



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 28 November 2017, at which your attendance is requested.

Kevin Murray
Deputy 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 19 SEPTEMBER 2017**
To approve the minutes of the Strategy and Resources Committee held on 19 September 2017 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 3 October 2017.)*
4. **RENEWABLE ENERGY**
 - a) To receive a presentation from Reading Community Energy Society (RCES).
 - b) To consider **Report No. SR 37/17** Page 5
5. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 38/17.** Page 6

b) **Payments**

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

Page 7

| | Current account | Imprest account |
|----------------|-----------------|-----------------|
| September 2017 | £72,422.77 | £46,475.29 |
| October 2017 | £161,191.84 | £43,515.64 |

- c) To note the short-term investment of £250,000 in a Santander Standard Time Deposit Account on 29 September 2017 for a period of 6 months at a rate of 0.45%.

d) **Internal Audit**

To receive the interim internal audit report for the period from April to September 2017, attached at **Appendix 4d**.

Page 13

- e) To note the release of £15,000 deposit funds to the general reserve.

6. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 39/17**.

Page 17

7. **CATERING PARTNERSHIP**

To receive **Reports No. SR 40/17** and **SR 41/17** of the Catering Partnership meetings held on 15 September and 17 November 2017.

Pages
19 & 20

8. **PR / MARKETING WORKING GROUP**

To receive **Reports No. SR 42/17** and **SR 43/17** of the PR/Marketing Working Group meetings held on 2 October 2017 and 6 November 2017

Pages
21 & 24

9. **COMMUNITY GRANTS**

To consider **Report No. SR 44/17**. The guidelines for community grants are attached to the report.

Page 27

10. **ALLOTMENT RENT REVIEW**

To consider **Report No. SR 45/17**.

Page 31

11. **NEW MAYORAL CHAIN**

To consider **Report No. SR 46/17**.

Page 33

12. **PROJECTS 2018/19**

To consider **Report SR 47/17**.

Page 37

13. **REQUESTS FROM THE LEISURE SERVICES COMMITTEE**

a) **Lake Project**

At a meeting on 21 November 2017, the Leisure Services Committee resolved to request that £10,000 be allocated from the General Reserve to the Lake Project earmarked reserve, to fund the tree works and the hire of equipment for the in-house elements of the lake project work that can be carried out from December 2017 to March 2018.

Members are asked to consider this request.

b) **Woodford Park Leisure Centre Paddling Pool**

At a meeting on 21 November 2017, the Leisure Services Committee considered a proposal to replace the liner of the paddling pool at Woodford Park Leisure Centre. The liner of the paddling pool has

become damaged over the summer season and is coming away from the joins at the edges of the pool. The liner, which was installed in 2008, has been inspected by a contractor and is not considered to be repairable and the pool will not be usable in its current state for the 2018 summer season. Quotes for a replacement liner have been received and are in the region of £10,000.

Members are asked to consider a request from the Leisure Services Committee that £10,000 be allocated from the Buildings and Facilities fund to pay for the replacement of the paddling pool liner.

14. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 26 October 2017. (*Appendix 14*) Page 42
15. **EXTERNAL FUNDING PROJECT LIST**
To note the current external funding project list, attached at *Appendix 15*. Page 44
16. **PUBLIC TOILET UPDATE**
To note that the Council will be seeking to agree a licence with Wokingham Borough Council for the site of the public toilet in the town centre. The Council has been advised by its solicitor acting in this matter that a licence in relation to Highways land is more appropriate. All terms agreed at a meeting of the Committee on 13 June 2017 will be included in the licence.
17. **NEW CHILDREN'S PLAY AREA – WOODLEY TOWN CENTRE**
Consultation was carried out for the new play equipment to be installed in the town centre – replacing the old equipment under the sail. 228 people took part in the consultation which provided useful feedback on the proposals. A contractor and scheme design have been selected and the equipment, funded by Wokingham Borough Council is scheduled for installation in the new year.
18. **COUNCIL MEETING DATES 2018/19**
To recommend the proposed schedule of meetings for the 2018/19 municipal year. (*Appendix 18*) Page 45
19. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
To note that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £48,347.
20. **BOROUGH/PARISH LIAISON FORUM**
To note the minutes of the Borough/Parish Liaison forum, which took place on 10 October 2017. (*Appendix 20*) Page 46
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. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE**
To consider **Report No. SR 48/17.** Page 51
25. **EMPLOYEES' LONG SERVICE**
To consider the proposal outlined in **Appendix 25.** Page 59

RENEWABLE ENERGY

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information in order to consider entering into a contract with Reading Community Energy Society (RCES) for the supply of electricity and installation of solar panels on The Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall.

Background

Reading Community Energy Society (RCES) is a Reading based social enterprise supported by Energy for All – a group of 23 renewable energy co-operatives. RCES receives income from selling electricity to building owners/users, from the government Feed in Tariff and from investors. RCES offers the installation of solar panels to community buildings at no cost and with the benefit of reduced electricity charges. RCES have worked with Reading Borough Council to install solar panels and provide electricity for a number of community buildings including the JAC Rehoboth Centre and Reading Central Library.

Proposal

The Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall have all been identified as being good candidates for solar panel installation due to their size, structure and orientation.

It is proposed that the Council considers entering into a licence agreement with RCES which would enable the installation of solar panels on Council property, while providing daytime electricity to the Council at a reduced unit rate. Solar panels would remain the property of RCES who would be responsible for surveying, installing and maintaining the panels. The licence period is 20 years and ownership of the panels would revert to the Town Council at the end of the licence period.

There are future options for batteries to store generated energy, which could be used to offset the cost of evening electricity.

Benefits

- Lower unit rate for daytime electricity.
- Increasing the amount of renewable energy generated and returned to the grid.
- Supporting an environmental initiative that will benefit other community groups and organisations.

Resources

The installation and maintenance of the solar panels would be at no cost to the Council. The panels would revert to the ownership of the Town Council at the end of the 20 year period.

There are various options in terms of fixing the kWh unit rate for periods of time during the contract. RCES will provide detailed options for each building with the aim of a 10% saving on current rates.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider entering into a contract with RCES for the provision of electricity and the installation of solar panels on the Oakwood Centre, Woodford Park Leisure and Coronation Hall.**

| EXPENDITURE | Budget | Actual Exp | Actual Exp | Actual Exp | Information |
|----------------------|----------------|-------------------|-------------------|-------------------|---|
| | 2017/18 | as at 31/10/16 | as at 31/10/17 | as % of Budget | |
| Central Costs | 227296 | 124643 | 128395 | 56.5 | Phone, postage, repairs and renewals, emergency repairs and VAT Partial Exemption over 58%, other costs under. |
| Democratic Costs | 48225 | 23643 | 24250 | 50.3 | Staff costs slightly over 58%, training and elections budgets unspent. |
| Corporate Management | 305934 | 167492 | 178294 | 58.3 | Insurance, HR/Health and Safety support & affiliations payable at the beginning of the year. Other costs under 58%. |
| 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 and November. |
| Oakwood Centre | 149365 | 75870 | 88251 | 59.1 | Staff, rates, phone, repairs, certification, repairs and equipment over 58%, other costs under. |
| Maintenance HQ | 6601 | 2910 | 3145 | 47.6 | All expenditure under 58% at this point. |
| Woodley TCMI | 58082 | 28841 | 31451 | 54.1 | All items at or under 58% at this point. |
| Capital and Projects | 184940 | 132470 | 132470 | 71.6 | Loans paid in September and March - sinking fund contribution made in June. |
| TOTAL | 1029443 | 557719 | 588006 | 57.1 | |

| INCOME | Budget | Actual Inc | Actual Inc | Actual Inc | Information |
|----------------------|---------------|-------------------|-------------------|-------------------|---|
| | 2017/18 | as at 31/10/16 | as at 31/10/17 | as % of Budget | |
| Central Costs | 5825 | 3349 | 4374 | 75.1 | Miscellaneous income higher than anticipated. |
| Democratic Costs | 0 | 0 | 0 | 0.0 | |
| Corporate Management | 8828 | 4180 | 4446 | 50.4 | Repayments of staff costs under budget at this point. |
| Capital Programme | 0 | 0 | 0 | 0.0 | |
| Grants | 0 | 0 | 0 | 0.0 | |
| Oakwood Centre | 165586 | 87034 | 104485 | 63.1 | Room hire at 65%. |
| Maintenance HQ | 0 | 0 | 0 | 0.0 | |
| Woodley TCMI | 45449 | 20003 | 21647 | 47.6 | |
| Capital and Projects | 0 | 0 | 0 | 0.0 | |
| TOTAL | 225688 | 114566 | 134952 | 59.8 | |
| NET | 803755 | 443153 | 453054 | 56.4 | |

Month 7 = 58%

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/09/2017 and 30/09/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | <u>Transaction Detail</u> |
|------------------|------------------------------|---------------|------------------------------------|
| | | <u>Paid</u> | |
| 15-Sep-17 | A1 Locksmiths(Berkshire) Ltd | 34.02 | Keys cut |
| 06-Sep-17 | Ad-Vise UK Ltd | 432.00 | OC brochure advert |
| 15-Sep-17 | Alamo Blinds | 1392.00 | Blackout roller blinds |
| 06-Sep-17 | Alan Hadley Ltd | 276.00 | Refuse collection |
| 22-Sep-17 | Alan Hadley Ltd | 276.00 | Refuse collection |
| 06-Sep-17 | Angel Springs Ltd | 324.00 | Annual charge hot water machine WP |
| 29-Sep-17 | ASAP Computer Services | 202.80 | WTCMI computer service - recharged |
| 22-Sep-17 | B & S Chains (Midlands) Ltd | 121.14 | Building supplies |
| 15-Sep-17 | Badminton England | 434.00 | WP sports supplies |
| 22-Sep-17 | BCM Group Plc | 75.23 | Service & maint photocopier WPLC |
| 08-Sep-17 | Be Fuelcards Ltd | 1.53 | Admin charge |
| 15-Sep-17 | Be Fuelcards Ltd | 64.77 | Diesel/admin fee |
| 22-Sep-17 | Be Fuelcards Ltd | 46.72 | Unleaded petrol/admin fee |
| 29-Sep-17 | Berkshire Tree Care | 1656.00 | Tree works |
| 22-Sep-17 | Bowak Ltd | 425.08 | Cleaning supplies |
| 15-Sep-17 | Brake Bros Foodservice Ltd | 654.96 | Vending supplies |
| 22-Sep-17 | Brake Bros Foodservice Ltd | 454.81 | Vending supplies |
| 06-Sep-17 | British Telecom | 586.64 | Phone |
| 22-Sep-17 | Brown Bag Cafe Ltd | 480.19 | Catering services |
| 06-Sep-17 | BT Telephone Payment Centre | 161.64 | Phone |
| 25-Sep-17 | Castle Water | -3207.75 | Credit refund-water rates |
| 22-Sep-17 | Castle Water Ltd D/D | 44.16 | Water rates |
| 22-Sep-17 | Castle Water Ltd D/D | 116.41 | Water rates |
| 01-Sep-17 | CF Corporate Finance Ltd | 166.32 | Qtrly photocopier charge |
| 15-Sep-17 | Chemically-Solved Ltd | 249.30 | Paddling pool supplies |
| 01-Sep-17 | Club Manager Ltd | 80.40 | Club Manager membership |
| 15-Sep-17 | CoolerAid Ltd | 90.06 | Bottled water |
| 22-Sep-17 | CoolerAid Ltd | 161.16 | Bottled water |
| 20-Sep-17 | Crown Gas & Power | 187.41 | Gas supply |
| 21-Sep-17 | Crown Gas & Power | 303.02 | Gas supply |
| 21-Sep-17 | Crown Gas & Power | 85.84 | Gas supply |
| 21-Sep-17 | Crown Gas & Power | 80.43 | Gas supply |
| 15-Sep-17 | EDF Energy 1 Ltd | 4628.59 | Electricity supply |
| 11-Sep-17 | Epos Now Ltd D/D | 30.00 | EPOS till mthly charge |
| 15-Sep-17 | Eventu | 30.00 | Theatre check list/maintenance |
| 29-Sep-17 | Eventu | 15.00 | Technician service - theatre |
| 22-Sep-17 | Fraser Office Supplies Ltd | 99.70 | Stationery supplies |
| 06-Sep-17 | Fuel Fitness Ltd | 25.00 | Coaching |
| 11-Sep-17 | Global 4 Communications | 636.35 | Phone |
| 22-Sep-17 | Hampshire Flag | 190.43 | OC banners |
| 22-Sep-17 | HMRC Cumbernauld | 13561.67 | PAYE & NI Employers and employees |
| 15-Sep-17 | Hotshots Sports Coaching Ltd | 100.00 | Coaching |
| 15-Sep-17 | InTouch | 107.97 | Monthly website charge |
| 22-Sep-17 | InTouch | 35.99 | Monthly website charge |
| 29-Sep-17 | InTouch | 35.99 | Monthly website charge |
| 15-Sep-17 | J P Lennard Ltd | 183.41 | WP sports supplies |
| 15-Sep-17 | JMVA Ltd | 17.50 | Web design maintenance |
| 15-Sep-17 | John Willis | 120.00 | Window cleaner |
| 15-Sep-17 | Jordan Fitness | 61.51 | WP sports supplies |

| | | | |
|-----------|-----------------------------------|----------|---------------------------------------|
| 15-Sep-17 | JTK Freestyle LLP | 100.00 | Coaching |
| 27-Sep-17 | Les Mills Fitness UK Ltd | 192.00 | Coaching |
| 22-Sep-17 | Lister Wilder Ltd | 637.31 | Gardening supplies |
| 14-Sep-17 | Lloyds Bank D/D | 184.10 | Monthly cardnet service charge |
| 14-Sep-17 | Mainstream Digital Ltd | 0.19 | Phone |
| 15-Sep-17 | Merchant Rentals Ltd | 30.58 | Cardnet machine monthly rental |
| 15-Sep-17 | Office Depot International UK Ltd | 25.78 | Stationery supplies |
| 06-Sep-17 | P.H. Direct Van | 89.58 | Vending supplies |
| 15-Sep-17 | P&H Direct Van Sales Ltd | 415.93 | Vending supplies |
| 22-Sep-17 | P&H Direct Van Sales Ltd | 275.19 | Vending supplies |
| 29-Sep-17 | P&H Direct Van Sales Ltd | 260.68 | Vending supplies |
| 22-Sep-17 | Piercing Glance Ltd | 178.74 | Staff uniform |
| 18-Sep-17 | Pitney Bowes Ltd | 100.00 | Postage topup |
| 11-Sep-17 | Plusnet Plc | 52.20 | Phone |
| 15-Sep-17 | Plusnet Plc | 38.40 | Phone |
| 22-Sep-17 | PRS for Music | 174.42 | Music licence |
| 22-Sep-17 | Prudential | 30.00 | AVC payment - deducted from pay |
| 25-Sep-17 | Public Works Loan Board | 1528.16 | PWLB loan payment |
| 06-Sep-17 | R Wheeler Signs Ltd | 166.49 | 2 signs Garden of Remembrance |
| 27-Sep-17 | R.I.D. Ltd | 1077.00 | Roller shutter door - shed |
| 22-Sep-17 | Rigby Taylor | 405.12 | Gardening supplies |
| 29-Sep-17 | Riso UK Ltd | 247.51 | Qtrly photocopier charge |
| 06-Sep-17 | Scottish and South | 272.92 | Electricity supply |
| 15-Sep-17 | Serviceline | 137.40 | Call out - Linait oven OC |
| 22-Sep-17 | Serviceline | 137.40 | Call out - Linait oven OC |
| 11-Sep-17 | SGW Payroll Ltd | 169.22 | Payroll services |
| 06-Sep-17 | Shred-it Ltd | 278.52 | Document shredding |
| 22-Sep-17 | Siemens Financial Services Ltd | 720.00 | Qtrly photocopier charge |
| 15-Sep-17 | Siemens Finanical Services | 1100.80 | Gym equip monthly rental |
| 29-Sep-17 | SLCC Enterprises Ltd | 36.00 | Data protection webinar |
| 15-Sep-17 | SSE Southern Electric | 1548.50 | Electricity supply |
| 06-Sep-17 | Thames Valley Temp | 7169.93 | Heat exchanger WPLC |
| 22-Sep-17 | Thames Valley Temperature Control | 4385.90 | Flue replace OC/new heating pump WPLC |
| 22-Sep-17 | The Berkshire Pension Fund | 13291.42 | Pension - employers and employees |
| 20-Sep-17 | Total Gas & Power Ltd | 1355.67 | Electricity supply |
| 22-Sep-17 | Trade UK - BandQ | 364.16 | Building supplies |
| 22-Sep-17 | Trade UK - Screwfix | 237.54 | Building supplies |
| 15-Sep-17 | Traditional Local Cleaning Ltd | 1632.73 | Contract cleaning |
| 22-Sep-17 | Travis Perkins Trading Co | 48.66 | Building supplies |
| 22-Sep-17 | Travis Perkins Trading Co | 180.00 | Building supplies |
| 29-Sep-17 | Travis Perkins Trading Co | 11.38 | Building supplies |
| 01-Sep-17 | TV Licensing | 147.00 | TV licence |
| 22-Sep-17 | Unison Collection Ac | 32.20 | Union fees - deducted from pay |
| 15-Sep-17 | Value Products Ltd | 31.14 | Health & Safety posters |
| 22-Sep-17 | Veolia ES - UK Ltd | 492.79 | Refuse collection |
| 01-Sep-17 | Wokingham BC | 40.00 | Rates |
| 01-Sep-17 | Wokingham BC | 154.00 | Rates |
| 01-Sep-17 | Wokingham BC | 340.00 | Rates |
| 01-Sep-17 | Wokingham BC | 839.00 | Rates |
| 01-Sep-17 | Wokingham BC | 2563.76 | Rates |
| 22-Sep-17 | Yarnold Heating and Plumbing Ltd | 2159.95 | Thames Water compliance works OC |

72422.77

CLERKS IMPREST A/C**List of Payments made between 01/09/2017 and 30/09/2017**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | <u>Transaction Detail</u> |
|------------------|------------------------|---------------|-----------------------------------|
| 08-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 13-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 18-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 18-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 18-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 18-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 18-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 18-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 18-Sep-17 | (Personal Information) | 45.00 | Refund deposit |
| 25-Sep-17 | (Personal Information) | 200.00 | Refund deposit |
| 25-Sep-17 | (Personal Information) | 164.00 | Refund deposit |
| 25-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 25-Sep-17 | (Personal Information) | 50.00 | Refund deposit |
| 28-Sep-17 | (Personal Information) | 56.00 | Coronation Hall keys cut |
| 25-Sep-17 | AAT-Org.uk | 92.00 | Staff training |
| 18-Sep-17 | Amazon UK | 65.81 | Kraft ripple vending cups |
| 18-Sep-17 | Amazon UK | 12.28 | Tate & Lyle sugar sticks |
| 18-Sep-17 | Amazon UK | 12.27 | Tate & Lyle sugar sticks |
| 21-Sep-17 | Grabloader Ltd | 480.00 | Topsoil - skate spot area repairs |
| 08-Sep-17 | Lloyds Bank D/D | 8.29 | Bank service charge |
| 27-Sep-17 | Lloyds Bank D/D | 44602.35 | Sept 17 net payroll |
| 13-Sep-17 | PETTY CASH A/C | 122.87 | Topup petty cash |
| 29-Sep-17 | SLCC Enterprises Ltd | 78.40 | Local Council Admin book |
| 11-Sep-17 | Sun Mobility | 57.48 | Repair OC wheel chair |
| 21-Sep-17 | Toolstation | 8.54 | Tarpaulin OC |
| 29-Sep-17 | WTCMI | 20.00 | Centre stage promotion |
| | | 46475.29 | |

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/10/2017 and 31/10/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount Paid</u> | |
|------------------|------------------------------------|--------------------|---|
| 13-Oct-17 | Alan Hadley Ltd | 276.00 | Refuse collection |
| 27-Oct-17 | Alan Hadley Ltd | 276.00 | Refuse collection |
| 27-Oct-17 | Allen's Design & Print Ltd | 72.00 | WTCMI advert/art work |
| 13-Oct-17 | B and S Roofing | 11445.84 | WPLC flat roof replacement part payment |
| 20-Oct-17 | Be Fuelcards Ltd | 34.94 | Petrol depot |
| 20-Oct-17 | Bowak Ltd | 258.08 | Cleaning supplies |
| 20-Oct-17 | Bowak Ltd | 23.69 | Cleaning supplies |
| 20-Oct-17 | Brown Bag Cafe Ltd | 1609.64 | Catering services |
| 06-Oct-17 | Castle Water Ltd D/D | 4,464.40 | Water rates |
| 12-Oct-17 | Castle Water Ltd D/D | 338.92 | Water rates |
| 06-Oct-17 | Central Sports UK Ltd | 562.50 | Carlton badminton supplies |
| 06-Oct-17 | Churchill Contract Services Ltd | 2260.33 | Contract cleaning |
| 01-Oct-17 | Club Manager Ltd | 80.40 | Club Manager membership |
| 27-Oct-17 | CoolerAid Ltd | 52.14 | Bottled water |
| 20-Oct-17 | Country Garden Buildings Ltd | 3108.00 | Bowling club fencing |
| 20-Oct-17 | Crown Gas & Power | 447.91 | Gas supply |
| 20-Oct-17 | Crown Gas & Power | 415.26 | Gas supply |
| 20-Oct-17 | Crown Gas & Power | 111.87 | Gas supply |
| 20-Oct-17 | Crown Gas & Power | 93.02 | Gas supply |
| 13-Oct-17 | Earth Anchors Ltd | 201.54 | Dog waste sacks |
| 03-Oct-17 | EDF Energy 1 Ltd | -27.65 | Electricity supply |
| 06-Oct-17 | EDF Energy 1 Ltd | 12.53 | Electricity supply |
| 13-Oct-17 | EDF Energy 1 Ltd | 833.00 | Electricity supply |
| 13-Oct-17 | Energy Electrical Distributors Ltd | 167.45 | Electrical supplies |
| 20-Oct-17 | Envidia Ltd | 175.00 | Coaching |
| 12-Oct-17 | Epos Now Ltd D/D | 30.00 | EPOS till mthly charge |
| 13-Oct-17 | Eurodec Ltd | 69.30 | Building supplies |
| 20-Oct-17 | Eurodec Ltd | 69.60 | Building supplies |
| 20-Oct-17 | Fraser Office Supplies Ltd | 115.66 | Stationery supplies |
| 20-Oct-17 | Gap Group Ltd | 474.00 | Hire 3 ton digger |
| 10-Oct-17 | Global 4 Communications | 275.30 | Phone |
| 03-Oct-17 | Grabloader Ltd | 1,044.00 | Remove hardcore & deliver top soil |
| 13-Oct-17 | HC Slingsby Plc | 244.70 | Hot surface signs/yearly planner |
| 27-Oct-17 | HMRC Cumbernauld | 12892.53 | PAYE & NI - employers and employees |
| 10-Oct-17 | HRMC VAT | 4,714.07 | Qtr 2 July to Sept 2017 VAT |
| 20-Oct-17 | InTouch | 35.99 | Monthly website charge |
| 06-Oct-17 | JMVA Ltd | 614.64 | Web design |
| 13-Oct-17 | John Willis | 120.00 | Window cleaner OC |
| 13-Oct-17 | Just Around The Corner | 5986.75 | Grant |
| 20-Oct-17 | Just Projectors | 500.40 | Optoma W400 projector |
| 27-Oct-17 | Les Mills Fitness UK Ltd | 192.00 | Coaching |
| 20-Oct-17 | Lightatouch | 1132.50 | Internal audit |
| 20-Oct-17 | Lister Wilder Ltd | 83.15 | Gardening supplies |
| 03-Oct-17 | Lloyds Bank D/D | 29.60 | Bank service charge |
| 13-Oct-17 | Lloyds Bank D/D | 281.20 | Monthly cardnet service charge |
| 31-Oct-17 | Lloyds Bank D/D | 34.71 | Bank service charge |
| 27-Oct-17 | Lyreco UK Ltd | 109.18 | Stationery supplies |
| 16-Oct-17 | Mainstream Digital Ltd | 58.41 | Phone |
| 20-Oct-17 | Mazars LLP receivable | 2880.00 | End of year external audit |
| 16-Oct-17 | Merchant Rentals Ltd | 30.58 | Cardnet machine monthly rental |

| | | | |
|-----------|-------------------------------------|------------|--|
| 13-Oct-17 | Minerva Publications | 240.00 | WTCMI adverts |
| 06-Oct-17 | MKR Electrical Services Ltd | 525.60 | Electrical supplies |
| 13-Oct-17 | MKR Electrical Services Ltd | 644.00 | Electrical supplies |
| 06-Oct-17 | P&H Direct Van Sales Ltd | 125.53 | Vending supplies |
| 13-Oct-17 | P&H Direct Van Sales Ltd | 108.28 | Vending supplies |
| 20-Oct-17 | P&H Direct Van Sales Ltd | 174.80 | Vending supplies |
| 27-Oct-17 | P&H Direct Van Sales Ltd | 216.58 | Vending supplies |
| 11-Oct-17 | Plusnet Plc | 52.20 | Phone |
| 17-Oct-17 | Plusnet Plc | 38.40 | Phone |
| 27-Oct-17 | Prudential | 30.00 | AVC payment - deducted from pay |
| 02-Oct-17 | Public Works Loan Board | 73,170.68 | Public Works Loan Board loans |
| 27-Oct-17 | R.I.D. Ltd | 1077.00 | Roller shutter door - shed 2nd payment |
| 20-Oct-17 | Riso UK Ltd | 400.20 | Printing |
| 09-Oct-17 | SGW Payroll Ltd | 165.14 | Payroll services |
| 16-Oct-17 | Siemens Financial Services | 1,100.80 | Gym equip monthly rental |
| 13-Oct-17 | Southern Electric Contracting Ltd | 142.80 | Electricity supply |
| 20-Oct-17 | Springfield Supplies & Projects Ltd | 202.80 | Table top replacement |
| 13-Oct-17 | SSE Southern Electric | 1542.69 | Electricity supply |
| 20-Oct-17 | SSE Southern Electric | 96.68 | Electricity supply |
| 13-Oct-17 | Technical Surfaces Ltd | 360.00 | 3G pitch service |
| 27-Oct-17 | The Berkshire Pension Fund | 12619.93 | Pension - employers and employees |
| 20-Oct-17 | Token Security Solutions Ltd | 151.20 | Security staff cover |
| 24-Oct-17 | Total Gas & Power Ltd | 1,136.04 | Electricity supply |
| 13-Oct-17 | Trade UK - Screwfix | 153.79 | Building supplies |
| 20-Oct-17 | Trade UK - Screwfix | 414.18 | Building supplies |
| 20-Oct-17 | Traditional Local Cleaning Ltd | 2014.58 | Contract cleaning |
| 06-Oct-17 | Travis Perkins Trading Co | 31.15 | Building supplies |
| 13-Oct-17 | Travis Perkins Trading Co | 144.00 | Building supplies |
| 27-Oct-17 | Travis Perkins Trading Co | 144.00 | Building supplies |
| 27-Oct-17 | Unison Collection Ac | 44.80 | Union fees deducted from pay |
| 27-Oct-17 | Veolia ES - UK Ltd | 488.92 | Refuse collection |
| 18-Oct-17 | Vodafone | 187.99 | Phone |
| 02-Oct-17 | Wokingham BC | 40.00 | Rates |
| 02-Oct-17 | Wokingham BC | 154.00 | Rates |
| 02-Oct-17 | Wokingham BC | 340.00 | Rates |
| 02-Oct-17 | Wokingham BC | 839.00 | Rates |
| 02-Oct-17 | Wokingham BC | 2,563.00 | Rates |
| | | 161,191.84 | |

CLERKS IMPREST A/C

List of Payments made between 01/10/2017 and 31/10/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount Paid</u> | |
|------------------|------------------------|--------------------|----------------|
| 09-Oct-17 | (Personal Information) | 50.00 | Refund deposit |
| 09-Oct-17 | (Personal Information) | 50.00 | Refund deposit |
| 11-Oct-17 | (Personal Information) | 50.00 | Refund deposit |
| 16-Oct-17 | (Personal Information) | 50.00 | Refund deposit |
| 23-Oct-17 | (Personal Information) | 100.00 | Refund deposit |
| 23-Oct-17 | (Personal Information) | 15.00 | Refund deposit |
| 23-Oct-17 | (Personal Information) | 50.00 | Refund deposit |
| 27-Oct-17 | (Personal Information) | 75.00 | AAT training |
| 30-Oct-17 | (Personal Information) | 50.00 | Refund deposit |
| 30-Oct-17 | (Personal Information) | 50.00 | Refund deposit |
| 30-Oct-17 | (Personal Information) | 50.00 | Refund deposit |
| 30-Oct-17 | (Personal Information) | 50.00 | Refund deposit |

| | | | |
|-----------|---------------------|----------|--------------------------------|
| 05-Oct-17 | Amazon UK | 54.75 | Foam dart bullets/kids goggles |
| 05-Oct-17 | Amazon UK | 86.29 | Kids camouflage vests |
| 06-Oct-17 | Amazon UK | 64.69 | Kids black vests |
| 26-Oct-17 | Buy it Online Ltd | 71.98 | Wing mirror drivers side |
| 02-Oct-17 | Kaspersky | 54.99 | Annual internet security |
| 25-Oct-17 | Lloyds Bank | 41885.57 | Net payroll - Oct 2017 |
| 13-Oct-17 | Lloyds Bank D/D | 7.62 | Bank charges |
| 11-Oct-17 | PETTY CASH A/C | 121.69 | Top up petty cash |
| 30-Oct-17 | Post Office Shop | 17.76 | Pukka pad silver notebook |
| 05-Oct-17 | Stac.co.uk | 137.94 | Plywood folding table |
| 04-Oct-17 | Tesco - Entertainme | 250.00 | Nerf Gun N-Strike blasters |
| 04-Oct-17 | Tesco - SCP Ltd | 83.98 | Wood console tables |
| 11-Oct-17 | Vista Print | 38.38 | Standard business cards |
| | | 43515.64 | |



Tim Light – trading as LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD. Tel: (023) 8026 3791 Email: Tim.Light1@hotmail.co.uk

13 October, 2017

The Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4JZ

Dear Ms Mander

**Interim Internal Audit Report for Woodley Town 2017/18
Period: April – September 2017**

In accordance with the Accounts and Audit Arrangements introduced from 1st April 2002 (lighter touch audit) this requires all Town and Parish Councils to implement an independent internal audit examination of their Accounts and Accounting processes annually.

The Council have complied with the requirements in terms of independence from the Council decision making process in 2014/2015 by appointing Lightatouch to undertake this since 1 April 2014.

This is our first visit in 2017/2018 to check that the Town Council adhere to the requirements set out in the National Association of Local Councils Governance and Accountability Manual for Small Authorities in England (2016) Section 3 to ensure that compliance is maintained.

A further visit has already been arranged to continue the internal audit visits for 2017/2018 on 20/21 February 2018.

At each internal audit visit we provide the Town Clerk with an Interim Summary Report Letter to highlight any issues from the continuing Internal Audit. A full detailed Internal Audit Report is produced at the end of the year detailing the internal audit testing carried out along with an update of the Financial Risk Assessment for 2017/18.

We are pleased to note from our audit testing that the recommendation made in the previous internal audit report that at Woodford Park Leisure Centre “the cashier completing the daily taking sheets should appear on the header and also

.....

that they should sign the end of day report each time to agree the totals shown on the daily takings sheet” has been implemented.

An Internal Audit testing strategy is set out in the NALC Governance and Accountability manual section 5. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from proper bookkeeping right through to year-end procedures. Our Internal Audit testing is based on this approach.

Our Initial discussion with the Town Clerk/Finance Officer established any system/procedure changes to the internal controls from the previous period. A series of independent audit tests were then undertaken using the various financial records, vouchers, documents, minutes, previous audit reports to ascertain the efficiency and effectiveness of these internal controls.

We also discussed the General Data Protection Regulation (GDPR) to be introduced in May 2018. A copy of the Information Commissioner’s Office (ICO) document “Preparing for the GDPR” was emailed to the Town Clerk for information. It was noted that preparation has begun and an information audit will be carried out if required before its introduction to ensure that the Town Council be compliant with the new regulation.

As part of this initial Internal Audit Review we checked that:

Bank Reconciliations

- The financial totals as at 31 March 2017 had been brought forward accurately in each cashbook.
- All un-presented cheques and un-banked income at 31 March 2017 was checked to bank statements to verify these were banked in April 2017.
- All direct debits, standing orders, and sweep transactions were checked and accounted for the period 1 April 2017 to 30 September 2017.
- All bank paying in slips were banked and agreed to bank statements for the period 1 April 2017 to 30 September 2017.
- Bank reconciliations for all bank accounts had been carried out between 1 April 2017 to 30 September 2017, and totals agreed to those shown in all the appropriate cash books.

Petty Cash

- The Petty Cash totals for the Clerks Imprest account were agreed to the cash in hand as at 30 September 2017.
- the reimbursements recorded in cashbook 2 (Clerk’s Imprest Account) to cashbook 4 (Petty Cash) were correctly accounted for between, 1 April 2017 - 30 September 2017.
- payment vouchers were accurate and agreed to cashbook 4 and this was cross cast up to 30 September 2017.

Investments

- The Rathbone Investment Portfolio was checked and agreed to the statement dated 31 August 2017 showing the valuations held by the Town Council.

Income and Expenditure

- All un-presented cheques and un-banked income information at as 30 September 2017 were checked and confirmed that the details are accurate to the records held by Town Council.
- A test check was carried out on the income ledger to agree sums banked to the Town Council bank account in respect of the Oakwood Centre (1 August – 31 August 2017). All sums could be traced and agreed.

VAT

- The total of VAT shown on the reimbursement claim for the period 1 April 2017 to 30 June 2017 in the sum of £932.91 had been submitted to HMRC on 5 July 2017 and received on 11 July 2017.
- The VAT summary totals shown in Cashbook 1, 2 and 4 from April – June 2017 agree to the entries detailed on the VAT claim.

Cardnet

- All transactions shown on the Cardnet statements for the period 1 April 2017 to 30 September 2017 were accurately recorded in the Financial Ledger and all the transactions could be traced to the bank statements.

Purchases Day Book

- A sample of payment vouchers was checked to ensure that the VAT element had been extracted correctly and entered in on the Purchases Day Book and then subsequently on the VAT claim for the period 1 April to 30 June 2017.

Sales Day Book

- A sample of sales invoice entries shown on the Sales Day Book was checked to ensure the VAT element had been extracted correctly and entered in on the VAT claim for the period 1 April to 30 June 2017.

Town Council Minutes

- We checked the details of Town Council minutes from April 2017 to September 2017 for any financial approval or decision that affected the budget of the Town Council and to ensure that details were correctly shown in the Financial Ledger.

Deposits from Hirers

A test check on the processes for receiving, holding and the returning deposits to hirers revealed that an accumulating balance since 2011/2012 continues to increase for all of the Town Council sites (Oakwood Centre, Coronation Hall, Chapel Hall and Woodford Park Leisure Centre).

We discussed the issue with the Finance Officer and also agreed with the Town Clerk that consideration should be given to:

- review the levels of deposits held with a view to holding no more than 25% of the overall total for returns to Hirers, or that at least one previous year plus the current year should be retained with the exception of long term hirer deposits received since 2011/2012.
- the deposit balances be transferred from miscellaneous income into an appropriate budget heading for use by the Town Council.
- A yearly review should be carried out to ensure that deposit levels held are maintained at reasonable levels.

Therefore I am pleased to report that the various records and procedures in place for the Council provide a good standard of control with the exception of the consideration to review deposits from hirers and the levels retained since 2011/2012.

However, all minor queries were resolved during the course of the audit for the period April 2017 to September 2017 for these various transactional elements.

This letter report should be noted and the Strategy and Resource Committee informed of the Internal Audit work carried out.

Yours sincerely,

Tim Light FMAAT and Paul Reynolds FMAAT
Internal Auditors

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 meetings on 2 October and 6 November are presented elsewhere on the meeting agenda.

Catering

Notes of the Catering Partnership meeting on 15 September are presented elsewhere on the meeting agenda. Income received under the catering contract is shown in **APPENDIX A (enclosed separately - confidential item)**.

Toilets Refurbishment

The refurbishment of the Gents toilets in the Centre is scheduled for February 2018. The Ladies toilets are in better condition but will be considered for refurbishment in the 2018/19 capital programme.

Theatre Flooring

New flooring rolls have been purchased for the theatre and will be installed in the coming weeks. The rolls will provide a clean, even stage surface and can be removed and stored as required.

Room Hire

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

Usage since last report:

| |
|---|
| Regular Hirers lost None |
| New Regular Hirers Business x3 bookings per month |
| New one-off hirers X1 MP surgery X1 Dental health training X1 Environmental group X1 Arts training group X1 Architects X1 Craft business |
| Social events X1 Sports Club Awards Ceremony X1 charity dinner event X1 party dinner |

Recommendations:

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

APPENDIX B

| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Band A | 42 | 884.21 | 38 | 852.52 | 24 | 468.30 | 27 | 816.29 | 20 | 370.47 | 54 | 1110.93 | 78 | 2014.17 | 93 | 1759.96 | 21 | 312.49 | 12 | 104.16 | 12 | 104.16 | 12 | 104.16 | 12 | 104.16 | | |
| Band B | 1 | 46.25 | 2 | 50.00 | 0 | 0.00 | 1 | 114.17 | 5 | 466.65 | 6 | 526.24 | 1 | 25.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | | |
| Band C | 87 | 3236.29 | 84 | 3359.60 | 82 | 3193.74 | 81 | 3167.48 | 61 | 3292.45 | 94 | 4397.85 | 126 | 6091.61 | 78 | 3282.10 | 5 | 249.99 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | | |
| Band D | 42 | 1905.27 | 61 | 2940.84 | 61 | 2842.09 | 70 | 4881.24 | 45 | 2567.92 | 57 | 2685.03 | 69 | 3217.91 | 53 | 2472.53 | 8 | 404.16 | 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 | | |
| | 172 | 6072.02 | 185 | 7202.96 | 167 | 6504.13 | 179 | 8979.18 | 131 | 6697.49 | 211 | 8720.05 | 274 | 11348.69 | 224 | 7514.59 | 34 | 966.64 | 12 | 104.16 | 12 | 104.16 | 12 | 104.16 | 12 | 104.16 | | |
| Band A | 42 | 884.21 | 80 | 1736.73 | 104 | 2205.03 | 131 | 3021.32 | 151 | 3391.79 | 205 | 4502.72 | 283 | 6516.89 | 376 | 8276.85 | 397 | 8589.34 | 409 | 8693.5 | 421 | 8797.66 | 433 | 8901.82 | | | | |
| Band B | 1 | 46.25 | 3 | 96.25 | 3 | 96.25 | 4 | 210.42 | 9 | 677.07 | 15 | 1203.31 | 16 | 1228.31 | 16 | 1228.31 | 16 | 1228.31 | 16 | 1228.31 | 16 | 1228.31 | 16 | 1228.31 | 16 | 1228.31 | | |
| Band C | 87 | 3236.29 | 171 | 6595.89 | 253 | 9789.63 | 334 | 12957.11 | 395 | 16249.56 | 489 | 20647.41 | 615 | 26739.02 | 693 | 30021.12 | 698 | 30271.11 | 698 | 30271.11 | 698 | 30271.11 | 698 | 30271.11 | 698 | 30271.11 | | |
| Band D | 42 | 1905.27 | 103 | 4846.11 | 164 | 7688.20 | 234 | 12569.44 | 279 | 15137.36 | 336 | 17822.39 | 405 | 21040.3 | 458 | 23512.83 | 466 | 23916.99 | 466 | 23916.99 | 466 | 23916.99 | 466 | 23916.99 | 466 | 23916.99 | | |
| 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 | | |
| | 172 | 6072.02 | 357 | 13274.98 | 524 | 19779.11 | 703 | 28758.29 | 834 | 35455.78 | 1045 | 44175.83 | 1319 | 55524.52 | 1543 | 63039.11 | 1577 | 64005.75 | 1589 | 64109.91 | 1601 | 64214.07 | 1613 | 64318.23 | | | | |
| Type of Booking | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parties/Social Events | 3 | 345.83 | 0 | 0.00 | 0 | 0.00 | 1 | 114.17 | 15 | 1247.48 | 8 | 713.74 | 2 | 296.66 | 2 | 296.66 | 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 | 30 | 2857.49 | 38 | 1251.69 | 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 | 96 | 3760.77 | 99 | 2984.94 | 64 | 2018.35 | 15 | 234.99 | 12 | 104.16 | 12 | 104.16 | 12 | 104.16 | 12 | 104.16 | | |
| Business | 55 | 2025.69 | 70 | 2884.64 | 68 | 3112.50 | 49 | 2248.40 | 36 | 1646.75 | 88 | 3597.23 | 102 | 3550.04 | 109 | 3709.56 | 11 | 499.99 | 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 | 17 | 440.81 | 31 | 1092.89 | 11 | 238.33 | 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 | 10 | 566.67 | 0 | 0.00 | 2 | 119.16 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | | |
| | 172 | 6072.02 | 185 | 7202.96 | 167 | 6504.13 | 179 | 8979.18 | 131 | 6697.49 | 211 | 8720.05 | 274 | 11348.69 | 224 | 7514.59 | 34 | 966.64 | 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 | 27 | 2421.22 | 29 | 2717.88 | 31 | 3014.54 | 31 | 3014.54 | 31 | 3014.54 | 31 | 3014.54 | 31 | 3014.54 | 31 | 3014.54 | | |
| Theatre | 5 | 504.16 | 12 | 1145.41 | 13 | 1211.24 | 40 | 4194.57 | 48 | 5029.57 | 50 | 5237.07 | 80 | 8094.56 | 118 | 9346.25 | 118 | 9346.25 | 118 | 9346.25 | 118 | 9346.25 | 118 | 9346.25 | 118 | 9346.25 | | |
| Public/National Orgs/Charities | 90 | 2693.03 | 181 | 5916.79 | 271 | 8997.61 | 364 | 12269.25 | 429 | 14989.20 | 525 | 18749.97 | 624 | 21734.91 | 688 | 23753.26 | 703 | 23988.25 | 715 | 24092.41 | 727 | 24196.57 | 739 | 24300.73 | | | | |
| Business | 55 | 2025.69 | 125 | 4910.33 | 193 | 8022.83 | 242 | 10271.23 | 278 | 11917.98 | 366 | 15515.21 | 468 | 19065.25 | 577 | 22774.81 | 588 | 23274.80 | 588 | 23274.80 | 588 | 23274.80 | 588 | 23274.80 | | | | |
| Community Groups | 19 | 503.31 | 36 | 956.62 | 44 | 1201.60 | 53 | 1563.24 | 60 | 1811.55 | 77 | 2252.36 | 108 | 3345.25 | 119 | 3583.58 | 125 | 3696.08 | 125 | 3696.08 | 125 | 3696.08 | 125 | 3696.08 | | | | |
| Miscellaneous | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 10 | 566.67 | 10 | 566.67 | 12 | 685.83 | 12 | 685.83 | 12 | 685.83 | 12 | 685.83 | | | | |
| | 172 | 6072.02 | 357 | 13274.98 | 524 | 19779.11 | 703 | 28758.29 | 834 | 35455.78 | 1045 | 44175.83 | 1319 | 55524.52 | 1543 | 63039.11 | 1577 | 64005.75 | 1589 | 64109.91 | 1601 | 64214.07 | 1613 | 64318.23 | | | | |

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 15 September 2017 at 10.00 am**

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

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

Also present: *T. Edwards – Brown Bag*

Apologies: *Councillor M. Green,
A. Mulvany, Bookings and Venues Manager*

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 meeting with contractor
- Hygiene Inspection - TE/SR to request hygiene inspection from Wokingham Borough Council – Has not been requested as yet as focus has been on resolving staffing issues

3. Update on catering operation

TE circulated the turnover information for the month.

TE reported that:

- Tara had been appointed as Manager of the shop from 18 October.
- Currently recruiting for an Assistant Manager.
- Councillor MacNaught suggested some alternative providers for staffing and agreed to send details directly to TE.

4. Customer Feedback

No feedback reported.

5. Marketing

- It was agreed that the reception screen could be used for BB advertising – both for staff and for offers. Info/posters sent to Alison could be included.
- Work placements
- It was suggested that a stand with menus be left in the rooms for all hirers to pick up business from those that have not booked catering.

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 17 November at 10am.

Meeting closed 11.00 am

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 17 November 2017 at 10.00 am**

| | |
|-------------------------|---|
| Present: | <i>Councillors: R. Dolinski, J. MacNaught</i> |
| Officer present: | <i>K. Murray, Deputy Town Clerk A. Mulvany, Bookings and Venues Manager</i> |
| Also present: | <i>S. Rolfe – Brown Bag</i> |
| Apologies: | <i>Councillors M. Green, S. Rahmouni, S. Brindley</i> |

The meeting was not quorate. The following items were discussed.

1. Actions from previous meeting

- Outside heating – *KM reported that the exterior heating unit was being installed this week.*
- Hygiene Inspection - *SR reported that a hygiene inspection from Wokingham Borough Council has been requested.*

2. Update on catering operation

SR circulated the turnover information for the month.

TE reported that:

- Christmas menu is now available and menu boards up
- Recruitment remained difficult

RD and JM agreed to research organisations offering routes back into work for older and unemployed people. RD also agreed to speak with the Chair of the Woodley Older Peoples Forum.

3. Marketing

It was agreed that the outside heating area should be marketed once up and running and that the outside area could be made more inviting – perhaps using lights in the shrub planters. A mulled wine offer was also discussed.

4. Date of next meeting

The next meeting is scheduled for Friday 19 January at 10am.

Meeting closed 11.00 am

Woodley Town Council

**Report of a meeting of the PR/Marketing Group held at the Oakwood Centre on
Tuesday 2 October 2017 at 6pm**

Present: *Councillors: K. Baker (Chairman) S. Brindley; J. Cheng;*
Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;*

Apologies: *Councillor D. Smith*

1. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

2. UPDATE ON MARKETING ACTIVITIES

The PR Marketing Coordinator was unable to attend the meeting and had provided an update to the members of the working group (**Appendix A**). With regard to the new Town Council website there were some technical issues, for example the final version of the parish and ward boundaries, that will mean an interim solution being in place for a while. Work to reformat or add missing sections is ongoing. Members noted the plan for officers to have access and try out the new site soon. With regard to councillors viewing the site, the Chairman asked that the members of the working group have access to the site once it was ready and that an email go out to all councillors asking them if they wished to view the new site. Those who were interested could then have access to the new site and be invited to give feedback.

