

**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre
on Tuesday 19 May 2015 at 8 pm**

Present: Councillors B. Franklin (Chairman); K. Baker; T. Barker; S. Brindley;
A. Chadwick; J. Cheng; R. Dolinski; P. Etherington; M. Forrer;
D. Fradley; K. Gilder; M. Green; R. Horskins; R. Lay; J. MacNaught;
D. Mills; S. Rahmouni; D. Smith; D. Stares; J. Trick; M. Walker

Officers in attendance: D. Mander, Town Clerk; K. Murray, Service Support Manager;
L. Matthews, Committee Officer

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

Me2 Club, Woodley Adopt a Street Project, Woodley Concert Band, Woodley Photographic Club, Woodley United Football Club and Adrian Wakelin.

Following the presentation of the grant 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.

1. ELECTION OF TOWN MAYOR

The outgoing Mayor, Councillor Franklin, addressed the Council and said that it had been a great privilege to be the Town Mayor. He had attended over 70 events and the year had been exhausting, exhilarating and emotional on occasions. Councillor Franklin's wife, Pam, had accompanied him to nearly all of the events and he thanked her for her support. He also thanked the Town Clerk for her guidance during the year and the Committee Officer for managing his diary. Councillor Franklin said that he would always remember and cherish his time as the Mayor of Woodley.

The outgoing Mayor then called for nominations for the office of Town Mayor for 2015/16.

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

RESOLVED:

- ◆ To elect Councillor Mills to the office of Town Mayor of Woodley for the 2015/16 municipal year.

2. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

Councillor Mills said that it was an honour to be presented with the Chain of Office by Councillor Franklin and he thanked Councillor Franklin for his hard work over the past year. He then presented Councillor Franklin with a Past Mayor's Badge.

3. **WOODLEY TOWN COUNCIL ELECTION 2015**
The list of Councillors elected on 7 May 2015 was noted and is attached to these minutes at **Appendix A.**
4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**
The Town Clerk reported that all Councillors elected on 7 May 2015 had made and signed their Declaration of Acceptance of Office.
5. **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillors Dixon, Soane, Wicks and Willson.
6. **DECLARATIONS OF INTEREST**
There were no declarations of interest made by Members.
7. **ELECTION OF DEPUTY TOWN MAYOR**
It was proposed by Councillor Baker, seconded by Councillor Chadwick and
RESOLVED:
 - ◆ To elect Councillor Cheng to the office of Deputy Mayor for the 2015/16 municipal year
8. **COMPOSITION OF THE COUNCIL**
RESOLVED:
 - ◆ To note the current composition of the Council:
24 Conservative Members and 1 Liberal Democrat Member.
9. **POLITICAL GROUP LEADERS**
RESOLVED:
 - ◆ To note the appointment of Councillor Cheng as Leader and Councillor Dolinski as Deputy Leader of the Conservative Group.
10. **LEADERSHIP OF THE COUNCIL**
 - 10.1 It was proposed by Councillor Cheng, seconded by Councillor Dolinski and
RESOLVED:
 - ◆ To elect Councillor Baker as Leader of the Council for the 2015/16 municipal year.
 - 10.2 It was proposed by Councillor Cheng, seconded by Councillor Dolinski and
RESOLVED:
 - ◆ To elect Councillor Chadwick as Deputy Leader of the Council for the 2015/16 municipal year.
11. **STANDING COMMITTEES 2015/16**
It was proposed by Councillor Baker, seconded by Councillor Chadwick and
RESOLVED:
 - ◆ That there be nine places on each of the standing committees for the 2015/16 municipal year.

11.1 **Strategy & Resources Committee**

RESOLVED:

- ◆ To appoint Councillors Baker, Brindley, Chadwick, Cheng, Dolinski, Mills, Rahmouni, Stares and Walker to the Strategy and Resources Committee for the 2015/16 municipal year.

11.2 **Leisure Services Committee**

RESOLVED:

- ◆ To suspend Standing Order 2 j (viii) in order to propose that the Liberal Democrat Member be appointed to the Leisure Services Committee.
- ◆ To appoint Councillors Barker, Franklin, Gilder, Green, Lay, Rahmouni, Soane, Stares and Willson to the Leisure Services Committee for the 2015/16 municipal year.

11.3 **Community Services Committee**

RESOLVED:

- ◆ To appoint Councillors Cheng, Dolinski, Forrer, MacNaught, Mills, Smith, Soane, Walker and Willson to the Community Services Committee for the 2015/16 municipal year.

