

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

15 September 2021

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Council Chamber at the Council Offices, Radstock Lane, Earley on **Wednesday, 22<sup>nd</sup> September 2021** commencing at 7pm.

Members of the public are welcome to attend and are asked to email [administration@earley-tc.gov.uk](mailto:administration@earley-tc.gov.uk) in advance of the meeting to advise of their attendance. This will assist us with planning appropriate seating arrangements for the meeting.

**Members of the public attending the meeting will be required to wear a face covering and we recommend that a Lateral Flow Test is carried out prior to the meeting.**

**Anyone experiencing Covid-19 symptoms or in receipt of a positive test result MUST NOT attend.**

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.

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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 14<sup>th</sup> July 2021 and, if appropriate, to agree that they represent a true and correct record and **RESOLVE** they be signed.

#### **5. FINANCIAL MATTERS**

##### **5.1 Completion of external audit**

To note the receipt of the completed Annual Governance and Accountability Return 2020/21 and the fact that no matters of concern were raised by the auditor. The document has been posted on the Town Council website as is required under the legislation.

*Appendix A*

##### **5.2 Appointment of Internal Auditor**

To receive the Town Clerk's recommendation that Claire Connell be reappointed as Earley Town Council's internal auditor for 2021/22, annual fees unaltered. Members to consider and to **RESOLVE** accordingly.

##### **5.3 Financial Update**

To receive a financial update from the Town Clerk.

#### **6. BANK RECONCILIATIONS**

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

#### **7. CCLA**

To note that the signatories for the Town Council's accounts with CCLA have now been updated.

#### **8. TOWN COUNCIL GRANTS**

##### **8.1 Citizens Advice Wokingham**

To note that a letter of thanks has been received following the Town Council's decision at its meeting on 28<sup>th</sup> July 2021 to grant Citizens Advice Wokingham £3,000 to support the purchase and running of a mobile advice unit.

##### **8.2 Wokingham Borough Sports Council Sports Awards 2021**

To consider continuing the Town Council's sponsorship of the Spirit of Sport award at this year's presentation, due to take place in November. Historically, Earley Town Council have made a contribution of £75 to cover the cost of the award. Members to **RESOLVE** accordingly.

##### **8.3 Town Council Grants 2021/22**

To consider a request from Laurel Park Netball Club that their application for a grant be considered now, outside of the usual Town Council grant timeframe. Application details have been provided to members of the committee. Members to **RESOLVE** accordingly.

#### **9. COMMUNITY SPACE PROJECT**

To receive an update on the refurbishment of the old Radstock Social Club space and its conversion into a space for community use. To consider a request from the Town Clerk that a

sum from the Covid Recovery budget be allocated to complete the project. Members to **RESOLVE** accordingly.

**10. GREEN EVENTS 2021**

To note that planning for the series of Green Events 2021, to take place before the start of COP26, has progressed well. Members have been provided with a schedule of the activities and events confirmed so far.

**11. CLIMATE EMERGENCY**

11.1 To note that a dedicated Climate Emergency page has been created on the Town Council's website.

11.2 To note that the Climate Emergency Working Group has provided Members with notes from its meeting on 9<sup>th</sup> September 2021.

**12. EARLEY STATION FOOTBRIDGE**

To receive an update on the Town Council's continued requests to Wokingham Borough Council for information on its proposal to replace the footbridge at Earley train station and the impact of this project on the Town Council's extension land at Mays Lane Cemetery.

**13. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 4145 – 4178, 4179 – 4203, 4204 – 4207, 4208 – 4239, 4239 – 4268, 4269 - 4271 and Imprest Account (Vouchers 32 – 38, 596 - 609).

*Appendix B*

**14. PUBLICATIONS**

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

Neighbourhood Action Group	Minutes 2 <sup>nd</sup> August 2021
Me2 Club	E-newsletter August 2021

**15. PRESS RELEASES**

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

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

**17. CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 14<sup>th</sup> July 2021 and, if appropriate, to agree that they represent a true and correct record and **RESOLVE** they be signed.

**18. STAFFING MATTERS**

To receive a report from the recent Staffing Committee meeting which was held on 9<sup>th</sup> September 2021.

*Confidential Appendix*