

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 19 September 2017 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); A. Chadwick; J. Cheng; R. Dolinski; D. Mills; D. Smith; D. Stares; M. Walker*

**Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer*

**Also present:** *1 member of the public*

29. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

30. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

31. **MINUTES OF THE MEETING HELD ON 13 JUNE 2017**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 13 June 2017 be approved and signed by the Chairman as a correct record.

32. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 30/17.

**RESOLVED:**

- ◆ To note Report No. SR 30/17.

b) **Payments**

In reply to a question the Deputy Town Clerk explained that the charges for computer equipment were for units to replace old equipment that was past its working life. The Town Clerk informed Members that the train tickets to Stanstead had been purchased by the Sports team when they attended an exhibition in Stanstead.

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (June), **Appendix B** (July) and **Appendix C** (August):

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

c) **Credit card charges**

Members noted that from 13 January 2018 it would not be permissible to make an extra charge for payments made by credit card and that the current charge levied on credit card payments for Council services would cease on 12 January 2018. The Town

Clerk explained that this was a change in the law and would apply to all card payments. She reported that the charges made by credit card companies would in future have to be borne by the Council and were in the order of 4%. A reduction in the charges had been requested, but had been refused by the bank.

**RESOLVED:**

- ◆ That the Town Clerk provide a report to a future meeting setting out the level of income paid by credit/debit cards and an investigation of possible alternative card payment processing companies.

33. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 31/17 and informed Members that essential works had been carried out to water supply fittings in the Oakwood Centre at a cost of £1,700. This work was found to be necessary following a routine regulatory inspection by Thames Water in July.

Members were pleased to note that bookings had been taken from new regular hirers and new one-off hirers, but commented that the use by community groups was disappointingly low. The Town Clerk pointed out that some business bookings in the evening were providing opportunities for community use, such as yoga classes. The importance of advertising the availability of rooms at the Centre for local community use was noted.

**RESOLVED**

- ◆ To note Report No. SR 31/17.

34. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 32/17 of the Catering Partnership meeting held on 21 July 2017 and reported that ways of increasing the revenue from catering were being investigated.

**RESOLVED:**

- ◆ To note Report No. SR 32/17.

35. **PR / MARKETING WORKING GROUP**

a) The Chairman presented Reports No. SR 33/17 and SR 34/17 of the PR/Marketing Working Group meetings held on 12 July and 6 September 2017. He noted that the primary focus of the working group was currently the design of the new website, which was on target to go live by the end of the year and would be made available to Councillors as a trial before then.

Members were disappointed that the income from the use of the Bader Room by a regular hirer was only 50% of the anticipated income, following the marketing of this room for business use. The Town Clerk informed Members that there had been enquiries from organisations looking for serviced office space, but no full-time hirers had been found yet. Members commented that there was a lot of office space currently available in Woodley and noted the working group's decision to continue to market the Bader Room for long-term business use.

Members also noted the working group's plans to organise an event on 11 November 2018 to commemorate the end of World War 1 and to arrange monthly entertainment events on the Centre Stage in the town centre.

**RESOLVED:**

- ◆ To note Reports SR 33/17 and SR 34/17.
- ◆ That a sum of £5,000 be allocated from the general reserve to fund the arrangements and provision of entertainment at the Centre Stage in 2017/18

b) Members considered the proposed amendments to the terms of reference of the PR/Marketing Working Group.

**RESOLVED:**

- ◆ To approve the revised terms of reference of the PR/Marketing Working Group, attached at **Appendix D**.

36. **EARMARKED RESERVES**

The Town Clerk presented Report No. SR 35/17 and the Chairman thanked her for an excellent report, as it was the first time that information on the Council's earmarked reserves had been documented in this way. It was agreed that this information would be presented to the Committee in this way twice a year and that the officer or council body responsible for approving the spending in each reserve would be noted in the report.

**RESOLVED:**

- ◆ To note report No. SR 35/17.
- ◆ That the Healthy Habits earmarked reserve be deleted and its funds of £503 be allocated to the general reserve.

37. **GENERAL DATA PROTECTION REGULATION**

Members noted the information given in the agenda regarding the new General Data Protection Regulation, which would come into force on 25 May 2018, and the systems that would need to be put in place to ensure the Council's compliance.

Under this item there was a short discussion on the circumstances under which councillors should register individually with the Information Commissioner's Office

38. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

In response to a question the Chairman informed Members that the charging structure for the car parks in Woodley (no evening or Sunday charge, but 10p increase in the hourly rate at other times) would be reviewed by Wokingham Borough Council shortly and it had been proposed that the trial of the current arrangements be extended until the end of the year. Meanwhile, Councillor Baker reported that he had suggested to the Borough Council that the Woodley model of car park charging be extended throughout the borough.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 5 July 2017.

39. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and informed Members that an application had been submitted to the Borough Council for £200,000 Section 106 funding for play equipment for the Memorial Ground.

**RESOLVED:**

- ◆ To note the external funding project list.

40. **CONTRACT FOR ROOFING WORKS AT WOODFORD PARK LEISURE CENTRE**  
Members noted the information provided in the agenda regarding the tenders received for the work required to replace the flat roofs at Woodford Park Leisure Centre and the choice of the preferred contractor. The Council's Financial Regulations required the Town Clerk to report the reasons for the decision to the Committee, as the lowest tender had not been accepted.

**RESOLVED:**

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

41. **3G PITCH ADDITIONAL COSTS**  
Members noted the unanticipated costs, totalling £5,929, relating to the end of the defects period for the 3G pitch, as detailed in the agenda.

**RESOLVED:**

- ◆ To allocate funds of £5,929 from the general reserve to cover the additional costs relating to the end of the defects period for the 3G pitch.

42. **PUBLIC TOILET UPDATE**  
Members noted that the lease agreement for the location of the public toilet had still not been finalised with Wokingham Borough Council. The order for the unit would be placed as soon as the agreement was signed and the delivery period was estimated to be 10 – 12 weeks.

43. **WOODLEY PRE-SCHOOL UPDATE**  
The Deputy Town Clerk informed Members that Woodley Pre-School had submitted a planning application for a modular building in Woodford Park to house the pre-school. He reported that preparatory work for the relocation of the Maintenance Team to the Grounds Depot had started, to enable the site to be made available to the pre-school.

Councillor Smith commented that the Council must be mindful not to permit overdevelopment to occur within Woodford Park.

44. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK & FINISH GROUP**  
Members reviewed the membership of the Woodford Park Regeneration Task & Finish Group, which consisted of 4 members of the Strategy and Resources Committee and 4 members of the Leisure Services Committee.

**RESOLVED:**

- ◆ That Councillors Baker, Brindley, Cheng and Mills would remain on the Woodford Park Regeneration Task & Finish Group.

45. **CENTENARY COMMEMORATION OF THE END OF WORLD WAR 1**  
Members noted that, following the Full Council meeting on 27 June 2017 at which Messrs Lott, Hutchinson and Pope proposed plans for a large celebration on Remembrance Day 2018 and requested that this be funded by the Town Council, and the Council's response at the meeting that the Council was unlikely to allocate funds of £10-20,000, a letter had been received from Mr Lott expressing his disappointment and stating that he and his colleagues were not prepared to be involved unless the Council reconsiders its response to their proposals. It was proposed that the PR & Marketing Working Group support and arrange the commemoration event on 11 November 2018, as recorded at minute number 35a.

46. **RESIDENTS' SURVEY 2017**

The Town Clerk presented the report of the 2017 Residents' Survey, which had been circulated with the agenda. Members agreed that the report contained some very useful information and suggestions, which the Council would be able to consider or address.

**RESOLVED:**

- ◆ To receive the report of the 2017 Residents' Survey.

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

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

48. **BOROUGH / PARISH LIAISON FORUM**

Members noted the minutes of the Borough/Parish Liaison Forum held on 3 July 2017.

49. **FUTURE AGENDA ITEMS**

There were no new suggestions for future agenda items.

50. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

51. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial and personal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.

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

Members noted the confidential gym membership and financial information provided at the meeting.

53. **PERSONNEL SUB COMMITTEE**

The Town Clerk presented Report No. SR 36/17 of the Personnel Sub Committee meeting held on 12 September 2017.

**RESOLVED:**

- ◆ To note Report No. SR 36/17.
- ◆ That the scale of the Venues Manager post be extended to encompass spinal column points 29 – 34.
- ◆ That the Senior Grounds Person post be deleted from the staff establishment.
- ◆ That a post of Deputy Grounds Manager, graded at Scale 6, spinal column points 26 to 28, be added to the establishment.
- ◆ To approve the job description for the Deputy Grounds Manager, as presented.
- ◆ That the Senior Grounds Person post holder be appointed to the Deputy Grounds Manager post and placed on the recommended point in the scale with effect from 1 April 2017.

The meeting closed at 10:00 pm

## Woodley Town Council 2017/2018

## Current Account

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

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

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

81978.49

### CLERKS IMPREST A/C

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

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

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



## Woodley Town Council 2017/2018

## Current Account

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

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

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

105861.74

## CLERKS IMPREST A/C

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

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

## Woodley Town Council 2017/2018

## Current Account

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

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

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

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## CLERKS IMPREST A/C

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

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

## **PR/Marketing Working Group - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

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

#### **Membership of the working group**

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

#### **Meetings**

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

#### **Terms of operation**

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

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

To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.

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

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

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