11.4 **Plans Committee**

RESOLVED:

- ◆ To appoint Councillors Barker, Brindley, Cheng, Dixon, Dolinski, Green, Rahmouni, Walker and Wicks to the Plans Committee for the 2015/16 municipal year.

The following item was notified to Members after the agenda had been published:

11.5 **Meetings Schedule 2015/16**

Members considered a revised schedule of meetings, in which the Plans Committee meetings, which had been moved to Monday evenings, had reverted back to Tuesday evenings. The Town Clerk explained that this had been necessary as an insufficient number of Members were available to attend meetings on Monday evenings.

RESOLVED:

- ◆ To approve the amended meetings schedule, as attached at **Appendix B**.

12. **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:

12.1 **Strategy and Resources Committee**

a) **Chairman:**

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

RESOLVED:

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

- b) **Vice Chairman:**
It was proposed by Councillor Dolinski, seconded by Councillor Brindley and
- RESOLVED:**
◆ To appoint Councillor Chadwick Vice Chairman of the Strategy & Resources Committee for the municipal year.
- 12.2 **Leisure Services Committee**
- a) **Chairman:**
It was proposed by Councillor Green, 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 Green, seconded by Councillor Lay and
- RESOLVED:**
◆ To appoint Councillor Barker Vice Chairman of the Leisure Services Committee for the municipal year.
- 12.3 **Community Services Committee**
- a) **Chairman:**
It was proposed by Councillor Cheng, seconded by Councillor Forrer and
- RESOLVED:**
◆ To appoint Councillor Smith Chairman of the Community Services Committee for the municipal year.
- b) **Vice Chairman:**
It was proposed by Councillor MacNaught, seconded by Councillor Smith and
- RESOLVED:**
◆ To appoint Councillor Walker Vice Chairman of the Community Services Committee for the municipal year.
- 12.4 **Plans Committee**
- a) **Chairman:**
It was proposed by Councillor Brindley, seconded by Councillor Green and
- RESOLVED:**
◆ To appoint Councillor Barker Chairman of the Plans Committee for the municipal year.
- b) **Vice Chairman:**
It was proposed by Councillor Brindley, seconded by Councillor Green and
- RESOLVED:**
◆ To appoint Councillor Dolinski Vice Chairman of the Plans Committee for the municipal year.

13. **APPOINTMENT 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:

13.1 **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 2015/16 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 2015/16 municipal year.
- ◆ To appoint Councillors Green, Horskins, Lay and Mills to the Risk Management Working Party for the municipal year.

c) **Catering Partnership Management Panel:**

RESOLVED:

- ◆ To approve the terms of reference of the Catering Partnership Management Panel.
- ◆ That there be 4 places on the Catering Partnership Management Panel for the 2015/16 municipal year.
- ◆ To appoint Councillors Chadwick, Green, Horskins 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 2015/16 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 2014/15 municipal year.
- ◆ To appoint Councillors Cheng, Dolinski, Rahmouni and Soane to the Personnel Sub Committee for the municipal year.

13.2 **Community Services Committee**

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 2015/16 municipal year.
- ◆ To suspend Standing Order 4 f) in order to propose that the Liberal Democrat member be appointed to the Community Youth Partnership for the municipal year.
- ◆ To appoint Councillors Dolinski, Gilder, Forrer, Stares and Walker 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), Megs Dimbylow (Network Vineyard Church), Graham Sumbler (Woodley Baptist Church), Steve Outen (Woodley United), Natalie Yorke (Girlguiding) and Trina Farrance (Bulmershe Gym Club).

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

It was noted that this was a newly formed joint working party with Earley Town Council, reporting directly to Full Council. The terms of reference of the Bulmershe Site of Urban Landscape Value Joint Working Party had been approved at the extraordinary meeting of the Council held on 28 April 2015 and both Woodley Town Council and Earley Town Council would appoint 2 representatives and 1 named substitute.

RESOLVED:

- ◆ To appoint Councillors Baker and Stares to the Bulmershe SULV Joint Working Party for the municipal year with Councillor Cheng as the substitute.

14. **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

Councillor Barker

ARC – 2 places

Councillor Gilder and Mrs S. Flower

Campaign Against Waste – 3 places

Councillor Walker

Citizens Advice Bureau – 1 place

Councillor Brindley

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

Councillor Mills

Museum of Berkshire Aviation Trust – 2 places

Councillors Green and Soane

ReadiBus – 1 place

Councillor Gilder

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

Councillor Walker with Councillor Cheng as a deputy representative.

