

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

06 July 2022

Dear Councillor

A meeting of the Policy & Resources Committee is due to be held in the Council Chamber at the Council Offices, Radstock Lane, Earley, **Wednesday, 13th July 2022** commencing at 7pm.

Members of the public attending the meeting are requested to wear a face covering.

Anyone experiencing Covid-19 symptoms or in receipt of a positive test result is asked not to attend.

Yours faithfully

Jo Friend

TOWN CLERK

To: Members of the Policy & Resources Committee

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

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 1st June 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed.

5. BANK RECONCILIATIONS

To note that the Bank Reconciliations for April and May 2022 have been made available to the Chair of Policy & Resources Committee for information.

6. TOWN COUNCIL FLAG

To consider purchasing a new Earley Town Council flag to replace the existing flag which is in very poor condition. Such flags are made to order, the cost will be approximately £400.

Members to **RESOLVE** accordingly.

7. BALC MEMBERSHIP

To consider renewing the Town Council's subscription with BALC. The charge for 2022/23 is £3,332.51, of which £1,732.51 is the NALC membership element. Members to **RESOLVE** accordingly.

Appendix A

8. COUNCIL POLICIES

Officers have reviewed the town council's data protection responsibilities and have updated its policies accordingly.

Members to consider the following set of GDPR policies and to **RESOLVE** upon a recommendation that Full Council approve the adoption of said policies:

- Data Protection Policy
- Information Security Policy
- Information Breach Policy
- Website Privacy and Cookie Policy
- Freedom of Information Policy
- Subject Access Request Policy
- Retention of Records and Disposal Policy

Appendix B

9. CLIMATE EMERGENCY

To receive any available updates from the Climate Emergency Working Group.

10. COMMUNICATIONS

To note that letters of thanks have been received from the First Days charity and Link Visiting Scheme in respect of the town council grant recently awarded to them.

11. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 4907 – 4947, 4948 – 4952, 4953 – 4898, 4990 - 5007) and Imprest Account (Vouchers 680 - 700).

Appendix C

12. PUBLICATIONS

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

Berkshire Youth	Newsletter June 2022
CCB	E-Bulletin June 2022
Me2 Club	Newsletter June 2022
Wokingham Volunteer Centre	Newsletter June 2022

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 and in the public interest that the public and press are temporarily excluded and are asked to withdraw for items 15, 16 and 17 on the Agenda.

15. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 1st June 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed.

16. COMMUNITY CENTRES

To consider a report from the Town Clerk regarding community centre leases.

Confidential Appendix D

17. ADVISOR TO THE PLANNING COMMITTEE

To consider a report from the Deputy Town Clerk following communications with Wokingham Borough Council's planning department.

Confidential Appendix E