

6 June 2023.

To: All Members of Newbury Town Council

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held on **Monday 12 June 2023 at 7.30 pm** in the Council Chamber, Town Hall, Market Place, Newbury. The meeting is open to the press and public.

The meeting will be streamed on Zoom and can be joined here [here](#)

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
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)**
3.1 To approve the minutes of a meeting of Newbury Town Council held on Monday 30 January 2023 (previously circulated). (Appendix 1.1)
3.2 To approve the minutes of the Annual Meeting of Newbury Town Council held on Sunday 14 May 2023 (Appendix 1.2)
- 4. Questions and Petitions from Members of the Public**
Town Mayor/ Chief Executive Officer
- 5. Members' Questions and Petitions**
Town Mayor/ Chief Executive Officer

All questions for this meeting must be submitted to the Council's CEO by 2.00 pm on Friday 9th June.

- 6. Town Mayor's reports**
To receive the final report of the previous Town Mayor, Councillor Gary Norman (Appendix 2.1)
To receive a report from the Town Mayor, Councillor Nigel Foot (Appendix 2.2)

7. Chief Executive Officer's Report (Appendix 3)

To receive a report from the Chief Executive Officer, Hugh Peacocke.

8. Leader and Deputy Leader of the Council

To Elect the Leader and Deputy Leader of the Council for the 2023/24 municipal year

9. End of Year Statutory Accounts 2022/23 (Appendix 4)

Responsible Financial Officer

9.1 To receive the Annual Return (subject to external audit) for the financial year 2022/23 as attached at appendix 4.

9.2 To receive and note the Annual Internal Audit Report (page 3)

9.3 To approve each individual paragraph (1-9) of the Annual Governance Statement as defined at Section 2 of the Annual Return (page 4)

9.3 To adopt the accounts (page 5) and **to authorise** the signing of the Annual Return (subject to external audit) by The Town Mayor and the Chief Executive Officer, in line with the regulatory requirement to sign the accounts by 30 June 2023.

To note that the external audit is planned to be undertaken by PKF Littlejohn and that the date for the exercise of electors' rights has been set as 14 June 2023. Following approval of the Annual return the appropriate legal notice with regard to public inspection will be displayed on the Town Hall notice board and published on the Council's website. The external audit may generate further amendments. The final Annual Return, including the Auditor's Certificate, is due for publication by 30 September 2023.

10. Working Groups

To Approve the Terms of Reference for the Full Council's Working Groups and

To appoint members to the Working Groups:

- Strategy Working Group, including a long-term strategy for the Council (Appendix 5.1)
- The Climate Emergency Working Group (Appendix 5.2)
- Member Support and Development Working Group (Appendix 5.3)

11. Committees

To receive the minutes of meetings of the Town Council's Committees:

- Planning & Highways Committee Meetings:
3rd and 20th February, 6th and 27th March, 24th April and 22nd May
- Civic Pride, Arts and Culture Committee: 27th February (Draft)
- Policy and resources Committee: 17th April (Draft)
- Community Services Committee: 13th March (Draft)

- 12. Appointments to Outside Bodies (Appendix 6)**
To Appoint members to the Outside Bodies, as shown on Appendix 8.
- 13. School Link Councillors (Appendix 7)**
To Appoint members as School Link , as shown on Appendix 9.
- 14. Standing Orders (Appendix 8)**
To approve the proposed amendments to Standing Orders
- 15. Treasury Management Policy (Appendix 9)**
To approve an amendment to the Council’s Treasury Management Policy.
- 16. Forward Work Programme for Full Council meetings 2023/24 (Appendix 10)**
To note and agree any other items that Members resolve to add to the Forward Work Programme.
- 17. Exclusion of the Press and Public**
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 financial business to be transacted.
- 18. Finance and Corporate Services Manager**
To Approve the recommendations of the Council’s Selection Panel for recruitment to this post.
- 19. Community Café for Victoria Park**
To update all Members on the present position in relation to the proposed construction of a Community Café and new Sports Changing Rooms for Victoria Park

**Minutes of the Meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Newbury,
at 7.30 pm on Monday 30 January 2023.**

Present

Councillors Phil Barnett, Martin Colston, Billy Drummond, Sue Farrant, Chris Foster, Jon Gage, Stuart Gourley, Roger Hunneman, Olivia Lewis, Pam Lusby-Taylor, David Marsh, Stephen Masters, Vaughan Miller, Andy Moore, Gary Norman (Town Mayor), Elizabeth O’Keeffe, and Erik Pattenden.

Officers in Attendance

Hugh Peacocke – Chief Executive Officer

53. Apologies for absence

Apologies received from Councillors Jeff Beck, Jo Day, Nigel Foot, Sarah Slack, Martha Vickers and Tony Vickers.

54. Declarations of interest and dispensations

Councillors Phil Barnett, Billy Drummond, David Marsh, Stephen Masters, Andy Moore, Erik Pattenden, 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 business.

The CEO declared that there is a dispensation for all those Town Councillors who live in the parish of Newbury to discuss matters relating to the Town Council budget and setting the precept.

55. Minutes of the meeting of Newbury Town Council held on Monday 17 October 2022.

Proposed: Councillor Billy Drummond

Seconded: Councillor Elizabeth O’Keeffe

Resolved: To approve the minutes of the meeting of Newbury Town Council held on Monday 17 October 2022 as a true record of the meeting.

56. Minutes of the meeting of Newbury Town Council held on Thursday 27 October 2022.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Martin Colston

Resolved: To approve the minutes of the meeting of Newbury Town Council held on Thursday 27 October 2022 as a true record of the meeting.

57. Members’ Questions and Petitions

Question received from Cllr. Phil Barnett:

After several years of road works, parking restrictions due to various construction projects, including recent Stirling cables development, residents of Mill Lane, Kings, Boundary, Hambridge and associated roads have had to endure daily problems, whether lane closures, displaced parking or restricted access in and out of their properties.

The recent gas leaks are no exception. They now find the final works to link the new Hectors Way road with Kings Road is to commence , resulting with more of the same for the next few months.

Therefore can this Town Council urgently request West Berks Council Highways:

1/to ensure free access to the above roads properties are kept open at all times

2/traffic not requiring to visit properties in the above roads are directed away and appropriate signage placed at all relevant road junctions

3/ disturbances kept to a minimum

4/ all residents parking remains available at all times, unless suitable parking close to their properties are made available

The Town Mayor thanked Councillor Barnett for bringing this matter to the attention of the Council and said that the Council would write to WBC, as requested and keep Councillor Barnett updated with any response received.

Councillor Barnett asked the following supplementary question:

Today, the contractors working on the Stirling Cables site installed bollards along a section of Kings road totally unilaterally without prior warning of the officers or members. Therefore, can this Town Council urgently enquire to WBC if permission was given by WBC Highways officers? If not, why not?

Or if so why weren't appropriate signs placed with WBC engineers permission and dates they were likely to be operated ?

The Mayor replied that these matters would be added to the letter to WBC.

58. Town Mayor's Report (Appendix 2)

The Council received a report from the Town Mayor, Councillor Gary Norman, detailing the many civic engagements he had attended since the October meeting of the Council, including remembrance events and the busy Christmas period.

59. Leader's Report (Appendix 3)

The Council received the report from the Leader of the Council, Councillor Martin Colston. As this was his last report as leader of this Council, he included a summary of the achievements of the Council over the past 4 years. Referring to the upcoming town Council elections in May 2023, Councillor Colston told the meeting that he would not be standing for election in the Town. All present thanked Councillor Colston for his outstanding contribution as Leader of the Council since the election in 2019.

Proposed: Councillor Elizabeth O'Keeffe

Seconded: Councillor Sue Farrant

Resolved: To record a vote of thanks from the council to Councillor Martin Colston for his outstanding contribution as Leader of the Council.

60. Chief Executive's Report (Appendix 3)

The Council received the report from the CEO of the Council. The CEO also referred to this being the last scheduled meeting of this Council, prior to the upcoming elections. On behalf of the Council's officer team, he thanked all of you the members for the courtesy and respect shown over the past 4 years and wished good luck to all running for election again. He thanked each of the Councillors for the huge voluntary commitment they made to the Council and the Communities they served in Newbury.

61. Community United West Berkshire

Apologies were received from Community United, who were unable to attend. The CEO advised that they had been invited to the Council meeting on 26 June 2023.

62. Use of the Market Place for Weekend Events

Councillor Martin Colston, as Chairman of the Market Working Group, told the meeting that the feedback from the Christmas Lights Switch On event and the 2-day Christmas Fayre, indicated that while footfall was up that income had not increased correspondingly. The Charter Market traders had responded that it was inappropriate that they should be displaced by another market. All parties to the Working Group agreed that the Market Place is primarily for the Charter Market. However, it also noted that events are important and that both the Charter Market and events can be accommodated in the Market Place at the same time at the same time.

The Working Group recommended to the Council that in order to plan successful events that benefit the Charter Market and the town in the future they would agree the organisation for these events in the Market Working Group which would comprise representative from the Charter Market Traders, the Newbury BID, Councillors, West Berkshire Council Highways and the event organiser (if there is one).

As The Farmer's Market is held on the first Sunday of each month, they would need to be involved in discussions if an event was proposed that falls on a Farmer's Market day.

The Working Group further recommended that if agreement could not be reached, then the event would not happen.

Concern was expressed that the final decision in these matters would rest with a working group, rather than a decision-making body of the Council. After some discussion, it was agreed that in the event that agreement could not be reached, the matter should be referred to the Community Services Committee of the Council to determine.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Steve masters

Resolved: That the Council approves the recommendations of the Market Working Group regarding shared use of the Market Place for events, subject to the amendment that if agreement cannot be reached between the parties of the Working Group, then the matter is to be referred to the council's community Services Committee for determination.

63. Committees

The Council received the minutes of the following meetings of the Town Council's Committees (already circulated):

- | | |
|-------------------------------|----------------------------------|
| ○ Planning & Highways | 24/10, 14/11, 5/12, 9/1 and 23/1 |
| ○ Civic Pride, Arts & Leisure | 28 November 2022 |
| ○ Community Services | 12 December 2022 |
| ○ Policy & Resources | 16 January 2023 |

64. Strategy 2019 to 2024

The meeting received a presentation from Councillor Martin Colston, as Chairman of the Policy and Resources Committee, outlining the progress made in completing the objectives of the Council's Strategy 2019-2024. The meeting also noted the delays to the Community Café project in Victoria Park.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved: To Approve the review of the Strategy 2019 to 2024

65. 2023/2024 Budget and Precept Budget for 2023/24

The Mayor invited the Chair of the Policy and Resources Committee to present the draft budget for 2023-24.

Councillor Colston told the meeting that the main increases in revenue expenditure arose from inflationary pressures, which were reflected in increased salary costs and the new grounds maintenance contract. The draft budget also allowed for the completion of the community café project in Victoria park, which was to be funded from development contributions and loan, without any impact on the Council Tax precept.

The budget as presented allowed for the continuation of all of the Council's services, as well as supporting the Council's key Strategy goals. He noted that current rate of inflation was over 10% and he was very pleased that the precept increase proposed was significantly below that, at 7.8%. He further pointed out that due to the tax base increasing by 1.4% that the average increase for Band D tax payers would be only £5.66 per annum (11 pence per week), an increase of only 6.4%. He said that this reflected the Council's concerns about the cost of living crisis, while at the same presenting a balanced budget.

The Council approved the budget as recommended by the policy and resources Committee.

Proposed: Councillor Martin Colston

Seconded: Councillor Billy Drummond

Resolved: To adopt the budget for Financial Year 2023/2024 and raise a precept of **£1,272,879** for the year.

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O’Keeffe

Resolved: That a leaflet explaining to the public how the precept is to be used during 2023/24 is produced, with that leaflet to be distributed to each household in Newbury and published on the Council’s website.

66. Schedule of Meetings for the Municipal Year 2023-24

The meeting noted the schedule of meetings for the Municipal Year 2023-24.

67. Forward Work Programme for Full Council meetings 2022/23

The meeting noted and agreed the Forward Work programme.

68. Exclusion of the Press and Public

Proposed: Councillor Stephen Masters

Seconded: Councillor Erik Pattenden

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 personal business to be transacted.

69. Questions and Petitions from Members of the Public

The CEO told the meeting that a question had been received from a citizen of Newbury regarding arrangements for Remembrance Sunday events and as they were not in attendance, the Town Mayor agreed that the CEO could read out their questions:

1. In future could you please provide me with a written document (pass) so that I can prove my legitimate presence and reporting intentions?

The Mayor responded that the Council had advised the citizen that they had the same rights as any other member of the public to record the Remembrance Sunday events. This would continue to be the Council’s position unless or until advised otherwise.

2. Precisely what instructions did NTC give to TVP?

The Mayor responded that Thames Valley Police are responsible for security and crowd safety and control measures for the event. The Council was consulted by TVP regarding crowd control measures, including advising on the plan to cordon off areas to allow for safe parade and public access, which were submitted to West Berkshire’s Safety Advisory Group.

3. Who decided upon this new NTC Policy (presumably a Sub-Committee), how much is this costing and from which financial budget is the cash derived?

The Mayor responded that as stated above, Thames Valley Police are responsible for security and crowd safety and control measures for the event. There was no charge to the Council for this valuable service.

There being no further business, the Town Mayor declared the meeting closed at 8.42 pm.

Town Mayor: _____

Date: _____

**Minutes of The Annual Meeting of Newbury Town Council
Held in The Corn Exchange at 10.00 am on Sunday 14 May 2023**

Present

Councillors Phil Barnett; Vera Barnett, Alistair Bounds, Jo Day, Sam Dibas, Billy Drummond, Nigel Foot, Jayne French-Drayton, David Harman, Chris Hood, Roger Hunneman; Ian Jee, Pam Lusby-Taylor; David Marsh; Steve Masters, Vaughan Miller; Andy Moore; Gary Norman; Elizabeth O’Keeffe; Sarah Slack, Martha Vickers and Tony Vickers.

Officer in Attendance

Hugh Peacocke – Chief Executive Officer

Apologies for absence

Councillor Meg Thomas

1. Election of Mayor for the Municipal Year 2023/2024

The Mayor invited nominations for the office of Town Mayor for the Municipal Year 2023/2024.

Councillor Nigel Foot was proposed by Councillor Pam Lusby-Taylor and seconded by Councillor Vaughan Miller. There were no other nominations.

Resolved: That Councillor Nigel Foot be elected Town Mayor for the Municipal Year 2023/2024.

2. Mayor’s Declaration of acceptance of office and announcements

Councillor Foot made the following declaration:

I, Nigel Peter Foot, having been elected to the office of Mayor of Newbury Town Council, declare that I take that office upon myself and that I will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

The Mayor thanked his proposer and seconder and made the following announcements:

- His consort would be the Lady Mayoress, his wife, Sarah Slack
- His Chaplain would be Revd. William Hunter-Smith, St. Nicolas’s Church, Newbury

The Mayor announced that his charity for the year would be West Berkshire Homeless

3. Election of Deputy Mayor for the Municipal Year 2023/2024

The Mayor invited nominations for the office of Deputy Mayor for the Municipal Year 2023/2024.

Councillor Andy Moore was proposed by Councillor Martha Vickers, seconded by Councillor Elizabeth O’Keeffe. There were no other nominations.

Resolved: That Councillor Andy Moore be elected Deputy Mayor for the Municipal Year 2023/2024.

Councillor Moore made the following declaration:

I, Andy Moore, having been elected to the office of Deputy Mayor of Newbury Town Council, declare that I take that office upon myself and that I will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

4. The General Power of Competence.

The meeting received a report from the CEO recommending that the council resolves to exercise the general power of competence.

Councillor Gary Norman proposed the resolution, as follows:

The General Power of Competence will enable the Council to deliver a wider range of services, more efficiently, for the communities we serve.

In order to exercise this power, a town or parish council must satisfy 2 criteria:

- 1. At least two thirds of the members must have been elected (rather than co-opted on to the Council) and*
- 2. The Clerk of the Council must be properly qualified.*

Newbury Town Council satisfies both of these criteria.

As the incoming Leader of the Council, I am happy to propose that Newbury Town Council meets the conditions required to exercise the General Power of Competence.

The proposal was seconded by Councillor tony Vickers and agreed by the Council.

5. Council Committees and sub-committees for Municipal Year 2023/2024.

The CEO had circulated to all members the proposed structure of the Council’s Committees and Subcommittees, reflecting the outcome of the Town Council elections held on 4 May, together with the names of Councillors proposed for appointment to the Committees and subcommittees.

Proposed: Councillor Jo Day

Seconded: Councillor Jayne French-Drayton

Resolved: To approve the Committee and Sub-Committee structure and membership for the Municipal Year 2023/2024, as circulated (See attached).

There being no further business, the Town Mayor declared the meeting closed at 11.35 pm.

Town Mayor: _____

Date: _____

NEWBURY TOWN COUNCIL COMMITTEE AND SUBCOMMITTEE COMPOSITION 2023-24

Total number of members: 23 Lib-Dems: 21 Greens: 2

Total Committee places to be filled: 60

Proportional allocation: Lib-Dems: 90% (49 Places), Greens: 10% (5 Places)

	PLANNING AND HIGHWAYS	POLICY AND RESOURCES	COMMUNITY SERVICES	CIVIC PRIDE, ARTS & CULTURE	STAFF SUB	GRANTS SUB	VP SUB COMMITTEE	Totals
	12 Members 11 Subs	10 Members 13 Subs	10 Members 13 Subs	10 Members 13 Subs	6 Members 6 Subs	6 Members 6 Subs	6 Members 6 Subs	
	11/1	9/1	9/1	9/1	5/1	5/1	5/1	53/7
1.	Andy Moore	Gary Norman	Vaughan Miller	Jo Day	Gary Norman	Chris Hood	Meg Thomas	
2.	David Harman	Jo Day	Jane French-Drayton	Meg Thomas	Jo Day	Sam Dibas	Vaughan Miller	
3.	Tony Vickers	Elizabeth O'Keeffe	Ian Jee	Billy Drummond	Pam Lusby-Taylor	Phil Barnett	Martha Vickers	
4.	Phil Barnett	Jayne French-Drayton	Sarah Slack	Vera Barnett	Elizabeth O'Keeffe	Sarah Slack	Chris Hood	
5.	Nigel Foot	Alistair Bounds	Martha Vickers	Phil Barnett	Vaughan Miller	Billy Drummond	Roger Hunneman	
6.	Roger Hunneman	Meg Thomas	Alistair Bounds	David Harman	Steve Masters	David Marsh	David Marsh	
7.	Ian Jee	Pam Lusby-Taylor	Vera Barnett	Nigel Foot	NAMED SUBSTITUTES			
8.	Jo Day	Andy Moore	Roger Hunneman	Gary Norman	Chris Hood	Alistair Bounds	Ian Jee	
9.	Vaughan Miller	Vaughan Miller	Nigel Foot	Chris Hood	Jayne French-Drayton	Martha Vickers	Alistair Bounds	
10.	Vera Barnett	Steve Masters	David Marsh	Steve Masters	Billy Drummond	Meg Thomas	Jo Day	
11.	Sam Dibas				Ian Jee	Vaughan Miller	Jayne French-Drayton	
12.	David Marsh				Nigel Foot	Elizabeth O'Keeffe	Sarah Slack	
					David Marsh	Steve Masters	Steve Masters	
	12	10	10	10	6	6	6	60

Unless otherwise stated, any member of the Council not already on a Committee may substitute for another on the above Committees.

Outgoing Mayor's Report for Newbury Town Council 12/06/2023**14th January – Volunteer Centre Open Day at the Corn Exchange**

Public event where many local good causes had stalls in the Corn Exchange in order to advertise themselves to potential members and volunteers. I was asked to say a few words at the opening and remained for a few hours to tour all the stalls and collect information. Briefly joined by Laura Farris MP.

15th January – Pongal Event with the Newbury Tamil Community

Delightful event run by the Tamil Community at the Football Ground in Faraday Road postponed from the previous day due to bad weather. Pongal celebrates the rice harvest and consists of boiling up cauldrons of rice over open wood fires. Much noise and celebration accompanies the first boiling over of the pots, followed by dancing and singing and the serving of the rice as a sweet sticky spicy pudding.

19th January – Opening of the Fifth Road Playground

Opened the newly-refurbished playground in Fifth Road accompanied by the Head Teacher and some pupils from John Rankin school. I was photographed squeezed into the children's slide. Much fun had by all.

25th January – Burns Lunch at Falkland Grange

Invited to a splendid Burns Lunch with some of the residents and other local guests. The residents appreciated the Mayor being there, whilst the Mayor appreciated the most sophisticated and well-presented haggis, neeps and tatties ever seen. The guided malt whisky-tasting was so successful that I had to walk home and collect my car the next day.

28th January – UNA Holocaust Memorial Service

A very moving and beautifully arranged memorial service in the reception area of WBDC's offices in Market Street. A rabbi led the service which was notable for its inclusivity of all groups persecuted by the Nazis, by lighting five candles representing each of them. Especially memorable was the singing of "Shalom" by a group of pupils from St John's school. I was honoured to be asked to do a reading.

8th February – Memorial Service for the Bombing of Newbury

A small service conducted by the Reverend Gary Collins in the small garden at the corner of St John's Road and Newtown Road where the memorial to the bombing of Newbury stands. A sizeable group of people were gathered, including a group of pupils from St Nicholas' school. I was asked to lay a wreath as well as say a few words, where, as a former resident of Prospect Place, I was able to speak about my neighbour Edna Smith who was residing in one of the bombed houses.

9th February – House Arts Competition at Trinity School

Trinity School have always been very keen to involve NTC and the Mayor in the things they do, and this was just one more example. I was invited to attend an exhibition of art, sculpture and other media and to observe the awarding of prizes to the winners. I never cease to be amazed by the level of talent shown by our local school students.

11th February – NTTA Coffee Morning

I attended a coffee morning in the town hall collecting funds for the Newbury Twin Towns Association. I spent my time helping to promote the event and speaking to all the guests.

11th February – Canal and River Trust Open Day

The event consisted of a few stalls arranged alongside the canal in Victoria Park. I attended for an hour or so to get information and pose for publicity photographs.

14th February – 100th Birthday at Winchcombe Place

I was invited to the 100th birthday party of Winnie, one of the residents at Winchcombe Place. Spent my time speaking to the residents, who are always pleased to see the Mayor, as well as Winnie's family and the staff at the home. Cake was excellent as it usually is.

18th February – Coffee Morning Collecting for Earthquake Survivors in Syria and Turkey

Delighted to support another coffee morning supporting another good cause.

18th February – Crafters Meetings at Speen Village Hall

An anniversary celebrating the 16th anniversary of a local weekly crafting group. I never realised there were so many different types of crafting to choose from. I presented an award to the organiser from the group and enjoyed excellent tea and cake.

24th February – Silence for Ukraine

A silence held on the steps of the town hall to commemorate a year since the Russian invasion of Ukraine. A good turnout of people considering the arrangements were made very late.

24th February – Art Exhibition for Castle School

An exhibition at City Arts of artworks made entirely by pupils from the special-needs Castle School. The kids were thrilled to see their own work on the wall and to discuss it with the Mayor. Some were especially knocked-out by seeing the Mayor's chain.

25th February – British Legion Open Day

I went along to the open day at the British Legion to help promote their membership drive and to help publicise their facilities for hire. I was also asked to present some thank you award to some members who had set up permanent exhibitions.

26th February – Planting of the Flower Bed for Ukraine

I was asked to plant the first shrubs in the repurposed flower bed in the peace garden on the Wharf, alongside a large group of volunteers. I spent the time afterwards speaking to the volunteers, many of whom were Ukrainian, the flowerbed being themed yellow and blue for Ukraine.

2nd March – Blue Plaque for John Newport Langley in West Street

Officially opened the Blue Plaque for John Newport Langley at the Samaritans Building in West Street, close to the site where he used to live. He was a Professor of Physiology whose pioneering research formed the basis on which much of modern pharmacology and pharmaceutical drug development depends.

5th March – HMS Tigris Memorial

The annual remembrance service for the war-time loss of HMS Tigris was held at the British Legion in Pelican Lane. I laid a wreath on behalf of NTC and the service was well conducted with a leading contribution from our own town crier.

6th March – Opening of Newbury Spring Festival

Attended a reception at the Corn Exchange to launch the 2023 Newbury Spring Festival. The dignitaries included Chris Boulton of the Good Exchange and the Earl of Carnarvon.

9th March – Opening of Composting Toilet

Highlight of the year. Opened the new composting toilet at Newtown Road Cemetery and was photographed sitting on the bench next to the toilet seat. Used the experience in many speeches afterwards to illustrate the range of Mayor's responsibilities. On being told they had to "go outside the box" to get the thing built, I suggested going inside the box would be better.

10th March – Kennet Radio Party

A small gathering at the British Legion to celebrate the 5th anniversary of Kennet Radio's FM licence. I made a speech as did the Mayor of Thatcham and I was asked to cut the cake.

11th March – Berkshire Schools Mock Trial Heats

A splendid day at Reading Crown Court observing the process and lending my support to Trinity School who were one of the eight competing schools. Very impressed by the dedication and hard work of the kids, who were mostly year 9. I celebrated as much as the kids did when Trinity were declared the winners and through to the regional final on 13th May.

13th March – Rotary Club Annual Dinner

My wife and I attended the Rotary Club Annual Dinner at the Donnington Valley Hotel. Impressed by the number of charities they support. I was asked to say a few words and was generously granted honorary membership for a year.

15th March – Civic Awards

One of the highlights of the Mayor's year is the Civic Awards ceremony in the town hall. A lot of entries this year and the event was splendid with everyone enjoying it. The winners were all suitably honoured and there were some excellent pictures in the NWN. Congratulations to all the officers for putting on such a good event.

17th March – City Arts Exhibition of Works of Margaret Hodges

I was invited to a private viewing at City Arts of the exhibition "Learning to Look" by local artist Margaret Hodges.

