

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 29th APRIL 2024 AT 7.30PM.**

PRESENT

Councillors, Jo Day, Steve Masters, Vaughan Miller, Andy Moore. Gary Norman (chairperson), Elizabeth O’Keeffe and Meg Thomas.

IN ATTENDANCE

Toby Miles-Mallowan, Chief Executive Officer
Kym Heasman, Corporate Services Officer

58. APOLOGIES

Councillors Alistair Bounds and Pam Lusby-Taylor.

Absent: Councillor Vera Barnett.

59. DECLARATIONS OF INTEREST

There were no declarations of interest.

60. MINUTES

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Steve Masters

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 15th January 2024, be approved, and signed by the Chairperson.

61. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

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

62. MEMBERS’ QUESTIONS AND PETITIONS

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

63. LIST OF PAYMENTS

Members of the committee agreed to approve the list of payments.

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Steve Masters

RESOLVED: To Approve the payments made during the period 1st January 2024 to 31st March 2024 as at appendix 2 of this agenda.

Members Received the Reconciliation statements for 2023/24.

64. BUDGET MONITORING QUARTER 4, 2023/24

Members of this committee received the Income and Expenditure Account for the period ended 31st March 2024 as at Appendix 4 of the agenda.

PROPOSED: Councillor Elizabeth O’Keeffe

SECONDED: Councillor Andy Moore

RESOLVED: To approve expenditure against cost centres that are over the annual budget, in accordance with this Council’s financial regulation (4.2).

Members of his committee noted the level of general and ear-marked reserves as at 31st March 2024.

PROPOSED: Councillor Jo Day

SECONDED: Councillor Meg Thomas

RESOLVED: To recommend readjustment of the general and ear-marked reserves to Full Council.

65. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD

Members noted there are no debts over £500 outstanding.

Councillor Steve Masters commended the efforts of the Finance Officers on this recurring achievement.

66. GRANTS SUBCOMMITTEE

Members received draft minutes from the meeting of the Grants Subcommittee on 27th March as at appendix to the agenda.

67. INTERNAL AUDIT REPORT

Members received the final internal audit report for the financial year 2023/24 from Auditing Solutions Ltd,

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Andy Moore

RESOLVED: To approve the recommendations as at appendix 8 of the agenda.

Members received the Internal Audit report for the purposes of the Annual Governance & Accountability Return (AGAR) 2023/24.

- 68. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE STATEMENT 2023/24**
PROPOSED: Councillor Steve Master
SECONDED: Councillor Meg Thomas
RESOLVED To recommend the Annual Governance & Accountability Return (AGAR) – Annual Governance Statement 2023/24 to Full Council; meeting scheduled for Wednesday 8th May 2024.
- 69. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ACCOUNTING STATEMENTS 2023/24**
PROPOSED: Councillor Elizabeth O’Keeffe
SECONDED: Councillor Vaughan Miller
RESOLVED: To recommend the Annual Governance & Accountability Return (AGAR) – Accounting Statements 2023/24 to Full Council; meeting scheduled for Wednesday 8th May 2024.
- 70. CLIMATE EMERGENCY WORKING REPORT**
PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Elizabeth O’Keeffe
RESOLVED: To adopt the Single Use Plastics Audit, undertaken by Eco Friends, 20th December 2023 As at Appendix 16 of the agenda.
PROPOSED: Councillor Jo Day
SECONDED: Councillor Meg Thomas
RESOLVED: That Councilor Sarah Slack, at the recommendation of the Climate Emergency Working Group is confirmed as the Council’s representative on the Plastic Free Newbury and Thatcham Steering Group.
Members of this committee noted that the next meeting of the Climate Emergency Working Group is to be held May 14th 2024.
- 71. FINANCIAL REGULATIONS AND STANDING ORDERS**
PROPOSED: Councillor Steve Masters
SECONDED: Councillor Andy Moore
RESOLVED: That the Audit Working Group meet with the RFO to consider updates to the Financial Regulations.
PROPOSED: Councillor Steve Masters
SECONDED: Councillor Andy More
RESOLVED: that the Audit Working Group is appointed to meet with the Chief Executive Officer for the purpose of reviewing and recommending amendments to the Standing Orders.

72. AGREEMENT FOR ADDITIONAL SIGNATORY TO THE BANK AND BUSINESS CARD

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Jo Day

RESOLVED: Approve Mr Tobias Miles-Mallowan as an additional signatory to the Bank Mandate and to hold a Business Card.

73. HEALTH AND SAFETY REPORT

Members noted minutes of the Health & Safety Forum as at appendix 18 to the agenda. Members received a verbal report from the Chief Executive Officer. Key work being undertaken by the Health and Safety Forum includes:

- Updating Risk Assessments
- Developing a Staff Training Programme
- The Monitoring of Incidents, which will be reported to this committee.

74. FORWARD WORK PROGRAMME FOR PLANNING AND HIGHWAYS COMMITTEE MEETINGS 2024/25

The Forward work programme was received and noted by the committee, with the following amendment of standard items as followed:

- To receive updates of the Climate Emergency Working Report on a 6 monthly basis, in July and January meetings.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20.19 HRS

CHAIRPERSON

Signature: _____ Date: _____