



25 March 2020

To: All Members of Newbury Town Council

Dear Councillor

You are required to attend an Extraordinary Meeting of **Newbury Town Council** to be held on **Monday 30 March 2020 at 7.30 pm.**

The meeting is open to the press and the public.

PLEASE NOTE: THIS MEETING WILL **NOT** BE HELD IN THE COUNCIL CHAMBER.

You can join the Zoom Meeting at

<https://zoom.us/j/666977098?pwd=WEduUaUNIT21IWThJQINJQVFXdINEUT09>

Meeting ID: 666 977 098

Password: 990320

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Virtual Meeting

Town Mayor

To resolve that in view of the current Coronavirus crisis that this meeting of the Council is conducted virtually.

2. Apologies for absence

Chief Executive Officer

3. Declarations of interest and dispensations

Town Mayor / Chief Executive Officer

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

4. Minutes (Appendix 1)

Town Mayor

To approve the minutes of a meeting of Newbury Town Council held on Monday 3 February 2020.

5. Measures to deal with the Coronavirus Emergency (Appendix 2)

Town Mayor

5.1 Business continuity

- **To Approve** amendments to Standing Orders
- **To Authorise** the Corporate Services Manager (David Ingram) and the Civic Manager (Elisa Adams) to make payments and otherwise give instructions to the Council's Bank (Handelsbanken) electronically through the Corporate Internet Services in relation to the operation of its accounts
- **To Amend** the Council's Financial Regulations in line with NALC guidelines regarding the retention of reserves
- **To resolve** that where appropriate the Council's Strategy 2019-2024 is suspended to enable the Council to respond to the current crisis.
- **To resolve** that budgets may be re-allocated within the agreed precept level to enable the Council to respond to the current crisis.

5.2 The Community Support Hub

- **To Resolve** that the Council supports the Community Support Hub and authorises officers to take all reasonable actions in response and allocate appropriate resources towards the Hub in addressing the coronavirus emergency.
- **To suspend** the Council's Key Performance indicators until further notice so that Officers can respond to the emerging crisis in support of the Hub.

**Minutes of a meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Market Place, Newbury
On Monday 3 February 2020 at 7.30pm.**

Present

Councillors Phil Barnett; Jeff Beck; Martin Colston; Jo Day; Billy Drummond; Sue Farrant; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Olivia Lewis; Pam Lusby Taylor; David Marsh; Stephen Masters; Vaughan Miller; Andy Moore; Gary Norman; Elizabeth O'Keeffe (Town Mayor); Sarah Slack; Martha Vickers.

Officer present

Hugh Peacocke – Chief Executive Officer
David Ingram – Community Services Manager
Margaret Gore - Corporate Services Officer

43. Apologies for absence

Councillor: Erik Pattenden, Tony Vickers
Absent: Councillor Jeff Cant

44. Declarations of Interest

The Chief Executive Officer declared that there is a dispensation for those Town Councillors who live in the Newbury Town Council area with respect to their discussion relating to the budget and setting the precept.

Councillors Phil Barnett, Jeff Beck, Billy Drummond, David Marsh, Stephen Masters, Andy Moore and Martha Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire District Council business

45. Minutes

Proposed: Councillor Jeff Beck

Seconded: Councillor Roger Hunneman

Resolved: That the minutes of a meeting of Newbury Town Council held on Monday 21 October 2019 be approved as a correct record and signed by the Town Mayor.

46. Questions and partitions from Members of the public

There were no questions or petitions from members of the public.

47. Members' questions and partitions

Members question received from Councillor Phil Barnett:

“In view of many initiatives being proposed in this forthcoming budget, can you Madam Mayor join with me in congratulating the leader and the new administration with their positive approach to the requirements of the residents of Newbury?”

The Mayor responded by saying:

“Thank you, I would like to offer huge congratulations to the Council especially the Leader, Councillor Martin Colston and the Officers for all the work that has been done regarding the future projects to help the residents of Newbury.”

48. Town Mayor’s Report

The Town Mayor’s report was received and noted by the Committee.

The Mayor reiterated her comments regarding:

The Mayor’s Cadet

The tradition of appointing a Mayor’s Cadet was revived by the last Mayor and I have continued the tradition. Currently the cadet is provided by 211 Squadron Royal Airforce. The Squadron support and assist at Mayor Making and Remembrance Sunday. All of this should continue. We are also considering the Mayor appointing a cadet from the other services. A paper will be presented to Civic Pride, Arts and Leisure in due course. Currently the Council has no set policy.

Christ’s Hospital School

The Civic Manager has re-established a link with Christ’s Hospital School and the Wests Gift. I am working with the Civic Manager to arrange a small councillor’s group visit to the school later this month. Following this visit, we are hopeful that future visits may be able to take place, giving future Mayors the opportunity to visit the school.

I would like the Council to promote these opportunities for Newbury students and following the visit to the School a proposal will be taken to the Civic Pride, Arts and Leisure Committee.

49. Leader’s Report

The Leader’s report was received and noted by the Committee.

50. Chief Executive Officer’s Report

The Chief Executive Officer’s report was received and noted by the Council.

Councillor Sue Farrant asked: What are the next steps with regards to Dementia Awareness?

The Chief Executive responded that the Council was in contact with the trainer and will ask what more the Town Council can do to make all their properties Dementia friendly. There is also a plan to add some form of information on NTC e-mails and website. The CEO has also stated that he would be in contact with Newbury BID to ask if there is

anything more businesses of Newbury could do to help make the town a more Dementia Friendly place to visit.

51. Council Strategy 2019 to 2024

Members received a short presentation from the Leader, Councillor Martin Colston regarding the draft Strategy.

Proposed: Councillor Martin Colston

Seconded: Councillor Billy Drummond

Resolved: That the Council's Strategy 2019 to 2024 be approved.

52. 2020/2021 Budget and Precept

Members received a short presentation from the Chairperson, Councillor Martin Colston regarding the proposed budget and precept.

52.1 Members noted that the Policy & Resources Committee resolved on 20 January to adopt a budget for 2020/2021, as shown at Appendix 6 and recommends that the Council sets an overall budget expenditure of £2,164,891

52.2

Proposed: Councillor Martin Colston

Seconded: Councillor Martha Vickers

Resolved: That the budget for Financial Year 2020/2021 be approved and to raise a precept of £1,107,171 for the year.

Councillor Jeff Beck voted against in view of the reduction in funds being allocated for Newbury Library and the level of increase in the precept.

52.3

Proposed: Councillor Sue Farrant

Seconded: Councillor Jeff Beck

Resolved: That a leaflet explaining to the public how the precept is to be used during 2020/2021 is produced, with that leaflet to be distributed to each household in Newbury and published on the Council's website.

The Mayor and Councillors Martha Vickers, David Marsh, Stephen Masters and Olivia Lewis thanked the Leader, Deputy Leader and Officers for putting together the budget.

53. Committees

The minutes of the following meetings were received and noted:

Planning & Highways	28 October 2019
Planning & Highways	18 November 2019
Civic Pride, Arts & Leisure	02 December 2019

Planning & Highways	09 December 2019
Community services	16 December 2019
Planning & Highways	06 January 2020
Policy & Resources	20 January 2020

54. Schedule of Meetings for the Municipal Year 2020-21

The information regarding the Schedule of Meetings 2020-21 was received and noted by the Council.

55. Membership of the Planning and Highways Committee

The Council noted that the membership of the Planning & Highways Committee should be reviewed to better reflect the ward structure in Newbury Parish, particularly for the East Fields ward

Proposed: Councillor Martin Colston

Seconded: Councillor Gary Norman

Resolved: That Councillor Billy Drummond be appointed to the Planning and Highways Committee for the remainder of this municipal year.

56. The proposed Community Café in Victoria Park

Members received and noted the update from Community Services Manager, Mr David Ingram regarding the Community Café in Victoria Park.

The Mayor thanked the Community Services Manager, for all the work done to get the Café project back on track.

57. The Council's Carbon Reduction Plan

Members received an update on the Council's Carbon Reduction Plan from the Chairperson for the Climate Change Working Group, Councillor Chris Foster.

The Mayor and Members of the Committee thanked Councillor Foster and the Working Group for the work done so far and hoped this work would encourage others to be involved in the Climate Conference.

58. Link Councillor for Newbury College

Proposed: Councillor Olivia Lewis

Seconded: Councillor Billy Drummond

Resolved: That Councillor Martin Colston be appointed Link Councillor to Newbury College.

59. Membership of the PPE group, Patient and Public Engagement which is a Sub-Group of the Health and Wellbeing Board

Proposed: Councillor Martin Colston

Seconded: Councillor Vaughan Miller

Resolved: That Councillor Martha Vickers be appointed to represent Newbury Town Council on the Patient and Public Engagement (PPE) Sub-Group.

