



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

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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 13 June 2017, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## 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 18 APRIL 2017**

To approve the minutes of the Strategy and Resources Committee held on 18 April 2017 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 9 May 2017.)***

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 20/17.**

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b) **Payments**

To approve the following payments as set out in **Appendix 5b:**

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	Current account	Imprest account
March 2017	£194,858.68	£43,062.24
April 2017	£95,635.49	£48,427.83
May 2017	£66,906.66	£47,581.09

5. **OAKWOOD CENTRE UPDATE**  
To consider **Report No. SR 21/17**. Page 13
6. **CATERING PARTNERSHIP**  
To receive **Report No. SR 22/17** of the Catering Partnership meeting held on 19 May 2017. Page 17
7. **PR / MARKETING WORKING GROUP**  
To receive **Report No. SR 23/17** of the PR/Marketing Working Group meeting held on 7 June 2017. Page 18
8. **RISK MANAGEMENT WORKING PARTY**  
To receive **Report No. SR 24/17** of the Risk Management Working Party meeting held on 30 May 2017. Page 25
9. **WOODLEY TOWN CENTRE NEW STAGE AREA**  
To consider **Report No. SR 25/17**. Page 27
10. **ENVIRONMENTAL POLICY**  
To consider **Report No. SR 26/17**. Page 30
11. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**  
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 26 April 2017. (**Appendix 11**) Page 32
12. **EXTERNAL FUNDING PROJECT LIST**  
To note the current external funding project list, attached at **Appendix 12**. Page 35
13. **REQUEST FROM THE COMMUNITY YOUTH PARTNERSHIP**  
At the last meeting on 24 May 2017 the Partnership discussed the growing need for mental and emotional health and wellbeing support for young people and agreed to aim to arrange and host a one-day conference in Woodley to raise awareness of this matter. The Partnership asked that a request be made to the Strategy and Resources Committee for free use of the Oakwood Centre for this purpose if the Centre was identified as the preferred venue for this event.  
  
Members are asked to consider this request.
14. **REQUEST FROM THE LEISURE SERVICES COMMITTEE**  
At the meeting of the Leisure Services Committee on 6 June 2017 Members considered a proposal to develop and increase grass roots football at Woodford Park. **Appendix 14** provides an extract of the Leisure Services Manager's report regarding an opportunity for matched grant funding from the Premier League and FA Facilities Fund Small Grant Scheme towards a project to refurbish the changing rooms for the 2018/19 season. A funding bid is strongly linked to a relationship with a local home team/club which would also form part of the project.  
  
Members are asked to consider allocating up to £10,000 from reserves as match funding for a grant to refurbish the football changing rooms at Woodford Park Leisure Centre, subject to any grant application being successful. Page 36

15. **PROPOSED WOODLEY AND NORTH EARLEY NEIGHBOURHOOD ACTION GROUP/COMMUNITY FORUM**  
 To consider the proposal from Mary Bather, of the Whitegates Residents' Association, that a Woodley and North Earley Neighbourhood Action Group/Community Forum be established and that the Town Council supports this by appointing representatives and providing a room at the Oakwood Centre, free of charge, for meetings of the proposed Neighbourhood Action Group. The first meeting of the group has been arranged at 7.30pm on 21 June at Woodley Hill House.  
**Appendix 15** Page 37
16. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
 To note that the April Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £53,579.
17. **BOROUGH/PARISH LIAISON FORUM**  
 To note the minutes of the Borough/Parish Liaison forum, which took place on 3 April 2017. **(Appendix 17)** Page 38
18. **FUTURE AGENDA ITEMS**  
 To consider any future agenda items for the committee to consider.
19. **PUBLICITY AND WEBSITE**  
 To consider items to be publicised.
20. **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, commercial and third party financial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 21, 22, 23, 24, 25, 26 and 27 on the agenda.**
21. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**  
 To note the confidential financial information for the gym – to be circulated at the meeting.
22. **WOODLEY THEATRE AGREEMENT REVIEW**  
 To consider **Report No. SR 27/17**. Page 43
23. **PUBLIC TOILET – LEASE HEADS OF TERMS**  
 To consider **Report No. SR 28/17** regarding the Heads of Terms lease with Wokingham Borough Council. Page 52
24. **WOODLEY PRE-SCHOOL**  
 To consider **Report No. SR 29/17**. Page 56
25. **THAMES VALLEY POLICE – LEASE AGREEMENT**  
 To note that the 5-year lease agreement between the Council and Thames Valley Police (TVP) for the use of the police office at the Oakwood Centre comes to an end on 8 July 2017. TVP have requested that the existing terms roll over beyond this date in order that the LPA Commander, who will be in post from the middle of June 2017, can consider the renewal of the lease. Members are asked to consider this request and, if approved, the Council

will charge quarterly in advance until the lease is agreed or otherwise.  
Heads of Terms of the existing lease are provided at **Appendix 25**.

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26. **POTENTIAL YOUTH PROJECT AT LODDON MEAD/AREA UNDER A3290**

To note that Heads of Terms of a lease between the Council and Wokingham Borough Council, relating to the area under the A3290 at Loddon Bridge Road, are under discussion and to receive a verbal update from the Town Clerk.

27. **WOODLEY AIRFIELD CENTRE**

To receive a verbal report from the Town Clerk.

EXPENDITURE	Budget	Actual Exp	Actual Exp	Actual Exp	Information
	2017/18	as at 31/05/16	as at 31/05/17	as % of Budget	
Central Costs	227296	30941	31370	13.8	Postage, phone and equipment costs over 16.7%, other costs under.
Democratic Costs	48225	7168	6977	14.5	Staff costs over 16.7%, other costs under.
Corporate Management	305934	74277	73416	24.0	Insurance premiums, HR support & affiliations payable at the beginning of the year.
Capital Programme	45000	0	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	1850	1650	41.3	Grants awarded in April (paid in May) and November.
Oakwood Centre	149365	19124	20329	13.6	Rates, phone and cleaning materials costs over 16.7%, other costs under.
Maintenance HQ	6601	1436	238	3.6	Rates over 16.7%, other costs under at this point.
Woodley TCMI	58082	6930	7161	12.3	Low expenditure on WTCMI items.
Capital and Projects	184940	0	0	0.0	Loans paid in September and March - sinking fund contribution to be made in June.
<b>TOTAL</b>	<b>1029443</b>	<b>141726</b>	<b>141141</b>	<b>13.7</b>	

INCOME	Budget	Actual Inc	Actual Inc	Actual Inc	Information
	2017/18	as at 31/05/16	as at 31/05/17	as % of Budget	
Central Costs	5825	985	411	7.1	Income investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	8828	1251	1281	14.5	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	165586	26890	27292	16.5	Room hire at 19%.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	45449	4190	4251	9.4	Contributions from WTCMI not yet received.
Capital and Projects	0	0	0	0.0	Loan payments made in March and September.
<b>TOTAL</b>	<b>225688</b>	<b>33316</b>	<b>33235</b>	<b>14.7</b>	
<b>NET</b>	<b>803755</b>	<b>108410</b>	<b>107906</b>		

Month 2 = 16.7%

## Woodley Town Council 2016/2017

### Current Account

#### List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
08-Mar-17	Allen's Design & Print Ltd	1707.00	Town centre advertising banners
16-Mar-17	Allen's Design & Print Ltd	1836.00	Town centre advertising banners
08-Mar-17	Anthony Stiff Associates Ltd	3480.00	Video - town centre improvements
10-Mar-17	Arkell - Hurcombe-Bronzeworks	93.60	Bronze plaque
23-Mar-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
23-Mar-17	BCM Group Plc	41.38	Service & maint photocopier WPLC
10-Mar-17	BE Fuelcards Ltd	1.52	Admin charge
17-Mar-17	BE Fuelcards Ltd	28.97	BP unleaded petrol Depot
31-Mar-17	BE Fuelcards Ltd	64.97	Diesel-RY54DBU-34882
23-Mar-17	Bowak Ltd	118.60	Cleaning supplies
23-Mar-17	Brake Bros Foodservice Ltd	418.51	Vending supplies
23-Mar-17	Brown Bag Cafe Ltd	1527.66	Catering services
09-Mar-17	BT Group Plc	158.88	Phone
23-Mar-17	Came & Company IBA	30254.68	Insurance
13-Mar-17	Castle Water	122.78	Water rates
20-Mar-17	CF Corporate Finance	364.32	Qtrly Photocopier charge
23-Mar-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
23-Mar-17	CoolerAid Ltd	137.46	Bottled water
16-Mar-17	Country Garden Buildings Ltd	3108.00	Bowls club fencing
22-Mar-17	Crown Gas & Power	141.79	Gas supply
22-Mar-17	Crown Gas & Power	261.38	Gas supply
22-Mar-17	Crown Gas & Power	788.40	Gas supply
22-Mar-17	Crown Gas & Power	1153.39	Gas supply
10-Mar-17	EDF Energy 1 Ltd	7.67	Electric for clock tower
10-Mar-17	Ellis Whittam Ltd	5760.00	HR - H&S support & insurance
23-Mar-17	Energy Electrical Distributors Ltd	42.54	Electrical supplies
23-Mar-17	Eurodec Ltd	247.90	Decorating supplies
23-Mar-17	Fraser Office Supplies Ltd	187.64	Stationery supplies
10-Mar-17	Fuel Fitness Ltd	150.00	Coaching - Karate camp
01-Mar-17	G Wheadon	300.00	Service & maint lawn mower - Depot
01-Mar-17	Go Cardless Ltd	80.40	Club manager membership
10-Mar-17	Go Cardless Ltd	30.00	EPOS monthly till charge
23-Mar-17	HMRC Cumbernauld	12673.37	PAYE & NI - employers and employees
16-Mar-17	IMAGE BOX	168.00	Oakwood Centre leaflet design
16-Mar-17	John Willis	120.00	Window cleaner
06-Mar-17	Lamps & Tubes Luminations Ltd	5070.04	Town centre Christmas lights
14-Mar-17	Lloyds Bank	133.78	Cardnet monthly service charge
23-Mar-17	Lyreco UK Ltd	71.16	Stationery supplies
16-Mar-17	Mailcoms Ltd	281.53	Annual franking service charge
14-Mar-17	Mainstream Digital	0.28	Phone
23-Mar-17	Margaret Macknelly Design	297.00	Woodley Herald design
15-Mar-17	Merchant Rentals	35.23	Cardnet machine monthly charge
08-Mar-17	MKR Electrical Services Ltd	583.06	Electrical supplies
23-Mar-17	MKR Electrical Services Ltd	228.54	Electrical supplies
10-Mar-17	New Neighbours Ltd	60.00	WTCMI distribution of leaflets
23-Mar-17	New Neighbours Ltd	60.00	WTCMI distribution of leaflets
08-Mar-17	P&H Direct Van Sales Ltd	50.47	Vending supplies
10-Mar-17	P&H Direct Van Sales Ltd	135.49	Vending supplies
16-Mar-17	P&H Direct Van Sales Ltd	252.91	Vending supplies
23-Mar-17	P&H Direct Van Sales Ltd	103.72	Vending supplies
29-Mar-17	Pitney Bowes	250.00	Postage franking top up
10-Mar-17	Plusnet	52.20	Phone
17-Mar-17	Plusnet	38.40	Phone
23-Mar-17	Prudential	30.00	AVC payment deducted from pay

27-Mar-17	Public Works Loan	1528.16	Public Works Loan
30-Mar-17	Public Works Loan	29093.75	Public Works Loan
31-Mar-17	Public Works Loan	44076.93	Public Works Loan
23-Mar-17	R and J Services	804.00	Gym construction/setup & repair wall Chapel Hall
06-Mar-17	Rathbones	2311.21	VAT reclaimed on fees to Rathbones Investment
08-Mar-17	Rialtas Business Solutions Ltd	324.00	Annual WPLC bookings software maintenance
10-Mar-17	Rialtas Business Solutions Ltd	135.60	Annual allotment software maintenance
10-Mar-17	Ridd Wood Partnership Ltd	918.00	WPLC roof advice & remedial work services
16-Mar-17	SGW Payroll Ltd	158.78	Payroll services
23-Mar-17	SGW Payroll Ltd	158.78	Payroll services
30-Mar-17	SGW Payroll Ltd	158.78	Payroll services
15-Mar-17	Siemens Fin Service	1100.80	Gym equipment monthly charge
16-Mar-17	Siemens Financial Services Ltd	720.00	Qtrly Photocopier charge
23-Mar-17	SLCC Enterprises Ltd	222.00	Staff training - Allotments
16-Mar-17	Thames Valley Temperature Control Ltd	19398.00	Gym construction/setup
23-Mar-17	Thames Valley Temperature Control Ltd	355.50	Hot water cylinder repair WPLC
08-Mar-17	Thames Valley Water Services Ltd	156.00	Water sample checks
23-Mar-17	The Berkshire Pension Fund	11218.49	Pension - employers and employees
10-Mar-17	The Reindeer Centre	1680.00	Reindeer & sleigh charge - Extravaganza
16-Mar-17	Tracks 2000 International Ltd	950.00	Purple flex roll matts
23-Mar-17	Trade UK - Screwfix	201.10	Building supplies
23-Mar-17	Traditional Local Cleaning Ltd	1524.60	Contract cleaning
23-Mar-17	Travis Perkins Trading Co	98.13	Building supplies
23-Mar-17	Unison Collection Ac	32.20	Union fees deducted from pay
23-Mar-17	Veolia ES - UK Ltd	776.03	Refuse collection
22-Mar-17	Vodafone Ltd	222.56	Phone
23-Mar-17	Wokingham Borough Council	956.76	Legal services Gym

194858.68

## CLERKS IMPREST A/C

### List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
01-Mar-17	(Personal Information)	50.00	Refund deposit
13-Mar-17	(Personal Information)	45.00	Refund deposit
13-Mar-17	(Personal Information)	150.00	Refund deposit
20-Mar-17	(Personal Information)	180.00	Refund deposit
10-Mar-17	Amazon.co.uk	3.65	Leather case - mini iPad
03-Mar-17	Buyer Direct Ltd	248.00	Explorer Gazebo
17-Mar-17	John Lewis.com	23.45	Targus case for mini iPad
22-Mar-17	Lloyds Bank	41462.02	Net March 2017 payroll
17-Mar-17	Matalan	10.95	Long sleeve shirt
08-Mar-17	McEvoy & Rowley	108.99	Bosch Freestanding Microwave
27-Mar-17	Stageability Berks	600.00	Refund deposit
23-Mar-17	Waitrose	62.59	Wine for Civic Awards
23-Mar-17	Waitrose	142.26	Wine for Civic Awards
23-Mar-17	Waitrose	15.00	Germini bouquet Civic Awards
30-Mar-17	Waitrose	-79.67	Wine returned - Civic Awards
24-Mar-17	Winnersh Garden	40.00	Flower arrangement - Civic awards

43062.24

## Woodley Town Council 2017/2018

### Current Account

#### List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
06-Apr-17	B & S Chains (Midlands) Ltd	91.15	Swing replacement for WP playground
21-Apr-17	Be Fuelcards Ltd	24.26	BP unleaded petrol Depot
11-Apr-17	Berkshire Tree Care	504.00	Tree works
21-Apr-17	Bowak Ltd	520.17	Cleaning supplies
28-Apr-17	Bowak Ltd	38.54	Cleaning supplies
11-Apr-17	Brown Bag Cafe Ltd	759.24	Catering services
28-Apr-17	Brown Bag Cafe Ltd	1614.60	Catering services
06-Apr-17	Bullseye Awards & Garments Ltd	83.60	Engraving of Mayors Award shield
06-Apr-17	CCTV Direct Ltd	341.61	Cameras x2 & LED monitor
03-Apr-17	Club Manager Ltd	80.40	Club Manager membership
11-Apr-17	Commercial Washrooms	58.08	Locks for washrooms O/C
21-Apr-17	CoolerAid Ltd	60.00	Bottled water
28-Apr-17	CoolerAid Ltd	109.02	Bottled water
21-Apr-17	Crown Gas & Power	252.52	Gas supply
21-Apr-17	Crown Gas & Power	1030.54	Gas supply
21-Apr-17	Crown Gas & Power	609.06	Gas supply
21-Apr-17	Crown Gas & Power	242.70	Gas supply
06-Apr-17	Dawes Engineering Ltd	588.00	Service to cricket roller
28-Apr-17	DCK Beavers Ltd	437.40	Accountancy services
06-Apr-17	Dejac Associates Ltd	744.00	Computer support & service
28-Apr-17	Drews Ltd	76.33	Building supplies
12-Apr-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
06-Apr-17	Eurodec Ltd	92.66	Building supplies
21-Apr-17	Eventu	95.00	Sound equipment Citizens Award evening
11-Apr-17	Fencing Products Ltd	56.16	Half round stakes - Depot
11-Apr-17	Fiesta	74.40	Glasses for Citizens Award evening
11-Apr-17	Fraser Office Supplies Ltd	183.40	Stationery supplies
21-Apr-17	Fraser Office Supplies Ltd	148.88	Stationery supplies
21-Apr-17	Fuel Fitness Ltd	75.00	Coaching - Karate camp
28-Apr-17	Fuel Fitness Ltd	115.00	Coaching - Karate camp
28-Apr-17	Gymnastics Enterprises Ltd	88.94	Badges/Certificates for WPLC courses
21-Apr-17	H F Newberry	13.20	WTCMI Easter chicks competition
11-Apr-17	Hire Depot Ltd	102.85	Hire of De-Humidifier WPLC
28-Apr-17	HMRC Cumbernauld	14952.65	PAYE & NI - employers and employees
11-Apr-17	IMAGE BOX	84.00	Gym signs
21-Apr-17	IMAGE BOX	198.00	Lake project consultation boards
28-Apr-17	InTouch	35.99	Monthly website charge
28-Apr-17	John Willis	120.00	Window cleaner
28-Apr-17	Just Around The Corner	5986.75	Grant
21-Apr-17	Keep Britian Tidy	376.80	Grant
11-Apr-17	Lamps-Tubes Luminations Ltd	670.80	WTCMI banners/tree light repairs
21-Apr-17	Laundry Depot	194.00	Washing O/C tablecloths
06-Apr-17	Lightatouch	350.00	Internal Audit service
04-Apr-17	Lloyds Bank D/D	30.63	Monthly bank service charge
18-Apr-17	Lloyds Bank D/D	231.19	Monthly cardnet service charge
28-Apr-17	Lyreco UK Ltd	120.11	Stationery supplies
11-Apr-17	M J & K A Collions	380.00	Water softener salt tablets
18-Apr-17	Mainstream Digital Ltd	61.72	Phone
06-Apr-17	Margaret Macknelly Design	108.00	Design & prep of advert - Carnival booklet
18-Apr-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
21-Apr-17	MKR Electrical Services Ltd	666.86	Electrical supplies
21-Apr-17	P&H Direct Van Sales Ltd	433.67	Vending supplies
28-Apr-17	P&H Direct Van Sales Ltd	177.20	Vending supplies



11-Apr-17	Plusnet Plc	52.20	Phone
19-Apr-17	Plusnet Plc	38.40	Phone
06-Apr-17	PPL	31.84	Music licence
21-Apr-17	PPL	361.88	Music licence
28-Apr-17	Prudential	30.00	AVC payment deducted from pay
21-Apr-17	Queensbury Shelters Ltd	4879.20	Supply & install Cantilever bus shelter
21-Apr-17	Qwerty Ltd	614.40	WTC advert in Earley TC guide
28-Apr-17	R and J Services	5280.00	Supply & install steel bollards WPLC
21-Apr-17	Rialtas Business Solutions Ltd	330.00	Annual Bookings software charge
11-Apr-17	Serviceline	326.76	Oven service contract - Café
03-Apr-17	SGW Payroll Ltd	-158.78	Payroll services (refund for incorrect DD)
18-Apr-17	Siemens Finanial Services	1100.80	Gym equipment monthly rental
21-Apr-17	Southern Electric Contracting Ltd	676.57	Electricity supply
21-Apr-17	SSE Southern Electric	533.57	Electricity supply
21-Apr-17	T H White Ltd	357.46	Garden supplies
11-Apr-17	Thames Valley Temperature Control Ltd	480.00	Extra gym works
28-Apr-17	The Berkshire Pension Fund	13189.62	Pension - employers and employees
21-Apr-17	Trade UK - Screwfix	470.55	Building supplies
21-Apr-17	Traditional Local Cleaning Ltd	1885.67	Contract cleaning
21-Apr-17	Travis Perkins Trading Co	173.51	Building supplies
28-Apr-17	Travis Perkins Trading Co	180.00	Building supplies
28-Apr-17	Unison Collection Ac	32.20	Union fees deducted from pay
28-Apr-17	Veolia ES - UK Ltd	1078.02	Refuse collection
18-Apr-17	Vodafone	233.06	Phone
21-Apr-17	WhiteKnights	460.80	WPLC flat tenancy agreement
03-Apr-17	Wokingham BC	40.76	Rates
03-Apr-17	Wokingham BC	151.80	Rates
03-Apr-17	Wokingham BC	341.80	Rates
03-Apr-17	Wokingham BC	837.00	Rates
03-Apr-17	Wokingham BC	2123.00	Rates
11-Apr-17	Wokingham Borough Council	24949.09	Electricity supply 2016/2017
		95635.49	

