

**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre
on Tuesday 10 May 2016 at 8 pm**

Present: *Councillors D. Mills (Chairman); K. Baker; T. Barker; S. Brindley;
J. Cheng; C. Dixon; R. Dolinski; M. Forrer; D. Fradley; B. Franklin;
K. Gilder; J. MacNaught; S. Rahmouni; W. Soane; D. Stares; M. Walker;
P. Wicks*

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

Also present: *Recipients of grant cheques
Elizabeth Burton-Phillips, DrugFAM
1 member of the public*

Before the start of the meeting, the Town Mayor presented grant cheques to representatives of the following local community groups, organisations and individuals:

1st Woodley Boys Brigade, Berkshire Multiple Sclerosis Therapy Centre, Emmanuel Church, Woodley United Football Club and Adrian Wakelin. Representatives from HomeStart Wokingham District, Kick Twist Cheerleading and Woodley Adopt a Street Project were unable to attend.

The Town Mayor then presented a cheque to Elizabeth Burton-Phillips from DrugFAM, which had been the Mayor's charity during his term of office.

Following the presentation of the cheques a maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

Before opening the meeting the outgoing Town Mayor, Councillor Mills, asked for a minute's silence in memory of Mr Tony Mattingley, a former Town Mayor and member of the Council for 8 years from 2003 to 2011.

1. ELECTION OF TOWN MAYOR

The outgoing Mayor, Councillor Mills, addressed the Council and said that he had very much enjoyed his year as Town Mayor. He had attended a wide variety of events during the year, but he would particularly remember the prestigious occasions, such as the presentation of British Empire Medals and the Opening of the Court, and the school performances, which had all been fantastic and the result of tremendous amounts of work by the students and their teachers.

The outgoing Mayor then called for nominations for the office of Town Mayor for 2016/17.

It was proposed by Councillor Baker, seconded by Councillor Soane and

RESOLVED:

- ◆ To elect Councillor Cheng to the office of Town Mayor of Woodley for the 2016/17 municipal year.

2. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Cheng made and signed the Declaration of Acceptance of Office of Town Mayor and took the chair.

Councillor Cheng said that it was a pleasure and an honour to be presented with the chain of office by Councillor Mills. She looked forward to meeting many new people through the year and would carry out her duties to the best of her ability. She then presented Councillor Mills with a Past Mayor's Badge.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Chadwick, Etherington, Green, Horskins, Lay, Smith and Trick.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

It was proposed by Councillor Baker, seconded by Councillor Mills and

RESOLVED:

- ◆ To elect Councillor Chadwick to the office of Deputy Mayor for the 2016/17 municipal year

6. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ To note the current composition of the Council:
24 Conservative Members and 1 Liberal Democrat Member.

7. **POLITICAL GROUP LEADERS**

RESOLVED:

- ◆ To note the appointment of Councillor Cheng as Chairman and Councillor Dolinski as Deputy Chairman of the Conservative Group.

8. **LEADERSHIP OF THE COUNCIL**

8.1 It was proposed by Councillor Mills, seconded by Councillor Dolinski and

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2016/17 municipal year.

8.2 It was proposed by Councillor Mills, seconded by Councillor Stares and

RESOLVED:

- ◆ To elect Councillor Dolinski as Deputy Leader of the Council for the 2016/17 municipal year.

9. **STANDING COMMITTEES**

9.1 **Strategy and Resources Committee**

RESOLVED:

- ◆ To approve the powers and duties of the Strategy and Resources Committee.
- ◆ To note the revised budget for the Strategy and Resources Committee, and the Budget Summary, following the committee review.
- ◆ That there be 9 places on the Strategy and Resources Committee for the 2016/17 municipal year.
- ◆ To appoint Councillors Baker, Brindley, Chadwick, Cheng, Dolinski, Mills, Smith, Stares and Walker to the Strategy and Resources Committee for the 2016/17 municipal year.

9.2 **Leisure Services Committee**

RESOLVED:

- ◆ To approve the powers and duties of the Leisure Services Committee.
- ◆ To note the revised budget for the Leisure Services Committee following the committee review.
- ◆ That there be 9 places on the Leisure Services Committee for the 2016/17 municipal year.
- ◆ To appoint Councillors Barker, Franklin, Gilder, Green, Lay, Rahmouni, Soane, Stares and Willson to the Leisure Services Committee for the 2016/17 municipal year.

9.3 **Planning Committee**

RESOLVED:

- ◆ To approve the powers and duties of the Planning Committee.
- ◆ To note the budget for the Planning Committee following the committee review.
- ◆ That there be 13 places on the Planning Committee for the 2016/17 municipal year.
- ◆ To appoint Councillors Barker, Brindley, Cheng, Dolinski, Forrer, Franklin, MacNaught, Mills, Rahmouni, Soane, Walker, Wicks and Willson to the Plans Committee for the 2016/17 municipal year.

10. **CHAIRMEN AND VICE CHAIRMEN OF STANDING COMMITTEES**

Under Standing Order 4 d) members of the standing committees appointed the Chairmen and Vice Chairmen of the standing committees as follows:

10.1 **Strategy and Resources Committee**

a) **Chairman:**

It was proposed by Councillor Mills, seconded by Councillor Dolinski and

RESOLVED:

- ◆ To appoint Councillor Baker Chairman of the Strategy & Resources Committee for the municipal year.

b) **Vice Chairman:**

It was proposed by Councillor Mills, seconded by Councillor Brindley and

RESOLVED:

- ◆ To appoint Councillor Dolinski Vice Chairman of the Strategy & Resources Committee for the municipal year.

10.2 **Leisure Services Committee**

a) **Chairman:**

It was proposed by Councillor Franklin, seconded by Councillor Stares and

RESOLVED:

- ◆ To appoint Councillor Soane Chairman of the Leisure Services Committee for the municipal year.

b) **Vice Chairman:**

It was proposed by Councillor Franklin, seconded by Councillor Stares and

RESOLVED:

- ◆ To appoint Councillor Barker Vice Chairman of the Leisure Services Committee for the municipal year.

10.3 **Planning Committee**

a) **Chairman:**

It was proposed by Councillor Walker, seconded by Councillor Brindley and

RESOLVED:

- ◆ To appoint Councillor Barker Chairman of the Planning Committee for the municipal year.

b) **Vice Chairman:**

It was proposed by Councillor Walker, seconded by Councillor Brindley and

RESOLVED:

- ◆ To appoint Councillor Dolinski Vice Chairman of the Planning Committee for the municipal year.

11. **APOINTMENT OF WORKING PARTIES AND SUB COMMITTEE**

Under Standing Order 4 e) members of the parent standing committee considered the terms of reference and appointed places and members to the working parties as follows:

11.1 **Strategy and Resources Committee**

a) **Investments Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Investments Working Party.
- ◆ That there be 4 places on the Investments Working Party for the 2016/17 municipal year.
- ◆ To appoint Councillors Baker, Barker, Brindley and Mills to the Investments Working Party for the municipal year.

b) **Risk Management Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Risk Management Working Party.
- ◆ That there be 4 places on the Risk Management Working Party for the 2016/17 municipal year.
- ◆ To appoint Councillors Green, Horskins, Lay and Mills to the Risk Management Working Party for the municipal year.

c) **Catering Partnership:**

RESOLVED:

- ◆ To approve the terms of reference of the Catering Partnership.
- ◆ That there be 5 places on the Catering Partnership for the 2016/17 municipal year.
- ◆ To appoint Councillors Brindley, Dolinski, Green, MacNaught and Rahmouni to the Catering Partnership Working Party for the municipal year.

d) **Standing Orders and Financial Regulations Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Standing Orders and Financial Regulations Working Party.
- ◆ That there be 3 places on the Standing Orders and Financial Regulations Working Party for the 2016/17 municipal year.
- ◆ To appoint Councillors Baker, Franklin and Smith to the Standing Orders and Financial Regulations Working Party for the municipal year.

e) **Personnel Sub Committee:**

RESOLVED:

- ◆ To approve the terms of reference of the Personnel Sub Committee.
- ◆ That there be 4 places on the Personnel Sub Committee for the 2016/17 municipal year.
- ◆ To appoint Councillors Cheng, Dolinski, Rahmouni and Soane to the Personnel Sub Committee for the municipal year.

f) **Woodford Park Leisure Centre Regeneration Task and Finish Group:**

RESOLVED:

- ◆ To approve the terms of reference of the Woodford Park Regeneration Task and Finish Group.
- ◆ That there be 8 places on the Woodford Park Regeneration Task and Finish Group for the 2016/17 municipal year.
- ◆ To appoint Councillors Baker, Barker, Brindley, Cheng, Lay, Mills, Soane and Stares to the Woodford Park Regeneration Task and Finish Group for the municipal year.

11.2 **Leisure Services Committee**

At this point in the meeting Councillor Gilder declared a prejudicial interest in this item as her daughter, Trina Farrance was to be proposed as a voluntary sector representative to the Community Youth Partnership.

Councillor Gilder left the room for the discussion and the votes regarding the Community Youth Partnership.

a) **Community Youth Partnership:**

RESOLVED:

- ◆ To approve the terms of reference of the Community Youth Partnership.
- ◆ That there be 5 places on the Community Youth Partnership for the 2016/17 municipal year.
- ◆ To appoint Councillors Cheng, Dolinski, Forrer, Gilder and Stares to the Community Youth Partnership for the municipal year.
- ◆ To appoint the following voluntary sector representatives to the Community Youth Partnership for the municipal year:
Sam Milligan (Just Around the Corner charity), Graham Sumbler (Woodley Baptist Church), Steve Outen (Woodley United), Natalie Yorke (Girlguiding), Trina Farrance (Bulmershe Gym Club), Paul Cassidy (ARC) and Sam Mutton (Emmanuel and St James Churches).

11.3 **Bulmershe Site of Urban Landscape Value (SULV) Joint Working Party**

RESOLVED:

- ◆ To note the terms of reference of the Bulmershe SULV Joint Working Party.
- ◆ To appoint Councillors Baker and Stares to the Bulmershe SULV Joint Working Party for the 2016/17 municipal year with Councillor Cheng as the substitute.

12. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Having being duly nominated it was

RESOLVED:

- ◆ To appoint the following:

Berkshire Association of Local Councils (BALC) – 2 places
Councillor Barker

Wokingham District Association of Local Councils – 2 places
No representative

ARC – 2 places
Councillor Gilder and Mrs S. Flower

Campaign Against Waste – 3 places
Councillor Walker

Citizens Advice Bureau – 1 place
No representative

C-Salt Community Forum – 1 place
Councillor Baker

Highwood Management Conference – 2 places

Councillor Gilder and Mrs M. Holmes

Mid and West Berks Local Access Forum – 1 place

No representative

Museum of Berkshire Aviation Trust – 2 places

Councillor Soane

Poor's Land Charity

Councillor Cheng and Mrs S. Flower were appointed to serve until 2020.

It was noted that the Council's other representatives on this body are Councillor Mills and Mr L. Day, serving until 2018.

ReadiBus – 1 place

No representative

Robert Palmer Almshouse Charity – 1 place

Councillor Rahmouni (to serve until 2020)

Road/Street Works Major Projects Meeting – 1 place (plus 2 deputies)

Councillor Walker with Councillor Cheng as a deputy.

Sandford Farm Liaison Group – 1 place (plus 1 deputy)

Councillor Dolinski

Sonning & District Welfare & Education Trust – 1 place

Councillor Smith

The Bulmershe School: Governor – 1 place

No representative

Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)

Councillor Mills

Woodley Airfield Centre Management Committee – 2 places

Councillor Soane

Woodley Bowling Club Management Committee – 1 place

Councillor Stares

Woodley Town Centre Management Initiative – 2 places

Councillor Mills and Mrs M. Holmes

Woodley Volunteer Centre – 1 place

Councillor MacNaught

13. **CHEQUE SIGNATORIES 2016/17**

RESOLVED:

- ◆ To appoint Councillors Baker, Horskins, MacNaught, Mills and Stares as signatories to sign cheques and transfers on behalf of the Council.

14. **MINUTES OF THE COUNCIL MEETING HELD ON 9 FEBRUARY 2016**
The Town Mayor presented the minutes of the Council Meeting held on 9 February 2016.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 9 February 2016 and that they be signed by the Mayor as a correct record.

15. **COMMITTEE REPORTS**

15.1 **Minutes of the Plans Committee: 16 February 2016**

Councillor Barker presented the Plans Committee minutes of the meeting of 16 February 2016.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 16 February 2016.

15.2 **Minutes of the Plans Committee: 15 March 2016**

Councillor Barker presented the Plans Committee minutes of the meeting of 15 March 2016.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 15 March 2016.

15.3 **Minutes of the Leisure Services Committee: 5 April 2016**

Councillor Barker presented the Leisure Services Committee minutes of the meeting of 5 April 2016.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 5 April 2016.

15.4 **Minutes of the Community Services Committee: 12 April 2016**

Councillor Cheng presented the Community Services Committee minutes of the meeting of 12 April 2016.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee held on 12 April 2016.

As these were the last minutes of the Community Services Committee, following the committee structure review, Councillor Baker thanked all Members who had served on this committee over many years for the sterling work they had carried out.

15.5 **Minutes of the Plans Committee: 19 April 2016**

Councillor Barker presented the Plans Committee minutes of the meeting of 19 April 2016.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 19 April 2016.

15.6 **Minutes of the Strategy and Resources Committee: 26 April 2016**

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 26 April 2016.

