

## **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, 30 May 2018 commencing at 7.45pm.

### **Present**

Chairman – Councillor N Jorgensen

Councillors Mrs J Clark, G Grandison, T Holton, R Houlbrooke, Mrs P Jorgensen, C Smith, Mrs A Swaddle, B Wedge

In attendance Councillor D Chopping

---

### **1. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 14<sup>th</sup> March 2018 were confirmed as a true record and signed by the Chairman.

### **2. VICE-CHAIRMAN**

**RESOLVED** that Councillor C Smith be appointed Vice-Chairman for the ensuing Municipal Year.

### **3. APPOINTMENT OF SUB-COMMITTEES & WORKING PARTIES**

Consideration was given to the appointment of Sub-Committees and Working Parties for the year 2018/2019.

**RESOLVED** that the following be appointed:

*Staffing Review Sub-Committee* – Currently 6 Members, previous membership:  
Councillors A Bradley, Mrs L Chambers, Mrs J Clark, Ms P A Dunn, N Jorgensen and B Wedge

*Standing Orders Working Party* – Currently 6 Members, previous membership:  
Councillors Mrs L Chambers, M Firmager, R A Houlbrooke, N Jorgensen, Mrs P Jorgensen, and B Wedge

*Service to Earley Award Panel* – Currently 5 Members, previous membership:  
Councillors J Armstrong, A T Bradley, Mrs L Chambers, R A Houlbrooke and B Wedge

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

It was resolved at Minute 44.1 of the Committee meeting held on 19 July 2017, that this Sub-Committee would comprise of members of the Policy & Resources Committee.

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

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

Consideration was given to the Minutes of the Community & Youth Sub-Committee held on 14<sup>th</sup> March 2018 which is appended to these Minutes for the information of Members.

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

#### 4.2 Staffing Review Sub Committee

**RESOLVED** that in view of the confidential nature of this item, it be discussed in confidential session.

#### 4.3 Meetings of the Sub-Committee

It was **RESOLVED**

1. that Community & Youth Sub-Committee Meetings be held prior to the Policy & Resource Committee Meetings on the following dates:

2018

Wednesday 18<sup>th</sup> July

Wednesday 19<sup>th</sup> September

2019

Wednesday 30<sup>th</sup> January

Wednesday 20<sup>th</sup> March

2. that the meeting will commence at 7.15pm and 45 minutes will be allowed for the Community & Youth items

### 5. **REQUESTS FOR FINANCIAL ASSISTANCE**

#### 5.1 Letters of Thanks

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

- Earley Bus
- Berkshire Vision
- Wokingham Volunteer Centre

#### 5.2 Wokingham Sports Sponsorship Fund

The Town Clerk reported that on previous occasions, the Town Council had, under Section 137, match funded the contribution made from the Wokingham Sports Sponsorship Fund to various young people within the area. A request for further funding had been received from Wokingham Borough Council and the Town Clerk had received a letter containing the names of the recipients. Owing to the Data Protection regulations a redacted version of the letter had been previously attached for consideration.

The Wokingham Sports Sponsorship Fund had requested match funding from Earley Town Council and Members were asked to consider this request.

**RESOLVED**

1. that in accordance with the provisions of the Local Government Act 1972, Section 137, as amended by the Local Government Housing Act 1989, Section 36, a contribution of £350 be made to the Wokingham Sports Sponsorship Fund.
2. Wokingham Borough Council be asked to provide consent for the Council to publish relevant information and congratulate recipients.

**6. FINANCIAL INFORMATION**

**6.1 Financial Transactions for the Year Ending 31<sup>st</sup> March 2018**

The Town Clerk reported that at Minute 11.1 of the Town Council, Members had considered a first draft of an Income & Expenditure Account for the financial year 2017/18 prepared on a cash basis, where it was resolved to place an item on the Agenda for further consideration. Councillors noted the updated version of the report which had been attached to the agenda.

**7. APPROVED CONTRACTORS**

Further to Minute 18 of the Annual Town Council Meeting, Councillors were advised that the Council's Financial Regulations, last revised May 2015, refer to an "appropriate approved list" for contracts and, in view of this, Officers recommended that the Committee consider referring this item for detailed consideration to the Standing Orders Working Party.

**RESOLVED** that the Standing Orders Working Party be convened to review the Approved Contractors list.

**8. EARLEY HELPSHOP**

**RESOLVED** that due to the sensitive nature of this item, it be discussed further in confidential session.

**9. LICENSING APPLICATION**

Councillors noted the following application for a Goods Vehicle Operator's Licence

Applicant        Hudson Boat Works UK Ltd

Trading Site    Unit 43 Suttons Business Park, Sutton Park Avenue, RG6 1AZ

**RESOLVED** that no comment be made on the application.

**10. ORDERS FOR PAYMENT**

The Committee noted details of Orders for Payment paid since the last meeting of the Town Council (Vouchers 1113 – 1201 and Imprest Account Vouchers 176-198) a copy of which is attached to these Minutes.

**11. PUBLICATIONS**

It noted that the following item had been received and was available for viewing in the Council Chamber:

M E Club	April Newsletter
----------	------------------

**12. 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 following items should receive emphasis

1. Wokingham Sports Sponsorship Funding if consent is received from Wokingham Borough Council
2. Service Level Agreement funding for Earley Town Council Helpshop

**13. TERMINATION OF MEETING**

The meeting was declared closed by the Chairman at 9.05pm