60. WORK PROGRAMME FOR FULL COUNCIL

The work programme for Full Council was noted by the Committee.

There being no further business, the Town Mayor declared the meeting closed at 8.21 pm.

Town Mayor

Date: _____

Newbury Town Council

Public Report

To : Extraordinary meeting of the Council, 30 March 2020.

Agenda item 4: Measures to deal with the Coronavirus Emergency (Appendix 2)

Background:

For the past 2 weeks the Council's staff and Council Members have been responding to the best of our abilities to the Coronavirus emergency. We have been responding to the Government's Directions and the Guidance of Public Health England, such as Social Distancing, mass gatherings, business closures and non-essential travel.

The Town Hall has been closed to the public, as have certain outdoor facilities, such as the tennis courts in Victoria Park, the Bowls Club and some enclosed playgrounds. Staff are undertaking only essential travel and working from home. Virtual meetings have been trialled and arranged.

The Council is also working with the Community Support Hub established by the District Council in response to the emergency. This could require the use of the Town Hall and we have also offered the public toilets at The Wharf, which we will endeavour to keep open throughout this emergency.

These responses require changes to our Strategy, policies and processes. The Council is now asked to approve these changes so that we can respond quickly and effectively on behalf of our communities.

4.1 Business continuity

A) To Approve amendments to Standing Orders

The amendments are listed on the attached table (Appendix 2.1). They are designed to enable the Council to quickly and effectively respond to the current Coronavirus Emergency. They deal with the following matters:

- I. Changes to enable and facilitate virtual meetings
- II. Changes to streamline the business of meetings, should the Council or a Committee decide to meet in person, rather than virtually
- III. Changes to make it easier to reach a quorum for Committee/ subcommittee meetings by increasing the number of named substitutes, should Committee members be unavailable or unable to attend meetings
- IV. Some other minor updates.

Changes to Standing Orders will be a standing item on future Council meetings until the current crisis has passed, so that the Council may review these changes and make any further changes required.

B) To Authorise the Corporate Services Manager (David Ingram) and the Civic Manager (Elisa Adams) to make payments and otherwise give instructions to the Council's Bank (Handelsbanken) electronically through the Corporate Internet Services in relation to the operation of its accounts. (See appendix 2.2)

The Council normally has 4 officers authorised for this purpose, but at the moment only the CEO and Margaret Gore are authorised. The 2 additional officers will improve business continuity and resilience.

C) To resolve that where appropriate the Council's Strategy 2019-2024 is suspended to enable the Council to respond to the current crisis.

This will give staff the flexibility to respond to issues arising from the emergency, even where this might conflict with the Council's Strategy. For instance, the decision this week to close the tennis courts in Victoria Park and other enclosed outdoor spaces. **Before taking decisions which are not in accordance with the Council's Strategy, officers must consult the Leader of the Council and/or the relevant Committee/ subcommittee chairperson.**

D) To resolve that budgets may be re-allocated within the agreed precept level to enable the Council to respond to the current crisis.

Before authorising such expenditure, officers must consult the Leader of the Council and/or the relevant Committee/ subcommittee chairperson.

5.2 The Community Support Hub

The District Council, in partnership with Volunteer Centre West Berkshire and Greenham Trust, have created the Community Support Hub to give guidance and help coordinate organisations representing their communities. Full information is available at <https://info.westberks.gov.uk/coronavirus-communityhub>.

The Hub is the Building Communities Together Team supported by colleagues in the voluntary sector, council services and partner agencies such as Thames Valley Police and Royal Berkshire Fire and Rescue Service working together to help respond to the community's current concerns. (see appendix 2.3)

We welcome this co-ordinated and co-operative approach by the professional bodies responsible for responding to this crisis. We have responded to the Hub assuring them of our support, including staff and resources, as requested.

This support and our need to be flexible in responding to the emergency has already rapidly changed the workloads, working practices and tasks being undertaken by all of the Council's staff. Our current suite of Key Performance Indicators (KPI's) are not relevant to this response and it is recommended that they be suspended for the moment.

Recommendation:

That the Council resolves

- **To Approve** the proposed amendments to Standing Orders
- **To Authorise** the Corporate Services Manager (David Ingram) and the Civic Manager (Elisa Adams) to make payments and otherwise give instructions to the Council's Bank (Handelsbanken) electronically through the Corporate Internet Services in relation to the operation of its accounts
- **To resolve** that where appropriate the Council's Strategy 2019-2024 is suspended to enable the Council to respond to the current crisis.

