

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

10 May 2023

Dear Councillor

Notice is hereby given that the Annual Meeting of Earley Town Council will be held on **Wednesday 17<sup>th</sup> May 2023** commencing at 7 pm at **Council Chamber, Earley Town Council Offices, Radstock Lane, Earley.**

Yours faithfully

*Jo Friend*

**TOWN CLERK**

---

## **AGENDA**

### **1. ELECTION OF TOWN MAYOR**

- 1.1 The outgoing Town Mayor to address the Council. *Appendix A*
- 1.2 The outgoing Town Mayor to call for nominations for the office of Town Mayor 2023/24 and ask Council to vote on the nomination(s).
- 1.3 The newly elected Town Mayor to sign the Declaration of Acceptance of Office, receive the Chain of Office from the outgoing Town Mayor, and to assume the chair.

### **2. ELECTION OF DEPUTY TOWN MAYOR**

- 2.1 The Town Mayor to call for nominations for the office of Deputy Town Mayor 2023/24 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. DECLARATIONS OF ACCEPTANCE OF OFFICE**

To receive a verbal report from the Town Clerk on the completion of the Declarations of Acceptance of Office following the elections held on 4th May 2023. Members to consider any dispensations required and to approve accordingly.

### **4. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**5. DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

**6. 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.

**7. APPOINTMENTS**

**7.1 Leader of the Council**

To appoint a Leader of the Council (Standing Order 5(n;v)) Members to **RESOLVE** accordingly.

**7.2 Deputy Leader of the Council**

To appoint a Deputy Leader of the Council (Standing Order 5(n;vi)). Members to **RESOLVE** accordingly.

**8. MINUTES OF PREVIOUS MEETING**

To consider the minutes of the Meeting of the Town Council held on 29<sup>th</sup> March 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the chair.

**9. COMMITTEE REPORTS**

**9.1** To receive the minutes of the following meetings:

- |       |                               |   |  |
|-------|-------------------------------|---|--|
| 9.1.1 | Amenities & Leisure Committee | - | 1 <sup>st</sup> March 2023 (draft) (Minutes 99-116)  |
| 9.1.2 | Planning Committee            | - | 4 <sup>th</sup> April 2023 (Minutes 147 – 159)       |
|       |                               |   | 2 <sup>nd</sup> May 2023 (draft) (Minutes 160–172)   |
| 9.1.3 | Policy & Resources Committee  | - | 15 <sup>th</sup> March 2023 (draft) (Minute 100-118) |

**10. GENERAL POWER OF COMPETENCE (ENGLAND)**

To consider the recommendation of the Town Clerk and to **RESOLVE** accordingly.

*Appendix B*

**11. STANDING COMMITTEES**

To **RESOLVE** upon the appointment of Members to serve on the Standing Committees in the 2023/24 municipal year:

*Under Standing Order 4(d) the Town Mayor and Deputy Town Mayor shall be ex officio members of all Committees. This shall be in addition to the number of committee places fixed by Council.*

**11.1 Amenities & Leisure Committee**

- a) To approve the number of seats on the Amenities and Leisure Committee (2022/23 – ten)

- b) To appoint Members to serve on the Amenities and Leisure Committee
- c) To permit the Committee to appoint its own chair at the first meeting of the Committee.

#### 11.2 **Planning Committee**

- a) To approve the number of seats on the Planning Committee (2022/23 – eleven)
- b) To appoint Members to serve on the Planning Committee
- c) To permit the Committee to appoint its own chair at the first meeting of the Committee.

#### 11.3 **Policy & Resources Committee**

- a) To approve the number of seats on the Policy and Resources Committee (2022/23 – ten)
- b) To appoint Members to serve on the Policy & Resources Committee
- c) To permit the Committee to appoint its own chair at the first meeting of the Committee.

#### 11.4 **Staffing Sub-Committee**

The Staffing sub-committee, a sub-committee of Policy & Resources, sits as and when required. It deals with significant staffing matters, for example, annual pay awards, grievance and disciplinary procedures, staffing restructures and so on. Day to day staffing matters are dealt with by the Town Clerk and Deputy Town Clerk. The Staffing sub-committee is supported by the Town Clerk, Deputy Town Clerk and a professional HR advisor if required.

The sub-committee members for 2022/23 were Cllrs D Hare, A Newton, S Matthews, D Chopping, J Eastwell and J Clark.

To agree membership of the Staffing sub-committee, Members to **RESOLVE** accordingly.

### 12. **REPRESENTATIVES ON OTHER BODIES**

To review Town Council representation on other bodies and make appointments where required. Members to **RESOLVE** accordingly.

*Appendix C*

### 13. **CIVILITY AND RESPECT PLEDGE**

To pass a resolution to sign up to the Civility & Respect Pledge. Members to consider the report and **RESOLVE** accordingly.

*Appendix D*

### 14. **COUNCILLORS' ATTENDANCE**

#### 14.1 **Record of Members' Attendance**

To note details of Councillors' attendance during 2022/23 at meetings of the Council and its Committees.

*Appendix E*

### 15. **ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Policy and Resources Committee (Vouchers 5707-5734; 5735-5762, 5763-5772, 5773 – 5787, 5788 - 5792 and 5793-5799) and Imprest vouchers (781-787).

*Appendix F*

**16. PUBLICATIONS**

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

Hardship Alliance Action Group	E-newsletter 14 <sup>th</sup> April 2023
Earley NAG	E-newsletter May 2023
Friendship Alliance	E-newsletter 5 <sup>th</sup> & 19 <sup>th</sup> April 2023
Involve Community Services	E-newsletter 21 <sup>st</sup> April 2023
Police & Crime Commissioner TVP	April 2023 update
Me2 Club	April 2023 newsletter

**17. PRESS RELEASES**

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

**18. 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 19, 20 and 21 on the Agenda.*

**19. MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the Meeting of the Town Council held on 29<sup>th</sup> March 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

**20. COMMITTEE REPORTS**

To receive the Confidential Minutes of the following meetings:

- 20.1 Policy & Resources Committee - 15<sup>th</sup> March 2023 (*draft*) (Minute 115 – 117)

**21. ACCOUNT SIGNATORIES**

Members to consider report and **RESOLVE** accordingly.

*Confidential Appendix G*