Appendix 1

MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 12th OCTOBER AT 7.30PM.

PRESENT

Councillors Billy Drummond (Substitute), Nigel Foot, David Harman, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Sarah Slack (Substitute) & Meg Thomas.

IN ATTENDANCE

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

015. APOLOGIES FOR ABSENCE

Apologies received from:
15.1 Councillor Jo Day. Substitute: Councillor Billy Drummond.
15.2 Councillor Pam Lusby-Taylor. Substitute: Councillor Sarah Slack
15.3 Councillor Steve Masters.
15.4 Councillor Elizabeth O'Keeffe.

016. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillors Billy Drummond and Nigel Foot are 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.

017. MINUTES

PROPOSED: Councillor David Harman
SECONDED: Councillor Andy Moore

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

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 8th June 2026 be approved as a correct record and signed by the Chairperson (mins 12/10/26 appendix 1).

018. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC
There were none.

019. MEMBERS' QUESTIONS AND PETITIONS
There were none.

020. BACS PAYMENTS

PROPOSED: Cllr Billy Drummond
SECONDED: Cllr Vaughan Miller

RESOLVED: The BACS Payments made 1st April to 30th September 2026 were ratified. (mins 12/10/26 – appendix 2)

021. DIRECT PAYMENTS

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Nigel Foot

RESOLVED: The Direct Payments made 1st April to 30th September 2026 were ratified. (mins 12/10/26 – appendix 3)

022. CASH BOOK (CURRENT ACCOUNT) RECONCILIATIONS

PROPOSED: Councillor Nigel Foot
SECONDED: Councillor Vaughan Miller

RESOLVED: The Cash Book (Current Account) Reconciliations and Reconciliation Statements for the period 1st April to 31st August 2026, previously verified by a member of the Audit Working Group, were approved. The same for the period 1st to 30th September 2026, as awaiting Member reconciliation, was postponed to the next meeting. (mins 12/10/26 – appendix 4)

023. CASH & INVESTMENT RECONCILIATIONS

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Billy Drummond

RESOLVED: The Cash and Investment Reconciliations for the period 1st April to 31st August 2026 were approved. The same for the period 1st to 30th September 2026 was postponed to the next meeting. (mins 12/10/26 – appendix 5)

024. BUDGET MONITORING

024.1 INCOME AND EXPENDITURE ACCOUNT (1st APRIL TO 30th SEPTEMBER 2026)

The Income and Expenditure Account for the period 1st April to 30th September 2026, was received. (mins 12/10/26 – appendix 6)

024.2 VIREMENTS (1st APRIL to 30th SEPEMBER 2026)

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor David Harman

RESOLVED: Virements to the Budget, for the period 1st April to 30th September 2026, were ratified. (mins 12/10/26 – appendix 7)

024.3 INCOME AND EXPENDITURE WITH A VARIANCE GREATER THAN 15% OF THE ANNUAL BUDGET

Income and expenditure, with a variance greater than 15% of the annual budget, as at 30th September 2026, was noted. (mins 12/10/26 – appendix 8)

025. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD

The Committee was advised of one debtor, tabled as an exempt item for discussion.

026. COMMUNITY INFRASTRUCTURE LEVY (CIL)

PROPOSED: Councillor Roger Hunneyman
SECONDED: Councillor Nigel Foot

RESOLVED: The CIL Statement for 2025/26 to be forwarded to West Berkshire. (mins 12/10/26 – appendix 9)

027. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

The Annual Governance Certificate from the External Auditor (part 3) has been published, with AGAR parts 1 & 2, and the Notice of Conclusion of Audit, on the Council Noticeboard and Website, 22nd September 2026.

PROPOSED: Councillor David Harman
SECONDED: Councillor Vaughan Miller

RESOLVED: To recommend to Full Council that The Annual Governance Certificate (AGAR part 3) ending 31/03/2026, be accepted. (mins 12/10/26 – appendix 10)

027. INTERNAL AUDIT – TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2026/27 (1st APRIL TO 31ST JULY 2026)

The Internal Audit Report, 1st April to 31st July 2026, was received.

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Nigel Foot

RESOLVED:
The Internal Audit Report and recommendations for 2026/27 (1st April to 31st July 2026), together with the Officers' proposed actions are to be recommended to Full Council for acceptance. (mins – 12/10/26 – appendix 11 & 12)

028. GRANT SUB-COMMITTEE MEETING – 7th July 2026

The draft minutes from the Grant Sub-Committee meeting of 7th July 2026 were received. (mins – 12/10/26 – appendix 13)

029. GRANT PAYMENTS

029.1 THE BID – CHRISTMAS LIGHTS

PROPOSED: Councillor Billy Drummond
SECONDED: Councillor Andy Moore

RESOLVED:
The Committee resolved a grant of £8,000, for The Bid, towards the cost of the Christmas Lights (2026)

029.2 THE VOLUNTEER CENTRE

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Roger Hunneyman

RESOLVED:
The Committee resolved a grant of £500, for the Volunteer Centre.

029.3 CITIZENS ADVICE WEST BERKSHIRE
As a Trustee of Citizens Advice West Berkshire, Councillor Sarah Slack abstained from both discussion and the vote.

PROPOSED: Councillor Nigel Foot
SECONDED: Councillor Andy Moore

RESOLVED:
The Committee resolved a grant of £2,000, for Citizens Advice West Berkshire.

030. FINANCIAL REGULATIONS

PROPOSED: Councillor Andy Moore
SECONDED: Councillor Billy Drummond

RESOLVED:
The recommended amendments, received from the Audit Working Group, were recommended to Full Council for acceptance and adoption. (mins 12/10/26 – appendix 14)

031. PREFERRED SUPPLIERS' POLICY
Councillor Andy Moore talked to the Policy, on behalf of the Audit Working Group

031.1 PREFERRED SUPPLIERS – ADOPTION

PROPOSED: Councillor David Harman
SECONDED: Councillor Sarah Slack

RESOLVED: The Preferred Suppliers Policy was adopted. (mins 12/10/26 – appendix 15)

031.2 PREFERRED SUPPLIERS – RELEVANT SENIOR OFFICERS

PROPOSED: Councillor David Harman
SECONDED: Councillor Sarah Slack

RESOLVED: 'Relevant Senior Officers' where, referred to in the Council's Preferred Suppliers Policy, requires a minimum of 3 senior officers to include the CEO & RFO.

032. COUNCIL REVIEW OF BANKING ARRANGEMENTS 2026/27

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Nigel Foot

RESOLVED: The Council's Banking Arrangements 2026/27, with amendments as recommended by the Audit Working Group, were resolved and approved. (mins 12/10/26 – appendix 16)

033. EXPENDITURE AUTHORISATION AND BANK CARD LIMITS

033.1 EXPENDITURE & BANK CARD LIMITS – FACILITIES / COMPLIANCE SUPERVISOR

PROPOSED: Councillor Nigel Foot
SECONDED: Councillor Vaughan Miller

RESOLVED: Expenditure up to a maximum of £1,000 and a Bank Debit card to a maximum of £500 in any one 24-hour period were approved.

033.2 BANK CARD LIMIT – COMMITTEE CLERK

PROPOSED: Councillor David Harman
SECONDED: Councillor Andy Moore

RESOLVED: An increase to the Committee Clerk's Bank Debit Card limit from £300 to £500 in any one 24-hour period was approved.

034. COUNCIL WEBSITE

The Committee considered the costs and benefits of updating the current website against the costs and benefits of a new website, circulated prior to the meeting. (mins 12/10/26 – appendix 17)

RESOLVED: Councillor Nigel Foot
SECONDED: Councillor Sarah Slack

RESOLVED: Option A – To Upgrade the Existing Website was resolved. Additionally, it was resolved to:

a. put aside the costs for additional security patches within next year's budget.
b. make the necessary improvements to the current website in line with statutory accessibility and compliancy requirements, to be in place by 31st March 2027, latest.

The Committee Clerk to lead in the above.

035. HEALTH & SAFETY REPORT

The quarterly health and safety report from the Facilities / Compliance Supervisor was received. (mins 12/10/26 – appendix

012. HEALTH & SAFETY REPORT

The quarterly Health & Safety report (mins 08/06/26 appendix 19) was received.

The RFO was asked to forward the Committee's thanks to the Officers responsible for ensuring the Play Area Risk Inspections are in order.

013. FORWARD WORK PROGRAMME

The Forward Work Programme was received with no amendments (mins 08/06/26 appendix 20). The position of the Internal Audit recommendations from 2025/26 Quarters 1 to 3, were noted.

PROPOSED: Councillor Vaughan Miller
SECONDED: Councillor Roger Hunneman

RESOLVED: That the Internal Auditors four reports cover the periods: April to July, August to October, November to January and February to March, to better align with the P&R meeting dates.

014. NEXT MEETING

The next meeting of the Policy & Resources Committee is to be held on Monday 12th October 2026, subject to no meeting being called earlier.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:17 HRS

CHAIRPERSON:

Signature: Date: