

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

5th November 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, 12th November 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 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 10th September 2025 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed. (Minutes 20 - 42).

5. **BANK RECONCILIATIONS**

To note that the Bank Reconciliations for August and September 2025 have been made available to the Chair of Policy & Resources Committee for information.

6. **FINANCE**

6.1 **By-election charges**

To note that the charges for the Town Council by-election held in June 2025 have now been paid. Costs totalled £2,694.45.
There will be further charges payable for the Town Council by-election scheduled for 11th December.

6.2 Fireproof Cabinet

To note that a large fireproof cabinet has been purchased and all deeds, leases and similar documents are now stored within it.

6.3 Utility Charges

Members have previously been advised that obtaining accurate, timely invoices for all our centres from our electricity supplier, SSE, has been challenging. To receive a report detailing how this matter has now been settled.

Appendix A

7. **BUDGET 2026-27 PRIORITIES**

Work on the ETC budget for 2026-27 is underway, the first meeting of the Budget Working Party will take place on 1st December. Members to discuss any priorities the Policy & Resources Committee may have for next year. A current income and expenditure report has been provided to councillors for information.

8. **TOWN COUNCIL GRANTS 2025/26 – TRANCHE 2**

To receive details on applications received for Earley Town Council grants.

Members to consider and to **RESOLVE** as appropriate.

Appendix B

9. **MAIDEN PLACE COMMUNITY CENTRE**

To receive a report and recommendation regarding the car park wall at Maiden Place Community Centre.

Members to consider and **RESOLVE** as appropriate.

Appendix C

10. **RADSTOCK LANE COMMUNITY CENTRE**

To receive an update on Wokingham Borough Council's plans to transfer Earley Town Council's lease on Radstock Lane Community Centre to an Academy as part of its academisation plans for the school.

Appendix D

11. **YOUTH SERVICES - UPDATE**

To receive an update on ETC's youth services provision.

To note that the Youth Services Working Group and Berkshire Youth have drawn up a Service Level Agreement to cover the services that are being provided. Members to review the document and **RESOLVE** that it be signed by the Town Clerk.

Appendix E

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

At the request of Full Council, Members of this Committee to review the proposed ETC guidelines for tabling questions at Wokingham Borough Council meetings and agree a version to be recommended to Full Council for adoption.

Members to **RESOLVE** accordingly.

Appendix F

13. **WBC CONSULTATION**

To note the following Wokingham Borough Council consultation:

- Development of new engagement and consultation strategy – www.engage.wokingham.gov.uk

14. **ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 8138 – 8169, 8170 – 8174, 8175 – 8212, 8213 – 8236, 8237 – 8241, 8242 – 8278, 8279 – 8301), Imprest vouchers (1104 - 1116) and one-off payments (47 – 54).

Appendix G

15. **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 September & October 2025
TVP	Police & Crime Bulletin – September & October 2025 Wokingham North NHPT updates – September & October 2025
MERA	Minutes – September & October 2025
Involve	E-newsletter October 2025

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

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

17. **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 18 and 19 on the Agenda.

18. **STAFFING**

18.1 **Update from Staffing Sub-Committee**

To receive a report.

Confidential Appendix H

18.2 Caretaking Provision

To receive a report on plans for changes to Earley Town Council's caretaking provision.
Members to **RESOLVE** on recommendations from the Staffing Sub-committee.

Confidential Appendix I

19. **YOUTH OFFER**

To receive a report on work to improve youth services.

Confidential Appendix J