

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

2nd September 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, 9th September 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.

A G E N D A

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 June 2026 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed.

5. BANK RECONCILIATIONS

To note that the Bank Reconciliations for May, June and July 2026 have been made available to the Chair of Policy & Resources Committee for information.

6. AUDIT 2025/2026

To note that the audit for the year ended 31st March 2026 has been completed. The external auditor has confirmed there are no matters of concern.

The completed Annual Governance & Accountability Return 2025/26 has been posted on the Town Council's website in accordance with the Accounts and Audit Regulations 2015.

7. **FINANCE**

7.1 **Finance Update**

To receive an update from the Town Clerk/RFO.

Appendix A

7.2 **Asset Disposal**

To note that, following the acquisition of the EV van, the small diesel van has been sold.

7.3 **Fixed Asset Register**

To receive the Council's Fixed Asset Register as at 30/7/2026. To note that the values represented are not insurance values, they are the figures required under rules for maintaining local council fixed asset registers. The principles of appreciation or depreciation do not apply to parish and town councils.

Appendix B

8. **FINANCIAL REGULATIONS**

To review the revised Financial Regulations 2026 and agree a recommendation on adoption for Council.

The revised Regulations reflect amendments and updates as recommended by NALC's updated Financial Regulations. ETC's existing Financial Regulations can be found on the Town Council website at <https://earley-tc.gov.uk/wp-content/uploads/2022/07/Financial-Regulations-2022-final.pdf>

Members to **RESOLVE** accordingly.

Appendix C

9. **INSURANCE**

To note that the Town Clerk has had a review meeting with the Council's broker to ensure all the necessary and appropriate insurances are in place. Various limits have been increased as appropriate, and cover has been agreed for the next 12 months. There has been a 6% increase in premiums, a three-year agreement is now in place, limiting future increases to 5%.

10. **RISK REGISTER 2026**

To receive the Council's updated Risk Register 2026 prior to it being presented to Council on 16th September 2026 for adoption.

Appendix D (supplied under separate cover)

11. **TOWN COUNCIL GRANTS 2026/27 – TRANCHE 1**

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

- Link Visiting Scheme
- Keep Mobile
- Epilepsy Berkshire
- Salvation Army, Lower Earley

12. **RADSTOCK HOUSE – SOLAR PANELS**

To receive a report on the 2025/26 performance of the solar panels installed at Radstock House.

Appendix E

13. **TOWN COUNCIL POLICIES**

The following policies have been reviewed and, if necessary, updated by officers. Any additions have been highlighted and deletions scored out:

13.1 **Data Protection Policy** *Appendix F*

Members to **RESOLVE** on adoption.

13.2 **Information Security Policy** *Appendix G*

Members to **RESOLVE** on adoption.

13.3 **IT Policy** *Appendix H*

Members to **RESOLVE** on adoption.

13.4 **Retention of Records & Disposal Policy** *Appendix I*

Members to **RESOLVE** on adoption.

13.5 **Information Breach Policy** *Appendix J*

Members to **RESOLVE** on adoption.

14. **YOUTH SERVICES**

To receive an update from the meeting of the Youth Services Working Group on 5th August 2026. *Appendix K*

15. **EARLEY NEIGHBOURHOOD ACTION GROUP**

To discuss the demise of the NAG meetings due to the lack of a Chair. *Appendix L*

16. **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.

17. **ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 8991 – 9008, 9009 – 9026, 9027 – 9069, 9070 – 9094, 9095 – 9114, 9115 – 9130, 9131 – 9161, 9162 - 9174), Imprest vouchers (1202 - 1214) and payments 62 - 63.

Appendix M

18. **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 & July 2026
TVP	Office of the PCC Bulletin – May & June 2026

MEERA	Minutes – May & June 2026
Involve	E-newsletters June & July 2026
Me2 Club	E-newsletter June 2026

19. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

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

20. 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 21 and 22 on the Agenda.*

21. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 10th June 2026 and, if appropriate, agree they represent a true and correct record and **RESOLVE** they be signed.

22. INSURANCE

To receive a report on insurance claims.

Confidential Appendix N