

JF

20 November 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, 27th November 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 16th October 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 - 8th October 2019 (Minutes 76 – 88)
12th November 2019 (Minutes 89 – 102)
- 5.2 Amenities & Leisure Committee - 6th November 2019 (Minutes 43 – 57)
- 5.3 Policy & Resources Committee - 20th November 2019 *to follow*

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 Localities (formerly Cleaner and Greener)
Councillor Bassett to present a written report on a visit to a food recycling facility on 24th October 2019. *Appendix A*

7. DEPUTY TOWN CLERK

To welcome the new Deputy Town Clerk, Emma Carroll, who took up the position on 18th November 2019.

8. FINANCIAL INFORMATION

8.1 Finance Software

To note that the purchase of the new finance software, RBS Rialtas Omega, has been progressed. Installation of software to take place in mid-January 2020, followed by three days of on-site training as provided by the company. To note that it is the Town Clerk's intention to recruit a new Finance Officer to start work in January 2020.

8.2 Bookings and Cemetery Software

To note that the purchase of the new Facilities Bookings Management software, also provided by RBS Rialtas, has been progressed. Installation of software to take place in early March 2020, followed by one day of on-site training as provided by the company. To note that the purchase of the Cemetery Management software has been put on hold until the cemetery expansion project has been progressed.

9. GRANTS

To consider the revised Grants Policy, as recommended by the Policy and Resources Committee, and to **RESOLVE** on adoption. Copies to be provided at the meeting.

10. SULV UPDATE

To consider the recommendation of the Planning Committee, at its meeting of 12th November 2019, that authority for the approval of submission of comments to WBC on the future status

of the SULV be delegated to the Planning Committee. (Minute 98, Planning Committee meeting 12th November 2019) and to **RESOLVE** accordingly.

11. SERVICE TO EARLEY AWARDS

To consider the revised terms of reference for the Service to Earley Awards, as recommended by the Policy and Resources Committee, and to **RESOLVE** on adoption. Copies to be provided at the meeting.

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 B*.

13. ORDERS FOR PAYMENT

To receive Orders for Payment (2650 – 2688) details as attached on *Appendix C*.

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 - October 2019
Involve Wokingham	E – newsletter October 2019
Me2 Club	Newsletter – October 2019

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 and 18 on the Agenda.

17. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting of the Town Council held on 16th October 2019 and, if appropriate, to authorise their signing as a true and correct record.

18. STAFFING MATTERS

18.1 Democratic Services Officer

To receive an update from the Town Clerk on the recruitment of a Democratic Services Officer.