

**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 will 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
<p><b>28. Functions reserved to Full Council</b></p>	<p>The Full Council reserves to itself the following functions: ....</p> <p>(l) At the Annual Meeting of the Council:</p> <ul style="list-style-type: none"> <li>- It elects the Town Mayor and the Deputy Mayor.</li> <li>- It sets the delegated powers of its Committees and appoints the Members to each Committee, in accordance with Standing Orders 29 and 30.</li> </ul>	<p>The Full Council reserves to itself the following functions: ....</p> <p>(l) At the Annual Meeting of the Council it elects the Town Mayor and the Deputy Mayor.</p> <p>(m) It sets the delegated powers of its Committees and appoints the Members to each Committee, in accordance with Standing Orders 29 and 30.</p>
<p><b>29. Appointments to Committees</b></p>	<p>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,</p> <p>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;</p>	<p>The Full Council may, <del>at its annual meeting,</del> appoint standing Committees and may at any other time appoint such other Committees as may be necessary,</p> <p>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.</p>
<p><b>30.1 Policy and Resources</b></p>	<p>Members of the Committee are appointed at the Annual Meeting of the Council.</p>	<p>Members of the Committee are appointed by Full Council.</p>

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

Draft