

EARLEY TOWN COUNCIL

Minutes of the Annual Meeting of Earley Town Council held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday, 10th May 2017 which commenced at 8.00pm.

Present

Chairman – The Mayor, Councillor Miss J Rance JP

Councillors M Ahmed, J Armstrong, Miss L Blumenthal, A Bradley, Dr N Brock, Mrs L Chambers, T Chambers, D Chopping, Mrs J Clark, Mrs M De Jong, Ms P Dunn, M Firmager, G Grandison, N Jorgensen, Mrs P Jorgensen, Mrs S Matthews, J. Russell, C. Smith, B Wedge, P. Willis

Apologies for absence were received from Councillors T Holton (Borough Meeting), R. Houlbrooke, W. Luck and Mrs A Swaddle (Borough Meeting)

1. ANNUAL REPORT

The Mayor reiterated the report given at the Town Electors' meeting on the Council's activities during 2016/17.

The Mayor further remarked that the last 12 months had been enjoyable and passed very quickly.

She pointed out that she had undertaken a number of different tasks including visiting schools, judged children's competitions, opened summer and Christmas fairs and fetes, attended charities, centres, churches, theatre productions, workshops, trial competitions and all wearing an official chain.

The Mayor announced that since the last meeting of the Town Council she had been invited to a number of events as follows:

23 rd April	Earley Fun Run
10 th May	Kwik Fit, Shepherds House Hill – Ribbon Cutting

The Mayor also reported that she had attended a total of 58 meetings over her Mayoral year, 31 of which were Earley Town Council meetings. She personally thanked the Town Clerk and Deputy Town Clerk for their hard work and guidance.

The Mayor considered that setting up a Mayor's Charity was a major achievement and hoped that the Council would seriously consider the introduction of an Earley Community Christmas celebration. She also reported that her donation of shrubs had been planted near to the play area at Sol Joel Park and she looked forward to seeing their progress.

2. TOWN MAYOR

The Mayor asked for nominations for the post of Town Mayor.

There being only one nomination received, on the proposition of Councillor B Wedge, seconded by Councillor G Grandison, it was

RESOLVED – that Councillor M Firmager be elected as Mayor and Chairman of the Council for the ensuing Municipal Year.

3. **DEPUTY TOWN MAYOR**

The Chairman asked for nominations for the position of Deputy Mayor. There being only one nomination received, on the proposition of Councillor G Grandison, seconded by Councillor Miss L Blumenthal, it was

RESOLVED – that Councillor B Wedge be elected Deputy Mayor and Vice-Chairman of the Council for the ensuing Municipal Year.

4. **MINUTES OF PREVIOUS MEETING**

In considering the Minutes of the meeting of the Town Council held on the 5th April 2017, Councillor Mrs S Matthews reported that her apologies had not been included and it was noted that at Minute 74.1 the words Committee Vice Chairman required removing.

The minutes of the meeting of the Town Council, as amended, were confirmed as a true record and signed by the Chairman.

5. **TOWN COUNCIL COMMITTEES**

5.1 **Planning Committee**

The Minutes of the meeting of the Planning Committee held on the 5th April 2017 were presented by the Committee Chairman, Councillor A Bradley.

On the proposition of Councillor A Bradley seconded by Councillor J Armstrong it was

RESOLVED – that the Minutes of the meeting of the Planning Committee held on the 12th April 2016 (Minutes 130-141) be adopted.

5.2 **Amenities & Leisure Committee**

On the proposition of Councillor M Firmager and seconded by Councillor Miss L Blumenthal it was

RESOLVED that in view of the confidential nature of this item, the press and public be excluded during consideration of Minutes 55 and 57.

6. **MAYOR'S COMMUNICATIONS**

The Mayor, Councillor M Firmager, expressed this thanks to the outgoing Mayor Councillor Miss J Rance JP for the manner in which she had chaired meetings and carried out official duties. He reported that he nominated the following as official Mayor's Charities for the ensuing municipal year; ARC for their work in adult, youth and school counselling and also Link Visiting who bring support, comfort, reduce loneliness, promote friendship and improve the health and well-being of the older people in the community.

7. **APPOINTMENT OF STANDING COMMITTEES**

The Leader of the Council advised that the Majority Group was recommending that the Minority Group representation on Standing Committees should remain at two on Amenities & Leisure and Policy & Resources Committees and three on the Planning Committee and it was

RESOLVED – that the composition of the Standing Committees for 2016/2017 be as follows:

Amenities & Leisure Committee

Councillors Miss L Blumenthal, Dr N Brock, Mrs L Chambers, T Chambers, D Chopping, Mrs M De Jong, Mrs P Dunn, M Firmager, Mrs S Matthews and B Wedge.

Planning Committee

Councillors M Ahmed, J Armstrong, A Bradley, M Firmager, R. Houlbrooke, Mrs P Jorgensen, Miss J Rance, W Luck, J Russell, B Wedge and P Willis.

