

## **EARLEY TOWN COUNCIL**

Minutes of the Meeting of Earley Town Council held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday 26<sup>th</sup> November 2014 which commenced at 7.50pm.

### **Present**

Chairman – The Mayor, Councillor Mrs L Chambers

Councillors M Ahmed, Miss L Blumenthal, A Bradley, T Chambers, Ms. M de Jong, Ms. P Dunn, J Eastwell, M Firmager, G Grandison, N Holloway, T Holton, N Jorgensen, Mrs P Jorgensen, T Maher, K Miall, N Page, Miss J Rance, A Thomas (from 8.15pm), P Willis

Apologies for absence were received from Councillors J Armstrong (ill health) D Chopping (WBC), D Hare (family commitment), Mrs J Lissaman (holiday), B Wedge (WBC)

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### **61. MINUTES OF PREVIOUS MEETING**

In considering the Minutes of the meeting of the Town Council held on 15<sup>th</sup> October 2014 the Mayor requested an amendment under Minute 46 where the event she had attended on the 25<sup>th</sup> August should read the Citizens Advice Bureau AGM.

With regard to Minute 51, the Queens Award for Voluntary Service, following a question from a Member, the Town Clerk confirmed that the information had not been received in time to nominate the Earley Volunteer Driver Bureau for 2014 and this nomination would, therefore, be held over to 2015. However the nomination for the EASI litter picking group would be considered.

The Minutes of the meeting of the Town Council held on the 15<sup>th</sup> October, as amended, were confirmed as a true record and signed by the Chairman.

With regard to the notes of the meeting of the Town Forum which took place prior to the meeting of the Town Council, a Member present requested two amendments under Item 1 of those notes. The amendments were as follows:-

At the end of the second paragraph the continuation of the sentence to read “because they had not knocked on their door for the last three years”.

And within the third paragraph, in the second line after the word “information” to be added in at this point “because they had been knocking on doors”.

### **62. MAYOR'S COMMUNICATIONS**

The Mayor announced that she had attended the following events since the last meeting of the Town Council.

18 <sup>th</sup> October	Silverdale Pre-School 30 year Celebration
24 <sup>th</sup> October	Art Exhibition at St. Joseph's College
2 <sup>nd</sup> November	All Souls Service at St. Nicolas Church
7 <sup>th</sup> November	Peacock Art Exhibition at Maiden Erlegh School
8 <sup>th</sup> November	Trinity Church Christmas Fair

- 9<sup>th</sup> November Remembrance Day Service at Earley St. Peter's Church  
 11<sup>th</sup> November am: Maiden Erlegh School Remembrance Service followed by a  
 tour of the School  
 pm: Earley CResCent Association AGM  
 13<sup>th</sup> November Wokingham District Cancer Care Trust AGM  
 14<sup>th</sup> November Liberty of Earley Christmas Fair  
 16<sup>th</sup> November St. Vincent and Grenadines Thanksgiving Service at St. Peter's  
 Church followed by a visit to the Avenue School  
 22<sup>nd</sup> November Kenton Road Earley Day Centre Christmas Fair  
 23<sup>rd</sup> November Mayor of Thatcham's charity event  
 26<sup>th</sup> November Rowan Court Buggy Store opening and cream tea

The Mayor said that she had also received an invitation extended to all Members of the Town Council to attend the Carols and Nine Lessons Service at Earley St. Peter's Church on the 21<sup>st</sup> December at 6.30pm.

### **63. TOWN COUNCIL COMMITTEES**

#### **63.1 Planning Committee**

##### **63.1.1 Meeting of the Planning Committee held on 7<sup>th</sup> October 2014**

The Minutes of the meeting of the Planning Committee held on 7<sup>th</sup> October 2014 were presented by the Committee Chairman, Councillor T Chambers.

On the proposition of Councillor T Chambers seconded by Councillor Miss L Blumenthal it was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 7<sup>th</sup> October 2014 (Minutes 63 - 72) be adopted.

##### **63.1.2 Meeting of the Planning Committee held on 4<sup>th</sup> November 2014**

The Minutes of the meeting of the Planning Committee held on 4<sup>th</sup> November 2014 were presented by the Committee Chairman, Councillor T Chambers.

In presenting the Minutes Councillor Chambers drew attention to Minute 78 regarding the future of the Amenity Vehicle provision within Wokingham Borough. Councillor Chambers advised that Wokingham Borough Council's Executive was due to consider the future of the Amenity Vehicle provision at a meeting on the 27<sup>th</sup> November but, unfortunately, there would not be the opportunity for the Town Council to speak at that meeting. Councillor Ahmed, who had attended the initial meeting referred to in Minute 78 said that all the Town and Parish Council representatives who had attended that meeting were in support of the service being continued.

With regard to Minute 76 the Chairman confirmed that he was pleased to be able to report that a Post-Office facility would be re-established at Maiden Place and acknowledged that a number of people had been involved in achieving this.

On the proposition of Councillor T Chambers seconded by Councillor Miss L Blumenthal it was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 4<sup>th</sup> November 2014 (Minutes 73 - 86) be adopted.

63.2 Amenities & Leisure Committee

The Minutes of the meeting of the Amenities & Leisure Committee held on 29<sup>th</sup> October 2014 were presented by the Committee Chairman Councillor M Firmager.

In presenting the Minutes Councillor Firmager drew attention to a number of recommendations relating to the proposed increase in fees and charges at the various Town Council facilities.

With regard to Minute 49.1.3 concerning the proposed increase in the Allotment fees an amendment, proposed by Councillor Mrs P Jorgensen and seconded by Councillor T Holton, that the fee for new tenants should be increased by 3% was carried.

After further discussion, on the proposition of Councillor M Firmager seconded by Councillor Ms M de Jong it was

**RESOLVED** that the Minutes of the meeting of the Amenities & Leisure Committee held on 29<sup>th</sup> October 2014 (Minutes 46 – 60) be adopted and the recommendations at Minutes 49.1.1, 49.1.2, 49.1.3, 49.1.4, 49.1.5, 49.1.6, 49.2 and 49.3, as amended, be approved.

63.3 Policy & Resources Committee

The Minutes of the meeting of the Policy & Resources Committee held on 12<sup>th</sup> November 2014 were presented by the Committee Chairman, Councillor N Jorgensen.

In presenting the Minutes Councillor Jorgensen drew particular attention to Minute 33.1 which was the Committees recommendation to the Town Council in respect of the various grant applications received.

Councillor Jorgensen also drew attention to the date of the Budget Working Party meeting which had been set for Monday 19<sup>th</sup> January and confirmed that all Members of the Town Council were welcome to attend.

On the proposition of Councillor N Jorgensen seconded by Councillor M Firmager it was

**RESOLVED** that the Minutes of the meeting of the Policy and Resources Committee held on 12<sup>th</sup> November 2014 (Minutes 30 – 42) be adopted and the recommendations at Minutes 33.1 and 34 be approved.

63.4 Staffing Review Sub-Committee

The Minutes of the meeting of the Staffing Review Sub-Committee, held on 12<sup>th</sup> November 2014 were presented by the Chairman, Councillor N Jorgensen.

**RESOLVED** In view of the specific nature of the information relating to the circumstances of members of staff which were required to be made available, the discussion thereon should take place in confidential session.

## **64. REPRESENTATIVES TO OTHER BODIES**

### **64.1 Reports of Representatives**

Councillors noted the written reports in respect of the meetings of the Borough Parish Council Working Group which had taken place on 23<sup>rd</sup> October, NHS Wokingham CCG Governing Body on 4<sup>th</sup> November and ARC Management Committee on 12<sup>th</sup> November which had been circulated with the Agenda and Supplementary Agenda.

## **65. TOWN PLAN**

Councillors were reminded that the Standing Committees had now received and commented on the relevant sections of the Town Plan and any amendments, additions or deletions resulting from these discussions had been incorporated within the draft copy enclosed under separate cover with the Agenda for this meeting.

On the proposition of Councillor N Jorgensen seconded by Councillor T Chambers it was

**RESOLVED** that the Town Plan, as amended, be adopted.

## **66. COUNCILLORS' ATTENDANCES**

### **66.1 Record of Members' Attendance**

Following a request from a Member present it was agreed that the record of attendance of Councillor P Willis should be 'blacked out' for the dates up to the July Council Meeting.

**RESOLVED** that details of Councillor's attendances for 2014 as appended to these Minutes be noted.

## **67. SCHEDULE OF MEETINGS**

### **67.1 Schedule of Meetings 2015/16**

Councillors were asked to consider the Schedule of Meetings for 2015/16 Municipal Year which had been circulated with the Agenda.

With regard to the proposed date for the Annual meeting of Council in 2016, a Member present advised that this was the night before the Borough Council's Elections and requested that consideration should be given to moving the date of that meeting to one week later.

On the proposition of Councillor N Jorgensen seconded by Councillor T Holton it was

**RESOLVED** that

- 1 the date of the meeting for the Annual meeting of Council in 2016 be set as Wednesday 11<sup>th</sup> May
- 2 the scheduled meetings for 2015/16, as amended, and as attached to these Minutes, be adopted.

## 67.2 Schedule of Sub-Committee Meetings

The following suggested dates for the Youth & Community Sub-Committee meetings, all commencing at 7.00pm, were agreed:

### 2015

Tuesday 23 June  
Tuesday 20 October

### 2016

Tuesday 12 January  
Tuesday 5 April

## 68. STANDING ORDERS & FINANCIAL REGULATIONS

Councillors were reminded that Minute 52 of the last meeting of the Town Council had given notice of proposed amendments to the Town Council's Standing Orders following the passing into law of the Openness of Local Government Bodies Regulation 2014, and Councillors were invited to consider the following consequential amendments to the Standing Orders:-

### New Standing Order 59

#### Recording & Reporting of Proceedings by the Media and General Public

- (a) Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is permitted. It would be helpful if those wishing to record could contact the Council before the meeting so that the Council can ensure the necessary facilities are in place. The Chairman of the meeting will advise the public that the meeting is being recorded. A request to record a meeting shall only be refused if the Chairman of the meeting believes recording would disrupt the meeting. The purpose of this standing order is to provide guidance for members of the press, or public, on the taking of photographs and/or the audio/visual recording of any Council meeting which is held in public.
- (b) There are no restrictions on anyone at a Council meeting using Twitter, blogs, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.
- (c) Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.
- (d) Any member of the public, or of the media, wishing to photograph or record a meeting is asked to comply with the following:
  - i) any photography or audio/visual recording takes place from a fixed position in the meeting room approved by the Chairman so as to reduce disruption to the proceedings;
  - ii) use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceeding agreed in advance with the Chairman;
  - iii) if the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop;

iv) if, during the meeting, a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography;

v) if a meeting is adjourned by the Chairman then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned;

vi) any request made by the Chairman regarding respecting the public's right to privacy is complied with;

vii) people seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. Public notices will confirm that recording may take place and it is for the public to inform the Council, or the person recording, if they object;

viii) use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image;

ix) photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

- (e) Notices will be displayed in the room advising the public that meetings can be recorded legally. The Chairman will also make an announcement that the meeting will be photographed and/or recorded or filmed. The Council may, on occasion, audio record meetings for minuting purposes only. The relevant Chairman will make an announcement to this effect.
- (f) If a member of the public does not wish to be photographed, filmed or recorded, they should inform the Clerk in attendance at the meeting or the Chairman of the meeting when notice is given that a request to photograph/record has been received.
- (g) It would be appreciated if requests to take photographs or to record meetings open to the public, either by members of the public or by the media, were, wherever possible, made to the Clerk for the meeting concerned before the meeting. Contact details are: Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL.

It would be helpful for the request to include the following information:

- i) which meeting the request refers to;
- ii) the name, organisation (if applicable) and contact details of the person making the request;
- iii) what equipment it is intended will be used (to determine what facilities might be required);
- iv) what the photographs, or audio/visual recording will be used for and /or where the information is to be published (this is helpful for the Chairman to be able to inform the public).
- (h) Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.
- (i) If the Chairman feels the use of social media is disrupting the proceedings the Councillor, member of the public or media representative using social media may be required to stop. If use continues the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

New Standing Order 60

- (a) For any decision delegated to an Officer either expressly by Council or a Committee or by a scheme of delegation that:
- i) Grants a permission or licence.
  - ii) Affects the rights of an individual.
  - iii) Awards a contract or incurs expenditure which materially affects the local Council's financial position.

The decision making Officer must produce a written record as soon as practicable after taking the decision.

- (b) The following decisions are not included:
- i) Routine administrative and organisation decisions.
  - ii) Decisions on operational matters such as changes to services and charges.
  - iii) Any written decision that is already recorded by a written record and produced (placed on the web) by virtue of other legislation.
  - iv) Any decision which would be exempt or confidential e.g. that identifies an individual.
- (c) The threshold for recording decisions that materially affects the Council's financial position is set at £40,000.

Consequential re-numbering of subsequent Standing Orders.

With reference to new Standing Order 60, the Town Clerk requested that he be authorised to consider any consequential amendment to the Council's Financial Regulations resulting from the adoption of this Standing Order.

It was

**RESOLVED** that

- 1 the amendments to the Town Council's Standing Orders, as detailed in the preamble to this resolution, be approved
- 2 the Town Clerk be requested to consider any consequential amendments to the Town Council's Financial Regulations resulting from the adoption of the amended Standing Orders.

**69. ORDERS FOR PAYMENT**

Following a question from a Member the Town Clerk confirmed that Voucher 376, payable to Bus Shelters Ltd, covered the cost of two new bus shelters, one of which was an insurance claim for which the Town Council would be reimbursed. The Town Clerk advised that the payment also included some general shelter repairs and V.A.T.

**RESOLVED** that the various accounts as set out in the list attached to these Minutes (Vouchers 345 – 382) be paid in the sums as stated and details of the Imprest Account (Vouchers 108 – 129) be noted.

## 70. **PUBLICATIONS**

It was noted that the following publications had been received and were available for perusal in the Council Offices:

Neighbourhood Action Group:	Minutes of Meeting held 20 <sup>th</sup> October 2014. Agenda for Meeting to be held 1 <sup>st</sup> December 2014.
Borough/Parish Council Working Group:	Notes of a Meeting held 23 <sup>rd</sup> October 2014.
Wokingham Borough Council:	Agenda for Meeting of The Council held on 20 <sup>th</sup> November 2014.  Agenda for Meeting of The Executive to be held 27 <sup>th</sup> November 2014.
Maiden Erlegh Residents' Association:	Minutes of the Meeting held 13 <sup>th</sup> November 2014.
C Salt Community Forum	Agenda 28 <sup>th</sup> October 2014
Earley NAG Meeting	Agenda for Meeting 1 <sup>st</sup> December 2014
Maiden Erlegh Residents Association	Minutes of Meeting 13 <sup>th</sup> November 2014

## 71. **DEFIBRILLATION EQUIPMENT IN EARLEY**

Councillors were advised that this additional item, which appeared on the Supplementary Agenda, had been requested by a Member. Firstly Town Councillors were advised that there was a map of registered defibrillators in any particular area which can be accessed through an 'app' called '*AED Locator*'. This could also be found at [www.aedlocator.org/AEDLocations.php](http://www.aedlocator.org/AEDLocations.php).

In addressing the meeting Councillor Mrs Jorgensen, who had requested the item, advised that a petition had been sent to Wokingham Borough Council requesting that consideration was given to making defibrillation equipment more available throughout the Borough.

She confirmed that the purpose of the item was to request that the Policy & Resources Committee should be asked to investigate the current availability of defibrillation equipment in Earley and to consider whether any further defibrillators are required, and, if so, whether the Town Council should make a supplementary budget provision for these items.

On the proposition of Councillor Mrs P Jorgensen seconded by Councillor G Grandison it was

**RESOLVED** that

- 1 Councillors be asked to note the existence of the '*AED Locator*' 'app' as detailed in the preamble to this resolution



- 2 the Policy & Resources Committee be asked to investigate the current availability of defibrillation equipment in Earley, and, if appropriate, to make recommendations to the Full Council for further defibrillation equipment to be purchased and for supplementary budget provision for these items to be made.

**72. PRESS RELEASES**

It was

**RESOLVED** that the following should receive special press attention:

- the proposed increase in fees and charges;
- the Town Council's support for the possible provision of additional defibrillation equipment and
- the existence of the '*AED Locator*' 'app'

**73. TERMINATION OF MEETING**

The meeting was declared closed by the Chairman at 8.49pm.