

JF/kam

18 September 2019

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Council Chamber at the Council Offices, Radstock Lane, Earley on Wednesday, 18th September 2019 commencing at 7pm.

Yours faithfully

Jo Friend

TOWN CLERK

To: Members of the Policy & Resources Committee

Councillors C Jones (Chair), A Bassett, D Chopping, J Clark, J Eastwell, D Hare, R Houlbrooke, S Matthews, A Mickleburgh and P Stothart.

A G E N D A

The first twenty minutes of the meeting will be set aside for members of the public to pose questions to the Council. If there are no questions, the Council will commence business forthwith.

1. APOLOGIES FOR ABSENCE

To receive.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

3. MINUTES OF PREVIOUS MEETING

To consider the Minutes of the meeting held on 17th July 2019 and, if appropriate, to authorise their signing as a true and correct record.

4. SUB-COMMITTEES & WORKING PARTIES

4.1 To discuss setting up a Youth Working Party following the discussions at the Community & Youth meeting on 17th September and to RESOLVE accordingly.

5. SULV JOINT WORKING GROUP

To consider a recommendation from the Town Council's representatives on the SULV Joint Working Group for a report to be commissioned on the protection options available for the SULV. Councillor Matthews to present a verbal report. Members to RESOLVE accordingly.

6. SIBLY TRANSFER

To note that, to date, no response has been received from Persimmon following the submission by the Town Clerk of correspondence stating the Council's position on the outstanding matters.

7. FINANCIAL REPORTS

7.1 To receive an update from the Town Clerk on the financial reports and payroll.

7.2 To note that the August 2019 Bank Reconciliation has been provided to the Chair of Policy & Resources for information.

8. GRANTS

To consider a review of the Town Council's current system of grants and, if required, to RESOLVE accordingly. *Appendix A*

9. INSURANCE

To note that the Council's annual insurance has been renewed and a 12% saving on last year's premium has been achieved.

10. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 2287 – 2291, 2292 – 2331, 2332 – 2364, 2365 – 2394, 2395 - 2424 and 2425 – 2450) and Imprest Account (Vouchers 351 - 363) attached as *Appendix B*.

11. PUBLICATIONS

To note that the following items have been received and are available for viewing in the Council Chamber:

<i>None received at time of publication</i>	
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12. PRESS RELEASES

To consider whether any of the foregoing items should be the subject of a special press release.

13. EXCLUSION OF PUBLIC AND PRESS

To resolve that, in view of the confidential nature of the business about to be transacted in relation to commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and are asked to withdraw for items 14 and 15 on the Agenda.

14. STAFFING COMMITTEE UPDATES

- Recruitment of Deputy Town Clerk
- Finance Department
- Christmas Opening Hours
- Other staffing matters

15. **FORMER TOWN CLERK**

Members to receive an update on matters relating to the former Town Clerk.