

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 28 June 2016 at 8 pm**

Present: Councillors J. Cheng (Chairman); T. Barker; S. Brindley; A. Chadwick;
C. Dixon; R. Dolinski; P. Etherington; M. Forrer; D. Fradley;
B. Franklin; K. Gilder; D. Mills; S. Rahmouni; D. Stares; J. Trick;
M. Walker; M. Willson

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

Also present: 1 member of the public

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.

22. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors K. Baker, M. Green, R. Horskins, J. MacNaught, D. Smith, W. Soane and P. Wicks.

23. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

24. **MINUTES OF COUNCIL MEETING HELD ON 10 MAY 2016**

The Town Mayor presented the minutes of the Annual Meeting held on 10 May 2016.

RESOLVED:

- ◆ To approve the minutes of the Annual Meeting held on 10 May 2016 and that they be signed by the Mayor as a correct record.

25. **COMMITTEE REPORTS**

25.1 **Minutes of the Planning Committee: 17 May 2016**

Councillor Barker presented the minutes of the Planning Committee meeting held on 17 May 2016.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 17 May 2016.

25.2 **Minutes of the Leisure Services Committee: 31 May 2016**

Councillor Barker presented the minutes of the Leisure Services Committee meeting held on 31 May 2016.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 31 May 2016.

25.3 **Minutes of the Planning Committee: 7 June 2016**

Councillor Dolinski presented the minutes of the Planning Committee meeting held on 7 June 2016.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 7 June 2016.

25.4 **Minutes of the Strategy and Resources Committee: 14 June 2016**

Councillor Cheng presented the minutes of the Strategy and Resources Committee meeting held on 14 June 2016.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 14 June 2016.

26. **COMMITTEE MEMBERSHIP**

Members noted that Councillor Soane had resigned from the Planning Committee following his appointment to the Borough Council Planning Committee.

RESOLVED:

- ◆ To consider nominations for the vacant position on the Planning Committee at the next meeting of the Council on 27 September 2016.

27. **2015/16 YEAR END**

The Town Clerk presented the 2015/16 year end outturn figures, in summary and by committee.

RESOLVED:

- ◆ To note the 2015/16 year end figures.

28. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2015/16**

a) **Financial Statements for 2015/16**

The Town Clerk presented the Financial Statements for 2015/16.

RESOLVED:

- ◆ To approve the Financial Statements for 2015/16 and that they be signed by the Mayor and the Town Clerk.

b) **Annual Governance Statement for 2015/16**

Members considered the Annual Governance Statement as set out in the Annual Return and

RESOLVED:

- ◆ To approve the Annual Governance Statement for 2015/16 and that this be signed by the Mayor and the Town Clerk.

c) **Accounting Statements for 2015/16**

Members considered the Accounting Statements for 2015/16 and

RESOLVED:

- ◆ To approve the Accounting Statements for 2015/16 and that they be signed by the Mayor and the Town Clerk.

29. **LEADER'S STATEMENT**

The Deputy Leader of the Council made the following statement:

"I want to begin by thanking all the Woodley Town Council staff for their continued hard work and for the commitment they have shown to the many projects and initiatives the council is engaged in.

Before I share with you the progress made over the past few months, I just want to acknowledge the work of David Ewens, who has taken retirement to spend more time with his family. His work as our Venues Manager helped bring about the introduction of our new catering partner Brown Bag to the Oakwood Centre. We wish him well.

Since his leaving we welcome Phillipa Temmink to our team. Phillipa is expert in marketing and together with our newly appointed Venues and Bookings Manager, Alison Mulvany, they will be working to raise the profile of the Oakwood Centre and other council facilities. I'm pleased to report that we have already seen an increase in bookings for the Oakwood Centre, in particular at weekends. Phillipa is also working closely with the Brown Bag, to identify further opportunities for growth.

I'm pleased to report that Woodley Town Council staff are to receive workplace appraisals. The appraisals will take place over several months and will support personal career development. Two of our managers will be attending a management development course.

Now to the projects: much has already been said about the 3G pitch, none more so than on social media. However, the pitch is already attracting healthy bookings and it is anticipated that the demand will be extremely high, especially with the start of the new football season.

The Woodford Park Lake has had its survey completed and we are eagerly awaiting the results. Despite the sighting of a 'dead duck' the initial verbal feedback seems very positive and we hope that the report will enable us to kick start our programme to improve and develop the lake's eco system and surrounding area. This will be carefully and sympathetically managed to protect the existing wildlife and plant life.

Following a number of site issues, the realisation of the public toilets has also taken a welcome step forward with an alternative site being identified in the precinct, near to 'Easipetcare'. This means that Woodley Town Council will not have to compensate Wokingham Borough Council for the loss of parking spaces. We are now waiting for a revised quote for the cubicle and this will be followed by the planning application to Wokingham Borough Council.

