

To: Earley Town Council

From: Mayor of Earley

Subject: Mayoral Visits

Date: 3<sup>rd</sup> May 2023

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Since January, I have represented Earley Town Council at the following events: -

- University of Reading Court meeting  
There were a number of presentations from a varied group of organisations and how they are working with the University. I was particularly impressed to hear about the University's values and emphasis on its people.
- University of Reading – Celebration of Volunteering  
I think this initiative the University has started is very progressive and worthwhile. There have been a number of community events, that I know of held by the University, that are appreciated by residents across Wokingham and Reading. Talking to a number of staff who work in this area, I was pleased to learn that they don't see the University as a separate identity but as a valuable part of our community.

I was impressed by how much all the recipients, who received the awards, have done and in such a short time that some of them have been operating. I was particularly inspired by Nancy Mudenyio Hunt's (fellow Kenyan) life journey to supporting children in Kenya.

- The Dialogue Society – Opening the Iftar (opening the fast)  
It was held at St. Nicolas's Church. I support their inclusive approach, engaging with our local community, and introducing local residents to what it means to fast and the Iftar.

I thought their theme for the night about the 'Cost of living' was very apt; we are living in challenging times, and the more we can do to assist and support each other, the better. It was interesting that a number of speakers emphasised the word 'we' in their talks, specifically not using the word 'I'.

- Community Iftar at Aisha Mosque  
It's important for all communities across Earley (and surrounding areas) to participate and understand each other's beliefs and cultural practices. The best time to do this is during the different festivities we celebrate, so they become more inclusive by their very nature. I strongly believe that diversity in our community is our strength, and this I felt was achieved with this Iftar; it was open to all and inclusive.

I felt that the presentation by Dr Amer was excellent, and it went down very well (people always listen carefully to a Doctor, especially one with a sense of humour).

- Scout investing night and Iftar.

I was invited to participate in the '1st Lower Earley Scouts Iftari'. I met Salma about nine months ago at a Sports Day event, where she informed me that she planned to start a Scouts Group. I was so pleased to see the results of her efforts and collaboration with others, culminating in this Iftari.

I strongly believe that all members of our diverse community engage with each other toward a common goal of making Earley safer and a better place for everyone.

The children's performance was delightful. I had the opportunity to talk to some parents who suggested a positive change in their children's behaviour since joining the Cubs. I am sure this is true of all children in Beavers, Cubs or the Scouts.

I also want to take this opportunity to thank all the Councillors who served residents over the last four years and welcome new Councillors, who I am sure will continue the good work. Being a Mayoral representative for Earley over the last year has been an honour.

Cllr. Tahir Maher  
Mayor of Earley

**Earley Town Council**

Annual Meeting - 17<sup>th</sup> May 2023

**Agenda Item 10**

**General Power of Competence (England)**

This report contains a recommendation that Earley Town Council adopts the General Power of Competence (GPC (England)).

The Government introduced GPC (England) to assist parish and town councils to become more innovative, cost-effective and efficient (Localism Act 2011, s. 1-8).

***Under the General Power of Competence “a local authority has the power to do anything that individuals may generally do”.***

Parish and town councils may act only if they have the power to do so, there exists a multitude of legislation detailing the specific powers a council has, for example ‘the power to spend on crime prevention measures’ – Local Government and Rating Act 1997, s.31.

A benefit of adopting General Power of Competence is that the council can use GPC as a power of first resort, it need not look for a specific power under which to act. GPC extends the range of things that parish and town councils can choose to do, for example, it enables a council to act anywhere, ie outside its area; to assist an individual; and, provides for actions without the requirement to prove the benefit to the area within its parish boundary – all factors which are not covered by other local government legislation.

Only eligible councils may adopt the General Power of Competence, eligibility criteria being that at least two thirds of its total seats be held by elected councilors and that it has a qualified Clerk. Earley Town Council adopted the power following the last elections in 2019 and it continues to meet the eligibility criteria. Once adopted, GPC remains in place until eligibility is reassessed at the Annual Meeting following the next ordinary elections (2023).

I am therefore recommending that Earley Town Council re-adopts the General Power of Competence as it will provide the council with a wider range of powers under which to act and could be of assistance when delivering the Council’s aims as Members see fit.

Jo Friend  
Town Clerk  
May 2023

**EARLEY TOWN COUNCIL**  
**Annual Meeting - 17<sup>th</sup> May 2023**

**Agenda Item 12**

**REPRESENTATIVES ON OTHER BODIES**

1. Arc (Youth Counselling) – 1 representative
  - 2022/23 rep = *Cllr D Hare*
2. Cleaner Air and Safer Transport – 1 representative
  - 2022/23 rep = *Cllr A Long*
3. CResCent Community Association – 1 representative
  - 2022/23 rep = *Cllr N Brock*
4. EarleyBus Management Committee – 1 representative
  - 2022/23 rep = *Cllr R Cook*
5. Highwood Management Conference – 2 representatives
  - 2022/23 reps = *Cllrs G Littler and A Neal*
6. Kenton Road Day Centre Management Committee – 1 representative
  - 2022/23 rep = *Cllr A Bassett*
7. Places Leisure – 1 representative
  - 2022/23 rep = *Cllr M Smith*
8. Mid & West Berkshire Local Access Forum – 1 representative
  - 2022/23 rep = ~~*Cllr R Sangster*~~ (*deceased*)
9. More Arts - The Cultural Partnership – 1 representative
  - 2022/23 rep = *Cllr C Smith*
10. Neighbourhood Action Group – 2 representatives
  - 2022/23 reps = *Cllrs J Eastwell and M Smith*
11. The Queen Victoria Institute Fund – 1 representative
  - 2022/23 rep = *Cllr D Hare*
12. Readibus Management Committee - 1 representative

- 2022/23 rep = *Cllr T Maher*

13. Sonning & District Educational and Welfare Trust – 1 representative

- 2022/23 rep = *Cllr J Eastwell*

14. Trustees of Earley Charity – 2 representatives

- 2022/23 reps = *Mr R Ames and Cllr T Maher* (4 year appointment until May 2026)

15. Waterside Management Committee – 1 representative

- 2022/23 rep = *Jenny Lissaman*

16. Wokingham Borough/Parish Liaison Forum – 2 representatives

- 2022/23 reps = *Cllrs G Littler and A Neal*

17. Wokingham Borough Sports Council – 1 representative

- 2022/23 rep = *Cllr C Smith*

18. Wokingham Job Support Centre – 1 representative

- 2022/23 rep = ~~*Cllr A Mickleburgh*~~

\*\* Strikethrough = no longer town councillor

## Earley Town Council

Annual Meeting - 17<sup>th</sup> May 2023

## Agenda Item 13

**CIVILITY & RESPECT PLEDGE**

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Further information on virtual workshops and toolkits is available at [www.slcc.co.uk/news-publications/civility-respect-project](http://www.slcc.co.uk/news-publications/civility-respect-project) and [www.nalc.gov.uk/our-work/civility-and-respect-project](http://www.nalc.gov.uk/our-work/civility-and-respect-project)

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	

Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

To date, 1,176 local councils have signed up to the Civility & Respect pledge.

Jo Friend  
Town Clerk  
May 2023

**RECORD OF COUNCILLOR ATTENDANCES – 2022/23**

NAME OF COUNCILLOR	COUNCIL					AMENITIES					PLANNING										POLICY & RESOURCES				
	05	06	07	10	11	02	03	05	06	09	11	01	02	03	04	05	06	07	10	11	01	03			
A. BASSETT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
G. BHANGRA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
N. BROCK	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
D. CHOPPING	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
J. CLARK	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
R. COOK	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
M. EASTWELL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
J. EASTWELL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
D. HARE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
R. HOULBROOKE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
D. IRELAND	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
C. JONES	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
I. KHAYINZA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
G. LITTLER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
A. LONG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
T. MAHER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
S. MATTHEWS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
A. MICKLEBURGH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
A. NEAL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
A. NEWTON	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
R. SANGSTER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
M. SHAW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
C. SMITH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
M. SMITH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
K. YABSLEY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