RESOLVED:

- ◆ To adopt the Risk Management Strategy 2016/17.
- ◆ To receive the minutes of the Strategy and Resources Committee held on 26 April 2016.

16. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"It was a year ago when this council first got together with nearly half of its councillors experiencing the brave new world of politics. I think they have learnt a lot over this first year and some are even enjoying it.

Over the last year we have frozen the council tax, almost finished the 3G pitch, started (at last) the Town Centre north end regeneration, started the planning for refurbishment of the lake and planning for the old pub area in Woodford Park Leisure Centre.

On Sunday we saw the return of the Woodley 10K road race start up again which was hugely successful and will return. The lead runner completed the course in 34 minutes and in that heat. What an amazing feat (apologies for the pun!). We have seen commemorative coins for the Queen's 90th birthday, to be given to the school children of Woodley.

AND we have finally seen the toilets project start, albeit in the slow lane unlike that runner.

We have seen staff changes and re-organisations. We have merged one of the so called "spending" committees to free up valuable time for us all. We have seen the planning committee finally join the 21st Century by using technology. I want to personally thank Cllr Barker on "nursing" this change through.

We have also stepped in and sponsored the fireworks for the carnival bringing the Town Council right into the heart of this fantastic event, which is where we deserve to be.

It is true to say Deborah and her team are kept busy with our requests and I would like to take this opportunity, on behalf of all councillors, to thank them for all their efforts.

I have enjoyed working with you all this last year and look forward to continue that in the coming year."

17. **WOODFORD PARK LEISURE CENTRE REFURBISHMENT - FUNDING**

The Town Clerk presented Report No. FC 2/16.

RESOLVED:

- ◆ To note Report No. FC 2/16.
- ◆ To make an application for borrowing approval for a sum of £110,000 to fund building works to the former bar area at Woodford Park Leisure Centre to make this into a useable space at the centre and, subject to receiving this, make an application for an annuity loan from the Public Works Loan Board, at a fixed interest rate, payable over a period of 10 years.

18. **COUNCIL SEAL**

RESOLVED:

- ◆ To approve the use of the Council's seal on the contractual agreement between the Town Council and Brown Bag for the catering provision at the Oakwood Centre.

19. **SCHEDULE OF MEETINGS 2016/17**

RESOLVED:

- ◆ To note the amended schedule of council and committee meetings for the municipal year 2016/17, following the review of the committee structure and its endorsement by the Plans Committee, attached at **Appendix A**.

20. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written reports:

- ARC report from Mrs S Flower
- Robert Palmer Almshouse Charity report from Councillor Rahmouni

21. **TOWN MAYOR'S ENGAGEMENTS**

- a) Councillor Mills informed the Council of the 10 events he had attended as Town Mayor since the last meeting. He said that he would never forget the pleasure on the faces of the students at Addington School as they took part in the school production of Oliver! and it had been a great privilege to attend the performance.

Councillor Mills thanked the Committee Officer for her help during his term of office and presented her with a box of chocolates.

- b) Councillor Cheng informed the Council of the 4 events she had attended as Deputy Town Mayor since the last meeting and said that at the finale concert of the Woodley Festival of Music and Arts the organisers had asked for their thanks to be passed to all members of the Town Council staff who had helped to make the festival such a success.

The meeting closed at 9:25pm

Town Mayor

TIMETABLE OF MEETINGS - 2016/17

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>2016</u> 17 May 7 June	<u>2016</u> 31 May (SH)	<u>2016</u> 14 June	<u>2016</u> Annual Meeting: 10 May 28 June
5 July 26 July (SH) 23 August (SH) 20 September	6 September	13 September	27 September
18 October 15 November	8 November	22 November	6 December
13 December <u>2017</u> 10 January 31 January	<u>2017</u> 17 January	<u>2017</u> 24 January	<u>2017</u> 7 February
28 February 28 March 25 April	11 April (SH)	18 April	Town Electors: 7 March Annual Meeting: 9 May

(SH = School Holidays)

SCHOOL TERM DATES

2016 Monday 11 April to Wednesday 20 July

Monday 5 September to Tuesday 20 December

(NOTE: Training days - to be agreed)

Half Term: 30 May - 3 June

Half Term: 24- 28 October

Good Friday: 25 March 2016

WBC Elections: 5 May 2016

2017 Wednesday 4 January to Friday 31 March

Tuesday 18 April to Tuesday 25 July

(NOTE: Training days - to be agreed)

Half Term: 13 - 17 February

Half Term: 29 May - 2 June

Good Friday: 14 April 2017

WBC Elections: None in 2017