A8751	1	612.00	0.00	612.00	0.00
					0.00	612.00	
Above paid on 24/01/2025 by Online Payment Ref A41							
C3 Chubb Fire and Security Ltd							
Extinguisher Shaw Cemetery 1yr	10/01/2025	10763485	1	181.44	0.00	181.44	0.00
Extinguisher VP Kiosk 1yr	10/01/2025	10763486	1	90.72	0.00	90.72	0.00
Extinguisher VP Bowls Cb 1yr	10/01/2025	10763487	1	95.30	0.00	95.30	0.00
Extinguisher Town Hall 1yr	10/01/2025	10763488	1	780.34	0.00	780.34	0.00
Extinguishers NTR Cemetery 1yr	10/01/2025	10763489	1	90.72	0.00	90.72	0.00
					0.00	1,238.52	
Above paid on 24/01/2025 by Online Payment Ref C3							
H11 Healthmatic Ltd							
Wharf Toilet - Nayax Devices	13/01/2025	14335	1	3,240.00	0.00	3,240.00	0.00
					0.00	3,240.00	
Above paid on 24/01/2025 by Online Payment Ref INV7984							

Linked to Cashbook 1**Entered Month 10
by user MGG**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J21 John O'Conner GM Ltd							
<i>GM Contract - December 24</i>	17/12/2024	115501	1	42,714.48	0.00	42,714.48	0.00
<i>Maintain & Fill Grit Bins</i>	10/01/2025	115964	1	508.18	0.00	508.18	0.00
<i>Empty 7 Dog Bins</i>	10/01/2025	115965	1	137.59	0.00	137.59	0.00
					0.00	43,360.25	

Above paid on 24/01/2025 by Online Payment Ref J21

M24 McCarthy Marland (Recycling) Ltd							
<i>Skip-Shaw Cemetery</i>	09/01/2025	IN142503	1	384.22	0.00	384.22	0.00
					0.00	384.22	

Above paid on 24/01/2025 by Online Payment Ref M24

M61 Microshade Business Consultants Ltd							
<i>Host Citrix/Phone support</i>	19/01/2025	20341	1	466.56	0.00	466.56	0.00
					0.00	466.56	

Above paid on 24/01/2025 by Online Payment Ref M61

N7 Newbury News Ltd							
<i>New Year / New You Advert</i>	12/01/2025	85154	1	312.00	0.00	312.00	0.00
					0.00	312.00	

Above paid on 24/01/2025 by Online Payment Ref NW502447

S2 Enerveo Limited							
<i>Install 3 Laterns - Tydehams</i>	16/01/2025	900046004	1	1,453.07	0.00	1,453.07	0.00
					0.00	1,453.07	

Above paid on 24/01/2025 by Online Payment Ref S2

S42 SMS Ltd							
<i>Monitor Robing room to31.01.26</i>	01/01/2025	29391	1	533.50	0.00	533.50	0.00
<i>Monitor VP Kiosk to 31.01.26</i>	01/01/2025	29395	1	183.17	0.00	183.17	0.00
					0.00	716.67	

Above paid on 24/01/2025 by Online Payment Ref 11769

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S67							
Smart Electrical Services UK Ltd							
<i>VP Cafe-Electrical Saftey Cert</i>	01/01/2025	570-NEWBURY TC_1	1	1,056.00	0.00	1,056.00	0.00
					0.00	1,056.00	

Above paid on 24/01/2025 by Online Payment Ref S67

T30							
Cybit Limited							
<i>Microsoft 365 - Jan 25</i>	13/01/2025	14613	1	728.09	0.00	728.09	0.00
<i>Anti Virus Security - Jan 25</i>	13/01/2025	14614	1	179.05	0.00	179.05	0.00
<i>Support - January 2025</i>	15/01/2025	14736	1	366.00	0.00	366.00	0.00
					0.00	1,273.14	

Above paid on 24/01/2025 by Online Payment Ref T30

Total Purchase Ledger Payments	0.00	58,081.63
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Linked to Cashbook 1

Entered Month 11
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
Blossoms Feild - Gate Repairs	27/01/2025	156	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
A20 A & S Meats							
Market Management February 25	03/02/2025	118	1	1,560.00	0.00	1,560.00	0.00
					<u>0.00</u>	<u>1,560.00</u>	
A29 Appcentric							
Monthly Support & Retainer	03/02/2025	1882	1	574.75	0.00	574.75	0.00
					<u>0.00</u>	<u>574.75</u>	
A50 Aero Property Consultants							
VP Cafe Project - Re purposing	30/01/2025	25/002	1	600.00	0.00	600.00	0.00
					<u>0.00</u>	<u>600.00</u>	
B60 Bluestone Planning							
NDPlan - Support	23/01/2025	INV-1749	1	216.00	0.00	216.00	0.00
					<u>0.00</u>	<u>216.00</u>	
C80 Mrs Paula Craven							
Allot key refund - P009a	22/01/2025	KEY REFUND - P009A	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
D12 DCK Payroll Solutions							
Dalaries - December 25	20/12/2024	25024	1	200.28	0.00	200.28	0.00
Salaries - Janaury 2025	31/01/2025	25162	1	191.52	0.00	191.52	0.00
					<u>0.00</u>	<u>391.80</u>	
D36 Ivan Drangazhov							
Allot key refund - WM049b	27/01/2025	KEYREFUND - WM049B	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
E14 Environmental Solutions Ltd							
Secure Shredding - Jan 25	17/01/2025	27953	1	67.84	0.00	67.84	0.00
					<u>0.00</u>	<u>67.84</u>	

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Linked to Cashbook 1

Entered Month 11
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
F5 Foxes Tree Services & Son Ltd							
Victoria Park - Tree works	24/01/2025	5410	1	21,960.00	0.00	21,960.00	0.00
					<u>0.00</u>	<u>21,960.00</u>	
F33 Fire Proofing Ltd							
Fireproof Curtains - Town Hall	05/02/2025	1213	1	786.00	0.00	786.00	0.00
					<u>0.00</u>	<u>786.00</u>	
G1 Gardner Leader LLP							
Renewal of Suite 7 Lease	30/01/2025	94508	1	3,600.00	0.00	3,600.00	0.00
					<u>0.00</u>	<u>3,600.00</u>	
G6 Greentips							
Tree Works Various Site	29/01/2025	TW.0087.IN	1	17,700.00	0.00	17,700.00	0.00
					<u>0.00</u>	<u>17,700.00</u>	
H17 Hampshire Association of Local Councils							
CilCa Training - TMM & KH	23/01/2025	INV-7080	1	141.60	0.00	141.60	0.00
					<u>0.00</u>	<u>141.60</u>	
H41 Hoskins Electrical Services							
PAT Tests Shaw & NTR Cemetery	23/01/2025	0366	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
K5 Keep Britain Tidy							
GreenFlag Application City Rec	05/02/2025	SI011070	1	450.00	0.00	450.00	0.00
Green Flag Application V-Park	05/02/2025	SI011071	1	450.00	0.00	450.00	0.00
					<u>0.00</u>	<u>900.00</u>	
L13 Link Up Local Mencap							
Bus Stop Posters	31/12/2024	1160-24	1	51.00	0.00	51.00	0.00
					<u>0.00</u>	<u>51.00</u>	
M28 Minster Cleaning Services							
Clean Survery oven	27/01/2025	16335	1	60.00	0.00	60.00	0.00
Office Cleaning - february 25	03/02/2025	16412	1	1,937.77	0.00	1,937.77	0.00
					<u>0.00</u>	<u>1,997.77</u>	

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Linked to Cashbook 1

Entered Month 11
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M61 Microshade Business Consultants Ltd							
Host Citrix - February 2025	06/02/2025	20453	1	466.56	0.00	466.56	0.00
					<u>0.00</u>	<u>466.56</u>	
P53 PTSG Electrical Sevices Ltd							
Inspect lightning protection	30/01/2025	INVSTO296425	1	141.60	0.00	141.60	0.00
					<u>0.00</u>	<u>141.60</u>	
S2 Enerveo Limited							
6 Lights-Northcroft Lane	28/01/2025	900046473	1	3,639.40	0.00	3,639.40	0.00
Transfer Column Paddock Rd	28/01/2025	900046509	1	886.93	0.00	886.93	0.00
Column, Laterns Paddock Rd	28/01/2025	900046511	1	3,180.73	0.00	3,180.73	0.00
					<u>0.00</u>	<u>7,707.06</u>	
S27 SLCC Enterprises							
Membership 2025-26 - LM	23/01/2025	MEM252371-1	1	420.00	0.00	420.00	0.00
					<u>0.00</u>	<u>420.00</u>	
S41 Sundog Grounds Maintenance Ltd							
Install 8 dog bins & Bases	01/01/2025	4252	1	1,152.00	0.00	1,152.00	0.00
Clear Gutter-Wharf, Cemeteries	23/01/2025	4305	1	1,056.00	0.00	1,056.00	0.00
					<u>0.00</u>	<u>2,208.00</u>	
T30 Cybit Limited							
Agreement Support - February 2	06/02/2025	15120	1	366.00	0.00	366.00	0.00
Anit Virus/Spam - Feb 2025	06/02/2025	15135	1	179.05	0.00	179.05	0.00
					<u>0.00</u>	<u>545.05</u>	
W1 West Berkshire District Council							
Closure footpath SCem Boundary	22/01/2025	616734	1	1,217.00	0.00	1,217.00	0.00
					<u>0.00</u>	<u>1,217.00</u>	
				Proposed Payment Total	<u>0.00</u>	<u>63,602.03</u>	

Linked to Cashbook 1

Entered Month 11
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
City Rec Repairs	07/02/2025	PMM161	1	145.00	0.00	145.00	0.00
Shaw Cem-Treat Shelter & Shed	07/02/2025	PO2860	1	550.00	0.00	550.00	0.00
					0.00	695.00	
Above paid on 18/02/2025 by Online Payment Ref A13							
B56 Berkshire Youth							
Agreed Grant - Part 2	12/02/2025	3793	1	12,500.00	0.00	12,500.00	0.00
					0.00	12,500.00	
Above paid on 18/02/2025 by Online Payment Ref B56							
C2 Citizens Advice West Berkshire							
Grant agreed at P&R 20.01.2025	03/02/2025	P&R GRANT	1	20,000.00	0.00	20,000.00	0.00
					0.00	20,000.00	
Above paid on 18/02/2025 by Online Payment Ref C2							
C36 Corn Exchange							
Hospitalities NIBloom Awards25	12/02/2025	1105	1	42.00	0.00	42.00	0.00
					0.00	42.00	
Above paid on 18/02/2025 by Online Payment Ref C36							
G14 Greenham Trust Ltd (Grant Account)							
Grants agreed - GSCOM 10.02.25	11/02/2025	GRANT-SUB 10.02.25	1	4,814.30	0.00	4,814.30	0.00
					0.00	4,814.30	
Above paid on 18/02/2025 by Online Payment Ref NTCFunder							
I5 Insideout Site Services							
Clean Town Hall Windows - Feb	11/02/2025	VR12498	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 18/02/2025 by Online Payment Ref I5							
J21 John O'Conner GM Ltd							
GM Contract - January 2025	31/01/2025	116586	1	42,714.48	0.00	42,714.48	0.00
					0.00	42,714.48	
Above paid on 18/02/2025 by Online Payment Ref J21							

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Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
K12 Mr Aveen Krishnan							
Allot key refund x 1 - S081b	11/02/2025	KEY REFUND - S081B	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 18/02/2025 by Online Payment Ref K12							
K13 Elise Keusch							
Allot key refund x 1 - WC001f	07/02/2025	KEYREFUND-WC01F	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 18/02/2025 by Online Payment Ref K13							
L13 Link Up Local Mencap							
Bus Stop Posters - Jan 25	31/01/2025	1350/24	1	51.00	0.00	51.00	0.00
					0.00	51.00	
Above paid on 18/02/2025 by Online Payment Ref L13							
T30 Cybit Limited							
Credit Note against Inv 15185	10/02/2025	6351	1	-379.81	0.00	-379.81	0.00
Veem anual renewal - 25-26	10/02/2025	15185	1	594.00	0.00	594.00	0.00
Microsoft - February 25	11/02/2025	15270	1	728.09	0.00	728.09	0.00
					0.00	942.28	
Above paid on 18/02/2025 by Online Payment Ref T30							
V2 Volunteer Centre West Berkshire							
Grant Agreed - P&R 20.01.2025	03/02/2025	P&R GRANT 20.01.25	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 18/02/2025 by Online Payment Ref V2							
Total Purchase Ledger Payments					0.00	82,495.06	

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15 HawkEye Pest Control Ltd							
Pest Control - WM Allot	01/03/2025	14266SM11	1	253.94	0.00	253.94	0.00
Pest control - Southby Allot	01/03/2025	14266SM16	1	280.66	0.00	280.66	0.00
Pest Control - Parsons Allot	01/03/2025	14266SM17	1	187.13	0.00	187.13	0.00
Pest Control - OTPark Allot	01/03/2025	14266SM18	1	213.84	0.00	213.84	0.00
Pest control - Dairy farm Allo	01/03/2025	14266SM20	1	240.59	0.00	240.59	0.00
Pest Control - WC Allot	01/03/2025	14266SM24	1	187.13	0.00	187.13	0.00
					<u>0.00</u>	<u>1,363.29</u>	
Above paid on 07/03/2025 by Online Payment Ref A15							
A29 Appcentric							
Monthly Support & Retainer	03/03/2025	1897	1	574.75	0.00	574.75	0.00
					<u>0.00</u>	<u>574.75</u>	
Above paid on 07/03/2025 by Online Payment Ref A29							
A41 Auditing Solutions Ltd							
Internal Audit - 3rd Interim	27/02/2025	A8803	1	612.00	0.00	612.00	0.00
					<u>0.00</u>	<u>612.00</u>	
Above paid on 07/03/2025 by Online Payment Ref A41							
A43 Apple Print Ltd							
500 x Public Art Trail Leaflet	13/02/2025	IN-17781	1	284.00	0.00	284.00	0.00
					<u>0.00</u>	<u>284.00</u>	
Above paid on 07/03/2025 by Online Payment Ref A43							
A50 Aero Property Consultants							
V-Park Re-purposing Cafe	28/02/2025	25/013	1	858.00	0.00	858.00	0.00
					<u>0.00</u>	<u>858.00</u>	
Above paid on 07/03/2025 by Online Payment Ref A50							
C10 Crescent Signs Ltd							
Wedding Banners	28/02/2025	INV-21946	1	422.40	0.00	422.40	0.00
					<u>0.00</u>	<u>422.40</u>	
Above paid on 07/03/2025 by Online Payment Ref 17108/1710							

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Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C59 Canal & River Trust							
Lease Nby Island to 23.06.25	19/02/2025	217006	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 07/03/2025 by Online Payment Ref 8083919							
D12 DCK Payroll Solutions							
Salaries - February 2025	26/02/2025	25265	1	179.28	0.00	179.28	0.00
					<u>0.00</u>	<u>179.28</u>	
Above paid on 07/03/2025 by Online Payment Ref P1104							
D37 Guy Dickens							
Key Refund - WMills 82a	27/02/2025	KEYREFUND - WM82A	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 07/03/2025 by Online Payment Ref D37							
E14 Environmental Solutions Ltd							
Secure Shredding - Feb 2025	14/02/2025	28220	1	67.84	0.00	67.84	0.00
					<u>0.00</u>	<u>67.84</u>	
Above paid on 07/03/2025 by Online Payment Ref E14							
G1 Gardner Leader LLP							
Amendment-J O'Conner Contract	26/02/2025	95221	1	280.80	0.00	280.80	0.00
					<u>0.00</u>	<u>280.80</u>	
Above paid on 07/03/2025 by Online Payment Ref NEW103/105							
G38 J R Gorbold							
Allott key Refund - WC013c	04/03/2025	KEYREFUND-WC13C	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 07/03/2025 by Online Payment Ref G38							
H11 Healthmatic Ltd							
Clean Wharf Toilet 01.01-31.03	28/02/2025	14464	1	3,630.00	0.00	3,630.00	0.00
					<u>0.00</u>	<u>3,630.00</u>	
Above paid on 07/03/2025 by Online Payment Ref INV7984							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
H41	Hoskins Electrical Services						
Inspect NTC Defibrillators	28/02/2025	0375	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 07/03/2025 by Online Payment Ref H41							
<hr/>							
J21	John O'Conner GM Ltd						
Filling Grit Bins	20/02/2025	117240	1	508.18	0.00	508.18	0.00
Empty 7 Dog Bins	20/02/2025	117241	1	137.59	0.00	137.59	0.00
Salt - Grit bin refill	28/02/2025	117548	1	480.00	0.00	480.00	0.00
					<u>0.00</u>	<u>1,125.77</u>	
Above paid on 07/03/2025 by Online Payment Ref J21							
<hr/>							
M28	Minster Cleaning Services						
Office Cleaning - March 25	03/03/2025	16511	1	1,937.77	0.00	1,937.77	0.00
					<u>0.00</u>	<u>1,937.77</u>	
Above paid on 07/03/2025 by Online Payment Ref INV29354							
<hr/>							
M35	Mr V J Miller						
Expenses - Parking Dec to Feb	01/03/2025	EXPENSES	1	42.50	0.00	42.50	0.00
					<u>0.00</u>	<u>42.50</u>	
Above paid on 07/03/2025 by Online Payment Ref M35							
<hr/>							
P15	David Pawley Clock & Sundial maker						
Maintain Clock House Clocks	17/02/2025	96720	1	405.00	0.00	405.00	0.00
Maintain T-Hall Clocks	17/02/2025	96721	1	225.00	0.00	225.00	0.00
					<u>0.00</u>	<u>630.00</u>	
Above paid on 07/03/2025 by Online Payment Ref P15							
<hr/>							
R40	R Allen House and Garden Maintenance						
City Rec - Paint Walls	24/02/2025	099*	1	95.00	0.00	95.00	0.00
City Rec Remove Graffiti	24/02/2025	104	1	95.00	0.00	95.00	0.00
Repairs - TH Suite 7	26/02/2025	103	1	850.00	0.00	850.00	0.00
					<u>0.00</u>	<u>1,040.00</u>	
Above paid on 07/03/2025 by Online Payment Ref R40							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R48 Mrs S M Rosier							
Allotment key refund - WM033b	14/02/2025	REFUND-WM33B	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 07/03/2025 by Online Payment Ref R48							
S100 D Stevens							
Allotment refund - WM10a	24/02/2025	ALLOTREFUNDWM10A	1	9.40	0.00	9.40	0.00
					<u>0.00</u>	<u>9.40</u>	
Above paid on 07/03/2025 by Online Payment Ref S100							
S2 Enerveo Limited							
Latarn 3 Meadow Road	24/02/2025	900047604	1	546.74	0.00	546.74	0.00
					<u>0.00</u>	<u>546.74</u>	
Above paid on 07/03/2025 by Online Payment Ref S2							
S41 Sundog Grounds Maintenance Ltd							
Digby Rd-Remove play equipment	30/01/2025	4319	1	1,182.00	0.00	1,182.00	0.00
Sand - VP Play Pit	18/02/2025	4320	1	504.00	0.00	504.00	0.00
VPark, Paint over Graffiti	19/02/2025	4822	1	702.00	0.00	702.00	0.00
					<u>0.00</u>	<u>2,388.00</u>	
Above paid on 07/03/2025 by Online Payment Ref S41							
T17 Thames & Chiltern in Bloom Association							
Entry T&C Britain in Bloom	26/02/2025	TCIB163	1	175.00	0.00	175.00	0.00
					<u>0.00</u>	<u>175.00</u>	
Above paid on 07/03/2025 by Online Payment Ref Newbury							
V8 Tina Sukhatska							
Guest meal refund	14/02/2025	REFUND	1	26.95	0.00	26.95	0.00
					<u>0.00</u>	<u>26.95</u>	
Above paid on 07/03/2025 by Online Payment Ref V8							

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
W25	Empire Cafe Newbury Ltd						
Mayor Festive Tea	28/02/2025	52	1	240.00	0.00	240.00	0.00
					<u>0.00</u>	<u>240.00</u>	
	Above paid on 07/03/2025 by Online Payment Ref W25						
<hr/>							
W54	Thomas Wemyss						
Refund key deposit - WM015b	04/03/2025	KEYREFUND-WM15B	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
	Above paid on 07/03/2025 by Online Payment Ref W54						
<hr/>							
W55	Mr & Mrs Waltho						
Allot key refund x 3 - WC32b	04/03/2025	KEYREFUND - WC32B	1	30.00	0.00	30.00	0.00
					<u>0.00</u>	<u>30.00</u>	
	Above paid on 07/03/2025 by Online Payment Ref W55						
				<u>Total Purchase Ledger Payments</u>	<u>0.00</u>	<u>16,984.49</u>	

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
A15	HawkEye Pest Control Ltd						
Clear & Treat T-Hall Balcony	10/03/2025	14405SM8	1	96.00	0.00	96.00	0.00
					<u>0.00</u>	<u>96.00</u>	
	Above paid on 20/03/2025 by Online Payment Ref A15						
<hr/>							
A20	A & S Meats						
Market Management - March 2025	13/03/2025	119	1	1,560.00	0.00	1,560.00	0.00
					<u>0.00</u>	<u>1,560.00</u>	
	Above paid on 20/03/2025 by Online Payment Ref A20						
<hr/>							
A29	Appcentric						
Umbraco 13 Upgrade - Website	17/03/2025	1909	1	13,520.10	0.00	13,520.10	0.00
					<u>0.00</u>	<u>13,520.10</u>	
	Above paid on 20/03/2025 by Online Payment Ref A29						
<hr/>							
C36	Corn Exchange						
Water - Mayor Making 11.05.202	11/03/2025	1129	1	90.00	0.00	90.00	0.00
Hire - Mayor Making 11.05.25	11/03/2025	3843	1	819.60	0.00	819.60	0.00
					<u>0.00</u>	<u>909.60</u>	
	Above paid on 20/03/2025 by Online Payment Ref C36						
<hr/>							
C74	Alan Crame						
Civic Dutes-Jan to 19 Mar 25	18/03/2025	CIVICDUTIES-JAN/MAR	1	50.00	0.00	50.00	0.00
					<u>0.00</u>	<u>50.00</u>	
	Above paid on 20/03/2025 by Online Payment Ref C74						
<hr/>							
C76	Current Connection Ltd						
City Rec-EICR Three Phase Unit	18/02/2025	INV-07856	1	480.00	0.00	480.00	0.00
					<u>0.00</u>	<u>480.00</u>	
	Above paid on 20/03/2025 by Online Payment Ref C76						
<hr/>							
D2	Mr B Digby						
Civic Duties Jan to 19 March 2	18/03/2025	CIVICDUTIES-JAN/MAR	1	25.00	0.00	25.00	0.00
					<u>0.00</u>	<u>25.00</u>	
	Above paid on 20/03/2025 by Online Payment Ref D2						

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H17 Hampshire Association of Local Councils							
Cilca Training KH & TMM	14/03/2025	INV-7155	1	840.00	0.00	840.00	0.00
					<u>0.00</u>	<u>840.00</u>	
Above paid on 20/03/2025 by Online Payment Ref H17							
H7 Shirley Holloway							
Allot Key refund x 1	11/03/2025	KEYREFUND-P028A	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 20/03/2025 by Online Payment Ref H7							
J21 John O'Conner GM Ltd							
GM Contract - Feb 2025	20/02/2025	117242	1	42,714.48	0.00	42,714.48	0.00
					<u>0.00</u>	<u>42,714.48</u>	
Above paid on 20/03/2025 by Online Payment Ref J21							
L2 Mrs J Lewis							
Civic Duties-Jan to Mar 25	18/03/2025	CIVICDUTY-JAN/MAR	1	25.00	0.00	25.00	0.00
					<u>0.00</u>	<u>25.00</u>	
Above paid on 20/03/2025 by Online Payment Ref L2							
L20 Naomi Lunn (Pyromaniart)							
Supply & Burn 5 Civic Awards	07/03/2025	00025	1	225.00	0.00	225.00	0.00
					<u>0.00</u>	<u>225.00</u>	
Above paid on 20/03/2025 by Online Payment Ref L20							
M25 Innes J Mason							
Civic duties-Jan- Mar 25	18/03/2025	CIVICDUTY-JAN/MAR	1	25.00	0.00	25.00	0.00
					<u>0.00</u>	<u>25.00</u>	
Above paid on 20/03/2025 by Online Payment Ref M25							
M47 John McGinty							
Allot Key Refund x 2 - S022	13/03/2025	KEYREFUND X2-S22	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
Above paid on 20/03/2025 by Online Payment Ref M47							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M48 Mr TJ & Mrs LJ Metcalfe							
Allot key refund x 1 - OTP027a	11/03/2025	KEY REFUND - OTP27A	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 20/03/2025 by Online Payment Ref M48							
M61 Microshade Business Consultants Ltd							
Host Rialtas	19/03/2025	20588	1	466.56	0.00	466.56	0.00
					<u>0.00</u>	<u>466.56</u>	
Above paid on 20/03/2025 by Online Payment Ref M61							
N1 National Association of Civic Officers							
Civic Officer Training JA & Amy	14/03/2025	2557	1	260.00	0.00	260.00	0.00
					<u>0.00</u>	<u>260.00</u>	
Above paid on 20/03/2025 by Online Payment Ref INV1830							
N7 Newbury News Ltd							
Market Ad - Out & About	09/03/2025	94217	1	102.00	0.00	102.00	0.00
					<u>0.00</u>	<u>102.00</u>	
Above paid on 20/03/2025 by Online Payment Ref NW502447							
R44 David Risley							
Civic Duties - Jan/Mar 25	18/03/2025	CIVICDUTY-JAN/MAR	1	50.00	0.00	50.00	0.00
					<u>0.00</u>	<u>50.00</u>	
Above paid on 20/03/2025 by Online Payment Ref R44							
S104 Mr Nick Smith							
Allot key refund - WC008	11/03/2025	KEYREFUND - WC008	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 20/03/2025 by Online Payment Ref S104							
S18 St Nicolas PCC							
Hire Hall - Civic Awards 19.03	11/03/2025	202518	1	300.50	0.00	300.50	0.00
					<u>0.00</u>	<u>300.50</u>	
Above paid on 20/03/2025 by Online Payment Ref Booking01.							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
S22 Sports Courts UK Ltd								
Clean VP Tennis Courts	18/03/2025	SC/25/7704	1	5,875.20	0.00	5,875.20	0.00	
					0.00	5,875.20		
Above paid on 20/03/2025 by Online Payment Ref S22								
S41 Sundog Grounds Maintenance Ltd								
NTRCem - Cover Collapsed Crypt	11/03/2025	4337	1	991.20	0.00	991.20	0.00	
					0.00	991.20		
Above paid on 20/03/2025 by Online Payment Ref S41								
T30 Cybit Limited								
Microsoft Office - March 25	11/03/2025	15718	1	728.09	0.00	728.09	0.00	
E-Mail security - March 25	11/03/2025	15719	1	179.05	0.00	179.05	0.00	
Monthly Support - March 2025	13/03/2025	15840	1	366.00	0.00	366.00	0.00	
					0.00	1,273.14		
Above paid on 20/03/2025 by Online Payment Ref T30								
Total Purchase Ledger Payments						0.00	69,838.78	

Direct Payments - 1st January 2025 - 31st March 2025

Date:	Various					
Supplier code	Supplier/Organisation	Brief Description	Invoice No	Date paid	Amount Due	Payments authorised by Councillors:
A22	Active Heating Services Ltd To be from 2024-25 Budget	Boiler service x 2 Town Hall	75494	31.03.2025	£220.08	Retrospective approval requested and authorities by: Billy Drummond - E-mail 03.04.2025 Eilizabeth O'Keefe - E-mail 07.04.2025
A50	Aero Property Consultants To be from 2024-25 Budget	VP Café Project - Re purposing	25/023	31.03.2025	£1,680.00	
D12	DCK Payroll Solutions To be from 2024-25 Budget	March 2025 - Payroll & PAYE Year End	25397	31.03.2025	£278.04	
N23	Newbury & Thatcham Green Gym To be from 2024-25 Budget	Annual agreed contribution	018/24-25	31.03.2025	£100.00	
G14	Greenham Trust (Grant Account) E-mail requested/authorised: Liz Manship 2024/25 budget	Top-up for Newbury Tennis Club	Requested by RFO	02.04.2025	£2,805.00	
S41	Sundog Ground Maintenance Verbal authorisation: Liz Manship & Toby Miles-Mallowan 2024/25 budget	Part payment for T-Hall Scaffolding	4339	02.04.2025	£12,000.00	
Z2	Zurich Urgent request: Martin Kavanagh & Liz Manship	Van Insurance 01.11.24 to 31.1025	538651841	17.12.2024	£1,148.33	
N/A	Sackville-East Verbal request/E-mail authorisation: Toby Miles-Mallowan	Collection of 2 x large paintings from Town Hall	INV-9412	19.11.2024	£1,146.00	
Total amount Authorised					£19,377.45	
N/A	Groundworks UK	Reimbursement of underspent Grant - neighbourhood Planning	Requested by CEO	28.03.2025	£4,253.60	Billy Drummond - E-mail 27.03.2025 Jo Day - E-mail 27.03.2025
Total amount Authorised					£4,253.60	
A13	Acclaim Fabrication	Repair Gate & fence Greenham House Gardens	PMM 172	28.03.2025	£900.00	Billy Drummond - E-mail 27.03.2025 Jo Day - E-mail 28.03.2025
B29	Broxap Ltd	Recycle Bins & Dog Bins	330553	28.03.2025	£5,389.68	
D10	J Day	Refund for Flowers arrangements - Civic Awards	Requested by Civic Manager	28.03.2025	£26.97	
E14	Environmental Solutions	Secure Shredding - March 25	28488	28.03.2025	£67.84	
G39	M Grochowska	Allotment Key refund x 1	Requested by Community Services Officer	28.03.2025	£10.00	
H23	D Harman	Members expenses		28.03.2025	£35.00	
J21	John O'Conner	Filling Grit Bins - March 25	118311	28.03.2025	£508.18	
		Empty 7 additional dog bins	118312	28.03.2025	£137.59	
L13	Mencap (Link-Up)	Bus stop posters	1571-24	28.03.2025	£51.00	
S24	Sundog Hire	Heras Fening - Dickens Walk	5210	28.03.2025	£537.60	
		Heras Fening - VP Kiosk	5211	28.03.2025	£370.80	
S41	Sundog Ground Maintenance	Installing concrete bases for bird feeders - 2 locations	4338	28.03.2025	£900.00	
Total amount Authorised					£8,934.66	
Climate Emergency Working Group - Approved Grants 2024-25						
CEWEG 26.03.2025	Eco Friends (Paid Direct)	1) Eco Friends	CESC meeting 04.12.24 Min 11	27.03.2025	£1,610.00	Funds approved CESC 04.12.2024 Minute 11 and 26.03.2025 - Minute 22
	Greenham Trust (Grant Account) for match funding	2) Friends of the Earth/Newbury Nature Corridor – Our Ref: NTC-20568	CESC meeting 26.03.2025 Minute 22	27.03.2025	£412.75	
		3) Greenfest – Our Ref: NTC-20810		27.03.2025	£2,000.00	
		4) Newbury Tennis Club LED - Flood Lighting Project – Our Ref: NTC-20179		27.03.2025	£3,172.00	
		5) Newbury Tennis Club LED - Flood Lighting Project – Our Ref: NTC-20179 Top up further to agreement for £5,977 without match funding		02.04.2025	£2,805.00	
Total amount authorised					£9,999.75	