Tenders have also been invited for a fitness gym at Woodford Park Leisure Centre in what was the space previously occupied by the Inn on the Park. This is an exciting project and meets a growing demand for accessible gyms. The gym will also add to the growing activities and facilities at our Leisure Centre.

Finally, I want to congratulate David Provins, a local resident, and the Friends of Woodford Park for a beautifully designed and planted garden in commemoration of Her Majesty's 90th Birthday. We very much look forward to their next project."

30. **CAPITAL PROGRAMME**

The Deputy Town Clerk presented Report No. FC 3/16.

Members noted the capital projects that had been undertaken in 2015/16 and those that were proposed for 2016/17. In reply to a question about the amount of asbestos in the roof at Woodford Park Leisure Centre the Deputy Town Clerk informed Members that the whole roof was asbestos and would eventually be replaced.

RESOLVED:

- ◆ To note Report No. FC 3/16.
- ◆ To approve the 2016/17 Capital Programme as set out in the schedule at **Appendix A.**

31. **WOKINGHAM BOROUGH COUNCIL – 21 CENTURY PROGRAMME**

Members noted the correspondence received from Wokingham Borough Council regarding their 21st Century Programme and considered the request from the Leader and Chief Executive of the Borough Council to meet with the Town Council to discuss the proposals.

RESOLVED:

- ◆ To invite the Leader and Chief Executive of Wokingham Borough Council to attend the next meeting of the Town Council on 27 September 2016 to discuss the Borough Council's 21st Century Programme.

32. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) Members considered the current vacancies for representatives on outside bodies and having been duly nominated it was

RESOLVED:

- ◆ To appoint the following:

The Bulmershe School Governor

Councillor Michael Forrer

Wokingham Borough/Parish Working Group

Councillor Mary Walker to be the deputy representative

Woodley Airfield Centre Management Committee

Councillor Kay Gilder to be the second representative

- b) **Highwood Conference**

Members considered a proposal to support the amendment of the Highwood Conference's constitution to allow nominating bodies to appoint non-councillor representatives. This constitutional amendment was required to enable Mary Holmes to represent the Council at the Highwood Conference. Mary Holmes was appointed as the Council's representative at the Annual Meeting on 10 May 2016.

RESOLVED:

- ◆ To support the amendment of the Highwood Conference's constitution to allow nominating bodies to appoint non-councillor representatives.

- c) Members noted the written report from Councillor Jenny Cheng on the Poor's Land Charity.
- d) Members noted that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2015 had been received.

33. **TOWN MAYOR'S ENGAGEMENTS**

Before reporting on the engagements she had carried out the Mayor announced that her charity for the year would be Launchpad, which was based in Reading and helped vulnerable and disadvantaged people to turn their lives around.

- a) Councillor Cheng then informed the Council of the 23 events she had attended as Town Mayor since she had taken office.
- b) Councillor Chadwick reported on the event she had attended as Deputy Town Mayor.

34. **MAYOR'S CHARITY 2015/16**

Members noted that a letter of thanks had been received from DrugFAM for the money collected during Councillor Mills' term of office as Town Mayor.

35. **FUTURE AGENDA ITEMS**

It was noted that the appointment of a member to the vacant position on the Planning Committee would be an item on the agenda for the next meeting.

Meeting closed at 8:53pm

CAPITAL PROJECTS	Allocation £	Status	Comment	Works Required
Signs	1000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	5000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Replacement roof WPLC	10000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Bowling Green fencing	4500			Removal of trees where roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget. Replace with steel weldmesh fencing to match east boundary installed last year.
Banquet chairs - Oakwood Centre	4500			Replace x150 banquet chairs - existing ones are 12 years old and worn/damaged
Heating system works - Oakwood Centre	6000			New primary pumps required to heating system, install automatic air vents
Scaffold tower	2000			
Lighting columns	25000			x35 columns @ £700 including installation & services. Procurement through Wokingham Borough Contract at very good rates. Works schedule unknown at this time - may be 2017/18 financial year.
Leaf collector	1200			Walk behind collector for car park, tennis court and 3G perimeter areas.
WPLC Ladies toilets refurb	3000			Refurbishment - toilets, sinks, flooring, lighting, décor
WPLC Replace alarm system	3300			Replace old system - extend system to other areas of the building
Bowling Green gulley matting	1000			To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gulley around green.
Sub total	73000			

ROLLING FUNDS	Total in fund	Project Cost (Estimated)
Woodford Park car park resurfacing	0	30000
Replacement roof - WPLC	10000	20000
Playground equipment	5000	7312
		60000
		60000

Some funding from this reserve will be required to pay towards the resurfacing costs that exceed the total funding from the Premier League and FA Facilities Fund and the council loan for the 3G project. Exact final balance not yet known - this will be added to the capital programme balance, once final figures are available.

FUNDED BY	Capital Programme Balance
Carry forward balance from 2015/16	39710
2016/17 budget allocation	45000
Total funds available 2016/17	84710
Capital Programme Balance	11710