



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; J. Cheng; R. Dolinski;
D. Mills; D. Smith; D. Stares; M. Walker

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 12 June 2018, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 17 APRIL 2018**
To approve the minutes of the Strategy and Resources Committee held on 17 April 2018 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 8 May 2018.)
4. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 19/18.** Page 5
 - b) **Payments**
To approve the following payments as set out in **Appendix 4b:** Page 6

	Current account	Imprest account
April 2018	£199,705.26	£47,408.40

c) **Paddling pool liner**

To note that the cost of the new paddling pool liner and installation totalled £6,911. The Council had approved the allocation of £10,000 from the Building and Facilities fund for this item, £3,089 of which was not required and remains in the fund.

5. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 20/18**.

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6. **CATERING PARTNERSHIP**

To note **Report No. SR 21/18** of the Catering Partnership meeting held on 18 May 2018.

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7. **LAKE PROJECT FUNDING**

An application to the Landfill Communities Fund for £50,000 toward the lake project has not been successful. The project met all the criteria but lost out to other competing projects. A proposal will be made to the Full Council meeting on 26 June to include this amount in any loan application made to the Public Works Loan Board for capital projects. It is anticipated that the works will start in from September 2018.

8. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 25 April 2018. (**Appendix 8**)

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9. **PROJECTS UPDATE**

To note the update on Council projects, as given in **Appendix 9**.

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10. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

To note the following statistics for website views, searches and usage.

Sessions	Mar 2018	May 2018	Searches	Mar 2018	May 2018
Total	2991	3136	Organic	2240	2386
Users	2147	2416	Direct	526	534
Page views	7242	7011	Referral	133	119
			Social Media	92	96
Tech	Mar 2018	May 2018			
Mobile	1381	1709			
Desktop	1190	1116			
Tablet	420	311			

11. **PUBLIC TOILET UPDATE**

To receive a verbal update from the Town Clerk.

12. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
a) To note receipt of £4,583 and that this has been transferred to the CIL earmarked reserve.
b) To note that the April Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £53,967.
13. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
14. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
15. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal and personal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 16, 17 and 18 on the agenda.
16. **CONVEYANCE RELATING TO LAND IN WOODLEY**
To consider **Report No. SR 22/18.** Page 19
17. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE**
To consider **Report No. SR 23/18.** Page 21
18. **RECEPTION/ADMINISTRATION – COUNCIL OFFICES**
To consider **Report No. SR 24/18.** Page 27

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EXPENDITURE	Budget 2018/19	Actual Exp as at 31/05/17	Actual Exp as at 31/05/18	Actual Exp as % of Budget	Information
Central Costs	237117	31370	30462	12.8	Postage over 16.7%. All other costs under, apart from equipment and maintenance, some of which are in advance payments for the year.
Democratic Costs	50227	6977	6979	13.9	Staff costs slightly over 16.7%, all other costs at or under 16.7%.
Corporate Management	326005	73416	76158	23.4	Payroll and bank charges over 16.7%. HR support, insurance and affiliation fees are higher (annual costs). All other costs under 16.7%.
Capital Programme	45000	0	0	0.0	
Grants	4000	1650	2000	50.0	Grants paid in May and December each year.
Oakwood Centre	154436	20329	18062	11.7	
Maintenance HQ	6100	238	2375	38.9	Expenditure on replacement tools - awaiting insurance payment to offset this. Vehicle running costs slightly over 16.7% (MOT), other costs under.
Woodley TCMI	63570	7161	6841	10.8	No expenditure at this point on Centre Stage. Other costs at or under 16.7%.
Capital and Projects	184940	0	0	0.0	Loans paid in September and March - sinking fund contribution to be made in June.
TOTAL	1071395	141141	142877	13.3	

INCOME	Budget 2018/19	Actual Inc as at 31/05/17	Actual Inc as at 31/05/18	Actual Inc as % of Budget	Information
Central Costs	7346	411	428	5.8	Income investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	9180	1281	1378	15.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	167171	27292	25373	15.2	Letting income at 17.7%, rent invoices (police and Woodley Theatre) to be issued.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	45937	4251	4429	9.6	Contributions from WTCMI not yet received.
Capital and Projects	0	0	0	0.0	
TOTAL	229634	33235	31608	13.8	
NET	841761	107906	111269	13.2	

Month 2 = 16.7%

Woodley Town Council 2018/2019**Current Account****List of Payments made between 01/04/2018 and 30/04/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
12-Apr-18	A1 Locksmiths(Berkshire) Ltd	19.01	Keys cut
03-Apr-18	A1 Locksmiths(Berkshire) Ltd	47.95	Keys cut
06-Apr-18	A1 Loo Hire	132.00	Toilet hire depot
26-Apr-18	Alan Hadley Ltd	286.80	Refuse collection
06-Apr-18	Allen's Design & Print Ltd	432.00	WTCMI banners/posters
26-Apr-18	Awards of Distinction Ltd	122.40	Glass trophies/engraving Citizens Awards
06-Apr-18	Axminster Tool Centre Ltd	764.10	Building supplies
26-Apr-18	Axminster Tool Centre Ltd	199.96	Building supplies
03-Apr-18	B & S Chains (Midlands) Ltd	35.40	Building supplies
12-Apr-18	B and S Roofing	2190.00	WPLC roof
03-Apr-18	Be Fuelcards Ltd	26.48	Petrol - depot
03-Apr-18	Be Fuelcards Ltd	0.76	Admin charge
20-Apr-18	Be Fuelcards Ltd	52.76	Diesel - van
18-Apr-18	Berkshire Tree Care	216.00	Gardening services
26-Apr-18	Berkshire Tree Care	6144.00	Gardening services
18-Apr-18	Bowak Ltd	517.04	Cleaning supplies
12-Apr-18	Brake Bros Foodservice Ltd	454.26	Vending supplies
06-Apr-18	Brown Bag Cafe Ltd	352.50	Catering services
18-Apr-18	Brown Bag Cafe Ltd	25.20	Catering services
26-Apr-18	Brown Bag Cafe Ltd	777.44	Catering services
30-Apr-18	Castle Water Ltd	1776.05	Water rates
06-Apr-18	Churchill Contract Services Ltd	2260.33	Contract cleaning
26-Apr-18	Churchill Contract Services Ltd	2188.82	Contract cleaning
03-Apr-18	Club Manager Ltd	80.40	Club Manager membership
26-Apr-18	CoolerAid Ltd	99.54	Bottled water
20-Apr-18	Crown Gas & Power	201.34	Gas supply
20-Apr-18	Crown Gas & Power	259.85	Gas supply
20-Apr-18	Crown Gas & Power	1142.66	Gas supply
20-Apr-18	Crown Gas & Power	1159.59	Gas supply
12-Apr-18	DCK Accounting Solutions Ltd	317.40	Accountancy service - year end
03-Apr-18	Ellis Whittam Ltd	6292.80	HR & H & S support 2018/19
03-Apr-18	Energy Electrical Distributors Ltd	115.56	Electrical supplies
18-Apr-18	Energy Electrical Distributors Ltd	105.78	Electrical supplies
26-Apr-18	Energy Electrical Distributors Ltd	21.16	Electrical supplies
06-Apr-18	Envidia Ltd	100.00	Coach
12-Apr-18	Envidia Ltd	100.00	Coach
12-Apr-18	Epos Now Ltd D/D	30.00	EPOS till monthly charge
03-Apr-18	Eurodec Ltd	70.99	Building supplies
18-Apr-18	Eurodec Ltd	159.95	Building supplies
06-Apr-18	Eventu	210.00	Citizens Awards - sound system
06-Apr-18	Exotherm	1140.00	Roof works WPLC
18-Apr-18	Fraser Office Supplies Ltd	339.03	Stationery supplies
26-Apr-18	Fraser Office Supplies Ltd	69.81	Stationery supplies
06-Apr-18	Fuel Fitness Ltd	25.00	Coach
12-Apr-18	Fuel Fitness Ltd	25.00	Coach
18-Apr-18	Fuel Fitness Ltd	25.00	Coach
26-Apr-18	Gap Group Ltd	119.04	Gardening services
18-Apr-18	Gilbert Thompson	530.00	Newsletter delivery
10-Apr-18	Global 4 Communications	606.66	Phone

03-Apr-18	HMRC Cumbernauld	12759.59	Employers and Employees PAYE & NI
30-Apr-18	HMRC Cumbernauld	15225.61	Employers and Employees PAYE & NI
26-Apr-18	InTouch	35.99	Monthly website charge
06-Apr-18	John Willis	120.00	Window cleaner
18-Apr-18	Julia A Lancaster	217.50	Work on CYP conference
03-Apr-18	Just Around The Corner	5986.75	Grant
26-Apr-18	Just Around The Corner	6187.00	Grant
18-Apr-18	Key Industrial Equip Ltd	46.80	Sundry items
18-Apr-18	Krowmark Ltd	75.36	Staff uniform
12-Apr-18	Lamps-Tubes Luminations Ltd	114.00	WTCMI lighting repair
06-Apr-18	Lantec Security Ltd	480.00	Fire/intruder alarm
26-Apr-18	Laundry Depot	50.40	Laundry table cloths
27-Apr-18	Les Mills Fitness UK Ltd	192.00	Coach
12-Apr-18	Lister Wilder Ltd	88.47	Building supplies
03-Apr-18	Lloyds Bank D/D	28.71	Monthly bank service charges
16-Apr-18	Lloyds Bank D/D	221.97	Monthly cardnet service charge
16-Apr-18	Mainstream Digital Ltd	61.57	Phone
06-Apr-18	Margaret Macknelly Design	587.14	Design work - Herald and conference
26-Apr-18	Margaret Macknelly Design	30.00	Carnival advert
18-Apr-18	McVeigh Parker & Co Ltd	1017.00	Depot gates
16-Apr-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
12-Apr-18	Office Depot International UK Ltd	58.94	Stationery supplies
13-Apr-18	Pitney Bowes Ltd	100.00	Postage topup
11-Apr-18	Plusnet Plc	52.20	Phone
17-Apr-18	Plusnet Plc	38.40	Phone
03-Apr-18	Prudential	30.00	AVC payment deducted from pay
30-Apr-18	Prudential	30.00	AVC payment deducted from pay
03-Apr-18	Public Works Loan Board	73170.68	Loan payments
26-Apr-18	Rialtas Business Solutions Ltd	342.00	Annual licence
06-Apr-18	Riso UK Ltd	247.51	Photocopier OC
06-Apr-18	Serviceline	327.76	Kitchen maintenance cover OC
12-Apr-18	SGW Payroll Ltd	163.10	Payroll services
16-Apr-18	Siemens Financial Services	1100.80	GYM equip monthly rental
26-Apr-18	SLCC Enterprises Ltd	72.00	Webinar training
12-Apr-18	Spaldings Ltd	84.85	Repair items grounds maintenance
26-Apr-18	Springfield Supplies & Projects Ltd	206.40	Leg sets for business tables OC
26-Apr-18	SSE Southern Electric	21.97	Electricity supply
30-Apr-18	Staysure Ltd	456.00	New tractor tyres
12-Apr-18	Technical Surfaces Ltd	840.00	3G pitch service/purchase rubber crumb
18-Apr-18	Thames Valley Water Services Ltd	798.00	Water sample testing
26-Apr-18	Thames Valley Water Services Ltd	234.00	Water sample testing
03-Apr-18	The Berkshire Pension Fund	12226.43	Pension - employers and employees
30-Apr-18	The Berkshire Pension Fund	14756.18	Pension - employers and employees
06-Apr-18	The Letterworks Ltd	707.00	Newsletter printing
23-Apr-18	Total Gas & Power Ltd	1404.60	Electricity supply
03-Apr-18	Trade UK - BandQ	164.65	Building supplies
03-Apr-18	Trade UK - Screwfix	1166.29	Building supplies
18-Apr-18	Trade UK - Screwfix	314.70	Building supplies
26-Apr-18	Trade UK - Screwfix	173.70	Building supplies
26-Apr-18	Traditional Local Cleaning Ltd	1615.12	Contract cleaning
18-Apr-18	Travis Perkins Trading Co	332.10	Building supplies
26-Apr-18	Unipar Services LLP	3590.40	Speedwatch equipment
03-Apr-18	Unison Collection Ac	34.00	Union fees deducted from pay
30-Apr-18	Unison Collection Ac	34.00	Union fees deducted from pay
06-Apr-18	Value Products Ltd	41.04	Sundry items
26-Apr-18	Veolia ES - UK Ltd	468.37	Refuse collection