- **To resolve** that budgets may be re-allocated within the agreed precept level to enable the Council to respond to the current crisis.
- **To Resolve** that the Council supports the Community Support Hub and authorises officers to take all reasonable actions in response and allocate appropriate resources towards the Hub in addressing the coronavirus emergency.
- **To suspend** the Council's Key Performance indicators until further notice so that Officers can respond to the emerging crisis in support of the Hub.

Report Author: Hugh Peacocke, Chief Executive Officer

Date: 26 March 2020

Standing Order No.	Current					Amended					Reason for the amendment		
10.1 (b)			Members		Named Substitutes				Members		Named Substitutes		To make it easier to achieve a quorum.
		Max	Min	Max	Min			Max	Min	Max	Min		
Committee		12	8	6	4	Committee		12	8	13	4		
Sub-Committee		6	4	4	2	Sub-Committee		6	4	19	2		
13.3	<p>After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:</p> <p>(a) To receive apologies for absence;</p> <p>(b) To receive any declarations of interest;</p> <p>(c) To note any relevant dispensations</p> <p>(d) To read and consider the minutes; provided a copy has been circulated to each Member no later than the day of issue of the summons to attend the meeting, the minutes may be taken as read;</p> <p>(f) After consideration, to approve the signing of the minutes as a correct record by the person presiding;</p> <p>(g) To answer questions and /or receive petitions from members of the public;</p> <p>(g) To answer questions and /or receive petitions from Members;</p> <p>(h) To deal with business expressly required by statute to be done;</p> <p>(i) To receive such communications as the person presiding may wish to lay before the Council, e.g. a petition;</p> <p>(j) To receive and consider reports, and minutes of Committees;</p> <p>(k) To receive and consider reports from Officers of the Council;</p> <p>(l) Any other business specified in the summons (except as provided in Standing Order 17).</p>					<p>13.3 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:</p> <p>(a) To receive apologies for absence;</p> <p>(b) To receive any declarations of interest;</p> <p>(c) To note any relevant dispensations</p> <p>(d) To read and consider the minutes; provided a copy has been circulated to each Member no later than the day of issue of the summons to attend the meeting, the minutes may be taken as read;</p> <p>(f) After consideration, to approve the signing of the minutes as a correct record by the person presiding;</p> <p>(g) To answer questions and /or receive petitions from members of the public;</p> <p>(g) To answer questions and /or receive petitions from Members;</p> <p>(h) To deal with business expressly required by statute to be done;</p> <p>(i) To receive such communications as the person presiding may wish to lay before the Council, e.g. a petition;</p> <p>(j) To receive and consider reports, and minutes of Committees;</p> <p>(k) To receive and consider reports from Officers of the Council;</p> <p>(l) Any other business specified in the summons (except as provided in Standing Order 17).</p>					<p>So that meetings can focus on urgent, important decisions.</p> <p>So that when the Council/ Committees again convene in person, the meetings will be as short and efficient as possible.</p> <p>Reports and updates, for information purposes, can be emailed to all members (decisions are not required in these cases)</p>		

Standing Order No.	Current	Amended	Reason for the amendment
14.	Admission of the Public and Press to meetings 14.1 The public and press shall be admitted to all meetings of the Council ...	Access by Admission of the Public and Press to meetings 14.1 The public and press shall have access be admitted to all meetings of the Council ...	To facilitate/ enable virtual meetings, while required, in response to the current emergency.
	14.4 At the Chairperson's discretion, members of the public shall be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.	14.4 If agreed by resolution of the meeting, At the Chairperson's discretion, members of the public shall be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.	So that the meetings will be as short and efficient as possible.
17.	Questions to meetings of the Council or Committees	Suspended	So that meetings can focus on urgent, important decisions.
18.3	At meetings of the Full Council only, Members shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.	18.3 At meetings of the Full Council only, <u>when held in the Council Chamber,</u> Members shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.	Not required for virtual meetings.
19.3	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Chief Executive Officer at least a week before the meeting.	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Chief Executive Officer at least a week before the meeting.	The agenda can go out up to 3 clear days before the meeting (normally 5 calendar days before the day of the meeting) so this will shorten the period, which is more flexible.
19.6	If the Chief Executive Officer considers the wording of a motion received in accordance with standing order 18.2 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Chief Executive Officer so that it can be understood at least a week before the meeting.	If the Chief Executive Officer considers the wording of a motion received in accordance with standing order 18.2 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Chief Executive Officer so that it can be understood at least a week before the meeting.	As above
22.	Rescission of previous resolution A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by (a) Special resolution, the written notice whereof bears the names of at least eight members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee; (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.	Rescission of previous resolution A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by (a) Special resolution, the written notice whereof bears the names of at least eight members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee; (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.	Removes the 6 months ban on reversing a decision. The Council may be required to review/ reverse previous decisions in response to rapidly changing situations.

