

JF

13 November 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, 20th November 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 18th September 2019 and, if appropriate, to authorise their signing as a true and correct record.

4. SULV JOINT WORKING GROUP

To receive an update from Councillor S Matthews on the report commissioned regarding the future status of the SULV.

5. **FINANCE**

5.1 **Internal Audit**

To receive the interim report on the internal audit for the year ended 31st March 2020.

Attached as Appendix A

5.2 **Bank Reconciliations**

To note that the September 2019 and October 2019 Bank Reconciliations have been provided to the Chair of Policy & Resources for information.

5.3 **Financial Report**

To receive the financial report as at 30th September 2019, as produced by the Town Council's Financial Advisor.

Attached as Appendix B

6. **ESTIMATES**

6.1 **Financial Year 2020/21**

To consider whether there are any major projects which this committee would wish to undertake in the 2020/21 financial year, to ensure adequate provision is made in the estimates for that period. Further to consider projects for the following financial year, as part of the three-year financial planning.

6.2 **Budget Working Party**

To consider convening a meeting of the Budget Working Party, prior to the Policy and Resources meeting in January, to consider the requests from the Council's Standing Committees and to formulate a 2020/21 budget proposal for the Policy and Resources Committee to recommend to Council at its meeting on 19th February 2020.

7. **GRANTS**

To consider the proposed new Earley Town Council Grants Policy, as drawn up by Councillor A Mickleburgh and to **RESOLVE** accordingly.

Appendix to follow

8. **REQUESTS FOR FINANCIAL ASSISTANCE**

8.1 **Citizens Advice Wokingham**

To consider a request from Citizens Advice Wokingham for Earley Town Council and Woodley Town Council to increase the level of financial support to enable the CAB office in Woodley to extend its opening hours. Members to **RESOLVE** if appropriate.

Confidential Appendix C

8.2 **Wokingham Sports Sponsorship Fund**

To consider a request from the Wokingham Sports Sponsorship Fund for match funding for three young Earley residents who are excelling in their particular sports.

Appendix D

9. **SERVICE TO EARLEY AWARDS**

To consider the draft review of terms of reference document, as produced by Councillor Mickleburgh, and to **RESOLVE** if required.

Appendix E

10. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 2540 – 2541, 2542 – 2575, 2576 – 2614, 2615 – 2647 and 2648 - 2649 and Imprest Account (Vouchers 371 - 395) attached as *Appendix F*.

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, 15 and 16 on the Agenda.

14. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 18th September 2019 and, if appropriate, to authorise their signing as a true and correct record.

15. CONTRACTS

To consider the recommendation of the Planning Committee at its meeting on 8th October 2019, and to **RESOLVE** on the extension of the Advisor to the Planning Committee's contract with the Town Council.
Confidential Appendix G

16. FORMER TOWN CLERK

Members to receive Clerk's written report on this matter. *Confidential Appendix H*