

## **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 30<sup>th</sup> September 2015 commencing at 7.45pm.

### **Present**

Chairman – Councillor A T Bradley in the Chair

Councillors Mrs J Clark, Mrs M de Jong, R A Houlbrooke, Ms J Rance and P Willis

Apologies for absence were received from Councillors T Holton (WBC Meeting), N Jorgensen (Holiday), Mrs P Jorgensen (Holiday) and B Wedge (Family commitments).

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### **23. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 15<sup>th</sup> July 2015 were confirmed as a true record and signed by the Chairman.

### **24. STAFFING MATTERS**

#### **24.1 Appointment of Deputy Town Clerk**

The Town Clerk reported that Mrs Joanna Shaw had been appointed to the post of Deputy Town Clerk. She had previous experience of Local Authority work with Wokingham Borough Council including Children's Services, and was based at Earley Centrepont for some of that time. Her current post is as Business Manager at an Academy in East Reading. She would be commencing her employment on 26<sup>th</sup> October 2015 which will allow an overlap with the current Deputy Town Clerk.

#### **24.2 Other Staffing Matters**

The Town Clerk advised that he wished to report on an ongoing staffing matter.

**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.

### **25. EXTERNAL AUDIT 2014/15**

Members were requested to note that the external audit for 2014/15 has been completed. With the exception of two minor points to be drawn to the attention of the Council, there were no matters affecting the Auditor's opinion that relevant legislation and regulation requirements had not been met.

### **26. AMENITIES & LEISURE COMMITTEE**

The Town Clerk reported that, at Minute 26 of the Amenities & Leisure Committee held on 2<sup>nd</sup> September 2015, because of the volume of burials at the Cemetery, it would be necessary to have an additional spine laid in the current financial year. This would entail an estimated cost of £1,000 with the work being carried out by Earley Town Council staff.

Accordingly, he requested Members to consider a request from that Committee to provide funds for construction of a second spine at Mays Lane Cemetery.

**RESOLVED** that the request be approved.

**27. FINANCIAL REGULATIONS**

**27.1 Tender Limit**

The Town Clerk advised that, at Minute 22.1 of the Meeting of this Committee held on 1<sup>st</sup> October 2014, it was recommended that the tender limit for 2014/15 be set at £40,000. This was in accordance with Financial Regulation 11.1(e) which provided that, where it was intended to enter into a contract for the supply of goods or materials or for execution of works for an amount exceeding that fixed by the Council, a defined tender procedure should be followed. The limit of £40,000 was confirmed at Minute 47.3 of the Council Meeting on 15<sup>th</sup> October 2014.

The Committee was reminded that the Policy & Resources Committee had been requested to review the tender limit annually and to make recommendations for the Annual Meeting of Council. In order that decisions could be made ahead of the budget round, Members were requested to consider their recommendation for the tender limit for 2016/17. The Town Clerk advised that he was happy for the limit to remain unchanged

**RESOLVED** that the tender limit remain at £40,000.

**28. REQUEST FOR FINANCIAL ASSISTANCE**

**28.1 Wokingham Sports Sponsorship Fund**

The Town Clerk advised that, on previous occasions, the Town Council had, under Section 137, match funded the contribution made from the Wokingham Sports Sponsorship Fund to various young people within the area. A request for further funding had been received from Wokingham Borough Council and, in accordance with the wishes of Members, the letter containing the names of the recipients had been attached to the Agenda

As had been the previous practice, the Wokingham Sports Sponsorship Fund had requested match funding from Earley Town Council and Members were requested to consider the request.

**RESOLVED** that in accordance with the provisions of the Local Government Act 1972, Section 137, as amended by the Local Government Housing Act 1989, Section 36, a contribution of £500 be made to the Wokingham Sports Sponsorship Fund.

**29. ORDERS FOR PAYMENT**

The Committee noted details of Orders for Payment paid since the last meeting of the Town Council (Vouchers 224 - 339), a copy of which, is attached to these Minutes.

In response to question from a Member, as to whether the Insurance could be obtained at a cheaper rate, the Town Clerk advised that the Town Council used the services of a Broker. He added that the Insurance covered the buildings on all Town Council owned or leased land, the contents, all risks, public liability, employers liability plus cash which included cash in transit. Further to another question from a Member with regard amount for Jupiter Play & Leisure Ltd for the All Inclusive Play Area at Sol Joel Park, the Town Clerk advised that this was a Wokingham Borough Council funded development.

**30. PUBLICATIONS**

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

Maiden Erlegh Residents' Association:	Minutes of meeting held 13 <sup>th</sup> August 2015 Minutes of meeting held 10 <sup>th</sup> September 2015
Berkshire Youth:	News: September/October 2015
CResCent – Earley Community Resource Centre:	Volunteer Newsletter – September 2015

**31. PRESS RELEASES**

**RESOLVED** that the item relating to the Wokingham Sports Sponsorship Fund should receive emphasis.

**32. TERMINATION OF MEETING**

The meeting was declared closed by the Chairman at 8.12pm.