



EARLEY TOWN COUNCIL

Minutes of the Annual Meeting Earley of Town Council held at the Radstock Lane Community Centre on Wednesday 11th May 2022 which commenced at 7.30pm.

Present

Chair – The Town Mayor, Councillor A Bassett

Councillors: N Brock, J Clark, R Cook, J Eastwell, M Eastwell, D Hare, R Houlbrooke, D Ireland, C Jones, I Khayinza, G Littler, A Long, T Maher, S Matthews, A Neal, A Newton, R Sangster, M Shaw, C Smith, M Smith, and K Yabsley.

In Attendance: J Friend (Town Clerk), E Carroll (Deputy Town Clerk), M Brown (Operations Manager) and R Fryer (Democratic Services Officer).

1. TOWN MAYOR

- 1.1 The outgoing Town Mayor, Cllr A Bassett addressed the Council. She spoke about some of the highlights of her year in office and said that it had been a pleasure and an honour to serve as the Mayor of Earley. Cllr Bassett thanked officers and Councillors for their support and noted the achievements of the Council over the last year.

The outgoing Town Mayor then called for nominations for the office of Town Mayor for the municipal year 2022/23.

There was one nomination. After being duly proposed and seconded it was

RESOLVED that Cllr T Maher be elected to the office of Town Mayor (Chair of the Council) for the ensuing municipal year.

- 1.2 The newly elected Town Mayor signed the Declaration of Acceptance of Office, received the Chain of Office from Cllr A Bassett and assumed the Chair.

Cllr T Maher expressed his thanks to Cllr A Bassett. He said he was very much looking forward to his year in office and was keen to attend as many events and visit as many local groups as possible.

2. DEPUTY TOWN MAYOR

- 2.1 The Town Mayor called for nominations for the office of Deputy Town Mayor for the municipal year 2022/23.

There was one nomination. After being duly proposed and seconded it was

RESOLVED that Cllr C Smith be elected to the office of Deputy Town Mayor for the ensuing municipal year

- 2.2 The Town Mayor presented the Deputy Town Mayor with the Chain of Office.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors G Bhangra, D Chopping and A Mickleburgh.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5. **PUBLIC FORUM**

There were no members of the public in attendance.

6. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the meeting for Members of Earley Town Council (139-164) held on Wednesday 30th March 2022 were a true record and could be signed by the Chair.

7. **COMMITTEE REPORTS**

There were no committee reports to be received.

8. **STANDING ORDERS**

Councillors considered the adoption of the revised Standing Orders, based on the National Association of Local Councils model standing orders, amended by the Town Clerk and reviewed by the Standing Orders working group. Members engaged in a wide-ranging discussion of the proposed Standing Orders.

Whilst the position of Leader of the Council is not recognised in law, a majority of councillors agreed that having clear terms of reference for such a role would be an aid in the running of a political town council such as Earley. The Leader would have no specific powers but would provide policy leadership to the Council.

- 8.1 The Town Clerk informed councillors that, under the proposed standing orders, the Town Mayor and Deputy Town Mayor would not automatically become members of Committees as had been the practice previously. Members discussed the options available and it was

RESOLVED that the Town Mayor and Deputy Town Mayor be ex-officio members of the standing committees, that is, they would have the right to attend and vote at these meetings, in addition to the nominated committee members.

- 8.2 Councillors considered Standing Order 4.d.i. and it was

RESOLVED that the existing terms of reference for the committees would continue to run under the new standing orders.

- 8.3 It was **RESOLVED** that the revised Standing Orders be adopted by Earley Town Council.

9. **LEADER OF THE COUNCIL**

The Chair called for nominations for the position of Leader of the Council. There was one nomination. After being duly proposed and seconded it was

RESOLVED that Cllr D Hare be appointed Leader of the Council.

Two councillors abstained from the vote.

10. DEPUTY LEADER OF THE COUNCIL

The Chair called for nominations for the position of Deputy Leader of the Council. There was one nomination. After being duly proposed and seconded it was

RESOLVED that Cllr R Cook be appointed Deputy Leader of the Council.

Two councillors abstained from the vote.

11. STANDING COMMITTEES

11.1 Members considered the membership of the Standing Committees. It was noted that Cllr A Bassett wished to step down from the Planning Committee. It was

RESOLVED that the current membership of the Standing Committees should continue for the municipal year 2022/23, or until such time that the Council agrees otherwise.

11.2 It was noted that no decision was required with regard to the chairs of Standing Committees as, under the new Standing Orders (4.d.vii), the Committees would appoint their own chair.

12. REPRESENTATIVES TO OTHER BODIES 2022/23

The following Council representatives were appointed to outside bodies:

ARC (Youth counselling) (1)	<i>Cllr D Hare</i>
Campaign for a Cleaner & Greener Environment (1) (Localities)	<i>Cllr A Bassett</i>
Cleaner Air and Safer Transport (1)	<i>Cllr A Long</i>
CResCent Community Association (1)	<i>Cllr N Brock</i>
Earley Community Bus Management Committee (1)	<i>Cllr R Cook</i>
Highwood Management Conference (2)	<i>Cllrs G Littler & A Neal</i>
Kenton Road Day Centre Management Committee (1)	<i>Cllr A Bassett</i>
Mid and West Berkshire Local Access Forum (1)	<i>Cllr R Sangster</i>
More Arts – The Cultural Partnership (1)	<i>Cllr C Smith</i>
Neighbourhood Action Group (2)	<i>Cllrs J Eastwell & M Smith</i>
Places Leisure (1)	<i>Cllr M Smith</i>
The Queen Victoria Institute Fund (1)	<i>Cllr D Hare</i>
Readibus Management Committee (1)	<i>Cllr T Maher</i>
Sonning & District Educational and Welfare Trusts (1)	<i>Cllr J Eastwell</i>

Trustees of Earley Charities (2) (4-yr term until May 2026)	<i>Mr R Ames & Cllr T Maher</i>
Waterside Management Committee (1)	<i>J Lissaman</i>
Wokingham Borough/Parish Liaison Forum (2)	<i>Cllrs G Littler & A Neal</i>
Wokingham Borough Sports Council (1)	<i>Cllr C Smith</i>
Wokingham Job Support Centre (1)	<i>Cllr A Mickleburgh</i>

Officers to check that Campaign for a Cleaner & Greener Environment/Localities and Mid and West Berkshire Local Access Forum were still operating.

13. REPRESENTATIVES TO OTHER BODIES

- 13.1 Cllr J Eastwell provided a verbal report on the Neighbourhood Action Group meeting of Monday 9th May 2022.

14. DEEDS

It was noted that the various deeds relating to the Council's interests in land were held by the Town Clerk as Proper Officer and were available for Members' inspection.

15. DELEGATION OF POWERS

15.1 Use of Delegated Powers

Councillors noted the use of delegated powers since the last meeting of Full Council on 30th March 2022.

15.2 Scheme of Delegation

Members considered the scheme of delegation contained in the revised standing orders and whether additional temporary delegation measures were required to deal with any ongoing impacts of coronavirus. Given the issues around the legal position of virtual meetings it was

RESOLVED that the schedule of delegated powers detailed in Minutes 7, 7.1 and 7.2 'Delegated Powers' at the Annual Meeting of the Council, 4th May 2021, be continued for Full Council meetings, whilst meetings of committees should be held in person if considered appropriate and sensible. The continued adoption of the scheme to be reviewed again at the next meeting of Full Council.

16. CLIMATE EMERGENCY

16.1 Green Infrastructure Action Plan

Cllr C Smith introduced the working group's Green Infrastructure Action Plan. It was

RESOLVED that Earley Town Council formally adopt the Green Infrastructure Action Plan.

17. CIL FUNDS

The Council considered the Town Clerks' recommendation that, in order to ensure CIL funds were used in a timely manner, a sum of £2,318 of CIL funds be used during the replacement bus shelter project.

18. COUNCIL SEAL

Councillors discussed authorising the use of the Council seal on the surrender document relating to Laurel Park Pavilion. It was

RESOLVED that the use of the Council seal on the surrender document relating to Laurel Park Pavilion be authorised.

19. COUNCILLORS' ATTENDANCE

19.1 Record of Members' Attendance

Members noted the details of Councillors' attendance, both remote and face to face, during 2021/22 at meetings of the Council and its Committees.

20. ORDERS FOR PAYMENT

Councillors noted the details of Orders for Payment (Vouchers 49 – 52, 4789 – 4815, 4816 – 4817, 4818 - 4843 and 4844 – 4850 and Imprest vouchers 654 – 655 and 656 - 662).

21. PUBLICATIONS

It was noted that the following publications had been received and were available for perusal from the Council Offices.

Berkshire Youth	E-newsletter March, April 2022
Me2 Club	E-newsletter March, April 2022
Connecting Communities in Berkshire	E-Bulletin April 2022
Wokingham Volunteer Centre	E-newsletter April 2022
MERA	Minutes meeting 14 th April 2022

22. PRESS RELEASES

Councillors requested the following press releases be issued:

- Election of the new Town Mayor and Deputy Town Mayor
- The adoption of the Green Infrastructure Action Plan

23. EXCLUSION OF PUBLIC AND PRESS

There were no members of the public or press present. It was agreed that the remaining items on the Agenda be taken under Part II.

PART II

24. MINUTES OF PREVIOUS MEETING

25. DELEGATION OF POWERS

26. TERMINATION OF MEETING

The meeting was declared closed by the Chair at 8:45pm.

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Town Mayor