

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 30 APRIL 2018 AT 7.30PM.**

PRESENT

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

IN ATTENDANCE

Hugh Peacocke, CEO
Gillian Durrant, RFO

61. APOLOGIES FOR ABSENCE

Councillor Martha Vickers.

The Chairperson agreed that Councillor Jo Day could take part in discussions but not vote.

62. 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 Miles Evans declared an interest in item 17 because he works for a large water company.

Councillor David Fenn declared an interest in item 19 because he is a trustee of Wash Common Library.

Councillor Howard Bairstow also declared an interest in item 19 because he is involved with Wash Common Library.

Councillor Adrian Edwards was a trustee of Friends of Wash Common Library until last week, and declared an interest in item 19.

63. MINUTES

PROPOSED: Councillor Elizabeth O'Keeffe

SECONDED: Councillor Anthony Pick

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 15 January 2018 be approved as a correct record and signed by the Chairperson.

64. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

65. MEMBERS' QUESTIONS AND PETITIONS

There were none.

66. DETACHED YOUTH WORKER PROJECT

David Seward of Berkshire Youth gave a presentation on a proposed detached youth worker project for Newbury aimed at young people between the ages of 13 and 19. He told the meeting that Berkshire Youth operates a similar scheme in Thatcham, working with the WBC Youth Offending Team, the Police and Thatcham Town Council (TTC). The police cannot help people without convicting them as there is currently no preventative service in Newbury. Rather than a grant from NTC, Berkshire Youth would prefer a long term contractual arrangement, as they have with TTC. Councillor Adrian Edwards said the Council would speak to TTC to see what they have done, and get back in touch. The Chair thanked David Seward for his presentation.

67. HEALTH AND SAFETY REPORT

The information was received and noted by the Committee.

68. LIST OF PAYMENTS

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Tony Stretton

RESOLVED: That the lists of payments for the period 1 January 2018 to 31 March 2018 is authorised.

69. BUDGET MONITORING QUARTER 4, 2017/18

The income and expenditure account to 31 March 2018 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 March 2018

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Anthony Pick

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

70. TOWN COUNCIL RESERVES AND EXPENDITURE ON S.106 AND CIL MONIES IN 2017/18

The Committee considered the appendix of earmarked reserves, and the reports. Councillor Sarah Greenall requested that a further amount be earmarked for Newbury in Bloom projects.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Tony Stretton

RESOLVED: That funds £1,554 remaining from Newbury in Bloom and additional floral displays be earmarked for future Newbury in Bloom projects.

The committee discussed the possible earmarking of unspent Policy and Resource Fund money for the building of a shower in the wharf toilets.

PROPOSED: Councillor Julian Swift- Hook

SECONDED: Councillor Elizabeth O'Keefe

The proposal to consider the funding of a shower in the wharf toilets to be funded by earmarking £12,500 of the unspent Policy and Resources Fund funding failed.

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Sarah Greenall

RESOLVED: That in respect of the report regarding providing a shower in the wharf toilets the Council follow the first option in the report, i.e. does nothing.

Councillor Swift-Hook voted against the proposal.

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Margo Payne

RESOLVED: To earmark funds as set out in Appendix 5a (excluding the £12,500 proposed for the shower, see above).

Councillor Swift-Hook voted against the proposal.

71. INTERNAL AUDIT REPORT

Councillor David Fenn reported that there had been no recommendations from the internal auditor following the second and third internal audits of 2017/18.

Councillors thanked the staff for achieving an excellent result on the internal audits.

72. AUDIT WORKING GROUP

Following the meeting of the Audit Working Group on 16 April 2018, the chairperson, Councillor David Fenn reported to the committee and the following was resolved:

PROPOSED: Councillor David Fenn

SECONDED: Councillor Sarah Greenall

RESOLVED: To amend the Financial Regulations as recommended in Appendix 7, so that the Officers Account balance is increased to a maximum of £2,500.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Sarah Greenall

RESOLVED: To amend the Audit Working Group terms of reference as set out in Appendix 8, clarifying membership, quorum and voting rights.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Sarah Greenall

RESOLVED: To update the Treasury Management Policy as set out in Appendix 9.

73. REPORT ON KEY PERFORMANCE INDICATORS

The report for the final quarter of 2017/18 was noted. Additional KPIs for Community Services were discussed, and Councillor Julian Swift-Hook suggested that each committee may wish to discuss their own more detailed KPIs

PROPOSED: Miles Evans

SECONDED: Sarah Greenall

RESOLVED: To add the six additional KPIs for Community Services, as listed in Appendix 10b.

74. PROGRESS REPORT ON THE COUNCIL STRATEGY

The report was presented by the Chairman of the Strategy Working Group, Councillor Miles Evans. He told the Committee that the Strategy was providing a very useful Action Plan for members and officers and many items on the strategy are being progressed. He also complimented Tony Hiller on publicising successes on Social Media, including the use of infographics.

The progress report was noted by the Committee.

75. CHARGES FOR THE COUNCIL CHAMBER

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Margo Payne

RESOLVED: That the council chamber charges be amended as set out in Appendix 12b, to encourage further use of the Chamber and Suite 2 in the evenings and on Saturdays.

76. EXPENDITURE ON VICTORIA PARK TENNIS COURTS

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Julian Swift-Hook

RESOLVED: To earmark £1,000 from P&R committee fund 2017/18 for the promotion of the tennis courts.

77. WATER AND WASTE WATER CONTRACTS

The RFO told the Committee of the difficulties she was experiencing with the current water contract and arising from this how she had researched other providers with better customer service and lower costs. Councillors considered the quotes from various water companies.

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Sarah Greenall

RESOLVED: To enter into a contract with Everflow.

Councillor Jeff Beck voted against the proposal.

78. REVIEW OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

The results of the survey among members were considered, and the following resolved:

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Elizabeth O'Keefe

RESOLVED: That the number of members on each of the Council's sub-committees should stay the same, i.e. 6.

Councillor Miles Evans voted against the proposal.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Margo Payne

RESOLVED: That the relevant parent committees discuss the number of members for each of their working groups.

Councillor Miles Evans abstained.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Sarah Greenall

RESOLVED: That future Council and Committee agendas include an additional item; 'Work programme and future business' to allow members to preview upcoming business and to propose future agenda items.

79. WASH COMMON LIBRARY

Members discussed the proposal by West Berkshire Council that Newbury Town Council take over the management and maintenance of the library in Wash Common, to enable the library to be run by The Friends of Wash Common Library community group.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Margo Payne

RESOLVED: That members agreed in principle to lease the Wash Common Library building from West Berkshire Council at a peppercorn rent.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Margo Payne

RESOLVED: To support the Friends of Wash Common Library in their work to provide a library service for their community. This does not include financial support.

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Howard Bairstow

RESOLVED: 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.

80. LEASE OF LAND AT HUTTON CLOSE

Members considered the report from the CEO and made the following amendments to the proposed arrangements:

- The money received from the developers will be prioritised for this open space and the public living nearby will be consulted as to how it is spent.
- A higher rent in the event of the development overrunning will be agreed with the developers. (£2k per month)
- The inclusion of a penalty clause regarding the restoration of the land to its original condition.

Subject to the above:

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Anthony Pick

RESOLVED: To approve a temporary lease of part of the open space at Hutton Close for use as a construction compound, subject to any planning permission which may be required for the temporary change of use,
To authorise officers to progress and finalise the lease in accordance with the above principles; any substantial amendment requiring further approval.
To approve the fixing of the council's seal on the final lease

81. MOTION PROPOSED BY COUNCILLOR JULIAN SWIFT-HOOK

Councillor Julian Swift-Hook proposed his motion regarding a policy for electing future Mayors and Deputy Mayors based on the seniority of councillors.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Elizabeth O'Keefe

The motion fell

82. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Adrian Edwards

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.

83. DEBTS OVER £500 AND MORE THAT 3 MONTHS OLD

It was noted that the Finance and Corporate Services Manager advised the committee that there was one debt in this category of £2,287.50 due from a tenant in the Town Hall, and that a legal agreement had been drawn up and repayment of the debt had commenced.

84. SHORT-TERM LEASE OF LAND AT NEWBURY FOOTBALL CLUB GROUND

The meeting considered the offer from WBDC of a short term lease of the ground currently occupied by Newbury Football Club. It was noted that planning proposals had been received by WBDC from a local community group, which could see the site retained for recreational use.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Elizabeth O'Keefe

The proposal to go ahead with further investigations into taking on a lease for the land at the Football Club ground failed.

PROPOSED: Councillor Adrian Edwards

SECONDED: Councillor David Fenn

RESOLVED: To continue with the business of the meeting beyond 10pm

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor David Fenn

RESOLVED: That the offer of the lease on the Football Club ground by West Berkshire Council be rejected.

Councillor Swift-Hook voted against the proposal

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 10.04 PM.

CHAIRPERSON