Date:01/04/2025

Newbury Town Council 2024/2025

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Time: 09:54

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Current Account**

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/03/2025		17,999.92
			<u>17,999.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			17,999.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			17,999.92
		Balance per Cash Book is :-	17,999.92
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	28/02/2025		22,218.73
			<u>22,218.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22,218.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,218.73
		Balance per Cash Book is :-	22,218.73
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/01/2025		26,084.32
			<u>26,084.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,084.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,084.32
		Balance per Cash Book is :-	26,084.32
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 4 - Instant Access Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	31/03/2025		385,787.28
			<u>385,787.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			385,787.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			385,787.28
		Balance per Cash Book is :-	385,787.28
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 4 - Instant Access Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	28/02/2025		280,105.59
			<u>280,105.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			280,105.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			280,105.59
		Balance per Cash Book is :-	280,105.59
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 4 - Instant Access Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	31/01/2025		454,415.00
			<u>454,415.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			454,415.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			454,415.00
		Balance per Cash Book is :-	454,415.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

09/04/2025

Newbury Town Council 2024/2025

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Staff								
1077 Precept Reallocation	0	(500)	(500)	0			100.0%	
1990 Miscellaneous Income	0	464	0	(464)			0.0%	
Staff :- Income	0	(36)	(500)	(464)			7.2%	0
4000 Salaries/NI/PAYE	571,090	620,571	614,244	(6,327)		(6,327)	101.0%	
4005 Agency / Locum Cover	53,339	(7,500)	(7,500)	0		0	100.0%	
4010 Misc Staff Expenses	6,240	6,158	7,000	842		842	88.0%	
4045 Salary Reallocation	(571,090)	(620,571)	(614,244)	6,327		6,327	101.0%	
Staff :- Indirect Expenditure	59,579	(1,342)	(500)	842	0	842	268.4%	0
Net Income over Expenditure	(59,579)	1,306	0	(1,306)				
110 Central Services								
1076 Precept Received	1,272,879	1,526,951	1,526,951	0			100.0%	
1077 Precept Reallocation	0	(1,391,260)	(1,391,260)	0			100.0%	
1090 CCLA Interest	20,415	27,073	23,000	(4,073)			117.7%	
1091 Shares/Dividend Income	4	5	0	(5)			0.0%	
1092 Instant Access Ac Interest	3,279	10,765	4,000	(6,765)			269.1%	
1093 Fixed Term Accounts Interest	5,767	32,602	10,000	(22,602)			326.0%	
1094 Current Account Interest	4,343	242	0	(242)			0.0%	
1905 CIL income received	266,953	54,113	0	(54,113)			0.0%	
Central Services :- Income	1,573,640	260,491	172,691	(87,800)			150.8%	0
4045 Salary Reallocation	163,332	172,519	170,891	(1,628)		(1,628)	101.0%	
4050 Bank & Card Reader Charges	2,246	1,832	1,800	(32)		(32)	101.8%	
4055 Election Expenses	26,252	13,358	0	(13,358)		(13,358)	0.0%	5,002
Central Services :- Indirect Expenditure	191,830	187,709	172,691	(15,018)	0	(15,018)	108.7%	5,002
Net Income over Expenditure	1,381,810	72,782	0	(72,782)				
6000 plus Transfer from EMR	26,252	5,002	0	(5,002)				
6001 less Transfer to EMR	266,953	0	0	0				
Movement to/(from) Gen Reserve	1,141,110	77,785	0	(77,785)				
200 P&R General								
1077 Precept Reallocation	0	32,283	32,283	0			100.0%	
P&R General :- Income	0	32,283	32,283	0			100.0%	0
4045 Salary Reallocation	31,410	31,029	30,483	(546)		(546)	101.8%	
4105 Members' travel & subsistence	59	259	800	541		541	32.3%	
4120 Precept Leaflet	647	665	1,000	335		335	66.5%	
P&R General :- Indirect Expenditure	32,116	31,952	32,283	331	0	331	99.0%	0
Net Income over Expenditure	(32,116)	331	0	(331)				

Continued over page

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Grants & Contributions</u>								
1077 Precept Reallocation	0	98,500	98,500	0			100.0%	
1122 Donations (Misc.)	400	1,400	0	(1,400)			0.0%	
Grants & Contributions :- Income	<u>400</u>	<u>99,900</u>	<u>98,500</u>	<u>(1,400)</u>			<u>101.4%</u>	<u>0</u>
4150 Grants for Climate Change Proj	0	7,195	10,000	2,805		2,805	71.9%	
4155 Berkshire Youth; Youth Worker	25,000	25,000	25,000	0		0	100.0%	
4160 Contribution to BID Xmas light	12,000	12,000	12,000	0		0	100.0%	
4165 Greenham Community Youth	2,500	0	2,500	2,500		2,500	0.0%	
4170 Volunteer Centre	500	500	500	0		0	100.0%	
4180 Grant Sub Committee	24,500	24,500	24,500	0		0	100.0%	
4182 Donations (Misc)	400	1,400	0	(1,400)		(1,400)	0.0%	
4185 CAB Grant	20,000	20,000	20,000	0		0	100.0%	
4212 Greenham & Crookham Common	500	0	0	0		0	0.0%	
4213 Community United West Berkshir	0	3,000	3,000	0		0	100.0%	
4216 Newbury Flood Forum	0	1,000	1,000	0		0	100.0%	
Grants & Contributions :- Indirect Expenditure	<u>85,400</u>	<u>94,595</u>	<u>98,500</u>	<u>3,905</u>	<u>0</u>	<u>3,905</u>	<u>96.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(85,000)</u>	<u>5,305</u>	<u>0</u>	<u>(5,305)</u>				
<u>220 Corporate Services</u>								
1077 Precept Reallocation	0	126,822	126,767	(55)			100.0%	
1990 Miscellaneous Income	0	234	0	(234)			0.0%	
Corporate Services :- Income	<u>0</u>	<u>127,056</u>	<u>126,767</u>	<u>(289)</u>			<u>100.2%</u>	<u>0</u>
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	3,408	6,860	8,000	1,140		1,140	85.8%	
4225 Advertising Recruitment	5,949	1,749	3,000	1,251		1,251	58.3%	
4230 Telephone	11,120	10,907	10,250	(657)		(657)	106.4%	
4235 Postage	1,533	1,917	2,500	583		583	76.7%	
4240 Printing/Stationery	1,514	1,345	1,718	373		373	78.3%	
4245 Office Equipment	618	1,283	2,000	717		717	64.2%	
4250 IT - Office 365 Package	33,558	11,886	13,644	1,758		1,758	87.1%	
4251 IT - Accounts	0	2,475	4,865	2,390		2,390	50.9%	
4252 IT - Website	0	5,356	5,449	93		93	98.3%	
4253 IT - Citrix	0	3,862	3,747	(115)		(115)	103.1%	
4254 IT - Adobe	0	1,079	2,740	1,662		1,662	39.4%	
4255 Professional Fees	12,976	15,016	18,200	3,184		3,184	82.5%	
4256 IT - Website Security Patches	0	11,267	12,000	733		733	93.9%	
4260 Audit	4,525	3,720	5,000	1,280		1,280	74.4%	
4265 Subscriptions	4,738	4,253	5,872	1,619		1,619	72.4%	

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Photocopier Charges	2,136	2,265	2,382	117		117	95.1%	
4275 Advertising General	1,107	872	1,500	628		628	58.1%	
4280 Recycling Costs	1,280	1,189	1,400	211		211	84.9%	
4290 Capital exp computers etc	2,315	4,809	5,500	691		691	87.4%	
4317 2024/25 Purchase Orders	0	0	0	0	1,000	(1,000)	0.0%	
4420 Insurance	14,718	16,084	16,500	416		416	97.5%	
Corporate Services :- Indirect Expenditure	101,497	108,193	126,767	18,574	1,000	17,574	86.1%	0
Net Income over Expenditure	(101,497)	18,863	0	(18,863)				
<u>290 Town Hall</u>								
1077 Precept Reallocation	0	126,499	126,499	0			100.0%	
1270 Suite Lease Income	39,860	37,110	38,600	1,490			96.1%	
1280 Chamber Hire	15,019	13,170	11,000	(2,170)			119.7%	
Town Hall :- Income	54,880	176,779	176,099	(680)			100.4%	0
4045 Salary Reallocation	36,550	42,819	42,272	(547)		(547)	101.3%	
4255 Professional Fees	0	2,450	3,000	550		550	81.7%	
4315 Topographical Survey	0	0	200	200		200	0.0%	
4316 2023/24 Purchase Orders	0	755	0	(755)		(755)	0.0%	755
4317 2024/25 Purchase Orders	0	0	0	0	15,000	(15,000)	0.0%	
4320 Town Hall Refurb	0	0	22,000	22,000		22,000	0.0%	
4321 Town Hall Roof	0	7,278	0	(7,278)		(7,278)	0.0%	7,278
4345 Replacement Solar Panel Invert	0	0	806	806		806	0.0%	
4402 Letting Agent Fees	3,540	3,141	3,000	(141)		(141)	104.7%	
4405 Rates	9,916	10,568	11,008	440		440	96.0%	
4407 Gas	0	3,438	4,500	1,062		1,062	76.4%	
4410 Water	349	(2,958)	550	3,508		3,508	(537.8%)	
4415 Electricity	22,847	29,535	26,960	(2,575)		(2,575)	109.5%	
4416 Energy Conservation Projects	2,499	440	4,000	3,560		3,560	11.0%	
4425 Repairs and Maintenance	15,007	10,751	18,087	7,336		7,336	59.4%	
4427 Visual / Audio Equipment	1,273	0	0	0		0	0.0%	
4428 Health & Safety Compliance	2,960	5,243	17,350	12,107		12,107	30.2%	
4431 Town Hall cleaning contract	17,616	19,378	18,166	(1,212)		(1,212)	106.7%	
4432 Housekeeping	685	1,500	2,000	500		500	75.0%	
4440 Fire Extinguishers	577	616	1,000	384		384	61.6%	
4445 Security	434	519	1,200	681		681	43.2%	
Town Hall :- Indirect Expenditure	114,251	135,473	176,099	40,626	15,000	25,626	85.4%	8,033
Net Income over Expenditure	(59,372)	41,306	0	(41,306)				
6000 plus Transfer from EMR	0	8,033	0	(8,033)				
Movement to/(from) Gen Reserve	(59,372)	49,339	0	(49,339)				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>295 Weddings</u>								
1077 Precept Reallocation	0	3,853	3,853	0			100.0%	
1280 Chamber Hire	2,205	3,523	3,696	173			95.3%	
Weddings :- Income	2,205	7,376	7,549	173			97.7%	0
4045 Salary Reallocation	9,709	4,965	4,849	(116)		(116)	102.4%	
4275 Advertising General	680	655	1,000	345		345	65.5%	
4340 Weddings expenditure	77	379	400	21		21	94.9%	
4341 Wedding Licence EMR	0	0	1,300	1,300		1,300	0.0%	
Weddings :- Indirect Expenditure	10,466	5,999	7,549	1,550	0	1,550	79.5%	0
Net Income over Expenditure	(8,261)	1,377	0	(1,377)				
<u>300 Newtown Road Cemetery</u>								
1077 Precept Reallocation	0	53,330	53,330	0			100.0%	
1300 Cemetery Income	30	495	0	(495)			0.0%	
Newtown Road Cemetery :- Income	30	53,825	53,330	(495)			100.9%	0
4045 Salary Reallocation	5,711	9,309	9,331	22		22	99.8%	
4317 2024/25 Purchase Orders	0	0	0	0	5,040	(5,040)	0.0%	
4405 Rates	574	574	1,000	426		426	57.4%	
4415 Electricity	380	368	500	132		132	73.7%	
4425 Repairs and Maintenance	5,579	1,223	6,590	5,368		5,368	18.6%	
4428 Health & Safety Compliance	0	410	410	0		0	100.0%	
4430 Maint. Contracts	10,435	34,599	30,549	(4,050)		(4,050)	113.3%	4,050
4435 Maint. Contracts Unscheduled	1,200	826	1,200	374		374	68.8%	
4436 Headstone Survey	0	0	500	500		500	0.0%	
4440 Fire Extinguishers	76	76	250	174		174	30.2%	
4515 Tree Works	11,250	2,000	2,100	100		100	95.2%	
4540 NRC Composting Toilet (25%)	0	0	400	400		400	0.0%	
4545 Redecoration of Chapel	0	0	500	500		500	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	35,204	49,384	53,330	3,946	5,040	(1,094)	102.1%	4,050
Net Income over Expenditure	(35,174)	4,441	0	(4,441)				
6000 plus Transfer from EMR	9,250	4,050	0	(4,050)				
Movement to/(from) Gen Reserve	(25,924)	8,492	0	(8,492)				
<u>305 Shaw Cemetery</u>								
1077 Precept Reallocation	0	83,347	83,347	0			100.0%	
1300 Cemetery Income	72,387	60,908	68,000	7,092			89.6%	
Shaw Cemetery :- Income	72,387	144,255	151,347	7,092			95.3%	0

