

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 17 JULY 2017 AT 7.30PM.**

PRESENT

Councillors Howard Bairstow; Jeff Beck; Adrian Edwards (Chairperson); Miles Evans; David Fenn; Sarah Greenall; Elizabeth O'Keeffe; Margo Payne; Anthony Pick; Julian Swift-Hook; Martha Vickers.

IN ATTENDANCE

Hugh Peacocke, CEO
Gillian Durrant, RFO

1. APOLOGIES FOR ABSENCE

Councillor Tony Stretton.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Chief Executive Officer declared that Councillors Howard Bairstow, Jeff Beck, 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 (WBC) business.

3. MINUTES

PROPOSED: Councillor Margo Payne

SECONDED: Councillor Jeff Beck

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 24 April 2017 be approved as a correct record and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

5. MEMBERS' QUESTIONS AND PETITIONS

There were none.

6. HEALTH AND SAFETY REPORT

The information was received and noted by the Committee.

Cllr Miles Evans asked if Newbury Town Council had been visited by the Fire Authority, following the Grenfell Tower fire. It was noted that the Town Hall had several means of escape, was not a high-rise building and was not residential. Councillor Jeff Beck asked if there would be a fire drill before the year was over, and it was confirmed that there would be. The Leader asked for a review of the previous investigations into sprinklers for the

Town Hall, and, following consultation with the Fire Service and the Council's insurers, a report should be presented to the next meeting of the Community Services Committee.

7. LIST OF PAYMENTS

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Jeff Beck

RESOLVED: That the lists of payments for the period 1 April 2017 to 30 June 2017 is authorised.

8. INCOME AND EXPENDITURE ACCOUNT 2017/18

The income and expenditure account to 30 June 2017 was received and noted by the Committee.

In answer to a query from Councillor Sarah Greenall, it was reported that a detailed income and expenditure account on the repairs carried out to Victoria Park would be presented to the Community Services Committee meeting in September.

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Anthony Pick

8.2 RESOLVED: That the over spends shown against the account codes on Agenda Appendix 4 & 4a be approved.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Howard Bairstow

8.3 RESOLVED: To vire unspent 'unscheduled works' budgets from other allotments to cover the expenditure on this budget line for Dairy Farm, for the resurfacing of the driveway.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Miles Evans

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

9. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD

The report was noted.

10. INTERNAL AUDIT REPORT

The final internal audit report for the financial year 2016/17 from Auditing Solutions Ltd, as attached at Appendix 5 to the agenda, was received and noted by the Committee.

The Committee commended officers on the satisfactory report.

Councillor Julian Swift-Hook referred to the Corporate Governance review in the Report and pointed out that minutes and agendas published on the Council's website covered only the past 12 months and it was agreed that by the next meeting of this Committee minutes and agendas for the past 3 years would be on the website.

11. GRANTS SUB-COMMITTEE

Councillor David Fenn reported that the Grants sub-committee met on 28 June 2017, and all of the £10,000 budget was allocated. These grants should be match-funded by the Good Exchange. All details are on the Town Council's website. The report was noted by the Committee.

12. POLICY ON COMMUNITY INFRASTRUCTURE LEVY

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Howard Bairstow

Councillor Julian Swift-Hook expressed disappointment at the delay proposed in the report to Members in this matter. The CEO advised that Members would be better able to set priorities for the spending of CIL following the review of the Council's Strategy which should be completed by October.

RESOLVED: To prepare a list of priorities for the future expenditure of CIL monies, following the review of the Town Council Strategy.

Councillors Martha Vickers, Elizabeth O'Keeffe and Julian Swift-Hook abstained.

13. REPORT ON KEY PERFORMANCE INDICATORS – FIRST QUARTER OF 2017/18

The Committee requested that the printed appendix be in colour and re-issued to all Members. It was also requested that additional information, such as the budget for income, etc. would enable better analysis of the table.

The Committee commended the social media performance and agreed to add a notice to the agendas published on the Town Hall notice board, advising the public that printed copies of the agendas and reports are available from reception in the Town Hall.

The report was noted.

14. REPAIRS TO MARKET PLACE POP-UPS

The report was noted.

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Sarah Greenall

RESOLVED: To spend up to £1,500 from the P&R Committee Fund to repair the pop-ups in the Market Place. The committee requested that the Community Services committee review the budget for this item for 2018/19.

15. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Miles Evans

SECONDED: Councillor Anthony Pick

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 nature of the business to be transacted.

16. EXPIRY OF LEASES FOR TOWN HALL TENANTS

PROPOSED: Councillor Sarah Greenall
SECONDED: Councillor Julian Swift-Hook

RESOLVED: To advise the tenants that the leases for the two suites would not be renewed.

17. INTERNAL AUDITOR FOR 2017/18 TO 2021/22

PROPOSED: Councillor David Fenn
SECONDED: Councillor Julian Swift-Hook

RESOLVED: To reappoint Auditing Solutions Ltd as internal auditor for the Town Council for 2017/18 to 2021/22.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 8.44PM.

CHAIRPERSON