

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, 14th March 2018 commencing at 8.00pm.

Present

Chairman – Councillor N Jorgensen

Councillors Mrs J Clark, M Firmager, G Grandison, T Holton, R Houlbrooke and Mrs A Swaddle

Apologies for absence were received from Councillor Mrs P Jorgensen and B Wedge

53. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Policy & Resources Committee held on 31st January 2018 were confirmed as a true record and signed by the Chairman.

54. SUB-COMMITTEES & WORKING PARTIES

54.1 Community & Youth Sub-Committee

Consideration was given to the Minutes of the Community & Youth Sub-Committee held on 31st January 2018, a copy of which is appended to these Minutes.

RESOLVED that the Minutes be received and approved.

55. AUDIT ACTION PLAN

Further to Minute 17.2, where the Financial Action Plan prepared by Officers was presented following the Internal Audit Review for 2016/17 and also Minute 70.1 which addressed the recent Internal Audit letter in light of the updated Financial Action Plan, Councillors considered the ‘Financial Action Plan – (*June 2017*) Updated March 2018’ appended to these minutes which provided updated analysis showing progress on the original plan together with additional items. The subjects that were included in the plan considered at Minute 17.2 were indicated italics; the new items in plain text.

Councillors were requested to note that future budget statements may be provided in a different format.

56. URGENCY POWERS

Councillors noted that, under the Urgent Matters Power, the Town Clerk in consultation with the Mayor and Chairman of the relevant Standing Committee, may take any necessary action on issues that arise between meetings.

Councillors further noted that two matters had been dealt with under this power:

1. On 27th February, it had been agreed to move funds allocated in the Policy & Resources Capital Budget for 2018/19 to purchase a small van to the current financial year.

The sum allocated was £16,000 and the van purchased was £14,194, a saving of £1,806.

2. A staffing matter that is reported at Minute 57, as confidential business.

57. STAFFING MATTERS

To consider a number of staffing matters that have arisen since the meeting of the Staffing Review Sub-Committee held on 20th November 2017, to be circulated under separate cover.

RESOLVED that this item be discussed as confidential business.

58. ORDERS FOR PAYMENT

The Committee noted details of Orders for Payment paid since the last meeting of the Town Council (Vouchers 903 – 935, 936 – 941, 942 – 966 and 967 – 980) and Imprest Account (Vouchers 123 – 143 and 144 - 156) a copy of which is attached to these Minutes.

59. REQUESTS FOR FINANCIAL ASSISTANCE

59.1 Letters of Thanks

Councillors noted that letters of thanks had been received from:

- Me2 Club
- Readibus, Reading
- Wokingham Citizens Advice
- Wokingham Job Support Centre

60. PUBLICATIONS

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

Me2 Club:	February Newsletter
Earley Community Minibus:	Minutes of Meeting held 13 th February 2018. Agenda for Committee Meeting at 2.00pm on 27 th March 2018. Agenda for Annual General Meeting to be held at 2.30pm on 27 th March 2018.
Neighbourhood Action Group:	Agenda for meeting to be held 19 th March 2018.

61. PRESS RELEASES

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

RESOLVED that a press release be issued on future staffing changes at an appropriate time.

62. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 8.56pm