



11 July 2017

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

Substitutes: Councillors Jeannette 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 July 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 24 April 2017 (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

☎ (01635) 35486 ✉ towncouncil@newbury.gov.uk
☎ (01635) 40484 🌐 www.newbury.gov.uk
🐦 @NewburyTC 📘 NewburyTC

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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 April 2017 to 30 June 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 2017/18 (Appendices 4 and 4a)

Chairperson

8.1. To receive the Income and Expenditure Account for the period ended 30 June 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 to vire unspent 'unscheduled works' budgets from other allotments to cover the expenditure on this budget line for Diary Farm, for the resurfacing of the driveway.

8.4. To resolve to vire the £2,000 budget from 'Victoria Park – other open spaces income' to 'Victoria Park – Tennis Courts income'.

**(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

Chairperson

To note 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 currently totals £1,386. There has been no further repayment of the historic debt since January 2017 when a repayment of £693 was made.

10. Internal Audit Report (Appendix 5)

Cllr David Fenn, Chairman of the Audit Working Group

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

11. Grants Sub-Committee

Cllr David Fenn, Chairman of the Grants Sub Committee

To receive a report on the Grants Sub-Committee meeting of 28 June 2017.

12. Policy on Community Infrastructure Levy (Appendix 6)

Chairperson

To resolve to prepare a list of priorities for the future expenditure of CIL monies.

13. Report on Key Performance Indicators (Appendix 7)

Chairperson

To receive the Key Performance Indicators for the first quarter of 2017/18.

14. Repairs to Market Place Pop-ups

Chairperson

15.1 To note during routine annual maintenance the Town Councils Pop-up maintenance contractors have discovered that the Market Place power supply Pop-ups are in need of urgent repairs. The cost of the repairs have been estimated at £2,980.82 plus VAT, although there may be some additional costs on a further Pop-up, which will be assessed during the other repairs, which could be in the region of a further £100.

15.2 To resolve to spend £3,080.82 from the P&R Projects Fund or from General Reserves on essential repairs in the Market Place.

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 personal and financial nature of the business to be transacted.

16. Expiry of leases for Town Hall Tenants

Chairperson

To agree the Council's position on two Town Hall tenancies which are due to expire over the next 3 months.

17. Internal Auditor for 2017/18 to 2021/22

Cllr David Fenn, Chairman of the Audit Working Group

To agree the internal auditor for the years 2017/18 to 2021/22