20-Apr-18	Vodafone	245.22	Phone
03-Apr-18	Wokingham BC	43.80	Rates
03-Apr-18	Wokingham BC	162.00	Rates - Chapel Hall
03-Apr-18	Wokingham BC	354.00	Rates - Coronation Hall
03-Apr-18	Wokingham BC	864.00	Rates - Oakwood
03-Apr-18	Wokingham BC	2196.00	Rates - WPLC
06-Apr-18	Yarnold Heating and Plumbing Ltd	3991.45	Building supplies
26-Apr-18	Yarnold Heating and Plumbing Ltd	521.34	Building supplies

199705.26

CLERKS IMPREST A/C

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
09-Apr-18	(Personal Information)	100.00	Refund deposit
03-Apr-18	(Personal Information)	50.00	Refund deposit
30-Apr-18	(Personal Information)	50.00	Refund deposit
23-Apr-18	(Personal Information)	50.00	Refund deposit
09-Apr-18	(Personal Information)	50.00	Refund deposit
23-Apr-18	(Personal Information)	61.00	Refund deposit
30-Apr-18	(Personal Information)	85.50	Refund deposit
09-Apr-18	(Personal Information)	50.00	Refund deposit
09-Apr-18	(Personal Information)	4.50	Refund deposit
26-Apr-18	Allcolourenvel.co.uk	96.48	Coloured envelopes
27-Apr-18	Amazon eu-uk	22.24	Foam bullet darts refill
03-Apr-18	Amazon.co.uk	-17.98	credit-MAC keyboard
04-Apr-18	Amazon.co.uk	-2.00	Credit MAC keyboard
25-Apr-18	Birmingham Telecom	61.14	Panasonic handset - WPLC
24-Apr-18	Buyitdirect co uk	89.92	Acer 24" HD monitor
16-Apr-18	Carters Entert Ltd	100.00	Refund deposit
25-Apr-18	Lloyds Bank	45900.11	Net April 2018 payroll
13-Apr-18	Lloyds Bank D/D	11.88	Bank charges
20-Apr-18	Microsoft Office	59.99	WTCMI - MS office software
20-Apr-18	Newitts.com	18.50	First aid ice packs
04-Apr-18	PETTY CASH A/C	98.45	Top up - petty cash
23-Apr-18	PETTY CASH A/C	118.01	Top up - Petty cash
11-Apr-18	Showcase giftcard	30.00	Showcase giftcard
24-Apr-18	Waitrose 180	150.25	Wine - Civic Awards
25-Apr-18	Waitrose 180	38.41	Wine for Civic Awards
25-Apr-18	Winnersh Garden Centre	32.00	Flowers for Civic Awards
03-Apr-18	Youshine Theatre	100.00	Refund deposit

47408.40

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current and planned marketing activities and operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Marketing

The new PR/Marketing Coordinator has been recruited and started working with the Council on 5 June.

Catering

Notes of the Catering Partnership meeting held on 18 May 2018 are appended elsewhere on the agenda. Updated income information under the catering contract was not available at the time of writing and will be tabled at the meeting or circulated to Members as soon as this is received.

Room Hire

Income from room hire is shown in **APPENDIX A**.

Usage since last report:

Regular Hirers lost None
New Regular Hirers X1 Care provider – 2/3 bookings per month
New one-off hirers X1 training organisation X1 legal services X1 refugee support X1 software business
Social events X2 wedding receptions X1 funeral gathering

Recommendations:

- ◆ **That Members note the information contained in the report.**

APPENDIX A

Hirer	Apr-18		May-18		Jun-18		Jul-18		Aug-18		Sep-18		Oct-18		Nov-18		Dec-18		Jan-19		Feb-19		Mar-19			
	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £		
Summary of Bookings																										
Band A	44	1101.13	33	838.29	14	317.07	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Band B	2	215.00	2	319.17	12	763.76	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Band C	54	1999.60	87	3441.69	48	1549.59	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Band D	56	2710.03	55	3004.20	30	1282.10	2	160.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Miscellaneous	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	156	6025.76	177	7603.35	104	3912.52	2	160.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Type of Booking																										
Parties/Social Events	2	215.00	5	599.16	12	763.76	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Theatre	1	67.50	10	1141.66	1	41.67	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Public/National Orgs/Charities	44	1553.75	71	2288.76	44	1401.66	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Business	81	3483.69	80	3276.28	41	1571.68	2	160.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Community Groups	26	584.14	11	297.49	6	133.75	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Miscellaneous	2	121.68	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	156	6025.76	177	7603.35	104	3912.52	2	160.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 18 May 2018 at 10.00 am**

Present: *Councillors: R. Dolinski, J. MacNaught, Councillor S. Brindley
S. Rahmouni*

Officer present: *K. Murray, Deputy Town Clerk*

Also present: *S. Rolfe – Brown Bag*

Apologies: *Cllr M. Green (Chair), A. Mulvany, Bookings and Venues Manager*

Cllr Rahmouni chaired the meeting

1. Actions from previous meeting

- SR to request hygiene inspection from Wokingham Borough Council.
SR reported that an inspection had been carried out and the coffee shop awarded a five star hygiene rating.

2. Update on catering operation

- SR circulated the turnover information for the month.
- KM reported that he had received very positive feedback about the catering provided for the Citizens Awards evening.
- SR reported that they were catering for a funeral function and a wedding function the following week.

3. Marketing

KM reported that the Council's new PR/Marketing Coordinator had been appointed and would be invited to the next partnership meeting.

4. Actions

KM to chase up maintenance issues – Dishwasher.

5. Date of next meeting

The next meeting is scheduled for Friday 20 July at 10am.

Meeting closed 10.35am

**MEETING OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE COMMITTEE
HELD AT 6PM ON WEDNESDAY 25 APRIL 2018 AT THE OAKWOOD CENTRE,
HEADLEY ROAD, WOODLEY RG5 4JZ**

Present:

J Lherbier	Town Centre Manager	J Wright	Woodley Resident
M Holmes	Chair & Woodley TC Representative	C Lawley	Woodley Resident
M Norris	Vice Chair & Traders Representative	M Millard	Woodley Resident
K Baker WTC & WBC Councillor	P Birt		Woodley Resident
D Mills	WTC Councillor	Z Frasiniski	Woodley Resident
J Palterman	Saturday Market Manager	M Risby	Woodley Resident
G Cranford	WBC Economic Development Officer.	I Hills	Woodley Resident
M Bather	Woodley & North Earley Community Forum	T Kirkpatrick	Woodley Trader – Waitrose
		H Beilby	WTC Administrator

ITEM 1 – APOLOGIES AND WELCOME TO NEW MEMBERS

H Taylor, M Perry, S Smith, Cllr B Rowland, R Dolinski, X Morcrette, R Still, R Hayes, Cllr A Croy, PCSO Clare Towse, PCSO Danielle Fry, PCSO David Allen

Mary Bather explained she represented the Woodley & North Earley Community Forum, previously known as the Neighbourhood Action Group (NAG), its regeneration had been prompted by the Thames Valley Police.

A Policing Priority for Woodley & North Earley event, is to be held at 10.30, on 12th May, at the Oakwood Centre, with local police providing advice. Trading standards will also be attending with advice on door-to-door selling.

The next Community Forum will take place at 7.30pm on 13th June, at the Oakwood Centre. JL to email all members with this information.

Gary Cranford was welcomed as the new Economic Development Officer at WBC.

ITEM 2 – TO APPROVE PREVIOUS MINUTES OF THE WTCMI MEETING HELD ON WEDNESDAY 24 JANUARY 2018 AND THE MINUTES OF THE EXECUTIVE SUB-COMMITTEE MEETING HELD ON 28 MARCH 2018

Both these sets of minutes were approved and accepted by the meeting.

With reference to the minutes for 24/01/18.

PARKING CHARGES – item 2 - KB announced that the trial parking charges in Woodley are now permanent.

WBC hope to bring in a new Borough-wide ‘number recognition system’ by the end of the year at a cost of £300k.

PUBLIC TOILET – In response to this topic, item 6, KB advised the new Town Centre public toilet should have been installed by the end of the summer, however, this was dependant on the manufacturer.

With reference to the minutes for 28/03/18.

WBC GRANT (SLA) – in response to this topic, item 2, JL advised a meeting has been arranged for Tuesday 1st May to sign the revised documents. KB said that as long as goods are delivered, the WTCMI will continue to receive the grant.

INFORMATION “MUSHROOM” - in response to this topic, item 5, MH has written to WTC, Kevin Murray with regards to the whereabouts of the missing metal seat previously removed from the “mushroom”.

KB to arrange with WBC regarding the re-fitting of this seat.

ITEM 3 - SECURITY IN THE TOWN CENTRE

JL - Apologies had been received from the police representatives, as they were not on shift this evening. Apparently they were out in force at the NAG / Community Forum meeting and reported no problems in

Woodley. With the feedback received by WTCMI, from traders and the general public, this is not the case. These problems need to be reinforced by both residents and traders at the Community Forum meetings, even if they can only attend for a short time. Cycling in the town centre, is an ongoing problem. MB suggested that volunteers could make a count and provide figures of those cycling in the town centre. JL agreed this was a good idea, if volunteers could be found. MH to liaise with MB to find volunteers.

Fining the offending cyclists could be a solution, but only the Police have the powers to do this.

MB to send the minutes of the Community Forum meetings to JL.

ITEM 4 - FINANCIAL REPORT TO END OF YEAR

JL presented his report. IH said that JL should be congratulated on his achievements, which was agreed.

BUDGET REPORT JL presented his proposed budget for 2018/2019 explaining the changes and small increases on the previous year. In particular, the extra £500.00 for the floral display baskets and planters will be partly due to a 3% increase on flowers and maintenance costs, as well as the extra two planters bringing their numbers to twelve.

JL also pointed out that there had been no revenue from the money sitting in the bank account. MN suggested that the north end be used more on a Saturday for promotional stalls. JL preferred them to visit Monday to Fridays, as weekends are busy enough with markets and car boots. KB said that the stalls could book a Saturday if they also had a day in the week. IH said no one wants to use the Centre Stage at the north end, due to low footfall. TK said perhaps cheaper rent for north end would encourage more business. GC commented that the right organisation could benefit from using the town centre as a promotional tool. For example Jacobs Engineering are looking at ways to target parents as well as students regarding apprenticeships, as an alternative to primarily going into schools.

JL commented that most of the interest for local companies' promo stalls comes from word of mouth. The town centre has proved itself as a successful place to trade. Although JL agreed with IH regarding his suggestion to advertise more on the website, he did not have the time this would take.

MB was concerned that some charity promotional stalls may be guilty of aggressive selling techniques and questioned whether this was monitored.

JL said he has known them all for some years and talks with them regularly.

MH reported that the WTCMI Executive committee had signed a card for Ray and Denise Wingrove thanking them for all their input over the years with their plant stalls. Ray used to regularly attend our meetings, but has now retired on health grounds. MH and JL have sent thank-you emails and a card to Gordon Davies, who has recently retired back to his native Wales, from being the Headteacher of Beechwood School. Gordon was always a very keen and active supporter of WTCMI.

BUDGET 2018/2019

The proposed budget was agreed.

ITEM 5 - TOWN CENTRE MANAGER'S REPORT

The Town Centre Manager presented his report.

LAMP POSTS - KB is to follow up the issue of hanging baskets being installed on the two new hinged lamp posts.

JL to email KB with the details.

THAMES & CHILTERN IN BLOOM - KB said that the Executive Sub Committee should take ownership of this in terms of coordinating the help offered by WASP & Waitrose, with the tidying up of the town centre, before the judging takes place in the summer. JL to email KB requesting the schedule from WBC, for weeding in the town centre.

CAR PARK FIGURES – JL still unable to obtain car park figures from WBC, KB said this was tied in with machines breaking down and the shift to introduce traffic wardens rather than WBC Officers. The installation of new machines will deal with this issue, as they are built to provide data and in turn easier to obtain.

KB agreed with CL that the information should be available and is determined to get the figures if at all possible.

The meeting thanked TK, as Woodley's Waitrose Manager, for her achievement in bringing in the '£1 coin slots' for their trolleys in early April. It has definitely reduced the number of trolleys being abandoned around Woodley.

JL is investigating the possibility of having more Public Information Pillars.

MH thanked JL for all his work as our Town Centre Manager.

SATURDAY MARKET MANAGER'S REPORT

JP presented his report, commenting that it had been slower over winter, due to bad weather, illness, breakdowns and long vacations. Unfortunately the Isle of Wight garden farm has ceased trading, due to personal circumstances and the wool lady has now set up her own shop in Loddon Bridge Road Woodley. However, several new traders are anticipated.

There had been no difficulties with the new playground equipment being installed in the town centre.

The assault on a market trader in the winter by three men was, by all accounts, alcohol induced.

KB congratulated JP on his Facebook "Woodley Weekly Saturday Market" page.

MH thanked Jonathan for all his work with the Saturday Market.

ITEM 6 - QUESTION THROUGH THE CHAIR FROM MEMBERS OF THE PUBLIC

It was noted that the planters outside Bosco Lounge had been removed by the Highway Inspector.

KB confirmed that it is up to the Landlords as to the classification of their units in the Town Centre, and what commodities they trade in. IH commented that, unfortunately, empty units could give the wrong message to other prospective businesses. TK said that other shopping centres have tried to counteract empty units with interactive walls and pop up shops.

ITEM 7 – ANY OTHER BUSINESS

Meeting finished at 7.40 pm.

Dates of the next Management Committee meetings:

Wednesday 04 July 2018 at 6 pm

Wednesday 17 October 2018 at 6 pm.

PROJECTS SCHEDULE 2018/19

Project number is identifier only – not indication of priority.


ID	Project update	Delivery
1	<p>Woodford Park Leisure Centre Roofing Replacement of flat roofing and repair of damaged joists.</p>	COMPLETE
2	<p>Installation of building for Woodley Pre-School The deadline for the installation of the building is March 2018. Works include the demolition and removal of the old horticultural building, ground works, drainage connections, utilities connection, fencing and pathway construction.</p>	COMPLETE
3	<p>Construction of new maintenance workshop and welfare building This project is in the planning and costing stages.</p> <p><i>Timing factors</i> <i>Design work, costing and planning application required.</i> <i>Contractor lead times</i> <i>Agreement on funding</i></p>	Nov 2017 to Aug 2018
4	<p>Woodford Park lake restoration Tree works complete.</p> <p>Application for £50,000 to the Landfill Community fund was unsuccessful. This shortfall will require funding from other sources. Subject to funding it is anticipated that a contractor will be appointed to start heavy works in September 2018 once the bird nesting season is over.</p> <p><i>Timing factors</i> <i>Funding applications</i> <i>Bird nesting season</i> <i>Lead time for contract work</i></p>	Dec 2017 to March 2019
5	<p>Woodford Park destination play area An application for £200,000 from Section 106 developers contributions has been approved.</p> <p><i>Timing factors</i> <i>WBC Executive approval expected in March 2018</i> <i>Project development/consultation/contractor lead times</i></p>	March 2018 to Nov 2018
6	<p>Public Toilet in the Town Centre All licences are in place and the unit has been ordered.</p> <p><i>Timing factors</i> <i>Contractor lead times</i></p>	April/May 2018
7	<p>Woodford Park Leisure Centre Regeneration The WPLC Regeneration Task & Finish Group has met and will make recommendations to the Strategy & Resources Committee. Project will be</p>	June 2018 onwards

	<p>phased and prioritised so it is manageable and limits disruption on the operation of the centre.</p> <p><i>Timing factors</i> <i>Staff resources to move project forward</i> <i>Minimising impact on activities and operation of the Centre</i> <i>Agreement on project elements and funding</i> <i>Planning permission</i></p>	
8	<p>Woodford Park Green Flag Award application and works Application submitted and judging took place on 8 June. New way finding signage and noticeboards have been installed as part of the works to achieve green flag status. The results of the submission will be known in July.</p>	July 2018
9	<p>Oakwood Centre Gents toilets refurbishment New cubicles, sanitary wear, flooring and decoration.</p> <p><i>Timing factors</i> Project delayed due to issues with moisture in the walls in this area – under investigation. <i>Contractor lead time</i> <i>Minimise impact on the bookings</i></p>	Jul 2018
10	<p>Oakwood Centre walls/floor Investigations are being carried out into the cause of moisture in the walls near the toilets area. This has delayed the refurbishment of the gents toilets. The flooring in the corridor needs repairing and re-laying. Some contributing issues have been identified and rectified.</p> <p><i>Timing factors</i> <i>Investigation and repairs</i> <i>Drying out time</i></p>	April 2018 – Jun 2018
11	<p>Oakwood Centre roof Survey has been carried out and a number of areas identified as needing repair or further investigation.</p> <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Contractor lead time</i></p>	April 2018 – July 2018
12	<p>Compliance with the General Data Protection Regulations The GDPR came into effect on 28 May 2018. The regulations have a number of implications for how the Council handles and stores personal information. Officers have developed and implemented a number of policies and procedures for specific areas. Some compliance works are still required and this work will be ongoing.</p> <p><i>Timing factors</i> <i>Full compliance with regulations by 28 May 2018</i></p>	May 2018

Project Programme

ID	Project	2018										2019		
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
1	Woodford Park Leisure Centre Roof	Complete												
2	Installation of building for Woodley Pre-School	Complete												
3	New maintenance workshop	→												
4	Woodford Park Lake	→												
5	Woodford Park Play Area	→												
6	Public Toilet in the Town Centre	→												
7	Woodford Park Leisure Centre Regeneration	→												
8	Oakwood Centre Gents toilets refurbishment	Delayed			→									
9	Green Flag Award application & signage	→												
10	Oakwood Centre walls/floor	→												
11	Oakwood Centre roof	→												
12	General Data Protection Regulations	→												

Key

Capital Projects with budget 

Compliance/administrative/governance projects 

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