

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

04 May 2022

Dear Councillor

Notice is hereby given that the Annual Meeting of Earley Town Council will be held on **Wednesday, 11th May 2022** commencing at 7.30 pm at **Radstock Lane Community Centre**, Radstock Lane, Earley.

Yours faithfully

Jo Friend

TOWN CLERK

Members of the public are welcome to attend and are asked to email administration@earley-tc.gov.uk in advance of the meeting to advise of their attendance, this will assist us with planning appropriate seating arrangements.

Members of the public attending the meeting are requested to wear a face covering. Anyone experiencing Covid-19 symptoms or in receipt of a positive test result should not attend.

AGENDA

1. TOWN MAYOR

1.1 Election of Town Mayor for the Municipal Year 2022/23.

The outgoing Town Mayor will address the Council.

The outgoing Town Mayor to call for nominations for the office of Town Mayor 2022/23 and ask Council to vote on the nomination(s).

1.2 The newly elected Town Mayor to sign the Declaration of Acceptance of Office, receive the Chain of Office and assume the Chair.

2. DEPUTY TOWN MAYOR

2.1 Election of a Deputy Town Mayor for the Municipal Year 2022/23.

The Town Mayor to call for nominations for the office of Deputy Town Mayor 2022/23 and ask Council to vote on the nomination(s).

2.2 The Town Mayor to present the Deputy Town Mayor with the Chain of Office.

3. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

4. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

5. **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.

6. **MINUTES OF PREVIOUS MEETING**

To consider the minutes of the meeting of the Town Council held on 30th March 2022 and, if appropriate, to authorise their signing as a true and correct record.

7. **COMMITTEE REPORTS**

There are no committee reports to be received.

8. **STANDING ORDERS**

To consider adoption of the revised Standing Orders and to **RESOLVE** accordingly.
Appendix A – supplied separately

9. **LEADER OF THE COUNCIL**

To appoint a Leader of the Council.

10. **DEPUTY LEADER OF THE COUNCIL**

To appoint a Deputy Leader of the Council.

11. **STANDING COMMITTEES**

11.1 To consider the membership of the Standing Committees.
To **RESOLVE** that the current membership of the Standing Committees shall continue for the municipal year 2022/23, or until such time that the Council agrees otherwise.

11.2 To **RESOLVE** that the current chairs of the Standing Committees shall continue for the municipal year 2022/23, or such time that the Council agrees otherwise.

12. **REPRESENTATIVES TO OTHER BODIES 2022/23**

To appoint the Council's representatives to outside bodies:

Representative for 2021/22 shown in italics

ARC (Youth counselling) (1)

Cllr D Hare

Campaign for a Cleaner & Greener Environment (1)	<i>Cllr A Bassett</i>
CResCent Community Association (1)	<i>Cllr N Brock</i>
Earley Community Bus Management Committee (1)	<i>Cllr I Khayinza</i>
Highwood Management Conference (2)	<i>Cllrs G Littler & A Neal</i>
Kenton Road Day Centre Management Committee (1)	<i>Cllr A Bassett</i>
Places Leisure (1)	<i>Cllr D Ireland</i>
Mid and West Berkshire Local Access Forum (1)	<i>Cllr R Sangster</i>
Neighbourhood Action Group (2)	<i>Cllrs J Eastwell & A Mickleburgh</i>
Reading Public Transport Forum (1)	<i>Cllr A Long</i>
The Queen Victoria Institute Fund (1)	<i>Cllr D Hare</i>
Readibus Management Committee (1)	<i>vacancy</i>
Sonning & District Educational and Welfare Trusts (1)	<i>Cllr J Eastwell</i>
Trustees of Earley Charities (2) (4-yr term until May 2022)	<i>Mr R Ames & Cllr T Maher</i>
Waterside Management Committee (1)	<i>J Lissaman</i>
Wokingham Arts Forum (More Arts – The Cultural Partnership) (1)	<i>vacancy</i>
Wokingham Borough/Parish Liaison Forum (2)	<i>Cllrs G Littler & A Neal</i>
Wokingham Borough Sports Council (1)	<i>Cllr C Smith</i>
Wokingham Job Support Centre (1)	<i>Cllr A Mickleburgh</i>

13. 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.

14. DEEDS

To note that the various deeds relating to the Council's interests in land are held by the Town Clerk as Proper Officer and are available for Members' inspection.

15. DELEGATION OF POWERS

15.1 Use of Delegated Powers

To note the use of delegated powers since the last meeting of Full Council on 30th March 2022.
Appendix B

15.2 Scheme of Delegation

To consider the scheme of delegation contained in the revised standing orders and consider whether additional, temporary delegation measures are required to deal with coronavirus related measures. Members to **RESOLVE** accordingly.

16. CLIMATE EMERGENCY

16.1 Green Infrastructure Action Plan

To consider adoption of the working group's Green Infrastructure Action Plan. Members to **RESOLVE** accordingly.

Appendix C

17. CIL FUNDS

To consider the Town Clerk's recommendation that, in order to ensure CIL funds are used in a timely manner, a sum of £2,318 of CIL funds be used during the replacement bus shelter project.

18. COUNCIL SEAL

To authorise the use of the Council seal on the surrender document relating to Laurel Park Pavilion. Members to **RESOLVE** accordingly.

19. COUNCILLORS' ATTENDANCE

19.1 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 D

20. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 49 – 52, 4789 – 4815, 4816 – 4817, 4818 - 4843 and 4844 – 4850 and Imprest vouchers 654 – 655 and 656 - 662).

Appendix E

21. PUBLICATIONS

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

Berkshire Youth	E-newsletter March, April 2022
Me2 Club	E-newsletter March, April 2022
Connecting Communities in Berkshire	E-Bulletin April 2022
Wokingham Volunteer Centre	E-newsletter April 2022
MERA	Minutes meeting 14 th April 2022

22. PRESS RELEASES

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

23. 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 24 and 25 on the Agenda.

24. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting of the Town Council held on 30th March 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

25. DELEGATION OF POWERS

25.1 Use of Delegated Powers

To note the use of delegated powers since the last meeting of Full Council on 30th March 2022.
Confidential Appendix F