R = Representing Town Council    B = Attending Borough Meeting    A = In Attendance

shaded cell denotes non-representation on Committees



## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5707	Air IT Limited	Microsoft 365 March 23	£843.34
5708	Air IT Limited	SD Internet Feb 23 (see also below)	£68.34
5709	Air IT Limited	SD Part credit for Feb following termination	-£53.70
5710	Air IT Limited	Managed IT Support March 23	£719.58
5711	All Reading Carpet Cleaning	Elizabeth Room Floor & Carpet Clean	£210.00
5712	ArmourArbor	SJP Remove branch overhanging gate entrance & dead branches	£500.00
5713	Bracknell Pest Control	Allot. Baits 17/3/23	£54.00
5714	Creating Technical Solutions	MX19WFV Transit MOT and Service	£419.82
5715	Greenbarnes Ltd	New Double sided Noticeboard	£3,253.86
5716	Greenbarnes Ltd	New Single sided Noticeboard	£2,103.14
5717	Jupiter Play & Leisure Ltd	SJP underpaid Play Equipment invoice by 60p	£0.60
5718	Keyline Civils Specialist Ltd	MELNR Kiln dried sand for wildflower beds	£92.88
5719	Lister Wilder	SV Dennis Cylinder Mower Service & Regrind x 2	£1,259.99
5720	Premier Office Supplies	Cem Laminating pouches	£36.12
5721	Rialtas Business Solutions	Bookings system Annual support to 31/3/24	£514.67
5722	Select Environmental Services	RH Paper collection Feb 23	£12.48
5723	Select Environmental Services	General Litter Bins Collection Feb 23	£490.18
5724	Select Environmental Services	RLCC Waste Collection Feb 23	£39.67
5725	Select Environmental Services	MPCC Waste Collection Feb 23	£139.08
5726	Select Environmental Services	SD Waste Collection Feb 23 & Termination	£52.28
5727	Select Environmental Services	CP Waste Collection Feb 23	£37.61
5728	Shaw & Sons Ltd	Binding of Minutes	£468.00
5729	Tall Oaks Contracting	Cem Re Tarmacing	£11,688.00
5730	Trade UK Screwfix	Phone Box Screw Extractor Set	£8.24
5731	Trade UK Screwfix	Phone Box & Maintenance items	£32.92
5732	Trade UK B&Q	Phone Box & Maintenance items	£17.75
5733	Wokingham Borough Council	CP Rental for February 23	£293.50
5734	Wokingham Borough Council	CP Rental for March 23	£293.50

**Total: £23,595.85**

Date Prepared: 27th March 2023

**ORDERS FOR PAYMENT - BY DIRECT DEBIT**

March 2023

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
5735	Allstar Business Solutions	Fuel 7/2 MX19WFV	£52.28
5736	Allstar Business Solutions	Fuel 14/2 MX19WFV, 8/2 YK60UUJ	£176.07
5737	Allstar Business Solutions	Fuel 15/2 YS06BSO	£77.85
5738	Allstar Business Solutions	Fuel 2/3 YK60UTY, YK60UUJ, Depot	£195.17
5739	BT	SJP Phones Qtr to 31/5/23	£176.29
5740	Castle Water	Water MELNR Feb 23	£108.50
5741	Castle Water	Water MELNR Mar 23	£108.50
5742	Castle Water	Water RH Feb 23	£39.67
5743	Focus Group	SD & RH Telephone line rental Mar 23 & calls Jan 23	£185.29
5744	ICO	Information Commissioner's Office Annual SJP CCTV usage	£35.00
5745	O2	Mobile phones Feb 23	£179.12
5746	Opayo	Credit Card terminal rental Mar 23	£22.80
5747	Regent Gas Ltd	RH Gas Feb 23	£325.83
5748	Regent Gas Ltd	RLCC Gas Feb 23	£1,129.85
5749	Regent Gas Ltd	SJP Gas Feb 23	£351.10
5750	Regent Gas Ltd	MPCC Gas Feb 23	£1,031.18
5751	Smartest Energy	RH Final invoice pre SSE 1/10/22-9/10/22	£112.88
5752	SSE	Electricity RLCC 8/9/22-6/2/23 - 17 invoices and credit notes	£1,032.74
5753	SSE	Elect Street Lighting Feb 23 Dawn to Dusk	£561.69
5754	SSE	Elect Street Lighting Feb 23 Continuous	£47.02
5755	SSE	Elect IC Nov 22 - Jan 23	£665.65
5756	SSE	Elect Trac. Shed Nov 22 - Jan 23	£85.76
5757	SSE	Elect RH Jan 23	£1,062.12
5758	SSE	Elect MPCC Nov 22 - Jan 23	£1,245.65
5759	SSE	Elect SJP Nov 22 - Jan 23	£767.00
5760	Virgin Media	RH Broadband Mar 23	£31.80
5761	Waterlogic	SJP Water Cooler Feb 23	£44.78
5762	Waterlogic	RH Water Cooler Feb 23	£89.57
<b>Total Direct Debits</b>			<b>£9,941.16</b>