Standing Order No.	Current	Amended	Reason for the amendment
29.	<p>Functions reserved to Full Council</p> <p>The Full Council reserves to itself the following functions: (a) to (e) (f) It adopts and where required, approves any amendments to the Council’s Standing Orders and , except the Council’s Financial Regulations, which are delegated to the Policy and Resources Committee.</p>	<p>Functions reserved to Full Council</p> <p>The Full Council reserves to itself the following functions: (a) to (e) (f) It adopts and where required, approves any amendments to the Council’s Standing Orders and exceptthe Council’s Financial Regulations, which are<u>may be</u> delegated to the Policy and Resources Committee.</p>	The Council may deal with these matters if required, rather than wait for a meeting of the P & R Committee.
30.	<p>Appointments to Committees</p> <p>The Full Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and: 30.1. Shall determine their terms of reference; 30.2. May permit Committees to determine the dates of their meetings;</p>	<p>Appointments to Committees</p> <p>The Full Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and: 30.1. Shall determine their terms of reference; 30.2. May permit Committees to determine the dates of their meetings;</p>	A temporary suspension, during the current emergency.
31.	<p>Delegations to Standing Committees and Sub-Committees of the Council</p>	<p>Delegations to Standing Committees and Sub-Committees of the Council</p> <p>To amend the membership of all Committees and sub-committees so that in all cases any member not appointed to the Committee may serve as a named substitute when requested by the Committee or when approved by resolution of the meeting.</p>	To make it easier to achieve a quorum.
31.5	<p>Grants Sub-Committee</p> <p>Membership: 6 Councillors Quorum: 3 Councillors Four named substitutes</p> <p>A Sub-Committee of the Policy and Resources Committee, the Grants Sub-Committee is responsible for the award of financial support to organisations subject to legislation, such as Sections 133, 137 and 145 of the Local Government Act 1972 or Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.</p> <p>This is referred to hereafter as ‘grant aid’ and is to be awarded in accordance with the criteria approved by the Council.</p>	<p>Grants Sub-Committee</p> <p>Membership: 6 Councillors Quorum: 3 Councillors Four named substitutes <u>Substitutes: Any of the remaining 17 Councillors</u></p> <p>A Sub-Committee of the Policy and Resources Committee, the Grants Sub-Committee is responsible for the award of financial support to organisations subject to legislation, such as Sections 133, 137 and 145 of the Local Government Act 1972 or Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. <u>The Council may also exercise its authority under the General Power of Competence when awarding grants.</u></p> <p>This is referred to hereafter as ‘grant aid’ and is to be awarded in accordance with the criteria approved by the Council.</p>	Updated needed to reflect the powers and authority of the Council.

Standing Order No.	Current	Amended	Reason for the amendment
31.5 (continued)	<p>The Council is also a funding body on the Find me A Grant Scheme run by Greenham Common Trust and administers its Grants Scheme via the "findmeagrants" web portal....</p> <p>(d) In all cases the selection process will be based on a two-part approach, i.e. the first part will convene in public and receive presentations if required from qualified applicants to support their applications. The purpose of this is to 'receive and consider' applications which meet the Council's criteria.</p>	<p>The Council is also a funding body on the Find me A Grant <u>Good Exchange</u> Scheme run by Greenham Common Trust and may administer its Grants Scheme via the "findmeagrants" <u>Good Exchange</u> web portal...</p> <p>(d) In all cases the selection process will be based on a two-part approach, i.e. the first part will convene in public and receive presentations if required from qualified applicants to support their applications. The purpose of this is to 'receive and consider' applications which meet the Council's criteria.</p>	Out of date
36.	<p>Principles of Decision-making Full Council can delegate decisions to Committees or officers of the Council. Committees may further delegate to subcommittees. Whichever body or individual is responsible for taking a decision, the decision should be taken, as far as possible, in accordance with the following principles: a. and b unchanged c. Where a decision is likely to have wide-ranging or significant impact on the community, where practicable, additional time and emphasis should be given to consultation and members of the public actively encouraged to contribute their views; d. and e unchanged</p>	<p>Principles of Decision-making Full Council can delegate decisions to Committees or officers of the Council. Committees may further delegate to subcommittees. Whichever body or individual is responsible for taking a decision, the decision should be taken, as far as possible, in accordance with the following principles: a. and b unchanged c. Where a decision is likely to have wide-ranging or significant impact on the community, <u>where practicable,</u> additional time and emphasis should be given to consultation and members of the public actively encouraged to contribute their views; d. and e unchanged <u>e.2 Decisions to support the community may be taken in response to any emergency or crisis situation</u></p>	<p>Consultations may be limited by the need to respond quickly in emergency situations.</p> <p>To authorise the Council to respond quickly during the current emergency</p>