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Salary Reallocation	19,988	25,443	25,073	(370)		(370)	101.5%	
4249 IT - Cemeteries	0	1,780	1,923	143		143	92.6%	
4250 IT - Office 365 Package	1,068	0	0	0		0	0.0%	
4265 Subscriptions	150	320	480	160		160	66.7%	
4316 2023/24 Purchase Orders	0	106	0	(106)		(106)	0.0%	106
4317 2024/25 Purchase Orders	0	0	0	0	635	(635)	0.0%	
4400 Rent Payable	1,333	1,000	1,000	(0)		(0)	100.0%	
4405 Rates	4,042	4,042	5,000	958		958	80.8%	
4410 Water	4,433	385	4,500	4,115		4,115	8.6%	
4415 Electricity	777	3,190	3,740	550		550	85.3%	
4425 Repairs and Maintenance	2,555	2,257	6,418	4,161		4,161	35.2%	
4428 Health & Safety Compliance	424	1,082	1,082	0		0	100.0%	
4430 Maint. Contracts	80,633	92,170	81,381	(10,789)		(10,789)	113.3%	10,789
4435 Maint. Contracts Unscheduled	2,030	1,832	3,000	1,168		1,168	61.1%	
4440 Fire Extinguishers	151	151	400	249		249	37.8%	
4515 Tree Works	0	28,850	17,350	(11,500)		(11,500)	166.3%	11,500
Shaw Cemetery :- Indirect Expenditure	117,585	162,609	151,347	(11,262)	635	(11,897)	107.9%	22,395
Net Income over Expenditure	(45,198)	(18,354)	0	18,354				
6000 plus Transfer from EMR	0	22,395	0	(22,395)				
Movement to/(from) Gen Reserve	(45,198)	4,041	0	(4,041)				
<u>310 Markets</u>								
1077 Precept Reallocation	0	2,652	2,652	0			100.0%	
1320 Market Income	42,804	39,797	45,000	5,203			88.4%	
Markets :- Income	42,804	42,449	47,652	5,203			89.1%	0
4045 Salary Reallocation	13,135	14,273	14,342	69		69	99.5%	
4265 Subscriptions	497	539	550	11		11	98.0%	
4275 Advertising General	1,500	1,678	1,780	102		102	94.3%	
4360 Market Management	15,600	15,600	17,500	1,900		1,900	89.1%	
4361 Market bank costs	239	223	300	77		77	74.2%	
4405 Rates	3,444	3,444	3,500	56		56	98.4%	
4415 Electricity	1,054	1,305	1,360	55		55	96.0%	
4425 Repairs and Maintenance	199	0	8,320	8,320		8,320	0.0%	
Markets :- Indirect Expenditure	35,668	37,062	47,652	10,590	0	10,590	77.8%	0
Net Income over Expenditure	7,136	5,387	0	(5,387)				
6000 plus Transfer from EMR	204	0	0	0				
Movement to/(from) Gen Reserve	7,340	5,387	0	(5,387)				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 War Memorial</u>								
1077 Precept Reallocation	0	6,099	6,099	0			100.0%	
War Memorial :- Income	0	6,099	6,099	0			100.0%	0
4045 Salary Reallocation	1,713	1,862	1,882	20	20	20	98.9%	
4316 2023/24 Purchase Orders	0	255	0	(255)	(255)	(255)	0.0%	255
4425 Repairs and Maintenance	690	610	2,217	1,607	1,607	1,607	27.5%	
4850 Sinking Fund	0	0	2,000	2,000	2,000	2,000	0.0%	
War Memorial :- Indirect Expenditure	2,403	2,727	6,099	3,372	0	3,372	44.7%	255
Net Income over Expenditure	(2,403)	3,372	0	(3,372)				
6000 plus Transfer from EMR	0	255	0	(255)				
Movement to/(from) Gen Reserve	(2,403)	3,627	0	(3,627)				
<u>320 Footway Lighting</u>								
1077 Precept Reallocation	0	38,856	38,856	0			100.0%	
Footway Lighting :- Income	0	38,856	38,856	0			100.0%	0
4045 Salary Reallocation	3,998	4,965	4,856	(109)	(109)	(109)	102.2%	
4316 2023/24 Purchase Orders	0	5,157	0	(5,157)	(5,157)	(5,157)	0.0%	5,157
4415 Electricity	6,971	12,727	12,500	(227)	(227)	(227)	101.8%	
4425 Repairs and Maintenance	17,509	13,376	14,500	1,124	1,124	1,124	92.3%	
4855 Street Lighting Upgrade	1,633	3,845	7,000	3,155	3,155	3,155	54.9%	
Footway Lighting :- Indirect Expenditure	30,111	40,071	38,856	(1,215)	0	(1,215)	103.1%	5,157
Net Income over Expenditure	(30,111)	(1,215)	0	1,215				
6000 plus Transfer from EMR	6,570	5,157	0	(5,157)				
Movement to/(from) Gen Reserve	(23,541)	3,942	0	(3,942)				
<u>325 Clock House</u>								
1077 Precept Reallocation	0	7,941	7,941	0			100.0%	
Clock House :- Income	0	7,941	7,941	0			100.0%	0
4045 Salary Reallocation	1,713	1,241	1,237	(4)	(4)	(4)	100.3%	
4316 2023/24 Purchase Orders	0	250	0	(250)	(250)	(250)	0.0%	250
4415 Electricity	997	1,732	1,920	188	188	188	90.2%	
4425 Repairs and Maintenance	750	905	3,700	2,795	2,795	2,795	24.5%	
4428 Health & Safety Compliance	0	350	700	350	350	350	50.0%	
4430 Maint. Contracts	0	435	384	(51)	(51)	(51)	113.3%	51
Clock House :- Indirect Expenditure	3,460	4,913	7,941	3,028	0	3,028	61.9%	301
Net Income over Expenditure	(3,460)	3,028	0	(3,028)				
6000 plus Transfer from EMR	0	301	0	(301)				
Movement to/(from) Gen Reserve	(3,460)	3,329	0	(3,329)				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330 Street Furniture</u>								
1077 Precept Reallocation	0	17,060	17,060	0			100.0%	
1330 For New Dog Bins	0	3,140	0	(3,140)			0.0%	2,100
1605 Clear Channel (INC)	55,000	55,000	63,000	8,000			87.3%	
Street Furniture :- Income	55,000	75,200	80,060	4,860			93.9%	2,100
4045 Salary Reallocation	6,282	4,965	5,060	95		95	98.1%	
4111 Bus Shelter Provision & Maint	55,000	55,000	63,000	8,000		8,000	87.3%	
4316 2023/24 Purchase Orders	0	4,001	0	(4,001)		(4,001)	0.0%	4,001
4425 Repairs and Maintenance	3,975	7,591	8,000	409		409	94.9%	2,100
4460 Grit Bins	3,634	3,364	4,000	636		636	84.1%	
Street Furniture :- Indirect Expenditure	68,891	74,922	80,060	5,138	0	5,138	93.6%	6,101
Net Income over Expenditure	(13,891)	278	0	(278)				
6000 plus Transfer from EMR	0	6,101	0	(6,101)				
6001 less Transfer to EMR	0	2,100	0	(2,100)				
Movement to/(from) Gen Reserve	(13,891)	4,279	0	(4,279)				
<u>335 Recreation Grounds</u>								
1077 Precept Reallocation	0	98,021	98,021	0			100.0%	
1355 Income - Pitches	915	1,007	3,000	1,994			33.5%	
1500 Other open spaces income	735	0	0	0			0.0%	
Recreation Grounds :- Income	1,650	99,028	101,021	1,994			98.0%	0
4591 Green Flag submission	0	375	700	325		325	53.6%	
Recreation Grounds :- Direct Expenditure	0	375	700	325	0	325	53.6%	0
4045 Salary Reallocation	20,559	22,341	22,005	(336)		(336)	101.5%	
4316 2023/24 Purchase Orders	0	620	0	(620)		(620)	0.0%	620
4410 Water	474	225	332	107		107	67.7%	
4415 Electricity	2,187	3,407	3,150	(257)		(257)	108.2%	
4425 Repairs and Maintenance	8,221	12,631	10,350	(2,281)		(2,281)	122.0%	2,600
4428 Health & Safety Compliance	560	400	650	250		250	61.5%	
4430 Maint. Contracts	39,162	60,253	57,034	(3,219)		(3,219)	105.6%	3,219
4435 Maint. Contracts Unscheduled	1,079	825	2,600	1,775		1,775	31.7%	
4515 Tree Works	7,954	4,180	4,200	20		20	99.5%	4,100
Recreation Grounds :- Indirect Expenditure	80,196	104,881	100,321	(4,560)	0	(4,560)	104.5%	10,539
Net Income over Expenditure	(78,546)	(6,229)	0	6,229				
6000 plus Transfer from EMR	7,200	10,539	0	(10,539)				
Movement to/(from) Gen Reserve	(71,346)	4,310	0	(4,310)				

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
340 Play Areas								
1077 Precept Reallocation	0	108,249	108,249	0			100.0%	
1500 Other open spaces income	300	0	0	0			0.0%	
1990 Miscellaneous Income	497	0	0	0			0.0%	
Play Areas :- Income	797	108,249	108,249	0			100.0%	0
4045 Salary Reallocation	33,694	42,819	42,226	(593)		(593)	101.4%	
4316 2023/24 Purchase Orders	0	27,292	0	(27,292)		(27,292)	0.0%	27,292
4317 2024/25 Purchase Orders	0	0	0	0	1,402	(1,402)	0.0%	
4423 Upgrading Play Areas	24,220	0	0	0		0	0.0%	
4425 Repairs and Maintenance	18,187	13,076	29,663	16,587		16,587	44.1%	
4430 Maint. Contracts	29,911	40,048	35,360	(4,688)		(4,688)	113.3%	4,688
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	0	250	0	(250)		(250)	0.0%	250
Play Areas :- Indirect Expenditure	106,012	123,486	108,249	(15,237)	1,402	(16,639)	115.4%	32,230
Net Income over Expenditure	(105,215)	(15,237)	0	15,237				
6000 plus Transfer from EMR	758	32,230	0	(32,230)				
Movement to/(from) Gen Reserve	(104,458)	16,993	0	(16,993)				
345 Victoria Park								
1077 Precept Reallocation	0	200,773	199,824	(949)			100.5%	
1360 Income - Tennis Courts	7,149	6,600	6,000	(600)			110.0%	
1380 Income - Bowling Club	900	900	900	0			100.0%	
1385 Income - Kiosk/Cafe	4,354	0	4,000	4,000			0.0%	
1390 Income - Victoria Park Hire	3,100	5,025	3,000	(2,025)			167.5%	
1391 Income - Mini Golf	5,000	5,000	5,000	0			100.0%	
1500 Other open spaces income	2,350	0	0	0			0.0%	
1990 Miscellaneous Income	170	802	0	(802)			0.0%	
Victoria Park :- Income	23,023	219,100	218,724	(376)			100.2%	0
4517 Lime Trees - Pollard	0	18,300	18,300	0		0	100.0%	
4518 Lime Tree Avenue Lighting Upgr	0	6,756	1,430	(5,326)		(5,326)	472.4%	5,326
4537 Upgrade VP Bandstand	54,294	0	0	0		0	0.0%	
4541 Repairs to Victoria and Lions	0	0	500	500		500	0.0%	
4543 Splashpark	2,650	3,451	4,000	549		549	86.3%	
4591 Green Flag submission	369	375	850	475		475	44.1%	
Victoria Park :- Direct Expenditure	57,313	28,882	25,080	(3,802)	0	(3,802)	115.2%	5,326
4045 Salary Reallocation	66,818	53,369	52,613	(756)		(756)	101.4%	
4316 2023/24 Purchase Orders	0	2,990	0	(2,990)		(2,990)	0.0%	2,990

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355 Toilet Hire	3,598	1,690	1,690	0		0	100.0%	
4410 Water	7,351	7,883	10,000	2,117		2,117	78.8%	
4415 Electricity	5,063	5,249	5,950	701		701	88.2%	
4425 Repairs and Maintenance	6,435	7,248	18,051	10,803		10,803	40.2%	
4428 Health & Safety Compliance	310	0	1,000	1,000		1,000	0.0%	
4430 Maint. Contracts	86,291	96,703	88,770	(7,933)		(7,933)	108.9%	7,933
4435 Maint. Contracts Unscheduled	2,140	1,100	4,000	2,900		2,900	27.5%	
4440 Fire Extinguishers	146	151	150	(1)		(1)	100.6%	
4445 Security	1,121	488	500	12		12	97.6%	
4465 Tennis Courts Maintenance Fund	0	4,896	3,600	(1,296)		(1,296)	136.0%	4,896
4480 Music at the Bandstand	3,125	2,900	3,000	100		100	96.7%	
4490 VP Fun Day	2,333	3,271	3,500	229		229	93.5%	
4515 Tree Works	0	30	820	790		790	3.6%	
4530 Community Cafe	1,650	16,595	0	(16,595)		(16,595)	0.0%	16,595
Victoria Park :- Indirect Expenditure	186,379	204,563	193,644	(10,919)	0	(10,919)	105.6%	32,413
Net Income over Expenditure	(220,669)	(14,345)	0	14,345				
6000 plus Transfer from EMR	57,845	37,739	0	(37,739)				
Movement to/(from) Gen Reserve	(162,824)	23,394	0	(23,394)				
<u>350 Open Spaces</u>								
1077 Precept Reallocation	0	119,940	119,940	0			100.0%	
1395 Wayleave Income	25	0	0	0			0.0%	
Open Spaces :- Income	25	119,940	119,940	0			100.0%	0
4774 Additional Dog Bin Collections	0	803	1,750	947		947	45.9%	
4775 Additional Land Maintenance	0	0	8,000	8,000		8,000	0.0%	
Open Spaces :- Direct Expenditure	0	803	9,750	8,947	0	8,947	8.2%	0
4045 Salary Reallocation	11,993	17,376	17,329	(47)		(47)	100.3%	
4317 2024/25 Purchase Orders	0	0	0	0	442	(442)	0.0%	
4400 Rent Payable	850	1,104	1,300	196		196	84.9%	
4410 Water	0	74	110	36		36	67.0%	
4425 Repairs and Maintenance	2,206	1,953	4,000	2,047		2,047	48.8%	900
4430 Maint. Contracts	89,923	91,273	80,589	(10,684)		(10,684)	113.3%	10,684
4435 Maint. Contracts Unscheduled	475	100	2,100	2,000	995	1,005	52.1%	
4515 Tree Works	1,121	5,420	3,262	(2,158)		(2,158)	166.2%	2,173
4750 Greenham House Gdns	10,499	0	0	0		0	0.0%	
4760 Litter Picking Equipment	0	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	117,067	117,300	110,190	(7,110)	1,437	(8,547)	107.8%	13,757
Net Income over Expenditure	(117,042)	1,837	0	(1,837)				
6000 plus Transfer from EMR	5,198	13,757	0	(13,757)				
Movement to/(from) Gen Reserve	(111,845)	15,594	0	(15,594)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 Floral Displays and Trees</u>								
1077 Precept Reallocation	0	43,807	43,807	0			100.0%	
1990 Miscellaneous Income	2,640	2,567	1,500	(1,067)			171.2%	
1992 Tree Planting Sponsorship	0	2,299	0	(2,299)			0.0%	
Floral Displays and Trees :- Income	2,640	48,673	45,307	(3,366)			107.4%	0
4045 Salary Reallocation	7,424	9,929	9,707	(222)		(222)	102.3%	
4317 2024/25 Purchase Orders	0	0	0	0	7,453	(7,453)	0.0%	
4430 Maint. Contracts	29,910	0	0	0		0	0.0%	
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4470 Tree Maintenance	13,950	0	0	0		0	0.0%	
4471 Tree Surveys	0	0	9,500	9,500		9,500	0.0%	
4500 Tree planting	428	1,883	3,150	1,267		1,267	59.8%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Floral Displays	18,120	18,550	21,000	2,450		2,450	88.3%	
4512 Floral Baskets - Businesses	2,640	2,567	0	(2,567)		(2,567)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	72,472	32,929	45,307	12,378	7,453	4,925	89.1%	0
Net Income over Expenditure	(69,832)	15,745	0	(15,745)				
6000 plus Transfer from EMR	13,950	0	0	0				
Movement to/(from) Gen Reserve	(55,882)	15,745	0	(15,745)				
<u>360 Britain & Newbury In Bloom</u>								
1077 Precept Reallocation	0	14,012	14,012	0			100.0%	
1600 Sponsorship	400	400	500	100			80.0%	
Britain & Newbury In Bloom :- Income	400	14,412	14,512	100			99.3%	0
4045 Salary Reallocation	9,709	9,929	10,012	83		83	99.2%	
4710 Newbury In Bloom	2,592	1,837	4,500	2,663		2,663	40.8%	
Britain & Newbury In Bloom :- Indirect Expenditure	12,301	11,766	14,512	2,746	0	2,746	81.1%	0
Net Income over Expenditure	(11,901)	2,646	0	(2,646)				
<u>420 Wash Common Allotment</u>								
1077 Precept Reallocation	0	7,343	7,343	0			100.0%	
1400 Allotment Income	4,552	4,759	4,274	(485)			111.4%	
Wash Common Allotment :- Income	4,552	12,102	11,617	(485)			104.2%	0
4045 Salary Reallocation	2,855	5,585	5,459	(126)		(126)	102.3%	
4255 Professional Fees	1,103	0	0	0		0	0.0%	
4316 2023/24 Purchase Orders	0	100	0	(100)		(100)	0.0%	100

