

Policy & Resources Committee Meeting – 8th November 2023

Agenda Item 8.3. GRANT WORKING PARTY

On 31st October 2023, the Grant Working Party met to review the current grant application process and consider whether any changes could be made to the process, the policy and the application form.

Current Process

The current grant process is advertised on an annual basis, applicants are required to complete an application form and provide a set of accounts as supporting documentation. There is no cap to the amount that can be requested and all applications are considered on an individual basis.

By having an annual application process, a bulk of applications are normally received at the same time and the Council may then receive other applications sporadically across the year, which are dealt with as ‘out of process’, but these later applications are minimal.

This financial year has found that only half the grant budget has been spent and after advertising that grant monies are still available, only two additional applications have been received.

The timeframe of the current application process is: - December/January - Application Intake
Late March - Decision
May - Funds paid

Considerations

The Working Party discussed how the current annual intake may deter some groups/organisations from applying, as they may not have the necessary information or plans in place when ETC’s application period is open. Also, the same applicants tend to apply every year and applications are not being received from new groups/organisations which could be because they are not aware that grants are available from the Town Council. The Working Party agreed that now having social media may help advertise Town Council grants to a wider audience.

The grant application form was reviewed and it was agreed that the form contains adequate questions but needs to be reformatted and to include a question asking how groups/organisations promote green/environmental initiatives. The Grants Policy was also reviewed and it was agreed that it needs to have more set out sections with clear bullet points, making it easier to follow and more inviting.

Recommendations

- Intake –** The frequency of application intake be increased to three times a year being June, November and March. This would allow for a controlled rolling intake throughout the year, that would fit in with P & R Committee meetings for consideration and for payment awards to be made within the financial year.
- Priority -** Priority be given to applications from groups/organisations who encourage environmental/green initiatives, provide services/support for mental health, provide services/support for the elderly.

Application - To be updated, as an administrative action by an ETC Officer.
Forms

Policy - To be updated, as an administrative action by an ETC Officer and presented at the next Policy & Resources Committee at its meeting on 24th January 2024, for recommendation to Full Council on 7th February 2024.

Timeframe - As there are still grant monies available for financial year 2023/2024, for the new grant application process to start in June 2024.

Advice - As the grant application process normally opens in December each year, for applicants that make contact to be advised that the Town Council is in the process of reviewing its grant application process, but that there are still grant monies available for financial year 2023/2024.

Members to **AGREE** which recommendations, if any, to be put to Council at its meeting on 22nd November 2023 for consideration and adoption.

Earley Town Plan – Working Group (WG) Terms of Reference

- 1 The Working Group (WG) to consist of representatives from all the standing committees and to be representative of all political interests.
- 2 The WG will elect a chair at the first formal meeting.
- 3 The WG will be directly accountable to Full Council and will report to residents annually at the Town Meeting.
- 4 The WG will draft a vision for adoption by Full Council
- 4 The purpose of the WG will be to review the Town Plan against the adopted vision. This will be done on a regular basis and make recommendations to Full Council with the aim of setting a strategy for making Earley the best achievable and affordable environment, providing value for money services and amenities to create a cohesive community for our residents with short, medium and long term objectives.
- 5 The intention will be to provide a strategic Town Plan framework to enable the Town Clerk to produce an implementation plan consisting of a delivery model containing milestones, timescales, approximate costs and outcomes.
- 6 The WG will consider and recommend how each standing committee will monitor and advise on progress for its area of responsibilities which in turn will inform the budgeting process.
- 7 The WG will consider how stakeholders can be identified and engaged to ensure community input and ownership.
- 9 The WG will revise the Town Plan in accordance with the new boundaries and Parish areas.
- 10 The WG will consider the declaration of a Climate Emergency as a central theme.

24/10/2023

Policy & Resources Committee Meeting – 8th November 2023

Agenda Item 10. BUS SHELTER ADVERTISING

The following information was provided to the P & R Committee for its meeting on 27th September 2023:

Wokingham Borough Council's contract for bus shelter advertising is coming to an end therefore the Borough will soon be going out to tender for a new contract. WBC has asked if any town and parish councils would be interested in being included in the tendering process with regard to the bus shelters they currently own and maintain. The contract would be for both static advertising (paper posters) and digital advertising. ETC has some 54 bus shelters across the town.

