

EARLEY TOWN COUNCIL



Town Clerk
JO FRIEND BA(Hons) PSLCC

Council Offices
Radstock Lane
Earley, Reading
RG6 5UL

Tel: (0118) 986 8995

10 October 2022

Dear Councillor

Notice is hereby given that a meeting of Earley Town Council will be held on **Wednesday 12th October 2022** commencing at 7.30 pm at **Council Chamber, Earley Town 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 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.

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 27th July 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

To receive reports from the Deputy Town Mayor on events attended.

Appendix B

6. COMMITTEE REPORTS

6.1 Committee Vacancies

To remind members that there are currently some vacancies on the standing committees, any councillor wishing to join a committee should indicate this to the Chair:

- Amenities & Leisure Committee – 1 vacancy
- Planning Committee – 4 vacancies
- Policy & Resources Committee – 1 vacancy

6.2 To receive the minutes of the following meetings:

6.2.1 Amenities & Leisure Committee - 28th September 2022 (*draft*) (Minutes 39 - 56)

6.2.2 Planning Committee - 2nd August 2022 (Minutes 30 – 44)
6th September 2022 (Minutes 45 – 58)

7. REPRESENTATIVES ON OTHER BODIES

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

7.1 Kenton Road Day Centre

To receive a written report from Cllr A Bassett.

Appendix C

7.2 Highwood Management Conference

Cllrs G Littler, A Neal and S Matthews attended a meeting of the Highwood Management Conference on 3rd August 2022. Minutes circulated to councillors.

7.3 Borough Parish Liaison Forum

Cllrs A Neal and S Matthews attended the Borough Parish Liaison Forum meeting on 23rd August 2022. Draft minutes circulated to councillors.

8. EXTERNAL AUDITOR

Under the Local Audit (Smaller Authorities) Regulations 2015, all local authorities must be given the option to opt out of the central procurement of external auditors, as arranged by the SAAA (Smaller Authorities' Audit Appointments). To note that to opt out of the scheme is a complex and onerous matter for a local authority.

To consider the Town Clerk's recommendation that Earley Town Council remain within the central procurement process of the SAAA, and thus discharge its duties under the Regulations.

Members to **RESOLVE** accordingly.

9. DELEGATION OF POWERS

9.1 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 11th May 2022, minute 15.2, should be continued.

Members to **RESOLVE** accordingly.

10. WBC INDEPENDENT REMUNERATION PANEL - SURVEY

At its meeting of 27th July 2022, Council agreed that its response to the survey would be to indicate a preference for retaining a system of expenses for town councillors rather than adopt an allowance system. Should parish and town councils wish, WBC has offered to arrange a meeting for them with the Independent Remuneration Panel to aid any further discussions.

Members to consider if such a meeting is required and, if so, to appoint ETC representatives(s) to attend such a meeting.

11. ELECTORAL COMMISSION REVIEW

To receive any recommendations arising from the Policy and Resources Committee's meeting of 5th October 2022.

12. TRAINING

12.1 Finance Themed Summit

To note that the Town Clerk, Deputy Town Clerk and Finance Officer attended a 1 day remote finance themed summit on 7th September 2022. Topics covered included VAT for parish/town councils, budget setting, CIL and internal audit.

12.2 Planning Refresher

To note that Cllr G Littler and the Deputy Town Clerk attended refresher Planning training with WBC on 27th September 2022.

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 D

14. ORDERS FOR PAYMENT

There have been no Orders for Payment since the last meeting of the Town Council or the Policy and Resources Committee.

15. PUBLICATIONS

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

Berkshire Youth	E-newsletter September 2022
CCB	E-Bulletin July 2022
MERA	Magazine Summer 2022
MERA	Minutes of Meeting 14.7.22
Me2 Club	E-newsletter 30 th September 2022

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 and 20 on the Agenda.

18. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the Meeting of the Town Council held on 27th July 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 - 28th September 2022 (*draft*) (Minutes 52 - 55)

20. COMMUNITY CENTRES

To receive any available updates.