

11 October 2016

**To:** The Leader and Deputy Leader of the Council; Councillors Howard Bairstow; Jeff Beck; Adrian Edwards; David Fenn; Sarah Greenall; Elizabeth O’Keeffe, Margo Payne; Tony Stretton; Julian Swift-Hook; Martha Vickers.

**Substitutes:** Councillors Jeanette Clifford; Lynne Doherty; James Fredrickson; John Gardner, Arthur Johnson, Kuldip Singh Kang.

**Also:** All Members of the Council for information.

Dear Councillor

You are required to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury, on **Monday 17 October 2016 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely,



**Gillian Durrant**  
**Responsible Financial Officer**

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1. **Apologies for absence**

*Chairperson*

2. **Declarations of interest and dispensations**

*Chairperson*

**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

3. **Minutes (Appendix 1)**

*Chairperson*

**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 18 July 2016 (previously circulated).

4. **Questions and Petitions from members of the public**

*Chairperson*

5. **Members’ questions and petitions**

*Chairperson*

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**6. Health and Safety Report (Appendix 2)**

*Chairperson*

**To receive** the quarterly Health and Safety report as attached at Appendix 2 and comment as appropriate.

**(Members are requested to raise any questions on this item prior to the meeting).  
(Large print - Excel - versions are available on request)**

**7. List of Payments (Appendix 3)**

*Chairperson*

**To authorise** the payments made during the period 1 July 2016 to 30 September 2016 as attached at Appendix 3.

**(Members are requested to raise any questions on this item prior to the meeting).  
(Large print - Excel - versions are available on request)**

**8. In Year Budget Monitoring Quarter 2, 2016/17 (Appendices 4 & 4a)**

*Chairperson*

**8.1. To receive** the Income and Expenditure Account to September 2016 (Appendix 4).

**8.2. To resolve** to approve the expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation (4.8), as listed in Appendix 4a.

**(Members are requested to raise any questions on this item prior to the meeting).  
(Large print - Excel - versions are available on request)**

**9. Debts over £500 and more than 3 months old (Appendix 5)**

**To resolve** a course of action as recommended by Audit Working Group in respect of the debt.

**10. Internal Audit Report (Appendix 6)**

*Cllr David Fenn, Chairman of the Audit Working Group*

**To receive** the first interim internal audit report for the financial year 2016/17 from Auditing Solutions Ltd, as attached at Appendix 6.

**11. External Audit Report (Appendix 7)**

*Cllr David Fenn, Chairman of the Audit Working Group*

**To receive** the External Auditors report for 2015-16 from Mazars Ltd as attached at Appendix 7.

**12. Strategic Risk Register (Appendix 8)**

**To resolve** to approve the amended Strategic Risk Register as attached at Appendix 8.

**13. Preparation for the 2017/18 Budget Round**

*Chairperson*

**13.1. To note** that a budget production plan is about to be prepared with a target to produce a draft budget for e-mail distribution before Christmas, so that full discussions can take place at the Policy & Resources Committee meeting on 16 January 2017 and at the subsequent Council meeting on Monday 30 January 2017.

**13.2. To note** that Council and each Committee / Sub-Committee is asked to consider its budget needs for 2017/2018, in time for inclusion in the draft budget (and / or revised Service Plans / Project List) being prepared over the next few months.

**13.3.** Specifically, the Committee **is asked** to make the Leader and Responsible Financial Officer aware of any particular projects or capital acquisitions that may need to be undertaken in 2017/2018, so that they may be considered for inclusion in the draft budget. Such suggestions should be submitted with as much detail as possible by the end of November 2016.

**14. Town Hall Council Chamber & Suite Charges (Appendix 9)**

*Chairperson*

**To agree** a scale of charges for the Council Chamber and Suite 2 for 2017/18. The proposal from Officers is attached at Appendix 9.

**15. Section 106 Monies (Appendix 10)**

*Chairperson*

**To review** Section 106 balances and planned future expenditure of S.106 monies as set out in Appendix 10.

**16. Consultation on Proposal that some Town and Parish Councils would be required to hold a referendum in order to increase their precept beyond 2% (Appendix 11)**

**To agree** a response to the Government's consultation on extending the referendum principle to those parishes with precepts of at least £75.46 for band D properties and totalling £500,000 or more. See item 3.3 on the consultation:

<https://www.gov.uk/government/consultations/local-government-finance-settlement-2017-to-2018-technical-consultation>

**17. Exclusion of Press and Public**

*Chairperson*

**To move:** 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 item of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**18. Construction of a Sports Changing Room Facility in Victoria Park (Appendix 12)**

*Chairperson*

**To resolve** to approve the proposed new Victoria Park Sports Changing Room Feasibility Study as attached at Appendix 12.