

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

08 July 2020

Dear Councillor

A meeting of the Policy & Resources Committee will be held remotely* on **Wednesday, 15th July 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, T Maher, 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 by 4pm, Wednesday 15th July 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

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 10th June 2020 and, if appropriate, to authorise their signing as a true and correct record.

4. COVID-19 – GENERAL

4.1 Help Shop

To consider the Town Clerk's report on the re-opening of the Helpshop to visitors in person.

Appendix A

5. COVID-19 - FINANCIAL IMPACT

5.1 Financial Impact Letter – Wokingham Borough Council

5.1.1 To note that the Town Clerk wrote a letter to Councillor John Kaiser at WBC on 24th June 2020, outlining the likely financial impact of the pandemic on Earley Town Council.

5.1.2 To note the response received in which Councillor Kaiser confirmed that WBC would not be passing on the parish and town council's element of the government grant unless a parish or town council was in danger of bankruptcy.

5.2 SLCC Letter to Robert Jenrick MP, Secretary of State for Housing, Communities & Local Government

5.2.1 To consider the SLCC's proposal of measures intended to assist parish and town councils deal with the financial impact of the pandemic.

Appendix B

5.2.2 To consider the SLCC's suggestion that all parish and town councils send an identical letter to their local MP and to RESOLVE accordingly.

6. FINANCIAL REGULATIONS

To consider the updated Financial Regulations, as prepared by the Town Clerk, before they are submitted to Full Council for approval at its meeting on 27th July 2020.

Appendix C – provided under separate cover

7. FINANCE - GENERAL

7.1 Internal Audit

To note that internal audit was completed w/c 6th July 2020. A final report will be submitted to Full Council at its meeting on 29th July 2020 as part of the Annual Governance and Accountability Return approval process.

7.2 Annual Accounts

To receive a draft of the 2019/20 Annual Accounts for consideration. The final document will be submitted to Full Council at its meeting on 29th July 2020 as part of the Annual Governance and Accountability Return approval process.

Appendix D

7.3 Bank Reconciliations

To note that the May 2020 Bank Reconciliation has been provided to the Chair of Policy & Resources for information.

8. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3212 – 3238) and Imprest Account (Vouchers 499-504).

Appendix E

9. PUBLICATIONS

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

10. PRESS RELEASES

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

11. 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 12, 13, 14, 15 and 16 on the Agenda.*

12. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 10th June 2020 and, if appropriate, to authorise their signing as a true and correct record.

13. RADSTOCK SOCIAL CLUB

To receive any available updates from the Town Clerk.

14. CENTREPOINT HIRER – AFTER SCHOOL CLUB

To receive any available updates from the Town Clerk.

15. FORMER TOWN CLERK

16. STAFFING MATTERS

To receive an update from the Town Clerk in relation to the Facilities Manager position.