



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 19 September 2017, 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 13 JUNE 2017**

To approve the minutes of the Strategy and Resources Committee held on 13 June 2017 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 27 June 2017.)*

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 30/17.**

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b) **Payments**

To approve the following payments as set out in **Appendix 4b:**

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	Current account	Imprest account
June 2017	£81,978.49	£46,764.97
July 2017	£105,861.74	£44,588.99
August 2017	£102,149.49	£45,756.96

- c) **Credit card charges**
To note that from 13 January 2018 it will not be permissible to make an extra charge for payments by credit card and the present charge made on credit card payments will cease on 12 January 2018.
5. **OAKWOOD CENTRE UPDATE**
To receive **Report No. SR 31/17**. Page 17
6. **CATERING PARTNERSHIP**
To receive **Report No. SR 32/17** of the Catering Partnership meeting held on 21 July 2017. Page 19
7. **PR / MARKETING WORKING GROUP**
a) To receive **Reports No. SR 33/17** and **SR 34/17** of the PR/Marketing Working Group meetings held on 12 July 2017 and 6 September 2017. Pages 20 & 24
b) To consider the proposed amendments to the terms of reference of the PR/Marketing Working Group, as provided at **Appendix 7**. Page 26
8. **EARMARKED RESERVES**
To consider **Report No. SR 35/17**. Page 27
9. **GENERAL DATA PROTECTION REGULATION**
To note that the new General Data Protection Regulation (GDPR) comes into force on 25 May 2018. The regulation introduces more mandatory regulations and more accountability of organisations to ensure that they protect a person's data, are clear about the purpose for holding the data with the data subject and have systems in place to manage personal data in a lawful way that are made clear to individuals. It is understood that the Council will be required to appoint a data protection officer (this is being clarified by NALC) and have evidence to demonstrate compliance which will include staff training, internal audits of data processing activities, internal HR reviews, maintaining all documentation and implementing Protection Impact Assessments.
- The Management Team will be preparing for the introduction of the regulations by plotting out an organisation data map in the first instance, to review its existing arrangements and updating procedures, forms and other information to ensure compliance.
- The Information Commissioner's Officer has provided a guide of the steps to be taken to prepare for the GDPR coming into force and this is attached at **Appendix 9**. Page 32
10. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 5 July 2017. (**Appendix 10**) Page 42
11. **EXTERNAL FUNDING PROJECT LIST**
To note the current external funding project list, attached at **Appendix 11**. Page 45

12. **CONTRACT FOR ROOFING WORKS AT WOODFORD PARK LEISURE CENTRE**

Three tenders were received for the work required to replace the flat roofs at Woodford Park Leisure Centre. These were opened and assessed on 22 August 2017 by the Town Clerk and Maintenance Manager.

Officers agreed that the lowest tender did not provide sufficient information on process or working procedures, particularly relating to Health and Safety, and no guarantee for the works was provided.

It was also agreed that the second lowest tender, although offering a 10 year guarantee on the works, did not provide sufficient information or detail on the works to be undertaken.

Officers agreed that the contractor that had submitted the highest tender was the preferred supplier for these works. The company is offering a 15 year guarantee and provided a clear description of the works required and details of the health and safety matters to be addressed – an important matter when the works will be carried out at a busy site used by many members of the public. The company concerned has carried out work for the Council before in an area used by the public.

The Maintenance Manager then approached the preferred contractor and achieved a 15% reduction on the original tender price, although this remains the highest priced tender.

Under the Council's Financial Regulations, if the lowest tender is not accepted, the Town Clerk is required to report to the next meeting of the relevant committee stating the reasons for the decision.

Members are asked to note the reasons for the officers' decision in the matter of the appointment of a contractor to carry out the works to the flat roofs at Woodford Park Leisure Centre.

13. **3G PITCH ADDITIONAL COSTS**

To note the following unanticipated costs relating to the end of defects period for the 3G pitch.

£2,325 – Final invoice from Robinson Low Francis (RLF) for professional fees relating to the end of defects period checks and inspection reports.

£3,604 – Element of contractor retention relating to maintenance of the pitch and lighting in the first year, payable at the end of the defects period. This is separate to the retention relating to construction, which had been allowed for.

The budget for the project has no funds remaining and Members are asked to consider allocating funds from the general reserve to cover these additional costs.

The general reserve as at 1/4/17 was £459,018. This year's budget anticipates contributing an additional £23,378 to the general reserve (excluding the £10,741 allocated to special projects, as agreed), giving an anticipated year end reserve figure of £482,396.

14. **PUBLIC TOILET UPDATE**

To note that the lease agreement has yet to be finalised. Once this has been signed the Council can place the order for the unit, which is estimated to have a 10 – 12 week lead time. Other permissions and arrangements for services are being carried out by the contractor.

15. **WOODLEY PRE-SCHOOL UPDATE**

To note that the project to install a modular building to house the pre-school in Woodford Park is progressing and officers are scheduled to meet with the pre-school on Thursday 13 September. A further update will be provided to the Committee at the meeting.

16. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK & FINISH GROUP**

To review the membership of the Woodford Park Leisure Centre Regeneration Task & Finish Group.

17. **CENTENARY COMMEMORATION OF THE END OF WORLD WAR 1**

To note that, following the Full Council meeting on 27 June 2017 at which Messrs Lott, Hutchinson and Pope proposed plans for a large celebration on Remembrance Day 2018 and requested that this be funded by the Town Council, and the Council's response at the meeting that the Council was unlikely to allocate funds of £10-20,000, a letter has been received from Mr Lott expressing his disappointment and stating that he and his colleagues are not prepared to be involved unless the Council reconsiders its response to their proposals. It is proposed that the PR & Marketing Working Group supports and arranges the commemoration event on 11 November 2018.

18. **RESIDENTS' SURVEY 2017**

To receive the Residents' Survey report (available separately).

19. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

To note that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £35,318.

20. **BOROUGH/PARISH LIAISON FORUM**

To note the minutes of the Borough/Parish Liaison forum, which took place on 3 July 2017. (*Appendix 20*)

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21. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

22. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

23. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that, in view of the confidential nature of the business about to be transacted in relation to commercial 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 24 and 25 on the agenda.

24. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**

To note the confidential financial information for the gym – to be circulated at the meeting.

25. **PERSONNEL SUB COMMITTEE**

To consider **Report No. SR 36/17** of the Personnel Sub Committee meeting held on 12 September 2017.

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EXPENDITURE	Budget	Actual Exp	Actual Exp	Actual Exp	Information
	2017/18	as at 31/08/16	as at 31/08/17	as % of Budget	
Central Costs	227296	79672	92353	40.6	Phone and postage costs over 42%, other costs under.
Democratic Costs	48225	17121	17348	36.0	Staff costs slightly over 42%, training and elections budgets unspent.
Corporate Management	305934	130484	138269	45.2	Insurance, HR/Health and Safety support & affiliations payable at the beginning of the year. Other costs under 42%.
Capital Programme	45000	0	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	1850	1750	43.8	Grants awarded in April (paid in May) and November.
Oakwood Centre	149365	51828	63869	42.8	Rates, phone, repairs, equipment and catering costs over 42%, other costs under.
Maintenance HQ	6601	2353	2124	32.2	Rates and fuel costs over 42%, other costs under.
Woodley TCMI	58082	21634	22712	39.1	Low expenditure on WTCMI items.
Capital and Projects	184940	80000	80000	43.3	Loans paid in September and March - sinking fund contribution made in June.
TOTAL	1029443	384942	418425	40.6	

INCOME	Budget	Actual Inc	Actual Inc	Actual Inc	Information
	2017/18	as at 31/08/16	as at 31/08/17	as % of Budget	
Central Costs	5825	2276	2151	36.9	Income investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	8828	3009	3211	36.4	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	165586	64474	74326	44.9	Room hire at 44%.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	45449	21634	17250	38.0	
Capital and Projects	0	0	0	0.0	Loan payments made in March and September.
TOTAL	225688	91393	96938	43.0	
NET	803755	293549	321487	40.0	

Month 5 = 42%

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
09-Jun-17	A1 Locksmiths(Berkshire) Ltd	89.96	Keys cut for bollards
09-Jun-17	Arkell - Hurcombe-Bronzeworks	98.64	Bronze plaque
16-Jun-17	ASAP Computer Services	1044.12	HP Mini-tower/MS software/labour charge
22-Jun-17	BCM Group Plc	103.01	Service & maint photocopier WPLC
09-Jun-17	Be Fuelcards Ltd	28.19	Unleaded petrol/admin fee
23-Jun-17	Be Fuelcards Ltd	22.15	Unleaded petrol/admin fee
22-Jun-17	Berkshire Tree Care	900.00	Remove trees from Loddon Mead
22-Jun-17	Bowak Ltd	628.42	Cleaning supplies
09-Jun-17	Brake Bros Foodservice Ltd	111.93	Vending supplies
22-Jun-17	Brake Bros Foodservice Ltd	477.29	Vending supplies
09-Jun-17	Brown Bag Cafe Ltd	34.38	Catering services
22-Jun-17	Brown Bag Cafe Ltd	1337.56	Catering services
09-Jun-17	BT Payments Services Ltd	612.46	Phone
08-Jun-17	BT Telephone Payment Centre	161.64	Phone
14-Jun-17	Castle Water	2017.11	Water rates
14-Jun-17	Castle Water	3355.79	Water rates
22-Jun-17	Castle Water	628.33	Water rates
22-Jun-17	Castle Water	598.00	Water rates
22-Jun-17	Castle Water	530.81	Water rates
22-Jun-17	Castle Water	261.90	Water rates
06-Jun-17	Castle Water Ltd D/D	2591.41	Water rates
22-Jun-17	Castle Water Ltd D/D	116.41	Water rates
22-Jun-17	Castle Water Ltd D/D	44.16	Water rates
01-Jun-17	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
09-Jun-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
02-Jun-17	Club Manager Ltd	80.40	Club Manager membership
22-Jun-17	CoolerAid Ltd	189.60	Bottled water
21-Jun-17	Crown Gas & Power	764.26	Gas supply
21-Jun-17	Crown Gas & Power	210.50	Gas supply
21-Jun-17	Crown Gas & Power	120.86	Gas supply
21-Jun-17	Crown Gas & Power	115.68	Gas supply
09-Jun-17	David Provins	292.69	Grant - Friends of Woodford Park
09-Jun-17	Dejac Associates Ltd	2118.00	iMac computer/MS software/labour charge
09-Jun-17	EDF Energy 1 Ltd	14.73	Electricity supply
09-Jun-17	Energy Electrical Distributors Ltd	14.90	Electric supplies
12-Jun-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
16-Jun-17	Eurodec Ltd	41.06	Building supplies
09-Jun-17	Farol Ltd	220.93	Gardening supplies
22-Jun-17	Farol Ltd	559.20	Gardening supplies
09-Jun-17	Fencing Products Ltd	24.96	Gardening supplies
16-Jun-17	Fencing Products Ltd	72.00	Gardening supplies
22-Jun-17	Fraser Office Supplies Ltd	165.05	Stationery supplies
22-Jun-17	Global Foodservice Equipment	544.79	Daewoo Microwave
29-Jun-17	HMRC Cumbernauld	13862.75	PAYE & NI
09-Jun-17	IMAGE BOX	240.00	Design layout for publicity
22-Jun-17	IMAGE BOX	108.00	WTC/Oakwood signage
09-Jun-17	InTouch	35.99	Monthly website charge
22-Jun-17	InTouch	35.99	Monthly website charge
09-Jun-17	JTK Freestyle LLP	100.00	Coach-Kick box
14-Jun-17	Lloyds Bank D/D	122.41	Monthly cardnet service charge
22-Jun-17	Lyreco UK Ltd	39.26	Stationery supplies
14-Jun-17	Mainstream Digital Ltd	4.72	Phone
23-Jun-17	Maintel Europe Ltd	331.62	Annual phone maintenance cover
15-Jun-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
09-Jun-17	P&H Direct Van Sales Ltd	315.82	Vending supplies
16-Jun-17	P&H Direct Van Sales Ltd	270.44	Vending supplies

22-Jun-17	P&H Direct Van Sales Ltd	207.21	Vending supplies
13-Jun-17	Pitney Bowes Ltd	100.00	Postage topup
09-Jun-17	Playsafety Ltd	520.80	Annual playground inspection
09-Jun-17	Plusnet Plc	52.20	Phone
16-Jun-17	Plusnet Plc	38.40	Phone
09-Jun-17	PRS for Music	513.35	Music licence
29-Jun-17	Prudential	30.00	AVC payment deducted from pay
26-Jun-17	Public Works Loan Board	10640.58	PWLB loan repayment
16-Jun-17	Rigby Taylor	533.06	Gardening supplies
09-Jun-17	Round & About Publications Ltd	487.20	WTCMI - full page advert
12-Jun-17	SGW Payroll Ltd	156.98	Payroll services
22-Jun-17	Shinfield Shambles	75.00	Woodley Centre - stage opening
16-Jun-17	Siemens Financial Services Ltd	720.00	Qtrly Photocopier rental charge
15-Jun-17	Siemens Financial Services	1100.80	Gym equip monthly rental
09-Jun-17	Southern Electric Contracting Ltd	100.27	Electricity supply
09-Jun-17	SSE Southern Electric	83.33	Electricity supply
16-Jun-17	SSE Southern Electric	1346.62	Electricity supply
09-Jun-17	Thames Valley Temperature Control Ltd	619.80	Gas test/call out Chapel Hall/heating pump OC
09-Jun-17	Thames Valley Water Services Ltd	78.00	Water sample checks
22-Jun-17	Thames Valley Water Services Ltd	150.00	Water sample checks
29-Jun-17	The Berkshire Pension Fund	13086.56	Pension - employers and employees
16-Jun-17	Total Gas & Power Ltd	739.51	Electricity supply
09-Jun-17	Trade UK - Screwfix	168.36	Building supplies
22-Jun-17	Trade UK - Screwfix	188.90	Building supplies
16-Jun-17	Traditional Local Cleaning Ltd	1593.29	Contract cleaning
09-Jun-17	Travis Perkins Trading Co	316.15	Building supplies
09-Jun-17	Ukactive	777.86	Music licence - Woodford Park LC
29-Jun-17	Unison Collection Ac	32.20	Union fees deducted from pay
16-Jun-17	Veolia ES - UK Ltd	823.20	Refuse collection
22-Jun-17	Veolia ES - UK Ltd	665.05	Refuse collection
19-Jun-17	Vodafone	238.65	Phone
01-Jun-17	Wokingham BC	40.00	Rates
01-Jun-17	Wokingham BC	154.00	Rates
01-Jun-17	Wokingham BC	340.00	Rates
01-Jun-17	Wokingham BC	839.00	Rates
01-Jun-17	Wokingham BC	2120.00	Rates
16-Jun-17	Woodley Carnival Comm	3000.00	Grant

81978.49

CLERKS IMPREST A/C

List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
06-Jun-17	(Personal Information)	50.00	Refund deposit
06-Jun-17	(Personal Information)	50.00	Refund deposit
12-Jun-17	(Personal Information)	200.00	Refund deposit
12-Jun-17	(Personal Information)	26.00	WPLC course refund
12-Jun-17	(Personal Information)	49.40	Refund deposit
12-Jun-17	Adrian Wakelin	100.00	Grant
16-Jun-17	(Personal Information)	15.00	Refund deposit
19-Jun-17	(Personal Information)	100.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
26-Jun-17	(Personal Information)	50.00	Refund deposit
26-Jun-17	(Personal Information)	206.10	Train tickets-Rdg to Stansted
26-Jun-17	(Personal Information)	15.00	Refund deposit
27-Jun-17	(Personal Information)	246.81	O/T pay - June 2017
28-Jun-17	(Personal Information)	52.78	Robert Dyas-Kettle/cartridges

07-Jun-17	BCA Ltd	36.00	Licence fee - Investiture imag
22-Jun-17	Booking.com	70.00	WTCMI-Room resversation
26-Jun-17	Carbonite Backup	48.64	WTCMI-Software backup
12-Jun-17	Czech school	150.00	Refund deposit
01-Jun-17	Fridge Freezer Direct	347.93	Double sliding door bottle cooler
28-Jun-17	Lloyds Bank	44450.40	Net June 2017 payroll
09-Jun-17	Lloyds Bank D/D	7.62	Monthly bank service charge
26-Jun-17	Luminati Ltd	42.84	Replacement security cover
21-Jun-17	PETTY CASH A/C	250.45	Top-up petty cash
		46764.97	

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/07/2017 and 31/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
20-Jul-17	Alan Hadley Ltd	276.00	Refuse collection
14-Jul-17	Alan Harland	500.00	Accountancy support
07-Jul-17	Allen's Design & Print Ltd	474.00	Easter & May Bank hols banners
05-Jul-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
05-Jul-17	BALC	3513.44	Affiliation fee - BALC & NALC
07-Jul-17	Be Fuelcards Ltd	0.76	Admin fee
14-Jul-17	Be Fuelcards Ltd	35.14	Unleaded petrol/admin fee
21-Jul-17	Be Fuelcards Ltd	64.58	Diesel/Admin fee
21-Jul-17	Berkshire Tree Care	1080.00	Remove Cypress tree
20-Jul-17	Bowak Ltd	519.08	Cleaning supplies
21-Jul-17	Bowak Ltd	100.13	Cleaning supplies
05-Jul-17	Brake Bros Foodservice Ltd	162.16	Vending supplies
07-Jul-17	Brake Bros Foodservice Ltd	377.64	Vending supplies
14-Jul-17	Brake Bros Foodservice Ltd	436.26	Vending supplies
20-Jul-17	Brake Bros Foodservice Ltd	398.29	Vending supplies
20-Jul-17	Brown Bag Cafe Ltd	1198.94	Catering services
13-Jul-17	Castle Water	-2092.91	Water rates credit
13-Jul-17	Castle Water	-530.81	Water rates credit
14-Jul-17	Castle Water	-905.06	Water rates credit
24-Jul-17	Castle Water Ltd D/D	116.41	Water rates
24-Jul-17	Castle Water Ltd D/D	44.16	Water rates
28-Jul-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
14-Jul-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
03-Jul-17	Club Manager Ltd	80.40	Club Manager membership
21-Jul-17	CoolerAid Ltd	109.02	Bottled water
21-Jul-17	Crown Gas & Power	441.34	Gas supply
21-Jul-17	Crown Gas & Power	190.69	Gas supply
21-Jul-17	Crown Gas & Power	92.18	Gas supply
05-Jul-17	Drews Ltd	78.11	Safety boots & 2 x brooms
07-Jul-17	EDF Energy 1 Ltd	142.30	Electricity supply
28-Jul-17	Energy Electrical Distributors Ltd	29.81	Electricity supplies
12-Jul-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
28-Jul-17	Eurodec Ltd	33.60	Building supplies
07-Jul-17	Eurodec Ltd	22.63	Building supplies
14-Jul-17	Eurodec Ltd	12.85	Building supplies
20-Jul-17	Eurodec Ltd	69.89	Building supplies
05-Jul-17	Farol Ltd	73.00	Oil - Depot
20-Jul-17	Fencing Products Ltd	350.40	Gardening supplies
20-Jul-17	Fraser Office Supplies Ltd	126.97	Stationery supplies
21-Jul-17	Fraser Office Supplies Ltd	191.55	Stationery supplies
28-Jul-17	HC Slingsby Plc	48.14	Pen-type thermometer
20-Jul-17	Helen Masey	1312.50	Residents Survey 2017
28-Jul-17	High Speed Training	162.00	Staff training (Asbestos)
21-Jul-17	HMRC Cumbernauld	13196.92	PAYE & NI
21-Jul-17	InTouch	35.99	Monthly website charge
05-Jul-17	John Stacey - Sons Ltd	894.00	Refuse collection
07-Jul-17	John Stacey - Sons Ltd	480.00	Refuse collection
20-Jul-17	John Stacey - Sons Ltd	240.00	Refuse collection
14-Jul-17	John Willis	120.00	Window cleaner
14-Jul-17	Just Around The Corner	5986.75	Grant
14-Jul-17	Key Industrial Equip Ltd	108.00	Waste sacks
05-Jul-17	Lantec Security Ltd	4468.80	Installation fire alarm panel OC
05-Jul-17	Lightatouch	175.00	Internal audit

04-Jul-17	Lloyds Bank D/D	32.13	Monthly bank service charge
14-Jul-17	Lloyds Bank D/D	190.84	Monthly cardnet service charge
21-Jul-17	Lyreco UK Ltd	111.61	Stationery supplies
28-Jul-17	M J & K A Collions	285.12	Tablet salt
14-Jul-17	Mailcoms Ltd	89.88	Mailbase ink cartridge
14-Jul-17	Mainstream Digital Ltd	58.50	Phone
21-Jul-17	Margaret Macknelly Design	866.40	Redesign of Woodley Herald
17-Jul-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
14-Jul-17	Occupational Medicals Enterprises Ltd	390.00	Staff medical
21-Jul-17	Office Depot International UK Ltd	44.66	Stationery supplies
28-Jul-17	P&H Direct Van Sales Ltd	100.36	Vending supplies
05-Jul-17	P&H Direct Van Sales Ltd	105.54	Vending supplies
07-Jul-17	P&H Direct Van Sales Ltd	74.59	Vending supplies
14-Jul-17	P&H Direct Van Sales Ltd	185.08	Vending supplies
20-Jul-17	P&H Direct Van Sales Ltd	179.97	Vending supplies
17-Jul-17	Pitney Bowes Ltd	100.00	Postage topup
27-Jul-17	Pitney Bowes Ltd	100.00	Postage topup
11-Jul-17	Plusnet Plc	52.20	Phone
17-Jul-17	Plusnet Plc	38.40	Phone
21-Jul-17	Prudential	30.00	AVC payment deducted from pay
07-Jul-17	Reading Borough Council	3250.00	Allotments licence fee
28-Jul-17	Rialtas Business Solutions Ltd	133.20	Allotments licence upgrade
28-Jul-17	Rigby Taylor	68.00	Gardening supplies
05-Jul-17	Riso UK Ltd	247.51	Qtrly photocopier charge
05-Jul-17	Robinson Low Francis	2790.00	3G Pitch surveying consultancy
10-Jul-17	SGW Payroll Ltd	169.22	Payroll services
17-Jul-17	Siemens Financial Services	1100.80	Gym equip monthly rental
20-Jul-17	Southern Electric Contracting Ltd	492.32	Electricity supply
21-Jul-17	Spaldings Ltd	732.48	Gardening supplies
20-Jul-17	SSE Southern Electric	2110.24	Electricity supply
28-Jul-17	Thames Valley Water Services Ltd	78.00	Water sample checks
21-Jul-17	The Berkshire Pension Fund	12715.44	Pension - employers and employees
21-Jul-17	The Letterworks Ltd	693.00	Woodley Herald print
07-Jul-17	Tiger Turf UK Ltd	20174.45	3G Pitch final payment - retention
21-Jul-17	Total Gas & Power Ltd	1320.03	Electricity supply
05-Jul-17	Trade UK - Screwfix	4.80	Building supplies
20-Jul-17	Trade UK - Screwfix	291.72	Building supplies
20-Jul-17	Traditional Local Cleaning Ltd	1969.61	Contract cleaning
05-Jul-17	Travis Perkins Trading Co	173.29	Building supplies
07-Jul-17	Travis Perkins Trading Co	468.43	Building supplies
21-Jul-17	Unison Collection Ac	32.20	Union fees deducted from pay
05-Jul-17	Vaughtons	207.56	Past Mayor jewels
07-Jul-17	Veolia ES - UK Ltd	232.88	Refuse collection
21-Jul-17	Veolia ES - UK Ltd	1033.87	Refuse collection
18-Jul-17	Vodafone	248.60	Phone
14-Jul-17	Vodafone Ltd	496.94	Phone
20-Jul-17	WFL UK Ltd	1767.36	Diesel - Depot
14-Jul-17	Windowflowers Ltd	6243.00	WTCMI town centre flowers
03-Jul-17	Wokingham BC	40.00	Rates
03-Jul-17	Wokingham BC	154.00	Rates
03-Jul-17	Wokingham BC	340.00	Rates
03-Jul-17	Wokingham BC	839.00	Rates
03-Jul-17	Wokingham BC	2120.00	Rates
05-Jul-17	Wokingham Borough Council	255.00	Legal fees Woodley Theatre agreement
14-Jul-17	Wyevale Garden Centres Ltd	109.97	Gardening supplies

105861.74

CLERKS IMPREST A/C

List of Payments made between 01/07/2017 and 27/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
17-Jul-17	(Personal Information)	10.00	WPLC course refund
10-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
03-Jul-17	(Personal Information)	50.00	Refund deposit
31-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
03-Jul-17	(Personal Information)	50.00	Refund deposit
31-Jul-17	(Personal Information)	15.00	Refund deposit
10-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
25-Jul-17	Amazon.co.uk	17.98	iPhone case cover
31-Jul-17	Amazon.co.uk	4.67	Ex-pro 10m modem cable
05-Jul-17	Amersham & Wycombe	50.00	Staff training - exam
13-Jul-17	Apple-on-line	44.70	Recharging cables
11-Jul-17	Churches Together	50.00	Refund dep-Churches Together
13-Jul-17	DVLA Vehicle Tax	240.00	KD51 WTW - Vehicle tax
03-Jul-17	Fellowship Education	50.00	Refund deposit
26-Jul-17	Lloyds Bank	43033.00	Net July 2017 payroll
14-Jul-17	Lloyds Bank D/D	8.33	Monthly bank service charge
03-Jul-17	Mountain Entertainment	100.00	Minion Meet & Greet - Centre Stage
19-Jul-17	PETTY CASH A/C	174.27	Top up - petty cash
20-Jul-17	Printed.com	92.14	Dog display signs/artwork
10-Jul-17	R Dedi	150.00	Refund deposit
20-Jul-17	Toolventure.co.uk	48.90	Sitemaster safety boots
31-Jul-17	Woodley & Whitegates Labour Party	100.00	Refund deposit
		44588.99	

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
11-Aug-17	Alan Hadley Ltd	276.00	Refuse collection
18-Aug-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
11-Aug-17	Autoglass	246.33	Replace rear window on van
04-Aug-17	Be Fuelcards Ltd	28.49	Unleaded petrol - depot
11-Aug-17	Bourne Amenity Ltd	950.82	Topdressing soil - depot
18-Aug-17	Bowak Ltd	121.65	Cleaning supplies
04-Aug-17	Brake Bros Foodservice Ltd	443.10	Vending supplies
18-Aug-17	Brake Bros Foodservice Ltd	263.00	Vending supplies
23-Aug-17	Brown Bag Cafe Ltd	1154.84	Catering services
22-Aug-17	BT Telephone Payment Centre	1463.12	Phone
23-Aug-17	BT Telephone Payment Centre	131.04	Phone
24-Aug-17	BT Telephone Payment Centre	85.32	Phone
24-Aug-17	BT Telephone Payment Centre	52.36	Phone
24-Aug-17	BT Telephone Payment Centre	85.32	Phone
25-Aug-17	BT Telephone Payment Centre	52.36	Phone
04-Aug-17	Bullseye Awards & Garments Ltd	247.00	Medals - Kwik cricket tournament
18-Aug-17	Came & Company IBA	215.87	Insurance - additional cover cost
22-Aug-17	Castle Water Ltd D/D	44.16	Water rates
22-Aug-17	Castle Water Ltd D/D	116.41	Water rates
11-Aug-17	CCTV Direct Ltd	107.48	Video pack/wide angle dome
23-Aug-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Aug-17	Club Manager Ltd	80.40	Club Manager membership
23-Aug-17	CoolerAid Ltd	47.40	Bottled water
18-Aug-17	Crown Gas & Power	-53.41	Gas supply
22-Aug-17	Crown Gas & Power	348.47	Gas supply
22-Aug-17	Crown Gas & Power	187.06	Gas supply
22-Aug-17	Crown Gas & Power	87.15	Gas supply
23-Aug-17	DCK Accounting Solutions Ltd	468.00	VAT partial exemption calculation
18-Aug-17	Dejac Associates Ltd	1068.00	Macbook pro laptop/MS office
11-Aug-17	EDF Energy 1 Ltd	933.12	Electricity supply
23-Aug-17	EDF Energy 1 Ltd	319.14	Electricity supply
10-Aug-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
04-Aug-17	Eurodec Ltd	118.09	Building supplies
11-Aug-17	Eurodec Ltd	144.00	Building supplies
23-Aug-17	Eurodec Ltd	99.04	Building supplies
11-Aug-17	Farol Ltd	776.83	Gardening supplies
04-Aug-17	Fencing Products Ltd	14.40	Gardening supplies
23-Aug-17	Fencing Products Ltd	26.52	Gardening supplies
18-Aug-17	Fraser Office Supplies Ltd	202.96	Stationery supplies
23-Aug-17	Fraser Office Supplies Ltd	84.66	Stationery supplies
04-Aug-17	Fuel Fitness Ltd	25.00	Coach
18-Aug-17	Fuel Fitness Ltd	90.00	Coach
23-Aug-17	Fuel Fitness Ltd	25.00	Coach
23-Aug-17	Gilbert Thompson	520.00	Woodley Herald delivery
18-Aug-17	HC Slingsby Plc	13.19	Grab rail - Coronation Hall
23-Aug-17	Hire Depot Ltd	144.00	Hire of de-humidifier
23-Aug-17	HMRC Cumbernauld	12913.21	PAYE & NI
18-Aug-17	Hotshots Sports Coaching Ltd	300.00	Coach
30-Aug-17	ICO	35.00	Information Commissioner's Office
18-Aug-17	ID Card Supplies	288.00	Gym membership cards
23-Aug-17	InTouch	35.99	Monthly website charge
11-Aug-17	John Willis	120.00	Window cleaner
11-Aug-17	Key Industrial Equip Ltd	136.84	Line marking paint

04-Aug-17	Lantec Security Ltd	210.00	Call out - Oakwood Centre
18-Aug-17	Laundry Depot	172.50	Tablecloths cleaned
23-Aug-17	Leisurejobs	180.00	Staff advertisement
23-Aug-17	Lister Wilder Ltd	33012.60	Ride-on mower/chipper/trailer
01-Aug-17	Lloyds Bank D/D	32.84	Monthly bank service charge
14-Aug-17	Lloyds Bank D/D	318.07	Monthly cardnet service charge
29-Aug-17	Lloyds Bank D/D	34.72	Monthly bank service charge
23-Aug-17	Lyreco UK Ltd	43.56	Stationery supplies
18-Aug-17	Mainstream Digital	-56.09	Phone
14-Aug-17	Mainstream Digital Ltd	58.50	Phone
15-Aug-17	Merchant Rentals Ltd	30.58	Cardnet machine monthly rental
18-Aug-17	MKR Electrical Services Ltd	469.52	Electrical supplies
23-Aug-17	Office Depot International UK Ltd	191.12	Stationery supplies
04-Aug-17	P&H Direct Van Sales Ltd	275.08	Vending supplies
11-Aug-17	P&H Direct Van Sales Ltd	301.67	Vending supplies
18-Aug-17	P&H Direct Van Sales Ltd	83.80	Vending supplies
23-Aug-17	P&H Direct Van Sales Ltd	199.31	Vending supplies
21-Aug-17	(Personal Information)	50.00	Refund deposit
04-Aug-17	PHS Group	315.49	Qtrly dust mats charge
11-Aug-17	Plusnet Plc	52.20	Phone
17-Aug-17	Plusnet Plc	38.40	Phone
11-Aug-17	PPL	378.49	Music licence
11-Aug-17	PRS for Music	379.78	Music licence
23-Aug-17	Prudential	30.00	AVC payment deducted from pay
31-Aug-17	Public Works Loan Board	5874.06	Public Works Loan payment
18-Aug-17	R and J Services	4140.00	Pathways repair - WPLC
11-Aug-17	Seton	202.80	Baby changing table OC
04-Aug-17	SGW Payroll Ltd	159.02	Payroll services
15-Aug-17	Siemens Financial Services	1100.80	Gym equip monthly rental
18-Aug-17	Smart Signs Group Ltd	3635.28	Gym wall/glass graphics
04-Aug-17	Southern Electric Contracting Ltd	52.80	Electricity supply
11-Aug-17	SSE Southern Electric	1219.35	Electricity supply
23-Aug-17	Street Feet Dance Ltd	150.00	Coach
11-Aug-17	Technical Surfaces Ltd	360.00	3G pitch matchfit contract
11-Aug-17	Thames Valley Temperature Control Ltd	329.76	Suply & fit fan belts fridge OC
23-Aug-17	The Berkshire Pension Fund	12589.68	Pension - employers and employees
18-Aug-17	The Institute of Groundsmanship	150.00	Annual membership
11-Aug-17	The Letterworks Ltd	693.00	Woodley Herald print
22-Aug-17	Total Gas & Power Ltd	1352.01	Electricity supply
18-Aug-17	Trade UK - Screwfix	800.98	Building supplies
18-Aug-17	Traditional Local Cleaning Ltd	1610.89	Contract cleaning
23-Aug-17	Travis Perkins Trading Co	253.15	Building supplies
23-Aug-17	Unison Collection Ac	32.20	Union fees deducted from pay
23-Aug-17	Veolia ES - UK Ltd	1078.91	Refuse collection
01-Aug-17	Wokingham BC	40.00	Rates
01-Aug-17	Wokingham BC	154.00	Rates
01-Aug-17	Wokingham BC	340.00	Rates
01-Aug-17	Wokingham BC	839.00	Rates
18-Aug-17	XN Media Ltd	120.00	WTCMI advert- Fun Day

102149.49

CLERKS IMPREST A/C

List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
01-Aug-17	(Personal Information)	50.00	Refund deposit
07-Aug-17	(Personal Information)	200.00	Refund deposit
07-Aug-17	(Personal Information)	180.00	Refund deposit
14-Aug-17	(Personal Information)	22.00	WPLC course refund
14-Aug-17	(Personal Information)	72.00	WPLC course refund
14-Aug-17	(Personal Information)	50.00	Refund deposit
14-Aug-17	(Personal Information)	100.00	Refund deposit
14-Aug-17	(Personal Information)	50.00	Refund deposit
21-Aug-17	(Personal Information)	50.00	Refund deposit
21-Aug-17	(Personal Information)	200.00	Refund deposit
24/08/2017	(Personal Information)	50.00	Refund deposit
24/08/2017	(Personal Information)	50.00	Refund deposit
25/08/2017	(Personal Information)	100.00	Refund deposit
29/08/2017	(Personal Information)	5.00	WPLC course refund
29/08/2017	(Personal Information)	50.00	Refund deposit
14-Aug-17	Amazon UK	8.98	Rankie 3-pack micro USB cable
21-Aug-17	Barbados Asso Read	150.00	Refund deposit
08-Aug-17	Birmingham Telecom	43.13	Phone headset OC
14-Aug-17	Drishti Dance Foundation	100.00	Refund deposit
14-Aug-17	Housing Solutions	50.00	Refund deposit
23-Aug-17	Lloyds Bank	43481.19	Net payroll-Aug 2017
11-Aug-17	Lloyds Bank D/D	9.24	Monthly bank service charge
04-Aug-17	Pets in Practise	321.00	Credit invoice 13385
29/08/2017	Projector Lamps	70.78	Sanyo XF31-Projector Lamp
09-Aug-17	Replacement keys	9.85	Bisley x 2 keys OC
10-Aug-17	Scaffolding Direct	71.83	3 mtre aluminium tube scaffolding
24/08/2017	Tesco/SCP Ltd	167.96	OC wooden console tables x 4
08-Aug-17	Wilko.com	44.00	Insulated catering urn
		45756.96	

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Oakwood Centre Update

Marketing

Notes of the PR/Marketing Working Group on 12 July and 6 September are presented elsewhere on the meeting agenda.

Catering

Notes of the Catering Partnership meeting on 21 July are presented elsewhere on the meeting agenda. Income received under the catering contract is shown in **APPENDIX A (enclosed separately - confidential item)**.

Water supply works

Essential works have been carried out to various water supply fittings in the building, following a routine regulatory inspection by Thames Water on 4 July 2017. The works largely consisted of the installation of double check valves on appliances and outlets. The water supplier can insist on works where it believes there is a significant risk of contamination or wastage, even where the installation met the regulation in force at the time of installation. Works were completed on 7 September and a compliance inspection will be carried out by Thames Water on 20 September.

Staff team

The part time Venues Assistant - Carl Atkins left at the beginning of September to go to university. These shifts are being filled using existing staff from the leisure and venues teams.

Room Hire

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

Usage since last report:

Regular Hirers lost None
New Regular Hirers Training Company x1 booking per week Football Coaching x2 bookings per week
New one-off hirers X1 Theatre Company X1 Craft group X1 Dance school X1 Indian dance group
Social events X1 wedding party X1 formal dinner event X1 birthday dinner

Recommendations:

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

Appendix B

OAKWOOD CENTRE BOOKINGS AS AT 31/8/17

Hirer	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 £		
Summary of Bookings																										
Type of Booking																										
Parties/Social Events	3	345.83	0	0.00	0	0.00	1	114.17	15	1247.48	9	762.91	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Theatre	5	504.16	7	641.25	1	65.83	27	2983.33	8	835.00	2	207.50	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	90	2693.03	91	3223.76	90	3080.82	93	3271.64	65	2719.95	62	2214.10	15	206.67	17	275.01	13	138.33	12	104.16	12	104.16	12	104.16	12	104.16
Business	64	2221.52	70	2884.64	68	3112.50	50	2248.40	36	1646.75	62	2085.40	12	515.40	8	313.32	8	404.16	0	0.00	0	0.00	0	0.00	0	0.00
Community Groups	19	503.31	17	453.31	8	244.98	9	361.64	7	248.31	13	287.49	10	187.50	8	150.00	6	112.50	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
	181	6267.85	185	7202.96	167	6504.13	180	8979.18	131	6697.49	148	5557.40	37	909.57	33	738.33	27	654.99	12	104.16	12	104.16	12	104.16	12	104.16
Cumulative Income																										
Parties/Social Events	3	345.83	3	345.83	3	345.83	4	460.00	19	1707.48	28	2470.39	28	2470.39	28	2470.39	28	2470.39	28	2470.39	28	2470.39	28	2470.39	28	2470.39
Theatre	5	504.16	12	1145.41	13	1211.24	40	4194.57	48	5029.57	50	5237.07	50	5237.07	50	5237.07	50	5237.07	50	5237.07	50	5237.07	50	5237.07	50	5237.07
Public/National Orgs/Charities	90	2693.03	181	5916.79	271	8997.61	364	12269.25	429	14989.20	491	17203.30	506	17409.97	523	17684.98	536	17823.31	548	17927.47	560	18031.63	572	18135.79	572	18135.79
Business	64	2221.52	134	5106.16	202	8218.66	252	10467.06	288	12113.81	350	14199.21	362	14714.61	370	15027.93	378	15432.09	378	15432.09	378	15432.09	378	15432.09	378	15432.09
Community Groups	19	503.31	36	956.62	44	1201.60	53	1563.24	60	1811.55	73	2099.04	83	2286.54	91	2436.54	97	2549.04	97	2549.04	97	2549.04	97	2549.04	97	2549.04
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
	181	6267.85	366	13470.81	533	19974.94	713	28954.12	844	35651.61	992	41209.01	1029	42118.58	1062	42856.91	1089	43511.90	1101	43616.06	1113	43720.22	1125	43824.38	1125	43824.38

APPENDIX B

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 21 July 2017 at 10.00 am**

Present: *Councillors: S. Rahmouni, S. Brindley, R. Dolinski*

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

Also present: *T. Edwards – Brown Bag*

Apologies: *Councillors M. Green, J. MacNaught,*

Councillor Rahmouni chaired the meeting

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Actions from previous meeting

- Outside heating - KM/SR/TE – *ONGOING*
- Work placements – *TE to look at publicising this on social media & provide information to AM*
- Theatre Catering -TE/SR to speak with AM re opportunities to maximise catering for theatre hirers. – *Will meet and report back to next meeting.*
- Hygiene Inspection - TE/SR to request hygiene inspection from Wokingham Borough Council – *Request will be made before the next meeting.*

3. Update on catering operation

TE circulated the turnover information for the month.

TE reported that:

- Summer trade had been slower than expected.
- The breakfast menu was being reviewed to reflect customer preferences and improve speed of service.
- The new Assistant Manager was now in post.
TE provided trading information by product which it was agreed would be useful to have at future meetings.

4. Customer Feedback

Very positive feedback had been received from the large dinner event in July.

5. Marketing

- New breakfast menu
- Work placements
- It was suggested that more photos of people and products could be incorporated in the social media posts and marketing.

6. Upcoming events

Private function end of July

Theatre booking end of August

7. Date of next meeting

The next meeting is scheduled for Friday 15 September at 10am.

Woodley Town Council

**Report of a Meeting of the PR/Marketing Working Group held at the Oakwood Centre
on Wednesday 12 July 2017 at 6pm.**

Present: *Councillors: K. Baker (Chair), J. Cheng, S. Brindley*

Officers present: *D. Mander, Town Clerk
K. Murray, Deputy Town Clerk
P. Temmink, PR and Marketing Coordinator*

Apologies: *Cllr D. Smith*

1. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

2. UPDATE ON MARKETING ACTIVITIES

Bader Room – Oakwood Centre

PT went through the update on marketing activities (**APPENDIX A**).

It was agreed that the potential long term weekday football course booking, which could only be accommodated in the Bader Room, should be pursued.

It was also agreed to continue to market the Bader Room as a rentable, serviced office space as the booking is not yet confirmed and the client requirements may change meaning it could be accommodated more easily in other rooms in the Oakwood Centre.

KB suggested that a professional brochure for the Oakwood Centre be considered and it was agreed that this could be tied in design wise with the new Oakwood Centre website.

Social Media

PT explained the current social media activities and how posts were scheduled. It was agreed that an email be sent to all Members to advise them of the social media pages and encourage them to like/share the pages and posts.

ACTION: KM to email all Members with details of the Council's social media pages.

Banners

PT updated the group on the banners being produced for mounting on the railings opposite the Centre to advertise room hire. It was agreed that there were opportunities for advertising in the Town Centre, which could be exploited.

ACTION: KM/PT to explore opportunities for advertising in the Town Centre.

3. WEBSITE DESIGN

PT presented the revised Woodley Town Council website design. It was agreed that the news items on the right/top of the layout was an improvement and that the overall design and proposed functionality was good. It was noted that work was being done to incorporate maps to show wards and asset locations.

ACTION: PT/KM to progress site design with web developer with a target date for site testing in September 2017.

4. MEETING DATES

Wednesday 6 September 6pm
Monday 2 October 6pm

Marketing Working Group Update 12/July/2017

Website

Town Council

- Still in primary development
- News section is confirmed for top right. Max 3 news items with image
- Previous news section will become information and events and include:
 - Map of Woodley with pin points for our facilities/parks etc
 - Clubs ad Societies
 - Events Calendar
 - 2 x boxes for Event/other
- Timing: Due date End Sept 2017. (Testing period will either be 2 weeks before or at end of September.)
- Live in October 2017

Oakwood Centre

- Would like a 1 months gap between web development projects to enable us to catch up on other things
- Looking to write design brief in November
- To include booking system and option for future payment system
- To include interactive map of meeting rooms
- Not anticipated to be a large site due to the nature of the Oakwood Centre

Marketing

Advertising Oakwood Centre

Banners being designed to advertise:

1. Daytime and evening society and resident use
2. Meeting room availability

Bader Room

Had proposal from Football Association re. using a meeting room each weekday to run FA courses for young people. The FA's estimate is based on set number of students and price per head.