The Chairman requested that when the website went live it would be helpful to have a forward plan that might include future plans such as payments/bookings through the site. He also asked that the working group be made aware of plans in place to manage the site and keep it relevant and up to date.

It was also noted that signs for the noticeboard area along Headley Road had been designed and should be installed shortly (possible the following week).

In response to a question about signage on the Oakwood Centre building officers agreed to have a look at the proximity to the banner fixings to make sure these would not obstruct other banners or the fixed signage.

Members were pleased to hear that both the town centre and the Friends of Woodford Park had received awards from Britain in Bloom and asked that a press release be sent out and that the Mayor announce the awards at the Council meeting the following evening. It was also suggested that there be some information in the town centre itself about the award.

3. WW1 COMMEMORATION/CENTRE STAGE

The Deputy Town Clerk reported that he had contacted Woodley Concert Band who were considering the request that they play at the centre stage on a regular basis and also that they be involved in the 2018 commemoration event. They would respond once these had been discussed at a meeting. It was noted that a local ukulele group had enquired about the possibility of performing at the stage and were looking at possible dates. Members also suggested other choirs and musical groups that might be interested in performing at the stage and these would be followed up. The Chairman hoped that it would be possible to have a proms type event in the town centre next summer.

4. NEXT MEETING DATES

Monday 6 November 2017 6pm

Monday 4 December 2017 6pm

Monday 5 February 2018 6pm

Meeting closed at 7.10pm

Marketing Update to Marketing Working Party –

Mon 2 October 2017

Website

We are now in the final stages of the website design.

We have been transferring and uploading content over the last month which has gone smoothly albeit taken a little longer than expected as the devil is in the detail.

There are still a few tiny sections missing or requiring reformatting (which is ongoing) and we are involving other officers to cross check information and functionality.

We are planning to enter a test phase and give officers access on Tuesday 3rd October. The plan is that they review areas relating to them and take an objective view of the overall site, as what seems logical when building a site may not be logical to others when using a site (even though we have tried to cover both angles). This test phase will take around 2 weeks. Easy updates will occur during this time but any structural changes will require an additional week or two. Once we are very close to the finished article, we would like the working party and other Councillors to review the site and submit comments/changes.

One or two aspects may go live with an interim solution whilst the desired solution is developed. E.g. accurate interactive ward map due to technical difficulties or time required to fully develop. The interim solution will still look good and be appropriate.

Marketing signs for Woodford Park Carnival posts.

Low cost interim marketing sign have been designed advertising both the Oakwood Centre and Gym on the Park. Quotes will be obtained w/c 2nd October with a view to signs being in place end of October.

External signage for Oakwood Centre and Halls

This has been costed and in the process of being manufactured. Installation date tba

Phillipa Temmink

Woodley Town Council

**Report of a meeting of the PR/Marketing Group held at the Oakwood Centre on
Tuesday 7 November 2017 at 6pm**

Present: *Councillors: K. Baker (Chairman) S. Brindley; J. Cheng; D. Smith*
Officers present: *P. Temmink, PR/Marketing Coordinator; D. Mander, Town Clerk;
K. Murray, Deputy Town Clerk*

1. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

2. WEBSITE

The PR/Marketing Coordinator had given members of the working group the opportunity to view and 'test' the new website. There were some items that needed to be amended or added including:

- Adding a 'home' button in the top strap line
- Making sure the logo 'home' functionality worked on all pages and calendar dates
- projects and consultations to be separated, consultations to go under 'about the council' list
- press releases and archive of these to be added
- link page to Oakwood Centre website needs explanation of facilities available

The map to show parish wards was discussed. Cllr Baker agreed to provide the lists of roads in parish wards in excel format. It was hoped that a map could be provided eventually but that this shouldn't hold up the website going live.

The Chairman thanked the PR/Marketing Coordinator for her work on the new website which he thought was superb.

Once the changes were made other councillors would be invited to view the website, with the intention of going live in three weeks' time, or earlier depending on how quickly the amendments could be carried out.

3. WW1 COMMEMORATION 2018

The Town Clerk reported that she had made contact with the Army Corps Cadets who meet next to Bulmershe School and that they would be laying wreath that weekend at the commemoration and very much wanted to be involved in 2018. They hoped to be able to arrange to march with the Air Corps Cadets at that event.

The Deputy Town Clerk reported that unfortunately Woodley Concert Band would not be able to perform on 11/11/18 but they were very interested in playing at the centre stage on a regular basis. The cost for this had yet to be discussed.

Members also suggested that officers contact Colin Pierce and/or Peter Van Went who had or currently worked at Bluecoat School to find out if they would be interested in taking part in the 2018 event.

Cllr Cheng suggested that Mr Miller, a local resident who had been awarded the Legion D'Honneur by France may wish to be involved in the event and it was also suggested that the British Legion may be able to provide a list of veterans to invite to the commemoration.

The PR/Marketing Coordinator agreed to explore the possibility of accapella groups performing songs of the era and officers agreed to speak to Woodley Town FC to find out if they would be interested in re-enacting the famous Christmas Day football match between the opposing armies. Cllr Baker also suggested the centre run the film 'Oh What a Lovely War' in the Oakwood Centre throughout the event.

4. **CENTRE STAGE**

It was noted that the November newsletter will include a call to groups and organisations to use the Centre Stage to provide entertainment and that it was hoped that a schedule could be put together. It was noted that a Ukulele orchestra and, as stated above, Woodley Concert Band would like spots at the stage. These were likely to be arranged from March onwards, rather than through the winter months, and in the meantime officers would make contact with choirs, musical groups and other performers to encourage their participation.

Members wanted to see a "What's on at the Centre Stage" near to the stage and asked that a comparison of use of the Centre Stage against uses of the pagoda over the same period be provided to the Strategy and Resources Committee at its next meeting. This is attached at **Appendix A**.

The Chairman also asked that the noticeboards in the town centre "mushroom" be tidied up.

5. **NEXT MEETING DATES**

Monday 4 December 2017 6pm (meeting subject to there being items that required discussion)
Monday 5 February 2018 6pm

Meeting closed at 7.45pm

APPENDIX A

Pagoda and Centre Stage bookings comparison

| | Pagoda 2016 | Centre Stage 2017 |
|-----------|------------------------|------------------------------|
| January | none | |
| February | 2 | |
| March | 6 | works |
| April | 10 | works |
| May | 10 | 1 |
| June | 5 | 6 |
| July | 12 | 9 |
| August | 4 | 5 |
| September | 10 | 4 |
| October | 9 | 4 |
| November | 7 | 1 |
| December | 4 | 2 |
| Total | <u>79</u> | <u>32</u> |

Excludes TCMI use
AS AT 9-11-17

Woodley Town Council

Community Grants

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for the second round of awards in 2017/18 is £2,250.

The committee is asked to consider the following grant applications:

| Organisation | Usual source of funding | Amount requested | Members/ Staff/Volunteers | Purpose grant required | Additional information |
|---|---|-------------------------|--|---|--|
| Berkshire Multiple Sclerosis Therapy Centre <i>(54 members/users from Woodley (4.5%))</i> | Fundraising events and street collections; donations from individuals, trusts and local authorities | £250 | 10 paid staff, 100 voluntary staff | To help fund the costs of a range of treatments such as physiotherapy, oxygen therapy and complementary therapies to allow sufferers to manage their condition. These treatments help to improve mobility, bladder function and fatigue, with the aim of helping people to stay independent for as long as possible. | In 2016 the Centre provided 278 treatments for 16 Woodley members. A voluntary donation towards treatment is requested, where possible, and the Centre makes up the shortfall. |
| Berkshire Vision <i>(67 members from Woodley (3%))</i> | Collections, sponsored events, grants from charitable trusts & corporate bodies, legacies | £250 | 14 paid staff, more than 150 voluntary staff | Towards the cost of providing services for Woodley residents. Woodley members benefit from regular home visits to offer advice and support. Transport is provided to a monthly social club in Wokingham. The activities department organises outings and sports activities including tennis, swimming, dragon boating and cricket. The children's department organises outings and activities throughout the year for members and their families. | The Society helps the visually impaired to integrate with their local communities and gain some independence. A quarterly audio magazine is produced. The resources area at Head Office allows members to view products and seek advice. |
| Home-Start Wokingham District <i>(85 members/users from Woodley (18%))</i> | Support from WBC, individual donations and grants from local trusts and organisations | £250 | 6 paid staff, 60 voluntary staff | Towards the cost of running a 8-10 week training course for at least 12 new volunteers in order to continue to support the growing number of vulnerable families within the community. The volunteers will visit families at home for 2-3 hours at least once a week to provide emotional support and practical help, which can help to prevent crisis and family breakdown. | Home-Start recruits and trains volunteers to support parents with young children who are experiencing difficulties such as disability, illness, isolation, family breakdown, bereavement and multiple births. |

| | | | | | |
|--|--|------|-----------------------------------|---|---|
| Wokingham Volunteer Centre <i>(supporting many charities operating within Woodley)</i> | Funding from WBC, parish councils and local organisations | £250 | 7 paid staff, 133 voluntary staff | Towards the cost of providing the Green 'n' Tidy gardening service, which tends the gardens of 26 vulnerable elderly Woodley residents and also finding volunteers for many charities operating within Woodley, eg. CAB, Me2Club, Link Visiting, First Days, Stroke Society, Alzheimer Society, Woodley Volunteers and many more. | The Volunteer Brokerage supports 150 local charities, finding volunteers with the required skills, experience and availability needed to deliver their services in Woodley and other local areas. |
| Woodley Adopt A Street Project (WASP) <i>(>150 members from Woodley (99.9%))</i> | No regular source of income other than previous community grants and a one-off grant from Waitrose | £250 | No staff | To purchase additional equipment for the volunteers to use (such as litter picker bag holders and hi-viz jackets) and to buy publicity materials to promote and increase the number of volunteers. | Volunteers litter pick identified areas, roads and community spaces. WASP also brings like-minded people together so there is a sense of ownership and belonging, with a desire to improve the local environment. |
| Individuals: | | | | | |
| William Cowan (Gymnastics: GB Tumbling squad) | | £100 | | To help towards the costs of GB kit and travelling to training camps and to the World Championships. | William is the current British Champion for his age group and won individual gold and team gold at the World Cup in Portugal. He has been selected to represent GB at the 2017 World Championships. |
| Alexander Cowan (Gymnastics: GB Tumbling squad) | | £100 | | To help towards the costs of GB kit and travelling to training camps and to the World Championships. | Alexander is a member of the GB Tumbling squad and has been selected to represent GB at the 2017 World Championships. |
| Rosie Cowan (Gymnastics: Tumbling) | | £100 | | To help towards the costs of attending Development training through the year and the cost of squad kit. | Rosie came 7 th in the British Championships and has been selected for the GB Development scheme. |
| Hannah Evans (Archery GB) | | £100 | | To help towards the costs of upgrading her equipment, which is necessary because of her improved technique since becoming a member of the Archery GB Junior Performance Academy. | Hannah won 2 silver medals at the Junior National Outdoor Championships and is Berkshire County Champion, both indoor and outdoor. |

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made by cheque.

Approved 17/4/12

Woodley Town Council

COMMUNITY GRANTS TO INDIVIDUALS

Community grants of up to £100 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to the their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £100 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

Community grants to individuals will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

The total expenditure on grants to individuals will not exceed 10 per cent of the total annual Community Grants budget (in 2017/18 the budget allocation is £4,000).

Community grants for individuals will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made electronically.

Approved 17/4/12

ALLOTMENTS RENT REVIEW

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information in order to consider the charges for allotment plots.

