

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

03 June 2020

Dear Councillor

A meeting of the Policy & Resources Committee will be held remotely\* on **Wednesday, 10<sup>th</sup> June 2020** 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 and A Mickleburgh.

*Members of the public are welcome to attend the meeting which will be held using the Zoom conferencing platform.*

*To obtain the login details please email [administration@earley-tc.gov.uk](mailto:administration@earley-tc.gov.uk) by 4pm, Wednesday 10<sup>th</sup> June 2020.*

\*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

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## **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 any apologies for absence.

**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 29<sup>th</sup> January 2020 and, if appropriate, to authorise their signing as a true and correct record.

#### **4. NOMINATION FOR COMMITTEE VACANCY**

To nominate a Town Councillor to fill the vacancy on the Policy & Resources Committee. The nomination to be ratified at the Full Council meeting on 17<sup>th</sup> June 2020.

#### **5. COVID-19 – GENERAL**

##### **5.1 Town Council**

To note that the Town Council has continued to operate throughout the lockdown and that staff have been working on a rota system so as to enable a safe working environment.

To note that a comprehensive Risk Assessment has been drawn up by the Town Clerk and has been provided to Councillors.

##### **5.2 Help Shop**

To note that the Earley Town Council Help Shop is currently closed to visitors in person but that staff are still available to help by telephone or email. To note that prior to re-opening the Help Shop to visitors in person, matters such as safe working practices, staffing levels and the resumption of Wokingham Borough's courier service will need to be considered.

#### **6. COVID-19 - FINANCIAL IMPACT**

To receive the Town Clerk's report on the financial impact of the pandemic on the business of the Town Council.

*This report will, in the first instance, be considered in the Confidential part of the meeting.*

*Confidential Appendix A*

#### **7. FINANCIAL IMPACT LETTER FROM WOKINGHAM BOROUGH COUNCIL**

To consider a response to the letter received from John Kaiser, Deputy Leader of Wokingham Borough Council, concerning the Local Government Covid-19 funding which has been made available by the Government.

*Appendix B*

#### **8. CIL CO-FUNDING**

To consider the request from Wokingham Borough Council that the Town Council use some of its CIL reserves to co-fund a flood risk management scheme and to **RESOLVE** accordingly.

*Appendix C*

#### **9. FINANCE - GENERAL**

##### **9.1 BALC MEMBERSHIP**

To consider renewing the Town Council's membership of the Berkshire Association of Local Councils and to **RESOLVE** accordingly. (note: BALC is no longer operational, its services are managed and provided by Hampshire Association of Local Councils HALC).

*Appendix D*

##### **9.2 Precept Leaflet**

To note that the Earley Town Council Precept Leaflet 2020/21 has been posted on the Town Council's website and a link provided to Wokingham Borough Council as required.

9.3 Internal Audit

To receive the internal audit interim report part 2. To note that the auditor's final visit, to conclude her report, has been delayed owing to the Covid-19 pandemic restrictions, but will be re-scheduled as soon as is possible.

*Appendix E*

9.4 Annual Governance and Accountability Return (AGAR)

To note that, because of the impact of the pandemic on the work of councils, the deadline for submission of the AGAR to the external auditors has been extended to 31<sup>st</sup> August 2020. The Town Council's final accounts and its AGAR will be presented to Council for sign off at the Full Council meeting of 29<sup>th</sup> July 2020.

9.5 Bank Reconciliations

To note that the March 2020 and April 2020 Bank Reconciliations have been provided to the Chair of Policy & Resources for information.

**10. GRANTS**

To note that the grants agreed at Council's meeting of 19<sup>th</sup> February 2020 have been paid. Letters of thanks have been received from many of the grant recipients.

**11. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3137 – 3149) and Imprest Account (Vouchers 456-474).

*Appendix F*

**12. PUBLICATIONS**

To note that at the date of the publication of the Agenda, no publications had been received.

**13. PRESS RELEASES**

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

**14. EXCLUSION OF PUBLIC AND PRESS**

To ***RESOLVE*** that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press are temporarily excluded and are asked to withdraw for items 15, 16, 17, 18 and 19 on the Agenda.

**15. CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 29<sup>th</sup> January 2020 and, if appropriate, to authorise their signing as a true and correct record.

**16. RADSTOCK SOCIAL CLUB**

To receive the notes from the meeting held with representatives of the Radstock Social Club on 11<sup>th</sup> March 2020. There has been no update on this matter owing to the Covid-19 restrictions.

*Confidential Appendix G*

17. **CENTREPOINT HIRER – AFTER SCHOOL CLUB**

18. **FORMER TOWN CLERK**

19. **STAFF MATTERS**

To receive updates from the Town Clerk:

- Staff Rota
- Facilities Manager role