

10 January 2017

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

Substitutes: Councillors Jeannette Clifford; Lynne Doherty; James Fredrickson; Arthur Johnson; John Gardner; 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 16 January 2017 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely,

Gillian Durrant
Responsible Financial Officer

AGENDA

- 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 17 October 2016 (previously circulated).
- 4. Questions and Petitions from members of the public**
Chairperson
- 5. Members’ questions and petitions**
Chairperson

Town Hall, Market Place, Newbury, RG14 5AA

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6. Library Services Review (Appendix 2)

Chairperson

To receive a presentation from West Berkshire District Council on the review of the Library Service and to consider a request for funding towards the service.

7. Health and Safety Report (Appendix 3)

Chairperson

To receive the quarterly Health and Safety report as attached at Appendix 3 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)

8. List of Payments (Appendix 4)

Chairperson

To authorise the payments made during the period 1 October 2016 to 31 December 2016 as attached at Appendix 4.

(Members are requested to raise any questions on this item prior to the meeting).

(Large print - Excel - versions are available on request)

9. Income and Expenditure Account 2016/17 (Appendices 5 and 5a)

Chairperson

9.1. To receive the Income and Expenditure Account to December 2016 (First three quarters).

9.2. To resolve to approve expenditure against cost centres that are already over the annual budget, in accordance with this Council's financial regulation (4.2), as listed in Appendix 5a.

9.3. To note the full year forecast, which is based on Officers' current best estimate of likely outcomes. Projected negative variances are highlighted.

(Members are requested to raise any questions on this item prior to the meeting).

(Large print - Excel - versions are available on request)

10. Electronic payments for the hire Victoria Park Tennis Courts (Appendix 6)

To resolve to use the online payment company Stripe to collect electronic payments by hirers of the new tennis courts in Victoria Park.

11. Debts over £500 and more than three months old

There is currently only one debt of over £500 and more than three months old and this is owed by a tenant in the Town Hall. The debt dates back many years and totals £2,080. The tenant entered into a third agreement to recommence repaying the debt in three instalments of £693.35, the first was due in the week commencing 31.10.16. This amount remains outstanding, together with the rent for November 2016, and a county court claim for these amounts was issued on 22 December 2016, in accordance with the resolution made at the previous Policy and Resources Committee Meeting. The tenant has now agreed to pay the amount claimed by 18 January 2017, and other payments have been agreed going forward.

12. Internal Audit Report (Appendix 7)

Cllr David Fenn, Chairman of the Audit Working Group

To receive the second interim internal audit report for the financial year 2016/17 from Auditing Solutions Ltd, as attached at Appendix 7.

13. 2017/2018 Budget (to follow)

Chairperson

13.1. To consider the draft budget

13.2. To consider any alternative budget and covering memo circulated a reasonable time in advance of the meeting. (To follow).

13.3. To resolve the budget for 2017/2018 in order that the Council can consider its adoption and formally set its precept when it meets on 30 January 2017 (while noting that the level of precept should be declared to the Billing Authority by 28 February 2017).

14. Jack O’Newbury Sculpture (Appendix 8)

Chairperson

To Consider making a financial contribution towards the proposed Jack of Newbury sculpture

15. Exclusion of the 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 items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

16. Report from Staff Sub-Committee

Chairperson

16.1 To receive an update on the meeting of the Staff Sub-Committee held on Monday 28 November 2016 (draft minutes already circulated).