

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

3rd September 2025

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Council Chamber at the Council Offices, Radstock Lane, Earley, **Wednesday, 10th September 2025** 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, G Littler, A Long, T Maher, S Matthews, S Newton and B Owen.

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 18th June 2025 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed. (Minutes 1 - 19).

5. **BANK RECONCILIATIONS**

To note that the Bank Reconciliations for May, June and July 2025 have been made available to the Chair of Policy & Resources Committee for information.

6. **AUDIT 2024/25**

To note that the audit for the year ended 31st March 2025 has been completed. The external auditor has confirmed there are no matters of concern.

The completed Annual Governance & Accountability Return 2024/25 has been posted on the town council's website in accordance with the Accounts and Audit Regulations 2015.

Appendix A

7. FINANCE UPDATE

To receive a finance update from the Town Clerk/RFO.

Appendix B

8. EAR MARKED RESERVES

To continue the review of Earley Town Council's ear marked reserves. Members to **RESOLVE** on recommendations to Full Council if appropriate.

Appendix C

9. INSURANCE

To note that the Town Clerk has had a review meeting with the town council's insurance broker to ensure all necessary and appropriate insurances are in place. Cover has been agreed for the next 12 months, there has been a 6% increase to the annual premium.

10. TOWN COUNCIL GRANTS 2025/26

10.1 Grant Expenditure Reports

To note thank you letters for grants awarded in 2025/26 have been received from:

- Link Visiting Scheme
- Keep Mobile Community Transport

11. RADSTOCK HOUSE – SOLAR PANELS

To receive an interim report on the 2025 performance of the solar panels installed at Radstock House.

Appendix D

12. SERVICE TO EARLEY AWARDS

12.1 To receive a report from the Service to Earley Awards Working Group. The Working Group have recently carried out a review of the Awards and is recommending amendments be made.

Appendix E

Members to **RESOLVE** on recommendation(s) to be put to Full Council, if appropriate.

12.2 To receive a revised Service to Earley policy. To **RESOLVE** upon a recommendation to Full Council regarding adoption of said policy.

Appendix F

13. PROFILE OF EARLEY

Councillor Al Neal has asked the Council to consider implementing measures to raise the profile of Earley. His request has been provided to all three standing committees who will feed back their views to Council.

Members to discuss and to agree on points for discussion to be provided to the next full Council meeting. Members to **RESOLVE** accordingly.

Appendix G

14. **POLICIES**

To review and adopt the following policies:

14.1 **IT Policy**

New audit requirements come into effect in 2025/26, one of which is the requirement for parish and town councils to have an IT policy such as this. The body regulating external auditors has produced a model IT policy, on which this document is based. Whilst many of the points are covered by other ETC policies and documents, this new IT policy brings them together under one document.

Appendix H

14.2 **Social Media Policy**

The existing policy has been reviewed by officers and a minor alteration made (highlighted). Members to **RESOLVE** upon adoption.

Appendix I

15. **CIL CO-FUNDING PROCESS**

Wokingham Borough Council has produced draft updated Terms of Reference for the CIL co-funding process and supplied this document to all parish and town councils for consideration. Parish and town councils have been asked to express their support, or otherwise, for the amendments. Members to review the document and **RESOLVE** accordingly.

Appendix J

16. **YOUTH SERVICES - UPDATE**

To note that the summer activity sessions ETC commissioned from Berkshire Youth were well received, with approximately 20 young people attending each outdoor session.

To note that the Youth Working Group reviewed the service agreement for general youth work, as provided by Berkshire Youth, and made substantial amendments which were communicated back to Berkshire Youth. ETC is still awaiting the revised draft service agreement from Berkshire Youth, when it is received the Youth Working Group will meet to review and hopefully approve it.

17. **WOKINGHAM BOROUGH COUNCIL – TOWN & PARISH QUESTIONS**

TOWN COUNCIL QUESTIONS AT WBC MEETINGS

To receive and consider any councillor requests for specific questions to be submitted to WBC meetings. Members to also agree the WBC meeting to which the Town Clerk is to submit the question.

Members to **RESOLVE** if required.

18. **ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 7912 – 7936, 7935 – 7960, 7961 – 7997, 7998 – 8004, 8005 – 8025, 8026 – 8041, 8042 – 8075, 8076 – 8087, 8088 - 8115) and Imprest vouchers 1079 - 1098).

Appendix K

19. **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-newsletters June & August 2025
TVP	Police & Crime Bulletin – July 2025 Wokingham North NHPT weekly updates – July & August 2025
MERA	Minutes – June & July 2025
Me2 Club	E-newsletters July & August 2025

20. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

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

21. 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 item 22 on the Agenda.*

22. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 18th June 2025 and, if appropriate, agree they represent a true and correct record and **RESOLVE** they be signed.