

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 9th JUNE 2025 AT 7.30PM.**

PRESENT

Councillors Jo Day, Billy Drummond (Substitute), David Harman, Roger Hunneman (Substitute), Pam Lusby-Taylor, Andy Moore, Gary Norman (Chairperson), Graham Storey (Substitute), & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager

ABSENT

Councillor Nigel Foot

111. APOLOGIES FOR ABSENCE

Councillor Steve Masters, substituted by Councillor Graham Storey
Councillor Vaughan Miller, substituted by Councillor Roger Hunneman
Councillor Elizabeth O'Keeffe, substituted by Councillor Billy Drummond

112. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Billy Drummond as a Member of West Berkshire Council has a general dispensation to discuss any matters relating to the business of that Council.

There were no further declarations of interest.

113. ELECTION OF CHAIR

PROPOSED: Councillor Jo Day

SECONDED: Councillor Billy

RESOLVED: Councillor Gary Norman was elected as Chair to the Policy & Resources Committee.

114. ELECTION OF DEPUTY CHAIR

PROPOSED: Councillor Meg Thomas

SECONDED: Councillor Roger Hunneman

RESOLVED: Councillor Jo Day was elected as Deputy Chair to the Policy & Resources Committee.

115. MINUTES

PROPOSED: Councillor Meg Thomas

SECONDED: Councillor Andy Moore

VOTE: Carried with a majority of 6 with 3 abstentions due to non-attendance.

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 28th April 2025 be approved as a correct record and signed by the Chairperson.

116. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

117. MEMBERS' QUESTIONS AND PETITIONS

There were none.

118. LIST OF PAYMENTS

118.1 BACS PAYMENTS – 1st April to 31st May 2025

PROPOSED: Councillor Billy Drummond

SECONDED: Councillor Jo Day

RESOLVED: That the lists of BACS payments made 1st April to 31st May 2025 be ratified.

118.2 DIRECT PAYMENTS – 1st April to 31st May 2025.

PROPOSED: Councillor David Harman

SECONDED: Councillor Meg Thomas

RESOLVED: That the list of Direct Payments made 1st April to 31st May 2025 be ratified.

118.3 RECONCILIATION STATEMENTS – 1st April to 31st May 2025.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Meg Thomas

RESOLVED: The Reconciliation Statements for the period 1st April to 31st May 2025, previously verified by a member of the Audit Working Group are approved and are to be signed by the Chair.

119. BUDGET MONITORING FIRST TWO MONTHS

119.1 INCOME & EXPENDITURE ACCOUNT

The Income and Expenditure account for the period 1st April to 31st May 2025 was received and noted by the Committee.

119.2 EXPENDITURE WITH A VARIANCE GREATER THAN 15% OF ANNUAL BUDGET

The Committee noted the explanation for expenditure, April to May 2025, cost centres with a variance greater than 15% of annual budget. The RFO advised that an audit of the water invoices is planned over the summer months. The Committee requested that the RFO enquire whether the water meter at Shaw Cemetery could be read weekly to support this.

119.3 VIREMENTS MADE TO THE BUDGET – 1ST April to 4th June 2025

PROPOSED: Councillor Billy Drummond

SECONDED: Councillor Andy Moore

RESOLVED: That the virements made to the budget 1st April to 4th June 2025 be ratified

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

Members were advised that there were no debts over £500 and more than three months old. The RFO offered her thanks to the Civic Services Manager for her support in this, which was noted by the Committee.

121. INTERNAL AUDIT**121.1 FOURTH & FINAL INTERNAL AUDIT REPORT FOR 2024/25**

PROPOSED: Councillor David Harman

SECONDED: Councillor Jo Day

RESOLVED: That the fourth and final internal audit report for 2024/25 be recommended to Full Council

121.2 ANNUAL INTERNAL AUDIT REPORT 2024/25 FOR EXTERNAL AUDIT

PROPOSED: Councillor David Harman

SECONDED: Councillor Jo Day

RESOLVED: That the Annual Internal Audit report 2024/25 signed by the Internal Auditor be recommended to Full Council for inclusion as part of the Annual Governance & Accountability Return (AGAR) for External Audit

122. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE STATEMENT (2024/25)**122.1 TO CONSIDER THE ANNUAL GOVERNANCE STATEMENTS 2024/25**

The Committee considered the Annual Governance Statements 2024/25, previously circulated. There were no questions.

122.2 TO RECOMMEND TO FULL COUNCIL THAT THE ANNUAL GOVERNANCE STATEMENT 2024/25 IS APPROVED, SIGNED AND FORWARDED TO THE EXTERNAL AUDITOR.

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Meg Thomas

RESOLVED: To recommend to Full Council that the Annual Governance Statement 2024/25 is approved, signed and forwarded to the External Auditor.

123. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ACCOUNTING STATEMENTS 2024/25

123.1 TO CONSIDER THE ACCOUNTING STATEMENTS 2024/25 AND SUPPORTING PAPERS

The Committee considered the Annual Governance Statements 2024/25, together with the following supporting papers, previously circulated:

- a) Year-End Reconciliation
 - b) Reconciliation between Box 7 & 8
 - c) Explanation of Variances 2023-24 to 2024-25
 - a. Summary
 - b. Precept
 - c. Total Other Receipts
 - d. Fixed Assets
 - d) Making Provision for the Exercise of Public Rights
- There were no questions.

123.2 TO RECOMMEND TO FULL COUNCIL THAT THE ACCOUNTING STATEMENTS 2024/25 AND SUPPORTING PAPERS ARE APPROVED, SIGNED AND FORWARDED TO THE EXTERNAL AUDITOR

PROPOSED: Councillor Billy Drummond

SECONDED: Councillor David Harman

RESOLVED: To recommend to Full Council that the Annual Accounting Statements 2024/25 and supporting papers are approved, signed and forwarded to the External Auditor.

124. POLICY & RESOURCES COMMITTEE'S WORKING GROUPS

124.1 TO REVIEW AND APPROVE THE TERMS OF REFERENCE FOR THE 'AUDIT' AND 'STRATEGIC' WORKING GROUPS

PROPOSED: Councillor Graham Storey

SECONDED: Councillor Andy Moore

RESOLVED:

- a) The Terms of Reference for the Audit Working Group 14/10/25, previously circulated, were approved without amendment

- b) The Terms of Reference for the Strategic Working Group 14/10/25, with suggested amendments previously circulated, were approved with two additional amendments (Appendix 1)

124.2 TO REVIEW AND ELECT MEMBERS TO THE 'AUDIT' AND 'STRATEGIC' WORKING GROUPS

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Roger Hunneyman

RESOLVED:

- a) The following Members were elected to the Audit Working Group:

- a. Councillor Alistair Bounds
- b. Councillor Nigel Foot
- c. Councillor Steve Masters
- d. Councillor Andy Moore
- e. Councillor Sarah Slack

- b) The following Members were elected to the Strategic Working Group:

- a. Councillor Jo Day
- b. Councillor Billy Drummond
- c. Councillor David Harman
- d. Councillor Roger Hunneman
- e. Councillor Vaughan Miller
- f. Councillor Andy Moore
- g. Councillor Gary Norman
- h. Councillor Graham Storey

125. MAYOR OF NEWBURY'S CHARITABLE TRUST

The Committee received, previously circulated, a summative report, taken from the Charitable Trust's Governing Document, covering its governance. Together the Report & Accounts for the Mayor of Newbury's Charitable Trust 2024-25. The Committee was advised that the Governing Document will be made available to Full Council at its next meeting.

The Committee requested that two observations be forwarded for the attention of Full Council:

- a) "Agreement of at least 75% of the Trustees is required by a vote, unless all agree in which case no vote is required" – That 75% of 3 Trustees is 3.
- b) That the word "Civic" in the context of "Civic Mayor" is now considered redundant.

126. HEALTH & SAFETY

The Committee received the quarterly health and safety report (previously circulated).

The Committee asked to be advised further detail in respect of accident one, to include how the Council was made aware and the outcome.

127. CLIMATE EMERGENCY SUB-COMMITTEE MEETING – 21ST May 2025

Members received and noted the draft minutes from the Climate Emergency Sub-Committee held 21st May 2025.

128. NEWBURY TOWN COUNCIL'S STRATEGY 2024-28 – KEY PERFORMANCE INDICATORS

PROPOSED: Councillor Billy Drummond

SECONDED: Councillor Meg Thomas

RESOLVED:

That the Key Performance Indicators, as recommended by the Strategy Working Group, be approved.

129. FORWARD WORK PROGRAMME

The Forward Work Programme was received. It was noted that the summer meeting for the Grant Sub Committee is scheduled for Thursday 26th June 2025. The draft minutes will therefore be received by the Policy & Resources Committee at its 13th October 2025 meeting, if no meeting is called earlier.

