

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 8th JUNE AT 7.30PM.**

PRESENT

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

IN ATTENDANCE

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

001. APOLOGIES FOR ABSENCE

Apologies received from Councillor Jo Day. Substitute: Councillor Ian Jee.

002. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillors Nigel Foot is a Member of West Berkshire Council, which is declared as a general interest and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council business.

There were no other declarations of interest.

003. MINUTES

PROPOSED: Councillor David Harman

SECONDED: Councillor Andy Moore

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

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 27th April 2026 be approved as a correct record and signed by the Chairperson.

004. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

005. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

**006. INTERNAL AUDIT – TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2025/26
QUARTER 4.**

006.1 The Internal Audit report for 2025/26 Quarter 4 (appendix 2) was **received**.

006.2 The Internal Auditor’s Recommendations and Officers Proposed Next Steps (appendix 3) were **considered**.

006.3 The Internal Auditor’s Signed Audit Report for year-ending 31st March 2026. (appendix 4) was **received**.

PROPOSED: Councillor Steve Masters
SECONDED: Councillor Elizabeth O'Keefe

RESOLVED:

The Internal Audit Report and recommendations for 2025/26 Q4, together with the Officers proposed actions, and the Internal Auditor's Signed Audit Report for year ending 31st March 2026, are to be recommended to Full Council for acceptance.

007. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE STATEMENTS 2025/26

The annual Governance Statements 2025/26 were considered.

PROPOSED: Councillor Steve Masters
SECONDED: Councillor Vaughan Miller

RESOLVED:

The Annual Governance Statements (appendix 5) are to be recommended to Full Council for acceptance.

008. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL ACCOUNTING STATEMENTS 2025/26

The Annual Accounting Statements and supporting papers were considered

PROPOSED: Councillor Steve Masters
SECONDED: Councillor Andy Moore

RESOLVED:

The Annual Accounting Statements (appendix 6), together with the following supporting papers:

- 008.1 Year-End Reconciliation (appendix 7)
- 008.2 Reconciliation between Box 7 and 8 (appendix 8)
- 008.3 Explanation of Variances 2024-25 to 2025-26 (appendix 9)
 - 008.3.1 Precept (appendix 10)
 - 008.3.2 Total Other Receipts (appendix 11)
 - 008.3.3 Staff Costs (appendix 12)
 - 008.3.4 All Other Payments (appendix 13)
 - 008.3.5 Fixed Assets (appendix 14)

are recommended to Full Council, for approval, signature and for forwarding to the External Auditor.

009. NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – Accounts for the year ended 31st March 2026

PROPOSED: Councillor Steve Masters
SECONDED: Councillor Nigel Foot

RESOLVED:

The Notice of Public Rights (appendix 15), together with the unaudited Annual Governance & Accountability Return (AGAR) is recommended to Full Council for publishing, commencing Thursday 25th June 2026, and ending Wednesday 5th August 2026.

010. POLICY & RESOURCES WORKING GROUPS

010.1 AUDIT WORKING GROUP – TERMS OF REFERENCE

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Nigel Foot

RESOLVED:

The reviewed Audit Working Group Terms of Reference (appendix 16) were approved without amendment.

010.2 STRATEGIC WORKING GROUP – TERMS OF REFERENCE

PROPOSED: Councillor Nigel Foot

SECONDED: Councillor Vaughan Miller

RESOLVED:

The reviewed Strategic Working Group Terms of Reference (appendix 17) were approved without amendment.

010.3 AUDIT WORKING GROUP – MEMBERS

RESOLVED: Councillor Steve Masters

SECONDED: Councillor David Harman

RESOLVED:

The following Councillors were elected to the Audit Working Group:

- a. Councillor Alistair Bounds
- b. Councillor Nigel Foot
- c. Councillor Steve Masters
- d. Councillor Andy Moore
- e. Councillor Sarah Slack

With Councillor Steve Masters as Chairperson.

010.4 STRATEGIC WORKING GROUP – MEMBERS

RESOLVED: Councillor Andy Moore

SECONDED: Councillor Vaughan Miller

RESOLVED:

The following Councillors were elected to the Strategic Working Group:

- a. Councillor Jo Day
- b. Councillor Billy Drummond
- c. Councillor David Harman
- d. Councillor Roger Hunneman
- e. Councillor Vaughan Miller
- f. Councillor Andy Moore
- g. Councillor Gary Norman
- h. Councillor Graham Storey

With Councillor Gary Norman as Chairperson.

011. MAYOR OF NEWBURY'S CHARITABLE TRUST

A report and accounts for the Mayor of Newbury's Charitable Trust 2025/26 (appendix 18) was received.

The RFO was asked to forward the Committee's thanks to the Civic Services Team for all their work over the past year.

012. HEALTH & SAFETY REPORT

The quarterly Health & Safety report (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. 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: