

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 15 OCTOBER 2018 AT 7.30PM.**

PRESENT

Councillors Howard Bairstow; Jeff Beck; Adrian Edwards (Chairperson); David Fenn; Elizabeth O'Keeffe; Anthony Pick; Tony Stretton; Julian Swift-Hook; and Martha Vickers.

IN ATTENDANCE

Hugh Peacocke, CEO
Gillian Durrant, RFO

25. APOLOGIES FOR ABSENCE

Councillors Miles Evans, Sarah Greenall and Margo Payne.

26. 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.

27. MINUTES

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Anthony Pick

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 16 July 2018 be approved as a correct record and signed by the Chairperson.

28. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

29. MEMBERS' QUESTIONS AND PETITIONS

There were none.

30. HEALTH AND SAFETY REPORTS

The information was received and noted by the Committee. In response to queries on the emergency evacuation of the Town Hall, the CEO explained that the procedures had now been changed and that the alarm company had been instructed to call the fire brigade for any alarm, and had provided the mobile numbers for several other staff members in the event that the caretaker was not available.

31. LIST OF PAYMENTS

PROPOSED: Councillor Howard Bairstow

SECONDED: Councillor Tony Stretton

RESOLVED: That the lists of payments for the period 1 July 2018 to 30 September 2018 is authorised.

32. INCOME AND EXPENDITURE ACCOUNT 2018/19

The income and expenditure account to 30 September 2018 was received and noted by the Committee. Councillor David Fenn asked about the leak at Shaw Cemetery, and the CEO explained that we do not yet know the location of the leak and may have to employ someone to look into this. Councillor Martha Vickers commented that the swing for disabled children in Victoria Park was often broken.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Jeff Beck

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

PROPOSED: Councillor David Fenn

SECONDED: Councillor Howard Bairstow

32.2 RESOLVED: That £9,109 be vired from the CCTV grants budget to the Victoria Park R&M budget.

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

The report was noted.

34. REPORT FROM THE AUDIT WORKING GROUP

Councillor David Fenn summarised the work undertaken at the latest meeting of the Audit Working Group, including the external auditor's request that we remove the bad debt provision going forward. The meeting agreed that we consult NALC regarding the external auditor's comments on the bad debt provision. Councillor Fenn also mentioned the review of the Risk Register, and explained the recommended amendments to the Financial Regulations.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Anthony Pick

RESOLVED: To approve the amendments to the Financial Regulations as set out in Appendix 5, with the deletion 1.13(b).

35. REPORT ON KEY PERFORMANCE INDICATORS

The committee received the Key Performance Indicators report. Councillor Swift-Hook suggested that we have more challenging KPIs, for example, twenty or thirty extra Facebook/Twitter followers a month rather than ten. The CEO explained that KPIs are reviewed by each committee annually, and the committee can therefore consider changing these at the next meeting.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Howard Bairstow

RESOLVED: That a new KPI for TOIL be added to the report for the next meeting showing the amount carried forward each quarter, with a target of it reducing (green) from quarter to quarter, staying the same (yellow) or increasing (red).

36. NEW NTC BRANDED FLAGS FOR THE TOWN COUNCIL

PROPOSED: Councillor Elizabeth O’Keeffe

SECONDED: Councillor Julian Swift-Hook

RESOLVED: To spend up to £379 from the P&R Projects Fund on two new NTC flags for Saturday Surgeries, events and promotions.

Councillor Tony Stretton voted against the proposal.

37. PREPARATION FOR THE 2019/20 BUDGET ROUND

The report was noted.

38. STRATEGIC RISK REGISTER

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor David Fenn

RESOLVED: To approve the strategic risk register as amended in appendix 9a.

39. THE COUNCIL’S STRATEGY

The update on the implementation of the Council Strategy was noted. Councillor Vickers asked if we can tell schools about our allotments, to see if they would be interested in using them. In addition to the amendments recommended by the working group, the committee recommended the following changes be made:

Objective O1.20 - the word ‘reduce’ is missing in the use of pesticides, and ‘deceased’ should read ‘diseased’.

Councillor Martha Vickers asked if we could reduce the mowing regime to encourage wild flower planting, and was advised that we are awaiting a response on this from the Grounds Maintenance Contractor.

Councillor Martha Vickers asked if the contractors could recycle waste after events (e.g. plastic bottles) and have recycling points in the town centre. CEO suggested an objective ‘to maximise opportunities to recycle waste.’

Britain in Bloom be moved from a medium term objective to the ‘services we provide’ section. Objective O2.30 should read ‘Council’ not ‘Councils’

Councillor Swift-Hook referred to the objective in the strategy to ‘promotes cultural identity and equality of opportunity’ and asked that this be addressed.

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Jeff Beck

RESOLVED: To recommend that Full Council approves Appendix 10b, as amended.

40. REQUEST FOR FUNDING FOR MODULAR STAGING (DIAS FOR REMEMBRANCE SUNDAY) FROM CIVIC PRIDE ARTS AND LEISURE COMMITTEE

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED: To spend £2,000 from the P&R Projects Fund on modular staging to replace the dias used on Remembrance Sunday.

41. REVIEW OF S.106 AND CIL MONIES

The current proposed expenditure of CIL and S.106 monies was noted.

42. NEW INSURANCE POLICY

The report on the change of insurance provider was noted.

43. FORWARD WORK PROGRAMME FOR POLICY AND RESOURCES COMMITTEE MEETINGS 2018/19

The Forward Work Programme was noted. Councillor Julian Swift-Hook suggested removing the standing item for reports regarding the Unreasonable, Persistent or Abusive Complainants Policy, as it is only to be put on the agenda of this committee if it has been invoked.

44. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Julian Swift Hook

SECONDED: Councillor Jeff Beck

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.

45. SUITE 5

The update was noted. The RFO is to seek legal advice on the situation and report back to the committee.

46. STAFF SUB COMMITTEE

The minutes of the staff sub meeting held on 5 September 2018 were received by the committee.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.25PM.

CHAIRPERSON