

MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 20th JANUARY 2025 AT 7.30PM.

PRESENT

Councillors Jo Day, David Harman, Steve Masters, Pam Lusby-Taylor, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager
Toby Miles-Mallowan, Chief Executive Officer

71. APOLOGIES FOR ABSENCE

Councillors Elizabeth O’Keeffe

72. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were none

73. MINUTES

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Andy Moore

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Tuesday 5th November 2024 be approved as a correct record and signed by the Chairperson.

74. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

75. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

76. LIST OF PAYMENTS

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Vaughan Miller

RESOLVED: That the lists of payments made for the period 1st October to 31st December 2024 is approved.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Meg Thomas

RESOLVED: That the lists of Reconciliation statements for the period 1st October to 31st December 2024 is approved.

77. BUDGET MONITORING QUARTER 3

The income and expenditure account for the period 1st October to 31st December was received and noted by the Committee.

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

Members were advised that there were no debts over £500 and more than 3 months old. The report was noted. The Chair commended the Finance team for their work.

79. GRANTS SUB COMMITTEE MEETING – 18th November 2024

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

80. GRANT PAYMENTS**80.1 BERKSHIRE YOUTH**

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Meg Thomas

RESOLVED: That the Grant Payment of £12,000 be Paid to Berkshire Youth, on receipt of their February invoice.

80.2 GREENHAM COMMUNITY YOUTH

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Jo Day

RESOLVED: That in consideration of the merger of Greenham Community Youth within Berkshire Youth, that the grant set aside of £2,500 be held in an Ear-Marked Reserve for Youth Work.

80.3 VOLUNTEER CENTRE

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Steve Masters

RESOLVED: That a grant of £500 be awarded to the Volunteer Centre.

80.4 CITIZENS ADVICE WEST BERKSHIRE

PROPOSED: Councillor David Harman

SECONDED: Councillor Jo Day

RESOLVED: That a grant of £20,000 be awarded to Citizens Advice West Berkshire.

81. INTERNAL AUDIT

Members of the committee received the 2nd report of the Internal auditor for 2024/45 and noted that the recommendation regarding Faster Payments had been actioned.

82. HEALTH & SAFETY

Members received the quarterly health and safety report. There were no questions.

83. SERVICES REVENUES**83.1 SERVICE REVENUES – CEMETERY, MARKET, FOOTBALL**

PROPOSED: Councillor Vaughan Miller

SECONDED: Cllr Meg Thomas

RESOLVED: That the cemetery, market and football service revenues are increased by 2.6% for the financial year 2025/26, as from 1st April 2025. See appendix 1.

83.2 SERVICE REVENUES – ALLOTMENTS

PROPOSED: Councillor Vaughan Miller

SECONDED: Cllr Meg Thomas

RESOLVED:

- i. To increase the allotment rent for 2026/27 for Newbury Parish Residents from 52p per sq. metre to 53p per sq. metre, equivalent to £13.25 per pole. No VAT applies. See appendix 1.
- ii. To adopt concessionary rates for the Allotment Rents from 2026/27. See appendix 1.

83.3 SERVICE REVENUES – WEDDINGS AND TOWN HALL ROOM HIRE

PROPOSED: Councillor David Harman

SECONDED: Councillor Andy Moore

RESOLVED: That the 2025/26 wedding and town hall room hire charges, from 1st April 2025, are increased by 2.6%. See appendix 1.

84. 2025/26 BUDGET AND PRECEPT

The 2025/26 Draft Budget and proposed Precept, appendix 11 of the meeting papers, is recommended to Members by the Audit Working Group

PROPOSED: Councillor David Harman

SECONDED: Councillor Steve Masters

RESOLVED:

- i. The 2025/26 Budget, with one amendment, is recommended to Full Council for approval at its meeting of 27th January 2025.

