

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 29 APRIL 2019 AT 7.30PM.**

PRESENT

Councillors Jeff Beck; Adrian Edwards (Chairperson); Miles Evans; David Fenn; Sarah Greenall; Elizabeth O'Keeffe; Anthony Pick; Julian Swift-Hook and Martha Vickers.

IN ATTENDANCE

Hugh Peacocke, CEO
Gillian Durrant, Finance and Corporate Services Manager

Prior to the commencement of the meeting, Councillor Martha Vickers told the meeting that Councillor Julian Swift-Hook was not running for re-election in the forthcoming town council elections and proposed a vote of thanks for his 22 years of unbroken service as a Newbury Town Councillor, and the only member who has been with the Council continuously since its inception in 1997.

69. APOLOGIES FOR ABSENCE

Councillors Margo Payne, Howard Bairstow and Tony Stretton.

70. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Finance and Corporate Services Manager declared that Councillors 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.

71. MINUTES

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Jeff Beck

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 14 January 2019 be approved as a correct record and signed by the Chairperson.

72. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

73. MEMBERS' QUESTIONS AND PETITIONS

There were none.

74. NEWBURY LIBRARY SERVICE

The Chairperson thanked Paul James, West Berkshire Council's Culture and Libraries Manager, for giving a presentation on the future of Newbury Library. The report of the Newbury Library Working Group was also considered and discussed. Councillor Sarah

Greenall, the Chairman of the Working Group, said it had been a very positive experience being part of the Working Group over the past three years.

PROPOSED: Councillor Jeff Beck
SECONDED: Councillor Sarah Greenall

RESOLVED: To pay the final quarter of the annual budgeted contribution to West Berkshire Council for Newbury Library, i.e. £7,818.75.

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

75. HEALTH AND SAFETY REPORTS

The information was received and noted by the Committee.

76. LIST OF PAYMENTS

PROPOSED: Councillor Sarah Greenall
SECONDED: Councillor Anthony Pick

RESOLVED: That the lists of payments for the period 1 January 2019 to 31 March 2019 is authorised.

77. IN YEAR BUDGET MONITORING QUARTER 4, 2018/19

The income and expenditure account to 31 March 2019 was received and noted by the Committee.

PROPOSED: Councillor Anthony Pick
SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED: That the over spends shown against the account codes on Appendix 5 & 5a be approved subject to any changes in presentation approved by the internal auditor

78. TOWN COUNCIL RESERVES AND EXPENDITURE OF S.106 AND CIL MONIES IN 2018/19

PROPOSED: Councillor Sarah Greenall
SECONDED: Councillor David Fenn

RESOLVED: To expend S.106 and CIL monies as set out in appendices 6, 6a, 6b and 6c.

PROPOSED: Councillor Sarah Greenall
SECONDED: Councillor David Fenn

RESOLVED: To approve the earmarking of funds as set out in appendices 6d and 6e

79. INTERNAL AUDIT REPORT

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

80. AUDIT WORKING GROUP

Councillor David Fenn, Chairman of the Audit Working Group presented the amended Financial Regulations, AWG Terms of Reference and Treasury Management Policy.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Julian Swift-Hook

RESOLVED: To accept the amended Financial Regulations, in accordance with appendix 8 and to clarify that all amounts mentioned in the Financial Regulations exclude VAT.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Elizabeth O’Keeffe

RESOLVED: To accept the amended Terms of Reference of the Audit Working Group, in accordance with appendix 9.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Anthony Pick

RESOLVED: To accept the amended Treasury Management Policy in accordance with appendix 10.

Councillors Julian Swift-Hook and Martha Vickers abstained.

81. REPORT ON KEY PERFORMANCE INDICATORS

The report was noted.

PROPOSED: Councillor Miles Evans

SECONDED: Councillor Sarah Greenall

RESOLVED: To add the KPI for staff training of 6 hours each quarter, (pro rata for part time staff), and to ask the committees under the next administration to consider their KPIs when they next meet.

82. PROGRESS REPORT ON THE COUNCIL’S STRATEGY

Councillor Miles Evans, Chairman of the Strategy Working Group, thanked all those who had worked on the Strategy, and explained that he was very happy with the progress made on the Strategy action plan.

Councillor Adrian Edwards thanked Miles Evans for keeping the Strategy action plan up to date.

83. COUNCILLOR EMAIL ADDRESSES

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Anthony Pick

RESOLVED: To defer the decision regarding ‘newbury.gov.uk’ email addresses for councillors to the new administration.

84. NEW LEASE FOR SUITE 9

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Miles Evans

RESOLVED: To approve the signing and sealing of the new lease for Suite 9.

85. NEW LEASE FOR SUITE 1

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Miles Evans

RESOLVED: To approve the signing and sealing of the new lease for Suite 1.

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

The Forward Work Programme was noted.

87. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Miles Evans

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.

88. DEBTS OVER 500 AND MORE THAN 3 MONTHS OLD

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Anthony Pick

RESOLVED: To negotiate a lump sum settlement of the debt.

The Chairperson thanked all the members and officers of the committee for their hard work over the four years of this administration.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.12 PM.

CHAIRPERSON