



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

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

Councillors K. Baker (Chairman); A. Chadwick; S. Brindley; J. Cheng; R. Dolinski;
D. Mills; S. Rahmouni; 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 16 June 2015, at which your attendance is requested.

Deborah Mander
Town Clerk

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 APRIL 2015**

To approve the minutes of the Strategy and Resources Committee held on 14 April 2015 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 19 May 2015.)***

4. **FINANCE**

a) **Budgetary Control**

i) To note **Report No. SR 21/15** – 2014/15 draft year-end figures. Page 5

ii) To note **Report No. SR 22/15**. Page 6

b) **Payments**

To approve the following payments as set out in **Appendix 4b**: Page 7

| | Current account | Imprest account |
|------------|-----------------|-----------------|
| March 2015 | £207,095.85 | £41,575.36 |
| April 2015 | £106,129.97 | £48,215.61 |

- c) **Internal Audit**
To receive the internal audit report for the 2014/15 financial year, Page 12
attached at **Appendix 4c.**
- d) **Appointment of Internal Auditor**
Lightatouch Internal Audit Services were appointed as the Council's
internal auditor for one year (2014/15), following a tender process.
Members are asked to consider the appointment of Lightatouch IAS
as the Town Council's internal auditor for 3 years, from 2015/16 to
2017/18.

The Responsible Finance Officer considers the company to have met
the requirements of the role and, as a result of their
recommendations, new processes have been put into practice which
have improved the management of financial procedures.
- e) **Local Audit and Accountability Act 2014**
To note information received from NALC regarding the Local Audit Page 15
and Accountability Act 2014. **Appendix 4e**
5. **CATERING PARTNERSHIP MANAGEMENT PANEL**
To note that the meeting of the Catering Partnership Management Panel
scheduled for 6 March 2015 was inquorate and did not take place.
6. **URGENCY COMMITTEE**
To note the minutes of the Urgency Committee held on 22 May 2015. Page 17
Report No. SR 23/15.
7. **SECTION 106 PROJECT LIST**
To note that as reported in Agenda Item 6, £7,894 of Section 106 Page 20
developers contributions was successfully applied for to fund the purchase
and installation of a new artificial cricket wicket. The new wicket was
installed on 4 June. The current Section 106 projects list is attached at
Appendix 7.
8. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**
To consider **Report No. SR 24/15.** Page 24
9. **3G PITCH PROJECT UPDATE**
To consider **Report No. SR 25/15.** Page 25
10. **TOWN CENTRE PUBLIC TOILET**
To note that discussions with Wokingham Borough Council, on the matter of
the preferred site for the town centre public toilet (in Crockhamwell car
park), are ongoing.
11. **LODDON MEAD**
To consider **Report No. SR 26/15.** Page 27
12. **WOODLEY BUSINESS CLUB**
To confirm that Woodley Business Club have free use of the Oakwood
Centre for its annual Woodley Festival of Business. This year the event will
take place in November from late afternoon to 8pm and make use of the
halls, the theatre and the Brunel Room.

13. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
14. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
15. **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 matters and personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 16 and 17 on the agenda.
16. **INN ON THE PARK**
To consider **Report No. 27/15.** Page 29
17. **PERSONNEL SUB COMMITTEE**
To consider **Report No. SR 28/15.** Page 32

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STRATEGY AND RESOURCES COMMITTEE

DRAFT 2014/15 YEAR END

Report No SR 21/15

| EXPENDITURE | Budget 2014/15 | Revised 2014/15 | Actual Exp as at 31/03/2014 | <i>(Draft)</i> | | Information |
|----------------------|-------------------|--------------------|-----------------------------------|-----------------------------------|-------------------------------------|---|
| | | | | Actual Exp as at 31/03/2015 | Actual Exp as % of Rev Budget | |
| Central Costs | 238883 | 235813 | 225963 | 233342 | 99.0 | Staff expenses, stationery & VAT partial exemption over 100%, all other costs under. |
| Democratic Costs | 43725 | 48536 | 39559 | 47887 | 98.7 | All costs either at 100% or under. |
| Corporate Management | 261118 | 260240 | 236650 | 262995 | 101.1 | NI and employer's pension costs higher than revised estimate, lower provision carried forward for accounts and audit costs. |
| Capital Programme | 45000 | 45000 | 45000 | 45000 | 100.0 | Annual contribution transferred to capital programme fund. |
| Grants | 4000 | 2550 | 4000 | 2300 | 90.2 | Grants awarded in April and November |
| Inn on the Park | 11262 | 12551 | 10738 | 11677 | 93.0 | Rates, water, Phone costs slightly over 100%, all other costs under. |
| Oakwood Centre | 141931 | 148089 | 133303 | 141265 | 95.4 | Cleaning materials, phone and waste costs over 100%, other costs under. |
| Maintenance HQ | 7292 | 7305 | 7824 | 6399 | 87.6 | All costs at or under 100%. |
| Capital and Projects | 184940 | 184940 | 184939 | 184940 | 100.0 | Loans paid in September and March - sinking fund contribution invested. |
| TOTAL | 938151 | 945024 | 887976 | 935805 | 99.0 | |

| INCOME | Budget 2014/15 | Revised 2014/15 | Actual Inc as at 31/03/2014 | <i>(Draft)</i> | | Information |
|-----------------------|-------------------|--------------------|-----------------------------------|-----------------------------------|-------------------------------------|--|
| | | | | Actual Inc as at 31/03/2015 | Actual Inc as % of Rev Budget | |
| Central Costs | 6647 | 5360 | 5483 | 6673 | 124.5 | Investment of balances higher than anticipated. |
| Democratic Costs | 0 | 0 | 0 | 0 | 0.0 | |
| Corporate Management | 0 | 8623 | 0 | 8600 | 99.7 | |
| Capital Programme | 0 | 0 | 0 | 0 | 0.0 | |
| Grants | 0 | 0 | 0 | 0 | 0.0 | |
| Inn on the Park | 40800 | 40800 | 40724 | 40800 | 100.0 | |
| Oakwood Centre | 140646 | 144742 | 138453 | 144745 | 100.0 | Room hire slightly under 100%, equipment hire over 100%. |
| Maintenance HQ | 0 | 0 | 0 | 0 | 0.0 | |
| Capital and Projects | 0 | 0 | 0 | 0 | 0.0 | |
| TOTAL | 188093 | 199525 | 184660 | 200818 | 106.8 | |
| NET | 750058 | 745499 | 703316 | 734987 | | |
| Month 12 -100% | | | | | | |

STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2015/16

Report No SR 22/15

| EXPENDITURE | Budget | Actual Exp | Actual Exp | Actual Exp | Information |
|----------------------|---------------|------------------|------------------|----------------|---|
| | 2015/16 | as at 31/05/2014 | as at 31/05/2015 | as % of Budget | |
| Central Costs | 233194 | 31596 | 28164 | 12.1 | Training, phone, equipment costs and expenditure from the repairs and renewals over 16.7%, other costs under. |
| Democratic Costs | 44931 | 6351 | 4309 | 9.6 | No expenditure from the election fund budget. Civic Allowance at 61% - Civic Awards reception. |
| Corporate Management | 242780 | 75444 | 61105 | 25.2 | Insurance premiums and affiliations payable at the beginning of the year, NI contributions at 18%. |
| Capital Programme | 45000 | 0 | 0 | 0.0 | Annual contribution to be transferred to capital programme fund. |
| Grants | 4000 | 1050 | 1060 | 26.5 | Grants awarded in April and November. |
| Inn on the Park | 12426 | 1917 | 1250 | 10.1 | Rates over 16.7%, all other costs under. |
| Oakwood Centre | 149079 | 20378 | 14455 | 9.7 | Rates, cleaning materials, repairs and maintenance contracts over 16.7%, all other costs under. |
| Maintenance HQ | 6913 | 842 | 505 | 7.3 | Rates and repairs over 16.7%. Other costs under at this point. |
| Capital and Projects | 184940 | 80000 | 0 | 0.0 | Loans paid in September and March - sinking fund contribution invested. |
| TOTAL | 923263 | 217578 | 110848 | 12.0 | |

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| INCOME | Budget | Actual Inc | Actual Inc | Actual Inc | Information |
|----------------------|---------------|------------------|------------------|----------------|---|
| | 2015/16 | as at 31/05/2014 | as at 31/05/2015 | as % of Budget | |
| Central Costs | 5140 | 434 | 531 | 10.3 | Investment of balances income due at end of fixed period. |
| Democratic Costs | 0 | 0 | 0 | 0.0 | |
| Corporate Management | 9112 | 0 | 618 | 0.0 | |
| Capital Programme | 0 | 0 | 0 | 0.0 | |
| Grants | 0 | 0 | 0 | 0.0 | |
| Inn on the Park | 40840 | 10177 | 10200 | 25.0 | Management fee invoiced in advance. |
| Oakwood Centre | 148118 | 24269 | 23114 | 15.6 | Room hire at 19.5% |
| Maintenance HQ | 0 | 0 | 0 | 0.0 | |
| Capital and Projects | 0 | 0 | 0 | 0.0 | |
| TOTAL | 203210 | 34880 | 34463 | 17.0 | |
| NET | 720053 | 182698 | 76385 | | |

Month 2 = 16.7%

CURRENT ACCOUNT

List of Payments made between 01/03/2015 and 31/03/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | <u>Paid</u> |
|------------------|--------------------------------|---------------|--|
| 13-Mar-15 | Allen's Design & Print Ltd | 1915.20 | WTCMI leaflets & posters |
| 31-Mar-15 | Allen's Design & Print Ltd | 216.00 | WTCMI leaflets & posters |
| 06-Mar-15 | Amersham & Wycombe College | 1987.00 | Staff training |
| 13-Mar-15 | BE Fuelcards | 78.66 | BE - fuel |
| 06-Mar-15 | BE Fuelcards Ltd | 2.48 | BP Plus cards + admin |
| 31-Mar-15 | Berkshire Tree Care | 5316.00 | Tree works - Malone & Woodford Park |
| 06-Mar-15 | Bowak Ltd | 100.93 | Cleaning supplies |
| 13-Mar-15 | Bowak Ltd | 322.75 | Cleaning supplies |
| 25-Mar-15 | Bowak Ltd | 333.26 | Cleaning supplies |
| 25-Mar-15 | Brake Bros Foodservice Ltd | 340.14 | Vending supplies |
| 25-Mar-15 | Broker Network Ltd | 30175.03 | Insurance |
| 31-Mar-15 | Broker Network Ltd | 2700.88 | Insurance |
| 10-Mar-15 | BT Direct | 145.80 | Phone |
| 16-Mar-15 | BT Retail | 8.40 | Phone |
| 31-Mar-15 | Bullseye Awards & Garments Ltd | 78.06 | Engraving |
| 13-Mar-15 | Churchill Contract Services Lt | 5018.54 | Contract cleaning WPLC - Dec 2014 - Feb 2015 |
| 20-Mar-15 | Churchill Contract Services Lt | 1790.10 | Contract cleaning WPLC March 15 |
| 13-Mar-15 | Complete Tools & Fixings Ltd | 355.15 | Building supplies |
| 17-Mar-15 | Crown Gas & Power | 283.08 | Gas supply |
| 17-Mar-15 | Crown Gas & Power | 293.80 | Gas supply |
| 25-Mar-15 | Crown Water & Coffee | 79.20 | Bottled water |
| 25-Mar-15 | EDF Energy 1 Ltd | 8.65 | Electricity for clock tower |
| 06-Mar-15 | Ellis Whittam Ltd | 6390.00 | HR and H & S services - annual |
| 13-Mar-15 | Energy Electrical Distributors | 221.91 | Electrical supplies |
| 20-Mar-15 | EURODEC | 145.36 | Decorating supplies |
| 25-Mar-15 | EURODEC | 272.32 | Decorating supplies |
| 13-Mar-15 | Frasers Office Supplies Ltd | 68.18 | Stationery supplies |
| 20-Mar-15 | Frasers Office Supplies Ltd | 406.12 | Stationery supplies |
| 25-Mar-15 | Frasers Office Supplies Ltd | 337.37 | Stationery supplies |
| 25-Mar-15 | Greenham Trading Ltd | 610.91 | Pallet truck/boots/hose |
| 13-Mar-15 | HC Slingsby Plc | 42.72 | Sign |
| 25-Mar-15 | HC Slingsby Plc | 97.10 | Sign |
| 25-Mar-15 | Henley Theatre Services Ltd | 11.40 | Electrical supplies -Oakwood Theatre |
| 20-Mar-15 | HM Revenue & Customs Only | 11078.91 | PAYE & NI |
| 06-Mar-15 | Howardson Ltd | 57.37 | Gardening supplies |
| 25-Mar-15 | InTouch | 107.97 | Web maintenance |
| 25-Mar-15 | J P Lennard Ltd | 162.00 | Shuttlecocks - WPLC |
| 31-Mar-15 | J P Lennard Ltd | 11.04 | Table tennis nets |
| 25-Mar-15 | John Willis | 110.00 | Window Cleaner - Oakwood Centre |
| 25-Mar-15 | Just Around The Corner | 5667.00 | Grant |
| 20-Mar-15 | Just In The Park CIC | 1548.60 | Charged on behalf of Just in the Park café |
| 25-Mar-15 | Just In The Park CIC | 584.50 | Charged on behalf of Just in the Park café |
| 13-Mar-15 | Just Tiles Ltd | 148.67 | Decorating supplies |
| 25-Mar-15 | Keyline Builders Merchants Ltd | 251.35 | Building supplies |
| 25-Mar-15 | KLM Digital Office Solutions L | 7.93 | Delivery charge |
| 20-Mar-15 | Lamps & Tubes Luminations Ltd | 1514.28 | WTCMI xmas lights/ new banners |
| 31-Mar-15 | Lantec Security Ltd | 1716.00 | Annual fire/emergency lighting maintenance |
| 25-Mar-15 | Lightatouch | 345.83 | Internal auditors |
| 13-Mar-15 | Lister Wilder Ltd | 574.80 | Brush cutter - Depot |
| 13-Mar-15 | Lloyds Bank | 129.96 | Cardnet charges |
| 31-Mar-15 | M J & K A Collions | 174.00 | Salt tablets - OC |
| 18-Mar-15 | Mailcoms Ltd | 260.29 | Annual franking charge |
| 16-Mar-15 | Mainstream Diital | 1.64 | Phone |
| 25-Mar-15 | Margaret Macknelly Design | 108.00 | Precept leaflet design |
| 16-Mar-15 | Merchant Rentals | 35.23 | Monthly cardnet charge |

| | | | |
|-----------|-----------------------------------|----------|--|
| 13-Mar-15 | MKR Electrical Services Ltd | 130.54 | Electrical supplies |
| 31-Mar-15 | New Neighbours Ltd | 60.00 | Distribution of leaflets |
| 31-Mar-15 | Norman J Mousley | 50.00 | Photo - Mayor |
| 25-Mar-15 | OCS Group UK Ltd | 259.20 | Refuse collection |
| 13-Mar-15 | Office Depot International (UK | 41.99 | Stationery supplies |
| 20-Mar-15 | P & H Snacksdirect Ltd | 326.37 | Vending supplies |
| 25-Mar-15 | P.A. Tree Care Ltd | 420.00 | Tree works - Malone Park |
| 13-Mar-15 | PDG Group Services | 154.38 | Cleaning supplies |
| 25-Mar-15 | PDG Group Services | 32.69 | Cleaning supplies |
| 31-Mar-15 | Phonographic Performance Limit | 329.34 | Annual charge - music licence OC |
| 31-Mar-15 | PHS Group Plc | 24.00 | Annual waterlogic charge WPLC |
| 20-Mar-15 | Prudential Assurance | 30.00 | AVC payment deducted from pay |
| 31-Mar-15 | Public Works Loan Board | 84657.37 | Loan A/C - Public Works Loan Board repayment |
| 24-Mar-15 | Rathbones | 1919.42 | Investment portfolio |
| 25-Mar-15 | Regency Cleaning Services Ltd | 1351.46 | Contract cleaning Oakwood Centre |
| 13-Mar-15 | Rigby Taylor Ltd | 1053.64 | Gardening supplies |
| 25-Mar-15 | Riso (UK) Ltd | 237.90 | Qtrly charge - printing/photocopying OC |
| 25-Mar-15 | RLSS UK Enterprises Ltd | 438.00 | Little family pack lifesaving - BLC |
| 13-Mar-15 | SGW Payroll Ltd | 156.62 | Payroll services |
| 25-Mar-15 | SGW Payroll Ltd | 170.90 | Payroll services |
| 25-Mar-15 | Siemens Financial Services Ltd | 720.00 | Qtrly charge - printing/photocopying WPLC |
| 06-Mar-15 | SITA UK Ltd | 510.76 | Refuse collection |
| 20-Mar-15 | SITA UK Ltd | 406.70 | Refuse collection |
| 25-Mar-15 | SITA UK Ltd | 393.72 | Refuse collection |
| 31-Mar-15 | Southern Electric Contracting | 905.22 | Electricity supply |
| 25-Mar-15 | Surfacing Standards Ltd | 4920.00 | 3G arboricultural impact assessment - 3G pitch |
| 25-Mar-15 | Thames Valley Temperature Control | 94.80 | Call out - heating Oakwood Centre |
| 20-Mar-15 | The Berkshire Pension Fund | 10571.26 | Pension - employers and employees |
| 25-Mar-15 | The BSS Group Ltd | 12.48 | Building supplies |
| 13-Mar-15 | Token Security Solutions Ltd | 19.85 | Building security cover |
| 18-Mar-15 | Total Gas & Power | 1569.50 | Gas supply |
| 18-Mar-15 | Total Gas & Power | 1657.52 | Gas supply |
| 13-Mar-15 | Trade UK | 403.83 | Building supplies |
| 13-Mar-15 | Trade UK | 353.20 | Building supplies |
| 25-Mar-15 | Trade UK | 617.69 | Building supplies |
| 25-Mar-15 | Trade UK | 502.39 | Building supplies |
| 25-Mar-15 | Traditional Local Cleaning Ltd | 242.12 | Contract cleaning |
| 13-Mar-15 | Travis Perkins Trading Company | 15.05 | Building supplies |
| 25-Mar-15 | Travis Perkins Trading Company | 15.94 | Building supplies |
| 25-Mar-15 | TSM Copiers Ltd | 32.21 | Copier usage |
| 20-Mar-15 | Unison | 41.90 | Union fees deducted from pay |
| 06-Mar-15 | Virgin Media Payments Ltd | 20.33 | Phone |
| 25-Mar-15 | Virgin Media Payments Ltd | 22.72 | Phone |
| 25-Mar-15 | Vodafone Ltd | 196.99 | Phone |
| 20-Mar-15 | Warren White Carpet & Flooring | 842.00 | New floor - WPLC changing rooms |
| 31-Mar-15 | Where Can We Go Ltd | 120.00 | WTCMI - web site upgrade |
| 31-Mar-15 | Wokingham Borough Council | 3298.39 | By-election Bulmershe ward |
| 25-Mar-15 | Wokingham Pools and Spas | 1431.60 | New pipeworks - BLC |
| 13-Mar-15 | Yarnold Heating and Plumbing L | 565.99 | New radiators - WPLC changing rooms |

207095.85

CLERKS IMPREST A/C

List of Payments made between 01/03/2015 and 31/03/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | |
|------------------|----------------------------|---------------|-------------------------------|
| 17-Mar-15 | (Personal Information) | 50.00 | Refund deposit |
| 24-Mar-15 | (Personal Information) | 9.12 | Refund deposit |
| 31-Mar-15 | (Personal Information) | 50.00 | Refund deposit |
| 26-Mar-15 | (Personal Information) | 50.00 | Refund deposit |
| 03-Mar-15 | (Personal Information) | 24.48 | Refund deposit |
| 31-Mar-15 | (Personal Information) | 50.00 | Refund deposit |
| 06-Mar-15 | (Personal Information) | 50.00 | Refund credit union deduction |
| 13-Mar-15 | (Personal Information) | 50.00 | Refund deposit |
| 24-Mar-15 | (Personal Information) | 5.00 | Refund deposit |
| 17-Mar-15 | (Personal Information) | 50.00 | Refund deposit |
| 06-Mar-15 | (Personal Information) | 180.00 | Refund deposit |
| 19-Mar-15 | (Personal Information) | 50.00 | Refund deposit |
| 19-Mar-15 | (Personal Information) | 24.48 | Refund swim BLC tickets |
| 10-Mar-15 | (Personal Information) | 150.00 | Refund deposit |
| 13-Mar-15 | (Personal Information) | 250.00 | Refund deposit |
| 06-Mar-15 | (Personal Information) | 250.00 | Refund deposit |
| 05-Mar-15 | Earley Crescent Comm Assoc | 84.84 | Overpaid inv 2478 BLC |
| 31-Mar-15 | Lidl UK | 14.96 | Wine for Civic Awards |
| 31-Mar-15 | Lidl UK | 19.96 | Wine for Civic Awards |
| 13-Mar-15 | Lloyds Bank | 31.18 | Charges 10 Jan to 9 Feb 2015 |
| 26-Mar-15 | Lloyds Bank | 39716.23 | Net March 2015 payroll |
| 16-Mar-15 | Nothing but Padlocks | 112.55 | WTCMI - padlocks |
| 20-Mar-15 | Nothing but Padlocks | -16.92 | Credit - overcharged |
| 17-Mar-15 | PETTY CASH A/C | 153.09 | Topup petty cash |
| 05-Mar-15 | Pictorialmeadow.com | 44.39 | Flower seeds - Woodford Park |
| 20-Mar-15 | Post office Shop | 6.84 | Rubber bands |
| 05-Mar-15 | Reading Ramgahria Sabah | 15.16 | Overpaid inv 2478 BLC |
| 19-Mar-15 | Theatre Train Reading | 100.00 | Refund deposit |
| | | 41575.36 | |

Woodley Town Council 2015/2016

CURRENT ACCOUNT

List of Payments made between 01/04/2015 and 30/04/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | <u>Paid</u> |
|------------------|-------------------------------------|---------------|--|
| 17/04/2015 | Accounting Solutions | 281.40 | Accountancy services |
| 30/04/2015 | Accounting Solutions | 527.40 | Accountancy services |
| 17/04/2015 | Allen's Design & Print Ltd | 780.00 | WTCMI banners installation |
| 30/04/2015 | ASAP Computer Services | 1902.00 | Annual computer maintenance charge |
| 30/04/2015 | Badgemaster Limited | 6.24 | Staff name badge |
| 07/04/2015 | BE Fuelcards | 52.19 | Diesel |
| 10/04/2015 | BE Fuelcards | 52.00 | Diesel |
| 17/04/2015 | Berks Association of Local Councils | 2684.67 | Annual subscription charge |
| 30/04/2015 | Brake Bros Foodservice Ltd | 346.39 | Vending supplies |
| 17/04/2015 | British Gas | 7770.93 | Electricity supply |
| 24/04/2015 | British Gas | 2960.41 | Electricity supply |
| 17/04/2015 | Brown Bag Cafe Ltd | 39.00 | Buffet x 10 Oakwood Centre clients |
| 24/04/2015 | Broxap Ltd | 1077.60 | Building supplies |
| 20/04/2015 | BT Group Plc | 28.62 | Phone |
| 13/04/2015 | BT Retail | 8.40 | Phone |
| 24/04/2015 | Community Sports Arts & Leisur | 19326.78 | Income/payments owing re Bulmershe LC |
| 01/04/2015 | Corporate Finance | 166.37 | Qtrly rental charge photocopier |
| 17/04/2015 | Crown Gas & Power | 279.15 | Gas supply |
| 17/04/2015 | Crown Gas & Power | 289.85 | Gas supply |
| 17/04/2015 | Crown Water & Coffee | 89.40 | Annual rental charge |
| 24/04/2015 | Crown Water & Coffee | 31.68 | Bottled water |
| 30/04/2015 | Crown Water & Coffee | 31.68 | Bottled water |
| 30/04/2015 | Crown Water & Coffee | 31.68 | Bottled water |
| 17/04/2015 | Dejac Associates Ltd | 2460.00 | Annual computer maintenance/support |
| 30/04/2015 | Earth Anchors Ltd | 350.34 | Garden supplies |
| 17/04/2015 | EDF Energy 1 Ltd | 10.89 | Electric for clock tower |
| 24/04/2015 | Fencing Products Ltd | 96.35 | Building supplies |
| 17/04/2015 | Fox Williams LLP | 396.00 | Legal services - BLC |
| 24/04/2015 | Fuel Fitness Ltd | 90.00 | Coaching |
| 17/04/2015 | Gilbert Thompson | 1650.00 | Delivery of Herald newsletter x 3 |
| 24/04/2015 | HM Revenue & Customs Only | 15048.86 | PAYE & NI |
| 17/04/2015 | InTouch | 71.98 | Monthly website charge |
| 30/04/2015 | InTouch | 48.00 | Monthly website charge |
| 17/04/2015 | John Willis | 120.00 | Window cleaner - Oakwood Centre |
| 24/04/2015 | Just Around The Corner | 5715.50 | Grant |
| 30/04/2015 | Just In The Park CIC | 2727.90 | Charged on behalf of Just in the Park café |
| 17/04/2015 | Just Tiles Ltd | 157.56 | Decorating supplies |
| 17/04/2015 | KLM Digital Office Solutions L | 58.77 | Service & maint photocopier |
| 17/04/2015 | Lamps & Tubes Luminations Ltd | 90.00 | WTCMI - town centre lights repairs |
| 17/04/2015 | Laundry Depot | 84.20 | Wash/press table cloths OC |
| 16/04/2015 | Lloyds Bank | 261.09 | Cardnet monthly service charge |
| 17/04/2015 | Lyreco UK Ltd | 93.08 | Stationery supplies |
| 14/04/2015 | Mainstream Digital | 55.47 | Phone |
| 17/04/2015 | McVeigh Parker Ltd | 123.60 | Rat bait pellets/station |
| 15/04/2015 | Merchant Rentals | 35.23 | Monthly cardnet machine charge |
| 30/04/2015 | MKR Electrical Services Ltd | 1617.58 | Electrical supplies |
| 17/04/2015 | OCS Group UK Ltd | 291.60 | Refuse collection |
| 30/04/2015 | P & H Snacksdirect Ltd | 346.34 | Vending supplies |
| 17/04/2015 | P J Drew Ltd | 11.28 | Hose clips/key cut |
| 24/04/2015 | PHS Group Plc | 252.99 | Qtrly charge - mats OC/WPLC |
| 01/04/2015 | Pitney Bowes | 250.00 | Postage top up |
| 24/04/2015 | Prudential Assurance | 30.00 | AVC payment deducted from pay |
| 17/04/2015 | Rialtas Business Solutions Ltd | 318.00 | Annual bookings software charge |
| 24/04/2015 | RPT Consulting Ltd | 4200.00 | Feasibility study - WPLC development |
| 17/04/2015 | Sentiva | 208.80 | WTCMI - web site support |
| 17/04/2015 | Serviceline | 257.28 | Call out - Café dishwasher |

| | | | |
|------------|---------------------------------|----------|--|
| 30/04/2015 | Shaw & Sons Limited | 144.00 | Declaration of acceptance book |
| 17/04/2015 | SITA UK Ltd | 614.11 | Refuse collection |
| 24/04/2015 | SLCC Enterprises Ltd | 222.00 | Staff training |
| 30/04/2015 | South East Employers | 678.00 | Annual subscription charge |
| 17/04/2015 | Southern Electric | 527.46 | Electricity supply |
| 13/04/2015 | Thames Water | 465.14 | Water rates |
| 24/04/2015 | The Berkshire Pension Fund | 13000.53 | Pension - employers and employees |
| 30/04/2015 | TLM Estate & Garden Maintenance | 4768.80 | Installation high duex fence - bowling green |
| 17/04/2015 | Token Security Solutions Ltd | 19.85 | Building security cover |
| 24/04/2015 | Total Gas & Power | 1439.91 | Gas supply |
| 24/04/2015 | Total Gas & Power | 1744.91 | Gas supply |
| 17/04/2015 | Traditional Local Cleaning Ltd | 1861.39 | Contract cleaning |
| 24/04/2015 | Travis Perkins Trading Company | 38.32 | Building supplies |
| 17/04/2015 | Trinity Mirror Publishing Ltd | 216.00 | WTCMI advertising |
| 30/04/2015 | Ukactive | 546.00 | Annual subscription charge |
| 24/04/2015 | Unison | 41.90 | Union fees deducted from pay |
| 30/04/2015 | Virgin Media Payments Ltd | 18.91 | Phone |
| 17/04/2015 | Vodafone Ltd | 192.91 | Phone |
| 01/04/2015 | Wokingham BC | 43.80 | Rates |
| 01/04/2015 | Wokingham BC | 162.00 | Rates |
| 01/04/2015 | Wokingham BC | 354.00 | Rates |
| 01/04/2015 | Wokingham BC | 891.00 | Rates |
| 01/04/2015 | Wokingham BC | 1846.50 | Rates |

106129.97

CLERKS IMPREST A/C

List of Payments made between 01/04/2015 and 30/04/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | |
|------------------|-------------------------|---------------|---|
| | | <u>Paid</u> | |
| 23/04/2015 | (Personal Information) | 50.00 | Refund deposit |
| 09/04/2015 | (Personal Information) | 50.00 | Refund deposit |
| 22/04/2015 | (Personal Information) | 1861.32 | Net pay April 2015 o/s |
| 29/04/2015 | (Personal Information) | 50.00 | Refund deposit |
| 02/04/2015 | (Personal Information) | 100.00 | Flowers - Civic Awards |
| 30/04/2015 | (Personal Information) | 50.00 | Refund deposit |
| 22/04/2015 | (Personal Information) | 17.80 | Net pay April 2015 o/s |
| 29/04/2015 | (Personal Information) | 50.00 | Refund deposit |
| 30/04/2015 | (Personal Information) | 8.10 | Cancelled WPLC course |
| 22/04/2015 | (Personal Information) | 150.00 | Refund deposit |
| 10/04/2015 | (Personal Information) | 9.12 | Refund part rent - Allotments |
| 15/04/2015 | Allpas.co.uk | 141.90 | Screen - Bowling Club |
| 17/04/2015 | AO Retail Ltd | 358.98 | Chapel Hall-Cooker/Fridge |
| 01/04/2015 | Fiesta Catering Hire | 92.70 | Glasses hire - Civic Awards |
| 01/04/2015 | Lidl UK | 39.12 | Wine - Civic Awards |
| 01/04/2015 | Lidl UK | 18.46 | Wine - Civic Awards |
| 10/04/2015 | Lloyds Bank | 25.56 | Charges 10 Feb to 9 Mar 2015 |
| 22/04/2015 | Lloyds Bank | 43066.12 | Net pay April 2015 |
| 08/04/2015 | Makro Self Service | 113.31 | Banquet rolls/sugar/cups - Kwik Cricket |
| 10/04/2015 | Mayor's Charity Account | 20.00 | Tickets - Mayor's Charity |
| 21/04/2015 | Normans Office.co.uk | 96.84 | Foolsap Docbox storage |
| 15/04/2015 | PCWB Telesales | 1184.97 | WTCMI - Laptop & set up services |
| 20/04/2015 | PCWB Telesales | 20.00 | WTCMI-Back up service |
| 22/04/2015 | PETTY CASH A/C | 122.69 | Top up petty cash |
| 15/04/2015 | Reading Roadrunners | 150.00 | Refund deposit |
| 29/04/2015 | Scotia Binding supplies | 12.58 | Green plastic combs |
| 29/04/2015 | Woodley Netball Club | 356.04 | Overpayment of invoice |

48215.61



Tim Light – trading as LIGHTATOUCH INTERNAL AUDIT SERVICES

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD. Tel: (023) 8026 3791 Email: Tim.Light1@hotmail.co.uk

10 June, 2015

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

Dear Ms Mander

End of Year Internal Audit Report for Woodley Town 2014/15

In accordance with the Accounts and Audit Arrangements introduced from 1st April 2002 (lighter touch audit) this requires all Town and Parish Councils to implement an independent internal audit examination of their Accounts and Accounting processes annually.

The Council have complied with the requirements in terms of independence from the Council decision making process in 2014/2015 by appointing Lightatouch Internal Audit Services to undertake the work from 1 April 2014.

We visited on five occasions to check that the Town Council adheres to the requirements set out in the National Association of Local Councils Accountability and Governance Manual Appendix 9 to ensure that compliance is maintained.

This final visit also checked the end of year procedures and the information recorded in Section 1 of the Annual Return was accurate and the completion of the Section 4 to confirm that the controls systems are adequate.

During the course of the internal audit visits during 2014/15 a separate financial risk assessment has been carried out and this was reported separately to the Town Clerk in April 2015.

An Internal Audit testing strategy is set out in the current NALC Accountability & Governance manual. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

Our Initial discussion with the Town Clerk/Finance Officer established any system/procedure changes to the internal controls from the previous period. A series of . . .

independent audit tests were then undertaken using the various financial records, vouchers, documents, minutes, previous audit reports, insurance etc. to ascertain the efficiency and effectiveness of these internal controls.

As part of the Internal Audit Reviews we checked that:

Bank Reconciliations

- The financial totals as at 31 March 2014 had been brought forward accurately in each Cashbook.
- All un-presented cheques and un-banked income at up to 31 March 2015 were checked to bank statements to verify these were banked during the period.
- All direct debits, standing orders, and sweep transactions were checked and accounted for the period 1 April 2014 to 31 March 2015.
- All banks paying in slips were banked and agreed to bank statements for the period 1 April 2014 to 31 March 2015.
- Bank reconciliations for all bank accounts had been carried out between 1 April 2014 to 31 March 2015, and totals agreed to those shown in all the appropriate cash books.

Petty Cash

- The Petty Cash totals for the Clerks Imprest were agreed to the cash in hand as at 31 March 2015.
- A series of tests to agree the reimbursements from Cash Book 2 Clerks Imprest Account to Cash Book 4 Petty Cash between, 1 April 2014 to 31 March 2015.
- A series of payment vouchers were checked and agreed, and Cash Book 4 was cross cast up to 31 March 2015.

Income and Expenditure

- All un-presented cheques and un-banked income information at as 31 March 2015 and confirmed that the details are accurate to the records held by Town Council.

VAT

- The totals of VAT shown on the reimbursement claims for the periods up to the 31 December 2014 had been received and the correct sums are shown in the bank account. A further check was made to ensure a VAT reimbursement claim had been submitted for the periods between 1 January 2015 – 31 March 2015.
- The VAT summary totals shown in Cashbook 1, 2 and 4 from April 2014 to March 2015 agree to the entries detailed on the VAT claim.

Cardnet

- All transactions shown on the Cardnet statements for the period 1 April - 31 March 2015 were accurately recorded in the financial ledger and that all the transactions could be traced to the bank statements.

Purchases Day Book

- A sample of payment vouchers for the period 1 April 2014 to 31 March 2015 were checked from the purchase order to the invoice to agree that the original order matched to the invoice paid, and each payment voucher had a remittance advice attached for the correct payment amount.
- A further sample of payment vouchers were checked to ensure that the VAT element had been extracted correctly and entered in on the Purchases Day Book and then subsequently on the VAT claim for the period 1 April 2014 to 31 March 2015.

Sales Day Book

- A sample of sales invoice entries shown on the Sales Day Book were checked to ensure the VAT element had been extracted correctly and entered in on the VAT claim for the period 1 April 2014 to 31 March 2015.

Town Council Minutes

- We checked the details of Town Council minutes from April 2014 to March 2015 for any financial approval or decision that affected the budget of the Town Council and to ensure that details were correctly shown in the Financial Ledger.

End of Year Procedures 2014/15

- Full check was carried out on the end of year documentation provided by the Town Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals between 2013/14 and 2014/15 shown on the Annual Return in Section 1 as required by the External Auditor that are over 10%.
- We are satisfied that the information provided confirms the accuracy of the details to be shown in Section 1 of the Annual Return and therefore have signed Section 4 of the Annual Return.
- All of the internal control statements shown in Section 4 of the Annual Return have been completed to show our opinion that there are adequate internal control systems for the Town Council.

Therefore I am pleased to report that the various records and procedures in place for the Council provide a good standard of control. All minor queries were resolved during the course of the audit, and therefore no formal recommendations have been made for the period April 2014 to March 2015 for these various transactional elements.

Yours sincerely,

Tim Light FMAAT and Paul Reynolds FMAAT
Internal Auditors

Local Audit and Accountability Act 2014 Commencement Orders

INTRODUCTION

The latest in a series of Commencement Orders (No 7) was promulgated last month. For all practical purposes, the provisions of the Act are now fully in force as affecting local town, parish and community councils.

CURRENT POSITION

Under the Act, despite the abolition of the Audit Commission on 31st March 2015, all existing external audit arrangements and appointments continue until the end of the Financial Year 2016/17. Annual Returns will continue to be issued to Local Councils by their present external auditors and should be returned to them as previously.

FUTURE CHANGES

The majority of changes to external audit arrangements and appointments will change with effect from the Financial Year 2017/18 (commencing 1st April 2017), although the Act does provide for the extension of existing external audit contracts in the event that the new arrangements are not implantable in accordance with the timetable envisaged. This is unlikely to be necessary, but cannot be totally ruled out.

The new (post 1/4/18) appointments will be made, in accordance with the ACT, by a new Audit Appointments body (currently referred to as the Sector Led Body – SLB). This is currently being worked up by NALC and SLCC in association with the Association of Drainage Authorities and other (small authorities) representative bodies.

Briefly, all local authorities will be contacted by the SLB during 2016 to confirm (or otherwise) their wish to be part of the central appointment arrangements or (as allowed under the Act) whether they wish to opt out and make their own external audit appointments. These arrangements apply to all Local Councils with Income or Expenditure less than £6.5 million p.a.

Local Councils with Income or Expenditure (whichever is the higher) less than £25K p.a. will be exempt from external auditor (but will still have an external auditor appointed for the purpose of the exercise of electors' rights). All other councils will experience little or no change to their external audit arrangements, save only that their external auditor may change as a result of the new audit contracts under the SLB arrangements.

Smaller Authorities

Smaller authorities (those under £25K) should note that their **entitlement to exemption from external audit does not commence until F Y 2017/18**, but in the meantime they are (from 1st April 2015) subject to the mandatory publishing requirements of the Transparency Code.

To ease the financial effects of this additional burden on smaller authorities, government have recently signed off on the establishment of a **Transparency Fund** (worth £4.7 million), to be administered by NALC through its County Associations. The precise mechanics as to the eligibility and disbursement of the fund will be widely publicised as soon as they have been finalised.

This briefing was issued by Derek Kemp, NALC's Audit and Accounts Advisor

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Minutes of the Urgency Committee – Friday 22 May 2015

1. ARTIFICIAL CRICKET WICKET – WOODFORD PARK

Councillors Baker, Mills, Smith and Soane were contacted by email on 21 May 2015 and provided with the agenda and a report setting out the matter for the Committee's consideration (attached to these minutes).

Councillors Baker, Mills and Smith responded by email to the Town Clerk by midday on 22 May 2015 in favour of the recommendations set out in the report. It was therefore

RESOLVED:

- ◆ **To approve the use of Section 106 funds of £7,894 for the supply and installation of a new artificial cricket wicket at Woodford Park and that these works be commissioned as soon as possible.**
- ◆ **That, subject to agreement of the above, to approve the forward funding of the costs of the supply and installation of the artificial cricket wicket, should this be necessary.**

Woodley Town Council

ARTIFICIAL CRICKET WICKET – WOODFORD PARK

REPORT OF THE TOWN CLERK

Purpose of report

To inform Members of the situation regarding the artificial cricket wicket at Woodford Park and seek approval for Section 106 funds, that have been confirmed by Wokingham Borough Council to be available for this purpose, to be drawn down.

Background

In November 2014 the artificial cricket wicket at Woodford Park was identified as being past its useful life and the Leisure Services Manager was asked to identify possible external sources of funding to pay for a replacement.

Information

At the Leisure Services Committee meeting on 6 January 2015 two potential sources of funding were reported. They were developers contributions (Section 106 funding) and grant funding available through the English Cricket Board (ECB). At the following committee meeting on 24 March 2015 the Leisure Services Manager reported that funding was being applied for from the ECB through the Last Man Stands, a cricket grassroots organisation which was likely to be successful in obtaining a grant. The three quotes received had been passed to Last Man Stands to make the application in anticipation that this would be agreed and the pitch installed before the start of the 2015 season in April.

Unfortunately, a technicality relating to the application requirements in respect of planning permission, has meant that the ECB would not consider the application. The Council had established with Wokingham BC that installing a replacement wicket did not require planning permission, the ECB insisted that this be applied for. This issue meant that it was not going to be possible for the grant funding to be available in time for the 2015 season.

In the meantime the old wicket had been removed in anticipation of a new one being in place before the start of the season. This has meant that the Last Man Stands' 2 - 3 bookings a week for the artificial wicket through the season are not able to be met. Their games cannot all be moved to a grass wicket because it would not be practicable to prepare grass wickets for this series of bookings as well as the other scheduled matches. It is likely that Last Man Stands will cancel their bookings if they cannot all be catered for.

A further problem has arisen regarding the games scheduled to be played on the grass wicket which sits to one side of the cricket field. The umpires for the highest division in the league consider the area where the artificial wicket has been removed to be unsafe and a hazard because the lower level of the artificial wicket area could cause injury. There is little that can be done as a temporary measure to level this area and therefore it seems likely that forthcoming top division league matches will have to be reorganised. Long term this will affect income and cause disruption for the clubs involved.

Given the urgency of the situation, and with the Town Clerk's approval, the Leisure Services Manager has followed up on the availability of Section 106 funds for this purpose and provided information on potential costs to Wokingham BC in the form of an application. It has just been confirmed that Section 106 funds of £7,894 have been approved by Wokingham BC for the purchase and installation of a new artificial wicket by the Town Council.

The Leisure Services Manager has confirmed that the preferred supplier is able to install a new pitch by 5 June 2015, subject to the order being confirmed by 5pm on Friday 22 May 2015.

Resources

The total quoted cost of the supply and installation of a new artificial cricket wicket by the preferred supplier is £7,894 plus VAT. This would be funded from Section 106 funds allocated by Wokingham BC and no additional costs to the Town Council are anticipated.

The Last Man Stands bookings on the artificial wicket are worth £700, most of which would be additional income to the cricket budget head. Day time matches on the grass wicket are charged at £105 per match, although it is likely that these are block booked and therefore non vatable, which would mean an income of £84 per match.

Members are asked to consider the information in this report and respond, by email to the Town Clerk, stating their agreement or otherwise to the following recommendations. Please respond by mid day on Friday 22 May.

Recommendations:

- ◆ **That Members approve the use of Section 106 funds of £7,894 for the supply and installation of a new artificial cricket wicket at Woodford Park and that these works be commissioned as soon as possible.**

- ◆ **That, subject to agreement of the above, Members agree to forward fund the costs of the supply and installation of the artificial cricket wicket, should this be necessary.**

APPENDIX 7

List A Replacement of equipment in existing play areas due to increase in the number of Woodley residents

List B Upgrading of existing sports and leisure facilities due to the increase in the number of Woodley residents

List C Additional sports and leisure facilities due to the increase in the number of Woodley residents

List D Improvements to facilities in Woodley due to the increase in the number of Woodley residents

List E Infrastructure projects to be suggested to and carried out by Wokingham Borough Council (highways/lighting etc)

Active Application submitted to Wokingham

| Replacement of equipment in existing play areas due to increase in the number of Woodley residents | | | | Approval to list | Application submitted |
|--|-----------------------------|------------------------|----------------|------------------|-----------------------|
| A | Current Project List | | | | |
| ID | Site | Project/item | Estimated cost | | |
| 1a | Malone Park | Upgrade Play Equipment | 50,000 | | |
| 2a | Memorial Ground | Upgrade Play Equipment | 50,000 | | |
| 3a | Wheble Drive | Upgrade Play Equipment | 20,000 | | |

| Upgrading of existing sports and leisure facilities due to the increase in the number of Woodley residents | | | | Approval to list | Application submitted |
|--|------------------------------|---|----------------|------------------|-----------------------|
| B | Current Project List | | | | |
| ID | Site | Project/item | Estimated cost | | |
| 1b | Woodford Park Leisure Centre | Upgrade of the football/cricket changing wing | 10,000 | | |

| | | | | | |
|-----|------------------------------|--|--------|--|--|
| 6b | Woodford Park Leisure Centre | Soft play centre for under 5s – inflatable activity centre, mats, soft play shapes, climbing equipment | 6,200 | | |
| 10b | Woodford Park | Improvements to Hard Surface Area | 10,000 | | |
| 14b | Woodford Park Leisure Centre | Convert games room and tea room into a modern community facility with a kitchen for community groups and social events | 30,000 | | |

| Additional sports and leisure facilities due to the increase in the number of Woodley residents | | | | | |
|---|------------------------------------|---|----------------|------------------|-----------------------|
| C | Current Project List | Project/item | Estimated cost | Approval to list | Application submitted |
| ID | Site | Project/item | Estimated cost | | |
| 1c | Southlake Crescent Amenity project | Multi use gym project for residents in Southlake Crescent/Hearn Road area | 16,000 | | |
| 2c | Woodford Park | Installation of 3G pitch | 395,000 | | 29.9.10 1/4/14 |
| 3c | Woodford Park | New crazy golf area at Woodford Park LC | 8000 | | |
| 4c | Kingfisher Drive | Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive | 16000 | | |
| 6c | Woodford Park Leisure Centre | Installation of Gym facility | 200,000(est) | | |
| 7c | Woodford Park Leisure Centre | Health Legacy Hub – mobile gym kit to use at sites around the town and at leisure centres – to promote fitness | 15,000 | | |
| 8c | Woodford Park Leisure centre | Sport stadia – mobile sports arena which can be used with clubs at the leisure centres and at sites around the town | 15,000 | | |
| 9c | Woodford Park Leisure Centre | Cyber coach interactive dance and dance mats | 6,000 - 15,000 | | |
| 11c | Woodford Park | Development of Youth area in Woodford Park | not known | | |

| Improvements to facilities in Woodley due to the increase in the number of Woodley residents | | | | Approval to list | Application submitted |
|--|-----------------------------|---|----------------|------------------|-----------------------|
| D | Current Project List | Project/item | Estimated cost | | |
| ID | Site | | | | |
| 1d | Woodford Park Lake | Lake refurbishment project – desilting, planting - can be phased | 150,000 | | |
| 5d | Woodford Park | Lighting, refurbishment of pathways, entrance/access improvements | 50,000 | | |
| 6d | Woodford Park Entrance | Improvements to surfacing of access road from Western Avenue | Not Known | Not owned by WTC | |

