

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

17th September 2025

Dear Councillor

Notice is hereby given that a meeting of Earley Town Council will be held on **Wednesday 24th September 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 9th July 2025 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair. (Minutes 26 – 53)

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 - 23rd July 2025 (*draft*) (Minutes 19 – 34)

- 6.2 Planning Committee - 8th July 2025 (Minutes 16 - 33)
 5th August 2025 (Minutes 34 – 52)
 9th September 2025 (*draft*) (Minutes 53 – 71)

- 6.3 Policy & Resources Committee - 10th September 2025 (*draft*) (Minutes 20 – 42)

7. PROPOSED CHANGE TO COMMITTEE TITLE

To receive a recommendation from the Planning Committee -

At its meeting on 8th July 2025, the Planning Committee recommended that its title be changed to the Planning and Transport Committee to better reflect its areas of involvement.

Members to discuss and **RESOLVE** accordingly.

8. REPRESENTATIVES ON OTHER BODIES

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

- 8.1 EarleyBus
 To receive a written report from Cllr R Cook. *Appendix B*

9. SULV JOINT SUB COMMITTEE

To receive a report from a meeting of the SULV Joint Sub Committee. *Appendix C*

10. AUDIT 2024/25

To note that the audit for the year ended 31st March 2025 has been completed. The external auditor has confirmed there are no matters of concern. The completed Annual Governance & Accountability Return 2024/25 has been posted on the town council’s website in accordance with the Accounts and Audit Regulations 2015.

11. EAR MARKED RESERVES – P & R COMMITTEE RECOMMENDATIONS

To receive recommendations from the Policy & Resources Committee meeting of 10th September 2025 regarding the review of ear marked reserves.

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

12. ETC CHAIRS GROUP MEETING

To receive notes from the Chairs Group Meeting (formerly the Strategy Group). *Appendix E*

13. RISK REGISTER 2025

To receive the Council’s updated Risk Register 2025 following recommendations made at the Council meeting on 9th July 2025. The residual risk scores are now explained by two separate figures, the probability score and the severity score. Chair to sign updated document.

Appendix F (supplied under separate cover)

14. **TOWN PLAN**

To receive the new draft Town Plan, as produced by the Town Plan Working Group.

Members to review the document and **RESOLVE** upon adoption.

Appendix G

15. **LODDON GARDEN VILLAGE DEVELOPMENT**

15.1 To note that the University of Reading is holding another drop-in information event for residents at Maiden Place Community Centre on Thursday 25th September. People are welcome to attend any time between 3pm and 7pm.

15.2 **ALIGN**

To receive a report on meetings between members of ETC's Planning Committee and other parishes.

To consider whether Earley Town Council should nominate a representative to attend meetings of ALIGN and, if so, to review the proposed terms of reference for the group.

Members to **RESOLVE** as appropriate.

Appendix H

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

To receive any update on Wokingham Borough Council's intention to transfer the Town Council's lease on the community centre to an Academy.

17. **SERVICE TO EARLEY AWARDS**

To consider the three recommendations arising out of the Service to Earley Awards Working Group report to the Policy & Resources Committee.

Members to discuss and **RESOLVE** accordingly.

Appendix I

18. **PROFILE OF EARLEY**

To consider the feedback from committee discussions on the proposals that ETC should commission Welcome to Earley signs and also produce a town council newsletter. Members to agree on next steps.

Appendix J

19. **COMMUNITY GOVERNANCE REVIEW – UPDATE**

To note that Wokingham Borough Council has published its Community Governance Review proposals and is holding a public consultation until 13th November, accessible via the [Engage Wokingham Borough platform](#). Members to consider the proposals affecting Earley.

Appendix K

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

To further consider the process to be followed in relation to Earley Town Council questions to meetings of WBC.

21. **COUNCILLORS' ATTENDANCE**

21.1 **Record of Members' Attendance**

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

Appendix L

22. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Policy & Resources Committee (Vouchers 8116 - 8137) and Imprest vouchers (1099 - 1103).

Appendix M

23. PUBLICATIONS

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

Office of the PCC	E-newsletters July and August 2025
Involve Community Services	E-newsletters July and August 2025
Friendship Alliance e-newsletter	July 2025
Earley NAG	Agenda for meeting of 8th September 2025
MERA	Minutes of meeting 10 th July 2025

24. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

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

25. 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 item 26 on the Agenda.

26. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting of the Town Council held on 9th July 2025 (Minutes 50 – 52) and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.