

13 October 2020

To: All Members of Newbury Town Council

Dear Councillor,

You are required to attend a meeting of **Newbury Town Council** to be held on **Monday 19 October 2020 at 7.00 pm**. The meeting is open to the press and public.

Join Zoom Meeting

<https://us02web.zoom.us/j/83514929108?pwd=OWJRMGRrWEZ6Z0p0d3ZmQUlIWjIKQT09>

Meeting ID: 835 1492 9108

Passcode: 973693

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chief Executive Officer
- 2. Declarations of Interest**
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.
- 3. Minutes (Appendix 1)**
Town Mayor
To approve the minutes of a meeting of Newbury Town Council held on 15 June 2020 (previously circulated).
- 4. Questions and Petitions from Members of the Public**
Town Mayor / Chief Executive Officer
- 5. Members' Questions and Petitions**
Town Mayor / Chief Executive Officer

(All questions for this meeting must be with the Chief Executive Officer by 2.00 pm on Monday 19 October)

6. Citizens' Advice West Berkshire

Town Mayor

To receive a presentation from Ms. Sue Mackie, Chief Executive, [Citizens Advice West Berkshire](#) on their work in Newbury and in particular the use of the Town Council's ongoing funding.

7. Newbury Business Improvement District

Town Mayor

To receive a presentation from Ms. Melissa Hughes, Chief Executive Officer of [Newbury BID](#) .

8. Black Lives Matter

Town Mayor

To receive the following presentations:

a) From the organisers of the Black Lives Matter event in Victoria Park, Sinead Hall and Waheeda Soomro

b) From: Alice Kunjappy-Clifton and Julian Swift-Hook, [Community United West Berkshire](#)

9. Town Mayor's Report (Appendix 2)

Town Mayor

To receive a report from the Town Mayor, Councillor Elizabeth O'Keeffe.

10. Leader's Report (Appendix 3)

Leader of the Council

To receive a report from the Leader of the Council, Councillor Martin Colston.

11. Chief Executive Officer's Report (Appendix 4)

Chief Executive Officer

To receive a report from the Chief Executive Officer, Hugh Peacocke.

12. Committees

Town Mayor / Committee Chairpersons

To receive the minutes of meetings of the Town Council's Committees (already circulated):

- Community Services Committee 22 June and 21 September
- Planning & Highways 22 June, 13 July, 3 August, 24 August, 14 September, 5 October (draft)
- Civic Pride, Arts & Leisure 29 June and 7 September
- Policy & Resources 20 July, extra meeting on 30 September and 12 October (Draft)

13. Local Democracy Working Group

Councillor Jo Day, Chairman of the Local Democracy Week Working Group

To receive a verbal update on the Local Democracy Programme 2020.

14. Budget for 2021/22 (Budget schedule, Appendix 5)

Town Mayor

13.1 To note that Councillors are invited to make the Leader of the Council, The Chief Executive Officer and the Responsible Financial Officer aware of any particular projects that may need to be undertaken in 2021/22, so that they may be considered by the relevant Committee for inclusion in the draft budget and/or Strategy review. Such suggestions should be submitted with as much detail as possible by Friday 6 November 2020.

15. Work Programme for Full Council (Appendix 6)

Town Mayor

To note the Work programme and agree any other items that Members resolve to add to it.

**Minutes of a meeting of Newbury Town Council
held at 7.00 pm on Monday 15 June 2020**

Present

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

Officer in Attendance

Hugh Peacocke – Chief Executive Officer

Apologies for absence

Absent: Councillor Jeff Cant

18. Declarations of interest and dispensations

Councillors Phil Barnett, Jeff Beck, Billy Drummond, David Marsh, Stephen Masters, Andy Moore, Erik Pattenden, Martha Vickers and Tony 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 Council business.

19. Minutes

The following amendments were made to the draft minutes, as circulated:

a) Minute 13. Election of Leader and Deputy Leader of the Council for the 2020/2021 municipal year, to read:

Proposed: Councillor *Martha Vickers*

Seconded: Councillor Erik Pattenden

Resolved: That Councillor Martin Colston be elected Leader of the Council for 2020/21.

b) Minute 14. Committees / Sub-Committees for 2020/2021 municipal year.

Councillor Martin Colston proposed the following amendments to the memberships as circulated to the Council:

- That Councillor *Stephen Masters* is appointed to the Civic Pride, Arts and Leisure Committee and Councillor *David Marsh* a substitute on that Committee and that Appendix 1.1 of the minutes is amended to show this change.

Proposed: Councillor Erik Pattenden

Seconded: Councillor Nigel Foot

Resolved: To approve, as amended, the minutes of a meeting of Newbury Town Council held on Wednesday 20 May 2020.

20. Questions and petitions from members of the public

A. Question received from Mr. Thomas Tunney:

The Council was requested to review its decision regarding Simon Kirby and an allotment. What progress has been made by the Council on this matter?

The Mayor replied that the Council has reviewed the matter and Mr. Kirby will be invited to apply for an allotment, subject to the Council's standard conditions and criteria. The relevant application form and particulars will be sent to Mr. Kirby this week.

Has Mr Kirby been contacted yet officially to tell him this ruling is being reviewed?

The Mayor replied that Mr. Kirby has not directly approached the Council in this matter. The Councillor who brought the matter to our attention is aware that it is being reviewed.

Given what this has put Mr Kirby through, what does the council intend to do to make right and fix any wider impact this has had?

The Mayor replied that Mr. Kirby's application will be considered the same as any other. He should be aware that there is a long waiting list at the moment (over 80 applications on hand) and very few vacant plots.

B. Question received from Ms. Susan Millington

Will Newbury Town Council consider allocating the land adjacent to the housing development in Hutton Close for use as a community woodland, with planting to start in winter 2020-2021?

The Mayor replied that the Council has already indicated its support for the Lockdown Wood. The Council has attended a meeting with West Berkshire District Council and The Friends of The Earth to explore options regarding the woodland. The Council will continue to work with partners to seek a suitable home for the Lockdown Wood.

21. Members' questions and petitions

A. Question received from Councillor Phil Barnett:

During these unprecedented times, the residents of our town have had to endure many things completely alien to normal day to day life, staying at home, self- isolating, cut off from friends and family, reliant on others, To name a few This has taken its toll on many.

Therefore, can you Madam Mayor, join with me and the council to congratulate them for the patience and compliance of the government's recommendations during these difficult three months?

The Mayor acknowledged the enormous voluntary work being done by so many organisations and individuals in the community. She told the meeting that she has thanked and congratulated some of those concerned with letters and on the Council's social media. She was happy to congratulate all who had contributed so much over the past 3 months.

Supplementary Question from Councillor Phil Barnett:

Many of these residents have been totally dependent on the generosity of volunteers, neighbours , relatives, carers, NHS, to name a few.

Therefore Madam Mayor can you join with me and the council in offering a thousand thanks to all these people and organisations that have gone the extra mile in assuring all these residents have been kept safe and supplied with their daily needs?

The Mayor and the Council thanked all the people and organisations involved. She added that the High Sheriff was inviting people to submit names of those who should be thanked. It was hoped that it might be possible at some time in the future to hold a celebration event to recognise all of these contributions.

B. Question received from Councillor Phil Barnett:

Some residents in Boundary Road and Kings Road are likely to experience a reduced quality of life once the new link road is constructed. Lots of residents parking considerable increase of traffic movements can this Newbury town council urge highways of West Berkshire council to ensure adequate provision is eventually made available on the new Sterling cable site for the displaced ones and in the short term which could be months temporary parking?

The CEO replied that he would urge Highways of West Berkshire Council to ensure adequate provision is eventually made available on the new Sterling Cable site for the displaced ones and in the short term (which could be months) temporary parking?

Supplementary Question from Councillor Phil Barnett:

Once the link road is constructed, can Newbury Town Council urge West Berks Council to encourage (or even direct) vehicles going from the Sainsbury's roundabout to Hambridge lane area, to use the new road, giving Mill Lane residents a better quality of life and making Kings road a cul de sac, resulting with benefits to others as well. Furthermore, for cyclists - the installation of a more direct and safer route from the Eastern area into the town centre

The Mayor replied that the Council would urge West Berks Council, as requested.

C. Question received from Councillor Nigel Foot:

The town witnessed 2 BLM demonstrations last week involving large numbers of residents from across our community, demonstrating the strength of feeling and support for tackling racial inequality. What steps does the Mayor suggest we should take to support the cause of BLM so that Newbury can truly be a town that all are proud of?

The Mayor replied that she would like to congratulate the organisers of both of these events. Friday's march was very well attended and supported, and it was very encouraging to see the youth in our community demonstrate their passion and belief for such important issues.

Similarly, Saturday's event in Victoria Park was very moving and attracted a large crowd who promoted their cause with great dignity and respect. The organisers also ensured that social distancing requirements were observed at both of these events.

The Mayor thanked Thames Valley Police for the quietly efficient way that they marshalled both events and ensured that they passed off safely and without any risk to the participants.

The Mayor said that the Council supports the messages that were heard Friday 12 June and Saturday 13 June and that the Council Strategy aims to Promote cultural identity and equality of opportunity. The Strategy states that *“To do this, we will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town.”*

The Mayor said that to further these aims and to get a better understanding of these issues, she would like to invite the organisers of these events to the next meeting of Full Council to hear how they think that the Council could help them to achieve their aims.

D. Question received from Councillor Vaughan Miller

In the WBC Exec meeting of 13th February 2020 the Portfolio Holder for Public Health and Community Wellbeing stated they had appointed Standard Surfacing Ltd (at a cost of up to £18,000) to carry out a feasibility study on alternative sites as potential replacements for the Faraday Road ground, with completion due by end March 2020.

Since it is now 10 weeks since they were supposed to complete their report, will the Chief Executive write to West Berkshire Council to ask what conclusions the consultants have reached?

The CEO confirmed that he would write as requested and that he would bring the response to the next available meeting of the Planning and Highways committee for consideration.

Supplementary question:

If the consultants report that there is no suitable alternative, could this Council request West Berkshire Council to revise their stance in line with the Town Council Strategy?

The Mayor replied that this matter would be progressed through the council’s Planning and Highways Committee.

E. Question received from Councillor Tony Vickers

With the District Council about to start preparing its statutory Local Cycling & Walking Infrastructure Plan (LCWIP) which is due to be complete by the end of this autumn, could the Chief Executive write to the Head of Transport & Environment at West Berkshire Council to request that the appointed consultants attend a meeting of our Planning & Highways Committee at the earliest opportunity to hear what this Council would wish to see in their Plan, in particular in the area of the Hambridge Road Employment Area, which is the largest employment area in West Berkshire, has no bus route, is highly congested in peak hours, extremely difficult and dangerous to bike through – but

presents us with a tremendous opportunity to improve bike and bus commuting when the new Sterling Cables B-road link is complete late next year?

The Chief Executive replied that he would request that the appointed consultants to attend a meeting of our Planning & Highways Committee at the earliest opportunity to hear what this Council would wish to see in their Plan.

22. Town Mayor's Report

The Mayor reported on Civic and Mayoral activities since the meeting of the Council on 20 May 2020.

23. Leader's Report

The Leader presented his report which was noted by the Council. In response to Councillor Martha Vickers he replied that the Council was proud to have kept open the public toilets at The Wharf throughout lockdown. Councillor Gary Norman said that a strong, unified voice was required to help set the future agenda for Newbury Town Centre. He asked that the Council set up a working group to take this forward. The Leader replied that he would discuss this with the CEO.

24. Chief Executive Officer's Report

The CEO reported that there had been no changes to staff or working arrangements since the last meeting of the Council on 15 May 2020.

25. List of Payments

The Council noted the payments made during the period 1 January 2020 to 31 March 2020.

26. Income and Expenditure Account 2019/20

The Council received the Income and Expenditure Account for the period ended 31 March 2020.

Proposed: Councillor Billy Drummond

Seconded: Councillor Martin Colston

Resolved: to approve expenditure against cost centres that are over the annual budget, 2019-2020, in accordance with this Council's financial regulations.

27. Reserves and Balances at 31 March 2020

The Council noted the Council's balance sheet at 31 March 2020.

The Council noted the balances on Community Infrastructure Levies and contributions to the Council under Section 106.

Proposed: Councillor Tony Vickers

Seconded: Councillor Sue Farrant

Resolved: To approve the earmarked reserves at 31 March 2020, as circulated.

28. End of Year Statutory Accounts 2019/20

The Council received the Annual Return (subject to external audit) for the financial year 2019/20.

Before the Council considered the Annual Governance and Accountability Return the CEO pointed out that the Internal Audit report had not yet been completed. This had arisen due to unexpected tragedy for our internal auditor and the difficulties which the current crisis was causing to his firm. The Council noted that best practice recommends that this should be completed with the Annual Return, but that it is not a statutory requirement. It will be completed before the public inspection period (scheduled to commence on 1 July, unless not completed) and will be part of the documents submitted to the external auditors for the Council's annual statutory audit.

Proposed: Councillor Roger Hunneman

Seconded: Councillor Erik Pattenden

Resolved: To approve each individual paragraph (1-9) of the Annual Governance Statement 2019-20 as defined at Section 2 of the Annual Return and

Resolved that Newbury Town Council has:

1. Put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. Maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. Took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. Provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. Carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. Maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. Took appropriate action on all matters raised in reports from internal and external audit.
8. Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The meeting considered the Accounting Statements shown on page 5 of the Return. The CEO pointed out that the Council's balances during the year had increased by £347,985, which largely reflected the instalment of Community Infrastructure Levies received by the Council in October 2019.

Proposed: Councillor Jeff Beck

Seconded: Councillor Stephen Masters

Resolved: To adopt the accounts and **to authorise** the signing of the Annual Return by The Town Mayor.

29. Town Centre re-opening

The meeting received a report on *Supporting Our Town Centres to Reopen Safely*, A webinar for West Berkshire businesses, presented by West Berkshire Council on 10 June 2020. The following actions were agreed:

- The Council's dual-hatted members were requested to urge West Berkshire Council to a) deal quickly and flexibly with applications from the hospitality industry for seats and tables on the footpath/ highway as they attempt to re-open their businesses in line with social distancing and public health requirements and b) to urge West Berkshire Council to reduce parking charges, including 2 hours free parking, while coronavirus restrictions apply in the Town Centre
- Ask West Berkshire District Council and Newbury BID to explore options for street furniture hire/ short-term provision of street furniture for the re-opening period
- The CEO to request West Berkshire Council to grant the licences for a period extending beyond 31 August 2020
- Seek the provision of more cycling racks in the Town Centre
- Ask Newbury BID to actively promote the Shopmobility Scheme
- Newbury Town Council to form a Working Group with relevant partners to consider town centre matters including LRIE regeneration, Hambridge Road/ Sterling Cables site and relevant matters that might arise should the Council decide to make a Neighbourhood Development Plan. The CEO and The Leader to draft Terms of reference and membership of the Working Group, for approval at the next appropriate Council or Committee meeting.

30. Forward Work Programme for Full Council meetings 2020/21

The Council noted and agreed the Forward Work Programme.

It was agreed that the organisers of The Black Lives Matter events be invited to the next meeting of the Council.

It was noted that schools were very unlikely to be involved in Local democracy Week in October but this matter would be kept under review by the LDW Working Group.

There being no further business, the Town Mayor declared the meeting closed at 8.44 pm.

Town Mayor

Date: _____

October 2020

Mayor's Report

When we last met in June of this year the expectation was that the Coronavirus situation would be much improved by now. Alas, we are far from where we had hoped to be. To meet my commitment as Mayor I decided that a change in how the Mayor operates was needed. I therefore became proactive rather than reactive. In normal times the Mayor responds to requests to attend engagements from charities, businesses, services etc. Also to be the representative of Newbury at all civic events.

