

**Minutes of a meeting of the Policy & Resources Committee held in the Council Chamber,
Town Hall, Market Place, Newbury on Monday 14 October 2019 at 7.30pm.**

Present

Councillors Martin Colston (Chairperson); Jo Day; Sue Farrant; Jon Gage; Roger Hunneman (substitute) Stephen Masters; Gary Norman (substitute); Elizabeth O'Keeffe; and Erik Pattenden.

In attendance

Hugh Peacocke, Chief Executive Officer and Gillian Durrant, Finance and Corporate Services Manager

22. Apologies for absence

Councillors Olivia Lewis, Pam Lusby Taylor, Vaughan Miller, and Tony Vickers

23. Declarations of interest and dispensations

The Finance and Corporate Services Manager declared that Councillors Stephen Masters, and Erik Pattenden 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.

24. Minutes

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O'Keeffe

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 22 July 2019 be approved as a correct record and signed by the Chairperson.

25. Questions and petitions from members of the public

There were none.

26. Members' questions and petitions

There were none.

27. Newbury Library Services

Paul James, the Culture and Libraries Manager for West Berkshire Council had been invited to present to the meeting was not present.

Proposed: Councillor Jo Day

Seconded: Councillor Stephen Masters

Resolved: to ask Paul James to respond to the questions the Council had already asked and to attend the next meeting of this committee, at which a decision will be made regarding payment of the second and third quarter instalments of the annual budgeted contribution to West Berkshire Council for Newbury Library, i.e. £15,637.50.

Councillor Gary Norman voted against this proposal.

28. Health and safety reports

The information was received and noted by the Committee.

29. List of payments

That the lists of payments for the period 1 July 2019 to 30 September 2019 was noted.

30. Income and Expenditure Account quarter 1, 2019/20

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

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O'Keefe

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

31. Debts over £500 and more than 3 months old

The Committee noted that there were no debts over £500 and more than 3 months old.

32. Strategic Risk Register

The Chairperson of the Audit Working Group introduced the amendments to the Strategic Risk Register.

Proposed: Councillor Stephen Masters

Seconded: Councillor Martin Colston

Resolved: That the amended Strategic Risk Register be approved.

33. Preparation for the 2019/20 Budget Round

The report was received by the committee.

34. Report from the Climate Emergency Working Group

Councillor Chris Foster presented the findings of the Climate Change Working Group. Councillors thanked the Community Services Manager David Ingram for his work ethic and enthusiasm for the project.

Proposed: Councillor Martin Colston

Seconded: Councillor Steve Masters

Resolved: that the recommendations of the Climate Change Working Group from Appendix 7 be adopted, subject to the following amendments:

2.6 To review the energy supply contract and seek opportunities for cost savings or reduction in carbon emissions with the aim of using a totally green energy supply as soon as financially viable.

3.2 Use the Newbury Town Council website and social media to promote community work, schemes, ideas etc on climate change and associated environmental issues. To facilitate information exchange in order to show leadership e.g. through coffee mornings type events in the chamber.

4.1 To Procurement items – to consider carbon assessment of all procurement (including green space, consumables etc)

4.2 To include an environmental assessment report on future reports to the council (along with financial impact, etc)

4.3 To review all business tenancy agreements to ensure tenants minimise energy usage by considering energy efficiency and monitoring its use and supporting carbon reduction initiatives.

35. The draft Council Strategy 2020 to 2023

The committee considered the report from the Strategy Working Group.

Proposed: Councillor Martin Colston

Seconded: Councillor Jon Gage

Resolved: to recommend the draft strategy to Full Council as set out in appendix 8, with the following amendments and to request that a public consultation be undertaken.

Section 1.F.4 – new point (b): Provide defibrillators in appropriate locations and assist other bodies who wish to provide them.

Section 1.F.5 – new point (b): Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy.

Section 1.G – new point 7: Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2020 for the future development and protection of the Canal Corridor.

Section 2.B – new point 4: Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2020.

36. Report on key performance indicators

The report was discussed and the following items noted:

- 100% occupancy of allotments
- Weeding of shrub and flower beds were not on target.
- A new KPI for Council's carbon footprint has been considered by the Climate Emergency Working Group, and will be proposed at the next meeting of this committee.

37. The urgent removal of diseased trees

Councillors discussed the report and asked that the public be made aware of the reason for the removal of the trees, and that replacement trees would be planted.

Proposed: Councillor Martin Colston
Seconded: Councillor Roger Hunneman

Resolved: to allocate from reserves a sum not to exceed £12,500 for the urgent removal of diseased trees as a result on the Newbury Town Council Tree Inspection programme (ongoing) which has and will identify trees which are a risk and or danger to the public.

38. Funding of a new Council website from General Reserves

The Finance and Corporate Services Officer presented the report in appendix 11.

Proposed: Councillor Sue Farrant
Seconded: Councillor Elizabeth O'Keeffe

Resolved: to spend up to £12,000 from General Reserves to pay for a new Council website.

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

The Forward Work Programme was noted. Councillors requested the addition of a review of the website and social media, and the addition of a KPI for carbon reduction, at the January meeting of the committee.

40. Exclusion of the press and public

Proposed: Councillor Jo Day
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.

41. Staff Sub-Committee

The Chief Executive Officer reported on the meeting on 5 August, primarily concerning the recruitment of a new Civic Manager, the arrangements to mark the retirement of the previous Civic Manager, and the confirmation of the Community Services Manager's permanent appointment following a successful probationary period.

There being no further business, the chairperson declared the meeting closed at 9.00pm.

Chairperson

Date: