

**Minutes of a meeting of the Policy & Resources committee held in the Council Chamber,  
Town Hall, Market Place, Newbury  
on Monday 22 July 2019 at 7.30pm.**

**PRESENT**

Councillors Martin Colston (Chairperson); Jo Day; Jon Gage; Olivia Lewis; Pam Lusby Taylor; Stephen Masters (from 8.25pm) Vaughan Miller; Elizabeth O'Keeffe; Erik Pattenden; Sarah Slack (substitute); Tony Vickers

**In attendance**

Gillian Durrant, Finance and Corporate Services Manager

**1. Apologies for absence**

Councillor Sue Farrant  
Absent; Councillor Jeff Cant

**2. Declarations of interest and dispensations**

The Finance and Corporate Services Manager declared that Councillors Stephen Masters, Erik Pattenden and Tony Vickers are also Members of West Berkshire District Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council (WBC) business.

Councillor Jon Gage declared an interest as a Director of Rivar Sand and Gravel.

**3. Minutes**

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Jo Day

**Resolved:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 29 April 2019 be approved as a correct record and signed by the Chairperson.

Councillor Jon Gage abstained.

**4. Questions and petitions from members of the public**

There were none.

**5. Members' questions and petitions**

There were none.

**6. Health and safety reports**

The information was received and noted by the Committee.

**7. List of payments**

That the lists of payments for the period 1 April 2019 to 30 June 2019 is noted.

**8. Income and Expenditure Account quarter 1, 2019/20**

The income and expenditure account to 30 June 2019 was received and noted by the Committee.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Olivia Lewis

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

**9. Debts over 500 and more than 3 months old**

The report was noted.

**10. Internal Audit Report**

Gillian Durrant, the Responsible Financial Officer, reported to the Committee that no actions were arising from the final internal audit for the 2018/19 financial year.

**11. Grants Sub-Committee**

Councillor Martin Colston reported on the activities of the Grants Sub-Committee meeting of 26 June 2019. £6,150 was spent on general grants and £5,200 on youth grants. The balance of the £20,000 grant money will be distributed in the November meeting of the Grants Sub-Committee.

**12. Report on key performance indicators**

The report was noted.

A new KPI for Council's carbon footprint will be considered by the Climate Emergency Working Group, which will report to the next meeting of this committee. It was agreed that Time Off in Lieu would be discussed at the November Staff Sub-Committee meeting.

**13. Newbury library service**

The report of the Newbury Library Working Group was considered and discussed. Councillor Erik Pattenden, a member of Working Group, said they had met on 19 June and Paul James, West Berkshire Council's Libraries Manager had taken them through quarterly figures. It was agreed that a Paul James should be advised that the Town Council would be reviewing the grant payments to the library as part of the strategy and budget processes, and would like to invite Paul James to come to next Policy & Resources Committee to explain the consequences to the library should the grant not be renewed.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jon Gage.

**Resolved:** To pay the first quarter of the annual budgeted contribution to West Berkshire Council for Newbury Library, i.e. £7,818.75.

**14. Expenditure of S.106 and CIL monies in 2018/19**

The planned expenditure of S.106 and CIL money was discussed. The councillors agreed it would be helpful if West Berkshire Council included a presentation on CIL at the autumn District Parish Conference, and asked that the CEO write to West Berkshire Council to request this.

**Proposed:** Councillor Tony Vickers

**Seconded:** Councillor Jo Day

**Resolved:** To expend S.106 and CIL monies as set out in appendices 7 and 7a, including the £1,500 S.106 money for the defibrillator at the wharf toilets, but the £25,000 CIL money that was for the Victoria Park changing rooms will now be allocated to the cafe.

Councillor Elizabeth O'Keeffe abstained.

**15. Expenditure from the Policy and Resources Project Fund**

**Proposed:** Councillor Olivia Lewis

**Seconded:** Councillor Vaughan Miller

**Resolved:** To spend £1,600 from the Policy & Resources Project Fund on a consultancy fee for a carbon footprint appraisal of the Town Hall and services provided therefrom.

**16. Membership of working groups**

**Proposed:** Councillor Martin Colston (for both)

**Seconded:** Councillor Vaughan Miller

**Resolved:** That Councillors Martin Colston, Gary Norman, Stephen Masters, and Vaughan Miller will be on the Audit Working Group for the 2019/20 Municipal Year. Councillors David Marsh and Tony Vickers will be substitutes.

And that Councillors Martin Colston, Jo Day, Chris Foster, Roger Hunneman and Erik Pattenden will be on the Strategy Working Group for the 2019/20 Municipal Year. Councillors Olivia Lewis and Martha Vickers will be substitutes.

**17. Mayor's Benevolent Fund Accounts**

The accounts for 2018/19 were noted.

**18. Update on the Council's Strategy Action Plan**

The Councillors considered the report on the current progress made on the Council Strategy.

**19. Forward Work Programme for Policy and Resources committee meetings 2019/20**

The Forward Work Programme was noted. It was agreed to add the report from the Climate Emergency Working Group to the October meeting's agenda, and to show all four committee meetings on the Forward Work Programme in future.

**20. Exclusion of the press and public**

**Proposed:** Councillor Stephen Masters

**Seconded:** Councillor Elizabeth O’Keeffe

**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.

**20. The Town Council’s IT systems**

Gillian Durrant set out the options for the Council’s IT provision going forward. Councillor Vaughan Miller explained to the committee that there were benefits to migrating to the Cloud, including improved cyber security.

**Proposed:** Councillor Vaughan Miller

**Seconded:** Councillor Tony Vickers

**Resolved:** That option 2 of the report be adopted, to migrate the Council’s IT to the cloud, including £516 to be spend from the Policy & Resources Project Fund.

**21. Staff Sub-Committee**

Councillor Martin Colston, the Chairperson of the Staff sub-committee reported on the meeting on 25 June, primarily concerning the recruitment of a new Civic Manager.

**There being no further business, the chairperson declared the meeting closed at 20.58 pm.**

**Chairperson**