

**MINUTES OF A MEETING OF NEWBURY TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON WEDNESDAY 8<sup>th</sup> MAY 2024 AT 7.30 PM.**

**PRESENT**

Councillors Phil Barnett, Vera Barnett, Alistair Bounds, Sam Dibas, Billy Drummond, Nigel Foot (Town Mayor), David Harman, Roger Hunneman, Chris Hood, David Marsh, Steve Masters, Andy Moore, Gary Norman, Elizabeth O’Keeffe, Pam Lusby Taylor, Meg Thomas, Graham Storey, Martha Vickers, and Tony Vickers.

**OFFICERS PRESENT**

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

**79. APOLOGIES OF ABSENCE**

Councillor Vaughan Miller

**80. DECLARATIONS OF INTEREST**

The Corporate Services Officer declared that Councillors Phil Barnett, Billy Drummond, Nigel Foot, David Marsh, Tony Vickers & Martha 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.

**81. MINUTES**

**PROPOSED:** Councillor Billy Drummond

**SECONDED:** Councillor Andy Moore

**RESOLVED:** That the minutes of a meeting of Newbury Town Council held on Monday 18<sup>th</sup> March 2024, be approved as a correct record, and signed by the Town Mayor.

**82. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

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

**83. MEMBERS’ QUESTIONS AND PETITIONS**

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

**84. TOWN MAYOR’S REPORT**

The Town Mayor’s final quarterly report and a review of the full year were received and noted by the Council.

**85. CHIEF EXECUTIVE OFFICER’S REPORT**

The Chief Executive Officer’s report was received and noted by the Council. Councillor O’Keeffe thanked the Chief Executive and noted that he has identified important issues to work on.

Councillor Foot welcomed Councillor Storey to the Council.

**86. COMMITTEES**

The Minutes of the following meetings were received and noted:

Planning & Highways Committee	25 <sup>th</sup> March 2024
Planning & Highways Committee	22 <sup>nd</sup> April 2024
Policy & Resources Committee (Draft)	29 <sup>th</sup> April 2024
Community Services Committee (Draft)	April 2024

Councillor Norman noted that many of the items from the Policy and Resources Committee (draft) are on the agenda today.

**87. NOMINATION OF MAYOR ELECT AND DEPUTY MAYOR ELECT FOR THE 2024/25 MUNICIPAL YEAR**

**PROPOSED:** Councillor Elizabeth O’Keeffe

**SECONDED:** Councillor Ian Jee

**RESOLVED:** That Cllr Moore be nominated as Mayor Elect

Nominations for Deputy Mayor were put forward:

Councillor David Harman

**PROPOSED:** Councillor Gary Norman

**SECONDED:** Councillor Jo Day

Councillor Steve Masters

**PROPOSED:** Councillor David Marsh

**SECONDED:** Councillor Graham Storey

**RESOLVED:** Cllr David Harman and Cllr Steve Masters to be put forward for election to position of Deputy Mayor Elect for the 2024/2025 municipal year.

**88. THE MAYOR’S CHARITY**

**PROPOSED:** Councillor Andy Moore

**SECONDED:** Councillor David Harman

**RESOLVED:** That the Mayor’s Charity for 2024/25 is West Berkshire Food Bank

**89. ELECTION OF LEADER AND DEPUTY LEADER OF THE COUNCIL FOR THE 2024/25 MUNICIPAL YEAR**

**Leader:** Councillor Gary Norman

**PROPOSED: Councillor Andy Moore**

**SECONDED:** Councillor Meg Thomas

**Deputy Leader:** Councillor Jo Day

**PROPOSED:** Councillor Pam Lusby-Taylor

**SECONDED:** Councillor Alistair Bounds

**RESOLVED:** Cllr Gary Norman be elected as Leader and Cllr Jo Day as Deputy Leader for the 2024/25 municipal year.

**90. COMMITTEES / SUB-COMMITTEES FOR THE 2024/25 MUNICIPAL YEAR**

**PROPOSED:** Councillor Gary Norman

**SECONDED:** Councillor Tony Vickers

**RESOLVED:** The committee and sub-committee structure was resolved, and Members appointed to serve on each of the Council’s Committees and Sub-Committees for the 2024/25 municipal year, as follows:

- a. Planning & Highways Committee:** Cllrs A Moore, D Harman, T Vickers, P Barnett, N Foot, R Hunneman, I Jee, J Day, V Miller, S Dibas, D Marsh & G Storey.
- b. Policy & Resources Committee:** Cllrs G Norman, J Day, E O’Keefe, D Harman, N Foot, M Thomas, P Lusby-Taylor, A Moore, V Miller & S Masters.
- c. Community Services Committee:** Cllrs V Miller, R Hunneman, I Jee, S Slack, M Vickers, C Hood, V Barnett, M Thomas, N Foot & D Marsh.
- d. Civic Pride, Arts & Culture Committee:** Cllrs J Day, B Drummond, A Moore, V Barnett, P Barnett, D Harman, N Foot, G Norman, C Hood & G Storey.
- e. Staff Sub-Committee:** Cllrs G Norman, J Day, P Lusby-Taylor, Elizabeth O’Keefe, V Miller & S Masters.
- f. Grants Sub-Committee:** Cllrs A Bounds, S Dibas, P Barnett, S Slack, B Drummond & D Marsh
- g. Victoria Park Sub-Committee:** Cllrs M Thomas, V Miller, M Vickers, C Hood, R Hunneman & G Storey.

**91. COUNCILLOR SURGERY**

**PROPOSED:** Nigel Foot

**SECONDED:** Gary Norman

**RESOLVED:** The Councillor Surgery Rota for the 2024/25 municipal year was agreed.

**92. INTERNAL AUDIT REPORT**

Council noted its approval of the recommendations from the Policy & Resources committee, from the final internal audit report for the financial year 2023/24 from Auditing Solutions Ltd.

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

**93. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE STATEMENT 2023/24**

Councillor Norman noted that these were reviewed in detail at the Policy and Resources Committee meeting and noted/agreed recommendations.

**PROPOSED:** Councillor Nigel Foot

**SECONDED:** Councillor Ian Jee

**RESOLVED:** That the Chairman and Clerk sign the Annual Governance Statement 2023/24

**94. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ACCOUNTING STATEMENTS 2023/24**

**PROPOSED:** Councillor Nigel Foot

**SECONDED:** Councillor Gary Norman

**RESOLVED:** That the Chairman and Responsible Finance Officer sign the Annual Governance Statement 2023/24

**95. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – PAPERS FOR EXTERNAL AUDIT**

**PROPOSED:** Councillor Nigel Foot

**SECONDED:** Councillor Billy Drummond

**RESOLVED:** That the following papers are approved for External Audit:

- Year-end Reconciliation
- Reconciliation between Box 7 & 8
- Explanation of Variances – Total Other Receipts
- Confirmation of Dates for the Exercise of Public Rights.

**96. FORWARD WORK PROGRAMME FOR FULL COUNCIL MEETINGS**

**PROPOSED:** Councillor Steve Masters

**SECONDED:** Councillor Martha Vickers

**RESOLVED:** The Council noted the Forward Work Programme, with no additions.

**97. EXCLUSION OF THE PRESS AND PUBLIC**

**PROPOSED:** Councillor Steve Masters

**SECONDED:** Councillor David Harman

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.

**Councillors Tony Vickers and Billy Drummond left the council meeting.**

**98. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – PAPERS FOR EXTERNAL AUDIT**

Councillor Storey asked what the staffing variance was against the overall staffing budget. RFO stated that this information is contained within the budget sheets that have previously been circulated.

**PROPOSED:** Councillor Nigel Foot

**SECONDED:** Councillor Sam Dibas

**RESOLVED:** That the following paper is approved for External Audit:

- Explanation of Variances – Staff Costs

**THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING CLOSED AT 8:33PM**

**TOWN MAYOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_