APPENDIX 2.2

Extract from the Minutes of a Meeting of the relevant Committee of [insert Council name here] Council (the 'Council')

Present:

A copy of the Additional Service Conditions relating to the use of the Corporate Internet Services available from Handelsbanken plc (the "Bank"), together with the required Application and Amendment form, User Registration form(s) and optional User Permission Details form(s) were produced to the meeting (all such documents being collectively referred to as the "Agreements"). It was noted that by entering into the Agreements the Council would gain access to information on its accounts with the Bank by way of an Internet connection and would further be able to make payments and otherwise give instructions to the Bank electronically through the Corporate Internet Services in relation to the operation of its accounts. It was further noted that any authorities granted to Authorised Users in the Agreements would override any existing authorities granted by way of the existing mandate between the Council and the Bank relating to the processing of transactions on, and the operation of, the Council's accounts through the Corporate Internet Services. After due consideration of all the circumstances and being satisfied that it was in the Council's best interest the Committee of the Council resolved that the Council should enter into the Agreements with the Bank.

It was further resolved that [insert first signatory here] and [insert second signatory here] were authorised by the Committee of the Council to sign and execute on behalf of the Council all Agreements and to take any other action or decision required in connection with the Corporate Internet Services, including the appointment of Administrators who, it was noted and approved, would themselves have the ability to set and amend the level of Permissions granted to each other Authorised User on behalf of the Council.

I hereby certify that the foregoing is a true extract from the Minutes of a Meeting of the Committee of the Council at which (all appropriate interests having been declared) a quorum entitled to vote was present duly held on the XX day of [insert month].....20XX and that a true copy of the Agreements has have been retained by the Council.

.....
Chief Executive/Director of Finance/or other authorised officer of the Council

.....
Secretary of the Council or relevant Committee



18th March 2020

Chief Executive

West Berkshire Council
Council Offices
Market Street Newbury
Berkshire RG14 5LD

Dear Chairman and Council Members,

Supporting the Community during the Coronavirus Outbreak

As a town or parish council within the district, West Berkshire Council recognises that your organisation is well placed to assist people in the community and understand that you will continue to do so insofar as conditions will allow at this challenging time. We are grateful for your vital link with residents and identifying the needs of some of the more vulnerable residents in your communities.

In order to mobilise support for our communities over the coming months West Berkshire Council, along with the Volunteer Centre West Berkshire and Greenham Trust have created a Community Support Hub to give guidance and help coordinate organisations representing their communities. The Hub will be meeting regularly to monitor needs across the district and ensure that they are understood and met.

The Hub is the Building Communities Together Team supported by colleagues in the voluntary sector, council services and partner agencies such as Thames Valley Police and Royal Berkshire Fire and Rescue Service working together to help respond to the community's current concerns.

We welcome and embrace the great community spirit that is springing up and it is the very ethos of being a 'Good Neighbour' which we are looking to support and further encourage.

*Working in
partnership with*



Greenham
Trust 

We also want town and parish councils to play an active role in the Community Support Hub initiative including the two-way flow of information between the community and the Hub. We will be looking to ask your councillors to play a key part in this.

If you would like to get involved with the Community Support Hub, please contact West Berkshire Council on (01635) 503579 or email westberksbct@westberks.gov.uk and leave your contact details and we will contact you and draw you into this important work.

Yours faithfully,

Lynne Doherty
Leader of the Council

Nick Carter
Chief Executive