

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

08 June 2022

Dear Councillor

Notice is hereby given that a meeting of Earley Town Council will be held on **Wednesday, 15<sup>th</sup> June 2022** commencing at 7.30 pm in the Council Chamber at the Council Offices, Radstock Lane, Earley.

Yours faithfully

*Jo Friend*

**TOWN CLERK**

Members of the public are welcome to attend and are asked to email [administration@earley-tc.gov.uk](mailto:administration@earley-tc.gov.uk) in advance of the meeting to advise of their attendance, this will assist us with planning appropriate seating arrangements.

Members of the public attending the meeting are requested to wear a face covering. Anyone experiencing Covid-19 symptoms or in receipt of a positive test result should not attend.

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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 Annual Meeting of the Town Council held on 11th May 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

## **5. TOWN MAYOR'S COMMUNICATION**

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

*Appendix A*

## **6. COMMITTEE REPORTS**

To receive the minutes of the following meetings:

- |            |                               |   |  |                     |
|------------|-------------------------------|---|--|---------------------|
| <b>6.1</b> | Amenities & Leisure Committee | - | 25 <sup>th</sup> May 2022 ( <i>draft</i> ) | (Minutes 1 - 19)    |
| <b>6.2</b> | Planning Committee            | - | 10 <sup>th</sup> May 2022 ( <i>draft</i> ) | (Minutes 167 – 183) |
| <b>6.3</b> | Policy & Resources Committee  | - | 1 <sup>st</sup> June 2022 ( <i>draft</i> ) | (Minutes 1 - 21)    |

## **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. RISK REGISTER**

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 Register**

The Council Risk Assessment, known as the Risk Register, requires presentation to the Town Council on an annual basis, to then be signed by the Chairman and Responsible Financial Officer. The Council Risk Register 2022 has been supplied to Members for their consideration.

To **RESOLVE** that the Council Risk Register 2022 be signed.

## **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.

### **9.1 Financial Statements 2021/22**

To receive the financial report prepared by the Finance Officer, 'Unaudited Financial Statements for the Year Ended 31 March 2022'.

*Appendix B*

### **9.2 Internal Auditor's Report**

To receive the internal auditor's report for the year ended 31<sup>st</sup> March 2022.

*Appendix C*

**9.3** AGAR 2021/22 – Annual Governance Statement 2021/22

Members to review ‘Section 1 – Annual Governance Statement 2021/22’ and to **RESOLVE** on the signing of ‘Section 1 – Annual Governance Statement 2021/22’.

*Appendix D*

**9.4** AGAR 2021/22 – Accounting Statements 2021/22

Members to review ‘Section 2 – Accounting Statements 2021/22’ and to **RESOLVE** on the signing of Section 2 – Accounting Statements 2021/22.

*Appendix E*

**10. DELEGATION OF POWERS**

**10.1** Scheme of Delegation - Coronavirus

To consider whether, in addition to the scheme of delegation contained in the revised standing orders, the additional, temporary delegation measures adopted at Full Council 11<sup>th</sup> May 2022, minute 15.2, should be continued.

Members to **RESOLVE** accordingly.

**11. TOWN COUNCIL GRANTS**

**11.1** Grant Applications

To consider the recommendations of the Policy and Resources Committee on two remaining grant applications and to **RESOLVE** accordingly.

*Appendix F*

**11.2** Wokingham Sports Sponsorship Fund

To consider the recommendations of the Policy and Resources Committee on one application for match funding and to **RESOLVE** accordingly.

*Appendix F*

**12. TELEPHONE KIOSKS**

To note that the agreement for Earley Town Council to purchase two red telephone kiosks, one in Silverdale Road and one in Wychwood Crescent, has been completed and the sum of £2 has been paid to BT. The telephony equipment will now be removed by BT and the Town Council can consider how they wish to repurpose the kiosks.

**13. COUNCIL SEAL**

To note that use of the Council seal on the Laurel Park Pavilion surrender document was witnessed by councillors at the Amenities and Leisure Committee meeting on 25<sup>th</sup> May 2022. The document has been returned to Wokingham Borough Council for processing.

**14. COUNCILLORS' ATTENDANCE**

**14.1** Record of Members' Attendance

To note details of Councillors' attendance during 2022/23 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*

**15. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 4874 – 4876 and 4877 – 4906 and Imprest vouchers 53 - 56).

*Appendix H*

**16. PUBLICATIONS**

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

|                            |   |
|----------------------------|---|
| MERA                       | Minutes meeting 12 <sup>th</sup> May 2022 |
| Berkshire Youth            | E-newsletter May 2022                     |
| Me2 Club                   | E-newsletter May 2022                     |
| Wokingham Volunteer Centre | E-newsletter Jubilee 2022                 |
| ACER                       | E-newsletter Summer 2022                  |

**17. PRESS RELEASES**

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

**18. EXCLUSION OF PUBLIC AND PRESS**

*To agree 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 19, 20 and 21 on the Agenda.*

**19. MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the Annual Meeting of the Town Council held on 11<sup>th</sup> May 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

**20. COMMITTEE REPORTS**

To receive the Confidential Minutes of the following meetings:

- 20.1** Amenities & Leisure Committee - 25<sup>th</sup> May 2022 (*draft*) (Minutes 17 - 18)
- 20.2** Planning Committee - 10<sup>th</sup> May 2022 (*draft*) (Minute 182)
- 20.3** Policy & Resources Committee - 1<sup>st</sup> June 2022 (*draft*) (Minutes 18 - 20)

**21. COMMUNITY CENTRES**

To consider a report provided by the Town Clerk and to **RESOLVE** if appropriate.

*Confidential Appendix I*