

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

15 June 2023

Dear Councillor

Notice is hereby given that a meeting of Earley Town Council will be held on **Wednesday, 21st June 2023** commencing at 7 pm in the Council Chamber at the Council Offices, Radstock Lane, Earley.

Yours faithfully

*Jo Friend*

**TOWN CLERK**

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## **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 Annual Meeting of the Town Council held on 17th May 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

5. **TOWN MAYOR'S COMMUNICATION**

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 - 31st May 2023 (*draft*) (Minutes 1 - 17)
- 6.2 Planning Committee - 6<sup>th</sup> June 2023 (*draft*) (Minutes 1 – 17)
- 6.3 Policy & Resources Committee - 7th June 2023 (*draft*) (Minutes 1 - 20)

## 7. **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.

## 8. **RISK REGISTER**

As part of the Account and Audit Regulations, the Town Council is required to carry out risk assessments for its assets and operations.

### 8.1 **Council Risk Register**

The Council Risk Assessment, known as the Risk Register, requires presentation to the Town Council on an annual basis, to then be signed by the Chairman and Responsible Financial Officer. The Council Risk Register 2023 has been supplied to Members for their consideration.

To **RESOLVE** that the Council Risk Register 2023 be signed.

## 9. **FINANCIAL INFORMATION**

Town and Parish Councils are required to undergo an annual examination of their finances by both an internal and an external auditor. The internal auditor, appointed by the Town Council, conducts thorough checks into the processes and procedures used by the Council during the conduct of its business. The external auditor is allocated to the Town Council as part of a national process governing all Town and Parish Councils. Its role is to review Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) in accordance with guidance issued by the National Audit Office.

### 9.1 **Financial Statements 2022/23**

To receive the financial report prepared by the Finance Officer, ‘Unaudited Financial Statements for the Year Ended 31 March 2023’.

*Appendix A*

### 9.2 **Internal Auditor’s Report**

9.2.1 To receive the internal auditor’s written report for the year ended 31<sup>st</sup> March 2023.

*Appendix B*

9.2.2 To receive the internal auditor’s completed Annual Internal Audit Report 2022/23, page 3 of the AGAR 2022/23.

*Appendix C*

### 9.3 **AGAR 2022/23 – Annual Governance Statement 2022/23**

Members to review ‘Section 1 – Annual Governance Statement 2022/23’ and to **RESOLVE** on the signing of ‘Section 1 – Annual Governance Statement 2022/23’.

*Appendix D*

9.4 AGAR 2022/23 – Accounting Statements 2022/23

Members to review ‘Section 2 – Accounting Statements 2022/23’ and to **RESOLVE** on the signing of Section 2 – Accounting Statements 2022/23.

*Appendix E*

10. COUNCIL POLICIES

To consider the recommendation from the Policy and Resources committee that the Social Media Policy be adopted. The report provided to that committee on 7<sup>th</sup> June 2023 is attached for information.

Members to **RESOLVE** accordingly.

*Appendix F*

11. COUNCILLOR CODE OF CONDUCT

To note the Policy and Resources committee resolution for all Members to individually sign the Councillor Code of Conduct. The document to be provided to councillors for signature.

12. TOWN COUNCILLOR REMUNERATION

To consider the report on town councillor remuneration and to **RESOLVE** accordingly.

*Appendix G*

13. COUNCILLORS' ATTENDANCE

13.1 Record of Members' Attendance

To note details of Councillors' attendance during 2023/24 at meetings of the Council and its Committees.

*Appendix H*

14. ORDERS FOR PAYMENT

*To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 5825 – 5846, 5847 - 5852 and 5853 – 5892 and Imprest vouchers 826 - 827).*

*Appendix I*

15. PUBLICATIONS

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

Connecting Communities in Berkshire	June 2023 e-newsletter
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16. PRESS RELEASES

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

17. 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 18 and 19 on the Agenda.*

**18. MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the Annual Meeting of the Town Council held on 17<sup>th</sup> May 2023 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

**19. COMMITTEE REPORTS**

To receive the Confidential Minutes of the following meetings:

- |             |                              |   |  |                   |
|-------------|------------------------------|---|--|-------------------|
| <b>19.2</b> | Planning Committee           | - | 6 <sup>th</sup> June 2023 ( <i>draft</i> ) | (Minute 16)       |
| <b>19.3</b> | Policy & Resources Committee | - | 7th June 2023 ( <i>draft</i> )             | (Minutes 17 - 19) |