| Infrastructure projects to be suggested to and carried out by Wokingham Borough Council | | | | Approval to list | Application submitted |
|---|-----------------------------|--|----------------|------------------|-----------------------|
| E | Current Project List | Project/item | Estimated cost | | |
| ID | Site | | | | |
| 1e | Spitfire Way | Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops | 50,000 | | |
| 2e | Headley Road | Pedestrian crossing installation or equivalent outside the Oakwood Centre | 50,000 | | |
| 3e | Howth Drive | Pedestrian crossing installation as near as possible to Bader Court | 50,000 | | |
| 4e | Colemans Moor Road | Traffic calming | Not known | | |
| 5e | Howth Drive | Remove ruined grass verges and replace them with large parking bays | Not known | | |
| 6e | Kingfisher Drive | Remove ruined grass verges and replace them with large parking bays | Not known | | |
| 7e | Woodway | 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 | | |
| 8e | Ashenbury Park | BMX track | Not known | | |

GREEN - Active Application submitted to Wokingham

Completed/in progress Projects

| | | | | | | | Date Completed | Notes |
|-----|-----------------------------|--|---------|--|--|------------|----------------|--------------------------------|
| | Woodley Town Centre | Refurbishment of North end of precinct | 60,000 | | | | | In progress |
| | Woodford Park LC | Purchase & Installation of artificial grass cricket wicket | 7,894 | | | 04/06/2015 | | Agreed by Urgency Con |
| 4d | Woodley Town Centre | Public Toilets on Woodley Town Centre | 100,000 | | | | | In progress |
| 2d | Memorial Ground | War Memorial, Flag Pole, seating, entrance improvements, Civic Space Project | 68,000 | | | Nov-14 | | |
| 1a | Malone Park | | 13,800 | | | Jul-14 | | Remain on list for futu |
| | Woodford Park LC | Basketball court & Cricket nets | 6355 | | | 01/04/2014 | | |
| | Bulmershe Leisure Centre | Sanding/sealing/remarking sportshall floor | 866 | | | Jan-13 | | |
| 2b | Bulmershe Leisure Centre | Installation of cricket nets | 4500 | | | Jan-13 | | |
| 12b | Bulmershe Leisure Centre | Replacement flooring in small hall. | 6,000 | | | Feb-12 | | Funded from 2011/12 BLC budget |
| 11b | Woodford Park | Remove and install new outdoor play equipment. | 28,000 | | | Sep-12 | | |
| 3d | Reading Road Allotments | Replacement Fencing | 5,000 | | | Apr-12 | | Funded from tenant cor |
| | Woodford Park Lake | Tree Works / thinning of vegetation | 23,000 | | | Mar-11 | | |
| | Woodford Park Paddling Pool | | 26,000 | | | Mar-10 | | |
| | Woodford Park Skate Sp | Installation of skate spot | 25,000 | | | Aug-11 | | |

WOODFORD PARK LEISURE CENTRE - DEVELOPMENT

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To provide an update on the potential project to develop activities at Woodford Park Leisure Centre, including provision of the feasibility report and presentation slides commissioned by the Council from Alliance Leisure and RPT Consulting. To propose that Members consider the future activities to be provided at the centre before commissioning works to identify the potential for building refurbishments.

BACKGROUND

In September 2014 Members agreed to commission Alliance Leisure to carry out an independent feasibility study on potential new activities at the centre and the associated capital costs and income. This work had been undertaken following discussions with Badminton England and Bulmershe Gym Club who were looking for additional space for their sports.

INFORMATION

The final report was presented at a meeting of the Leisure Services Committee on 24 March 2015. The report and the presentation slides (both confidential documents) are **enclosed** for Members' information. The Leisure Services Committee discussed the report findings and the possible building works that may be required and recommended that this Committee allocate funds of £5,000 from the special projects earmarked reserve to fund work to establish more accurate costings and the viability of extending and refurbishing Woodford Park Leisure Centre. This Committee agreed to allocate these funds at its meeting on 14 April 2015 (Min no. 115).

Alliance Leisure has provided a quote for the initial works to develop a scheme to 'cost confidence'. The works include site surveys, outline scheme design and costs plans, structural and mechanical & engineering sketch designs as well as initial consultations with planning and building control. This quote is higher than the funds allocated by the Council for this purpose.

At present the Council has not had any detailed discussions about the proposed new activities identified in the feasibility report, including which of these could be delivered at the centre, and would therefore need to be accommodated in the building. It is proposed that the Council have these discussions before commissioning works to identify the potential for the building to be refurbished. This would enable the Council to provide a more specific brief for such work to be carried out, rather than investigating items that may not be required. The funds allocated to an earmarked reserve for this purpose can remain there to be available once the Council wishes to proceed with this stage of the project.

Members are asked to consider this proposal and how they wish to proceed in this matter.

RECOMMENDATION:

- ◆ **That Members suspend the decision to fund works to develop a scheme at Woodford Park Leisure Centre to 'cost confidence'.**
- ◆ **That Members consider further the future activities to be provided at Woodford Park Leisure Centre and the process for this exercise.**

3G ARTIFICIAL GRASS PITCH PROJECT UPDATE

REPORT OF THE TOWN CLERK AND SERVICE SUPPORT MANAGER

Purpose of Report

To provide a project update to Members.

Background

Following consideration of feasibility and business case reports from consultants Sports Solutions on a project to install a 3rd Generation Artificial Grass Pitch at Woodford Park, the Council agreed to proceed with a planning application for the project and make an application for a grant for 50% of the estimated costs of £510,000 from the Premier League and FA Facilities Fund, administered by the Football Foundation and any other appropriate funders for projects of this nature (S & R Committee 30/4/13 Min no. 92). The Council also agreed to seek borrowing approval from the Department of Communities and Local Government for 50% of cost of the project, in line with the grant funding body's conditions (Full Council 13/5/14 Min No 17), and this was approved in December 2014.

The project includes the installation of a 9 v 9 3G pitch, the refurbishment of one tennis/netball court, an additional 59 parking spaces and the resurfacing of the roadway up to the leisure centre and the main car park. Planning permission for the project was granted in February 2015, and included amendments made to the application after consultation with residents living near to the proposed pitch. The amendments included the installation of an acoustic board along the southern side of the pitch, and some adjustments to the lighting and proposed opening hours.

Throughout the consideration and planning of this project the Town Council has worked closely with local football clubs, the Berks and Bucks Football Association and other interested parties to ensure that the project will meet their requirements and have the support of these bodies.

At the Council meeting on 19 May 2015 Members agreed to accept the grant offered in a letter from the Football Foundation dated 14 May along with the associated terms and conditions. It also agreed to fund pre construction costs from the loan funds once they were drawn down and to elect to treat income from the pitch and the tennis/netball court as VATable. Officers will liaise with the Leader of the Council and the Chairman of the Leisure Services committee on the project's progress. (Full Council 19/5/2015 Min no. 22)

Information

Formal acceptance of the grant offer has been made and Shared Legal Solutions have been appointed to carry out the legal work in respect of the title to the property and entering into a deed of dedication. The requirement for this to be completed before construction can be more flexible, depending on the complexities and time taken to achieve this. Confirmation has been given to the Football Foundation's solicitors that the Council will pay their costs for this work.

Arrangements have been made with the Public Works Loan Board to draw down the approved loan sum of £255,000 and this is expected to be paid into the Council's bank account before the end of the month.

Officers have met with the Football Foundation's Technical Officer, who is overseeing the project. In terms of the timetable it is likely that the tenders (for all elements of the project) will be sent out in 4 – 6 weeks' time. The tendering process will take a further 4 weeks. A construction start date in September is probable and, with an anticipated 12 week construction period (depending on weather) the pitch could be ready for use in January 2016.

