

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

20 July 2022

Dear Councillor

Notice is hereby given that a meeting of Earley Town Council will be held on **Wednesday, 27<sup>th</sup> July 2022** commencing at 7.30 pm at **Radstock Community Centre**, 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 Meeting of the Town Council held on 15th June 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:

- |     |                               |   |   |                                       |
|-----|-------------------------------|---|---|---------------------------------------|
| 6.1 | Amenities & Leisure Committee | - | 29 <sup>th</sup> June 2022 ( <i>draft</i> )                             | (Minutes 20 - 38)                     |
| 6.2 | Planning Committee            | - | 7 <sup>th</sup> June 2022<br>5 <sup>th</sup> July 2022 ( <i>draft</i> ) | (Minutes 1 – 17)<br>(Minutes 18 – 29) |
| 6.3 | Policy & Resources Committee  | - | 13 <sup>th</sup> July 2022 ( <i>draft</i> )                             | (Minutes 22 - 39)                     |

## 7. REPRESENTATIVES ON OTHER BODIES

To receive Councillors' reports on meetings of outside bodies on which this Council is represented.

### 7.1 Wokingham Waterside Centre

To receive a written report from ETC's representative.

*Appendix B*

### 7.2 EarleyBus

To receive a written report from Cllr R Cook.

*Appendix C*

## 8. FINANCIAL REGULATIONS

To review the Council's Financial Regulations 2020 and to adopt the policy for a further 12 months. Members to **RESOLVE** accordingly.

*Appendix D*

## 9. COUNCIL POLICIES

Officers have reviewed the town council's data protection responsibilities and have updated its policies accordingly.

To consider the recommendation of the Policy and Resources committee that the following set of GDPR policies be adopted and to **RESOLVE** accordingly:

- Data Protection Policy
- Information Security Policy
- Information Breach Policy
- Website Privacy and Cookie Policy
- Freedom of Information Policy
- Subject Access Request Policy
- Retention of Records and Disposal Policy

*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. WBC INDEPENDENT REMUNERATION PANEL SURVEY**

Parish and town councils have been asked to complete a questionnaire on remuneration of the Chair and of Town Councillors. Members to discuss. The Town Clerk will submit Earley Town Council's response to WBC.

*Appendix F*

## **12. WBC CYCLING & WALKING CONSULTATIONS**

To note that WBC has launched two separate cycling and walking consultations and to consider submitting a town council response. Both consultations close on 19<sup>th</sup> August 2022. Further details available at [engage.wokingham.gov.uk](https://engage.wokingham.gov.uk)

### **12.1 Wokingham Borough Active Travel Fund Woodley – Reading Active Travel Route**

<https://engage.wokingham.gov.uk/en-GB/projects/wokingham-borough-active-travel-fund-woodley-to-reading-active-travel-route>

### **12.2 Wokingham Borough Local Cycling and Walking Infrastructure Plan (LCWIP)**

<https://wokinghamboroughlcwip.commonplace.is/>

## **13. COUNCILLORS' ATTENDANCE**

### **13.1 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*

## **14. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 5008-5017 and 5018-5035) and Imprest (Vouchers 57-58 and 701-707).

*Appendix H*

## **15. PUBLICATIONS**

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

ACER	E-newsletter Summer 2022
CCB	E-Bulletin July 2022
MERA	Magazine Summer 2022
MERA	Minutes of Meeting 14.7.22

**16. PRESS RELEASES**

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

**17. 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 18, 19, 20 and 21 on the Agenda.*

**18. MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the Meeting of the Town Council held on 15<sup>th</sup> June 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

**19. COMMITTEE REPORTS**

To receive the Confidential Minutes of the following meetings:

- 19.1** Amenities & Leisure Committee - 29<sup>th</sup> June 2022 (*draft*) (Minutes 36 - 37)
- 19.2** Policy & Resources Committee - 13<sup>th</sup> July 2022 (*draft*) (Minutes 36 - 38)

**20. COMMUNITY CENTRES**

To receive any available updates and to **RESOLVE** if appropriate.

**21. ADVISOR TO THE PLANNING COMMITTEE**

To consider a report arising from the Policy and Resources committee meeting on 13<sup>th</sup> July 2022.

*Confidential Appendix I*