Any contract would require the advertiser, currently Clear Channel, to do the following:

- Provide the appropriate bus shelter
- Maintain it for a period of 10 years
- Obtain any planning permissions if required (for example digital advertising always requires planning permission as do new locations for advertising)
- To pay the council, ie ETC, a proportion of the advertising share for the duration of the contract (this figure does however tend to be low)

The advertising contractor would identify the locations it would be interested in using, these are generally high footfall or high traffic routes, the Town Council would not be able to request specific shelters be adopted by the contractor. In cases where there may be spare advertising space, the Borough requests this be made available for Council related activities. Where this involves parish and town council shelters, the spare space would be made available to the relevant parish or town council.

WBC cannot currently provide details of where suppliers may wish to operate or how much potential revenue would be involved. At this stage they are simply asking parish and town councils to express any interest they may have in being included in the tender process.

Decision of P & R Committee on 27th September 2023:

Councillors considered an offer made by Wokingham Borough Council for parish and town councils to be included in its tender for bus shelter advertising. Councillors raised general concerns that ETC would have no say in the locations of where the advertising bus shelters would be placed and that advertising could have a detrimental visual impact on the local area. A motion was put forward that that the Town Council decline the offer to be included in the tender. It was: -

RESOLVED that ETC would decline the offer of being included in WBC's tender for bus shelter advertising. The vote on the motion was - five councillors in favour, three against and one abstention.

Evendons	Evendons West	West	WDW1	Woosehill Community Church	No Change
Evendons	Evendons West	West	WDW2	Civic Offices (Shute End)	No Change
Finchampstead	Finchampstead North	Finchampstead North	FAB	California Ratepayers Hall	No Change
Finchampstead	Finampstead South	Finchampstead South	FBB1a	FBC Centre	No Change
Finchampstead	Finchampstead South	Finchampstead South	FBB2	Finchampstead Sports Pavilion	No Change
Hawkedon	Cutbush	Cutbush	EBW	Earley Crescent Resource Centre	No Change
Hawkedon	Hawkedon	Hawkedon	ECW	Maiden Place Community Centre	No Change
Hawkedon	St Nicolas	Hawkedon	EHWb	St Nicholas Church Hall	Maiden Place Community Centre

Hillside	Hillside	Hillside	EDW	Lower Earley Library	No Change
Hillside	Radstock	Radstock	EEW	Radstock Community Centre	No Change
Hillside	Redhatch	Radstock	EFWb	Earley St Peters Church Hall	Radstock Community Centre
Hillside	St Nicolas	Radstock	EHWc	St Nicholas Church Hall	Radstock Community Centre
Hillside	Shinfield North	Shinfield North East	SAW2b	Whiteknights Primary School	Lower Earley Library
Loddon	Bulmershe	Loddon South	KARa	Christchurch Hall	Woodley Baptist
Loddon	Coronation East	Loddon Airfield	KCMa	St Johns Ambulance HQ	Woodley Baptist
Loddon	Loddon Airfield	Loddon Airfield	KDRa	Woodley Baptist Church	No Change

Loddon	Loddon South	Loddon South	KER	Emmanuel Church Centre	Woodley Airfield Community Centre~
Maiden Erlegh & Whitegates	Whitegates	Whitegates	EAR	Earley Home Guard	No Change
Maiden Erlegh & Whitegates	Redhatch	Maiden Erlegh	EFWa	Earley St Peters Church Hall	No Change
Maiden Erlegh & Whitegates	Maiden Erlegh	Maiden Erlegh	EGWa	Earley St Peters Church Hall	No Change
Maiden Erlegh & Whitegates	St Nicolas	St Nicolas	EHWa	St Nicholas Church Hall	No Change
Norreys	Norreys East	Norreys East	WFWb	Norreys Evangelical Church	No Change
Norreys	Norreys West	Norreys West	WGW1	Norreys Evangelical Church	No Change

Wokingham Without	Wokingham Without	Wokingham Without	XWB	Oaklands Junior School	St Sebastian's Memorial Hall
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There are three new proposed polling stations:

- # Arborfield Green Community Centre, Sheerlands Rd, Arborfield, Reading, RG2 9ND,
<https://maps.app.goo.gl/4VPhVXbb12Pk1RtFA>
- ~ Woodley Airfield Community, Centre Hurricane Way, Woodley, RG5 4UX,
<https://maps.app.goo.gl/2acoV2UGYTe894NCA>
- “ St Sebastian’s Memorial Hall, Nine Mile Ride, RG40 3BA,
<https://maps.app.goo.gl/MUGYSdSkqZ8LVDUH6>

ORDERS FOR PAYMENT - BY DIRECT DEBIT

September 2023

Number	Supplier	Purchase Description	Amount
6200	Allstar Buiness Solutions	Vehicle Fuel YK60UUJ parks	£61.37
6201	Allstar Buiness Solutions	Vehicle Fuel YK60UUJ parks	£77.93
6202	BT	SJP CCTV broadband 1 Sept 23 - 30 Nov 23	£201.71
6203	Castle Water	Water supply Nature IC August 23	£79.41
6204	Castle Water	Water supply RH August 23	£136.99
6205	Castle Water	Water supply CEM August 23	£46.35
6206	Castle Water	Water supply Allot July 23	£225.91
6207	Culligan UK Ltd	SJP Water Cooler Aug 23	£44.79
6208	Culligan UK Ltd	RH Water Cooler Aug 23	£89.58
6209	Elavon	Credit card terminal rental Sept 23	£22.80
6210	Focus Group	RH Telephone line rental Sept 23 & calls July 23	£186.23
6211	Regent Gas Ltd	Gas supply MPCC Aug 23	£266.11
6212	Regent Gas Ltd	Gas supply SJP Aug 23	£104.58
6213	Regent Gas Ltd	Gas supply RLCC Aug 23	£40.04
6214	Regent Gas Ltd	Gas supply RLCC Aug 23	£29.42
6215	SSE	Electric Tractor Shed 4 May - 1 Aug	£93.68
6216	SSE	Electric IC 2 May - 1 Aug	£594.56
6217	SSE	Electric MPCC 2 May - 1 Aug	£2,892.31
6218	SSE	Electric RH 5 July - 9 Aug	£495.57
6219	SSE	Electric SJP 2 May - 1 Aug	£1,590.80
6220	SSE	Electric Street Lighting Aug 23 Dusk to Dawn	£621.37
6221	SSE	Electric Street Lighting Aug 23 Continuous	£51.41
6222	Virgin Media	RH Broadband September 23	£51.60
6223	Wokingham Borough Council	RH Rates Sept 23	£1,572.00
6224	Wokingham Borough Council	RLCC Rates Sept 23	£469.00
6225	Wokingham Borough Council	MPCC Rates Sept 23	£228.00

Total Direct Debits**£10,273.52**

Date Prepared:

09/10/2023

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6226	2468 Ltd	Rental of boiler CP 01/11/23 - 31/01/24	£124.57
6227	Air IT Ltd	Microsoft 365 Oct 23	£915.40
6228	Air IT Ltd	Managed IT Support Oct 23	£758.71
6229	Arnold Laver	Timber Bench repair	£29.88
6230	Bowak Ltd	Caretaker supplies Various centres	£174.56
6231	Bracknell Pest Control	Cem Wasp Nest removal from Hut	£60.00
6232	Buxtens Ltd	PPE Work gloves CG	£21.80 Paid via Barclaycard
6233	Enerveo Ltd	St. Light. Qtrly Maint. Contract Jul-Sept 23	£208.37
6234	Frasers Office Innovation	Diaries 2024	£62.35
6235	Lister Wilder	Stihl Polesaw repair - Carburettor	£190.51
6236	Ricoh UK Ltd	Photocopies usage Qtr to 30/9/23	£114.14
6237	Ricoh UK Ltd	Photocopier Rental Qtr to 31/12/23	£273.48
6238	Staysure Ltd	Puncture repair Ride on mower	£30.00
6239	Travis Perkins	Cem Scaffolding Planks	£97.26
6240	Tri Security	SJP Yearly Security System maint.	£474.00
6241	Tri Security	MPCC/RLCC Yearly Security Maint. Access Control System	£234.00
6242	Web Marketing Matters	Website support Sept 23	£216.00
6243	Wokingham Borough Council	CP Rent Sept 23	£293.50
6244	Woodley Town Council	Bulmershe Maint. 1/2 share 13/9/23	£85.80

