

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

24 March 2021

Dear Councillor

Notice is hereby given that a remote meeting\* of Earley Town Council will be held on **Wednesday, 31<sup>st</sup> March 2021** 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 930 4424 5043      Passcode 072382*

*To obtain a link to the meeting please email [administration@earley-tc.gov.uk](mailto:administration@earley-tc.gov.uk) no later than 4pm Wednesday 31<sup>st</sup> March 2021.*

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

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# 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 17<sup>th</sup> February 2021 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 | - | 3 <sup>rd</sup> March 2021 ( <i>draft</i> )  | (Minutes 67 – 81)   |
| 6.2 | Planning Committee            | - | 9 <sup>th</sup> February 2021                | (Minutes 105 – 120) |
|     |                               |   | 9 <sup>th</sup> March 2021 ( <i>draft</i> )  | (Minutes 121 – 135) |
| 6.3 | Policy & Resources Committee  | - | 17 <sup>th</sup> March 2021 ( <i>draft</i> ) | (Minutes 96 – 114)  |

**7. REPRESENTATIVES ON OTHER BODIES**

To receive Councillors' reports on meetings of outside bodies on which this Council is represented. At the time of agenda publication, no written reports had been received.

**8. TOWN COUNCIL AGENDAS**

To consider a recommendation from the Chair, Councillor David Hare, that only members of the Council's standing committees receive hardcopies of the relevant agenda and supporting documents, all other councillors receive this information in electronic form only.

To discuss and to **RESOLVE** accordingly.

**9. DELEGATION OF POWERS**

9.1 Full Council

Members to consider the continuation of the schedule of delegation of emergency powers to the Town Clerk, plus either the Town Mayor or Leader, in light of the ongoing restrictions relating to the pandemic.

Members to **RESOLVE** accordingly.

**10. VIRTUAL MEETING LEGISLATION**

To note that Earley Town Council has been a joint signatory to a letter to Rt Hon Robert Jenrick MP and four local MPs, requesting that the government, in the interests of safety, extend the legislation permitting parish and town councils to hold meetings remotely. The current legislation, introduced as a result of the Coronavirus pandemic, expires on 6<sup>th</sup> May 2021, after which date the ability for Earley Town Council to hold council meetings remotely will cease.

*Appendix A*

**11. TOWN COUNCIL GRANTS**

To receive the recommendations of the Policy and Resources Meeting on the 2021/22 awards and to **RESOLVE** accordingly.

*Appendix B*

## **12. INTERNAL AUDIT**

To receive the Town Council's interim internal audit report.

*Appendix C*

## **13. TOWN COUNCIL POLICIES**

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

13.1 Annual Leave Policy

*Appendix D*

13.2 Sickness Absence Policy (updated)

*Appendix E*

13.3 Service to Earley Awards Policy

To receive the recommendation of the Policy and Resources Committee that the nomination period for this award be amended to open on 1<sup>st</sup> May 2021 and remain open for 6 weeks. This amendment to dates to apply for 2021 only.

## **14. CLIMATE EMERGENCY**

14.1 Earley Climate Emergency Action Plan

14.1.1 To receive the Earley Climate Emergency Action Plan, as developed by the Town Council's Climate Emergency Working Group.

*Appendix F*

14.1.2 To **RESOLVE** upon the adoption of the Earley Climate Emergency Action Plan.

## **15. CYCLING AND WALKING INITIATIVES - WBC**

15.1 Active Travel Fund

To receive a report from Councillor Al Neal on Wokingham Borough Council's proposal for active travel routes (cycling), funded by the Government's Emergency Active Travel Fund. This proposal is currently out for public consultation, details available on the consultation page of Wokingham Borough Council's website. Members to discuss and agree on comments to be submitted on behalf of Earley Town Council.

*Appendix G*

15.2 Local Cycling and Walking Infrastructure Plan

To receive a report from Councillor Al Neal on Wokingham Borough Council's consultation on the development of a borough-wide Local Cycling and Walking Infrastructure Plan. Details available on the consultation page of Wokingham Borough Council's website.

## **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 H*

**17. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 3803 – 3826, 3827, 3828 – 3860) and Imprest Account (Vouchers 560 – 564).

*Appendix I*

**18. PUBLICATIONS**

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

MERA	Executive Committee Minutes – 11 <sup>th</sup> March 2021
Involve Community Services	e-newsletter 19 <sup>th</sup> March 2021
Thames Valley Police & Crime Commissioner	e-newsletter March 2021

**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 & 23 on the Agenda.*

**21. MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the meeting of the Town Council held on 17<sup>th</sup> February 2021 and, if appropriate, to authorise their signing as a true and correct record.

**22. COMMITTEE REPORTS**

To receive the Confidential Minutes of the following meetings:

Policy & Resources Committee - 17<sup>th</sup> March 2021 (*draft*) (Minutes 110 - 113)

**23. ACCOUNTS MATTERS**

To receive a brief written report from the Town Clerk and to **RESOLVE** accordingly.

*Appendix J*