

## **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, 23<sup>rd</sup> March 2016 commencing at 7.45pm.

### **Present**

Chairman – Councillor N Jorgensen

Councillors A T Bradley, Mrs M de Jong, R A Houlbrooke, T Holton, Mrs P Jorgensen, Ms J Rance and P Willis.

Apologies for absence were received from Councillors B Wedge (unwell) and Mrs J Clark (family illness).

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### **51. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 27<sup>th</sup> January 2016 were confirmed as a true record and signed by the Chairman.

### **52. INTERNAL AUDIT 2015/16**

#### **52.1 Report of Internal Auditor**

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

In receiving the report, Councillors asked for it to be recorded that the staff involved with financial systems and controls were to be commended on the good job that they did.

### **53. REQUESTS FOR FINANCIAL ASSISTANCE**

#### **53.1 Letters of Thanks**

Members were asked to note that letters of thanks relating to the allocations of financial assistance for 2016/17 had been received from:

- Relate
- Home Start
- Berkshire Vision
- Cruse Bereavement Care (TVB)
- The Berkshire MS Therapy Centre
- Reading Citizens Advice Bureau

#### **53.2 Wokingham Sports Sponsorship Fund**

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 name of the recipients had been attached to the Agenda.

Again, the Wokingham Sports Sponsorship Fund had requested match funding from Earley Town Council and Members were asked to consider this 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 £400 be made to the Wokingham Sports Sponsorship Fund.

**54. STAFFING MATTER**

Councillors were requested to receive a verbal report from the Town Clerk on a staffing matter. In view of the subject matter to be discussed, Councillors were requested to consider 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 these items.

**55. ORDERS FOR PAYMENT**

The Committee noted details of Orders for Payment since the last meeting of the Town Council (Vouchers 612 - 676) and Imprest (Vouchers 180 – 197) a copy of which is attached to these Minutes.

With reference to the account paid to ADS Signs Limited, a Member asked for it to be noted that, in future, when Town maps are updated, they should be examined to ensure their correctness.

**56. PUBLICATIONS**

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

Maiden Erlegh Residents' Association:	Minutes of the meeting held on 11 <sup>th</sup> February 2016.
Berkshire Youth:	News: January/February 2016.
Me2 Club:	February Newsletter.

**57. PRESS RELEASES**

Consideration was given as to whether any of the foregoing items should be the subject of a special press release.

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

**58. TERMINATION OF MEETING**

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