

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

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09 June 2021

Dear Councillor

Notice is hereby given that a remote meeting* of the Councillors of Earley Town Council will be held on **Wednesday, 16th June 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 912 8660 6283 Passcode 962140

To obtain a link to the meeting please email administration@earley-tc.gov.uk no later than 4pm Wednesday 16th June 2021.

*In accordance with Minutes 7, 7.1 and 7.2, Delegated Powers resolutions, passed by Full Council at its Annual Meeting on 4th May 2021.

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 4th May 2021 and, if appropriate, to agree they represent a true and correct record and **RECOMMEND** they be signed by the Chair.

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
<i>(Meeting of Members)</i> | - | 26 th May 2021 <i>(draft)</i> | (Minutes 1 – 15) |
| 6.2 | Planning Committee | - | 13 th April 2021 | (Minutes 136 - 154) |
| | | | 4 th May 2021 <i>(draft)</i> | (Minutes 1 - 17) |
| 6.3 | Policy & Resources Committee
<i>(Meeting of Members)</i> | - | 2 nd June 2021 <i>(draft)</i> | (Minutes 1 - 20) |

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 reports had been received.

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.

8.1 Council Risk Assessment

The Council Risk Assessment requires presentation to the Town Council on an annual basis, to then be signed by the Chairman and Responsible Financial Officer. The Council Risk Assessment 2021/22 has been supplied to Members for their consideration.

To **RECOMMEND** that the Council Risk Assessment 2021/22 be signed.

8.2 Covid-19 Risk Assessment

8.2.1 To note that the Town Council's Covid-19 Risk Assessment is regularly updated in line with changes in legislation and government guidance.

8.2.2 To note that separate Covid-19 Risk Assessments are in place for each Town Council activity including Playgrounds/Outside Gym Equipment, Community Centres, Help Shop and Fishing.

9. 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, appointed by the Town Council, conducts thorough checks into the processes and procedures used by the Council during the conduct of its business. The External Auditor is 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. In compliance with the current meeting legislation, Council to formally resolve on matters 9.1, 9.2, 9.3 and 9.4 at its meeting of 17th June 2021.

9.1 Financial Statements 2020/21

To receive the financial report prepared by the Senior Operations Support Officer, ‘Unaudited Financial Statements for the Year Ended 31 March 2021’.

Appendix A

9.2 Internal Auditor’s Report

To receive the Internal Auditor’s report for the year ended 31st March 2021.

Appendix B

9.3 AGAR 2020/21 – Annual Governance Statement 2020/21

Members to review ‘Section 1 – Annual Governance Statement 2020/21’ and to **RECOMMEND** on the signing of ‘Section 1 – Annual Governance Statement 2020/21’.

Appendix C

9.4 AGAR 2020/21 – Accounting Statements 2020/21

Members to review ‘Section 2 – Accounting Statements 2020/21’ and to **RECOMMEND** on the signing of Section 2 – Accounting Statements 2020/21.

Appendix D

10. DELEGATION OF POWERS

10.1 Use of Delegated Powers

Members to receive a report detailing the use of delegated powers.

Appendix E

10.2 Full Council

Members to consider the continuing impact of the pandemic on the Council’s ability to hold all meetings face to face whilst ensuring the safety of all participants. To discuss the continuation of the schedule of delegated powers as detailed in Minutes 7, 7.1 and 7.2, Delegated Powers, Annual Meeting of the Council, 4th May 2021.

Members to **RECOMMEND** accordingly.

11. TOWN & PARISH CHARTER

To receive the Town & Parish Charter, a document jointly developed by representatives from towns and parishes and borough council officers. The aim of the Charter is to provide a framework for towns and parishes to work with the borough council in serving residents of Wokingham borough. Councillors to discuss the Charter document and to consider formally endorsing it.

Members to **RECOMMEND** accordingly.

Appendix F

12. CHALFONT WOODS

To consider a recommendation arising from the meeting of members of the Policy & Resources Committee on 2nd June 2021, that Earley Town Council formally seek the transfer of Chalfont Woods (also known as Area DD) from Wokingham Borough Council with the intention that Earley Town Council maintain the woods as a legally designated nature reserve. The Town Council to approach WBC to begin discussions as to how such a transfer can be achieved.

Members to **RECOMMEND** accordingly.

13. CLIMATE EMERGENCY

13.1 Primary School Initiative

To consider the Climate Emergency Working Group's proposal for an initiative involving local primary school children:

A letter be sent to all Earley primary schools, inviting their pupils to take part in a competition in September for the most imaginative and practical projects for combatting climate change. Schools to submit the children's ideas to Earley Town Council, showing how local residents can reduce their climate footprint and ways in which we can encourage greener and healthier living conditions. Examples could include bug hotels, harvesting rainwater and so on. The Town Council to make small prizes available to winning school(s), for example packets of seed or the planting of a tree.

Members to discuss and **RECOMMEND** accordingly.

14. FLOODING ALLEVIATION WORKS

To receive a suggestion from the Chair that a letter be sent to Wokingham Borough Council, thanking them for carrying out the flood alleviation works in Egremont Drive.

Members to **RECOMMEND** accordingly.

15. COUNCILLORS' ATTENDANCE

15.1 Record of Members' Attendance

To note details of Councillors' attendance during 2021/22 at meetings of the Council and its Committees. Records to include both remote meetings of councillors and face to face meetings of Committees and Council.

Appendix G

16. ORDERS FOR PAYMENT

There were no Orders for Payment since those reported to the members of the Policy & Resources Committee on 2nd June 2021.

17. PUBLICATIONS

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

Me2 Club	e-newsletter – May 2021
CCB Action for All	e-bulletin 3 rd June 2021

18. PRESS RELEASES

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

19. 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 20, 21, 22 & 23 on the Agenda.*

20. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the meeting of the Town Council held on 4th May 2021 and, if appropriate, to recommend their signing as a true and correct record.

21. COMMITTEE REPORTS

To receive the Confidential Minutes of the following meetings:

Planning Committee	- 4 th May 2021 (<i>draft</i>)	(Minute 16)
Policy & Resources Committee (<i>Meeting of Members</i>)	- 2 nd June 2021 (<i>draft</i>)	(Minutes 17 - 19)

22. DELEGATION OF POWERS

22.1 Use of Delegated Powers – Confidential Matters

Members to receive a report detailing the use of delegated powers in confidential matters.
Confidential Appendix H

23. STAFFING MATTERS

To receive an update from the Staffing Committee meeting held on 15th June 2021.