

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

03 November 2021

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, 10th November 2021** commencing at 7pm.

Members of the public are welcome to attend and are asked to email administration@earley-tc.gov.uk in advance of the meeting to advise of their attendance. This will assist us with planning appropriate seating arrangements for the meeting.

Members of the public attending the meeting will be required to wear a face covering and we recommend that a Lateral Flow Test is carried out prior to the meeting.

Anyone experiencing Covid-19 symptoms or in receipt of a positive test result MUST NOT attend.

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.

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 22nd September 2021 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed.

5. FINANCIAL MATTERS

5.1 Budget 2022/23

To note that all councillors have been invited to attend the initial Budget 2022/23 discussions due to be held on 23rd November and 6th December 2021.

6. BANK RECONCILIATIONS

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

7. EARLEY HELPSHOP - SERVICE LEVEL AGREEMENT

To note that the extension to the current SLA with Wokingham Borough Council for services provided by the Helpshop expires in March 2022. Cllr Jones and the Town Clerk attended a meeting on 1st November 2021 with WBC to discuss the renewal of the agreement. Members to receive a verbal update.

8. CIL REQUEST

To consider a request from Wokingham Borough Council that Earley Town Council CIL monies be used to replace the exercise equipment in Carnival Field (the Events Field).

Members to discuss and to **RESOLVE** upon a recommendation to Full Council.

(Confidential) Appendix A

9. COUNCILLOR CODE OF CONDUCT

To discuss the adoption of an updated Councillor Code of Conduct.

The LGA has reviewed the Model Councillor Code of Conduct and published an updated version. The new Code, with two small amendments, was adopted by Wokingham Borough Council in July 2021. It is common practice for parish and town councils to adopt the same Councillor Code of Conduct as its principal authority as the Monitoring Officer covers both councils.

Earley Town Council's current Councillor Code of Conduct was adopted in 2012, a copy is displayed on the Town Council's website.

Members to discuss and to **RESOLVE** upon a recommendation to Full Council.

Appendix B

10. CLIMATE EMERGENCY

10.1 To note a report provided from the Climate Emergency Working Group on their meeting of 26th October 2021.

10.2 To consider the Climate Emergency Working Group's request that funding be allocated for both an EPC (Energy Performance Certificate) and an updated DEC (Display Energy Certificate) report to be carried out on the Council Offices. Members to **RESOLVE** accordingly.

11. EARLEY STATION FOOTBRIDGE

To receive an update on discussions between the Town Council and Wokingham Borough Council regarding WBC’s proposals to replace the footbridge at Earley train station and the impact of this project on Mays Lane Cemetery.

12. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 4322 – 4347, 4348 – 4392, 4393 – 4397 and Imprest Account (Vouchers 610-621).

Appendix C

13. PUBLICATIONS

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

Involve Community Sevices	25-29 th October 2021 e-newsletter
Me2 Club	E-newsletter October 2021
The Friendship Alliance (Link Visiting)	27 th October 2021 e-newsletter

14. PRESS RELEASES

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

15. 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 item 16 on the Agenda.

16. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 22nd September 2021 and, if appropriate, to agree that they represent a true and correct record and **RESOLVE** they be signed.