



POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the Policy & Resources Committee, held in the Council Chamber at the Council Offices, Radstock Lane, Earley, Reading, on Wednesday 13th July 2022 which commenced at 7pm.

Present

Chair – Councillor D Hare

Councillors: A Bassett, J Clark, J Eastwell, R Houlbrooke, C Jones, T Maher and S Matthews.

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

22. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs D Chopping and C Smith.

23. DECLARATIONS OF INTEREST

There were no declarations of interest.

24. PUBLIC FORUM

No members of the public were present.

25. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Policy & Resources Committee held on 1st June 2022 were confirmed as a true record and **RESOLVED** for signature by the Chair (Minutes 1-21).

Councillors requested updates on Minute 7.3 ‘Elms Field Event’, Minute 11 ‘Earley Station Footbridge’ and Minute 12 ‘Sibly Transfer’. The Town Clerk reported that no further information had been provided to the town council by WBC regarding funding for the Elms Field event and no further communications had been received from WBC in relation to the footbridge. The transfer of Sibly is being dealt with by ETC’s solicitor who is still awaiting the draft transfer deed from Persimmon’s solicitor. This is being chased regularly, no reason has been given for the delay.

26. BANK RECONCILIATIONS

Councillors noted that the Bank Reconciliations for April and May 2022 had been made available to the Chair of the Policy & Resources Committee for information.

27. TOWN COUNCIL FLAG

The Committee considered the purchase of a new Earley Town Council flag to replace the existing flag which is in poor condition. It was

RESOLVED that a new flag be purchased.



28. **BALC**

Councillors considered the Town Clerk's report on the renewal of the Council's subscription with the Berkshire Association of Local Councils. Improvements to the service had been promised and therefore Members were minded to renew the subscription and monitor the situation over the next year. It was

RESOLVED that the Town Council renew its subscription for the municipal year 2022/23 at a cost of £3,332.51, including £1,732.51 to cover membership of the National Association of Local Councils.

29. **COUNCIL POLICIES**

The Committee noted that officers had reviewed the Town Council's data protection responsibilities and had updated its policies accordingly. The Deputy Town Clerk confirmed that the policies presented were based on model policies for parish and town councils.

It was agreed that the reference to staff email accounts should include a reference to councillor's town council email accounts. It was

RESOLVED that the following GDPR policies be recommended for adoption by Full Council at its next meeting on 27th July 2022:

- 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

30. **CLIMATE EMERGENCY**

Cllr M Smith provided a verbal update from the Climate Emergency working group reporting that diary conflicts had prevented the scheduling of a meeting of the group but it was hoped a meeting would be arranged going forward. The Climate Emergency Action Plan and Green Infrastructure Action Plan would be promoted to residents at the councillors' stall at the Green Fair on 6th August.

Cllr C Jones entered the meeting

31. **COMMUNICATIONS**

Members noted that letters of thanks had been received from the First Days charity and Link Visiting Scheme following the receipt of grants from ETC.

32. **ORDERS FOR PAYMENT**

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



33. PUBLICATIONS

To note that the following communications had been received and were 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

34. PRESS RELEASES

No press releases were requested.

35. 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

36. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

37. COMMUNITY CENTRES

38. ADVISOR TO THE PLANNING COMMITTEE

39. TERMINATION OF MEETING

The meeting was declared closed by the Chair at 7.58pm.

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Chair, Policy & Resources Committee