# APPENDIX 1.

# Minutes of The Annual Meeting of Newbury Town Council

**Held in the Church Hall, Newbury Baptist Church, Cheap Street, Newbury at 7.30 pm on Tuesday 22 June 2021**

The meeting was preceded from 7.00 pm by a briefing from the Civic Manager on the arrangements for Mayor-making Ceremony, at the Corn Exchange, Sunday 27 June 2021.

## Present

Councillors Phil Barnett, Martin Colston, Billy Drummond(Town Mayor), Jo Day, Sue Farrant, Nigel Foot, Chris Foster, Stuart Gourley, Roger Hunneman, Olivia Lewis, David Marsh, Steve Masters, Andy Moore, Gary Norman, Elizabeth O’Keeffe, Pam Lusby Taylor, Sarah Slack

**Officer in Attendance**Hugh Peacocke – Chief Executive Officer

### Apologies for absence

Apologies received from Councillors Jeff Beck, Erik Pattenden, Martha Vickers and Tony Vickers

 **Absent:** Councillor Jon Gage.

1. **Declarations of interest and dispensations**

Councillors Phil Barnett, Billy Drummond, David Marsh, Steve Masters and Andy Moore 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.

1. **Minutes of the meeting of Newbury Town Council held on Tuesday 4 May 2021**

The draft minutes as circulated were amended to read:

**5. Election of Deputy Mayor for the Municipal Year 2021/2022**

***Resolved:*** *That Councillor ~~Billy Drummond~~ Gary Norman be**elected Deputy Mayor ~~Town Mayor~~ for the Municipal Year 2021/2022.*

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Jo Day

**Resolved:** To approve the minutes of the meeting of Newbury Town Council held on Tuesday 4 May 2021, as amended, as a true record of the meeting.

1. **Questions and Petitions from Members of the Public**

There were no questions or petitions received from Members of the Public.

1. **Members’ Questions and Petitions**

Councillor Phil Barnett asked the following question:

*Although not officially recognised , Electric Scooters are becoming more and more popular , not only for the youth but for the mature adults also.*

*They are used on footpaths, tracks and even highways , obstructing or restricting access on many occasions. Users are not wearing helmets and endangering themselves as well as pedestrians and road users.*

*What can this Newbury Town Council do to encourage the safe use of these scooters which now can achieve speeds well above the electric disabled wheelchairs?*

The Mayor responded as follows:

*At the moment, it is illegal to drive or ride an electric scooter around Newbury, except on private land, with the consent of the owner. There are some areas where the government is trialling the use of these on public land, but we are not one of these areas.*

*Enforcement of the law is a matter for the police. If you wish, we will refer your concerns to the police for their attention. Alternatively, as a member of the Highways authority, you may wish to refer the matter to them for attention.*

1. **Town Mayor’s Report**

 The meeting received the Town Mayor’s report

1. **Leader’s Report**

The meeting received the Leader’s report

1. **Chief Executive officer’s Report**

The meeting received the Chief Executive Officer’s report

## End of Year Statutory Accounts 2020/21

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 which was one of the main reasons why the Council had to meet physically before that deadline.

Members had received the notes from the meeting of the Audit Working Group held on 24 May and the Annual Governance and Accountability Return (subject to external audit) for the financial year 2020/21.

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 Steven Masters

**Seconded:** Councillor Gary Norman

 **Resolved:** **To approve** each individual paragraph (1-9) of the Annual Governance

 Statement 2020-21 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 2020-21.

The meeting considered the signed Accounting Statements 2020/21 as presented by the Responsible Financial Officer. It was explained that the substantial variances between financial year 2019-20 and 2020-21 arose from the larger than expected receipt of Community Infrastructure Levies in 2019-20 and the spending of most of that money in 2020-21.

**Proposed:** Councillor Steven Masters

**Seconded:** Councillor Gary Norman

 **Resolved: To approve** the Accounting Statements 2020/21 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 24 June 2021. Following approval of the Annual return the appropriate legal notice with regard to public inspection would be displayed on the Town Hall notice board and published on the Council’s website. The external audit may generate further amendments. The final Annual Return, including the Auditor’s Certificate, is due for publication by 30 September 2021.

## Notice of motion submitted by Councillor Martin Colston:

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved:** That this Council :

1. Express support for the Newbury parkrun in principle due to the clear physical and mental health benefits it brings to hundreds of local people.
2. Call on all stakeholders to find a practical and sustainable solution that enables permission to be granted and the Newbury parkrun to resume.
3. Consider any requests for support from the stakeholders that would help facilitate a resumption of the Newbury parkrun.

(Councillor Chris Foster abstained on this vote)

## Notice of Motion submitted by Councillor Vaughan Miller:

**Proposed:** Councillor Vaughan Miller

**Seconded:** Councillor David Marsh

**Resolved:** That this Council submit a Nomination for an Asset for Community Right to Bid for Faraday Road Football Ground, thereby renewing the ACV status of the football ground for a further 5 years.

The Chief Executive officer said that a nomination would be prepared and taken to the next planning and Highways Committee meeting for approval and submission to the District Council.

1. **Appointments to Outside Bodies**

The meeting received reports from Councillor Phil Barnett, the Council’s representative on the Berkshire Association of Local Councils and Councillor Andy Moore on the Volunteer Centre, West Berkshire.

The Mayor thanked all of the Council’s outside body representatives, who give their time and expertise voluntarily and free of charge.

Members reviewed the current appointments and made the following additions/ amendments:

1. Newbury Twin Town Association: Councillor Gary Norman replaced Councillor Elizabeth O’Keeffe

7. Age UK, Newbury: add Councillor Vaughan Miller

15: River Lambourn HLF Project: Councillor Stuart Gourley replaced Councillor Chris Foster

17: Disability External Scrutiny Board Observers: members questioned if this still exists, and appointed Councillor Andy Moore

21. Newbury Library: Councillor Olivia Lewis no longer sits on this.

24. Dementia Friends West Berkshire: Councillor Billy Drummond

25. Culture and Heritage Strategy Delivery Board: Councillor Nigel Foot/ Councillor Jo Day.

Members asked that the Council write to Fairclose Day Centre to advise them that the Council would be happy to appoint a representative/ Trustee, if required.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved: To Approve** the Council’s appointments to outside bodies for 2021-22.

(See attached list)

1. **Appointment of Link Councillors**

The meeting reviewed the list of Link Councillors, who are appointed by the Council to forge links between the Council and the various schools in the parish of Newbury.

Councillor David Marsh was appointed as Link Councillor for St. Barts School, the rest of the appointments remained unchanged.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jo Day

**Resolved: To Approve** the Council’s Link Councillors for 2021-22.

(See attached list)

1. **Committees**

The Council received the minutes from the following meetings:

 Planning & Highways (Draft) 01 June 2021 (already circulated)

 Planning & Highways 10 May 2021

 Planning & Highways 19 April 2021

 Planning & Highways 29 March 2021

 Planning & Highways 15 March 2021

 Planning & Highways 08 March 2021 (Re Sterling Cables site)

 Planning & Highways 15 February 2021

 Policy and Resources 26 April 2021

 Community Services 15 March 2021

 Civic Pride, Arts and Leisure 01 March 2021

1. **Review of Standing Orders**

The meeting received the recommendations from the Policy and resources Committee and considered the review of Standing Orders.

**Proposed:** Councillor Steve masters

**Seconded:** Councillor Elizabeth O’Keeffe

 **Resolved: To Approve** the amendments to Standing orders, as presented.

1. **New Community Café at Victoria Park**

The Council heard that it was expected that planning permission for the proposed Community café in Victoria Park would be granted in early July. This was one of the requirements when applying for a loan from the Public Works Loan Board. A further requirement was that the Council consults the public on the proposed loan. It was noted that the Council aims to repay loan charges from rental income from the café, and, if required, from projected receipts of Community Infrastructure Levies, rather than through increased precept charges.

It was noted that due to delays and changes to design and specifications, that costs may increase over the project and it was agreed that the amount of the loan to be considered should be up to £300,000.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Steve Masters

**Resolved:** To carry out a public consultation over the month of July 2021 on the Council’s proposal to borrow up to £300,000 towards the provision of a new community café in Victoria Park.

1. **Newbury Town Council- Planning Ahead**

**Proposed:** Councillor Martin Colston

 **Seconded:** Councillor Elizabeth O’Keeffe

**Resolved: To authorise** the Council’s Strategy Review Working Group to consider proposals for a longer-term Strategy for the Council. These proposals may include all existing service provision and any additional services that the Council might wish to deliver.

1. **Forward Work Programme for Full Council meetings 2021/22**

 The Council noted and agreed the Forward Work Programme.

**There being no further business, the Town Mayor declared the meeting closed at 8.50 pm.**

**Town Mayor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**