

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

1st November 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, 8th November 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 27th September 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed. (Minutes 41 – 57).

5. BANK RECONCILIATIONS

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

6. FINANCE

6.1 To note that the Finance Officer has reported that there are currently no bad debts.

6.2 Finance Update

To receive a financial update from officers. An income and expenditure report to be provided to committee members.

6.3 Subscription

To consider a request from the Town Clerk that ETC subscribe to Canva-Pro. This programme assists officers with the production of professional looking posters and communications at an annual cost of £99.99.

Members to **RESOLVE** accordingly.

7. **2024/25 BUDGET – IDEAS FOR CONSIDERATION**

7.1 Members of the Policy and Resources Committee are requested to agree if there are any particular ideas or projects the committee would like to put forward for action in the 2024/25 financial year. Consideration of such projects will take place during the 2024/25 budget setting process.

7.2 CIL Expenditure

At its meeting on 27th September 2023, the Policy and Resources Committee recommended that all committees express any preferences they may have for suitable uses of the Town Council's community infrastructure levy funds. As it currently stands, ETC has approximately £17,000 of unallocated CIL funds to be spent in 2025/2026. Members are asked to agree on this committee's preferences for future CIL expenditure.

8. **TOWN COUNCIL GRANTS**

8.1 To note a thank you email has been received from Lower Earley Salvation Army for the grant awarded towards their community garden, to develop an area for a kitchen garden to grow fruit and vegetables.

8.2 Applications

To consider two grant applications received following the Town Council's advertisement that grant monies were still available.

- Earley Adopt a Street Initiative (EASI)
- Friends of Bulmershe Open Space (FoBOS)

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

8.3 Grants Working Party

To receive a report and recommendations from the Grants Working party following its recent meeting. Members to agree which recommendations, if any, to be put to Council for consideration and adoption.

Appendix A

9. **TOWN PLAN**

To consider the draft Terms of Reference from the Town Plan working group.

To **RESOLVE** upon the adoption of Terms of Reference for the working group.

Appendix B

10. BUS SHELTER ADVERTISING

At Council’s request, to reconsider the 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 C

11. WBC CONSULTATION – POLLING STATIONS

To note that Wokingham Borough Council is currently conducting a public consultation on proposed changes to polling stations following the recent electoral boundary review. The survey can be accessed via WBC’s Engage Wokingham Borough platform.

Members to consider if a Town Council response is required to the survey and, if so, to agree a response to be submitted by the Town Clerk. Changes affecting Earley Town Council are listed in Appendix D.

Appendix D

12. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 6200 - 6225, 6226 – 6244, 6245 – 6256 and 6257 - 6276 and Imprest Account (Vouchers 868 – 876).

Appendix E

13. PUBLICATIONS

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

| | |
|----------------------------|---|
| Wokingham Volunteer Centre | E-newsletter 18 th October 2023 |
| TVP | Police & Crime e-bulletin 25 th October 2023 |
| MERA | Minutes of meeting 12 th October 2023 |
| NAG | Agenda 13 th November 2023 |

14. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

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 and 17 on the Agenda.*

16. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 27th September 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed. (Minutes 58 – 60).

17. STAFFING - UPDATE

Confidential Appendix F