Initially there were very few requests and Civic events such as VE Day and the Mayor's Drive were cancelled. Once we began to emerge from the lockdown, I kept an eye on re-openings of retail, then hospitality and lastly entertainment. I carried the pendant with me whenever I did a recce of the town. I thanked managers and staff for the efforts they were making to open and provide their services to our community. Let us remember some were having to take decisions about personal risk. Owners purchasing screens, masks, sanitizers, signs etc. To manage stock in order not to be left with large amounts if closures came again. All I could do was wish them well, thank them and let them know Newbury Town Council were behind them and ready to listen to suggestions and comment. All were grateful for the visits and thankful for the Council's support. Believing in 'put your money where your mouth is', I took it literally and did eat and moderately make my way round hospitality, restaurants etc.

The Mayor's office has continued to send letters to individuals who have contributed above and beyond to the community, raised funds for charity or for personal achievements. Eighty three have been published on our web site since June 1st. We also offered chats with the Mayor by phone. The service is open to all and is still on offer. The idea is to reach those unable to leave their homes or to those who just wished to share their situation with someone outside their immediate circle.

In the last month, more requests have started to come in. I have been invited to several virtual AGM's: Citizens Advice, Time To Talk, Seminararians, Home Start and I attended the Belonging Project event on webinar.

A few photo calls have been requested over the months. It was lovely to meet with Florence a primary school pupil who was concerned about dog poo. She had developed a scheme to place poo bags in containers she made and put on dog walking routes. The most recent was at the independent optometrist Valerie Jerome celebrating having been selected as one of the hundred top small independent businesses in the UK by Small Business Saturday UK.

I opened Laundromat Speed Queen in Boundary Road a high-tech laundrette. I visited Sebastian's Charity Trust shop in Kennet Centre, a charity supporting families who have seriously ill children. They cancelled the official opening ceremony to keep crowd gathering down. The opening of the new Lidel store at the retail park was a slight challenge as I had to be there at 06:45. My thanks to Ian Campbell, chain security for driving in from Bedwyn to collect me at 06:30. I took part in a promotion video sponsored by the BID and Newbury Town Council to promote Newbury as a destination for retail and pleasure. I await the release with anticipation. We organised a very successful Treasure Hunt to raise funds for the Mayor's Benevolent fund and other charities.

Of course everything is not going as we might have hoped. Businesses have closed. However as my report illustrates some new ones are also opening and more are in the pipeline. Let us continue to shop local and support the vulnerable in our town.

I would also like to take this opportunity to thank all my fellow Councillors who have taken on extra issues and given so generously of your time over recent months. We must not forget you are all volunteers. To our CEO Hugh Peacocke and the whole staff team including those who support our allotments and Friends' groups. They have all gone over and beyond their roles and I know it has not been easy setting up and working from home. Finally to the people of Newbury you have been wonderful in doing so much to support others and provide services.

Let us keep positive, keep up the good work and eventually come out of this stronger.

Leader's Report for Full Council Meeting on 19th October 2020

As we're starting the preparation of our 2021/22 budget alongside a review of our strategy, I thought I would structure my report around our 4 key strategic themes. But before I get into the specifics I would first like to say how proud and pleased I am that, despite Covid, so much progress has been made on delivering on our strategic goals – hats off to our dedicated, hard-working officers who have worked tirelessly on making this happen.

1. Help make Newbury a unique, welcoming, safe and well cared for Town

- a. We have just submitted our planning application for the planned new Community Café in Victoria Park which is a major milestone – it's taken a huge amount of work to get to this point. As well as a café for users of the park, this building will provide much needed public toilets (including a disabled access one with a specialist hoist), and a small changing area for use by tennis court users. In addition, the building will deliver against our sustainability objectives. The new café will be open all year round and will add significantly to the amenity of the park and this will help us maintain our Green Flag status.
- b. Following requests from local residents, we have replaced the MUGA in Skylings with new equipment aimed at younger users and more appropriate for the location. This is a good example of listening to our residents and taking action as a result, and it was great to hear the positive feedback when we visited the new playground last month.
- c. We have largely completed our upgrade to the City Recreation Ground. The old pathways on both the northern and western sides have been replaced with wider ones made from recycling rubber to give a sustainable, well-draining, cushioned surface; and the MUGA from Skylings has been installed here
- d. We have replaced the surface in the Blossoms Field playground with the same recycling rubber surface as we're using in City Rec
- e. We have carried out a comprehensive Shopper Survey in partnership with the BID to gauge reaction to the 24-hour pedestrianisation of the Town Centre and to understand what changes shoppers would like to see to improve their experience. We will be using the findings of the report to inform our new Town Centre Working Group which will have its first meeting in the next few weeks
- f. Our Joint Sandford Working Group held a series of meetings and published a joint response which called for the rejection of the planning application on several grounds
- g. Planning & Highways has provided feedback to the WBC LRIE consultation and continued to push for the reprovision of football facilities to the same standard as the old ground. P&H has also requested WBC to give NTC a seat on the core project team that develops the WBC Newbury Vision 2036.
- h. We have held two meetings to determine whether to push forward with a Neighbourhood Development Plan, and will meet again before the end of the year to finalise our decision
- i. Our allotments have 100% occupancy which is fantastic, and in partnership with the stewards we were able to present awards for the best allotments, albeit virtually
- j. Our charter markets on Thursdays and Saturdays have been thriving with several new traders and a largely full Market Place. This is tremendously encouraging.

2. Foster a real sense of community

- a. The Mayor has been highly active despite the restrictions due to Covid and her presence, enthusiasm and support has been much appreciated. More details in the Mayor's report
- b. We marked Heritage Open Day with a display on the Town Hall noticeboard and a quiz which was run through our website
- c. We held a socially distanced ceremony on the Town Hall steps to mark VJ Day
- d. Planning is ongoing to mark Remembrance Sunday in a way that meets social distancing and PHE advice. Flexibility will be needed here as the Covid situation is forever changing.
- e. Many of our Members took part in the Black Lives Matters demonstrations in Newbury back in the summer. And I'm delighted that at today's meeting we will be hearing from the organisers of those events and also from Community United to understand their plans and how we may be able to help.

3. Take actions to address the climate emergency

- a. Primarily as a result of our work to reduce the energy usage in the Town Hall, we have reduced our carbon footprint by 37% for the year April 2019 to March 2020 vs the previous year. This equates to a reduction of over 26 tonnes of CO2 vs our annual target of 7 tonnes. This achievement is the result of a large body of outstanding and painstaking work from our officers with steer from the Climate Emergency Working Group. I'm proud that we're leading by example and have concrete plans (already partly implemented) to instal further energy saving measures in the year to March 2021.
- b. We held our second Climate Workshop on 19th September, this time on Zoom. We announced our carbon reduction achievement, launched our new Climate Grant, and had 3 very informative and thought-provoking speakers. I'm already looking forward to the next one in 2021 when we expect to hear from some of the first recipients of our Climate Grants on what they have achieved and what lessons they have learned.

4. Focused support for young people, the elderly and the vulnerable

- a. In August we launched our partnership with Berkshire Youth to provide funding for the next 3 years for outreach youth work in Newbury. This was a central part of our commitment when we took office and starts to fill the gap in youth services that resulted from years of austerity cuts. I'm excited to see what impact this work is having, and how the re-opening of the waterside Centre next year will further help our young people.
- b. Our Grants Committee has awarded a total of almost £15,000 to 18 charities that are providing support for our local community. This is in addition to the total of over £4,000 that we have awarded specifically to those helping our residents through the Covid-19 crisis.

Once again, a big thank you to our hardworking officers for being able to deliver so much in very challenging circumstances, and while running with 2 vacancies and time lost to illness.

Keep safe everyone

Martin Colston

Leader of the Council, 19th October 2020

Meeting of Newbury Town Council, Monday 19 October 2020.

Agenda Item 11: Chief Executive Officer's Report.

