



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

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To: **Members of the Strategy & Resources Committee**

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

**NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 13 September 2016, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## **AGENDA**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 14 JUNE 2016**  
To approve the minutes of the Strategy and Resources Committee held on 14 June 2016 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 28 June 2016.)***
4. **FINANCE**
  - a) **Budgetary Control**
    - i) To receive **Report No. SR 30/16.**
    - ii) To note that the Council's electricity supply contract, part of Wokingham Borough Council's framework contract, has been erroneously transferred to a new supplier and the Council is awaiting transfer back. This has resulted in no billing on the fuel accounts since April 2016, although extra out of contract charges have been applied. The cost of these charges over and above the correct contract charges will be met by the original supplier.

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b) **Payments**

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

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|             | Current account | Imprest account |
|-------------|-----------------|-----------------|
| June 2016   | £150,753.72     | £40,357.13      |
| July 2016   | £68,879.27      | £41,766.70      |
| August 2016 | £49,720.62      | £42,325.34      |

c) **Bank of Ireland accounts**

To consider **Report No. SR 31/16**.

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d) **Borrowing approval and loan draw down**

To note that the Council's decision at the meeting of 10 May 2016 (Min No. 17) to apply for borrowing approval for the sum of £110,000 to fund building works at Woodford Park Leisure Centre was approved by the Department of Communities and Local Government on 8 August 2016. The 10 year loan from the Public Works Loan Board for this sum was drawn down by the Council on 31 August 2016 at an interest rate of 1.27% and annual repayments of £11,748.12, paid six monthly from the draw down date. The annual loan cost is £425 lower than that quoted in the 10 May report to Council because of the reduction in interest rates.

5. **OAKWOOD CENTRE**

To consider **Report No. SR 32/16**.

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6. **CATERING PARTNERSHIP**

To receive **Reports No. SR 33/16** and **SR 34/16** of the Catering Partnership meetings held on 15 July 2016 and 19 August 2016.

Pages  
17 & 19

7. **URGENCY COMMITTEE**

To receive **Report No. SR 35/16** of the Urgency Committee meeting held on 26 August 2016.

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8. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM UPDATE**

To receive **Report No. SR 36/16**.

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9. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 6 July 2016. (**Appendix 9**)

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10. **EXTERNAL FUNDING PROJECT LIST**

To note the current external funding project list, attached at **Appendix 10**.

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11. **PUBLIC TOILET UPDATE**

As reported at the last meeting of the Committee, a preferred site at the south end entrance to the town centre on the pedestrian area has been identified and the Council's selected contractor has designed a single, semi automatic toilet structure to fit the available space without impeding access. The Town Council is in the process of seeking permission from Wokingham Borough Council to install the toilet on the preferred site. An application for planning permission will be made if this is granted.

12. **3G PITCH PROJECT**

To note that the Council's application for Section 106 funding towards the 3G pitch costs has been successful and Wokingham Borough Council has allocated £41,800 Section 106 funds towards the Council's project set up costs and overspend, which were not funded by the loan raised or the grant received from the Premier League and FA Facilities Fund.

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

a) To note that Wokingham Borough Council's most recent Neighbourhood CIL Proportion (Transfer to Local Parish/Town Councils) Report identifies a potential £34,904 of CIL monies that will be due to the Town Council.

b) To propose that approval be given to the establishment of a Community Infrastructure Levy Earmarked Reserve to which all CIL funds received by the Council will be allocated.

c) To note that Wokingham Borough Council will be running an Infrastructure Project Delivery and Traded Services Workshop on 17 October, 5 – 7pm to discuss with parish/town councils any planned or potential infrastructure projects or which parish/town CIL funds could be used to be able to tailor the workshop.

Town and parish councils have been asked to discuss beforehand:

1. To what extent the parish/town has the capacity and expertise to internally procure and project manage delivery of these projects.
2. If external expertise or support is required, which stages of the project process or what specific support services might be needed to ensure project delivery.

Members are asked to consider attendance at the workshop and the suggested pre-discussions.

d) To note the most recent confidential Major Applications And Infrastructure Update from Service Heads was distributed by email to all councillors, for information. The report sets out the projects, the current position, costs and funding sources. The majority of the listed projects do not relate to Woodley.

14. **BOROUGH PARISH LIAISON FORUM**

To note the report of the Borough Parish Liaison Forum held on 4 July 2016. (*Appendix 14*)

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15. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

16. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

17. **EXCLUSION OF PUBLIC AND PRESS**

**To resolve that, in view of the confidential nature of the business about to be transacted in relation to commercial and personal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 18, 19 and 20 on the agenda.**

18. **WOODFORD PARK LEISURE CENTRE: OPTALIS LEASE**  
To consider **Report No. SR 37/16.** Page 33
19. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM MEMBERSHIP CHARGES**  
To consider **Report No. SR 38/16.** Page 35
20. **PERSONNEL SUB COMMITTEE**  
To consider **Report No. SR 39/16** of the Personnel Sub Committee meeting held on 30 August 2016. Page 37

**STRATEGY AND RESOURCES COMMITTEE**

**BUDGETARY CONTROL 2016/17**

**Report No. SR 30/16**

| EXPENDITURE          | Budget<br>2016/17 | Actual Exp<br>as at<br>31/08/2015 | Actual Exp<br>as at<br>31/08/2016 | Actual Exp<br>as % of<br>Budget | Information   |
|----------------------|-------------------|-----------------------------------|-----------------------------------|---------------------------------|---|
| Central Costs        | 225045            | 84967                             | 79672                             | 35.4                            | Training, phone and equipment costs over 41.7%. Other costs under.  |
| Democratic Costs     | 47748             | 15914                             | 17121                             | 35.9                            | All costs under 41.7% - no expenditure on elections.  |
| Corporate Management | 280653            | 125384                            | 130484                            | 46.5                            | Insurance premiums, HR/H&S support and affiliations payable at the beginning of the year. All other costs under 41.7%.                                    |
| Capital Programme    | 45000             | 0                                 | 0                                 | 0.0                             | Annual contribution to be transferred to capital programme fund.  |
| Grants               | 4000              | 1060                              | 1850                              | 46.3                            | Grants awarded in April (paid in May).  |
| Inn on the Park      | 0                 | 4576                              | 0                                 | 0.0                             | Inn on the Park closed 30/10/15.  |
| Oakwood Centre       | 150888            | 60554                             | 51828                             | 34.3                            | First aid, rate and phone costs over 41.7%. All other costs under. Fuel costs very low - no billing following problem with electricity contract transfer. |
| Maintenance HQ       | 6716              | 1610                              | 2353                              | 35.0                            | Rates, phone and repairs over 41.7%. Other costs under at this point.   |
| Woodley TCMI         | 64619             | 15413                             | 21634                             | 33.5                            | Low expenditure on WTCMI items.   |
| Capital and Projects | 184940            | 80000                             | 80000                             | 43.3                            | Loans paid in September and March - sinking fund contribution made in June.   |
| <b>TOTAL</b>         | <b>1009609</b>    | <b>389478</b>                     | <b>384942</b>                     | <b>38.1</b>                     |   |

| INCOME               | Budget<br>2016/17 | Actual Inc<br>as at<br>31/08/2015 | Actual Inc<br>as at<br>31/08/2016 | Actual Inc<br>as % of<br>Budget | Information  |
|----------------------|-------------------|-----------------------------------|-----------------------------------|---------------------------------|--|
| Central Costs        | 6525              | 1662                              | 2276                              | 34.9                            | Income investment of balances income due at end of fixed period.                         |
| Democratic Costs     | 0                 | 0                                 | 0                                 | 0.0                             |  |
| Corporate Management | 10088             | 0                                 | 3009                              | 29.8                            | Lower than anticipated income from credit card charges, lower income re TCMI NI/pension. |
| Capital Programme    | 0                 | 0                                 | 0                                 | 0.0                             |  |
| Grants               | 0                 | 0                                 | 0                                 | 0.0                             |  |
| Inn on the Park      | 0                 | 20420                             | 0                                 | 0.0                             | Inn on the Park closed 30/10/15.   |
| Oakwood Centre       | 149054            | 57041                             | 64474                             | 43.3                            | Room hire at 45.3%   |
| Maintenance HQ       | 0                 | 0                                 | 0                                 | 0.0                             |  |
| Woodley TCMI         | 51986             | 26306                             | 21634                             | 41.6                            |  |
| Capital and Projects | 0                 | 0                                 | 0                                 | 0.0                             | Loan payments made in March and September.   |
| <b>TOTAL</b>         | <b>217653</b>     | <b>105429</b>                     | <b>91393</b>                      | <b>42.0</b>                     |  |
| <b>NET</b>           | <b>791956</b>     | <b>284049</b>                     | <b>293549</b>                     |                                 |  |

Month 5 = 41.7%

**Woodley Town Council 2016/2017****Current Account****List of Payments made between 01/06/2016 and 30/06/2016**

| <u>Date Paid</u> | <u>Payee Name</u>                     | <u>Amount</u> | <u>Paid</u>                        |
|------------------|---------------------------------------|---------------|------------------------------------|
| 30-Jun-16        | Absolute Home Textiles Ltd            | 256.50        | Table cloths OC                    |
| 16-Jun-16        | Allens Design Print Ltd               | 144.00        | WTCMI leaflets & posters           |
| 30-Jun-16        | Badgemaster Ltd                       | 12.49         | Staff name badges                  |
| 24-Jun-16        | BCM Group Plc                         | 49.26         | Service & maint photocopier WPLC   |
| 03-Jun-16        | BE Fuelcards Ltd                      | 36.23         | BP unleaded petrol Depot           |
| 24-Jun-16        | BE Fuelcards Ltd                      | 35.35         | BP unleaded petrol Depot           |
| 16-Jun-16        | Bowak Ltd                             | 239.30        | Cleaning supplies                  |
| 24-Jun-16        | Bowak Ltd                             | 532.21        | Cleaning supplies                  |
| 16-Jun-16        | Brake Bros Foodservice Ltd            | 443.30        | Vending supplies                   |
| 30-Jun-16        | Brake Bros Foodservice Ltd            | 463.09        | Vending supplies                   |
| 24-Jun-16        | Brown Bag Cafe Ltd                    | 895.62        | Catering services                  |
| 16-Jun-16        | Broxap Ltd                            | 1681.20       | 3 x Ripon benches                  |
| 07-Jun-16        | BT Group Plc                          | 153.36        | Phone                              |
| 16-Jun-16        | Bullseye Awards & Garments Ltd        | 85.00         | Trophy/medal ribbons tournament    |
| 16-Jun-16        | Came and Company IBA                  | 534.64        | 3G pitch insurance cover           |
| 24-Jun-16        | CCTV Direct Ltd                       | 484.10        | CCTV - 3G pitch                    |
| 24-Jun-16        | Churchill Contract Services Ltd       | 2325.47       | Contract cleaning                  |
| 24-Jun-16        | CoolerAid Ltd                         | 37.92         | Bottled water                      |
| 20-Jun-16        | Crown Gas & Power                     | 424.59        | Gas supply                         |
| 20-Jun-16        | Crown Gas & Power                     | 528.66        | Gas supply                         |
| 23-Jun-16        | Crown Gas & Power                     | 110.12        | Gas supply                         |
| 23-Jun-16        | Crown Gas & Power                     | 121.45        | Gas supply                         |
| 24-Jun-16        | Dejac Associates Ltd                  | 2460.00       | Annual IT maintenance contract     |
| 16-Jun-16        | EDF Energy 1 Ltd                      | 11.48         | Electric for clock tower - WTCMI   |
| 24-Jun-16        | Energy Electrical Distributors Ltd    | 35.81         | Electrical supplies                |
| 24-Jun-16        | Eurodec Ltd                           | 144.06        | Decorating supplies                |
| 24-Jun-16        | Fraser Office Supplies Ltd            | 381.03        | Stationery supplies                |
| 24-Jun-16        | Fuel Fitness Ltd                      | 90.00         | Coach - Karate camp                |
| 24-Jun-16        | HMRC Cumbernauld                      | 12348.00      | PAYE & NI employers & employees    |
| 24-Jun-16        | InTouch                               | 71.98         | Monthly website charge             |
| 16-Jun-16        | John Willis                           | 120.00        | Window cleaner                     |
| 24-Jun-16        | Key Industrial Equipment Ltd          | 441.60        | CCTV/Driveway signs                |
| 16-Jun-16        | Lister Wilder Ltd                     | 560.72        | Garden supplies                    |
| 24-Jun-16        | Lister Wilder Ltd                     | 1370.45       | Garden supplies                    |
| 14-Jun-16        | Lloyds Bank                           | 105.89        | Monthly cardnet service charge     |
| 24-Jun-16        | Lyreco UK Ltd                         | 101.24        | Stationery supplies                |
| 14-Jun-16        | Mainstream Digital                    | 0.35          | Phone                              |
| 15-Jun-16        | Merchant Rentals                      | 35.23         | Monthly cardnet machine charge     |
| 16-Jun-16        | Piercing Glance Ltd                   | 477.84        | Uniform - maintenance team         |
| 10-Jun-16        | Plusnet                               | 24.60         | Phone                              |
| 24-Jun-16        | Prudential                            | 30.00         | AVC payment deducted from pay      |
| 27-Jun-16        | Public Works Loan                     | 10640.58      | Loan payment - 3G pitch            |
| 08-Jun-16        | Rathbones Investments Ltd             | 80000.00      | 2016/2017 Investment portfolio     |
| 24-Jun-16        | Riso UK Ltd                           | 242.66        | Photocopier quarterly rental OC    |
| 24-Jun-16        | Robinson Low Francis                  | 6752.56       | 3G pitch costs - surveyor services |
| 16-Jun-16        | SGW Payroll Ltd                       | 152.66        | Payroll services                   |
| 16-Jun-16        | Siemens Financial Services Ltd        | 720.00        | Photocopier quarterly rental       |
| 24-Jun-16        | Thames Valley Temperature Control Ltd | 805.80        | Extractor fan repairs Oakwood café |
| 16-Jun-16        | Thames Valley Water Services Ltd      | 558.00        | Water testing                      |

|           |                               |          |                                 |
|-----------|-------------------------------|----------|---------------------------------|
| 24-Jun-16 | The Berkshire Pension Fund    | 10818.56 | Pension - employers & employees |
| 30-Jun-16 | Tower Mint Ltd                | 6790.92  | Queen's 90th birthday coins     |
| 24-Jun-16 | Trade UK - BandQ              | 34.54    | Building supplies               |
| 24-Jun-16 | Trade UK - Screwfix           | 596.25   | Building supplies               |
| 30-Jun-16 | Travis Perkins Trading Co     | 97.56    | Building supplies               |
| 24-Jun-16 | Trinity Mirror PUBLISHING Ltd | 210.00   | WTCMI - Advertising             |
| 24-Jun-16 | Unison Collection Ac          | 32.20    | Union fees deducted from pay    |
| 24-Jun-16 | Veolia ES - UK Ltd            | 289.82   | Refuse collection               |
| 22-Jun-16 | Vodafone                      | 236.31   | Phone                           |
| 01-Jun-16 | Wokingham BC                  | 42.00    | Rates                           |
| 01-Jun-16 | Wokingham BC                  | 160.00   | Rates                           |
| 01-Jun-16 | Wokingham BC                  | 353.00   | Rates                           |
| 01-Jun-16 | Wokingham BC                  | 895.00   | Rates                           |
| 01-Jun-16 | Wokingham BC                  | 1864.00  | Rates                           |
| 16-Jun-16 | Wokingham Borough Council     | 41.66    | Rates                           |
| 16-Jun-16 | Zoe Agar                      | 15.50    | Social media support            |

150753.72

## CLERKS IMPREST A/C

### List of Payments made between 01/06/2016 and 30/06/2016

| <u>Date Paid</u> | <u>Payee Name</u>      | <u>Amount</u> | <u>Paid</u>                        |
|------------------|------------------------|---------------|------------------------------------|
| 01-Jun-16        | (Personal Information) | 50.00         | Refund deposit                     |
| 02-Jun-16        | (Personal Information) | 94.72         | Starter motor-RY54 DBU             |
| 09-Jun-16        | (Personal Information) | 7.20          | Photos x 16 printed                |
| 13-Jun-16        | (Personal Information) | 50.00         | Refund deposit                     |
| 13-Jun-16        | (Personal Information) | 96.00         | Net pay-May 16                     |
| 17-Jun-16        | (Personal Information) | 50.00         | Refund deposit                     |
| 17-Jun-16        | (Personal Information) | 45.00         | Refund deposit                     |
| 20-Jun-16        | (Personal Information) | 50.00         | Refund deposit                     |
| 27-Jun-16        | (Personal Information) | 50.00         | Refund deposit                     |
| 27-Jun-16        | (Personal Information) | 50.00         | Refund deposit                     |
| 01-Jun-16        | Amazon UK Retail       | 15.76         | Laptop bag - OC                    |
| 07-Jun-16        | Amersham & Wycombe     | 50.00         | Staff training - exam              |
| 28-Jun-16        | Amersham & Wycombe     | 50.00         | Staff training - Ethics            |
| 17-Jun-16        | Brightons Newspaper    | 33.10         | Newspapers                         |
| 27-Jun-16        | CRB-Backup             | 44.11         | WTCMI backup software              |
| 02-Jun-16        | Dell Product           | 279.00        | Inspiron 3000s Laptop              |
| 29-Jun-16        | Eureka Direct          | 43.02         | First Aid supplies                 |
| 22-Jun-16        | Lloyds Bank            | 38599.75      | Net payroll June 2016              |
| 27-Jun-16        | Lloyds Bank            | 1.21          | Non-sterling trans fee IT software |
| 07-Jun-16        | MyMsOffice             | 44.98         | MS office 2013 software            |
| 01-Jun-16        | Safe Lincs             | 122.28        | Defib pad - adult pad-pak          |
| 14-Jun-16        | Wokingham BC           | 195.00        | Planning application fee           |
| 27-Jun-16        | Wokingham BC           | 336.00        | Inv paid twice in error            |

40357.13

## Woodley Town Council 2016/2017

### Current Account

#### List of Payments made between 01/07/2016 and 31/07/2016

|           |                                    |          |  |
|-----------|------------------------------------|----------|--|
| 22-Jul-16 | Alan Harland                       | 625.00   | Year end accounts support                  |
| 22-Jul-16 | Angel Springs Ltd                  | 287.14   | Rental dust mats                           |
| 22-Jul-16 | Arkell - Hurcombe-Bronzeworks      | 93.60    | Bronze plaque                              |
| 08-Jul-16 | Auricas Ltd                        | 4764.00  | Staff training courses /perf appraisal tng |
| 08-Jul-16 | Badminton England                  | 480.00   | Annual - Play Badminton framework          |
| 22-Jul-16 | BCM Group Plc                      | 18.55    | Service & maint photocopier WPLC           |
| 08-Jul-16 | BE Fuelcards Ltd                   | 0.62     | Admin charge                               |
| 15-Jul-16 | BE Fuelcards Ltd                   | 41.39    | BP Diesel-RY54DDU-33114                    |
| 22-Jul-16 | BE Fuelcards Ltd                   | 36.92    | Unlead petrol-depot                        |
| 22-Jul-16 | Bowak Ltd                          | 536.40   | Cleaning supplies                          |
| 22-Jul-16 | Bowak Ltd                          | 161.98   | Cleaning supplies                          |
| 15-Jul-16 | Brake Bros Foodservice Ltd         | 208.67   | Vending supplies                           |
| 22-Jul-16 | British Gas                        | 3060.17  | Electricity supply                         |
| 22-Jul-16 | Brown Bag Cafe Ltd                 | 1849.14  | Catering services                          |
| 15-Jul-16 | CCTV Direct Ltd                    | 484.10   | 3G pitch CCTV                              |
| 08-Jul-16 | Central Sports UK Ltd              | 410.00   | WPLC sport supplies                        |
| 01-Jul-16 | CF Corporate Finance               | 166.37   | Qtrly Photocopier charge                   |
| 22-Jul-16 | Churchill Contract Services Ltd    | 2325.47  | Contract cleaning                          |
| 22-Jul-16 | CoolerAid Ltd                      | 56.88    | Bottled water                              |
| 20-Jul-16 | Crown Gas & Power                  | 77.08    | Gas supply                                 |
| 20-Jul-16 | Crown Gas & Power                  | 84.72    | Gas supply                                 |
| 20-Jul-16 | Crown Gas & Power                  | 375.91   | Gas supply                                 |
| 20-Jul-16 | Crown Gas & Power                  | 380.05   | Gas supply                                 |
| 15-Jul-16 | EDF Energy 1 Ltd                   | 11.39    | Electric for clock tower - WTCMI           |
| 22-Jul-16 | Energy Electrical Distributors Ltd | 34.54    | Electrical supplies                        |
| 22-Jul-16 | Eurodec Ltd                        | 182.55   | Decorating supplies                        |
| 22-Jul-16 | Eurodec Ltd                        | 48.02    | Decorating supplies                        |
| 22-Jul-16 | Fraser Office Supplies Ltd         | 244.91   | Stationery supplies                        |
| 15-Jul-16 | HC Slingsby Plc                    | 118.06   | CCTV/refuse sacks                          |
| 22-Jul-16 | HC Slingsby Plc                    | 87.51    | Cycle rack & sign                          |
| 22-Jul-16 | HMRC Cumbernauld                   | 12181.53 | PAYE & NI Employers and employees          |
| 15-Jul-16 | John Stacey - Sons Ltd             | 696.00   | Allotment - skips                          |
| 22-Jul-16 | John Willis                        | 120.00   | Window cleaner                             |
| 22-Jul-16 | Just Around The Corner             | 5804.50  | Grant                                      |
| 08-Jul-16 | Lightatouch                        | 169.17   | Internal Audit service                     |
| 22-Jul-16 | Lister Wilder Ltd                  | 85.26    | Garden supplies                            |
| 14-Jul-16 | Lloyds Bank                        | 267.76   | Cardnet service charges                    |
| 14-Jul-16 | Mainstream Digital                 | 58.06    | Phone/qtrly rental                         |
| 15-Jul-16 | Merchant Rentals                   | 35.23    | Monthly cardnet machine charge             |
| 15-Jul-16 | MKR Electrical Services Ltd        | 78.00    | Electrical supplies                        |
| 22-Jul-16 | MKR Electrical Services Ltd        | 205.98   | Electrical supplies                        |
| 15-Jul-16 | Newsquest Media Group Ltd          | 749.64   | Staff recruitment advertisement            |
| 15-Jul-16 | Office Depot International UK Ltd  | 107.32   | Stationery supplies                        |
| 08-Jul-16 | P-H Direct Van Sales Ltd           | 253.21   | Vending supplies                           |
| 22-Jul-16 | P&H Direct Van Sales Ltd           | 149.60   | Vending supplies                           |
| 22-Jul-16 | P&H Direct Van Sales Ltd           | 305.12   | Vending supplies                           |
| 22-Jul-16 | Piercing Gance Ltd                 | 199.50   | Uniform - Oakwood Centre                   |
| 11-Jul-16 | Plus Net                           | 24.60    | PNET-Phone                                 |
| 22-Jul-16 | Prudential                         | 30.00    | AVC payment deducted from pay              |
| 15-Jul-16 | Reading Borough Council            | 3250.00  | Allotment lease payment                    |
| 15-Jul-16 | Rodnic Dorset Ltd                  | 240.00   | Service front doors - WPLC                 |



