

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

04 November 2020

Dear Councillor

A meeting of the Policy & Resources Committee will be held remotely* on **Wednesday, 11th November 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. Meeting ID 936 9117 6491, Passcode 054418.

To obtain further login details please email administration@earley-tc.gov.uk by 4pm, Wednesday 11th November 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

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

3. PUBLIC FORUM

To receive any questions from members of the public attending the meeting. The Public Forum shall not exceed 15 minutes. If there are no questions, the Council will commence business forthwith.

4. MINUTES OF PREVIOUS MEETING

To consider the Minutes of the meeting held on 16th September 2020 and, if appropriate, to authorise their signing as a true and correct record.

5. COVID-19 – UPDATE

The Government has announced a second lockdown for England. It comes into effect on Thursday 5th November 2020 and is currently scheduled to last until 2nd December 2020.

5.1 Help Shop

To note that, in accordance with the rules of the lockdown, the Town Council Helpshop will be closed to visitors in person from 5th November 2020. Officers will continue to be available to assist residents and answer queries either by email or on the telephone.

5.2 Football

To note that adult and junior football bookings have been cancelled with effect from 5th November 2020. The position will be reviewed as and when guidance is amended.

5.3 Community Centres

To note that, as a result of the lockdown, the hiring of all the Town Council's community centres has been cancelled with effect from 5th November 2020. An exception has been made for the two pre-schools operating at Maiden Place CC and Silverdale as they are registered early years settings and therefore permitted to operate during lockdown.

6. FINANCE

6.1 Budget Update

To note that Councillor Jones and the Town Clerk have had an initial discussion regarding the Town Council's financial position and the budget for 2021/2022. Members are asked to consider suitable dates for meetings of the Budget Working Party.

6.1.1 2020 has been a challenging year for everyone and the Town Council is no exception. The financial impact of the Coronavirus pandemic has been substantial, and the Town Council's non-precept income has fallen dramatically. Members of the Policy and Resources Committee are requested:

6.1.2 To consider, as part of the budget development process, whether there are any projects this Committee would wish to undertake in the 2021/2022 financial year.

6.1.3 To agree an order of preference for any such projects.

6.1.4 To consider future projects for the following financial year (2022/23), as part of the Council's long-term financial planning.

6.2 Budget Update

To consider and discuss recommendations made by the Amenities and Leisure Committee at its meeting on 4th November 2020 in respect of the annual review of fees and charges and the continuation of provision of dog waste bags to residents.

6.3 Bank Reconciliations

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

7. COMMUNITY INFRASTRUCTURE LEVY

7.1 Receipts

To note the receipt of CIL funds of £19,252.37.

7.2 Co-Funding Project Proposals

To consider the request from Wokingham Borough Council that the Town Council use CIL money to fund or co-fund two Highways projects.

Appendix A

8. TOWN COUNCIL GRANTS

8.1 Grants Policy

To consider the Town Clerk's recommendation that, in light of the current uncertainty surrounding the scale of the impact of the pandemic, the Town Council's grant awarding process be put back a short period of time to enable applicants to gain a clearer idea of need. This would also enable the Town Council to review its Grants budget for 2021/22.

Proposed new timescales:

Submission of application – January/February 2021

Town Council decisions made – early March 2021

Funds paid to successful applicants – late April/early May 2021

Full details of Earley Town Council's Grants Policy are available at <https://www.earley-tc.gov.uk/wp-content/uploads/2019/12/Grants-Policy-2019.pdf>

8.2 Wokingham Sports Sponsorship Fund

To consider Wokingham Borough Council's request that the Town Council match fund the successful Earley applicants to its Sports Sponsorship Fund and to **RESOLVE** accordingly.

Confidential Appendix B

9. TOWN COUNCIL POLICIES

9.1 To note that officers are in the process of reviewing the Council's policies to ensure that the appropriate policies for a town council are in place. Where a recommended policy is absent, officers will draft one for consideration and approval by this Committee. Approved policies will be referred to Full Council for formal adoption. Guidance will be sought from bodies such as SLCC and NALC when policies are drawn up.

9.2 To consider the following policies and **RESOLVE** to recommend them for adoption by Full Council:

(i) Time off in Lieu (TOIL) Policy

Appendix C

(ii) Whistleblowing Policy

Appendix D

10. CODE OF CONDUCT CONSULTATION

To consider the consultation being carried out by Wokingham Borough Council on the Code of Conduct for Elected Councillors. The Town Council currently adopts the Borough's Code of

Conduct for its Members so any amendments may affect the Town Council. Members and residents are invited to submit comments on the proposed changes to the Borough. Full details may be found at: <https://news.wokingham.gov.uk/news/consultation-code-of-conduct-elected-councillors/>

Appendix E

11. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3468 – 3495, 3496 - 3499) and Imprest Account (Vouchers 526-530).

Appendix F

12. PUBLICATIONS

To note that the following communications have been received and are available for perusal from the Council Offices:

Earley Neighbourhood Action Group	Electronic Minutes – 19 th October 2020
Me2 Club	Electronic newsletter – October 2020

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 and 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 16th September 2020 and, if appropriate, to authorise their signing as a true and correct record.

16. RADSTOCK SOCIAL CLUB

To receive any available updates from the Town Clerk.

17. CENTREPOINT HIRER – AFTER SCHOOL CLUB

Confidential Appendix G

18. OUTSTANDING FEES

To receive a verbal report from the Town Clerk on a sum of £268 which remains unpaid by a hirer and is unlikely to be recovered. Members to consider writing off the debt and to **RESOLVE** accordingly.

19. STAFFING MATTERS

To receive an update from the Town Clerk in relation to matters being considered by the Staffing Sub- Committee.