

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

29th April 2026

Dear Councillor

Notice is hereby given that the Annual Meeting of Earley Town Council will be held on **Wednesday 6th May 2026** 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 2026/27 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 2026/27 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 25th March 2026 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 & Transport Committee 7th April 2026 (Minutes 191 - 210)

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 2026/27:

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

9.2 Membership of Standing Committees

To review the membership of the Standing Committees and to **RESOLVE** upon 2026/27 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

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

10.1.1 Borough Parish Liaison Forum

To receive a written report on the meeting of 30th March 2026 from Cllr M Smith.

Appendix C

10.1.2 ARC

To receive a written report from Cllr R Cook.

Appendix C1

10.1.3 Kenton Road Day Centre

To receive a written report from Cllr A Bassett.

Appendix C2

10.2 Representation 2026/27

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.

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 2025/26

To receive the financial statements prepared by the Finance Officer, 'Unaudited Financial Statements for the Year Ended 31 March 2026'.

Appendix E

12.2 Internal Auditor's Report

12.2.1 To receive the internal auditor's written report for the year ended 31st March 2026.

Appendix F

12.2.2 To receive the internal auditor's completed Annual Internal Audit Report 2025/26, page 3 of the AGAR 2025/26.

Appendix G

12.3 AGAR 2025/26 – Annual Governance Statement 2025/26

Members to review 'Section 1 – Annual Governance Statement 2025/26' and to **RESOLVE** on the signing of 'Section 1 – Annual Governance Statement 2025/26'.

Appendix H

12.4 AGAR 2025/26 – Accounting Statements 2025/26

Members to review 'Section 2 – Accounting Statements 2025/26' and to **RESOLVE** on the signing of Section 2 – Accounting Statements 2025/26.

Appendix I

13. MEADOW PARK CONTRACT

To receive a report on the process for awarding a contract for the Meadow Park Playground project. Members to consider and to **RESOLVE** as appropriate.

Appendix J

14. ETC CHAIRS' MEETINGS

To receive notes from the ETC Chairs' meeting which took place on 1st April 2026.

Appendix K

15. UNIVERSITY OF READING – STAKEHOLDERS MEETINGS

To receive a report on the Quarterly Stakeholders Meetings.

Appendix L

16. COUNCILLORS' ATTENDANCE

16.1 Record of Members' Attendance

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

Appendix M

17. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Council, (*Vouchers 8642 – 8651, 8652 - 8669, 8670 – 8696, 8697 – 8701, 8702 – 8730, 8730a – 8757b, 8757c – 8757f, 8758 – 8771, 8772 – 8774, 8775 – 8811, 8812 - 8816 and Imprest vouchers 1157 – 1176, 1177 – 1179, 121 - 124*).

Appendix N

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 April 2026
Involve Community Services	E-newsletter April 2026
Connecting Communities Berkshire (CCB)	E-newsletter April 2026
Friendship Alliance	E-newsletter April 2026
Earley NAG	Agenda for meeting 11 th May 2026

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, 24, 25 and 26 on the Agenda.

21. **MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting of the Town Council held on 25th March 2026 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 & Transport Committee meeting of 7th April 2026.

23. **CENTREPOINT LEASE – UPDATE**

To receive an update.

Confidential Appendix O

24. **FOOTBRIDGE - CEMETERY**

To receive an update.

Confidential Appendix P

25. **STAFFING MATTERS**

Members to receive a report and to **RESOLVE** accordingly.

Confidential Appendix Q

26. **ADVISOR TO THE PLANNING & TRANSPORT COMMITTEE**

To receive a recommendation from the Planning & Transport Committee's meeting of 7th April 2026. Members to consider and to **RESOLVE** accordingly.

Confidential Appendix R