



EARLEY TOWN COUNCIL

Minutes of the Meeting of Earley Town Council held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday, 17th October 2018 which commenced at 7.45pm.

Present

Chairman – The Mayor, Councillor B Wedge

Councillors M Ahmed, J Armstrong, Miss L Blumenthal, A Bradley, Dr N Brock, Mrs L Chambers, D Chopping, Mrs J Clark, Ms P Dunn, T Holton, R. Houlbrook, N Jorgensen, Mrs P Jorgensen, Mrs S Matthews, Ms J Rance JP, J Russell, Mrs A Swaddle, and P Willis

In Attendance: Jo Friend (Town Clerk), Jo Shaw (Deputy Town Clerk)

47. QUESTIONS FROM MEMBERS OF THE ELECTORATE

47.1 Youth & Community Sub-Committee, Terms of Reference

Sheena Matthews, Whitegates Ward highlighted that the terms of reference for the Council's Youth and Community sub-committee appeared to overlap with that of Woodley & North Earley Community Forum (WANE) and the Earley Neighbourhood Action Group (NAG). She suggested that the Town Council may wish to consider engaging with different groups and revisiting the terms of reference. Members agreed that this appeared to be the case and considered that the matter may want to be examined in detail at a forthcoming meeting of the Policy & Resources Committee.

There were no further questions. The public session closed at 7.55pm.

48. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T Chambers, M Firmager, W Luck and C Smith

49. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Town Council held on 25th July 2018 were confirmed as a true record and signed by the Chairman.

50. MAYOR'S COMMUNICATIONS

The Mayor announced that since the last meeting of the Town Council he had attended the following events:-

6 th September	Opening of new patient garden, South Block, Royal Berkshire Hospital
22 nd September	Community Centre opening, St. Nicholas Church Centre
25 th September	Wokingham Volunteer Centre, AGM
28 th September	Berkshire Vision, AGM
11 th October	SERFCA Awards Presentation

51. TOWN COUNCIL COMMITTEES

To receive the following:

51.1 Planning Committee

51.1.1 The Minutes of the meeting of the Planning Committee held on 14th August 2018 were presented by Councillor Mrs P Jorgensen

On the proposition of Councillor Mrs Jorgensen seconded by Councillor P Willis, it was

RESOLVED that the Minutes of the Planning Committee held on 14th August 2018 (Minutes 37 - 46) be approved.

51.1.2 The Minutes of the meeting of the Planning Committee held on 11th September 2018 were presented by Councillor Mrs P Jorgensen. Councillor Jorgensen reported that a recent response from Reading Buses highlighted changes to the 19c timetable to ease morning congestion and allow school pupils extra time to arrive on time.

On the proposition of Councillor Mrs Jorgensen seconded by Councillor R Houlbrook, it was

RESOLVED that the Minutes of the Planning Committee held on 11th September 2018 (47 – 55) be approved

51.2 Amenities & Leisure Committee

The Minutes of the meeting of the Amenities & Leisure Committee held on 5th September 2018 were presented by Councillor Mrs L Chambers.

An alteration to Minute 23.1 was requested, to clarify that last year's winner had not been able to be involved in the process.

On the proposition of Councillor Mrs Chambers seconded by Councillor Miss J Rance, it was

RESOLVED

1. the Minutes of the Amenities & Leisure Committee, as amended, held on 5th September 2018 (Minutes 18 – 28) be approved.
2. The motion of thanks proposed by the committee at Minute 22, to the Earley Volunteers and EASI for giving so much of their time and effort, and their achievements (in all weathers) in helping to keep Earley a wonderfully tidy, well maintained and litter free place to live, be endorsed by the whole Council and that the relevant groups be informed of this motion.

51.3 Policy & Resources Committee

The Minutes of the meeting of the Policy & Resources Committee held on 18th July 2018 were presented by Councillor N Jorgensen

On the proposition of Councillor N Jorgensen seconded by Councillor Mrs L Chambers it was

RESOLVED that the Minutes of the Policy & Resources Committee held on 18th July 2018 (Minutes 14 – 27) be approved.

- 51.4 The Minutes of the meeting of the Policy & Resources Committee held on 19th September 2018 were presented by Councillor N Jorgensen

On the proposition of Councillor N Jorgensen seconded by Councillor Mrs L Chambers it was

RESOLVED that the Minutes of the Policy & Resources Committee held on 19th September 2018 (Minutes 28 – 37) be approved.

