

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

10 March 2021

Dear Councillor

A meeting of the Policy & Resources Committee will be held remotely\* on **Wednesday, 17<sup>th</sup> March 2021** 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 932 1898 2525, Passcode 771293.*

*To obtain further login details please email [administration@earley-tc.gov.uk](mailto:administration@earley-tc.gov.uk) by 4pm, Wednesday 17<sup>th</sup> March 2021.*

\*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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## **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 27<sup>th</sup> January 2021 and, if appropriate, to authorise their signing as a true and correct record.

**5. COVID-19 – UPDATE**

5.1 Laurel Park

To note that an agreement has been reached with Wokingham Borough Council for adult and junior football bookings to resume at Laurel Park in April and continue until the end of May. This extension of the season should allow for some of the games missed due to the Coronavirus restrictions to be played. The decision will be reviewed should government guidance change.

5.2 Sol Joel Park

To note that cricket will resume at Sol Joel Park on 1<sup>st</sup> May, government guidance permitting. It has not been possible to resume football at this site, owing to the extensive grounds maintenance works taking place this month, and also the start of the cricket season.

5.3 Community Centres

To note that the Town Clerk has been successful in obtaining National Lockdown Grants, Government funds administered by Wokingham Borough Council, for two of the Town Council's community centres. Radstock Community Centre and Maiden Place Community Centre have received £6,810 each in recognition of the fact such facilities have been unable to operate as usual during the latest lockdown and the financial impact this has had on income from hall hire.

To note that officers are preparing for the reopening of the community centres to hirers. Detailed guidance has not yet been published and, currently, the Government's dates for further relaxation of restrictions remain provisional.

**6. FINANCIAL UPDATE**

To receive a financial update up to 28<sup>th</sup> February 2021.

*Appendix A – provided under separate cover*

**7. BANK RECONCILIATIONS**

To note that the Bank Reconciliations for December 2020 and January 2021 have been made available to the Chair of Policy & Resources Committee for information.

**8. IT UPGRADE**

To receive a written report on the predicted costs of the IT Upgrade project.

*Appendix B*

**9. TOWN COUNCIL GRANTS**

To consider the grant applications received and to **RESOLVE** accordingly.

Grant payments to be made in May.

A schedule of applications has been circulated to Members under separate cover.

**10. TOWN COUNCIL POLICIES**

To note that officers are in the process of reviewing the Council’s policies to ensure that the relevant policies are in place and existing policies are up to date.

**10.1 Policy Adoption**

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

- (i) Annual Leave Policy *Appendix C*
- (ii) Sickness Absence Policy (updated) *Appendix D*

**10.2 Policy Review**

To review the Service to Earley Awards Policy and make recommendations for amendments if necessary.

*Appendix E*

**11. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3706 – 3738, 3739 – 3761, 3762 – 3766, 3767 - 3802) and Imprest Account (Vouchers 556 - 559).

*Appendix F*

**12. PUBLICATIONS**

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

ME2 Club	Electronic newsletter – 8 <sup>th</sup> March 2021
Involve Community Services	Electronic newsletter – 5th March 2021

**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 and 18 on the Agenda.

**15. CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 27<sup>th</sup> January 2021 and, if appropriate, to authorise their signing as a true and correct record.

**16. OPERATION BRIDGE**

To receive a verbal report from the Town Clerk on this sensitive policy.

17. **PREMISES**

To receive a confidential report on premises issues.

*Confidential Appendix G*

18. **STAFFING MATTERS**

To receive an update from the Town Clerk.

- Recruitment of Facilities Manager
- Confidential Matters
- Staff Training

*Appendix H*