

04 June 2019

To: All Members of Newbury Town Council

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 10 June 2019 at 7.30 pm**. The meeting is open to the press and public.

(Please note: prior to the meeting we will be taking a photograph of the full council, in robes, with the Town Council staff. Please assemble from 7.15 pm for this photograph.)

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**
Town Mayor
 - 3.1 **To approve** the minutes of a meeting of Newbury Town Council held on Monday 13 May 2019 (previously circulated). (Appendix 1)
 - 3.2 **To approve** the minutes of the Annual Meeting of Newbury Town Council held on Sunday 19 May 2019 (previously circulated). (Appendix 2)

4. **Questions and Petitions from Members of the Public**
Town Mayor/ Chief Executive Officer

5. **Members' Questions and Petitions**
Town Mayor/ Chief Executive Officer

Town Hall, Market Place, Newbury, RG14 5AA

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 @NewburyTC  NewburyTC

Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit

6. Notice of Motion:

Submitted by Councillor Martin Colston:

Council notes:

1. that the 'Special Report on Global Warming of 1.5°C', published by the Intergovernmental Panel on Climate Change in October 2018, (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector;
2. that all governments (national, regional and local) have a duty to act;
3. that strong policies to cut emissions also have associated health, wellbeing and economic benefits;
4. and that, recognising this, a growing number of UK local authorities have already passed 'Climate Emergency' motions;
5. and that, the UK Parliament has declared a Climate Emergency

Council therefore commits to:

1. Declare a 'Climate Emergency' that requires urgent action
2. Make the activities of Newbury Town Council carbon neutral by 2030, and ensure that the Council's strategic plan supports this objective
3. Set up a Climate Emergency Working Group of Members and Officers at this Full Council meeting. This new Working Group will answer to the Full Council, and should:
 - i) Recommend the steps the Council should take to develop a clear evidence-based and fully costed strategy to ensure the Council's activities are carbon neutral by 2030
 - ii) Recommend how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy
 - iii) Recommend the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
 - iv) Explore how NTC can support and promote a wider program of activities to help Newbury as a whole become more sustainable
 - v) Report back to the Policy & Resources Committee on 14th October 2019 to give a status update and likely timescales for the completion of the strategy development, together with outline budget implications. This report and any recommendations would then come before the Full Council on 21st October 2019.

7. Town Mayor's report (Appendix 3)

Town Mayor

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

8. Leader's report (Appendix 4)

Leader of the Council

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

9. Chief Executive Officer's report (Appendix 5)

Chief Executive Officer

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

10. Newbury Youth Council

Town Mayor

To receive a presentation/ update from the Junior Mayor and Junior Deputy Mayor.

11. Arrangements for Councillor Email Addresses (Appendix 6)

Town Mayor

To consider the report in Appendix 6 regarding options for Councillor email arrangements.

12. End of Year Statutory Accounts 2018/19 (Appendix 7)

Responsible Financial Officer

12.1 To receive the Annual Return (subject to external audit) for the financial year 2018/19 as attached at appendix 7.

12.2 To approve each individual paragraph (1-9) of the Annual Governance Statement as defined at Section 2 of the Annual Return

12.3 To adopt the accounts and **to authorise** the signing of the Annual Return (subject to external audit) by The Town Mayor in line with the regulatory requirement to sign the accounts by 30 June 2019.

To note that the external audit is planned to be undertaken by PKF Littlejohn and that the date for the exercise of electors' rights has been set as 12 June 2019. Following approval of the Annual return the appropriate legal notice with regard to public inspection will be displayed on the Town Hall notice board and published on the Council's website. The external audit may generate further amendments. The final Annual Return, including the Auditor's Certificate, is due for publication by 30 September 2019.

13. Committees

Town Mayor / Committee Chairpersons

To receive the minutes of meetings of the Town Council's Committees:

Planning & Highways	15 May 2019	(already circulated)
Planning & Highways (Draft)	03 June 2019	(already circulated)

14. Local Democracy Working Group

Chairman of Working Group

To receive an update on the Local Democracy Working Group

To review the terms of reference of the Local Democracy Working Group and if required, to appoint members to the Working group.

15. Forward Work Programme for Full Council meetings 2019/20 (Appendix 8)

Town Mayor

To note and agree any other items that Members resolve to add to the Forward Work Programme.

16. Exclusion of the Press and Public

Town Mayor

To move: 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 financial business to be transacted.

17. **Community Café and new Sports Changing Rooms for Victoria Park**
Town Mayor

To update all Members on the present position in relation to the proposed construction of a Community Café and new Sports Changing Rooms for Victoria Park

**MINUTES OF A MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 13 MAY 2019 AT 7.30 PM.**

PRESENT

Councillors Jeff Beck; Jeff Cant; Martin Colston; Jo Day; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Olivia Lewis; Pam Lusby Taylor; David Marsh; Stephen Masters; Vaughan Miller; Andy Moore; Gary Norman; Elizabeth O’Keeffe; Margo Payne (Town Mayor); Sarah Slack; Martha Vickers and Tony Vickers.

OFFICERS PRESENT

Hugh Peacocke – CEO
Gillian Durrant – Finance and Corporate Services Manager

56. APOLOGIES FOR ABSENCE

Councillors: Phil Barnett, Billy Drummond, Sue Farrant and Erik Pattenden.

57. DECLARATIONS OF ACCEPTANCE OF OFFICE

There were some outstanding declarations for members who were not present.

PROPOSED: Councillor Martin Colston
SECONDED: Councillor Martha Vickers

RESOLVED: To give any remaining Councillors until the 10 June to sign their declarations of acceptance of office.

58. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Chief Executive Officer declared that Councillors Jeff Beck, Jeff Cant, Stephen Masters, David Marsh, Andy Moore, 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.

