

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

20th September 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, 27th September 2023** commencing at 7pm.

Yours faithfully

Jo Friend

TOWN CLERK

To: Members of the Policy & Resources Committee

Councillors D Hare (Chair), A Bassett, J Eastwell, T Holton, N Jorgensen, G Littler, A Long, T Maher, S Matthews and S Newton.

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 12th July 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 June and July 2023 have been made available to the Chair of Policy & Resources Committee for information.

6. ANNUAL AUDIT

To note that the audit process for 2022-23 has been completed and Earley Town Council has achieved a clean external audit report. The appropriate documentation has been posted on the town council's website in accordance with the legislation.

7. INSURANCE RENEWAL

To note that, in accordance with Financial Regulation 15.1, the Town Clerk has renewed the Council's insurance policies, with effect from 1st September 2023.

8. COMMUNITY INFRASTRUCTURE LEVY

To receive an update on the Town Council's CIL funds.

Appendix A

9. TOWN COUNCIL GRANTS

9.1 To receive an update on the Town Council's Grants budget 2023/24. Members to **RESOLVE** as appropriate.

Appendix B

9.2 To consider whether two grant applications received mid-cycle can be determined at this meeting or should be referred to the next regular grant application period:

- Lower Earley Salvation Army – community garden
- Kenton Road Earley Day Centre – toilet refurbishment

Details will be provided to the Committee. Members to **RESOLVE** as appropriate.

10. TOWN PLAN

To note that the Town Plan working group have held an initial meeting and are in the process of arranging another. The group will provide a report on their work to a future meeting of the Policy & Resources Committee. This will include the group's draft terms of reference for approval by the Committee.

11. SIBLY – COLLINS DRIVE

To receive a report on progress made on the Town Council's management of this newly acquired asset.

Appendix C

12. BUS SHELTER ADVERTISING

To consider an offer by Wokingham Borough Council for parish and town councils to be included in its tender for bus shelter advertising. Members to consider the report provided and **RESOLVE** accordingly.

Appendix D

13. WBC LITTER BIN & GRASS CUTTING CONSULTATION AND PROPOSAL

13.1 WBC Consultation

To note that the Town Clerk has submitted the Town Council's comments, as directed by the Amenities and Leisure Committee, to the WBC consultation on the proposed reductions to litter bin emptying, grass cutting, street cleansing and so on.

13.2 WBC proposal - parish and town councils

To consider a proposal from Wokingham Borough Council in relation to litter bins. Members to discuss and **RESOLVE** upon a recommendation to Full Council.

Appendix E

14. **ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 5977 – 6002, 6003 – 6035, 6036 – 6059, 6060, 6061 – 6067, 6068 – 6085, 6086 – 6088, 6089 – 6104 & 6105 - 6121) and Imprest Account (Vouchers 846 – 863 & 74 - 76).

Appendix F

15. **PUBLICATIONS**

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

Connecting Communities in Berkshire	E-newsletter September 2023
NAG	Agenda and e-newsletter 4 th September 2023

16. **PRESS RELEASES, WEBSITE & SOCIAL MEDIA**

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

17. **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 18, 19 and 20 on the Agenda.*

18. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 12th July 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed.

19. **CENTREPOINT COMMUNITY CENTRE**

To receive a confidential report on Centrepoint Community Centre.

Confidential Appendix G

20. **STAFFING COMMITTEE**

To receive an update from the Staffing Committee meeting held on 18th September 2023.