

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 15 JANUARY 2018 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; Martha Vickers.

**IN ATTENDANCE**

Hugh Peacocke, CEO  
Gillian Durrant, RFO

**42. APOLOGIES FOR ABSENCE**

Councillors Tony Stretton, Julian Swift-Hook

**43. 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.

Councillor Jeff Beck declared re agenda item 13, that he is a trustee of the West Berkshire Volunteer Centre.

Councillor Margo Payne declared that she is a trustee of the West Berkshire Volunteer Centre and the Citizens Advice Bureau.

Councillor Elizabeth O’Keeffe declared that she is a volunteer at the Citizens Advice Bureau.

**44. MINUTES**

**PROPOSED:** Councillor Anthony Pick

**SECONDED:** Councillor Elizabeth O’Keeffe

**RESOLVED:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 16 October be approved as a correct record and signed by the Chairperson.

**45. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**46. MEMBERS’ QUESTIONS AND PETITIONS**

There were none.

**47. HEALTH AND SAFETY REPORT**

In relation to the fire drills on the report, the CEO pointed out that there had been two real incidents during the past 12 months, in addition to the January 2017 drill.

The information was received and noted by the Committee.

**48. LIST OF PAYMENTS**

**PROPOSED:** Councillor Anthony Pick

**SECONDED:** Councillor Margo Payne

**RESOLVED:** That the lists of payments for the period 1 October 2017 to 31 December 2017 is authorised.

**49. BUDGET MONITORING QUARTER 3, 2017/18**

The income and expenditure account to 31 December 2017 was received and noted by the Committee. It was agreed that the amount of overspend be included in the table in future. The RFO reported that both income and expenditure on the revenue account were performing well against budget targets and that overspent budget lines were either accounted for elsewhere or were within the overall budget for the period to 31 December 2017

**PROPOSED:** Councillor Miles Evans

**SECONDED:** Councillor Anthony Pick

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

**50. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD**

The RFO advised that there were no debts over £500 and more than 3 months old. The report was noted.

**51. REPORT ON KEY PERFORMANCE INDICATORS**

The meeting noted that website activity and press releases were below target in December due to the Christmas break. The report was noted.

**52. PROGRESS REPORT ON THE COUNCIL STRATEGY**

The report was presented by the Chairman of the Strategy Working Group, Councillor Miles Evans, and noted by the Committee.

**53. SERVICES REVENUES FOR 2018/19 FINANCIAL YEAR**

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Margo Payne

**RESOLVED:** That the charges as set out in Appendix 7 be approved for cemeteries, markets, tennis courts and football pitches for 2018/19, and for allotments for 2019/20.

**54. 2018/19 BUDGET**

Councillor Adrian Edwards, the Leader of the Council, presented the draft budget for 2018/19. Councillor Martha Vickers asked if the committee would consider using £12,500 of the unspent Policy & Resources projects fund to convert a cubicle in the wharf toilets into a shower for general use by the public. It was agreed that this would be discussed at the April meeting of the committee when earmarking of funds at the year-end are considered.

The contribution to the Library in Newbury was discussed and the Leader advised the Committee that Mr Paul James from West Berkshire Council's library service would be coming to Full Council to explain how this year's contribution of £31,275 had been spent and the plans for the Service in 2018-19. Following this, the Council would decide the amount of next year's contribution.

Members also wished to discuss with Mr James issues relating to Visitor Information and members deferred any decision on future budgets in this matter until the meeting of Full Council on 29 January 2018.

The RFO pointed out that The Good Exchange would only match fund £10,000 of Town Council grants for 2018/19, together with the £500 annual grant to the Volunteer Centre West Berkshire

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor David Fenn

**RESOLVED:** To combine youth grant money of £10,000 with the main grant funding of £15,000.

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Margo Payne

**RESOLVED:** To reduce the photocopier budget from £5,300 to £4,500

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Miles Evans

**RESOLVED:** To increase the Victoria Park Family Day budget from £1,000 to £2,125

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor David Fenn

**RESOLVED:** To increase the Newbury in Bloom budget from £1000 to £2000

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Miles Evans

**RESOLVED:** That the budget for Regalia and Robes to be decreased from £1600 to £500

Councillor Anthony Pick abstained.

**PROPOSED:** Councillor Sarah Greenall

**SECONDED:** Councillor Miles Evans

**RESOLVED:** To reduce the Twin Town budget from £500 to £250

Councillors Jeff Beck and Margo Payne abstained.

**PROPOSED:** Councillor Sarah Greenall  
**SECONDED:** Councillor Miles Evans

**RESOLVED:** To remove the £500 in the draft budget for the Twin Town 50<sup>th</sup> anniversary celebration with Bagnols.

Councillors Jeff Beck and Margo Payne abstained.

**PROPOSED:** Councillor Sarah Greenall  
**SECONDED:** Councillor David Fenn

**RESOLVED:** That the budget to be recommended to Full Council on 29 January should be as agreed above, subject to determining the contribution to the West Berkshire District Council's library service and the Visitor Information service, with a charge of £79.12 for a band D household, and a precept of £1,043,032

Councillors Martha Vickers and Elizabeth O'Keeffe abstained.

#### 55. CIL MONEY

**PROPOSED:** Councillor Jeff Beck  
**SECONDED:** Councillor Anthony Pick

**RESOLVED:** That the CIL policy be approved.

**PROPOSED:** Councillor Jeff Beck  
**SECONDED:** Councillor Sarah Greenall

**RESOLVED:** That the proposed expenditure of CIL money be distributed to Committees as set out in the table, together with expenditure suggested by Councillor Martha Vickers, and Committees to decide the details of how the money would be spent to meet the Council's objectives in the Strategy.

#### 56. S.106 MONIES

**PROPOSED:** Councillor Margo Payne  
**SECONDED:** Councillor Anthony Pick

**RESOLVED:** That the schedule of S.106 expenditure be agreed.

#### 57. EXCLUSION OF THE PRESS AND PUBLIC

**PROPOSED:** Councillor Miles Evans  
**SECONDED:** Councillor Sarah Greenall

**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.

#### 58. REPORT FROM STAFF SUB-COMMITTEE

The meeting noted the decisions made at Staff Sub-Committee and that provision for these had been made in the draft budget, 2018-19

**59. UPDATE ON THE USE OF THE COUNCIL'S PERSISTENT COMPLAINERS POLICY**

The meeting heard that the Policy had been implemented in two different cases.

**60. LEGAL PROCEEDINGS**

The meeting noted that legal proceedings had been served on the Council. The CEO informed the Council's insurers and solicitors have been appointed to defend the Council in this matter. The meeting agreed that if the Council was successful in defending the case that the Council should ask that costs be awarded against the party who had brought the proceedings.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.31PM.**

**CHAIRPERSON**

Draft