

8 May 2019

To: All Members of Newbury Town Council

Dear Councillor

You are required to attend a meeting of **Newbury Town Council** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 13 May 2019 at 7.30 pm.**

The meeting is open to the press and the public.

A briefing for the annual meeting of the Council (Mayor Making) will precede the meeting at 7:00 pm.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence

Chief Executive Officer

2. Declarations of Acceptance of Office

Chief Executive Officer

2.1 To receive confirmation from the Chief Executive Officer that all those present have made a valid declaration of acceptance of office.

2.2 To agree deadlines for any remaining declarations of acceptance of office still to be executed.

3. Declarations of interest and dispensations

Town Mayor / Executive Officer

To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

4. Minutes (Appendix 1).

Town Mayor

To approve the minutes of a meeting of Newbury Town Council held on Monday 28 January 2019

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

✉ towncouncil@newbury.gov.uk

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5. Questions and petitions from members of the public

Town Mayor / Chief Executive Officer

6. Members' questions and petitions

Town Mayor / Chief Executive Officer

7. Town Mayor's Report

Town Mayor

8. Chief Executive Officer's Report

Chief Executive Officer

9. Committees

Town Mayor / Committee Chairpersons

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

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

To note that the draft minutes of the Annual Town Meeting of 18 March 2019 have been circulated.

10. Nomination of Mayor Elect and Deputy Mayor Elect for the 2019/2020 municipal year

Town Mayor

To resolve the Council's nominees for Mayor Elect and Deputy Mayor Elect for the 2019/2020 municipal year.

11. The Mayor's Charity

Mayor Elect

To resolve that the Council supports the Mayor's Charity for 2019-2020

12. Election of Leader and Deputy Leader of the Council for the 2019/2020 municipal year

Town Mayor

To elect the Leader and Deputy Leader of the Council for the 2019/2020 municipal year.

13. Leader's Statement to the Council

Leader of the Council

14. Vote of Thanks to former Members of the Council

Town Mayor

To resolve 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.

15. Committee / Sub-Committee seat allocation for the 2019/2020 municipal year (Appendix 2)

Town Mayor

To confirm the number of seats to be allocated to each political party on each Committee and Sub-Committee, in line with Standing Orders.

16. Committees / Sub-Committees for 2019/2020 municipal year (Appendix 2)

Town Mayor

To agree the membership of each Committee / Sub-Committee for the 2019/2020 municipal year. Proposed membership is attached at Appendix 2.

Standing Order 4.1 (a) states that the Council may not appoint any Member of the Committee so as to hold office later than the next Annual Meeting, so what is agreed at this meeting will need to be ratified at the Annual Meeting of the Council on 19 May 2019.

17. School Link Councillors for 2019/2020 (Appendix 3)

Town Mayor

To review the Council's representation on School Governing bodies for 2019/20.

18. Representation on Outside Bodies for 2019/2020 (Appendix 4)

Town Mayor

To review the Council's representation on outside bodies for 2019/2020.

19. Amendments to Standing Orders

Town Mayor

To resolve to vary Standing Orders as listed in the attached report to address the following matters:

- 19.1 The Role of Chairman (**Appendix 5.1**)
- 19.2 To allow written questions from Members of the public (**Appendix 5.2**)
- 19.3 To agree any amendments required to appoint Committees and sub-committees of the Council.

20. Code of Conduct (Appendix 6)

Town Mayor

To adopt the Code of Conduct for members of Newbury Town Council.

21. Councillor Surgery (Appendix 7)

Town Mayor

To agree the Councillor Surgery rota for the municipal year 2019/20

22. West Berkshire Council Standards Committee (Appendix 8)

Town Mayor

To consider any nominations (to be submitted by 29 May 2015) from Newbury Town Council to serve on the West Berkshire Council Governance and Ethics Committee and on the Advisory Panel for same.

23. Forward Work Programme for Full Council meetings 2019/20 (Appendix 9)

Town Mayor

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

**MINUTES OF A MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 28 JANUARY 2019 AT 7.30 PM.**

PRESENT

Councillors Howard Bairstow; Jeff Beck; Jeanette Clifford; Lynne Doherty; Adrian Edwards; David Fenn; David Fish; James Frederickson; Mike Johnston; Elizabeth O’Keeffe; Margo Payne (Town Mayor); Anthony Pick; Kuldip Singh Kang; Tony Stretton; Julian Swift-Hook and Martha Vickers.