Background

In November 2016 the following were agreed to take effect from January 2018;

- 2% increase in the allotment rent rate for Woodley residents
- Reduce the discount the for allotment tenants in receipt of the state pension from 30% to 25%

There are currently 364 tenanted plots of various sizes at the Reading Road Allotments site. Allotment plots are measured and let in a measurement known as poles. One pole is equal to an area of 25 square metres. Water is provided and accessible to all plots at the site and is charged at the rate of 40p per pole per annum for all tenants. The non-resident rate is set at 50% above the rate for residents.

The lease with Reading Borough Council for the site is due for renewal in 2018. The Town Council has not yet received notification of the annual lease cost going forward however it is anticipated that this will increase.

Financial

Budget Exp/Inc (Actual) 2016/17

| | | |
|-------------|--------------------------|----------------|
| Expenditure | Staff | £5,738 |
| | Water Rates | £1,396 |
| | Lease | £6,500 |
| | Repairs | £1,462 |
| | TOTAL | £15,096 |
| Income | Rents (inc water charge) | £10,337 |
| | | |
| | Net cost* | £4,759 |

*Net cost in 2015/16 was £7,340

Budget Estimate 2017/2018

| | | |
|-------------|--------------------------|----------------|
| Expenditure | Staff | £6,331 |
| | Water Rates | £2,200 |
| | Lease* | £6,500 |
| | Repairs | £1,500 |
| | TOTAL | £16,531 |
| Income | Rents (inc water charge) | £10,515 |
| | | |
| | Net cost | £6,016 |

*Lease may be subject to increase.

Projected income 2018/19

Income from allotment rent inclusive of water charges for 2018/19 based on the scale of charges is estimated at £11,475.

Allotment Rent Charges

a) Agreed charges from **January 2018**

| Poles | | Rent | Water | Total | | Rent | Water | Total |
|-------|------------------|--------|-------|---------------|--------------------------|--------|-------|---------------|
| 10 | Woodley Resident | £41.30 | £4 | £45.30 | Retired Woodley Resident | £31.00 | £4 | £35.00 |
| | Non Woodley | £62.00 | £4 | £66.00 | Retired Non Woodley | £46.50 | £4 | £50.50 |
| 5 | Woodley Resident | £20.65 | £2 | £22.65 | Retired Woodley Resident | £15.50 | £2 | £17.50 |
| | Non Woodley | £31.00 | £2 | £33.00 | Retired Non Woodley | £23.25 | £2 | £25.25 |

b) Proposed charges from **January 2019** including:

- 3.9% increase in allotment rent for Woodley residents - in line with September 2017 RPI
- Water charge remaining at 40p per pole, per year.

| Poles | | Rent | Water | Total | | Rent | Water | Total |
|-------|------------------|--------|-------|---------------|--------------------------|--------|-------|---------------|
| 10 | Woodley Resident | £42.90 | £4 | £46.90 | Retired Woodley Resident | £32.20 | £4 | £36.20 |
| | Non Woodley | £64.40 | £4 | £68.40 | Retired Non Woodley | £48.30 | £4 | £52.30 |
| 5 | Woodley Resident | £21.45 | £2 | £23.45 | Retired Woodley Resident | £16.10 | £2 | £18.10 |
| | Non Woodley | £32.20 | £2 | £34.20 | Retired Non Woodley | £24.15 | £2 | £26.15 |

Comparison Charges

Below is a list of current allotment charges for residents (per pole) from other Councils in the area based on 2017/18 charges.

| | Standard charge per pole 2017/18 (inc water) | Discount rates available |
|-----------|--|------------------------------------|
| Woodley | £4.45 | 25% Pensioner Discount |
| Wokingham | £8.90 | 25% Pensioner Discount |
| Earley | £5.75 | None |
| Bracknell | £4.20 | None |
| Newbury | £8.25 | Non residents pay resident rate x3 |
| Henley | £4.25 | 35% Pensioner Discount |
| Thatcham | £5.60 | 50% Pensioner Discount |

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members agree an increase in allotment plot charges from January 2019 of 3.9% in line with the Retail Price Index figure as at September 2017.**

Woodley Town Council

MAYORAL CHAIN

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To advise Members that the current mayoral chain requires replacement and to propose that a new chain be purchased and the current chain be placed on display.

BACKGROUND

The Chairman's chain, now the mayoral chain, has links on which each Chairman's or Mayor's name up to 2006 has been engraved. The chain was originally purchased with one ring of links and another was added later. The chain has no more space to engrave the names of Mayors who served since 2006 and it is not possible to increase the chain with another ring of links.

INFORMATION

In order for the Council to consider the purchase of a new mayoral chain the Committee Officer has obtained quotes from Fattorini for a new single chain with a velvet backing along with costs for the refurbishment of the pendant, engraving of the names of the Mayors from 2006/7, and a case.

Appendix A shows the designs of two chains that would work with the existing pendant; design no B171006 has more engravable links and would cost £126.24 more than the one with fewer engravable links.

Appendix B shows the costs of the chain and other items, including those for the mounting for the flash plating and display of the old chain.

The total cost, to replace the chain, refurbish the pendant and mount the old chain is estimated to be £4,055.40 (for the chain with more engravable links) or £3,924.16 (for the chain with fewer engravable links). Delivery costs would be extra.

RESOURCES

There is currently no funding in the 2017/18 budget to cover this cost and it is proposed that the costs be allocated from the general reserve, should Members decide to replace the existing mayoral chain. At the beginning of 2017/18 the general reserve stood at £458,018, no funds have been allocated from the fund at this point.

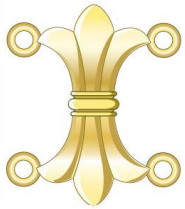
It is proposed that Members consider the proposal to purchase a new mayoral chain, with the additional items as listed above, and, if agreed the chain with the higher number of engravable links be chosen.

RECOMMENDATION:

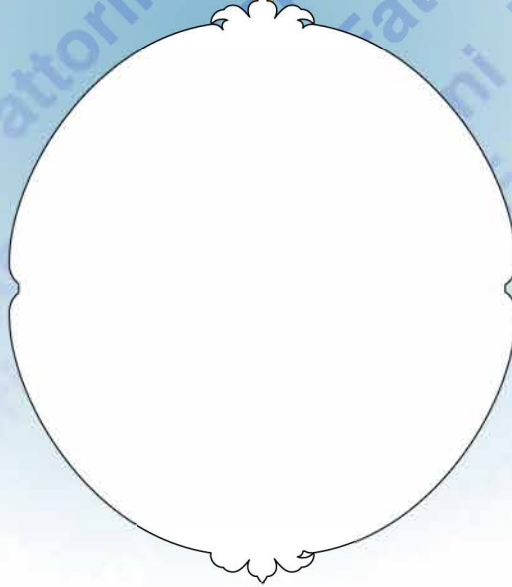
- ◆ **That Members consider the recommendation to purchase a new mayoral chain and accompanying items, including the mounting of the old chain and that, if agreed, a sum of £4,100 be allocated from the general reserve for this purpose.**



Link 1
38 mm (w) x 23 mm (h)



Link 2
22 mm (w) x 25 mm (h)



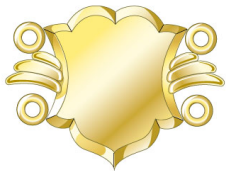
Customer Approval.....34.....Date.....

Fattorini

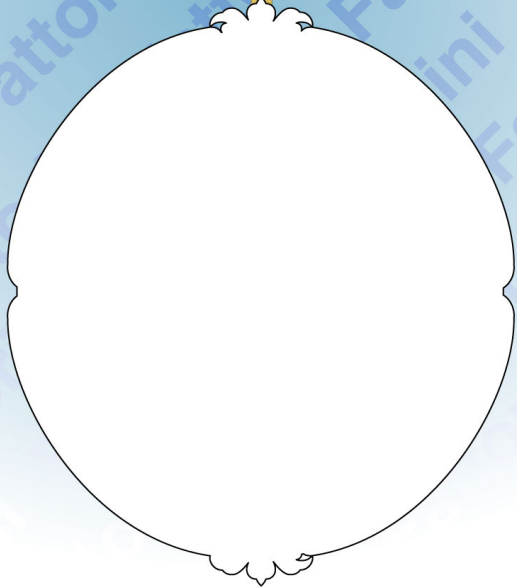
Artist-craftsmen
since 1827



Link 1
29 mm (w) x 30 mm (h)



Link 2
21 mm (w) x 27 mm (h)



Customer Approval.....35.....Date.....

Mayoral Chain**Replacement chain**

Sterling silver gilt chain of office, 40 inches long. Complete with shoulder pins and retaining chain.

Finished in polished hard gold plate.

Design B171006-04

£2485.29 nett

Replacement chain

Sterling silver gilt chain of office, 40 inches long. Complete with shoulder pins and retaining chain.

Finished in polished hard gold plate.

Design B171006-05

£2611.53 nett

| | |
|---|-----------|
| Replacement chain Sterling silver gilt chain of office, 40 inches long. Complete with shoulder pins and retaining chain. Finished in polished hard gold plate. Design B171006-04 £2485.29 Design B171006-05 £2611.53 (Design B171006-05 has more engravable links) | |
| Velvet backing | £215.00 |
| Case | £285.00 |
| Pendant refurbishment. To existing sterling silver gilt and hand painted enamel pendant. Dismantle, laser weld new pegs to hand painted centre and attach hidden top ring fitting. Re-finish in polished hard gold plate. Assemble. (In the unlikely event of the enamel cracking during refurbishment, the cost of a new pendant would be approx. £600) | £363.87 |
| Engraving of new chain Estimated at (Cost = 43p per character) | £80.00 |
| Assuming design with more engravable links: Total | £3,555.40 |

NB Cost is exclusive of carriage and VAT.

PROJECTS SCHEDULE 2018/19

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information on the progress and timeline of projects currently underway or planned for 2018/19.

Background

The following projects are currently underway or scheduled to begin in 2018.

Capital projects

- Woodford Park Leisure Centre Roof
- Installation of building for Woodley Pre-School
- Construction of new maintenance workshop and welfare building
- Woodford Park lake restoration
- Woodford Park destination play area
- Public Toilet in the Town Centre
- Woodford Park Leisure Centre regeneration
- Oakwood Centre Gents toilets refurbishment
- Woodford Park Green Flag Award application and works

Other projects

- Compliance with the General Data Protection Regulations
(Although regulatory rather than capital this project will require resources in terms of staff time to ensure compliance).

