

## **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, 16<sup>th</sup> November 2016 commencing at 7.45pm.

### **Present**

Chairman – Councillor N Jorgensen

Councillors Mrs P Dunn, M Firmager, T Holton, R A Houlbrooke, Mrs A Swaddle and B Wedge.

Also in attendance Councillor Mrs L Chambers

Apologies for absence were received from Councillors Mrs J Clark, Mrs P Jorgensen (illness), Mrs J Rance JP (Representing Town Council)

---

### **30. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 28<sup>th</sup> September 2016 were confirmed as a true record and signed by the Chairman.

### **31. FINANCIAL INFORMATION**

The Committee noted details of the financial transactions for the period ending 30<sup>th</sup> September 2016, a copy of which is appended to these Minutes. The Town Clerk informed the meeting that the proportion of the staff wages allocated to the Help Shop reflected the staff time spent 'front of house'. He confirmed that information was kept regarding the number and type of enquiries received and the Chairman requested that the Town Clerk prepare a report on trends in the Help Shop for the next meeting.

The Town Clerk, referring to Code 2403, explained that this line appeared overspent due to additional cost for external data backup which was an 'in year' increase. He clarified that this would appear as a separate line in future budgets. He also highlighted the Wokingham Borough Council payment for the Help Shop which was subject to a year end adjustment.

### **32. ESTIMATES**

#### **32.1 Financial Year 2017/18**

Consideration was given as to whether there were any major projects that this Committee would wish to undertake in the 2017/18 financial year, so that the Town Clerk could ensure adequate provision was made in the estimates for that period. Further to consider projects for the following financial year as part of the three year financial planning.

#### **RESOLVED that**

1. provision be made in the 2017/18 Draft Capital budget for the following items:

Council Offices	-	Refurbish roof tiles (approx. £2,500)
Council Offices	-	External redecoration (approx. £2,000)

2. To establish in principle the assignment of reserves for the replacement of capital items such as vehicles and machinery.

### 32.2 Budget Working Party

The Town Clerk advised that, as had been the recent practice, a Budget Working Party, to meet in January, before the next meeting of this Committee and the full Council meeting in February, had been constituted. The agreed membership in the past was members of this Committee, together with other Members of the Town Council who might wish to attend. Because it was a Working Party, any conclusions reached at the meeting would be in the form of recommendations.

Consideration was, therefore, given to the re-formation of the Working Party and, if approved, to convene a meeting on Monday 23<sup>rd</sup> January at 7.30pm.

**RESOLVED** that the Budget Working Party be re-formed and a meeting of that Working Party be convened on Monday 23<sup>rd</sup> January 2016 at 7.30pm.

## 33. REQUEST FOR FINANCIAL ASSISTANCE

### 33.1 Grant Applications

Consideration was given to a schedule of grant applications, as previously circulated to Members, which detailed the level of funding awarded in previous years and the amounts requested by the various organisations for 2017/18.

The Town Clerk drew attention to an application from Earley Volunteer Driver Bureau which had been received after the closing date and had, therefore, not been included in the Appendix attached to the Agenda.

It was noted that both the Reading & the Wokingham branches of the Citizen's Advice Bureaus had requested larger donations than awarded in previous year and, also, the Me2 Club and Relate had increased the amount that they required. With regard to the application from ReVitalise, although Members were of the opinion that it was a good cause, it was noted that less than 1% of Earley residents benefited from the service. It was felt that the Town Council did not have the resources to be able to donate to that particular organisation on this occasion.

**RESOLVED** In view of the exceptional circumstances around the late submission of the Earley Volunteer Driver Bureau, that the application be accepted for consideration by the Committee.

**RECOMMENDED** that, subject to budget approval, in accordance with the provisions of the Local Government Act 1972, Section 137, as amended by the Local Government Housing Act 1989, Section 36, contributions be made to the various applicants as set out below:-

	£
ARC	1,500.00
Me2 Club	300.00
Readibus	1,500.00
Earleybus	650.00
Earley Volunteer Driver Bureau	250.00
Citizens Advice Bureau (Reading)	900.00
Citizens Advice Bureau (Wokingham)	900.00
Relate	250.00
Homestart Wokingham District	350.00
Wokingham Job Support Centre	300.00

Berkshire Blind Society	660.00
MS Therapy Centre Berkshire	400.00
ACE (Activity Centre Earley)	100.00
Sue Ryder – Duchess of Kent	200.00
Earley Day Centre	200.00
The Link Visiting Scheme	500.00
Cruse Bereavement Care	600.00
Wokingham Borough Sports Council	1,000.00

**RESOLVED** that, subject to approval of the above recommendation

1. Revitalise be informed that the Town Council could not make a grant because less than 1% of Earley residents benefited from its services.
2. The Town Clerk write to Homestart to arrange a meeting to discuss in greater depth their assistance to Earley residents.
3. The Town Clerk request that Sue Ryder Duchess of Kent Hospice provide more detailed information on the number of Earley residents benefiting from their care in any future applications

### **34. SUB-COMMITTEES & WORKING PARTIES**

#### **34.1 Community & Youth Sub-Committee**

Consideration was given to the Minutes of the Youth & Community Sub-Committee held on 20th October 2015, a copy of which is attached to these Minutes.

With regard to the Minute 4.1, the Town Clerk advised that he had been copied into a letter to Councillors from MERA highlighting concerns regarding the additional parking at Laurel Park in the field adjacent to the Pavilion. The Town Clerk advised that Wokingham Borough Council are considering a transfer of Laurel Park to Earley Town Council and the terms of transfer had not yet been agreed. Whilst discussion were on-going, the issue of parking at Laurel Park was not under consideration. The Town Clerk suggested that, if Councillors were so minded, that the issue could be placed on the Agenda at an Amenities & Leisure Committee Meeting for discussion at the appropriate time.

#### **RESOLVED**

1. that the Minutes be received and approved.
2. That the issue of parking at Laurel Park be added to the Amenities & Leisure Committee Agenda for the February 2017 meeting, at the earliest, when the situation with regard to the transfer may be nearer completion.

### **35. LOCAL AUTHORITIES PROPERTY FUND**

Councillors noted that at Minute 24, it was resolved that CCLA be invited to the next meeting of the Policy & Resources Committee with an open invitation to all Councillors to attend. Councillors were advised that representatives from CCLA were unable to attend on this occasion but were able to give a presentation to the Council at the next meeting of this Committee on Monday, 30<sup>th</sup> January 2017.

### 36. NALC/BALC

Councillors noted that at Minute 25, following a lengthy discussion, it was resolved that the Town Clerk write to NALC requesting further information regarding the long term fee structure and the benefits of NALC membership. It was also resolved that Officers for NALC and BALC would not be invited to make a presentation to the Committee at this stage.

The Town Clerk had been in contact with NALC and BALC and had received a response from the Vice Chairman of BALC. Whilst Councillors noted the response, it was highlighted that no information had been included regarding the long term fee structure and it was

**RESOLVED** that the Town Clerk request this information before the issue was given further consideration.

### 37. LICENCE APPLICATION

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

Applicant: Tesco Stores Limited  
Trading Site: Silverdale Road

Members were advised that representations had to be received by 22<sup>nd</sup> November and a copy of the relevant pages of the Licensing Application is attached to these Minutes for the information of Members.

It was noted that the trading hours would be similar to Sainsbury's at Maiden Place and it was therefore

**RESOLVED** that there be "no comment" response to the application.

### 38. ORDERS FOR PAYMENT

The Committee noted details of Orders for Payment paid since the last meeting of the Town Council (Vouchers 381 - 455) and Imprest Account (Vouchers 109 - 128), a copy of which, is attached to these Minutes.

### 39. PUBLICATIONS

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

ACER:	Minutes of the Open Executive Committee Meeting held 15 <sup>th</sup> September 2016.
Earley Neighbourhood Action Group:	Minutes of Meeting held 10 <sup>th</sup> October 2016.

### 40. PRESS RELEASES

No press releases were requested.

### 41. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 9.50 pm.