130. NEXT MEETING

Members noted the next meeting is scheduled to take place on Monday 13th October 2025, should no meeting be called earlier.

131. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Jo Day

SECONDED: Councillor Billy Drummond

RESOLVED: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

132. APPOINTMENT OF INTERNAL AUDITOR

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Billy Drummond

RESOLVED: To appoint 'Working the Greener Way' as the Council's Internal Auditor for 2025/26 at a cost of £2,040 plus travel expenses, with the view to extend further to review.

133. STAFFING MATTERS

The Committee received the draft minutes from the Staff Sub-Committee meeting of 23rd May 2025. Cllr Jo Day requested that she be removed from the attendance

record. The Chair advised that these minutes corrected the error found within the minutes of 19th March 2025.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:46 HRS

CHAIRPERSON:

Signature:

Date:

Appendix 1

Strategy Working Group – Terms of Reference – Approved 09/06/25

Name: Strategy Working Group

Parent Company: Policy & Resources Committee

Members:

- Eight members to be appointed by the Policy & Resources Committee, with representation from each of the Council's Committees and Sub-Committees and proportional representation from each political party.
- The Chief Executive Officer (Strategy Lead)
- The Responsible Financial Officer (Finance Lead)

Substitute Members:

- Any member of a Committee/Sub-Committee may be called upon to act as a substitute. Enabling, where possible, full representation of all the Committees and Sub-Committees at the meeting.

Quorum: 5 – to include 1 elected Member from each of the Council's four Committees (P&R, CS, CPAC & P&H) and 1 Officer.

Chairperson: The Working Group to appoint a chairperson at the first meeting following the parent committee's annual review of the group's membership, from one of the serving councillors.

Goals:

1. To review the Council's Strategy and the Strategy Action Plan and, through discussion with members and the Council's Committees and Sub-Committees, to make recommendations to the Policy & Resources Committee on any amendments the Group feels are required to the Council's Strategy and the Strategy Action Plan. Working Group Meetings to support this goal will be coordinated by the Chief Executive Officer, at least annually.
2. To review the Council's Strategy in consideration of the Council's 4-year budget plan and make recommendations to the Policy & Resources Committee to support the allocation of funding, with the purpose of the timely achievement of the Council's objectives.
3. The workplan to support objective 2 is to include items (a), (b) & (c) below. Meetings in October, December and January to be coordinated by the RFO:
 - a. The Working Group, in **October**, discusses the first draft of the new budget in consideration of the Strategy.

- i. The considerations of the Working Group in respect to budget priorities are reported back to the Committees/Sub-Committees and their Lead Officers, by the RFO and Chair of each Committee/Sub-Committee.
 - ii. Each Committee and Sub-Committee meets to discuss the budget and priorities in respect to their responsibilities. The Lead Officer for each Committee/Sub-Committee reports agreed priorities to the RFO to support the second draft of the budget.
- b. The Working Group, in **December**, discusses the second draft of the budget in consideration of both the Strategy and the Committees/Sub-Committees priorities; and makes recommendations to support the third draft of the budget.
 - i. The RFO applies the recommendations and forwards the third draft to all Councillors for information.
 - ii. Members of the Working Group consult with non-Working Group Councillors.
- c. The Working Group, in **January**, discusses the third draft of the budget, in consideration of their consultations and makes recommendations for the final draft budget.
 - i. The RFO applies the recommendations and forwards the final draft budget to the Policy & Resources Committee for consideration at its January meeting.
 - ii. The Policy & Resources Committee considers the final draft budget and makes its recommendation to Full Council for its January meeting.
4. Quarterly meetings will be arranged by the CEO for the purpose of reviewing performance against the Town Council's Strategy.

Resources and Budget:

Use of Town Council meeting rooms, administration resources and NTC Officer time as approved by the Chief Executive Officer.

Governance:

The Working Group will discuss proposals proposed by members and decide through consensus, or a majority vote with the Chair having a casting vote in the event of an equality of votes, what should be taken forward for action or for consideration by the Policy & Resources Committee.

Additional Notes:

- The Working Group will communicate through email, phone, and meetings, both formally and informally.
- Shared information/documentation will be held in the Council's Admin Office
- The Meetings shall take place when required.

These Terms of Reference may be reviewed and amendments recommended to the Policy & Resources Committee as necessary by the Working Group in light of additional information.

CHAIRPERSON:

Signature:

Date: