

**Minutes of a meeting of the Policy & Resources Committee held on  
Monday 16<sup>th</sup> October 2023 at 7.30 pm, in The Council Chamber, Town Hall, Newbury.**

**Present**

Councillors Alistair Bounds, Jo Day, Jayne French-Drayton, Ian Jee (sub), Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson) and Elizabeth O'Keeffe

**In attendance**

Liz Manship, Responsible Financial Officer (RFO).  
Hugh Peacocke, Chief Executive Officer (CEO).

**22. Apologies for absence**

Councillor Meg Thomas, substituted by Councillor Ian Jee

**23. Declarations of interest and dispensations**

There were no declarations of interest.

**24. Minutes**

**Proposed:** Councillor Vaughan Miller

**Seconded:** Councillor Jayne French-Drayton

**Resolved:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 24<sup>th</sup> July 2023 be approved as a correct record and signed by the Chairperson.

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

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

**26. Members' questions and petitions**

There were no questions or petitions from Members.

**27. List of Payments**

The Committee noted the payments made during the period 1 July to 30 September 2023.

**28. Budget Monitoring Quarter 2, 2023/24**

The meeting noted the Income and Expenditure Account for the period ended 30 September 2023. The RFO explained the over expenditures against the budget lines. The Meeting noted that the 2023/24 budget is likely to be exceeded. Key reasons include the cost of temporary staff covering long-term sickness (quarter 1), repairs and maintenance expenditure, repairs to the bandstand and required IT expenditure. Members asked the RFO to thank KH, Corporate Support Officer for her work managing the removal of the Server.

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Ian Jee

**Resolved: to Approve** expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulations.

**29. Debts over £500 and more than three months old**

It was noted that there are no debts over £500 and more than three months old. The Committee thanked MG, Senior Accounts Officer, for her work to enable this.

**30. Interim Internal Audit Report (Appendix 4)**

The meeting received the first interim internal audit report for the financial year 2023/24 from Auditing Solutions Ltd. The recommendations in relation to the bank reconciliation and standing orders were noted.

**Proposed:** Councillor Steve Masters

**Seconded:** Councillor Vaughan Miller

**Resolved: To Approve** the Internal Auditor's recommendations.

**31. Report from the Audit Working Group (Appendix 5)**

Cllr Steve Masters, Chairperson of the Council's Audit Working Group, spoke to the committee, and further to discussion the following were resolved:

**a. Financial Regulations (Appendix 5.1)**

This includes the Council's Procurement Policy

**Proposed:** Councillor Steve Masters

**Seconded:** Councillor Alistair Bounds

**Resolved: To Approve** the amendments to the Financial Regulations and to recommend to Full Council their adoption.

**b. External Audit Report for financial year 2022/23 (Appendix 5.2)**

The External Audit Report for financial year 2022/23 was **Received** and comments noted.

**c. Memorandum of Understanding (Appendix 5.3)**

**Proposed:** Councillor Steve Masters

**Seconded:** Councillor Vaughan Miller

**Resolved: To Support** the recommendation of the Audit Working Group that a draft Memorandum of Understanding between the Trust and the Council be brought to Council later in the year.

**d. Notice of Conclusion of Audit (Appendix 5.4)**

The Notice of Conclusion of Audit was posted to the Council's website and noticeboard on 08 September 2023

**Proposed:** Councillor Steve Masters

**Seconded:** Councillor Vaughan Miller

**Resolved:** To Approve that the Notice of Conclusion of Audit be posted on the Council's noticeboard for a period of 14 working days, and on its website for a period of one year, or until the following year's notice is posted, as recommended by the Council's Internal Auditor.

**e. Strategic Risk Register (Appendix 5.5)**

**Proposed:** Councillor Steve Masters

**Seconded:** Councillor Alistair Bounds

**Resolved:** To approve the annual review of the Council's Strategic Risk Register

Councillor Steve Masters left the meeting.

**32. Member Support and Development Policy (Appendix 6)**

Councillor Elizabeth O'Keeffe, Chairperson of the Member Support and Development Working Group spoke to the Committee and following discussion the following was resolved.

**a. Recommendations of the Working Group (Appendix 6)**

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Gary Norman

**Resolved:** That the Member Support and Development Policy be agreed. That matters raised relating to Saturday Surgeries and Mayor Making be tabled at Full Council and the Civic, Pride, Arts and Culture Committee respectively.

**b. Member Support and Development Policy (Appendix 6.1)**

**Proposed:** Councillor Jayne French-Drayton

**Seconded:** Councillor Vaughan Miller

**Resolved:** to Approve the Member Support and Development Policy

**33. Forward Work Programme for Policy and Resources Committee meetings 2023/24 (Appendix 7)**

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Vaughan Miller

**Resolved:** To Approve the following amendments/additions to the Forward Work Programme Service for Policy and Resources Committee meetings.

**a)** That the Council's Ear-Marked Reserves (EMRs) are reviewed at the January meeting.

**b)** That the Council's Financial Regulations are reviewed at the October meeting and recommendations forwarded to Full Council.

**34. Council Agreement for Bank Business Cards (Appendix 8)**

The approval of individual officers to hold a bank business card must be authorised by two officers named under the Board Resolution.

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Alistair Bounds

**Resolved:**

**a) To Approve** that Elizabeth Manship (Finance and Services Manager), Martin Kavanagh (Services Delivery Manager) and Elisa Mullen (Civic Manager) be added to the list of officers able to give this approval.

**b) To Approve** that the RFO forward a signed copy of the Board's Resolution (Appendix 8, amended to reflect Members present) from this evening's meeting to the Council's Bank.

**35. Carbon Footprint Report**

The following reports were **Received**. This item will be tabled at the Full Council meeting, 23/10/23, for further discussion.

- a) Carbon Footprint Appraisal for Newbury Town Council 01/04/22 to 31/03/23
- b) Press Release: Town Council on track to achieve carbon footprint goal.

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

**Proposed:** Cllr Vaughan Miller

**Seconded:** Cllr Andy Moore

**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 personal nature of business transacted.

**37. Staff Sub Committee**

A report from the Staff Sub-committee meeting held on 28/09/23 was **Received**.

The Chairman declared the meeting closed at 08:40 pm.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_