- Est. net revenue would be circa £7,292
- Positives:
 - The room would be let from September at a time when we haven't had any other interest.
 - Number of students and booking could increase year on year
 - Other rooms may be required throughout the year
 - Builds on our relationship with the FA that we have through Woodford Park and 3G pitch

- Leaves room free for use at weekends and evenings for other lettings
- Negative:
 - Not our desired annual income of £15,000 but we have had very little interest and a bird in the hand...
 - FA funding never secure until season starts
 - This booking cannot be accommodated in any other room or combination of rooms for the duration of the course so if we take the booking we need to stick with it in the Bader room.
 - Could end after first year.

Social media

Info on current provision below:

There are three social media sources at the Town Council

- 1: Oakwood Centre Facebook page and Twitter feed run by us.
- 2: WPLC Facebook page and Twitter feed.
- 3: TCMI Facebook page and Twitter feed.

There is some reciprocal posting between WPLC and WTC, and we both post events information for TCMI (market information, events and town news).

As far as I'm aware TCMI only posts its own news and perhaps some from other non-Council sources.

Managing twitter and facebook

For large companies and Councils where there is a lot of news, this is a big job and usually has a dedicated resource as each feed needs monitoring, tweets and fb posts need sharing and new posts need writing and photos attaching. We in comparison have very little news even when we extend our news to the Oakwood Centre, local events etc. We use a tool called hootsuite to manage our social media so we can quickly and easily post or schedule news and very basically monitor who is doing what with our posts.

Content:

Our social media currently covers:

- Town Council news
 - Meetings
 - Events
 - Key presentations/PR
 - Allotments
 - Job adverts
 - Consultations
- Town Centre developments
- Rooms to hire
- Business Office to rent
- Events at the Oakwood Centre
- Clubs at the Oakwood Centre
- Therapy sessions at the Oakwood Centre
- Promotion of Brown bag
- Promotion of Woodley Theatre
- Promotion of other theatre based events
- Promotion of big activities and events in Woodford Park
 - Carnival
 - Circus
 - Fayres
 - Park run

- TCMI markets and car boots
- TCMI events & PR
- Information for local charities eg Me2Club, Communitrees
- Blood drives
- Share some posts from WBC and community groups such as Business Clubs
- WPLC news and holiday clubs

We generally share news from people who send us information particularly if they are asking for new members, there is a new club or production.

We schedule news so we have information on our feeds every day.

We get very little interest on FB. We get retweets on twitter for events and some aspects of the Oakwood Centre. Key retweeters are: followers of Woodley Business Club, East Reading, Labour Councillor in Reading, Users of the Oakwood Centre, Brown Bag

Future:

Our news is not sexy, gets a few retweets/shares and time is an issue. We could do a little more but do not have the resource to do it currently. Is it a priority? Use of time?

I do social media for Wokingham TC too and it's a bigger job there as they both run and wish to advertise all major events in Wokingham. A huge amount of time is spent building an events calendar for what goes on in Wokingham and, unfortunately no local organisation/charity/events company is well organised and proactive, therefore time spent chasing people for information is ridiculous.

The interest in their social media extends to Wokingham Town Council events, The Mayor, Wokingham market.

Woodley Town Council: The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ,
Tel: 01189 690356 | Email: admin@woodley.gov.uk

Council Office Opening Hours: Mon-Thu:9am to 4.30pm, Fri:9am to 4pm, Sat/Sun: Closed

Woodley Town Council

**Report of a meeting of the PR/Marketing Group held at the Oakwood Centre on
Wednesday 6 September 2017 at 6pm**

Present: *Councillors: S. Brindley (Chairman); K. Baker; J. Cheng; D. Smith*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
P. Temmink, PR Marketing Coordinator*

1. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

2. TERMS OF REFERENCE

Members of the working group considered the proposed amendments to the terms of reference which included the group's involvement and support for community activities and, with some amendments, agreed these go forward to be considered by the committee.

3. UPDATE ON MARKETING ACTIVITIES/TOWN COUNCIL WEBSITE

The PR/Marketing Coordinator reported that since the last meeting her primary focus had been the development of the new Town Council website. The front page had been redesigned in line with discussions at previous meetings and was shown at the meeting. Considerable work had been done to rationalise information and better group items together on the existing site. The designer had now copied all the information to the new site and the PR/Marketing Coordinator, with the Deputy Town Clerk, would be going through all the information to further rationalise and ensure uniformity (eg font size, colour, format). The aim is to complete this exercise over the next 2/3 weeks and then consult with all councillors on the site and make any changes before going live by the end of October.

There was a discussion about the sign up for a newsletter on the site, which could also be set up to be able to provide residents with specific information that they had expressed an interest in. It was noted that once the site goes live anyone signing up for a newsletter would receive an electronic copy of the most recent edition. Members also discussed the partnerships menu and asked officers to consider further who our partners were and consider including information on councillor representation on outside bodies.

It was also noted that banners had been produced to advertise daytime availability of rooms and halls and rooms for business use and this would be displayed on the railings in the Headley Road car park. In response to a question about using the signposts in the park, facing onto Headley Road, it was agreed that an interim sign be installed while the work to develop a marketing package for the Oakwood Centre was carried out.

4. WW1 COMMEMORATION

The Town Clerk updated Members on the proposed outline plans to organise an event on 11 November 2018 now that it appeared that the members of the former Woodley War Memorial Committee were disappointed with the Council's response to the proposal they put forward at the last Council meeting. It was agreed that some plans, for example engaging a band, would need to be arranged early. Members suggested that the Council contact the Museum of Berkshire Aviation and Bluecoat School, as well as the Woodley Concert Band to find out if they would be interested in being involved with the event in Woodley.

5. CENTRE STAGE

Members believed that it was important to start using the Centre Stage, once a month at least, for entertainment events and a range of ideas from local choirs and bands to theatre production tasters and professional acts were discussed. It was acknowledged that this would require additional resources - to make the arrangements and to oversee the events themselves. With this in mind it was

RECOMMENDED:

- ◆ **That a sum of £5,000 be allocated from the general reserve to fund the arrangements and provision of entertainment at the Centre Stage in 2017/18.**

The Town Clerk agreed to provide a comparison between former pagoda use/bookings through the year and those at the Centre Stage.

6. NEXT MEETING DATES

Monday 2 October 2017 6pm
Monday 6 November 2017 6pm
Monday 4 December 2017 6pm
Monday 5 February 2018 6pm

Meeting closed at 7.10pm

PR/Marketing Working Group - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working group's role is of a [generally](#) advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

Membership of the working group

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings, including the PR/Marketing Coordinator, the Town Clerk and/or Deputy Town Clerk.

Meetings

Meetings of the working group shall take place at least quarterly.

Terms of operation

To receive and consider proposals relating to the Council's PR and marketing strategies and programmes.

To receive advice from the PR/Marketing Coordinator on the Council's marketing and PR activities and future proposals.

[To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.](#)

To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.

[To support and be involved with arrangements for community activities eg Woodley Carnival, WW1 commemoration, Centre Stage events.](#)

To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

Woodley Town Council

EARMARKED RESERVES

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To advise Members of the Council's earmarked reserves, their purpose and fund levels and to make recommendations on any amendments to these.

BACKGROUND

The Council has established a number of earmarked reserves over the past few years for a variety of purposes including as rolling funds, as funds for specific purposes, and as funds that are contributed to on a regular basis to meet a future cost.

INFORMATION

Attached at **Appendix A** is a list of the earmarked reserves and their value as at 31/7/17.

Rolling Funds

Capital Programme (£47,661 with another £45,000 to be allocated from 2017/18 revenue)

The Capital Programme reserve is added to each year from the revenue budget. In recent years the annual contribution has been £45,000. The Council approves each year's planned expenditure on capital items to be funded from this reserve. Funds not spent roll forward into the next financial year.

Repairs and Renewals (£23,306)

The Repairs and Renewals fund is used for smaller capital items or repairs for which no budget has been allocated or where funds in the year are not sufficient, for example: new furniture/curtains for halls and meeting rooms, office equipment such as new computers, other electrical equipment and unanticipated repairs. In recent years the Council has allocated £14,000 a year for such repairs and renewals, some funds are spent in the year, with any balance at the year end allocated to the reserve. This fund enables officers to replace items that fail in the year as well as items that need replacing. In recent years the fund has been used to replace chairs at Coronation Hall, purchase electrical equipment for the Oakwood Centre café's kitchen, replace curtains and blinds and buy the new business and meeting tables at the Oakwood Centre. The Council's Financial Regulations provide that the Repairs and Renewals fund be maintained by the Town Clerk.

Play Area Reserve (£12,662)

The Play Area Reserve was established around five years ago, with the aim of building up a fund to make improvements to the Council's four play areas. Each year a sum of £5,000 is allocated from the Capital Programme to the reserve, subject to approval by Council.

Buildings and Facilities (£60,000)

The Buildings and Facilities fund was established earlier this year with the aim of building up funds to cover the costs of repairing, refurbishing and maintaining the Council's buildings and other facilities. The Council agreed to join the fund that had been built up to repair the entrance road and car park (£30,000) and the leisure centre roof replacement fund (£20,000) to establish a general fund. A further £10,000 has been allocated from the Capital Programme to the fund in 2017/18. This year the Council has agreed to fund the reroofing of the flat roofed areas at Woodford Park Leisure Centre.

Special Projects (£25,040)

The Special Projects fund was set up over 14 years ago with the aim of using the funds to investigate or take the first steps on a proposed project. The fund helped start up most of the Council's recent projects, including the 3G pitch, the war memorial and civic space as well as the ongoing lake project. At the beginning of this financial year a sum of £10,741, the precept income raised by the 1% increase in the precept charge, was added to the fund.

Allotment Security (£535)

In 2010/11 there was a series of problems with site security and the Allotment Tenants Association agreed that all tenants be asked to contribute a one off payment of £5 towards the works that were done to improve the site boundaries; this was noted at a meeting of the Community Services Committee on 20/11/11. The Council also contributed funds for this from the Capital Programme. From then on all new tenants have been charged a one off, voluntary £5 security contribution that is allocated to the reserve and is used to pay for fencing and other ongoing repairs to the boundary.

Allotment Toilet (£1,160)

Prior to the toilet being installed at the allotment site in 2009 all allotment holders were asked to pay an additional, one off £5 towards the cost of the toilet (S & R 25/11/08 Min No. 43 b)). At that time it was also agreed that all new tenants would be required to pay £5 when they took on their plot. The fund being built up is used for any repairs and will be used for eventual replacement.

Funds for specific purposes

Oakwood Centre Marketing (£2,281)

This reserve was set up in 2015/16 with the year end balance of £2,291 from the Public Relations budget (S & R 26/1/16 Min No. 64 a)). It is anticipated that this fund will be spent in this financial year.

First Aid Training (£1,100)

This fund was also set up to take effect in 2015/16 using the unspent funds of £1,100 from the Health and Safety training budget (S & R 26/4/17 Min No. 82). We plan to provide a full 3 day First Aid course to the Grounds Maintenance and Maintenance teams and to use this reserve towards the cost.

