

EARLEY TOWN COUNCIL

Minutes of the Meeting of Earley Town Council held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday, 27th June 2018 which commenced at 7.45pm.

Present

Chairman – The Mayor, Councillor B Wedge

Councillors M Ahmed (from 8.40pm), J Armstrong, Miss L Blumenthal, A Bradley, Dr N Brock, Mrs L Chambers, D Chopping, Mrs J Clark, Mrs M De Jong, M Firmager, G Grandison, T Holton, R Houlbrooke, N Jorgensen, Mrs P Jorgensen, W Luck, Mrs S Matthews, Ms J Rance JP, J Russell, Mrs A Swaddle and P Willis

Apologies for absence were received from Councillor T Chambers (unwell), Ms P Dunn, C Smith

23. LEAVE OF ABSENCE

Following receipt of apologies for absence from Councillor T Chambers, in view of his medical condition, Members considered granting a leave of absence from attendance at meetings of the Council and its committees.

RESOLVED that Councillor T Chambers be granted a leave of absence for six months.

24. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Town Council held on 9th May 2018 were confirmed as a true record and signed by the Chairman.

25. MAYOR'S COMMUNICATIONS

The Mayor announced that since the last meeting of the Town Council he had attended a number of events as follows:-

5 th June	Royal Military Academy Sandhurst, SERFCA Briefing
7 th June	Earley Volunteer Driver Bureau, AGM
23 rd June	Lord Harris Court, Strawberry Fayre
26 th June	The High Sherriff of the Royal County of Berkshire, Summer Reception

26. TOWN COUNCIL COMMITTEES

To receive the following:

26.1 Planning Committee

26.1.1 The Minutes of the meeting of the Planning Committee held on 15th May 2018 were presented by Councillor W Luck

On the proposition of Councillor Luck seconded by Councillor M Firmager, it was

RESOLVED that the Minutes of the Planning Committee held on 15th May 2018 (Minutes 1 -13) be approved.

26.1.2 The Minutes of the meeting of the Planning Committee held on 12th June 2018 were presented by Councillor W Luck

On the proposition of Councillor Luck seconded by Councillor R Houlbrooke, it was

RESOLVED that the Minutes of the Planning Committee held on 12th June 2018 (Minutes 14 – 26) be approved.

26.2 Amenities & Leisure Committee

The Minutes of the meeting of the Amenities & Leisure Committee held on 23rd May 2018 were presented by Councillor Mrs L Chambers

On the proposition of Councillor Mrs L Chambers seconded by Councillor Mrs M De Jong, it was

RESOLVED that the Minutes of the Amenities & Leisure Committee held on 23rd May 2018, (Minutes 1 – 10) be approved.

26.3 Policy & Resources Committee

The Minutes of the meeting of the Policy & Resources Committee held on 30th May 2018 were presented by Councillor N Jorgensen

On the proposition of Councillor N Jorgensen and seconded by Councillor Mrs A Swaddle, it was

RESOLVED that the Minutes of the meeting of the Policy & Resources Committee held on 30th May 2018 (Minutes 1 – 13) be approved.

27. ANNUAL TOWN ELECTORS' MEETING

The Minutes of the Annual Town Electors' Meeting held on 9th May 2018 were received and noted with the following amendments;

1. Title correction to Councillor Mrs S Matthews
2. The minutes of the Town Electors' Meeting be 10th May 2017
3. Clarification that the Mayor presented two cheques for £110 each

28. REPRESENTATIVES TO OTHER BODIES

28.1 Reports of Representatives

28.1.1 Earley Neighbourhood Action Group

Councillors noted a verbal report from Councillor Armstrong and following discussion it was

RESOLVED that

1. A senior Council Officer attend the next meeting of Earley Neighbourhood Action Group (NAG)
2. The Chair of NAG be invited to the next meeting of the Policy & Resources Committee, with NAG as the first item on the agenda for discussion

3. A letter be sent to the Police & Crime Commissioner for Thames Valley outlining the role of Earley NAG and the Town Council's concerns in this regard.
4. Earley Town Council committee representation on NAG continue with one member for the duration of the council.

28.1.2 Earley Volunteer Drive Bureau

Councillors noted a report on a meeting of the Earley Volunteer Driver Bureau held on 21st May 2018, prepared by Councillor Pamela Dunn previously circulated with the agenda.

29. FINANCIAL INFORMATION

29.1 Balance Sheet and Supporting Information

The Consultant Accountant and Internal Auditor had both completed their checks (prior to review by the External Auditor), and the Balance Sheet, Income & Expenditure Statement and the relevant supporting information had been circulated with the Agenda.

Members noted the contents of the Internal Auditor's letter and report and in particular the final paragraph which referred to the Annual Return and Governance Statements.

RESOLVED that the Earley Town Council's Statement of Accounts and supporting documentation for the year ended March 2018, as appended to these Minutes, be approved.

29.2 Audit of Accounts to March 2018

Councillors noted that under the Account and Audit Regulations, the audit of the Town Council's accounts fell under "the lighter touch" regime. This required that the External Auditor received the annual return completed by the Town Council, part of which required the Chairman of this meeting and the Responsible Financial Officer to sign an 'Annual Governance Statement' and 'Statement of Accounts' on behalf of the Town Council.

A copy of the appropriate sections of the Annual Return had been circulated with the Agenda for Councillors' consideration. Members were asked to note that the entries in the Annual Return Form correspond to the sums shown in the Balance Sheet considered under the previous agenda item.

Councillors recorded their thanks to the Deputy Town Clerk and Officers of the Council for their work to overhaul the Council finance systems to ensure compliance with future audit requirements.

RESOLVED that

1. the Annual Governance Statement be confirmed and the Chairman and the Responsible Financial Officer be asked to sign the document, as appended to these Minutes, on behalf of the Town Council.
2. the Statement of Accounts be confirmed and the Chairman and the Responsible Financial Officer be asked to sign the document, as appended to these Minutes, on behalf of the Town Council.

30. RISK ASSESSMENTS

Councillors were reminded that as part of the Account and Audit Regulations, the Town Council was required to carry out risk assessments for all its assets and operations.

To assist in this, specialist software was used. All assets and operations were reviewed, potential risks identified and then categorised as low, medium or high. From this information, an action plan is produced which details what measures were place/will be put in place to contain or reduce the identified risks.

RESOLVED that

1. the Chairman and the Responsible Officer be authorised to sign off the current risk assessments, as appended to these Minutes.
2. the Risk Assessments be taken to the relevant committees for detailed discussion and update if required.

31. QUEEN'S AWARD FOR VOLUNTARY SERVICES

Councillors were reminded that this award is given annually in recognition of outstanding achievement by groups of people in the United Kingdom who volunteer their own time to enhance and improve the quality of life and opportunities for individuals in the community. A letter had been received from the Lord Lieutenant for Berkshire inviting nominations for this award.

RESOLVED that Lower Earley Community First Responders be nominated for the award.

32. STAFFING MATTER

Councillors were given an update on the Town Clerk appointment. In view of the subject matter discussed, Councillors were requested to consider this matter as confidential business.

33. COUNCILLORS' ATTENDANCES

33.1 Record of Members' Attendance

Councillors noted details of Councillors' attendance during 2018/19 at meetings of the Council and its Committees which had been circulated with the Agenda, and which are appended to these Minutes.

34. ORDERS FOR PAYMENT

Councillors were asked to receive details of the Orders for Payment since the last meeting of the Town Council.

RESOLVED that the various accounts as set out in the list attached to these Minutes (Vouchers 1202 – 1278) and Imprest (Vouchers 199 - 208) as attached to these Minutes.

35. PUBLICATIONS

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

Earley Neighbourhood Action Group:	Minutes of meeting held on 21 st May 2018.
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36. PRESS RELEASES

No press releases were requested.

37. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 9.20pm