Date Prepared: 6th April 23

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5763	Bowak Ltd	Caretaker supplies multiple sites	£86.08
5764	GLS (Findel Education)	SJP Heavy Duty Refuse Sacks	£50.38
5765	John Gosden Consulting Ltd	MELNR Reservoir Supervising Engineer 22/23	£800.00
5766	Premier Office Supplies	RH Ring binder Combs	£17.89
5767	Trade UK B&Q	Phone Box Glue/Grout	£32.98
5768	Trade UK B&Q	IC Smoke detector alsrm	£26.00
5769	Trade UK B&Q	Phone Box Nuts and bolts	£10.97
5770	Travis Perkins	MELNR Pathways Shingle	£229.14
5771	Web Marketing Matters Ltd	Website Maint Mar 23	£216.00
5772	William Luck	March 23 Planning Services	£535.52
			<b>Total: £2,004.96</b>

Date Prepared: 12th April 2023

March 2023 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
5773	Wildwood Landscape Machinery	SJP Kubota Mower Blade x2	£61.72
5774	Net World Sports	Boot Wiper Brushes	£305.61
5775	Keep Britain Tidy	Handiloop Litter Bags x 20 (Huge Earley Litter Pick)	£246.00
5776	Zoom	March Subscription	£15.59
5777	Parkinson Partnership	Sports facilities Vat Briefing	£10.00
5778	Brunel Engraving Company	ERoom Brass Nameplate	£153.24
5779	Asda	ERoom Books/crayons	£4.10
5780	Thames Hospice	ERoom Books/toys	£8.50
5781	British Heart Foundation	ERoom Books	£13.25
5782	Helen & Douglas House	ERoom Books	£6.50
5783	Etsy	PhBox Mosaic Mounting Mesh	£6.95
5784	Topps Tiles	PhBox Mosaic Tiles	£35.68
5785	Asda	Town Electors Meet Refreshments	£20.94
5786	Buxtons	PPE Chainsaw Trousers & Gloves	£195.42
5787	Workwear Giant	PPE Trousers & Jacket	£215.07

Total Barclaycard **£1,298.57**

Date Prepared: 12th April 2023

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5788	Select Environmental Services	RH Paper collection Mar 23	£12.48
5789	Select Environmental Services	General Litter Bins Collection Mar 23	£621.83
5790	Select Environmental Services	RLCC Waste Collection Mar 23	£40.21
5791	Select Environmental Services	MPCC Waste Collection Mar 23	£139.08
5792	Select Environmental Services	CP Waste Collection Mar 23	£38.15

**Total: £851.75**

Date Prepared: 17th April 2023

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5793	2468 Ltd	CP Rental of Boiler	£124.57
5794	Energieo	St Light Qtr Maint Jan-Mar 23	£166.86
5795	Frasers Office Innovation	RH Stamps/Paper/Envelopes	£232.97
5796	ICCM	CEM ICCM Corporate membership 23/24	£95.00
5797	North East Reg'l Employers Org.	DBS Check CG	£32.40
5798	Ricoh	RH Photocopier Qtr to 30/6/23	£515.41
5799	Watco	Cem Coldset Concrete & Tack - repair concrete spine	£202.32

**Total: £1,369.53**

Date Prepared: 13th April 2023

**IMPREST ACCOUNT - Reimbursement Vouchers 781 - 787**

Vouchers between 9th March and 30th April 2023

<b>Number</b>	<b>Details</b>	<b>Amount</b>
781	Damage Deposit Return KP	£50.00
782	Damage Deposit Return BM	£50.00
783	HMRC Outstanding P11D and other settlements	£804.91
784	Salaries Apr 23 Payroll	£31,559.70
785	Prudential AVCs Apr 23 Payroll	£200.00
786	LGPS Pension Apr 23 Payroll	£13,558.51
787	HMRC Apr 23 PAYE/NI	£10,407.82
	<b>Total Payments</b>	<b><u>£56,630.94</u></b>