

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, 27th September 2017 commencing at 7.45pm.

Present

Chairman – Councillor N Jorgensen

Councillors M Firmager, T Holton, R Houlbrooke, Mrs P Jorgensen, Mrs A Swaddle and B Wedge

Apologies for absence were received from Councillors Mrs J Clark, G Grandison and C Smith

24. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Policy & Resources Committee held on 19th July 2017 were confirmed as a true record and signed by the Chairman.

25. EXTERNAL AUDIT 2016/17

Councillors noted that the external audit for 2016/17 has been completed, there were no points to be drawn to the attention of the Council and there were no matters affecting the Auditor's opinion that relevant legislation and regulation requirements had not been met.

26. FINANCIAL REGULATIONS

26.1 Tender Limit

At Minute 22.1 of the Committee Meeting held on 1st October 2014, it was recommended that the tender limit for 2014/15 be set at £40,000. This is in accordance with Financial Regulation 11.1(e) which provides that where it is intended to enter into a contract for the supply of goods or materials or for execution of works for an amount exceeding that fixed by the Council, a defined tender procedure should be followed. The limit of £40,000 has been subsequently reconfirmed at that level, most recently at the meeting of the Policy & Resources Committee on 28th September 2016 at Minute 23.1.

The Committee was reminded that the Policy & Resources Committee had been requested to review the tender limit annually and to make recommendations for the Annual Meeting of Council. In order that decisions could be made ahead of the budget round, Members were requested to consider their recommendation for the tender limit for 2017/18. The Town Clerk advised that he was happy for the limit to remain unchanged. It was

RESOLVED that the tender limit remain at £40,000

27. SUB-COMMITTEES & WORKING PARTIES

27.1 Community & Youth Sub-Committee

Consideration was given to the Minutes of the Community Youth & Sub-Committee held on 19th July 2017, a copy of which is appended to these Minutes. The minutes were amended to add Cllr Norman Jorgensen to those present at the meeting. It was

RESOLVED that the Minutes as amended be received and approved.

28. REQUESTS FOR FINANCIAL ASSISTANCE

16.1 Letters of Thanks

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

- Relate

The Town Clerk drew attention to a letter received from the Earley Day Centre who thanked the Town Council for their generosity in the past but did not find it necessary to apply for assistance at the present time.

29. ORDERS FOR PAYMENT

The Committee noted details of Orders for Payment paid since the last meeting of the Town Council (Vouchers 242 - 365) a copy of which is attached to these Minutes.

29.1 Imprest Account

The Committee noted details of Orders for Payment for the Imprest Account (Vouchers 193 – 208 and 1 - 53) backdated from February 2017 to the present, a copy of which is attached to these Minutes. These were delayed following the departure of the previous Finance Manager.

30. PUBLICATIONS

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

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| Me2 Club: | July 2017 Newsletter |
| Citizens Advice Wokingham: | Review of the Citizens Advice Service for Earley Town Council |

31. PRESS RELEASES

Consideration was given as to whether any of the foregoing items should be the subject of a special press release. It was

RESOLVED that the item relating to the successful external audit should receive special attention.

32. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 8.18 pm.