

## Earley Town Council

### Amenities and Leisure Committee Meeting 21st May 2025

#### Agenda Item 6.3

##### Time Capsule

When recently looking through Town Council historic paperwork and leases, Councillor Littler, Councillor Jordan and the Deputy Town Clerk came across some paperwork relating to a time capsule.

The paperwork shows that on 13<sup>th</sup> December 2000, Earley Town Councillors and staff buried a time capsule at Maiden Erlegh Nature Reserve to celebrate the Millennium. There is also a detailed map of the location, which for obvious reasons is not being made public.

Since unearthing the paperwork, a full list of the contents of the time capsule has also been found, this list displays the seal of the Council. It has also come to light, that a plaque which was donated at the time by the Co-operative Funeral Service, was unveiled on 18<sup>th</sup> December 2000 by the then Chairman, Councillor Andrew Long and Vice Chairman, Councillor Irene Dowdall. The plaque is located at the nature reserve near to where the time capsule is buried.

Unfortunately, a photo of the time capsule itself has not been found, but Councillor Long may be able to provide a description and some background to this interesting story.

As the time capsule is due to be dug up and opened in 2050, it is important that the information about the time capsule is passed on to new Councillors and staff.

Photos of the plaque and list of contents: -



### MILLENNIUM 2000 - TIME CAPSULE

*The Time Capsule was packed by Earley Town Councillors on 13th December 2000, and buried by Staff at Maiden Erlegh Park. The following is a list of contents to assist in recognising what the items are when the Time Capsule is opened:-*

1. Predictions of future life in 2050 as seen through the eyes of pupils attending The Holt School in Wokingham.
2. Kilnsea Pre School - various items received from a local pre-school group (children 3-5 years)
3. Copies of Daily Newspapers - one broadsheet, one tabloid for the week this capsule was buried.
4. Copies of local newspapers reporting on the week the floods came to Earley.
5. Stationery items taken from the Council Offices e.g. paper clip, staplers, rubber, elastic band, computer floppy disk etc.
6. Christmas catalogue from Asda, local supermarket in Earley.
7. Menus from the local fast food take away shops.
8. A "Whats on" at the local cinema.
9. A copy of the New Scientist Magazine.
10. Local Political Newsletters.
11. Earley Town Council - agendas and Minutes.
12. A copy of the Lower Earley development brief.
13. A mobile telephone (without its battery)
14. An Earley Residents Guide
15. Maps of Earley and Reading
16. Details from the most recent Town Council Web page.
17. A copy of the Thames Valley Trader.
18. A copy of Wokingham District Council's Agenda 21 issues - draft.
19. Copies of "Properties for sale"
20. The Number One Video and The Number One Cassette this week.
21. Special Edition of Time Magazine featuring the ecological problems perceived in the Year 2000.
22. Draft of "Earley Days" which is currently being printed as a history of Earley, to be published during 2000/01.

*A plaque donated by the Co-operative Funeral Service and unveiled by the Chairman of the Council Andrew Long and the Vice Chairman Irene Dowdall on 18th December 2000 is placed near to the site where the capsule has been buried. Details of the precise location have been stored with the Deeds to Maiden Erlegh Park with the intention that the Time Capsule be opened in 2050.*

*Dated this 13th Day of December in the year 2000*

Signed .....  
Town Clerk



## Earley Town Council

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#### Agenda Item 8

##### Booking Procedures

Under the Prevent Duty 2015, local authorities have a responsibility to ensure that their venues are not used by those whose views may draw people into terrorism. Town and parish councils are required to take measures to ensure they don't inadvertently provide platforms for those wishing to spread extremist views, we are required to take steps to safeguard our facilities from being used to promote radicalisation or extremism.

Officers at ETC already follow our booking procedure when dealing with a booking request for any of our facilities. The information asked during this includes details of the hirer, what activity is being planned, attendance numbers and so on. We have now added an extra check list for staff to ensure that we are fulfilling our Prevent duties:

- **ASK** What is being planned for a booking and who is planning it
- **CHECK** Use the Prevent Duty Checklist to review what information has been provided about a booking, how it is being published and what is publicly available from the host
- **DECIDE** Use the information collected to decide if a booking will be accepted

If a booking indicates that there will be a speaker present, officers will ask for information about the speaker to ensure the speaker is not involved in activities that promote radicalisation or extremism. The decision on whether a booking is accepted is that of the Town Council.

Staff who deal with bookings will undertake a Prevent Awareness e-learning course and will be supported by the Town Clerk and Deputy Town Clerk in making any decisions under this duty. We do not expect that these new checks will prove too onerous on staff, the vast majority of booking enquiries received are straightforward, however, by having them in place for times in which they may be required, ETC can demonstrate that it is fulfilling its duty under the Prevent legislation.

Jo Friend  
Town Clerk