

MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 14th OCTOBER 2024 AT 7.30PM.

PRESENT

Councillors Phil Barnett (Sub), Jo Day, Billy Drummond (Sub), David Harman, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Graham Storey (Sub) & Meg Thomas.

IN ATTENDANCE

Toby Miles-Mallowan, Chief Executive Officer
Kym Heasman, Committee Clerk

36. APOLOGIES FOR ABSENCE

Councillors Steve Masters (Substitute Graham Storey), Elizabeth O’Keeffe (Substitute Billy Drummond) and Pam Lusby-Taylor (Substitute Phil Barnett)

37. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Chief Executive Officer declared that Councillors Phil Barnett and Billy Drummond 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 Council (WBC) business.

38. MINUTES

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Gary Norman

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 29th July 2024 be approved as a correct record and signed by the Chairperson.

39. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

40. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

41. LIST OF PAYMENTS

PROPOSED: Councillor David Harman

SECONDED: Councillor Andy Moore

RESOLVED: That the lists of payments made for the period 1st July 2024 to 30th September 2024 is authorised.

PROPOSED: Councillor Meg Thomas
SECONDED: Councillor Vaughan Miller

RESOLVED: That the lists of Reconciliation statements for the period 1st July 2024 to 30th September 2024 is authorised.

42. BUDGET MONITORING QUARTER 2

The income and expenditure account for the period 1st – 30th September 24 was received and noted by the Committee.

PROPOSED: Councillor Billy Drummond
SECONDED: Councillor Jo Day

RESOLVED: To approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation.

43. 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.

44. GRANTS SUB COMMITTEE MEETING – 18TH JULY 2024

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

45. BANK FIXED-TERM INTEREST ACCOUNTS

Members received and noted the report.

The Chief Executive Officer gave members of the committee an explanation on the accounts, the money that is being used and the benefit of additional income that has been generated for the Council.

46. GRANT PAYMENTS

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Graham Storey

RESOLVED: that the Grant Payment of £1000 be Paid to the Newbury Flood and Drainage Action Group.

47. CLIMATE WORKING GROUP – TERMS OF REFERENCE AND STATUS

Members of the committee discussed the status of the working group and unanimously agreed that the statute should be updated from the Climate Emergency Working Group to the Climate Emergency Sub-committee going forward.

PROPOSED: Councillor Gary Norman
SECONDED: Councillor David Harman

RESOLVED: that recommendation be made to the next scheduled meeting of Full Council to agree the upgrade of the status of the climate emergency working group to a Sub-Committee, remaining under the Policy & Resources Committee. Additionally, with revision to the TOR's to be considered.

48. FINANCIAL REGULATIONS

Members received and noted the recommended amendment to the reviewed Financial Regulations in respect to Faster Payments, prior to their recommendation to Full Council.

49. EXTERNAL AUDIT

Members received and noted the outcomes and comments of the external audit report. Members of the Committee noted the Notice of Conclusion of Audit year ended 31st March 2024.

50. INTERNAL AUDIT

Members of the committee received the 1st report of the Internal auditor for 2024/45 and noted the recommendation regarding Faster Payments had been actioned.

51. AUDIT WORKING GROUP – TERMS OF REFERENCE

PROPOSED: Gary Norman
SECONDED: Jo Day

RESOLVED

Members received and agreed the recommendations made by the Audit Working Group to their TORs, with the addition of the CEO as an Ex-officio member and one Officer being present to be quorate.

52. STANDING ORDERS

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Meg Thomas

RESOLVED: To recommend the updated Standing Orders to Next Scheduled Full Council meeting for agreement, previously considered by the Audit Working Group.

53. STRATEGIC RISK REGISTER 2024/25

PROPOSED: Councillor Andy Moore
SECONDED: Councillor David Harman

RESOLVED: To approve the Strategic Risk Register 2024/25, previously considered by the Audit Working Group.

54. STRATEGY WORKING GROUP – TERMS OF REFERENCE AND MEMBERSHIP

PROPOSED: Gary Norman

SECONDED: Jo Day

RESOLVED

Members agreed that a recommendation be made to Full Council for membership consideration.

55. BUDGET AND STRATEGY REVIEW PROCESS 2025/26

Members of the committee received and noted the Budget and strategy review process for 2025/26.

56. HEALTH AND SAFETY

Members noted the quarterly health and safety report received.

57. FORWARD WORK PROGRAMME

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

58. NEXT MEETING

Members noted the next meeting was scheduled to take place on Monday 20th January 25. Revised schedule of meeting to be circulated and published, noting the changes to the January P & R committee, January Full Council meeting and the second January Planning & Highways meeting.

59. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Billy Drummond

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.

60. BANKING ARRANGEMENTS – 2024/25 REVIEW

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Jo Day

RESOLVED: Further to undertaking a review of the banking arrangements, the agreed amendments, as resolved in Appendix 1 to these minutes, be signed and forwarded to the Council's Bank for action.

61. STAFFING MATTERS

Members received and noted the Minutes from Staff Sub-Committee Meeting held Wednesday 25th September 2024.

Members noted the update to the staff structure and agreed with the recommendation to go to Full Council.

Members noted the appointment of the Committee Clerk.

62. ENERGY SUPPLIES BUDGET

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Gary Norman

RESOLVED: To approve that the RFO vire funds to cover the estimated over expenditure against the Energy Budget, from the suggested nominal codes.

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Meg Thomas

RESOLVED: To accept the retrospective contract with SSE for the unmetered Dusk to Dawn unmetered footpath lighting from 1st December 2023 to 30th November 2024. And to refer the proposed blended contract from the Council's main electricity supplier to Full Council, in consideration of its value.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21.49 HRS

CHAIRPERSON:

Signature:

Date:

MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 14th OCTOBER 2024 AT 7.30PM.

APPENDIX 1

PRESENT

Councillors Phil Barnett (Sub), Jo Day, Billy Drummond (Sub), David Harman, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Graham Storey (Sub) & Meg Thomas.

IN ATTENDANCE

Toby Miles-Mallowan, Chief Executive Officer
Kym Heasman, Committee Clerk

60 BANKING ARRANGEMENTS – 2024-25 REVIEW

60.1 Bank Mandate – Signatories

To add or delete a bank signatory on the main Bank Mandate, the bank requires two signatories to complete and sign the 'Amendments to Authorised Signatories' form. Recommendations to increase the security were provided to Council prior to the meeting.

PROPOSED: Councillor David Harman

SECONDED: Councillor Vaughan Miller

RESOLVED:

The recommended amendments to the bank signatories on the main banking mandate, were approved as follows:

- a) That there shall be 10 Bank Signatories on the Bank Mandate, comprising:
 - a. 5 councillors:
 - to include the Chair and Vice-Chair of the P&R Committee
 - to exclude members of the Audit Working Group
 - to include only 1 member of a marriage, partnership or relatives
 - b. 5 officers:
 - To include the CEO, RFO, Services Delivery Manager, Civic Manager and Senior Accounts Officer.
 - That no Councillor or Officer shall be added as a Bank Signatory, until they have served as a councillor or have been employed by the Council for a minimum of 3 months; and have been resolved as a Signatory by the Policy & Resources Committee.
- b) On leaving the Council, two continuing signatories under the direction of the RFO, CEO or Senior Accounts Officer, will sign for the Officer/Councillor to be removed as signatory and the Policy & Resources Committee will be advised at the next meeting.
- c) Bank Signatories will be reviewed annually.
- d) With immediate effect, signatories to be amended to:
 - a. 5 councillors:
 - Joan Day (Jo)
 - William Drummond (Billy)

- Gary Norman
- Elizabeth O’Keeffe
- Martin Vickers

All other councillors, including Cllrs Sarah Slack and Martha Vickers to be removed as Signatories.

b. 5 officers:

- Tobias Miles-Mallowan (CEO)
- Elizabeth Manship (RFO)
- Martin Kavanagh (Services Delivery Manager)
- Joanna Aylott (Civic Manager)
- Margaret Gore (Senior Accounts Officer)

All other officers to be removed as Signatories.

e) The above Signatories will remain in place until they either leave the Council or are formally amended by the Policy & Resources Committee.

60.2 Internet Banking – Mandate to sign and execute corporate Internet Services amendments

To add and remove Officers for internet banking, the bank requires a Bank Mandate for Internet Banking, resolved by Full Council or the Policy & Resources Committee, confirming the Officers who may sign the ‘Corporate Internet Services Application and Amendment Form’.

PROPOSED: Councillor Meg Thomas

SECONDED: Councillor Billy Drummond

RESOLVED:

The following supersedes any previous authorisations in respect to Internet Banking for Newbury Town Council.

- a) Any two of the following persons are hereby authorised to sign and execute on behalf of Newbury Town Council all Agreements and to take any 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 this Council:
- Elizabeth Manship (Finance & Corporate Services Manager, and RFO)
 - Tobias Miles-Mallowan (CEO)
 - Martin Kavanagh (Services Delivery Manager)
 - Joanna Aylott (Civic Manager)
 - Margaret Gore (Senior Accounts Officer)
- b) To amend this mandate requires a resolution of Full Council or the Policy & Resources Committee.

