

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

09 September 2020

Dear Councillor

A meeting of the Policy & Resources Committee will be held remotely* on **Wednesday, 16th September 2020** 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, T Maher, S Matthews and A Mickleburgh.

Members of the public are welcome to attend the meeting which will be held using the Zoom conferencing platform. Meeting ID 943 3329 6416, Passcode 062031.

To obtain further login details please email administration@earley-tc.gov.uk by 4pm, Wednesday 16th September 2020.

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

3. PUBLIC FORUM

To receive any questions from members of the public attending the meeting. The Public Forum shall not exceed 15 minutes. If there are no questions, the Council will commence business forthwith.

4. MINUTES OF PREVIOUS MEETING

To consider the Minutes of the meeting held on 15th July 2020 and, if appropriate, to authorise their signing as a true and correct record.

5. COVID-19 – GENERAL

5.1 Help Shop

To receive an update from the Town Clerk on the work of the Helpshop and any ongoing issues with the Borough Council in terms of delivering their services.

6. COVID-19 - FINANCIAL IMPACT

6.1 Town Council Income

6.1.1 Sol Joel Park – Cricket

To note that no cricket was played at SJP during the 2020 season as government restrictions on grass roots cricket were lifted too late to allow for remedial work to be completed before the season ended. No income has been received from cricket this financial year.

6.1.2 Sol Joel Park – Football

To note that adult and junior football has resumed at SJP. In order to ensure compliance with Covid-19 guidance, the changing rooms remain closed and the number of matches being played has been reduced. Priority is being given to our regular hirers. The income from football will therefore be reduced this financial year.

6.1.3 Community Centres

To note that Maiden Place Community Centre, Radstock Lane Community Centre, Centrepoint Community Centre and Silverdale Community Centre reopened to hirers on 1st September 2020. Comprehensive measures have been put in place to make the operation of the centres Covid secure and the number of hirers has had to be reduced from pre-Covid levels. Hirers are returning gradually although some have indicated they will not be resuming their activities until at least 2021. To note that income from hall hire for the period April – August has been negligible and income for the remainder of the financial year 2020/21 will be substantially less than the figure budgeted.

7. FINANCE

7.1 Financial Update

To receive a financial update:

Financial Summary to 31/8/2020
Actual Income & Exp to date compared to Annual Budget

(Excluding project work)

	Income/20-21 Budget	Expenditure/20-21 Budget
<i>Cemetery</i>	38,609 / 90,000	1,402 / 8,822
<i>Parks/playgrounds/MELNR/Allotments</i>	2,999 / 25,808	7,461 / 45,380
<i>Community Halls</i>	3,677 / 131,320	10,969 / 50,092
<i>Vehicles</i>	0	3,041 / 15,189
<i>Staff costs</i>	0	289,204 / 774,818
<i>Admin/Office costs</i>	561 / 2,080	50,648 / 166,689
<i>Street lights/Bus shelters</i>	0	1,111 / 10,100

Committee members to have been provided with a detailed Income & Expenditure Report under separate cover.

7.2 **Bank Reconciliations**

To note that the Bank Reconciliations for June 2020 and July 2020 have been provided to the Chair of Policy & Resources for information.

8. TOWN COUNCIL POLICIES

8.1 To note that officers are in the process of reviewing the Council’s policies to ensure that the appropriate policies for a town council are in place. Where a recommended policy is absent, officers will draft one for consideration and approval by this Committee. Approved policies will be referred to Full Council for formal adoption. Guidance will be sought from bodies such as SLCC and NALC when policies are drawn up.

8.2 To consider the following policies and **RESOLVE** to recommend them for adoption by Full Council:

- (i) Equality and Diversity Policy *Appendix A*
- (ii) Anti-Harassment and Bullying Policy *Appendix B*
- (iii) Child Protection and Vulnerable Persons Policy *Appendix C*

9. YOUTH OUTREACH PROJECT

To note that it is intended for the Town Council’s Youth Outreach Project to operate twice weekly outside of school hours. Youth workers and volunteers to be provided with ID cards and outreach project hoodies.

10. CLIMATE EMERGENCY

To note that Wokingham Borough Council has had initial discussions with Earley Town Council regarding possible collaborative opportunities in relation to the climate emergency agenda. Councillor Jones to provide any available updates.

11. ORDERS FOR PAYMENT

No details of Orders for Payment or Imprest Account payments made since the last meeting of the Town Council were available at the time of the agenda being published.

12. PUBLICATIONS

To note that the following communications have been received and are available for perusal from the Council Offices:

Me2 Club	Electronic newsletter – August 2020
Involve Wokingham	Electronic newsletter – August 2020

13. PRESS RELEASES

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

14. EXCLUSION OF PUBLIC AND PRESS

To ***RESOLVE*** that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press are temporarily excluded and are asked to withdraw for items 15, 16, 17 and 18 on the Agenda.

15. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 15th July 2020 and, if appropriate, to authorise their signing as a true and correct record.

16. RADSTOCK SOCIAL CLUB

To receive any available updates from the Town Clerk.

17. CENTREPOINT HIRER – AFTER SCHOOL CLUB

To receive any available updates from the Town Clerk.

18. STAFFING MATTERS

To receive an update from the Town Clerk in relation to matters being considered by the Staffing Sub- Committee.