

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

3rd July 2024

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Council Chamber at the Council Offices, Radstock Lane, Earley, **Wednesday, 10th July 2024** commencing at 7pm.

Yours faithfully

Jo Friend

TOWN CLERK

To: Members of the Policy & Resources Committee

Councillors D Hare (Chair), A Bassett, J Eastwell, T Holton, N Jorgensen, G Littler, A Long, T Maher, S Matthews and S Newton.

A G E N D A

1. ELECTION OF COMMITTEE CHAIR

To receive nomination(s) for the position of Chair of the Policy and Resources Committee.

Members to **RESOLVE** accordingly.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

4. 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.

5. MINUTES OF PREVIOUS MEETING

To consider the Minutes of the meeting held on 13th March 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed. (Minutes 95 - 111).

6. BANK RECONCILIATIONS

To note that the Bank Reconciliations for February, March, April and May 2024 have been made available to the Chair of Policy & Resources Committee for information.

7. FINANCE

7.1 Finance Update

To receive an update report from the Town Clerk.

Appendix A

7.1.1 Budget – Specialist Vehicles

To agree an increase in the 2024/25 budget for Specialist Vehicle Costs.

This budget covers servicing and repairs of all specialist vehicles such as tractors, Ransome ride on mowers, the excavator and so on. Servicing and repair costs so far this year have exceeded expectations and there is further work to be completed.

Members to discuss and to **RESOLVE** accordingly.

7.2 Internal Auditor

To agree the appointment of an Internal Auditor for 2024/25. The Town Clerk/RFO is satisfied with the comprehensive service provided by the existing internal auditor, Claire Connell, and recommends her reappointment. Confirmation has been received that there will be no increase in fees in 2024/25.

Members to discuss and to **RESOLVE** accordingly.

8. EAR MARKED RESERVE – BUS SHELTERS

To consider a recommendation from the Amenities and Leisure Committee that £4,000 be transferred from the Bus Shelters Ear Marked Reserve into the Bus Shelters General Maintenance budget.

Members to **RESOLVE** accordingly.

Appendix B

9. TOWN COUNCIL GRANTS

9.1 GRANTS 2023/24

9.1.2 Grants Awarded

To note that correspondence has been received from Loddon Valley Ramblers, Reading Male Voice Choir, Together - One Step at a Time and ACER/FoBoS thanking Earley Town Council for the grants awarded in the 2023/24 financial year.

9.1.3 Updates from 2023/24 Recipients

Updates on how ETC grant monies have been spent have been received from:

- Berkshire Vision – social activities for members, access to low-cost minibus, telephone befriending service
- Loddon Valley Ramblers – installation of two public footpath signs at Earley Gate and Elm Road
- ACER/FoBoS – installation of replacement permitted footpath sign in Church Road
- ACER/FoBoS – path to rear of Earley Home Guard Club resurfaced with road shavings
- Together – One Step at a Time – photographs of equipment purchased provided

9.2 GRANTS 2024/25

9.2.1 New Applications

To consider applications received in the first 2024/25 grant application period, Tranche 1 - May 2024:

- ARC
- Citizens Advice – Wokingham
- Daisy’s Dream
- Home-Start Wokingham
- Keep Mobile
- Love Thursdays Youth Club
- Together - One Step at a Time
- The Link Visiting Scheme
- Wokingham Job Support Centre

Full details will be provided to the Committee. Members to **RESOLVE** as appropriate.

Appendix C

10. YOUTH SERVICES

10.1 Update

To receive an update on the Town Council’s work to resume the provision of youth services for young people in Earley.

Appendix D

10.2 Youth Services Working Group

To consider the Town Clerk’s recommendation that a Youth Services Working Group be established.

Its terms of reference to include studying the information produced by the work referenced in Appendix D; making recommendations to the Policy & Resources Committee or Council on the nature of the youth services to be delivered and costs involved; and working alongside the third party to ensure delivery of the service.

Members to discuss and to **RESOLVE** accordingly.

11. RADSTOCK HOUSE

To note that work to replace all guttering and renovate the soffits and fascias at Radstock House has been completed. The contractor was very professional and the work has been carried out to a high standard.

12. POLICIES

Following the upgrading of the CCTV system at Sol Joel Park, the Town Council’s CCTV Policy has been updated.

Members to consider the CCTV Policy and **RESOLVE** upon recommendation to Full Council that the policy be adopted.

Appendix E

13. GREEN FAIR

A reminder that Earley Town Council's Green Fair will take place on Saturday 3rd August 2024, 10am – 3pm at Maiden Erlegh Lake and Nature Reserve.

Appendix F

14. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 6774 - 6800, 6801 – 6806, 6807 – 6845, 6846 – 6864, 6865 – 6885, 6886 – 6898, 6899 – 6906, 6907 - 6920) and Imprest vouchers 958 – 969).

Appendix G

15. PUBLICATIONS

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

CCB (Connecting Communities in Berkshire)	E-newsletter June 2024
TVP	Wokingham North update 6 th , 11 th and 24 th June 2024
MERA	Minutes – 13 th June 2024
Me2 Club	E-newsletter June 2024

16. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

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

17. 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 18 and 19 on the Agenda.

18. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 13th March 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed. (Minutes 109 – 110).

19. LEASES – PADDICK DRIVE

To receive a report regarding the leases for Paddick Drive open space and the BMX track.

Confidential Appendix H