Policy & Resources Committee

Councillors Mrs J Clark, M Firmager, G Grandison, T Holton, R Houlbrooke, N Jorgensen, Mrs P Jorgensen, Mrs A Swaddle, C Smith and B Wedge

8. CHAIRMEN OF COMMITTEES

8.1 Amenities & Leisure Committee

RESOLVED – that Councillor Mrs L Chambers be appointed Chairman of the Amenities & Leisure Committee for the ensuing Municipal Year.

8.2 Planning Committee

RESOLVED – that Councillor A Bradley be appointed Chairman of the Planning Committee for the ensuing Municipal Year.

8.3 Policy & Resources Committee

RESOLVED – that Councillor N Jorgensen be appointed Chairman of the Policy & Resources Committee for the ensuing Municipal Year.

9. GROUP LEADERS

It was confirmed that Councillor N Jorgensen would continue in his capacity as Leader of the Majority Group with his Deputies as Councillors T Holton and Miss J Rance JP. Councillor M Ahmed would remain as Leader of the Liberal Democrat Group.

10. REPRESENTATIVES TO OTHER BODIES

The Town Clerk reported that the Campaign for Waste had changed its name and was now called the Campaign for a Cleaner & Greener Environment.

The Town Clerk reminded members that a request had been received from the Trustees of Earley Charities to defer the re-appointment of representatives from May 2017 to May 2018 to stagger with the re-appointment of Reading Borough representatives.

10.1 Appointments

The following appointments were made

10.1.1 Arc (1)

There being only one nomination received it was

RESOLVED – that Councillor M Firmager be re-appointed as the Town Council's representative to Arc.

10.1.2 Campaign for a Cleaner & Greener Environment (1)

There being only one nomination received it was

RESOLVED – that Councillor Mrs L Chambers be re-appointed as the Town Council's representative on the Campaign for a Cleaner & Greener Environment.

10.1.3 CResCent Community Association (1)

There being only one nomination received it was

RESOLVED – that Councillor T Chambers be re-appointed as the Town Council's representative on CResCent.

10.1.4 Earley Community Bus Management Committee (1)

There being only one nomination received it was

RESOLVED – that Councillor T Chambers be re-appointed as the Town Council's representative on the Earley Community Bus Management Committee.

10.1.5 Earley Volunteer Driver Bureau (1)

There being only one nomination received it was

RESOLVED – that Councillor Ms P Dunn be re-appointed as the Town Council's representative on the Earley Volunteer Driver Bureau.

10.1.6 Highwood Management Conference (2)

There being only two nominations received it was

RESOLVED – that Councillors G Grandison and Councillor Mrs A Swaddle be re-appointed as the Town Council's representatives on the Highwood Management Conference.

10.1.7 Kenton Road Day Centre Management Committee (1)

There being only one nomination received it was

RESOLVED – that Councillor Mrs L Chambers be re-appointed as the Town Council's representative on the Kenton Road Day Centre Management Committee.

10.1.8 Loddon Valley Leisure Centre Management Committee (1)

There being only one nomination received it was

RESOLVED – that Councillor B Wedge be re-appointed as the Town Council's representative to Loddon Valley Leisure Centre.

10.1.9 Mid and West Berkshire Local Access Forum (1)

Appointment deferred.

10.1.10 Police Neighbourhood Action Group (2)

There being two nominations received it was

RESOLVED – that Councillor Miss J Rance JP be appointed and Councillor J Armstrong should be re-appointed as the Town Council’s representatives on the Police Neighbourhood Action Group.

10.1.11 Public Transport Forum (1)

There being only one nomination received it was

RESOLVED – that Councillor P Willis should be re-appointed as the Town Council’s representative on the Reading Public Transport Forum.

10.1.12 The Queen Victoria Institute Fund (1)

There being only one nomination received it was

RESOLVED – that Councillor B Wedge be re-appointed as the Town Council’s representative to the Queen Victoria Institute Fund.

10.1.13 Readibus Management Committee (1)

There being only one nomination received it was

RESOLVED – that Councillor B Wedge be re-appointed as the Town Council’s representative on the Readibus Management Committee.

10.1.14 Sonning & District Educational and Welfare Trusts (1)

RESOLVED – that Councillor Ms P Dunn be re-affirmed as the Town Council’s representative to the Sonning & District Welfare and Educational Trust.

10.1.15 Trustees of Earley Charities (2) (4 year appointment until May 2017)

Councillors noted that at Minute 40.1.4 of the Council Meeting held on 19th October 2016. It was resolved that the appointed representatives serve an extension of the term of office until May 2018, to be reaffirmed at the Annual Council Meeting. It was

RESOLVED – that Mrs M Eastwell and Mr R Ames be re-affirmed as the Town Council’s representatives on the Trustees of the Earley Charities until May 2018.

10.1.16 Waterside Management Committee (1)

There being only one nomination received it was

RESOLVED – that Councillor Mrs A Swaddle be re-appointed as the Town Council’s representative on the Waterside Management Committee.

10.1.17 Wokingham Arts Forum (More Arts – The Cultural Partnership) (1)

There being only one nomination received it was

RESOLVED – that Councillor M Firmager be re-appointed as the Town Council’s representative on the Wokingham Arts Forum.

10.1.18 Wokingham Borough/Parish Liaison Forum (2)

There only being two nominations received. It was

RESOLVED – that Councillor W Luck with Councillor B Wedge as Deputy, be appointed as the Town Council’s representatives to the Wokingham Borough/Parish Liaison Working Group.

10.1.19 Wokingham Borough Sports Council (1)

There being only one nomination received it was

RESOLVED – that Councillor M Firmager be re-appointed as the Town Council’s representative on the Wokingham Borough Sports Council.

10.1.20 Wokingham Job Support Centre (1)

There being only one nomination received it was

RESOLVED – that Councillor P Willis be re-appointed as the Town Council’s representative on the Wokingham Job Support Centre.

10.2 Reports of Representatives

There were no reports.

11. FINANCIAL INFORMATION

11.1 Financial Transactions for the Year Ended 31st March 2017

A first draft of an Income & Expenditure Account for the financial year 2016/17, prepared on a cash basis, had been circulated with the Supplementary Agenda for Councillors’ information. Councillors were advised that, at this stage, the document was purely for information and noted that the figures would be subject to amendment prior to presentation of the final accounts to the Town Council. A copy is appended to these Minutes.

12 FINANCIAL REGULATIONS RELATING TO CONTRACTS

Councillors were reminded that Financial Regulation 11.1(e) provided that where it was intended to enter into a contract for the supply of goods or materials or the execution of works for an amount fixed by the Council, a defined tender procedure should be followed. A previously approved limit at Minute 12 of the Annual Council meeting held on 7th May 2014, was for £40,000 and reconfirmed at Minute 15 of the Annual Meeting of Council held on 20th May 2015.

At Minute 23.1 of the Policy & Resources Committee held on 28th September 2016 it was recommended that the limit be maintained at £40,000 for the financial year 2017/18.

RESOLVED that the tender limit for 2017/18 be set at £40,000

13. DEEDS

In accordance with Standing Orders it was noted that the various deeds relating to the Council's interests in land were held by the Town Clerk and were available for perusal at the closure of the meeting, or by appointment at other times.

14. BANK ACCOUNTS

Councillors were asked to consider the signatories for 2017/18. It was

RESOLVED that

1. the signatories to the Town Council's main Barclays Bank Account and National Savings Account should be Councillors J Armstrong, A Bradley, Mrs L Chambers, T Chambers, D Chopping, M Firmager, N Jorgensen
2. Councillors Mrs L Chambers and T Chambers should not both sign cheques/electronic transfers at the same time.

15. COUNCILLORS' ATTENDANCES

15.1 Record of Members' Attendance

Councillors noted details of the Councillors' attendances during 2016/17, which had been circulated with the Agenda, and which are appended to these Minutes.

16. ORDERS FOR PAYMENT

RESOLVED that the various accounts set out in the lists attached to these Minutes (Vouchers 766-841) be paid in the sums as stated.

17. APPROVED CONTRACTORS

The following amendments were made to the Approved Contractors' List which had been circulated with the agenda:

Freelance Fabric Warehouse was removed.

In response to a question from a Member, the Town Clerk said he would contact the Council's utility broker to see if a better rate for supply of water could be obtained, following deregulation of the water industry.

It was

RESOLVED – that the list appended to these Minutes, as amended, be adopted as the Council's Approved Contractors' List.

18. PUBLICATIONS

It was noted that the following Publications had been received and were available for perusal in the Council Offices:

EarleyBus:	Minutes of Annual General Meeting held 28 th March 2017.
Earley Community MiniBus:	Minutes of Committee Meeting held 28 th March 2017.
Borough Parish Liaison Forum:	Minutes of Meeting held on 3 rd April 2017.
Maiden Erlegh Residents' Association:	Minutes of the Executive Committee held on 13 th April 2017.
Woodley Town Council:	Agenda for Annual Meeting of Woodley Town Council to be held on 9 th May 2017. Terms of Reference for Working Parties and Sub Committees.

19. PRESS RELEASES

It was

RESOLVED – that the following items should receive special press attention:

1. The work of and the thanks to the outgoing Mayor including the money raised for the Mayor's Charity, CLIC Sargent
2. The appointment of the new Town Mayor (and his charity nominations), Deputy Mayor and Committee Chairman
3. The Service to Earley Award

20. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 9.00 pm.