59. MINUTES

PROPOSED: Councillor Jeff Beck
SECONDED: Councillor Elizabeth O’Keeffe

RESOLVED: That the minutes of a meeting of Newbury Town Council held on Monday 28 January 2019, be approved as a correct record and signed by the Town Mayor, with the exception of removing the word ‘voted’ from minute 55 regarding Julian Swift-Hook.

60. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

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

61. MEMBERS' QUESTIONS AND PETITIONS

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

62. TOWN MAYOR'S REPORT (Appendix 1.1)

The Town Mayor Councillor Margo Payne presented her report to the Council.

63. CHIEF EXECUTIVE OFFICER'S REPORT (Appendix 1.2)

The Chief Executive Officer's report was received and noted by the Council. Councillor Martha Vickers enquired about the number of entries received to date for Newbury in Bloom, and it was noted that there would be a push for entries before the closing date on 23 June. Councillor Elizabeth O'Keeffe commended the Council staff and the police for efficiently dealing with travellers in Victoria Park and the Mayor agreed that the Council owed a debt of gratitude to the staff that dealt with this situation so well.

64. COMMITTEES

The Minutes of the following meetings were received:

Civic Pride, Arts & Leisure	4 February 2019
Planning & Highways	11 February 2019
Community Services	25 February 2019
Planning & Highways	4 March 2019
Planning & Highways	25 March 2019
Planning & Highways	15 April 2019
Policy & Resources (Draft)	29 April 2019

65. NOMINATION OF MAYOR ELECT AND DEPUTY MAYOR ELECT FOR THE 2019/20 MUNICIPAL YEAR

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Jo Day

RESOLVED: That Councillor Elizabeth O'Keeffe is confirmed as Mayor Elect for the municipal year 2019/2020.

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Olivia Lewis

RESOLVED: That Councillor Billy Drummond is confirmed as Deputy Mayor Elect for the municipal year 2019/2020.

66. THE MAYOR'S CHARITY

PROPOSED: Councillor Elizabeth O'Keeffe

SECONDED: Councillor Vaughan Miller

RESOLVED: That the Council supports Time to Talk as the Mayor's Charity for 2019-2020.

67. ELECTION OF LEADER AND DEPUTY LEADER OF THE COUNCIL FOR THE 2019/2020 MUNICIPAL YEAR

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Gary Norman

RESOLVED: That Councillor Martin Colston is elected Leader of the Council for the municipal year 2019/2020.

Councillors Jeff Beck and Jeff Cant abstained

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Tony Vickers

RESOLVED: That Councillor Olivia Lewis is elected Deputy Leader of the Council for the municipal year 2019/2020.

Councillors Jeff Beck and Jeff Cant abstained.

68. LEADER'S STATEMENT TO THE COUNCIL (Appendix 1.3)

The Leader of the Council, Councillor Martin Colston, thanked the members for their vote of confidence in him and presented a statement to the Council. He listed the former Councillors from the last Council and thanked them for their work on behalf of the Council and the Community.

He then introduced the main strategic objectives of the new Council for its four years in office, as set out in the attached appendix.

69. VOTE OF THANKS TO FORMER MEMBERS OF THE COUNCIL

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Jo Day

RESOLVED: that this Council thanks the former Members for their service to the Council and the people of Newbury and that the Council sends a letter of thanks with the seal of the Council to each former member.

70. COMMITTEE / SUB-COMMITTEE SEAT ALLOCATION AND APPOINTMENTS TO COMMITTEES / SUB-COMMITTEES FOR 2019/2020 MUNICIPAL YEAR (Appendix 1.4)

The Council agreed that the seat allocations and membership of Committees and Sub-committees of the Council as shown on the appendix, be approved at the Annual meeting on 19 May 2019.

71. LINK COUNCILLORS FOR SCHOOLS FOR 2019/20 (Appendix 1.5)

The Council agreed the Link Councillors for schools, as shown on the appendix.

72. REPRESENTATION ON OUTSIDE BODIES FOR 2019/2020 (Appendix 1.6)

The Council agreed the representation on outside bodies, as shown on the appendix.

73. AMENDMENTS TO STANDING ORDERS

PROPOSED: Councillor Jeff Beck
SECONDED: Councillor Martin Colston

RESOLVED: To add a section to item 4 of Standing Orders regarding the role of the committee/subcommittee chairperson.

PROPOSED: Councillor Martin Colston
SECONDED: Councillor Andy Moore

RESOLVED: To amend item 16 of Standing Orders to accept written questions at meetings from members of the public as set out in the agenda papers.

74. CODE OF CONDUCT

The meeting considered a report which included proposals to make the Town Council's Code of conduct more in line with the West Berkshire District Council Code of Conduct. This was a recommendation from a recent report from the Committee on Standards in Public Life.

PROPOSED: Councillor Chris Foster
SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED: To amend the Council's Code of Conduct.

75. COUNCILLOR SURGERY

PROPOSED: Councillor Martin Colston
SECONDED: Councillor Jo Day

RESOLVED: To distribute the Councillor Surgery rota for the municipal year 2019/20 as drawn up by Councillor Martin Colston to Members for comment and action

76. WEST BERKSHIRE COUNCIL STANDARDS COMMITTEE

PROPOSED: Councillor Martin Colston
SECONDED: Councillor Martha Vickers

RESOLVED: that Councillors Elizabeth O'Keeffe and Roger Hunneman serve on the West Berkshire Council Governance and Ethics Committee and on the Advisory Panel.

77. FORWARD WORK PROGRAMME FOR FULL COUNCIL MEETINGS

The Council noted the Forward Work Programme.

**THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING
CLOSED AT 20.21 PM**

TOWN MAYOR: _____

DATE: _____

Mayor's Report Full Council 13th May 2019

Councillors,

Since the last Full Council on 28th January I have had 63 engagements in my diary.

These have been extremely varied, from meeting HRH the Duchess of Gloucester at West Berkshire Community Hospital to judging the Easter Paintings at Tesco whilst wearing Bunny ears! With so many I have chosen just a few to highlight.

I was delighted to 'unveil' the Blue Plaque marking the involvement the railway line through Newbury to Southampton had during the preparation for D Day and continuing the theme of D Day I recently attended the launch of the plans to re-enact the drive Gen. Eisenhower made to Newbury on the 5th June 1944.

I was delighted to present the Civic Awards at the Annual Town meeting, celebrating the achievements of those who go the extra mile for others both in personal circumstances and through charitable organisations and business.

I have attended a conference on Isolation and Loneliness and a conference on Dementia at which I was honoured to be a guest speaker sharing my own experiences in having a close relative with Alzheimer's.

I attended the Rotary Club dinner where I was invited to speak on the history of the Lady Mayors of Newbury and gave a talk at the Macular Society on the joy of being Mayor sharing several amusing incidents including posing with the Dulux Dog!

I have supported several local schools at both the Get Berkshire Active Winter Games at Bisham Abbey and the Crown Court Mock Trials in Reading. I also attended the very enjoyable production of Beauty and the Beast at Trinity School where my Granddaughter Evie had the joy of meeting 'Belle' afterwards declaring Belle was now her best friend for ever!

At the beginning of March I was fortunate to be able to represent the Town in Carcaixent Spain as we formalised the Twinning Agreement. Making my speech in Spanish was a challenge as it is not first in my foreign language abilities! Writing it out phonetically was a great help!

Before Easter I met a group of Students from our Twin Town in Eeklo and was delighted to manage a very short speech in Flemish welcoming them to Newbury.

Leading up to Easter I also had the fun of judging Easter Bonnets at St John's Pre School and joining the Willows school when they had a visit from musicians performing in this year's Spring Festival. I also had the honour to present an award to a volunteer from Fair Close Day Centre at the High Sheriff's Reception at Shaw House.

On Easter Saturday I started the Junior races on the Newbury stage of the Devizes Westminster it was a glorious morning and great fun to keep sounding the klaxon!

I have attended several AGM's for local Charities and enjoyed coffee and cake at numerous Charity Coffee mornings both in the Town Hall and around the town.

I had the pleasure of visiting Art exhibitions at Arlington Arts Greenham Control Tower and City Arts Attending the opening concert of the Newbury Spring Festival this weekend will be a wonderful experience and I still have a further 4 engagements after Full Council to fulfil before Mayor Making on the 19th May.

I wish my successor every joy in becoming Newbury's First Citizen and again say what an honour and a privilege it has been to serve the Town and Council over the last 4 years and particularly the wonderful 12 months as Mayor.

Margo Payne

Mayor of Newbury.

Meeting of Newbury Town Council, Monday 13 May 2019

Agenda Item 8: Chief Executive Officer's Report.

It has been a very busy period since the last meeting of the Council on 28 January, and we had a number of significant events on which I would like to report:

1. The Council's new Community Services Manager

Mr. David Ingram took up the post on Monday 4 February and has settled quickly into the role. David is a qualified surveyor, with extensive asset management experience in the public and private sectors and is bringing a fresh perspective to forward planning and strategy for the council. Since joining us, he has worked hard with our consultants to progress the Victoria Park development proposals (the Community Café and the sports changing rooms) and a planning application is now imminent.

2. End of the financial year 18/19

The end of the financial year is a busy time for our Finance and Corporate Services Manager, Gillian Durrant. The accounts have now been completed and the end of year report presented to the policy and resources Committee on 29 April. The Council is in a sound financial position, with consistently "clean bills of health", from both our internal and external auditors.

3. "Purdah"- the pre-election period

Since the District council gave notice of the Town Council elections on 15 March, we have been operating under restricted publicity during the pre-election period. This is now extended until the European Parliament elections on 23 March.

4. Travellers in Victoria Park

We experienced an unauthorised encampment of travellers in Victoria Park on the evening of 18 March. The Park was accessed from St. Mary's Road and about 20 caravans parked on the land. Officers called the police and we were quickly on the scene that night. The police did a fantastic job for us and the park was cleared by midday on 19 March. There was some damage to the football pitch and the expense of cleaning up after the travellers left. We have since installed a stronger padlock on the barrier at the St. Mary's end of the Park.

5. Newbury/ Britain in Bloom

We held a well-attended information evening for Newbury/ Britain in Bloom on 13 February. The judging route for Britain in Bloom is now fixed and our entry has been submitted. We expect to be assessed in July.

Newbury in Bloom is now underway and this year the campaign has 9 categories, as follows:

- School Garden
- Place of Worship Garden
- Public House/Restaurant/Small Business
- Allotment
- Almshouses
- Community Projects
- Public Buildings
- Street
- Canal Boat Floral Display

Closing date for entries is 23 June 2019 and the judging for the competition will take place week commencing 1 July 2019.

We are looking for volunteers for both campaigns and judges for Newbury in Bloom. If you would like to know more and/or get involved, please contact our Community Services Manager, David Ingram.

6. The Annual Civic Awards

The 2019 Newbury Town Civic Award, the Newbury Town Young Persons Civic Award and the Newbury Town Business Civic Award were presented at the Annual Town Meeting of Newbury Town Council on Monday 18 March 2019 by the Mayor of Newbury, Cllr Margo Payne. The awards recognise the town's unsung heroes, those people who have made an exceptional contribution to our community on a voluntary basis.

Terry & Maureen Dummett were presented with the Black Horse trophy as the winner of The Newbury Town Civic Award 2019 in recognition of their contribution to the community in Wash Common over the past 30 years.

The Newbury Weekly News received the Business Civic Award and the winner of the Newbury Town Young Persons Civic Award, was Lily-May Fisher who is a young carer for her mum.

7. The Annual Town Meeting

All local councils are required to hold an annual parish meeting between March and June. The meeting is called by the Town Mayor and all Town Council electors may propose matters for consideration. There is no set agenda- this meeting should not be confused with the Annual meeting of the Council (Mayor Making).

This year we had a presentation from Great Western Rail on the proposed upgrades to the railway stations in the Town Centre and at the Racecourse, which was very interesting and attracted a reasonable attendance.

8. The Annual Community Clean

Newbury residents joined Newbury Town Councillors and Officers for our Annual Community Clean Litter Pick on Saturday 23 March. The Clean-up took place at 5 locations: the Riverside Community Centre, Northcroft, City Playground, Falkland Memorial and a section of the footpath next to the A339 at the Retail Park. We had a good turnout and filled 100 rubbish bags with discarded waste or recycling items.

McDonalds in Northbrook Street supplied litter picks and along with McDonalds in the Retail Park disposed of most of the litter collected on the day. We are grateful to the volunteers - the real civic heroes - who donned gloves and wielded litter pickers, and worked very hard for the benefit of the Community.

Other event and news which I would like to bring to your notice:

Ongoing Town Hall refurbishments

The Town Hall is one of the Council's most important assets and is a Grade 2 listed building strategically located in the town centre. The Council is rightfully proud of the building and the role it plays in the life of our town. It is an objective in the Council's Strategy that we work to *promote the use and enjoyment of the Town Hall for all of the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc.*

Since the last meeting we have fitted new carpet on the civic staircase and landings, which has been well received by all.

Visitor Information Point in Newbury Library

A new Visitor Information Point has been installed at Newbury Library. This easy to use device has a large touch-screen with information about places to stay and eat locally, together with links to travel websites for bus, coach and train companies and local events. The screen also includes a map of the Town Centre and a weather forecast.

The Town Council funded the information point, as part of its wider commitment to provide a helpful service for visitors to the town. The information point has been placed in the Library, with support from West Berkshire Council, given its proximity to the new bus station and its Saturday opening hours.

Victoria Park Family Day

We will be holding our Victoria Park Family Day on Sunday 23 June 2019.

The family Day is now an annual event in the Council's calendar, following the success of the 2 previous years.

We use it to showcase all that we have to offer in the Park and the event includes:

- Free tennis coaching sessions with our coaches National Tennis Association
- Bowls Club 'look around'
- Face Painting
- Falconry Displays
- Punch & Judy shows
- Music & entertainment on the Bandstand
- Fire engine display

The event is from 12 noon – p.m. and we need as many volunteers as possible to help, between around 11:30 and p.m.

If you would like to help out, even if it's just an hour that would help a lot, please contact Caroline Edmunds in Community Services.

“Welcome to Victoria Park” signs

As part of the continued investment in Victoria Park, new 'welcome' signs have been installed at the three main entrances outlining all the facilities on offer to the community.

Hugh Peacocke
Chief Executive Officer
10 May 2019.

Leader's Statement to Council, 13 May 2019

- Thank you Madam Mayor, and good evening everyone
- Thank you to my fellow councillors for your vote of confidence in me and Councillor Lewis. In common with almost half the council, we are first-time councillors, and so have a lot to learn. But what we lack in experience as councillors we will more than make up for in commitment and enthusiasm; and we are fortunate to have several returning councillors in our number who will be sharing their expertise and providing support. So we hope you will forgive any short term inadvertent errors in protocol or current lack of detailed knowledge in some areas. And in this spirit, I want to clarify that the apologies for absence for tonight's meeting from some of my colleagues are not a reflection of lack of commitment, rather they are as a result of holidays or work commitments booked well before the election, or clashes with WBDC training.
- I know the Mayor will shortly be proposing a vote of thanks for the outgoing members of Newbury Town Council, but before she does I would like to run through them all individually: (see attached list)
- The Liberal Democrats are very proud to win back control of Newbury Town Council, and we thank the voters for putting their trust in us. We see our large majority as a mandate to pursue the core themes of the manifesto we all campaigned on:
 - A greener West Berkshire,
 - Protecting the most vulnerable,
 - Investing in you and your families, and
 - Supporting our communities
- Over the coming weeks we will expand on the details of our plans for the next 4 years so I can't give you firm commitments today. Instead I would like to give you a flavour of the intentions and aspirations that will inform our detailed planning.
- We will look to work constructively with our colleagues from the Conservative and Green parties, and other suitable partners to deliver on the plans.
- On sustainability, will aim to deliver a greener Newbury.
 - We as Lib Dems are very aware of the climate emergency. We will be putting together a working group to recommend the evidence-based steps that Newbury Town Council can and should be taking in order to combat climate change and support biodiversity in our area; and how these should best be incorporated into the Newbury Town Council Strategy and the Newbury Town Design Statement.
 - We are proud that it was the Lib Dems who installed solar panels on the roof of this town hall back in 2006/7, and we will look at options to increase the number of panels and potentially upgrade the existing ones to be more efficient. And we will investigate other renewable energy options for other council land and buildings.

