

## **POLICY & RESOURCES COMMITTEE**

Minutes of a meeting of the Policy & Resources Committee held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday, 18<sup>th</sup> July 2018 commencing at 7.49pm.

### **Present**

Chairman – Councillor N Jorgensen

Councillors Mrs J Clark, T Holton, R Houlbrooke, Mrs P Jorgensen, C Smith and Mrs A Swaddle

In attendance Councillors J Armstrong (until 20.24), Miss J Rance JP (until 20.41) and J Russell (until 20.23)

Apologies Councillors A Bradley, G Grandison and B Wedge

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### **14. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 30<sup>th</sup> May 2018 were confirmed as a true record and signed by the Chairman.

### **15. EARLEY NEIGHBOURHOOD ACTION GROUP**

In attendance: Jim Willis and Mike Bradshaw of Earley NAG

Consideration was given to issues raised at the Town Council Meeting concerning the Earley NAG.

Following discussions it was noted that the Earley NAG meeting and elections were a learning point and going forward, they, as an organisation, are more aware of what is involved in the process of electing a chairman and committee members.

### **16. SUB-COMMITTEES & WORKING PARTIES**

#### **16.1 Community & Youth Sub-Committee**

Consideration was given to the Minutes of the Community & Youth Sub-Committee held on 30<sup>th</sup> May 2018, a copy of which is appended to these Minutes.

**RESOLVED** that the Minutes be received and approved.

### **17. REQUESTS FOR FINANCIAL ASSISTANCE**

#### **17.1 Letters of Thanks**

It was noted that letters of thanks had been received from:

- Wokingham Volunteer Centre
- Citizens Advice, Wokingham
- The Link Visiting Scheme
- Me2 Club
- MS Therapy Berkshire
- Sue Ryder, Reading

- ACE

## 18. FINANCIAL INFORMATION

Details of the financial transactions for the period ending 30<sup>th</sup> June 2018 were presented to the meeting. The Deputy Town Clerk highlighted that this report is to familiarise the Councillors with the new layout of financial reporting for the financial year 2018/19, to be provided on a quarterly basis.

Following discussions it was

**RESOLVED** that as the next P&R meeting on the 19<sup>th</sup> September falls before the end of the second quarter, figures provided should be up to the end of August 2018 to show variance figures based upon forecasted income and expenditure.

## 19. INTERNAL AUDITOR

### 19.1 Appointment of the Internal Auditor 2018/19

A letter had been received from the Internal Auditor, Claire Connell, a copy of which is appended to these Minutes and it was

**RESOLVED** that Claire Connell be re-appointed as the Internal Auditor for the financial year 2018/19.

## 20. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)

Councillors were reminded that at Minute 46 of the Policy & Resources Committee held on 31<sup>st</sup> January 2018 it was resolved that the Town Council should re-join the National Association of Local Councils (NALC) and Berkshire Association of Local Councils (BALC) at the reduced promotional rate of 50% for a trial six-month period and then for a further review to be undertaken.

During the period, the Council had received considerable documentation concerning GDPR plus Topic Notes on a number of other issues affecting the Local Council sector as well as regular Newsletters from NALC and BALC which had been circulated to all Councillors. Members and Officers have also attended Training Events provided by BALC.

**RESOLVED** that membership to both NALC and BALC will be continued for the remainder of the financial year.

## 21. INVESTMENT STRATEGY

Members were aware, that the Council had set up an account with the CCLA Property Fund. The Town Council took account of the Local Government Act 2003, Section 15(1) and, consequently, the Town Clerk had prepared a draft Investment Strategy for 2018/19 which had been attached to the agenda.

**RESOLVED** that the investment strategy be approved and reviewed annually.

**22. LICENSING APPLICATION**

22.1 Councillors noted the following application to renew a Street Trading Consent for the following :-

Applicant: Mr Sakir Kir, Hakan Catering

Trading Site : Layby at Chalfont Way, Lower Earley

Councillors are advised that representations must be received by 1<sup>st</sup> August 2018.

**RESOLVED** that the application be supported.

**23. ORDERS FOR PAYMENT**

The Committee noted details of Orders for Payment since the last meeting of the Town Council (Vouchers 1278a – 1325 and Imprest Account Vouchers 209 - 221) a copy of which is attached to these Minutes.

**24. STAFFING MATTER**

It was announced that Jo Friend has accepted the position of Town Clerk, to start on the 28<sup>th</sup> August 2018 with a three week handover with the current Town Clerk. The Chairman thanked all of those involved in the recruitment process.

**25. PUBLICATIONS**

The Committee noted that the following publication had been received and was available for viewing in the Council Chamber:

Me2 Club	Newsletter – May 2018 and July 2018.
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**26. PRESS RELEASES**

**RESOLVED** that the following items should receive emphasis:

1. The retirement of the current Town Clerk, outlining the significant changes that have occurred during his tenure
2. The appointment of the new Town Clerk
3. Sol Joel Park pop-up café operating over the summer holidays

**27. TERMINATION OF MEETING**

The meeting was declared closed by the Chairman at 9.12pm.