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Water	1,236	1,010	1,500	490		490	67.3%	
4425 Repairs and Maintenance	756	1,116	1,500	384		384	74.4%	
4430 Maint. Contracts	3,192	1,312	1,158	(154)		(154)	113.3%	154
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4450 Extra security measures	259	0	0	0		0	0.0%	
4515 Tree Works	0	550	1,000	450		450	55.0%	
Wash Common Allotment :- Indirect Expenditure	9,401	9,674	11,617	1,944	0	1,944	83.3%	254
Net Income over Expenditure	(4,849)	2,429	0	(2,429)				
6000 plus Transfer from EMR	0	254	0	(254)				
Movement to/(from) Gen Reserve	(4,849)	2,683	0	(2,683)				
421 Allotments (except Wash Common								
1077 Precept Reallocation	0	32,866	33,870	1,004			97.0%	
1400 Allotment Income	23,397	25,252	23,000	(2,252)			109.8%	
Allotments (except Wash Common :- Income	23,397	58,118	56,870	(1,248)			102.2%	0
4045 Salary Reallocation	17,704	27,305	27,273	(32)		(32)	100.1%	
4248 IT - Allotments	0	192	192	0		0	100.0%	
4250 IT - Office 365 Package	153	0	0	0		0	0.0%	
4265 Subscriptions	0	56	112	56		56	49.8%	
4316 2023/24 Purchase Orders	0	600	0	(600)		(600)	0.0%	600
4317 2024/25 Purchase Orders	0	0	0	0	2,382	(2,382)	0.0%	
4400 Rent Payable	638	1,063	945	(118)		(118)	112.4%	
4410 Water	4,287	4,289	4,650	361		361	92.2%	
4425 Repairs and Maintenance	4,191	5,990	5,990	0		0	100.0%	
4430 Maint. Contracts	12,088	10,351	9,140	(1,211)		(1,211)	113.3%	1,211
4435 Maint. Contracts Unscheduled	3,895	1,921	4,288	2,367		2,367	44.8%	
4450 Extra security measures	1,172	0	0	0		0	0.0%	
4515 Tree Works	80	3,630	4,280	650		650	84.8%	
Allotments (except Wash Common :- Indirect Expenditure	44,207	55,396	56,870	1,474	2,382	(908)	101.6%	1,811
Net Income over Expenditure	(20,809)	2,722	0	(2,722)				
6000 plus Transfer from EMR	260	1,811	0	(1,811)				
Movement to/(from) Gen Reserve	(20,549)	4,533	0	(4,533)				
430 Wharf Toilets								
1077 Precept Reallocation	0	23,360	23,360	0			100.0%	
Wharf Toilets :- Income	0	23,360	23,360	0			100.0%	0

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4417 Refurbishment	1,375	0	0	0		0	0.0%	
Wharf Toilets :- Direct Expenditure	1,375	0	0	0	0	0		0
4045 Salary Reallocation	11,422	5,585	5,360	(225)		(225)	104.2%	
4195 Wharf Toilets Contract	12,100	12,100	15,750	3,650		3,650	76.8%	
4316 2023/24 Purchase Orders	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
4405 Rates	191	191	250	59		59	76.5%	
4425 Repairs and Maintenance	2,147	946	2,000	1,054		1,054	47.3%	
Wharf Toilets :- Indirect Expenditure	25,860	21,522	23,360	1,838	0	1,838	92.1%	2,700
Net Income over Expenditure	(27,235)	1,838	0	(1,838)				
6000 plus Transfer from EMR	0	2,700	0	(2,700)				
Movement to/(from) Gen Reserve	(27,235)	4,538	0	(4,538)				
<u>435 Community Services - General</u>								
1077 Precept Reallocation	0	12,210	12,210	0			100.0%	
Community Services - General :- Income	0	12,210	12,210	0			100.0%	0
4550 GM Vehicle Lease	0	3,202	7,024	3,822		3,822	45.6%	
4551 GM Vehicle Consumables	0	405	1,000	595		595	40.5%	
4552 GM Vehicle Insurance	0	383	1,200	817		817	31.9%	
4553 GM Vehicle Maint. Payment	0	530	550	20		20	96.3%	
4555 Tools & Equipment	0	1,824	2,436	612		612	74.9%	
Community Services - General :- Indirect Expenditure	0	6,343	12,210	5,867	0	5,867	51.9%	0
Net Income over Expenditure	0	5,867	0	(5,867)				
<u>500 CPAC General</u>								
1077 Precept Reallocation	0	37,005	37,005	0			100.0%	
CPAC General :- Income	0	37,005	37,005	0			100.0%	0
4642 Coronation event	396	0	0	0		0	0.0%	
CPAC General :- Direct Expenditure	396	0	0	0	0	0		0
4045 Salary Reallocation	27,412	34,131	33,980	(151)		(151)	100.4%	
4600 CPA&L Committee Fund	500	490	1,500	1,010		1,010	32.7%	
4625 Art Trail	1,025	612	750	138		138	81.6%	
4637 Local Democracy WG	0	0	250	250		250	0.0%	
4639 Art on the Park	500	500	525	25		25	95.2%	
CPAC General :- Indirect Expenditure	29,437	35,733	37,005	1,272	0	1,272	96.6%	0
Net Income over Expenditure	(29,833)	1,272	0	(1,272)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Civic Responsibility</u>								
1077 Precept Reallocation	0	69,639	69,639	0			100.0%	
Civic Responsibility :- Income	0	69,639	69,639	0			100.0%	0
4045 Salary Reallocation	27,983	55,231	54,711	(520)		(520)	101.0%	
4265 Subscriptions	0	27	28	1		1	98.0%	
4650 Mayors Allowance	404	548	1,000	452		452	54.8%	
4655 Honorarium	2,245	2,931	3,500	569		569	83.7%	
4660 Mayor Making	2,335	2,423	2,500	77		77	96.9%	
4665 Remembrance	1,858	1,806	2,500	694		694	72.3%	
4670 Regalia and Robes	7	4,755	2,000	(2,755)		(2,755)	237.8%	2,898
4680 Civic Hospitality & Events	1,107	1,395	1,500	105		105	93.0%	
4690 Twin Towns	86	42	250	208		208	16.9%	
4700 Civic Award Scheme	618	994	1,000	6		6	99.4%	
4705 Watership Brass	650	650	650	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	37,293	70,803	69,639	(1,164)	0	(1,164)	101.7%	2,898
Net Income over Expenditure	(37,293)	(1,164)	0	1,164				
6000 plus Transfer from EMR	0	2,898	0	(2,898)				
Movement to/(from) Gen Reserve	(37,293)	1,734	0	(1,734)				
<u>600 Planning & Highways</u>								
1077 Precept Reallocation	0	27,293	27,293	0			100.0%	
1120 Grants Received (NDP)	6,878	0	15,000	15,000			0.0%	
1121 Grants & Dons Rec. (Heritage)	522	583	0	(583)			0.0%	
Planning & Highways :- Income	7,400	27,876	42,293	14,417			65.9%	0
4045 Salary Reallocation	39,976	23,582	23,293	(289)		(289)	101.2%	
4800 P & H Committee Fund	40	6	1,000	994		994	0.6%	
4805 Heritage Working Group	1,171	374	1,000	626		626	37.4%	
4810 Neighbourhood Development Plan	1,536	5,910	15,000	9,090		9,090	39.4%	5,910
4815 Signage	0	0	2,000	2,000		2,000	0.0%	
Planning & Highways :- Indirect Expenditure	42,723	29,871	42,293	12,422	0	12,422	70.6%	5,910
Net Income over Expenditure	(35,323)	(1,995)	0	1,995				
6000 plus Transfer from EMR	171	5,910	0	(5,910)				
6001 less Transfer to EMR	6,878	0	0	0				
Movement to/(from) Gen Reserve	(42,030)	3,915	0	(3,915)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,865,231	1,922,187	1,859,421	(62,766)			103.4%	
Expenditure	1,710,893	1,788,592	1,859,421	70,829	34,349	36,480	98.0%	
Net Income over Expenditure	<u>154,338</u>	<u>133,595</u>	<u>0</u>	<u>(133,595)</u>				
plus Transfer from EMR	127,657	159,133	0	(159,133)				
less Transfer to EMR	273,831	2,100	0	(2,100)				
Movement to/(from) Gen Reserve	<u>8,165</u>	<u>290,629</u>	<u>0</u>	<u>(290,629)</u>				

From: [Toby Miles-Mallowan](#)
To: [Gary Norman](#)
Cc: [Liz Manship](#)
Subject: Reporting expenditure under section 5.20 of Financial Regulations
Date: 26 February 2025 16:01:52

Hi Gary

I am writing to you under section 5.20 of NTC's financial regulations to inform you that I have authorised expenditure for the delivery and installation of scaffolding over the town hall as part of the ongoing roof repairs. The cost of the scaffolding is £15,000 excluding VAT.

I have taken the decision to bypass our financial regulations due to the ongoing risk the roof poses to council functioning. We had agreed a course of action to dry out the roof to enable a complete review on the roof repairs before Christmas however the weather since Christmas has been against us. This has required us to take a different course of action to seal the roof. Due to the importance of this work I have not sought 3 quotes for the scaffolding to expedite the works.

Regards



TOBY MILES-MALLOWAN

Chief Executive Officer

Newbury Town Council

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W www.newbury.gov.uk

Follow us:

Mayor's Charity 2024/25 - West Berks Foodbank

Making Newbury a Town we can all be proud of

Ear Marked Reserves - 2025/26 - 01/04/25 (by EMR)

Includes EMRs used in 2024/25 & 2025/26

Spend via these codes
Use New Project / Event Codes for Purchase Order

ALWAYS CHECK OMEGA FOR SUMS AVAILABLE

EMR funds set aside in 2025/26 budget, prior to 2025/26 Y/E

EMR For P.O.	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	Financial Actions Agreed as part of 2025/26 Budget (Notes for RFO)	To add from 2025/26 Budget	Total Funds 01/04/25	Council Funds 01/04/25	Total CIL FUNDS 01/04/25	Ringfenced (RF) Other Funds 01/04/25
316	EMR - 2023/24 Purchase Orders	Any	As applicable	4316	2023/24 Purchase Orders	Committed expenditure from 2023/24 Purchase Orders. (MG).	Retain until spent & then close.		12,070.00	12,070.00		
317	EMR - 2024/25 Purchase Orders	Any	As applicable	4317	2024/25 Purchase Orders	Committed expenditure from 2024/25 Purchase Orders. (MG).	TO RATIFY Retain until spent & then close.		34,349.16	34,349.16		
322	EMR - New Dog Bins (Ex WBC)	330	Street Furniture	1330	For new dog bins	Received from West Berks towards new dog bins & installation. Ringfenced as received for specific purpose. (JH).	Anticipate used by close of 2024/25, then close. Closed.		0.00	0.00		
330	EMR 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).	£4k from General Reserves in 2025/26 then £4k from Budgeted Precept from 2026/27 onwards.	£4,000 in 2025/26	0.00	0.00		
331	EMR SharePoint rebuild	221	Corporate Services Projects	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. (KH)	£5k agreed by Council in Jan 25 set aside from 24/25 IT budgets. TO RATIFY: Upon review this requires £10k. Additional £5k set aside from EMR 346 GM Contract 24/25, where no longer required.		10,000.00	10,000.00		
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).	£16,704 includes 2023/24 & 2024/25 sums (£7,200 in total). Minus £4,896 2024/25 committed expenditure. 2025/26 contribution (£3,600) to add, to bring to £20,304. (annual budget £3,600 - 4465/345)	£3,600 in 2025/26	16,704.00			16,704.00
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. (JH)	TO RATIFY EMR to hold sponsorship for Tree Planting.		150.25			150.25
344	EMR 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)	2025/26 - £5k reallocated from EMR 360 Café (NTC Funds) replaced by CIL funds. 2026/27 onwards - £5k budgeted precept. (4471/355)		5,000.00	5,000.00		
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)	Due to the level of 2024/25 tree works, anticipated y/end funds equal to or less than £5,774. Transferred £6,125 at 24/25 yr-end.		6,125.00	6,125.00		
346	EMR 24-25 GM Contract	Several	with Maintenance Contract	4430	Maintenance Contract	Council (Jan 25) agreed that the cost of the VP Gym equipment /installation (£48,328.65) should be taken from CIL, thus releasing the equivalent sum from General Reserves to cover Feb/March Grounds Maintenance costs. (LM)	£5,549.33 remaining after GM costs covered. TO RATIFY: £5k to EMR 331 for SharePoint. £549.33 returned to General Reserves. Then Close.		0.00	0.00		
347	EMR 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	2025/26 - £2k reallocated from EMR 360 Café (NTC Funds) replaced by CIL funds. 2026/27 onwards - £2k budgeted precept. (4517/300)		2,000.00	2,000.00		
348	EMR 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.	EMR £2,500 annually from 2025/26 budget. (4517/305)	£2,500 in 2025/26	0.00	0.00		
349	EMR 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	2025/26 - £3k reallocated from 360 Café (NTC funds) replaced by CIL funds. 2026/27 onwards - £3k budgeted precept. (4517/345)		3,000.00	3,000.00		

EMR For P.O.	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	Financial Actions Agreed as part of 2025/26 Budget (Notes for RFO)	To add from 2025/26 Budget	Total Funds 01/04/25	Council Funds 01/04/25	Total CIL FUNDS 01/04/25	Ringfenced (RF) Other Funds 01/04/25
350	EMR 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 (LM).	EMR £10,000 per annum from 2025/26 for £30,000 in May 27. (4055/110)	£10,000 in 2025/26	0.00	0.00		
360	EMR CIL+ VP Cafe Replacement	346	Victoria Park Projects	4530	Community Café	NTC & CIL funds set aside for the Victoria Park Café Replacement (MK) No additional NTC funds to be put towards it. Further to CIL sums being allocated to agreed for projects, replace NTC cafe funds with any remaining CIL funds, leaving £0.00 CIL balance at 31/03/24. Estimated completion 2025/26. Retain until complete/spent and then close.	CIL to reallocate to Cafe: * £35,657.44 (Budget Discussions Jan 25) * £940.35 (not allocated to EMR 374) * £2,600 (not needed for EMR 430) Total CIL reallocation 31/03/25: £39,197.79 CIL b/f 01/04/24: £125,450.93 CIL spent 2024/25: £16,594.56 CIL allocated to cafe: £2,600 + £36,597.79 CIL c/f 31/03/25: £148,054.16 NTC b/f 01/04/24: £273,499.07 NTC replaced with CIL 01/25: 39,197.79 NTC c/f 31/03/25: £234,301.28		382,355.44	234,301.28	148,054.16	382,355.44
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).	No additional funding in consideration of proposed budget plan for responsive works.		50,472.19	50,472.19		
371	EMR T/Hall Office Move & Refurb	290	Town Hall	4320	Office Move and Refurb Works	For Office Move (2025/26) and Refurbishment (Longer Term) (MK)	Anything remaining in 432/290 at 31/03/25 (£22k or less) to be transferred to EMR to support office move and refurb works in 2025/26 (MK). Also to receive £4,000 transferred from EMR 453 - Canal Corridor - as agreed by P&R 20/01/25 Anything remaining - longer term refurb.		26,000.00	26,000.00		
372	EMR CIL T/Hall Audio/Visual Equipment	291	Town Hall Projects	4427	Visual / Audio Equipment	Towards upgrading visual & audio equipment in Chamber (TMM).	£1k CIL agreed against 2024/25 budget. £8k CIL agreed against 2025/26 budget.		9,000.00		9,000.00	
373	EMR CIL Intercom for Tenants	291	Town Hall Projects	4324	Intercom for Tenants	To install an intercom for Tenants that allows door to be closed and visitors to contact the tenant direct (MK).	EMR £2,000 from CIL		2,000.00		2,000.00	
374	EMR CIL 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)	EMR CIL up to £11k as remaining from H&S/TH 4428/290, at yr-end with equivalent from budget to General Reserves. (£940.35 reallocated to VP Café to give a £0.00 CIL balance)		10,059.65		10,059.65	
375	EMR CIL Energy Conservation Projects	291	Town Hall Projects	4416	Energy Conservation Projects	16 Energy efficient radiators over 3 years. 25/26 5 x £480 c. £2,500 28/29 - Dehumidifiers (MK).	EMR £2,500 from CIL. Then prorata for similar in successive years.		2,500.00		2,500.00	
380	EMR Weddings Licence	295	Weddings	4341	Weddings Licence	Wedding licence required every 3 years. Allow £3,000 for 2025/26 update. (KH)	£1,300 set aside in 24/25 budget for EMR. Budget £1,700 within 25/26 budget + 5% in successive years for EMR.		1,300.00	1,300.00		

