

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

8 March 2023

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Council Chamber at the Council Offices, Radstock Lane, Earley, **Wednesday, 15th March 2023** commencing at 7pm.

Yours faithfully

Jo Friend

TOWN CLERK

To: Members of the Policy & Resources Committee

Councillors D Hare (Chair), A Bassett, D Chopping, J Clark, J Eastwell, R Houlbrooke, C Jones, A Long, T Maher, S Matthews, A Mickleburgh, and C Smith.

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 25th January 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed.

5. BANK RECONCILIATIONS

To note that the Bank Reconciliations for December 2022 and January 2023 have been made available to the Chair of Policy & Resources Committee for information.

6. **FINANCE**

6.1 **Financial Update**

To receive a financial update from the Town Clerk.

Headline income and expenditure figures to date:

	A & L Amenities	A & L Parks	Policy & Resources	Planning	Total
Income	185,738	19,690	1,008,013	0	1,213,441
Expenditure	60,862	48,122	775,202	10,227	894,413

6.2 **Outstanding Balances**

To note that the debtors control process used by the Finance Officer is working well and there are no outstanding balances of concern or bad debts for the financial year 2022-23.

6.3 **Internal Auditor Report – Interim Report**

To receive the Internal Audit Report for the year ended 31st March 2023 – Interim Report.

Appendix A

7. **TOWN COUNCIL GRANTS**

7.1 To consider the grant applications received and to **RESOLVE** upon a recommendation to be presented to Full Council at its meeting on 29th March 2023.

To note that the payment of grants takes place in May 2023.

Appendix B

8. **ELIZABETH ROOM**

To note that the Elizabeth Room was formally opened by the Town Mayor on 15th March 2023. This new space at Radstock CC, has been designed for use by charities and voluntary groups.

9. **CORONATION**

To receive the recommendations of the working party and, if required, to **RESOLVE** accordingly.

10. **POLICY REVIEWS**

10.1 The following policies are due for review, minor amendments have been made. Members to **RESOLVE** on re-adoption:

10.1.1 **Annual Leave Policy**

- National agreement increased basic leave entitlement to 23 days per annum

10.1.2 **Sickness Absence Policy**

- Job titles updated; sentence added re keeping management updated during a period of sickness

Appendices C and D

10.2 The following are new policies. Members to consider and **RESOLVE** upon adoption.

10.2.1 **Anti-Fraud & Corruption Policy**

Appendix E

10.2.2 Credit Management Policy

Appendix F

10.2.3 Staff Recruitment & Retention Policy

Appendix G

11. PARTNERSHIP WORKING – WOKINGHAM BOROUGH COUNCIL

To receive a report on the ‘Community Futures with Town and Parish Councils’ event hosted by WBC and attended by Cllrs S Matthews, R Cook and the Town Clerk.

12. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 5550 – 5581, 5582 – 5605, 5606 – 5607, 5608 – 5619, 5620 – 5634) and Imprest Account (Vouchers 761 - 772).

Appendix H

13. PUBLICATIONS

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

CCB	E-Bulletin February 2023
Thames Valley Police	Neighbourhood Watch e-newsletter Spring 2023

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 25th January 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed.

17. STAFFING COMMITTEE

To receive a report from the Staffing Committee meeting of 9th March 2023.

18. ADVISOR TO THE PLANNING COMMITTEE

To consider the Town Clerk’s report.

Confidential Appendix I