



10 October 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; 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 16 October 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 July 2017 (previously circulated).

4. Questions and Petitions from members of the public

Chairperson

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1997 - 2017

20 years at the heart of the town



5. Members' questions and petitions

Chairperson

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 2017 to 30 September 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. In Year Budget Monitoring Quarter 2, 2017/18 (Appendices 4 & 4a)

Chairperson

8.1. To receive the Income and Expenditure Account to September 2017 (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 (4.2), 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

Chairperson

To agree any actions required.

10. Internal Audit Report (Appendix 5)

Cllr David Fenn, Chairman of the Audit Working Group

To receive the first interim internal audit report for the financial year 2017/18 from Auditing Solutions Ltd, as attached at Appendix 5. The internal auditor examines transactions in a number of key areas of Council financial activity each quarter. There are no actions arising as a result of this first internal audit for 2017/18.

11. External Audit Report (Appendix 6)

Cllr David Fenn, Chairman of the Audit Working Group

To receive the External Auditors report for 2016/17 from Mazars Ltd as attached at Appendix 6 (page 4). There were no matters arising.

12. Strategic Risk Register (Appendix 7a & b)

Chairperson

To resolve to approve the amended Strategic Risk Register as attached at Appendix 7a. The Strategic Risk Register for 2016 is also appended for information at appendix 7b.

- 13. Report on Key Performance Indicators (Appendix 8)**
Chairperson
To receive the Key Performance Indicators for the second quarter of 2017/18.
- 14. Preparation for the 2018/19 Budget Round (Appendix 9)**
Chairperson
- 14.1. 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 15 January 2018 and at the subsequent Council meeting on Monday 29 January 2018. See the attached Budget schedule for 2018/19 in Appendix 9.
- 14.2. To note** that Council and each Committee / Sub-Committee is asked to consider its budget needs for 2018/2019, in time for inclusion in the draft budget (and / or revised Service Plans / Project List) being prepared over the next few months.
- 14.3.** 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 2018/2019, 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 2017.
- 15. Town Hall Council Chamber & Suite Charges (Appendix 10)**
Chairperson
To agree a scale of charges for the Council Chamber and Suite 2 for 2018/19.
- 16. Section 106 and CIL Monies (Appendix 11)**
Chairperson
To review Section 106 and CIL balances and planned future expenditure of S.106 and CIL monies as set out in Appendix 11.
- 17. Extension/Renewal of Insurance Contract (Appendix 12)**
Chairperson
To resolve whether to extend our existing insurance contract or to obtain quotes for a new one.
- 18. Town Council Grants for 2018/9 Budget (Appendix 13)**
Chairperson
To resolve to include the Volunteer Centre West Berkshire annual grant in the matched funding agreement with The Good Exchange for 2018/19, see Appendix 13)
To resolve the method for applications for Town Council grants in 2018/19. This year officers had to look through nearly 200 applications on The Good Exchange website to find those that were eligible for consideration by the grants sub-committee. Councillors are asked to consider changing the method of application for the 2018/19 grants round, to request that applicants advise the Council prior to the deadline that they wish to be considered for a grant, in addition to ensuring their application is uploaded to The Good Exchange website. This will make it easier to collate applications. If Councillors agree to make this change, then the Council's standing orders will need to be amended to reflect this.
- 19. Mayor's Benevolent Fund Financial Report 2016/2017 (Appendix 14)**
Chairperson
To note the summary financial report for the Mayor's Benevolent Fund 2016/2017.

20. Switching Bank Accounts from Natwest to Handelsbanken (Appendix 15)

Chairperson

To resolve to switch current accounts from Natwest to Handelsbanken.

To authorise the signing of the Handelsbanken forms

21. Review of the Council's Strategy (Appendix 16a & b)

Chairperson of the Strategy Working Group

The Strategy Working Group met on 12 September 2017 and recommended a series of initiatives. The Council's Strategy will be reviewed at the meeting of full Council on 30 October. The Policy and Resources Committee is invited to make any further recommendations at this meeting to be considered by the Working Group. Appendix 16b includes the draft strategy as agreed at the working group of 3 October 2017.

To recommend additions or amendments to the proposed draft Council Strategy.

22. West Berkshire Council Consultation on Proposed Changes to the Street Cleansing and Litter Picking Service (Appendix 17) www.westberks.gov.uk/streetcleansing

Chairperson

To agree Newbury Town Council's response to the WBC consultation in Appendix 17.

23. 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.

24. Tenants in the Town Hall

Chairperson

To update members and **to approve** revised rent arrangements

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