



POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the Policy & Resources Committee, held in the Council Chamber at the Council Offices, Radstock Lane, Earley, Reading, on Wednesday 15th March 2023 which commenced at 7pm.

Present

Chair – Councillor D Hare

Councillors: A Bassett, D Chopping, J Clark, R Houlbrooke, A Long, S Matthews and C Smith

In attendance: J Friend (Town Clerk) and E Carroll (Deputy Town Clerk)

100. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Eastwell, C Jones, T Maher and A Mickleburgh.

101. DECLARATIONS OF INTEREST

Councillor Hare declared an interest in Agenda Item 7 - Town Council Grants, owing to his involvement with Trinity Church. Councillor Matthews declared an interested in the same agenda item in relation to her personal connection to Cianna's Smile.

Councillor Houlbrooke entered the meeting.

102. PUBLIC FORUM

No members of the public were present.

103. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Policy & Resources Committee held on 25th January 2023 were confirmed as a true record and **RESOLVED** for signature by the Chair (Minutes 83-99).

104. BANK RECONCILIATIONS

Councillors noted that the Bank Reconciliations for December and January 2023 had been made available to the Chair of the Policy & Resources Committee for information.

Councillor Chopping entered the meeting.

105. FINANCE

105.1 Financial Update

Members received a financial update from the Town Clerk. A detailed Income & Expenditure report, as of 6th March 2023, was provided to councillors to accompany the headlines figures stated in the agenda. No concerns were raised.



105.2 Outstanding Balances

Members noted that the debtors control process used by the Finance Officer was working well and there are no outstanding balances of concern or bad debts for the financial year 2022-23. The committee asked that the Finance Officer be thanked for his work on this.

105.3 Internal Auditor Report – Interim Report

Members received the Internal Audit Report for the year ended 31st March 2023 – Interim Report and were pleased to note that the accounts continued to be well managed and no areas of concern had been raised. The Chair thanked all the officers involved for their efforts, which had resulted in another positive report.

106. TOWN COUNCIL GRANTS

Councillors considered the grant applications received and the recommendations from the working party which met on 9th March 2023. It was:

RESOLVED that the following grant awards 2023/24 would be recommended to Full Council for approval at its meeting on 29th March 2023:

Name	Amount	Notes
1996 Earley Squadron Air Training Corps	£0	High levels of reserves
ARC	£2000	
Berkshire MS Therapy Centre	£800	
Berkshire Vision	£360	High levels of reserves
Camp Mohawk	£0	No info on Earley resident numbers
Chemogiftbags	£500	Based out of RBH
Cianna’s Smile	£500	
Citizens Advice (Reading)	£500	Restricted service to Earley residents
Citizens Advice (Wokingham)	£2500	
Cruse Bereavement Support – Thames Valley Berkshire	£500	
Earleybus	£750	
Earley Day Centre	£400	
Earley District Guides	£1000	
Earley Environmental Group	£300	
EASI	£300	
First Days Children’s Charity	£1500	
Home-Start Wokingham District	£600	
Keep Mobile	£900	
Link Visiting Scheme	£1000	
Loddon Primary PTA	£0	
Me2Club	£500	
Parenting Special Children (PSC)	£700	
Readibus	£2000	
Reading Male Voice Choir	£135	
Trinity Church	£500	Warm spaces
Wokingham Volunteer Centre	£500	



Wokingham Waterside Centre	£686	
TOTAL	£19,431	

107. ELIZABETH ROOM

The committee noted that The Elizabeth Room, a newly refurbished space at Radstock Community Centre which has been designed for use by charities and voluntary groups, was formally opened by the Town Mayor on 15th March 2023. Members present who attended the opening praised the work carried out and the committee asked for the council officers involved in the work to be thanked. The Town Clerk reported that the response from the charity and voluntary sector had been very positive.

108. CORONATION

Councillors received the recommendations of the working party on ways to recognise the coronation of King Charles III and, following some discussion, it was:

RESOLVED that a tree would be planted on one of the Earley Walks at an appropriate time, with the possibility that the walk would be renamed in honour of the King. Officers will also look at putting bunting on some town council owned assets such as bus shelters/noticeboards at the time of the coronation.

Councillor Chopping left the meeting.

109. POLICY REVIEWS

109.1 Councillors reviewed the Town Council’s Annual Leave Policy and Sickness Absence Policy, to which minor amendments had been made.

It was **RESOLVED** to re-adopt both policies.

109.2 Councillors considered the new Anti-Fraud & Corruption Policy, Credit Management Policy and Staff Recruitment & Retention Policy which had been drafted.

It was **RESOLVED** to adopt all three new policies as presented.

110. PARTNERSHIP WORKING – WOKINGHAM BOROUGH COUNCIL

The committee received a report from the Town Clerk on her attendance at the ‘Community Futures with Town and Parish Councils’ event hosted by WBC, which was also attended by Cllrs S Matthews and R Cook. The Town Clerk reported there had been representation from various town and parish councils at the event, which was aimed at developing better working relationships between the borough council and the town/parish councils. Councillor Matthews added that the event had been positive, well supported and is a work in progress. WBC will be planning further meetings.

111. ORDERS FOR PAYMENT

Councillors received details of Orders for Payment made 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).



112. PUBLICATIONS

It was noted that the following communications had been received and were available for perusal from the Council Offices:

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

113. PRESS RELEASES

No press releases were requested.

114. EXCLUSION OF PUBLIC AND PRESS

There were no members of the public or press present. It was agreed that the remaining items on the Agenda be taken under Part II.

PART II

115. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

116. STAFFING COMMITTEE

117. ADVISOR TO THE PLANNING COMMITTEE

118. TERMINATION OF MEETING

The meeting was declared closed by the Chair at 9.01pm.

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Chair, Policy & Resources Committee