

POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the Policy & Resources Committee held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday, 15th July 2015 commencing at 7.45pm.

Present

Chairman – Councillor N Jorgensen

Councillors Mrs J Clark, Mrs M de Jong, R A Houlbrooke, T Holton, Mrs P Jorgensen, Ms J Rance and B Wedge

In attendance: Mrs L Chambers

Apologies for absence were received from Councillors A T Bradley (Holiday) and P Willis (Holiday)

11. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Policy & Resources Committee held on 10th June 2015 were confirmed as a true record and signed by the Chairman.

12. FINANCIAL INFORMATION

Members note details of the financial transactions for the period ended 30th June 2015, a copy of which is attached to these Minutes.

In response to questions from Members, the Town Clerk advised that the Donations had already been made and the income from Wokingham Borough Council for the Help Shop was usually paid in October.

13. SUB-COMMITTEES & WORKING PARTIES

13.1 Youth & Community Sub-Committee

13.1.1 Minutes of Meeting

Consideration was given to the Minutes of the Youth & Community Sub-Committee held on 24th June 2015, a copy of which is appended to these Minutes for the information of Members. Councillor Wedge added that there were only a few members in attendance and the meeting was very straight forward. The Town Clerk further advised that Mr Brian Hackett had been listed as Councillor Brian Hackett and, accordingly, the Minutes of that meeting would need to be amended.

RESOLVED that the Minutes be received, amended and approved.

14. ELECTRONIC BANKING

The Town Clerk advised that he had been made aware of an issue that required being resolved at a meeting of the Council.

In accordance with the scheme of delegation, the Policy & Resources Committee could consider any matter affecting the interests of the Town Council area, and, accordingly, Members were requested to consider a verbal report from the Town Clerk on the issue that had been raised with him and, if so disposed, to pass an appropriate resolution.

In view of the subject matter to be discussed, the Town Clerk advised that this item be dealt with this item as confidential business.

RESOLVED that, in view of the subject matter to be discussed, the press and public be excluded from the meeting during discussion of this item.

15. **STAFFING MATTERS**

Members were advised that there were two staffing matters that needed to be considered at this meeting. One was ongoing and the second had arisen recently.

RESOLVED that, in view of the subject matter to be discussed, the press and public be excluded from the meeting during discussion of these items.

16. **INTERNAL AUDIT 2014/15**

Members noted that the Internal Auditor had signed off her Report on the Annual Return to the External Auditor and had submitted an Unqualified Report. A copy of the letter is attached to these Minutes for the information of Members.

In the letter, the Internal Auditor had drawn one matter to the attention of Members relating to the Leases for the two Community & Youth Centres acquired from Wokingham Borough Council whereby she was of the opinion that it would be prudent to resolve the issue. The Town Clerk advised Members that progress was being made and the matter was in the hands of the Town Council's Solicitors. There was concern that the draft lease did not correspond with the Heads of Terms that had been agreed. A timely response from Wokingham Borough Council Solicitor was still awaited.

Furthermore, the Internal Auditor had requested reappointment as Internal Auditor for 2015/16.

In response to questions from Members, the Town Clerk advised that the rate for next year's Audit would be the same as this year.

RECOMMENDED that the current Internal Auditor be reappointed for 2015/16.

17. **REQUESTS FOR FINANCIAL ASSISTANCE**

17.1 **Letter of Thanks**

Members noted that, since the preparation of the Main Agenda, a letter of thanks, relating to the provisional allocation of financial assistance for 2015/16 had been received from Earley Bus.

18. **LICENCE APPLICATION**

Consideration was given to details of the following application for renewal of Street Trading Consent:

Applicant: Mr Sakir Kir, Hakan Catering
Trading Site: Lay-by at Chalfont Way, Lower Earley.

Members were advised that representations must be received by 4th August and a copy of the relevant pages of the Licensing Application is attached to these Minutes for the information of Members.

In response to a question from a Member regarding complaints, the Town Clerk advised that no complaints had been received. In response to a further question as to whether the applicant checked around the site for litter, the Town Clerk informed the Committee that the majority of litter was found around the MacDonald's site.

In response to a further question from a Member as to why the application had been submitted to this Committee and not the Planning Committee, the Town Clerk advised that it had previously been agreed under the Scheme of Delegation.

RECOMMENDED that there be no objections to the application.

19. ORDERS FOR PAYMENT

The Committee noted details of Orders for Payment paid since the last meeting of the Town Council (Vouchers 136 - 207), a copy of which, is attached to these Minutes.

20. PUBLICATIONS

Members noted that the following publications had been received in the Council Offices:

Wokingham Borough Council:	Wokingham Borough News – Summer 2015
Berkshire Youth:	News: July/August 2015

21. PRESS RELEASES

RESOLVED that there be no press releases.

22. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 9.17pm.