

# EARLEY TOWN COUNCIL

Town Clerk  
JO FRIEND BA(Hons) PSLCC



Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

5<sup>th</sup> March 2025

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Council Chamber at the Council Offices, Radstock Lane, Earley, **Wednesday, 12<sup>th</sup> March 2025** 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.

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## **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 22<sup>nd</sup> January 2025 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** the minutes be signed. (Minutes 61 - 76).

**5. BANK RECONCILIATIONS**

To note that the Bank Reconciliations for December 2024 and January 2025 have been made available to the Chair of Policy & Resources Committee for information.

**6. FINANCE UPDATE**

To receive a finance update.

*Appendix A*

**7. INTERNAL AUDIT**

To receive the interim report from Earley Town Council's internal auditor.

*Appendix B*

**8. TOWN COUNCIL GRANTS 2024/25**

**8.1 New Applications**

To consider applications received in the final 2024/25 grant application period, Tranche 3 – January 2025:

- Berkshire MS Therapy Centre
- Daisy's Dream
- Earley Day Centre
- East Reading Festival
- Together: One Step at a Time
- Wokingham Waterside Centre

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

*Appendix C*

**8.2 Review of Application**

To consider the additional information now provided by Readibus and to **RESOLVE** accordingly.

*Appendix D*

**8.3 Grant Expenditure Reports**

To note that reports of expenditure of grant monies have been received from:

- Me2 Club
- Link Visiting
- Daisy's Dream

*Appendix E*

**9. HEALTH AND SAFETY REVIEW**

To receive a report from the Operations Manager on the results of the external health and safety audit.

*Appendix F*

**10. HELP SHOP – UPDATE**

To receive a report from the Town Clerk.

*Appendix G*

**11. YOUTH SERVICES - UPDATE**

To receive an update on the Town Council's new youth services provision.

*Appendix H*

**12. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 7419 - 7453, 7454 – 7466, 7467 – 7486, 7487 – 7519, 7520 – 7562, 7563 – 7572, 7573 – 7575, 7576 - 7608) and Imprest vouchers 100 – 103 and 1037 - 1048).

*Appendix I*

13. **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 November 2024 & January 2025
TVP	Police & Crime Bulletin – January 2025 Wokingham North NHPT weekly updates – January & February 2025
MERA	Minutes – January & February 2025
Me2 Club	E-newsletter February 2025

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

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

15. **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 16, 17 and 18 on the Agenda.

16. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting held on 22<sup>nd</sup> January 2025 and, if appropriate, agree they represent a true and correct record and **RESOLVE** they be signed.

17. **POLICE MATTERS**

To receive an update on reports of vandalism.

18. **STAFFING**

To receive an update report on staffing matters.

*Confidential Appendix J*