

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
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Earley, Reading
RG6 5UL

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07 July 2021

Dear Councillor

A meeting for the Members of the Policy & Resources Committee will be held remotely* on **Wednesday, 14th July 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 942 9200 2704 Passcode 047871.

To obtain further login details please email administration@earley-tc.gov.uk by 4pm, Wednesday 2nd June 2021.

*In accordance with Minutes 7, 7.1 and 7.2, Delegated Powers resolutions, passed by Full Council at its Annual Meeting on 4th May 2021.

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 2nd June 2021 and, if appropriate, to agree that they represent a true and correct record and **RECOMMEND** they be signed.

5. **DELEGATED POWERS**

To receive a report on the use of delegated powers since the last meeting of the Council.

Appendix A

6. **FINANCIAL UPDATE**

To consider the Q1 financial update report provided to Councillors under separate cover.

Appendix B

7. **BANK RECONCILIATIONS**

To note that the Bank Reconciliation for May 2021 have been made available to the Chair of Policy & Resources Committee for information.

8. **CCLA**

The Town Council currently has two accounts with CCLA, the signatories are in need of updating. Funds can only be transferred between the CCLA account(s) and the town council's nominated bank account, transfers can be made same day, if required, in the case of the PSDF account.

8.1 **Public Sector Deposit Fund**

To update the signatories on the Town Council's PSDF account with CCLA. Councillors to **RECOMMEND** three town councillors and the Town Clerk to act as signatories.

8.2 **Property Fund**

To update the signatories on the Town Council's Property Fund account with CCLA (current balance zero). Councillors to **RECOMMEND** three town councillors and the Town Clerk to act as signatories.

8.3 **Correspondent**

To update the named correspondent on the two CCLA accounts. Councillors to **RECOMMEND** the named correspondent be the current Town Clerk/RFO.

8.4 **Number of Signatories**

To **RECOMMEND** that any two signatories be required to authorise CCLA transactions.

9. **GREEN EVENTS RECOMMENDATION**

Following the cancellation of this years' Green Fair, at their meeting on 30th June 2021, members of the Amenities and Leisure Committee considered a suggestion that a series of 'green' events and activities be held this year to continue the Council's commitment to the climate change agenda.

To consider the recommendation from the members of the Amenities and Leisure Committee that a budget of £4,000 be allocated to fund a series of 'green' events and activities during 2021. Councillors to **RECOMMEND** accordingly.

10. CLIMATE EMERGENCY ACTION PLAN

To receive an update from the Climate Emergency Working Group.

11. TOWN COUNCIL GRANTS

11.1 Citizens Advice Wokingham – Request

To consider a request from Citizens Advice Wokingham that town and parish councils consider making a grant contribution towards funding the purchase of a modified bus which will provide a mobile Citizens Advice service in the Wokingham area. Expected total cost of the project is £30k, Citizens Advice is contributing £5k.

11.2 Town Council Grants 2021/22

To note that thank you letters and emails have been received from the following recipients of Town Council grants 2021/22:

Earley Day Centre

12. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 4039 – 4067, 4068 – 4071, 4072 – 4115 and Imprest Account (Vouchers 592 – 595).

Appendix C

13. PUBLICATIONS

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

| | |
|----------|--------------------------|
| Me2 Club | E-newsletter – June 2021 |
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14. PRESS RELEASES

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

15. 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 16, 17 and 18 on the Agenda.*

16. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 2nd June 2021 and, if appropriate, to agree that they represent a true and correct record and **RECOMMEND** they be signed.

17. STAFFING MATTERS

To receive a report from the recent Staffing Committee meeting which was held on 1st July 2021.

Confidential Appendix A

18. SIBLEY DEVELOPMENT

To consider report from the Town Clerk.

Confidential Appendix B