60.3 Internet Banking – Access to Internet Banking

To enable Officers to have access to Internet Banking, with agreed permission levels, requires the banks application form signed by two of the signatories listed on the Internet Banking Mandate (mins. 60.2a). The Bank does not require the authorisation of the Council for individual Officers to have access to Internet Banking.

Recommendations to increase security and ensure access to Internet Banking is centrally managed were forwarded to Council prior to the meeting.

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Phil Barnett

RESOLVED:

- a) Access to Internet Banking is restricted to Officers holding the following positions:
 - CEO
 - RFO
 - Senior Accounts Officer
 - Services Delivery Manager
 - Civic Manager
- b) All Officers must have a minimum of 3 months satisfactory employment with Newbury Town Council prior to having access to Internet Banking.
- c) To amend this requires a resolution of Full Council or the Policy & Resources Committee.

60.4 Internet Banking – Bank limit on BACS transactions for any 3-day period

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Jo Day

RESOLVED:

- a) The Council authorises Handelsbanken to increase the 3-day limit for BACS transactions from £100,000 to £150,000, with immediate effect.
- b) To amend this requires a resolution of Full Council or the Policy & Resources Committee.

60.5 Business Debit Cards – Mandate to Authorise Business Debit Card Signatories

To agree a debit card for officers, together with their limits, the bank requires:

- Authorisation from Full Council or the Policy & Resources Committee as to who can sign the application forms. This authorisation remains in place until it is changed.
- Application forms signed on an as needs basis, by two of the authorised signatories for officers to both hold a Business Debit card, and individual limits.

PROPOSED: Councillor Andy Moore

SECONDED: Councillor meg Thomas

RESOLVED: The following supersedes any previous authorisations in respect of Business Debit Cards for Newbury Town Council.

- a) Any two of the following persons are hereby authorised to complete and sign the Business Debit Card Application Form and to complete and sign (including by nominating Users) Business Debit Card Authorised User Application Forms from time to time and each of the following persons is hereby authorised to take any action or decision in connection with any Business Debit Card or any Document:
 - Elizabeth Manship (Finance & Corporate Services Manager & RFO)

- Tobias Miles-Mallowan (CEO)
 - Martin Kavanagh (Services Delivery Manager)
 - Joanna Aylott (Civic Manager)
- b) To amend this requires a resolution of Full Council or the Policy & Resources Committee.

60.6 Business Debit Cards – Additional Card Holders

To provide additional officers with a Business Debit Card, requires the banks application form signed by two of the signatories agreed in mins. 60.5a. The Bank does not require the authorisation of the Council for individual Officers to hold a Business Debit Card. For added security, it is recommended that the agreement of the Policy & Resources Committee is required to ensure the Business Debit Cards are centrally managed.

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Meg Thomas

RESOLVED

- a) Access to Business Debit Cards is restricted to Officers recommended to and resolved by the Policy & Resources Committee.
- b) All Officers must have a minimum of 3 months satisfactory employment with Newbury Town Council prior to holding a Business Debit Card.
- c) The Council approves Business Debit Cards being issued by Handelsbanken to the following Officers:
 - Joanne Aylott – Civic Manager
 - Tina Sukhatska – Community Services Officer
 - Ting Ting Xing – Civic Officer

60.7 Business Debit Cards – Annual Review of Business Debit Card Limits

The single transaction limits for Business Debit Cards are recommended in consideration of Officer's responsibilities within their day-to-day work.

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Meg Thomas

RESOLVED:

- a) The following single transaction limits for Business Debit Cards, within a 24-hour period, are agreed as follows:

○ CEO	£1,500
○ Finance & Corporate Services Manager & RFO	£1,500
○ Services Delivery Manager	£1,000
○ Civic Manager	£1,000
○ Senior Accounts Officer	£500
○ Committee Clerk	£300
○ Parks and Open Spaces Supervisor	£500
○ Facilities Officer	£300
○ Community Services Officers	£300
○ Civic Officer	£300
○ Town Hall Officer	£100

- b) The RFO, or in their absence from work, the CEO may request the bank increase their card limit for an individual transaction, provided:
 - a. Auditable evidence is held that the payment cannot be made through Internet Banking or Credit Card.
 - b. The invoice for the purchase has been agreed by two Members, alongside the Supplier Payments process.
 - c. Two members have been made aware of the need to increase the business debit card limit and have given their agreement in writing. (these may be the same two members as above).
 - d. The Business Debit Card limit is reduced as soon as the payment is made.
 - e. The Policy & Resources Committee is advised at the next meeting.
- c) The Business Debit Card limit for all Officers will be reviewed by the Policy & Resources Committee on an annual basis.

CHAIRPERSON

Signature:

Date: