

# EARLEY TOWN COUNCIL



Town Clerk  
JO FRIEND BA(Hons) PSLCC

Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

16 November 2022

Dear Councillor

Notice is hereby given that a meeting of Earley Town Council will be held on **Wednesday 23<sup>rd</sup> November 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](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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## **A G E N D A**

**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 12<sup>th</sup> October 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**

### **6.1 To receive the minutes of the following meetings:**

- |       |                               |   |  |
|-------|-------------------------------|---|--|
| 6.1.1 | Amenities & Leisure Committee | - | 2 <sup>nd</sup> November 2022 ( <i>draft</i> ) (Minutes 57 – 77)   |
| 6.1.2 | Planning Committee            | - | 4 <sup>th</sup> October 2022 (Minutes 59 – 72)<br>8 <sup>th</sup> November 2022 ( <i>draft</i> ) (Minutes 73– 87)  |
| 6.1.3 | Policy & Resources Committee  | - | 5 <sup>th</sup> October 2022 (Minutes 40 – 62)<br>9 <sup>th</sup> November 2022 ( <i>draft</i> ) (Minutes 63 – 82) |

## **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 reports had been received.

## **8. DELEGATION OF POWERS**

### **8.1 Scheme of Delegation - Coronavirus**

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

Members to **RESOLVE** accordingly.

## **9. ANNUAL FEES & CHARGES REVIEW – 2023/24**

To consider the recommendations of the Amenities and Leisure Committee with regards annual fees and charges for the next financial year and to **RESOLVE** accordingly:

### **9.1 Mays Lane Cemetery**

That cemetery charges be increased and the differential between charges incurred by Earley/Woodley residents and Out of Area residents be increased.

*Details of options have been provided to councillors - Appendix B*

### **9.2 Culver Lane Allotments**

In accordance with the schedule of charges applying to allotment plot holders, that charges be increased with effect from January 2024.

*Appendix C*

### **9.3 Hall Hire**

That the charging schedule for halls be simplified and streamlined; that an increase of 10% (to the nearest 50p) be introduced; and that a small charge be introduced for use of the kitchen.

*Details of options have been provided to councillors - Appendix D*

#### **9.4 Fishing Permits**

That charges be increased by 10% (rounded to the nearest 50p).

*Appendix E*

#### **9.5 Sports Pitch Hire**

That charges be increased by 10%.

*Appendix F*

### **10. DOG WASTE BAGS**

#### **10.1 Policy**

To note the Policy and Resources Committee's resolution that, with immediate effect, residents be limited to one pack of dog waste bags per month per household. This decision was made as a result of the Committee's discussion at its meeting on 9<sup>th</sup> November 2022, Minute 73.2.

#### **10.2 Charges**

To consider the Policy and Resources Committee's resolution that a charge be introduced for the provision of dog waste bags to residents. The Committee recommended the charge covers the purchase costs of the bags and suggested a figure of £1 per pack of 50 bags. Members to **RESOLVE** accordingly.

### **11. GRANTS POLICY – REVIEW**

To consider the following amendments to the Council's Grants Policy, as recommended by the Policy and Resources Committee at its meeting on 9<sup>th</sup> November 2022:

- Council may opt to hold some of the grant budget back for distribution later in the financial year
- Applicants may apply only once during each financial year

Members to **RESOLVE** accordingly.

*Appendix G*

### **12. COMMUNITY CENTRES**

Members to receive any available updates.

### **13. BOROUGH PARISH LIAISON FORUM**

To consider the Forum's request that all towns and parishes submit their top three suggestions for topics for discussion at future meetings of the Forum.

### **14. LIBRARY SERVICE - CONSULTATION**

To note that Wokingham Borough Council has launched a customer feedback survey on its library service provision. Details can be found on WBC's Engage website.

### **15. COUNCILLORS' ATTENDANCE**

#### **15.1 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 H*

**16. ORDERS FOR PAYMENT**

To receive details of Orders for Payment since the last meeting of the Town Council (Vouchers 5299-5342 and 5343-5349) and Imprest vouchers (734-740).

*Appendix I*

**17. PUBLICATIONS**

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

Berkshire Youth	E-newsletter October / November 2022
CCB	E-Bulletin November 2022
MERA Magazine	Winter 2022

**18. PRESS RELEASES**

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

**19. 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 20 and 21 on the Agenda.*

**20. MINUTES OF PREVIOUS MEETING**

To consider the Confidential Minutes of the Meeting of the Town Council held on 12<sup>th</sup> October 2022 and, if appropriate, to agree they represent a true and correct record and **RESOLVE** they be signed by the Chair.

**21. COMMITTEE REPORTS**

To receive the Confidential Minutes of the following meetings:

- |             |                               |   |  |
|-------------|-------------------------------|---|--|
| <b>21.1</b> | Amenities & Leisure Committee | - | 2 <sup>nd</sup> November 2022 ( <i>draft</i> ) (Minute 76)   |
| <b>21.2</b> | Policy & Resources Committee  | - | 5 <sup>th</sup> October 2022 (Minutes 59 – 61)<br>9 <sup>th</sup> November 2022 ( <i>draft</i> ) (Minute 81) |