

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

18 March 2020

Dear Councillor

Notice is hereby given that an Extraordinary Meeting of Earley Town Council will be held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on **Wednesday, 25th March 2020** commencing at 7.30 pm.**

Yours faithfully

Councillor David Hare

CHAIRMAN/TOWN MAYOR

**** In the interest of health and safety, should the numbers attending the meeting exceed 12 the meeting will be transferred to the Main Hall, Radstock Community Centre, Radstock Lane, Earley**

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 19th February 2020 and, if appropriate, to authorise their signing as a true and correct record.

4. STAFFING SUB-COMMITTEE REPORT

To receive the Town Clerk's report and proposal on pandemic contingency measures in relation to staff, as presented and approved by the Staffing Sub-Committee at its meeting on 17th March 2020. *Appendix A*

5. TOWN COUNCIL PANDEMIC CONTINGENCY PLAN

To receive the Earley Town Council Pandemic Contingency Plan as presented by the Town Clerk. *Appendix to follow*

6. DELEGATION OF POWERS

In light of the current health emergency, to consider the schedule of delegated powers required to enable Earley Town Council to continue to function and fulfil its responsibilities. Members to **RESOLVE** accordingly. *Appendix B*

7. COUNCIL MEETINGS

To consider the suspension of meetings of the Council and its Committees and to **RESOLVE** accordingly. *Appendix C*

8. EMERGENCY MATTERS

To consider any other emergency matters deemed necessary.

9. 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 item 10 on the Agenda.

10. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting of the Town Council held on 19th February 2020 and, if appropriate, to authorise their signing as a true and correct record.