- We will examine ways of making the Council carbon neutral by 2030, and look for inspiration and advice to bodies such as the EU Covenant of Mayors for Climate and Energy, and other local councils.
- We will look at ways we can actively encourage and support local recycling and refillables groups, and what we can do to accelerate other initiatives in Newbury to refuse, reduce, re-use and recycle.
- In order to protect the most vulnerable we will look to establish
 - A detached youth worker scheme
 - A Handyman service for the elderly and vulnerable, and
 - We will develop a plan to become Dementia Friendly
- We will invest in our local council assets for the families of Newbury by
 - Delivering the planned Café and changing rooms in Victoria Park, and
 - Looking to fund a Park warden

And we will be supporting Newbury and Britain in Bloom

- To better support our local communities, we aim to
 - actively seek the views of our constituents through local surgeries or area forums, possibly in conjunction with WBDC, and to
 - develop closer links with the Newbury BID team
- Looking to the future of this Council, we plan to re-invigorate the Newbury Youth Council which was originally set up by Councillor Martha Vickers, and promote getting more young women involved in politics, which is a subject close to Councillor Lewis' heart.
- We are fully aware that the outgoing council has recently approved the budget and plan for the coming year, and that there is only limited scope within the budget to immediately fund some of our plans. There is however one area of potential funding over and above the current budget, and that is from Section 106 and the Community Infrastructure Levy.
 - WBDC have levied £1.4 million on the Racecourse development, and NTC has already applied for grants totalling almost £300K for the Victoria Park café and changing room project. We will be pushing for a rapid response from WBDC on this application.
 - WBDC have issued CIL liability notices totalling £4.4 million on developments in our parish, and, once collected, 15% of those funds are payable to NTC. £3.75 million of these CIL liabilities are still to be collected; and that would deliver around £ ½ mio to NTC. We will be pushing for WBDC to collect these CIL liabilities urgently so that we can put those funds to good use to deliver on the Town Council vision of making Newbury a better place to live, work and visit.
- We are looking forward to fleshing out our plans, working hard and demanding better for the people of Newbury.
- Thank you very much.

Councillor Martin Colston, Leader, Newbury Town Council.

NEWBURY TOWN COUNCIL

COMMITTEE AND SUBCOMMITTEE COMPOSITION 2019/20

Total number of members: 23

Lib-Dems: 19 Conservatives: 2 Greens: 2

Total Committee places to be filled: 60

Proportional allocation: Lib-Dems: 82% (50 Places), Conservatives: 9% (5 Places),
Greens: 9% (5 Places)

	POLICY & RESOURCES	PLANNING & HIGHWAYS	COMMUNITY SERVICES	CIVIC PRIDE, ARTS & LEISURE	STAFF	GRANTS	Totals														
	12 Members 6 Subs	12 Members 6 Subs	12 Members 6 Subs	12 Members 6 Subs	6 Members 4 Subs	6 Members 4 Subs															
Political balance	10/1/1	10/1/1	10/1/1	10/1/1	5/1	5/1	50/5/5														
1.	Martin Colston (C)	Tony Vickers	Olivia Lewis	Jo Day	Martin Colston (C)	Gary Norman															
2.	Olivia Lewis (V-C)	Gary Norman	Martha Vickers	Sarah Slack	Olivia Lewis	David Marsh															
3.	Sue Farrant	Pam Lusby Taylor	Martin Colston	Martin Colston	Elizabeth O'Keeffe	Martha Vickers															
4.	Elizabeth O'Keeffe	Phil Barnett	Chris Foster	Olivia Lewis (DL)	Andy Moore	Billy Drummond															
5.	Tony Vickers	Vaughan Miller	Jo Day	Nigel Foot	Vaughan Miller	Olivia Lewis															
6.	Vaughan Miller	Chris Foster	Jon Gage	Sue Farrant	Jeff Beck	Martin Colston															
7.	Pam Lusby-Taylor	Nigel Foot	Billy Drummond	Gary Norman																	
8.	Jo Day	Jon Gage	Nigel Foot	Billy Drummond																	
9.	Erik Pattenden	Roger Hunnemann	Sarah Slack	Erik Pattenden																	
10.	Jon Gage	Andy Moore	Roger Hunnemann	Phil Barnett																	
11.	Jeff Cant	Jeff Beck	Jeff Beck	Jeff Cant																	
12.	Stephen Masters	Stephen Masters	David Marsh	David Marsh																	
	12	12	12	12	6	6	60														
NAMED SUBS	Martha Vickers	Martha Vickers	Sue Farrant	Martha Vickers	Billy Drummond	Jon Gage															
	Sarah Slack	Billy Drummond	Vaughan Miller	Chris Foster	Nigel Foot	Andy Moore															
	Gary Norman	Martin Colston	Erik Pattenden	Elizabeth O'Keeffe	Sarah Slack	Stephen Masters															
	Roger Hunnemann	Jo Day	Tony Vickers	Pam Lusby Taylor	Jeff Cant	Jeff Cant															
	David Marsh	David Marsh	Stephen Masters	Stephen Masters																	
	Jeff Beck	Jeff Cant	Jeff Cant	Jeff Beck																	
Group	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G
%	82	9	9	82	9	9	82	9	9	82	9	9	83	17	0	83	0	17	83	8	8

Town Council Link Councillors for Schools 2019-20

School	Link Councillor/Representative
Falkland Primary School	Chris Foster
Fir Tree Primary School and Nursery	Pam Lusby Taylor *
John Rankin Infant and Nursery / Junior Schools	Sarah Slack
Park House School	Tony Vickers
Robert Sandilands Primary School and Nursery	Erik Pattenden
St Bartholomew's School Foundation Trust	Sarah Slack
St John The Evangelist Infant and Nursery School	Martin Colston
St Joseph's Catholic Primary School	Elizabeth O'Keeffe
St Nicolas Church of England School	Nigel Foot
Speenhamland Primary School	Jo Day
Trinity School	Jeff beck
Victoria Park Nursery School	Martha Vickers
The Willows	Billy Drummond
The Winchcombe School	Stephen Masters