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

Councillor Chadwick

Sonning & District Welfare & Education Trust – 1 place

Councillor Smith

The Bulmershe School: Governor – 1 place

Following Councillor Cheng's resignation from this position Councillor Dolinski was appointed to serve until 2018.

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 Mills

Woodley Football Forum Steering Group – 1 place

Councillor Baker

Woodley Town Centre Management Initiative – 2 places

Councillor Mills and Mrs M. Holmes

Woodley Volunteer Centre – 1 place

Councillor MacNaught

Poor's Land Charity

Following the resignation of Councillor Cheng from this position, Councillor Forrer was appointed to serve in her place until 2016.

It was noted that the Council's other representatives on this body are Mrs S. Flower, serving until 2016, and Councillor Mills and Mr L. Day, serving until 2018.

Representation on the following outside body was noted:

Robert Palmer Almshouse Charity – 1 place

Representative is Councillor Rahmouni (serving to 2016)

15. **CHEQUE SIGNATORIES 2015/16**

RESOLVED:

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

16. **MINUTES OF THE COUNCIL MEETING - 10 FEBRUARY 2015**

The Town Mayor presented the minutes of the meeting held on 10 February 2015.

Minute 67.5: Minutes of the Strategy and Resources Committee: 3 February 2015: Minute 85: Public Toilets Working Party

In reply to a question the Town Clerk reported that she had still not received a reply from Wokingham Borough Council regarding the possible charge for the loss of parking spaces in the Waitrose/Crockhamwell Road carpark, but that it was expected shortly. She agreed to contact Wokingham Borough Council again seeking a response.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 11 February 2015 and that they be signed by the Mayor as a correct record.

17. **MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 28 APRIL 2015**

The Town Mayor presented the minutes of the extraordinary meeting held on 28 April 2015.

RESOLVED:

- ◆ To approve the minutes of the extraordinary meeting of the Council held on 28 April 2015 and that they be signed by the Mayor as a correct record.

18. **COMMITTEE REPORTS**

18.1 **Minutes of the Plans Committee: 17 February 2015**

Councillor Cheng presented the Plans Committee minutes of the meeting of 17 February 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 17 February 2015.

18.2 **Minutes of the Plans Committee: 17 March 2015**

Councillor Cheng presented the Plans Committee minutes of the meeting of 17 March 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 17 March 2015.

18.3 **Minutes of the Leisure Services Committee: 24 March 2015**

Councillor Barker presented the Leisure Services Committee minutes of the meeting of 24 March 2015.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 24 March 2015.

- 18.4 **Minutes of the Community Services Committee: 31 March 2015**
Councillor Smith presented the Community Services Committee minutes of the meeting of 31 March 2015.

Minute 114: Application for a premises licence under the Licensing Act 2003: Martins, 141 Crockhamwell Road

Councillor Smith informed Members that following the Town Council's objections to this application a hearing had been held by Wokingham Borough Council's Licensing and Appeals (Hearings) Sub Committee. Councillor Mills, who had represented the Town Council at the hearing, informed Members that the Council had recently been notified that the licence had been granted and that Martins would be permitted to sell alcohol between the hours of 6:00am and 23:00pm.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee held on 31 March 2015.

- 18.5 **Minutes of the Strategy and Resources Committee: 14 April 2015**
Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 14 April 2015.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee held on 14 April 2015.

- 18.6. **Minutes of the Plans Committee: 21 April 2015**
Councillor Cheng presented the Plans Committee minutes of the meeting of 21 April 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 21 April 2015.

19. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"As we start this new 4 year cycle following the elections a few weeks ago the council now has nearly half of its councillors as completely new to this role. In fact most of these are new to "politics" (with a small p) as well. I welcome all of you to this very important role representing your respective residents. That welcome obviously also extends to those councillors who have returned.

At this point I want to make a special mention of Kay who is now the only member of the opposition and I know we all will go out of our way to make sure she feels included. We have made a start by agreeing to a couple of committee places selected by Kay despite the standing orders not providing any dedicated slots.

We have already made a start to review any working party that is no longer relevant. The Public Toilets Working Party will be rolled back into an agenda item on the Strategy & Resources Committee as we are moving into the implementation phase.

The Woodford Park Leisure Centre Entrance Improvements Working Party has been suspended and will re-emerge out of the work being carried out on the future of the Leisure Centre as a Task and Finish Group. This will build on the report by Alliance Leisure, which was commissioned a few months ago.

