

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

18 November 2020

Dear Councillor

Notice is hereby given that a remote meeting* of Earley Town Council will be held on **Wednesday, 25th November 2020** commencing at 7.30 pm.

Yours faithfully

Jo Friend

TOWN CLERK

Members of the public are welcome to attend the meeting which will be held using the Zoom conferencing platform.

Meeting ID 951 4980 5537 Passcode 007522

To obtain a link to the meeting please email administration@earley-tc.gov.uk no later than 4pm Wednesday 25th November 2020.

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

3. PUBLIC FORUM

To receive any questions from members of the public attending the meeting. The Public Forum shall not exceed 15 minutes. If there are no questions, the Council will commence business forthwith.

4. MINUTES OF PREVIOUS MEETING

To consider the minutes of the meeting of the Town Council held on 14th October 2020 and, if appropriate, to authorise their signing as a true and correct record.

5. TOWN MAYOR'S COMMUNICATIONS

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

6. COMMITTEE REPORTS

To receive the minutes of the following meetings:

- 6.1 Amenities & Leisure Committee - 4th November 2020 (*draft*) (Minutes 33 – 51)
- 6.2 Planning Committee - 6th October 2020 (Minutes 34 – 51)
10th November 2020 (*draft*) (Minutes 52 – 70)
- 6.3 Policy & Resources Committee - 11th November 2020 (*draft*) *to follow*

7. REPRESENTATIVES ON OTHER BODIES

- 7.1 To receive Councillors' reports on meetings of outside bodies on which this Council is represented. *Note: at time of agenda publication, no such reports had been received.*

8. FINANCIAL INFORMATION

8.1 Annual Governance and Accountability Return (AGAR)

To note that the completed annual return has been received from the external auditor, no matters of concern were raised. The relevant documents will be displayed on the Town Council website in accordance with legislation.

Appendix A

8.2 Appointment of Internal Auditor

To consider the Town Clerk's recommendation that Claire Connell be reappointed as the Town Council's internal auditor for 2021/22 and to **RESOLVE** accordingly.

8.3 Budget 2021/22

To note that the Budget Working Party will consider the recommendations of the Amenities & Leisure Committee and the Policy & Resources Committee in relation to the annual review of fees and charges. Meeting dates for the Budget Working Party to be circulated to all Members.

9. GRANTS

9.1 Earley Help Hub – Request

To consider a request from the Earley Help Hub that the Town Council make a financial donation to assist them in providing free meals over the Christmas holidays to children in receipt of free school meals. Members to **RESOLVE** accordingly.

9.2 Grants Policy

To note the Policy & Resources Committee decision that the timetable for grant application submissions be amended to:

Submission of application	January/February 2021
Town Council decisions made	early March 2021
Funds paid to successful applicants	late April/early May 2021

This information has been posted on the Town Council’s website.

10. DELEGATION OF POWERS

10.1 Full Council

Members to discuss the continuation of the schedule of delegation of emergency powers to the Town Clerk, plus either the Town Mayor, Deputy Town Mayor, Leader or Deputy Leader, and to **RESOLVE** accordingly.

10.2 Planning Committee

To note that the monthly virtual meetings of the Planning Committee are continuing and that the scheme of delegation of powers regarding this committee remain suspended.

11. TOWN COUNCIL POLICIES

To receive the recommendation of the Policy and Resources Committee that the following policies should be adopted and to **RESOLVE** accordingly:

11.1 Time off in Lieu (TOIL) Policy *Appendix B*

11.2 Whistleblowing Policy *Appendix C*

12. TELECOMMUNICATIONS APPARATUS – SOL JOEL PARK

To receive a verbal update on this matter from the Deputy Town Clerk.

13. EARLEY TOWN COUNCIL - CLIMATE EMERGENCY

To consider forming a Climate Emergency Working Group, reporting to Full Council, to look at the creation of an Earley Town Council Climate Emergency Declaration and an accompanying series of deliverable actions, and to **RESOLVE** accordingly.

14. REVIEW OF TOWN PLAN

To consider forming a working group to conduct a review of the current Town Plan and to draft a revised Town Plan in accordance with the aspirations of the Council. The working group to report to Full Council. Members to **RESOLVE** accordingly.

15. COMMUNITY CHAMPIONS

To receive a report from the Town Clerk on the Covid update meeting held between Wokingham Borough Council and the parish and town councils and to note the Community Champions scheme being launched by the Borough.

Appendix D

16. POST OFFICE – SILVERDALE ROAD

To note that correspondence has been received from Post Office Ltd regarding the temporary closure of the Post Office in Silverdale Road. Further information can be found at [Consultation Hub – Maiden Erleigh – RG6 7NZ](#)

17. COUNCILLORS' ATTENDANCE

17.1 Record of Members' Attendance

To note details of Councillors' attendance during 2020/21 at meetings of the Council and its Committees.

Appendix E

18. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3500 – 3527, 3528 – 3559, 3561 – 3564), Imprest Account (Vouchers 531 – 534) and Current Account (Reimbursement Voucher 36).

Appendix F

19. PUBLICATIONS

To note that the following publications have been received and are available for perusal from the Council Offices:

Involve Wokingham	Newsletter – November 2020
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20. PRESS RELEASES

To decide whether any of the foregoing items of business shall form the subject of a press release.

21. 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 22 & 23 on the Agenda.*

22. MINUTES OF PREVIOUS MEETING

22.1 To consider the Confidential Minutes of the meeting of the Town Council held on 14th October 2020 and, if appropriate, to authorise their signing as a true and correct record.

22.2 To receive the Confidential Minutes of the following meetings:

Amenities & Leisure Committee	-	4 th November 2020 (<i>draft</i>)	(Minute 50)
Policy & Resources Committee	-	11 th November 2020 (<i>draft</i>)	<i>to follow</i>

23. CHAIRMAN'S RECOMMENDATION

To receive a recommendation from the Chairman in respect of a staff matter and to **RESOLVE** accordingly.