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392	EMR CIL Money Unallocated					Community Infrastructure Levy - for projects agreed by Council in line with West Berks CIL guidance. (LM) Agreed by Council (Jan 25) CIL brought forward (£129,122.65) plus CIL allocated to EMR 417 for chapel solar panels but no longer required (9,000) minus CIL against Gym Equipment installed in Victoria Park 2023/24 (£48,328.65) plus CIL received in 2024/25 (£54,113.44) minus recommendations for CIL expenditure as part of 2025/26 budget (£143,907.44) Leaving unallocated: £0.00	In addition to the agreed adjustments, an additional £2,600 has been returned to the CIL funding from the Wharf Toilets EMR 430. Reallocated to The VP Café as directed by Council, replacing NTC funds, to leave £0.00 CIL balance		0.00		0.00	
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)	Transfer to EMR unspent funds in 1121/600 at yr/end. 2024/25 year-end: £209.34 transferred.		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)	Transfer up to £170 back to the EMR, if funds remaining in 2024/25 budget, 4670/505. Transferred £142.65		142.65	142.65		
405	EMR - 200th Anniversary of Royal Engineers	501	CPAC Events & Projects	4640	200th Anniversary of Royal Engineers	200th Anniversary Event. Freedom of the Town. Request from JA & CPAC to EMR any remaining Civic funds at year-end for the event. (JA)	TO RATIFY Transfer of £2,534.05 (remaining Civic budget at year-end after agreed commitments) to be used as required for the 200th Anniversary event of the Royal Engineers.		2,534.05	2,534.05		
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 (TMM)	TO RATIFY £1,139.90 transferred to EMR at 24/25 year-end.		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. (KH)	TO RATIFY £210.71 transferred to EMR at 24/25 year-end.		210.71	210.71		
410	EMR Neighbourhood Development Plan	601	P&H Projects	4810	Neighbourhood Development Plan	Council funds (£5,129.71) suggest maintain for public consultation costs, for which grant funding cannot be obtained. Suggest apply for Locality Consultancy Funding (to cover current consultant) and Locality Technical Report funding (for specialist reports). No budget in 2025/26 (TMM)	Previous ringfenced Grant of £6,868 from Ground Works: £2,614 spent on consultancy; £4,254 returned as due to expiry date. Leaving £5,129.75 Council funds.		5,129.71	5,129.71		
414	EMR CIL New Footway Lighting	320	Footway Lighting	4855	Street Lighting Upgrade	Council (Jan 25) agreed £7k from 2024/25 CIL for upgrading footway lighting. Provides environment/carbon offset and reduces annual consumption. (TS)	£7k CIL in lieu of budget for 2025/26		7,000.00		7,000.00	
415	EMR Additional Land Maintenance	350	Open Spaces	4775	Additional Land Maintenance	£8k set aside in 2024/25 budget to upgrade/maintain land if transferred from West Berks. Council agreed (Jan 25) to EMR any budget remaining at Y/end for the same purpose in 2025/26 e.g. The Wharf (MK)	£8k transferred to EMR 415		8,000.00	8,000.00		

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416	EMR CIL 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)	£1,500 transferred to EMR 416		1,500.00		1,500.00	
417	EMR Solar Panels Shaw Cemetery					Council agreed (Jan 24) £9,000 from 2023/24 CIL for Solar Panels on Shaw Cemetery for Carbon Capture. For action in 2024/25 (MK). Council agreed (Jan 25) to transfer these funds back to the general CIL pot, as project not feasible. Close EMR.			0.00			
418	EMR CIL 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.			10,000.00		10,000.00	
419	EMR Headstone survey	300 305	Newtown Road & Shaw Cems	4436	Headstone Survey	For contracted support for Topple Testing as required (MK). Jan 25 - Council agreed to retain for purpose.			3,450.00	3,450.00		
420	EMR CIL Tools & Equipment	435	Community Services General	4555	Tools & Equipment	Council agreed (Jan 25) to set aside £1,000 CIL funds towards specialist equipment for Grounds Maintenance Tream (JH)			1,000.00		1,000.00	
430	EMR Wharf Toilets Contactless	430	Wharf Toilets	4418	Wharf Toilets Contactless	22/01/24. Council agreed £2,600 from 2023/24 CIL to install contactless payment at Wharf Toilets. (MK)	31/03/24 - Works completed without need of EMR. £2,600 returned to CIL EMR 392. Reallocated to VP Café. EMR Closed		0.00			
431	EMR Noticeboards Allotments	421	Allotments Projects	4451	Noticeboards	6 noticeboards purchased in Summer 2022. Council agreed (Jan 25) to EMR £1000 annually from 2026/27 to replace in approx. 2034/35 (CE).	Budget £1,000 annually, for EMR from 2026/27. (4451/421)	2026/27 budget	0.00	0.00		
432	EMR CIL Welcome to Newbury Signs SIGNS	601	P&H Projects	4815	Welcome to Newbury Signs - New Signs	Signage (£20,000) £10,000 over 2 years. P&H apply for matched funding (KH)	EMR 462 = funds for the Design for Welcome to Newbury Signs		10,000.00		10,000.00	
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).			5,333.25			5,333.25
437	EMR Football Pitch	346	Victoria Park Projects	4862	9-Aside football pitch	Council agreed (Jan 25) to set aside £2k CIL to support the provision of 9-aside football pitches in Victoria Park (MK/JH).	£2,000 from CIL transferred		2,000.00		2,000.00	
438	EMR CIL Splashpark Surface VP	346	Victoria Park Projects	4544	Splashpark - New Surface	22/01/24. Council agreed £22k from 2023/24 CIL to install new Splashpark surface 2024/25: Officers & Contractors examined together and agreed only some parts needed immediate replacement. Undertaken from R&M budget. Initially installed 2016, a new surface is now likely required in 2026/27 or 2027/28. Council agreed (Jan 25) to retain CIL EMR (CE).			22,000.00		22,000.00	
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)			2,925.30			2,925.30
440	EMR CIL Portable Ramp Bandstand	346	Victoria Park Projects	4534	Bandstand - Portable Ramp	22/01/24. Council agreed £1,745 from 2023/24 CIL for a portable ramp, to enable people using wheelchairs and powerchairs access to the bandstand - reasonable adjustments. (MK).			1,745.00		1,745.00	

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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).	£2,000 to be transferred from 2025/26 budget, to bring to £10,000. £2,000 annually for sinking fund (4850/315)	£2,000 in 2025/26	8,000.00	8,000.00		
442	EMR CIL+ Playground Upgrading	341	Play Areas Projects	4423	Upgrading Play Areas	Funds held in EMR: £63,021.35. £50,000 from 2024/25 CIL. £13,021.35 Council funds brought forward. This, plus the recommended £50,000 from the 2024/25 CIL, will provide £113,021.35 for 2025/26. Overall plan and priorities for upgrade to be presented to Community Services Committee spring 2025 (MK/JH).			113,021.35	13,021.35	100,000.00	
446	EMR CIL Wash Common Upgrade	336	Recreation Grounds Projects	4504	Wash Common Upgrade - Phase 2	CIL funds to support Wash Common Upgrade – phase 2. Comprises £5,000 merged funds from EMR 449 plus £10,000 from EMR 392 CIL. As budget comes from CIL it may be spent on upgrades, but not on R&M. E.g. path upgrades and access arrangements in consideration of Historic England requirements. Working towards Green Flag award for Wash Common and Blossom Field Sites (MK).	£15,000 - All CIL		15,000.00		15,000.00	
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).			20,000.00			20,000.00
449	EMR Drainage Feasibility Study Wash Common	335 420	Rec Grounds WC Allotments	4503	Wash Common Drainage F-Study	22/01/24. Council agreed £5,000. Works undertaken show noticeable improvement to the flow of water from both the recreation ground and allotments (Northside). CIL funds not used. Merge with EMR 446 Wash Common Upgrade. (MK)	£5,000 transferred to EMR 446.		0.00			
453	EMR Canal Corridor	601	P&H Projects	4820	Canal Corridor	£5,000 in EMR for Canal Corridor project costs. Allocated to P&H to take forward as part of 25/26 budget discussions (KH).	£4,000 reallocated to Town Hall Refurb as part of EMR reallocation to reduce the precept, by P&R 20/01/25		1,000.00	1,000.00		
454	EMR CIL 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).	£750 from CIL as a new project		750.00		750.00	
455	EMR Market repairs (electric pop-ups)	310	Markets	4425	Repairs & Maintenance	Electric pop-up repairs / replacement - to supplement budget (MK).			1,842.00	1,842.00		
456	EMR Repairs to Victoria & Lions	345	Victoria Park	4541	Repairs to Victoria & Lions	Restoration on hold, but minor R&M works required. Council agreed (Jan 25) to use from the £5,500 for minor R&M and set up an EMR for the Restoration (MK)	Use for Repairs		5,500.00	5,500.00		
457	EMR Restoration to Victoria & Lions	346	Victoria Park Projects		Restoration of Victoria & Lions	Restoration estimated at £15,000 in 2024/25. Council agreed (Jan 25) to transfer £5000 from the annual budget, from 2025/26 for planned works in 2029/30 (MK)	Budget £5000 per annum for EMR - Restoration Works.	£5,000 in 2025/26	0.00	0.00		

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458	EMR Watercourses	351	Open Spaces Projects	4773	Water Courses	Riparian responsibilities at Dairy Farm Allots & River Walk. £10k in EMR for work at River Walk (an SSSI). EA new application procedure likely requires external consultancy. (JH)	Council agreed £5k in 2025/26 budget to use in conjunction with EMR (JH)		10,000.00	10,000.00		
461	EMR - Youth Work	210	Grants & Donation		TBC subject to use of Grant	£2,500 from 2024/25 budget - originally for Greenham Community Youth. Due to merger with Berkshire Youth, P&R requested set aside in an EMR for Youth Work. Any grant to be awarded to be agreed by P&R. (LM)			2,500.00	2,500.00		
462	EMR CIL Welcome to Newbury Signs - DESIGN	501	CPAC Projects	4689	Welcome to Newbury Signs - Design	Welcome to Newbury Signs - Design Element - CIL (JA)	EMR £1,500 initially from CIL and then up to a further £1,000 (NTC funds) if remaining in 4600/500 CPAC at year-end.		2,500.00		2,500.00	
463	EMR Climate Emergency 2024-25	210	Grants & Donation	4150	Grants for Climate Change Projects	The Climate Emergency SC approved a grant award of £3,172 to £5,977 to the Newbury Tennis Club. The lower sum on the basis they will receive match funding; the higher sum approved to cover the potential that they do not receive match funding. (LM)	TO RATIFY £3,172 forwarded to the Greenham Trust for the Tennis Club prior to year-end, with match funding agreement. However, the Tennis Club requested the funds were not match funded (as their £5,000 allocation was penned to another donar) and that our donation be increased. A further £2,805 has been forwarded to the Greenham Trust by Direct Payment to make up the £5,977. As after year-end, funds placed in an EMR so as to log against the 2024/25 budget, not the 2025/26. Log then close.		2,805.00	2,805.00		
464	EMR Clock House Sinking Fund	345	Clock House	4850	Sinking Fund	Clock House Sinking Fund - budget £500 per year from 2026/27 for EMR from 2026/27	Budget £500 per annum from 2026/27					
									840,911.95	449,893.00	345,108.81	45,910.14

840,911.95

Appendix 8 – Discretionary Grant Consideration

Falkland Interpretation Panel

A grant of £500 to be taken from the Heritage Working Group EMR, towards the cost of the Falkland Interpretation Panel

Hermitage Station Families Day

A grant of £500 to be taken from the Discretionary Grant fund, towards the running costs of their Families Day, in thanks for their long association with and support for Newbury Town Council.

Newbury Road Club

A grant of £1,500 to be taken from the Discretionary Grant fund, towards their 14th June public celebrations – a community celebration of cycling in Newbury, featuring cycling-related events across the town.

Health and Safety Action Report Summary

Key Actions and Responsibilities

1. **HS1: Football Changing Rooms Domestic Water Services Hygiene**
 - **Responsibility:** Contractor & GMO
 - **Cost:** Included in contract
 - **Due Date:** Ongoing
 - **Completion Date:** Adjusted seasonally.
 - **Pre-requisites:** Recreation Ground H & S budget
 - **Benefits:** Minimize risk of legionella and ensure compliance with regulations.
2. **HS2: Town Hall Domestic Water Services Hygiene**
 - **Responsibility:** Safety Officer
 - **Cost:** Officer staff cost
 - **Due Date:** Ongoing
 - **Completion Date:** Evergreen (always ongoing)
 - **Pre-requisites:**
 - **Benefits:** Minimise risk of legionella and ensure compliance with regulations.
3. **HS3: Shaw Cemetery Domestic Water Services Hygiene**
 - **Responsibility:** Subcontractor
 - **Cost:** Officer staff cost
 - **Due Date:** Ongoing
 - **Completion Date:** Routine, outcome, One C3 activity to be resolved by end June “One “dead leg” of pipework”
 - **Pre-requisites:** Simple routines to be carried out by JOC.
 - **Benefits:** Minimise risk of legionella and ensure compliance with regulations.
4. **HS4: Town Hall Quarterly Officer Workplace Inspection**
 - **Responsibility:** Safety Officer
 - **Cost:** Officer staff cost
 - **Due Date:** Evergreen /Quarterly
 - **Completion Date:** routine quarterly
 - **Pre-requisites:** Officer time. Scaffolding is a current issue being closely monitored. Roof and Lift are also being closely monitored.
 - **Benefits:** Improved Town Hall safety.
5. **HS5: Town Hall Fire Alarm Testing and Recording**
 - **Responsibility:** CS Officers
 - **Cost:** Officer staff cost
 - **Due Date:** Weekly
 - **Completion Date:** Weekly report captured and filed. Replace stand-by batteries at next ADT visit.
 - **Pre-requisites:** Officer time.
 - **Benefits:** Compliance with legislation.

