



**POLICY & RESOURCES COMMITTEE**

Minutes of a meeting of the Policy & Resources Committee held remotely on Wednesday 16<sup>th</sup> September 2020 commencing at 7pm.

Present

Chair – Councillor C Jones

Councillors A Bassett, D Chopping, J Clark, J Eastwell, D Hare, R Houlbrooke, T Maher and S Matthews.

In attendance: J Friend (Town Clerk), E Carroll (Deputy Town Clerk) and R Fryer (Democratic Services Officer).

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**38. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A Mickleburgh.

**39. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**40. PUBLIC FORUM**

No members of the public were present.

**41. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 15<sup>th</sup> July 2020 were confirmed a true record and signed by the Chairman.

*Councillor T Maher entered the meeting*

**42. COVID-19 - GENERAL**

42.1 Help Shop

The Town Clerk updated Members on the work of the Helpshop and Councillors welcomed the news that Wokingham Borough Council had resumed the collection of monies taken. The Town Clerk conveyed the message received from WBC that they appreciated the help and support Earley Town Council had given them and valued us as partners.

**43. COVID-19 – FINANCIAL IMPACT**

43.1 Town Council Income

The chairman highlighted the loss of income from hall hire, and noted that Council spending had been constrained since March in anticipation of the reduced income. The committee discussed different report formats for budget breakdown given the particular nature of Council income and expenditure.



43.1.1 Sol Joel Park - Cricket

Members noted that no cricket had been 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. As a result, no income from cricket was received in this financial year.

43.1.2 Sol Joel Park - Football

Councillors noted that adult and junior football had resumed at SJP. To ensure compliance with Covid-19 guidance, changing rooms remained closed and the number of matches played had been reduced. Priority had been given to regular hirers. As a result of these measures, income from football would be reduced this financial year.

43.1.3 Community Centres

It was noted that Maiden Place Community Centre, Radstock Lane Community Centre, Centrepoint Community Centre and Silverdale Community Centre had reopened to hirers on 1<sup>st</sup> September 2020. Members were pleased to hear that comprehensive measures had been put in place to make the operation of the centres ‘Covid secure’, and noted that as a result, the number of hirers had had to be reduced from pre-Covid levels. The Town Clerk reported that hirers were returning gradually, some had indicated they would not be resuming activities until 2021 at the earliest. The Committee noted that income from hall hire for the period April-August had been negligible and that income for the remainder of the financial year would be substantially less than the budgeted figure.

**44. FINANCE**

44.1 Financial Update

The Committee received a detailed Income and Expenditure report and noted the findings. Councillors praised the officers for having a good grip on the finances and for providing detailed information to councillors.

44.2 Bank Reconciliations

Members noted that the Bank Reconciliations for June 2020 and July 2020 had been provided to the Chair of Policy & Resources for information.

**45. TOWN COUNCIL POLICIES**

45.1 Members noted that officers were in the process of reviewing the Council’s policies and that draft policies would be drawn up for consideration by the Policy and Resources Committee. Policies would then be referred to Full Council for formal adoption. Members noted that priority would be given to urgent and important policies and that they should address any queries or comments to the Senior Operations Support Officer.

*Councillor D Chopping left the meeting*

45.2 Members considered the following policies for recommendation to Full Council for adoption:

45.2.1 Equality and Diversity Policy



It was **RESOLVED** that the Equality and Diversity Policy be recommended to Full Council for adoption.

45.2.2 Anti-Harassment and Bullying Policy

It was **RESOLVED** that the Anti-Harassment and Bullying Policy be recommended to Full Council for adoption.

45.2.3 Child Protection and Vulnerable Persons Policy

It was **RESOLVED** that the Child Protection and Vulnerable Persons Policy be recommended to Full Council for adoption.

**46. YOUTH OUTREACH**

The Committee noted that it was intended for the Town Council's Youth Outreach Project to operate twice weekly outside of school hours. Councillors were pleased to hear that youth workers and volunteers were to be provided with ID cards and outreach project hoodies to clearly identify them.

**47. CLIMATE EMERGENCY**

Members noted that Wokingham Borough Council had had initial discussions with Earley Town Council regarding possible collaborative opportunities in regard to the climate emergency agenda. The chair noted that the initial discussions had covered making homes more environmentally friendly and electric charging points, and that it had been agreed that ETC and WBC would meet every 2-3 months to monitor progress. Councillors were of the opinion that it would be difficult for ETC to produce a meaningful Climate Emergency policy whilst focusing on the pandemic response. It was noted that Woodley Town Council had produced a plan, and Councillors observed that it could be useful to view the plan to see how it could inform ETC's planning going forwards.

*Councillor D Chopping re-entered the meeting*

**48. ORDERS FOR PAYMENT**

Councillors received details of Orders for Payment made since the last meeting of the Town Council (Vouchers 3297-3412) and Imprest Account (Vouchers 515-525). Councillor Matthews inquired as to the details surrounding payments 3373 and 3374, the Town Clerk confirmed that it represented shared costs with Woodley Town Council for grass cutting of the SULV.

**49. PUBLICATIONS**

It was noted that the following communications had been received and were available for perusal from the Council Offices:

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



50. **PRESS RELEASES**

No press releases were requested.

51. **EXCLUSION OF PUBLIC AND PRESS**

There were no members of the public or press present. It was agreed that the remaining items on the Agenda be taken under Part II.

**PART II**

52. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

53. **RADSTOCK SOCIAL CLUB**

54. **CENTREPOINT HIRER – AFTER SCHOOL CLUB**

55. **STAFF MATTERS**

56. **TERMINATION OF MEETING**

The meeting was declared closed by the Chair at 7.53 pm.

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Chair, Policy & Resources Committee