

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, 9th May 2018 which commenced at 8.00pm.

Present

Chairman – The Mayor, Councillor M Firmager

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, R Houlbrooke, N Jorgensen, Mrs P Jorgensen, W Luck (from 8.21pm), Mrs S Matthews, Ms J Rance JP, J. Russell, Mrs A Swaddle, B Wedge, P. Willis

Apologies for absence were received from Councillor T Holton (Borough Meeting)

1. ANNUAL REPORT

The Mayor reiterated the report given at the Town Electors' meeting on the Council's activities during 2017/18.

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 G Grandison, seconded by Councillor L Chambers, it was

RESOLVED – that Councillor B Wedge 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 N Jorgensen, seconded by Councillor G Grandison it was

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

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Town Council held on 4th April 2018 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 10th April 2018 were presented by Councillor A Bradley

On the proposition of Councillor Bradley and seconded by Councillor Mrs P Jorgensen it was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 10th April (Minutes 129 – 136) be adopted.

6. MAYOR'S COMMUNICATIONS

The Mayor, Councillor B Wedge, expressed his thanks to the outgoing Mayor Councillor M Firmager for the manner in which he 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; Thames Valley Air Ambulance which provides a life-saving emergency medical service to Berkshire and ARC for their work in adult, youth and school counselling.

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 2018/2019 be as follows:

Amenities & Leisure Committee

Councillors Miss L Blumenthal, A Bradley, Dr N Brock, Mrs L Chambers, T Chambers, D Chopping, Ms P Dunn, Mrs M De Jong, 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 A Bradley, Mrs J Clark, 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 W Luck be appointed Chairman of the Planning Committee for the ensuing Municipal Year.

8.3 Policy & Resources Committee

RESOLVED that Councillor N Jorgensen be appointed as 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 Deputy as Councillor Ms J Rance. Councillor M Ahmed would remain as Leader of the Liberal Democrat Group.

10. **REPRESENTATIVES TO OTHER BODIES**

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 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 W Luck be 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)

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 2022.

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 2018

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.

RESOLVED to put this item on the Agenda for the next meeting of the Policy & Resource Committee.

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 for the execution of works for an amount exceeding that fixed, a defined tender procedure should be followed.

At Minute 26.1 of the Policy & Resources Committee held on 27th September 2017 it was recommended that the limit be maintained at £40,000 for the financial year 2018/19.

RESOLVED that the tender limit for 2018/19 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 2018/19. It was

RESOLVED that Councillor B Wedge as Town Mayor be added to the Town Council's main Barclays Bank Account and National Savings Account.

15. LICENSING APPLICATION

The following application had been brought to Council, since there is no Policy & Resources Committee Meeting until 30th May.

Councillors considered the following application for an Operator's Licence

Applicant: A2B Cars
Trading Site: 20 Chiltern Crescent, Lower Earley, RG6 1AN

RESOLVED that the Town Clerk respond to the Reading Borough Council to say that Councillors noted a change of name and address of the premises formerly known as Berkshire Travel Ltd of Robert Cort Industrial Estate, Reading that will now be known as 1st Reading Cars of 20 Chiltern Crescent, Earley, Reading. Councillors pointed out that Chiltern Crescent is a residential area and the address a private house and they questioned whether planning consent had been acquired in order to operate a business from the address and request that the application be refused.

16. COUNCILLORS' ATTENDANCES

16.1 Record of Members' Attendance

Councillors noted details of Councillors' attendance during 2017/18 at meetings of the Council and its Committees.

17. ORDERS FOR PAYMENT

RESOLVED that the various accounts set out in the lists attached to these Minutes (Vouchers 1001 – 1032, 1033 – 1037, 1038 – 1073, 1074 – 1094, 1095 – 1098, 1099 – 1104 and 1105 - 1112) and Imprest (Vouchers 157 - 175) be paid in the sums as stated.

18. APPROVED CONTRACTORS

Councillors noted the List of Approved Contractors and noted that Wokingham Borough Council no longer operate such a list. Following discussion it was

RESOLVED to add this item to the Agenda of the next meeting of the Policy & Resources Committee for further discussion.

19. GENERAL DATA PROTECTION REGULATION (GDPR)

Further to Minute 47 of the Policy & Resources Committee, the Town Clerk had received further updated information on the implementation of GDPR due to come into force with effect from 25th May 2018. The latest information received from the Berkshire Association of Local Councils (BALC) was that an amendment to the proposed legislation was to be tabled by the Government, achieved as a result of lobbying by the National Association of Local Councils (NALC) to remove the requirement for Town and Parish Councils to appoint a Data Protection Officer (DPO).

Despite this welcome amendment, Councillors were advised that good practice would be to have an independent DPO available, particularly should a data breach arise that required investigation. The Town Clerk reported that jointly, Town and Parish Clerks in Wokingham had investigated various possibilities for the provision of DPO services and had received a response from Andrew Moulton, Assistant Director Governance, at Wokingham Borough Council to confirm that he would be able to act in this capacity should Local Councils wish to take up the service. It was understood that there would be no cost to Town and Parish Councils except in the case of the need to investigate a data breach. The Town Clerk further reported that Mr Moulton intended to write to individual Councils so that they could consider whether to take up the service.

RESOLVED that the Town Council take up the offer from Andrew Moulton, Assistant Director Governance, at Wokingham Borough Council if the conditions were as described.

20. PUBLICATIONS

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

Earley Neighbourhood Action Group:	Minutes of Forum Meeting held 19 th March 2018. Agenda for Meeting held on 23 rd April 2018. Minutes of Meeting held on 23 April 2018
Maiden Erlegh Residents' Association:	Minutes of the Meeting held on 12 th April 2018.
Woodley Town Council	Agenda for AGM 8th May 2018
	Terms of Reference for Working Parties and Sub Committees

21. 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 Charities, the Link Visiting Scheme and ARC
2. The appointment of the new Town Mayor (and his charity nominations), Deputy Mayor and Committee Chairman
3. A formal expression of thanks to the Town Clerk from Councillors for his achievements over the last 15 years as this will be his last Annual Council Meeting.

22. TERMINATION OF MEETING

The meeting was declared closed at 9.02pm.