52. CONCLUSION OF AUDIT 2017/18

Councillors noted the conclusion of Earley Town Council's external audit and the Town Clerk reported that the relevant documents had been posted on the Council website. The Town Clerk further reported that whilst the deadline for audit completion was 28th September, the Council (in common with a number of councils) received a holding report from the auditors PFK Littlejohn on Saturday 27th September stating that it had not been possible to complete the audit. A further communication was received on 30th September containing the results of the audit. Both of these communications were dated 28th September to appear compliant with the legislated deadline and auditors requested that both appear on the website.

After approval from the National Audit Office the Town Clerk had annotated the documentation prior to posting it on the Town Council website to make clear that the delay was a result of auditors' actions rather than the Council's. On behalf of the Council, the Town Clerk had submitted a complaint to the SAAA (Smaller Authorities Audit Appointments) as the body responsible for awarding the contract.

53. RADSTOCK LANE COMMUNITY CENTRE

In view of the subject matter to be discussed, Councillors were requested to consider this item as confidential business.

RESOLVED that the press and public be excluded from the meeting during discussion of this item.

54. REVIEW OF POLLING DISTRICTS, PLACES AND STATIONS

Councillors noted Wokingham Borough Council's review and consultation on designated polling places and polling district boundaries and that notices detailing the consultation had been posted on Town Council notice boards. Comments were required by 16th November 2018.

55. BOROUGH PLAN – UPDATE

Councillors noted Wokingham Borough Council's request that all Parish and Town Councils identify their top three priorities for the plan in preparation for the partnership engagement event to be held in December.

RESOLVED that this item appear on the next agenda for each committee with results reported to the next Council meeting.

56. BERKSHIRE ASSOCIATION OF LOCAL COUNCILS AGM

Councillors noted the BALC AGM due to be held at 7.45 pm on Wednesday, 14th November at Shinfield Parish Hall.

RESOLVED that Councillor W Luck be asked whether he could attend.

57. REMEMBRANCE SUNDAY PARADE

St Peter’s Church, Earley had been informed that a formal road closure was required for the Remembrance Sunday Parade this year as Thames Valley Police would no longer be manning such road closures. Wokingham Borough Council would book the road closure, however, the church must pay for the hire of the signs at a cost of £500. It was noted that the Mayor, together with a number of Councillors, would be attending the parade and a wreath would be laid on behalf of the Council.

Councillors considered a request from the church that the Town Council match fund the hire costs for the road closure signs. Following discussion it was

RESOLVED that the Town Clerk investigate either that the route of the parade be altered and march via Sol Joel Park and/or investigate the costs associated with the purchase of the road closure signs required, to an amount not exceeding £500.

58. REPRESENTATIVES TO OTHER BODIES

58.1 Reports of Representatives

58.1.1 Sonning & District Welfare & Education Trust

To receive a report on a meeting of Sonning & District Welfare & Education Trust held on 2nd October 2018, prepared by Councillor Pamela Dunn, previously attached to the agenda.

58.1.2 ARC Management Committee

To receive a report on a meeting of ARC Management Committee held on 19th September 2018, prepared by Councillor Michael Firmager, previously attached to the agenda.

59. COUNCILLORS' ATTENDANCES

57.1 Record of Members' Attendance

Councillors noted details of Councillors' attendance during 2018/19 at meetings of the Council and its Committees, attached to these Minutes.

60. ORDERS FOR PAYMENT

Councillors noted details of the Orders for Payment since the last meeting of the Town Council (Vouchers 1506 – 1628) and Imprest (Vouchers 246 - 255) which had been circulated with the Agenda and attached to these Minutes.

RESOLVED that in future, due to the volume of invoices requiring duplicate signatories, direct debit payments would not require signatures from Councillors having been previously authorised at initial set-up.

61. PUBLICATIONS

To note that the following publications had been received and were available for perusal in the Council Offices:

Earley Neighbourhood Action Group:	Minutes of Meeting held on 3 rd September 2018.
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Me2 Club :	September 2018 Newsletter.
BRAMM:	Summer update 2018.
Maiden Erlegh Residents' Association:	Minutes of Meeting held on 9 th August 2018.
Woodley & North Earley Community Forum:	Minutes of Meeting held on 19 th September.
Borough Parish Liaison Forum:	Minutes of Meeting held on 8 th October 2018.

62. PRESS RELEASES

No press releases were requested.

63. OTHER MATTERS TO CONSIDER

63.1 SULV – Site of Urban Landscape Value Working Party

Councillors noted that Wokingham Borough Council wished to convene a meeting of the SULV Working Party and it was agreed that Councillors Mrs A Swaddle and Mrs S Matthews would sit on this Working Party.

63.2 Earley Town Council Website

The Town Clerk reported that following discussions, the Council website would now be updated by Council staff and a new website maintenance contract had been agreed at a reduced cost. This would be more cost effective and allow the website to be updated quickly with the information required by Earley residents.

64. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 9.14pm