The Allotments Working Party will roll back into an agenda item on the Community Services Committee. This working party, which has caused some angst amongst the Allotments Tenants Committee in the past, has not met very frequently over the last year. In the mean time a great working relationship between them and the Administration Officer has developed. When approached the key members of the Tenants Committee expressed a strong desire to continue the direct link which makes a lot of sense.

The final working party that will be collapsed is the Keep Woodley Clean Working Party. This was originally set up to help create the Woodley Adopt a Street Project (WASP). This is now extremely well established and so this working party is no longer needed. However it could well be a standing agenda item for the Community Servicers Committee.

Finally I will be mapping out a program for this next cycle of 4 years with 4 or 5 significant projects. They will cover areas such as the 3G pitch; the redevelopment of the north end of the town centre; a regeneration plan for Woodford Park Leisure Centre and, jointly with WBC, redevelopment plans for the area off Loddon Bridge Road close to the bridge."

20. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the report on ARC, which had been received from Mrs S. Flower and had been included with the agenda. As she was present at the meeting, Mrs Flower was invited to give her report in person.

21. **TOWN MAYOR'S ENGAGEMENTS**

Councillor Franklin informed the Council of the 13 events he had attended since the last meeting.

The following item was notified to Members after the agenda had been published:

22. **3G ARTIFICIAL GRASS PITCH PROJECT**

The Town Clerk presented Report No. FC 2/15.

RESOLVED:

- ◆ To agree the terms and conditions of the grant funding of up to £277,200 offered by the Premier League and Football Association Facilities Fund, administered by the Football Foundation, in respect of the 3G pitch project.
- ◆ That the Town Clerk and Leisure Services Manager be given approval to sign the acceptance of grant contract on behalf of the Council.
- ◆ To approve the payment of pre construction costs relating to the planning application requirements and other costs required to be able to proceed with the project and that these be funded from the loan funds once they are drawn down.

- ◆ To elect to treat income from the 3G pitch and the tennis/netball court at Woodford Park as VATable.
- ◆ That the Chairman of the Leisure Services Committee and the Leader of the Council be nominated to liaise regularly with officers on the progress of the project.

The meeting closed at 9:30pm

Town Mayor

Members elected to Woodley Town Council at the election held on 7 May 2015

Bulmershe Ward

Paul Etherington
Mark Green
David Stares
Philip Wicks

Coronation Central Ward

Keith Baker
Sam Rahmouni

Coronation East

Tom Barker
Jenny Cheng
Mary Walker

Loddon Airfield Ward

Richard Dolinski
Michael Forrer
Brian Franklin

Loddon South Ward

Anne Chadwick
Darren Smith
Bill Soane

Loddon West Ward

Robert Horskins
Jackie Trick

South Lake North Ward

Doug Fradley
Rob Lay
Mark Willson

South Lake South Ward

Caz Dixon
Kay Gilder
John MacNaught

Warren Ward

Shadi Brindley
Dave Mills

TIMETABLE OF MEETINGS - 2015/2016
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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.

PLANS COMMITTEE	LEISURE SERVICES	COMMUNITY SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2015</u>	<u>2015</u>	<u>2015</u>	<u>2015</u>	<u>2015</u>
26 May (SH) 23 June	2 June	9 June	16 June	Annual Meeting: 19 May 30 June
21 July 18 August (SH) 22 September	1 September (SH)	8 September	15 September	29 September
20 October 17 November	3 November	10 November	24 November	8 December
15 December <u>2016</u> 12 January	<u>2016</u> 5 January	<u>2016</u> 19 January	<u>2016</u> 26 January	<u>2016</u> Budget Meeting (not public): To be decided 9 February
16 February (SH) 15 March 19 April	5 April (SH)	12 April	26 April	Town Electors: 1 March Annual Meeting: 10 May

(SH = School Holidays)

SCHOOL TERM DATES2015 Monday 20 April to Wednesday 22 July

Wednesday 2 September to Friday 18 December

(NOTE: Training days - to be agreed)

Half Term: 25 - 29 May

Half Term: 26 - 30 October

Good Friday: 3 April 2015

WTC & WBC Elections: 7 May 2015

2016 Tuesday 5 January to Thursday 24 March

Monday 11 April to Wednesday 20 July

(NOTE: Training days - to be agreed)

Half Term: 15 - 19 February

Half Term: 30 May - 3 June

Good Friday: 25 March 2016

WBC Elections: 5 May 2016