|           |                                     |          |                                     |
|-----------|-------------------------------------|----------|-------------------------------------|
| 15-Jul-16 | SGW Payroll Ltd                     | 158.78   | Payroll services                    |
| 08-Jul-16 | Southern Electric Contracting Ltd   | 1607.70  | Electricity supply                  |
| 22-Jul-16 | Southern Electric Contracting Ltd   | 743.42   | Electricity supply                  |
| 15-Jul-16 | SSE Southern Electric               | 511.86   | Electricity supply                  |
| 22-Jul-16 | Thames Valley Water Services Ltd    | 72.00    | Water testing                       |
| 11-Jul-16 | Thames Water                        | 156.40   | Water rates                         |
| 22-Jul-16 | The Berkshire Pension Fund          | 10975.14 | Pension - employers and employees   |
| 08-Jul-16 | The Garden Centre Group Trading Ltd | 103.88   | Garden supplies                     |
| 22-Jul-16 | The Letterworks Ltd                 | 648.00   | WTC Newsletter printing             |
| 15-Jul-16 | Traditional Local Cleaning Ltd      | 1862.62  | Contract cleaning                   |
| 15-Jul-16 | Travis Perkins Trading Co           | 226.39   | Building supplies                   |
| 22-Jul-16 | Unison Collection Ac                | 32.20    | Union fees deducted from pay        |
| 22-Jul-16 | Veolia ES - UK Ltd                  | 1002.71  | Refuse collection                   |
| 18-Jul-16 | Vodafone                            | 235.55   | phone                               |
| 08-Jul-16 | WFL UK Ltd                          | 1712.76  | Diesel - Depot                      |
| 01-Jul-16 | Wokingham BC                        | 42.00    | Rates                               |
| 01-Jul-16 | Wokingham BC                        | 160.00   | Rates                               |
| 01-Jul-16 | Wokingham BC                        | 353.00   | Rates                               |
| 01-Jul-16 | Wokingham BC                        | 895.00   | Rates                               |
| 01-Jul-16 | Wokingham BC                        | 1864.00  | Rates                               |
| 15-Jul-16 | Wokingham Borough Council           | 236.64   | Catering agreement - legal services |
| 27-Jul-16 | Woodley Carnival Committee          | 3000.00  | WTC sponsorship                     |
| 15-Jul-16 | Zoe Agar                            | 17.60    | Social media support                |

68879.27

## CLERKS IMPREST A/C

### List of Payments made between 01/07/2016 and 31/07/2016

| <u>Date Paid</u> | <u>Payee Name</u>           | <u>Amount Paid</u> |                                    |
|------------------|-----------------------------|--------------------|------------------------------------|
| 11/07/2016       | (Personal Information)      | 50.00              | Refund deposit                     |
| 20/07/2016       | (Personal Information)      | 50.00              | Refund deposit                     |
| 27/07/2016       | (Personal Information)      | 49.98              | Work Trousers x 2                  |
| 15/07/2016       | Alexander Devine Children's | 121.53             | Mayor's charity payment            |
| 21/07/2016       | ARC                         | 42.00              | Mayor's charity payment            |
| 15/07/2016       | Daisy's Dream               | 265.11             | Mayor's charity payment            |
| 12/07/2016       | DVLA Vehicle Tax            | 230.00             | Tax - KD51 WTW-Depot               |
| 21/07/2016       | Lilly-May Page Trust        | 186.00             | Mayor's charity payment            |
| 27/07/2016       | Lloyds Bank                 | 40614.64           | Net pay July 2016                  |
| 11/07/2016       | PETTY CASH A/C              | 118.64             | Top up - petty cash                |
| 15/07/2016       | Thames Valley Adventure     | 41.30              | Mayor's charity payment            |
| 15/07/2016       | Wokingham BC                | -2.50              | Refund on planning application fee |
|                  |                             | 41766.70           |                                    |

## Woodley Town Council 2016/2017

### Current Account

#### List of Payments made between 01/08/2016 and 31/08/2016

| <u>Date Paid</u> | <u>Payee Name</u>                  | <u>Amount</u> | <u>Paid</u>                             |
|------------------|------------------------------------|---------------|---|
| 12-Aug-16        | Arkell - Hurcombe-Bronzeworks      | 93.60         | Bronze plaque - Garden of Remembrance   |
| 31-Aug-16        | B & S Chains (Midlands) Ltd        | 144.31        | Swing spares - playground               |
| 19-Aug-16        | Badgemaster Ltd                    | 12.49         | Staff name badges                       |
| 19-Aug-16        | BCM Group Plc                      | 122.92        | Service & maint photocopier WPLC        |
| 12-Aug-16        | BE Fuelcards Ltd                   | 42.19         | Diesel-DY54DBU                          |
| 26-Aug-16        | BE Fuelcards Ltd                   | 36.92         | BP unleaded Depot                       |
| 19-Aug-16        | Bowak Ltd                          | 225.59        | Cleaning supplies                       |
| 12-Aug-16        | Brake Bros Foodservice Ltd         | 507.22        | Counter sales supplies                  |
| 19-Aug-16        | Brake Bros Foodservice Ltd         | 892.84        | Counter sales supplies                  |
| 31-Aug-16        | Brake Bros Foodservice Ltd         | 720.32        | Counter sales supplies                  |
| 19-Aug-16        | Brown Bag Cafe Ltd                 | 136.72        | Purchase of tablecloths                 |
| 25-Aug-16        | Brown Bag Cafe Ltd                 | 582.86        | Catering charged on behalf of Brown Bag |
| 24-Aug-16        | BT Direct Debits                   | 629.97        | Phone                                   |
| 24-Aug-16        | BT Direct Debits                   | 908.70        | Phone                                   |
| 23-Aug-16        | BT Group Plc                       | 122.76        | Phone                                   |
| 24-Aug-16        | BT Group Plc                       | 80.28         | Phone                                   |
| 24-Aug-16        | BT Group Plc                       | 80.28         | Phone                                   |
| 24-Aug-16        | BT Group Plc                       | 89.64         | Phone                                   |
| 25-Aug-16        | Chemically-Solved Ltd              | 322.45        | Paddling pool supplies                  |
| 19-Aug-16        | Churchill Contract Services Ltd    | 2325.47       | Contract cleaning WPLC                  |
| 19-Aug-16        | CoolerAid Ltd                      | 37.92         | Bottled water - Oakwood Centre          |
| 19-Aug-16        | Crown Gas & Power                  | 70.06         | Gas supply                              |
| 19-Aug-16        | Crown Gas & Power                  | 76.86         | Gas supply                              |
| 19-Aug-16        | Crown Gas & Power                  | 219.54        | Gas supply                              |
| 19-Aug-16        | Crown Gas & Power                  | 340.47        | Gas supply                              |
| 19-Aug-16        | Drews Ltd                          | 115.89        | Garden supplies                         |
| 25-Aug-16        | EDF Energy 1 Ltd                   | 11.48         | Electric for clock tower                |
| 25-Aug-16        | Energy Electrical Distributors Ltd | 51.00         | Electrical supplies                     |
| 12-Aug-16        | Eurodec Ltd                        | 73.92         | Decorating supplies                     |
| 25-Aug-16        | Eurodec Ltd                        | 170.73        | Decorating supplies                     |
| 31-Aug-16        | Fencing Products Ltd               | 197.08        | Building supplies                       |
| 19-Aug-16        | Fraser Office Supplies Ltd         | 159.24        | Stationery supplies                     |
| 19-Aug-16        | Fuel Fitness Ltd                   | 150.00        | Coach                                   |
| 19-Aug-16        | Gilbert Thompson                   | 548.00        | Newsletter distribution                 |
| 19-Aug-16        | HMRC Cumbernauld                   | 12266.20      | PAYE & NI-Employees and employers       |
| 30-Aug-16        | Information Commissioners Office   | 35.00         | Data Protection annual registration     |
| 12-Aug-16        | InTouch                            | 35.99         | Monthly website charge                  |
| 31-Aug-16        | InTouch                            | 35.99         | Monthly website charge                  |
| 25-Aug-16        | John Willis                        | 120.00        | Window cleaner                          |
| 19-Aug-16        | Laundry Depot                      | 126.00        | Wash/press tablecloths                  |
| 19-Aug-16        | Lister Wilder Ltd                  | 199.38        | Garden supplies                         |
| 12-Aug-16        | Lloyds Bank                        | 292.66        | Cardnet service charges                 |
| 19-Aug-16        | Lyreco UK Ltd                      | 51.48         | Stationery supplies                     |
| 12-Aug-16        | Mailcoms Ltd                       | 89.88         | Franking machine - cartridge            |
| 15-Aug-16        | Mainstream Digital                 | 0.22          | Phone                                   |
| 12-Aug-16        | Margaret Macknelly Design          | 256.50        | Woodley Herald - design work            |
| 19-Aug-16        | Masters Bookbinding Ltd            | 175.00        | Bookbinding - minutes                   |
| 15-Aug-16        | Merchant Rentals                   | 35.23         | Monthly cardnet machine charge          |
| 12-Aug-16        | P&H Direct Van Sales Ltd           | 331.63        | Counter sales supplies                  |

|           |                                   |          |   |
|-----------|-----------------------------------|----------|---|
| 19-Aug-16 | P&H Direct Van Sales Ltd          | 449.12   | Counter sales supplies                      |
| 31-Aug-16 | P&H Direct Van Sales Ltd          | 167.55   | Counter sales supplies                      |
| 31-Aug-16 | Pest Control Wokingham            | 55.00    | Wasp nest treatment                         |
| 11-Aug-16 | Plusnet Ltd                       | 24.60    | Phone                                       |
| 19-Aug-16 | PPL                               | 299.93   | Music performance licence                   |
| 19-Aug-16 | Prudential                        | 30.00    | AVC payment deducted from pay               |
| 31-Aug-16 | R and J Services                  | 240.00   | Welding for defibrillator - town centre     |
| 25-Aug-16 | Safety Signs & Notices Ltd        | 43.38    | Safety sign supplies                        |
| 31-Aug-16 | Seton                             | 93.00    | Snap frames for fire signs                  |
| 19-Aug-16 | SGW Payroll Ltd                   | 152.66   | Payroll services                            |
| 19-Aug-16 | Southern Electric Contracting Ltd | 3190.22  | Electricity supply & repairs - streetlights |
| 12-Aug-16 | Thames Valley Water Services Ltd  | 78.00    | Water testing                               |
| 01-Aug-16 | Thames Water                      | 80.90    | Water rates                                 |
| 01-Aug-16 | Thames Water                      | 860.73   | Water rates                                 |
| 01-Aug-16 | Thames Water                      | 2010.06  | Water rates                                 |
| 10-Aug-16 | Thames Water                      | 664.84   | Water rates                                 |
| 19-Aug-16 | The Berkshire Pension Fund        | 10721.08 | Pension - employers and employees           |
| 19-Aug-16 | Trade UK - BandQ                  | 250.76   | Building supplies                           |
| 19-Aug-16 | Trade UK - Screwfix               | 21.75    | Building supplies                           |
| 12-Aug-16 | Traditional Local Cleaning Ltd    | 1522.02  | Contract cleaning - Oakwood Centre          |
| 25-Aug-16 | Travis Perkins Trading Co         | 15.68    | Building supplies                           |
| 12-Aug-16 | Trinity Mirror PublishING Ltd     | 270.00   | WTCMI - Advertising                         |
| 19-Aug-16 | Trinity Mirror PublishING Ltd     | 180.00   | WTCMI - Advertising                         |
| 19-Aug-16 | Unison Collection Ac              | 32.20    | Union fees deducted from pay                |
| 25-Aug-16 | Veolia ES - UK Ltd                | 366.54   | Refuse collection                           |
| 18-Aug-16 | Vodafone Ltd                      | 235.72   | Phone                                       |
| 01-Aug-16 | Wokingham BC                      | 42.00    | Rates                                       |
| 01-Aug-16 | Wokingham BC                      | 160.00   | Rates                                       |
| 01-Aug-16 | Wokingham BC                      | 353.00   | Rates                                       |
| 01-Aug-16 | Wokingham BC                      | 895.00   | Rates                                       |
| 01-Aug-16 | Wokingham BC                      | 1864.00  | Rates                                       |
|           |                                   | 49720.62 |   |

## CLERKS IMPREST A/C

### List of Payments made between 01/08/2016 and 31/08/2016

| <u>Date Paid</u> | <u>Payee Name</u>      | <u>Amount</u> | <u>Paid</u>               |
|------------------|------------------------|---------------|---------------------------|
| 05-Aug-16        | (Personal Information) | 50.00         | Refund deposit            |
| 05-Aug-16        | (Personal Information) | 100.00        | Refund deposit            |
| 05-Aug-16        | (Personal Information) | 50.00         | Refund deposit            |
| 05-Aug-16        | (Personal Information) | 50.00         | Refund deposit            |
| 05-Aug-16        | (Personal Information) | 50.00         | Refund deposit            |
| 05-Aug-16        | (Personal Information) | 50.00         | Refund deposit            |
| 08-Aug-16        | (Personal Information) | 15.00         | Refund deposit            |
| 08-Aug-16        | (Personal Information) | 15.00         | Refund deposit            |
| 12-Aug-16        | (Personal Information) | 50.00         | Refund deposit            |
| 12-Aug-16        | (Personal Information) | 5.00          | Refund cancelled course   |
| 12-Aug-16        | (Personal Information) | 200.00        | Refund deposit            |
| 15-Aug-16        | (Personal Information) | 50.00         | Refund deposit            |
| 22-Aug-16        | (Personal Information) | 50.00         | Refund deposit            |
| 22-Aug-16        | (Personal Information) | 83.70         | Refund cancelled course   |
| 23-Aug-16        | (Personal Information) | 200.00        | Refund deposit            |
| 30-Aug-16        | (Personal Information) | 200.00        | Refund deposit            |
| 23-Aug-16        | AAT-Org.UK             | 90.00         | Annual student membership |

|           |                     |          |                         |
|-----------|---------------------|----------|-------------------------|
| 05-Aug-16 | Barbados & Friends  | 150.00   | Refund deposit          |
| 03-Aug-16 | Firstaid4less       | 40.26    | Compliant first aid kit |
| 24-Aug-16 | Lloyds Bank         | 39979.89 | August 2016-net payroll |
| 08-Aug-16 | PETTY CASH A/C      | 139.94   | Top up petty cash       |
| 01-Aug-16 | Pitchcare online    | 193.86   | Knapsack sprayer/paint  |
| 31-Aug-16 | Plumbfix            | 38.46    | Building supplies       |
| 01-Aug-16 | Plusnet Plc         | 44.39    | Phone                   |
| 31-Aug-16 | Post office Shop    | 15.94    | Elba A4 ring binders    |
| 18-Aug-16 | Ryman.co.uk         | 27.85    | Pukka receipt books     |
| 30-Aug-16 | Trade UK - Screwfix | 386.05   | Building supplies       |
|           |                     | 42325.34 |                         |

Woodley Town Council

## **BANK OF IRELAND ACCOUNTS**

### **REPORT OF THE TOWN CLERK**

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#### **Purpose of Report**

To propose that the Council close the three bank accounts it holds with the Bank of Ireland.

#### **Background**

The Council has three bank accounts with the Bank of Ireland, opened during the 1990s. These were used to hold a projects reserve, manage loan funds for the purpose of building the Oakwood Centre and to gain interest on balances which was paid at a higher rate at that time.

#### **Information**

Since the completion of the construction of the centre in 2003 these accounts have not been used for the day to day financial activities of the Council and were left with a small sum of around £1,000 in each account, initially in case another large project was undertaken. However, they have not been used for many years and in recent years have attracted little or no interest on the balances.

The Council's internal auditor has recommended that these accounts be closed; they are not used and are unlikely to be in the future. Under the Council's Financial Regulations the Council is required to approve changes to the Council's banking arrangements.

Any changes in signatories over the past five years have not been notified in respect of these accounts and a mandate to close the accounts will require two signatures of the five signatories on the bank's list to sign to close the account. One signatory is a serving member of Council, the others retired at the last election in 2015. The internal auditor has advised that it would be proper for two of signatories on the Bank of Ireland's list to sign the mandates to close these accounts, subject to their being informed that the Council had approved this course of action.

Alternatively, the Council would need to set up this year's signatories with the bank which would involve new mandates and documents being provided by five members of Council and then a further mandate being agreed to close the accounts. This is likely to be a lengthy process.

It is therefore proposed that the Committee recommend to Council that the three Bank of Ireland accounts be closed and that two of the signatories on the bank's existing list of signatories be presented with the Council's decision and be requested to sign the mandate to close the accounts.

#### **Recommendation:**

- ◆ **That Members recommend to Council that the three bank accounts held with Bank of Ireland be closed and that two signatories to those bank accounts be requested to sign the mandate to take this course of action.**

## **OAKWOOD CENTRE UPDATE**

### **REPORT OF THE DEPUTY TOWN CLERK**

---

#### **Purpose of Report**

To advise Members of current and planned marketing activities and operational issues relating to the Oakwood Centre.

#### **Oakwood Centre Update**

##### Staffing

A part time Venues Assistant has been recruited and is currently working regular Monday evening shifts and additional hours as required.

##### Catering

Officers continue to meet weekly with Brown Bag and the notes of the Catering Partnership meetings are covered under another agenda item.

##### Marketing

The Marketing/PR Coordinator has been developing the marketing plan for the Centre and will be attending the meeting to discuss progress on this.

##### Wedding Licence

The Oakwood Centre has been licensed for wedding ceremonies since it opened in 2004. The number of wedding ceremonies booked in the Centre has been very low over recent years with only two bookings since 2013. There are no current bookings for ceremonies in 2016/17 and 2017/18.

2013/2014 - 0

2014/2015 - 1

2015/2016 - 1

2016/2017 - 0

2017/2018 - 0

The cost for renewal of the licence is £1,953 for a period of three years. The charge made for a ceremony in the Centre is £230 meaning we would need three bookings per year over the three years to cover the cost of the licence. Wedding ceremony bookings do not necessarily mean that a reception is also booked at the centre.

The fees charged by the Registrar for carrying out ceremonies have increased in recent years. This makes it quite expensive to get married at the Oakwood Centre compared with a Registry Office ceremony. The wedding ceremony licence for the Oakwood Centre expired on 31 August 2016.

Officers do not believe that a marketing push on wedding ceremonies would be successful in bringing in the number of bookings required to make this a viable income stream for the Centre. It is proposed that marketing efforts and resources are focussed on other areas of the business and that Members consider whether to renew the licence for wedding ceremonies.

## **Room Hire**

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

Usage since last report:

### **Regular Hirers lost**

- Children's Services (Saturday - Interview Room). Will continue to book as required.

### **New Regular Hirers**

- Language School – All rooms twice per month
- Oddfellows Reading

### **New one-off hirers**

- Local Business
- Theatre group

### **Social events**

- Funeral x1
- Christening x1
- Birthday x1

### **Recommendations:**

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the renewal of the wedding licence for the Oakwood Centre.**

**APPENDIX A**

| Hirer                          | Apr-16 |           | May-16 |           | Jun-16 |           | Jul-16 |           | Aug-16 |           | Sep-16 |           | Oct-16 |           | Nov-16 |           | Dec-16 |           | Jan-17 |           | Feb-17 |           | Mar-17 |           |     |          |
|--------------------------------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|-----|----------|
|                                | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ | No     | Room<br>£ |     |          |
| <b>Summary of Bookings</b>     |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |     |          |
| Band A                         | 32     | 661.38    | 36     | 1124.03   | 21     | 436.10    | 20     | 456.03    | 20     | 404.86    | 22     | 315.28    | 22     | 309.04    | 20     | 273.62    | 15     | 238.20    | 12     | 131.94    | 12     | 131.94    | 12     | 131.94    | 12  | 131.94   |
| Band B                         | 10     | 357.91    | 5      | 246.65    | 3      | 418.34    | 2      | 146.66    | 4      | 380.84    | 1      | 45.42     | 0      | 0.00      | 0      | 0.00      | 2      | 243.34    | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
| Band C                         | 63     | 2706.42   | 81     | 2962.01   | 126    | 5438.31   | 60     | 2264.14   | 60     | 2343.92   | 38     | 1487.50   | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
| Band D                         | 47     | 2788.34   | 50     | 2366.71   | 54     | 3142.96   | 35     | 1875.02   | 39     | 2022.54   | 28     | 1458.78   | 14     | 420.85    | 12     | 306.68    | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
| Miscellaneous                  | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
|                                | 152    | 6514.05   | 172    | 6699.40   | 204    | 9435.71   | 117    | 4741.85   | 123    | 5152.16   | 89     | 3306.98   | 36     | 729.89    | 32     | 580.30    | 17     | 481.54    | 12     | 131.94    | 12     | 131.94    | 12     | 131.94    | 12  | 131.94   |
| <b>Cumulative</b>              |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |     |          |
| Band A                         | 32     | 661.38    | 68     | 1785.41   | 89     | 2221.51   | 109    | 2677.54   | 129    | 3082.4    | 151    | 3397.68   | 173    | 3706.72   | 193    | 3980.34   | 208    | 4218.54   | 220    | 4350.48   | 232    | 4482.42   | 244    | 4614.36   | 244 | 4614.36  |
| Band B                         | 10     | 357.91    | 15     | 604.56    | 18     | 1022.90   | 20     | 1169.56   | 24     | 1550.4    | 25     | 1595.82   | 25     | 1595.82   | 25     | 1595.82   | 27     | 1839.16   | 27     | 1839.16   | 27     | 1839.16   | 27     | 1839.16   | 27  | 1839.16  |
| Band C                         | 63     | 2706.42   | 144    | 5668.43   | 270    | 11106.74  | 330    | 13370.88  | 390    | 15714.8   | 428    | 17202.3   | 428    | 17202.3   | 428    | 17202.3   | 428    | 17202.3   | 428    | 17202.3   | 428    | 17202.3   | 428    | 17202.3   | 428 | 17202.3  |
| Band D                         | 47     | 2788.34   | 97     | 5155.05   | 151    | 8298.01   | 186    | 10173.03  | 225    | 12195.57  | 253    | 13654.35  | 267    | 14075.2   | 279    | 14381.88  | 279    | 14381.88  | 279    | 14381.88  | 279    | 14381.88  | 279    | 14381.88  | 279 | 14381.9  |
| Miscellaneous                  | 0      | 0         | 0      | 0.00      | 0      | 0.00      | 0      | 0         | 0      | 0.00      | 0      | 0         | 0      | 0         | 0      | 0         | 0      | 0         | 0      | 0         | 0      | 0         | 0      | 0         | 0   | 0        |
|                                | 152    | 6514.05   | 324    | 13213.45  | 528    | 22649.16  | 645    | 27391.01  | 768    | 32543.17  | 857    | 35850.15  | 893    | 36580.04  | 925    | 37160.34  | 942    | 37641.88  | 954    | 37773.82  | 966    | 37905.76  | 978    | 38037.70  | 978 | 38037.70 |
| <b>Type of Booking</b>         |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |     |          |
| Weddings                       | 0      | 0.00      | 0      | 0.00      | 2      | 243.34    | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
| Parties/Social Events          | 2      | 146.66    | 6      | 415.82    | 1      | 175.00    | 4      | 435.00    | 4      | 380.84    | 4      | 385.84    | 0      | 0.00      | 0      | 0.00      | 2      | 243.34    | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
| Theatre                        | 8      | 1073.75   | 5      | 425.42    | 9      | 1239.59   | 4      | 405.34    | 2      | 279.17    | 1      | 279.17    | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
| Public/National Orgs/Charities | 71     | 2500.49   | 95     | 3126.87   | 129    | 4976.07   | 61     | 1522.33   | 68     | 2360.02   | 43     | 1117.76   | 12     | 131.94    | 12     | 131.94    | 9      | 131.94    | 12     | 131.94    | 12     | 131.94    | 12     | 131.94    | 12  | 131.94   |
| Business                       | 22     | 1273.15   | 19     | 1243.34   | 21     | 1419.18   | 21     | 1236.26   | 23     | 1143.36   | 7      | 426.67    | 2      | 114.17    | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
| Community Groups               | 16     | 381.26    | 14     | 345.84    | 8      | 239.58    | 6      | 197.92    | 6      | 197.92    | 10     | 183.34    | 10     | 177.10    | 8      | 141.68    | 6      | 106.26    | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
| Miscellaneous                  | 33     | 1138.74   | 33     | 1142.11   | 34     | 1142.95   | 21     | 945.00    | 20     | 790.85    | 24     | 914.20    | 12     | 306.68    | 12     | 306.68    | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0      | 0.00      | 0   | 0.00     |
|                                | 152    | 6514.05   | 172    | 6699.40   | 204    | 9435.71   | 117    | 4741.85   | 123    | 5152.16   | 89     | 3306.98   | 36     | 729.89    | 32     | 580.30    | 17     | 481.54    | 12     | 131.94    | 12     | 131.94    | 12     | 131.94    | 12  | 131.94   |
| <b>Cumulative Income</b>       |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |        |           |     |          |
| Weddings                       | 0      | 0.00      | 0      | 0.00      | 2      | 243.34    | 2      | 243.34    | 2      | 243.34    | 2      | 243.34    | 2      | 243.34    | 2      | 243.34    | 2      | 243.34    | 2      | 243.34    | 2      | 243.34    | 2      | 243.34    | 2   | 243.34   |
| Parties/Social Events          | 2      | 146.66    | 8      | 562.48    | 9      | 737.48    | 13     | 1172.48   | 17     | 1553.32   | 21     | 1939.16   | 21     | 1939.16   | 21     | 1939.16   | 23     | 2182.50   | 23     | 2182.50   | 23     | 2182.50   | 23     | 2182.50   | 23  | 2182.50  |
| Theatre                        | 8      | 1073.75   | 13     | 1499.17   | 22     | 2738.76   | 26     | 3144.10   | 28     | 3423.27   | 29     | 3702.44   | 29     | 3702.44   | 29     | 3702.44   | 29     | 3702.44   | 29     | 3702.44   | 29     | 3702.44   | 29     | 3702.44   | 29  | 3702.44  |
| Public/National Orgs/Charities | 71     | 2500.49   | 166    | 5627.36   | 295    | 10603.43  | 356    | 12125.76  | 424    | 14485.78  | 467    | 15603.54  | 479    | 15735.48  | 491    | 15867.42  | 500    | 15999.36  | 512    | 16131.30  | 524    | 16263.24  | 536    | 16395.18  | 536 | 16395.18 |
| Business                       | 22     | 1273.15   | 41     | 2516.49   | 62     | 3935.67   | 83     | 5171.93   | 106    | 6315.29   | 113    | 6741.96   | 115    | 6856.13   | 115    | 6856.13   | 115    | 6856.13   | 115    | 6856.13   | 115    | 6856.13   | 115    | 6856.13   | 115 | 6856.13  |
| Community Groups               | 16     | 381.26    | 30     | 727.10    | 38     | 966.68    | 44     | 1164.60   | 50     | 1362.52   | 60     | 1545.86   | 70     | 1722.96   | 78     | 1864.64   | 84     | 1970.90   | 84     | 1970.90   | 84     | 1970.90   | 84     | 1970.90   | 84  | 1970.90  |
| Miscellaneous                  | 33     | 1138.74   | 66     | 2280.85   | 100    | 3423.80   | 121    | 4368.80   | 141    | 5159.65   | 165    | 6073.85   | 177    | 6380.53   | 189    | 6687.21   | 189    | 6687.21   | 189    | 6687.21   | 189    | 6687.21   | 189    | 6687.21   | 189 | 6687.21  |
|                                | 152    | 6514.05   | 324    | 13213.45  | 528    | 22649.16  | 645    | 27391.01  | 768    | 32543.17  | 857    | 35850.15  | 893    | 36580.04  | 925    | 37160.34  | 942    | 37641.88  | 954    | 37773.82  | 966    | 37905.76  | 978    | 38037.70  | 978 | 38037.70 |



**Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 15 July 2016 at 10.30 am**

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**Present:** *Councillors: M Green (Chairman), S. Brindley, R Dolinski, J. MacNaught, S Rahmouni*

**Officer present:** *K Murray, Deputy Town Clerk  
A Mulvany, Bookings and Venues Manager  
P Temmink*

**Also present:** *S Rolfe – Brown Bag*

**Apologies:** *T Edwards – Brown Bag*

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**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Actions from previous meeting**

KM reported that:

- *KM to follow up on fridge seals, oven installation and replacement fridge. **COMPLETE***
- *KM to arrange meeting with Marketing Coordinator, BB and Venues & Bookings Manager. **COMPLETE***
- *KM/TE/SR/AM to discuss inclusion of BB logo/information on signage in the park, leisure centre and at the front of Oakwood Centre. **ONGOING***
- *Fire training for Brown Bag staff - **ONGOING***

**3. Update on catering operation**

SR circulated the turnover figures for the month. SR reported that they were hoping for good weather through August to make the most of the outside seating space. It was noted that there were several catered social functions in July and August.

SR updated the meeting on the new menu range including jacket potatoes and ice cream pots.

**4. Customer Feedback**

It was noted that customer feedback from the comments box had been positive. KM reported that the customer satisfaction forms would be coming into use for all bookings in the Centre.

**5. Marketing**

PT provided feedback on current marketing activities and made suggestions for new marketing to attract more people. Further marketing opportunities were discussed and it was agreed that PT would provide further information, suggestions and advice directly to SR outside of the meeting.

**ACTION:**

*PT to provide suggestions for improved marketing to SR.*

*SR to report progress on marketing activities to next meeting.*

**6. Woodley Womens Club**

The meeting discussed the request from Woodley Womens Club to be allowed to provide its own catering for certain bookings during the year. It was agreed by all Members of the Council on the Partnership that the request should not be granted as it may set a precedent for other hirers and that this would ultimately have a negative impact on the catering business at the Centre. It was noted that community groups are already supported through the discounted room hire rates. It was noted that the Partnership was the appropriate meeting for such requests to be considered and that the decision provided a steer for Officers in implementing the catering policy for the Centre.

**7. Upcoming Events**

The upcoming social functions and theatre bookings were noted.

**8. Future Agenda Items**

Update on marketing activities.

**9. Date of next meeting**

Friday 19th August at 10am.

Meeting closed 12.00 pm

**Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 19 August 2016 at 10.00 am**

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

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**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Actions from previous meeting**

KM/SR reported that:

- *PT had provided marketing and social media suggestions and that these were being worked on.*
- *Fire training for Brown Bag staff - **ONGOING***

**3. Update on catering operation**

SR circulated the turnover figures for the month and reported that August had been the best month so far.

It was suggested that patio heaters may be an option for use in the winter months.

***ACTION: KM/SR to find more information.***

**4. Customer Feedback**

SR reported positive feedback had been received from recent functions and that they had received a comment regarding access for blind people.

**5. Marketing**

SR reported the following marketing activities:

- Food tasting to passers by at the front of the Centre.
- New menu boards.
- Website has been updated. New website is being developed.
- Social media posting has increased and links made to the Oakwood Centre sites.
- Banner installed on side of building and flag banners going out daily in the park.

**7. Upcoming Events**

The upcoming social functions and theatre bookings were noted.

**8. Future Agenda Items**

None were suggested.

**9. Date of next meeting**

Thursday 22 September at 10am.

Meeting closed 10.25 am

Woodley Town Council

**Minutes of a Meeting of the Urgency Committee held at Woodford Park Leisure Centre on Friday 26 August 2016 at 11am**

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**Present:** Councillors: T. Barker (Chairman for the meeting), K. Baker, J. Cheng, W. Soane

**Officers present:** D. Mander, Town Clerk; K. Murray, Deputy Town Clerk

Under Standing Order 8, Delegated Powers, these matters were put before the Urgency Committee because it was believed to be in the Council's interest for these matters to be considered without delay, in order to meet the timescales set.

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

- ◆ To appoint Councillor Barker as Chairman for the meeting.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

3. **RESOLVED:**

- ◆ **That in view of the confidential nature contained in the report about to be transacted in relation to commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw.**

4. **WOODLEY PRE SCHOOL**

Report No UC3/16 was considered by the Committee following a visit to a possible site for a separate Pre School building in Woodford Park. The Pre School has the opportunity to apply for Government funding for such a project and has requested that the Council consider making a site available for this purpose.

Members noted the comments that other councillors had made regarding this matter. During their discussion they believed that this and another site in Woodford Park could be considered as potential sites. However, there were many matters that would require further investigation and consideration, given that this was an early stage of the bid application process.

**RESOLVED:**

- ◆ That the Council supports the proposal for the installation of a new building for Woodley Pre School in Woodford Park in principle and subject to;
  - Confirmation that the Council has the power in law to lease the land for this purpose

- Investigation and confirmation that any proposed site is feasible and suitable e.g. connection to utilities, access, car parking etc
- Agreement on lease terms and ground rent
- Confirmation that all costs associated with the proposal are borne by the pre school
- any other factors that arise being resolved to the Council's satisfaction and agreement.

5. **FITNESS GYM EQUIPMENT PROCUREMENT**

The Deputy Town Clerk presented Report No. UC4/16 which set out the tenders received, prices and scoring of key areas broken down into essential and desirable categories. The tenders had been scored by officers independently. The recommendation to Members was to appoint Pulse Fitness, who had tendered the lowest price and achieved the best score on the essential and desirable criteria.

In response to questions the Deputy Town Clerk confirmed that the company was the supplier to other local gyms and had a good track record in the fitness industry. The after sales service had scored well in comparison to the other tenders received and the company's percentages on first time fix and repairs were good. It was also noted that the quoted monthly cost covered the whole 5 year contract period. The Deputy Town Clerk confirmed that the Leisure Services Manger had visited other sites to compare quality and customer experience.

**RESOLVED:**

- ◆ To award the five year contract to supply fitness equipment in the new gym at Woodford Park Leisure Centre to Pulse Fitness.

The meeting closed at 12.15

## **FITNESS GYM UPDATE**

### **REPORT OF THE DEPUTY TOWN CLERK**

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#### **Purpose of Report**

To advise Members of progress on the building works associated with the fitness gym project at Woodford Park Leisure Centre.

#### **Project Update**

A Certificate of Lawful Development has been received, confirming that there are no further planning considerations with the building works and usage of the space for a fitness gym.

Loan approval has been received from the Department of Communities and Local Government to carry out the building works and the loan from the Public Works Loan Board was drawn down on 31 August 2016.

Quotes for the various elements of the refurbishment work were received, contractors selected and a start up meeting with the contractors took place on 16 August 2016. The refurbishment work has now started with completion expected in the first week of December. The project schedule is attached at **APPENDIX A**.

#### **Fitness Equipment**

The contract for the provision of gym equipment was advertised and posted on the government Contracts Finder website. Six tender submissions were received and each scored according to how well they matched the criteria in the tender.

Pulse Fitness was selected as the preferred supplier under a 5-year lease contract. The appointment was considered at a meeting of the Urgency Committee on 26 August 2016.

The Leisure Services Manager has developed draft membership packages to be considered by the Committee under a separate agenda item.

#### **Recommendations:**

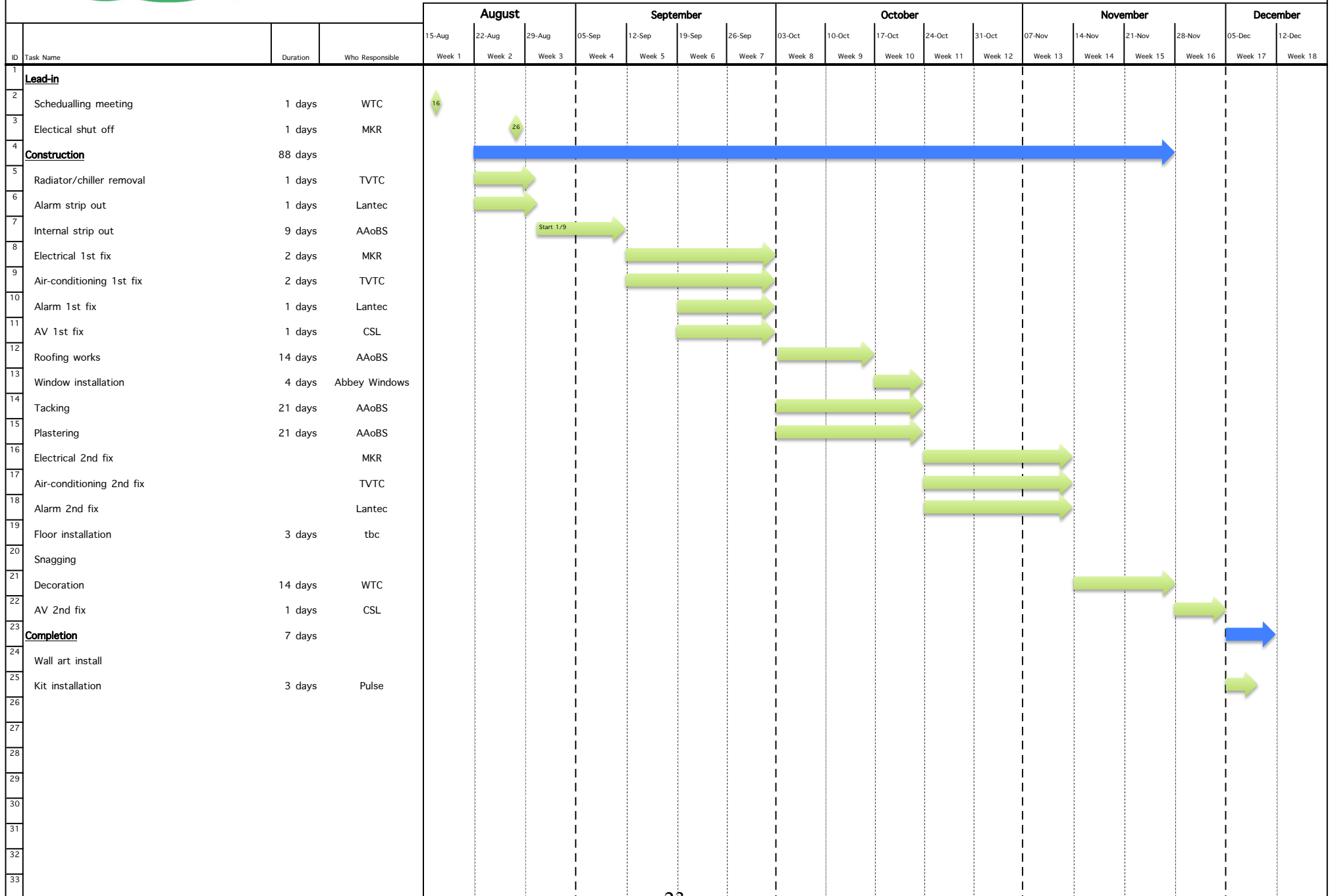
- ◆ **That Members note the information contained in the report.**



# Woodford Park Leisure Centre - Gym on the Park

## Project Programme

## APPENDIX A



**Minutes of the Woodley Town Centre Management Initiative Management Committee held at 6pm on 6 July 2016.**

**Present**

|            |                     |           |   |
|------------|---------------------|-----------|---|
| J Lherbier | Town Centre Manager | C Lawley  | Woodley Resident                        |
| M Holmes   | Chairman            | J Wright  | Woodley Resident                        |
| M Norris   | Vice Chairman       | S Smith   | Woodley Resident & Woodley Women's Club |
| R Dolinski | WTC/WBC Councillor  | M Perry   | Woodley Resident & Woodley Women's Club |
| C Towse    | PCSO                | M Millard | Woodley Resident                        |
| D Fry      | PCSO                | H Taylor  | Waitrose Representative                 |
| H Beilby   | WTC Admin Officer   |           |   |

**Apologies**

Cllr K Baker, Cllr K Haines, Cllr D Mills, I Hills, T Kirkpatrick, G Davies, M Smith, J Hare, J Yule, A Nicholls, M Stimler

The Chair welcomed everyone to the meeting and everyone present introduced themselves.

**Appointed Representatives to WTCMI for this municipal Year 2016 / 2017**

The appointments of Wokingham Borough Council WTCMI representatives, Cllr Keith Baker and Cllr K Haines, with Cllr B Rowland as substitute were noted.

The appointments of Woodley Town Council WTCMI representatives, Cllr D Mills and Mrs M Holmes were noted.

**Minutes of the WTCMI meeting held on Wednesday 13 April 2016 & Executive Sub Committee held on 27 April 2016**

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

**Questions through the Chair**

C Lawley enquired as to what was happening with the investigation into the damage caused by storm Katie in March 2016.

The Town Centre Manager advised that the investigation involving the authorities, took place 3 to 4 weeks after the incident, although he had heard nothing back. However, the responsibility lay with the scaffold company to whom all claims will be registered.

C Lawley also enquired as to whether the scaffolding and sheeting should have been removed previously. JL confirmed that a 6-month extension for the work had been granted until the end of June 2016.

The Town Centre Manager has made Woodley Town Council aware that he will be making a claim through themselves for the damaged Christmas lights. He has a meeting in the next week with regards to a quote.

**Police Report**

PCSO C Towse reported:

There have been no recent thefts of cycles and the investigation of purse thefts was on going, with arrests expected.

Arrests had been made with regards to shop lifting incidents and PCSO C Towse will update the committee with the outcome.

Two young males had been arrested in connection with a racially aggravated assault, however, PCSO C Towse did not believe there had been an increase locally in racial abuse.

Problems have occurred with a particular group that come into Woodley from another area, Police are dealing with this at every possibility, help is needed from local residents to report any incidents as and when they occur.

The Town Centre Manager complained of cyclists riding through the town centre, proving a danger to pedestrians, especially at busy times and when events are taking place. The cyclists were mainly young teenagers who, when confronted could be aggressive and threatening.

Cllr Dolinski pointed out that there was also a problem with some mobility scooters.

The eyelevel no cycling signs have been removed (reason unknown) and the painted signs on the paving, do not appear to deter most cyclists.

C Lawley suggested that perhaps a publicised arrest would deter others and M Millard suggested a cycle path through the town centre.

PCSO C Towse said she would make the local team aware and continue to do what they could, including working with the local community warden. She also suggested that Sam Milligan with 'Just Around the Corner' - (JAC) could get involved.



Cllr Dolinski will confirm with Wokingham Borough Council as to why the no cycling signs had been removed and as to whether the faded and worn signs on the ground could be re-painted by their Highways department. There had also been an incident with youths climbing the mistral/sail over the children's play area in the town centre, which had been recorded and seen on social media. PCSO C Towse will be viewing this and advised that photographic evidence of any anti-social behaviour would be welcome.

M Norris asked about the current situation regarding the travellers that had appeared on the Bulmershe fields. PCSO C Towse confirmed the Police and Wokingham Borough Council were fully aware of this issue and the matter should be resolved within the next couple of days as an eviction process had already begun.

#### **Financial & Budget Reports - Final Audited Report 2015 /2016 (Agenda item 6)**

Current bank balance of £41,264.55 as of end of May 2016 has been officially finalised and audited. The loss £37,437.00 shown is due to the contribution of £40,000.00 paid by the WTCMI toward the North End improvements. [made up of: £30,000 from WTCMI funds and £10,000 from our Mary Portas award] It was noted that the charges from Woodley Town Council for the "Shared admin cost" to the WTCMI had increased by 53% since 2009/2010, whilst the contribution or Grants from the Town & Borough Councils had remained the same. WTCMI was not informed of the increases which results in having to juggle the budget to cover them.

Cllr Dolinski will be taking these matters up with WTC and WBC on behalf of WTCMI and report back. It was agreed that the Budget Report should always be dated with the day, as well as the month and year. The Final Audit Report was agreed and signed by the Chair M Holmes, and noted that Mr. Allan Harland has agreed to be our auditor for 2016/2017.

#### **Town Centre Managers Report (Agenda item 6)**

The Town Centre Manager presented his report.

*Greggs* - The refurbishment has been completed and is looking good. They also hope to get permission from WBC for 4 tables and 8 chairs to be sited underneath the overhead canopy outside their shop soon.

*Waitrose* - After a delay obtaining quotes and surveyor reports, work has begun on the Waitrose roof, damaged in storm Katie in March 2016. The scaffolding will be erected in the next week and a half, with an estimated completion time of 6 weeks from then, assuming there is no further unexpected structural damage. Once the work has been done the plant and garden product display will resume outside.

*Cargo* - part of these premises have now been let to 'TheWorks. Co.uk', which stocks books, art & craft materials etc. Although this could be worrying for the independent bookshop, it is the individual landlord's decision and they will let to tenants who will commit to the lease and pay the rent as opposed to having empty premises.

*Jazzi Chicken* remains empty.

The last two new businesses have been National chains, presumably making Woodley an attractive opportunity, which together with the work planned for the North End may help with any lettings.

It was pointed out that the car park figures since November were 48000 tickets less in the last year, however, it was noted that this could be due to the figures for one car park having not been included.

Car parking charges: September will bring the final decision at WBC as to whether Woodley will keep the 10p per 'one hour' daytime increase, as opposed to introducing evening and weekend charges in the rest of WBC. WTCMI will be keeping a close eye on the situation.

Waitrose confirmed that they will be prepared to accommodate the 10p increase.

It was reiterated that parking charges 24/7 would be a terrible mistake and could damage business in the Town Centre.

*Defibrillator* – the metal plate has been welded in place on the clock tower in preparation for the installation of the defibrillator on Friday 8 July.

#### **North End Improvements**

The tender for the north end improvements is still being assessed. The work is due to be completed by 29 October 2016. However, in the eventuality that this is not possible, the work may not begin until early next year. JL feels this would be the better option, as this would have the least effect on traders, those using the Town Centre and the Pagoda.

Contact at Wokingham Borough Council – Angie Gibson.

Meeting ended 7.40pm

**Date of next Management Committee Meetings 2016:** Wednesday 26 October – 6pm

|                              |                                | Est Project Cost  | Comment   |
|------------------------------|--------------------------------|-------------------|---|
| <b>Priority Projects</b>     |                                |                   |   |
| Woodford Park Leisure Centre | Regeneration                   | 1m - 5m           | Currently investigating options for regeneration and potential funding. Project may include fitness gym, dance studio, sports hall extension, refreshments area, indoor play.   |
| Woodford Park Lake           | Desilt, path repair, redesign, | 100,000           | Project to include desilting, new planting design, reed beds, biodiversity assessment, path repairs/replacement, timber edge repairs/replacement. Significant cost associated with removal of silt. May be possible to reuse some on site. Project plan required. |
| Woodley Precinct             | North End Regeneration         | 100,000 - 300,000 | Project currently being developed - Project will be led by WBC with WTC and WTCMI as project partners. Funding from WTCMI and Section 106   |

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**Woodley Town Council Premises/Property**

|                 |   |                  |   |
|-----------------|---|------------------|---|
| Malone Park     | Upgrade Play Equipment  | 50,000 - 100,000 | Some new equipment installed in 2014. Several items approx 30 years old but in servicable condition |
| Memorial Ground | Upgrade Play Equipment  | 50,000 - 100,000 | All equipment approx 30 years old but in servicable condition                                       |
| Wheble Drive    | Upgrade Play Equipment  | 20,000           | Limited equipment at this site - x1   |
| Woodford Park   | Development of Youth area in Woodford Park                        | not known        | Potential for new or refurbished youth shelter. Additional street art walls.                        |
| Woodford Park   | Lighting, refurbishment of pathways, entrance/access improvements | 50,000 - 100,000 | General improvements to park infrastructure   |

**Wider Woodley Projects - (for consideration by Community Services Committee)**

|                                    |  |           |                           |
|------------------------------------|--|-----------|---------------------------|
| Southlake Crescent Amenity project | Multi use gym project for residents in Southlake Crescent/Hearn Road area  | 16,000    | Wokingham Borough Council |
| Kingfisher Drive                   | Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive  | 16000     | Wokingham Borough Council |
| Spitfire Way                       | Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops                                    | 50,000    | Wokingham Borough Council |
| Headley Road                       | Pedestrian crossing installation or equivalent outside the Oakwood Centre  | 50,000    | Wokingham Borough Council |
| Howth Drive                        | Pedestrian crossing installation as near as possible to Bader Court  | 50,000    | Wokingham Borough Council |
| Colemans Moor Road                 | Traffic calming  | Not known | Wokingham Borough Council |
| Howth Drive                        | Remove ruined grass verges and replace them with large parking bays  | Not known | Wokingham Borough Council |
| Kingfisher Drive                   | Remove ruined grass verges and replace them with large parking bays  | Not known | Wokingham Borough Council |
| Woodwaye                           | Improved lighting. This is used as a cut through at night, residents have asked for better lighting which would make them feel safer | Not known | Wokingham Borough Council |
| Ashbury Park                       | BMX track  | Not known | Wokingham Borough Council |

**MINUTES OF A MEETING OF THE  
BOROUGH PARISH LIAISON FORUM  
HELD ON 4 JULY 2016 AT 7.00 - 8.25 PM**

**Councillors Present**

Michael Firmager, John Halsall John Jarvis and Beth Rowland

**Parish/Town Council Representatives**

|                |                              |
|----------------|------------------------------|
| Pam Stubbs     | Barkham Parish Council       |
| Jackie Jeffrey | Charvil Parish Council       |
| Brian Wedge    | Earley Town Council          |
| Bill Luck      | Earley Town Council          |
| Roland Cundy   | Finchampstead Parish Council |
| Dawn Peer      | Shinfield Parish Council     |
| Peter Sampson  | Swallowfield Parish Council  |
| Roy Mantel     | Twyford Parish Council       |
| Martin Bishop  | Wokingham Town Council       |
| David Mills    | Woodley Town Council         |

**Officers**

Neil Carr (Principal Democratic Services Officer), Dave Allen (Communities and Engagement Manager), John Spurling (Service Manager, Land Use and Transport), Josie Wragg (Head of Community Services) and Helene Raynsford (Service Manager, Family and Wellbeing)

**1. ELECTION OF CHAIRMAN**

Councillor Michael Firmager was nominated as Chairman by Councillor John Halsall and seconded by Councillor John Jarvis.

**RESOLVED** That Councillor Michael Firmager be elected as Chairman of the Borough Parish Liaison Forum for the 2016/17 Municipal Year.

**2. APPOINTMENT OF VICE-CHAIRMAN**

Councillor Roy Mantel was nominated as Vice-Chairman by Councillor John Bowley and seconded by Councillor John Halsall.

**RESOLVED** That Councillor Roy Mantel be appointed as Vice-Chairman of the Borough Parish Liaison Forum for the 2016/17 Municipal Year.

**3. APOLOGIES**

Apologies for absence were submitted by the following:

Borough Councillors: David Chopping and Clive Jones.

Town and Parish Councillors: Carol Bulman, Tony Farnese, Trefor Fisher, Laurence Heath and Mark Picken.

Other Representatives: Liz Halson and Roger Loader

**4. NOTES OF PREVIOUS MEETING**

The Notes of the meeting held on 4 April 2016 were agreed as a correct record and signed by the Chairman.

## **5. DECLARATION OF INTEREST**

There were no declarations of interest.

## **6. SUPPORTING VULNERABLE CHILDREN AND FAMILIES IN THE COMMUNITY**

The Forum received a presentation from Helene Raynsford, Service Manager, Family and Wellbeing, on the ongoing review of community and voluntary activity across the Borough. The presentation explored the potential for more joined-up working between the Borough Council and Town and Parish Councils in relation to resilience and enabling self-help for local communities.

The presentation highlighted the existing structure of the Borough's Community Safety Partnership and the linkages between the key stakeholders. It also set out how the demand for services was mapped using data from the police, WBC's contact centre, counselling, mental health and voluntary services. The aim was to develop a new way of working and input from Town and Parish Councils was welcomed at an early stage.

Members of the Forum raised the following issues:

- A number of voluntary and community groups, such as ARC, were already providing counselling and support for individuals and families at risk. It was confirmed that the Borough Council would continue to build on existing relationships with local groups to establish key priorities and would develop the commissioning model to address the demand for services.
- At a time when the Borough Council's funding was reducing was it reasonable to expect Town and Parish Councils and the voluntary sector to take on additional responsibilities. It was confirmed that the Borough Council would be undergoing significant organisational change and the aim was to look at new ways of working to ensure that key services were protected. This could include the commissioning of services which were currently undertaken by the Borough Council.

### **ACTION That:**

- 1) Helene Raynsford be thanked for the presentation;
- 2) Town and Parish Councils consider how they wish to pursue further discussions on this matter;
- 3) Helene Raynsford facilitate further discussions with Town and Parish Councils through individual visits or group workshops as necessary;
- 4) Helene Raynsford circulate a fact sheet to the Town and Parish Councils;
- 5) the presentation slides be circulated to members of the Forum;
- 6) a further presentation be submitted to the Forum in due course.

## **7. GROUNDS MAINTENANCE CONTRACT**

The Forum received a presentation from Josie Wragg, Head of Community Services, on the operation of the new grounds maintenance contract in relation to grass cutting.

Members of the Forum were reminded that the new contract had commenced on 1 April 2016 following a joint procurement with the Royal Borough of Windsor and Maidenhead.

The new contract focussed on key quality outcomes rather than routine grass cutting to a fixed schedule. The contract also focussed on biodiversity which included the maintenance of areas of longer grass and wildflowers.

The presentation highlighted measures implemented to address complaints about the growth of grass in urban areas. This included the deployment of two contractor “hit squads” who were working in priority areas of the Borough.

Members of the Forum raised the following points:

- A significant number of complaints had been received about the length of grass and associated problems such as hay fever. The aspiration to develop wildflower meadows was welcomed, but this required active management of grassed areas. It was confirmed that the hit squads were available to tackle problem areas and Town and Parish Members were encouraged to contact the Borough Council’s Cleaner and Greener team with details of specific issues.
- It was reported that the Coppid Beech roundabout was in a poor condition and had suffered as a result of the recent roadworks. It was confirmed that the roundabout had not been handed back by the contractor which carried out the roadworks. The roundabout’s grassed area would be brought back to its previous condition in due course.
- A number of complaints related to dog fouling in areas of long grass. This made it more difficult for dog walkers to clear up. It was confirmed that the responsibilities of dog walkers remained and Officers would seek to remind residents of their obligations.
- There was some evidence of poor work by the contractor, for example in relation to weed clearance at the side of roads. It was confirmed that Peter Baveystock, Service Manager, Cleaner and Greener, would be happy to pursue any specific complaints about the quality of work.
- It was felt that the Town and Parish Councils could have provided useful input into the new ways of working and priority areas prior to the contract being finalised. It was confirmed that Officers were happy to meet with Town and Parish representatives on site to discuss specific issues and priority areas.

**ACTION:** That

- 1) Josie Wragg be thanked for the presentation;
- 2) Town and Parish representatives contact the Borough Council’s Cleaner and Greener team to discuss specific issues and priority areas for grass cutting during the summer;
- 3) the presentation slides be circulated to members of the Forum.

## **8. LOCAL PLAN UPDATE**

The Forum received a presentation from John Spurling, Service Manager, Land Use and Highways on progress relating to the update of the Local Plan and the next steps in the process.

The presentation outlined the various stages in developing the draft Local Plan, viz:

- Early stakeholder and community engagement;

- Issues and Options consultation;
- Development of options based on evidence and information gathered;
- Preferred options consultation.

The presentation envisaged that the process would culminate in the adoption of the updated Local Plan in May 2019. Including an Issues and Options stage in the process would enable feedback from Town and Parish Councils to be considered at an early stage and would ensure alignment with the other Berkshire unitary authorities. The Issues and Options stage would seek feedback and ideas relating to the following issues:

- The approach to where development should proceed;
- Homes for different groups, e.g. vulnerable people, gypsies and travellers;
- The approach to increasing the types and quantity of jobs;
- Protection of the natural and historic environment.

The next steps in the process were confirmed as a report to the Borough Council's Executive on 28 July 2016, followed by an 8 week consultation starting on 4 August 2016. Officers would be seeking to engage with residents about Issues and Options by attending festivals and events, targeting harder to reach groups and a social media campaign.

Members raised the following issues:

- What was the potential impact of a recent Planning decision which questioned the Borough Council's 5 Year Land Supply? It was confirmed that a recent planning appeal decision had stated that the Council did not have a sufficient 5 Year Land Supply in place. Officers' view was that the current land supply was sufficient. A legal view was being sought as to whether the Planning Inspector's view could be challenged.
- There was evidence that developers were seeking to pressurise Town and Parish Councils about the need for additional housing development. It was confirmed that Officers would provide some guidance to the Town and Parish Councils on appropriate legal wording to use in communication with developers, pending the legal advice.
- What were the potential implications of Brexit on future development across the Borough? It was felt that, as more economic and other data became available, the implications would need to be considered as part of the Local Plan process in order to ensure that evidence was robust.
- Would the process allow the Town and Parish Councils to examine the proposed development sites before the Borough Council began the detailed analysis stage? It was confirmed that the process would enable the Towns and Parishes to look at the proposed sites. Specific comments on the sites were not being asked for at the Issues and Options stage (due to commence on 4 August 2016, subject to Executive approval) as the sites had not been analysed. However, it was recognised that people may choose to submit comments about the sites. The analysis of sites would be presented as part of the Preferred Options stage (programmed for July/August 2017) and comments would be invited during that stage about the sites as well as comments on other topics.
- What were the implications for the Local Plan update of the ongoing Green Belt review? It was confirmed that the ongoing review was providing evidence in support of the five purposes of the Green Belt set out in the National Planning Policy Framework.

It was important that a strong evidence base was established as Planning Inspectors were likely to ask about the Green Belt at the Local Plan examination.

- There was evidence that developers were seeking to pressurise Town and Parish Councils about the need for additional housing development. It was confirmed that the Land Supply and Highways team would provide some guidance to the Town and Parish Councils on appropriate legal wording to use in communication with developers.

**ACTION** That:

- 1) John Spurling be thanked for the presentation;
- 2) copies of the presentation slides be circulated to Members of the Forum;
- 3) a Glossary of planning terms and acronyms be circulated to Town and Parish Councils along with guidance about the 5 Year Land Supply position.

## **9. BUDGET ENGAGEMENT PLAN**

Further to the discussion at the Forum meeting on 4 April 2016, David Allen, Community and Engagement Officer, reported on progress in developing the Borough Council's Budget consultation exercise for 2016. The 2015 consultation exercise was considered to have been useful, but had only attracted a small number of residents. This was possibly due to the locations used or the content matter, or a combination of the two.

Members of the Forum were invited to comment on the emerging consultation process for 2016 including ideas for more effective locations.

Members of the Forum raised the following issues:

- It was felt to be very difficult to attract residents to public meetings about public finance. It was important, therefore, to find new ways of delivering key messages and engaging with the public.
- Some members of the Forum felt that the public Budget consultation would not attract significant numbers of residents and, therefore, was not an effective use of limited resources. It was felt that Members were elected to make key decisions on the use of resources and to communicate the outcomes to their constituents.
- The increasing pressure on Borough Council budgets was noted. Town and Parish Council representatives also noted the move towards more joined-up working, as discussed earlier in the meeting.

**ACTION:** That Borough Council Officers feed the Forum's views into the planning process for the 2016 Budget consultation process.

## **10. FUTURE AGENDA ITEMS**

The Forum discussed potential items for consideration at future meetings. The Chairman reminded Members that the following items had been submitted for consideration:

- Update on Traded Services;
- Civil Parking Enforcement;
- Changes to Business Rates;

- Further briefings on the Local Plan update;
- Further briefing on community resilience and self-help.

The Chairman invited members of the Forum to submit potential agenda items to himself or to Neil Carr in Democratic services.

**ACTION:** That members of the Forum submit potential items of business for consideration at future meetings.

## **11. DATES OF FUTURE MEETINGS**

The Forum considered dates for future meetings.

**ACTION:** That the Forum meets on the following dates at 7pm:

- Monday 10 October 2016;
- Monday 23 January 2017;
- Monday 3 April 2017.