

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

26 May 2021

Dear Councillor

A meeting for the Members of the Policy & Resources Committee will be held remotely\* on **Wednesday, 2<sup>nd</sup> June 2021** 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 968 7230 1167 Passcode 157460.*

*To obtain further login details please email [administration@earley-tc.gov.uk](mailto:administration@earley-tc.gov.uk) by 4pm, Wednesday 2<sup>nd</sup> June 2021.*

\*In accordance with Minutes 7, 7.1 and 7.2, Delegated Powers resolutions, passed by Full Council at its Annual Meeting on 4<sup>th</sup> May 2021.

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## **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 17<sup>th</sup> March 2021 and, if appropriate, to agree that they represent a true and correct record and **RECOMMEND** they be signed.

**5. COVID-19 – UPDATE**

**5.1 Community Centres**

To note that the Town Council was not successful in its application for a coronavirus Restart Grant for two of its community centres. WBC informed the Town Clerk that parish and town councils were not eligible for this funding.

To note that the Town Council’s community centres have reopened to hirers in accordance with any government restrictions existing at the time. Occupancy levels remain low. This has been as a result of numerous regular hirers still being cautious and opting to return later in the year, and the time we need to put aside for the enhanced cleaning regime which is still required.

**6. COVID – RECOGNITION PLAQUE**

To receive and discuss a suggestion from Cllr J Clark that the Town Council install a plaque at its offices, in recognition of the outstanding contributions made by many Earley residents during the Coronavirus pandemic.

**7. BANK RECONCILIATIONS**

To note that the Bank Reconciliations for March and April 2021 have been made available to the Chair of Policy & Resources Committee for information.

**8. ADVISOR TO THE PLANNING COMMITTEE**

To receive a recommendation from the Planning Committee, made at its meeting on 4<sup>th</sup> May 2021, that the contract between Earley Town Council and the Planning Advisor be renewed for a further 12 months, with effect from end of April 2021, with a review after 6 months. Councillors to discuss and to **RECOMMEND** accordingly.

**9. BALC MEMBERSHIP**

To receive information on the Town Council’s annual subscription to the Berkshire Association of Local Councils (BALC) which is due for renewal on 4<sup>th</sup> June 2021. Members to discuss and **RECOMMEND** accordingly.

*Appendix A*

**10. CIL UPDATE**

10.1 To note that the Town Council’s current CIL funds stand at £83,449.

10.2 To note that a detailed report was provided to members of the Amenities and Leisure Committee on 26<sup>th</sup> May 2021, regarding the CIL funded project to replace swings at Meadow Park. This will ensure that monies with a deadline during 2021 will be spent in accordance with CIL guidelines.

**11. CHALFONT WOODS**

To discuss the following motion, submitted by Cllr C Jones:

‘The members of the P & R committee recommend that ETC formally seeks ownership of Chalfont Woods (also known as area DD), to be transferred from WBC to ETC, with the

intention of ETC maintaining these woods as a legally designated nature reserve and that the Town Council approach WBC to begin discussions as to how this can be achieved.’

**12. TOWN COUNCIL GRANTS**

To note that thank you letters and emails have been received from the following recipients of Town Council grants 2021/22.:

ARC	Citizens Advice Reading
Citizens Advice Wokingham	Cruse Bereavement Care
Earley Bus	Earley Volunteer Drive Bureau
Home Start	Me2 Club
Readibus	Relate
Wokingham Job Support Centre	Wokingham Volunteer Centre

**13. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3861 – 3886, 3887 – 3912, 3913 – 3915, 3916 – 3956, 3957 – 3983, 3984 – 3989 and 3990 – 4038) and Imprest Account (Vouchers 28 – 31 and 565 – 591).

*Appendix B*

**14. PUBLICATIONS**

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

Earley Neighbourhood Action Group	E-newsletter – 26 <sup>th</sup> April 2021
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**15. PRESS RELEASES**

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

**16. EXCLUSION OF PUBLIC AND PRESS**

To ***RESOLVE*** that, in view of the confidential nature of the business about to be transacted, it is advisable and in the public interest that the public and press are temporarily excluded and are asked to withdraw for items 17, 18 and 19 on the Agenda.

**17. CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 17<sup>th</sup> March 2021 and, if appropriate, to agree that they represent a true and correct record and **RECOMMEND** they be signed.

**18. DELEGATED POWERS**

To receive a report on the use of delegated powers in relation to a Staffing matter.

*Confidential Appendix C*

**19. STAFFING MATTERS**

To receive a report from the Youth Working Party in relation to the appointment of a Senior Youth Worker.

*Confidential Appendix D  
(to follow)*