

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 28<sup>th</sup> APRIL 2025 AT 7.30PM.**

### **PRESENT**

Councillors Jo Day (Chairperson), David Harman, Ian Jee (Substitute), Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Elizabeth O’Keeffe & Meg Thomas.

### **IN ATTENDANCE**

Liz Manship, Finance & Corporate Services Manager

### **ABSENT**

Councillor Nigel Foot

#### **91. APOLOGIES FOR ABSENCE**

Councillor Gary Norman

#### **92. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were none

#### **93. MINUTES**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Steve Masters

**RESOLVED:** That the minutes of the meeting of the Policy & Resources Committee held on Tuesday 20<sup>th</sup> January 2025 be approved as a correct record and signed by the Chairperson.

#### **94. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

There were none.

#### **95. MEMBERS’ QUESTIONS AND PETITIONS**

There were none.

#### **96. LIST OF PAYMENTS**

##### **96.1 BACS PAYMENTS – 1<sup>st</sup> January to 31<sup>st</sup> March 2025**

**PROPOSED:** Councillor Steve Masters

**SECONDED:** Councillor Vaughan Miller

**RESOLVED:** That the lists of BACS payments made 1<sup>st</sup> January to 31<sup>st</sup> March 2025 be ratified.

**96.2 DIRECT PAYMENTS – 1<sup>st</sup> October 2024 to 31<sup>st</sup> March 2025.**

**PROPOSED:** Councillor Steve Masters

**SECONDED:** Councillor Elizabeth O’Keeffe

**RESOLVED:** That the list of Direct Payments made 1<sup>st</sup> October 2024 to 31<sup>st</sup> March 2025 be ratified.

**96.3 RECONCILIATION STATEMENTS - 1<sup>st</sup> January to 31<sup>st</sup> March 2025.**

**PROPOSED:** Councillor Steve Masters

**SECONDED:** Councillor Meg Thomas

**RESOLVED:** The Reconciliation Statements for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2025 are approved and are to be signed by the Chair.

**97. BUDGET MONITORING QUARTER 4****97.1 INCOME & EXPENDITURE ACCOUNT**

The Income and Expenditure account for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2025 was received and noted by the Committee.

**97.2 AUTHORISATION OF EXPENDITURE UNDER S.5.20 OF THE FINANCIAL REGULATIONS**

**PROPOSED:** Councillor Steve Masters

**SECONDED:** Councillor Ian Jee

**RESOLVED:** The CEO’s decision to agree Purchase Order 2879, dated 14<sup>th</sup> February 2025, for the delivery and installation of Scaffolding, at a cost of £15,000 without 3 quotes, to support urgent roof repairs, was ratified under s.5.20 of the Financial Regulations.

**97.3 EXPENDITURE WITH A VARIANCE GREATER THAN 15% OF ANNUAL BUDGET**

The Committee noted that there is no expenditure, January to March 2025, against cost centres with a variance greater than 15% of annual budget (review in accordance with financial regulations 4.2).

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

Members were advised that there were no debts over £500 and more than 3 months old. Officers were thanked for their work.

**99. EAR-MARKED RESERVES**

**99.1** To Note the position of the EMR’s as of 1<sup>st</sup> April 2025, previously circulated, further, to enacting the resolution of Full Council at its meeting held 27<sup>th</sup> January 2025, minute ref: 155.

Summary in Appendix 1 – Funds held within EMRs 01/04/25: £840,911.95. Of which:

- a. Council Funds: £449,893.00
- b. CIL Funds: £345,108.81
- c. Other Ringfenced Funds: 45,910.14

**99.2** To Ratify EMR's arranged by the RFO to support year-end closedown.

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Andy Moore

**RESOLVED:** The following EMR's arranged by the RFO to support year-end closedown, previously circulated, were ratified.

EMR	Name	Funds at 01/04/25
317	2024-25 Purchase Orders	£34,349.16
331	SharePoint Rebuild	£10,000.00
343	Tree Planting Sponsorship (Ringfenced)	£150.25
346	2024/25 Grounds Maintenance Contract - Closed	£0.00
405	200 <sup>th</sup> Anniversary of Royal Engineers	£2,534.05
406	Training & Development	£1,139.90
407	Recycling	£210.71
463	Climate Emergency Grants 2024-25	£2,805.00

## 100. GRANT FUNDING APPLICATIONS

### 100.1 FALKLAND INTERPRETATION PANEL

**PROPOSED:** Councillor Andy Moore

**SECONDED:** Councillor Vaughan Miller

**RESOLVED:** To delegate to the Planning & Highways Committee, as parent committee for the Heritage Working Group, to investigate member questions and resolve.

