

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(HONS) PSLCC

Council Offices
Radstock Lane
Earley
Reading RG6 5UL

Tel: (0118) 986 8995

JF/kam

11 June 2019

Dear Councillor

Notice is hereby given that the Meeting of Earley Town Council will be held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on **Wednesday, 19th June 2019** commencing at 7.45 pm.

Yours faithfully

Jo Friend

TOWN CLERK

A G E N D A

The first twenty 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.

1. APOLOGIES FOR ABSENCE

To receive.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

3. MINUTES OF PREVIOUS MEETING

To consider the minutes of the meeting of the Town Council held on 15th May 2019 and, if appropriate, to authorise their signing as a true and correct record.

4. MAYOR'S COMMUNICATIONS

To receive such communications as the Mayor may wish to bring to the notice of the Council.

5. COMMITTEE REPORTS

To receive the minutes of the following meetings:

- 5.1 Planning Committee - 21st May 2019 (Minutes 1 – 14)
- 5.2 Amenities & Leisure Committee - 29th May 2019 (Minutes 1 – 15)
- 5.3 Policy & Resources Committee - 5th June 2019 (Minutes 1 – 13)

6. REPRESENTATIVES TO OTHER BODIES

6.1 Reports of Representatives

To receive any Councillors' reports on meetings of outside bodies on which this Council is represented.

7. FINANCIAL INFORMATION

Town and Parish Councils are required to undergo an annual examination of their finances by both an internal and an External Auditor.

The Internal Auditor is appointed by the Town Council and he/she conducts thorough checks into the processes and procedures used by the Council during the conduct of its business.

The External Auditor is a company allocated to the Town Council as part of a national process governing all Town and Parish Councils. Its role is to review Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) in accordance with guidance issued by the National Audit Office.

7.1 Financial Statements 2018/19

To receive the financial report prepared by the Town Council's Finance Manager, 'Unaudited Financial Statements for the Year Ended 31 March 2019'. Attached as *Appendix A*.

7.2 Internal Auditor's Report

To receive the Internal Auditor's report for the year ended 31st March 2019. Attached as *Appendix B*.

7.3 AGAR 2018/19 – Annual Governance Statement 2018/19

Members to review and approve completion of 'Section 1 – Annual Governance Statement 2018/19'. Attached within *Appendix C*.

To RESOLVE on the signing of 'Section 1 – Annual Governance Statement 2018/19'.

7.4 AGAR 2018/19 – Accounting Statements 2018/19

Members to review 'Section 2 – Accounting Statements 2018/19'. Attached within *Appendix C*.

To RESOLVE on the signing of 'Section 2 – Accounting Statements 2018/19'.

8. RISK ASSESSMENTS

As part of the Account and Audit Regulations, the Town Council is required to carry out risk assessments for its assets and operations.

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

This action plan requires presentation to, and agreement by, the Town Council on an annual basis. It is then signed by the Chairman and Responsible Financial Officer.

The Action Plan for 2019/20 has been sent to Members by email, hard copies will be available at this meeting.

To RESOLVE that the Risk Assessment document be signed.

9. BERKSHIRE ASSOCIATION OF LOCAL COUNCILS

The Town Council's annual subscription for membership of BALC and NALC (National Association of Local Councils) is now due. BALC has signed a service level agreement with HALC (Hampshire) and support services are now provided through HALC. The Town Clerk to provide further information on services provided. Invoice attached as Appendix D.

To RESOLVE on continued membership of BALC/NALC.

10. LAUREL PARK WORKING GROUP

Members of the Policy and Resources Committee have requested that Council consider forming a Laurel Park Working Group. The suggestion is that the Working Group comprise of members of both Policy and Resources and Amenities and Leisure and that its purpose would be to conduct research and discussions in support of the Town Council's aim of taking over responsibility for the Laurel Park site from Wokingham Borough Council.

Members to discuss and RESOLVE accordingly.

11. LICENSING APPLICATIONS

Information regarding the following applications has been received and the Town Council has been requested to submit either, any comments it may have, or a 'no comment' response. Further details have been emailed to Councillors.

11.1 Notification of Application for Minor Variation of Premises Licence:

11.1.1 Application number PR0024 – George, 479 Loddon Bridge Road, Earley.

11.1.2 Application number PR0069 – Asda, Lower Earley District Centre, Lower Earley.

12. COUNCILLORS' ATTENDANCES

12.1 Record of Members' Attendance

To note details of Councillors' attendance during 2019/20 at meetings of the Council and its Committees, attached as *Appendix E*.

13. ORDERS FOR PAYMENT

To receive details of any Orders for Payment since the last meeting of the Town Council (Vouchers 2118 – 2194) and Imprest (Vouchers 333 - 342) attached as *Appendix F*.

14. PUBLICATIONS

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

<i>None received by date of agenda publication</i>	
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15. PRESS RELEASES

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

16. EXCLUSION OF PUBLIC AND PRESS

To RESOLVE that, in view of the confidential nature of the business about to be transacted it is advisable that the public and press are temporarily excluded and are asked to withdraw for items 17 and 18 on the Agenda.

17. FORMER TOWN CLERK

Town Clerk to update Council on matters relating to the employment status of the previous Town Clerk, as referred to in the Internal Auditor's report.

18. STAFFING COMMITTEE

Members of the Staffing Committee to give an update following its meeting of 6th June.