

## EARLEY TOWN COUNCIL

Minutes of the meeting of Earley Town Council held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday 28<sup>th</sup> June 2017 which commenced at 7.45pm.

### Present

Chairman – The Mayor, Councillor M Firmager

Councillors M Ahmed, J Armstrong, Miss L Blumenthal, Dr N Brock, Mrs L Chambers, T Chambers, D Chopping, Mrs J Clark, Mrs M De Jong, G Grandison, T Holton, R Houlbrooke, N Jorgensen, Mrs P Jorgensen, W Luck, Mrs S Matthews, Miss J Rance JP, J Russell, C Smith, Mrs A Swaddle, B Wedge and P Willis

Apologies for absence were received from Councillor A Bradley and Ms P Dunn

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At the start of the meeting a minute's silence was held following the recent terrorist incidents at London Bridge and Manchester Arena, and also the fire at Grenfell Tower, London.

### **21. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Town Council held on the 10<sup>th</sup> May 2017 were confirmed as a true record and signed by the Chairman.

### **22. MAYOR'S COMMUNICATIONS**

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

11 <sup>th</sup> May	Mencap AGM, Wokingham Masonic Centre
13 <sup>th</sup> May	25 <sup>th</sup> Anniversary of Liberty of Earley House
1 <sup>st</sup> June	Celebrate Volunteering, Wellington College
3 <sup>rd</sup> June	Opening fast, Aisha Mosque & Islamic Centre
5 <sup>th</sup> June	JAC barbeque, Rehoboth Wokingham
8 <sup>th</sup> June	High Sherriff of Berkshire's Reception, Chilton Lodge

In addition the Deputy Mayor had attended the following events:-

17 <sup>th</sup> May	Community Trees presentation, Oakwood Centre in Woodley
18 <sup>th</sup> May	Berkshire & Surrey Armed Forces Briefing 2017, Royal Military Academy Sandhurst
9 <sup>th</sup> June	Wokingham Borough Libraries - Library Volunteers presentation ceremony

Members were informed that it had been announced that the Kenton Day Centre had been awarded the prestigious Queen's Award for Voluntary Service. The annual award is the highest award given to local volunteer groups across the UK to recognise outstanding work done in their communities. It was

**RESOLVED** that the Mayor would send a letter on behalf of the Council to congratulate Kenton Road Day Centre on this achievement.

**23. TOWN COUNCIL COMMITTEES**

23.1 Planning Committee

23.1.1 The Minutes of the meeting of the Planning Committee held on 16<sup>th</sup> May 2017 were presented by the Committee Vice Chairman, Councillor W Luck.

On the proposition of Councillor W Luck seconded by Councillor Mrs P Jorgensen it was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 16<sup>th</sup> May 2017 (Minutes 1 – 15) be approved.

23.1.2 The Minutes of the meeting of the Planning Committee held on 13<sup>th</sup> June 2017 were presented by the Committee Vice Chairman, Councillor W Luck.

On the proposition of Councillor W Luck seconded by Councillor J Armstrong it was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 13<sup>th</sup> June 2017 (Minutes 16 – 24) be approved.

23.2 Amenities & Leisure Committee

The Minutes of the meeting of the Amenities & Leisure Committee held on 24<sup>th</sup> May 2017 were presented by the Committee Chairman, Councillor Mrs L Chambers.

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

**RESOLVED** that the Minutes of the meeting of the Amenities & Leisure Committee held on 24<sup>th</sup> May 2017 (Minutes 1– 14) be approved.

23.3 Policy & Resources Committee

The Minutes of the meeting of the Policy & Resources Committee held on 31<sup>st</sup> May 2017 were presented by the Committee Chairman, Councillor N Jorgensen.

On the proposition of Councillor N Jorgensen seconded by Councillor B Wedge it was

**RESOLVED** that the Minutes of the meeting of the Policy & Resources Committee held on 31<sup>st</sup> May 2017 (Minutes 1 – 12) be approved

**24. ANNUAL TOWN ELECTORS MEETING**

Councillors received and noted the Minutes of the Annual Town Electors' Meeting held on 10<sup>th</sup> May 2017.

**25. REPRESENTATIVES TO OTHER BODIES**

25.1 Reports of Representatives

25.1.1 ARC Management Committee

Councillors noted details of the report of a meeting of ARC Management Committee held on 7<sup>th</sup> June 2017, prepared by Councillor M Firmager which was previously circulated with the Agenda.

### 25.1.2 Earley Volunteer Driver Bureau

Councillors noted details of the report of a meeting of the Earley Volunteer Driver Bureau held on 22<sup>nd</sup> May 2017, prepared by Councillor Miss P Dunn which was previously circulated with the Agenda.

### 25.1.3 Neighbourhood Action Group for Woodley & North Earley

Councillors noted details of the report of the inaugural meeting of the Neighbourhood Action Group for Woodley & North Earley held on 21<sup>st</sup> June 2017, prepared by Councillor Mrs A Swaddle which was previously circulated with the Agenda.

## 26. **FINANCIAL INFORMATION**

### 26.1 Balance Sheet and Supporting Information

A copy of the Town Council's Statement of Accounts for the year ended 31<sup>st</sup> March 2017 had been circulated with the Agenda for Councillors' consideration. It was noted that the report entitled Income & Expenditure Account for the year ended 31<sup>st</sup> March 2017 contained headings which read Year ended 31<sup>st</sup> March 2016 – 2015 which should read Year ended 31<sup>st</sup> March 2017 – 2016.

Members noted the contents of the Internal Auditor's letter and also that following the resignation of the long standing Finance Manager, the decision was taken to employ a temporary accounts clerk whilst the financial procedures were updated. This had led to some operational difficulties which had been highlighted by the internal auditor.

#### **RESOLVED** that

1. the Earley Town Council's Statement of Accounts and amended supporting documentation for the year ended March 2017, as appended to these Minutes, be approved.
2. an Action Plan for completion of the Internal Auditor's recommendations be taken to the next meeting of the Policy & Resources Committee.

### 26.2 Audit of Accounts to March 2017

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 'Annual Governance Statement' 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 Annual Governance Statement 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.

## 27. **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.

Members suggested that the Financial Risk Assessment for 2017 be updated to highlight the risks associated with employing new financial staff and also to look at employment of staff in general to avoid single point of failure risk.

Councillors were asked to adopt the updated risk assessments contained within the action plan, which had been circulated with the Agenda, and to authorise their signing and it was

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

## 28. **QUEENS AWARD FOR VOLUNTARY SERVICES**

Councillors were reminded that this award was given annually in recognition of outstanding achievement by groups of people in the United Kingdom who volunteered their own time to enhance and improve the quality of life and opportunities for individuals in the community. A letter had been received from the Lord Lieutenant for Berkshire inviting nominations for this award, and had been attached with the Agenda for Councillors' consideration.

Councillors were requested to note that, in 2015, the Earley Volunteer Driver Bureau had been successful in achieving this award also that the Kenton Road Day Centre had been successful in 2016.

Members suggested nominees for the future as follows:

1. Emergency Responders
2. Laurel Park Football Club

Following discussion it was

**RESOLVED** that further consideration would be given to potential candidates for nomination at the next Council Meeting.

## 29. **LICENSING APPLICATION**

29.1 Consideration was given to details of the following application for a new Premises Licence:

Applicant: Co-operative  
Trading Site: Whiteknights Campus, University of Reading

Members were advised that representations must be received by Tuesday 11<sup>th</sup> July and a copy of the relevant pages of the Licensing Application is attached to these Minutes for the information of Members.

**RESOLVED** that the Town Clerk writes to the licencing authority to seek clarification of the opening times, in view of the Sunday trading legislation.

- 29.2 Consideration was given to details of the following application for a Goods Vehicle Operator's Licence:

Applicant: React Transport Services Limited  
 Trading Site: Unit 48, Suttons Business Park, Sutton Park Avenue,  
 Earley, Reading, RG6 1AZ

Members were advised that representations must be received by Wednesday 12<sup>th</sup> July and a copy of the relevant pages of the Licensing Application is attached to these Minutes for the information of Members.

It was noted that this site would be for parking driver training vehicles and was not a trading company and it was therefore

**RESOLVED** that there be "no comment" response to the application.

### 30. **COUNCILLORS' ATTENDANCES**

#### 30.1 Record of Members' Attendance

Councillors noted details of the Councillors' attendances during 2017/18, which had been circulated with the Agenda, and which are appended to these Minutes.

### 31. **ORDERS FOR PAYMENT**

Councillors were asked to receive details of the Orders for Payment since the last meeting of the Town Council.

**RESOLVED** that the various Accounts as set out in the list attached to these Minutes (Vouchers 39 – 72 and 73 - 113) be paid in the sums as stated.

### 32. **PUBLICATIONS**

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

Earley Community MiniBus:	Agenda for meeting to be held 13 <sup>th</sup> June 2017. Minutes of meeting held 13 <sup>th</sup> June 2017.
Woodley & Earley Neighbourhood Action Group (Woodley & North Earley Community Forum):	Agenda for meeting to be held 21 <sup>st</sup> June 2017. Minutes for meeting held on 21 <sup>st</sup> June 2017
C-Salt Community Forum:	Minutes of meeting held on 4 <sup>th</sup> April 2017.
Maiden Erlegh Residents' Association:	Minutes of 53 <sup>rd</sup> Annual General Meeting held on 11 <sup>th</sup> May 2017. Minutes of Executive Committee Meeting held 8 <sup>th</sup> June 2017.
Wokingham Job Support Centre:	Invitation to attend 25 <sup>th</sup> Annual General Meeting on 20 <sup>th</sup> July 2017 at 6.30pm.
Woodley Town Council:	Agenda for Meeting of Woodley Town Council held on 27 <sup>th</sup> June 2017. Agenda and Minutes for the period 9 <sup>th</sup> May to 20 <sup>th</sup> June 2017. Council Meeting 27 <sup>th</sup> June: Agenda Item 7.

**33. PRESS RELEASES**

It was

**RESOLVED** that the following items should receive special press attention;

1. Recent visits of note by the Mayor & Deputy Mayor together with photographs
2. The success of the Earley Day Centre in achieving the Queen's Award for Voluntary Services

**34. TERMINATION OF MEETING**

The meeting was declared closed by the Chairman at 9.05pm.