The timing of projects is affected by several factors including the staff resources to deliver the projects. These factors have been identified below and projects have been scheduled to enable effective delivery. An approximate timeline is shown at **APPENDIX A**.

| Project update | Delivery |
|--|------------------------|
| <p>Woodford Park Leisure Centre Roofing Replacement of flat roofing and repair of damaged joists.</p> <p><i>Timing factors</i> <i>Minimising impact on activities and operation of the Centre</i> <i>Weather</i></p> | Nov/Dec 2017 |
| <p>Installation of building for Woodley Pre-School The deadline for the installation of the building is March 2018. Works include the demolition and removal of the old horticultural building, ground works, drainage connections, utilities connection, fencing and pathway construction.</p> <p><i>Timing factors</i> <i>Deadline for completion from Department for Education – March 2018</i> <i>Planning permission</i> <i>Weather</i> <i>Contractor lead times</i></p> | Nov 2017 to March 2018 |

| | |
|--|-----------------------------------|
| <p>Construction of new maintenance workshop and welfare building This project is in the planning stages and it is anticipated that a planning application will be submitted early in the new year.</p> <p><i>Timing factors</i> <i>Current workshop will be unavailable from Dec/Jan.</i> <i>Design work, costing and planning application required.</i> <i>Contractor lead times</i></p> | <p>Nov 2017 to May 2018</p> |
| <p>Woodford Park lake restoration Quotes are being sought for the silt work, bank repairs, boardwalk, pathways and fencing. Tree works and removal of vegetation can take place over this winter subject to allocation of funding. It is proposed that £10,000 be allocated from the general reserve to fund these elements of the work. (Tree works £7-8k / in-house works £1.5-2k)</p> <p>Potential funding of up to £50,000 is available through the Landfill Community fund for the larger works. This requires a full and detailed, two-stage application process with a decision turnaround of up to 28 weeks. It is intended to apply for funding for the two elements of the project – the silt distribution work (£20-25k) and the construction of the boardwalk/deck/dipping platform (20-25k). An application could be submitted in Spring 2018 with the aim of obtaining the funding and appointing a contractor to commence the works once the nesting season ends in September 2018.</p> <p><i>Timing factors</i> <i>Funding applications</i> <i>Bird nesting season</i> <i>Lead time for contract work</i></p> | <p>Dec 2017 to March 2019</p> |
| <p>Woodford Park destination play area An application for £200,000 from Section 106 developers contributions has been submitted to Wokingham Borough Council for a 'destination' play area in Woodford Park to replace the old equipment to the rear of the Oakwood Centre. This application will be considered by the WBC Executive in March 2018.</p> <p><i>Timing factors</i> <i>WBC Executive approval expected in March 2018</i> <i>Project development/consultation/contractor lead times</i></p> | <p>March 2018 to Nov 2018</p> |
| <p>Public Toilet in the Town Centre The Town Council is waiting on the production of a licence agreement from Wokingham Borough Council for use of the land to site the toilet.</p> <p><i>Timing factors</i> <i>Production of licence from WBC</i> <i>Contractor lead times</i></p> | <p>April/May 2018</p> |
| <p>Woodford Park Leisure Centre Regeneration The WPLC Regeneration Task & Finish Group has not met for some time – while the 3G pitch and Gym on The Park projects were being developed and delivered. It is intended that the group meet again once the workshop, pre-school and GDPR projects are delivered.</p> | <p>June 2018 onwards</p> |

| | |
|--|----------------------|
| <p><i>Timing factors</i> <i>Staff resources to move forward new projects</i> <i>Minimising impact on activities and operation of the Centre</i></p> | |
| <p>Woodford Park Green Flag Award application and works An application will be submitted in January including an updated Management Plan - with site visits and judging taking place in May/June 2018. Issues such as signage in the park are being progressed in time for the site visits.</p> <p><i>Timing factors</i> <i>Application deadline Jan 2018. Judging May/June 2018</i></p> | Nov 2017 to May 2018 |
| <p>Oakwood Centre Gents toilets refurbishment New cubicles, sanitary wear, flooring and decoration</p> <p><i>Timing factors</i> <i>Contractor lead time</i> <i>Minimise impact on the bookings</i></p> | Jan 2018 |
| <p>Compliance with the General Data Protection Regulations The GDPR will come into effect on 28 May 2018. The regulations have a number of implications for how the Council handles and stores personal information. Officers are developing an overall policy and procedures for specific areas.</p> <p><i>Timing factors</i> <i>Full compliance with regulations by 28 May 2018</i></p> | Nov 2017 to May 2018 |

Workshop Building

It is proposed that Chair and Vice Chair of the Leisure Services and Strategy and Resources Committees be delegated to approve plans for the workshop building prior to submission of the planning application to enable the plans to be properly approved without holding up the project.

Capital Projects Funding

The following capital projects do not currently have funding allocated to them;

- new maintenance workshop (including ground works, utilities, drainage). est - £80,000
- Replacement fencing at the boundary between the western end of the lake and the grounds depot area. est - £6,000
- Re-lay pathways around the lake. est - £10,000 - £15,000

The long term nature of these capital projects means that there is an option for funding these through a loan from the Public Works Loan Board. The Council has several loans coming to an end in the next few years and a payment schedule of these and a proposed loan of £100,000 is shown at **APPENDIX B**.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That the Chair and Vice Chair of the Leisure Services and Strategy and Resources Committees be delegated to approve the final plans for the workshop building prior to submission of a planning application.**
- ◆ **That Members consider the principle of applying for a loan of £100,000 from the PWLB to fund the workshop building, depot/lake area boundary fencing and lake pathways as detailed in the report and make a recommendation to Council as appropriate.**

Woodley Town Council Projects 2017-2018

Project Programme

| ID | Project | 2017 | | 2018 | | | | | | | | | 2019 | | | | | | |
|----|---|------|-----|------|-----|-----|-----|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|--|
| | | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | |
| 1 | Woodford Park Leisure Centre Roof | → | | | | | | | | | | | | | | | | | |
| 2 | Installation of building for Woodley Pre-School | → | | | | | | | | | | | | | | | | | |
| 3 | New maintenance workshop | → | | | | | | | | | | | | | | | | | |
| 4 | Woodford Park Lake | → | | | | | | | | | | | | | | | | | |
| 5 | Woodford Park Play Area | | | | | | → | | | | | | | | | | | | |
| 6 | Public Toilet in the Town Centre | → | | | | | | | | | | | | | | | | | |
| 7 | Woodford Park Leisure Centre Regeneration | | | | | | | | → | | | | | | | | | | |
| 8 | Oakwood Centre Gents toilets refurbishment | | | → | | | | | | | | | | | | | | | |
| 9 | Green Flag Award application & signage | → | | | | | | | | | | | | | | | | | |
| 10 | General Data Protection Regulations | → | | | | | | | | | | | | | | | | | |

Key

Capital Projects with budget



Compliance/administrative/governance projects



Appendix B

Proposed loan payment arrangements

| Existing loans | Payments | | 2018/19 | | 2019/20 | | 2020/21 | | 2021/22 | | Sep-21 | |
|--|----------------|----------------|--|----------------|----------------|----------------|-------------------------|----------------|----------------|---------------|--------------------------------------|---|
| | 2017/18 | Mar-17 | Sep-17 | Mar-18 | Sep-18 | Mar-19 | Sep-19 | Mar-20 | Sep-20 | Mar-21 | | |
| Bulmershe Leisure Centre | 3872.73 | 3872.73 | 3872.73 | 3872.73 | 3872.73 | 3872.73 | 3872.73 | 0 | 0 | | | Loan taken out to contribute to refurbishment of the leisure centre before being leased to Woodley TC by Berks County Council |
| Woodford Park | 1528.12 | 1528.12 | 1528.12 | 1528.12 | 1528.12 | 1528.12 | 1528.12 | 1528.12 | 1528.12 | | | Purchase of area of Woodford Park |
| Proposed loan of £100,000 (indicative figure - actual cost set by PWLB rates on the day of loan) | | | | | | | | | | | | |
| | | | 3150.70 | 3150.70 | 3150.70 | 3150.70 | 3150.70 | 3150.70 | 3150.70 | 3150.70 | 3150.70 | Proposed loan over 19.5 years |
| Total | 5400.85 | 5400.85 | 8551.55 | 8551.55 | 8551.55 | 8551.55 | 8551.55 | 4678.82 | 4678.82 | 3150.7 | 3150.7 | |
| Additional funds required to cover proposed new loan/reduction in loan costs | | | 3150.70 | 3150.70 | 3150.70 | 3150.70 | -722.03 | -3872.73 | -2250.15 | -2250.15 | Assumes loan taken out in March 2018 | |
| | | | Total additional costs = 12602.80 over 2 years | | | | Reduction in loan costs | | | | | |

**MINUTES OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE
MANAGEMENT COMMITTEE HELD AT 6 PM ON WEDNESDAY 25 OCTOBER 2017
AT THE OAKWOOD CENTRE, HEADLEY ROAD, WOODLEY RG5 4JZ**

Present:

| | |
|--|----------------------------------|
| J Lherbier – Town Centre Manager | C Lawley - Woodley Resident |
| M Holmes – Chairman - Resident | S Smith – Woodley Resident |
| M Norris – Vice Chairman - Resident & Trader | P Birt – Woodley Resident |
| Cllr K Baker – WBC Councillor | M Millard - Woodley Resident |
| Cllr B Rowland – WBC Councillor | M Perry – Woodley Resident |
| Cllr D Mills – WTC Councillor | Z Frainski – Woodley Resident |
| H Beilby – WTC Administrator | C Towse – PCSO TVP |
| J Palterman – Saturday Market Manager | D Fry – PCSO TVP |
| H Taylor – Waitrose - Trader | |
| S Comerford – Thames Hospice | M Von Nieuwenhuyer – Thames Hosp |

ITEM 1 - APOLOGIES

I Hills, T Kirkpatrick, J Hicks, G Davies, M Smith, M Risby, V Egan

ITEM 2 - APPROVE PREVIOUS MINUTES OF THE WTCMI MEETING HELD ON 5 JULY 2017

It was agreed that the minutes of the above meeting be approved.

ITEM 3 - SECURITY IN TOWN CENTRE – REPORT FROM THE POLICE

CYCLCLE THEFT – 4 offenders have been arrested in connection with cycle thefts.

CYCLCLISTS IN TOWN CENTRE – Fines can now be issued to adults cycling in the Town Centre.

Although in early stages, it is hoped that Special Constables can be bought in to help tackle this issue.

It was suggested that this information should be put out on social media with more signage required.

TCM JL to liaise with Wokingham Borough Council with regards to these signs.

PCSO CT to clarify the situation with any speeding motorised (disabled) vehicles.

JAZZI CHICKEN – premises have now secured.

WBC PARKING WARDENS – as from 9th October 2017.

SHOP WATCH – Further to the request that the shift pattern of the Police/PCSO's could prove helpful when needing to contact them, PCSO CT explained that their shift patterns were too complicated to be of any help, but suggested there may be a possibility of getting Earley retailers interested or alternatively the Earley shift to take the radios.

It was again reinforced that all crimes and concerns should be reported on 101 so that the figures show a true representation of offences, possibly resulting in more Officers / PCSOs.

ITEM 4

1) Election of Chairman and Vice Chairman

- Mary Holmes and Mark Norris

2a) Appointment of two Trade Representatives with voting rights to the Management Committee

- Hannah Taylor and Mark Norris

2b) Co opted members with voting rights to the Management Committee

- Ian Hills, Pat Birt, Sheila Smith and Marlene Perry

Wokingham Borough Council Representatives with voting rights

- Cllr K Baker and Cllr K Haines (Cllr B Rowland as Deputy)

Woodley Town Council Representatives with voting rights

- Cllr D Mills and Mrs M Holmes

ITEM 5 - FINANCIAL & BUDGET REPORT

Wokingham Borough Council's annual grant to the WTCMI is currently under review.

Hopefully, our application is a formality and they will continue to provide the grant, as it will be very difficult to operate without it.

KB said that voluntary organisations will need to commit to something measurable, such as events and monitored in return for a grant. WBC will then provide a 3 year commitment with breakpoints to provide proof of agreed measures.

ITEM 6 - SATURDAY MARKET MANAGER REPORT

The chairman introduced our new Saturday Market Manager Jonathan Palterman, and thanked him for recently acquiring several new stalls. Our Saturday Market is doing ok, when most markets are currently on the decline.

ITEM 7 - TCM REPORT / XMAS LIGHTS and CAROL CONCERT (25th November 2017)/ EXTRAVAGANZA (3rd December 2017)

Poster Competition

- Not as many entries were submitted from the local schools as in previous years, but four winners have been chosen and will be used as flyers to advertise the Extravaganza and will be delivered to 15,000 homes in Woodley and Earley.

Christmas Lights

- Now that we have the new Centre Stage, the north end will need some re-arranging as Santa's grotto will not fit under it. A new grotto will be hired for around £450.00 per year.

The four stars that were situated on the old Pagoda structure could be re-used either:

a) On the wall of the Iceland block. JL is still seeking authorisation from the landlord of the Iceland block, or

b) On the Centre Stage (the cost could potentially be covered by WTC).

