



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, 17th July 2019 commencing at 7.45pm.

Present

Chair – Councillor C Jones.

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

In attendance Jo Friend (Town Clerk) and J Friend (Senior Operations Support Officer).

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.

14. APOLOGIES FOR ABSENCE

Apologies were received from Councillor P Stothart.

15. DECLARATIONS OF INTEREST

There were no declarations of interest.

16. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Policy & Resources Committee held on 5th June 2019 were confirmed a true record and signed by the Chairman.

16.1 Service to Earley Award Panel

Councillors requested that a Senior Council Officer be appointed to the Service to Earley Award Panel. The Town Clerk agreed to review Officer availability and then an initial meeting will be convened. Terms of Reference to be supplied to members of the panel who will make recommendations to the Policy & Resources Committee.

17. SUB-COMMITTEES & WORKING PARTIES

17.1 Community & Youth Sub-Committee

The Minutes of the meeting of Community & Youth Sub-Committee held on 25th June 2019 were received.

Councillor Clark reported that the new meeting format is being fine-tuned. Future changes include the receiving of reports from residents' groups at the start of the meeting; visiting groups and organisations be given time guidelines for the length of any presentations; and, any written reports be submitted in time to be circulated with the Agenda. It was agreed that future Community & Youth Sub-Committee meetings will start at 7pm.



18. SULV JOINT WORKING GROUP

Councillor Matthews reported on the SULV Joint Working Group meeting held on 3rd July. The Working Group had agreed to alternate the Chair and location of future meetings between Earley and Woodley Town Councils. In light of concerns that the two Councils may have differing views on individual planning applications, the Terms of Reference were amended to reflect the Group's emphasis on policy issues.

A copy of a communication from a Planning Consultant to Woodley Town Council had been received. It referred to the production of a report on recommendations for which planning designation would afford the most protection to the SULV in the future. This proposal had not been formally given to Earley Town Council. After discussion it was agreed that

1. Councillor Matthews contact Wokingham Borough Council and the Local Government Association for more information on all potential Protection Orders.
2. Woodley Town Council be requested to formally present the received proposal to Earley Town Council and to include Councillor Matthews and the Town Clerk in any future correspondence in relation to this matter.

19. REQUESTS FOR FINANCIAL ASSISTANCE

19.1 Wokingham Sports Sponsorship Fund

The Town Council had received a request for match funding from Wokingham Borough Council for a young athlete, resident in Earley, under the Wokingham Sports Sponsorship Fund Scheme. Members discussed the request and

RESOLVED that, in accordance with the provisions of the General Power of Competence, as adopted by this Council, a contribution of £175 be made to the Wokingham Sports Sponsorship Fund for the purpose of match funding the nominated athlete.

20. SIBLY TRANSFER

The Town Clerk provided Councillors with an update following recent meetings with Wokingham Borough Council Officers and the developer, Persimmon. Councillor Jones reported that these had been positive meetings and the two Councils were working closely together.

The Town Clerk had commissioned a quote for the Council's Park Ranger team to improve the quality and appearance of the wildflower meadows and to extend the improvements to the Kick About Area, as Persimmon had indicated it would fund these improvements. Persimmon had been asked to provide a specification for the works to the tarmac footpath, to be approved before any such works commence.

A Councillor raised a concern over the maintenance of the site once a transfer was agreed, she felt it was a very large area to take on and that it was unusual for Town Councils to take on responsibility for land on housing estates. The Town Clerk advised that the staffing budget had previously considered the need for an additional Grounds' Maintenance Officer for when the transfer takes place.

The Town Clerk confirmed the Town Council were working closely with the Director of Locality and Customer Services at Wokingham Borough Council to finalise the agreement.



It was agreed that once the quotes and details of the individual items being negotiated had been received, and were deemed satisfactory, then an Extraordinary Full Council Meeting would be called in order for the Town Council to make the decision on the transfer of the Sibly open space asset.

21. FINANCIAL REPORT

21.1 Financial Summary Reports

Councillors noted the contents of the Financial Summary by Committee report for the period 1st April 2019 to 30th June 2019, and requested that future reports:

1. Be prepared in time to be circulated with the Agenda.
2. Contain quarter by quarter comparable figures to the previous year.

21.2 June 2019 Bank Reconciliation

Councillor Jones reviewed the June 2019 bank reconciliation.

Councillors requested that the wording on future Agendas be changed to read “To note that the Bank Reconciliation has been provided to the Chairman of the Policy and Resources Committee for information.”

22. ORDERS FOR PAYMENT

Members noted details of Orders for Payment since the last meeting of the Town Council (Vouchers 2197 – 2225, 2280 – 2286 and 2226 – 2279) and Imprest Account (Vouchers 343 – 352).

Councillors requested more information be provided on Orders for Payment Vouchers 2265 and 2267.

23. PUBLICATIONS

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

Citizens Advice Wokingham:	2018-19 Impact Report Invitation to AGM which is being held on 27 th September 2019.
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It was agreed that Councillor Mickleburgh would attend the AGM of the Citizens Advice Wokingham on 27th September.

24. PRESS RELEASES

Consideration was given to whether any of the foregoing items should be the subject of a press release. It was requested that the match funding under the Wokingham Sports Sponsorship Fund receive special press attention.



25. **EXCLUSION OF PUBLIC AND PRESS**

There were no members of the public or press present. It was agreed that the remaining items on the Agenda be taken under Part II.

PART II

26. **STAFFING COMMITTEE UPDATES**

27. **FORMER TOWN CLERK**

28. **POLICY & RESOURCES COMMITTEE MEETINGS**

RESOLVED that future meetings would commence at 7pm.

29. **TERMINATION OF MEETING**

The meeting was declared closed by the Chair at 9.45pm.