

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

4th September 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, 11th September 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. 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 10th July 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed. (Minutes 1 - 20).

5. BANK RECONCILIATIONS

To note that the Bank Reconciliations for June and July 2024 have been made available to the Chair of Policy & Resources Committee for information.

6. AUDIT 2023/24

To note that the external audit for the year ended 31st March 2024 has been completed. The external auditor has confirmed there are no matters of concern.

The completed Annual Governance & Accountability Return 2023/24 will now be posted on the town council's website in accordance with the Accounts and Audit Regulations 2015.

Appendix A

7. COMMUNITY INFRASTRUCTURE LEVY

To note that the Chair and the Leader of the Council approved the use of a small amount of CIL funding (£560) to complete the pathway in the new play area at Collins Drive.

ETC's current CIL fund is £34,500, with spend expiry dates between September 2025 and April 2029.

8. COUNCIL INSURANCE 2024/25

To note that a review of the council's insurance needs has been conducted by the Town Clerk and ETC's broker, James Hallam. Cover has been obtained for all ETC's requirements, including vehicles, at a cost of £34,192, approximately £1,000 more than in 2023/24. Periodic revaluations of buildings are recommended, this exercise will be conducted this year and cover levels amended if necessary.

8.1 Repair Café

The Repair Café will open to the public on Sunday 13th October. To note that separate insurance for the Repair Café has been obtained through a specialist broker at a cost of £243. The plan is for the volunteers to take on responsibility for the management of the project in 12 months' time, at which time they will also assume responsibility for the insurance and costs will be funded from Repair Café income.

9. TOWN COUNCIL GRANTS 2024/25

9.1 Grants Awarded

To note that correspondence has been received from Daisy's Dream, Home-Start Wokingham District, Keep Mobile, Together - One Step at a Time, Link Visiting Scheme and Wokingham Job Support Centre thanking Earley Town Council for the grants awarded recently.

10. LEASES – PADDICK DRIVE

To note that Wokingham Borough Council and Earley Town Council have agreed that ETC's lease on the Paddick Drive open space will be renewed for a period of 14 years; the 2 areas previously covered in separate leases will be combined under a single lease; and the site plan/lease will show that the layby is excluded from ETC's responsibilities.

Once the final document has been received from WBC, it will be checked by ETC's solicitor and presented to Council for approval for signature.

11. YOUTH SERVICES - UPDATE

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

Appendix B

12. RADSTOCK HOUSE – SOLAR PANELS

To receive a report updating councillors on the performance to date of the solar panels fitted to Radstock House.

Appendix C

13. **POLICY REVIEW**

To receive details of a review of the town council's GDPR policies.

Appendix D

Members to note:

- Data Protection Policy – revised
- Website Privacy & Cookie Policy – revised

Appendix D.1

Appendix D.2

14. **ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 6921 - 6941, 6942 – 6966, 6967 – 6975, 6976 – 7001, 7002 – 7020, 7021 – 7044, 7045 – 7048, 7049 - 7071) and Imprest vouchers 970 – 993).

Appendix E

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 July 2024
TVP	Police & Crime Bulletin – 31 st July & 31 st August 2024 Wokingham North update 1 st August 2024
MERA	Minutes – July & August 2024
Me2 Club	E-newsletter July & August 2024

16. **PRESS RELEASES, WEBSITE & SOCIAL MEDIA**

To consider whether any of the foregoing items should be the subject of a 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 10th July 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed. (Minutes 18 – 19).

19. **STAFFING COMMITTEE - UPDATE**

To receive an update from the Staffing Committee.

Confidential Appendix F