### 100.2 HERMITAGE STATION FAMILIES DAY

**PROPOSED:** Councillor Elizabeth O'Keefe

**SECONDED:** Councillor David Harman

**RESOLVED:** A discretionary grant of £500 towards the cost of the Hermitage Station Families Day

### 100.3 NEWBURY ROAD CLUB

**PROPOSED:** Councillor Steve Masters

**SECONDED:** Councillor Meg Thomas

**RESOLVED:** A discretionary grant of £1,500 towards the cost their 14<sup>th</sup> June 2025 100<sup>th</sup> Anniversary community event.

**101. HEALTH & SAFETY**

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

**102. GRANTS SUB-COMMITTEE MEETING – 10<sup>th</sup> February 2025**

Members received and noted the draft minutes from the Grant Sub-Committee held 10<sup>th</sup> February 2025.

**103. CLIMATE EMERGENCY SUB-COMMITTEE MEETING – 26<sup>TH</sup> March 2025**

Members received and noted the draft minutes from the Climate Emergency Sub-Committee held 26<sup>th</sup> March 2025.

**104. INTERNAL AUDIT**

Members of the committee received the 3<sup>rd</sup> report of the Internal auditor for financial year 2024/25.

**PROPOSED:** Councillor Andy Moore

**SECONDED:** Councillor Steve Masters

**RESOLVED:**

That the 3<sup>rd</sup> Internal Auditor's report be recommended to Full Council for acceptance, with note of the following:

- a. The Internal Auditor's recommendation to ratify Direct Payments within the Policy & Resources agenda has been adopted.
- b. The Internal Auditor's recommendation that all Officers receive a DBS check will be implemented by the CEO. The Audit Working Group will consider best practice in respect to Members as part of its annual review of the Financial Regulations.

**105. NEWBURY TOWN COUNCIL – FOUR-YEAR STRATEGY – ANNUAL REVIEW**

The Chair, on behalf of the Strategy Working Group, appraised the Committee of its recent meeting to review of Newbury Town Council's Strategy Goals 2024-28 and Key Performance Indicators for 2024-25, a draft of which had been previously circulated.

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Andy Moore

**RESOLVED:** Subject to amendments discussed by the Strategy Working Group, the updated draft NTC Strategy Goals 2024-28 and Key Performance Indicators 2024-25, to be presented to Full Council

**106. BANK CARD AUTHORISATION**

**PROPOSED:** Councillor David Harman

**SECONDED:** Councillor Steve Masters

**RESOLVED:** The authorised spend by bank card for Kym Heasman to be increased to £500 per single transaction.

**107. FORWARD WORK PROGRAMME**

The forward work programme was received and noted by the committee. Agenda Items for the June 2025 meeting to include:

- a. Governance & Accounting Year End Papers for External Audit.
- b. Mayor's Benevolent Fund – procedural review.

**108. NEXT MEETING**

Members noted the next meeting was scheduled to take place on Monday 9<sup>th</sup> June 2025, should no meeting be called earlier.

**109. EXCLUSION OF THE PRESS AND PUBLIC**

**PROPOSED:** Councillor Elizabeth O'Keeffe

**SECONDED:** Councillor Steve Masters

**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.

**110. STAFFING MATTERS**

**PROPOSED:** Councillor Jo Day

**SECONDED:** Councillor Vaughan Miller

**RESOLVED:** Receipt of the draft minutes from the Staff Sub-Committee meeting of 19<sup>th</sup> March 2025 to be deferred to the next meeting.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:24 HRS**

**CHAIRPERSON:**

Signature:

Date:

**Appendix 1 - 2025/26 Ear-Marked Reserves at 01/04/25**

<b>EMR</b>	<b>Account</b>	<b>To add from 2025/26 Budget</b>	<b>Total Funds 01/04/25</b>	<b>Council Funds 01/04/25</b>	<b>Total CIL FUNDS 01/04/25</b>	<b>Ringfenced (RF) Other Funds 01/04/25</b>
<b>316</b>	EMR - 2023/24 Purchase Orders		12,070.00	12,070.00		
<b>317</b>	EMR - 2024/25 Purchase Orders		34,349.16	34,349.16		
<b>330</b>	EMR Website Security Patches	£4,000 in 2025/26	0.00	0.00		
<b>331</b>	EMR SharePoint rebuild		10,000.00	10,000.00		
<b>340</b>	EMR RF Tennis Court Maintenance Fund	£3,600 in 2025/26	16,704.00			16,704.00
<b>343</b>	EMR RF Tree Planting Sponsorship		150.25			150.25
<b>344</b>	EMR Tree Surveys		5,000.00	5,000.00		
<b>345</b>	EMR Trees		6,125.00	6,125.00		
<b>347</b>	EMR Lime Trees Pollard - NTR Cem		2,000.00	2,000.00		
<b>348</b>	EMR Lime Trees Pollard - Shaw Cem	£2,500 in 2025/26	0.00	0.00		
<b>349</b>	EMR Lime Trees Pollard - Vic Park		3,000.00	3,000.00		
<b>350</b>	EMR Election Admin Fund	£10,000 in 2025/26	0.00	0.00		
<b>360</b>	EMR CIL+ VP Cafe Replacement		382,355.44	234,301.28	148,054.16	
<b>370</b>	EMR Town Hall Roof Major Repairs		50,472.19	50,472.19		
<b>371</b>	EMR T/Hall Office Move & Refurb		26,000.00	26,000.00		
<b>372</b>	EMR CIL T/Hall Audio/Visual Equip		9,000.00		9,000.00	
<b>373</b>	EMR CIL Intercom for Tenants		2,000.00		2,000.00	
<b>374</b>	EMR CIL New Town Hall Fire Doors		10,059.65		10,059.65	

<b>EMR</b>	<b>Account</b>	<b>To add from 2025/26 budget</b>	<b>Total Funds 01/04/25</b>	<b>Council Funds 01/04/25</b>	<b>Total CIL Funds 01/04/25</b>	<b>Ringfenced (RF) Funds 01/04/25</b>
<b>375</b>	EMR CIL Energy Cons Projects		2,500.00		2,500.00	
<b>380</b>	EMR Weddings Licence		1,300.00	1,300.00		
<b>392</b>	EMR CIL Money Unallocated		0.00		0.00	
<b>403</b>	EMR RF HWG-Plaques / Appraisals		797.34			797.34
<b>404</b>	EMR Civic Robe Replacement		142.65	142.65		
<b>405</b>	EMR - 200th Annivers Royal Engineers		2,534.05	2,534.05		
<b>406</b>	EMR Training & Development		1,139.90	1,139.90		
<b>407</b>	Recycling		210.71	210.71		
<b>410</b>	EMR Neighbourhood Development Plan		5,129.71	5,129.71		
<b>414</b>	EMR CIL New Footway Lighting		7,000.00		7,000.00	
<b>415</b>	EMR Additional Land Maintenance		8,000.00	8,000.00		
<b>416</b>	EMR CIL New Benches		1,500.00		1,500.00	
<b>418</b>	EMR CIL Shaw Cemetery Land Survey		10,000.00		10,000.00	
<b>419</b>	EMR Headstone survey		3,450.00	3,450.00		
<b>420</b>	EMR CIL Tools & Equipment		1,000.00		1,000.00	
<b>431</b>	EMR Noticeboards Allotments	2026/27 budget	0.00	0.00		
<b>432</b>	EMR CIL Welcome to Newbury Signs SIGNS		10,000.00		10,000.00	
<b>435</b>	EMR RF Greenham House prep work		5,333.25			5,333.25
<b>437</b>	EMR Football Pitch		2,000.00		2,000.00	

EMR	Account	To add from 2025/26 budget	Total Funds	Total Council Funds	Total CIL Funds	Total Ringfenced (RF) Funds
438	EMR CIL Splashpark Surface VP		22,000.00		22,000.00	
439	EMR RF Bandstand VP		2,925.30			2,925.30
440	EMR CIL Portable Ramp Bandstand		1,745.00		1,745.00	
441	EMR War Memorial Sinking Fund	£2,000 in 2025/26	8,000.00	8,000.00		
442	EMR CIL+ Playground Upgrading		113,021.35	13,021.35	100,000.00	
446	EMR CIL Wash Common Upgrade		15,000.00		15,000.00	
448	EMR RF Hutton Close Upgrades		20,000.00			20,000.00
453	EMR Canal Corridor		1,000.00	1,000.00		
454	EMR CIL Upgrade Lights Lime Walk VP		750.00		750.00	
455	EMR Market repairs (electric pop-ups)		1,842.00	1,842.00		
456	EMR Repairs to Victoria & Lions		5,500.00	5,500.00		
457	EMR Restoration to Victoria & Lions	£5,000 in 2025/26	0.00	0.00		
458	EMR Watercourses		10,000.00	10,000.00		
461	EMR - Youth Work		2,500.00	2,500.00		
462	EMR CIL Welc to Newb Signs - DESIGN		2,500.00		2,500.00	
463	EMR Climate Emergency 2024-25		2,805.00	2,805.00		
464	EMR Clock House Sinking Fund	2026/27 Budget	0.00	0.00		
			<b>840,911.95</b>	<b>449,893.00</b>	<b>345,108.81</b>	<b>45,910.14</b>

**CHAIRPERSON:**

Signature:

Date: