

10 May 2018

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 **Wednesday 16 May 2018 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 7:15 pm.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chief Executive Officer
- 2. Declarations of interest and dispensations**
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
To approve the minutes of a meeting of Newbury Town Council held on Monday 29 January 2018 (**Appendix 1**).
- 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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6. Town Mayor's Report (Appendix 2)

Town Mayor

7. Leader's report (Appendix 3)

Leader of the Council

8. Chief Executive Officer's report (Appendix 4)

Chief Executive Officer

9. Committees

Town Mayor / Committee Chairpersons

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

Planning & Highways	22 January 2018	(already circulated)
Civic Pride, Arts & Leisure	5 February 2018	(already circulated)
Planning & Highways	12 February 2018	(already circulated)
Community Services	26 February 2018	(already circulated)
Planning & Highways	5 March 2018	(already circulated)
Planning & Highways	26 March 2018	(already circulated)
Policy & Resources (Draft)	30 April 2018	(already circulated)

To note that the draft minutes of the Annual Town Meeting of 19 March 2018 have been circulated and appropriate actions are being progressed.

10. Nomination of Mayor Elect and Deputy Mayor Elect for the 2018/2019 municipal year

Town Mayor

To resolve the Council's nominees for Mayor Elect and Deputy Mayor Elect for the 2018/2019 municipal year.

11. Election of Leader and Deputy Leader of the Council for the 2018/2019 municipal year

Town Mayor

To elect the Leader and Deputy Leader of the Council for the 2018/2019 municipal year.

12. Committee / Sub-Committee seat allocation for the 2018/2019 municipal year (Appendix 5)

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.

13. Committees / Sub-Committees for 2018/2019 municipal year (Appendix 5)

Town Mayor

To agree the membership of each Committee / Sub-Committee for the 2018/2019 municipal year. Proposed membership is attached at Appendix 5.

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 20 May 2018.

14. Representation on School Governing Bodies for 2018/2019 (Appendix 6)

Town Mayor

To review the Council's representation on School Governing bodies for 2018/2019. Proposed representatives are as on the Appendix.

15. Representation on Outside Bodies for 2018/2019 (Appendix 7)

Town Mayor

To review the Council's representation on outside bodies for 2018/2019. Proposed representatives are as on the Appendix.

16. The General Data Protection Regulations (Appendix 8)

Town Mayor

16.1 To receive a presentation on the responsibilities that the Regulations place on individual officers and Councillors for the safety of the Town Council's data.

16.2 To receive the report on the Town Council's preparations for the GDPR (Appendix GDPR 8A)

16.3 To resolve to spend £997.50 plus VAT of the Policy and Resources Project Fund on a software update to the Council's firewall for full GDPR compliance as per the report attached at Appendix GDPR 8B.

17. Amendments to Standing Orders (Appendix 9)

Town Mayor

To resolve to vary Standing Orders as listed in the attached report (Appendix 9) (In accordance with current Standing Order 34.2, this resolution to vary the Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Full Council- 26 June 2018)

18. Forward Work Programme for Full Council meetings 2018/19 (Appendix 10)

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 29 JANUARY 2018 AT 7.30PM.**

PRESENT

Councillors Howard Bairstow; Jeff Beck; Jeanette Clifford; Jo Day; Lynne Doherty; Adrian Edwards; David Fenn (Town Mayor); David Fish; James Frederickson; John Gardner; Dave Goff; Sarah Greenall; Arthur Johnson; Mike Johnston; Elizabeth O'Keeffe; Margo Payne; Anthony Pick; Kuldip Singh Kang; Andrew Steel; Tony Stretton; Julian Swift-Hook and Martha Vickers.

OFFICERS PRESENT

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

40. APOLOGIES FOR ABSENCE

Councillor Miles Evans

41. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors Howard Bairstow, Jeff Beck, Jeanette Clifford, Lynne Doherty, Adrian Edwards, James Frederickson, Dave Goff, Mike Johnston 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.

The Chief Executive Officer also declared a dispensation for those Town Councillors who live in the Newbury Town Council area with respect to their discussion relating to the budget and setting the precept for 2018/19.

Councillors Jeff Beck, Margo Payne, Jo Day and Arthur Johnson declared they were members of the Newbury Twin Town Association.

42. MINUTES

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED: That the minutes of a meeting of Newbury Town Council held on Monday 30 October 2017, 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

Councillor Elizabeth O'Keeffe asked the following question:

'Mr Mayor will both you and this council offer its support to the Newbury Weekly News wishing it to continue publication for many years to come?'

The Town Mayor made the following response:

I have already written as Mayor of Newbury to the Chairman of the Newbury Weekly News, Mr. Jeremy Willis, expressing my sadness at the demise of the printing press and also how pleased I was to hear that the Newbury Weekly News will continue to be published.

I am sure that we all offer our support to the Newbury Weekly News wishing it to continue publication for many years to come.

There was no supplementary question.

45. TOWN MAYOR'S REPORT

The Town Mayor gave his periodic report, a copy of which was published with the agenda.

