



## **POLICY & RESOURCES COMMITTEE**

Minutes of a meeting of the Policy & Resources Committee, held in the Council Chamber at the Council Offices, Radstock Lane, Earley, on **Wednesday 11<sup>th</sup> March 2026** which commenced at 7pm.

### **Present**

Chair – Councillor D Hare

Councillors: A Bassett, N Brock, J Eastwell, T Holton, G Littler, T Maher, S Matthews and K Yabsley.

In attendance: E Carroll (Deputy Town Clerk)

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### **84. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A Long.

### **85. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **86. PUBLIC FORUM**

There were no members of the public present.

### **87. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 21<sup>st</sup> January 2026 were confirmed as a true record and **RESOLVED** for signature by the Chair. (Minutes 63 – 83)

### **88. BANK RECONCILIATIONS**

Councillors noted that the Bank Reconciliations for December 2025 and January 2026 had been made available to the Chair of Policy & Resources Committee for information.

*Councillor Maher entered the meeting.*

### **89. FINANCE**

89.1 Members received a financial update and had been provided with an income and expenditure report prior to the meeting.

Councillor Bassett said that she was pleased to hear that more Friday and Saturday evening bookings were now being taken at Maiden Place Community Centre and Radstock Lane Community Centre.

Councillor Littler asked if the Sol Joel pavilion roof work was likely to be carried in this financial year. The Deputy Clerk reported that this work may now fall into the next financial year.

Councillor Yabsley asked how often dog poo bags are ordered. The Deputy Town Clerk advised that it is usually two bulk orders per year.

89.2 CIL

89.2.1 Members consider a recommendation that CIL funds of £12,721.39 be allocated to the Meadow Park play area project for the purchase of new outdoor gym equipment. It was: -

**RESOLVED** that CIL funds of £12,721.39 be allocated to the Meadow Park play area project.

**90. TOWN COUNCIL GRANTS 2025/26 – TRANCHE 3**

Councillors considered the nine grant applications received for 2025/26 grant application period, Tranche 3 – January 2026 intake. It was: -

90.1 **RESOLVED** that Cancer Network Support would not be awarded a grant on this occasion as a low number of Earley residents are supported by the organisation and there is no guarantee that Earley residents will attend the Nordic walking sessions.

90.2 **RESOLVED** that Citizens Advice Wokingham be awarded £3500 to support the ongoing service of free and independent advice.

90.3 **RESOLVED** that The Cowshed be awarded £2000 to help towards the maintenance of 3 vehicles that are used to deliver donated items such as clothing, bedding, toiletries to families and individuals in crisis.

90.4 **RESOLVED** that Earley Cricket Club would not be awarded a grant on this occasion as the club has only a hire agreement and not a long-term lease, which means they have no security of tenure for the ground where they play.

90.5 **RESOLVED** that First Days Children’s Charity be awarded £1500 to support the provision of essential items to families in need, including basic necessities for their children.

90.6 **RESOLVED** that Loddon Valley Ramblers be awarded £2033 to purchase signage to signpost the Earley Green Corridor and for the printing of leaflets.

90.7 **RESOLVED** that Together: One Step at a Time be awarded £500 to support 12 SEND sessions.

90.8 **RESOLVED** that Readibus be awarded £5000 to support the provision of transport services for people with restricted mobility.

90.9 **RESOLVED** that the application to provide free wellbeing art sessions would not be awarded a grant on this occasion as the request is for the full cost of setting up the project and no other sources of funding or financial input have been identified. Also, there is no guarantee that the project will go ahead.

**91. TOWN COUNCIL POLICIES**

91.1 Members noted that the Town Council’s Grants Policy had been reviewed and the following amendments made: -

Section 1a – additional wording ‘per financial year’.

Section 2m – will now read ‘All recipients of a grant will be required to provide the Council with a monitoring report within 6 months’

Section 2n – the following sentence added ‘The Town Council reserves the right not to consider a grant application in cases where previous grant award monitoring reports have not been received’.

It was **RESOLVED** that with the above amendments the Grants Policy be approved.

91.2 Members noted that the following new policies had been written. It was: -

91.2.1 **RESOLVED** that on page 1 with the removal of the sentence ‘Will try to avoid the need for lone working as far as is reasonably practicable’ the Lone Working Policy be adopted.

91.2.2 **RESOLVED** that the Remote Working Policy be adopted.

91.2.3 **RESOLVED** that with the word ‘correspondence’ throughout the document replaced by the word ‘communication’ and a reference made that communication is classed as email, text, telephone, letter, social media, that the Vexatious Complaints Policy be adopted.

**92. WORK EXPERIENCE**

Councillors were pleased to note that Earley Town Council will be providing a local student with a work experience placement in July. The student will spend time with a number of different ETC officers during their placement.

**93. MAIDEN PLACE COMMUNITY CENTRE**

Councillors received a verbal update on the work to repair the damaged wall at Maiden Place Community Centre and were pleased to note that the work has been completed. Cycle parking rails have also been installed.

**94. CYCLE TO WORK SCHEME**

Councillors received a written report on introducing an employee Cycle to Work Scheme. The scheme is a salary sacrifice scheme and will be administered by Halfords. Staff will be able to access the scheme with a cycle hire limit of £2000. Councillors agreed that this was positive step which supports ETC’s green initiatives.

It was **RESOLVED** that the Council proceed with the setting up of the Cycle to Work Scheme.

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

The committee were asked to consider any councillor requests for specific questions to be submitted to WBC meetings and to also agree the WBC meeting to which the Town Clerk is to submit the question.

Members **RESOLVED** that they had no questions to submit at this time.

**96. ORDERS FOR PAYMENT**

Councillors received details of Orders for Payment since the last meeting of the Town Council (Vouchers 8525 – 8559, 8560 – 8588, 8589 – 8617, 8618 – 8641), Imprest vouchers (1148 - 1156) and one-off payments (56 – 57).

**97. PUBLICATIONS**

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

CCB (Connecting Communities in Berkshire)	E-newsletters January & February 2026
TVP	Police & Crime Bulletin – December 2025 & January 2026

AMERA	Minutes – January & February 2026
Involve	E-newsletters January & February 2026

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

The following press release was requested: -

- Installation of the cycle rails in Maiden Place Community Centre car park.

**99. 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**

**100. CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING**

**101. CENTREPOINT COMMUNITY CENTRE - UPDATE**

**102. YOUTH SERVICES**

**103. REPAIR CAFÉ HONORARIUM**

**104. TERMINATION OF MEETING**

The meeting was declared closed by the Chair at 8.25pm

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Chair, Policy & Resources Committee