- 6 HS6 NTH Balcony risks** to be mitigated by the provision of harness and ultimately eliminated by changes to access from inside the building as opposed on the balcony.

Observations

- The majority of actions focus on hygiene and safety, with an emphasis on minimising health risks such as legionella and ensuring legislative compliance.
- Costs are predominantly categorised as "Officer staff cost," indicating internal resource allocation.
- Due dates and completion dates are ongoing, with some adjusted seasonally or weekly, reflecting a continuous process.
- Several actions have notes highlighting specific processes or budgetary requirements.
- Fire extinguishers routine inspection booked, awaiting supplier to complete.

Recommendations

- **Enhanced Monitoring:** Establish a tracking system to ensure ongoing and seasonal actions are completed on schedule. Completed we now have a health and Safety Diary monitored by one CS officer and SDM
- **Resource Allocation:** Ensure adequate staff availability for tasks listed as "Officer staff cost." Changes to be implemented in H2 2025
- **Documentation:** Maintain detailed records of completed tasks to demonstrate compliance during audits.

Accidents

- We had no HSE reportable accidents
- We regrettably had two accidents since the last report
 - Blossoms field Play Park – child head injury
 - NTH airborne dirt/dust to eye – Councillor given first aid by officer

Near Miss(s)

- Newtown Cemetery – 1856 burial vault collapse, evidence of others now identified as” at risk”
- Fir trees on quarterly monitoring following major works to reduce canopy and loading on tree trucks. These trees are in the top 10% of oldest trees in West Berkshire.
- We identified a point of process failure with our out of hours response process, following the total failure of our electrical supply to the Town Hall two weeks ago.

Additional details can be provided upon request

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 19:00 noon on Monday 10th February 2025 in The Council Offices, Town Hall, Newbury.

Present: Councillors: Phil Barnett, Alistair Bounds, Sam Dibas (from 19:35), David Marsh (chairperson) & Sarah Slack

In Attendance: Liz Manship, Responsible Financial Officer

12. Apologies for absence

Councillors: Billy Drummond

13. Declarations of interest and dispensations

- a) Councillors Phil Barnett and David Marsh as Members of West Berkshire Council have a general dispensation to discuss any matters relating to the business of that Council.
- b) Councillor David Marsh – Trustee to Wash Common Library, Trustee to Wash Common Community Association, Chair of Governors at John Rankin School, Parent of a pupil at St Bartholomew’s School and Husband to a Governor at St Bartholomew’s School.
- c) Councillor Sarah Slack – Trustee of the CAB, West Berkshire.

14. Minutes

Proposed: Councillor Sarah Slack

Seconded: Councillor Alistair Bounds

Resolved: That the minutes of the meeting of the Grants Sub-Committee held on 18th November 2024 be approved as a correct record and signed by the Chairperson.

15. Grant Aid Criteria

The meeting noted the Grant Aid Criteria.

16. Award of Grant Aid

Having regard to the Council’s criteria for awarding grants and the Council’s Strategic objectives to support youth, the elderly, the vulnerable and the diverse in communities.

Proposed: Councillor David Marsh

Seconded: Councillor Sarah Slack

Resolved: That the Council makes the following grant awards, payable through The Good Exchange:

TGE Ref	Organisation	Project title	Balance Required (£)	NTC Award	Matched Funding (The Good Exchange)	Total Value
20579	Fair Close Centre (Age Concern, Newbury & District)	Fair Close Dementia Day Club & Wayfinding Service Pilot	11,058.29	1000.00	1000.00	2,000.00

20628	Dingley's Promise (Dingley Family and Specialist Early Years Centres)	Specialist Music and Movement therapy sessions for children under 5 with SEND	5,736.00	500.00	500.00	1,000.00
20648	The Newbury Community Resource Centre Limited	Kitchen Wise upgrade and expansion	2,779.79	1000.00	1000.00	2,000.00
20692	Dingley's Promise (Dingley Family and Specialist Early Years Centres)	Improving Wellbeing of Children with SEND, their Parents and Early Years Educators	6,927.00	500.00	500.00	1,000.00
20698	Home-Start West Berkshire	Tackling Child Poverty	34,424.00	500.00	500.00	1,000.00
20737	Falkland Cricket Club – Newbury	Supporting winter indoor cricket sessions and 2025 outdoor season preparation for junior cricketers in West Berkshire	6,026.00	250.00	250.00	500.00
20749	Home-Start West Berkshire	Baby Bank Service 2025-26	32,241.00	500.00	500.00	1,000.00
20752	Education Business Partnership West Berkshire	Destinations Expo 2025	25,523	314.30	314.30	628.60
20800	Newbury Cricket Club	Newbury Cricket Club – Replacement Mower	15,000	250.00	250.00	500.00
	Total NTC Funding Agreed			£4,814.30	£4,814.30	£9,628.60

There being no further business the Chairperson declared the meeting closed at 19:50 pm.

Chairperson:

Date:

**MINUTES OF A MEETING OF THE CLIMATE EMERGENCY SUB-COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
WEDNESDAY 26TH MARCH 2025 AT 7.30PM.**

PRESENT

Councillors, David Harman (Chair), Roger Hunneman, Sarah Slack, and Martha Vickers.

In Attendance

James Heasman, Parks & Open Spaces Supervisor.

17. APOLOGIES

Councillor Meg Thomas.

Absent: Councillor Graham Storey and Lay Member Nikki Coome

18. DECLARATIONS OF INTEREST

The Parks & Open Spaces Supervisor declared that Councillor, Martha Vickers who is also a Member of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

19. MINUTES

Members of the committee noted that the minutes did not have the correct information under Next Meeting item as Green Fest was discussed and requested as an agenda item at the next meeting. Subsequently resulting in the additional item not been added to the agenda for this meeting of the Climate Emergency Sub-Committee Wednesday 26th March 2025.

PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor David Harman

RESOLVED: That the minutes of the meeting of the Climate Emergency Sub-Committee held on Wednesday 29th January 2025, be approved, and signed by the Chairperson. With the amendments by hand to the minutes of Green Fest. And Corrected name of Jenny Kirby removing the name Sarah.

20. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were no questions received from members of the public.

21. MEMBERS' QUESTIONS AND PETITIONS

There were not questions received form members of the committee.

22. ENVIRONMENTAL GRANT APPLICATIONS

PROPOSED: Councillor Sarah Slack

SECONDED: Councillor Martha Vickers

RESOLVED: that the previously agreed Newbury Nature Corridor grant of £412.59 was incorrect and that a new figure of £412.75 be awarded the Newbury Nature Corridor.

MOTION TO SUSPEND STANDING ORDERS**PROPOSED:** Councillor Martha Vickers**SECONDED:** Councillor Roger Hunneman**RESOLVED:** to suspend standing orders to receive additional information from 2 members of the Newbury Tennis Club.

Members received information from two members of the Newbury Tennis Club and thanked them for their attendance to provide this.

MOTION TO REINSTATE STANDING ORDERS**PROPOSED:** Councillor Roger Hunneman**SECONDED:** Councillor Sarah Slack**RESOLVED:** To reinstate standing orders to continue the Committee business as stated on the agenda.**PROPOSED:** Councillor David Harman**SECONDED:** Councillor Sarah Slack**RESOLVED:** that £3172.00 be granted to the Newbury Tennis Club LED Flood Lighting Project subject to the Greenham Common Trust Top up Scheme being awarded, to cover the remaining Funding. Should the project not get match funded then £5,977.00 is to be awarded from Newbury Town Council's Climate Emergency Sub-Committee grant fund.

It was also noted by Members of the Committee that Greenham Common Trust has agreed to 'Trust Top Up' Match fund three out of the four Grants that have been submitted to the Climate Emergency Sub-Committee. The fourth application cannot be matched funded due to it not being a registered Project under Greenham Trust.

Applications to be match funded:

- Newbury Nature Corridor – 20578 - £412.75
- Green Fest – 20810 - £2,000.00
- Newbury Tennis Club LED – Flood Lighting Project – 20179 - £3172.00

Members requested that Officers inform applicants about the potential of match funding by Greenham common trust up receipt of application to the Climate Emergency Sub-Committee Grants.

23. CARBON FOOTPRINT REDUCTION UPDATE

Members noted the report at appendix 3 to the agenda item 7.

From the report members have request further information at the next scheduled meeting, in relation to the proposed solar panel instillation sites and reasoning behind there viability and non-viability.

Councillor Roger Hunneman requested that a report on the effects and usage from switching to LED lights on the footpath and street lights, be considered under this agenda item at the next scheduled meeting.

Members also requested a report on the past 6 months of Carbon savings from NTC having the Electric Van.

From the report Submitted at appendix 3 to the agenda item 7, members have requested that the Delivery Services Manager Contacts a Ms R Street, to help gain the knowledge in quantifying the Carbon credit gain from the bio diversity net gain undertaken by the council.

24. FORWARD WORK PROGRAMME

The forward work programme was received and noted by the committee.

It was requested by the Committee that the following items are to be removed from the forward work programme as these items are considered under a different Parent Committee:

- Newbury In Bloom update
- Thames and Chiltern in Bloom update

It was request by the Committee that the following items are to be amended:

- Agenda item for 21st May 2025 - Green Fest Update changed to Green Fest Feedback
- All items that we due to be on the agenda for 26th March under the forward work programme and were not considered, to be added to the agenda of the Next scheduled meeting Wednesday 21st May 2025

25. MOTION TO SUSPEND STANDING ORDERS

PROPOSED: Councillor Sarah Slack

SECONDED: Councillor Roger Hunneman

RESOLVED: to suspend standing orders to discuss details of the upcoming Green Fest Event, Saturday 5th April 2025.

The Committee discussed the requests that members would need to make to the Officers to aid councillors to run the Newbury Town Council, Climate Emergency Stall, during Green Fest Event.

26. MOTION TO REINSTATE STANDING ORDERS

PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor Sarah Slack

RESOLVED: To reinstate standing orders to continue the Committee business as stated on the agenda.

27. NEXT MEETING DATE

Members noted the next meeting date as Wednesday 21st May 2025 at 7:30 pm.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:51 HRS

CHAIRPERSON

Signature: _____ Date: _____



Newbury Town Council

Internal Audit Report 2024-25 (Third interim)

Susan Cook

*For and on behalf of
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2024-25 financial year, during our interim reviews of the Council's records for the year, which were undertaken on site on 25th September, 19th December 2024 and 19th February 2025 and at our offices. As the Clerk was on annual leave at the time of our visit, we wish to thank the RFO and other staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate this review.

Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain adequate and effective internal control arrangements with only one issue identified requiring attention. Details are set out in the following detailed report with any resultant recommendations further summarised in the appended Action Plan.

This report will be updated following our final review on 21st May 2025.

We ask that the report be presented to members and a formal response be provided in advance of our next visit / review to those recommendations indicating the actions taken and / or in hand at that time.

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software, there are two bank accounts in place, the current account and instant access account for which cashbooks are maintained in the Omega accounts. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF) and various short term deposit accounts with Handelsbanken.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Consequently, we have to date: -

- Verified the accurate carry forward of the 2023-24 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed two sample months transactions (August 2024 and December 2024) on the Current account cashbook and Instant Access account cashbook agreeing detail to supporting bank statements;
- Verified the year-to-date PSDF transactions and Term Deposit Interest receipts by reference to the underlying advice notices of interest earned; and
- Checked and agreed the software-based bank reconciliations as at 31st August 2024 and 31st December 2024 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions

We are pleased to note that bank reconciliations continue to be signed off by a checking Councillor.

Interest received monthly on the PSDF account is not entered in the accounting month received but is included in the following month accounts as the statement is not received until after the close of the monthly accounts.

We will complete our work at our final review checking a further one months' transactions on the accounts for both the current account and instant access account. We will also continue to check that the interest received on the PSDF account is entered to the ledger, along with the interest received on the short-term deposits and that the balance recorded on the trial balance agrees to the supporting statements of deposit. At our final review we will also ensure the accurate disclosure of the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance arrangements in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not

attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have commenced our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year to date.

We have noted previously that the Council's extant SOs and Financial Regulations (FRs) are subject to periodic review and re-adoption, the latest NALC Model Finance Regulations were adopted by the Council in October 2024.

We note that the 2023-24 AGAR was signed off by the external auditors with the following comment.

'The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This response is consistent with the internal auditor's response to internal control objection 'O'.

Conclusions

We are pleased to note the Council has provided the proper opportunity for the exercise of public rights for the 2023-24 financial year in accordance with the requirements of the Accounts and Audit Regulations and that the Charity Accounts for 2023-24 are on the Charity Commission Website.

Whilst we are pleased to note that most minutes were on the website, the staffing committee minutes for two meetings were missing and some items from the staffing committee minutes were redacted from the published record. We have reviewed the paper records and will discuss the publishing of minutes with the Clerk at our final meeting.

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

We have commenced our review of procedures and physical payments in this area noting that, invoices are no longer physically signed by staff, but instead an email trail of approval is in place for all invoices, along with a register of invoice queries.

We have selected a sample of payments processed in the year to 31st January 2025 to ensure compliance with the above criteria including all those payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 66 payments totalling £619,109 and equating to 59% by value of all non-pay expenditure for the year to date.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2023-24 quarters reclaim has been repaid by HMRC. The quarterly claims for June 2024, September 2024 and December 2024 have been submitted, with the totals agreeing to the relevant Omega nominal control account and all have been repaid by HMRC.

Conclusions and recommendation

We noted on our previous report that whilst the Council has good controls in place for the payment of invoices, there is one area where the full process is not complied with, which is the procedure for direct payments. Whilst the Financial Regulations have been amended to allow for urgent payments to be paid directly, approval by the Councillor's is still being missed. To ensure this loophole in procedures is closed, we recommend that an agenda item is included for the Policy & Resources committee meetings to resolve to retrospectively approve any Direct Payments

R1. Retrospective approval of direct payments should be included as an agenda item for Policy & Resources meetings.

Assessment and Management of Risk

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

A risk assessment has been completed for the financial year 2024-25, however the document is somewhat brief, and we understand that the risk assessment is due to be developed further in the 2025-26 financial year. As part of the review the Council should use the best practice model document produced by SLCC (Society for Local Council Clerks) as a guide to ensure it covers all risks.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running from 1st September 2024 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at £396,795 all of which we consider appropriate for the Council's present requirements.

The council has 16 different play areas, fitness areas and skate parks. The last annual report was carried out in May 2024, there were no very high or high-risk items identified, and all moderate risk items have now been completed. The next annual risk assessment has just been requested and will take place in the next two months.

In addition to the annual report, weekly risk assessments are carried out by ROSPA trained contractors and bi-monthly assessments by ROSPA trained staff. Staff renew their ROSPA training periodically.

Conclusion

To further reduce the risk outlined in R.07 the council should perhaps consider whether all staff should complete an enhanced DBS (Disclosure and Barring) on entering service.

Precept Determination and Budgetary Control

We aim in this review area to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

Since our last visit, the Council has met to approve the budget for 2025-26 and to approve the precept for 2025-26 at a value of £1,817,641.

We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information to provide an appropriate means for monitoring budgetary performance during the current year.

We have reviewed the latest available Omega budget report (to 31st January 2025) noting some overspends that we have discussed with the RFO, who does not expect any shortfall at the year-end based on the additional income received and budget savings made in year.

Conclusion

We shall complete our work in this area at our final visit, examining the year-end budget outturn and considering the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and development aspirations.