**NEWBURY TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES
FOR MUNICIPAL YEAR 2019-2020**

Ref	Outside Body	Representative
1.	Newbury Twin Town Association	Town Mayor and Deputy Town Mayor or a nominated substitute: Elizabeth O'Keeffe, Billy Drummond
2.	Carnival Committee	Billy Drummond
3.	NYC Link Councillors	Elizabeth O'Keeffe, Olivia Lewis, Martha Vickers, Chris Foster, Vaughan Miller, Jo Day & Sarah Slack
4.	Wash Common Community Association	Tony Vickers
5.	Time to Talk Management Committee	Billy Drummond
6.	West Berks Citizens' Advice- Trustee	Sarah Slack
7.	Age UK, Newbury	Vera Barnett
8.	Volunteer Centre West Berkshire	Andy Moore
9.	St Bartholomew's School Foundation	Nigel Foot
10.	Newbury Almshouse Trust	Martha Vickers / Sue Farrant
11.	Greenham & Crookham Commons Commission	Roger Hunnemann / Billy Drummond
12.	Berkshire Association of Local Councils (and NALC / WBDALC)	Leader of the Council: Martin Colston
13.	Spring Festival Committee	Chairperson of Civic Pride, Arts & Leisure Committee: Jo Day
14.	Community Youth Project (Greenham Community Centre)	Olivia Lewis, Jon Gage.
15.	River Lambourn HLF Project	Chris Foster
16.	West Berkshire Heritage Forum	Gary Norman
17.	Disability External Scrutiny Board Observers	1
18.	Clay Hill Residents Association	Pam Lusby Taylor
19.	BID Board	Hugh Peacocke
20.	BID Sub-Groups: Finance Operations Marketing Christmas & Events Car Parking	Martin Colston <i>Check with BID</i> Community Services Officer (+ 1 from each pool) 2 (Never meets) Community Services Officer (+ 1 from each pool) 1 from each pool (Never meets)
21.	Friends of West Berkshire Museum	Nigel Foot
22.	Newbury Library	Olivia Lewis, Erik Pattenden, Martha Vickers <i>Other members: Paul James, Felicity Harrison, (WBC), Hugh Peacocke/ David Ingram (NTC)</i>
23.	Wash Common Community Library	Roger Hunnemann

In each and every case, the relationship between the Council and the Outside Body is different. It is up to each representative (working with other representatives if relevant) to decide the importance and relevance of a report to the Council and act accordingly.

NEWBURY TOWN COUNCIL**ANNUAL MEETING**

**MINUTES OF THE ANNUAL MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE CORN EXCHANGE, MARKET PLACE, NEWBURY
ON SUNDAY 19 MAY 2019 AT 10.00 AM.**

PRESENT

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

PRESIDING UNTIL ELECTION OF MAYOR

Margo Payne, Town Mayor

PRE-MEETING ITEMS**A. RETIRING MAYOR’S REPORT**

Margo Payne gave a report on her year as Town Mayor and the official record of her year is appended to these minutes.

B. VOTE OF THANKS

Councillor Jeff Beck replied with a speech of thanks to the outgoing Mayor, thanking her for her work and achievements during the last municipal year.

MAIN AGENDA**1. ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2019/20**

It was proposed by Councillor by Councillor Martha Vickers and seconded by Councillor Jo Day that Councillor Elizabeth O’Keeffe be elected Town Mayor. There were no other nominations.

RESOLVED: That Councillor Elizabeth O’Keeffe be elected Town Mayor for the 2019/20 municipal year.

2. DECLARATION OF ACCEPTANCE OF OFFICE AND TOWN MAYOR’S ANNOUNCEMENTS

Councillor Elizabeth O’Keeffe completed her Declaration of Acceptance of Office and announced that Mr. John Gardner would be her consort for her Mayoral year and that Fr. Bruce Barnes would be the Mayor’s Chaplain.

The Chief Executive Officer conveyed a message of congratulations to the incoming Mayor, received from the Corps of Royal Engineers, freemen of the Town.

3. ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2019/20

It was proposed by Councillor Martin Colston and seconded by Councillor Olivia Lewis that Councillor Billy Drummond be elected Deputy Town Mayor. There were no other nominations.

RESOLVED: That Councillor Billy Drummond be elected Deputy Town Mayor for the 2019/20 municipal year.

4. DECLARATION OF ACCEPTANCE OF OFFICE AND DEPUTY TOWN MAYOR'S ANNOUNCEMENTS

Councillor Billy Drummond completed his declaration of acceptance of office.

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Roger Hunneman and Vaughan Miller.

6. THE GENERAL POWER OF COMPETENCE.

The Chief Executive Officer's report had been circulated to Members and published on the Council's website. It set out the requirements for exercising this Power and the benefits to the Council.

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Olivia Lewis

RESOLVED: that the Council meets the conditions required to exercise the General Power of Competence.

7. COUNCIL COMMITTEES FOR 2019/20 MUNICIPAL YEAR

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Olivia Lewis

RESOLVED: That the Committee and Sub-Committee structure for the municipal year 2019/20, will be as that agreed at the Full Council meeting of 13 May 2019.

THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING CLOSED AT 11.25 AM

TOWN MAYOR

Mayors Report Full Council 10th June 2019

I would like to thank all those who attended Mayor Making friends, relatives of us all, fellow councillors and the Civic team. You all contributed to it being a memorable day. A special thank you to the Civic Manager and CEO for their organisation given that it was a new administration and there was not a mayor elect. I have been struck by the number of people who have commented on the Civic Ceremony. The people of Newbury clearly value the tradition and were proud to be part of it.

I have attended the following events: -

1. Catenian Annual Fund-Raising Dinner Newbury College.
2. Newbury Spring Festival Closing Concert, Bournemouth Symphony Orchestra.
3. Roc 10K Race
4. Iftar celebration at Newbury Mosque.
5. Charity Coffee Morning – Berkshire Grandparents Support Group

The Deputy Mayor attended the official opening of The Regus Site in Newbury.