As well as the pandemic emergency, the Council has been hit by staff departures and illnesses this year. The Town Hall has been closed to the public since March and most of the Council's remaining officers have been working from home. Despite this, officers and Members have collaborated to deliver the Council's services and progress the Council's Strategy, as outlined in the Leader's Report. I would like to record my appreciation of the staff team and the Councillors who have all pulled together to help us through these challenging and difficult times.

2020 has taught us new ways of working and made us re-evaluate our priorities:

- We have expanded our use of technology to enable home-working and virtual meetings
- Staff departures have resulted in a restructure/ review of our staffing arrangements and resources
- In the future, the above matters may lead to a review of our use of the Town Hall
- Some project deliveries have been delayed, with other services closed or suspended temporarily
- Forward planning has been particularly tricky, for instance Remembrance Sunday and Christmas events.

Staffing arrangements

Corporate Services

This service is being restructured to provide extra support in accounts, where we have employed Angela Herington as a part-time accounts officer. We are in the process of recruiting a Democratic Services Officer to support Committees and members, while I take on the role of Responsible Financial Officer (This is the norm in most town and parish Councils). We will use additional outside consultancy support in accounting, finance, payroll and IT services to strengthen this department, while delivering some savings at the same time. The revised staff structure is attached for your information.

New Website and Social Media

The development of these projects will accelerate now that we have appointed a project manager and an outside firm to design and deliver our new website. Members will be invited to volunteer their expertise and opinions at the testing stage, before we launch our new website, scheduled for early 2021.

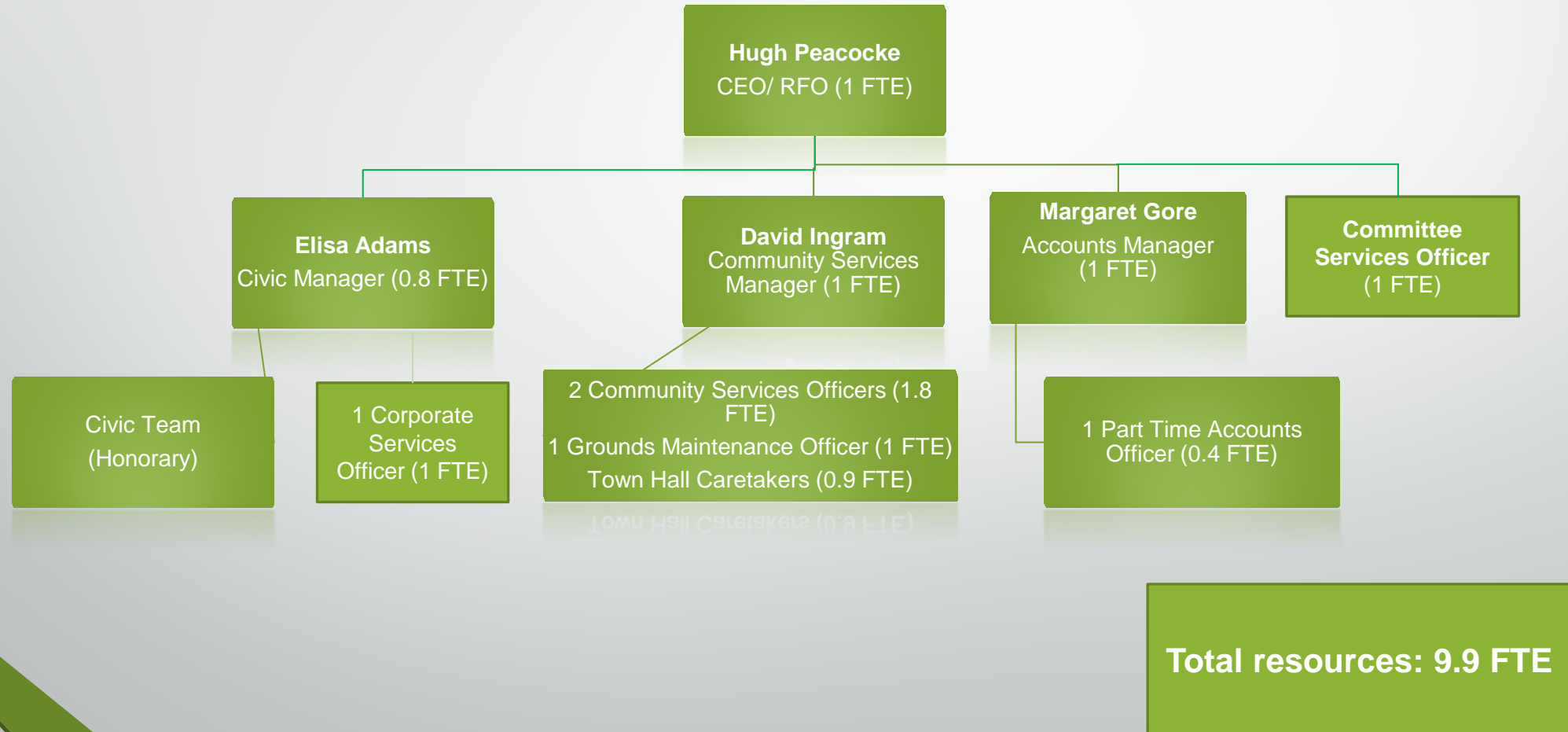
As we head into our busiest time of the year, with budget preparation, Strategy review and staff appraisals all underway, as well as recruiting and inducting new staff to fill our vacancies, there will be times when resources are stretched. The understanding and support of Members at these times is appreciated.

