

2 August 2022

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

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in **The Council Chamber, Town Hall, Newbury** on **Monday 8 August 2022 at 7.30 pm.**

Zoom Link:

<https://us02web.zoom.us/j/81165737238?pwd=ZkhQRDRBZTBHQXAvL09Dc0tDckpUZz09&from=addon>

Meeting ID: 811 6573 7238

Passcode: 312180

The meeting is open to the press and public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chief Executive Officer
- 2. Declarations of Interest**
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. Minutes (Appendix 1)**
Town Mayor
To approve the minutes of the Full Council meeting held on 27 June 2022
- 4. Questions and Petitions from Members of the Public**
Town Mayor/ Chief Executive Officer
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 5 August 2022)

5. Members' Questions and Petitions

Town Mayor/ Chief Executive Officer

(Questions, in writing, must be with the CEO by 2.00 pm on Friday 5 August 2022)

6. Community United (Appendix 2)

Town Mayor

To consider a request from Community United for financial support for 'One Community Cricket & Family Fun Day 2022'.

7. Notice of Motion received from Councillor Sarah Slack (Appendix 3)

Newbury Town Council urges West Berkshire Council to increase the tree canopy cover in our town centre as a matter of urgency, bearing in mind West Berkshire Council, like Newbury Town Council, has declared a Climate Emergency.

8. Affixing of the Council's Seal

To Resolve that the Council's seal be affixed to the sublet agreement in Suite 1 of the Town Hall.

9. Exclusion of the Press and Public

Town Mayor

To move: 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 financial business to be transacted.

10. The proposed Community Café in Victoria Park (Appendix 4)

Town Mayor

10.1 To approve the QS Tender recommendation,

10.2 To agree the Contract form,

10.3 To agree the Price & funding,

10.4 To agree the drawdown of funds to meet the Contractor's Project Plan and cash flow matrix.

**Minutes of The Meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Newbury,
at 7.30 pm on Monday 27 June 2022.**

Present

Councillors Martin Colston, Jo Day, Billy Drummond, Nigel Foot, Sue Farrant, Stuart Gourley, Roger Hunneman, Olivia Lewis, David Marsh, Pam Lusby-Taylor, Gary Norman (Town Mayor), Elizabeth O’Keeffe, Erik Pattenden and Sarah Slack,

Officer in Attendance

Hugh Peacocke – Chief Executive Officer

- 5. Apologies for absence**
Apologies received from Councillors Phil Barnett, Jeff Beck, Chris Foster, Jon Gage, Stephen Masters, Vaughan Miller, Andy Moore, Martha Vickers and Tony Vickers.
- 6. Declarations of interest and dispensations**
Councillors David Marsh, and Erik Pattenden 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.
- 7. Minutes of the meeting of Newbury Town Council held on Monday 31 January 2022**
Proposed: Councillor Sue Farrant
Seconded: Councillor Elizabeth O’Keeffe
Resolved: To approve the minutes of the meeting of Newbury Town Council held on Monday 31 January 2022 as a true record of the meeting.
- 8. Minutes of the Annual Meeting of Newbury Town Council held on Sunday 15 June 2022**
Proposed: Councillor Billy Drummond
Seconded: Councillor Olivia Lewis
Resolved: To approve the minutes of the Annual Meeting of Newbury Town Council held on Sunday 15 May 2022 as a true record of the meeting.
- 9. Questions and Petitions from Members of the Public**
There were no questions or petitions received from members of the public.
- 10. Members’ Questions and Petitions**
Question received from Councillor Elizabeth O’Keeffe:

The Councils standing order is clear on sending apologies to a meeting.

It is only courteous to inform the chair and officer responsible for the committee. At Full council members apologies for absence should be sent prior to the meeting. The habit of members giving the names at the start of a meeting or when it is noticed the member is not present is not acceptable unless there has been a last-minute emergency that the member is aware of.

Mr Mayor going forward can we please agreed this process?

The Mayor responded as follows:

Thank you for bringing this matter to our attention. I agree that apologies should be sent in good time to the CEO or the Lead Officer covering the meeting. This is even more important for Committees and subcommittees, where the absent member should seek to find a substitute to attend in their place.

The CEO will write to all members advising them that this would be best practice and we will address the matter further at the next review of the Council's Standing Orders.

11. Mayor's Report

The meeting received the Town Mayor's report

12. Leader's Report

The meeting received the Leader's report

13. Chief Executive Officer's Report

The meeting received the Chief Executive Officer's report.

14. Internal Audit Report

The CEO presented the final internal audit report for the financial year 2021-22, as prepared by Audit Solutions Ltd. The overall conclusions were that the Council's officers maintained generally adequate and effective control arrangements.

The meeting noted that the internal auditors had signed off the IA Certificate in the Council's AGAR assigning positive assurances in all relevant areas, excluding that relating to petty cash as they been unable to undertake a review due to officers not having access to the safe / strongroom on the day of our final review visit (the lock on the safe was broken). Consequently, the internal auditors ticked the "not covered" box in the IA Certificate.

Proposed: Councillor Martin Colston

Seconded: Councillor Nigel Foot

Resolved: That the Council approves the final internal audit report for the financial year 2021-22 as received from Auditing Solutions Ltd.

15. End of Year Statutory Accounts 2021/22

The Mayor told the meeting that the approval of the Annual Governance Statement and the accounting statements must be carried out by the Full Council and that it must be done before the 30th of June.

Members had received the report from the CEO and the Annual Governance and Accountability Return (subject to external audit) for the financial year 2021/22.

The Chief Executive Officer referred members to the Annual Internal Audit Report (page 3 of the Annual return), The Annual Governance Statement (page 4) and the signed accounting statements (page 5) and dealt with members, questions arising.

The Council thanked the responsible financial officer and his team for their work in preparing the accounts and the Annual Governance Statement.

Proposed: Councillor Martin Colston

Seconded: Councillor Erik Pattenden

Resolved: To approve each individual paragraph (1-9) of the Annual Governance Statement 2021-22 as defined at Section 2 of the Annual Return and

Resolved that Newbury Town Council has:

1. Put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. Maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. Took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. Provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. Carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. Maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. Took appropriate action on all matters raised in reports from internal and external audit.
8. Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

9. In our capacity as the sole managing trustee for the Wash Common Allotments, discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The Mayor and the Chief Executive Officer then signed the Annual Governance statement 2021-22.

The meeting considered the signed Accounting Statements 2021/22 as presented by the Responsible Financial Officer. It was explained that the substantial variances between financial year 2020-21 and 2021-22 arose from the larger than expected receipts from the Charter Market and Shaw Cemetery (Line 3, Total Other receipts) and the reduction in expenditure on Line 6 (Total other payments) as the Council had spent £300,000 of Community Infrastructure Levies in the previous financial year.

Proposed: Councillor Steven Masters

Seconded: Councillor Gary Norman

Resolved: To approve the Accounting Statements 2021/22 as presented by the Responsible Financial Officer and to authorise their signing by The Town Mayor.

The responsible Financial Officer advised the members that the external audit would be undertaken by PKF Littlejohn and that the date for the exercise of electors' rights has been set as 29 June 2022. Following approval of the Annual return the appropriate legal notice with regard to public inspection would be published on the Council's website and displayed on the Town Hall notice board. The external audit may generate further amendments. The final Annual Return, including the Auditor's Certificate, is due for publication by 30 September 2022.

16. Reports from Outside Bodies

The meeting received the following reports:

- West Berkshire Citizens' Advice, from Cllr. Sarah Slack, the Council appointed trustee on the board,
- From Councillor Elizabeth O'Keeffe, the link Councillor with St. Joseph's School
- From Councillor Sarah Slack, the link Councillor with John Rankin Schools.

17. The Climate Emergency Working Group

Proposed: Councillor Sarah Slack

Seconded: Councillor Roger Hunneman

Resolved: To approve the Terms of Reference and the membership of The Climate Emergency Working Group

The Council thanked Mr. David Ingram for the excellent work that he had done throughout the year supporting the Working group and advancing the Council's objectives in this area.

18. The minutes of meetings of the Town Council's Committees:

The meeting received the following minutes:

- Planning and Highways Committees: 8 Feb., 1 & 22 March, 12 April, 3 & 24 May and 14 June 2022 (draft)- already circulated
- Civic Pride, Arts and Culture Committee (draft) - 28 February- already circulated
- Community Services Committee (draft) - 14 March - already circulated
- Policy and Resources Committee: 25 April and 13 June (draft)- already circulated

19. Forward Work Programme for Full Council meetings 2022/23

The Council noted and agreed the Forward Work Programme.

The CEO pointed out that an additional meeting of Full council has been scheduled for Monday 8 August, to deal with the awarding of the contract for the Community Café in Victoria Park.

It was agreed to add an update on the Café to the business of the meeting scheduled for 17 October 2022.

There being no further business, the Town Mayor declared the meeting closed at 8.13 pm.

Town Mayor: _____

Date: _____

Newbury Town Council.**Public Report****To: Full Council****Date of Meeting: 08/08/2022****Agenda item No. 6: Community United****Decision Required:**

To consider a request for financial support for Community United's 'One Community Cricket & Family Fun Day 2022'.

Background and Introduction:

Community United, has the Council to support the next Community United project for a Community Cricket and Family Fun Day on the 25th of September 2022 at Falkland Cricket Club's main ground in Newbury.

This year's budget includes £3,000 for the promotion of 'Diversity & Inclusivity'. This allocation is in furtherance of two key goals of the Council, to 'Foster a real sense of community', and to support initiatives to make Newbury a more inclusive town. The Strategy also promotes enjoyable and inclusive community events, such as this and the Council's Family Day in Victoria Park.

Community United are an independent, not-for-profit, non-partisan, and community-based organisation who look to promote equality of access to all facets of life to all members of the community. Building on last year's event, the second Community United One Community Cricket and Family Fun Day looks to meet several of their key commitments stated in their manifesto. These commitments are to:

- Bring communities together
- raise awareness and working to eliminate discrimination
- promote positive relationships between our diverse communities
- and advocating for equal opportunities for all

In addition, they believe that: "An inclusive family-oriented sport and social event for the whole community in the area is one of the best ways of promoting all of these strands and bringing us all together for a day of fun. Last year's event was very successful and is one of the reasons why this year's event is oversubscribed in terms of the cricket teams that would like to take part, even though we have doubled the capacity this year. We hope that next year will be even bigger! ... There will [also] be a diverse selection of food available, with respect to culture and religion.¹"

¹ The full description of the event can be found on the Community United's One Community Cricket and Family Fun Day webpage, here: <https://communityunited.uk/one-community-cricket-family-fun-day-2022/>

Community united say that “the funding will ensure that the event is promoted widely to encourage the highest possible attendance, and that the facilities we provide and the family entertainment on the day in addition to the cricket competition will be as diverse and engaging as possible... In the event that Newbury Town Council is able to support us, we will of course be pleased to recognise that support in our publicity and promotional material and in the programme on the day”

Issues Arising and Options Considered:

The primary option the Council should consider when deciding upon the allocation of funds from the ‘Diversity & Inclusivity’ budget line would be if the entire budgeted amount be spent at once. As this report will be presented in the beginning of the second financial quarter of the year 2022/23, the Council may decide to reserve some funding for future projects that are brought to the Council’s during the remainder of this financial year.

Considerations:

1. Reference to the Councils Strategy 2019-2024:

In the Strategy, two key goals for the Council are to ‘Foster a real sense of community’ and to support initiatives to make Newbury a more inclusive town. The Strategy also promotes enjoyable and inclusive community events, such as this. Providing contributions, funding, and support to key local groups such as Community United would promote both of these goals.

2. Legal:

The Council has the legal authority to conduct discretionary spending based on the General Power of Competence (GPC), outlined in the Localism Act 2011 (c. 1) Section 1. Specifically, this legislation enables an eligible Council to “do anything that individuals generally may do” (Localism Act 2011 (c. 1) Section 1(1)) but in practice this means that a Council can do anything not explicitly prohibited in legislation.

3. Financial:

In the approved NTC budget for 2022/23, under the ‘Grants & Contribution’ cost centre 210, the Council has an earmarked budget line for ‘Diversity & Inclusivity’, line 4213. This budget line was allocated a total of £3,000.

4. Climate/Environmental Issues:

There are no foreseen environmental implications upon the resolving to donate these allocated funds.

5. Crime and Disorder:

There is a body of academic literature detailing the effects that social exclusion has on crime (as well as other factors such as drug usage)² and also about the potential effect that sports can have in crime prevention³. By fostering community and promoting sports, this Community United Project may contribute to reducing crime and disorder.

6. Risk Assessment:

At this stage, no risk assessment is considered necessary.

7. Equality and Diversity:

The purpose of these fund is explicitly for the promotion of 'Diversity & Inclusivity' in Newbury. Therefore, every potential use of these funds needs to be assessed at to how much the project or organisation would contribute to achieve this goal, and if this is a cost-effective decision.

8. Consultation:

Beyond being presented to the Full Council for decision, no further consultation will take place.

Conclusion and Recommendation:

Ultimately then, the Council is recommended to decide upon the allocation of the Diversity & Inclusivity funding in the Newbury Town Council budget 2022/23 and if, and to what extent, moneys be donated to Community United for their 'One Community Cricket & Family Fund Day 2022'.

Report Authors: Darius Zarazel (Democratic Services Officer) and Hugh Peacocke (Chief Executive Officer)

Date: 29/07/2022

² For example, Foster, J. (2000) 'Social Exclusion, Crime and Drugs', *Journal of Drugs: Education, Prevention and Policy*, Vo. 7, Issue: 4, pp. 317 – 330

³ Ekholm, D. (2013) 'Sport and crime prevention: Individuality and transferability in research', *Journal of Sport for Development*, Vol. 1, Issue: 2, pp. 1 – 12

Motion to increase 'Urban Canopy Cover' in Newbury Town Centre - Full Council, 8th August 2022

On July 19, 2022, the highest temperature ever recorded at Heathrow airport, approximately 45 miles away from Newbury, was **40.2** degrees celsius. Professor Mark Maslin, a Climatologist from University College London, said, "The idea that the UK could ever reach 40 degrees celsius, was something that we wouldn't even think about, it is a huge wake-up call."

Tree canopy cover, often referred to as, 'canopy cover' and 'urban canopy cover,' is the name given to the layer of leaves and branches that cover the ground. It is measured as a percentage of the total area.

The amount of 'canopy cover' in an area, is linked to the provision of benefits from trees, such as providing shade, shelter, removing pollutants and carbon dioxide from the air, flood management (1), providing habitat for wildlife, and making our urban areas more attractive, sustainable and healthy places to be.

According to the 'ArcGis' World Geocoding Service, data revealed that a number of streets in Newbury, including Bartholomew and Northbrook Street, recorded an average tree canopy cover of only 13.8% (26/7/2022). This is below the **minimum** tree canopy cover of 20% recommended for most towns in the UK. (2).

The Newbury Town Centre Masterplan revealed that, 45% of survey respondents would like; "Add more planting and green space to the (town) centre," (3).

One of the stated aims in Newbury Town Council's Mission and Strategy, is to: "Take actions to address the climate emergency" (4).

Newbury Town Council has forward working tree planting programmes. We are proud to have a policy of planting 2 new trees for each mature tree we have to remove due to disease, damage or demise. In 2019, 48 trees were required to be removed from one of our green spaces and so, we planted approximately 100 new ones to replace them.

Newbury Town Council supports tree planting by working with our community groups such as 'Newbury Friends of the Earth,' facilitating the 'Lockdown Wood' initiative (5). Four new woods have been planted to date.

Newbury Town Council has provided land during the last ten years for the 'Growing Newbury Green' initiative (6). Six orchards have been planted to date.

All helping to mitigate climate change.

Temperatures of 40 degrees celsius are more likely to occur in the future. This is excessive for this Country. I believe, that we now need to consider 'urban canopy cover' for the health and wellbeing of our residents and that this will help Newbury's adaptation to climate change.

Newbury Town Council urges West Berkshire Council to increase the tree canopy cover in our town centre as a matter of urgency, bearing in mind West Berkshire Council, like Newbury Town Council, has declared a Climate Emergency.

References;

(1). <https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/british-trees/flooding/>

(2). <https://forestry.maps.arcgis.com/apps/webappviewer/index.html?id=d8c253ab17e1412586d9774d1a09fa07>

(3). [https://www.westberks.gov.uk/media/52071/Draft-Newbury-Town-Centre-Masterplan/pdf/Newbury Town Centre Masterplan 2022 Draft reduced size.pdf?m=637795038877200000](https://www.westberks.gov.uk/media/52071/Draft-Newbury-Town-Centre-Masterplan/pdf/Newbury_Town_Centre_Masterplan_2022_Draft_reduced_size.pdf?m=637795038877200000)

(4). <https://www.newbury.gov.uk/the-council/mission-strategy/>

(5) <https://www.newburyfoe.co.uk/lockdownwoods>

(6) <https://www.growingnewburygreen.org.uk>

Cllr Sarah Slack
29th July 2022.