

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 27th APRIL AT 7.30PM.**

PRESENT

Councillors Jo Day, Nigel Foot, David Harman, Pam Lusby-Taylor, David Marsh (substitute)
Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O’Keeffe, & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager
Sophie Williams, Finance Apprentice

186. APOLOGIES FOR ABSENCE

Apologies received from Councillor Steve Masters. Substitute: Councillor David Marsh.

187. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillors Nigel Foot and David Marsh are also Members of West Berkshire Council, which is declared as a general interest and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

There were no other declarations of interest.

188. MINUTES

PROPOSED: Councillor Elizabeth O’Keeffe

SECONDED: Councillor David Harman

ABSTENTION: One, due to non-attendance at meeting.

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 19th January 2025 be approved as a correct record and signed by the Chairperson.

189. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

190. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

191. LIST OF PAYMENTS

191.1 BACS & DIRECT PAYMENTS – 1st January to 31st March 2026

PROPOSED: Councillor David Harman

SECONDED: Councillor Vaughan Miller

RESOLVED: That the lists of BACS & DIRECT payments made 1st January to 31st March 2026 be ratified.

191.2 RECONCILIATION STATEMENTS – 1st January to 31st March 2026.

PROPOSED: Councillor David Marsh

SECONDED: Councillor Nigel Foot

RESOLVED: The Reconciliation Statements for the period 1st January to 31st March 2026, previously verified by a member of the Audit Working Group are approved and are to be signed by the Chair.

192. BUDGET MONITORING QUARTER 3

192.1 INCOME & EXPENDITURE ACCOUNT

The Income and Expenditure account for the period 1st January to 31st March 2026 was received and noted by the Committee.

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

The Committee received the explanation for variance over 15% of annual budget, 1st January to 31st March 2026.

192.3 VIREMENTS MADE TO THE BUDGET – 1st January to 31st March 2026

PROPOSED: Councillor Nigel Foot

SECONDED: Councillor Vaughan Miller

RESOLVED: That the virements made to the budget 1st January to 31st March 2026 be ratified.

193. 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.

194. INTERNAL AUDIT – TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2025/26 QUARTER 3.

The Internal Audit report for 2025/26 Quarter 3, was received.

PROPOSED: Councillor David Harman

SECONDED: Councillor Vaughan Miller

RESOLVED:

That the recommendations received be agreed and recommended to Full Council.

195. 2025/2026 CIL REPORT**PROPOSED:** Councillor Elizabeth O’Keeffe**SECONDED:** Councillor Andy Moore**RESOLVED:**

The 2025/26 CIL Report was approved. The RFO to forward to West Berkshire Council:

- Total CIL Receipts 2025/26: £17,461.25
- Total CIL Funds Expended in 2025/26 (from any year): £175,927.22
- Total CIL Funds Retained (from any year): £0.00

The Council’s thanks were offered to the RFO for her work with West Berkshire to clarify the CIL funds.

196. EAR-MARKED RESERVES**PROPOSED:** Councillor Nigel Foot**SECONDED:** Councillor Meg Thomas**RESOLVED:****196.1** The EMR position on 1st April 2026 - £566,149.68 was noted.**196.2** Year-End EMRs from the 2025/26 budget, were approved, see appendix 1.**197. GRANT SUB-COMMITTEE MEETING – 23rd FEBRUARY 2026****197.1.** The Committee received the draft minutes from the Grant Sub-Committee meeting of 17th November 2025.**PROPOSED:** Councillor David Marsh**SECONDED:** Councillor Elizabeth O’Keeffe**197.2.** The Committee approved that Sophie Williams, NTC Finance Apprentice, may advise the Good Exchange of the match-funded grants, as resolved by the Grant Sub-Committee, and support the process of their allocation.**198. STAFF SUB-COMMITTEE MEETING – 24th MARCH 2026**The Committee received the draft minutes from the Staff Sub-Committee meeting of 24th March 2026.**199. CCLA CHANGE OF AUTHORISED SIGNATORIES****PROPOSED:** Councillor Gary Norman**SECONDED:** Councillor Vaughan Miller**RESOLVED:**

The Committee resolved the removal of Martin Kavanagh (retired) and the addition of Joanna Aylott (Civic Services Manager), as a signatory on the CCLA Deposit Fund.

200. SUBSTITURE COUNCILLORS AT COMMITTEE MEETINGS**PROPOSED:** Councillor Elizabeth O’Keeffe

SECONDED: Councillor Nigel Foot

RESOLVED:

The Committee resolved that the CEO's paper on Substitutes be taken to the Full Council meeting of 6th May 2026, with the recommendation that Full Council agree a small Working Group to consider a recommendation with implementation detail, reporting to Full Council before the end of June 2026.

201. HEALTH & SAFETY REPORT

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED:

With no report available, the Committee requested this item be added to the agenda of the Full Council meeting of 6th May 2026.

202. FORWARD WORK PROGRAMME

The Forward Work Programme was received with no amendments. The position of the Internal Audit recommendations from 2025/26 Quarters 1 to 3, were noted.

203. NEXT MEETING

The next meeting of the Policy & Resources Committee is to be held on Monday 8th June 2026, subject to no meeting being called earlier.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:58 HRS

CHAIRPERSON:

Signature:

Date:

Spend via these codes

EMR Old Code to 2025/26	EMR New Code from 2026/27	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	Approved by P&R Committee 27th April 2026	Total Funds 31/03/2026	Council Funds Annual Savings for Long Term (LT) Expenditure 31/03/2026	Council Funds Short Term Expenditure 31/03/2026	Council Funds Projects & Events 31/03/2026	Ringfenced (RF) Other Funds 31/03/2026
		Civic Services											
404	315	EMR Civic Robe Replacement	505	Civic	4670	Regalia & Robes	Civic Robe Replacement, repairs and cleaning. EMR in longer term for chain (JA) Transfer remains of budget at y/end to EMR (2025/26 £720)		862.65		862.65		
320	320	EMR Freedom of Town Events	501	CPAC Events & Projects	TBC	Freedom of Town Events	Freedom of Town Events (JA)	£2,192 transferred from 2025/26 Remembrance Budget to provide funds in 2026/27 (TMM)	2,192.00			2,192.00	
		Cemeteries											
317	325	EMR - Shaw Cemetery Land Investigation PO	306	Shaw Cemetery Projects	4776	2024/25 Purchase Orders	EMR - Shaw Cemetery Land Investigation - PO 2490 25/05/23. Originally £1,200, £619.80 spent. Leaves £580.20 (TMM/MG)		580.20			580.20	
418	326	EMR Shaw Cemetery Land Survey	306	Shaw Cemetery Projects	4776	Shaw Cemetery Land Survey	For Land Survey / Soil Sampling to ascertain whether land can be used for graves. (TMM). Retain until complete and then close.		1,000.00			1,000.00	
327	327	EMR - Shaw Chapel Roof Repairs	306	Shaw Cemetery Projects	4437	Shaw Cemetery Roof Repairs	Shaw Cemetery Roof Repairs (AK/JH)	£3,910 transferred from remaining Shaw Cemetery Budget at 25/26 year-end, for Shaw Cemetery Roof Repairs (TMM/JH)	3,910.00			3,910.00	
328	328	EMR NTR Chapel Redecoration	300	NTR Cemetery	4545	Redecoration of Chapel	Redecoration of Chapel (JH)	£409 transferred from remaining 25/26 Redecoration of Chapel Budget at 25/26 year-end, to boost 2026/27 budget of £500. (LM/JH)	409.00		409.00		
329	329	EMR Vehicle Charging Point	436	Vehicle, Equipment & Tools	4346	Vehicle Charging Point	Installation of Charging Point at Shaw Cemetery for Grounds Maintenance Van (JH)	£1000 transferred from the 2025/26 Salaries budget for the installation of the Vehicle Charging Point at Shaw Cemetery for the Works Van (LM/JH)	1,000.00			1,000.00	
419	330	EMR Memorial Testing & Repairs	300 305	Newtown Road & Shaw Cems	4436	Headstone Survey	To support Topple Testing as required (JH).	Transfer £5,000 from Salaries budget in consideration of level of work (TMM)	6,450.00		6,450.00		
		Estates											
442	335	EMR Playground Upgrading	341	Play Areas Projects	4423	Upgrading Play Areas	Plan and priorities for upgrade to be agreed by Community Services Committee. Cannot be spent until Café Refurbishment completed. (JH).		92,277.10			92,277.10	
458	337	EMR Watercourses	351	Open Spaces Projects	TBC	Water Courses	Watercourses (JH)	EMR utilised for Café Dec 25. Transfer remaining Water Courses budget to EMR at Y/end. Build this up until sufficient held for work. (TMM)	5,000.00			5,000.00	
345	345	EMR Trees	Several	Any with Trees	4515	Tree Works	EMR used to supplement budget within cost centres. At year-end, transfer remaining funds within tree works cost centres to the EMR for following year. (JH)	£10,000 transferred from Salaries Budget, £1,700 from Tree Planting Budget at 2025/26 y/end (TMM/JH)	12,345.00		12,345.00		

439	440	EMR RF Bandstand VP	345	Victoria Park	4537	VP Bandstand Upgrade	Remaining from a grant from The Good Exchange, for Bandstand repairs. Estimated completion mid-March 2025. Council agreed (Jan 25) to retain for repairs and then close. (TMM/JH)		2,330.30					2,330.30
435	441	EMR RF Greenham House prep work	351	Open Spaces Projects	4750	Greenham House Gardens	Ringfenced as part of Lease agreement. Wildflower meadow, bench, dog waste bin, mixed hedgerow planting, rose bed all installed. To install: new sign. Jan 25, council agreed remaining sums towards refurbishing and repainting the railings around the gardens. (JH) .		5,333.25					5,333.25
448	442	EMR RF Hutton Close Upgrades	351	Open Spaces Projects	4771	Hutton Close Upgrade	£20,000 received in exchange for leasing land to developers to support their development of a neighbouring plot. Agreement that funds be spent on Open Space upgrades, in the main, at Hutton Close (JH) .		20,000.00					20,000.00
403	443	EMR RF HWG-Plaques / Appraisals	600	P&H	4805	Grants & Donations (Heritage).	Grants from Newbury Society & donations from Heritage Walks towards Blue Plaques & Dendro Dating - held in income code 1121/600 and transferred to EMR 403 at year-end. Spent via 4805 to supplement budget. (CE) 25/26 Budget: £1,000. 25/26 EMR: £797.34 = £1,797.34 01/04/2025 . Plus 25/26 Donations £720. Spent: £1,202. = £1,315.34. 25/26 Committed Expenditure £750 (Falkland Panel) = £595.34 EMR for 01/04/2026		595.34					595.34
340	444	EMR RF Tennis Court Maint Fund	345	Victoria Park	4465	Tennis Courts Maintenance Fund	Budget £3,600 (4465/345) annually for a sinking fund, as a condition of the 2016 LTA Grant to refurbish the tennis courts. For resurfacing, painting etc. to keep in tip top LTA condition. (CE) .		20,304.00					20,304.00
		Long-Term Funds												
350	470	EMR LT Election Admin Fund	110	Central Services	4055	Election Expenses	To build sufficient funds over 4 years to cover Election Costs. Additional sums required if bi-election called. Context: 05/24 Election £25,853. 03/24 Bi-Election £13,358. £10,000 p/yr (LM) .		10,000.00	10,000.00				
330	472	EMR LT Website Security Patches	220	Corporate Services	4256	Website Security Patches	Umbreca security patches required every 3 years. Approx. £12k required in 27/28. £4k p/yr to support budget management (KH) .	Added an additional £2k from salaries in consideration of quote from Appcentric. Approx £4,175 to update to v17 in November plus further updates in November 2028 (LM) .	6,500.00	6,500.00				
380	473	EMR LT Weddings Licence (3 yrs)	295	Weddings	4341	Weddings Licence	Wedding licence required every 3 years. Allow £1,700 p/yr from 2026/27. (KH)		468.00	468.00				
344	479	EMR LT Tree Surveys	355	Floral Displays & Trees	4471	Tree Surveys	We have 2,200 trees. Tree Survey required every 5 years. Allow £25k for 2029. Council (Jan 25) agreed to budget £5k annually for EMR (JH)		4,955.00	4,955.00				
347	480	EMR LT Lime Trees Pollard - Newtown Road Cemetery	300	Newtown Road Cemetery	4517	Lime Trees - Pollard	Pollarded in 2023. Estimated £20k required for next pollard in 2033. (JH) . Council (Jan 25) agreed £2k p/yr budget for 10 years		2,000.00	2,000.00				
348	481	EMR IT Lime Trees Pollard - Shaw Cemetery	305	Shaw Cemetery	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £25k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £2.5k p/yr budget for 10 years.		2,500.00	2,500.00				

349	482	EMR LT Lime Trees Pollard - Victoria Park	345	Victoria Park	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £30k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £3k p/yr budget for 10 years	3,000.00	3,000.00			
454	483	EMR LT Upgrade Lighting Lime Walk VP	346	Victoria Park Projects	4518	Lime Tree Avenue Lighting Upgrade	Upgraded in 2024. Council agreed (Jan 25) to budget £750 to an EMR annually, towards the cost of the next Lime Tree Lighting upgrade, to support sustainable management of council funds (CE).	750.00	750.00			
457	489	EMR LT Restoration to Victoria & Lions	346	Victoria Park Projects	4533	Restoration of Victoria & Lions	Restoration estimated at £15,000 in 2024/25. Council agreed (Jan 25) to transfer £5000 from annual budget for planned works in 2029/30. 2025/26 allocation utilised for Café. £5,000 in budget from 2026/27 (AK)	0.00	0.00			
490	490	EMR LT Clock House Sinking Fund	346	Clock House	4850	Sinking Fund	Clock House Sinking Fund - budget £500 per year from 2026/27 for EMR from 2026/27 (AK)	0.00	0.00			
438	491	EMR Splashpark Surface VP	346	Victoria Park Projects	4544	Splashpark - New Surface	£6,000 per annum budget towards new splashpark surface. (JH)	6,000.00	6,000.00			
441	492	EMR War Memorial Sinking Fund	316	War Memorial Projects	4850	Sinking Fund	Sinking Fund. £2,000 set aside annually. Transfer £2,000 fm 2024/25 budget at year-end (AK).	10,000.00	10,000.00			
								566,149.68	96,173.00	119,344.55	302,069.24	48,562.89

566,149.68