

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

6<sup>th</sup> March 2024

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Council Chamber at the Council Offices, Radstock Lane, Earley, **Wednesday, 13<sup>th</sup> March 2024** 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.

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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 24<sup>th</sup> January 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed. (Minutes 80 – 94).

**5. BANK RECONCILIATIONS**

To note that the Bank Reconciliations for December 2023 and January 2024 have been made available to the Chair of Policy & Resources Committee for information.

**6. FINANCE**

6.1 Finance Update

To receive an update report from the Town Clerk.

*Appendix A*

6.2 Internal Audit

To receive the interim report from the Town Council's Internal Auditor. There are no significant matters or concerns. A final audit visit will be conducted after year end.

*Appendix B*

7. TOWN COUNCIL GRANTS

7.1 Grants 2023/24

7.1.2 Grants Awarded

To note that correspondence has been received from Me2 Club, Link Visiting, Earley Day Centre and Wokingham Job Support Centre thanking Earley Town Council for the grants recently awarded.

7.1.3 New Applications

To consider grant applications received following the Town Council's advertisement that grant monies (2023/24) were still available:

- ACER
- First Days Children's Charity
- Reading Male Voice Choir
- Loddon Valley Ramblers
- Together : One Step at a Time

*Appendix C*

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

8. SIBLY TODDLERS' PLAY AREA

To receive an update on the Sibly toddlers' play area project.

9. CCB MEMBERSHIP

To consider membership of Connecting Communities in Berkshire at a cost of £35 per annum. CCB is a local charity which provides advice, information on funding opportunities and training opportunities on a range of topics applicable to the work of a town council. So far this year, ETC officers have attended CCB courses on green technologies for community halls and dementia friendly training. Courses are free for CCB members.

Members to **RESOLVE** accordingly.

10. IT SUPPORT

To note that, following a lengthy period of poor service from ETC's former IT support provider, a new provider has been appointed. With effect from 1<sup>st</sup> March 2024 the new IT support provider ITQED, a local firm with parish and town council experience. To minimise any issues that may be experienced during the handover, ETC's contract with the existing provider will terminate on 31<sup>st</sup> March 2024.

**11. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 6552 – 6570, 6571 – 6597, 6598 – 6608, 6609 – 6611, 6612 – 6641) and Imprest vouchers 920 -932.

*Appendix D*

**12. PUBLICATIONS**

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

CCB (Connecting Communities in Berkshire)	E-newsletter February 2024
TVP	Police & Crime e-bulletin February 2024
ACER	E-newsletter Spring 2024
Me2 Club	E-newsletter January 2024

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

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

**14. 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 13 and 14 on the Agenda.*

**15. CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 24<sup>th</sup> January 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed. (Minutes 92 – 93.1).

**16. BUILDINGS MAINTENANCE**

To receive a report from the Town Clerk on a significant maintenance project that is required at Radstock House. Members to discuss and to **RESOLVE** upon expenditure.