Total: £4,342.53

Date Prepared: 09/10/23

September 2023 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
6245	Ichoosr Ltd	Deposit in respect of RH Solar panel Project WBC	£150.00
6246	Zoom	Subscription mth to 4/10/23	£15.59
6247	Screwfix Ltd	PPE Safety Boots	£74.98
6248	Ebay - Lablewunderland	Laminating pouches	£22.76
6249	Lanyards Tomorrow - CKB Ltd	Fishing Permits	£53.85
6250	Royal Mail	Office Stamps	£320.00
6251	Fleetline Markers	SJP Pitch Marking paint	£680.83
6252	Treemarker	Aluminium Tree Tags Sibly	£83.82
6253	Workwear iant	Outdoor Fleeces with ETC logo	£177.80
6254	Asda	Defib Training Refreshments	£5.80
6255	Net World Sports	SJP Hooks for Goal nets	£43.69
6256	Buxtons Ltd	Ppe Workglove	£21.80

Total Barclaycard £1,650.92

Date Prepared: 16/10/2023

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6257	A1 Locksmiths Berkshire Ltd	Staff keys - workshop October 23	£24.00
6258	ArmourArbour	Tree Inspections and work MENR & SJP	£1,200.00
6259	Arnold Laver	Timber for bench repair	£10.85
6260	Glasdon UK Ltd	2xLowther seats - Paddick Drive	£1,516.25
6261	Inclusive Play (UK) Ltd	Bearing unit for wheelspin roundabout SJP	£1,356.00
6262	Lister Wilder	Strimmer cord SJP	£40.48
6263	Lister Wilder	Replacement chainsaw SJP	£936.00
6264	McVeigh Parker & Co Ltd	Concrete and fence panels Bulmershe & Allotments	£261.42
6265	PATTCO Ltd	PAT testing various sites Oct 23	£550.92
6266	Premier Office Supplies	Office stationery Oct 23	£78.45
6267	Security Control Systems Ltd	SJP Intruder Alarm Annual Maint. contract to 31/10/24	£179.40
6268	Select Env. Services	CP Waste Sept 23	£40.25
6269	Select Env. Services	MPCC Waste Sept 23	£148.80
6270	Select Env. Services	General Litter Sept 23	£536.94
6271	Select Env. Services	RLCC Waste Sept 23	£43.65
6272	Select Env. Services	RH Waste Sept 23	£13.34
6273	SMS Environmental Limited	Disinfection water tanks 22/9/23 SJP	£613.07
6274	Tradepoint - B&Q	Door & Timber for frame replacement MPCC	£154.53
6275	Tradepoint - B&Q	Timber and Handsaws Maint.	£36.02
6276	Wokingham Borough Council	Occupation charge for CP	£293.50

Total: £8,033.87

Date Prepared: 24/10/2023

IMPREST ACCOUNT - Reimbursement Vouchers 868 - 876

Vouchers between 9th October 2023 - 23rd October 2023

Number	Details	Amount
868	HMRC PAYE/NI P7 October	£11,178.75
869	Salaries P7 October	£32,742.16
870	Prudential AVC's P7 October	£200.00
871	LGPS Pensions P7 October	£13,723.24
872	Ross Stonecraft UK - Return of duplicate receipt	£223.00
873	Damage Deposit Refund ZR	£50.00
874	Lower Earley Salvation Army Grant	£2,000.00
875	Earley Day Centre Grant	£1,000.00
876	Macmillian Coffee morning at Council Offices RH 13/10/23	£113.10
	Total Payments	<u>£61,230.25</u>