

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

22 July 2020

Dear Councillor

Notice is hereby given that a remote meeting* of Earley Town Council will be held on **Wednesday, 29th July 2020** commencing at 7.30 pm.

Yours faithfully

Jo Friend

TOWN CLERK

Members of the public are welcome to attend the meeting which will be held using the Zoom conferencing platform.

To obtain the login details please email administration@earley-tc.gov.uk no later than 4pm Wednesday 29th July 2020.

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

3. PUBLIC FORUM

To receive any questions from members of the public attending the meeting. The Public Forum shall not exceed 15 minutes. If there are no questions, the Council will commence business forthwith.

4. MINUTES OF PREVIOUS MEETING

To consider the minutes of the meeting of the Town Council held on 17th June 2020 and, if appropriate, to authorise their signing as a true and correct record.

5. TOWN MAYOR'S COMMUNICATIONS

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

6. COMMITTEE REPORTS

To receive the draft minutes of the following meetings:

- | | | | | |
|-----|-------------------------------|---|----------------------------|-------------------|
| 6.1 | Amenities & Leisure Committee | - | 1st July 2020 | (Minutes 1 – 16) |
| 6.2 | Policy & Resources Committee | - | 15 th July 2020 | (Minutes 21 – 37) |

7. 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.

7.1 Council Risk Assessment

The Council Risk Assessment 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 Council Risk Assessment 2020/21 has been supplied to Members for their consideration.

To **RESOLVE** that the Council Risk Assessment be signed.

7.2 Covid-19 Risk Assessment

7.2.1 To note that the Town Council's Covid-19 Risk Assessment has been updated in line with changes in legislation and government guidance.

7.2.2 To note that separate Covid-19 Risk Assessments are in place for each Town Council activity as it resumes. These include: Playgrounds/Outside Gym Equipment, Help Shop and Fishing.

8. 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.

8.1 Financial Statements 2019/20

To receive the financial report prepared by the Senior Operations Support Officer, 'Unaudited Financial Statements for the Year Ended 31 March 2020'. *Appendix A*

8.2 Internal Auditor's Report

To receive the Internal Auditor's report for the year ended 31st March 2020.

Appendix B

8.3 AGAR 2019/20 – Annual Governance Statement 2019/20

Members to review 'Section 1 – Annual Governance Statement 2019/20' and to **RESOLVE** on the signing of 'Section 1 – Annual Governance Statement 2019/20'.

Appendix C

8.4 AGAR 2019/20 – Accounting Statements 2019/20

Members to review ‘Section 2 – Accounting Statements 2019/20’ and to **RESOLVE** on the signing of Section 2 – Accounting Statements 2019/20.

Appendix C

8.5 Updated Financial Regulations

To consider the Policy & Resources Committee’s recommendation that the updated Financial Regulations be adopted. Members to **RESOLVE** accordingly.

Appendix D – provided under separate cover

8.6 Financial Update 2020/21

To note that a financial update for Q1 2020/21 has been provided to councillors for their information.

9. DELEGATION OF POWERS

9.1 Full Council

9.1.1 The Town Clerk to report on the use of delegated powers in respect of essential works at the Silverdale Centre.

9.1.2 Members to discuss the continuation of the schedule of delegation of emergency powers to the Town Clerk, plus a nominated Councillor, and to **RESOLVE** accordingly.

9.2 Planning Committee

9.2.1 Members to discuss the continuation of the planning administration process and the system of delegation and to **RESOLVE** accordingly.

9.2.2 Members to consider the Town Clerk’s recommendation that consideration be given to calling extraordinary meetings of the planning committee when significant matters such as consultation responses are to be considered. Responses to planning applications would not be dealt with at such extraordinary meetings but would continue to be dealt with under the arrangements set out in 7.2.1.

Members to **RESOLVE** accordingly.

10. BOROUGH PARISH LIAISON FORM

10.1 Meeting Cancellation

To note that the Borough Parish Liaison Forum scheduled for 20 July has been cancelled – Wokingham Borough Council intend to circulate an update newsletter covering issues from the past few months. The next meeting of the Forum is 19th October 2020.

10.2 Scrutiny Request

The Borough Council’s Scrutiny Committees are looking at the Borough Council’s response to the Covid-19 pandemic. A key element of the Scrutiny review will be the way in which the Council worked in partnership with the Towns and Parishes, health, police, voluntary sector, local businesses, schools, etc. The Scrutiny Committees would like to hear from the Town and Parish Councils on what went well, what could have been done better, communications, engagement, etc. Members to consider and the Town Clerk to submit observations. Submissions to be received by WBC before the end of August.

11. SPEED LIMIT REVIEW

To note that the Town Council has submitted its recommendations to the Speed Limit Review conducted by Wokingham Borough Council. Members of the Planning Committee had led the discussions around the content of this document and all town councillors had been invited to contribute recommendations before the document was finalised and submitted.

12. LOCAL GREEN SPACE – CONSULTATION

To note that a response to Wokingham Borough Council's request for the Town Council to identify further areas of Local Green Space was submitted on 18th June 2020. A copy of the submission has been posted on the ETC website.

13. COUNCILLORS' ATTENDANCE**13.1 Record of Members' Attendance**

To note details of Councillors' attendance during 2020/21 at meetings of the Council and its Committees.

Appendix E

14. ORDERS FOR PAYMENT

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3239 – 3263, 3264 – 3294, 3295 – 3296, 3184 – 3211) and Imprest Account (Vouchers 13 – 14 and 505 – 514).

Appendix F

15. PUBLICATIONS

To note that the following publications have been received and are available for perusal from the Council Offices:

NERA	Executive Committee Report - 9 th July 2020
Involve Wokingham	Newsletter – 20 th July 2020

16. PRESS RELEASES

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

17. 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 18 on the Agenda.*

18. MINUTES OF PREVIOUS MEETING

18.1 To consider the Confidential Minutes of the meeting of the Town Council held on 17th June 2020 and, if appropriate, to authorise their signing as a true and correct record.

18.2 To receive the draft Confidential Minutes of the following meetings:

Amenities & Leisure Committee - 1st July 2020 (Minute 15)

Policy & Resources Committee - 15th July 2020 (Minutes 32 – 36)