

# EARLEY TOWN COUNCIL

Town Clerk  
JO FRIEND BA(Hons) PSLCC



Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

30<sup>th</sup> April 2025

Dear Councillor

Notice is hereby given that the Annual Meeting of Earley Town Council will be held on **Wednesday 7<sup>th</sup> May 2025** commencing at 7pm in the Council Chamber at the 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 2025/26 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 2025/26 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 26<sup>th</sup> March 2025 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 8<sup>th</sup> April 2025 (Minutes 154 - 171)

**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 2025/26:

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

**9.2 Membership of Standing Committees**

To review the membership of the Standing Committees and to **RESOLVE** upon 2025/26 membership accordingly.

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

*Appendix B*

**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 Kenton Road Day Centre**

To receive a written report from Cllr A Bassett.

*Appendix C*

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

*Appendix D*

## 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. To also note that Councillors G Littler and S Jordan have recently carried out an inspection of said deeds.

## 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 2024/25**

To receive the financial statements prepared by the Finance Officer, 'Unaudited Financial Statements for the Year Ended 31 March 2025'.

*Appendix E*

### 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 2025.

*Appendix F*

- 12.2.2 To receive the internal auditor's completed Annual Internal Audit Report 2024/25, page 3 of the AGAR 2024/25.

*Appendix G*

### 12.3 **AGAR 2024/25 – Annual Governance Statement 2024/25**

Members to review 'Section 1 – Annual Governance Statement 2024/25' and to **RESOLVE** on the signing of 'Section 1 – Annual Governance Statement 2024/25'.

*Appendix H*

### 12.4 **AGAR 2024/25 – Accounting Statements 2024/25**

Members to review 'Section 2 – Accounting Statements 2024/25' and to **RESOLVE** on the signing of Section 2 – Accounting Statements 2024/25.

*Appendix I*

## 13. **COMMUNITY INFRASTRUCTURE LEVY**

To note that, in accordance with Earley Town Council's agreement to support local bus services, a third and final payment of £1,293.21 from ETC CIL funds has been made to Wokingham Borough Council in April 2025.

## 14. **ETC STRATEGY MEETINGS**

To receive a report on the ETC Strategy meeting which took place on 1<sup>st</sup> April 2025.

*Appendix J*

**15. NET ZERO PROJECT - UPDATE**

To receive an update report on the project, including plans for improving energy efficiency and reducing the carbon footprint at Maiden Place Community Centre.

To **RESOLVE** upon any recommendations as appropriate.

*Appendix K*

**16. COUNCILLORS' ATTENDANCE**

**16.1 Record of Members' Attendance**

To note details of Councillors' attendance during 2024/25 at meetings of the Council and its Committees.

*Appendix L*

**17. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Council, (*Vouchers 7657 – 7684, 7677, 7678 – 7695, 7696 – 7708, 7709 – 7739 and 7740 – 7747 and Imprest vouchers 1052 – 1060*).

*Appendix M*

**18. 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 March 2025
MERA	Minutes of meeting 13 <sup>th</sup> March & 10 <sup>th</sup> April 2025
Involve Community Services	E-newsletter 26 <sup>th</sup> April 2025
Connecting Communities Berkshire (CCB)	E-newsletter April 2025
Friendship Alliance	E-newsletter 2nd April 2025
Earley NAG	Agenda for meeting 19 <sup>th</sup> May 2025

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

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

**20. 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 21, 22, 23 and 24 on the Agenda.*

**21. MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting of the Town Council held on 26<sup>th</sup> March 2025 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

**22. COMMITTEE MEETING MINUTES**

22.1 To receive the confidential minutes of the Planning Committee meeting of 8<sup>th</sup> April 2025.

**23. RADSTOCK LANE COMMUNITY CENTRE LEASE**

To receive a report from officers.

*Confidential Appendix N*

**24. ADVISOR TO THE PLANNING COMMITTEE**

To receive a recommendation from the Planning Committee's meeting of 8<sup>th</sup> April 2025. Members to consider and to **RESOLVE** accordingly.

*Confidential Appendix O*