Discussions with the Technical Officer included the siting of the bunds. After further consideration of the placement of the bunds in terms of future maintenance, how they will sit in the park and be used and maintaining access for the Grounds equipment to all areas of the park, officers will be working with the contractor, once appointed, to confirm where these will be placed. Some further work may need to be carried out beforehand to establish the planning authority's requirements in this matter. It will be the appointed contractor's role to submit the final plans for landscaping to the planning authority. These are required to be approved by the planning authority before construction can begin.

Officers have also visited the new 3G pitch at The Piggott School and were able to come away with good contacts in terms of the practicalities of managing the pitch, arrangements for the service level agreements with partner clubs as well as some tips on the placement of the bunds around the pitch.

Resources

The 2015/16 budget estimates do not include any costs or income relating to the pitch. At the time the budget was prepared the Council had no confirmation that the project would go ahead.

The drawing down of the loan from the Public Works Loan Board in June will mean that the half year loan payment due in September 2015 will require funding from the general reserve. Members are asked to approve the use of funds from the general reserve for this purpose. The estimated cost is £11,000, the exact sum will depend on the interest rate charged by the Public Works Loan Board on the day the loan is drawn down.

Given the provisional timing of the project the 2016/17 budget setting process, which includes setting revised estimates for this year, will include estimates for pitch costs (including the March loan payment) and income.

RECOMMENDATIONS:

- ◆ **That Members note the contents of the report.**

- ◆ **That Members approve the allocation of funds (estimated £11,000) from the general reserve to make the loan payment in respect of the 3G pitch project due in September 2015.**

LODDON MEAD

REPORT OF THE TOWN CLERK

PURPOSE OF THE REPORT

To inform Members of proposed joint project with Wokingham Borough Council and other agencies to develop a project for the use of the land at Loddon Mead and the adjacent area underneath the A3290 for youth provision and to seek approval to recommend this to Council.

BACKGROUND

The land at Loddon Mead and the area fronting the river Loddon were transferred to the Town Council by Berkshire County Council in 1977 and 1980 respectively. The land has the following covenants placed on it in 1997:

- The Transferee (the Town Council) hereby covenants that the land transferred will remain as open amenity space and no building shall be erected thereon.
- The Transferor (Berkshire County Council – now succeeded by Wokingham Borough Council) reserves the right to enter upon the land transferred for all purposes in connection with the use and maintenance of the bridge adjoining the transferred property.

A plan showing Loddon Mead, at the south end of Loddon Bridge Road, is attached at **Appendix A**. The small open space slopes down to the river and has trees and overgrown areas at the edges.

INFORMATION

At the most recent Community Youth Partnership (CYP) meeting officers from Wokingham Borough Council's Strategic Assets and the Youth Service presented a proposal for a joint project to make provision for youth activities in the adjacent areas owned by the Town and the Borough Council - Loddon Mead and the area under the A3290. The proposal included an invitation to young people to submit their ideas and suggestions for the use of this area to a panel which would then consider these. The Community Youth Partnership (made up of town councillors and representatives from the voluntary sector) agreed to progress this and has set up a panel to work on the proposal. The minutes of the CYP meeting at which this was discussed are provided in the Community Services Committee agenda papers for the meeting of 9 June 2015.

Approval by Full Council will be required for any change in use of the land as open amenity space and this will depend on the outcome of the successful submission to the panel. In the meantime, Members are asked to consider recommending to Council that the land at Loddon Mead be included in the joint project, subject to the final details and implications being presented for approval to Council for consideration, once they are known.

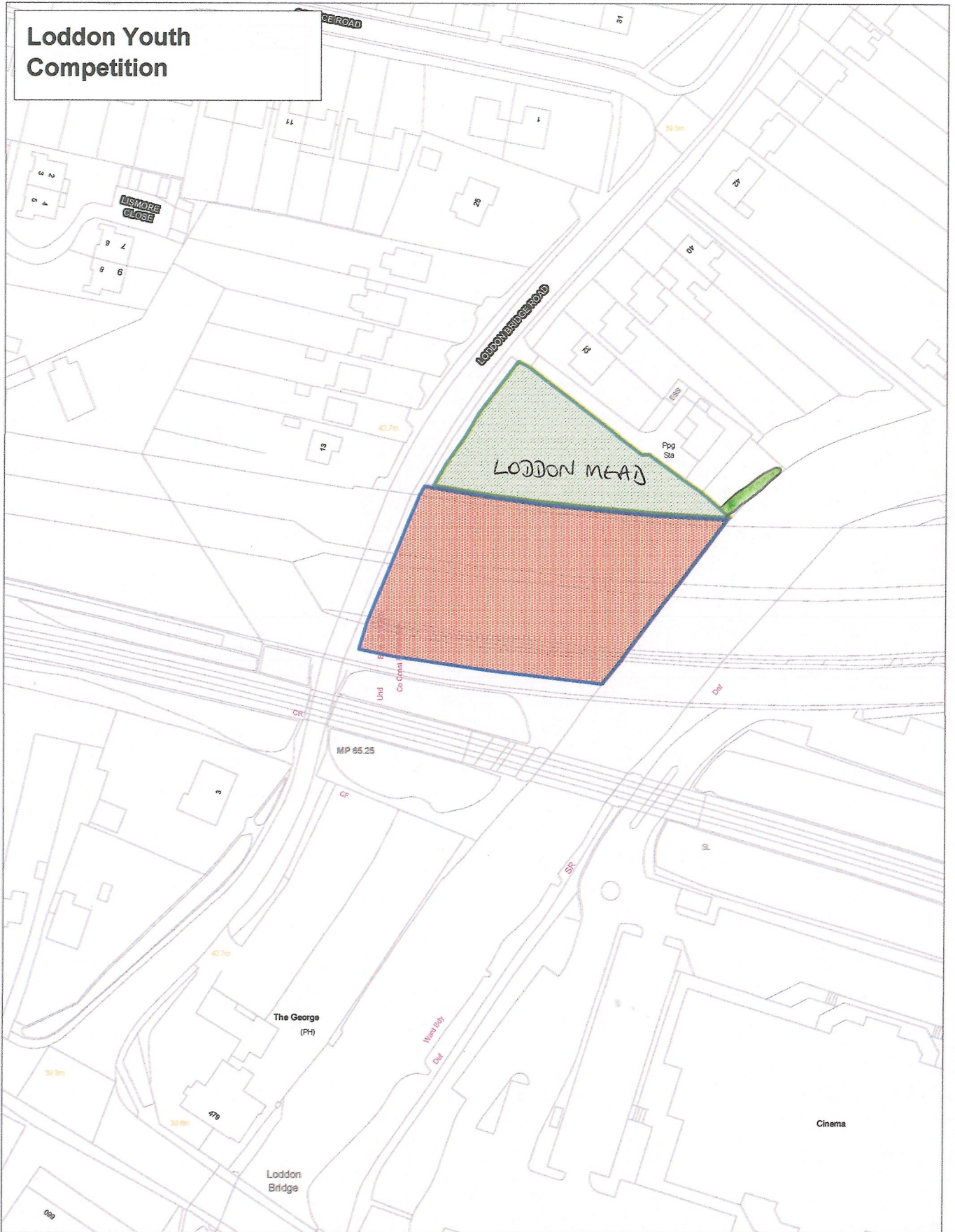
RESOURCES

At this point there are no identifiable financial costs. Should the proposed use of the land change from being an open amenity space there are likely to be legal costs. Some officer time will be needed to support the project.

RECOMMENDATION

- ◆ **That Members recommend to Council that the land at Loddon Mead be included in the proposed project with Wokingham Borough Council and other agencies to develop youth provision, subject to final details and implications being presented to Council, once they are known.**

**Loddon Youth
Competition**



**WOKINGHAM
BOROUGH COUNCIL**

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27 May 2015

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