Woodford Park Leisure Centre Changing Rooms (£10,000)

This reserve has been allocated as potential matched funding subject to the Council being successful in its application for funds to develop grass football (S & R 13/6/17 Min No. 14). If the application is not successful, the fund will be released to the general reserve.

Woodford Park Lake Project (£6,370)

A fund of £9,820 was allocated from the Special Projects Fund for a project plan for the lake to be provided by Landshape Design (S & R 26/4/16 Min. No. 88). Funds of £6,370 remain at present and these will be used to pay for the full project plan for the lake and its surrounds (additional funds will need to be identified to carry out the project).

Woodford Park Leisure Centre Sports Grants (£6,744)

The Woodford Park Leisure Centre Sports Grants fund receives any outside funding achieved by the leisure centre (usually for specific sports projects/events). Once the project/event has taken place the centre's budget is credited with the grant sum awarded, to offset the expenditure on the project/event.

WPLC Healthy Habits (£503)

This reserve was set up some years ago to hold funds/grants that were received for sports activities organised at the centre and that would be used to offset the leisure centre's costs of providing the activity.

Bookings Software (£30,000)

The fund was set up in 2013 with the aim of updated the bookings systems at all the Council's facilities. (S & R 10/9/13 Min No. 20). More recently the Strategy and Resources Committee has agreed to fund the cost of the development and design of a new Town Council website from this reserves (S and R 13/6/17 Min. No. 7). Officers are exploring a range of booking systems at the moment.

Youth Services (£687)

This fund was originally set up with funding received from Wokingham Borough Council for baseball posts to be installed in the park. Since then and at the request of the Town Council it was agreed by the funder that the balance of funds could be used for youth projects and it is intended that the funds will be used to replace the street art boards in Woodford Park.

Staff Regrading (£7,405)

Members agreed to allocate unspent staff budget allocations from the central and Woodford Park Leisure Centre in 2016/17 to a Staff Regrading reserve in order to offset the impact of a staff grade review at the Oakwood Centre and the leisure centre in this financial year. (S and R 18/4/17 Min No. 110). This fund will be used for this purpose in this financial year.

Woodford Park Leisure Centre Development (£5,000)

This fund was established in 2015 when the Council was investigating the viability of extending and refurbishing the leisure centre and wanting to establish more accurate costings (S & R 14/4/15 Min No.115 b)). In the meantime, the closure of the Inn on the Park and the development of the new fitness gym, as well as the 3Gpitch project became the Council's focus.

WW1 Information Boards (£3,921)

In 2015 it was agreed that the balance of the PR budget funds be allocated to provide outdoor boards about Woodley's WW1 soldiers (S & R 3/2/15 Min No. 80). These need to be updated with new information provided by residents about their relatives and it is intended that these be installed in 2018, when the 100th anniversary of the end of the war will be commemorated.

JAC Loddon Mead Fund (£3,000)

A grant of £3,000 to the Just Around the Corner charity was approved by the Leisure Services Committee to go towards the costs of the Loddon Mead area youth project, subject to permissions being given to use the site for this purpose (Leisure Services 8/11/16 Min No. 37). At the moment discussions are underway with Wokingham Borough Council about the use of the area and any conditions that will apply.

Clock/Centre Stage Repair/Replacement (£3,103)

The Town Council took on the management and repair of the then pagoda and the clock in Woodley town centre in 2011 (S & R 28/6/11 Min No. 9). In an arrangement with Wokingham Borough Council the items were transferred under a lease agreement and a sum allocated by the borough council for repairs was also transferred to this Council's funds. A new lease has been signed by both parties that now includes the Centre Stage and the clock. The funds are to be used for repairs; half of the income from the hire of the Centre Stage to charities and other groups will be allocated to this reserve.

Funds to meet a future cost

Town Council Elections (£7,729)

The Town Council's 25 councillors are elected every four years. The last election was in 2015. The Council spreads the cost of the elections by providing an allocation in the each year's revenue budget to cover any by elections in the year, with the year end balance transferred to the ear marked reserve.

3G Pitch Carpet Replacement (£12,000)

The terms of the grant from the Premier League & The FA Facilities Fund for the matched funding received for the 3G Pitch project require that the Council set aside a sum each year towards the cost of replacing the pitch carpet in 10/12 years' time. A sum of 12,000 was advised, although this may have to be increased following a discussion at a recent meeting with the Football Foundation. If this is the case the 2017/18 revised estimates will take this into account.

It is the Council's practice to also allocate funds received for projects to a reserve to ensure that income and expenditure relating to the project are separate to the Council's revenue budget transactions. For example, when the loan and the grants relating to the 3G pitch project were received, a reserve was set up and used to meet costs associated with the project. The same arrangement was in place for the loan monies raised for the fitness gym.

SUMMARY

The rolling funds are regularly added to and have been set up to ensure that the Council can start projects, carry out capital works, purchase capital items, make repairs and provide replacements where necessary.

Of the funds for specific purposes four of these will be used this financial year. They are:

Oakwood Centre Marketing
First Aid Training
Woodford Park Lake Project
Staff Regrading

The WW1 Information Boards fund is likely to be spent in 2018/19, as is the JAC Loddon Mead fund. The Bookings Software funds are likely to be required for new bookings software in this or the following financial year.

It is suggested that the WPLC Healthy Habits fund be allocated to the Council's general reserve, given the lack of movement on this fund in the past few years.

The election funds that were set up to meet a future cost will be depleted in 2019/20, when the next elections take place, while the new 3G pitch carpet may not be required until 2025/27.

RECOMMENDATION:

- ◆ **That Members note the contents of the report and consider deleting the Health Habits fund and allocating its funds of £503 to the general reserve.**

Earmarked Reserves

Funds as at
31/07/2017

£

Rolling funds

1	Capital Programme	47661
2	Repairs and Renewals	23306
3	Play Area Reserve	12662
4	Building and Facilities	60000
5	Special Projects	25040
6	Allotment Security	535
7	Allotment Toilets repair/replacement	1160

Funds for specific purposes

8	Oakwood Centre Marketing	2281
9	First Aid Training	1100
10	WPLC Changing Rooms	10000
11	Woodford Park Lake Project	6370
12	WPLC Community Sports Grants	6744
13	WPLC Healthy Habits	503
14	Bookings Software	30000
15	Youth Services	687
16	Staff Regrading	7405
17	WPLC Development	5000
18	WW1 Information Boards	3921
19	JAC Loddon Mead funding	3000
20	Clock/Centre Stage repairs	3103

Funds to meet a future cost

21	Town Council Elections	7729
22	3G Pitch Carpet Replacement	12000

Total	270207
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Preparing for the General Data Protection Regulation (GDPR)

12 steps to take now

Introduction

This checklist highlights 12 steps you can take now to prepare for the General Data Protection Regulation (GDPR) which will apply from 25 May 2018.

Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA), so if you are complying properly with the current law then most of your approach to compliance will remain valid under the GDPR and can be the starting point to build from. However, there are new elements and significant enhancements, so you will have to do some things for the first time and some things differently.

It is important to use this checklist and other Information Commissioner's Office (ICO) resources to work out the main differences between the current law and the GDPR. The ICO is producing new guidance and other tools to assist you, as well as contributing to guidance that the Article 29 Working Party is producing at the European level. These are all available via the ICO's [Overview of the General Data Protection Regulation](#). The ICO is also working closely with trade associations and bodies representing the various sectors – you should also work closely with these bodies to share knowledge about implementation in your sector.

It is essential to plan your approach to GDPR compliance now and to gain 'buy in' from key people in your organisation. You may need, for example, to put new procedures in place to deal with the GDPR's new transparency and individuals' rights provisions. In a large or complex business this could have significant budgetary, IT, personnel, governance and communications implications.

The GDPR places greater emphasis on the documentation that data controllers must keep to demonstrate their accountability. Compliance with all the areas listed in this document will require organisations to review their approach to governance and how they manage data protection as a corporate issue. One aspect of this might be to review the contracts and other arrangements you have in place when sharing data with other organisations.

Some parts of the GDPR will have more of an impact on some organisations than on others (for example, the provisions relating to profiling or children's data), so it would be useful to map out which parts of the GDPR will have the greatest impact on your business model and give those areas due prominence in your planning process.

1

Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have and identify areas that could cause compliance problems under the GDPR. It would be useful to start by looking at your organisation's risk register, if you have one.

Implementing the GDPR could have significant resource implications, especially for larger and more complex organisations. You may find compliance difficult if you leave your preparations until the last minute.

2

Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit across the organisation or within particular business areas.

The GDPR requires you to maintain records of your processing activities. It updates rights for a networked world. For example, if you have inaccurate personal data and have shared this with another organisation, you will have to tell the other organisation about the inaccuracy so it can correct its own records. You won't be able to do this unless you know what personal data you hold, where it came from and who you share it with. You should document this. Doing this will also help you to comply with the GDPR's accountability principle, which requires organisations to be able to show how they comply with the data protection principles, for example by having effective policies and procedures in place.

3

Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

When you collect personal data you currently have to give people certain information, such as your identity and how you intend to use their information. This is usually done through a privacy notice. Under the GDPR there are some additional things you will have to tell people. For example, you will need to explain your lawful basis for processing the data, your data retention periods and that individuals have a right to

complain to the ICO if they think there is a problem with the way you are handling their data. The GDPR requires the information to be provided in concise, easy to understand and clear language.

The ICO's [Privacy notices code of practice](#) reflects the new requirements of the GDPR.

4

Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.

The GDPR includes the following rights for individuals:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

On the whole, the rights individuals will enjoy under the GDPR are the same as those under the DPA but with some significant enhancements. If you are geared up to give individuals their rights now, then the transition to the GDPR should be relatively easy. This is a good time to check your procedures and to work out how you would react if someone asks to have their personal data deleted, for example. Would your systems help you to locate and delete the data? Who will make the decisions about deletion?

The right to data portability is new. It only applies:

- to personal data an individual has provided to a controller;
- where the processing is based on the individual's consent or for the performance of a contract; and
- when processing is carried out by automated means.

You should consider whether you need to revise your procedures and make any changes. You will need to provide the personal data in a structured commonly used and machine readable form and provide the

information free of charge.

5 Subject access requests

You should update your procedures and plan how you will handle requests to take account of the new rules:

- In most cases you will not be able to charge for complying with a request.
- You will have a month to comply, rather than the current 40 days.
- You can refuse or charge for requests that are manifestly unfounded or excessive.
- If you refuse a request, you must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy. You must do this without undue delay and at the latest, within one month.

If your organisation handles a large number of access requests, consider the logistical implications of having to deal with requests more quickly. You could consider whether it is feasible or desirable to develop systems that allow individuals to access their information easily online.

6 Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

Many organisations will not have thought about their lawful basis for processing personal data. Under the current law this does not have many practical implications. However, this will be different under the GDPR because some individuals' rights will be modified depending on your lawful basis for processing their personal data. The most obvious example is that people will have a stronger right to have their data deleted where you use consent as your lawful basis for processing.