Since taking on the role I have become very aware of the importance local charities, business, schools and other organisations attach to the mayor attending their events.

I will just highlight a few points from the engagements. We had a delicious meal at Newbury College prepared and served by students all of whom are hoping to find work in the area. The restaurant is open on Wednesday and Friday lunch times and Thursday evening. I whole heartedly recommend it.

The Spring Festival was wonderful and a delight to see many of our councillors in the choir.

The Roc 10K involves hundreds of people from all age groups from under 5 to plus plus. Thanks to Newbury Athletics Club and Roc Technology. Lovely to see all the tots running and the determination of teenagers.

I have been attending Iftar celebrations for many years I know the mosque were very happy to have so many councillors attending this year. We were given an informative talk, supper and little gifts.

The coffee morning was of course the first I attended as Mayor. I must say this one had the most scrumptious cakes. Please do drop in for coffee/tea and cake whenever one is on and encourage friends and family. All these events are raising funds for our local charities.

I will be arranging 2 or 3 coffee mornings look out for dates and get out your cake recipes. There will be other funding raising events any suggestions welcome. Keep in mind Mayors Drive on July 3rd. drivers needed.

Elizabeth O'Keeffe.

Mayor of Newbury.

NTC Leader's Report – 10th June 2019

It's amazing to think it's now only 6 weeks since we were all elected, and only 4 weeks since our first Full Council meeting. For many of us it's been a steep learning curve, but I'm pleased to report that business is in full swing, ably supported by our excellent team of officers.

Since the last Full Council we have elected our new Mayor and Deputy Mayor, successfully run 2 Planning & Highways Committee meetings, run our first few Saturday surgeries on the Town Hall steps, and had our first councillor training session. And by 22nd July we will have been through our first full cycle of all committee meetings and should all have our feet firmly under the table by then.

Last week, together with our CEO, I met with Laurie Cann and Alastair Chapman from the Newbury BID team. We had a very positive meeting and I'm confident that we'll be working and collaborating closely with them over the next 4 years to help ensure our town centre thrives.

Victoria Park was assessed for Green Flag Status on 25 May - this is similar to the Blue Flag, but for parks, instead of beaches. The park looked great on the day, and I would like to thank to our Community Services Manager, our Grounds Maintenance Officer and Continental Landscapes. The results of the assessment will be announced in Mid-July and we are hopeful that we have achieved the required standard.

As you know we are supporting Newbury in Bloom and are actively recruiting entrants into several categories, with the best areas going forward to Britain in Bloom. The likely participation is looking very encouraging at this stage. Entry closes on 23 June and I would encourage Members to publicise this so we can ensure a great showing from Newbury.

In collaboration with West Berkshire Council we have just installed a Welcome to Newbury sign by the bus station, which will be seen by all those who arrive by bus and then visit the library or walk into the Market Square.

I would like to remind everyone that we are supporting a Family Day in Victoria Park on 23rd June, and encourage Members to attend, and help out too if possible.

Lastly, I would like to report that my Liberal Democrat Group has completed the first stage of our strategic planning for the next 4 years and will be bringing our ideas forward at the upcoming committee and full council meetings. The first of these is the Climate Emergency motion that we will be discussing later in this meeting.

I feel we have made a solid start, and look forward to us all working together productively over the next 4 years.

Martin Colston
Leader, Newbury Town Council
10th June 2019

Meeting of Newbury Town Council, Monday 10 June 2019**Agenda Item 9: Chief Executive Officer's Report.**

It has been a very busy time since the Town Council Elections on 2 May, and following the results of the election a number of administrative and regulatory matters had to be processed and completed.

There was a huge change in the membership of the Council, with only 4 members from the previous Council now serving on the Council. As you know, there was also a huge change in the political make-up of the Council. Nevertheless, with the goodwill, support, understanding and co-operation of all the Members, everything has been going to plan.

On the legalities:

- all of the members have completed their declarations of office and had done so before participating in any official Council business
- All of the members completed and returned their Register of interests forms by the due date, 4 June 2019
- All of the members have applied for the relevant dispensations in respect of Town Council business and, where required, District Council business.

We have received all contact details required and the website and other relevant notices have been amended. We are working on Members' pictures and having these incorporated into the list of members and we expect to complete this imminently.

We ran a Member induction/ introduction event in the Town Hall on the afternoon of 9th May which was very well attended and for which we received very positive feedback.

Outside training providers have also been arranged to provide training on the 6th and 13th June in the Town Hall and this has been very well supported.

All of our new Committees and sub-committees, as well as appointments to outside bodies and link Councillors have been completed and are up and running (Planning and Highways Committee has already met twice). The Saturday Surgery Rota (Councillors on the Steps) has also been arranged and is now up and running. Again, our thanks to the Leader and members for the efficient way in which all of this business has been transacted.

Purdah, the pre-election period, with consequent limitations on publicity, was exceptionally long this time around, as it was extended because of the elections to the European Parliament on 23 May. "Normal service" has now resumed and Press releases and newsletters should now appear more regularly.

Hugh Peacocke
Chief Executive Officer
4 June 2019.

Newbury Town Council

Public Report to Full Council 10 June 2019

Agenda Item No 11: Town Council Email Addresses for Councillors

Background

Following the introduction of GDPR last year, Town Councils are being advised to provide email addresses for their councillors for the following reasons:

- It would give the Town Council full control over Councillor emails, allowing the Council to retain the emails should Councillor leave for any reason.
- The Council and Councillors can share calendars for meeting/working group schedules.
- It would be GDPR compliant, with the email only able to be accessed by Councillors (with the option to revoke or change the password as per policy should it be needed).
- Important data can be kept in one place with Exchange archiving, large mailboxes, and retention policies.
- Each Exchange account would be backed up and protected.
- Mail shared with Councillors will become secure (effectively the email doesn't leave the Town Hall until the Member logs on and retrieves the data.)
- It will reduce the risk of confusion between a Councillor's private emails and those dealing with council business.
- There would be no problem sending large files by email.

