

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

22 January 2020

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Council Chamber at the Council Offices, Radstock Lane, Earley on Wednesday, 29<sup>th</sup> January 2019 commencing at 7pm.

Yours faithfully

*Jo Friend*

**TOWN CLERK**

**To: Members of the Policy & Resources Committee**

Councillors C Jones (Chair), A Bassett, D Chopping, J Clark, J Eastwell, D Hare, R Houlbrooke, S Matthews, A Mickleburgh and P Stothart.

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## **A G E N D A**

*The first twenty minutes of the meeting will be set aside for members of the public to pose questions to the Council. If there are no questions, the Council will commence business forthwith.*

**1. APOLOGIES FOR ABSENCE**

To receive.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

**3. MINUTES OF PREVIOUS MEETING**

To consider the Minutes of the meeting held on 20<sup>th</sup> November 2019 and, if appropriate, to authorise their signing as a true and correct record.

#### **4. DRAFT BUDGET AND PRECEPT**

- 4.1 To consider the proposal of the Amenities and Leisure Committee that, in 2020/21, a 10% increase be applied to 2019/20 cemetery charges.
- 4.2 Budget Working Party meetings were held on 17<sup>th</sup> December 2019, 8<sup>th</sup> January and 24<sup>th</sup> January 2020. Members were provided with detailed income and expenditure estimates for the Council's business 2020/21.

To consider the report arising from the Budget Working Party meeting of 24<sup>th</sup> January 2020 and to RESOLVE upon the recommendations to put to Council for approval at its meeting of 19<sup>th</sup> February 2020.

To assess the amount required as the Town Precept for 2020/21 and to recommend to Council accordingly. The precept figure to be formally approved by Full Council at its meeting of 19<sup>th</sup> February 2020.

Recommendations arising from the Budget Working Party meeting of 24<sup>th</sup> January 2020 to be provided to Councillors under separate cover.

#### **5. FINANCE**

##### **5.1 Debtors**

To consider the Town Clerk's confidential report and to RESOLVE accordingly.

*Confidential Appendix A*

##### **5.2 Accruals**

To note that the Town Clerk has removed an historic accrual figure relating to the Silverdale Centre, from the accounts.

##### **5.3 Bank Reconciliations**

To note that the November 2019 and December 2019 Bank Reconciliations have been provided to the Chair of Policy & Resources for information.

#### **6. GRANTS**

To consider the grant applications received and to RESOLVE accordingly.

A schedule of applications has been circulated to Members under separate cover.

#### **7. TREE MANAGEMENT POLICY**

To consider the recommendation of the Amenities and Leisure Committee to adopt the Tree Management Policy and to recommend to Council accordingly.

*Appendix B*

#### **8. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 2689 – 2721, 2722 – 2774, 2775 – 2807, 2808 – 2810, 2811 – 2844, 2845 – 2847, 2848 – 2881), Imprest Account (Vouchers 396-420) and Current Account (Vouchers 18-30).

*Appendix C*

**9. PUBLICATIONS**

To note that the following items have been received and are available for viewing in the Council Chamber:

Maiden Erlegh Residents Association	Minutes of the Meeting held on 9 <sup>th</sup> January 2020
Connecting Communities in Berkshire	Action for All E-Bulletin

**10. PRESS RELEASES**

To consider whether any of the foregoing items should be the subject of a special press release.

**11. EXCLUSION OF PUBLIC AND PRESS**

To resolve that, in view of the confidential nature of the business about to be transacted in relation to commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and are asked to withdraw for items 12 and 13 on the Agenda.

**12. CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 20<sup>th</sup> November 2019 and, if appropriate, to authorise their signing as a true and correct record.

**13. COMMUNITY CENTRE LEASEHOLDER**

To receive information from the Town Clerk on this matter.