

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE  
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 14 JANUARY 2019 AT 7.30PM.**

**PRESENT**

Councillors Howard Bairstow; Jeff Beck; Adrian Edwards (Chairperson); Miles Evans; David Fenn; Margo Payne; Anthony Pick; Tony Stretton; Julian Swift-Hook and Martha Vickers.

**IN ATTENDANCE**

Hugh Peacocke, CEO  
Gillian Durrant, RFO

**47. APOLOGIES FOR ABSENCE**

Councillors Sarah Greenall and Elizabeth O’Keeffe

**48. 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 District 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. All members have a dispensation to discuss the budget and Town Council precept.

**49. MINUTES**

**PROPOSED:** Councillor David Fenn

**SECONDED:** Councillor Jeff Beck

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

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

There were none.

**51. MEMBERS’ QUESTIONS AND PETITIONS**

There were none.

**52. 2019/20 BUDGET moved to item 16**

Councillor Adrian Edwards, the Leader of the Council, presented the draft budget for 2019/20.

Councillor Martha Vickers introduced the Opposition’s amendments to the budget, which results in no increase to the council tax and an additional £17,000 for youth projects, funded with £9,983 from reserves and removal of funds from the P&R Committee Fund, the election fund and the Newbury Library contribution.

**PROPOSED:** Councillor Martha Vickers  
**SECONDED:** Councillor Julian Swift-Hook

Councillors Howard Bairstow, Jeff Beck, Adrian Edwards, Miles Evans, David Fenn, Margo Payne, Anthony Pick and Tony Stretton voted against the proposal. The amendment failed to find support.

Councillor Adrian Edwards introduced reductions to the draft budget as listed below, leading to savings of £42,600, which will make a 0.15% reduction in Council Tax for a band D ratepayer.

	£
Election expenses	1,800
NYC Youth Worker proposal	2,000
P&R Projects Fund	1,000
Grant Sub-committee	5,000
Training and Development	1,000
IT – licence for emails	2,000
Capital IT expenditure	2,000
Town Hall re-pointing fund	6,000 (deferred)
Town Hall R&M – thermal imaging	1,500 (deferred)
Town Hall R&M	2,500
Newtown Cemetery water tap	5,000
Markets R&M	800
Footway lighting R&M	5,000
Street furniture R&M	1,000
Play areas R&M	2,000
Newbury/Britain in Bloom	3,000
Allotments extra security measures	500
Regalia and robes	500
	<u>42,600</u>

**PROPOSED:** Councillor Adrian Edwards  
**SECONDED:** Councillor Miles Evans

**RESOLVED:** That the draft budget, as amended above, be recommended to Full Council on 28 January with a charge of £79.00 for a band D household, and a precept of £1,024,983

Councillors Howard Bairstow, Jeff Beck, Adrian Edwards, Miles Evans, David Fenn, Margo Payne, Anthony Pick and Tony Stretton voted for the proposal.

Councillors Martha Vickers and Julian Swift-Hook voted against the proposal.

### 53. HEALTH AND SAFETY REPORTS

The information was received and noted by the Committee.

### 54. LIST OF PAYMENTS

**PROPOSED:** Councillor Anthony Pick  
**SECONDED:** Councillor Tony Stretton

**RESOLVED:** That the lists of payments for the period 1 October 2018 to 31 December 2018 is authorised.

**55. INCOME AND EXPENDITURE ACCOUNT 2018/19**

The income and expenditure account to 31 December 2018 was received and noted by the Committee.

**PROPOSED:** Councillor Anthony Pick

**SECONDED:** Councillor Margo Payne

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

**PROPOSED:** Councillor David Fenn

**SECONDED:** Councillor Jeff Beck

**55.2 RESOLVED:** That £2,891 be vired from the CCTV grants budget to the Victoria Park R&M budget.

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

The report was noted.

**57. INTERNAL AUDIT REPORT**

Councillor David Fenn, Chairman of the Audit Working Group, reported to the Committee that no actions were arising and that it was a good report.

**58. REPORT FROM THE GRANTS SUB-COMMITTEE**

Councillor David Fenn, Chairman of the Grants Sub-Committee explained that the Grants Sub-Committee held their second meeting of 2018 on 21 November. The remaining funds were allocated; £4,000 for youth projects and £6,750 for general grants. Full details of the grants awarded are on the Council's website. The Grants Sub-Committee requested an equal split of £12,500 for youth and main grants in the 19/20 budget.

**59. REPORT ON KEY PERFORMANCE INDICATORS**

The report was noted. Councillor Adrian Edwards explained that the high amount of sick leave was due to a member of staff who had suffered an accident and another who had been ill. Both members of staff are now on the mend.

**60. THE COUNCIL'S STRATEGY**

Councillor Miles Evans, Chairman of the Strategy Working Group explained that he was very happy with the Strategy and with the progress made on the strategy action plan.

**61. NEWBURY LIBRARY SERVICE**

Councillor Margo Payne reported from the Newbury Library Working Group and advised the committee that there are now 31 volunteers at the library, and that the visitor information point should be installed this month. The library was closed for three weeks for redecoration, and now the bus station is open next door, footfall should increase. Staff are also helping the volunteers at Wash Common Community Library.

**PROPOSED:** Councillor Tony Stretton

**SECONDED:** Councillor David Fenn

**RESOLVED:** To pay the second and third quarter of the annual budgeted contribution to West Berkshire Council for Newbury Library, i.e. £15,637.50. However, before the final payment is discussed at the next P&R Committee, a written report, together with the KPI's used by the Newbury Library Working Group are to be shared with the members of the Committee.

Councillors Julian Swift-Hook and Martha Vickers voted against the proposal.

**62. CLOSURE OF NATWEST ACCOUNT**

**PROPOSED:** Councillor Jeff Beck

**SECONDED:** Councillor Anthony Pick

**RESOLVED:** To close the old NatWest Officers account.

**63. PURCHASE OF A CAMERA**

**PROPOSED:** Councillor Tony Stretton

**SECONDED:** Councillor Margo Payne

**RESOLVED:** To spend up to £600 from the Policy and Resources Projects Fund on a camera for use by NTC staff.

**64. RENEWAL OF WEDDING LICENSE FOR THE TOWN HALL**

**PROPOSED:** Councillor Jeff Beck

**SECONDED:** Councillor Howard Bairstow

**RESOLVED:** To renew the wedding license for the Town Hall for another three years.

**65. DOCUMENT RETENTION POLICY**

**PROPOSED:** Councillor David Fenn

**SECONDED:** Councillor Howard Bairstow

**RESOLVED:** To adopt the Document Retention Policy and List of Documents for retention and disposal, following the amendment of the retention period of Town Hall booking forms from one year to two.

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

The Forward Work Programme was noted.

**67. 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.

**68. STAFF SUB COMMITTEE**

The minutes of the staff sub-committee meeting held on 27 November 2018 were received by the committee. Staff salary reviews and awards were considered and approved by the Sub-Committee. Arrangements were made for staffing going forward, including deputising for the absence of the CEO and managers, and the revised line management of the caretaker.

The Chairperson thanked the officers for the work put into the agenda and the budget preparation and he also thanked all of the members for the manner in which the business of the meeting was carried out.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.19PM.**

**CHAIRPERSON**