



24 April 2018

**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 30 April 2018 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely,

**Gillian Durrant**  
Responsible Financial Officer

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## 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 15 January 2018 (previously circulated).

4. **Questions and Petitions from members of the public**

*Chairperson*

5. **Members’ questions and petitions**

*Chairperson*

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**6. Detached Youth Worker Project**

*Chairperson*

**To receive** a presentation from David Seward of Berkshire Youth regarding a Detached Youth Worker Project for Newbury.

**7. Health and Safety Report (Appendix 2)**

*Chairperson*

**To receive** the quarterly Health and Safety report as attached at Appendix 3 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)**

**8. List of Payments (Appendix 3)**

*Chairperson*

**To authorise** the payments made during the period 1 January 2018 to 31 March 2018 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)**

**9. In Year Budget Monitoring Quarter 4, 2017/18 (Appendices 4 & 4a)**

*Chairperson*

**9.1. To receive** the Income and Expenditure Account to March 2018 (Appendix 4).

**9.2. 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)**

**10. Town Council Reserves and Expenditure of S.106 and CIL monies in 2017/18  
(Appendices 5a and 5b and 5c)**

*Chairperson*

**10.1 To resolve** the use of earmarked funds. See Appendices 5a and 5b and the report in Appendix 5c.

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

**11. Internal Audit Report (Appendices 6a and 6b)**

*Cllr David Fenn, Chairman of the Audit Working Group*

**To receive** the second and third interim internal audit reports for the financial year 2017/18 from Auditing Solutions Ltd, as attached at Appendices 6a and 6b.

**12. Audit Working Group (Appendices 7, 8 and 9)**

*Cllr David Fenn, Chairman of the Audit Working Group*

**Recommendations from the Audit Working Group Meeting on 16 April 2018 to the Policy and Resources Committee**

**12.1 To resolve** to amend the Financial Regulations as per Appendix 7

**12.2 To resolve** to amend the Audit Working Group Terms of Reference as set out in Appendix 8

**12.3 To resolve** to amend the Treasury Management Policy as set out in Appendix 9

- 13. Report on Key Performance Indicators (Appendices 10a and 10b)**  
*Chairperson*  
**13.1 To receive** the Key Performance Indicators for the final quarter of 2017/18 (Appendix 10a)  
**13.2 To resolve** whether to amend any of the Key Performance Indicators, following consultation with other committees, see Appendix 10b.
- 14. Progress Report on the Council Strategy (Appendix 11)**  
*Councillor Miles Evans, Chairman, Strategy Working Group*  
**To receive** an update on the implementation of the Council Strategy.
- 15. Charges for the Council Chamber and Suite 2 (Appendices 12, 12a and 12b)**  
*Chairperson*  
**To review** the charging structure for the Chamber and Suite 2 that was agreed at this Committee on 16 October 2017.
- 16. Expenditure on Victoria Park Tennis Courts (Appendix 13)**  
*Chairperson*  
**To resolve** to spend up to £1,000 from general reserves for the promotion of the tennis courts.
- 17. Water and Waste Water Contract (Appendices 14 and 14a)**  
*Chairperson*  
**To resolve** to enter into a contract with a water provider.
- 18. Review of Committees, sub-committees and Working Groups (Appendices 15, 15a, 15b, and 15c)**  
*Chairperson*  
**18.1 To consider** the findings of the Members' Survey  
**18.2 To agree** the number of Members to be appointed to sub-committees of the Council  
**18.3 To agree** the number of Members to be appointed to the various Working groups of the Council.  
**18.4 To agree** that future Council/ Committee agendas include an additional item re Work programme and future business to allow Members to preview upcoming business and to propose items for future agendas.
- 19. Wash Common Library (Appendix 16)**  
*Chairperson*  
**19.1 To resolve** to agree in principle to lease the Wash Common Library building from West Berkshire Council at a peppercorn rent,,  
**19.2 To resolve** to support the Friends of Wash Common Library in their work to provide a library service for their community.  
**19.3 To authorise** officers to progress these matters with West Berkshire Council, including full details for the proposed lease of the building, for subsequent approval by the Council.
- 20. Lease of land at Hutton Close (Appendices 17, 17a and 17b)**  
*Chairperson*  
**To approve** a temporary lease of part of the open space at Hutton Close for use as a construction compound.

**21. Motion proposed by Councillor Julian Swift-Hook (Appendix 18)**

*Chairperson*

**To Resolve** to recommend a change in Standing Orders regarding the election of future Mayors and Deputy Mayors in accordance with the motion in Appendix 18.

**22. 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.

**23. Debts over £500 and more than 3 months old**

*Chairperson*

**To note** there is one debt over £500 and more than 3 months old. This is rent due on one of the Town Hall suites of £2,287.50. An agreement has been drawn up for the repayment of this sum by direct debit, over the next two and a half years.

**24. Short-term lease of land at Newbury Football Club Ground (Appendix 19)**

*Chairperson*

**To resolve** that officers are authorised to progress this matter with West Berkshire District Council and following adequate consultation with the electorate, to prepare a business case and final terms of agreement for approval at Full Council on 25 June.

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