

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

29 September 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, 5th October 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 13th July 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 June and July 2022 have been made available to the Chair of Policy & Resources Committee for information.

6. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2021-22**

To note that the audit process for 2021-22 has been completed and Earley Town Council has achieved a clean external audit report. The appropriate documentation has been posted on the town council’s website in accordance with the legislation.

7. **INTERNAL AUDITOR**

Appointment of Internal Auditor

To receive the Town Clerk’s recommendation that Claire Connell be reappointed as Earley Town Council’s internal auditor for 2022/23, annual fees unaltered. Members to consider and to **RESOLVE** accordingly.

8. **INSURANCE RENEWAL**

To note that, in accordance with Financial Regulation 15.1, the Town Clerk has renewed the Council’s insurance policies, with effect from 1st September 2022. To receive a verbal update from the Town Clerk.

9. **FINANCE UPDATE**

To receive a financial update from the Town Clerk.

Income and expenditure figures to date:

	A & L Amenities	A & L Parks	Policy & Resources	Planning	Total
Income	94,475	12,685	1,002,970	0	1,110,130
Expenditure	31,956	17,958	425,356	3,983	479,253

10. **COMMUNITY INFRASTRUCTURE LEVY**

Members have received a report on CIL funding held by the town council and are requested to consider the following:

10.1 **WBC Co-Funding Request – California Country Park**

To receive a report on this matter from ETC attendees at the WBC meeting of 20th September 2022. Members to discuss and, if appropriate, to **RESOLVE** accordingly.

Appendix A

10.2 **SSEN Resilient Communities Fund Grant – Match Funding**

To consider the Town Clerk’s recommendation that ETC’s match funding for the SSEN Resilient Communities Fund grant should be taken from the CIL budget and to **RESOLVE** accordingly.

Appendix B

10.3 Community Garden Project – CIL Request

To consider a request from a community group for CIL funds to assist them with their community garden project. Members to **RESOLVE** accordingly.

Appendix C

11. GRANT REQUEST

To consider a grant request from Reading Welfare Rights and to **RESOLVE** accordingly.

Appendix D

12. CLIMATE EMERGENCY

To note that members of the Policy and Resources Committee have received a copy of Cllr C Smith's notes from the last meeting of the Climate Emergency working group.

13. BUILDING ACCESS CONTROL

To receive a report on the installation of Access Control at Maiden Place Community Centre and Radstock Lane Community Centre.

Appendix E

14. STATION FOOTBRIDGE

To receive a verbal update from attendee(s) at the meeting called by Wokingham Borough Council on 23rd September 2022, to discuss its footbridge replacement proposals.

15. ELECTORAL COMMISSION REVIEW

To note that the Local Government Boundary Commission for England is conducting a public consultation on a review of the Wokingham borough electoral wards. Members to consider if a town council response is required and, if so, to make recommendation to full council for consideration at its next meeting. Note: the current review relates to borough ward boundaries only, not town council ward boundaries.

16. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 5035a – 5064, 5065 – 5085, 5086 – 5113, 5114 – 5152, 5153 – 5160, 5161 – 5195, 5196 - 5217) and Imprest Account (Vouchers 708 - 727).

Appendix F

17. PUBLICATIONS

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

CCB	E-Bulletin September 2022
MERA	Executive Committee Minutes 8th September 2022

18. PRESS RELEASES

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

19. 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 20, 21, and 22 on the Agenda.

20. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 13th July 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed.

21. COMMUNITY CENTRES

To receive an update from the Town Clerk on community centre leases.

22. STAFFING SUB-COMMITTEE

To receive an update from the meeting of the Staffing Sub-Committee, held on 31st August 2022.
Confidential Appendix G