

18 April 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 24 April 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 16 January 2017 (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 January 2017 to 31 March 2017 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. Income and Expenditure Account 2016/17 (Appendices 4 and 4a)

Chairperson

8.1. To receive the Income and Expenditure Account for the year ended 31 March 2017.

8.2. To resolve to approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation (4.2), as listed in Appendix 4a.

8.3. To resolve that some of the tree maintenance budget be vired from Open Spaces to Victoria Park and Dairy Farm Allotments to cover the relevant expenditure.

8.4. 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)**

9. 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 £1,386. There has been no further repayment of the historic debt since January 2017 when a repayment of £693 was made, and the tenant has also been behind with payments of current rent. Rent for February and March 2017 is still owed, but a payment plan is in place to clear this, and then a new arrangement will be made to clear the arrears.

10. Internal Audit Report (Appendix 5)

Cllr David Fenn, Chairman of the Audit Working Group

To receive the third interim internal audit report for the financial year 2016/17 from Auditing Solutions Ltd, as attached at Appendix 5.

11. Town Council reserves and expenditure of S.106 and CIL monies (Appendix 6a and 6b)

Chairperson

11.1 To review the use of earmarked funds. See report in Appendix 6b.

11.2 To note the anticipated levels (subject to further End of Year checks and full audit) of general reserves.

12. S.106 and CIL Monies (Appendix 7)

Chairperson

To consider future expenditure of S.106 and CIL monies as set out in Appendix 7.

- 13. Audit Working Group (Appendices 8a, 8b and 8c)**
Cllr David Fenn, Chairman of the Audit Working Group
Recommendations from the Audit Working Group Meeting on 29 March 2017 to the Policy and Resources Committee
13.1 To resolve to amend the Financial Regulations as per appendix 8a
13.2 To consider opening a bank account with Handelsbanken Newbury in order to provide internet banking services. See appendices 8b and 8c.
- 14. Council Strategy – 6 Month Progress Report (Appendix 9)**
Chairperson
To review the current position on the implementation of the Council Strategy
- 15. Request for Grant Funding from the Mabel Luke Trust (Appendix 10)**
Chairperson
15.1 To receive a request for a grant of £10,000 from the Mabel Luke Trust towards alms houses in Mill Lane
15.2 To resolve to refer the application to the next meeting of the Grants Sub-Committee
15.3 To advise the trustees accordingly and further advise them of our criteria for grants applications
- 16. Unreasonable, Persistent or Abusive Complainants (Appendices 11a and 11b)**
Chairperson
To Resolve to adopt a Policy for dealing with Unreasonable, Persistent or Abusive complainants
- 17. Key Performance Indicators (Appendices 12a and 12b)**
Chairperson
To agree a set of Key Performance indicators to help us to measure how well we are performing compared to key service targets and objectives.
- 18. 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 personal and financial nature of the business to be transacted.
- 19. Report from Staff Sub-Committee**
Chairperson
To receive an update on the meeting of the Staff Sub-Committee held on Tuesday 14 March 2017 (draft minutes already circulated).
- 20. Christmas Lights**
Chairperson
To Consider a request for additional funding towards the annual Christmas lights display
- 21. Council Assets (Appendix 13)**
Chairperson
To Consider a proposal for the best use / value of Council Assets.