

# EARLEY TOWN COUNCIL

Town Clerk  
JO FRIEND BA(Hons) PSLCC



Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

1<sup>st</sup> May 2024

Dear Councillor

Notice is hereby given that the Annual Meeting of Earley Town Council will be held on **Wednesday 8<sup>th</sup> May 2024** commencing at 7pm in the Council Chamber at the Council Offices, Radstock Lane, Earley.

Yours faithfully

*Jo Friend*

**TOWN CLERK**

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## **AGENDA**

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

- 1.1 The outgoing Town Mayor to address the Council. *Appendix AA*
- 1.2 The outgoing Town Mayor to call for nominations for the office of Town Mayor 2024/25 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 and 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 2024/25 and to 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 27<sup>th</sup> March 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

**7. COMMITTEE REPORTS**

To receive the minutes of the following meetings:

- 7.1 Planning Committee - 9<sup>th</sup> April 2024 (*draft*) (Minutes 153 - 166)

**8. APPOINTMENTS**

8.1 Leader of the Council

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

8.2 Deputy Leader of the Council

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

**9. STANDING COMMITTEES**

- 9.1 To **RESOLVE** that the following Standing Committees shall continue in the municipal year 2024/25:

- Amenities and Leisure Committee
- Policy and Resources Committee
- Planning Committee

9.2 Membership of Standing Committees

To review the membership of the Standing Committees 2024/25 and to **RESOLVE** accordingly.

*Under Standing Order 4.d, the Town Mayor and Deputy Town Mayor shall be ex officio members of all Committees.*

*Appendix A*

9.3 Chairs of Standing Committees

To note that, in accordance with Standing Order 4e.vii, each committee shall be permitted to appoint its own chair at the first meeting of the committee.

**10. REPRESENTATIVES ON OTHER BODIES**

To receive Councillors' reports on meetings taking place since the last meeting of the Council, of outside bodies on which this Council is represented.

10.1 Sonning & District Welfare & Education Trust

To receive a written report from Cllr B Owen.

*Appendix B*

10.2 Kenton Road Day Centre

To receive a written report from Cllr A Bassett.

*Appendix B1*

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

*Appendix C*

## 11. **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.

## 12. **FINANCE**

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.

### 12.1 **Financial Statements 2023/24**

To receive the financial statements prepared by the Finance Officer, 'Unaudited Financial Statements for the Year Ended 31 March 2024'.

*Appendix D*

### 12.2 **Internal Auditor's Report**

- 12.2.1 To receive the internal auditor's written report for the year ended 31<sup>st</sup> March 2024.

*Appendix E*

- 12.2.2 To receive the internal auditor's completed Annual Internal Audit Report 2023/24, page 3 of the AGAR 2023/24.

*Appendix F*

### 12.3 **AGAR 2023/24 – Annual Governance Statement 2023/24**

Members to review 'Section 1 – Annual Governance Statement 2023/24' and to **RESOLVE** on the signing of 'Section 1 – Annual Governance Statement 2023/24'.

*Appendix G*

### 12.4 **AGAR 2023/24 – Accounting Statements 2023/24**

Members to review 'Section 2 – Accounting Statements 2023/24' and to **RESOLVE** on the signing of Section 2 – Accounting Statements 2023/24.

*Appendix H*

## 13. **COLLINS DRIVE PLAY AREA**

Members to note that work on the installation of the replacement toddlers' play area at Collins Drive will start w/c 10<sup>th</sup> June 2024. An information session for residents will be held on site in May to show them the detail of the scheme being installed and answer any questions they may have about the construction process.

## 14. **COUNCILLORS' ATTENDANCE**

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

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

*Appendix I*

**15. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Council, (*Vouchers 6682 – 6704, 6705 – 6732, 6733 – 6743, 6744 – 6746, 6747 – 6754, 6755 - 6768 and 6769 – 6773 and Imprest vouchers 940 – 957 and 85 - 89*).

*Appendix J*

**16. PUBLICATIONS**

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

Office of the PCC	E-newsletter April 2024
MERA	Minutes of meeting 11 <sup>th</sup> April 2024
Involve Community Services	E-newsletters 5 <sup>th</sup> April & 19 <sup>th</sup> April 2024
Connecting Communities Berkshire (CCB)	E-newsletter April 2024
Friendship Alliance	E-newsletter 19 <sup>th</sup> April 2024
Earley NAG	Agenda for meeting 13 <sup>th</sup> May 2024

**17. PRESS RELEASES, WEBSITE & SOCIAL MEDIA**

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 7<sup>th</sup> February 2024 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

**20. STAFFING MATTERS**

To receive an update on staffing matters.

*Confidential Appendix K*

**21. PLANNING ADVISOR**

To receive a recommendation from the Planning Committee's meeting of 7<sup>th</sup> May 2024. Members to consider and to **RESOLVE** accordingly.