20th March – Volunteer Centre Knowledge Event at Shaw House

The only royal engagement of my term in office. I was asked to be in the welcoming party to receive HRH the Duchess of Gloucester for the Knowledge Event at Shaw House arranged by the Volunteer Centre. She was very pleasant and asked me if I had to polish the chain myself. I explained that you didn't need to polish gold. The event itself was excellent and was of huge benefit to all the charities present, finishing with an enjoyable interactive singing session with VoxFresh.

21st March – BALC AGM

Cllr Phil Barnett asked me to attend the Berkshire Association of Local Government AGM in Reading. Was very useful for networking with BALC, HALC and NALC.

22nd March – West Berkshire School Maestros in Basingstoke

A magnificent event performed by a mass choir of West Berkshire Primary Schools. I sat in the audience with all the proud parents. All of Newbury's primary schools were represented. The standard of music was exceptionally high and included a fascinating "body percussion" item that was only initiated and rehearsed on the day itself.

25th March – Newbury Symphony Orchestra

I was invited to attend a concert given by the Newbury Symphony Orchestra at St Nicholas' Church. One of the best things about being Mayor is being invited to events that you would normally attend anyway. Music was by Stravinsky, Shostakovich and Korngold. Afterwards, I was informed by a member of the orchestra that they made a major error in the Korngold piece. If they did, I don't think anyone noticed; I certainly didn't. We are very lucky to have this orchestra locally, their standard is extremely high. I shall be going to all their future concerts, even though I won't get as good a seat as this.

28th March – Launch of Newbury Monopoly

The most bizarre event of the year (or "different" as the Town Marshall called it). I spent a couple of hours parading down the town hall staircase, marching through the market place, posing for photographs and doing radio interviews, accompanied by the town crier and "Mr Monopoly", a cartoon character. All this to launch the new Newbury-themed Monopoly set which should be available by the end of the year. Front-page coverage by the NWN followed with much excitement generated.

31st March – RAF Welford Lancaster Memorial

Market Street was closed and inadequately signed meaning that I was 40 minutes late meeting Bryan Sylvester at the town hall. Consequently, we were slightly late arriving at the RAF Welford gate and had to be fast-tracked to the service. In the confusion, the wreath was left behind which caused some embarrassment for us but most people were understanding. A few of those present wanted to lay wreaths a second time at the main outdoor memorial in the pouring rain. I redeemed us somewhat by offering to lay the wreath on behalf of the American commanding officer whilst he was tied up with hosting the guests.

8th April – Devizes to Westminster Canoe Race

A cold, early, foggy start to the day in order to assist with the start of the Newbury leg of the annual Devizes to Westminster canoe race. Stayed for several hours to see all the teams off and pose for photographs with them. I had attended this event last year as Deputy Mayor, so I met up with a lot of old friends. Also met the "Nippy Dippers" wild swimming ladies who posted my picture with them on social media, which my wife got to hear about even before I got home.

8th April – Taste of Ramadan at Riverside

Many of the non-Muslim community was invited to celebrate Ishtar (the breaking of the fast after sunset) on this particular Saturday in the middle of Ramadan. I was accompanied by the Deputy Mayor and by Cllr Gourley at a presentation about what Ramadan means to Muslims followed by evening prayer and a meal. I realised after several speakers that I was on the programme to give a speech. Cllr Foot lent me a pencil to make some notes about what to say while others were speaking. I made some comments about standing up to prejudice by removing ignorance and sharing our cultures with each other, which went down very well. An event such as this will be held next year and I encourage councillors to attend if they can as all are welcome.

21st April – Eid Prayers at Newbury Mosque

Due to the weather, this was moved from the field in Enborne Road to a staggered event at the Mosque in Pound Street. I was invited to observe and to say a few words. I was very honoured to have been invited and was made very welcome by Imam Mobasshir and everybody.

22nd April – Speakability Clock to Clock

A fund-raising event for one of my Mayor's charities. I joined members and volunteers to walk from the clock tower to the town hall. The town crier was unable to attend but kindly lent me his bell to attract additional attention on top of that already generated by me in full robes and chain. A short walk but, nevertheless, a big deal for some of the member stroke survivors. Delighted to stay that nearly £2,000 was raised.

22nd April – Eid Barbecue

A follow-up event to my attendance at Eid prayers the day before. (Eid is the celebration feast at the end of Ramadan). My wife and I were shown great hospitality by Mobasshir and the whole community. All ages were present and there was something for everyone. "Eid Mubarak" (Happy Eid).

26th April – WBHF AGM

The West Berkshire Heritage Forum held its AGM at Shaw House. I am a member of the committee, but they asked me to come as Mayor in order for photo opportunities etc. They do excellent work and work very closely with NTC.

28th April – Thatcham Mayor's Civic Reception

Thatcham have a tradition of holding a reception at the end of their Mayor's term in order for him to reflect on the year and award the cheques to his charities. A splendid evening with excellent food, my wife and I were extended the honour of sitting at the top table with the rest of the Chain Gang.

2nd May – Coronation T-Shirt Printing at Mary Hare Primary

The first of my coronation-themed events. I was invited to meet some of the pupils and staff at the new Mary Hare primary school as they had fun screen-printing t-shirts with a royal theme. I had not appreciated that as well as being deaf, many of the kids have other issues, such as autism, so the staff have a very challenging job. I was invited to have lunch with the kids afterwards, which was a joy.

4th May – Coronation Celebration at Falkland Grange

A short visit in between tasks on election day in order to open up the Coronation celebrations with my old friends at Falkland Grange Care Home.

4th May – Trefoil Association Coronation Barbecue at Thirtover Place

I met the ladies of the Trefoil association as Deputy Mayor at their 6th anniversary celebrations last year, so this was like visiting old friends. My wife and I were very well looked after. The barbecue was somewhat curtailed by rain, but festivities continued in the hall afterwards. As before, I was the only man present but that was no issue for them or me. The cake was particularly good.

5th May – Coronation Celebration at Fir Tree School

The first engagement of an exceptionally busy day. After attending the election count at the racecourse, I attended four Mayor's events in succession. This was a delight as all the children were very excited and happy to see the Mayor. When asked who the children thought I was, one little girl put her hand up and said: "Mr Tumble". I'll settle for that.

5th May – Coronation Lunch at Fairclose Day Centre

A delightful lunch at the Fairclose Centre. I joined in with all the festivities and spoke to nearly all the guests. There was a post-lunch singsong with a local band and my wife and I were asked to present coronation medals to all the guests.

5th May – Educafe Raffle Draw

My wife and I attended the Educafe Raffle Draw at Newbury Library. Educafe provide a wonderful service to vulnerable people in the town and I was able to meet a lot of the service users including many from overseas. As well as drawing the raffle and saying a few words alongside Rick Jones, the WBC Chair, I was also given the dubious pleasure of losing some money on the human fruit machine.

5th May – Coronation Afternoon Tea at Donnington Hospital Alms Houses Trust

I joined the party at the precise moment that the visiting Morris Dance Group were starting up a new set. My wife and I were “invited” to join the dance and duly obliged after some initial instruction. The former High Sheriff of Berkshire, Willie Hartley-Russell, was also in the dance, resplendent in black cowboy hat. He later took great pleasure in identifying his ancestor’s crest on the chain (John Winchcombe). Tea and cake afterwards were excellent.

My thanks go to the Mayor’s attendant, Ian Campbell, for being available all day so I could attend this and the previous three events in full regalia.

5th May – Open Studios Launch

After returning to the racecourse to wait for the declaration of my ward, I arrived late at this event. My wife had gone on ahead and was very worried that she would have to give my speech. As it was, I arrived during the speeches and was handed the microphone about ten seconds afterwards and had to follow a fine speech by Gary Collins. It was my fourth impromptu speech of the day so I was in good practice by then. I have been visiting the Spring Festival Open Studios for 30 years or more so it was easy to find things to say. We are very lucky to have this institution on our doorstep.

6th May – Coronation at Waterside Centre

The only event I attended on Coronation Day itself. It was very informal and relaxed but I was able to speak to many of the young volunteers, which is always a pleasure. I also played football with some of the kids. That was not a good idea.

7th May – Coronation Street Party at Westfields Community

I attended eight street events on this day. I was actually invited to this one and opened a street library and a new bench before heading for the tea and cake.

7th May – Spring Festival Event in Victoria Park

I attended a Spring Festival band concert at the bandstand in Victoria Park. They stopped the music at one point for me to say a few words. I spent the rest of the time handing out coronation badges to the kids in the audience.

7th May – Coronation Street Party at Lipscombe Close, Clifton Road, Denman Drive, Howard Road, Conifer Crest and Meyrick Drive

I attended six other street parties during the day. Some had invited me to come, others I found from the list of street closures on the WDC website. Everyone was delighted to be visited by the Mayor and myself and Ian were plied with tea, coffee, snacks, beer and cake all day. Everyone I attended had a picture published in the NWN.

Thanks again are due to Ian for having the stamina to last the day which enabled me to be in full regalia all day.

12th May – Lions Anniversary Dinner

An honour for my wife and myself to be invited to the Newbury Lions Annual Dinner. They asked me to say a few words about the Lions and I had plenty of material, having been at their events throughout the year, including the Racecourse Fireworks Night and the Christmas Lights Switch-On. They further honoured us by presenting to my wife a generous cheque for the Mayor's Benevolent Fund.

13th May – Berkshire Schools Mock Trials Final

The follow-up to the event I attended on 11th March where Trinity were against seven other schools in the regional final. The standard of the prosecuting and defending was even better than before. Trinity came third and I was very proud of them. My thanks go to the Lord Lieutenant of Berkshire, Sir James Puxley, whom I persuaded to make some time afterwards to pose for photos with the Trinity schoolkids, who were particularly thrilled.

14th May – Mayormaking

The end. Wonderful year, remember it forever. Cllr Foot is buckling up for the ride.

Town Mayor's Report

Sunday 14th May - Mayor Making.

A very special day for me.

We were blessed with fabulous weather!

This year's Mayor Making was especially challenging because the local elections and then the Coronation of King Charles III, occurred on the two weekends before Mayor Making. In addition, our Civic Manager was on maternity leave over the period of Mayor Making. However, Elisa not only gave specific instructions for Amy and Virginia who were providing maternity cover for her, but came in to help us with the actual ceremony. Amy and Virginia did amazingly well considering neither had any previous experience of Mayor Making! As always, Joyce Lewis came in to help with the robing up, Gary and Anthony were our Mace Bearers and Brian Sylvester, Newbury Town Crier, was master of ceremonies. I had the pleasure of investing my wife, Sarah, as my Lady Mayoress and all our family came along to watch the Ceremony. I was very grateful to all the Civic Team who worked so hard to get everything together and make the day such a success.



Thursday 18th May - Eight Bells.

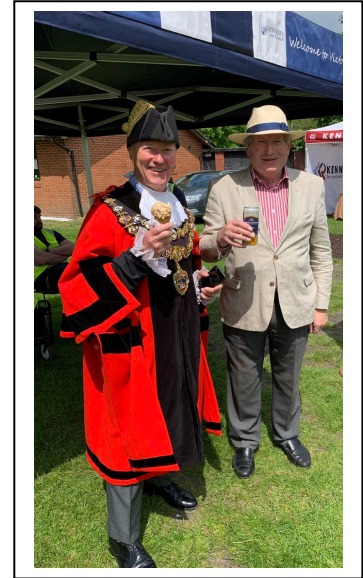
I attended the regular Eight Bells 'Moveability' Class, during Mental Health Week. This is an excellent, regular exercise class, run by Debbie. It is a 'hybrid' class with a 'Zoom' link to clients who are at home and it is possible to carry out Debbie's exercises from a chair for those with mobility issues. The message was, "no matter what challenges you have, some structured exercise is better than no exercise!" I was treated to a very nice meal afterwards.

Friday 19th May - Newbury Almshouse Trust.

I attended a very informative tour of the Upper and Lower Raymond Almshouses arranged by the Newbury Almshouse Trust.

Saturday 21st May - Victoria Park Funday.

The annual Family Fun Day was held in Victoria Park which looked especially well presented for the occasion. The weather was sunny and pretty warm. This encouraged a really good attendance. It was great to see the Bandstand in use again and we were entertained by the Ragtime Theatre School, 'Whoosya' folk band and Watership Brass. The Canal and River Trust were present to give out free food for the ducks and also provide information and advice about all things relating to the rivers and the canal. 'Rugby Tots' had some entertaining and energetic games for all the family, the Bowls Club and tennis courts were open and people could have a free try out of those facilities. The climbing wall was extremely popular with a lengthy queue all day. Berkshire Lowland Rescue were present to tell people what they did and to show some of their sophisticated equipment.



Thames Valley Police were there as well and the police van proved its usual very popular attraction. Berkshire Fire and Rescue had a fire engine in attendance and this had a permanent queue of young visitors keen to look inside. The Mayor made rather a spectacle of himself dancing to some reggae played by the ever present and entertaining Kennet Radio!

Monday 22nd May - SERFCA Briefing Royal Military Academy, Sandhurst.

I attended the South East Reserve Forces and Cadets Association Briefing with the Lady Mayoress. We heard about the important role reservists play in bolstering the UK Armed Forces. The need for local authorities to look after veterans living in their area, the Armed Forces Covenant and Cadet services. After the presentation, we were treated to an excellent curry!

Saturday 27th May - Kennet Radio, 'Saturday Chatterday' interview.

