

**MINUTES OF A MEETING OF THE FULL COUNCIL COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 22nd JUNE 2026 AT 7:30 PM.**

PRESENT

Councillors Phil Barnett, Vera Barnett, Alistair Bounds, Jo Day (Town Mayor, Chair), Billy Drummond, Nigel Foot, David Harman, Ian Jee, David Marsh, Vaughan Miller, Andy Moore, Gary Norman, Elizabeth O’Keeffe, Sarah Slack, Graham Storey, Meg Thomas.

In Attendance

Toby Miles-Mallowan, Chief Executive Officer
Liz Manship, RFO

21. APOLOGIES

Councillors Sam Dibas, Chris Hood, Roger Hunneman, Pam Lusby Taylor, Steve Masters, Martha Vickers and Tony Vickers.

22. DECLARATIONS OF INTEREST

It was declared that Councillors Phil Barnett, Billy Drummond, Nigel Foot and David Marsh who 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.

23. MINUTES

Proposed: Cllr Foot

Seconded: Cllr Norman

Resolved: to approve the minutes from Wednesday 6th May 2026.

24. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

Question **Received** from member of the public (appendix 1)

25. MEMBERS’S QUESTIONS AND PETITIONS

Question **Received** from Councillor Phil Barnett (appendix 2)

26. MAYORS REPORT

The Mayor’s report was **received**.

27. CHIEF EXECUTIVE REPORT

The Chief Executive Report was **received**.

28. COMMITTEES

The minutes from the meetings of the Town Council’s Committees were **received**.

29. PRESENTATION FROM AGE CONCERN NEWBURY – DEMENTIA CARE

The presentation was **received**

30. PRESENTATION FROM NEWBURY BUSINESS IMPROVEMENT DISTRICT

The presentation was **received**.

31. COMPLAINTS POLICY

The complaints policy was **received**.

Proposed: Cllr Norman

Seconded: Cllr Slack

Resolved to **adopt** the complaints policy as recommended by the Strategy Working Group

32. INTERNAL AUDIT (2025/26 Q4)

32.1 The internal audit for Q4 2025/26 was **received**

Proposed: Cllr Norman

Seconded: Cllr O'Keeffe

Resolved to approve the internal auditor's Q4 recommendations

32.2 internal auditor's 2025/26 recommendations – update on progress

Proposed: Cllr Norman

Seconded: Cllr O'Keeffe

Resolved to approve the update on progress on the internal auditor's 2025/26 recommendations.

32.3 internal auditor's signed audit report (AGAR) year-ending 31/03/2025

Proposed: Cllr Norman

Seconded: Cllr O'Keeffe

Resolved that the internal auditor's signed audit report (AGAR) year-ending 31/03/2025, be forwarded to the External Auditor.

33. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) ANNUAL GOVERNANCE STATEMENTS 2025/26

The Annual Governance Statements 2025/26 were **considered**.

Proposed: Cllr Norman

Seconded: Cllr Miller

Resolved to approve, sign and forward the Annual Governance Statements to the External Auditor.

34. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) - ANNUAL ACCOUNTING STATEMENTS 2025/26

34.1 the Accounting Statements for 2025/26 were **considered**, together with the

34.1.1 Year-end Reconciliation

34.1.2 Reconciliation between Box 7 & 8

34.1.3 Explanation of Variances 2024/25 to 2025/26

34.1.3.1 Precept

34.1.3.2 Total Other Receipts

34.1.3.3 Staff Costs

34.1.3.4 All other payments

34.1.3.5 Fixed Assets

Proposed: Cllr Norman

Seconded: Cllr Miller

Resolved that the Annual Accounting Statements are approved, signed and forwarded to the external auditor

35. MAKING PROVISION FOR THE EXERCISE OF PUBLIC RIGHTS

Proposed: Cllr Moore

Seconded: Cllr Thomas

Resolved that the council publish the Notice of Public Rights together with the unaudited Annual Governance & Accountability Return (AGAR) Commencing 25 June 2026 and ending 5th August 2026.

36. GRANT – COMMUNITY UNITED

Proposed: Cllr Norman

Seconded: Cllr Harman

Resolved to award a grant of £2,000 for Community United, as set aside in the 2026/27 budget.

37. SUBSTITUTIONS

Proposed: Cllr Norman

Seconded: Cllr Drummond

Resolved to continue with the use of named substitutes for all committees and subcommittees, and where there are no named substitutes that all councillors not named on that committee/sub-committee be the named substitute.

38. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr O'Keeffe

Seconded: Cllr Jee

Resolved that under section 1, paragraph 2 of the public bodies (admission to meetings) Act 1960 the press and public be excluded from the meetings for the following items of business as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

39. INTERNAL AUDITOR

Proposed: Cllr Miller

Seconded: Cllr Thomas

Resolved to continue the appointment of Working the Greener Way continue as the independent internal auditor for 2026/27.

40. CONFIDENTIAL AND PRIVILEGED REPORT

Received the confidential and legally privileged report.

The confidential and privileged report was **reviewed** by council.

Proposed: Cllr O'Keeffe

Seconded: Cllr Drummond

Resolved to authorise the CEO to continue with Option B as presented in the Confidential and legally privileged report.

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT
21:52 HRS**

Signature: _____ Date: _____

Appendix 1 Question from member of the public:

Response to Public Questions Regarding the Allotment Working Group (AWG)

Thank you for your questions.

Newbury Town Council is aware that many allotment tenants value the current administration of the Council's allotment sites and the positive community spirit that exists across them. The Council shares this view and recognises the important contribution that allotments make to health, wellbeing, community cohesion and local food growing.

The Council can confirm that the Allotment Working Group (AWG) has not been established with the intention of changing the fundamental administration of allotments. The purpose of the Working Group is to provide a structured forum through which allotment tenants can contribute ideas, identify opportunities for improvement and assist the Council in considering matters affecting allotment provision.

With regard to governance, due process was followed in establishing the AWG. Under local government legislation and the Council's Standing Orders, committees are entitled to establish working groups and advisory groups to assist them in carrying out their responsibilities. Committees are also able to appoint individuals who are not elected members of the Council to serve on advisory working groups where this will assist the Council in obtaining specialist knowledge, experience or community representation.

The AWG was established by resolution of the Community Services Committee. The appointment of an initial tenant representative was undertaken as part of that process to assist with the development of the Working Group and its engagement with the wider allotment community. This does not prevent further representation being sought or appointed.

It is important to note that Working Groups do not possess any delegated decision-making powers. They are advisory bodies only. Any recommendations made by the AWG will be reported to the appropriate Council committee for consideration. Decisions can only be taken through the Council's established committee structure and by formal resolution of the relevant committee or Council meeting, in accordance with the Council's Standing Orders.

The Council is currently progressing the membership of the AWG and is seeking broad representation from volunteer tenants across its allotment sites. The intention is to ensure that a wide range of views and experiences are represented. This approach reflects recognised allotment management good practice, which encourages meaningful tenant involvement and partnership working between allotment holders and the managing authority.

The Council also recognises the valuable role performed by allotment stewards. The AWG is not intended to replace or diminish that role. Rather, the Working Group and the stewards have complementary functions. The Council expects stewards to continue providing site-level support and local knowledge, and they will be consulted on matters affecting allotment management. Their experience will remain an important part of the Council's decision-making process.

Finally, the Council fully agrees that the positive community spirit, welcoming atmosphere and enjoyment experienced across Newbury's allotment sites should be maintained and strengthened. The purpose of the AWG is to enhance tenant engagement and ensure that all allotment holders have opportunities to contribute to future discussions. By providing representation from across the allotment community, the Council believes the AWG can help strengthen that community spirit while ensuring that any future recommendations are considered transparently through the Council's established democratic processes.

Appendix 2 Members Question:

Respect for the Mayor at meetings of Newbury Town Council has been paramount and honoured by attendees throughout the last 30 years. Therefore with that in mind can you Madam Mayor identify what action would be taken if any attendees at a full council meeting refuses to follow that procedure ?

Response from the Mayor

Thank you for your question.

The traditions and protocols associated with meetings of Newbury Town Council, including the practice of attendees standing when the Mayor enters or leaves the Council Chamber, are long-established customs which reflect respect for the office of Mayor and the civic traditions of the Council.

Whilst these customs are valued and have generally been observed by attendees over many years, they are matters of convention and courtesy rather than legal requirements. The Council cannot compel members of the public to stand, nor does the failure to do so automatically constitute a breach of the Council's Standing Orders.

However, the Mayor, as Chair of the meeting, is responsible for maintaining good order and ensuring that Council business can be conducted effectively. Under the Council's Standing Orders, the Chair has powers to address disorderly conduct where an individual behaves in a manner that disrupts the meeting.

If a person were simply to remain seated but otherwise behaved respectfully and did not interrupt proceedings, it is unlikely that any formal action would be required. The Mayor may choose to remind attendees of the Council's customs and expectations of courtesy.

If, however, a refusal to observe the convention formed part of behaviour that was disruptive, disrespectful, abusive, or intended to interfere with the conduct of the meeting, the Mayor could take action under the Council's Standing Orders relating to orderly conduct. Such actions may include:

1. Calling the individual to order and requesting that the behaviour cease.
2. Warning the individual that continued disruption may result in their removal from the meeting.
3. Ordering the removal of a member of the public whose conduct is preventing the proper conduct of Council business.
4. Adjournment or suspension of the meeting if necessary to restore order.

The Mayor would always seek to act proportionately, balancing respect for civic traditions with the rights of individuals attending public meetings, while ensuring that the meeting can proceed in a safe, orderly and respectful manner.