You will also have to explain your lawful basis for processing personal data in your privacy notice and when you answer a subject access request. The lawful bases in the GDPR are broadly the same as the conditions for processing in the DPA. It should be possible to review the types of processing activities you carry out and to identify your lawful basis for doing so. You should document your lawful bases in order to

help you comply with the GDPR's 'accountability' requirements.

7

Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

You should read the [detailed guidance](#) the ICO has published on consent under the GDPR, and use our consent checklist to review your practices. Consent must be freely given, specific, informed and unambiguous. There must be a positive opt-in – consent cannot be inferred from silence, pre-ticked boxes or inactivity. It must also be separate from other terms and conditions, and you will need to have simple ways for people to withdraw consent. Public authorities and employers will need to take particular care. Consent has to be verifiable and individuals generally have more rights where you rely on consent to process their data.

You are not required to automatically 'repaper' or refresh all existing DPA consents in preparation for the GDPR. But if you rely on individuals' consent to process their data, make sure it will meet the GDPR standard on being specific, granular, clear, prominent, opt-in, properly documented and easily withdrawn. If not, alter your consent mechanisms and seek fresh GDPR-compliant consent, or find an alternative to consent.

8

Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

For the first time, the GDPR will bring in special protection for children's personal data, particularly in the context of commercial internet services such as social networking. If your organisation offers online services ('information society services') to children and relies on consent to collect information about them, then you may need a parent or guardian's consent in order to process their personal data lawfully. The GDPR sets the age when a child can give their own consent to this processing at 16 (although this may be lowered to a minimum of 13 in the UK). If a child is younger then you will need to get consent from a person holding 'parental responsibility'.

Preparing for the General Data Protection Regulation (GDPR): 12 steps to take now
V2.0 20170525

This could have significant implications if your organisation offers online services to children and collects their personal data. Remember that consent has to be verifiable and that when collecting children's data your privacy notice must be written in language that children will understand.

9

Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

Some organisations are already required to notify the ICO (and possibly some other bodies) when they suffer a personal data breach. The GDPR introduces a duty on all organisations to report certain types of data breach to the ICO, and in some cases, to individuals. You only have to notify the ICO of a breach where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Where a breach is likely to result in a high risk to the rights and freedoms of individuals, you will also have to notify those concerned directly in most cases.

You should put procedures in place to effectively detect, report and investigate a personal data breach. You may wish to assess the types of personal data you hold and document where you would be required to notify the ICO or affected individuals if a breach occurred. Larger organisations will need to develop policies and procedures for managing data breaches. Failure to report a breach when required to do so could result in a fine, as well as a fine for the breach itself.

10

Data Protection by Design and Data Protection Impact Assessments

It has always been good practice to adopt a privacy by design approach and to carry out a Privacy Impact Assessment (PIA) as part of this. However, the GDPR makes privacy by design an express legal requirement, under the term 'data protection by design and by default'. It also makes PIAs – referred to as 'Data Protection Impact Assessments' or DPIAs – mandatory in certain circumstances.

A DPIA is required in situations where data processing is likely to result in high risk to individuals, for example:

- where a new technology is being deployed;
- where a profiling operation is likely to significantly affect individuals; or
- where there is processing on a large scale of the special categories of data.

If a DPIA indicates that the data processing is high risk, and you cannot sufficiently address those risks, you will be required to consult the ICO to seek its opinion as to whether the processing operation complies with the GDPR.

You should therefore start to assess the situations where it will be necessary to conduct a DPIA. Who will do it? Who else needs to be involved? Will the process be run centrally or locally?

You should also familiarise yourself now with the [guidance the ICO has produced on PIAs](#) as well as [guidance from the Article 29 Working Party](#), and work out how to implement them in your organisation. This guidance shows how PIAs can link to other organisational processes such as risk management and project management.

11

Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements.

You should consider whether you are required to formally designate a Data Protection Officer (DPO). You must designate a DPO if you are:

- a public authority (except for courts acting in their judicial capacity);
- an organisation that carries out the regular and systematic monitoring of individuals on a large scale; or
- an organisation that carries out the large scale processing of special categories of data, such as health records, or information about criminal convictions. The Article 29 Working Party has [produced guidance for organisations on the designation, position and tasks of DPOs](#).

It is most important that someone in your organisation, or an external data protection advisor, takes proper responsibility for your data protection compliance and has the knowledge, support and authority to carry out their role effectively.

12

International

If your organisation operates in more than one EU member state, you should determine your lead data protection supervisory authority and document this.

The lead authority is the supervisory authority in the state where your main establishment is. Your main establishment is the location where your central administration in the EU is or else the location where decisions about the purposes and means of processing are taken and implemented.

This is only relevant where you carry out cross-border processing – ie you have establishments in more than one EU member state or you have a single establishment in the EU that carries out processing which substantially affects individuals in other EU states.

If this applies to your organisation, you should map out where your organisation makes its most significant decisions about its processing activities. This will help to determine your 'main establishment' and therefore your lead supervisory authority.

The Article 29 Working party has produced [guidance on identifying a controller or processor's lead supervisory authority](#).

**MINUTES OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE COMMITTEE MEETING
HELD AT 6PM ON 5th July 2017**

Present:

J Lherbier - Town Centre Manager (JL)	Z Frasiniski - Woodley Resident (ZF)
M Holmes – resident and Chairman (MH)	M Risby - Woodley Resident (MR)
M Norris – trader and Vice Chairman (MN)	I Hills - Woodley Resident (IH)
Cllr K Baker - WTC & WBC Councillor (KB)	S Smith - Woodley Resident (SS)
Cllr B Rowland - WBC Councillor (BR)	M Perry - Woodley Resident (MP)
H Beilby - WTC Admin & Minute Taker (HB)	M Millard - Woodley Resident (MM)
T Kirkpatrick - Woodley Trader Waitrose (TK)	P Birt - Woodley Resident (PB)
J Jule- Woodley Trader Boots (JY)	C Lawley - Woodley Resident (CL)

ITEM 1 - APOLOGIES

H Taylor, Cllr K Haines, Cllr R Dolinski, TVP C Towse, V Egan, R Still, A Nicholls and G Davies.

ITEM 2 – TO NOTE THE APPOINTED REPRESENTATIVES TO WTCMI FOR THE MUNICIPAL YEAR 2017/2018

The appointments of Wokingham Borough Council's WTCMI representatives: Cllr K Baker and Cllr K Haines, with Cllr B Rowland as substitute, and the appointment of Woodley Town Council's WTCMI representatives: Cllr D Mills and Mrs M Holmes were all noted.

ITEM 3 – TO APPROVE THE MINUTES OF THE WTCMI MEETING HELD ON 26 APRIL 2017

These minutes were approved after it was decided to delete the following words: "*On the advice of Deborah our Town Clerk*" from the last paragraph, which referred to the non-quorate Executive Sub Committee meeting of 8th May 2017.

JL announced that the total cost of the North End Town Centre regeneration project was £306,958.84p. Any further comments about this project and the hiring of the 'Centre Stage' should be addressed to WTC. [As a point of clarification regarding contributions towards this cost: £250,000 of Wokingham Borough Council (WBC)'s Section 106 developers' contributions, £50,000 from Woodley Town Council (WTC), £30,000 from WTCMI plus £10,000 from the Mary Portas grant.]

ITEM 4 – SECURITY IN THE TOWN CENTRE

POLICE REPORT - TVP provided a memo ([Appendix A](#)) as they were unable to attend this evening's meeting.

In light of recent events, concerns were raised regarding safety in the town centre.

JL intends to produce a newsletter for all traders with guidelines, recommendations, information and procedures he obtained from a recent conference he had attended.

He will also speak with the Saturday Market Manager to be more vigilant and aware of the constant opening and closing of the bollards restricting vehicle entry.

TK advised that all large companies such as Waitrose, are now obliged to provide counter terrorism training and there are a number of relevant leaflets, video links, information and advice sites available to share.

MN thanked TK for bringing this information to the smaller trader.

JL added that the street furniture, bollards and planters were originally positioned to prevent ram raiders.

KB will talk to WBC to try and get the damaged bollards replaced in library parade with planters, as well as the thick rotten wooden bollards near the entrance to Lidl.

TK reported that there was still a big problem with shoplifting and, although the Shopwatch Radio works well between traders, the local police were rarely on it and we waste time trying to locate them. As an alternative, we must call 101, but it would be useful to know how we can 'phone the local PCSOs directly.

JL agreed with TK and he will write to the PCSOs with regards to finding out the PCSO's shift patterns.

It was thought that the public's top three priorities were, unauthorised encampments, anti-social behaviour and bike thefts, although speeding was also a top concern.

KB said that options are being looked at to reduce speeding in the town.

It seems that the hierarchy in the TVP prefer to prioritise bike thefts – as these provide 'quick win' situations.

KB said that a police review had come up with various negative comments as there was no neighbourhood group and consequently due to this criticism, Woodley & Earley NAG, a community forum to advise police of its most important concerns has been regenerated – renamed Woodley & North Earley Community Forum. IH asked to what extent would this forum override other organisations and will this forum be linked to them. There were well established other groups to tap into and gain information. KB suggested that as many people as possible should attend the next meetings on 11th of September at 7:30 pm & 20th November 2017 at 7.30 pm at the Oakwood Centre, including representatives from those other organisations. KB and RD will be attending on behalf of the Woodley Town Council.

KB provided information regarding procedures on removing unauthorised encampments.

IH asked if anything was being done to provide an official site for travellers to use. KB advised that all councils have a legal obligation to provide these based on traditional traveller routes and they do exist. However, there are a certain group of travellers who refuse to use these sites.

A height restriction barrier and surrounding concrete blocks have now been installed by WBC at their Lytham Road (West) car park to prevent any further unauthorised encampments. However, there were some concerns that installing these barriers could impact on legitimate camper vans and disabled vehicles.

ITEM 5 – FINANCIAL & BUDGET REPORT – FINAL AUDITED REPORT 2016/2017

CL commented that the WTCMI was in an excellent financial position and although £40,000.00 of the reserves had contributed to the North End regeneration project, there was still £40,247.00 remaining, a great achievement by JL.

JL reported that the Saturday Market budget may not be met. However, the regular, private businesses and promotional companies using the Town Centre should make up the deficit.

After discussion JL agreed that the next budget report would be specifically dated and include further columns with the previous year's information, so that comparisons could easily be made.

The Final Audited Report was noted and duly signed by the Chairman Mary Holmes, who asked (HB) (WTC) to write to thank our Auditor Alan Harland. Alan has kindly confirmed he will do our audit again next year.

ITEM 6 – TOWN CENTRE MANAGER'S REPORT

KB is still working on obtaining basic car park figures to ascertain footfall in the town centre.

JL had received a report from ATCM after enquiries made into measurement of footfall, and this should be discussed at an executive sub-committee meeting as it appears that it would be an expensive exercise.

JL was concerned about the extra costs involved with the making and setting up of Santa's Grotto for the Extravaganza within the 'Centre Stage', now that the Pagoda has gone.

Following a question from IH, regarding the installation of new play equipment under the original sail, KB confirmed it will go ahead. JL will be involved and opinions of the current users will be sought in a short survey. Work should start after the summer due to the contractors being busy.

