



27 April 2021

To: All Members of Newbury Town Council

Dear Councillor

You are required to attend the **Annual Meeting** of **Newbury Town Council** to be held At 4.30 pm on Tuesday 4 May 2021.

This will be a virtual meeting held on Zoom, using the following link/ details to join the meeting:

<https://us02web.zoom.us/j/89655786638?pwd=ck5HVVNqS1A1YTlxUzI0ZGdaL0xMZz09>

Meeting ID: 896 5578 6638

Passcode: 110937

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

PRE-MEETING ITEMS

- A. Mayor's final report to the Council**
To receive the outgoing Mayor's final report to the Council. (Attached)

ANNUAL MEETING AGENDA

- 1. Apologies for absence**
Mayor / Chief Executive Officer
To receive any apologies for absence for the meeting.
- 2. Declarations of interest and dispensations**
Town Mayor / Chief Executive Officer
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

3. **Election of Mayor for the Municipal Year 2021/2022**
Outgoing Mayor
4. **Mayor's Declaration of acceptance of office and announcements**
Elected Mayor
To receive the Mayor's declaration of acceptance of office and announcements
To resolve that the Council supports the Mayor's Charity for 2021-2022
5. **Election of Deputy Mayor for the Municipal Year 2021/2022**
Mayor
6. **Declaration of acceptance of office of Deputy Mayor**
Deputy Mayor
To receive the Deputy Mayor's declaration of acceptance of office.
7. **Minutes of the meeting of the Council held on 1 February 2021 (Appendix 1)**
Town Mayor
To approve the minutes of the meeting of Newbury Town Council held on Monday 1st February 2021.
8. **Election of Leader and Deputy Leader of the Council for the 2021/2022 municipal year**
Town Mayor
To elect the Leader and Deputy Leader of the Council for the 2021/2022 municipal year.
9. **The Power of General Competence (Appendix 2)**
Mayor
To resolve that the Council meets the conditions required to exercise the Power of General Competence.
10. **Council Committees and sub-committees for Municipal Year 2021/2022 (Appendix 3)**
Mayor
To approve the Committee and Sub-Committee structure and membership for the Municipal Year 2021/2022.
11. **Saturday Surgery Rota 2021-22 (Appendix 4)**
Mayor
To receive the Saturday Surgery rota from Saturday 22 May 2021.
To note the attached Risk Assessment
12. **Forward Work Programme for Full Council 2021-22 (Appendix 5)**

Mayor's Final Report May 4th, 2021

After two contrasting years I have finally come to my last report to Full Council as Mayor. There is less to report given that the period covered Easter and a spell in hospital for me. Although it was only a minor surgery the Covid regulations of course included two weeks self-isolation pre operation followed by not being able to walk for two further weeks.

A number of Mayors' letters were composed and posted on the Town Council web site. I continue to be concerned about how many people view these and that many of the people we congratulate may well not be aware of the letters.

The zoom events continued. I attended a Community United event promoting the Covid vaccine take up with an emphasis on the hard to reach and need to communicate with some of our communities in languages other than English. The High Sheriff's Community Awards Ceremony was also held with zoom. Individuals who had contributed to events and assisted as volunteers during this Covid year were recognised.

We judged and awarded our Newbury Town Council Awards via zoom and video. The judges met on zoom to complete the ever-difficult task of trying to decide on a winner in each category. Given Newbury has such a caring, active, and committed community it was not easy. This task was followed by each judge meeting with the Civic Manager and a recording team to film the winners' announcements. I must thank Gary Poulson of the Volunteer Centre for his assistance. At the time I was still unable to walk however there is always a solution to a problem. Gary kindly agreed to ride a mobility scooter from the store to my house and accompanied me as I rode to the venue to make the video. The video was advertised and streamed on Newbury Town Council site. The winners met individually with the Mayor on April 28 and 29th for individual photographs to be taken. Many thanks to our innovative Civic Manager who is ever a 'woman with a plan.'

Elisa Adams as Civic Manager also worked on an application to the 'National Association of Civic Officers' who were running an awards competition. Awards were to civic offices for efforts made in reaching out to communities, supporting local businesses, and showing the voluntary efforts being made by so many people. We were commended for our efforts. I must stress that this happened because of her work on the entry.

We also had our Annual Town Meeting on 22nd March again on our old friend zoom. I am happy to say that the Green Spaces Working Group under the Community Services Committee in this period have organised two more planting days. On 20th March Cllrs and volunteers scattered wildflower seeds at the edge of Victoria Park. On 18th April a Commemorative garden was planted at Old Hospital Green, on Andover Road with herbs, shrubs, and plants, widely known for their medicinal qualities. I only wish we had sites that were easier to dig.

I have continued to visit our vibrant market. I pay thanks to them all for staying with us throughout this difficult year. They have been there through all weathers.

The 12th of April was of course a big day of excitement as non-essential retail and eating outside opened again. I must admit to using this event as the last opportunity to wear the Civic Robes and chain. Cllr Billy Drummond and I met up with the BID officers at 10:00. We then set off on a tour of Parkway, Northbrook St, and Bartholomew St. Attempting to visit every venue that was opening again for the first time since the last lockdown. We completed our tour some 4 hours later. All the venue managers and staff were delighted to be serving their customers again. Long may it last, keep to the rules and keep going forward must be the message.

Cllr Drummond and I stood on the Town Hall steps for one minute silence on 23rd March for the National Day of Reflection. It is with sadness that as I end my term my last official civic engagement was on the occasion of the passing of HRH Prince Philip Duke of Edinburgh. I was privileged to attend and read at the Commemoration Service at St Nicholas Church on 16th April. Cllr Drummond and I again stood on the steps on Saturday 13th April for the observation of one minute silence as HRH coffin was carried into St Georges Chapel Windsor.

There will be time for thanking people fully at the Civic Mayor Making on 27TH June. However, I wish to just mention a few as I stand down. The Civic Manager Elisa Adams who has been so supportive and always thinks on her feet. Having been appointed in summer 2019 she has yet to experience a full Mayor's year of usual engagements. The CEO Hugh Peacocke who was always available and ready to advise and support. Mr Ian Campbell ever at the Mayor's side on official engagements an encyclopaedia of knowledge. To the Council leader Cllr Martin Colston and all my fellow Councillors. You are a great team working hard together for the good of our town. Lastly to the people of Newbury and the many charities and businesses who make Newbury the place it is.

**Minutes of a meeting of Newbury Town Council
held by Virtual Meeting on Zoom
01/02/2021 at 7:30pm.**

Present

Councillors; Phil Barnett, Jeff Beck, Martin Colston, Jo Day, Billy Drummond, Sue Farrant, Nigel Foot, Chris Foster, Jon Gage, Roger Hunneman, Olivia Lewis, Pam Lusby Taylor, David Marsh, Stephen Masters, Vaughan Miller, Andy Moore, Gary Norman, Elizabeth O’Keeffe (Town Mayor), Erik Pattenden, Sarah Slack, Tony Vickers and Martha Vickers.

In Attendance

Hugh Peacocke, Chief Executive Officer
Darius Zarazel, Democratic Services Officer

46. Apologies

There were none.

47. Declarations of interest and Dispensations

The Chief Executive Officer declared that there is a dispensation for those Town Councillors who live in the Newbury Town Council area with respect to their discussion relating to the budget and setting the precept.

Councillors Phil Barnett, Billy Drummond, David Marsh, Stephen Masters, Andy Moore, Erik Pattenden, Martha Vickers, and Tony Vickers are also Members of the 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.

48. Remembrance and tribute to Bernard Eggleton

The Mayor proposed a vote of condolences for the late Bernard Eggleton and Councillor Andy Moore paid a tribute to Mr Eggleton’s storied life and thanked him for his public service and contribution.

The Council observed a minute’s silence in his honour.

49. Minutes

Proposed: Councillor Billy Drummond

Seconded: Councillor Sue Farrant

Resolved: That the minutes of the meeting of Newbury Town Council held on Monday the 19th of October 2020, be approved, and signed by the Chairperson.

50. Election of Deputy Leader of the Council

Councillor Oliva Lewis told the Council that due to a new position she now holds that she must leave the Liberal Democrat party and she was resigning from the post of Deputy Leader of the Council. She thanked all her colleagues for the past two years and remains committed to Newbury and the Council.

Councillor Martin Colston thanked Councillor Lewis for her service. Councillor Stephen Masters also thanked Councillor Lewis for her dedication to Newbury and her service as Deputy Leader.

Proposed: Councillor Erik Pattenden

Seconded: Councillor Andy Moore

Resolved: That Councillor Sarah Slack be elected as the Deputy Leader of the Council.

Councillor Sarah Slack thanked Councillor Erik Pattenden and Councillor Andy Moore for proposing and seconding. She also wanted to thank Councillor Olivia Lewis for her service as Deputy Leader.

51. Questions and petitions from members of the public

Question received from Paula Saunderson. In her absence, the Mayor read the question to the meeting.

"I notice from the papers for the meeting that you are launching a new website, so my questions are:

- 1. Why has the tab for Council Papers, Documents, and Policies disappeared?*
- 2. As we can no longer see the Strategy, Town Design Doc, Yearly Budgets, all the standard Council policies etc, will they be coming back please, otherwise the only way to see this standard information is through a FOI request which entails additional officer resources?"*

The Mayor responded that the CEO would write to Ms Saunderson as follows:

"Thank you for bringing this matter to our attention. We were not aware that the tab was missing, and we will ensure that this is rectified. If there is any particular document you require, please let the CEO know and it will be sent to you. We expect to launch our new website next week and we will let you know when it is "Live". Your feedback will be welcome."

52. Members' questions and petitions

Question received from Councillor Phil Barnett:

"On the 8th of March 2019 Newbury formally twinned with Carcaixent in Spain. Residents have been able to identify names such as Braunfels Bagnol sur Ceze, Eeklo, and Feltre by seeing the signs when they enter Newbury but Carcaixient is missing. Therefore, can Madam Mayor Identify when the addition of Carcaixent will be added".

The Mayor responded with the following answer:

"We had a meeting of the Newbury Twin Town Association and they are aware of this. We will discuss this matter further with the Twin Town Association to attempt to resolve this."

Supplementary question:

"Members and residents have benefited from these links, many making lifelong friendships. Unfortunately, Kiskunfélegyháza in Hungary, which has many links, is yet to twin. Perhaps we could look at that in the future".

The Mayor Responded with the following answer:

"We can look at this with the Newbury Twin Town Association."

Question received from Councillor Phil Barnett:

"On November the 4th Berkshire lost one of its most valued residents, Sir Philip Wroughton KCVO (Ex Lord Lieutenant of Berkshire). Sir Philip attended many civic functions of Newbury Town Council and was a strong advocate of the town. He and his wife welcomed many Mayors and Newbury Residents to his house and gardens at Woolley Park in Fawley where he hosted the Mayor's Drive and Tea Party over several decades.

I had the pleasure in Meeting Sir Philip on many occasions. He will be sadly missed. Therefore, Madam Mayor can this town Council send our condolences to his wife Lady Catriona Wroughton."

The Mayor responded with the following answer:

"Thank you for raising this matter with us. As soon as we were aware of this sad news, I sent a letter of condolences on behalf of this Council, on the 11th of January, to the Lord-Lieutenant's office. The letter was received by the Lord-Lieutenant's personal assistant, to be passed to the Lord Lieutenant's family."

53. Berkshire Youth

The Berkshire Youth CEO, Mr David Seward, gave a PowerPoint presentation (attached), covering the first six months on the Service Level Agreement between NTC and BY was received and noted by the members.

54. Town Mayor's report

The report was received and noted by the members.

55. Leader's Report

The report was received and noted by the members.

56. Chief Executive Officer's Report

The report was received and noted by the members.

The CEO took the opportunity to introduce Mr. Darius Zarazel, the Democratic Services Officer appointed by the Council from 1 December 2020.

57. Council Strategy 2019 to 2024

A summary of the strategy was given by Councillor Martin Colston and the information was received and noted by the members.

Proposed: Councillor Martin Colston

Seconded: Councillor Roger Hunneman

Resolved: That the review of the Council's Strategy 2019 to 2024 be approved with unanimous support.

58. 2021/2022 Budget and Precept

The information from the Policy & Resources Committee resolution on 18th January to adopt a budget for 2021/2022, as shown at Appendix 6, and recommend that the Council sets an overall budget expenditure of £1,964,260 was received and noted by members.

Proposed: Councillor Martin Colston

Seconded: Councillor Gary Norman

Resolved: To adopt the budget for Financial Year 2021/2022 and raise a precept of £1,135,249 for the year

Proposed: Councillor Sue Farrant

Seconded: Councillor Jeff Beck

Resolved: To support the production of a leaflet explaining to the public how the precept is to be used during 2021/2022, and its distribution to each household in Newbury and published on the Council's website

59. Schedule of Meetings for the Municipal Year 2021-22

The Council noted the schedule of meetings for the municipal year 2021-22.

60. Motion received from Cllr. Steve Masters on Universal Basic Income study in Newbury

Proposed: Councillor Stephen Masters

Seconded: Councillor Olivia Lewis

Resolved: That Newbury Town Council supports in principle Universal Basic Income, and call on the local MP, Laura Farris, and the Government to provide funds to establish a study scheme in Newbury.

Councillor Jeff Beck abstained.

61. Committees

The Council received presentations of the minutes of the following meetings:

Planning & Highways	26 October 2020
Planning & Highways	16 November 2020
Civic Pride, Arts & Leisure	30 November 2020
Planning & Highways	7 December 2020
Community services	16 December 2020
Planning & Highways	06 January 2021
Policy & Resources	18 January 2021 (draft)

62. Planning and Highways Committee

Proposed: Councillor Gary Norman

Seconded: Councillor Vaughan Miller

Resolved: That the standing orders be amended to allow for 12 members to be on the Planning & Highways Committee.

Proposed: Councillor Gary Norman

Seconded: Councillor Jeff Beck

Resolved: That Jo Day be appointed as a member of the Planning and Highways Committee.

63. The proposed Community Café in Victoria Park

Information presented by Councillor Roger Hunnemann, Chairman of the Victoria Park Sub-committee, was received and noted by the members.

64. The Council's Carbon Reduction Plan

Information presented by Councillor Chris Foster, Chairman of the Climate Change Working Group, was received and noted by the members.

65. Work Programme for Full Council

The Council noted and agreed the Forward Work Programme.

There being no other business the chairperson declared the meeting closed at 21:35 hrs

Chairperson

Detached Youth Work

Report for August to December 2020

1st February 2021
Newbury Town Council

The current context

Following the signing of the Berkshire Youth initiated a detached programme of youth work during August 2021. This was as restrictions began to be eased across the country following the initial nationwide lockdown and associated restrictions in response to the Covid-19 pandemic.

Throughout this period Berkshire Youth has always delivered in work in line with our own risk assessments and always following the NYA Guidance – which has been approved by DCMS & Public Health England. At times this has meant reinforcing public health messaging and supporting local police in areas, times or locations they felt a youth work approach would be more beneficial.

It has been a roller-coaster time not only for our young people but our communities at large. The changing restrictions, the closure of schools and the emotional and financial impact on families has been apparent.

Young people have felt lost and uncertain about their future and have craved a sense of normality throughout. At the start of the project, with restrictions easing we were finding young people were bored of lockdown, many concerned about exams whilst many had stopped caring. The majority of young people wanted to return to school life and were looking forward to schools returning in September.



The current context

Whilst the summer months felt full of optimism and hope the mood amongst our young people changed as schools returned and Autumn set in.

School life was very different to when young people were last in school. Restricted movement around school site and break times created a different atmosphere at schools and in the community.

Young people's view and concerns changed with the concerns they were raising with youth workers. Young people started to become negative about their future, confused about the future and their future. We saw young people becoming depressed and can't be bothered with life generally.

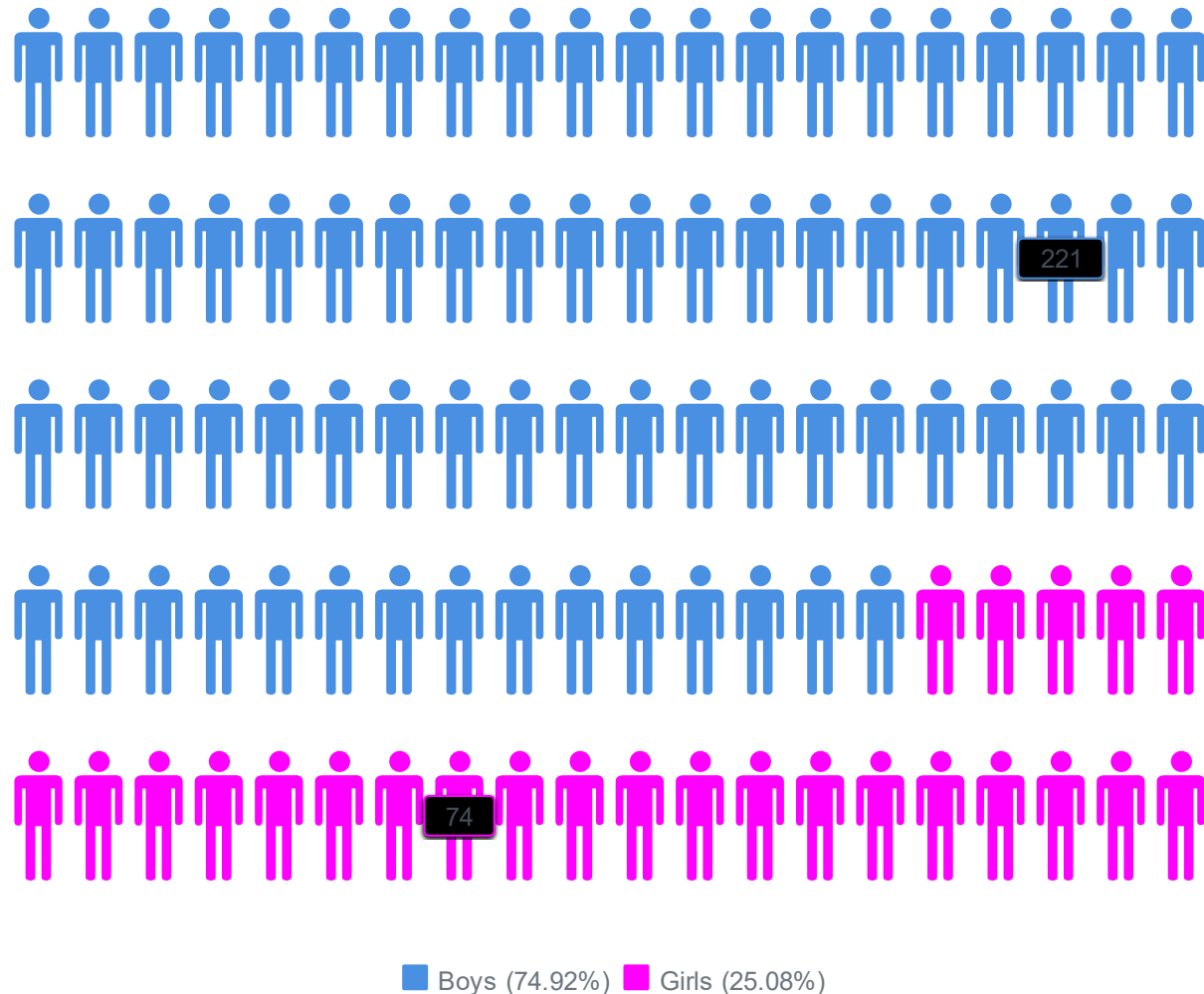
We have seen young people less and less over the lockdowns, especially as Autumn has turned to winter.

We have continued to work with wider partners such as police, housing and antisocial behaviour groups to identify priority locations and times based on local information.



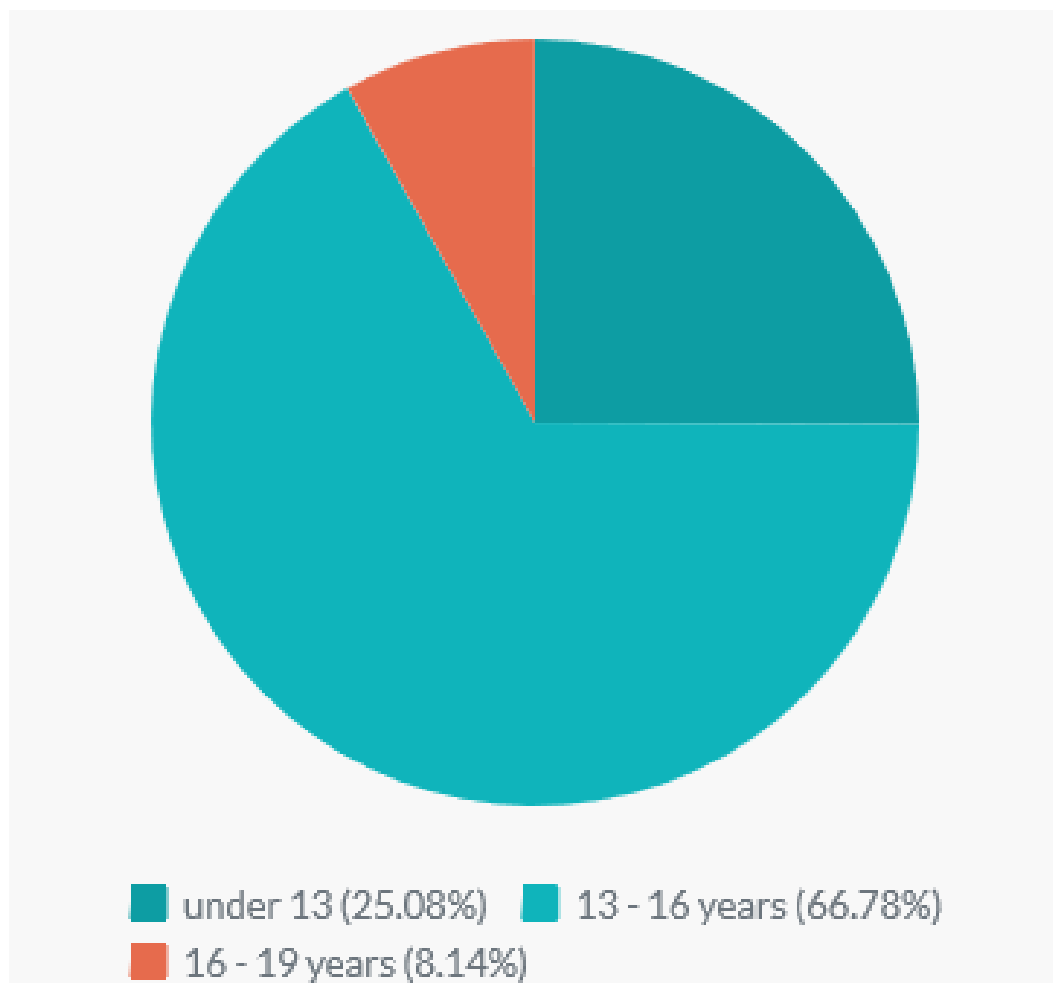
Who we have seen...

Gender of Participants



Data from 3rd August 2020 to 31st December 2021

Who we have seen...



Data from 3rd August 2020 to 31st December 2021

Next steps...

Impact of lockdown

Lockdown continues to impact the behaviours of young people across our community as well as how they are feeling and their attitudes towards the future. Young people are aware of the risks and through our work we have generally seen them acting responsibly.

Whilst we are continuing to hear reports of a small number of issues, young people have generally been staying inside as the dark, cold and wet evenings have moved in.

We continue to speak to young people through our roles in school and get the sense that currently young people “can’t be bothered” to be out. This does raise concerns over what young people are being exposed to online and at home and if they are in fact becoming more hidden in public.

Under current restrictions we are continuing deliver detached work and with restrictions hopefully easing soon we will continue to discuss with community partners when and where our resource will be most beneficial.

Consultation

We discussed with the town council a youth survey to be conducted with young people during early 2021 through a number of meetings. We will continue to encourage young people to access and complete this.

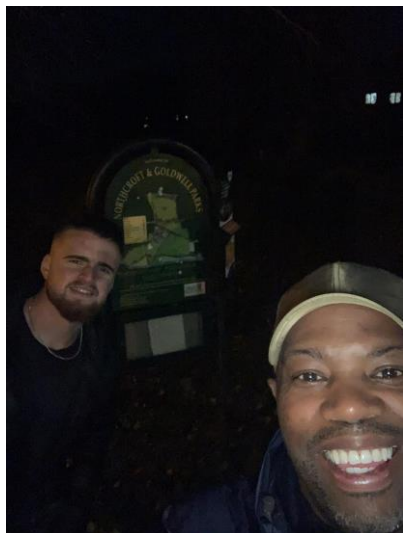
We will also be doing some wider work with our young reviewers to gain the views and perceptions of young people during 2021. We will be able to share the localized data with this committee in due course.

Waterside

Our development of Waterside continues, we are still continuing to raise funds to complete the refurbishment and running costs. We are still on track to have the centre operational for Summer 2021.

A short narrative on sessions is available as separate document

Out and about...



Newbury Town Council

Public Report

Report to: Annual meeting, 4 May 2021.

Agenda Item No 7: The General Power of Competence

To resolve that the Council meets the conditions required to exercise the General Power of Competence.

1. Background:

1.1 Parish and town councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers are constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a town council has the power (under a specified statute) to undertake that activity.

1.2 Town councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.

1.3 Despite the wide range of powers, town councils are always at risk of being challenged, especially if they undertake an unusual activity.

1.4 In consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). For Town and parish Councils it was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

2. LEGISLATIVE BACKGROUND:

2.1 The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that *“The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”*.

2.2 Under the new legislation, eligible town councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a town council is normally permitted to act in the same way.

3. TYPES OF ACTIVITIES:

3.1 Examples of activities covered by the legislation include:

- Running a community shop or post office
- Lend or invest money
- Establish a company or co-operative society to trade and engage in commercial activity
- Establishing a company to provide services such as local transport
- Providing grants to individuals.

3.2 The power is not restricted to use within the town - an eligible town council can use it anywhere.

4. RESTRICTIONS AND RISKS:

4.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence cannot be used to raise the precept.

4.2 Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

4.3 If another council has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible town councils may assist. The eligible town council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes”, the town council can assist.

4.4 Whilst councils are encouraged to be innovative, they should be aware of the risks of:

- Being challenged
- Their trading activities damaging other local enterprises
- Damage to the council’s reputation and public money if a project or investment goes wrong.

5. What is the General Power of Competence being used for?

5.1 Extending services and support into new areas:

“Stating that councils can do anything an individual can do (unless specifically prohibited) in legislation has given greater confidence to do new things and do things differently – the default setting is now ‘yes we can unless...’ rather than ‘we can’t unless specifically permitted’. The ultra vires issue becomes less of a concern. For instance, the GPC has already given a number of councils the specific legal basis and confidence to extend their services and support beyond the arena traditionally seen as the responsibility of the authorities like them.

5.2 Parish and town councils, in particular, have found being eligible to adopt GPC (as outlined in the previous section) a major boost to their confidence to act and also that of their members in general. They have used the GPC to provide the basis for taking on responsibility for services previously provided by one of the principal authorities for the area, for example because these are being withdrawn as a result of financial pressures and a review of priorities. Clerks to town and parish councils have found it positive to be able to advise members that it is possible for their councils to do more things, where this is aligned to council and community priorities and at reasonable cost. Even when not used to support new services or innovation, it has saved time and resources in searching for more specific powers.”
(The Local Government Association)

6. ELIGIBILITY:

6.1 The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:

- 1. Resolution:** the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
- 2. Electoral mandate:** at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
- 3. Qualified clerk:** At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) **AND** pass the 2012 CiLCA module relating to the general power of competence.

6.2 Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the council to confirm that it still meets the criteria (if it does). A ‘relevant’ annual meeting is the annual meeting of the council after the next ordinary election has taken place (i.e. the next ‘relevant’ date for Newbury Town Council would be May 2019).

6.3 In consequence, eligibility remains in place until the ‘relevant’ annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next ‘relevant’ meeting.

6.4 There is no requirement for members to be trained in the general power of competence.

6.5 Newbury Town Council satisfies all the conditions as:

- 1.** All of its 22 councillors have been elected (one vacancy at the moment)
- 2.** The Clerk of the Council (The Chief Executive Officer for Newbury Town Council) holds the Certificate in Local Council Administration (CiLCA)
- 3.** The Clerk of the Council has passed the CiLCA module on the general power of competence.

7. COUNCIL STRATEGY

As stated in the Council's strategy, our Mission Statement declares that Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit. The general Power of Competence enables us to be more flexible and responsive in addressing the needs of the community.

8. RECOMMENDATION:

It is recommended that the Council considers this report and passes the following resolution:

Newbury Town Council resolves from 4 May 2021, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Signed: Hugh Peacocke
 Chief Executive Officer

26 April 2021

**NEWBURY TOWN COUNCIL
COMMITTEE AND SUBCOMMITTEE COMPOSITION 2021**

APPENDIX 3

Total number of members: 22 (one vacancy until 6 May 2021)

Lib-Dems: 18 Conservatives: 1 Greens: 2 Independent: 1

Total Committee/Subcommittee places to be filled: 54

Minimum proportional allocation: Lib-Dems: 81.82% (44 Places), Conservatives: 4.55% (3 Places), Greens: 9.09% (5 Places), Independent 4.55% (3 Places)

	POLICY & RESOURCES				PLANNING & HIGHWAYS				COMMUNITY SERVICES				CIVIC PRIDE, ARTS, & CULTURE				STAFF				GRANTS			
	10 Members 5 Subs				12 Members 5 Subs				10 Members 5 Subs				10 Members 5 Subs				6 Members 4 Subs				6 Members 4 Subs			
Political balance	8/1/1				10/1/1				8/1/1/1				8/1/1				5/1/1				5/1/1			
1.	Martin Colston (C)				Nigel Foot				Sarah Slack				Jo Day (C)				Martin Colston (C)				Gary Norman (C)			
2.	Sarah Slack (V-C)				Gary Norman				Martha Vickers				Sarah Slack				Elizabeth O'Keeffe				Martin Colston			
3.	Elizabeth O'Keeffe				Pam Lusby Taylor				Martin Colston				Martin Colston				Andy Moore				Martha Vickers			
4.	Jo Day				Phil Barnett				Chris Foster				Elizabeth O'Keeffe				Vaughan Miller				Billy Drummond			
5.	Erik Pattenden				Vaughan Miller				Jon Gage				Sue Farrant				Jeff Beck				David Marsh			
6.	Jon Gage				Tony Vickers				Nigel Foot				Gary Norman				Olivia Lewis				Olivia Lewis			
7.	Sue Farrant				Roger Hunneman				Roger Hunneman				Billy Drummond											
8.	Nigel Foot				Andy Moore				Olivia Lewis				Vacancy											
9.	Vacancy				Billy Drummond				Jeff Beck				Stephen Masters											
10.	Stephen Masters				Jo Day				David Marsh				Olivia Lewis											
11.					Jeff Beck																			
12.					David Marsh																			
Total	10				12				10				10				6				6			
Group	LD	C	G	I	LD	C	G	I	LD	C	G	I	LD	C	G	I	LD	C	G	I	LD	C	G	I
%	80	10	10	0	83	8	8	0	80	5	10	5	80	5	10	5	83	8	0	8	83	0	8	8
NAMED SUBS	Martha Vickers				Jon Gage				Vaughan Miller				Martha Vickers				Billy Drummond				Jon Gage			
	Tony Vickers				Martin Colston				Erik Pattenden				Chris Foster				Nigel Foot				Andy Moore			

	Roger Hunneman				Stephen Masters				Tony Vickers				Nigel Foot				Sarah Slack				Stephen Masters			
	David Marsh				Vacancy				Stephen Masters				David Marsh				Vacancy				Vacancy			
	Jeff Beck								Vacancy				Jeff Beck											
Total	5				4				5				5				4				4			
Group	LD	C	G	I	LD	C	G	I	LD	C	G	I	LD	C	G	I	LD	C	G	I	LD	C	G	I
%	60	20	20	0	50	0	25	0	60	0	20	0	60	20	20	0	75	0	0	0	50	0	25	0

**Newbury Town Council
Saturday Town Hall Surgery Rota 2021-2022**

Week	Date	Councillor	Councillor	
1	22 May 2021	Martin Colston	Sue Farrant	
2	29 May 2021	CANCELLED (Wedding)	CANCELLED (Wedding)	
7	05 June 2021	Chris Foster	Billy Drummond	Spring BH w/e
8	12 June 2021	Olivia Lewis	Nigel Foot	
9	19 June 2021	Jeff Beck	Pam Lusby-Taylor	
10	26 June 2021	Andy Moore	Gary Norman	Mayor Making w/e
11	03 July 2021	Martha Vickers	Vaughan Miller	
12	10 July 2021	David Marsh	Phil Barnett	
13	17 July 2021	Tony Vickers	Jo Day	
14	24 July 2021	Steve Masters	Erik Pattenden	
15	31 July 2021	Sarah Slack	Roger Hunneman	
16	07 August 2021	(New Cllr)	Martin Colston	
17	14 August 2021	Sue Farrant	Chris Foster	
18	21 August 2021	Elizabeth O'Keeffe	Olivia Lewis	
19	28 August 2021	Nigel Foot	Jeff Beck	
20	04 September 2021	Pam Lusby-Taylor	Andy Moore	Late Summer BH w/e
21	11 September 2021	Gary Norman	Martha Vickers	
22	18 September 2021	Vaughan Miller	David Marsh	
23	25 September 2021	Phil Barnett	Tony Vickers	
24	02 October 2021	Steve Masters	Jo Day	
25	09 October 2021	Erik Pattenden	Sarah Slack	
26	16 October 2021	Roger Hunneman	(New Cllr)	
27	23 October 2021	Martin Colston	Sue Farrant	
28	30 October 2021	Chris Foster	Elizabeth O'Keeffe	
29	06 November 2021	Olivia Lewis	Nigel Foot	
30	13 November 2021	Jeff Beck	Pam Lusby-Taylor	Remembrance w/e
31	20 November 2021	Andy Moore	Gary Norman	
32	27 November 2021	Martha Vickers	Vaughan Miller	
33	04 December 2021	David Marsh	Phil Barnett	
34	11 December 2021	Tony Vickers	Jo Day	
35	18 December 2021	Steve Masters	Erik Pattenden	
36	25 December 2021	NONE	NONE	Christmas Day
37	01 January 2022	NONE	NONE	New Years Day
38	08 January 2022	Sarah Slack	Roger Hunneman	
39	15 January 2022	(New Cllr)	Martin Colston	
40	22 January 2022	Sue Farrant	Chris Foster	
41	29 January 2022	Elizabeth O'Keeffe	Olivia Lewis	
42	05 February 2022	Nigel Foot	Jeff Beck	
43	12 February 2022	Pam Lusby-Taylor	Andy Moore	
44	19 February 2022	Gary Norman	Martha Vickers	
45	26 February 2022	Vaughan Miller	David Marsh	
46	05 March 2022	Phil Barnett	Tony Vickers	
47	12 March 2022	Steve Masters	Jo Day	
48	19 March 2022	Erik Pattenden	Sarah Slack	
49	26 March 2022	Roger Hunneman	(New Cllr)	
50	02 April 2022	Martin Colston	Sue Farrant	
51	09 April 2022	Chris Foster	Elizabeth O'Keeffe	
52	16 April 2022	Olivia Lewis	Nigel Foot	Easter w/e
53	23 April 2022	Jeff Beck	Pam Lusby-Taylor	
54	30 April 2022	Andy Moore	Gary Norman	
55	07 May 2022	Martha Vickers	Vaughan Miller	May Day w/e
56	14 May 2022	David Marsh	Phil Barnett	Mayor Making w/e

Councillor	Unavailable
Martin Colston	
Sue Farrant	
Chris Foster	
Elizabeth O'Keeffe	Mayor up to week 10
Billy Drummond	Mayor beyond week 10
Olivia Lewis	
Nigel Foot	
Jeff Beck	
Pam Lusby-Taylor	
Andy Moore	
Gary Norman	
Martha Vickers	
Vaughan Miller	
David Marsh	
Steve Masters	
Phil Barnett	
Tony Vickers	
Jo Day	
Erik Pattenden	
Sarah Slack	
Roger Hunneman	
(New Cllr)	Election on 6th May

NB 1 - The Mayor does not do the Saturday Surgery as many mayor's duties fall on a Saturday

NB 2 - Jon Gage works on Saturdays and so is excluded from the list

Newbury Town Council

Saturday Surgeries (Councillors on the Town Hall steps)

Health & Safety Risk Assessment

In accordance with: Management of Health & Safety at Work Regulations 1999

NAME OF ORGANISATION: Newbury Town Council	TELEPHONE NUMBER OF ORGANISATION: 01635 35486 (Public Hours) 07555 207946 (out of hours)	ADDRESS OF ORGANISATION: Newbury Town Hall Market Place Newbury RG14 5AA
DATES OF EVENT: Every Saturday	NAME OF CONTACT: (Lead Officer) Darius Zarazel	
EMAIL OF ORGANISATION: towncouncil@newbury.gov.uk darius.zarazel@newbury.gov.uk	WHAT IS THE ACTIVITY YOU INTEND TO PROPOSE: Members of Newbury Town Council engaging with the passing public on the steps of the Town Hall.	

PERSONS AT RISK	HAZARD IDENTIFIED	WHAT COULD GO WRONG?	RISK BEFORE (H/M/L)	CONTROLS REQUIRED e.g. eliminate, reduce, isolate, training, instruction, equipment, PPE, SSoW etc	RISK AFTER (H/M/L)	ACTION
The Town Councillors on the steps	Covid-19	Transmission of the virus from members of the public / other councillors	M	All councillors will comply with Government guidance on pandemics at the time. Councillors will not attend if they have a temperature, a persistent cough, are feeling unwell or have a loss of sense of taste/smell. Councillors will bring and use their own pens Councillors will be handed a sheaf of blank questionnaires at the start of the surgery.	L	Instructions sent out before the event by Newbury Town Council. Responsibility of the Councillors
	Assault or abuse from members of the public	Verbal/ Physical assault	L	Councillors will be advised not to engage where this a risk of assault- verbal or physical.	L	Council to prepare a rota and advise all Councillors involved. Instructions sent out before the event by Newbury Town Council
				Councillors will be required to confirm that they will attend when required. Councillors should notify the Council of any periods for which they might not be available. A rota will then be prepared and sent to all Councillors. Councillors must work in pairs. The rota will be sent to all members. Where a member cannot make the event, they should arrange a replacement from the rest of the Town Councillors (not restricted by political groups.)	L	
	Weather exposure	Councillors could become ill or be injured	M	Councillors should have regard to the weather forecast and wear appropriate clothing.	L	Councillors
				In the event of extreme weather forecast or extreme weather occurring, the event should be cancelled/ stopped.	L	Officers/ Councillors
The interviewees	Covid-19	Transmission of the virus from councillors	M	All councillors will comply with Government guidance on pandemics at the time. Councillors will not attend if they have a temperature, a persistent cough, are feeling unwell or have a loss of sense of taste/smell.	L	Councillors to comply with Government guidance

PERSONS AT RISK	HAZARD IDENTIFIED	WHAT COULD GO WRONG?	RISK BEFORE (H/M/L)	CONTROLS REQUIRED e.g. eliminate, reduce, isolate, training, instruction, equipment, PPE, SSoW etc	RISK AFTER (H/M/L)	ACTION
Newbury Town Council	Reputational risk	Councillors misrepresenting the Council and/or Council policies/ objectives.	L	Councillors should be advised that for the purpose of this event they are representatives of the Council, rather than their ward or political group. Councillors should promote the agreed policies and objectives of the Council, as well as the various services provided by the Council. Personal/ political views should be avoided.	L	Councillors should review the Code of Conduct in this regard
	Breach of GDPR	Councillors mishandle protected/ sensitive data	L	Councillors should ensure that any sensitive/ protected data is safely left in the appropriate place in the Town Hall for action by officers.	L	Councillors
West Berkshire District Council	Reputational risk to both NTC and WBC	Councillors misrepresenting the District Council and/or Council policies/ objectives.	L	Councillors should be advised that for the purpose of this event they are representatives of Newbury Town Council, rather than WBC. Councillors may take details of complaints/ issues regarding WBC but should not use this event to promote or criticise the District Council. (Officers are happy to forward this to the District Council, requesting that they respond to the member of the public and/or the Councillor.	L	(Councillors should review the Code of Conduct in this regard)
Date of original Assessment: August 2020		Date of this Assessment: 27.04.21		Review Date: 22.06.21	Reference No: V3.	Name of Assessors:
<u>Overall Risk Rating (H, M L):</u>			Name in Block Capitals and Signature Hugh Peacocke			

The information below is to be used in conjunction with the completion of the above template of the Newbury Town Council Risk Assessment form:

- Councillors and officers must wear appropriate clothing highlighting their participation and management of the event.
- Consider cancelling the event activity if weather is particularly poor.
- Use of NTC premises and equipment is allowed. Prior approval via photographic images of the equipment is required.
- Please programme the Police and Newbury Town Council telephone numbers in your event staff's mobile phones
 - NTC out of office number: 07555 207946
 - Newbury Police 101 for non-emergencies
 - or 999 for emergencies.
- For antisocial behaviour, physical or verbal abuse, please always phone the Police in the first instance. Newbury Town Council have no control over anyone acting aggressively or in an anti-social manner. Please phone Newbury Town Council in the second instance, to inform them what is happening because we can request stills from CCTV as well as monitor and record numbers of incidents to enable crime statistics.

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2021/22.

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
May	Election 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 2021/2022 municipal year.
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
	To review the Council's link councillors with Schools and reports from Link Councillors
	To review the Council's representation on outside bodies for 2021/2022
	To review the Council's Standing orders
October	Citizens' Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council's ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2020/21 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 2020/21, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list. Such suggestions should be submitted with as much detail as possible by Friday 16 November 2019.
	Commence Review of Town Council Strategy
	Newbury BID Presentation
	Presentation from Community United
February	Review of Town Council Strategy
	2021/22 Precept
	Schedule of meetings for the municipal year 2021/22
	Update re VP Cafe
	Update re carbon reduction Plan