OFFICERS PRESENT

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

39. LONG SERVICE AWARDS

The Mayor presented long service awards to the following staff and honoraria

- A) To Ian Campbell for 10 years’ service as Mayor’s Attendant.
- B) To Dave Stubbs for 20 years’ service as Town Marshal.
- C) To Brian Sylvester for 20 years’ service as Town Crier and
- D) To Rod Thomason for 25 years’ service as Mace Bearer.

The Civic Manager thanked the Civic staff for their many years’ service and willingness to volunteer when needed.

40. APOLOGIES FOR ABSENCE

Councillors: Jo Day, Miles Evans, John Gardner, Sarah Greenall and David Goff

Absent: Councillors Arthur Johnson and Andrew Steel

41. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors Howard Bairstow, Jeff Beck, Jeanette Clifford, Lynne Doherty, Adrian Edwards, and Anthony Pick 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.

All members have a dispensation to discuss the budget and Town Council precept.

42. MINUTES

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Anthony Pick

RESOLVED: That the minutes of a meeting of Newbury Town Council held on Monday 29 October 2018, be approved as a correct record and signed by the Town Mayor.

43. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

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

44. MEMBERS' QUESTIONS AND PETITIONS

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

45. TOWN MAYOR'S REPORT

The Town Mayor's report was received and noted by the Council.
The meeting noted that the Council's Annual Meeting had been changed from Sunday 12 May to Sunday 19 May 2019.

46. LEADER'S REPORT

The Leader's report was received and noted by the Council.

47. CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer's report was received and noted by the Council.

48. 2019/2020 BUDGET AND PRECEPT

PROPOSED: Councillor Adrian Edwards

SECONDED: Councillor David Fenn

RESOLVED: To adopt the budget for Financial Year 2019/2020 and raise a precept of £1,024,983 for the year.

Councillors Julian Swift-Hook, Martha Vickers and Elizabeth O'Keeffe abstained from the vote.

PROPOSED: Councillor Kuldip Singh Kang

SECONDED: Councillor Jeff Beck

RESOLVED: That a leaflet explaining to the public how the precept is to be used during 2019/2020 is produced, with that leaflet to be distributed to each household in Newbury, along with an Annual report from the Council and published on the Council's website.

Councillors Julian Swift-Hook, Martha Vickers and Elizabeth O'Keeffe abstained from the vote.

49. COMMITTEES

The Minutes of the following meetings were received:

Planning & Highways	22 October 2018
Planning & Highways	05 November 2018
Civic Pride, Arts & Leisure (draft)	19 November 2018

Planning & Highways	03 December 2018
Community services (draft)	10 December 2018
Planning & Highways (draft)	02 January 2019
Policy & Resources (draft)	14 January 2019

Cllr Swift-Hook pointed out that most of these minutes are only in draft and queried whether they should be received by Council. The Mayor, Cllr Swift-Hook and the CEO agreed to discuss this after the meeting.

50. ANNUAL TOWN MEETING

It was noted by the Council that the Annual Town Meeting would be held on 18 March 2019.

51. AMENDMENTS TO STANDING ORDERS

A proposal to approve a revision to the composition of the Planning and Highways Committee, by reducing the members of the committee from 12 to 10 from May 2019 was withdrawn.

PROPOSED: Councillor Kuldip Singh Kang

SECONDED: Councillor Howard Bairstow

RESOLVED: To amend standing orders to enable the Council to review the Committee structure and membership of Committees at any time, not just at the Annual Meeting.

Standing Order	Current	Proposed
28. Functions reserved to Full Council	The Full Council reserves to itself the following functions: (l) At the Annual Meeting of the Council: - It elects the Town Mayor and the Deputy Mayor. - It sets the delegated powers of its Committees and appoints the Members to each Committee, in accordance with Standing Orders 29 and 30.	The Full Council reserves to itself the following functions: (l) At the Annual Meeting of the Council it elects the Town Mayor and the Deputy Mayor. (m) It sets the delegated powers of its Committees and appoints the Members to each Committee, in accordance with Standing Orders 29 and 30.
29. Appointments to Committees	The Full Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary,	The Full Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary,

	29.3 Shall appoint and determine the term of office of councillor or non-councillor members of such a Committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;	29.3 Shall appoint and determine the term of office of councillor or non-councillor members of such a Committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no longer than 12 months, unless re-appointed.
30.1 Policy and Resources	Members of the Committee are appointed at the Annual Meeting of the Council.	Members of the Committee are appointed by Full Council.

52. SCHEDULE OF MEETINGS FOR THE MUNICIPAL YEAR 2019-20

The schedule of meetings for 2019-20 was noted.

53. FORWARD WORK PROGRAMME FOR FULL COUNCIL MEETINGS

The Council noted the Forward Work Programme.

54. EXCLUSION OF PRESS AND PUBLIC

A motion to exclude the press and public was proposed and seconded

PROPOSED: Councillor Kuldip Singh Kang

SECONDED: Councillor James Fredrickson

Councillor Julian Swift-Hook proposed an amendment to the motion in order to permit the new Community Services Manager to be present in the meeting

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Margo Payne

RESOLVED: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted, with the exception of the new Community Services Manager.

55. COMMUNITY CAFÉ AND NEW SPORTS CHANGING ROOMS FOR VICTORIA PARK

The CEO introduced the item explaining that the initial 6 tenders had been whittled down to two, and then to one, details of which were in the agenda. Councillor Jeff Beck thanked the officers for the large amount of work that had gone in to getting this proposal to this stage.

Councillor Fish requested that we try to satisfy the planning authority that an archaeological dig is not necessary.

Councillor Swift-Hook asked about the due diligence undertaken on the contractor and whether 5% contingency was adequate.

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Anthony Pick

RESOLVED: To approve the appointment of the chosen contractor, subject to satisfactory due diligence, to carry out the works for the new community café and sports changing rooms for Victoria Park.

Councillor Julian Swift-Hook voted abstained from the vote.

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Kuldip Singh Kang

RESOLVED: To approve expenditure required to complete the works, as set out in the report.

Councillor Julian Swift-Hook voted against, and Councillors Martha Vickers and Elizabeth O'Keeffe abstained.

THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING CLOSED AT 20.45 PM

TOWN MAYOR: _____

DATE: _____

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.	Leader (C)		Leader (C)	Leader (C)	Leader (C)																	
2.	Deputy Leader (V-C)		Deputy Leader (V-C)	Deputy Leader (V-C)	Deputy Leader (V-C)																	
3.	Chair of Planning & Highways																					
4.	Chair of Community Services																					
5.	Chair of CPA&L																					
6.					?	?																
7.																						
8.																						
9.																						
10.																						
11.																						
12.																						
	12	12	12	12	6	6	60															
NAMED SUBS																						
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	?	?	?	?	?	?	?	?	?	?

Town Council Link Councillors for Schools 2019-20

School	Link Councillor/Representative
Falkland Primary School	
Fir Tree Primary School and Nursery	
John Rankin Infant and Nursery / Junior Schools	
Park House School	
Robert Sandilands Primary School and Nursery	
St Bartholomew's School Foundation Trust	
St John The Evangelist Infant and Nursery School	
St Joseph's Catholic Primary School	
St Nicolas Church of England School	
Speenhamland Primary School	
Trinity School	
Victoria Park Nursery School	
The Willows	
The Winchcombe School	

It is up to each Governor to decide the importance and relevance of a report to the Council and act accordingly.

**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
2.	Carnival Committee	1
3.	NYC Link Councillors	5
4.	Wash Common Community Association	1
5.	Time to Talk Management Committee	1
6.	West Berks Citizens' Advice- Trustee	1
7.	Age UK, Newbury	Vera Barnett/ 1
8.	Volunteer Centre West Berkshire	1
9.	St Bartholomew's School Foundation	1
10.	Newbury Almshouse Trust	1
11.	Greenham & Crookham Commons Commission	1
12.	Berkshire Association of Local Councils (and NALC / WBDALC)	Leader of the Council
13.	Spring Festival Committee	Chairperson of Civic Pride, Arts & Leisure Committee
14.	Community Youth Project (Greenham Community Centre)	1
15.	River Lambourn HLF Project	1
16.	West Berkshire Heritage Forum	1
17.	Disability External Scrutiny Board Observers	1
18.	Clay Hill Residents Association	1
19.	BID Board	Hugh Peacocke
20.	BID Sub-Groups: Finance Operations Marketing Christmas & Events Car Parking	<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	1
22.	Newbury Library	3 (but others would be welcome) <i>Other members: Paul James, Felicity Harrison, (WBC), Hugh Peacocke/ David Ingram (NTC)</i>
23.	Wash Common Community Library	?

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

13 May 2019

Proposed amendments to Standing orders of the Council:

To insert Standing Order 4:

The Role of Committee / Sub-committee Chairman

The chairman is elected by the members of each Committee/ Subcommittee at the first meeting of the Committee/ subcommittee after the first Annual Council Meeting. If for any reason the Chairman is no longer in place, the next Committee meeting may elect a new Chairman.

When the Chairman is not available, the Deputy Chairman shall fill the role. In the event that neither the Chairman or the deputy Chairman is in attendance at a meeting, the members present shall elect a Chairman from among their number to chair that meeting.

The Chairman presides at the meeting and has control of its procedure for the purpose of enforcing the law and good order. He/she is responsible for the efficient running of the meeting and ensuring that effective and lawful decisions are taken at meetings of the Council, assisted by the Chief Executive Officer. He/she must prevent decisions being taken on any matter which is not on the agenda.

The Chairman is responsible for involving all Councillors in discussion and ensuring that Councillors keep to the point. The Chairman summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.

In the event of an equality of votes on any matter, the Chairman may exercise a second, casting vote.

When the minutes of the previous meeting are approved by the Committee/ subcommittee, they must be signed by the Chairman.

Upon giving 3 clear days' notice, the Chairman may convene a meeting of the Committee/ subcommittee.

The Chief Executive officer is responsible for the publication of agendas but shall consult with the Chairman of the Committee/ subcommittee before publication.

Current Standing Order	Proposed
<p>16. Questions</p> <p>16.1 A Member may ask the Chairperson or the Chief Executive Officer any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins in accordance with the following provisions:</p> <p>(a) The time allotted for Members' questions shall not exceed 20 minutes;</p> <p>(b) Questions not answered within that period will receive a written reply.</p> <p>16.2 Members of the public shall have the right to ask questions on any matter concerning the business of the Council for 20 minutes of any meeting at the discretion of the Chairperson of that meeting. Questions not answered within that period will receive a written reply. In such cases, the Chairperson of the meeting will invite the member of the public to ask the question, as submitted.</p> <p>16.3 Notification in writing, by post fax or electronic mail, of all questions must be received by the Chief Executive Officer by 2.00 pm on the day of the meeting.</p> <p>16.4 (a) Every question shall be put and answered without discussion</p> <p>(b) A person to whom a question has been put may decline to answer.</p> <p>(c) One supplementary question may be put if it is relevant to the answer to the original question.</p> <p>(d) A written reply will be given where a reply cannot conveniently be given orally.</p> <p>16.5 If any person(s) submit(s) more than one question at any meeting it will be subject</p>	<p>16. Questions to meetings of the Council or Committees</p> <p>16.1 Questions from Members</p> <p>A Member may ask the Chairperson or the Chief Executive Officer any question concerning the business of the Council or the Committee, provided notice of the question has been given to the person to whom it is addressed before the meeting begins in accordance with the following provisions:</p> <p>(a) The time allotted for Members' questions shall not exceed 20 minutes;</p> <p>(b) Questions not answered within that period will receive a written reply.</p> <p>16.2 Questions from the public</p> <p>Members of the public <i>who live or work in Newbury</i> shall have the right to ask questions on any matter concerning the business of the Council or the Committee for 20 minutes of any meeting at the discretion of the Chairperson of that meeting. Questions not answered within that period will receive a written reply. In such cases, the Chairperson of the meeting will invite the member of the public, if present at the meeting, to ask the question, as submitted.</p> <p>16.3.1 Notification in writing, by post fax or electronic mail, of all questions must be received by the Chief Executive Officer by 2.00 pm on the day of the meeting.</p> <p>16.3.2 The Chief Executive officer shall distribute copies of any questions to all members attending the meeting.</p> <p>16.4 (a) Every question shall be put and answered without discussion</p>

<p>to the discretion of the Chairperson as to the order in which the questions are asked, so as to be fair to other questioners, given the time limits defined in 16.1 and 16.2</p> <p>16.6 If a person who has submitted a question is not present when the question is called, the question will not be considered at the meeting, unless the Chairperson decides that the matter is urgent. The person who submitted the question will receive a written reply and the question and a copy of the answer will be circulated to all Councillors.</p>	<p>(b) A person to whom a question has been put may decline to answer.</p> <p>(c) One supplementary question may be put if it is relevant to the answer to the original question.</p> <p>(d) A written reply will be given where a reply cannot conveniently be given orally.</p> <p>16.5.1 If any person(s) submit(s) more than one question at any meeting it will be subject to the discretion of the Chairperson as to the order in which the questions are asked, so as to be fair to other questioners, given the time limits defined in 16.1 and 16.2</p> <p>16.5.2 Where more than one question is received about the same matter, the Chairman may decide to group the questions.</p> <p>16.6 The person who submitted the question will receive a written reply and the question and a copy of the answer will be circulated to all Councillors.</p>

Newbury Town Council

Members Code of Conduct

May 2019

Pursuant to section 27 of the Localism Act 2011, Newbury Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honest and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, subcommittees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Application

This Code applies to Councillors and Co-Opted Members whenever they are acting, claiming to act, or giving the impression they are acting in their Capacity as a Councillor or Co-Opted Member.

(Where a councillor is not acting with Capacity no breach of this Code is likely to occur.)

It is a Councillor's or a Co-Opted Member's personal responsibility to comply with this Code.

Should a complaint be made against a Councillor or Co-Opted Member it will be dealt with in accordance with the Act and its supporting regulations.

If a Councillor or Co-Opted Member needs any guidance on any matter relating to this Code, they should seek it from the Chief Executive Officer or their own legal adviser (but it is repeated that it is entirely their personal responsibility to comply with the provisions of this Code).

General Obligations

Councillors and Co-Opted members **must**:

Treat councillors, co-opted members, officers, members of the public and service providers with courtesy and respect.

When involved in the decision making of the Council:

ensure that they are aware of and comply with the requirements of the Bribery Act 2010;

have regard to any advice provided to them by the Council's Chief Executive Officer or other members of the council's management team pursuant to their statutory duties;

give reasons for decisions made in accordance with any legal requirements and/or reasonable requirements of the Council.

When using or authorising the use by others of the resources of the Council, use the resources properly and in accordance with the Council's relevant policies.

Have regard to the applicable Local Authority Code of Publicity under the Local Government Act 1986.

Councillors and Co-Opted Members **must not**:

- Engage in bullying or intimidating behaviour or behaviour which could be regarded as bullying or intimidation.
- Do anything which may cause the Council to breach any of the equality enactments as defined in section 33, Equality Act 2006.
- Disclose information given to them in confidence or information acquired by them which they believe or are aware is of a confidential nature except where:
 - they have the consent of a person authorised to give it;
 - they are required to do so by law;
 - the disclosure is made to a third party for the purpose of obtaining professional legal advice;
 - the disclosure is reasonable and in the public interest;
 - the disclosure is made in good faith and in compliance with the reasonable requirements of the Council or its professional advisers.
- Prevent another person from accessing information if that person is entitled to do so by law.
- Improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of their Disclosable Pecuniary Interests.

Conduct themselves in a manner which could reasonably be regarded as bringing their office or the Council into disrepute.

Member obligations

~~When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.~~

- ~~1. He/she shall behave in such a way that a reasonable person would regard as respectful.~~
- ~~2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.~~
- ~~3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.~~
- ~~4. He/she shall use the resources of the Council in accordance with its requirements.~~

~~5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.~~

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B. Page 2 of 4

7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.

8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	<p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	<p>Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the member's knowledge)—</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where—</p> <p>(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

*'director' includes a member of the committee of management of an industrial and provident society.

**'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

An interest which relates to or is likely to affect:

(a) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

(b) any body—

(i) exercising functions of a public nature;

(ii) directed to charitable purposes; or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;

(c) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Newbury Town Council Saturday Surgery Guidance:

The Town Council's "Saturday Surgery" is a well-established practice whereby 2 Councillors stand on the Town Hall steps for 2 hours, from 10.00 am to noon each Saturday. During those 2 hours the Councillors give out information about the Council, about local events, directions and a host of other useful information to passers-by. People are also free to discuss matters of concern, which the Councillors note and refer to the relevant Council/ body for attention.

- The Surgery is designed to be carried out when 2 Councillors are present.
- Any Councillor who cannot make their allotted slots should arrange a replacement.
- However, on the rare occasions when a Councillor is unable to make it at the last minute, they should advise the other Councillor at the earliest possible opportunity.
- If a Councillor is due on the steps does not show by 10.05 am the other Councillor should call them. If it happens that there is only one Councillor available, that Councillor may decide to cancel the Surgery, or carry on alone. In either event, the Councillor making the decision should inform their Group Leader.
- However, Councillors on their own on the Town Hall steps are requested to be aware of Lone Working risks and to take all reasonable precautions.

05 April 2019

To all Town and Parish Clerks

Strategic Support

West Berkshire District Council
Council Offices
Market Street Newbury
Berkshire RG14 5LD

Please ask for: Moira Fraser

Direct Line: 01635 519045

e-mail: mfraser@westberks.gov.uk

Dear Clerks

Parish and Town Councillors on the West Berkshire Council Governance and Ethics Committee and the Advisory Panel

West Berkshire Council's Monitoring Officer, Sarah Clarke, has asked me to write to you to seek nominations to sit on West Berkshire Council's Governance and Ethics Committee and Advisory Panel for the 2019/20 Municipal Year.

The Governance and Ethics Committee has a special responsibility to the 62 Town and Parish Councils within the District. It is responsible for ensuring that high standards of conduct are met within the parishes and that all Parish and Town Councillors are aware of their responsibilities under the Code of Conduct. Information pertaining to the Governance and Ethics Committee can be found on the Council's website. <https://info.westberks.gov.uk/committees>

The Council has opted to appoint Parish Council representatives to two Committees namely the Governance and Ethics Committee and the Advisory Panel.

The Governance and Ethics Committee has historically comprised 8 members (six District Councillors subject to the proportionality arrangements with two co-opted Parish Representatives). We also appoint substitutes, including two parish council substitutes to this Committee. It should be noted that the two co-opted Parish Councillors will be elected in a non-voting capacity. *We will have a vacancy for at least one substitute parish councillor on this Committee as of the May annual Council meeting.*

The Governance and Ethics Committee meet around 5 times a year usually on a Monday evening. Meetings usually start at 5.00pm and the Governance and Standards items are always first on the agenda so that parish councillors can leave after that discussion should they wish to. Additional (special) meetings to consider complaints against councillors are usually held during the day time. We have held no more than two a year of these meetings over the last few years.

The Council will also appoint an Advisory Panel historically comprising eight members (2 members of the administration, 2 members of the opposition, 2 parish council representatives and 2 independent members). The Council will also seek to appoint 2 parish councillors to act as substitutes on the Advisory Panel to assist with continuity. They will be invited to attend all meetings although they will not be able to vote. *Both the substitute roles are currently vacant and we will therefore need to make at least two appointments to this Panel.*

The Advisory Panel is responsible for dealing with complaints where evidence of breach of the Code has been identified and will make recommendations to the Governance and Ethics Committee for a formal decision. Historically they have had to meet about twice a year.

We are therefore asking Parish and Town Council's to put forward nominations for both the Governance and Ethics Committee and the Advisory Panel. When putting forward nominees it would be useful if you were able to identify if they had a preference for the Committee or the Panel.

During the 2018/19 Municipal year the following Parish Councillors were appointed to the Governance and Ethics Committee:

- Barry Dickens
- Geoff Mayes
- Jane Langford (substitute)

During the 2018/19 Municipal year the following Parish Councillors were appointed to the Advisory Panel:

- Tony Renouf
- Bruce Laurie

As always we are very grateful for the invaluable contribution that these Councillors have made to the Governance and Ethics Committee and Advisory Panel. We have written separately to these parish councillors to see if they would be willing to continue in their roles.

Training would be provided to all new councillors appointed to the Committee and Panel. In the event that more applications are received than there are positions available an informal interview process will be arranged.

Nominations should be sent to Moira Fraser by the 08 May 2019. I appreciate that parish councillors may need to await the outcome of the election count on the 04 May 2019

Yours sincerely,



Moira Fraser
Democratic and Electoral Services Manager

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
10 June 2019	Options for Councillor email arrangements.
	Local Democracy Working Group Update
	Newbury Youth Council update/ Presentation
	Outside bodies annual reports (if any)
	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 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

Meeting Date	Item
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.