I had an interview with Kennet Radio about what the Mayor does. The interview was with Ray Wilton, which was great fun and I got to choose a track to play!

Sunday 28th May - Art on the Park.

An event supported by Newbury Town Council which was blessed with fine weather. A good number of people came along to view the exhibition and exhibitors were pleased with the amount of artwork sold.

Monday 29th May - Newbury Athletic Club, Newbury 10K running race.

Despite a chilly wind at first, the event was held in dry sunny conditions, almost perfect for running! A large field was made up of both juniors and children as well as adults and senior runners. 1000 runners took part in the event and Newbury Athletic Club did a great job with the organising. Lots of volunteers manned the course to keep runners on the right track and to keep hydrated. A lively soundtrack was provided by Kennet Radio and awards were provided by 'Stryker', 'Gardener Leader' and 'Berkshire Youth'.

Councillor Nigel Foot, Town Mayor.

5th June 2023.

Meeting of Newbury Town Council, Monday 12 June 2023.

Agenda Item 7: Chief Executive Officer's Report.

A) Staff Matters:

1) Appointments

- **Services Delivery Manager:** Martin Kavanagh was appointed Services Delivery Manager from 2nd May 2023. This is a key role for the Council, responsible for all our physical assets and community services. Martin has been a resident of Newbury for the past 28 years and said that he was delighted to take up the post. He is looking forward to working with team NTC and all the members of the Council.
- **Civic Manager (Maternity Cover):** Ms. Virginia Robins is providing maternity cover for our Civic Manager, Elisa Mullen. (We were all delighted when Elisa gave birth to her baby son Aaron, on 13th March).

2) Other staff updates

- On a much sadder note, the husband of one of our colleagues passed away in April. (She is still on long-term sick leave and an agency worker is providing cover.)
- **Kym Heasman** returned to work on 9th May after her maternity leave, which was a welcome boost to the team.

B) Town Council elections, 4th May 2023: The people of Newbury gave a strong vote of confidence to the last Council administration by strengthening the Liberal Democrat composition on the Council from 19 to 21 of the Council's 23 members. Team NTC looks forward to working with the new Council to deliver its aims and objectives for the people of Newbury.

The member induction programme included a guided bus tour of some of the Council's key assets and those who went on the tour found it very interesting and helpful.



C) Town Council events: The Council hosted several really successful events since the last meeting of the Council, including the Civic Awards (14th March), The Mayor-making ceremony on 14th May and the Victoria Park Family Day on 21 June.

Hugh Peacocke, Chief Executive Officer

5th June 2023.

Newbury Town Council

Public Report

To: Full Council

Date of meeting: 12 June 2023.

Agenda item No. 9: End of year Statutory Accounts 2022-23

Decisions Required:

To receive the Annual Return (subject to external audit) for the financial year 2022/23 as attached at appendix 4.

To receive and note the Annual Internal Audit Report (page 3)

To approve each individual paragraph (1-9) of the Annual Governance Statement as defined at Section 2 of the Annual Return (page 4)

To adopt the accounts (page 5) and **to authorise** the signing of the Annual Return (subject to external audit) by The Town Mayor and the Chief Executive Officer, in line with the regulatory requirement to sign the accounts by 30 June 2023.

Legal Provisions and Requirements

The statutory provisions for the Council's annual audit can be found in the Local Audit and Accountability Act 2014, the Accountant Audit Regulations 2015 and the Local Audit (Smaller Authorities) Regulations 2015.

Local Councils with a gross income or expenditure not exceeding £6.5 million (whichever is the higher) are classed as "smaller authorities".

Where the income or expenditure exceeds £200,000 but not exceeding £6.5 million for the year, they must produce an income and expenditure account and a statement of balances in relation to that financial year.

As soon as possible after the 31st of March the accounts must be made up. The record of receipts and payments or the balance sheet must be signed by the Responsible Financial Officer and it must be approved by a Council resolution by 30th June. (See attached Accounting statements 2022-23, bank reconciliation at 31 March 2023 and explanation of variances from last year, as required).

The accounts of every local Council and of any officer who handles money or property for which they should account to the Council are liable to audit. The audit is supposed to take place annually as soon as maybe after the close of the financial year on the 31st of March.

PKF Littlejohn have been appointed to audit smaller Councils and have issued detailed advice and guidance regarding the returns and forms which should be submitted. This advice also includes deadlines for submission. The deadline for submission to our auditors this year is Friday 30th June 2023.

The Council's accounts must be made up to the 31st of March, balanced, certified by the Responsible Financial Officer and signed by them. As soon as reasonably possible thereafter the RFO must begin the period for the exercise of the rights of the public to inspect the accounting records and also notify the auditor of the date on which that begins.

The public rights of inspection questioning the auditor and objection are exercisable for a single period of 30 working days after the notice given by the RFO (working days excludes Saturdays, Sundays and bank holidays.) The period must include the first working the first 10 working days in July. The 30-day period starts on the day after the information is published.

The RFO must ensure that:

- a) the statement of accounts with any certificate or opinion entered by the auditor;
- b) the annual governance statement; (See attached)
- c) a statement giving details of the period during which the public may exercise their rights of inspection and how a member of the public may give notice of an intention to exercise that right;
- d) the name and address of the auditor
- e) details of what documents can be inspected and how to make an objection

are published including publication on the Council's website.

Publication must take place not later than 30th of September of the financial year immediately following the financial year to which the audit relates.

Report Author: Hugh Peacocke, (Chief Executive Officer/ Responsible Financial Officer)

Date: 6 June 2023.

Newbury Town Council

Work programme for AGAR 2021-22 (year ending 31 March 2022)

Item	Action required	Date
		7 th June 2023
Agenda and papers for full Council	Include the Annual Governance Statement and the Accounting Statements (The responsible financial officer (RFO) must sign and date the Accounting statements before it is presented to the smaller authority for approval.)	
	Publish on website and THNB	
Internal Audit	Complete year end (The smaller authority must carry out a review of the effectiveness of the system of internal control and prepare the AGS)	6th June
Internal Audit report and part 1 of AGAR	Send to members	By 7th June
	Add to council papers on website	
Full Council 27 June	Annual Governance Statement At the approval meeting, following the (Internal Audit) review, the smaller authority must: a. consider the findings of the review by the members meeting as a whole; and b. approve the AGS by resolution in advance of approving the Accounting Statements. (The AGS must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.)	12th June
	Accounting Statements – Section 2 The responsible financial officer (RFO) must sign and date the Accounting statements before it is presented to the smaller authority for approval. At the approval meeting, the smaller authority must, in the following order: a. consider the Accounting Statements by the members meeting as a whole; b. approve the Accounting Statements by resolution; and c. ensure the Accounting Statements are signed and by the person presiding at the meeting at which that approval is given.	
Period for the exercise of public rights	The period will be 14 th June to 26 th July	13th June
	Publish notice- website and THNB, dated 27 June.	
Completed & approved AGAR and all applicable supporting documents must be submitted.	Submit: Please ensure that all documents are labelled with the smaller authority's name and, for local councils and parish meetings, the county area as well: <ul style="list-style-type: none"> a fully completed and approved AGAR Form 3 with Section 1 approved before Section 2;(Appendix 4.2) A full narrative and numerical explanation of any 'significant' variances between the current and prior Accounting Statements and a full explanation, with figures for any 'high' levels of reserves held (example and proforma provided). Explanations for variances of £100,000 or more are required regardless of the percentage variance between years. (Appendix 4.3) 	14th June

	<ul style="list-style-type: none"> • the completed form confirming the dates planned for the provision for the exercise of public rights; (Appendix 4.4) • a bank reconciliation; (Appendix 4.5) • the AIAR – this is the single page form included within the AGAR Form 3; and • where the internal auditor has answered ‘No’/’N/A’/’Not covered’ to any objectives on the AIAR, an explanation for those answers • where the internal auditor has referred to a separate report on the annual internal audit report, a copy of that report; and • where the authority has answered ‘No’ to any assertions on Section 1, a detailed explanation of the reasons (NB: these must also be published with the AGAR). • Where the smaller authority has chosen to prepare section 2 on an income and expenditure basis rather than a cash basis only: a reconciliation between Section 2, Boxes 7 and 8 (pro forma) (Appendix 4.6);and • The minute from the meeting, approving the above (to be provided after the meeting on 12th June 2023) <p>Please submit all documentation to us <u>via email wherever possible</u> to sba@pkf-l.com.</p>	
the AGAR Form 3 & signed external auditor report	To be published (For 3 weeks)	Friday 30 September

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

EN Newbury Town Council IT

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS
www.newbury.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		N/A	✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")		N/A	✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken 21/09/2022 14/12/2022 28/03/2023

Name of person who carried out the internal audit

Susan Cook for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Susan Cook

REQUIRED

Date

06/06/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY Newbury Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,136,049	1,241,380	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,135,249	1,180,623	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	276,096	328,459	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	457,377	488,756	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	848,637	1,109,304	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,241,380	1,152,402	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,241,380	1,149,392	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets (Restated)	6,012,751	6,096,089	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

06/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

12/06/2023

as recorded in minute reference:

End of Year Statutory Accounts and Annual

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Explanation of variances – pro forma

Name of smaller authority: **Newbury town Council**

County area (local councils and **West Berkshire**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,136,049	1,241,380				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,135,249	1,180,623	45,374	4.00%	NO		
3 Total Other Receipts	276,096	328,459	52,363	18.97%	YES		Increased receipts, mainly accounted for as follows :A) Town Hall tenants +£22,406 (Covid discounts expired) B) Increased bank Interest: +£9,404, C) Lottery grant £10,000, (Inclusive play equipment) D) Public donations for bandstand repairs £21,000, E) Adventure Golf: £5,000, less G) Shaw Cemetery receipts down £9,74 and H) market receipts down £7,166
4 Staff Costs	457,377	488,756	31,379	6.86%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	848,637	1,109,304	260,667	30.72%	YES		The Council allowed for £120,000 expenditure from reserves to upgrade the playground at Fifth Road.
7 Balances Carried Forward	1,241,380	1,152,402			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,241,380	1,149,392				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	6,012,751	6,096,089	83,338	1.39%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July. **Publish on 28 June, to 9 August.**
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled. **27 June**
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. **Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)**), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 5 June – Friday 14 July 2023. (The latest possible dates that comply with the statutory requirements are Monday 3 July –Friday 11 August 2023); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2023" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **Newbury Town Council**

County area (local councils and parish meetings only): **West Berkshire**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Hugh Peacocke, Clerk/ RFO**

Date: **30/04/2023**

	£	£
Balance per bank statements as at 31/3/xx:		
Current Account	889,493.00	
Public sector deposit Fund (CCLA)	259,899.00	
	<hr/>	1,149,392.00
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/23		-
	<hr/>	
Add: any un-banked cash as at 31/3/23		-
<i>e.g Allotment rents banked 30/3/xx (but not credited until 2 April)</i>		-
	<hr/>	-
Net balances as at 31/3/23 (Box 8)		<u><u>1,149,392.00</u></u>

Smaller authority name: **Newbury Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement _____ 13 June 2023(a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Hugh Peacocke CEO, Newbury Town Council, Town Hall, Newbury, RG14 5AA</p> <p>commencing on (c) ___ Wednesday 14th June 2023</p> <p>and ending on (d) ___ Tuesday 25th July 2023</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Hugh Peacocke, RFO, Newbury Town Council</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Newbury Town Council

Strategy Working Group

Terms of Reference

1. Full Council shall appoint a Working Group to make recommendations to the Policy and Resources Committee when the Council wishes to draft, amend or review the Council's Strategy.
(The Policy and Resources Committee will in turn make recommendations to Full Council, which retains the power to make the Strategy or any amendments to it.)
2. The Working Group shall include the Chairpersons of the Council's 4 main committees, and at least 2 other Councillors, including representatives from each of the political parties on the Council.
3. The Working Group may appoint lay members to advise them on any matter.
4. The Leader of the Council shall Chair the Working Group, or in their absence, the Deputy Leader.
5. The process for drafting, amending or reviewing the Strategy is as follows:
 - The Working Group may convene at any time to consider any issues arising from the current Strategy which might be addressed in any amendments or review.
 - Each October the CEO will invite all Members to make suggestions to the relevant Committees of the Council for consideration in the Council's Strategy and/ or the budget for the following year.
 - All suggestions submitted by members or officers shall be considered by the relevant Committees.
 - The Working Group will consider the recommendations from each of the Committees and make their recommendations to the January meeting of the Policy and Resources Committee.
 - The Policy and Resources Committee

END.

Newbury Town Council

Public Report

Council meeting 27 June 2022.

Agenda Item No 9: The Climate Emergency Working Group

Terms of reference:

Membership:

- Up to 6 Council elected members ~~+4 substitutes.~~
- Other community organisation representatives or individuals
- Consultants as required.
- Community Services Manager

Additional members are welcome, either on an individual basis, or as a representative of any relevant group.

~~If a member is unable to attend a meeting, they can nominate a substitute to represent their area of responsibility.~~

Administration support is provided, initially by the Community Services Manager

Quorum is 3 Councilors ~~and 1 Officer~~

- The Working Group is tasked to: **Report back to the Policy & Resources Committee** to give a status update and likely timescales for the implementation of each 6-monthly phase of the Climate ~~Emergency~~Change strategy & actions needed together with outline budget implications.
- To recommend next phases for implementation of the action plan subject to funding.
- To update Policy & Resources Committee on progress both annually by independently verified body and interim Report in Climate ~~Emergency~~Change actions taken & Carbon reduction achieved.
- To update Policy & Resources on Plans for and outcome of the Climate Emergency Workshops and action events approved.
- To update Policy & Resources on Grants awarded & feedback from the recipients as to project progress.

Resources and Budget

Uses Town Council meeting rooms, administration resources and officer time as required.

Governance

Decisions agreed ~~mostly~~ by a majority vote of those present, with Chairperson's casting vote if necessary. The Chairperson must be an elected Councilor.

Additional information:

- Methods of work (e.g., consultations, press releases, surveys, progress reports etc.) are entirely up to the Working Group to decide
- Communications are generally informal and via e-mail.
- Relevant documentation is stored in a sub-folder under the Community Services folder on the Town Council IT data store.
- The group ~~may~~will meet at regular intervals to ensure progress as required.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Reporting back to the Policy & Resources Committee or full Council on progress (via the Chairperson) and whenever it needs additional authority for action.
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Council.

Membership at 1 June 2022:

Cllrs Chris Foster (Chairman), Martin Colston, Stephen Masters (Deputy Chair), Sarah Slack, Stuart Gourley, Jeff Beck, Nigel Foot, Jon Gage, Roger Hunneman and David Marsh.

Newbury Town Council

Member Development and Support Working Group

Terms of Reference

1. Full Council shall appoint a Working Group to make recommendations to the Policy and Resources Committee for a Policy regarding Member Development and Support
2. The Working Group will operate as a “Task and Finish” Group and once the policy is approved the Working Group will no longer be required to meet.
3. The Working Group shall comprise at least 4 Councillors, including a representative from the Green Party.
4. The Working Group may appoint lay members to advise them on any matter.
5. The first meeting of the Working Group shall elect a Chairperson.
6. The quorum for meetings is 3 Councillors.
7. The Working Group will present its recommendations to the Policy and Resources Committee on 16 October 2023.

END.

**NEWBURY TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES
FOR MUNICIPAL YEAR (2022-23)**

Ref	Outside Body	Representative
1.	Newbury Twin Town Association	Town Mayor and Deputy Town Mayor or a nominated substitute: Elizabeth O'Keeffe, Billy Drummond
2.	Wash Common Community Association	Tony Vickers
3.	Time to Talk Management Committee	Billy Drummond
4.	West Berks Citizens' Advice- Trustee	Sarah Slack
5.	Age UK, Newbury	Vera Barnett
6.	Volunteer Centre West Berkshire	Andy Moore
7.	St Bartholomew's School Foundation	Nigel Foot and Sarah Slack
8.	Newbury Almshouse Trust	Martha Vickers / Sue Farrant
9.	Greenham & Crookham Commons Commission	Roger Hunnemann / Billy Drummond
10.	Berkshire Association of Local Councils (and NALC / WBDALC)	Leader of the Council: Martin Colston Phil Barnett, AN Other
11.	Spring Festival Committee	Chairperson of Civic Pride, Arts & Leisure Committee: Jo Day
12.	Community Youth Project (Greenham Community Centre)	Olivia Lewis, Jon Gage.
13.	River Lambourn HLF Project	Chris Foster
14.	West Berkshire Heritage Forum	Gary Norman
15.	Disability External Scrutiny Board Observers	1
16.	Clay Hill Residents Association	Pam Lusby Taylor
17.	BID Observer	Martin Colston
18.	Friends of West Berkshire Museum	Nigel Foot
19.	Wash Common Community Library	Roger Hunnemann
20.	Patient and Public Engagement which is a sub-group of the Health and Wellbeing Board	Martha Vickers
21.	Culture and Heritage Strategy Delivery Board	
22.	West Berkshire Homelessness Strategy Group	Martha Vickers

In each and every case, the relationship between the Council and the Outside Body is different. It is up to each representative (working with other representatives if relevant) to decide the importance and relevance of a report to the Council and act accordingly.

Isabel Esperanca, is adapting well to her new role as the new Chief Officer (CO) for CAWB.

Background information.

In the year 2016 -17, CAWB had approximately 40 voluntary advisors, approximately 306 hours paid staff per week and they saw 2492 clients.

As a consequence of cuts in funding, CAWB lost some of their paid staff and office space; four, out a total of eight interview rooms were lost and the organisation closed on Thursdays, reducing the local public access to just three days a week.

CAWB managed in this manner until the pandemic, when advice delivery was via phone, email and virtually.

Currently, CAWB have a budget for 253 hours paid staff per week, they have 21 voluntary advisors and are actively recruiting more advisors.

During the last year, they have trained 4 new advisors and 2 fully trained advisors joined the team from offices in different areas.

CAWB are now training 3 more advisors, with the potential of training another 4 advisors in the near future.

Since the pandemic, the delivery of advice via telephone and virtually has continued. This has been especially helpful, since the office space was reduced.

Aim

To grow in order to reach more clients in West Berkshire.

Once they have the necessary number of staff, volunteers and income, CAWB would like to re-open on Thursdays.

Report 1

It can be seen in Report 1, that since April CAWB have helped 589 clients with 2110 issues.

CAWB have achieved over £92k in financial outcomes for those clients.

It is predicted that they will see over 2500 clients minimum, by April 2024.

Trend Report

CAWB are seeing an increase in the number of clients compared to last year.

It demonstrates the potential unmet needs in our community due to CAWB limited resources.

Without the support of CAWB partners, they will not be able to expand and help more clients.

Board of Trustees

There are currently ten members on the board of trustees, including a representative from West Berkshire District Council and Newbury Town Council.

CAWB had a gazebo at the recent family fun day.

Newbury Town Council invite representatives from CAWB to present an annual report during the Autumn.

There has been a recent request from CAWB Research and Campaign Team, to meet with Newbury Town Councillors, in particular our new councillors, in order to familiarise them with their work.

Isabel Esperança (CO), would like to “express our heartfelt thank you to all the members of The Newbury Town Council for all the support they have been giving us over so many years”.

Cllr Sarah Slack.

Newbury Town Council representative.

Information from Isabel Esperanca, Chief Officer for Citizen's Advice West Berkshire.

Town Council Link Councillors for Schools 2022-23

School	Link Councillor/Representative
Falkland Primary School	Chris Foster
Fir Tree Primary School and Nursery	Pam Lusby Taylor
John Rankin Infant and Nursery / Junior Schools	Sarah Slack
Park House School	Tony Vickers
Robert Sandilands Primary School and Nursery	Erik Pattenden
St Bartholomew's School	David Marsh
St John The Evangelist Infant and Nursery School	Martin Colston
St Joseph's Catholic Primary School	Elizabeth O'Keeffe
St Nicolas Church of England School	Nigel Foot
Speenhamland Primary School	Jo Day
Trinity School	Jeff Beck
Victoria Park Nursery School	Martha Vickers
The Willows	Billy Drummond
The Winchcombe School	Stephen Masters
Newbury College	Martin Colston

Role of NTC School Link Councillor

1. Establish a named contact at the school.
2. Hold one-to-one meetings with the contact at intervals suggested by the school contact.
3. Get to know and understand the school, its needs and issues.
4. Informally explore how NTC can lend assistance to the school.
5. Encourage and promote school participation in NTC events involving young people.
6. Champion school participation, in particular, during Local Democracy fortnight.
7. Act as main communication channel between NTC and the school.
8. Attend and support school events as requested.
9. Advise and advocate on behalf of the school if requested.

Newbury Town Council

Public Report

To: Council

Date of meeting: 12th June 2023.

1. Agenda item No. 14: Standing Orders

Decision Required: To approve the proposed amendments to Standing Orders

The Council reviews its Standing orders on an annual basis, or as and when required.

This is an ongoing process to ensure that the Standing Orders are updated, as required, and an opportunity to correct any errors or omissions.

The proposed amendments are show as tracked changes on the attached.

The changes proposed in this review address the following matters:

- Updates to reflect current practice and convention of the Council
- The Change in name of the Civic Pride, Arts and Leisure Committee to Civic Pride, Arts and Culture.
- An update re “Virtual” attendance at meetings, to reflect the current legislation around this (Standing Order 8.11)
- An amendment to say that in the case of the Council’s committees, any member not appointed to a committee may act as a substitute (Standing Order 11)
- Some corrections to numbering in the Standing Orders

Amendments to Standing orders require the approval of Full Council.

Conclusion/ Recommendation

To Approve the proposed amendments to Standing Orders.

Report Author: Hugh Peacocke (CEO)

Date: 1st June 2023.

List of Standing Orders

1. Town Mayor
2. Deputy Town Mayor
3. Leader / Deputy Leader
4. The Role of Committee/ Subcommittee Chairman
5. Proper Officer
6. Responsible Finance Officer / Financial Regulations
7. Committees and Sub-Committees
8. Meetings
9. Annual Meeting
10. Quorum
11. Named Substitutes
12. Presence of Non-Member of Committees at Committee Meetings
13. Order of Business
14. Admission of the Public and Press to meetings
15. Confidential Business
16. Discussions and Resolutions affecting employees of the Council
17. Questions
18. Rules of Debate
19. Resolution moved on notice
20. Resolutions moved without notice
21. Voting
22. Rescission of previous resolution
23. Adjournment
24. Disorderly conduct
25. Sealing of Documents
26. Interests
27. Canvassing of, and recommendations by members
28. Inspection of Documents
29. Functions reserved to Full Council
30. Appointments to Committees
31. Delegations to Standing Committees and Sub-Committees of the Council
 - 31.1 Policy and Resources Committee
 - 31.2 Planning and Highways Committee
 - 31.3 Community Services Committee
 - 31.4 Civic Pride, Arts and ~~Leisure~~Culture Committee
 - 31.5 and 30.6 Grants Sub-Committee
 - 31.7 Staff sub-Committee
32. Delegations to the Council's Proper Officer
33. Code of conduct on complaints
34. Use of IT Equipment, including smart phones, in Council Meetings
35. Variation, revocation and suspense of Standing Orders
36. Principles of Decision-making
37. Standing Orders to be given to Members.

STANDING ORDERS

1. Town Mayor

- 1.1 The Town Mayor is the Chairperson of the Council.
- 1.2 The Town Mayor is the civic head of the Council, first citizen of the Town. He / She will be a symbol of the authority and an expression of social cohesion ~~and~~ and, in doing so, will exercise political neutrality.
- 1.3 The Town Mayor will chair meetings of Full Council and, in doing so, will exercise political neutrality.
- 1.4 The Town Mayor will be elected by the Full Council at its Annual Meeting. It is however a convention of the Council that the Deputy Mayor in any year shall, if available, be put forward as Town Mayor for the following year.
- 1.5 In the event of a vacancy in the office of Town Mayor or Deputy Mayor, the Full Council may elect a successor to complete his/her term of office.

2. Deputy Town Mayor

- 2.1 The Full Council will appoint a Deputy Town Mayor at the time the Town Mayor is elected, who shall assume the role of the Town Mayor when the Town Mayor is not present, or unable to fulfil that function.
- 2.2 If for any reason the Town Mayor is unavailable to fulfil the role, the Deputy Town Mayor shall do so.

3. Leader / Deputy Leader

- 3.1 The Leader and Deputy Leader of the Council shall be elected
 - (a) In an Election year at the first Full Council meeting following the ordinary day of Elections to the Council;
 - (b) In a year which is not an Election year at the first Full Council meeting held in May;
 - (c) Whenever a vacancy arises during their term of office.
- 3.2 The Leader will have the following roles:
 - (a) Overseeing the preparation of business for Council consideration.
 - (b) To act as the liaison between the majority group (or coalition administration) of the Council and the Chief Executive Officer in indicating the priorities and programmes of the Group for inclusion in Council business and their likely reaction to new policies or projects.

(c) To be the first port of call for the Chief Executive Officer when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the terms of reference of any of the standing committees.

(d) To oversee ~~direct~~ strategic policy and budget setting, as Chairperson of the Council's Policy and Resources Committee

(e) To Chair the Council's Policy and Resources Committee and the Staff Sub-Committee

(f) To oversee ~~initiate or approve~~ all communications by the Council with the media.

3.3 If for any reason the Leader is unavailable to fulfil the role, the Deputy Leader shall do so.

4. The Role of Committee / Subcommittee Chairman

4.1 The chairman is elected by the members of each Committee/ Subcommittee at the first meeting of the Committee/ subcommittee after the first Annual Council Meeting. If for any reason the Chairman is no longer in place, the next Committee meeting may elect a new Chairman.

4.2 When the Chairman is not available, the Deputy Chairman shall fill the role. In the event that neither the Chairman nor the deputy Chairman is in attendance at a meeting, the members present shall elect a Chairman from among their number to chair that meeting.

4.3 The Chairman presides at the meeting and has control of its procedure for the purpose of enforcing the law and good order. He/she is responsible for the efficient running of the meeting and ensuring that effective and lawful decisions are taken at meetings of the Council, assisted by the Chief Executive Officer. He/she must prevent decisions being taken on any matter which is not on the agenda.

4.4 The Chairman is responsible for involving all Councillors in discussion and ensuring that Councillors keep to the point. The Chairman summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.

4.5 In the event of an equality of votes on any matter, the Chairman may exercise a second, casting vote.

4.6 When the minutes of the previous meeting are approved by the Committee/ subcommittee, they must be signed by the Chairman.

- 4.7 Upon giving 3 clear days' notice, the Chairman may convene a meeting of the Committee/ subcommittee.
- 4.8 The Chief Executive officer is responsible for the publication of agendas but shall consult with the Chairman of the Committee/ subcommittee before publication.

5. Proper Officer

- 5.1 Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council s/he shall be the Chief Executive Officer.

6. Responsible Finance Officer / Financial Regulations

One Officer will be defined as the Responsible Financial Officer (RFO).

The separately defined Financial Regulations (which include the tender process and sign off limits) are an integral part of these Standing Orders.

7. Committees and Sub-Committees

- 7.1 The Full Council may appoint such Committees as it considers appropriate for the purpose of discharging any of its functions, except for the issuing of a precept.
- 7.2 Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.
- 7.3 The Council:
 - (a) Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.
 - (b) May appoint persons other than members of the Council to any Committee which does not exercise financial powers and such persons shall have no voting rights; and
 - (c) May at any time dissolve or alter the membership of a Committee.
- 7.4 The Leader of the Council and Deputy Leader of the Council are ex-officio members of the Policy and Resources Committee, The Community Services Committee and the Civic Pride, Arts and LeisureCulture Committee.
- 7.5 Chairpersons of all principal Committees shall be members of the Policy and Resources Committee.
- 7.6 The Chairperson and Vice-Chairperson of a Committee shall be members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.

- 7.7 Membership of principal Committees is to be allocated so as to proportionally reflect the political composition of the council, including any independent members.
- 7.8 Where these Standing Orders refer to “the Council”, this is to be interpreted as meaning the Council, its Committees or Sub-Committees unless otherwise stated.
- 7.9 Meetings of the Council’s Committees and Sub-Committees have the full authority of the Council within their scheme of delegation, as set out in Standing Order 3~~10~~.
- 7.10 At the first meeting after the Annual Meeting, each Committee shall review the membership and terms of reference of all Working Groups reporting to the Committee and make any changes considered appropriate.

8. Meetings

- 8.1 Meetings of the Council are meetings of the Full Council, its Committees or Sub Committees. The Full Council is a meeting of all members of the Council.
- 8.2 (a) Meetings of the Council shall be held at the Town Hall, Market Place, Newbury at 7.30 p.m. unless otherwise decided at a previous meeting or by the Chairperson and stated in the summons.
- (b) Smoking, including electronic cigarettes, is not permitted at any meeting of the Council or in any of its buildings or facilities.
- 8.3 **In addition to the Annual Meeting, not less than three additional meetings of the Full Council shall be held each year on such days as the Council may determine.**
- 8.4 **The Chairperson of any Committee or the Town Mayor may summon an additional meeting of the Council/that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of no less than 2 members of the Council or any Committee. The summons shall set out the business to be considered at the additional meeting and no other business shall be transacted at that meeting. In the event of the Chairperson not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting.**
- 8.5 **The agenda of each meeting is issued by the proper officer to each participating Councillor not less than 3 clear days before the date of the meeting.**
- 8.6 **A Councillor ceases to be a member of the Council if he/she fails throughout a period of six months to attend any meeting of the Council unless his/her absence was due to some reason approved by the Council. Such approval**

must be by resolution of the Council and before the expiry of the six-month period.

8.7 Approval may be given by the Council to a prolonged absence, in advance (for example, maternity leave)

8.8 The responsibility for ensuring that a member of Council does not vacate his/her office through continuous failure to attend meetings rests entirely with that councillor and no-one else.

8.9 The names of Members present at the meeting shall be recorded in the minutes.

8.10 Non-attendance at Council meetings will be recorded either as an apology or as being absent.

8.11 Members may attend meetings “Virtually” but this will not be recorded as attendance at the meeting. Members attending “Virtually” may take part in discussions, with the permission of the Chairperson, but may not vote on any matter before the meeting.

8.118.12 For the purpose of the attendance register, Members will be recorded as present, apologies, absent or no presence required. Where a substitute Member attends for a Committee/ Sub-committee Member, the Committee member will be recorded as “no presence required.”

9. Annual Meeting

9.1 In an election year Councillors shall execute Declarations of Acceptance of Office in each other’s presence, or in the presence of the Chief Executive Officer, previously authorised by the Council to take such declaration, before the Annual Meeting commences.

9.2 The statutory Annual Meeting (a) in an Election year shall be held on the Sunday following the fourth day after the ordinary day of Elections to the Council and (b) in a year which is not an Election year shall be held on such a day in May as the Council may determine.

- 9.3 (a) Subject to (b) and (c) below the Town Mayor may give an original vote on any matter put to the vote and, in the case of an equality of votes, may give a casting vote even though he/she gave no original vote.
- (b) If the person presiding at the Annual Meeting would have ceased to be a Member of the Council, but for the statutory provisions which preserve the membership of the Town Mayor and Deputy Town Mayor until the end of their term of office, s/he may not give an original vote in an election for Town Mayor.

- (c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.

9.4 At each Annual Meeting the first business shall be:

- (a) To elect a Town Mayor;
- (b) To receive the Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received;
- (c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations;
- (d) To elect a Deputy Town Mayor and receive his/her declaration of acceptance of office.
- (e) At any meeting where there is no chair or deputy chair present, the meeting may elect a member to preside at that meeting.

And shall thereafter follow the order set out in Standing Order 12.3.

10. Quorum

10.1 At meetings of the Full Council eight members shall constitute a quorum.

- (a) Except where ordered by the Council in the case of a Committee, or by the Council or the parent Committee in the case of a Sub Committee, the quorum of a Committee or Sub Committee shall be one-half of the permitted maximum number of its members.

(b) The permitted composition of Committees and Sub-Committees is shown below:

	Members		Named Substitutes	
	Maximum	Minimum	Maximum	Minimum
Committee	12	8	6	4
Sub-Committee	6	4	4	2

10.2 If a quorum is not present when the Council meets or, if during a meeting the numbers of Councillors present and not debarred by reason of a declared interest falls below quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairperson may fix, subject to statutory notice provisions.

11. ~~Named Substitutes~~

- 11.1 (a) All members of Committees and Sub-Committees may nominate another Councillor ~~from the named substitute list~~ to act as substitute for him/her. The substitute Member will have full rights to discuss the business put before the Committee or Sub-Committee and vote thereon.
- (b) Any member not appointed to a Committee, may substitute on that committee, when required to do so.
- ~~Named s~~Substitutes who attend Committee meetings but have not been nominated as above will at the discretion of the Chairperson have full rights to discuss the business put before the Committee or Sub-Committee but will not be able to vote. ????
- (c) Members are to inform the Chief Executive Officer's Office of their intended absence and any substitute they wish to nominate at least 3 hours before the commencement of the Committee or Sub-Committee meeting. whenever possible

12. Presence of Non-Member of Committees at Committee Meetings

- 12.1 Any Council Member shall be entitled to be present at any meeting of any Committee or Sub Committee of which s/he is not a Member, except meetings of the Staff Sub Committee. Any Member so attending will at the discretion of the Chairperson have full rights to discuss the business put before the Committee or Sub-Committee but will not be able to vote.

13. Order of Business

- 13.1 (a) With the exception of the Policy & Resources Committee and the Staff Sub Committee, every Committee and Sub-Committee shall at its first meeting after the Annual Meeting, before proceeding to any other business, elect a Chairperson and Vice-Chairperson who shall hold office until the next Annual Meeting of the Council.
- (b) If at any Committee or Sub-Committee meeting neither the Chairperson nor the Vice-Chairperson can be present, the Committee should, as its first item of business, elect a Chairperson.
- ~~(c) The Leader of the Council, or the Deputy Leader in their absence, shall preside over the meeting until a Chairperson is elected.~~
- 13.2 Every year, not later than the meeting at which the budget is set, the Council shall review the Pay and Conditions of Service of existing employees ~~(see Standing Order 13).~~

13.3 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

- (a) To receive apologies for absence;
- (b) To receive any declarations of interest;
- (c) To note any relevant dispensations
- (d) To read and consider the minutes; provided a copy has been circulated to each Member no later than the day of issue of the summons to attend the meeting, the minutes may be taken as read;
- (f) After consideration, to approve the signing of the minutes as a correct record by the person presiding;

- (g) To answer questions and /or receive petitions from members of the public;
- (g) To answer questions and /or receive petitions from Members;
- (h) To deal with business expressly required by statute to be done;
- (i) To receive such communications as the person presiding may wish to lay before the Council, e.g. a petition;
- (j) To receive and consider reports, and minutes of Committees;
- (k) To receive and consider reports from Officers of the Council;
- (l) Any other business specified in the summons (except as provided in Standing Order 17).

13.4 A motion to vary the order of business on the ground of urgency may be proposed by the Chairperson or by any Member and if seconded shall be put to the vote.

14. Admission of the Public and Press to meetings

14.1 The public and press shall be admitted to all meetings of the Council, which may, however, exclude the public and press by means of a resolution based on the following:

“That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw.”

(Note: The special reasons should be stated and recorded in the minutes. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed).

- 14.2 The Chief Executive Officer shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- 14.3 If a member of the public interrupts the proceedings at any meeting, the Chairperson may, after warning, order that s/he be removed from the Council Chamber.
- 14.4 At the Chairperson's discretion, members of the public shall be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
- 14.5 No members of the Council may be excluded from any meeting of the Council, except in accordance with Standing Order ~~243~~ (Disorderly Behaviour)

15. Confidential Business

No member of the Council shall disclose to any person not a Member of the Council any business declared to be confidential by the Council. Any Member in breach of this Standing Order may be removed from any Committee or Sub-Committee of the Council by the Council. The Council may also refer the matter to the Council's Monitoring Officer for consideration.

16. Discussions and Resolutions affecting employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or Conditions of Service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the public shall be excluded (see Standing Order 13)

17. Questions to meetings of the Council or Committees

17.1 Members' Questions

A Member may ask the Chairperson or the Chief Executive Officer any question concerning the business of the Council or the Committee, provided notice of the question has been given to the person to whom it is addressed before the meeting begins in accordance with the following provisions:

- (a) The time allotted for Members' questions shall not exceed 20 minutes;
- (b) Questions not answered within that period will receive a written reply.

17.2 Questions from the Public

Members of the public *who live or work in Newbury* shall have the right to ask questions on any matter concerning the business of the Council or the Committee for 20 minutes of any meeting at the discretion of the Chairperson of that meeting. Questions relating to personal business are not appropriate and should be dealt with by the Council's officers.

Questions not answered within that period will receive a written reply. In such cases, the Chairperson of the meeting will invite the member of the public, if present at the meeting, to ask the question, as submitted.

17.3.1 Notification in writing, by post, fax or electronic mail, of all questions must be received by the Chief Executive Officer by 2.00 pm on the Friday previous to ~~day of~~ the meeting.

17.3.2 The Chief Executive Officer shall notify the Chairperson of any questions received and where practicable, distribute copies to all members. ~~distribute copies of any questions to all members attending the meeting.~~

17.4 (a) Every question shall be put and answered without discussion.

(b) A person to whom a question has been put may decline to answer.

(c) One supplementary question may be put if it is relevant to the answer to the original question.

(d) A written reply will be given where a reply cannot conveniently be given orally.

17.5.1 If any person(s) submit(s) more than one question at any meeting it will be subject to the discretion of the Chairperson as to the order in which the questions are asked, so as to be fair to other questioners, given the time limits defined in 16.1 and 16.2.

17.5.2 Where more than one question is received about the same matter, the Chairperson may decide to group the questions.

17.6 The person who submitted the question will receive a written reply and the question and a copy of the answer will be circulated to all Councillors.

18. Rules of Debate

18.1 No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairperson.

(a) A Member, when seconding a resolution or amendment may, if s/he then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

- (b) A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- (c) No speech by a mover of a resolution shall exceed five minutes, and no other speech shall exceed three minutes, except at the discretion of the Chairperson.
- (d) An amendment shall be to alter the wording only of the extant proposal.
- (e) An amendment shall not have the effect of negating the resolution before the Council.
- (f) If an amendment be carried the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (h) The mover of a resolution or of an amendment shall have a right to reply not exceeding five minutes. The mover of a resolution shall have the right of reply immediately before the resolution is put to vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- (i) A Member may, with the consent of his/her seconder, move amendments to his/her own resolution.
- (j) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution, except to move an amendment or further amendment, or on an amendment, or on a point of order, or in a personal explanation, or to move a closure.
- (k) A Member may rise to make a point of order or a personal explanation. A Member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- (l) A motion or amendment may be withdrawn by the proposer, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal.

- (m) When a resolution is under debate no other resolution shall be moved except the following:
 - (i) To amend the resolution;
 - (ii) To proceed to the next business;
 - (iii) To adjourn the debate;
 - (iv) That the question be put now;
 - (v) That a Member named be not further heard;
 - (vi) That a Member named do leave the meeting;
 - (vii) That the resolution be referred to a Committee;
 - (viii) To exclude the public and the press;
 - (ix) To adjourn the meeting.

18.3 At meetings of the Full Council only, Members shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.

- 18.4
- (a) The ruling of the Chairperson on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - (b) Members shall address the Chairperson.
 - (c) Whenever the Chairperson speaks during a debate all other members shall be seated and silent.

- (d) Members shall be addressed in a formal manner and officers by their job title.

18.5 Where an interest has been declared by a Member which excludes them from debate and vote, or a member of the public makes representations, answers questions or gives evidence relating to the business to be transacted, the chairperson will ensure that the information gathering process concludes before debate commences.

19. Resolution moved on notice

19.1 Except as provided by these Standing Orders, no resolution may be moved unless the Chief Executive Officer has put the business to which it relates on the agenda.

19.2 The Chief Executive Officer shall insert in the summons for every meeting those motions or recommendations properly given by Members.

19.3 No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Chief Executive Officer at least a week before the meeting.

19.4 A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- 19.5 The Chief Executive Officer may, before including a motion on the agenda received in accordance with standing order 18.2 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 19.6 If the Chief Executive Officer considers the wording of a motion received in accordance with standing order 18.2 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Chief Executive Officer so that it can be understood at least a week before the meeting.
- 19.7 If the wording or subject of a proposed motion is considered improper, the Chief Executive Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 19.8 Subject to standing order 18.6 above, the decision of the Chief Executive Officer as to whether or not to include the motion on the agenda shall be final.
- 19.9 If the resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

20. Resolutions moved without notice

- 20.1 Resolutions dealing with the following matters may be moved without notice:
- (a) To appoint a Chairperson of the meeting;
 - (b) To correct the minutes;
 - (c) To approve the minutes;
 - (d) To alter the order of business;
 - (e) To proceed to the next business;
 - (f) To close or adjourn the debate;
 - (g) To refer a matter to a Committee;
 - (h) To appoint a Committee or Members thereof;
 - (i) To adopt a report;
 - (j) To authorise the sealing of documents;
 - (k) To amend a motion;

- (l) To give leave to withdraw a resolution or an amendment;
- (m) To extend the time limit for speeches;
- (n) To exclude the public and press (see Standing Order 13);
- (o) To silence or eject from the meeting a Member named for misconduct (see Standing Order 23);
- (p) To give the consent of the Council where such consent is required by these Standing Orders;
- (q) To suspend any Standing Order (see Standing Order 34);
- (r) To adjourn the meeting.

21. Voting

- 21.1 Members shall vote by show of hands. The names of Members that propose and second motions are to be formally recorded in the minutes of Council meetings, with the exception of scheduled planning items.
- 21.2 If one Member so requires, the senior officer present shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Any individual Member can ask for how they have voted to be recorded.
- 21.3 Chairpersons shall in the case of an equality of votes have a second or casting vote which must be recorded in the Minutes of the meeting.
- 21.4 Where one or more persons have been nominated for any position to be filled by the Council, the Proposer and Seconder of each candidate shall be recorded in the minutes of the meeting. The Chairperson will ensure that there is an opportunity for all candidates to be nominated before any vote is taken.
 - (a) Where only one person has been nominated for any position to be filled by the Council a normal resolution, with votes for and against will be made.
 - (b) Where two people have been nominated for any position to be filled by the Council, Councillors present will be invited to publicly vote for their preferred candidate from those put forward (in alphabetical order of surname). The candidate who receives an absolute majority vote of those present and voting (if necessary on the casting vote of the Chairperson) will be selected.
 - (c) Where more than two people have been nominated for any position to be filled by the Council, Councillors present will be invited to publicly vote for their preferred candidate from all those put forward (in alphabetical order of surname). The candidate who ultimately receives

an absolute majority vote of those present and voting (if necessary on the casting vote of the Chairperson when just two candidates remain) will be selected. If no absolute majority is achieved a process of striking off the individual with least votes will be executed and a fresh vote taken, until there is an absolute majority. Where there is an equality of least number of votes, (e.g. 10/5/5 split) a separate vote will be taken on which of those with least votes to strike off, again with Chairperson's casting vote if necessary.

22. Rescission of previous resolution

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by

- (a) Special resolution, the written notice whereof bears the names of at least eight members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee;
- (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

23. Adjournment

- 23.1 Any meeting may be adjourned immediately by the Chairperson of that meeting, for any reasonable length of time or because the length of the meeting has become such that effective discussion is limited.
- 23.2 Meetings should not normally continue past 10.00 pm. If, however the Chairman believes that business could be concluded by 10.30 pm, a Motion under Standing Order 19.1 (s) (Motions which may be moved without Notice) must be moved and supported by a majority of those Members present. All meetings will conclude by 10.30 pm at the latest.
- 23.3 Where a meeting is adjourned, the subsequent proceedings on resumption are a part of the original meeting and the meeting can only consider the remainder of the agenda being considered before the adjournment. No new notices or agendas can be issued except in the event of proceedings being held over to another day when all Members must be notified of the date and time for resumption.

24. Disorderly conduct

- 24.1 No Member shall at a meeting behave in such a manner that is contrary to the Council's Code of Conduct or the Councils Standing Orders.
- 24.2 If, in the opinion of the Chairperson, a Member has contravened the Council's Code of Conduct or the Councils Standing Orders, the Chairperson shall

express the opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named should leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

- 23.3 The Chairperson may suspend the meeting to take such steps as may be reasonably necessary to bring order to the meeting.

25. Sealing of Documents

- 25.1 A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution of the Council or the appropriate Committee.
- 25.2 The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the Proper Officer in the presence of two Members who shall sign the document as witnesses.

26. Interests

- 26.1 If any Member has an interest in any matter for debate, s/he shall, while it is under consideration by the Council, act in accordance with the Code of Conduct adopted by the Council.

For interests under Appendix A of the Code of Conduct (Disclosable Pecuniary Interests), the Member must leave the room for the entire discussion, unless a dispensation has been granted under the Council's dispensation process.

For interests under Appendix B of the Code of Conduct or Financial Interests, or any other interests that the Member considers "prejudicial", the Member can remain for the information gathering section of the discussion, but must then physically move to the public gallery for the debate and vote – taking no part in that part of the discussion, unless a dispensation has been granted under the Council's dispensation process.

- 26.2 The senior officer present shall record in the minutes, particulars of any notice given by a Member or any Officer of the Council of an interest in a contract, and these shall be available during reasonable hours of the day for the inspection by any Member or any member of the public.
- 26.3 If a candidate for any appointment under the Council is to his/her knowledge related to any Member or the holder of any office under the Council, s/he and the person to whom s/he is related shall disclose the relationship in writing to the Chief Executive Officer. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Chief Executive Officer shall report to the Council or to the appropriate Committee any such disclosure.

The Chief Executive Officer shall make known the purport of this Standing Order to every candidate.

27. Canvassing of and recommendations by members

- 27.1 (a) Canvassing of Members of the Council, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Chief Executive Officer shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A Member of the Council or of any Committee shall not solicit for any person appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 27.2 Standing Orders ~~26~~5.3 and ~~27~~6.1 shall apply to tenders as if the person making the tender were a candidate for an appointment.

28. Inspection of Documents

- 28.1 A Member may, for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 28.2 All minutes kept by the Council shall be open for the inspection of any Member of the Council.
- 28.3 No Member of the Council shall in the name of or on behalf of the Council:
- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) Issue orders, instructions or directions;
- unless authorised to do so by the Council.

29. Functions reserved to Full Council

The Full Council reserves to itself the following functions:

- (a) It sets the precept.
- (b) It approves the borrowing of monies.
- (c) It delegates powers to Committees to carry out certain functions on behalf of the Full Council and sets and amends the Terms of References for those Committees, including the number of members and the

appointment of Members to each committee as well as the quorum required for each committee meeting.

- (d) It ~~receives~~approves the timetable of meetings for Committees and the Council.
- (e) It deals with all matters relating to elections.
- (f) It adopts and where required, approves any amendments to the Council's Standing Orders, except the Council's Financial Regulations, which are delegated to the Policy and Resources Committee.
- (g) It reviews and adopts the Council's Strategy.
- (h) It approves the end of year Accounts and Annual Return.
- (i) It elects the Leader of the Council and the Deputy Leader.
- (j) It fills Member vacancies occurring on any Committee or Council, where required.
- (k) It appoints or nominates persons to outside bodies.
- (l) At the Annual Meeting of the Council:
 - It elects the Town Mayor and the Deputy Mayor.
 - It sets the delegated powers of its Committees and appoints the Members to each Committee, in accordance with Standing Orders ~~3029~~ and ~~3130~~.

30. Appointments to Committees

The Full Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and:

- 30.1. Shall determine their terms of reference;
- 30.2. May permit Committees to determine the dates of their meetings;
- 30.3 Shall appoint and determine the term of office of councillor or non-councillor members of such a Committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- 30.4 May appoint substitute councillors to a Committee whose role is to replace ordinary councillors at a meeting of a Committee if ordinary councillors of the committee have confirmed at least a day before the meeting that they are unable to attend;
- 30.5 May in accordance with standing orders, dissolve a committee at any time.

At meetings of Committees:

- 30.6 An ordinary member of a Committee who has been replaced at a meeting by a substitute member (in accordance with standing order 29.4 above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
- 30.7 Unless there is a Full Council resolution to the contrary, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by resolution of the Committee.
- 30.8 Details of quorums are determined under Standing Order No. 109 and named substitutes under Standing Order No. 1110.

31. Delegations to Standing Committees and Sub-Committees of the Council

The following are the Delegations and Terms of Reference of the Council's standing Committees and Sub-Committees:

31.1 Policy and Resources

Membership: 10 Councillors

Quorum: 5 Councillors

Substitutes: The remaining members of the Council. ~~Five named substitutes~~

The Leader of the Council is also the Chairperson of the Policy and Resources Committee.

The Deputy Leader of the Council is also the Vice Chairperson of the Policy and Resources Committee

Chairpersons of all principal Committees shall be members of the Policy and Resources Committee. (see 6.5)

Members of the Committee are appointed at the Annual Meeting of the Council.

Committee vacancies occurring during the year may be filled by appointment by the Council

- (a) It is responsible for the financial, human and property resources of the Council.
- (b) It takes action on behalf of the Council on any matter not delegated to

another Committee.

- (c) It determines the policies to implement the Council's strategy.
- (d) It administers any allocated budget.
- (e) It sets the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups.
- (f) It approves and amends where appropriate, the Council's Financial Regulations, having first consulted the Audit Working Group.

31.2 **Planning and Highways**

Membership: ~~12~~10 Councillors

Quorum: ~~6~~5 Councillors

~~Five named substitutes~~ Substitutes: The remaining members of the Council.

- (a) It carries out all of the Council's functions as a statutory consultee under The Local Government Planning Acts
- (b) It formulates the Council's land use planning policy.
- (c) It comments on highway issues that affect access to the Newbury town area.
- (d) It comments on licensing issues that affect Newbury town.
- (e) It administers any allocated budget.
- (f) It sets the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups.

31.3 **Community Services**

Membership: 10 Councillors

Quorum: 5 Councillors

~~Five named substitutes~~ Substitutes: The remaining members of the Council.

The Leader of the Council and Deputy Leader of the Council are ex-officio members of the Community Services Committee. (See 6.5)

- (a) It is responsible for the maintenance of property assets and the provision of direct services to the public and for all related policy and fiscal matters.
- (b) It administers any allocated budget.
- (c) It sets the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups.

31.4 **Civic Pride, Arts and ~~Leisure~~Culture**

Membership: 10 Councillors

Quorum: 5 Councillors

~~Five named substitutes~~ Substitutes: The remaining members of the Council.

The Leader of the Council and Deputy Leader of the Council are ex-officio members of the Civic Pride, Arts and ~~Leisure~~Culture Committee. (See 6.5)

- (a) It exists to help promote and co-ordinate civic pride, arts & ~~leisure~~Culture facilities and activities for the community, which will also attract visitors to the town.
- (b) Promotes, supports and celebrates that civic function of the Mayor as well as other activities and functions relating to the heritage and traditions of the town.
- (c) Works with the Community Services Team in the use and promotion of the Town Hall as a major civic asset
- (d) It administers any allocated budget.
- (e) It sets the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups.

31.5 **Grants Sub-Committee**

Membership: 6 Councillors

Quorum: 3 Councillors

Four named substitutes

A Sub-Committee of the Policy and Resources Committee, the Grants Sub-Committee is responsible for the award of financial support to organisations subject to legislation, such as Sections 133, 137 and 145 of the Local Government Act 1972 or Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

This is referred to hereafter as ‘**grant aid**’ and is to be awarded in accordance with the criteria approved by the Council.

The Council is also a funding body on ~~The Good Exchange, the Find-me-A-Grant Scheme run, the funding portal run-~~by Greenham Common Trust and administers its Grants Scheme via the ~~Good Exchange~~“findmeagrant” web portal.

Applications may be made at any time but will next be considered at a time publicised by the Town Council. The ~~Subc~~Committee will consider all valid applications created on ~~The Good Exchange~~the “findmeagrant” web portal between the last closing date for applications and the new closing date.~~The dates will appear on the FMAG web portal.~~ No application will be considered twice. Applications must meet the Newbury Town Council Grant Aid Criteria published on ~~The Good Exchange~~“findmeagrant” web portal.

- (a) The Sub-Committee normally meets twice a year, in summer and winter each year. After grants have been awarded a press release will be issued and letters sent to successful applicants. The summer meeting will have the full grant aid budget available and thus the scheduled winter meeting will only take place if the complete budget is not allocated.
- (b) Grant Aid is to be allocated on merit regardless of whether it is for a capital project or not. The allocated money is not to be split between capital and small grants.
- (c) Grant aid will be advertised in the local press and to arts and ~~leisure~~ [leisure](#) organisations via the Council's web site www.newbury.gov.uk and on [The Good Exchange](#) www.findmeagrant.org
- (d) In all cases the selection process will be based on a two-part approach, i.e. the first part will convene in public and receive presentations if required from qualified applicants to support their applications. The purpose of this is to 'receive and consider' applications which meet the Council's criteria.
- (e) Where necessary, the Committee may resolve to convene in 'Part 2 / confidential mode' (See Standing Order 13) in order to consider confidential information relating to the applicants. Sub-Committee members will have the option of studying applications and supporting material, such as accounts and other financial information, between the first and second parts. If agreed, the two parts can be combined into one meeting, or treated as two separate meetings

31.6 **Donations, Grants and Contributions to Third parties and Outside Bodies**

- 31.6.1 Any proposal to donate to a third-party organisation, for each of one or several years, shall require a written presentation to the Council by that organisation followed by a resolution by the Council. The resolution shall specify the sum to be donated and its purpose and shall apply for only one year unless otherwise stated. The Council may request further information and may direct that the presentation is heard by a particular Committee or Sub-Committee. Alternatively, the Council shall be at liberty to refuse to receive such a presentation.
- 31.6.2 In the case that the Council has approved a donation to a third-party organisation for more than one year, that organisation shall be invited to make a presentation to the Council towards the end of each year, which shall be subject to a resolution of approval by the Council. Should that invitation not be accepted, or the presentation not be approved, no further donation shall be made to that organisation

without a further resolution by the Council under Standing Order
319.6.1.

31.7 **Staff Sub-Committee**

Membership: 6 Councillors

Quorum: 3 Councillors

Four named substitutes

The Leader of the Council chairs the Staff Sub-Committee.

A Sub-Committee of the Policy and Resources Committee, the Staff Sub-Committee has authority to approve appointment, recruitment and terms and conditions for all employees for the Council.

- (a) The Staff Sub-Committee reviews all employment policies for Council Staff and makes appropriate recommendations to the Policy and Resources Committee

(b) In respect of the Chief Executive Officer to appoint a panel of 3 members of the Subcommittee, including the Chairperson, to carry out the CEO's annual appraisal and report back to the Staff Subcommittee with any relevant recommendations

(b)(c) In respect of the Chief Executive Officer & Responsible Finance Officer, to:

- i. recommend to the Policy and Resources Committee appropriate staffing arrangements for these posts and relevant salary scales and conditions;
- ii. provide the Town Council with related Job Description and Person Specification; and
- iii. propose to the Town Council such recruitment and selection processes as are required for appointment to these posts

(c)(d) In respect of all other staff, to:

- i. determine terms and conditions for posts established by the Town Council;
- ii. agree and implement appropriate recruitment and selections processes for each post; and
- iii. formally confirm appointments

(d)(e) The Chief Executive Officer may consult with the Sub-Committee in connection with any staffing related matter.

(e)(f) To oversee the Council's appraisal process and to approve any recommendations arising from the annual appraisals, including training and development needs, salary progressions and merit awards.

- ~~(f)~~(g) To ~~approve~~review salary scales, terms and conditions and to make any relevant recommendations to the Policy and Resources Committee on salary scale reviews.
- ~~(g)~~(h) To review and address staff training and development needs
- ~~(h)~~(i) Termination of employment of staff and in the case of the Chief Executive officer and the Responsible Financial Officer to make recommendations to the Policy and Resources Committee
- ~~(i)~~(j) To review and make recommendations to the Policy and Resources Committee with regard to the appointed ~~Legal~~/Personnel consultancy services
- ~~(j)~~(k) To review the Council's staffing budget each year, prior to the annual budget-setting process
- ~~(k)~~(l) To establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- ~~(l)~~(m) To act as the Council's **Grievance and Disciplinary Panel** with the necessary delegated decision-making powers in relation to grievance and disciplinary issues for members of the Council's Management Team.

Meetings will be called on an ad hoc basis as required, called by the Chief Executive Officer and with notice given to the relevant employee. A minute taker will be present throughout the proceedings. When carrying out this role the Sub-Committee will follow the procedure set out in the Town Council's Grievance and Disciplinary Procedures.

- (m) To act as the **Appeals Panel** in relation to any appeal against the decision of the Disciplinary Panel or the outcome of a Grievance.

Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel. Additional Members may be appointed to the Appeals Panel by the Sub-Committee, in the event of a conflict of interests.

The Appeals Panel will consider any appeals against dismissal, grading, disciplinary proceedings and grievances by employees of the Council. The Chief Executive Officer will call the meeting and notice will be given to the employee.

A minute taker will be present throughout the proceedings.

The Panel will follow the procedure set out in the Town Council's Disciplinary Procedure.

- 31.8 Each of the above standing committees and Sub-Committees may draft their own policies and procedures to enable it to effectively and efficiently carry out its delegated functions, provided they comply with the relevant provisions in

these Standing Orders and do not exceed the limit of the authority delegated to them.

32. Delegations to the Council's Proper Officer

32.1 The Chief Executive Officer has delegated authority to properly carry out such tasks as are necessary to ensure the efficient day to day management of the Council's affairs, including staff matters not covered by the Staff Sub-Committee, so far as is consistent with the requirements of any job description, instruction of the Council or its Committees.

32.2 The Chief Executive Officer may delegate authority to the Council's Managers for any of the tasks for which they are responsible.

32.3 The limits of expenditure under this Standing Order shall be determined by the Council's Financial Regulations.

33. Code of conduct on complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in the manner recommended in Legal Topic Note 9e - Code of Practice for Local Councils in Handling Complaints; published by the National Association of Local Councils. (See appendix 1)

34. Use of IT Equipment, including smart phones, in Council Meetings

34.1 IT equipment, including smart phones, should be regarded as an automation and extension of the traditional pen-and-paper methods which Councillors have always employed. Therefore, there should be no problem in its use to support the proceedings of Council meetings, for example to collect relevant information or take notes.

34.2 The use of IT equipment for other purposes, for example to send or receive unrelated messages, would be a distraction from the attention which Councillors should give to the proceedings of the meeting and should not take place. The enforcement of this principle, if necessary, is at the discretion of the Chairman at the time.

34.3 IT equipment should not be permitted to give out any form of electronic noise, such as rings, buzzes, or clicks, which would again distract proceedings.

35. Variation, revocation and suspense of Standing Orders

35.1 Any or every part of these Standing Orders **except** those which reflect mandatory statutory requirements may be suspended by resolution in relation to any specific item of business.

- 35.2 A resolution permanently to add, vary or revoke a Standing Order must receive the support of at least a majority of the total number of members on the Council (currently, this requires at least 13 members to support the resolution).

36. Principles of Decision-making

Full Council can delegate decisions to Committees or officers of the Council.

Committees may further delegate to subcommittees.

Whichever body or individual is responsible for taking a decision, the decision should be taken, as far as possible, in accordance with the following principles:

- a. There should be a presumption in favour of decision-making being open and transparent, with members of the public being afforded effective access to relevant information and the processes by which decisions are taken;
- b. Due consultation should take place with those likely to be affected by a decision. So far as practicable, decision-taking should be planned in advance and the public given due notification of forthcoming decisions;
- c. Where a decision is likely to have wide-ranging or significant impact on the community, additional time and emphasis should be given to consultation and members of the public actively encouraged to contribute their views;
- d. Decisions must be taken with regard to all relevant considerations and ignoring all irrelevant matters;
- e. Decisions should be taken on the basis of the priorities and principles set out in the Council's Strategy and have regard to any approved policies or procedures of the Council;
- f. Appropriate professional advice should be obtained from suitably qualified Officers of the Local Authority;
- g. Decisions must be taken with regard to proportionality – the action must therefore be proportionate to the desired outcome;
- h. Decisions must be taken with regard to any relevant statutory requirements and with respect for human rights;
- i. Any decisions taken must be formally recorded in accordance with the requirements of the Council's Standing Orders.

37. Standing Orders to be given to Members

A copy of these Standing Orders shall be made available to each Member by the Chief Executive Officer upon declaration of the Member's acceptance of office, by sending it by email or in printed format if requested.

Newbury Town Council

Public Report

To: Council

Date of meeting: 12th June 2023.

Agenda item No. 15: Treasury Management Policy

Decision Required: To **approve** an amendment to the Council's Treasury Management Policy.

Background

Security of funds: The Council can at certain times of the year hold substantial funds in its current account. This can arise due to the cyclical nature of the precept payments (half in April and half in October.)

Issues arising.

Councils are not covered by the Financial Services Compensation Scheme, which has an upper limit of £85,000. Therefore, the Council may need to move some funds from its main bank account, into some other secure deposits, to spread the risk, in the event of any financial failures.

Considerations:

- 1. Legal:** The Council has a duty to protect the finances of the Town Council. The Town Council is required by the Local Government Act 2003 to determine an annual Investment Strategy and must have regard to "Guidance on Local Government Investments 2010". This strategy must be approved by the Council but may be varied from time to time as circumstances dictate. The Strategy will be a public document as defined by the Freedom of Information Act 2000.
- 2. Financial:** The issues are outlined above. Alternatives available to the Council include the following:
 - Short term investment with the District Council
 - Increasing our investment with the Public sector deposit Fund
 - Other investment managers in the sector
 - A combination of the above.

The criteria for Council investments are liquidity and security, as well as value for money.

As set out in the Council's Treasury Management Policy, All of the Town Council's investments will be Specified Investments which means that:

- a) All investments will be made in sterling and any payments or repayments will also be made in sterling, with UK registered institutions only.
- b) All investments will be made with a body or an investment scheme which has been awarded a high credit rating by a credit rating agency
- c) A credit rating agency will be taken as one of the following:
 - Standard and Poor's
 - Moody's Investors Services Ltd
 - Fitch Ratings Ltd

A high credit rating will be defined as 'A' 'High Credit Quality', referring to the Long-Term grade issued in relation to an institution.

Credit ratings will be monitored regularly and if the rating falls consideration will be given at the next Council meeting of the appropriate action to be taken.

3. Risk assessment

This amendment to the current Treasury Management Policy is to address the risk to the Council arising from the fact that a very large proportion of its funds are held by only one financial institution. The Council should explore options to reduce the risks of having such a high proportion of its funds in a single institution.

The Council's Responsible Financial Officer will be responsible for arranging any transfer of funds. Where time permits, these should be approved beforehand by the Policy and Resources Committee. Where this is not possible, the RFO may arrange transfers, after consulting the Chairperson of the Policy and Resources Committee and reporting to the Committee at the next available opportunity.

4. Consultation

The Council has consulted credit rating agencies and sector advisors in this matter.

5. Conclusion/ Recommendation

Council is recommended to approve the following addition to the Council's Treasury Management Policy:

Security of funds

The Council can at certain times of the year hold substantial funds in its current account. This can arise due to the cyclical nature of the precept payments (half in April and half in October.)

Councils are not covered by the Financial Services Compensation Scheme, which has an upper limit of £85,000. Therefore, the Council may need to move some funds from its main bank account, into some other secure deposits, to spread the risk, in the event of any financial failures.

Alternatives available include the following;

- Short term investment with the District Council*
- Increasing our investment with the Public sector deposit Fund*
- Other investment managers in the sector*
- A combination of the above.*

The Council's Responsible Financial Officer will arrange any such transfer of funds. These will be subject to the Council's approval processes, which include the CEO and 2 members of the Council. Where time permits, all transfers should be approved beforehand by the Policy and Resources Committee. Where this is not feasible, the RFO may arrange transfers, after consulting the Chairperson of the Policy and Resources Committee and reporting to the Council at the next available opportunity.

Report Author: Hugh Peacocke (Chief Executive Officer)

Date: 5th June 2023

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2023/24.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Town Mayor's Report
7. The Leader's Report
8. The Chief Executive Officer's Report
9. Minutes from Committees

Other items of Business

Meeting Date	Item
12 June	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights
	Review terms of refence and memberships of any working groups that the council wishes to appoint
	To receive any reports from School Link Councillors
	To receive any reports from the Council's representation on outside bodies
	To review the Council's Standing orders, if required
23 October	Citizens' Advice bureau presentation
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2024/25 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2024/25, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	Commence Review of Town Council Strategy
	Newbury BID Presentation
22 January	Review of Town Council Strategy
	2024/25 Precept
	Schedule of meetings for the municipal year 2024/25
	Update re carbon reduction Plan
	Presentation from Community United
8 May	Nomination of Mayor Elect and Deputy Mayor
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2024/2025 municipal year.