

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

23 March 2022

Dear Councillor

Notice is hereby given that a remote meeting* of the Councillors of Earley Town Council will be held on **Wednesday, 30th March 2022** 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 849 5971 1666 Passcode 612993

To obtain a link to the meeting please email administration@earley-tc.gov.uk no later than 4pm Wednesday 30th March 2022.

*In accordance with Minutes 7, 7.1 and 7.2, Delegated Powers resolutions, passed by Full Council at its Annual Meeting on 4th May 2021.

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 MEETINGS**

To consider the minutes of the meeting of the Town Council held on 9th February 2022 and, if appropriate, to agree they represent a true and correct record and **RECOMMEND** they be signed by the Chair.

5. TOWN MAYOR'S COMMUNICATIONS

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

Appendix A

6. COUNCILLOR ROLES

6.1 Chair of Staffing Committee

To note that Cllr D Hare has replaced Cllr C Jones as Chair of the Staffing Committee.

7. COMMITTEE REPORTS

To receive the minutes of the following meetings:

- | | | | | |
|------------|-------------------------------|---|--|---------------------|
| 7.1 | Amenities & Leisure Committee | - | 2 nd March 2022 (<i>draft</i>) | (Minutes 83 – 101) |
| 7.2 | Planning Committee | - | 8 th February 2022 | (Minutes 138 – 153) |
| | | - | 8 th March 2022 (<i>draft</i>) | (Minutes 154 – 166) |
| 7.3 | Policy & Resources Committee | - | 16 th March 2022 (<i>draft</i>) | (Minutes 98 – 121) |

8. REPRESENTATIVES ON OTHER BODIES

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

At the time of agenda publication, no written reports had been received.

9. RECEIPT OF AGENDAS

To consider the despatch method of all agendas and supporting documents to councillors. To permit individual councillors to request that they receive all agendas and supporting documents electronically rather than in hardcopy form.

10. DELEGATION OF POWERS

10.1 Use of Delegated Powers

There was no use of delegated powers since the last meeting of Full Council on 9th February 2022.

10.2 Scheme of Delegation

Members to review the current arrangements and to agree on whether meetings of Earley Town Council committees are held in person or remotely, and whether meetings of Full Council are to be held in person or remotely. The attendance records of all councillors are compliant with the '6 month rule'.

Covid restrictions have been lifted but infection rates are significant and issues remain around the availability of a suitable venue large enough to accommodate Full Council, council officers and members of the public in a manner which also tries to ensure the safety of all participants

in terms of possible coronavirus infection. Committee meetings have been held in person whenever possible.

To discuss the continuation of the schedule of delegated powers, for Full Council meetings only, as detailed in Minutes 7, 7.1 and 7.2, Delegated Powers, Annual Meeting of the Council, 4th May 2021. Any decision to be regularly reviewed.

Members to **RECOMMEND** accordingly.

11. INTERNAL AUDIT

To note that the interim internal audit report for the year ending 31st March 2022, was received by the Policy & Resources Committee at its meeting on 16th March 2022.

Appendix B

12. ASSET REGISTER

To note that, as part of the year end process, the Town Council's Asset Register is being updated.

13. TOWN COUNCIL GRANTS

To consider the recommendations of the Policy & Resources Committee and to **RECOMMEND** accordingly.

Appendix C and additional information sheet

14. CLIMATE EMERGENCY

14.1 Green Infrastructure Policy

To consider the recommendation of the Policy & Resources Committee that the Green Infrastructure Policy, as drafted by the Climate Emergency working group, be adopted. Members to **RECOMMEND** accordingly.

Appendix D

14.2 Climate Emergency Action Plan

To receive an update from the Climate Emergency working group.

Appendix E

15. HELP – HUGE EARLEY LITTER PICK

To note that the Huge Earley Litter Pick is taking place on Sunday 3rd April 2022. Volunteers to meet at the Interpretation Centre, Maiden Erlegh Nature reserve.

16. COUNCILLORS' ATTENDANCE

16.1 Record of Members' Attendance

To note details of Councillors' attendance during 2021/22 at meetings of the Council and its Committees. Records to include both remote meetings of councillors and face to face meetings of Committees and Council.

Appendix F

17. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 4708 – 4749, 4749 – 4753 and 4754 – 4788) and Imprest vouchers 647 – 653.

Appendix G

18. PUBLICATIONS

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

Wokingham Volunteer Centre	E-newsletter March 2022
Maiden Erlegh Residents' Association	Meeting Minutes 10 th March 2022
Connecting Communities in Berkshire	E-Bulletin March 2022
Involve Community Sevices	E-newsletter 18 th March 2022

19. PRESS RELEASES

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

20. EXCLUSION OF PUBLIC AND PRESS

To agree 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 21, 22, 23, 24 and 25 on the Agenda.

21. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting of the Town Council held on 9th February 2022 and, if appropriate, to agree they represent a true and correct record and **RECOMMEND** they be signed by the Chair

22. COMMITTEE REPORTS

To receive the Confidential Minutes of the following meetings:

- 22.1 Amenities & Leisure Committee - 2nd March 2022 (*draft*) (Minute 100)
- 22.2 Planning Committee - 8th February 2022 (Minute 151 – 152)
- 8th March 2022 (*draft*) (Minute 165)
- 22.3 Policy & Resources Committee - 16th March 2022 (*draft*) (Minutes 116 –120)

23. LEASES

23.1 To consider the Town Clerk's written report and to **RECOMMEND** accordingly.
Confidential Appendix H

23.2 To receive an update from the Town Clerk in respect of other leases held by the Town Council.

24. **OUTSTANDING BALANCES**

To consider the Town Clerk's report and to **RECOMMEND** accordingly.

Confidential Appendix I

25. **ADVISOR TO THE PLANNING COMMITTEE**

To consider the recommendation of the Policy & Resources Committee as detailed in the Confidential Minutes, Policy & Resources Committee meeting 16th March 2022, Minute 120.

Members to **RECOMMEND** accordingly.