

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

2nd July 2025

Dear Councillor

Notice is hereby given that a meeting of Earley Town Council will be held on **Wednesday 9th July 2025** commencing at 7pm in the Council Chamber at the Council Offices, Radstock Lane, Earley.

Yours faithfully

Jo Friend

TOWN CLERK

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 meeting of the Town Council held on 7th May 2025 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair. (Minutes 1 – 25)

5. **TOWN MAYOR'S COMMUNICATION**

5.1 To receive such communications as the Town Mayor may wish to bring to the notice of the Council.

Appendix A

6. **COMMITTEE REPORTS**

To receive the minutes of the following meetings:

6.1 Amenities & Leisure Committee - 21st May 2025 (*draft*) (Minutes 1 – 18)

- 6.2 Planning Committee - 6th May 2025 (Minutes 172 - 187)
 3rd June 2025 (*draft*) (Minutes 1 – 15)
- 6.3 Policy & Resources Committee - 18th June 2025 (*draft*) (Minutes 1 – 19)

7 **COMMITTEE MEMBERSHIP**

To note that the successful candidate at the by-election held on 5th June 2025 was Alison Newton. To agree Councillor A Newton’s membership on one or more standing committees. Members to **RESOLVE**.

8. **BUS SERVICES WORKING GROUP**

To consider a request from the Chair of the Planning Committee that the Bus Services Working Group be reformed to formulate a response to the request from WBC for information towards its transport network review. Although the working group will report to the Planning Committee, membership from across the town council is welcomed.

Members to **RESOLVE** upon the reforming of the Bus Services Working Group and to agree membership.

Appendix B

9. **REPRESENTATIVES ON OTHER BODIES**

To receive Councillors’ reports on meetings of outside bodies on which this Council is represented:

9.1 **ARC**

To receive a written report from Councillor Cook on her attendance at the ARC AGM.

Appendix C

10. **BULMERSHE SULV JOINT SUB COMMITTEE**

To consider a request from Woodley Town Council that an amendment be made to the Joint Sub Committee terms of reference, increasing Woodley Town Council’s full member appointments from two to three, ie removing the current substitution appointment. The reason for the request is that the substitution process tends not to work as it’s often very short notice of one of the appointed members not being able to attend. The terms of reference are attached.

Members to discuss and **RESOLVE** accordingly.

Appendix D

11. **STANDING ORDERS - REVIEW**

The Town Clerk has reviewed ETC’s Standing Orders in light of the publication of new Model Standing Orders 2025. Some minor adjustments have been made.

To receive the revised ETC Standing Orders and to **RESOLVE** upon their adoption.

Appendix E

12. **RISK REGISTER 2025**

To receive the Council's updated Risk Register 2025 and to **RESOLVE** the document be signed by the Chair.

Appendix F (supplied under separate cover)

13. **COMMUNITY INFRASTRUCTURE LEVY**

13.1 To consider the recommendation of the Policy & Resources Committee that £1,400 of CIL monies be used to fund the four youth activity afternoons being delivered by Berkshire Youth in August.

Members to **RESOLVE** accordingly.

13.2 To note that current CIL reserves stand at £46,403, £17,959 of which should be spent or allocated by October 2025. To consider using this sum of £17,959 (or £16,559 if item 13.1 is approved) towards the upgrading of the Meadow Park junior play area.

Members to **RESOLVE** accordingly.

14. **EAR MARKED RESERVES – P & R RECOMMENDATIONS**

To receive recommendations from the Policy & Resources Committee meeting of 18th June 2025 regarding the reallocation of funds.

Members to consider and to **RESOLVE** accordingly.

Appendix G

15. **RADSTOCK LANE COMMUNITY CENTRE - LEASE**

To receive an update on the transfer of the Town Council's lease.

Appendix H

16. **WOKINGHAM BOROUGH COUNCIL – TOWN & PARISH QUESTIONS**

To consider how Earley Town Council will implement the introduction of town and parish council questions featuring as a new agenda item on WBC meeting agendas.

Members to **RESOLVE**.

Appendix I

17. **WOKINGHAM BOROUGH COUNCIL – BUDGET CONVERSATIONS**

To note that, as part of its consultation around future budgeting, WBC has created a survey for partners and stake holders, including town and parish councils. Members to consider the questions and agree responses for the Town Clerk to submit on behalf of Earley Town Council. Deadline for submission is 4th August 2025.

Appendix J

18. **GOVERNMENT CONSULTATION RESPONSE – HYBRID MEETINGS**

Members to note that the government has published its response to the consultation on the introduction of remote meetings and proxy voting to local councils. The government supports the principle of remote meetings and intends to create guidance to enable town and parish councils to develop their own, individual policies on remote meetings, tailored to local needs and context. The government's view is that proxy voting would be permitted for principal councils only. Changes in legislation are required before any of this could come into effect.

19. WOKINGHAM BOROUGH COUNCIL’S TREE CITIES OF THE WORLD STATUS

To receive a report on WBC’s recognition as a ‘Tree City of the World’. Details about ‘Tree Cities of the World’ can be found at: - www.treecitiesoftheworld.org

Appendix K

20. COUNCILLORS' ATTENDANCE

20.1 Record of Members' Attendance

To note details of Councillors' attendance during 2025/26 at meetings of the Council and its Committees.

Appendix L

21. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Policy & Resources Committee (Vouchers 7848 - 7864, 7865 – 7869, 7870 – 7911) and Imprest vouchers (1073 - 1078).

Appendix M

22. 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 June 2025
Involve Community Services	E-newsletter June 2025
Friendship Alliance e-newsletter	June 2025
Earley NAG	Agenda for meeting of 14 th July 2025
ACER	Minutes of meeting 10 th June 2025
MERA	Minutes of meeting 12 th June 2025

23. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

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

24. 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 25, 26 and 27 on the Agenda.

25. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting of the Town Council held on 7th May 2025 (Minutes 21 – 24) and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

26. COMMITTEE REPORTS

To receive the Confidential Minutes of the following meetings:

- 26.1 Planning Committee - 4th March 2025 (*draft*) (Minute 152)
- 26.2 Policy & Resources Committee - 18th June 2025 (*draft*) (Minute 18)

27. MAYS LANE CEMETERY

To receive an update from the Cemetery Working Group.

Confidential Appendix N