## CLERKS IMPREST A/C

### List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
10-Apr-17	(Personal Information)	50.00	Refund deposit
10-Apr-17	(Personal Information)	22.00	Refund deposit
10-Apr-17	(Personal Information)	15.00	Refund deposit
18-Apr-17	(Personal Information)	49.98	Gym refund
24-Apr-17	(Personal Information)	12.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
28-Apr-17	Angel Springs Ltd	24.00	Environmental charge - water boiler WPLC
13-Apr-17	Catering Appliance.com	599.94	SS Upright Freezer
04-Apr-17	Cats Protection	100.00	Refund deposit
30-Apr-17	Gilbert Thompson	527.00	Newsletter delivery
26-Apr-17	Lloyds Bank	46046.13	Net payroll - April 2017
18-Apr-17	Lloyds Bank D/D	8.67	Monthly bank service charge
10-Apr-17	Me2Club	50.00	Refund deposit
19-Apr-17	Microsoft	59.99	WTCMI Office 365 renewal
10-Apr-17	Officefurniture.co.uk	266.40	Fabric Draughtsman Chair
18-Apr-17	Officefurniture.co.uk	319.20	Freestanding partition screens
04-Apr-17	PETTY CASH A/C	127.52	Top up petty cash
		48427.83	

## Woodley Town Council 2017/2018

### Current Account

#### List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
05-May-17	Alamo Blinds	1263.60	Blinds - Oakwood Centre
26-May-17	ARC	5200.00	Grant
19-May-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque - Garden of Remembrance
12-May-17	Be Fuelcards Ltd	30.53	BP unleaded petrol Depot
19-May-17	Bowak Ltd	99.32	Cleaning supplies
05-May-17	Brake Bros Foodservice Ltd	316.12	Vending supplies
19-May-17	Brake Bros Foodservice Ltd	228.86	Vending supplies
26-May-17	Brown Bag Cafe Ltd	500.60	Catering services
23-May-17	BT Telephone Payment Centre	136.56	Phone
24-May-17	BT Telephone Payment Centre	88.68	Phone
24-May-17	BT Telephone Payment Centre	98.64	Phone
24-May-17	BT Telephone Payment Centre	1032.34	Phone
24-May-17	BT Telephone Payment Centre	98.64	Phone
24-May-17	BT Telephone Payment Centre	88.68	Phone
08-May-17	Castle Water Ltd D/D	662.93	Water rates
25-May-17	Castle Water Ltd D/D	130.22	Water rates
25-May-17	Castle Water Ltd D/D	345.83	Water rates
05-May-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
19-May-17	Circus Scene	225.00	Woodley Town centre - New stage opening
02-May-17	Club Manager Ltd	80.40	Club Manager membership
26-May-17	CoolerAid Ltd	23.70	Bottled water
22-May-17	Crown Gas & Power	940.03	Gas supply
22-May-17	Crown Gas & Power	296.91	Gas supply
22-May-17	Crown Gas & Power	192.78	Gas supply
22-May-17	Crown Gas & Power	185.20	Gas supply
26-May-17	David Provins	207.31	Grant (Friends of Woodford Park)
19-May-17	DCK Beavers Ltd	527.40	Accountancy services
05-May-17	EDF Energy 1 Ltd	11.83	Electricity supply
19-May-17	EDF Energy 1 Ltd	10.53	Electricity supply
11-May-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
05-May-17	Eurodec Ltd	45.94	Building supplies
19-May-17	Fraser Office Supplies Ltd	39.72	Stationery supplies
26-May-17	Fraser Office Supplies Ltd	125.78	Stationery supplies
19-May-17	HMRC Cumbernauld	12592.55	PAYE & NI - Employers and employees
05-May-17	IMAGE BOX	180.00	Design & artwork - signs
12-May-17	InTouch	179.95	Monthly website charge
26-May-17	InTouch	143.96	Monthly website charge
26-May-17	John Willis	120.00	Window cleaner
26-May-17	Keep Mobile	500.00	Grant
26-May-17	Lend & Play Toy Library	500.00	Grant
19-May-17	Lister Wilder Ltd	466.95	Garden supplies
02-May-17	Lloyds Bank D/D	31.41	Monthly bank service charge
15-May-17	Lloyds Bank D/D	289.50	Monthly cardnet service charge
30-May-17	Lloyds Bank D/D	32.24	Monthly bank service charge
22-May-17	Mailcoms Ltd D/D	83.94	Franking - annual software update
15-May-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
12-May-17	Norman J Mouldsley	50.00	Photo of Mayor
26-May-17	Office Depot International UK Ltd	44.24	Stationery supplies
05-May-17	P&H Direct Van Sales Ltd	157.91	Vending supplies
12-May-17	P&H Direct Van Sales Ltd	171.84	Vending supplies
19-May-17	P&H Direct Van Sales Ltd	41.97	Vending supplies
26-May-17	P&H Direct Van Sales Ltd	175.43	Vending supplies
05-May-17	PHS Group	287.14	Qtly mat charges OC / WPLC
11-May-17	Plusnet Plc	52.20	Phone
17-May-17	Plusnet Plc	38.40	Phone

26-May-17	PRS for Music	458.42	Music Licences - Oakwood Centre
19-May-17	Prudential	30.00	AVC payment deducted from pay
26-May-17	Readibus	8740.00	Grant
19-May-17	Rialtas Business Solutions Ltd	139.20	Annual Planning software maintenance
08-May-17	SGW Payroll Ltd	201.02	Payroll services
12-May-17	SGW Payroll Ltd	163.10	Payroll services
19-May-17	SHL Group Ltd	974.16	Recruitment reports
15-May-17	Siemens Finanical Services	1100.80	Gym equip monthly rental
19-May-17	Smart Signs Group Ltd	54.78	Garden of Remembrance sign
19-May-17	South East Employers	690.00	Annual subscription
12-May-17	Stationery UK Ltd	35.17	Flipchart pads
19-May-17	The Berkshire Pension Fund	12318.14	Pension - employers and employees
19-May-17	Traditional Local Cleaning Ltd	1600.13	Contract cleaning
19-May-17	Unison Collection Ac	32.20	Union fees deducted from pay
26-May-17	Veolia ES - UK Ltd	951.81	Refuse collection
18-May-17	Vodafone	233.06	Phone
02-May-17	Wokingham BC	40.00	Rates
02-May-17	Wokingham BC	154.00	Rates
02-May-17	Wokingham BC	340.00	Rates
02-May-17	Wokingham BC	839.00	Rates
02-May-17	Wokingham BC	2120.00	Rates
26-May-17	Wokingham-Citizens Advice	3159.00	Grant
05-May-17	XL Displays Ltd	496.80	Fabric exhibition stand
26-May-17	XN Media Ltd	240.00	WTCMI full page advert
		66906.66	

## CLERKS IMPREST A/C

### List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-May-17	(Personal Information)	50.00	Refund deposit
08-May-17	(Personal Information)	50.00	Refund deposit
08-May-17	(Personal Information)	15.00	Refund deposit
09-May-17	Daniel Wakelin	100.00	Grant - May 2017
15-May-17	(Personal Information)	5.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
23-May-17	(Personal Information)	15.00	Refund deposit
23-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	100.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
25-May-17	Adobe System Software	150.92	APCC software
11-May-17	Amersham & Wycombe	50.00	Staff training - exam
09-May-17	Chemogiftbags	250.00	Grant - May 2017
02-May-17	Gumtree.com	11.99	OC room to rent advert
05-May-17	Launchpad	276.00	Mayors Charity payment
18-May-17	LAX Events Ltd	240.00	Woodley Town centre - New stage opening
24-May-17	Lloyds Bank	43078.84	May 2017 net payroll
11-May-17	Lloyds Bank D/D	8.04	Monthly bank service charge
09-May-17	ME2 Club	250.00	Grant - May 2017
26-May-17	PETTY CASH A/C	191.20	top up petty cash
09-May-17	Revitalise	250.00	Grant - May 2017
16-May-17	SLCC Enterprises	356.00	Annual membership subscription

09-May-17	Sport in Mind	250.00	Grant - May 2017
05-May-17	Stage Depot	133.10	Theatre lamps
15-May-17	The Autism Group	100.00	Refund deposit
18-May-17	The Jazz Team	550.00	Woodley Town centre - New stage opening
09-May-17	Wdly Retired People	250.00	Grant - May 2017
09-May-17	Wdly United FC	250.00	Grant - May 2017
09-May-17	Woking Dist Vetern Tree Assoc	50.00	Grant - May 2017

47581.09

## OAKWOOD CENTRE UPDATE

### REPORT OF THE DEPUTY TOWN CLERK

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#### Purpose of Report

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

#### Oakwood Centre Update

##### Marketing

A report of the PR/Marketing Working Group is presented elsewhere on the meeting agenda.

##### Catering

Notes of the Catering Partnership meeting of 19 May are presented elsewhere on the meeting agenda. Income received under the catering contract is shown in **Appendix A (Confidential Item)**.

#### Room Hire

Income from room hire is shown in **Appendix B**.

##### Usage since last report:

<b>Regular Hirers lost</b> None
<b>New Regular Hirers</b> Local business – x1 booking per week Wellbeing – existing hirer has increased bookings from 1 to 2 per week Community group – x1 per month – (12 bookings)
<b>New one-off hirers</b> X1 Town Centre trader X1 Antiques advice/valuations X1 Theatre/dance group X1 Theatre group – full week booking X1 Childcare
<b>Social events</b> X1 wedding anniversary X1 formal dinner event

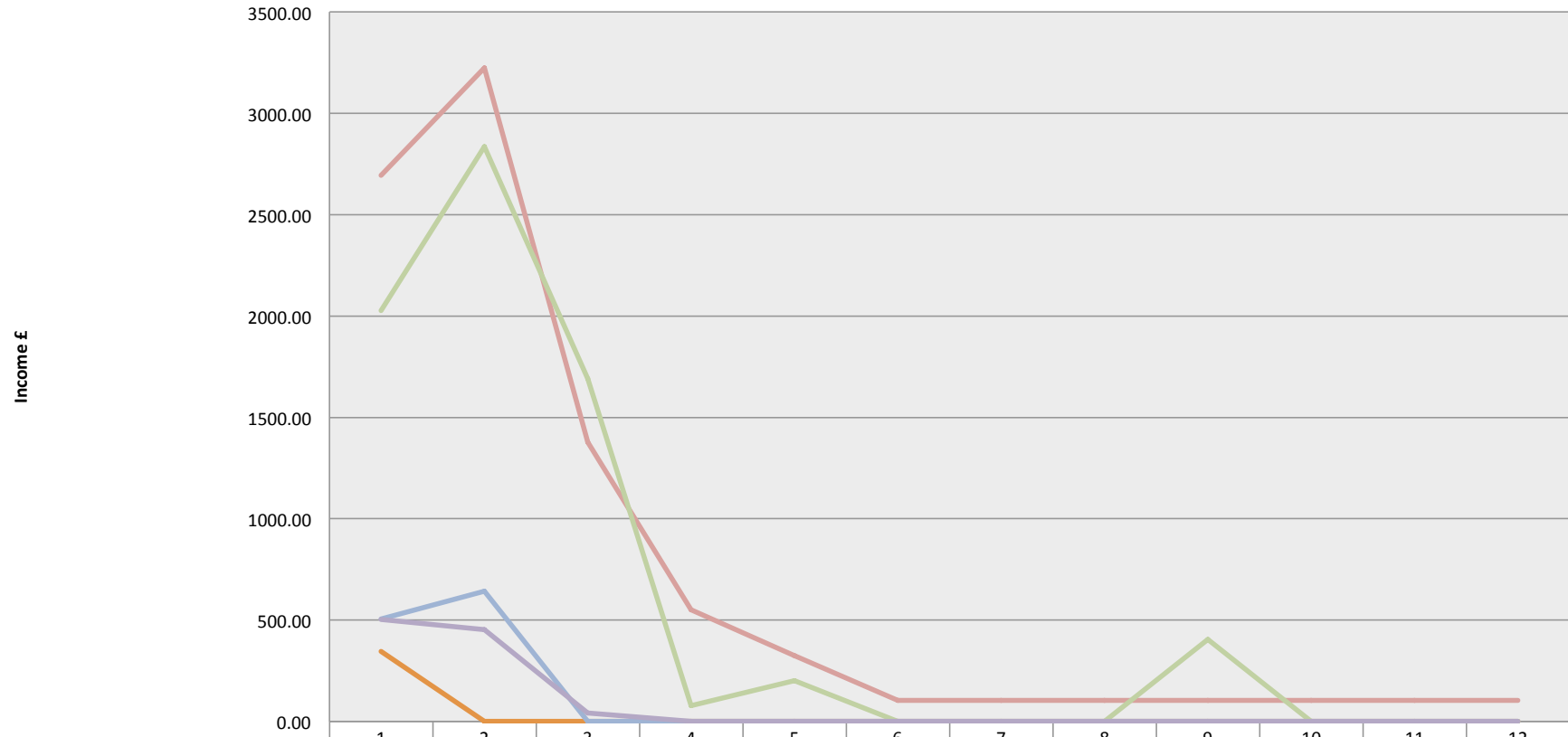
#### Recommendations:

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

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LEFT BLANK**

Hirer	Band	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18		Feb-18		Mar-18	
		No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £
<b>Summary of Bookings</b>																									
Band A	A	42	884.21	38	852.52	16	179.99	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16
Band B	B	1	46.25	2	50.00	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
Band C	C	87	3236.29	84	3359.60	41	1273.31	16	446.66	5	221.67	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Band D	D	42	1905.27	60	2890.84	38	1658.34	3	78.33	4	202.08	0	0.00	0	0.00	0	0.00	8	404.16	0	0.00	0	0.00	0	0.00
Miscellaneous	M	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
		172	6072.02	184	7152.96	95	3111.64	31	629.15	21	527.91	12	104.16	12	104.16	12	104.16	20	508.32	12	104.16	12	104.16	12	104.16
Band A	A	42	884.21	80	1736.73	96	1916.72	108	2020.88	120	2125.04	132	2229.2	144	2333.36	156	2437.52	168	2541.68	180	2645.84	192	2750	204	2854.16
Band B	B	1	46.25	3	96.25	3	96.25	3	96.25	3	96.25	3	96.25	3	96.25	3	96.25	3	96.25	3	96.25	3	96.25	3	96.25
Band C	C	87	3236.29	171	6595.89	212	7869.20	228	8315.86	233	8537.53	233	8537.53	233	8537.53	233	8537.53	233	8537.53	233	8537.53	233	8537.53	233	8537.53
Band D	D	42	1905.27	102	4796.11	140	6454.45	143	6532.78	147	6734.86	147	6734.86	147	6734.86	147	6734.86	155	7139.02	155	7139.02	155	7139.02	155	7139.02
Miscellaneous	M	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
		172	6072.02	356	13224.98	451	16336.62	482	16965.77	503	17493.68	515	17597.84	527	17702.00	539	17806.16	559	18314.48	571	18418.64	583	18522.80	595	18626.96
<b>Type of Booking</b>																									
Parties/Social Events	P	3	345.83	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
Theatre	T	5	504.16	7	641.25	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	O	90	2693.03	91	3223.76	53	1377.47	28	550.82	17	325.83	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16
Business	B	55	2025.69	69	2834.64	40	1691.67	3	78.33	4	202.08	0	0.00	0	0.00	0	0.00	8	404.16	0	0.00	0	0.00	0	0.00
Community Groups	C	19	503.31	17	453.31	2	42.50	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	M	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
		172	6072.02	184	7152.96	95	3111.64	31	629.15	21	527.91	12	104.16	12	104.16	12	104.16	20	508.32	12	104.16	12	104.16	12	104.16
<b>Cumulative Income</b>																									
Parties/Social Events	P	3	345.83	3	345.83	3	345.83	3	345.83	3	345.83	3	345.83	3	345.83	3	345.83	3	345.83	3	345.83	3	345.83	3	345.83
Theatre	T	5	504.16	12	1145.41	12	1145.41	12	1145.41	12	1145.41	12	1145.41	12	1145.41	12	1145.41	12	1145.41	12	1145.41	12	1145.41	12	1145.41
Public/National Orgs/Charities	O	90	2693.03	181	5916.79	234	7294.26	262	7845.08	279	8170.91	291	8275.07	303	8379.23	315	8483.39	327	8587.55	339	8691.71	351	8795.87	363	8900.03
Business	B	55	2025.69	124	4860.33	164	6552.00	167	6630.33	171	6832.41	171	6832.41	171	6832.41	171	6832.41	179	7236.57	179	7236.57	179	7236.57	179	7236.57
Community Groups	C	19	503.31	36	956.62	38	999.12	38	999.12	38	999.12	38	999.12	38	999.12	38	999.12	38	999.12	38	999.12	38	999.12	38	999.12
Miscellaneous	M	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
		172	6072.02	356	13224.98	451	16336.62	482	16965.77	503	17493.68	515	17597.84	527	17702.00	539	17806.16	559	18314.48	571	18418.64	583	18522.80	595	18626.96

### Type of Booking



	1	2	3	4	5	6	7	8	9	10	11	12
Parties/Social Events P	345.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Theatre T	504.16	641.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public/National Orgs/Charities O	2693.03	3223.76	1377.47	550.82	325.83	104.16	104.16	104.16	104.16	104.16	104.16	104.16
Business B	2025.69	2834.64	1691.67	78.33	202.08	0.00	0.00	0.00	404.16	0.00	0.00	0.00
Community Groups C	503.31	453.31	42.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on  
Friday 19 May 2017 at 10.00 am**

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**Present:** *Councillors: M. Green (Chairman), J. MacNaught, S. Rahmouni*

**Officer present:** *K. Murray, Deputy Town Clerk  
A. Mulvany, Bookings and Venues Manager*

**Also present:** *S. Rolfe – Brown Bag*

**Apologies:** *Councillors S. Brindley, R. Dolinski  
T. Edwards – Brown Bag  
A. Mulvany, Bookings and Venues Manager*

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**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Actions from previous meeting**

- Outside heating - KM/SR – *ONGOING*
- Report on work placements – SR/TE  
*SR reported that 4 short term placements had been provided for young people from Addington School and that these opportunities would continue to be offered.*
- Split out theatre income in sales information – SR  
*This is now identified separately in the income information.*

**ACTION: SR to speak with AM re raising profile of catering services offered to theatre hirers.**

**3. Update on catering operation**

SR circulated the turnover information for the month.

SR reported on new promotions and that new outside furniture had been ordered. It was noted that a new Assistant Manager was starting on 12 June.

SR reported that he would be requesting a hygiene inspection with a view to obtaining a 5 star rating.

**ACTION: SR to request hygiene inspection - WBC**

**4. Customer Feedback**

Little feedback had been received via the customer forms. Feedback from the hirers forms was positive with no issues identified.

**5. Marketing**

SR reported that new promotions specific to the Woodley stores continued to be marketing via social media.

**6. Upcoming events**

Carnival 10 June – Brown Bag will be having a stall at this year's event. Large dinner function.

**7. Date of next meeting**

The next meeting is scheduled for Friday 21 July at 10am.

Woodley Town Council

**Report of a Meeting of the PR/Marketing Working Group held at the Oakwood Centre on Wednesday 7 June 2017 at 6pm.**

- Present:** *Councillors: K. Baker, J. Cheng, D. Smith*
- Officer present:** *D. Mander, Town Clerk  
K. Murray, Deputy Town Clerk  
P. Temmink, PR and Marketing Coordinator*
- Apologies:** *Cllr S. Brindley*
- 

**1. Appointment of Chairman**

Councillor Baker was appointed as Chairman for the municipal year.

**2. Declarations of Interest**

There were no declarations of interest made by Members.

**3. Website design**

PT presented the initial website design and explained the principles behind it in the context of the design brief (attached to **Appendix A**). It was noted that Members had not yet seen the brief and that a local web designer had been engaged to produce the initial designs for the purposes of presenting visual representations to the working group to consider as a first step. It was agreed that a 'purpose' statement be added to the design brief to provide further clarity on design direction and focus.

