

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

6th November 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, 13th November 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.

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 11th September 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed. (Minutes 21 - 40).

5. BANK RECONCILIATIONS

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

6. FINANCE

6.1 Finance Update

To receive an update report from the Town Clerk.

Appendix A

6.2 Unpaid Invoices – Update

To note that the Finance Officer carries out a regular review of any overdue invoices issued by ETC. There are currently no matters of concern.

7. COMMUNITY INFRASTRUCTURE LEVY

To consider a CIL co-funding request from Wokingham Borough Council. This has been submitted by the officer in charge of the project using a new form as requested by the parish and town council clerks.

Members to **RESOLVE** upon a recommendation to be presented to Full Council at its meeting on 27th November 2024.

Appendix B

8. TOWN COUNCIL GRANTS 2024/25

8.2 New Applications

To consider applications received in the second 2024/25 grant application period, Tranche 2 - October 2024:

- Berkshire Vision
- Earley Community Minibus
- EASI
- Me2 Club
- Readibus
- Salvation Army – Lower Earley
- Wokingham Volunteer Centre

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

Appendix C

9. HEALTH & SAFETY AUDIT

To note that an external Health and Safety Audit has been booked for late November 2024. It will be carried out by James Hallam Risk Management, a company recommended by the town council's insurer. An update report will be provided to Council in due course.

10. 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 D

11. CLIMATE EMERGENCY - UPDATE

To receive an update on the latest actions taken in support of ETC's Climate Emergency Action Plan and its Green Infrastructure Strategy.

Appendix E

12. CHARITABLE ACTIVITIES

To note that the following causes are being supported by the Town Council offices. All activities are promoted on the ETC website, social media and by posters on our notice boards:

12.1 Macmillan Coffee Morning

This was held in the Council Chamber on 28th October 2024 and raised £158 for the Macmillan charity.

12.2 Kindness Tree

We are hosting a Kindness Tree on behalf on Link Visiting. Tags will be placed on the Christmas tree in our reception area, each will detail a gift or donation. People select a tag and bring the unwrapped gift back to our offices where we shall forward them on to Link Visiting.

Appendix F

12.3 Reverse Advent Calendar

We are supporting Wokingham Foodbank's Reverse Advent Calendar campaign with a collection point in the Helpshop plus a separate donation box for items from ETC staff.

Appendix F

13. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 7122 - 7133, 7134 – 7159, 7160 – 7168, 7169 – 7198, 7199 – 7228) and Imprest vouchers 997 – 1003).

Appendix G

14. 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 September & October 2024 |
| TVP | Police & Crime Bulletin – 31 st October 2024 Wokingham North NHPT weekly updates – September & October 2024 |
| MERA | Minutes – September & October 2024 |
| ACER | Autumn e-newsletter 19 th September 2024 |
| Me2 Club | E-newsletter September & October 2024 |

15. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

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

16. 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 17, 18 and 19 on the Agenda.*

17. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting held on 11th September 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed.

18. **ADVISOR TO THE PLANNING COMMITTEE**

To receive an update from the Deputy Town Clerk.

Confidential Appendix H

19. **STAFFING - UPDATE**

To receive an update on staffing matters.

Confidential Appendix I