

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(HONS) PSLCC

Council Offices
Radstock Lane
Earley
Reading RG6 5UL

Tel: (0118) 986 8995

JF/kam

24 July 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, 31st July 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 19th June 2019 and, if appropriate, to authorise their signing as a true and correct record.

4. TOWN MAYOR'S COMMUNICATIONS

To receive such communications as the Town 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 - 11th June 2019 (Minutes 15 – 30)
9th July 2019 (Minutes 31 – 49)
- 5.2 Amenities & Leisure Committee - 3rd July 2019 (Minutes 16 – 29)
- 5.3 Policy & Resources Committee - 17th July 2019 (Minutes 14 – 29)

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

7.1 Appointment of Internal Auditor

Earley Town Council is required to ensure that an effective internal audit is conducted annually. The Town Clerk recommends that Claire Connell MA, ACA, CTA is reappointed to the role of Internal Auditor for 2019/20. *Appendix A*

To RESOLVE on the appointment of the Internal Auditor for 2019/20.

8. MAYS LANE BURIAL GROUND

The new Children's Funeral Fund came into effect on 23rd July 2019. From this date, Earley Town Council is able to provide burial and ashes services to families where the deceased is aged under 18 years, at no cost to the family. The Town Council will instead claim the fees from the CFF.

However, the scheme does not cover babies born before 24 weeks of gestation, the families of which are liable for all fees levied by the burial authority, whilst having no access to the CFF. The Town Clerk recommends that Council consider introducing a reduced fee structure for these very specific cases. Current charging schedule attached as *Appendix B*.

Members to discuss and to RESOLVE accordingly.

9. PARKING ON GRASS VERGES & FOOTPATHS

At a meeting of the Planning Committee held on 9th July 2019, Members discussed an issue raised by Councillor Mickleburgh, the problems arising from the parking of vehicles on grass verges and footpaths, notably in Silverdale Road. During the discussion suggestions were made regarding measures which could be taken to alleviate the problems being experienced by residents.

The Planning Committee resolved to bring this matter to the attention of Council and request that Council discuss the issue further.

10. PARKING MANAGEMENT PLAN

WBC is asking for Town Councillor comment on the development of a new Parking Management Plan. Details are provided in correspondence from Councillor Guy Grandison attached as *Appendix C*.

11. COUNCILLORS' ATTENDANCES

11.1 Record of Members' Attendance

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

12. ORDERS FOR PAYMENT

There were no Orders for Payment or Imprest Vouchers at the time of agenda publication.

13. PUBLICATIONS

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

Maiden Erlegh Residents Association:	Minutes of the meeting held on 11 th July 2019
Earley Neighbourhood Action Group:	Minutes of the meeting held on 24 th June 2019

14. PRESS RELEASES

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

15. 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 item 16 on the Agenda.

16. STAFFING MATTERS