It was noted that at a previous meeting Members had indicated the need for three separate websites: for Woodley Town Council, The Oakwood Centre and Woodford Park Leisure Centre.

It was noted that discussions had taken place with several web designers and that JMVA Services had shown the best understanding of the brief and would be able to deliver a website that meets the Council's requirements in term of design and functionality. It was requested that examples of other websites developed by JMVA be provided to the Strategy and Resources Committee.

**RECOMMENDATION:**

- ◆ **That the Strategy and Resources Committee approve the appointment of JMVA to progress the design and build of the Woodley Town Council websites and that the cost be funded from the bookings system earmarked reserve.**

It was noted that the websites would be able to accommodate functionality for online booking enquiries and payments in the future.

The time-line and process for decision making on the website project was discussed and it was agreed that set meetings of the Working Group be arranged with the potential for additional meetings as required in order to avoid project delays and to keep Members up to date on progress.

It was agreed that the Working Group would recommend the final website design to the Strategy and Resources Committee in September before the website goes live. It was also agreed that Members of the Strategy and Resources Committee would be given the opportunity to 'test drive' the site and comment before it goes live. The target for delivery of the site is September 2017.

**4. Update on marketing activities**

PT presented the report attached at **Appendix A** regarding current and planned marketing activities.

PT suggested that next steps should include visiting local businesses in conjunction with Brown Bag to provide information about the Centre and ask how it might meet the needs of those businesses. It was also suggested by the Working Group that the Oakwood Centre could hold open days and invite local businesses to see what is on offer.

It was noted that high quality photographs of the Oakwood Centre were required to assist in marketing activities and that this should be progressed.

It was agreed that the new designs for the Woodley Herald and the new building signage be emailed to the Members of the Working Group for information.

The new logo design for Woodford Park Leisure Centre was circulated and Members agreed that it was in keeping with the new logos for the Town Council and Oakwood Centre.

**5. Meeting dates**

To be arranged during second week of July and first week in September.

Meeting closed 8.00 pm

## **MARKETING STRATEGY**

### **REPORT OF THE PR/MARKETING COORDINATOR**

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#### **Purpose of Report**

To update Members on marketing and associated activities.

#### **Web Site**

We have 3 websites to redesign. We are starting with the Town Council website as it is the heart of what we do and we have a statutory obligation regarding the provision of certain information to the public.

We have spoken to two designers and selected one to move forward with. The decision was based on knowledge, understanding of the brief, ability to work the way we feel comfortable with, flexibility and cost. Based on our discussions we have set a budget of £2,000 for the WTC site which includes design, loading information and training. Additional work after the project has finished will be at a rate of £35 per hour. Our aim at the end of the project is for the Council to have full control of the site. The design brief is attached.

#### Timing:

- Rough outline by 7<sup>th</sup> June
- Design complete 14<sup>th</sup> July
- Website live in September (end)

#### **Signage**

External and internal signage for the Oakwood Centre, Town Council and Community Halls has been designed and is awaiting production and installation. Design is simple, clear and informative, making use of the new logos. Ownership of each asset is clear.

New signage for Woodford Park Leisure Centre will be completed once the logo has been agreed and signage within the park will be managed as part of the Green Flag project.

#### **Bader Room**

This has been decorated and new blinds installed to make it more professional and ready to move into. The space has been advertised to existing and previous hirers of the Oakwood Centre, emailed to local businesses, advertised on twitter and Facebook, advertised directly to Wokingham Borough Council and an advert placed on Gum Tree.

We have received enquiries via social media and from existing users. One existing hirer has expressed an interest and will be in a better position to make a decision at the end of June.

Wokingham Borough Council has also expressed some interest although have not been in a position to move forward so far.

The next steps are to follow up with all interested parties and leaflet the local business parks to see if any business would like to up or down size. The cost of utilising a local estate agent to market the space is being investigated.

#### **Marketing Activity**

The production and distribution of a marketing 'postcard' has been delayed due to designer issues. A mail out was sent to existing users, previous users and potential users (local businesses, training companies, business clubs) as well as going out on social media. We have seen no brand new business users as a direct result. Community usage has stayed strong. We should continue targeting business use but we should not base our strategy solely upon this.

### **Woodford Park Leisure Centre Logo**

A logo has been designed for WPLC. There was a desire for simplicity from the Centre Manager and a need to ensure the logo could be replicated in embroidery for uniforms. The font is the same as for WTC and Oakwood Centre logo thus retaining the family feel.

### **Social media**

Social media postings have increased over the last 9 months on both Facebook and Twitter. We now promote Council meetings, Brown Bag, local events and events/meetings within the Oakwood Centre.

Our main objectives are:

- to increase awareness of the Council and services provided
- build our presence on social media as a source of all types of information about Woodley
- increase footfall (and hence awareness) into the Oakwood Centre for meetings, coffee and social events.

We have regular re-tweets from friends of Woodley Town Council, users of the Oakwood Centre plus local papers, Council members and regional event organisers.

We need to directly target users on social media in the future.

### **Press releases**

We have been issuing press releases regularly to both Reading and Wokingham papers. Weekly releases have not been possible due to the lack of news.

The Wokingham Paper are proving willing partners and are printing everything we send over. They are however still covering Wokingham events far more than others. The Chronicle is also publishing the majority of what we send out.

### **Woodley Herald**

The Herald is currently being redesigned to move to a modern, fresher feel that residents will want to read. We are also looking to make it more seasonal using additional design elements.

### **Recommendations:**

- ◆ **That Members note the contents of the report.**

## **Design Brief**

### **Woodley Town Council Website**

#### **Overview**

As a Town Council we need to show both statutory and nice to have information on our website. Council sites are often difficult to navigate and the experience can be frustrating for users so our main aim is to present the statutory information as clearly and cleanly as possible. A Town Council does not have the volume of information a Borough Council needs to show therefore we would like to provide information in one or two clicks from the home page. What we do as a Council is not considered exciting by many but even so, we do not wish to be boring or old fashioned in our presentation style.

#### **Website Purpose**

##### **Primary**

People don't browse Council websites they visit them for a reason: because they have a Council related issue they need to resolve or something Council related they need to find out. The provision of Council related factual information is therefore our primary purpose.

Our aim is to make this information instantly available without having to search the site and within one or two clicks of reaching our site. If we nail this aspect we will reduce user frustration and reduce the need for residents to pick up the phone and ask a question which could be answered online. Many Council sites are poorly designed and fail to deliver this service via their sites.

##### **Secondary**

A Council website can be used as a vehicle to promote other news/information related to the area in which it sits. It makes sense that we provide this 'softer' information to residents so that we enhance our visitors experience on our site and promote our website as a source of local information. This is our secondary purpose.

##### **Tertiary**

In this technology age it is important to provide other avenues for residents to keep up to date with council news and other means of contacting us. Therefore our tertiary purpose is to advertise ways of keeping in touch by social media.

#### **Key Dates**

25/5/17 – Brief to web designer

6/ 6/17 – First outline draft

7/6/17 – Present to Marketing group

Go live by end of September - latest

#### **Home page**

We have a clear vision of how we wish our home page to be laid out. We have classed these in 3 sections.

1. Statutory Information
2. News, information to highlight, nice to have information
3. Social media section

We also need headers, footers, contact info and sign up elements.

#### **1. Statutory Information**

Presented in a clean, clear manor

Easy to read

Easy to navigate

Access within 1 or 2 clicks

We would like this section at the top of the web page, presented in a box style.

Edinburgh Council have nailed this in our opinion and we'd like to see statutory information presented in this format and font on our home page. <http://www.edinburgh.gov.uk/>  
Information will be set out in categories (which we will provide) and this will be our only navigation panel

White background, size of text and typeface are key.

Woodley Town Council written above boxes.

There will be no paragraph on this page.

Each line will link through to a child page discussed later

Use of WTC logo

## **2. News/Nice to have section**

This section will contain more design elements and needs to be softer.

Use a picture or design in the background

Dynamic boxes

This section will be split by News features and Events list

### News features

6 boxes for news items

When all boxes are not in use, those in use will self size and the image or design behind will be visible

Each box to have an image and title and click through to a child page that contains full details plus any additional images (x 3) and links

Each box will be able to push info out onto social media pages

### Events Box

Sits to right of this section

Run off a calendar in the background

Shows Council meetings and big local events

Click through to a child page with full details, any additional images (x3), links and a Calendar icon to access full annual calendar

## **3. Social media**

Would like to include our twitter feed and icon for FB on the right side of top half of page.

The social media will drop down the page on child pages

Info will feed off of our twitter feed (and have an option to go from website to twitter)

## **Statutory information child page**

This will be a clean page

An element of design will be present on all statutory child pages but currently TBD.

Page will consist of:

A heading

Description paragraph for SEO

A photo in a box where relevant

Information linked to heading presented in same box style as top of home age. Box or headings within box may or may not be coloured

Top right of page will contain box stating 'Home' to link back to home page plus box with the same category the page sits in and other headings in that category in case user wishes to search within that category further.

## **Overall site design and colours**

Dark Green, Purple, Light green

Colours to match our newsletter but limit to one or two colours- one must be a fresh young colour.

Take an element of the newsletter design- thinking box style for News section. Box to have a white edge around it? Don't want to go too far as want to link Oakwood Centre Website in too and don't want them the same.

Use of people/Woodley based image on base of new newsletter design

Images to consider:

- Wildflower
- New lake image when ready
- Park image
- Metal leaf/tree design from new stage area
- Map Woodley
- Two tone tree trunk and branch design

### **Budget**

Maximum budget £2000

To cover web design, information loading onto new site, staff training, background and graphic designs.

### **Web designer selection**

After talking to web designers and viewing web designers' websites, two were selected to discuss the project with us.

We wanted a web designers who:

- Wasn't part of a large organisations where our project was just one of many or lost in the system
- Has low overheads
- Flexible
- Wouldn't be precious to work with
- Understood the brief and our needs

Our preferred designer for the project is **JMVA**

In addition to the above, the designer has demonstrated that he:

- Could design a site from scratch at a very competitive cost thus allowing us total freedom to create 'what we want' rather than limit us to 'what is available'
- Was easy to relate to and fits our working and communication
- Would work flexibly with our work schedules



Woodley Town Council

**Report of a Meeting of the Risk Management Working Party held at the Oakwood Centre on Tuesday 30 May 2017 at 6.00pm**

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**Present:** *Councillors D. Mills (Chairman), M. Green, R. Horskins,*

**Officers present:** *D. Mander, Town Clerk  
K. Murray, Deputy Town Clerk*

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

- ◆ that Councillor Mills be appointed Chairman of the Risk Management Working Party for the remainder of the municipal year.