Hugh Peacocke,
Chief Executive Officer

13 October 2020.

Newbury Town Council Organization Chart

(proposed 04.01.2021)



Schedule for 2021/22 Budget

Date	Action
24.09.20	NTC Team meeting
09.10.20	RFO to prepare 6 monthly figures and give to management team
13.10.20	Agenda published for full council 19.10, inviting members proposals for Budget, and also Strategy review
16.10.20	Management team to give their draft budgets to the RFO
19.10.20	Full Council, inviting members proposals for budget and Strategy review.
23.10.20	RFO to prepare the first draft budget for Management Team
06.11.20	Closing date for Members' proposals
16.11.20	P&H committee to discuss their draft budget and Council Strategy
17.11.20	Management team meet to consider draft budgets, including any issues arising from the Strategy review.
30.11.20	CPA&L to discuss their draft budget and Council Strategy
02.12.20	Staff Sub to agree budget
4.12.20	Draft budget for Leader's briefing
14.12.20	Community Services Committee to discuss their draft budget incl. charges for cemetery, allotments, markets etc and Council Strategy
18.12.20	RFO to produce a composite budget to include the recommendations of all relevant committees and sub committees
21.12.20	Receive Council Tax Base information from WBDC
23.12.20	Send draft budget to all members
07.01.21	Leader's Briefing
12.1.21	Draft budget to go out with P&R agenda for meeting on 18.1.21
18.01.21	P & R Committee considers draft budget and recommends precept to Council
26.1.21	Final budget/precept calculation to go out with Council agenda for meeting on 01.02.21
01.02.21	Council approves budget and Precept
02.02.21	RFO sends precept demand to WBDC

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2020/21

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Town Mayor's Report
7. The Leader's Report
8. The Chief Executive Officer's Report
9. Minutes from Committees

Other items of Business

Meeting Date	Item
June	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights
October	Citizens' Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council's ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2021/22 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2021/22, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list. Such suggestions should be submitted with as much detail as possible by Friday 6 November 2020
	Annual Review of Town Council Strategy
	Newbury BID Presentation
	Presentation from the organisers of the Black Lives Matter demonstration
January	2021/22 Precept
	Schedule of meetings for the municipal year 2021/22
	Update re VP Cafe
	Update re carbon reduction Plan
May	Nomination of Mayor Elect and Deputy Mayor Elect
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2021/2221 municipal year.
	To review the Council's link councillors with Schools and reports from Link Councillors
	To review the Council's representation on outside bodies for 2021/2022