

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

3rd June 2026

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 June 2026** 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 K Yabsley.

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2. **ELECTION OF COMMITTEE CHAIR**

2.1 To elect a Chair of the Policies & Resources Committee for 2026/27. Members to **RESOLVE** accordingly.

2.2 To elect a Vice Chair of the Policies & Resources Committee for 2026/27. Members to **RESOLVE** accordingly.

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

4. **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.

5. **MINUTES OF PREVIOUS MEETING**

To consider the Minutes of the meeting held on 11th March 2026 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed.

6. BANK RECONCILIATIONS

To note that the Bank Reconciliations for February, March and April 2026 have been made available to the Chair of Policy & Resources Committee for information.

7. FINANCE

7.1 Debtors

To note that the RFO and the Finance Officer have reviewed all debtors and have no concerns to raise.

7.2 CIL

To note that ETC received £29,289 in CIL funds in April 2026. Total uncommitted funds now stand at £49,285, with the earliest spending deadline of 2029.

7.3 Temporary Fuel Surcharges

To note that numerous ETC suppliers and contractors have introduced a 'temporary fuel surcharge' as a result of the current high fuel prices. This will increase the town council's costs, especially in areas such as waste disposal and heavy deliveries.

7.4 HMRC Mileage Rate

As of 1st April 2026, HMRC has increased the mileage rate paid to casual users from 45p per mile to 55p per mile. This is paid to staff when it is necessary for them to use their own vehicle to, for example, access a training venue or attend a meeting outside of Earley. Members to **RESOLVE** on new mileage rate.

8. TREASURY MANAGEMENT STRATEGY

To review the draft Treasury Management Strategy and to consider adoption. Members to **RESOLVE** accordingly.

Appendix A

9. TOWN COUNCIL GRANTS 2025/26 – TRANCHE 3

To note that letters of thanks have been received from the following grant recipients:

- First Days Children's Charity
- Loddon Valley Ramblers
- Readibus
- The Cowshed
- Together: One Step at a Time

10. TOWN COUNCIL GRANTS 2026/27 – TRANCHE 1

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

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

Appendix B

11. TOWN COUNCIL POLICIES

The following policies have been reviewed and, if necessary, updated by officers. Any amendments have been highlighted:

11.1 Anti-Fraud & Corruption Policy (no amendments)

Appendix C

Members to **RESOLVE** on adoption.

- 11.2 Credit Management Policy (no amendments) *Appendix D*
Members to **RESOLVE** on adoption.

- 11.3 Sickness Absence Policy (no amendments) *Appendix E*
Members to **RESOLVE** on adoption.

- 11.4 Staff Recruitment & Retention Policy *Appendix F*
- Para 2 – addition of “and social media”
 - Final para – addition of “Employment Rights Act 2025”
- Members to **RESOLVE** on adoption.

- 11.5 Whistleblowing Policy *Appendix G*
- Para 2, list – addition of “sexual harassment”
- Members to **RESOLVE** on adoption.

- 11.6 Annual Leave Policy
- Para 2 – basic leave entitlement increased from 22 to 23 days, rising to 26, was 25, after five years
 - Addition of Public Bank Holidays clause, in line with staff contracts
- Members to **RESOLVE** on adoption. *Appendix H*

12. **YOUTH SERVICES**

12.1 New Youth Club

To note that ETC has commissioned Reading FC Community Trust to deliver a weekly, Friday night youth club at Centrepoint Community Centre. The sessions are aimed at young people aged 13+ and will operate throughout the year, except for 2 weeks at Christmas. Publicity for the new club has been via social media (ETC’s & RFCCT), website and notice boards. Berkshire Youth continue to deliver the younger group’s youth club on Thursdays.

12.2 HAF Sessions

To note that Berkshire Youth have been commissioned by WBC to run weekly HAF sessions during August from Centrepoint Community Centre. HAF is the government funded Holiday, Activities and Food programme run in school holidays for children in receipt of free school meals.

13. **DEVOLUTION**

The Chair to lead a discussion on general ideas around devolution. *Appendix I*

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

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.

15. **ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 8817 – 8836, 8837 – 8843, 8843a – 8874, 8875 – 8899, 8900 - 8922), Imprest vouchers (1181 - 1188).

Appendix J

16. **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 April & May 2026
TVP	Office of the PCC Bulletin – February, March & April 2026
MERA	Minutes – March & April 2026
Involve	E-newsletters March, April & May 2026
Me2 Club	E-newsletter March 2026

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

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

18. **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 19 on the Agenda.

19. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 11th March 2026 and, if appropriate, agree they represent a true and correct record and **RESOLVE** they be signed.