

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(HONS) PSLCC

Council Offices
Radstock Lane
Earley
Reading RG6 5UL

Tel: (0118) 986 8995

JF/kam

08 May 2019

Dear Councillor

Notice is hereby given that the Annual Meeting of Earley Town Council will be held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on **Wednesday, 15th May 2019** commencing at 7.45pm.

Yours faithfully

Jo Friend

TOWN CLERK

Town Forum

The first 15 minutes of the meeting will be set aside for members of the public to pose questions to the Council.

If there are no questions, the Council will commence business forthwith.

A G E N D A

(Town Mayor for 2018/2019 in the chair)

1. TOWN MAYOR

To elect a Town Mayor for the municipal year 2019/20.

The outgoing Town Mayor will address the Council.

The outgoing Town Mayor will call for nominations for the office of Town Mayor for 2019/20.

The outgoing Town Mayor will ask Council to vote on the nomination(s).

The newly elected Town Mayor to sign the Declaration of Acceptance of Office, receive the Chain of Office and assume the Chair.

2. DEPUTY TOWN MAYOR

To elect a Deputy Town Mayor for the Municipal Year 2019/20.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2019/20.

The Town Mayor will ask Council to vote on the nomination(s).

The Town Mayor to present the Deputy Town Mayor with the Chain of Office.

3. DECLARATIONS OF ACCEPTANCE OF OFFICE

To receive a verbal report from the Town Clerk on the completion of the Declaration of Acceptance of Office by Members elected on 2nd May 2019. Members to consider any dispensations required and to approve accordingly.

4. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

5. DECLARATIONS OF INTEREST

To receive any declarations of interest.

6. POLITICAL GROUP LEADERS

To note the appointment of the Leader and Deputy Leader of the political group(s) on the Council in accordance with Standing Order 50(a).

7. STANDING COMMITTEES

To appoint Members to serve on the Standing Committees in the 2019/20 municipal year:

Under Standing Order 43 the Town Mayor and Deputy Town Mayor shall be members of every Committee.

7.1 Amenities & Leisure Committee

- a) To approve the number of seats on the Amenities and Leisure Committee.
- b) To appoint Members to serve on the Amenities and Leisure Committee.

7.2 Planning Committee

- a) To approve the number of seats on the Planning Committee.
- b) To appoint Members to serve on the Planning Committee.

7.3 Policy & Resources Committee

- a) To approve the number of seats on the Policy and Resources Committee.
- b) To appoint Members to serve on the Policy and Resources Committee.

8. CHAIRMEN OF COMMITTEES

To appoint the Chairman of the Standing Committees for the 2019/20 municipal year:

8.1 Amenities & Leisure Committee

Town Mayor to invite nominations for Chairman and Members to vote on nominations.

8.2 **Planning Committee**

Town Mayor to invite nominations for Chairman and Members to vote on nominations.

8.3 **Policy & Resources Committee**

Town Mayor to invite nominations for Chairman and Members to vote on nominations.

9. **SUB-COMMITTEES AND WORKING GROUPS**

Members are appointed to Sub-Committees and Working Groups at the first meeting of the Standing Committee to which the Sub-Committee or Working Group report to.

To assist with the efficient administration of the Town Council, the Town Clerk recommends that six members (of the Policy & Resources Committee) be appointed to the Staffing Sub-Committee at this, the Annual Meeting of the Town Council.

The Town Mayor to invite nominations for the Staffing Sub-Committee and Members to vote on nominations.

10. **REPRESENTATIVES TO OTHER BODIES**

To appoint the Council's representatives to outside bodies:
Representatives for 2018/19 shown in italics

ARC (Youth counselling) (1)
Councillor M Firmager

Campaign for a Cleaner & Greener Environment (1)
Councillor Mrs L Chambers

CResCent Community Association (1)
Councillor T Chambers

Earley Community Bus Management Committee (1)
Councillor T Chambers

Earley Volunteer Driver Bureau (1)
Councillor Ms P Dunn

Highwood Management Conference (2)
Councillor G Grandison and Councillor Mrs A Swaddle

Kenton Road Day Centre Management Committee (1)
Councillor Mrs L Chambers

Loddon Valley Leisure Centre Management Committee (1)
Councillor B Wedge

Mid and West Berkshire Local Access Forum (1)
Appointment deferred

Neighbourhood Action Group (1)
Councillor J Armstrong

Reading Public Transport Forum (1)
Councillor P Willis

The Queen Victoria Institute Fund (1)
Councillor W Luck

Readibus Management Committee (1)
Councillor B Wedge

Sonning & District Educational and Welfare Trusts (1)
Councillor Ms P Dunn

Trustees of Earley Charities (2) (4 year appointment until May 2022)
Mrs M Eastwell and Mr R Ames

Waterside Management Committee (1)
Mrs A Swaddle

Wokingham Arts Forum (More Arts – The Cultural Partnership) (1)
Councillor M Firmager

Wokingham Borough/Parish Liaison Forum (2)
Councillor W Luck with Councillor B Wedge as Deputy

Wokingham Borough Sports Council (1)
Councillor M Firmager

Wokingham Job Support Centre (1)
Councillor P Willis

11. DEEDS

To note, in accordance with Standing Order 12(i), that the various deeds relating to the Council's interests in land are held by the Town Clerk as Proper Office and are available for Members' inspection.

12. MINUTES OF PREVIOUS MEETING

To consider the minutes of the meeting of the Town Council held on 3rd April 2019 and, if appropriate, to authorise their signing as a true and correct record.

13. COMMITTEE REPORTS

To receive the minutes of the following meetings:

13.1 **Planning Committee** - 9th April 2019 (Minutes 116 – 129)

14. BANK ACCOUNTS

The Town Council is requested to appoint signatories for 2019/20 for the Town Council's financial accounts as detailed in **Appendix A**.

15. GENERAL POWER OF COMPETENCE

To consider and resolve on the adoption of the General Power of Competence. **Appendix B**.

16. COUNCILLORS' ATTENDANCES**16.1 Record of Members' Attendance**

To note details of Councillors' attendance during 2018/19 at meetings of the Council and its Committees, attached as **Appendix C**.

17. ORDERS FOR PAYMENT

To receive details of any Orders for Payment since the last meeting of the Town Council (Vouchers 2013 – 2117) and Imprest (Vouchers 322 - 332) attached as **Appendix D**.

18. PUBLICATIONS

To note that the following publication has been received and is available for perusal in the Council Offices:

National Association of Memorial Masons:	Newsletter April 2019
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19. PRESS RELEASE

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