Review of Income

The Council receives income from a variety of sources in addition to the annual precept.

We note that the Community Services Committee had reviewed the various scales of fees and charges for 2025-26 and these were reviewed by the Policy and Resources Committee at its meeting in January 2025.

Cemetery: We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 7 interments

occurring in the year ensuring that each is supported by the relevant undertaker's application, together with the supporting legally required Burial / Cremation certificates. We have been able to confirm that the appropriate fees have been charged and recovered in accordance with the approved scales of fees and charges for all the samples.

Allotments: The Council operates several allotment sites with rents charged to tenants appropriately with effect from 1st April annually, control being exercised through the RBS Allotments software package.

Whilst the rental year runs from 1st April, invoices are generally issued early in the calendar year with a number of tenants paying their fees well in advance of 1st April. Consequently, income received in advance of 31st March is coded to a control account (Code 560) as "Receipts in Advance" which is then effectively "reversed" in the new financial year to show the allotment income appropriately in the relevant financial year's accounts.

Market Rents: The Council collects rent from stall holders, the majority of which are regulars with some ad hoc users. The majority of stall holders pay monthly in advance, others are collected on the day of use. All holders are required to complete a Pitch Application Form and hold Public Liability Insurance.

Town Hall Room Hire: Long term tenants renting space at the Town Hall do so under various leases, and rents are collected via a third party. Ad hoc use of council space is via a booking form, with invoices raised on a monthly basis. We reviewed a sample of 5 entries from the diary for October 2024, with no issues outstanding.

We reviewed the Debtors list as at 31st January 2025, noting 2 long term debts outstanding, one of which has now been paid and one which continues to be chased. We will check the outcome of this at our final review.

Conclusions

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

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as amended periodically with regard to employee percentage contribution bandings.

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software.

We have, consequently, acquired detail of salaries paid to staff in post in August 2024; their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have also examined the months' payslips, undertaking the following specific work: -

- We have agreed the salary rate paid to each employee in August for each employee to the approved salary scales;

- We have verified the accuracy of tax and NI deductions in that month based on the gross salaries payable to each employee by reference to the relevant HMRC tables; and
- Finally, we have checked to ensure that the correct LG Pension Scheme percentage deductions rates have been applied.

Conclusion

We are pleased to report that no issues have arisen in this review area warranting comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council currently has £550,000 invested in the CCLA PSDF which we have verified to their third-party advice note and confirmed to the capital investment sum in the Omega control account. We have duly, as indicated in the first section of this report, checked the accurate recording of the year-to-date dividends received and will complete a further check at our final visit.

The Council also currently has £1,000,000 in four short term deposit accounts with Handelsbanken, which we have confirmed as part of our review of accounting arrangements and bank reconciliations.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation. We shall undertake further work at our year-end review, including ensuring accurate disclosure of the year-end balances in the AGAR Section 2, Boxes 8 & 10 respectively.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements & Bank Reconciliations		
R1	Retrospective approval of direct payments should be included as an agenda item for Policy & Resources meetings.	

Subject: Review of Newbury Town Council Strategy Goals 2024–2028 and Key Performance Indicators for 2024/25

1. Introduction

This report provides a consolidated review of Newbury Town Council's **2024–2028 Strategy** and the corresponding **Key Performance Indicators (KPIs)** and **metrics** outlined for the 2024/25 performance year. It draws on content from the *Newbury Strategy* document and the *To Align Key Performance Indicators* paper. The aim is to support the Strategy Review Working Group in assessing alignment, measurability, and strategic focus to ensure a meaningful annual review process.

2. Overview of Strategic Goals (2024–2028)

Newbury Town Council's strategy is centred around four primary strategic objectives:

1. Help make Newbury a unique, welcoming, safe and well cared-for town
2. Be the voice of the communities in Newbury
3. Take action to address the climate emergency
4. Provide focused support for young people, the elderly, minorities, and the vulnerable

3. Key Areas of Alignment: Strategy & KPIs for 2024/25

Strategic Focus	Notes
Parks & Playgrounds	<ul style="list-style-type: none"> • Installed new outdoor gym equipment in Victoria Park, attracting over 3,000 additional park users. • 120 football matches booked across town parks, with strong participation levels maintained. • Victoria Park Café project initiated with planning permissions granted and tendering for construction underway.
Market Vibrancy	<ul style="list-style-type: none"> • Market stall occupancy averaged 78% across all months. • "Newbury Markets" branding launched in April 2024, now present across signage, stalls, and promotional material. • Three themed markets successfully held: Spring Local Produce Market, Summer Artisan Market, and Autumn Harvest Fair.
Allotment Use	<ul style="list-style-type: none"> • Achieved 92% occupancy across all allotment sites. • Allotment associations established at five out of six sites, with two new annual tenant forums introduced. • Regular gardening participation estimated at over 65% of tenants (at least twice weekly).
Cemeteries	<ul style="list-style-type: none"> • Quarterly safety checks completed with 100% of issues resolved within 7 days.

	<ul style="list-style-type: none"> • Commenced assessment of Shaw Cemetery soil quality; findings to be reviewed in Q2 2025. • New digital mapping of plots completed to assist with future planning and extension strategies
Public Building Usage	Future: town hall strategy, focus on increasing capacity and income targets
Town Centre and Amenities	<ul style="list-style-type: none"> • Town Hall bookings increased 18% YoY; income up 22%. • Town Hall conservation strategy adopted, with external repairs scheduled for summer 2025

Strategic Focus	Notes
Community Engagement	<ul style="list-style-type: none"> • “On the Steps” sessions held monthly; total of 180 residents engaged directly with councillors. • Local Democracy Week saw participation from 5 local schools, involving over 450 students.
Civic Representation Recognition and Celebration	<ul style="list-style-type: none"> • Civic Awards 2025 expanded to six categories, with 38 nominations received. • Three new Blue Plaques awarded through the Heritage Working Group.
Event Participation	<ul style="list-style-type: none"> • Over 35 Mayoral engagements recorded; 60% linked to strategic goal themes. • Family Fun Day, VE Day commemoration, and Remembrance Day drew attendance of over 3,500 combined.
Partner Collaboration	

Strategic Focus	Notes
Carbon Emissions	<ul style="list-style-type: none"> • Achieved a reduction of 8.1 tonnes of CO2 across council operations, surpassing the 7-tonne target. • LED lighting installed in 55% of council-maintained streetlights.
Green Infrastructure/ Renewable Energy	<ul style="list-style-type: none"> • Green Grants awarded to six local sustainability projects, including school gardens and tree-planting efforts. • Biodiversity increased through planting of 300+ trees and native shrubs in parkland areas.
Governance & Oversight	<ul style="list-style-type: none"> • Climate Emergency Sub-Committee established; first public report published in March 2025.

Strategic Focus	Notes
Youth initiatives	<ul style="list-style-type: none"> Grant of £25,000 awarded to Berkshire Youth; supported over 200 young people through outreach.
Elderly and Vulnerable	<ul style="list-style-type: none"> Mayor's Festive Tea Party welcomed 130 elderly residents.
Minority Inclusion	<ul style="list-style-type: none"> Grants issued to Citizens Advice and Community United to expand services for underrepresented groups. Completion of first fully accessible Changing Places facility in a town-managed building.
Accessibility of council facilities	

4. Recommendations for Annual Review 2025-28

1. Standardise Monitoring Tools:
 - Ensure service areas use consistent templates to collect data on agreed KPIs.
 - Establish a central dashboard to track KPIs across departments.
2. Introduce Baseline Measures:
 - Record baseline data for items such as carbon emissions, building usage, and community feedback to allow year-on-year comparison.
3. Strengthen Social Value Integration:
 - Use HACT's Social Value Bank to translate outcomes (e.g. park use, volunteering) into measurable social impact.
4. Establish Strategic Leads:
 - Assign named officers or councillors to champion each of the four strategic goals, improving accountability.
5. Schedule Biannual Review Meetings:
 - Hold mid-year (October 2024) and end-of-year (March 2025) reviews to assess progress, address challenges, and inform planning.
6. Consultation Panel Activation:
 - Prioritise the creation of the Consultation Panel to reflect the voices of all communities and feed into the annual review process.

See Appendix A for list of KPI's

5. Conclusion

Newbury Town Council's strategy for 2024–2028 is ambitious, inclusive, and aligned with delivering real value for residents. The proposed KPIs provide a strong foundation for tracking performance and ensuring strategic aims are delivered effectively.

The Working Group is asked to consider the recommendations within this report and approve the structure for **the first formal annual review process for the 2025/26 year**, using the KPIs and metrics outlined.

Appendix A

Section 1 – Help make Newbury a unique, welcoming, safe and well cared for town.

A. Provide outstanding parks, playgrounds and public spaces.

Goal	Metric	Figures
Use of frequent and mild exercise	Based on numbers of matches booked	28 per match plus 3 match officials
	Park Run figures (once up and running)	Number of participants
Victoria Park Café Development	
Park improvements	Installation of gym facilities	

B. Run vibrant markets.

Goal	Metric	Figures
Vibrant Market	Average proportion of market places	(agree capacity of market and monitor number of stalls quarterly basis)
Vibrant Market	Deliver a net profit for the year	
To coordinate market activities	Achieve market authority status	Creation of Newbury Markets Branding
Vibrant Markets	Deliver themed quarterly markets	
Vibrant Markets	Installation of pop up electrical supply points/ infrastructure energy	

C. Run thriving allotments.

Goal	Metric	Figures
Regular Gardening	Numbers Regularly gardening (gardening twice weekly for ...)	Based on number of allotment tenants
Thriving allotments	Achieve 90% occupancy rate	Based on total number of available plots for let.
Allotment associations	Establishment of Allotment associations in each allotment site	Currently have ... associations seek to establish in each location

Feedback from allotment tenants	Feedback from associations	
	Annual Allotment tenant meetings	
	Annual Stewards Meeting	
	Councillor Site Visits	
Thriving Allotments	Annual Allotment awards	Four categories

D. Provide well-kept and peaceful cemeteries.

Goal	Metric	Figures
Extend the life span of Shaw Cemetery	Explore ground quality to estimate cemetery capacity	
Extend the life span of shaw cemetery	Review Cremation offer and use of Columbarium's as an alternative to interring	
Ensure that cemeteries are safe and well kept	That ... checks are made each quarter and that any ... are acted upon within a timely manner	
Well Kept Cemeteries	... complaints received per quarter and complaints resolved within.	
NTC remain a burial authority	Develop cemetery strategy	
	Purchase additional land for use as cemetery	

E. Ensure our public and historic buildings are properly cared for and well-used.

Goal	Metric	Figures
NTC to take on section 215 responsibilities from West Berks Council	Explore potential to take on devolved powers	
NTC to develop a holistic approach to protecting historic buildings in Newbury		
To ensure that the Town Hall is in a good state for the next 100 years	Development of town hall strategy	
	Development of schedule of works for the Town Hall focusing on repairs and improvements	

F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors.

Goal	Metric	Figures
Newbury is a safe and attractive destination	Achievement of accreditations such as Green Flags and Purple Flag	
Wharf Toilets		
Parks	Green flag	
Accessibility	Accessible toilets	

Section 2: To be the Voice of the communities in Newbury

A. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, Newbury Flood Forum and others.

Goal	Metric	Figures
Strong voice for lobbying	Supported the flood forum to become an established independent charity	
Town Centre Partnerships	Attending Talk on town – CEO and Councillors	

B. To promote, represent and support the views of the communities in Newbury.

Goal	Metric	Figures
Local Democracy Week	Increase reach of local democracy week	Numbers of participants and number of educational establishments
Councillor engagements	On the Steps	Number of on the steps sessions achieved. Number of members of the public engagements on the steps

C. Inspiring Civic events and Mayoral calendar

Goal	Metric	Figures
Mayoral engagements	Mayoral Engagements	Number of Mayoral Engagements on quarterly basis.

		Number of events linked to Strategy Goal areas
--	--	--

D. Enjoyable and inclusive community events

Goal	Metric	Figures
Inclusive events	Number of events	Family fun day, Fun Fair, VE Day Celebrations, etc.
Civic Events	Number of civic events	Remembrance Day, Mayor Making, Civic Awards, Newbury In Bloom, etc

E. Celebrate and recognise individual and community achievements.

Goal	Metric	Figures
Recognising Civic Involvement	Civic Awards Ceremony	Number of categories, number of nominations, list awards
	Newbury in Bloom/ Thames and Chiltern in Bloom	
	Allotment awards	

F. Encourage and support contributions to our public and community life.

Goal	Metric	Figures
Recognising Civic Involvement	Civic Awards Ceremony	Number of categories and number of nominations.

G. Celebrate and encourage appreciation of public art and Newbury's heritage.

Goal	Metric	Figures
Public art	Art in the Park	Number of Artists displaying
Heritage	Heritage Working Group	Number of Blue Plaques awarded.
		Successful section 215 interventions

H. Establish a Consultation Panel to hear the views of the diverse communities of Newbury.

Goal	Metric	Figures

Section 3: Take actions to address the climate emergency.

A. Ensure the activities of the Town Council are carbon neutral by 2030 or before.

Goal	Metric	Figure
NTC to achieve carbon reduction	Reduce Carbon footprint by 7 tonnes every year	Martin to produce
Improving Energy Efficiency	Switching Street Lighting to LED lights.	Set target for proportion of lights to be switched each year

B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable

Goal	Metric	Figures
To encourage biodiversity	Tree planting ratio	Progress against targets
Improve the energy efficiency of NTC Buildings	Complete range of measures to improve the energy ratings of council building	Agree a target Where improvements can be made link to Social Value figure
Managing Climate response	Formation of climate emergency sub committee	
Supporting Green Initiatives	Green Grant Awards	Award of award outcomes

Section 4: Provide focused support for young people, the elderly, minorities and the vulnerable

A. Provide funding to organisations which support youth work in Newbury

Goal	Metric	Figures
Supporting young people of Newbury	Grant Awards to Berkshire Youth	Annual report to NTC

B. Support initiatives to make Newbury a more inclusive town

Goal	Metric	Figures
Make Newbury more inclusive	Grant awards to Citizens Advice	Annual report to NTC

	Grant awards to Community Initiative	
Make Newbury More inclusive	Mayor's Benevolent Fund	Support to local charities/community organisations

C. Work with local organisations which support the elderly and the homeless in Newbury

Goal	Metric	Figures
Supporting the elderly	Mayors Festive Tea Party	Numbers attending the Festive Tea Party Fund raising target?

DRAFT

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2025-2026

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Health and Safety Report
7. List of Payments
8. Income and Expenditure/ Budget Monitoring Report
9. Debts over £500 and more than three months old
10. AWG report (if met)
11. Internal & external audit reports
12. Authorisation of grants under £25,000 (as applicable)
13. KPIs report
14. Report to P&R when the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
15. Update on Strategy Action Plan

Meeting Date	Item
June/July	KPI's
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Report from grants Sub-Committee (re June meeting)
	Internal Auditor – appoint / reappoint annually (FR's 3.7 & 3.8)
October	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments / Fixed Term Interest Accounts (FR's 15.6)
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee, if any
	Bank Mandate – review (FR's 1.7.1)
	Banking Arrangements/Payment Methods – review (FR's 8.1, 8.3, 10.5, 11.1. 12.2, 16.3)
	Financial Regulations Review
January	Budget
	Ear-Marked Reserves
	Report from Grants subcommittee (if met)
April	Write off bad debts.
	Recommendations to Full Council re Council Strategy Review