It is planned to provide an illustrated mock up for the public to give their views. This would be advertised on social media, the local newsletter and by WTCMI, WTC and WBC.

ITEMS 7 AND 8 - QUESTIONS THROUGH THE CHAIR AND ANY OTHER BUSINESS

KB advised that the management of the 'Centre Stage' is now the responsibility of the Woodley Town Council and that all future enquiries should be referred to the Town Council in future.

KB said that the introduction of a £1.00 evening car park charge was a rumour.

SS commented on how lovely the hanging baskets are looking.

Meeting finished at 19.55

Date of next meeting: Wednesday 25 October 2017 - 6pm

APPENDIX A

As stated earlier I am afraid that due to Operational Commitments and Early Shifts the Team are unable to attend this evening. However below is a quick update.

- Jazzy Chicken Building – We have been made aware that young persons have been entering the premise. We have details for the owner who we will be giving advice to, we have found out names for the young persons concerned and will be visiting their addresses on Friday Evening to deal with them in the appropriate manner
- Unauthorised Encampments – One of the Priorities for the new Community Forum for Woodley and North Earley. Wokingham Council have put new restrictions
- Community Forum – A forum is being set up and we welcome any interested Parties or representative from TCMI to attend. The next meeting will be held on 20/11/2017 at The Oakwood Centre at 7.30pm
- Anti – Social Behaviour in the Town Centre – we have received reports from Vibes and Better Homes. We continue to monitor with Summer Holidays coming up. Again, this is one of the Priorities set at the Community Forum
- We continue to Patrol the Town Centre when uncommitted with other Priorities and deal with Cycling, Disabled badges when we catch them
- Shoplifting – Due to changes within Thames Valley Police Shoplifting Packs will be sent out to Stores and Shops which will be filled in and sent back with relevant CCTV.

With Kind Regards

Clare Towse (PCSO)

DRAFT

		Est Project Cost	Comment
Priority Projects			
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.
Memorial Ground	New 'Destination' play area	150,000 - 250,000	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. Application for £200,000 S106 funding submitted July 2017.

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 usable condition. Very popular and well used play area.
Wheble Drive	Upgrade Play Equipment	20,000	Limited equipment at this site. In usable condition.
Woodford Park	Development of Youth area in Woodford Park	not known	Potential for new or refurbished youth shelter. Additional street art walls. This may form part of the Memorial Ground play area project depending on available funding and project costs.
Woodford Park	Lighting, refurbishment of pathways, entrance/access/drainage improvements	50,000 - 100,000	Lighting columns have been replaced in 2017 under the Wokingham replacement scheme and funded from capital programme.

**NOTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 3 JULY 2017 AT 7.00 PM**

Borough Councillors Present

Michael Firmager, David Chopping and David Sleight

Parish/Town Council Representatives

Mark Picken	Arborfield & Newland Parish Council
Pam Stubbs	Barkham Parish Council
Jackie Jeffrey	Charvil Parish Council
Peter Sampson	Swallowfield Parish Council
Roy Mantel	Twyford Parish Council
Shaun Hanna	Winnersh Parish Council
Martin Bishop	Wokingham Town Council
David Mills	Woodley Town Council
Liz Halson	Wokingham Clerks Forum
Richard Rampton	Finchampstead Parish Council

Other Representatives

Liz Halson Wokingham Clerks Forum

Officers

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

1. ELECTION OF CHAIRMAN

It was moved by David Chopping and seconded by David Sleight that Michael Firmager be elected as Chairman of the Forum for 2017/18.

On being put to the vote it was **RESOLVED** that Michael Firmager be elected as Chairman of the Forum for the 2017/18 municipal year.

2. APPOINTMENT OF VICE-CHAIRMAN

It was moved by Roy Mantel and seconded by Richard Rampton that Dawn Peer be appointed as Vice Chairman of the Forum for the 2017/18 municipal year.

On being put to the vote it was **RESOLVED** that Dawn Peer be appointed as Vice Chairman of the Forum for the 2017/18 municipal year.

3. WELCOME FROM THE MAYOR OF WOKINGHAM BOROUGH

The Mayor of Wokingham Borough, Councillor Rob Stanton, welcomed Forum members to the first meeting of the 2017/18 municipal year. Councillor Stanton congratulated members of the Forum on their work on behalf of local communities and confirmed that he was happy to attend Town and Parish events, if invited. Councillor Stanton also gave details of his priorities for the year ahead and the charities he would be supporting.

RESOLVED: That Councillor Stanton be thanked for attending the Forum.

4. APOLOGIES

Apologies for absence were submitted by:

John Halsall, John Jarvis and Clive Jones (Wokingham BC representatives).

Roland Cundy, Tony Farnese, Trefor Fisher, Roger Loader, Bill Luck, Ken Newland, Jan Nowecki, Philip Truppin and Brian Wedge (Town, Parish and other representatives).

5. NOTES OF PREVIOUS MEETING

The Notes of the meeting held on 3 April 2017 were confirmed as a correct record and signed by the Chairman.

6. MATTERS ARISING

Further to the Local Plan Update Pam Stubbs raised concerns about the Borough Council's 5 Year Land Supply following recent planning appeals. It appeared that the Borough was losing, or not even contesting planning appeals, as the current 5 Year land Supply was not robust under challenge.

Pam put a number of points to the Forum:

- Would the updated Local Plan give protection to Towns and Parishes from the demands of housing developers?
- Is a robust 5 Year Land Supply achievable?
- Do members of the Forum believe that the Borough Council's Planning Team are capable of protecting Towns and Parishes across the Borough?
- What proposals can Towns and Parishes put to the Borough Council in order to improve the current situation?

Members of the Forum raised similar concerns about the current position, including the pressures created by development just across the boundary in neighbouring authorities.

Roy Mantel asked about the current status of the Local Plan Update and whether or not the timeframe reported to the previous meeting had slipped.

Heather Thwaites (Director of Customer and Localities Services) reported that the Local Plan Update was progressing but would take time due to the volume of issues to be addressed. Until the Plan was confirmed, via an Examination In Public, it was likely that the Borough Council would be on the back foot in relation to planning appeals.

The Chairman informed the Forum that Councillor David Lee had been appointed as Executive Member for Strategic Highways and Planning. It was proposed that the Chairman provide feedback from the meeting to Councillor Lee and suggest a meeting with two or three members of the Forum. It was also proposed that Councillor Lee be invited to the October meeting of the Forum for a wider discussion about the challenges facing the Borough.

RESOLVED That:

- 1) the Chairman discuss feedback from the meeting on the 5 Year Land Supply with Councillor Lee;

- 2) Councillor Lee be invited to attend the meeting of the Forum on 9 October 2017 to discuss the Local Plan Update and the 5 Year Land Supply.

7. DECLARATIONS OF INTEREST

There were no declarations of interest.

8. COMMUNITY RESILIENCE

Brett Dyson, Emergency Planning and Risk Management Officer, gave a presentation to the Forum on Community Resilience. Brett outlined the legislative background and the key emergency responders:

- Category 1 – Police, Fire, Ambulance, Local Authorities and Health Agencies;
- Category 2 – Health and Safety Executive, Transport and Utility Companies (Gas, Water, Electricity and Telephony).

The presentation gave details of the statutory duties for local authorities and the implications for Community Resilience, such as the development of emergency plans, sharing information and cooperation with other local responders. The role of the Emergency Planning Team was to coordinate the response to emergencies and set up an Emergency Operations Centre and Response Team.

Brett confirmed that the top 5 local risks were flooding, pandemic flu, fuel shortages, significant loss of telecommunications and storms/strong winds. Plans were in place to prepare for emergencies. The plans were tested occasionally by the key agencies in the Borough.

In order to raise awareness of local issues a meeting was held each year with Town and Parish Clerks. Advice was also provided to local schools and flood groups.

Following the presentation Martin Bishop asked about any measures being considered to protect public buildings, such as Shute End and Wokingham Town Hall, from the threat of terrorism. Brett Dyson confirmed that terrorist incidents were most likely to occur in crowded places, sports stadia and busy transport hubs. The highest risk locations in the Thames Valley were Oxford, Reading and Windsor. Consideration was being given to a “lock down” plan for the Shute End offices in addition to ongoing advice to local schools.

RESOLVED That:

- 1) Brett Dyson be thanked for giving the presentation to the Forum;
- 2) A copy of the presentation slides be circulated to members of the Forum.

9. 21ST CENTURY COUNCIL

Heather Thwaites, Director of Customer and Localities Services and 21st Century Council Programme Director) gave a presentation to the Forum on the Borough Council’s 21st Century Council programme.

The presentation gave details of the outcomes to be delivered by the 21st Century Council programme, viz:

- Improving outcomes – better understanding of customers and meeting their prioritised needs;
- Right people, processes and systems – new ways of working are introduced which deliver the benefits from state of the art technology and systems;
- Delivering the Council's efficiency targets – services are delivered to budget and the programme contributes savings of £4m per annum;
- Meeting statutory requirements – ensuring that vulnerable citizens are supported and protected.

The presentation highlighted the Borough Council's new operating model which aimed to make the Council more customer focussed with more efficient processes and enabled residents to do more through self-service. Phase 1 of the Council reorganisation (support services) was complete. Phase 2 would deal with the outward looking services such as highways, planning, adult social care and children's services.

Following the presentation Richard Rampton asked about any other savings initiatives being pursued by the Borough Council. Heather Thwaites confirmed that, in addition to the Council reorganisation, a number of other initiatives were being pursued. These included the generation of savings from major contracts, procurement, shared services, the development of Council-owned companies and the sale of assets. The next phase of work would involve greater contact with Town and Parish Councils to explore the potential for more joined up working.

RESOLVED That:

- 1) Heather Thwaites be thanked for attending the Forum;
- 2) A copy of the presentation slides be circulated to members of the Forum;
- 3) Heather Thwaites be invited to a future meeting of the Forum to give a further update on the 21st Century Council programme.

10. FUTURE AGENDA ITEMS

The Forum considered the list of potential items for consideration at future meetings, viz:

- Charlotte Haitham Taylor (Wokingham BC Leader) – 9 October 2017;
- Local Plan Update (Councillor David Lee) – 9 October 2017;
- Civil Parking Enforcement – 9 October 2017;
- Local Policing Update – 5 February 2018;
- Future Cemetery Provision – 5 February 2018;
- Refuse and Recycling – Date TBC;
- 21st Century Council – Date TBC;
- Community Governance – Date TBC;
- Traded Services – Date TBC.

During the discussion the Chairman confirmed that urgent issues could be raised under this Agenda item. A key aim of the Forum was to enable Town and Parish representatives to raise issues of local importance, even if they arose at short notice.

RESOLVED: That the timeline for future Agenda items be approved.

11. DATES OF FUTURE MEETINGS

The Forum considered dates for future meetings.

RESOLVED: That meetings of the Forum be held on Monday 9 October 2017, 5 February and 26 March 2018.

**PAGES 51 – 53 HAVE BEEN
OMITTED AS THE CONTENT IS
CONFIDENTIAL**