JL will discuss this latter option with the lighting company – 'Lamps and Tubes' - next week.

To stay within budget, £250.00 is being requested from the reserves.

Thames & Chiltern in Bloom

- The report will be available on the WTC website.

Parking Charges

WBC has confirmed that parking charges will remain the same until January 2018. KB is working with highway officers to obtain data to provide non fiscal reasons for 'no change'.

ITEM 8 QUESTIONS THROUGH THE CHAIR

- Mary thanked JL for all the work he does within the WTCMI.

- Greggs were denied planning permission by WBC for the vacant bookshop next door as they hadn't applied for a change of use. However, if they plan to put a counter in, this should solve the problem, as there will be no need to apply for a change of use into a restaurant.

- Replacement play equipment under the original sail – Information is on the WTC website.

Meeting finished at 7.30pm

Dates of the next Management Committee meetings in 2018:

Wednesday 24 January 2018 at 6pm

Wednesday 25 April 2018 at 6pm

Wednesday 04 July 2018 at 6pm

Wednesday 17 October 2018 at 6pm

Woodley Town Council - Projects for External Funding

APPENDIX 15

| | | 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. £50,000 funding being sought from the Landfill Communities Fund. |
| 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. Outcome expected March 2018. |

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. |

| |
|--|
| TIMETABLE OF MEETINGS - 2018/19 |
|--|

All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

| PLANNING COMMITTEE | LEISURE SERVICES | STRATEGY & RESOURCES | FULL COUNCIL |
|---|-------------------------------|-------------------------------|--|
| <u>2018</u> 22 May 19 June | <u>2018</u> 5 June | <u>2018</u> 12 June | <u>2018</u> Annual Meeting: 8 May 26 June |
| 17 July 14 August (SH) 11 September | 4 September | 18 September | 2 October |
| 9 October 6 November 4 December | 20 November | 27 November | 11 December |
| <u>2019</u> 8 January 29 January | <u>2019</u> 15 January | <u>2019</u> 22 January | <u>2019</u> 5 February |
| 26 February 26 March 23 April | 9 April (SH) | 16 April (SH) | Town Electors: 5 March Annual Meeting: 14 May |

(SH = School Holidays)

SCHOOL TERM DATES

2018 Monday 16 April to Tuesday 24 July
Monday 3 September to Wednesday 19 December
(NOTE: Training days - to be agreed)

Half Term: 28 May - 1 June
Half Term: 22- 26 October

Good Friday: 30 March 2018
WBC Elections: 3 May 2018

2019 Thursday 3 January to Friday 5 April
Tuesday 23 April to Tuesday 23 July
(NOTE: Training days - to be agreed)

Half Term: 18 - 22 February
Half Term: 27 - 31 May

Good Friday: 19 April 2019
WBC & WTC Elections: 2 May 2019

**NOTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 10 OCTOBER 2017 AT 7.00 - 8.40 PM**

Councillors Present

Michael Firmager (Chairman), David Chopping, John Jarvis, Clive Jones and David Lee

Parish/Town Council Representatives

| | |
|-----------------|-------------------------------------|
| Mark Picken | Arborfield & Newland Parish Council |
| Pam Stubbs | Barkham Parish Council |
| Jackie Jeffrey | Charvil Parish Council |
| Brian Wedge | Earley Town Council |
| Carol Bulman | Ruscombe Parish Council |
| Dawn Peer | Shinfield Parish Council |
| Shaun Hanna | Winnersh Parish Council |
| Ken Newland | Wokingham Without Council |
| David Mills | Woodley Town Council |
| Philip Truppin | Clerks Forum |
| Richard Rampton | Finchampstead Parish Council |

Officers

Neil Carr (Democratic and Electoral Services Specialist), Josie Wragg (Interim Director of Environment) and Ian Bellinger (Senior Specialist, Growth and Delivery)

12. APOLOGIES

Apologies for absence were submitted by Martin Bishop, John Bowley, Roland Cundy, Tony Farnese, Trefor Fisher, John Halsall, John Hobson, Bill Luck, Roy Mantel and Peter Sampson.

The following Town and Parish Councillors also attended the meeting:

Jim Gillett (Charvil Parish Council);
Gordon Veitch (Finchampstead Parish Council);
John Anderson (Swallowfield Parish Council);
Bridget Ditcham and Charles Wickenden (Twyford Parish Council);
Kiran Alluri (Winnersh Parish Council);
Andrew Waters (Wokingham Town Council).

13. DECLARATIONS OF INTEREST

There were no declarations of interest.

14. NOTES OF PREVIOUS MEETING

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

15. MATTERS ARISING

There were no matters arising from the meeting on 3 July 2017.

16. LOCAL PLAN UPDATE

The Forum considered a Briefing paper, set out at Agenda pages 11 to 15, on progress relating to the Local Plan Update. Councillor David Lee, Executive Member for Strategic Highways and Planning, addressed the Forum and answered questions.

The paper gave details of the process for updating the Local Plan for the period up to 2036. The updated Local Plan must be in line with national planning policy and must be approved by a Government Planning Inspector before it was adopted and became enforceable.

The two key legal requirements for the Local Plan were that:

- It identified enough land for new housing to meet the housing target, the starting point for which was the area's Objectively Assessed Need (OAN). The OAN was set using a Government formula and was likely to be between 850 and 880 homes per year.
- In producing the plan the Council must look at all potential options for housing land, including the future of the Green Belt. The draft plan was likely to be challenged by developers, so it was essential that all options were thoroughly examined.

The Borough Council was currently assessing over 260 potential sites to identify which were most suitable for housing and other uses. The Council was also assessing the way in which supporting infrastructure (roads, schools, community and leisure facilities) could be delivered as early as possible.

In order to assess some of the larger and more complex sites (Grazeley, Barkham Square and land around Twyford) a masterplanning process had been commissioned. The Council had also expressed an interest in bidding for funding from the Government's Housing Infrastructure Fund in relation to the possible allocation of Grazeley as a garden settlement.

The assessment of the 260+ sites would continue into early 2018 and would include input from local communities and a range of experts. Later in 2018 the Council would publish "Preferred Options" for the location of new housing and would carry out a public consultation on its proposals. A draft Local Plan would then be produced and would be subject to a public examination by a Government Inspector prior to adoption.

In addition to producing the updated Local Plan the Council had to demonstrate that it had enough land set aside for housing to meet a rolling five year housing target. This meant that the area must have a steady supply of homes being built, homes being granted planning permission and land allocated for housing. Failure to do so would make it difficult for the Council to resist planning applications. This was a major issue as the Borough Council had granted planning permission for 13,000 houses which were not being built. Instead, developers were putting in further applications and, citing the land supply issue, were winning on appeal.

David Lee referred to the recent Government consultation document: Planning for the right homes in the right places. The document consulted on a number of proposals in the Housing White Paper published in February 2017. These included a new standard method for calculating housing need. The new methodology used household growth projections as the basis for local housing need, adjusted for affordability. The document included an indicative assessment of housing need for the Borough, using the new formula, of 876 dwellings per annum. The consultation was open until 9 November 2017.

David Lee suggested that the Borough, Town and Parish Councils should work together to deliver a consistent message to the Government in relation to its consultation exercise and in response to the key challenges facing the Borough. The most effective way to raise

awareness was to write to the Prime Minister, the Secretary of State and local MPs. It was essential that the issues around the 5 Year Land Supply and the behaviour of developers were recognised and that Planning Inspectors took a different approach in appeal hearings.

In the subsequent discussion, the following points and questions were raised:

- Would the Borough Council be able to provide briefing which could be used by the Towns and Parishes in developing letters to the Government, MPs, etc. It was confirmed that a set of briefing points would be circulated to the Towns and Parishes. David Lee requested that he be copied in on any correspondence sent to the Government, etc.
- Pam Stubbs (Barkham Parish Council) stated that the Parish Council had written to the Government but had not received a reply. It was suggested that the Towns and Parishes work together on an open letter to the media setting out the issues and the lack of constructive feedback from the Government. It was important to recognise that different Towns and Parishes were facing different pressures and that the letter should reflect this situation.
- What part was land-banking playing in the delays to housebuilding in the Borough. David Lee commented that site clearance and the delivery of infrastructure was one factor, but it was also clear that some developers were gaining planning permissions with no intention to build houses in the short term. Because the Borough was an attractive place to live developers were controlling the supply of houses in order to increase prices. Developers were also focussing on 4/5 bedroom properties when there was a much greater demand for smaller dwellings. The system should be changed in order to penalise developers who did not deliver houses within a reasonable timeframe.
- David Chopping outlined the work of the Council-owned housing companies in delivering affordable housing for rent for residents on the housing waiting list. The housing companies were also exploring other types of provision such as self-build, golden share and shared ownership. The Council would be providing an additional 500 affordable properties by the end of 2018.

RESOLVED That:

- 1) David Lee be thanked for attending the Forum meeting;
- 2) Town and Parish Councils invite David Lee to attend relevant meetings, as necessary, to discuss the Local Plan Update and response to the Government consultation;
- 3) Pam Stubbs (Barkham Parish Council) co-ordinate the production of a joint letter to the media to be signed by all the Towns and Parishes;
- 4) David Lee circulate briefing points to facilitate the joint letter and other letters to the Government and local MPs;
- 5) David Lee be copied in on letters sent by Town and Parish Councils on the issues considered at the meeting;

6) The presentation slides be circulated to members of the Forum.

17. DATES OF FUTURE MEETINGS

The Forum considered dates for future meetings.

RESOLVED: That meetings of the Forum be held on 5 February and 26 March 2018.

18. FUTURE AGENDA ITEMS AND URGENT ISSUES

The Committee considered and updated the list of potential future Agenda items, viz:

- 5 February 2018 – Charlotte Haitham Taylor (Leader of Wokingham Borough Council) and Manjeet Gill (Interim Chief Executive, Wokingham Borough Council); Civil Parking Enforcement; Waste and Recycling;
- 26 March 2018 – 21st Century Council; Local Policing Update; Future Provision of Cemeteries: Asset Review programme; Health, Sport and Leisure Strategy;
- TBC – Traded Services; Community Governance; Local Plan Updates.

Dawn Peer (Shinfield Parish Council) raised concerns about the operation of the new Planning Portal which was felt to be difficult to navigate, not intuitive and time-consuming. There were also concerns about the way in which the Planning Portal was launched, without input from or consultation with the Town and Parish Councils. Josie Wragg, Interim Director of Environment, suggested that specific concerns from Town and Parish Councils, such as training and support, be discussed outside the meeting.

Ken Newland (Wokingham Without Parish Council) referred to ongoing issues relating to the Pinewood sports and leisure site. In addition to specific concerns about the Pinewood lease the Parish Council would welcome a discussion about the Borough's health, sports and leisure strategy, specifically how the strategy should be developed to underpin and sustain leisure facilities operated by Town and Parish Councils, charities, etc.

Philip Truppin suggested that the Borough Council's interim Chief Executive, Manjeet Gill, be invited to attend the next meeting in February 2018. Michael Firmager suggested that an update on the Borough Council's Asset Review programme be submitted to a future meeting of the Forum.

RESOLVED That:

- 1) the timeline for future Agenda items, as amended, be approved;
- 2) issues relating to the operation of the new Planning Portal be referred to Josie Wragg, Interim Director of Environment;
- 3) a presentation on the Borough's Health, Sport and Leisure Strategy be submitted to a future meeting;
- 4) the Borough Council's Interim Chief Executive, Manjeet Gill, be invited to attend the next meeting of the Forum in February 2018;
- 5) An update on the Borough Council's Asset Review programme be submitted to a future meeting.

**PAGES 50 – 59 HAVE BEEN
OMITTED AS THE CONTENT IS
CONFIDENTIAL**