

EARLEY TOWN COUNCIL

Town Clerk
JO FRIEND BA(Hons) PSLCC



Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

08 October 2020

Dear Councillor

Notice is hereby given that a remote meeting* of Earley Town Council will be held on **Wednesday, 14th October 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.

Meeting ID 998 3267 7975 Passcode 245464

To obtain the login details please email administration@earley-tc.gov.uk no later than 4pm Wednesday 14th October 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

AGENDA

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 29th July 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 minutes of the following meetings:

- 6.1 Amenities & Leisure Committee - 2nd September 2020 (*draft*) (Minutes 17 – 32)
- 6.2 Planning Committee - 11th August 2020 (Minutes 1 – 16)
- 8th September 2020 (Minutes 17 – 33)
- 6.3 Policy & Resources Committee - 16th September 2020 (*draft*) (Minutes 38 – 56)

7. REPRESENTATIVES ON OTHER BODIES

- 7.1 To note that, owing to issues arising out of the pandemic, Councillor Khayinza has stepped down from the position of Town Council representative for the Queen Victoria Institute Fund. Members to consider a replacement and to **RESOLVE** accordingly.
- 7.2 Members to consider if the current pandemic situation is affecting their ability to carry out their representative on other bodies roles and, if so, are there any measures the Town Council could put in place to assist them.

8. COVID -19 RISK ASSESSMENTS

- 8.1 To note that the Town Council's Covid-19 Risk Assessment is updated regularly and reflects changes in legislation and government guidance.
- 8.2 To note that separate Covid-19 Risk Assessments are in place for each Town Council activity as it resumes. These now include Community Centres and Football Pitch Hire. In line with Government requirements, QR codes have been downloaded and are displayed in the community centres and sports pavilions.

9. FINANCIAL INFORMATION

9.1 Financial Update 2020/21

To note that a comprehensive financial update was considered by the Policy & Resources Committee at its meeting on 16th September 2020.

- 9.1.1 To note the additional information provided in relation to the impact of the pandemic on Community Centre income so far this financial year.

Appendix A

10. DELEGATION OF POWERS

10.1 Full Council

Members to discuss the continuation of the schedule of delegation of emergency powers to the Town Clerk, plus either the Town Mayor, Deputy Town Mayor, Leader or Deputy Leader, and to **RESOLVE** accordingly.

10.2 Planning Committee

To note that the monthly virtual meetings of the Planning Committee have been a success and that the scheme of delegation of powers regarding this committee is no longer in place.

11. **TOWN COUNCIL POLICIES**

To receive the recommendation of the Policy and Resources Committee that the following policies should be adopted and to **RESOLVE** accordingly:

- | | | |
|------|--|-------------------|
| 11.1 | Equality and Diversity Policy | <i>Appendix B</i> |
| 11.2 | Child Protection and Vulnerable Persons Policy | <i>Appendix C</i> |
| 11.3 | Anti-Harassment and Bullying Policy | <i>Appendix D</i> |

12. **TELECOMMUNICATIONS APPARATUS – SOL JOEL PARK**

To consider the written report provided by the Deputy Town Clerk in relation to the request from the Harlequin Group to erect a 5G telecommunications mast in Sol Joel Park. Members to determine next steps.

Appendix E

13. **EARLEY+ PILOT PROJECT**

To receive a verbal report from the Town Clerk on the mental health pilot project being carried out in the Earley+ Primary Care Network area. The project is a collaboration between Wokingham Borough Council, Citizens Advice Wokingham and two GP surgeries, Brookside and Wilderness Road.

To note that Earley Town Council is assisting with the project in terms of arranging for the doorstep delivery of leaflets to every household in Earley as well as promotion of the scheme through notice boards, websites and social media.

Appendix F

14. **FLOODING**

To discuss the recent flooding in the Egremont Drive area. To request a letter be sent to Wokingham Borough Council urging them to carry out work to their culvert, as recommended by the Environment Agency, as this appears to be the primary cause of the repeated instances of flooding in that area.

15. **REMEMBRANCE SUNDAY**

To note that the arrangements for this year's Remembrance Sunday commemorations have been amended in order to comply with Coronavirus restrictions. The parade will not take place nor will there be the usual church service. Instead, a small group will assemble, by invitation only, alongside the War Memorial, where Reverend Hobday will conduct a short service and wreaths will be laid. The service will be livestreamed. The Town Mayor, Councillor David Hare, will attend as both Earley Town Council's and Wokingham Borough Council's representative.

16. **COUNCILLORS' ATTENDANCE**

- 16.1 **Record of Members' Attendance**

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

Appendix G

17. **ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3413 – 3436, 3437 – 3443, 3444 – 3467) and Imprest Account (Vouchers 15 – 22).

Appendix H

18. **PUBLICATIONS**

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

MERA	Chairman's Decisions – 10th September 2020
Me2 Club	Electronic Newsletter – September 2020
CCB	E-bulletin September 2020
Thames Valley Police	Police & Crime Commissioner Newsletter – September 2020
Involve Wokingham	Newsletter – September 2020
Earley NAG	Minutes of meeting - 7 th September 2020

19. **PRESS RELEASES**

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

20. **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 21 & 22 on the Agenda.*

21. **MINUTES OF PREVIOUS MEETING**

21.1 To consider the Confidential Minutes of the meeting of the Town Council held on 29th July 2020 and, if appropriate, to authorise their signing as a true and correct record.

21.2 To receive the Confidential Minutes of the following meetings:

Amenities & Leisure Committee - 2nd September 2020 (*draft*) (Minute 31)

Policy & Resources Committee - 16th September 2020 (*draft*) (Minutes 52 – 55)

22. **UPDATE FROM STAFFING COMMITTEE**

To receive the Town Clerk's confidential report.

Appendix I