46. LEADER'S REPORT

The Leader gave his periodic report, a copy of which was published with the agenda.

47. CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer presented his report, a copy of which was published with the agenda.

48. TWINNING WITH CARCAIXENT, SPAIN

Mary Rye from the Newbury Twin Town Association gave a presentation to Council about the Newbury Twin Town Association, its history and activities, and in particular about the town of Carcaixent and its 20 year long association with Newbury and the other Twin Towns. The Mayor thanked Mary Rye and the other Newbury Twin Town Association members for the presentation.

PROPOSED: Councillor Adrian Edwards

SECONDED: Councillor Martha Vickers

RESOLVED: That Newbury Town Council formally twins with Carcaixent Town Council, in recognition of the long association between the two towns.

49. LIBRARY SERVICES

West Berkshire Council's Culture and Libraries Manager Paul James, and West Berkshire Council's Libraries Operations Manager Felicity Harrison, gave a presentation to Council regarding Newbury Library, and the progress made following the large cuts to the service provision last March. He also thanked the Town Council for their contribution to Newbury Library. In particular they spoke of the new volunteers working in the library, the plans to widen provision and encourage new users and making their facilities available to support Visitor Information services. Members were invited to tour the library and Paul James said there would be closer working with the Town Council through the Library Working Group.

The Mayor thanked Paul James and Felicity Harrison for their presentation.

50. NOTICE OF MOTION SUBMITTED BY COUNCILLOR MARTHA VICKERS:

Councillor Martha Vickers proposed that the Council considered providing funding to support and develop a Detached Youth Project in Newbury, as set out in the report from Berkshire Youth which had been published with the Council agenda. Following discussion, Councillor Julian Swift-Hook suggested an amendment to the proposal, and this was voted on.

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED: that the detached youth worker project for Newbury, as proposed by Berkshire Youth, be referred to the appropriate committee for consideration of detailed implementation.

51. 2018/2019 BUDGET AND PRECEPT

The Policy & Resources Committee resolved on 15 January 2018 to adopt a budget for 2018/19, recommending that the Council sets an overall funding demand of £1,043,032. This was received and noted by the Committee.

Councillor Adrian Edwards proposed that the £2,000 for Visitor Information be retained in the budget to be used, along with £8,000 in reserves and unspent, to provide equipment for visitor information at the Town Hall, library and museum. The salary budget is to be reallocated to other services. He also proposed that the Council made provision for the full £31,275 contribution to Newbury library, to be paid in quarterly instalments, on receipt of progress reports from the Library Service and subject to their support for Visitor Information services. Councillor Tony Stretton congratulated the Leader of the Council for the budget.

PROPOSED: Councillor Adrian Edwards

SECONDED: Councillor James Frederickson

RESOLVED: To declare that the Precept for the Financial Year 2018/19 be set at £1,043,032.

Councillors Jo Day, John Gardner, Arthur Johnson, Elizabeth O'Keeffe, Julian Swift-Hook and Martha Vickers voted against the proposal.

PROPOSED: Councillor Adrian Edwards

SECONDED: Councillor Anthony Pick

RESOLVED: That a leaflet explaining to the public how the precept is to be used during 2018/19 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.

52. COMMITTEES

The Minutes of the following meetings were received:

Planning & Highways	23 October 2017
Planning & Highways	03 November 2017
Civic Pride, Arts & Leisure	20 November 2017
Planning & Highways	04 December 2017
Planning & Highways	03 January 2018
Policy & Resources	15 January 2018

53. ANNUAL TOWN MEETING

It was noted that the Annual Town Meeting will be held on Monday 19 March 2018

54. SCHEDULE OF MEETINGS FOR THE MUNICIPAL YEAR 2018-19

The schedule of meetings for the 2018-19 municipal year was noted.

(Councillor Jeanette Clifford left the meeting at this point)

55. PUBLIC CONSULTATION ON THE DRAFT NEWBURY TOWN PLAN 2019-2036

Councillor Anthony Pick presented a summary of the draft Newbury Town Plan. He thanked the Steering Group members, in particular councillors from neighbouring parishes, for their contributions, and the CEO for his support in the production of the draft Town Plan.

PROPOSED: Councillor Adrian Edwards

SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED: That the draft Town Plan 2019-2036 is approved for public consultation.

THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING CLOSED AT 9.47 PM

TOWN MAYOR

Newbury Town Council

Mayor's Report for Full Council Meeting on 16th May 2018

This is my last report and covers the period from February, relating to nearly 60 events.

We held our second charity quiz which was filled by those who wanted to come to the first one. This raised further funds for the Rosemary Appeal and 1st Wash Common Scouts Hut Appeal.

The Twin Town Association held a coffee morning and AGM and had an International weekend at Easter.

St John's Church was packed for the 75th Anniversary service commemorating the bombing of Newbury and this was followed by wreath laying at St John's garden. Some attendees were present when the bombing took place and shared their memories. Thanks to all who put this event together. There was a WW1 single act of commemoration and a Lancaster memorial service at RAF Welford.

Unfortunately, the annual pancake races were cancelled due to rain and the event was limited to St Nicolas hall for the lunch and me tossing a pancake, but none could be thrown from the Town Hall balcony.

Further coffee mornings were held by me, Newbury Musical Theatre and the United Nations Association.

We greeted overseas young visitors from Eeklo and at a colourful event at Bradfield College where Moroccan students sang and danced in national dress.

Sporting events were:- Get Berkshire Active awards; School Games at Bisham Abbey; 24 hour tennis marathon; Newbury Table Tennis finals and Indoor Bowls finals. I started two races, from Newbury, of the Devizes to Westminster canoeing. Unfortunately the race was abandoned at Reading because of high water levels and the fast flowing River Thames.

I planted the first rose in the new rose bush and lavender beds that have been planted in Victoria Park and unveiled plaques in recognition of the costs being met by Sundog Hire, Rivar, Volker Highways and Tesco Bags of Help. This was a great community event with many members of the public planting!

Educational events included Castle School post 16 world of work; WBTC graduation; my being a male role model reading stories at Falkland school in book week and attending the Mock Trial competition at Reading Crown Court.

Musical and cultural items were Hogans Learn to Play; Hungerford Band: Philharmonia Orchestra; Peter Pan at Trinity School and Hoards Exhibition at the museum.

Civic Awards are an important  in the Council's calendar. Thank you Swift for your sponsorship.

During Care Home Week we visited Winchcombe Place: Gracewell and The Argyles.

Further engagements included Freemasons Open Day; Street Pastors AGM; W.I. Yarn Bombing; Knitted Newbury; Judging Easter Colouring competition at Tesco; Town Plan Exhibition; Voluntary Sector Knowledge Event; Rotary Blood Pressure checks; unveiling new bins, partly financed by McDonalds, at the skate park, Lions, Rotary and Sorooptimists meals; My Perspective Photo Exhibition, meeting the Duchess of Cornwall at a Fair Close 50th anniversary event. VE Day at Gracewell. We attended the Berkshire Guiding Annual Review at Easthampstead Park, taking our Civic award winner with us as she has been a guider for over fifty years.

After cutting the ribbon and officially declaring the free table tennis area (sponsored by Table Tennis England) open in the Kennet Centre my sporting action was tested with a game of ping pong. This gave me an appetite

to go on to McDonalds for their official reopening, see their enhanced facilities and enjoy sampling their food plus making McFlurry ice creams in the kitchen.

There have been many enjoyable events throughout the year. These include frequent coffee mornings. I am grateful to the public for supporting these. It is great that so much has been raised for the Mayor's Benevolent Fund, the Rosemary Appeal and 1st Wash Common Scout Hut Appeal as well as being able to talk with the public in a relaxed atmosphere. Thank you to the Good Exchange for match funding for my chosen charities. Thank you for all the helpers and for the delicious homemade cakes!

My thanks go to my wife, Marion, the Mayoress, Joyce Lewis, Civic Manager, Ian Campbell, my attendant and his deputies, fellow councillors and officers for supporting me in this non-political role.

LEADER'S REPORT TO NEWBURY TOWN COUNCIL - MAY 2018

This report is to highlight the hard work and many events which have occurred throughout the Municipal year 2017/18.

On the 22 May 2017 our council celebrated the 20th anniversary of its inception at St Nicolas church hall, at which several Councillors received Long Service awards. The long service of Cllr Swift Hook of 20 years was acknowledged, as was the 25 years of outstanding service by the Civic Manager, Joyce Lewis.

The first Family Day was held in Victoria Park on 27 May 2017 to mark the completion of all the repairs and renovations over the previous years. Open days at the Bowls Club and Tennis Courts were included as was a Children's Football Festival. The day was a huge success and it was decided to make this an annual event. Weeks before the Family Day, planning permission was granted to install floodlighting over the Tennis Courts, with a new boat container installed in the park, close to the pond.

Having assumed responsibility for the Wharf toilets from West Berkshire Council, paddle gates were installed at the entrance, controlled by a 20 pence slot machine. The charge has worked well, enabling the Council to maintain this valuable facility on behalf of the community and visitors to Newbury.

Regarding the Charter Markets, new managers had been appointed who are enthusiastic in making the Markets more attractive and increasing the number of stalls in the future.

On 28 June, the Grants Sub-Committee allocated the entire £10k to applicants. The sub-committee agreed to change the method of application, so that successful applicants would benefit from the Good Exchange's extra funding. I am very pleased to report that for this year we've increased our grants allocation to £25,000, which will support even more worthy causes across our community.

The first wedding took place at the Town Hall on 1 July. Further weddings have already been booked. New furniture and flooring has been installed which has made the Council Chamber more attractive for such functions.

An awards ceremony was held on 25 September in recognition of the best allotments throughout the six sites. This is an annual event.

The Town Council's Strategy Group was reconvened on 12 September and a new strategy document was born. The Strategy is providing a useful action plan, as many of the items listed now being progressed.

A Heritage Open Day was held in the Town Hall on 9 September which attracted over 80 visitors. The Heritage Working Group continues to work on heritage issues including successful dendro-dating of historic buildings in the town and installing Blue Plaques on buildings with historic connections.

The Newbury in Bloom Awards Ceremony was held in the Corn Exchange on 19 September. It was very successful with more entries than in previous years. It's planned to enter the town in the Britain in Bloom competition in 2019.

Local Democracy Week was in October, with children from primary schools given presentations in the Town Hall accompanied by a visit of councillors to Trinity School for a question and answer session on local issues. A debating competition was held for them first time in which four school teams from St Bartholomew's, Trinity, Park House and St Gabriel's took part. The event was sponsored by the Newbury Weekly News and the winning team was St Barts. It is intended for this to be an annual event.

The annual switch on of the Christmas lights was again successful and the Council is grateful to the BID for the provision of the lights. £12K has been set aside by the Council to pay the BID for the cost of the lights in 2018.

A new Grounds Maintenance Contract was signed with West Berkshire Council which saved the Town Council £9k and also ensured that it would deliver a better service with more horticultural expertise. Further enhancements to Victoria Park have been carried out. These include CCTV with a 360 degree coverage, floodlighting of the tennis courts and the planting of 18 semi-mature trees.

The annual Civic Awards took place on 19 March which recognises the contribution volunteers make to the local community. We also introduced a new award was for the business making the greatest contribution to the community.

The 75 anniversary of the bombing of Newbury in 1943 was marked by a service in St John's Church on 11 February. This was followed by a procession to St. John's Gardens to lay a wreath at the commemorative stone. This event was very successful and received a great deal of favourable comment.

The Jack of Newbury statue project, supported by the BID and Town Council, received planning permission to site it in Northbrook Street. The project is now listed for funding by the Good Exchange portal. Its success is dependent upon fundraising.

Emergency repairs were carried out on the Town Hall as a result of rising damp on the ground floor northern wall. This caused disruption to staff but they were able to continue to operate as normal. A new lightning conductor was fitted to the building following a safety report.

The annual Spring Community Clean took place in the Clay Hill, Falkland and Northcroft wards on 24 March. It was again sponsored by McDonalds. McDonalds has also sponsored new waste bins for Victoria Park.

The Town Council agreed to support the re-enactment of the First Battle of Newbury to mark its 375 anniversary on the site of the original battlefield adjacent to Cope Hall Lane, Wash Common. This will be on 23 and 24 June 2018.

Key Performance Indicators (KPIs) had been evolved to ensure that the Council is working efficiently. At the last Policy and Resources meeting, it was noted that further KPIs for the Community Services committee be included. It was also suggested that each committee discuss more detailed KPIs as relevant to their work.

A revised version of the Town Design Statement (TDS) which had been approved by the Council, and subject to public consultation, is currently with West Berkshire Council for their final approval. It was agreed to add an Annex to the TDS regarding the Kennet and Avon Canal. A visit to the western side of the canal from the Town Bridge was carried out on 18 April and a review of the eastern aspect will be carried out in the near future.

The initial drafting of the Town Plan has now been completed and a public meeting was convened to give the residents of the Town the opportunity to comment. Over 100 responses were received and have now been evaluated. A further meeting has discussed the findings and a final draft will be written to be considered by the Planning and Highways Committee for final approval by the Full Council in June.

At the last Policy and Resources committee it was resolved that the Council agreed in principle to lease the Wash Common Library from West Berkshire Council at a peppercorn rent to enable the Friends of Wash Common Library to provide a library service to their community. Further discussions with WBC will be needed regarding the lease.

Regarding the land at Hutton Close, it was agreed that the Council gives the developer a temporary lease for part of the open space as construction compound subject to planning permission.

WBC offered the Council a short term lease of the ground currently occupied by Newbury Football Club. It was noted that a planning application had been received by WBC for a local community group to use it for community use. After extensive discussion, the offer from WBC was declined.

With regard to the Victoria Park Community Café, it was disappointing to note that the Good Exchange/Greenham Common Trust were not able to support the café financially. The Sports Council was additionally not able to give financial support towards the changing rooms. The Council are now looking at other options for these facilities and hope to deliver on both in the near future.

Lastly, the finances of the Council are in good shape and indicates good management and financial acumen. Both internal and external audits have indicated there were no adverse comments. The Band D Council tax payment arising from our precept has not increased from the previous year and reserves are more than adequate. Revenue income has increased and expenditure is under control.

As the above makes clear, it has been a very busy year and one which everyone should be proud to be part of.

We have worked well with our partners, including West Berkshire Council, the neighbouring parishes, the Police, Newbury BID and Greenham Common Trust. My thanks go to the Chief Executive and his team for their excellent work during the year and thanks also to all the Councillors for their dedication and hard work.

Cllr Adrian Edwards

Leader

9 May 2018

Meeting of Newbury Town Council, Wednesday 16 May 2018

Agenda Item X: Chief Executive Officer's Report

As well as the normal business activities of running the Council and delivering services for the community in Newbury, there are some unusual matters which have arisen which I would like to bring to the attention of the Members:

1. Planning and Highways Committee

There has been a very high level of business on the Committee's agenda:

The Town Plan:

The Town Plan consultation ran from the last Council meeting, when the draft was approved for consultation until the 18 March. Responses were invited by post, email and on the Council's website. The Committee also hosted a coffee morning at which the draft was displayed and members of the public could ask questions and make submissions. In all, 108 responses were received and these have been reviewed by the Steering group at a meeting on 25 April. The Plan, amended after consultation, will be brought to the committee for consideration and recommendations will be made for the final adoption of the Plan by full council on 25 June.

The Sandleford Park proposals

2 applications for permission for 1,500 houses and ancillary facilities have been lodged with WBDC. The town council hosted a public presentation in the Rugby Club at which the developers presented their proposals and dealt with questions from the public. The event was very well attended and excellently chaired by Councillor Anthony Pick. The Committee is also holding a special meeting on 14 May to formulate its responses to these proposals.

Working without paper

Last December WBDC advised all of the parish Councils that from 1 April 2018 they proposed to introduce charges for paper copies of application documentation. In our case these charges were estimated to be in excess of £6,000 per annum. The Committee has decided to work without paper to avoid these charges and, where required, plans etc. are viewed by projector and screen in the council chamber.

The Canal Corridor

It is an objective of the Council's Strategy to add a chapter to the Town design Statement covering the canal corridor. This work started with a walk along the Canal, westwards from the Town Hall, led by the Leader of the Council, Councillor Adrian Edwards. The eastern side will next be surveyed and the Working Group will convene to consider the findings of the surveys and progress work on producing this important addition to the TDS.

2. The General data Protection Regulations

These Regulations come into effect from 25 May and staff have spent considerable time reviewing practices, drafting policies and preparing for this. Further information will be presented later to the Council meeting.

3. Lone Working Policy

Attendance by 2 of our staff at a training course on Risk management for events identified Lone Working which the council might address. Our employees sometimes find themselves alone at events or meetings, both within and outside the Town hall and a policy has been drafted by the management Team which identifies these risks and gives guidance to staff in such situations. Staff are now being consulted and the draft Policy will later be taken to the Staff subcommittee for approval. (When approved, it will also be sent to Members for information, as some of the guidance may be helpful to you as well)

4. The Town Hall

The new lightning conductor has been installed on the Town Hall and our insurers advised of this additional protection for the building and staff.

The works to repair damage caused by damp along the northern face of the Town Hall have now been completed. I would like to thank all of the office staff for their co-operation and flexibility during the disruption caused by these works.

As storage space is at a premium in the Town hall, we have now embarked on a drive to remove all unnecessary storing and/or hoarding and we are already seeing the benefits of this work.

Hugh Peacocke
Chief Executive Officer
9 May 2018.

NEWBURY TOWN COUNCIL

COMMITTEE AND SUBCOMMITTEE COMPOSITION 2018/2019

Total number of members: 23: Conservative Group: 17 (74%) Lib-Dem Group: 6 (26%)

Total Committee places to be filled: 60

Proportional allocation: Conservative Group: 44 places Lib-Dem Group: 16 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	9/3		9/3		9/3		9/3		4/2		4/2		44/16	
	Leader (C)		Adrian Edwards (CH)		Leader		Leader		Leader (C)		Adrian Edwards			
	Deputy Leader (V-C)		Miles Evans (Vic)		Deputy Leader		Deputy Leader		Deputy Leader (V-C)		David Fenn			
	Howard Bairstow		Jeanette Clifford (Ncft)		Howard Bairstow		Kuldip Singh Kang		Tony Stretton		Kuldip Singh Kang			
	Margo Payne		Dave Goff (CH)		Kuldip Singh Kang		Margo Payne		Jeff Beck		Sarah Greenall			
	Sarah Greenall		Andrew Steel (StJ)		Sarah Greenall		Howard Bairstow		Julian Swift-Hook		Arthur Johnson			
	Tony Stretton		Jeff Beck (CH)		James Fredrickson		Sarah Greenall		Elizabeth O'Keefe		John Gardner			
	Jeff Beck		Kuldip Singh Kang (Flk)		David Fish		David Fish							
	Anthony Pick		Anthony Pick (St J)		David Fenn		Jeanette Clifford							
	David Fenn		Tony Stretton (CH)		Margo Payne		Mike Johnston							
	Martha Vickers		John Gardner (StJ)		Martha Vickers		Julian Swift-Hook							
	Julian Swift-Hook		Elizabeth O'Keefe (Vic)		Arthur Johnson		Arthur Johnson							
	Elizabeth O'Keefe		Jo Day (Ncft)		John Gardner		Jo Day							
	12		12		12		12		6		6		60	
NAMED SUBS	James Fredrickson		Lynne Doherty (Ncft)		Mike Johnston		Lynne Doherty		Mike Johnston		David Fish			
	Lynne Doherty		James Fredrickson (Vic)		Jeff Beck		Andrew Steel		Kuldip Singh Kang		Lynne Doherty			
	Jeanette Clifford		David Fish (BG)		Lynne Doherty		Tony Stretton		Andrew Steel		Jeff Beck			
	Kuldip Singh Kang		Sarah Greenall (StJ)		Anthony Pick		James Fredrickson		Martha Vickers		Jo Day			
	Arthur Johnson		Martha Vickers (Ncft)		Elizabeth O'Keefe		John Gardner							
	John Gardner		Julian Swift-Hook (PH)		Jo Day		Martha Vickers							
Group	C	LD	C	LD	C	LD	C	LD	C	LD	C	LD	C	LD
%	75	25	75	25	75	25	75	25	67	33	67	33	73	27

Town Council representatives for Governing Bodies for 2015/2016 Municipal Year

School	Link Councillor/Representative
Falkland Primary School	Howard Bairstow
Fir Tree Primary School and Nursery	
John Rankin Infant and Nursery / Junior Schools	Kuldip Singh Kang
Park House School	
Robert Sandilands Primary School and Nursery	David Fish
St Bartholomew's School	No need to allocate
St John The Evangelist Infant and Nursery School	Sarah Greenall
St Joseph's Catholic Primary School	Elizabeth O'Keeffe
St Nicolas Church of England School	
Speenhamland Primary School	Jeanette Clifford
Trinity School	Sarah Greenall
Victoria Park Nursery School	
The Willows	Julian Swift-Hook
The Winchcombe School	Jo Day

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 2018-2019

Ref	Outside Body	Representative
1	Newbury Twin Town Association	Town Mayor and Deputy Town Mayor or a nominated substitute, Margo Payne
2	Carnival Committee	Arthur Johnson
3	NYC Link Councillors	Jo Day / Sarah Greenall / David Fish/ Lynn Doherty/ Tony Stretton
4	Wash Common Community Association	Kuldip Singh Kang
5	Time to Talk Management Committee	Elizabeth O'Keeffe, Margo Payne –Link Cllr.
6	CAB Steering Group	Jo Day
7	Age UK, Newbury	Vera Barnett/ Sarah Greenall
8	Volunteer Centre West Berkshire	Margo Payne
9	St Bartholomew's School Foundation	Howard Bairstow
10	Newbury Almshouse Trust	Kuldip Singh Kang
11	Greenham & Crookham Commons Commission	Julian Swift-Hook
12	Berkshire Association of Local Councils (and NALC / WBDALC)	Leader of the Council
13	Spring Festival Committee	Chairperson of Civic Pride, Arts & Leisure Committee/Margo Payne
14	Winchcombe School Project Board	Jo Day
15	Community Youth Project (Greenham Community Centre)	Arthur Johnson
16	River Lambourn HLF Project	Margo Payne
17	West Berkshire Heritage Forum	Adrian Edwards
18	Disability External Scrutiny Board Observers	Elizabeth O'Keeffe or Jeff Beck/Sarah Greenall
19	Clay Hill Residents Association	Tony Stretton/Margo Payne
21	BID Board	Hugh Peacocke
22	BID Sub-Groups: Finance Operations Marketing Christmas & Events Car Parking	<i>Check with BID</i> Hugh Peacocke (+ 1 from each pool) Martha Vickers (+ 1 from Conservative pool) Caroline Edmunds (+ 1 from each pool) 1 from each pool
23	Friends of West Berkshire Museum	Jeanette Clifford
24	Newbury Vision Steering Group	Jeff Beck, John Gardner and Anthony Pick (supported by Hugh Peacocke)
25	Sandleford Park working group	Adrian Edwards, John Gardner, Julian Swift-Hook
26	The Charity of Mrs Mabel Luke	To be appointed
27	Newbury Library	Cllrs Sarah Greenall, Margo Payne, Elizabeth O'Keeffe <i>Other members: Paul James, Felicity Harrison, (WBC), Hugh Peacocke/ Granville Taylor (NTC)</i>

Note that school governing bodies are now covered in a separate table. 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

Public Report

Report to: Council, 16 May 2018

Agenda Item No 16: General Data Protection Regulation (GDPR)

Background and Objective

With the introduction of the General Data Protection Regulations (GDPR) on 25 May this year, Newbury Town Council must consider all personal information that it holds on living individuals, to see whether it is necessary to keep the information, and decide whether it is held securely. The Council must also establish some policies and procedures to ensure that future personal information is obtained where necessary with the individual's permission, and that staff know what to do if any individuals ask to see what information we hold on them; request that we change or remove the information; or complain about the way in which we hold their information. We also require procedures for data breaches.

These are the steps that the Council has taken so far:

1 Audit of personal information held by Newbury Town Council

A spreadsheet of the personal information we hold has been created, showing where and how the information is kept and how long it will be retained.

2 Employee Computer Use and Password Policies have been drafted

Staff have been advised of these draft policies, for immediate implementation, These policies will be presented for approval at the next meeting of Staff Sub-committee.

3 Privacy Notice

This has been drawn up and will be placed on our website

4 Consent Form

The NALC model consent form will be used where necessary when requesting personal information.

5 Procedures for Subject Access Requests and Security Incident Responses

These are to be created, using the NALC model documents

6 Privacy Policy

The Council must adopt a privacy policy, again we will use the NALC model policy, adapted as necessary.

7 Data Protection Officer (DPO)

The Government is proposing an amendment to the GDPR to exempt parish and town councils from being required to have a DPO. However, as Newbury Town Council is a larger local council, officers consider that it would be beneficial to have a DPO.

Fortunately the Berkshire Association of Local Councils (BALC) has offered the services of Susan Ellis, a recently retired data protection officer from West Berkshire Council who can undertake DPO services for the parish councils in Berkshire, for a fee of £100 a year (additionally an annual visit to the council would be charged at £15 per hour). As we have no data protection experts within the council, this would be an ideal solution.

Financial and Legal implications

If the council does not take steps to identify the personal information it holds, and create policies and procedures to comply with the GDPR, then it is at risk of being heavily fined by the ICO if it is negligent in its duties to keep personal information responsibly.

Reference to Council Strategy, where relevant

- O3.1 We will maintain openness and transparency in our actions and decision making.
- O3.2 We will make our information, public meetings and records as widely accessible as possible
- O3.3 We will maintain an up-to-date public website that is informative and easy to access and use
- O3.6 We will respond promptly to complaints and act as quickly as possible to resolve them.
- O3.11 We will keep abreast of all relevant legislative changes impacting on our activities and services

Consultation:

GDPR documents from the ICO, NALC and SLCC have been referred to in order to produce the papers referred to above. The Responsible Financial Officer has also been on two GDPR training courses run by BALC. The Council's managers have considered these documents at Management Meetings.

Recommendation

That the Council employs the services of Susan Ellis, through the BALC scheme, as their Data Protection Officer.

Signed: Gillian Durrant, Finance and Corporate Services Manager 10 May 2018

Newbury Town Council**Public Report****Report to Council, 16 May 2018. Agenda Item 16****Background**

With the introduction of the General Data Protection Regulations (GDPR) in May this year, Newbury Town Council must review all personal data that it holds, and ensure that it is kept securely. The majority of data is kept on the Council's computer server, and this is protected from data breaches by an Intrusion Detection and Prevention System (IDPS) or Firewall. The GDPR regulations state that all organisations are under a duty to report any breach of security within 72 hours of being detected, where feasible. Our current firewall has no mechanism to inform us or our IT support provider of data breaches, and our provider has therefore recommended that we upgrade our Firewall.

Objective

The upgraded Firewall will notify our IT support provider immediately of any attempted data breach, and the Town Council will therefore be able to report the breach to the Information Commissioners Office (ICO) within 72 hours. The upgraded Firewall will also improve the security of our IT data.

Options

If the Firewall is not upgraded, Newbury Town Council will not be in a position to report data breaches within 72 hours as recommended by the ICO. Our IT data will also be less secure. We have a contract with our IT providers, and part of this contract includes the provision and maintenance of a firewall, therefore the upgrade of the existing firewall will be done by our IT contractors, rather than a third party. Should a third party perform any work on the firewall, it would mean that our contractor would relinquish the maintenance of the unit. It also means that we would provide the third party with access to the council's network and security.

Financial and Legal implications

The upgraded Firewall will cost £997.50 plus VAT. As this was not anticipated when the budget was set, it is suggested that the cost is taken from the Policy and Resources Committee Fund of £10,000.

Reference to Council Strategy, where relevant

O3.11- We will keep abreast of all relevant legislative changes impacting on our activities and services

O3.3 - We will maintain an up-to-date public website that is informative and easy to access and use

Consultation:

We have taken the advice of our IT support provider.

Recommendation(s)

That Council approves the expenditure of £997.50 plus VAT for the upgraded Firewall, to be taken from the P&R committee fund .