2. **APOLOGIES**

Apologies were received from Councillor Lay.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **RISK REGISTER**

Members reviewed and discussed each of the lists within the register which had been reviewed and amended by officers prior to the meeting.

Members noted the appointment of the new Grounds Maintenance Manager who had started in post three weeks earlier and the future work planned on manual handling in the grounds maintenance team which should also save time.

The Town Clerk reported that none of the risk levels had changed and there had been one addition to the municipal building risks sheet relating to dogs at the outside area at Woodford Park Leisure Centre impacting on leisure centre users and requesting that dogs in this area be kept under control as a risk control measure.

Members suggested that the risks relating to dog mess include a comment that dog mess signage is under review following the removal of all the 'we're watching you' signs from around the park. Members also wished to see progress on a crisis management plan and, after discussing the IT systems protection arrangements which included back up procedures, suggested that some initial work be done on a disaster recovery plan.

It was also noted that with regard to DBS checks the need for staff/self employed coaches to have such a check would be reviewed.

It was

**RESOLVED:**

- ◆ **that the Risk Register be presented to the Strategy and Resources Committee and Council. (Appendix A enclosed)**

5. **FINANCIAL RISK ASSESSMENT**

The Town Clerk presented the 2015/16 Financial Risk Assessment, carried out by the Council's internal auditor. Members noted that all recommendations had been or were in the process of being addressed. The 2016/17 Financial Risk Assessment will be provided to the Committee once it has been completed by the internal auditor.

7. **HEALTH AND SAFETY MATTERS**

Members noted the online training in manual handling, lone working, COSHH and working at height and that fire and emergency evacuation training was continuing to be undertaken by staff.

The Deputy Town Clerk reported that risk assessments for all areas have been reviewed and are all up to date. There is still some ongoing work relating to vibration risk assessments. Fire risk assessments have also been reviewed and procedures updated according to findings. At the Oakwood Centre training needs to be undertaken on the updated procedures and the Deputy Town Clerk agreed to inform members of the working party when this would be happening.

One day First Aid training had been attended by 12 staff in 2016, with more staff to attend this year, and arrangements were being made for members of the grounds maintenance and maintenance teams to attend a full 3 day course, given their working environments.

It was also noted that Ellis Whittam were engaged to provide professional health and safety advice, updates and training on a five-year contract. The package includes an audit of procedures and documentation with on-going advice and support. The company also acts as the 'Competent Person' in law, with regard to Health and Safety Issues and provides indemnity against claims for injury on that basis. The Health and Safety consultant from Ellis Whittam would be meeting shortly with the service managers to check through procedures and risk assessments.

Meeting closed at 7pm

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## WOODLEY TOWN CENTRE – NEW STAGE AREA

### REPORT OF THE TOWN CLERK

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#### PURPOSE OF REPORT

To present the proposed terms and conditions for the use of the new stage area in Woodley town centre by fundraising organisations and seek approval for these. To present suggested names for the new stage area for members to decide what this new facility will be called.

#### BACKGROUND

The Council has managed and maintained the clock and former pagoda through a licence granted by Wokingham Borough Council since 2011. A joint project funded by Wokingham Borough Council, the Town Council and Woodley Town Centre Management Initiative (WTCMI) to refurbish and open out the north end of the town centre was completed in April 2017. A new licence to manage and maintain the clock and the new stage area, which replaced the pagoda, was agreed on 20 April 2017 by the Urgency Committee.

#### INFORMATION

The Council has been managing bookings of the pagoda by fundraising organisations since 2011 and under the new licence has the same responsibility for bookings of the new stage area. Availability for bookings of this nature will take into account any use the WTCMI requires for eg Sunny Saturdays, Fun Days, the Extravaganza and other performers.

At present bookings of the stage area by fundraisers are being provided free of charge. However, there is an administrative cost to this and the Council is keen to maintain the new facility to a high standard. With this in mind it is proposed that a charge be introduced for the use of the stage area to offset administrative costs and to maintain a fund for repairs and refurbishment of the new structure. The suggested charge is £30, with some discretion being given to reduce (but not to waive) this for possibly local/smaller charities or community/voluntary organisations.

The terms and conditions for the hire of the new stage area, including the proposed charge, are provided at **Appendix A**. Members are asked to approve these.

Members are also asked to consider the proposed name for the new stage area. The suggestions received from the WTCMI and the Woodley Over 50s groups are as follows:

The Venue	The Whirligig
The Woodley Doodlebug	The Pagoda
The Woodley Beacon	The Stage
The Falcon	Centre Stage

#### RESOURCES

Bookings of the pagoda are variable and on average there are around 100 bookings a year. If all hirers paid £30 this would raise income of £3,000, and the intention would be to allocate half of any income to offset administrative costs and place the other half in an earmarked reserve to fund any repairs.

#### RECOMMENDATION:

- ◆ **That Members approve the terms and conditions for the hire of the new stage area.**
- ◆ **That Members make a decision on the name for the new stage area.**

**WOODLEY TOWN COUNCIL**

**NEW STAGE AREA – TERMS AND CONDITIONS OF HIRE**

**1. In these conditions:**

“THE HIRER” means the individual signing the application form to book the new stage area and/or the organisation, association, charity, society or other group on whose behalf it is signed.

“THE COUNCIL” means Woodley Town Council and includes any officer, employee or agent of the Council.

“PERIOD OF HIRE” means the time under the agreement for which the hirer is entitled to use the facility, which will be between 8am and 6pm on the date so booked.

**2. Application and payment**

All applications for hire must be made on the official booking form, which will form part of the contract between the Council and the hirer.

The hirer must complete and sign the booking form and pay the fee at least two weeks before the booking is to take place.

The hirer must be over 18 years of age.

**3. Cancellations**

By the Council:

The Council reserves the right to withdraw permission to use the facility. The Council will repay the booking fee on cancelling the booking. The Council shall not be under any liability for any expense incurred or loss sustained by the hirer as a result of the cancellation.

By the hirer:

In the case of a cancellation of a booking 14 days before the date of the booking the full fee, minus an administrative charge of 10% of the fee, will be refunded. Where notice of cancellation is received less than 14 days before the booking the full fee will remain due except that the responsible officer may at her discretion waive all or part of the fee for that cancelled booking.

**4. Refusal of booking**

The Council through the responsible officer reserves the right to refuse any application for the hiring of the facility without being required to give any reason for such refusal.

Applications will not be accepted from political organisations or commercial organisations wishing to display products or services with a view to gaining custom.

**5. Conduct and control**

The hirer undertakes with the Council:

a) To ensure compliance by all those using the facility with all reasonable requirements for the use of the facility.

b) Not to use the facility or any part thereof for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance to the Council, or to tenants or occupiers of the centre or any owner or occupier of any property in the vicinity.

c) Not to attach any notices, coat hangers or any other items to the decorative panel at the rear of the stage area, not to use any sticky tape or blutac type substances on the panel or of any of the stage structure.

d) To repay the Council the costs of making good all damage suffered to the facility during the period of hire (except fair wear and tear and damage caused by any risk of the Council's insurance and damage by the Council).

e) No collections, games of chance, sweep stakes or lotteries or any betting of any kind may be conducted at the facility.

f) At the end of the booking to remove all the hirer's goods and waste and leave the facility clean and tidy, in particular not to leave behind any unsold items or clothing and on no circumstances dispose of such items outside any of the charity shops in the town centre.

g) Any damage discovered by the hirer or made to the stage structure during a booking must be reported to the Council.

## **6. Assignment**

The right to use the facility under the agreement shall not be sublet, assigned or otherwise transferred by the hirer.

## **7. Liability**

The Council is not responsible and will not accept liability for any loss, damage, injury or death, however or whoever caused this, whether to either property or person, a person or persons using the facility, except where such loss, damage, injury or death is caused by the Council's negligence or any defect in the premises.

## **8. Indemnity**

Hirers will be required to state on the booking form whether they have public liability insurance cover. In the case where a hirer does not have public liability cover the Council will advise the hirer whether this is required and any other conditions that must be adhered to.

## **9. Objectionable articles**

No person shall bring onto the facility any article of an inflammable or explosive character, including fireworks or any article producing an offensive smell or oil, electrical or gas or other apparatus or bring, place or erect any furniture, structure or place or fix any additional or decorative lighting in any part of the premises without the previous consent of the Council's responsible officer.

## **10. Variations to the agreement**

The Council reserves the right to vary the conditions of the agreement at any time on seven days notice. Any variation shall be deemed to be incorporated in these conditions.

## **11. Violations of the agreement**

The Council reserves the right to terminate any booking of the facility if it appears to the Council's responsible officer that any of the conditions of hire have been or are being violated or if for any other reason it appears to be in the public interest to do so. In these cases the Council shall be entitled to retain the booking fee paid by the hirer.

## **ENVIRONMENTAL POLICY**

### **REPORT OF THE DEPUTY TOWN CLERK**

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#### **Purpose of Report**

To propose that Members consider adopting an environmental policy for the Council.

#### **Background**

The Town Council does not currently have an environmental policy document that outlines the principles under which it operates with regard to the environment. The Council does operate in a responsible way across its services and a policy document should reflect this while providing a reference for future activities.

#### **Proposal**

It is proposed that a simple, overarching policy document be adopted and used as a basis upon which more detailed, service specific procedures and objectives can be developed and implemented. A draft policy is attached at **Appendix A** which provides a policy statement, broad objectives and how these would be met.

More detailed objectives and action plans can then be developed for the maintenance and management of grounds and buildings as well as procurement and other Council activities. These can then be reviewed and updated on a regular basis in line with the principles of the policy.

The adoption of an environmental policy was also identified as an objective in the Green Flag action plan drawn up as part of the Woodford Park Management Plan.

A relevant environmental policy will also help with the management of certain risks identified on the risk register e.g. failure to comply with legislation, and encourage good practice throughout the services provided by the Council.

#### **Recommendations:**

- ◆ **That Members consider adopting the proposed environmental policy as appended to the report.**



## ENVIRONMENTAL POLICY

### Policy Statement

Woodley Town Council recognises its environmental responsibilities in its many roles including;

- Consumer of goods and services
- Employer
- Service provider
- Landowner and manager
- Custodian of community assets
- Public body

### The environmental objectives of the Council are:

- a) To conserve energy and other resources
- b) To reduce the amount of waste generated by the Council
- c) To increase the amount of Council waste that is recycled
- d) To provide information to the public on environmental issues and promote environmental initiatives
- e) To work with partners e.g. Wokingham Borough Council in delivering environmental improvements and initiatives
- f) To encourage environmental best practice amongst contractors, employees and the community

### Examples of how these objectives will be met:

- Operating within all appropriate legislation and regulatory requirements
- Considering environmental impacts and sustainability in procurement and operational decisions
- Developing and maintaining links with partner organisations e.g. Wokingham Borough Council
- Regularly reviewing energy and water consumption, waste generation and use of pesticides and seeking alternatives to limit environmental impact
- Using only licensed waste contractors for waste disposal
- Reusing and recycling materials on site wherever possible and practical to do so
- Minimising the potential for release of pollutants into the environment through review of the risk register / risk assessments and working practices
- Using drought resistant planting alternatives where appropriate
- Encouraging reuse of rain water at the allotment site
- Considering and prioritising biodiversity and ecosystem health in park projects operations
- **Detailed environmental objectives will be developed for specific areas of operation in line with the principles of this policy.**

**MINUTES OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE COMMITTEE  
MEETING HELD AT 6PM ON 26 APRIL 2017.**

Present:

J Lherbier – (JL) Town Centre Manager  
M Holmes – (MH) Chairman  
M Norris – (MN) Vice Chairman  
Cllr K Baker – (KB) WBC Councillor  
Cllr B Rowland – (BR) WBC Councillor  
Cllr R Dolinski – (RD) WTC Councillor  
C Towse – (CT) PCSO  
D Allen – (DA) PCSO  
J Wright - (JW) Woodley Resident  
H Beilby – (HB) WTC Administrator

H Taylor – (HT) Woodley Trader-Waitrose  
R Still – (RS) Woodley Trader-Vibez  
C Lawley – (CL) Woodley Resident  
I Hills – (IH) Woodley Resident  
M Perry – (MP) Woodley Resident  
P Birt – (PB) Woodley Resident  
M Risby – (MR) Woodley Resident  
Z Frasiniski – (ZF) Woodley Resident  
M Millard – (MM) Woodley Resident

**ITEM 1 – APOLOGIES:** S Smith, T Kirkpatrick, J Hare, Clarks shoe shop, J Yule, Coffee#1

A minute's silence was observed at the start of this meeting, in memory of the late John Baker – the owner of the Chapter One bookshop who regularly attended our meetings in the past.

**ITEM 2 – MINUTES OF THE WTCMI MEETING HELD ON 25 JANUARY 2017 & MINUTES OF THE EXEC SUB-COM MEETING HELD ON WEDNESDAY 7 FEBRUARY 2017.**

It was agreed that both these minutes be approved.

**ITEM 3 – SECURITY IN THE TOWN CENTRE**

PCSO CT gave an update on several of the points made in the last meeting:

- The offender responsible for shoplifting had been found deceased and therefore no further action to be taken.
- The homeless male who had been living in the alleyway next to Iceland has now moved out of the area.
- The offender apprehended for a series of bike thefts is awaiting a court appearance.
- With regards to the anti-social behaviour from a group of youths, a Section 35 was issued, banning those guilty, from Woodley over a 48 hour period. It appears to have been much quieter with fewer incidents having taken place since. It was also pointed out that the majority of these youths were not Woodley residents and came in from elsewhere.

There is to be a fraud prevention day in the town centre, 10am 'till 3pm on Thursday 4<sup>th</sup> May, where advice and information will be available from TVP.

RS advised that they had been successful in prosecuting those guilty of the assault that took place on their premises, mostly due to the CCTV they have had installed.

The problem of cyclists not dismounting in the town centre was discussed again, the narrow alleyway next to Iceland being particularly dangerous to pedestrians. As unable to enforce this issue, it was proposed that the faded markings on the pavements be refreshed and possibly some form of barrier at either end of the Iceland alleyway be installed. RD suggested that as this problem cannot be enforced, all signs could be removed, which in turn would make all users more aware, however he will take the suggestions made forward to WBC.

**ITEM 4 – FINANCIAL REPORT TO END OF YEAR, BUDGET REPORT & NEW BUDGET PROPOSAL 2017/2018**

**FINANCE & BUDGET REPORT**

JL presented the finance and budget reports and advised that these would be going to the auditor in June and available for the next meeting in July. The reserve at the end of the last financial year 2016 stood at: £34,903.00, while the bank balance at the end of March 2017 was £56,572.27. This year the TCMi generated approximately 68% of the total income against 32% of public money. JL noted that neither grants have increased in at least 9 years. However, JL confirmed that the contributions from both WBC and WTC are essential to help provide a dynamic Town Centre.



JL added that it was disappointing that traders appeared to be contributing less every year. JL pointed out that it was mostly the small, independent traders who contributed. BR questioned how the budget figures had been set out. She said that insurance claim payment for damaged caused by "storm Katie" should have been included in these figures. JL confirmed that insurance worth £ 300 were included in the "TCM Salary & Admin". BR said that there should be a separate item for it.

JL confirmed that the Premises Licence had been paid for three years retrospectively.

BR suggested notes to be included in certain circumstances to clarify entries.

JL to provide amended figures/report at our next meeting.

JL explained that the £300.00 budgeted for training and intended to cover the ATCM summer conference, had not been spent this year due to lack of time. It has been included again for 2017 as JL hopes to attend this year.

IH asked why the market manager budget had gone down. JL explained that the position was now self-employed and the tax and national insurance contributions were paid by the employee themselves.

KB suggested that the TCM salary/admin figures should be broken up and include notes where necessary.

#### BUDGET PROPOSAL 2017/2018.

MN questioned the drop in budgeted proposal for the promotional stalls against actual results in 2016/2017. JL replied that this was because promotional stalls could not be a guaranteed income and therefore he preferred to budget cautiously.

KB questioned the extra £45.00 actual spend with regards to the ATCM fees when that budgeted for 2017 remained at £450.00. JL will get back to KB with this information.

IH congratulated JL for greater income results against expenditure. MH pointed out that the WTCMI gained greatly from JL's dedication. The budget proposal was approved.

#### **ITEM 5 - TOWN CENTRE MANAGER'S REPORT**

JL presented his report. JL added that a quote for the hanging baskets and planters had now been confirmed and he would be using the same colours as last year.

#### **ITEM 6 - NORTH END TOWN CENTRE IMPROVEMENTS**

JL confirmed that the fencing around the recent improvements was being removed tomorrow as originally planned.

Some concerns were raised with regards to the new structure with regards to future sales. It was confirmed that there is an access ramp. KB said that the same number of power points as previously had been provided.

Questions were raised as to the usage for the new structure. What should it be called and whether there would be a charge in future for all users?

An Executive Sub-Committee meeting is to be arranged to discuss this further. \*\*

JL advised that an opening ceremony for the area is planned for Saturday 20<sup>th</sup> of May.

KB confirmed that the next project would be refurbishment of the children's area under the original sail.

CL asked if anything had been decided about a plaque or such like, to note the £10,000 Mary Portas money that had been used in the north end refurbishment. Although, unable to allocate to anything specific, it was felt that something should be done to officially acknowledge all members of the partnership, WBC, WTC, WTCMI and the Mary Portas grant.

MR & ZF, members of WASP (Woodley Adopt a Street Project) - the volunteer litter picking group, were concerned that litter would spoil the area. MH confirmed that WBC cleans the town centre every morning and KB felt that now the space was more open, the sweeper machines could do a much better job.

#### **ITEM 7 - QUESTIONS THROUGH THE CHAIR**



## Woodley Town Council - Projects for External Funding

## APPENDIX 12

		Est Project Cost	Comment
<b>Priority Projects</b>			
Woodford Park Leisure Centre	Regeneration	1m	Currently investigating options for regeneration and potential funding. Project may include dance studio, sports hall extension, refreshments area, indoor play. Fitness gym project completed Dec 2016 - building works funded from loan.
Woodford Park Lake	Desilt, path repair, redesign,	100,000	Project to include desilting, new planting design, reed beds, biodiversity assessment, path repairs/replacement, timber edge repairs/replacement. Project plan being developed and consultation carried out.
Woodley Precinct	North End Regeneration	300,000	<b>PROJECT COMPLETED MAY 2017.</b> (Project will be removed from list)
Memorial Ground	New 'Destination' play area	100,000 - 200,000	All equipment over 30 years old. In servicable condition but limited play value. New, inclusive play area required to provide for increased number of residents and visitors. Will form part of the programme to make Woodford Park a 'Destination' park in the area.

### Woodley Town Council Premises/Property

Malone Park	Upgrade Play Equipment	50,000 - 100,000	Some new equipment installed in 2014. Several items approx 30 years old but in servicable condition
Wheble Drive	Upgrade Play Equipment	20,000	Limited equipment at this site - x1
Woodford Park	Development of Youth area in Woodford Park	not known	Potential for new or refurbished youth shelter. Additional street art walls.
Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	50,000 - 100,000	General improvements to park infrastructure. Some pathway repairs being carried out with funding from the capital programme. Old lighting columns are being replaced in early 2017 under the Wokingham replacement scheme. New columns will have LED lanterns for improved light, reliability and reduced maintenance costs. Lighting replacement being funded from capital programme.

**Extract from Report No LS 15/17 considered at the Leisure Services Committee meeting on 6 June 2017.**

**Football Development at Woodford Park**

Following the decrease in weekend grass football over previous years at Woodford Park Leisure Centre (a trend that is evident nationally) a project plan is being developed to refurbish the changing rooms, purchase new equipment and to link with a local home team for the 2018/19 football season, in an attempt to increase the volume of football played at the Centre.

There is a funding opportunity through the Premier League and FA Facilities Fund Small Grant Scheme which is available to local authorities looking to make improvements to facilities that will then help prevent a further decline in grass football participation. The total grant available is £20,000, half of which would have to be match funded by the Council if it wished to apply for the grant.

The success of a funding bid for a project of this type is also strongly linked to the relationship with a local club. I am in the process of investigating whether any local clubs are interested in basing their teams at Woodford Park and it is likely that at least two clubs will register their interest in this proposal. Their submissions would need to be evaluated and a selection process put in place.

