

EARLEY TOWN COUNCIL

Minutes of the meeting of Earley Town Council held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday 24th June 2015 which commenced at 7.50pm.

Present

Chairman – The Mayor, Councillor Mrs M De Jong

Councillors J Armstrong, Miss L Bumenthal, A Bradley, Dr N Brock, Mrs L Chambers, T Chambers, Mrs J Clark, Ms P Dunn, M Firmager, R Houlbrooke, N Jorgensen, Mrs P Jorgensen, W Luck, Mrs S Matthews, Miss J Rance, J Russell, Mrs A Swaddle, B Wedge, P Willis

Apologies for absence were received from Councillors M Ahmed (religious reasons), D Chopping (holiday), G Grandison (holiday), T Holton (holiday)

23. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Town Council held on 20th May 2015 were confirmed as a true record and signed by the Chairman.

24. MAYOR'S COMMUNICATIONS

The Mayor announced that since the last meeting of the Town Council she had been invited to a number of events as follows:-

2 nd June	Royal County of Berkshire and Surrey Armed Forces Briefing (Deputy Mayor attended)
6 th June	Trinity Church Children's Concert (also accompanied by the Deputy Mayor)
10 th June	Shinfield Players
11 th June	Early Volunteer Driver Bureau AGM. The Mayor advised that the Bureau were looking for volunteer drivers and asked anyone with any spare time to offer their services.
13 th June	The Youth Club at Centrepont, also accompanied by the Deputy Mayor
18 th June	Earley Cadets Annual Inspection

25. TOWN COUNCIL COMMITTEES

25.1 Planning Committee

25.1.1 Meeting of the Planning Committee held on 2nd June 2015

The Minutes of the meeting of the Planning Committee held on 2nd June 2015 were presented by the Committee Chairman, Councillor A Bradley.

On the proposition of Councillor A Bradley seconded by Councillor B Wedge it was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 2nd June 2015 (Minutes 1 - 12) be adopted.

25.2 Amenities & Leisure Committee

The Minutes of the meeting of the Amenities & Leisure Committee held on 27th May 2015 were presented by the Committee Chairman, Councillor Mrs L Chambers.

On the proposition of Councillor Mrs L Chambers seconded by Councillor B Wedge it was

RESOLVED that the Minutes of the meeting of the Amenities & Leisure Committee held on 27th May 2015 (Minutes 1 - 12) be adopted.

25.3 Policy & Resources Committee

The Minutes of the meeting of the Policy & Resources Committee held on 10th June 2015 were presented by the Committee Chairman Councillor N Jorgensen.

On the proposition of Councillor N Jorgensen seconded by Councillor A Bradley it was

RESOLVED that the Minutes of the meeting of the Policy & Resources Committee held on 10th June 2015 (Minutes 1 – 10) be adopted

26. ANNUAL TOWN ELECTORS' MEETING

Attention was drawn to an amendment to the Minutes in the bottom paragraph on page 3, where personnel had been spelt incorrectly.

Councillors received and noted the amended Minutes of the Annual Town Electors' Meeting held on 20th May 2015.

27. REPRESENTATIVES TO OTHER BODIES

27.1 Reports of Representatives

27.1.1 Earley Volunteer Driver Bureau

Councillors noted details of the report of the meeting of The Earley Volunteer Driver Bureau, held on the 11th June, which had been circulated with the Supplementary Agenda.

27.1.2 Reading Borough Council's Transport Management Sub-Committee

Councillor B Wedge, the Town Council's representative on the above, gave a verbal presentation on a meeting of the Sub-Committee which had taken place on the 17th June.

28. ELECTRONIC COMMUNICATIONS

Councillors were advised that further to Minute 11, the Town Clerk had looked into the system that was being introduced at Wokingham Town Council. Before proceeding, the suppliers of the software had suggested that a demonstration of its capabilities might be helpful for Councillors.

Councillors were further advised that the prices quoted were for 5 licences with 5 year software support plus training and the initial cost would be £4,200 and for 10 licences the cost would be £5,660.00. This compared with the price from Wokingham Borough Council for its system which had been quoted in the region of £12,500.

Following a suggestion from the Town Clerk it was agreed that a demonstration of the software, open to any Members of the Town Council, should take place prior to the next meeting of the Policy & Resources Committee on the 15th July.

The Town Clerk advised that he would shortly be canvassing Councillors on whether they wished to opt to receive meeting information electronically.

29. FINANCIAL MATTERS

29.1 Balance Sheet & Supporting Information

Councillors were advised that the Town Council fell below the threshold requiring its Accounts to be prepared to include the value of assets and infrastructure including depreciation in capital charges.

A copy of the Town Council's Statement of Accounts for the year ended 31st March 2015 had been circulated with the Agenda for Councillors' consideration.

RESOLVED that the Earley Town Council's Statement of Accounts and supporting documentation for the year ended March 2015, as appended to these Minutes, be approved.

29.2 Audit of Accounts to March 2015

Councillors were reminded that under the Account and Audit Regulations, the audit of the Town Council's accounts was under "the lighter touch" regime. This required that the External Auditor received the annual return completed by the Town Council, part of which required the Chairman of this meeting and the Responsible Financial Officer to sign a 'Statement of Accounts' and 'Statement of Assurance' on behalf of the Town Council.

A copy of the appropriate sections of the Annual Return had been circulated with the Agenda for Councillors' consideration.

RESOLVED that the Statement of Accounts and the Statement of Assurance be confirmed and the Chairman and the Responsible Financial Officer be asked to sign the documents, as appended to these Minutes, on behalf of the Town Council.

30. RISK ASSESSMENTS

Councillors were reminded that as part of the Account and Audit Regulations, the Town Council was required to carry out risk assessments for all its assets and operations.

To assist in this, specialist software was used. All assets and operations were reviewed, potential risks identified and then categorised as low, medium or high. From this information, an action plan was produced which detailed what measures were in place, would be put in place to contain or reduce the identified risks.

Councillors were reminded that the Standing Committees had reviewed the appropriate sections of the risk assessments and had fed back their findings, and these were reflected in the documents now before the Council for consideration.

It was considered that this was a useful exercise, and should be repeated in 2015. Councillors were, therefore asked to adopt the updated risk assessments as précised in the action plan, which had been circulated with the Agenda, and to authorise their signing it was

RESOLVED the Mayor and the Responsible Financial Officer be authorised to sign off the current risk assessments, as appended to these Minutes.

31. COUNCILLORS' ATTENDANCES

31.1 Record of Members' Attendance

It was

RESOLVED that details of Councillors' attendances at the start of the municipal year, as appended to these Minutes, be noted.

32. ORDERS FOR PAYMENT

Councillors were asked to receive details of the Orders for Payment since the last meeting of the Policy & Resources Committee.

RESOLVED that the various Accounts as set out in the list attached to these Minutes (Vouchers 100 – 135) be paid in the sums as stated and details of the Imprest Account (Vouchers 017 -028), be noted

33. PUBLICATIONS

Councillors noted that the following publication had been received and was available for perusal in the Council Offices:

Maiden Erlegh Residents Association	Minutes of Meeting held 11 th June 2015
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34. PRESS RELEASES

No press releases were requested.

35. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 8.17pm.