



**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, 19<sup>th</sup> September 2018 commencing at 7.49pm.

Present

Chairman – Councillor N Jorgensen

Councillors T Holton, R Houlbrooke, Mrs P Jorgensen, C Smith, Mrs A Swaddle and B Wedge

Apologies Councillors A Bradley, Mrs J Clark and G Grandison

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**28. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 18<sup>th</sup> July 2018 were confirmed as a true record and signed by the Chairman.

**29. EXTERNAL AUDIT 2017/18**

Councillors noted that new external auditors had been appointed for 2017/18. To date, the Council had not received confirmation from PKF Littlejohn LLP that the external audit had been completed.

**30. FINANCIAL REGULATIONS**

**30.1 Tender Limit**

The Town Clerk advised that at Minute 22.1 of the Committee Meeting held on 1<sup>st</sup> October 2014, it was recommended that the tender limit for 2014/15 be set at £40,000. This was in accordance with Financial Regulation 11.1(e) which provides that where it was 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 had been subsequently reconfirmed at that level, most recently at the meeting of the Town Council on 9<sup>th</sup> May 2018 at Minute 12.

Councillors were 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, Councillors were requested to consider their recommendation for the tender limit for 2019/20.

**RESOLVED** that the Policy & Resources Committee to recommend the tender limit remain at £40,000

**31. SUB-COMMITTEES & WORKING PARTIES**

**31.1 Community & Youth Sub-Committee**

Consideration was given to the Minutes of the Community & Youth Sub-Committee held on 18<sup>th</sup> July 2018 which is appended to these Minutes for the information of Members.

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

**32. WOKINGHAM BOROUGH COUNCIL: BOROUGH PLAN – PRIORITIES FOR OUR BOROUGH**

Councillors noted the contents of the letter concerning ‘Priorities for our Borough’ which had been received from the Leader of Wokingham Borough Council, Charlotte Haitham Taylor.

**33. FINANCIAL INFORMATION**

Councillors noted details of the financial transactions for the period ending 31<sup>st</sup> August 2018 which had been circulated with the agenda and also the detailed forecast reports which were tabled at the meeting. Following discussion it was

**RESOLVED** that

1. Financial Summary sheet to be revised and re-issued with the addition of Reserves (including CIL) and showing a footnote to explain the negatives
2. That the revised staffing budget figures be confirmed

**34. ORDERS FOR PAYMENT**

The Committee noted details of Orders for Payment paid since the last meeting of the Town Council (Vouchers 1344 - 1505 and Imprest Account Vouchers 225 – 245) a copy of which is attached to these Minutes.

**35. PUBLICATIONS**

No Publications had been received at the time of the meeting.

**36. PRESS RELEASES**

**RESOLVED** that a press release be issued to confirm that it was ‘business as usual’ at Silverdale Community & Youth Centre and in particular highlight again the Music Fusion / Rock Academy joint partnership.

**37. TERMINATION OF MEETING**

The meeting was declared closed by the Chairman at 8.53pm