

JF/kam

09 October 2019

Dear Councillor

Notice is hereby given that the Meeting of Earley Town Council will be held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on **Wednesday, 16th October 2019** commencing at 7.30 pm.

Yours faithfully

Jo Friend

TOWN CLERK

A G E N D A

The first twenty minutes of the meeting will be set aside for members of the public to pose questions to the Council. If there are no questions, the Council will commence business forthwith.

1. APOLOGIES FOR ABSENCE

To receive.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

3. MINUTES OF PREVIOUS MEETING

To consider the minutes of the meeting of the Town Council held on 31st July 2019 and, if appropriate, to authorise their signing as a true and correct record.

4. TOWN MAYOR'S COMMUNICATIONS

To receive such communications as the Town Mayor may wish to bring to the notice of the Council.

5. COMMITTEE REPORTS

To receive the minutes of the following meetings:

- 5.1 Planning Committee - 13th August 2019 (Minutes 50 – 61)
10th September 2019 (Minutes 62 – 75)
- 5.2 Amenities & Leisure Committee - 4th September 2019 (Minutes 30 – 42)
- 5.3 Policy & Resources Committee - 18th September 2019 (Minutes 30 – 45)
- 5.3.1 Community & Youth Sub-Committee - 17th September 2019 (Minutes 49 – 58)

6. REPRESENTATIVES TO OTHER BODIES

6.1 Reports of Representatives

To receive any Councillors' reports on meetings of outside bodies on which this Council is represented:

6.1.1 Wokingham Citizens Advice Bureau AGM

Councillor Mickleburgh to present a report on the meeting held on 27th September 2019.
Appendix A

6.1.2 Wokingham Volunteer Centre AGM

Councillor Bassett to present a report on the meeting held on 11th September 2019.
Appendix B

6.1.3 Open Day – Reading Crown Court

Councillor Bassett to give a verbal report on her visit.

6.1.4 Cleaner & Greener/Place Clienting Meeting

Councillor Bassett to give a verbal report.

7. FINANCIAL INFORMATION

7.1 Conclusion of Audit 2018/19

To note the conclusion of the external audit for 2018/19. In accordance with regulations, the Notice of Conclusion has been displayed on the Town Council website.

7.2 Finance Software

To receive a report from the Town Clerk recommending that the current finance software, Sage, be replaced with RBS Rialtas Omega, a town council appropriate finance system. Members to RESOLVE accordingly.

7.2.1 Bookings and Cemetery Software

To note that RBS Rialtas also offer Facilities Bookings Management software and Cemeteries and Memorials Management software, both compatible with Omega, the adoption of which to be considered by the Town Council at a future date.

8. **FINANCIAL AWARDS**

8.1 **Music Fusion Project**

To consider providing a grant to the Music Fusion Project at Silverdale Youth Centre, to ensure the continuation of the project for the current academic year. A maximum of £2,660 would be required as the Town Council's partners in the project are seeking additional sources of funding. Members to RESOLVE accordingly.

8.2 **Wokingham Borough Sports Award**

To consider a request from Wokingham Borough Sports Council that the Town Council continue to sponsor the 'Spirit of Sport' award, known as the Earley Town Council Cup, given annually in recognition of team spirit, friendship, determination and sportsmanship. The cost of such sponsorship is £75. Members to RESOLVE accordingly.

9. **PARKING ISSUES – SILVERDALE ROAD**

To receive an update from Councillor Mickleburgh following the recent discussions around this topic at Town Council Planning Committee meetings.

10. **BOROUGH PARISH LIAISON FORUM**

To discuss an offer by the Chairman of the Borough Parish Liaison Forum, Councillor Michael Firmager, to visit Earley Town Council following his expression of interest in improving communications between the Forum and Towns and Parishes.

11. **WBC CLIMATE EMERGENCY WORKING GROUP**

To nominate a Town Council representative to sit on the WBC Climate Emergency Working Group and to RESOLVE accordingly.

12. **COUNCILLORS' ATTENDANCES**

12.1 **Record of Members' Attendance**

To note details of Councillors' attendance during 2019/20 at meetings of the Council and its Committees, attached as *Appendix C*.

13. **ORDERS FOR PAYMENT**

To receive Orders for Payment (2451 – 2477, 2478 – 2511, 2512 – 2516, 2517 – 2519, 2520 – 2522 and 2523 – 2543) and Imprest Vouchers (364 – 370) details as attached on *Appendix D*.

14. **PUBLICATIONS**

To note that the following publication has been received and is available for perusal in the Council Offices:

CCB – Connecting Communities in Berkshire:	E – bulletin - September 2019
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15. **PRESS RELEASES**

To decide whether any of the foregoing items of business shall form 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 that the public and press are temporarily excluded and are asked to withdraw for items 17, 18 and 19 on the Agenda.

17. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting of the Town Council held on 31st July 2019 and, if appropriate, to authorise their signing as a true and correct record.

18. POST OFFICE - SILVERDALE ROAD

To discuss the Post Office facility with reference to communications provided by Councillor Chopping. *Confidential Appendix E.*

19. STAFFING MATTERS