Members are asked to consider whether they would support such a funding bid and, if so, make a recommendation to the Strategy and Resources Committee for funding of up to £10,000 for this purpose (depending on the final total cost) and appoint three members of the Committee to evaluate submissions from local clubs and appoint the preferred club which would become the home team.

15 MAY 2017

Dear Woodley Town Councillors,

**Proposed Woodley and North Earley Neighbourhood Action Group / Community Forum**

I am sure that you are aware of the Thames Valley Police remit to engage with the community, understand their perspectives and enable them to play an active part in problem solving to reduce and prevent local crime, through their neighbourhood policing team. In order to achieve this, Thames Valley Police would like to have a neighbourhood action group (NAG) / community forum in every town / parish. NAGs were set up in Earley and Woodley some years ago but the Woodley NAG no longer operates.

Earlier this year, Inspector Alastair Lloyd approached ACER (the Whitegates Residents' Association) with a proposal to revive the Woodley Neighbourhood Action Group (NAG) and this time to include North Earley, because this part of Earley is now joined with Woodley as far as policing is concerned. ACER agreed to support this initiative and Mike Evans, an interested Woodley resident, and myself (then acting chair of ACER) met with Inspector Lloyd to discuss the project in more detail.

The aim would be to work with the local policing team and other interested parties, including Woodley and Earley Town Council, Wokingham Borough Council, the Woodley Town Centre Manager and the schools to identify policing priorities and the most appropriate body to work with the police on each specific issue. This would be achieved through regular open meetings (possibly every 2 months) followed by closed priority setting meetings.

The obvious venue for the open meetings (particularly at the start of the project) would be the Oakwood Centre as it is in the town centre and is easily accessible. Unfortunately, the proposed NAG / community forum does not have any funding and I was hoping that Woodley Town Council would not only support this initiative and send representatives to the meeting but also grant the group the use of the Oakwood Centre free of charge at least for the first two meetings so that the NAG / community forum can become established, agreeing terms of reference and a way of operating. Once up and running we would hope to find other venues within Woodley.

I do hope that the town council can support us in this - the local NAG / community forum can only be successful if it works closely with Woodley Town Council.

I have copied the Bulmershe and Whitegates WBC councillors into this email as I know they are all very supportive of this venture.

Yours sincerely,

Mary Bather

ACER: The Whitegates Residents' Association

**MINUTES OF A MEETING OF THE  
BOROUGH PARISH LIAISON FORUM  
HELD ON 3 APRIL 2017 AT 7.00 - 8.00 PM**

**Councillors Present**

Michael Firmager (Chairman), David Chopping, John Halsall, Clive Jones and Beth Rowland

**Other Representatives**

Philip Truppin	Wokingham Clerks Forum
Liz Halson	Wokingham Clerks Forum

**Parish/Town Council Representatives**

Pam Stubbs	Barkham Parish Council
Jackie Jeffrey	Charvil Parish Council
Roland Cundy	Finchampstead Parish Council
Richard Rampton	Finchampstead Parish Council
Peter Sampson	Swallowfield Parish Council
Roy Mantel	Twyford Parish Council
Martin Bishop	Wokingham Town Council
Jan Nowecki	Wokingham Town Council
Shaun Hanna	Winnersh Parish Council

**Officers**

Neil Carr (Principal Democratic Services Officer) and Mark Redfearn (Service Manager Libraries and Community Development)

**28. APOLOGIES**

Apologies for absence were submitted by John Bowley, Gerry Brown, Carol Bulman, Tony Farnese, Trefor Fisher, Roger Loader, Ken Newland and Brian Wedge.

**29. NOTES OF PREVIOUS MEETING**

The Notes of the Forum meeting held on 23 January 2017 were agreed as a correct record and signed by the Chairman, subject to:

- the addition of the following paragraph to the issues raised in relation to Item 23 – Civil Parking Enforcement (CPE):

“What effect would CPE have on maintaining trade within our local town centres? It was confirmed that CPE would free up parking spaces which would help to attract more people to visit local town centres.”

- The addition of the following to the list of attendees: Katy Dagnell (Finchampstead Parish Council), Jan Nowecki (Wokingham Town Council) and Deborah O’Brien (Wokingham Without Parish Council).

**30. DECLARATION OF INTEREST**

There were no declarations of interest.

### 31. ASSETS REVIEW UPDATE

Dee Maddox-Hinton, Strategic Assets Surveyor, gave a presentation to the Forum on progress relating to the Asset/Area review which had been ongoing since August 2014.

The presentation explained that 383 Borough Council assets had been identified with relevant details being loaded into the Council's property management system. With the exception of schools, all the assets had been initially reviewed and categorised. The categorisation had identified which assets were earmarked for retention, transfer, further review or disposal.

The process had identified 8 potential development sites which were being progressed via Wokingham Housing Ltd. and reviews had commenced in relation to other sites. The presentation also indicated that 14 community asset transfers were under way.

As part of the review, regular meetings were being held with Town and Parish Councils and Ward Members. Asset lists had been circulated to the Town and Parish Councils and to Ward Members.

Dee Maddox-Hinton confirmed that Borough Council Officers were available to provide advice to Town and Parish Councils on the process for asset transfers and any other matters relating to the Asset/Area Review.

During the discussion the following issues were raised:

- Councillor Beth Rowland requested details on the Woodley Area Review and the asset list for Woodley.
- Councillor David Chopping referred to the process of transferring school caretaker cottages to the HRA and enquired whether a more beneficial process could be developed using Wokingham Housing Ltd.
- Councillor Pam Stubbs raised the issue of small farms. It was confirmed that the Council owned farms in Barkham were currently tenanted and would be retained.
- Councillor John Halsall referred to the potential transfer of the car park in Wargrave. It was confirmed that Dee Maddox-Hinton would contact Councillor Halsall on this issue.
- Councillor Roland Cundy referred to outstanding issues raised by Finchampstead Parish Council. It was confirmed that Dee Maddox-Hinton would liaise with Councillor Cundy on these issues.
- Councillor Beth Rowland referred to future arrangements for Highwood Annexe which was scheduled to be vacated and incorporated into the school. It was confirmed that the potential relocation of current services at Highwood was being investigated.
- Councillor Clive Jones referred to the future plans for Area DD in Earley. It was confirmed that there was interest in the site and that options would be considered in the next few months.

**RESOLVED** That:

- 1) Dee Maddox-Hinton be thanked for attending the Forum;

- 2) Dee Maddox-Hinton circulate details of the Asset Review programme including the list of assets in each ward to relevant members of the Forum;
- 3) Dee Maddox-Hinton arrange one to one sessions with Members and/or Town and Parish Councils, on request;
- 4) the presentation slides be circulated to members of the Forum.

### **32. LOCAL PLAN UPDATE**

John Spurling, Service Manager Land Use and Transport, gave a presentation to the Forum on progress relating to the Local Plan Update. The presentation also gave details of the ongoing work to produce a new Joint Minerals and waste Plan covering Wokingham, Bracknell, Reading and Windsor and Maidenhead.

The presentation set out the timeline for the Local Plan Update as follows:

- Issues and options – August to September 2016;
- Preferred options – June to July 2017;
- Proposed submission – April to May 2018;
- Submission to the Secretary of State – September 2018;
- Examination in Public – December 2018;
- Adoption of the Plan – May 2019.

John Spurling explained that the next stage in the process was the development of Preferred Options which would be informed by the outcome of the earlier Issues and Options public engagement. Consideration of topic areas highlighted within the Preferred Options stage would result in either a continuation of existing policies, an update to policies or the development of new areas of policy altogether.

In relation to the Joint Minerals and Waste Local Plan, it was confirmed that Hampshire County Council had been commissioned to develop the new plan on behalf four Berkshire Unitary Councils. Hampshire County Council had experience of developing joint plans for other authorities and the process would deliver cost savings through one examination in public. Progress to date included the agreement of a Minerals and Waste Local Development Scheme and a call for sites.

It was likely that reports on the Local Plan Update and the Minerals and waste Local Plan would be considered by the Executive on 25 May 2017. Subject to approval by the Executive, consultation would commence in early June 2017 – six weeks on the Minerals and waste Local Plan Issues and Options and eight weeks on the Local Plan Update Preferred Options. The consultation would include four sessions around the Borough with representatives from the Town and Parish Councils.

During the discussion the following points were raised:

- Would current planning applications be considered in relation to the out-of-date Minerals and Waste Plans? It was confirmed that ongoing applications would go ahead and would not wait for the new plan to be approved.



- When would there be a watertight five year housing supply for the Borough? It was confirmed that Borough Council Officers were working to demonstrate the existence of a five year housing supply within the requirements of the National Planning Policy Framework.
- Councillor David Chopping suggested that evidence of the five year land supply could be supported by reference to the investment in new infrastructure, such as roads, which supported additional housing and population growth.
- Councillor Roy Mantel referred to a recent report from the Thames Valley Berkshire Local Enterprise Partnership (LEP) on the highways infrastructure improvements required to support new housing development across Berkshire. It was confirmed that LEP reports did not set policy direction in relation to the scale and location of new housing development. This would be developed through the Local Plan Update process.

**RESOLVED** That:

- 1) John Spurling be thanked for attending the Forum;
- 2) the presentation slides be circulated to members of the Forum;
- 3) further presentations be submitted to the Forum as the Local Plan Update and the Joint Minerals and Waste Local Plan are progressed.

**33. COMMUNITY RESILIENCE**

The Chairman reported that, due to the unavailability of the relevant Officer, this item would be deferred until the next meeting of the Forum on 3 July 2017.

**34. FUTURE AGENDA ITEMS**

The Forum considered the list of proposed Agenda items for future meetings, viz:

- Community Resilience;
- WBC 21<sup>st</sup> Century Council Update;
- Refuse and Recycling – Future Policy;
- Future Cemetery Provision;
- Civil Parking Enforcement – Operation;
- Community Governance Reviews;
- Traded Services.

**RESOLVED** That:

- 1) the list of future Agenda items be approved;
- 2) an indicative timeline for consideration of the items be submitted to the next meeting of the Forum;
- 3) additional items for consideration at future meetings be notified to the Chairman or to Neil Carr in Democratic Services at Wokingham Borough Council.

**35. DATES OF FUTURE MEETINGS**

The Forum considered a list of dates for future meetings in 2017/18.

**RESOLVED:** That the Forum meet on the following dates in 2017/18:

- Monday 3 July and 9 October 2017;
- Monday 5 February and 16 April 2018.