



POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the Policy & Resources Committee, held in the Council Chamber at the Council Offices, Radstock Lane, Earley, Wednesday 22nd January 2025 which commenced at 7pm.

Present

Chair – Councillor D Hare

Councillors: N Brock, J Eastwell, N Jorgensen, P Jorgensen, G Littler, A Long, T Maher, S Matthews, S Newton and M Smith.

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

61. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Bassett and T Holton.

62. DECLARATIONS OF INTEREST

There were no declarations of interest.

63. PUBLIC FORUM

There were no members of the public present.

64. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Policy & Resources Committee held on 13th November 2024 were confirmed as a true record and **RESOLVED** for signature by the Chair. (Minutes 41 - 60).

Councillors N Jorgensen and P Jorgensen entered the meeting

65. BANK RECONCILIATIONS

Councillors noted that the Bank Reconciliations for October and November 2024 had been made available to the Chair of Policy & Resources Committee for information.

66. INTERNAL AUDIT

Councillors received a report on the appointment of Earley Town Council's internal auditor, as requested. It was noted that the current internal auditor has in depth knowledge/understanding of Town/Parish Council finances as well as an understanding of ETC's broad range of activities and service delivery. Councillors were reassured that the internal auditor continues to have a professional and impartial approach.

The appointment of the internal auditor is reviewed annually, at the end of each audit cycle. Councillors were of the view that they would be comfortable with the appointment then continuing for a further 12 months, but that consideration should be given to changing the appointee at the review after that.

67. TOWN COUNCIL GRANTS 2024/25

67.1 New Applications

Councillors noted that the application period for Tranche 3 of Earley Town Council's grants is currently open. Applications must be submitted by 31st January 2025 and will be considered by the Policy and Resources Committee at its meeting on 12th March 2025.

67.2 Letters of Thanks

Councillors noted that letters of thanks for recently awarded ETC grants had been received from:

- Me2 Club
- Wokingham Volunteer Centre
- Readibus

68. YOUTH SERVICES - UPDATE

Councillors received an update on youth services and were pleased to note that ETC officers have continued to work with Berkshire Youth and that the launch of a Youth Club at Centrepont Community Centre for 9 -11-year-olds, would be taking place on Thursday 23rd January, 5pm – 6.30pm.

The Town Clerk reported that Berkshire Youth had attended an assembly at Radstock Primary School and that the school was now supportive of the initiative but other schools in Earley had shown very little engagement. Berkshire Youth had reported that 8 children were currently signed up to the launch session.

Councillors thanked ETC officers for their work on this and looked forward to further feedback once the Youth Club has held more sessions.

69. ROYAL BERKSHIRE FIRE AUTHORITY - CONSULTATION

Members noted that the Royal Berkshire Fire Authority is holding a consultation on its proposed increase to its council tax funding.

70. ORDERS FOR PAYMENT

Councillors received details of Orders for Payment since the last meeting of the Town Council (Vouchers 7274 - 7281, 7282 – 7305, 7306 – 7336, 7337 – 7342, 7343 – 7382, 7383 – 7406, 7407 - 7418) and Imprest vouchers 94 – 99 and 1004 - 1036).

71. PUBLICATIONS

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

CCB (Connecting Communities in Berkshire)	E-newsletter September & October 2024
TVP	Police & Crime Bulletin – November & December 2024 Wokingham North NHPT weekly updates – November & December 2024

MEERA	Minutes – November & December 2024
ACER	Minutes – 7 th October 2024
Me2 Club	E-newsletter November & December 2024

72. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

No press releases were requested.

73. 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

74. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

75. BUDGET 2025/26

76. TERMINATION OF MEETING

The meeting was declared closed by the Chair at 8.00pm.