

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

18 January 2023

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, 25th January 2023** commencing at 7pm.

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

In order to reduce the risk of spreading any winter viruses, if you are experiencing symptoms we would ask that you do not attend the meeting.

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, A Long, 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 9th November 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 October and November 2022 have been made available to the Chair of Policy & Resources Committee for information.

6. PRECEPT AND BUDGET 2023/24

To consider the recommendations arising from the meeting of the Budget Working Party on 18th January 2023 and to make formal recommendation to Full Council in terms of the precept and budget for 2023/24.

Details to follow

7. CORONATION

To consider the suggestions of the Amenities and Leisure Committee in relation to ways in which the Town Council could mark the Coronation of King Charles III in May 2023.

Appendix A

8. SILVERDALE COMMUNITY CENTRE

To note that Earley Town Council has signed the legal agreement as provided by Maiden Erlegh Trust and will now vacate the property in March rather than July 2023 as previously agreed. In the meantime, ETC is permitted to use the building for storage purposes only.

9. POLICY REVIEWS

9.1 The following policies are due for review, no amendments are being recommended. Members to **RESOLVE** on re-adoption:

- Whistleblowing Policy
- Time off in Lieu (TOIL) Policy

Appendices B and C

9.2 The following policies have been re-drafted and updated. Members to **RESOLVE** on adoption:

- Grievance Procedure
- Equality and Diversity Policy

Appendices D and E

10. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 5350 – 5376, 5377 – 5403, 5404 – 5425, 5426 – 5431, 5432 – 5444, 5445 – 5473, 5474 - 5510) and Imprest Account (Vouchers 63 – 64 and 741 - 757).

Appendix F

11. PUBLICATIONS

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

| | |
|-----------------------|---------------------------------------|
| CCB | E-Bulletin January 2023 |
| University Of Reading | E- Community newsletter Spring 2023 |
| MERA | Minutes 12 th January 2023 |

12. **PRESS RELEASES**

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

13. **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 14, 15 and 16 on the Agenda.

14. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 9th November 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed.

15. **YOUTH SERVICES**

To receive an update from the Youth Working Party.

Confidential Appendix G

16. **STAFFING COMMITTEE**

To receive an update from the Staffing Committee meeting of 4th January 2023.

Confidential Appendix H