Objective

The Council's objective is to make email exchanges with Councillors more secure, effective and productive.

Options

1 Currently each Town Councillor uses their own email (or occasionally the West Berkshire Council's email) to correspond with the Council. This does not cost the Council anything, but leaves us more vulnerable to hackers. The current system gives us no control over the information sent out, how it is received and no way to share calendars. There is also the added risk that Council emails become mixed up or confused with personal emails.

2 Our IT provider has quoted £2,255 to purchase 23 additional @newbury.gov.uk email addresses. These emails would be styled as CllrJ.Bloggs@newbury.gov.uk. This would be a one-off cost and the emails would be ours thereafter, with all the benefits listed above. The emails would have unlimited storage and we would have control over the emails, for example after elections we can reallocate email addresses. In addition to this one-off cost there is an annual email security charge of £690. NTC emails would then be accessible on any device belonging to the Councillor. This would all be supported by our IT provider. This would also reduce the risk of emails being sent to the wrong address.

The emails would appear in the inboxes of councillors, i.e. there would be no requirement to use a password to access the emails.

3 We could hire the email addresses at a cost of 80p per address per month, i.e. £220.80 per annum through a company such as Zoho, though the Council would not own the names. There would only be 5 GB of storage for each address, and we would not be able to share our calendars with councillors. Emails can only be accessed through a third party website with a password. We should then purchase annual email security for each email address, which would cost approximately £1,035 per annum, but this would not be supported by our IT provider. The email security would need to be installed individually by or

for each councillor on the single piece of equipment they wish to receive their NTC emails on.

4 We could hire the email addresses for £3.80 per month per address, i.e. £1,048.80 per annum from Microsoft, which gives 50 GB of storage per address, and integrates with our IT, meaning we can share calendars with councillors. Councillors can arrange to download these to a device, or view them through a password protected web access. Emails can only be accessed through a third party website with a password. We should then purchase annual email security for each email address, which would cost approximately £1,035 per annum, but this would not be supported by our IT provider. The email security would need to be installed individually by or for each councillor on the single piece of equipment they wish to receive their NTC emails on.

Financial and Legal implications

There is an extra budget of £2,000 in 2019/20 to provide email addresses, which is insufficient for options 2 and 4. In both these cases additional amounts of £945 or £84 are required, which could come from the P&R Projects Fund. If the email addresses are not bought outright there will be an annual charge for the foreseeable future which would need to be budgeted for, (£1,255 for option 3 and £2,083 for option 4) and this cost will probably increase over the years. If the email addresses are bought outright, there would only be an ongoing cost of £690 for email security, and this can be added to the IT budget for 2020/21.

Reference to Council Strategy, where relevant

The Council is committed to exercising good governance and best practice and to *embrace technological advances to progress smarter working methods, where feasible, in order to reduce waste and be more efficient*

Equality and Diversity impacts

No equality and diversity impacts

Consultation:

Quotes were sought from a number of IT providers, including our current provider, and internet based email providers.

Recommendation(s)

The recommended option, based on the above information is option number 2. The excess cost of £945 over the £2,000 budgeted in 2019/20 could be taken from the P&R Committee Projects fund (£9,000 this year). The Council would then own the email addresses, there would be cost savings going forward, the Council would be fully GDPR compliant and Councillors would have a more efficient way to manage their emails and appointments.

Signed: Gillian Durrant, Finance and Corporate Services Manager
With assistance from Tony Hiller, Corporate Services Officer

23 May 2019

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

Newbury Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	Not applicable	Not exempt	
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

23/10/2018 11/02/2019 02/05/2019

Name of person who carried out the internal audit

Nigel Archer for AUDITING SOLUTIONS Ltd

Signature of person who carried out the internal audit

N. J. Archer

Date

02/05/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Newbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We 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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We 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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We 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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. 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.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/06/2019

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman	X	SIGNATURE REQUIRED	X
Clerk	X	SIGNATURE REQUIRED	X

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.newbury.gov.uk

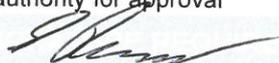
Section 2 – Accounting Statements 2018/19 for

Newbury Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	790,344	892,819	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,019,435	1,043,032	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	RESTATE D 366,963	241,682	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	403,762	396,623	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	5,619	5,344	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	874,542	821,186	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	892,819	954,380	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	888,597	1,003,996	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,987,779	6,034,284	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	7,500	2,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

10/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

10/06/2019

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved



SIGNATURE REQUIRED



Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Newbury Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2019/20

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' Report
8. The Chief Executive Officer's Report
9. Minutes from Committees

Other items of Business

Meeting Date	Item
October 2019	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 2019/20 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 2019/20, 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 16 November 2018.
	Annual Review of Town Council Strategy
	Newbury BID Presentation
January 2020	2020/21 Precept
	Schedule of meetings for the municipal year 2020/21
May 2020	Nomination of Mayor Elect and Deputy Mayor Elect
	Election of Leader and Deputy Leader of the Council
	<ul style="list-style-type: none"> • To confirm the number of seats on each Committee and sub-committee and the number to be allocated to each political party on each Committee and Sub-Committee. • To make any amendments to standing orders which might be required from the above. • To nominate the membership of each Committee / Sub-Committee for the 2019/2020 municipal year.
	To review the Council's link councillors with Schools
	To review the Council's representation on outside bodies for 2019/ 20.