Agreed amendment: That in consideration of the proposed merger of Greenham Community Youth, with Berkshire Youth, the grant of £2,500 set aside in budget line 4165/210, to be reallocated to the Policy & Resources Projects Fund, 4125/200. This to enable the Policy & Resources Committee to allocate the funds within the 2025/26 financial year, as felt appropriate.

- ii. A Precept of £1,817,641 to be recommended to Full Council for approval at its meeting of 27th January 2025.

85. EAR-MARKED RESERVES

The proposed amendments to the Ear-Marked Reserves, appendix 12 of the meeting papers, are recommended to Members by the Audit Working Group.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Vaughan Miller

RESOLVED: The proposed amendments to the Ear-Marked Reserves to be recommended to Full Council for approval at its meeting of 27th January 2025.

86. FORWARD WORK PROGRAMME

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

87. NEXT MEETING

Members noted the next meeting was scheduled to take place on Monday 28th April 2025, should no meeting be called earlier.

88. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Jo Day

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

89. STAFFING MATTERS

Members received and noted the Minutes from Staff Sub-Committee Meetings held 20th November 2024 and 8th January 2025.

90. GROUNDS MAINTENANCE CONTRACT

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Jo Day

RESOLVED: The requested amendment to the Grounds Maintenance Contractor to be recommended to Full Council for approval, subject to satisfactory due diligence checks which are to be presented to the meeting of 27th January 2025. The matter to remain exempt from the public minutes until Full Council has had the opportunity to make its decision.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:23 HRS

CHAIRPERSON:

Signature:

Date:

Appendix 1 - Services Revenues – Newbury Town Council

SERVICES REVENUES – CEMETERY, MARKET AND FOOTBALL (Minutes 83.1).

The following charges, as recommended by the Community Services Committee at their meeting on 9th December 2024, were approved:

Cemetery Charges 2025/26:

2.6% increase across all charges in line with Consumer Price Inflation figures (CPI) (Release date: 16th October 2024). See table below.

	2024/25	2025/26 Charges Rounded after CPI 2.6%	2024/25	2025/26 Charges Rounded after CPI 2.6%
Purchase of Rights (cost plus VAT)	In-Parish		Out of Parish	
Exclusive right of burial for the period of 100 years in an ordinary grave	£526	£540	£1515	£1554
Exclusive right of burial for the period of 100 years in a selected grave	£1031	£1058	£3030	£3109
Purchase of plot 0.6m x 0.6m for Interment of cremated remains	£181	£186	£531	£545
Purchase of a plot 0.6m x 1.2m as a baby or child's grave	£181	£186	£526	£540
Interments (cost plus VAT)				
In an 'Ordinary' grave of a body of a stillborn child	£92	£94	£276	£283
In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years	£152	£156	£436	£447
In an 'Ordinary' grave of a Person exceeding 14 years	£330	£338	£1020	£1047
In a 'Selected' grave of a body of a stillborn child	£181	£186	£526	£540
In a 'Selected' grave of a body of a Person exceeding one month but under 14 years	£281	£288	£834	£856
In a 'Selected' grave of a body of a Person exceeding 14 years	£425	£436	£1222	£1254
Interment of ashes	£181	£186	£510	£523
Ground work preparation by Council staff for the interment of ashes	£106	£109	£106	£109
Ancillary / Other Charges (cost plus VAT)				
Use of Cemetery Chapel	£96	£98	£255	£262
Transferring deeds of rights of burial	£53	£54	£53	£54

Cemetery Charges continued

Memorials	2024/25	2025/26 Charges Rounded after CPI 2.6%	2024/25	2025/26 Charges Rounded after CPI 2.6%
	In-Parish		Out of Parish	
Right to erect a headstone, cross, Monument or any other memorial	£197	£202	£579	£594
Right to place an inscribed vase at the grave head position	£53	£54	£154	£158
Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level	£53	£54	£154	£158
Additional inscription	£27	£28	£90	£92

Market Charges 2025/26:

2.6% increase across all charges for example a 3m x 3m pitch on a casual basis will increase from £27 per day to £27.70 per day and for traders who pay monthly in advance the cost will increase from £17.50 per day to £18 per day for the standard daily rate. No VAT applies.

Football Charges 2025/26:

2.6% increase (rounded to the nearest 50p). No VAT applies.

	Current	2025/26
Adult Block bookings:	£75	£77
Under 18s:		
	Current	2025/26
Full pitch or two 5-a-side pitches	£25	£26
Single small pitch (7-a-side pitch)	£15	£15.50

SERVICES REVENUES – ALLOTMENTS (Minutes 83.2).**Allotment Charges 2026/27:**

To increase the allotment rent for 2026/27 for Newbury Parish Residents from **52p** per sq. metre to **53p** per sq. metre, equivalent to **£13.25** per pole. No VAT applies.

To adopt concessionary rates for the Allotment Rents from 2026/27.

To receive a concessionary rate of 50% for tenants receiving any of the following:

- Universal Credit
- Attendance Allowance
- Carer's Allowance
- Constant Attendance Allowance
- Disability Living Allowance
- Employment Support Allowance
- Housing Benefit
- Income Support
- Incapacity Benefit
- Income Support

- JSA
- Industrial Injuries Disablement Benefit
- Lone Pensioner Allowance
- Pension Credit
- Personal Independence Payment
- War Disablement Pension

Be a:

- Full Time Student

To receive a concessionary rate of 20% for tenants receiving any of the following:

- State Pension
- Child Tax Credit
- Working Tax Credit

These concessions require a person to make the declaration and are not fully means assessed by Council Officers.

SERVICES REVENUES – WEDDINGS & TOWN HALL ROOM HIRE (Minutes 83.3).

Officers' recommendations in respect to the service revenues for the hire of the Chamber, the Elsie Kimber Room and their facilities were approved.

As with the Community Services Committee, Officers' recommendation is a 2.6% increase across all charges in line with Consumer Price Inflation figures (CPI) (Release date: 16 October 2024). All costs include VAT.

Chamber – Weddings 2025/26:

(2.6% rounded)	2024/25	2025/26
Monday to Saturday	£462	£474
Sunday & Bank Holidays	£594	£609
Chair & Sash Hire	£85.00	£87.00
Hire of Glasses for Toast	£10.00	£10.50
Laptop and Projector	£24.00	£24.50

Chamber – Private Functions, commercial and business bookings (excluding weddings) 2025/26:

Maximum of 60 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£28.05	£28.78
Weekdays 5pm – midnight	£33.00	£33.86
Saturday	£49.50	£50.79
Sundays & Bank holidays	£59.40	£60.94

Chamber – Public meetings, charities, local non-profit organisation or amateur groups and exhibitions 2025/26:

Maximum of 60 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£21.45	£22.01
Weekdays 5pm – midnight	£28.05	£28.78
Saturday	£42.24	£43.34
Sundays & Bank holidays	£54.45	£55.87

Elsie Kimber Room – Private Functions, commercial and business bookings (excluding weddings) 2025/26:

Maximum of 12 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£18.15	£18.62
Weekdays 5pm – midnight	£28.05	£28.78
Saturday	£33.00	£33.86
Sundays & Bank holidays	£54.45	£55.87

Elsie Kimber Room – Public meetings, charities, local non-profit organisation or amateur groups and exhibitions 2025/26:

Maximum of 12 people	2024/25 – per hour	2025/26 – per hour
Weekdays 9am – 5pm	£13.20	£13.54
Weekdays 5pm – midnight	£22.44	£23.02
Saturday	£31.68	£32.50
Sundays & Bank holidays	£51.15	£52.50

Additional Facilities 2025/26:

(2.6% rounded to 0.50p)	2024/25	2025/26
Projector & Screen (Chamber Only)	£24.00	£24.50
Hybrid Conference Facility (projector/screen included)	£40.00	£41.00
TV (Elsie Kimber Room Only)	£12.00	£12.50

CHAIRPERSON:

Signature:

Date: