



**EARLEY TOWN COUNCIL**

Minutes of the meeting of Earley Town Council held in Radstock Lane Community Centre, Radstock Lane on Wednesday 27<sup>th</sup> July 2022 which commenced at 7.30pm.

Present

Chair – The Town Mayor, Councillor T Maher

Councillors: G Bhangra, N Brock, D Chopping, J Clark, R Cook, J Eastwell, M Eastwell, D Hare, C Jones, I Khayinza, G Littler, A Long, S Matthews, A Mickleburgh, A Neal, R Sangster, C Smith, and K Yabsley.

In Attendance: J Friend (Town Clerk), E Carroll (Deputy Town Clerk), and R Fryer (Democratic Services Officer)

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**49. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Bassett, R Houlbrooke, D Ireland, A Newton, M Shaw, and M Smith.

**50. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**51. PUBLIC FORUM**

There were no members of the public in attendance.

**52. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Meeting of Earley Town Council (27-48) held on Wednesday 15<sup>th</sup> June 2022 were a true and correct record and could be signed by the Chair.

**53. TOWN MAYOR'S COMMUNICATION**

The Town Mayor reported that he had attended events at Aldryngton and Hawkedon schools; the Promise Inclusion AGM; launch events for Torch and the APWA in Reading; the Aisha mosque open day; a Halqa Habab dinner, and the Pakistani Achievement Awards. He noted that he was keen to increase the profile of the Mayor and was arranging further visits to schools in September. The Town Mayor expressed his thanks to Cllr C Smith for representing the Council at the Berkshire Vision Art Exhibition, and to the Democratic Services Officer for the support provided.

*Councillor Chopping entered the meeting*

**54. COMMITTEE REPORTS**

54.1 Amenities and Leisure Committee

Cllr N Brock presented the draft Minutes of the Amenities and Leisure Committee meeting (Minutes 20 – 38) held on 29<sup>th</sup> June 2022. The Council received the Minutes.

Cllr C Smith provided an update on Minute 24.2 ‘Green Fair’. She noted that the town councillors’ stall would be non-political and outlined the information that would be provided on the stall, focusing on the Climate Emergency Action Plan and the Green Infrastructure Action Plan. The Town Mayor agreed to judge the drawing competition being run on the stall. Cllr C Smith expressed her thanks to the members of the working group and urged councillors to volunteer to serve on the stall. Councillor Chopping noted that historically councillors had not had a stall at the Green Fair and was not in favour of this initiative.

#### 54.2 Planning Committee

Cllr G Littler presented the Minutes of the Planning Committee meeting (Minutes 1 – 17) held on 7<sup>th</sup> June 2022 and the draft Minutes of the Planning Committee meeting (Minutes 18 - 29) held on 5<sup>th</sup> July 2022. He noted that the Confidential Minutes of the meeting held on 7<sup>th</sup> June had not been included on the agenda. The Council received the Minutes.

*Councillor Sangster entered the meeting*

#### 54.3 Policy and Resources Committee

Cllr D Hare presented the draft Minutes of the Policy and Resources Committee meeting (Minutes 22 – 39) held on 13<sup>th</sup> July 2022. The Council received the Minutes.

### 55. **REPRESENTATIVES ON OTHER BODIES**

#### 55.1 Wokingham Waterside Centre

Councillors received a report from its representative on this body, Jenny Lissaman. The Town Clerk noted that the WWC had thanked ETC for the grant received, and that it had been used to purchase a Katakana. Cllr C Smith mentioned that Councillor M Smith had a report on the Park & Ride should councillors wish to see it. Members discussed writing to Wokingham Borough Council to request they address the issues raised in Jenny Lissaman’s report on the WWC. It was

**RESOLVED** that a letter be sent to WBC supporting the comments made in the report regarding the impact of the Park & Ride on the WWC and request they be addressed. An additional request to be made, that the strength of lighting be re-examined with regards to the reduction in bat numbers at the amenity.

#### 55.2 EarleyBus

Members received a report from Councillor R Cook. She noted that EarleyBus were struggling to find volunteer drivers as they had to have Category D1 licences. She agreed to ask the group if they would like their recruitment drive promoted on the council’s website and noticeboards.

### 56. **FINANCIAL REGULATIONS**

Councillors reviewed the Council’s Financial Regulations 2020 and

**RESOLVED** that Earley Town Council adopt the Regulations for a further 12 months.

## 57. COUNCIL POLICIES

Councillors considered the recommendation of the Policy and Resources Committee that the updated GDPR policies be adopted. It was noted that the Freedom of Information Policy had been amended to include the Environmental Information Regulations. It was

**RESOLVED** that the following GDPR policies be adopted:

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

*Councillor Bhangra entered the meeting*

## 58. DELEGATION OF POWERS

### 58.1 Scheme of Delegation - Coronavirus

Members discussed whether to continue the additional delegation measures adopted at Full Council on 11<sup>th</sup> May 2022 – Minute 15.2. Councillors noted that whilst the additional measures had not been required, it was wise to have them available if circumstances required. It was

**RESOLVED** that the additional delegation measures detailed in Minute 15.2 at the Annual Meeting of the Council, 11<sup>th</sup> May 2022, be continued. The adoption of these measures to be reviewed again at the next meeting of Full Council.

## 59. WBC INDEPENDENT REMUNERATION PANEL SURVEY

Members discussed Wokingham Borough Council's questionnaire on remuneration of the Chair and of Town Councillors. The Town Clerk provided background to this item and noted that this remuneration was distinct from the reimbursement of expenses and that it would be up to the individual councillor if they wished to claim. Members noted that only the Town Mayor's Allowance, to cover the expenses of this municipal function, was currently budgeted for.

Councillors considered the historical context and the legal status of councillors for HMRC purposes. They were keen that any system would ensure that no one felt unable to serve as a councillor because of cost but would also continue the ethos of the Council and uphold the nature of public service. After discussion it was

**RESOLVED** that the Town Clerk would complete the questionnaire noting the Town Mayor's Allowance of £500 in Question 1, and answering 'No' to questions 2, 3 and 4. She will express the councillors wish that a system of expenses rather than allowances be retained.

*Councillor Matthews left the meeting*

*Councillor Matthews entered the meeting*

## 60. WBC CYCLING & WALKING CONSULTATIONS

Councillors noted that WBC had launched two separate cycling and walking consultations and considered the submission of a town council response. Cllr Littler informed Members that these items would be discussed by the Planning Committee at its meeting 2<sup>nd</sup> August 2022.

**61. COUNCILLORS' ATTENDANCE**

**61.1 Record of Members' Attendance**

Members noted the details of Councillors' attendance, both remote and face to face, during 2022/23 at meetings of the Council and its Committees. A correction was noted for the Planning Meeting of 7<sup>th</sup> June as Councillor's A Neal and A Mickleburgh had been attending a WBC meeting.

**62. ORDERS FOR PAYMENT**

Councillors noted the details of Orders for Payment (Vouchers 5008 – 5017, and 5018 – 5035) and Imprest vouchers (57 – 58 and 701-707).

**63. PUBLICATIONS**

It was noted that the following publications had been received and were 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

**64. PRESS RELEASES**

No press releases were requested.

**65. 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**

**66. MINUTES OF PREVIOUS MEETING**

**67. COMMITTEE REPORTS**

**68. COMMUNITY CENTRES**

**69. ADVISOR TO THE PLANNING COMMITTEE**

**70. COUNCIL SEAL**

**71. TERMINATION OF MEETING**

The meeting was declared closed by the Chair at 8:55pm.

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**Town Mayor**