

# EARLEY TOWN COUNCIL

Town Clerk  
JO FRIEND BA(Hons) PSLCC



Council Offices  
Radstock Lane  
Earley, Reading  
RG6 5UL

Tel: (0118) 986 8995

10<sup>th</sup> July 2024

Dear Councillor

Notice is hereby given that a meeting of Earley Town Council will be held on **Wednesday 17<sup>th</sup> July 2024** commencing at 7pm in the Council Chamber at the Council Offices, Radstock Lane, Earley.

Yours faithfully

*Jo Friend*

TOWN CLERK

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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 Annual Meeting of the Town Council held on 8<sup>th</sup> May 2024 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

5.1 To receive such communications as the Town Mayor may wish to bring to the notice of the Council.

*Appendix A*

5.2 Deputy Town Mayor's Communications:

- Magistrates Court Mock Trial Competition – 18<sup>th</sup> May 2024
- Visit to Daisy's Dream charity – 22<sup>nd</sup> May 2024
- WBC Wokingham Community Vision 2035 Workshop – 4<sup>th</sup> June 2024

*Appendix B*

## 6. **COMMITTEE REPORTS**

To receive the minutes of the following meetings:

- 6.1 Amenities & Leisure Committee - 22<sup>nd</sup> May 2024 (*draft*) (Minutes 1 - 17)
- 6.2 Planning Committee - 7<sup>th</sup> May 2024 (Minutes 167 - 181)  
4<sup>th</sup> June 2024 (Minutes 1 – 16)  
2<sup>nd</sup> July 2024 (*draft*) (Minutes 17 – 29)
- 6.3 Policy & Resources Committee - pre-election period resulted in meeting date change to 10<sup>th</sup> July 2024, minutes not yet available.

## 7. **REPRESENTATIVES ON OTHER BODIES**

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

- 7.1 EarleyBus AGM  
To receive a written report from Cllr R Cook. *Appendix C*
- 7.2 ARC AGM  
To receive a written report from Cllr R Cook. *Appendix D*

## 8. **TOWN COUNCIL RISK REGISTER**

To receive the Town Council's updated Risk Register 2024.  
*(under separate cover) Appendix E*

## 9. **COMMUNITY SAFETY REQUEST**

To consider a request for information from Wokingham Borough Council's Problem Solving Tasking Group.  
*Appendix F*

## 10. **SERVICE TO EARLEY AWARDS**

- 10.1 To review the Service to Earley Awards policy and amend as appropriate. Members to **RESOLVE** accordingly. *Appendix G*
- 10.2 To consider the appointment of town councillors to a Service to Earley Panel which will report to Full Council. Members to **RESOLVE** accordingly.

## 11. **UNIVERSITY OF READING**

The Town Clerk and Deputy Town Clerk have recently met with representatives from University of Reading to discuss future collaborative working ideas. The University currently has quarterly meetings with two other parish councils and is suggesting the same for ETC. They have requested that ETC nominate two town councillors to attend such meetings alongside the Town Clerk.

Members to discuss and to **RESOLVE** accordingly.

## 12. CCTV POLICY

To receive the recommendation of the Policy and Resources Committee and **RESOLVE** to adopt the CCTV policy.

## Appendix H

### 13. COUNCILLORS' ATTENDANCE

### 13.1 Record of Members' Attendance

To note details of Councillors' attendance during 2024/25 at meetings of the Council and its Committees.

## Appendix I

## 14. ORDERS FOR PAYMENT

There are no Orders for Payment since the last meeting of the Policy & Resources Committee.

## 15. PUBLICATIONS

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

Office of the PCC	E-newsletter July 2024
Involve Community Services	E-newsletter 5 <sup>th</sup> July 2024

## 16. PRESS RELEASES, WEBSITE & SOCIAL MEDIA

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 and 19 on the Agenda.*

## 18. MINUTES OF PREVIOUS MEETING

To consider the Confidential Minutes of the Annual Meeting of the Town Council held on 8<sup>th</sup> May 2024 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 meeting:

19.1	Planning Committee	-	7 <sup>th</sup> May 2024	(Minute 180)
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