

24th July 2025

To: All Members of Newbury Town Council

Dear Councillor

You are summoned to attend a meeting of the Newbury Town Council on Wednesday 30 July 2025 at 7.30pm.

The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public and will be streamed via Zoom:

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

AGENDA

1. **Apologies for absence**
2. **Declarations of interest and dispensations**
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).**
To approve the minutes of a meeting of Full Council held on Monday 23 June 2025
4. **Questions and petitions from members of the public**
Town Mayor / Chief Executive Officer
All questions for this meeting must be submitted to the Chief Executive Officer by 14:00 on Monday 28th July 2025
5. **Members' questions and petitions**
All questions for this meeting must be submitted to the Chief Executive Officer by 14:00 on Monday 28th July 2025

Town Hall, Market Place, Newbury, RG14 5AA

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6. Victoria Park Cafe Tender Outcome (appendix 2)

To **consider** and **approve** the outcome of the procurement process for the refurbishment of the Victoria Park Kiosk

To **agree** the appointment of the preferred contractor.

Nb under Regulation 55(3) of the Public Contracts Regulations 2015 and commercially sensitive information the information has been anonymised until after the Alcatel period.

If you would like a paper copy or large print copy of this agenda, please request this from the Reception Desk at the Town Hall.

**MINUTES OF A MEETING OF THE FULL COUNCIL COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 23rd MAY 2025 AT 7:30 PM.**

PRESENT

Councillors Vera Barnett, Phil Barnett, Alistair Bounds, Sam Dibas, Billy Drummond, Nigel Foot, David Harman (Town Mayor), Chris Hood, Roger Hunneman, Ian Jee, David Marsh, Gary Norman, Elizabeth O'Keeffe, Sarah Slack, Graham Storey, Meg Thomas, Martha Vickers and Tony Vickers.

In Attendance

Toby Miles-Mallowan, Chief Executive Officer
Liz Manship, Finance & Corporate Services Manager.

Absent

Councillor Pam Lusby-Taylor

25. APOLOGIES

Councillors Jo Day, Stephen Masters, Vaughan Miller and Andy Moore

26. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors, Phil Barnett, Billy Drummond, Nigel Foot, David Marsh, Martha Vickers and Tony Vickers 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.

27. COUNCIL MINUTES

Amendments raised by the CEO and Councillor Vickers respectively: Appendix A:

- i. Response, paragraph 5, last line: 'we will review the possibility of providing practical and/or financial support as part of our 2026-27 (not 2025-26) budget considerations.
- ii. Response, paragraph 1: NEWT stands for Newbury Environment & Wildlife Team.

Proposed: Councillor Nigel Foot

Seconded: Councillor Ian Jee

Resolved: The minutes of Wednesday 7th May 2025, with the above amendments were resolved as an accurate record. There was one abstention.

28. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were no questions or petitions **received**.

29. MEMBERS QUESTIONS AND PETITIONS

There were no questions or petitions **received**.

30. CHRISTMAS LIGHTS SWITCH-ON

It was not possible on this occasion for the planned presentation to take place. And therefore, there is as yet no proposal for Council to consider.

Proposed: Councillor Gary Norman

Seconded: Councillor Martha Vickers

Resolved: That the proposal regarding the location of the Charter Market for the Christmas Light Switch-on event, in November 2025, be returned to the Market Working Group to discuss next steps.

31. TOWN MAYOR'S REPORT

The Town Mayor offered his thanks to the Deputy Mayor for her support and both shared highlights from the recent programme.

The Town Mayor's report, previously circulated, was received.

Councillor Martha Vickers, through the Chair, offered the Council's thanks to the Officers for their organisation and support of the Fun Day.

32. CEO'S REPORT

The CEO's report, as previously circulated, was **received** and questions taken.

Councillor Elizabeth O'Keeffe, through the Chair, noted that the volume and complexity of the Town Council's work is significantly increasing and thanked the CEO and Officers for the work being undertaken.

33. COMMITTEE MINUTES

Council **received** minutes for the following:

Planning & Highways Committee	19 th May and 16 th June 2025.
Policy & Resources Committee	9 th June 2025
Climate Emergency Sub-Committee	21 st May 2025
Victoria Park Sub-Committee	2 nd June 2025

34. INTERNAL AUDIT REPORT

The fourth and final report from the Internal Auditor for 2024/25, examined and recommended to Council by the Policy & Resources Committee, was received and **noted**.

35. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL INTERNAL AUDIT REPORT 2024/25

The annual audit report, examined and recommended by the Policy & Resources Committee, was **approved** for inclusion within the Annual Governance & Accountability Return (AGAR) for External Audit.

36. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE STATEMENT 2024/25

Councillor Gary Norman advised Council that the assertions within the Governance Statement had been thoroughly examined by the Policy & Resources Committee. The Committee recommended a response in the affirmative to all.

Proposed: Councillor Gary Norman

Seconded: Councillor Nigel Foot

Resolved:

- i. The Annual Governance Statement 2024/25, previously circulated, was considered and approved.
- ii. The Chair and CEO were authorised to sign the Annual Governance Statement 2024/25.

37. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ACCOUNTING STATEMENTS 2024/25

The Accounting Statements 2024/25, with the following supporting papers, were previously circulated:

- a. Year-End Reconciliation
- b. Reconciliation between Box 7 & 8
- c. Explanation of Variances 2023-24 to 2024-25
 - i. Summary Sheet
 - ii. Precept
 - iii. Total Other Receipts
 - iv. Fixed Assets

Councillor Gary Norman advised Council that the above had been thoroughly scrutinised by the Policy & Resources Committee, which recommended Council's approval.

Proposed: Councillor Gary Norman

Seconded: Councillor Nigel Foot

Resolved:

- a. The Accounting Statements 2024/25 previously circulated, were considered and approved.
- b. The Chair was authorised to sign the Accounting Statements 2024/25.

38. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – MAKING PROVISION FOR THE EXERCISE OF PUBLIC RIGHTS

Councillor Gary Norman advised Council that the Policy & Resources Committee had examined the proposed dates and recommended them to Council

Proposed: Councillor Gary Norman

Seconded: Councillor Nigel Foot

Resolved: The the publication of the 'Notice of Public Rights' for Accounts year ended 31st March 2025 was approved.

39. MAYOR OF NEWBURY'S CHARITABLE TRUST

- i. **To appoint the nominated Trustees for the Municipal Year 2025/26**

Proposed: Councillor Gary Norman

Seconded: Councillor Martha Vickers

Resolved: Councillor David Harman and Councillor Sarah Slack, Mayor and Deputy Mayor of Newbury Town Council, were **appointed** as the nominated Trustees to the Mayor of Newbury's Charitable Trust for Municipal Year 2025/26.

- ii. **To note the governing document & constitution for the Mayor of Newbury's Charitable Trust**

Councillor Gary Norman presented the governing document & constitution to Council, which was **noted**. Councillor Norman acknowledged a few areas that would benefit from update, which he will put in writing for the consideration of the Trustees.

iii. **To receive a copy of the Annual Report & Statement of Accounts for the Municipal Year 2024/25**

The Annual Report & Statement of Accounts for the Municipal Year 2024/25 was **received**.

40. VICTORIA PARK CAFÉ REDEVELOPMENT

The CEO gave an update on the café redevelopment. The Closing date has now passed, and contractors are to be shortlisted.

41. NEWBURY TOWN COUNCIL FOUR-YEAR STRATEGY 2024-2028

The Key Performance Indicators, as recommended by the Strategic Working Group, were **received**.

42. FORWARD WORK PROGRAMME FOR FULL COUNCIL MEETINGS 2025/26

Council **noted** the forward work programme.

43. EXCLUSION OF PRESS AND PUBLIC

Proposed: Councillor Nigel Foot

Seconded: Councillor Martha Vickers

Resolved: 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.

44. IT CONTRACT

Proposed: Councillor Tony Vickers

Seconded: Councillor Sam Dibas

Resolved: That subject to satisfactory references having been received, the Council sign a 36-month contract with Equity (Create IT) for managed IT Services as specified in the quotation dated 27th May 2025, for a sum of £47,723.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:18 HRS

Signature: _____ Date: _____

Interview Questions & Scores

Questions / Company	L	C	H	J	M
Q1 - from order explain steps and procesess required to start on site and the critical path items therein					
Q2 - how you will deal with the challenges of the site being in a live public park					
Q3 - what measures have you adopted in relation to sustainability					
Q4 - would you allow a client direct compnay to access the site pre handover					
Q5 - can you suggest at value enigneering measures					
TOTAL OUT OF 25	0	0	0	0	0

Scored by:
All scores out of five

	5	5	5	5	4*
	L	C	H	J	M
MK	17	17	18	12	X
RH	13	21	23	11	21
GS	17	18	18	8	20
VW	18	20	20	10	20
NC	18	19	19	10	17
	17	19	20	10	20

Notes 4* MK declared as mute in the interview and scoring here due to prior association.

TENDER REVIEW SUMMARY PAGE

Pos.	Company	Tender received	Programme	Lead in	Corrected Tender	Single ply omission	Net tender	Position	Clarifications	Adjusted Tender	Quality Score (/40)	Tender Score (/60)	TENDER TOTAL	POSITION
1	J	£294,970.00	20	2	294,970.90	4,000.00	290,970.90	1		290,970.90	28.1	60	88	1
2	M	£311,135.69	12	4	386,846.39	6,750.00	380,096.39	4	-19,365.84	360,730.55	28.3	48	77	4
3	A	£319,000.00	18	2	398,748.97	21,200.00	377,548.97	3		377,548.97	19.6	46	66	8
4	L	£321,891.20	12	2	383,151.45	17,420.00	365,731.45	2	21,547.83	387,279.28	31.9	45	77	4
5	C	£396,429.90	20	3	396,429.50	14,500.00	381,929.50	5	-1,190.50	380,739.00	33.9	46	80	2
6	D	£427,087.20	16	14	444,309.25	17,250.96	427,058.29	7	2,695.00	429,753.29	36.6	41	77	4
7	H	£431,496.86	16	6	431,496.86	21,650.52	409,846.34	6	nfe	409,846.34	35.3	43	78	3
8	K	£460,239.01	16		460,239.01	0.00	460,239.01	8	nfe	460,239.01	27.8	38	66	8
9	i	£475,680.00	17	3	488,121.96	12,441.96	475,680.00	10	-27,000.00	448,680.00	33.3	39	72	5
10	B	£490,055.97	20	3	475,199.07	12,000.00	463,199.07	9	nfe	463,199.07	29.5	38	67	7
11	F	£490,851.79	25	6	505,728.00	14,876.25	490,851.75	11	-9,796.73	481,055.02	31	36	67	7
12	E	£546,269.63	22	3	546,269.65	0.00	546,269.65	13	-33,840.00	512,429.65	36	34	70	6
13	G	£547,229.00	13	4	562,067.66	27,373.20	534,694.46	12	n/a	534,694.46	24.8	33	57	9

Chase missing return

Check Structural engineer's drawing 05 factored in