

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, 25th March 2015 commencing at 7.45 pm.

Present

Chairman – Councillor N Jorgensen

Councillors A Bradley, Mrs L Chambers, D Hare, Mrs P Jorgensen, A Thomas and B Wedge

In attendance: Councillor P Willis

Apologies for absence were received from Councillors T Holton (WBC meeting) and K Miall (School meeting).

52. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Policy & Resources Committee held on 28th January 2014 were confirmed as a true record and signed by the Chairman.

53. INTERNAL AUDIT 2014/15

53.1 Report of Internal Auditor

The Town Clerk reported that the Internal Auditor had completed the review of financial systems and controls, a copy of her report is attached to these Minutes for the information of Members.

In response to a question from a Member with regard to the charging of VAT for photocopying by various hirers at the Silverdale Community & Youth Centre, the Town Clerk advised that the issue was a technical one within Sage which could not deal with automatic invoicing for small sums where VAT was to be charged. This has now been resolved with the Finance Manager who calculates the VAT payable and issues manual invoices.

54. FINANCIAL REGULATIONS

Members were reminded that, at Minute 68 of the meeting of the Town Council held on 26th November 2014, it was resolved that the Town Clerk should investigate any consequential amendments to the Town Council's Financial Regulations resulting from the adoption of the amended Standing Orders.

The Town Clerk was of the view that new Standing Order 60, relating to Delegated Decisions and the threshold for recording decisions that materially affected the Council's financial position, should be incorporated in its entirety in the Financial Regulations. It was, therefore, proposed that Financial Regulation 11.1 be amended to include the text of Standing Order 60 as a new subsection (j) as follows:

- (a) For any decision delegated to an Officer either expressly by Council or a Committee or by a scheme of delegation that:
 - i) Grants a permission or licence.
 - ii) Affects the rights of an individual.

iii) Awards a contract or incurs expenditure which materially affects the local Council's financial position.

The decision making Officer must produce a written record as soon as practicable after taking the decision.

(b) The following decisions are not included:

- i) Routine administrative and organisation decisions.
- ii) Decisions on operational matters such as changes to services and charges.
- iii) Any written decision that is already recorded by a written record and produced (placed on the web) by virtue of other legislation.
- iv) Any decision which would be exempt or confidential e.g. that identifies an individual.

(c) The threshold for recording decisions that materially affects the Council's financial position is set at £40,000.

RECOMMENDED that the new amendment to the Financial Regulations be approved.

55. SUB-COMMITTEES & WORKING PARTIES

55.1 Staffing Review Sub-Committee 18th February 2015

RESOLVED that the press and public be excluded from the meeting during discussion of confidential matters relating to the Staffing Review Sub-Committee.

56. DEFIBRILLATION EQUIPMENT

Further to Minute 47 of the last meeting of this Committee held on 28th January 2015, the Town Clerk advised Members that he had been informed that it was the intention for every school to have a defibrillator on site.

The Town Clerk circulated a list of current sites provided by South Central Ambulance Service as follows:

Brookside Surgery
 Chalfont Surgery
 Austen House
 Liberty of Earley House
 Loddon Valley Leisure Centre
 ASDA
 St Peters School
 Waterside Centre.

With regard to security and availability, it was noted that an outside location would be more accessible but could be less secure. In respect of current locations of defibrillators, it was noted that there was one at the Dentist surgery in Maiden Place. It was further noted that, if there was one at St Peters school, another one could be located at the Sol Joel Pavilion for when the school was closed. Other locations where there might be one in place were the Doctors surgeries, police station, CResCent, Bowling Clubs and other local schools.

It was suggested that one should be located at the Laurel Park Pavilion although it was noted that it could be subject to vandalism and, therefore, the Interpretation Centre was suggested as an alternative location for that area.

The Town Clerk reported that, through donations and collections, the Town Council had in excess of £900.00 for a defibrillator but, if it was to be mounted in an outside location, it would have to have a casing which would cost in the region of £200 to £400.

Members were of the opinion that Wokingham Borough Council would probably be arranging for defibrillators to be installed in schools.

RESOLVED that

1. The Town Clerk make enquiries with Wokingham Borough Council as to whether it will be providing defibrillators in all its schools and, also, the locations where they have already been installed in Earley
2. Subject to monies being available, a defibrillator be purchased.

57. LICENCE APPLICATION

Consideration was given to the details of the following application for a new Premises Licence:

Applicant: Martin McColl Ltd
Trading Site: Unit 14 Chalfont Way, Earley, Reading RG6 5HQ

Members were advised that representations must be received by 14 April 2015.

A copy of the relevant pages of the Licensing Application was attached to the Agenda for the information of Members.

Note: Councillor Mrs Jorgensen excluded herself from the discussion on this item.

RESOLVED that Wokingham Borough Council be advised that the Town Council has no objection to the Licence Application.

58. ORDERS FOR PAYMENT

The Committee noted details of Orders for Payment paid since the last meeting of the Town Council.

In response to questions from Members, the Town Clerk advised as follows:

1. Tree inspections had to be carried out regularly on Town Council owned land such as the Local Nature Reserve and Sol Joel Park as there could be health & safety issues
2. The Heritage fruit trees had been purchased for the Community Orchard at the Paddick Drive site
3. The replacement goal posts could not be done in house due to safety regulations.

RESOLVED that the various accounts set out on the attached list (Vouchers 541 - 618) and Imprest Vouchers (187 - 201) be paid in the sums as stated.

59. PUBLICATIONS

The Committee noted that the following items had been received and were available for viewing in the Council Chamber:

Maiden Erlegh Residents' Association:	Minutes of meeting held 12 th February 2015
Wokingham Borough Council:	<p>Agenda for meeting of The Children's Services Overview and Scrutiny Committee held on 2nd March 2015</p> <p>Agenda for meeting of the Community Partnerships Overview & Scrutiny Committee held on 1st March 2015</p>

60. PRESS RELEASES

RESOLVED that there be no press releases.

61. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 8.27pm.