Signed: Gillian Durrant, Finance and Corporate Services Manager 26 March 2018

Newbury Town Council, 16 May 2018

Agenda item 17: Amendments to Standing Orders

Current Standing Order	Proposed Amendment
6.4.1 The Council may appoint The Leader of the Council and Deputy Leader of the Council to the Planning and Highways Committee or as substitutes for the Committee.	This is left over from the previous Standing Orders, which stated that the Leader and Deputy Leader must be appointed to this Committee. It is recommended that this be removed as it now serves no useful purpose.
While each of the Council committees has the authority to establish Working Groups, give them Terms of Reference and appoint members, the arrangements for such appointments are not specified. This matter was addressed at the last meeting of the Policy and Resources Committee.	Insert the following new Standing Order: <i>6.8 At the first meeting after the Annual Meeting, each Committee shall review the membership and terms of reference of all Working Groups reporting to the Committee and make any changes considered appropriate.</i>
12.2 After the above business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows... (i) To dispose of business, if any, remaining from the last meeting;	The law is clear, only business clearly specified on an agenda can be conducted at a meeting. <i>“The summons must specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss. A council cannot lawfully decide any matter which is not specified in the summons.”</i> Accordingly, as this Standing Order does not clearly specify the business which might be decided at the meeting, it is recommended that it be removed.
13. Admission of the Public and Press to meetings 13.1 The public and press shall be admitted to all meetings of the Council, which may, however, temporarily exclude the public and press by means of a resolution based on the following: “That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw.” (Note: The special reasons should be stated and recorded in the minutes. If a person’s advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed).	13. Admission of the Public and Press to meetings 13.1 The public and press shall be admitted to all meetings of the Council, which may, however, temporarily-exclude the public and press by means of a resolution based on the following: “That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw.” (Note: The special reasons should be stated and recorded in the minutes. If a person’s advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed). (The press and public can be excluded for the business about to be transacted; “temporarily” is not used in the legislation and serves no useful purpose)

Current Standing Order	Proposed Amendment
<p>16.3 Notification in writing, by post, fax or electronic mail, of all questions must be received by the Chief Executive Officer three working hours before the start of the meeting at which the question is to be asked. In the case of meetings scheduled to start at 7.30 pm, notification must be received by 2.00 pm on the day of the meeting.</p>	<p>16.3 <i>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.</i> (This is what happens in practice)</p>
<p>16.4 No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.</p>	<p>It is recommended that this be removed as it serves no useful purpose.</p>
<p>22.1 Any meeting may be adjourned immediately by the Chairperson of that meeting, for any reasonable length of time, <u>for example to allow councillors to discuss problematic issues in private</u> or because the length of the meeting has become such that effective discussion is limited. The underlined provision is illegal; under Standing Order 13, the press and public may be excluded from a meeting due to the (special) (confidential) nature of the business about to be transacted, and where it is advisable in the public interest that the public and press be excluded. The underlined clause should be removed.</p>	<p>22.1 <i>Any meeting may be adjourned immediately by the Chairperson of that meeting, for any reasonable length of time. Only the remainder of the meeting may be considered on resumption of the meeting and no new business can be introduced without being on an agenda with due notice- such as the next scheduled meeting.</i></p>
<p>34. Variation, revocation and suspense of Standing Orders</p> <p>34.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Full Council.</p> <p>An annual review of Standing Orders is good practice but this provision makes the process too long and complicated. There is no legal provision for these arrangements and it is unclear how this arose. While it is appreciated that changes to Standing Orders should not be made lightly, this process is unnecessarily complicated, requiring the matter to come before 2 different meetings of the Council, as we saw last year.</p>	<p>The proposed amendment reflects the importance attached to Standing Orders, providing that they may only be permanently changed with the support of the majority of the members of the Council. As there are now 23 members on the Council, this would require any such resolution to receive the support of at least 13 Members of the Council.</p> <p>34.2 <i>A resolution permanently to add, vary or revoke a Standing Order must receive the support of at least a majority of the total number of members on the Council (currently, this requires at least 13 members to support the resolution).</i></p>

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2018/19

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 form 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
20 May 2018 Annual meeting and Mayor- making	1. Election of Town Mayor and Declaration of acceptance of office and Mayor's announcements 2. Election of Deputy mayor and Declaration of acceptance of office and Deputy Mayor's announcements
25 June 2018	To resolve that the Committee and Sub-Committee structure for the municipal year 2019/20, will be as that agreed at the Council meeting of 8 May 2019. Last year this was done at the meeting before Mayor Making?
	Standing Orders Review It is good practice to review Standing Orders annually.
	Councillor Surgery Rota 2018/19
	Local Democracy Working Group Update
	Newbury Youth Council update/ Presentation
	Outside bodies annual reports
	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
	To approve the Newbury Town Plan
October	Citizens' Advice bureau To receive a presentation from Jan Rothwell, Chief Executive of West Berkshire Citizens Advice Bureau, on the work of the Bureau 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

	<p>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.</p> <p>Annual Review of Town Council Strategy</p> <p>Newbury BID Presentation</p>
Meeting Date	Item
January	<p>2019/20 Precept</p> <ol style="list-style-type: none"> 1. To note that the Policy & Resources Committee resolved to adopt a budget for 2019/2020, and recommends that the Council sets an overall funding demand of £XXXXXX (consisting of precept and separate grant) 2. To resolve the overall funding demand (consisting of precept and separate grant) for the Financial Year 2019/20, subject to any further grant or tax base adjustments by West Berkshire Council 3. To resolve that a leaflet explaining to the public how the precept is to be used during 2019/20 is produced. <p>Schedule of meetings for the municipal year 2019/20</p>
May	<p>Nomination of Mayor Elect and Deputy Mayor Elect</p> <p>Election of Leader and Deputy Leader of the Council</p> <p>Membership of each Committee / Sub-Committee for the 2013/2014 municipal year.</p> <p>To review the Council's representation on School Governing bodies</p> <p>Local Democracy Week</p>