



**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, 5<sup>th</sup> June 2019 commencing at 7.45pm.

**Present**

Chair – Councillor C Jones.

Councillors A Bassett, J Clark, J Eastwell, R Houlbrooke, S Matthews and A Mickleburgh.

In attendance J Friend (Town Clerk), J Shaw (Deputy Town Clerk) and Councillor I Khayinza.

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The first twenty minutes of the meeting were set aside for members of the public to pose questions to the Council. There were no members of the public present.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors D Chopping, D Hare and P Stothart.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. VICE CHAIRMAN**

On the proposition of Councillor C Jones, seconded by Councillor R Houlbrooke it was:

**RESOLVED** that Councillor J Clark be appointed Vice-Chairman of the Policy & Resources Committee for the municipal year 2019/20.

**4. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 20<sup>th</sup> March 2019 were confirmed a true record and signed by the Chairman.

**5. APPOINTMENT OF SUB-COMMITTEES & WORKING PARTIES**

Consideration was given to the appointment of Sub-Committees and Working Parties for the ensuing year.

It was

**RESOLVED** that the following be appointed:

*Staffing Sub-Committee* – Six members had been appointed at the Annual Meeting on 15<sup>th</sup> May 2019 - Councillors D Chopping, J Clark, J Eastwell, C Jones, S Matthews and A Newton.

*Standing Orders Working Party* – Councillors J Eastwell, A Mickleburgh, C Jones, R Houlbrooke, S Matthews and J Clark.



*Service to Earley Award Panel* – Councillors R Houlbrooke, J Clark, I Khayinza, C Jones, S Matthews and A Bassett. The panel agreed that it would meet to discuss the terms of reference and possible dates for awards in the first instance, and then report back to the next meeting of the Policy & Resources Committee.

*Community & Youth Sub-Committee* – Councillors J Clark, R Cook, R Houlbrooke, C Jones, K Yabsley, J Eastwell and A Bassett

Councillor Eastwell asked if arrangements could be made for new Councillors to visit the Town Council's assets such as the halls and Community Centres. The Town Clerk said this could be arranged.

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

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

The Minutes of the meeting of Community & Youth Sub-Committee held on 20<sup>th</sup> March 2019 were received.

## **7. REQUESTS FOR FINANCIAL ASSISTANCE**

### **7.1 Letters of Thanks**

Councillors noted that, following receipt of Earley Town Council grant monies, letters of thanks had been received from:

- Citizens Advice Reading (£876)
- Cruse Bereavement Care (£300)
- Me2 Club (£500)
- Thames Valley Air Ambulance (£400)
- EarleyBus (£700)
- Wokingham Volunteer Centre (£100)
- Earley Day Centre (£200)
- Readibus (£1,500)

## **8. FINANCIAL REPORT**

Councillors noted the contents of the end of year Financial Summary Report 2018/19 and requested that future reports contain:

- Full dates of report (ie. 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019)
- Sequential page numbers for the entire report, in addition to the total number of pages (ie page 1 of 6)
- That the report contains information to include
  - the original budget;
  - spend to date;
  - expected spend for remainder of the year (to year end, to include any unexpected/unplanned items);
  - estimated budget outturn figure (spend to date + expected spend to year end)
  - budget variance.



**RESOLVED** that the following be provided for the Policy & Resources Meeting on 17<sup>th</sup> July 2019.

- An end of year report in the above format for the period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019.
- A report in the same format for Quarter 1 (Apr – Jun) 2019/20.

Members also discussed the type of finance package currently used and requested that the Town Clerk obtain information about other sector-specific packages for finances, bookings and cemetery administration.

**9. PUBLICATIONS**

Members noted the following items, received and available for viewing in the Council Chamber:

Maiden Erlegh Residents' Association:	Minutes of Annual General Meeting held on 9 <sup>th</sup> May 2019.
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**10. PRESS RELEASES**

No press releases were requested.

**11. EXCLUSION OF PUBLIC AND PRESS**

There were no members of the public or press present.

**12. PLANNING COMMITTEE SUPPORT**

**RESOLVED**

- Councillors agreed with the proposal to appoint an Advisor to the Planning Committee on the terms stated.
- Costs to be invoiced monthly and be allocated to the budget heading 'Other Professional Fees'.
- The agreement be for a six month period, with an option to extend the arrangement on the agreement of both parties.

**13. TERMINATION OF MEETING**

The meeting was declared closed by the Chair at 9.48pm.

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Chairman