



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); P. Challis; J. Cheng; K. Haines; L. Hayward;  
C. Lawley; D. Mills; S. Outen; E. Rowland

**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 September 2014, 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 10 JUNE 2014**

To approve the minutes of the Strategy and Resources Committee held on 10 June 2014 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 24 June 2014 and were subsequently amended. The amended minutes are attached.)*

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4. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 5 AUGUST 2014**

To approve the minutes of the extraordinary Strategy and Resources Committee held on 5 August 2014 (*attached*) and that they be signed by the Chairman as a correct record.

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5. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 27/14.**

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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 |
|-------------|-----------------|-----------------|
| May 2014    | £186,338.92     | £63,452.62      |
| June 2014   | £81,892.40      | £61,250.45      |
| July 2014   | £163,352.26     | £61,232.48      |
| August 2014 | £133,946.69     | £61,457.10      |

6. **WOODFORD PARK LEISURE CENTRE - DEVELOPMENT**

To consider **Report No. SR 28/14**.

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7. **3G ARTIFICIAL GRASS PITCH PROJECT**

To note that the planning application for the 3G artificial grass pitch project was submitted on 26 August 2014. At a meeting of the Committee on 4 February 2014 a sum of £4,500 was allocated from the special projects earmarked reserve to fund the cost of surveys required to be provided with the application (minute number 67). A further survey is required as part of the scheme development, and can be carried out while the application is considered. This survey takes 4 - 6 weeks and is costed at £2,635. This survey can be commissioned if a further £1,000 is allocated from the special projects earmarked reserve for this purpose. Members are asked to consider a proposal to allocate additional funds and approve the commissioning of this survey.

8. **BULMERSHE PARK**

To consider **Report No. SR 29/14**.

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9. **OPENNESS IN LOCAL GOVERNMENT REGULATIONS**

To consider **Report No. SR 30/14**.

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10. **BULMERSHE LEISURE CENTRE – UPDATE**

To receive **Report No. SR 31/14**.

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11. **CATERING PARTNERSHIP MANAGEMENT PANEL**

a) To receive **Report No. SR 32/14** of the Catering Partnership Management Panel meeting held on 13 July 2014. Page 35

b) To receive **Report No. SR 33/14** of the Catering Partnership Management Panel meeting held on 5 September 2014. Page 37

12. **PUBLIC TOILETS WORKING PARTY**

a) To receive **Report No. SR 34/14** of the Public Toilets working Party meeting held on 20 June 2014. Page 39

b) To receive **Report No. SR 35/14** of the Public Toilets working Party meeting held on 21 August 2014. Page 41

c) To receive **Report No. SR 36/14**, of an informal meeting regarding public toilets in the town centre held on 29 August 2014. Page 42

13. **SECTION 106 PROJECT LIST**

To note that no new applications have been submitted or funding secured since the last meeting. The current Section 106 projects list is attached at **Appendix 13**.

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14. **WOKINGHAM BOROUGH/PARISH COUNCIL WORKING GROUP**  
To note the report of a meeting of the Borough/Parish Working Group held on 15 July 2014. (**Appendix 14**)

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15. **CIVIC SPACE AND WAR MEMORIAL**  
Some delays have been experienced in the manufacture of steelwork for the new gates. This had a knock on effect on the ground work around the gate area. The new gate pillars have now been constructed and tarmac laid to all areas. Fencing around the memorial is due to come w/c 8 September. There is a two-week period to allow for drying of the tarmac before the final layer of bonded gravel is applied to the pathways (w/c 22 September). The memorial and civic space should be open and accessible during this period. New gates have been commissioned and should be installed in time for Armistice Day in November.

16. **WOODLEY BOWLING CLUB**  
To consider a request from Woodley Bowling Club for the club to erect a shed in the area around the bowling green as set out in **Appendix 16**. Under the terms of the lease the club has to seek permission to erect any other buildings or extensions to the clubhouse or within the grounds of the bowling green area. The Leisure Services Committee considered this request at a meeting on 2 September 2014 and

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**RECOMMENDED:**

That the Strategy and Resources Committee approve the request from Woodley Bowling Club to install a shed in the area around the bowling green, as proposed.

17. **WOKINGHAM BOROUGH COUNCIL – SHAPING OUR NEW COMMUNITIES**  
To note the Shaping Our New Communities consultation document and to consider a response. The document is **enclosed** for members of the Strategy and Resources Committee; other members can access the document on the Wokingham Borough Council website at: [www.wokingham.gov.uk/consultation/current/newcommunities](http://www.wokingham.gov.uk/consultation/current/newcommunities)  
Responses are required by 17 October 2014.

18. **WOKINGHAM BOROUGH COUNCIL – STRATEGIC REVIEW OF ASSETS**  
To note that the Borough Council is carrying out a review of public assets and Town Council officers have met with Borough Council Officers to establish what public facilities exist and ownership/leasehold. The aim of the survey is to improve knowledge of assets held, assess their suitability and identify opportunities for rationalisation and maximising use of assets to effectively serve communities and/or transfer of assets.

19. **PRECEPT SUPPORT GRANT**  
To note that a meeting with the Chief Executive, attended by Councillors Haines and Rowland and Councillor Rampton, Chairman of WDALC, as proposed at the Council meeting on 24 June 2014, minute number 29, took place on 25 July 2014. A brief report of the meeting is attached. (**Appendix 19**)

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20. **2015/16 BUDGET**  
To invite the committee to consider any items it wishes to see included or excluded from the 2015/16 budget. Proposals will be investigated and reported back on.
21. **FUTURE AGENDA ITEMS**  
To consider any future agenda items for the committee to consider.
22. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.
23. **EXCLUSION OF THE PUBLIC AND PRESS**  
**To resolve that, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 22 on the agenda.**
24. **HMRC REVIEW**  
To consider **Report No. SR 37/14.**

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 10 June 2014 at 8.00 pm**

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**Present:** *Councillors K. Haines (Chairman); P. Challis; J. Cheng; L. Hayward; C. Lawley; D. Mills; S. Outen; E. Rowland*

*Councillor K. Baker arrived after the start of the meeting.*

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

1. **APOLOGIES**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 29 APRIL 2014**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 29 April 2014 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

**RESOLVED:**

- ◆ To note Report No. SR 19/14.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments:

|            | Current account | Imprest account |
|------------|-----------------|-----------------|
| April 2014 | £82,618.40      | £60,643.28      |

c) **Transfer Limit**

**RESOLVED:**

- ◆ To increase the transfer limit of funds from the Council's current bank account to the imprest account from £55,000 to £65,000 per transaction.

- d) Members noted that Section 150(5) of the Local Government Act 1972 had been repealed, allowing town and parish councils to make online payments. The Town Council confirmed that the arrangements for making online payments securely would be brought to the Committee for approval as part of the Financial Regulations Review.

5. **APPOINTMENT OF INTERNAL AUDITOR**

The Town Clerk presented Report No. 20/14. Although four quotes had been sought, only two had been received. Members noted the difference in charging rates and discussed the qualification levels of the personnel at both companies. Following discussion, in which both

quotes were reviewed, it was agreed that the cheaper company was the preferred quote as they proposed to spend more days visiting the Council offices; however, before the appointment was made information on any knowledge the Council's accountant had about the company would be sought.

**RESOLVED:**

- ◆ To appoint Lightatouch Internal Audit Services, subject to any information received from the Council's accountant.
- ◆ To review the performance of the internal auditor after 12 months.

6. **SECTION 106 PROJECT LIST**

The Service Support Manager presented Report No. SR 21/14.

Members were pleased to note that the installation of the new play equipment at Malone Park, which was funded by a Section 106 grant and funds from the Council's capital programme, had been completed.

The Service Support Manager reported that he had been informed by Wokingham Borough Council that there was currently no Section 106 funding available for the 3G pitch project at Woodford Park. Members were concerned that the Town Council had still not received clarification on the revised application process for the Section 106 grants. It was noted that the Town Clerk was arranging to invite a speaker on the new process.

**RESOLVED:**

- ◆ To note Report No. SR 21/14.

7. **WAR MEMORIAL / CIVIC SPACE**

- 7.1 The Service Support Manager presented Report No. SR 22/14 (Part A). He informed Members that planning approval had been received for the project subject to arboricultural method statements and planting schedules being submitted for approval. This information would be submitted the following day.

The Service Support Manager informed Members that the provisional date for the opening ceremony was 15 July; this date being governed by the availability of a high profile dignitary to attend and unveil the monument. He reported that the Woodley War Memorial Project group did not have a budget for the opening ceremony and requested that the Committee consider allocating funds for this. Following discussion regarding appropriate expenditure for the opening ceremony, and in order to allow arrangements to proceed, Members agreed to allocate up to £1,000 and requested that officers ensure that the level of expenditure was appropriate.

**RESOLVED:**

- ◆ To note Report No. SR 22/14 (Part A)
- ◆ To allocate up to £1,000 from the General Reserve to fund arrangements for the opening ceremony of the Civic Space and War Memorial.

7.2 **EXCLUSION OF THE PUBLIC AND PRESS:**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the confidential matters in Report No. SR 22/14 (Part B).

- 7.3 The Service Support Manager presented a confidential report, Report No. SR 22/14 (Part B), regarding the tenders received for the installation of the Civic Space project. Members considered the information provided and

**RESOLVED:**

- ◆ To approve the appointment of PP Construction Ltd to carry out the installation of the Civic Space project.

- 7.4 Members noted that following the awarding of a Heritage Lottery Grant, which the Council agreed to support, arrangements were being made to take part in the plans for a borough-wide Heritage Memorial Trail, which in Woodley would include the new memorial, the stained glass window at the Oakwood Centre and the memorial at St. John's Church.

8. **CAPITAL PROGRAMME**

The Service Support Manager presented Report No. SR 23/14.

**RESOLVED:**

- ◆ To note Report No. SR 23/14.

- |  |
|--|
| <ul style="list-style-type: none"><li>◆ To recommend approval of the 2014/15 Capital Programme as set out in the schedule at Appendix A.</li></ul> |
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9. **LOCAL GOVERNMENT PENSION SCHEME – EMPLOYER'S DISCRETIONARY AND RECOMMENDED STATEMENT OF POLICY**

The Town Clerk presented Report No. SR 24/14, and explained that the Council was required to decide on certain discretionary policies under the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions and savings) Regulations 2014.

Members considered the report and discussed the merits of the policy options and

**RESOLVED:**

- ◆ That where discretionary policies adopted by the Council were in place from 2008, these would remain unchanged.
- ◆ That under no circumstances will the Council agree to 'switch on' the 85 year rule.
- ◆ That no regular lump sum payments will ever be included in the calculation of assumed pensionable pay.
- ◆ That the document will be reviewed every three years, and may also be reviewed in the event of any unforeseen circumstances occurring.

10. **LOCAL GOVERNMENT (DISCRETIONARY PAYMENTS) (INJURY ALLOWANCE) REGULATIONS 2012**

The Town Clerk presented Report No. SR 25/14, and explained that the Council must adopt a policy in line with the Local Government (Discretionary Payments) (Injury Allowances) Regulations.

Members considered the policy options contained in the report and

**RESOLVED:**

- ◆ To adopt policy option B.

11. **POWERS AND DUTIES OF THE STRATEGY AND RESOURCES COMMITTEE AND POWERS DELEGATED TO THE TOWN CLERK**

11.1 Members reviewed the draft Powers and Duties of the Strategy and Resources Committee document and made the following amendments:

i. Point 5: Amend the wording "... each budget head within a location ..." to read "... each budget heading ..."

ii. Point 6 should read: " To authorise expenditure on capital schemes approved by the Council."

**RESOLVED:**

◆ To recommend that the amended draft Powers and Duties of the Strategy and Resources Committee document be adopted.

11.2 Members reviewed the draft Powers Delegated to the Town Clerk document and made the following amendment:

i. Point 10 should read: "... Leader/Deputy Leader of the Council and appropriate committee Chairman." instead of ... Leader/Deputy of the Council or appropriate committee Chairman."

**RESOLVED:**

◆ To recommend that the amended draft Powers Delegated to the Town Clerk document be adopted.

12. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Members noted that the meeting scheduled for 9 May 2014 had been cancelled, and that the next meeting would be held on 13 June 2014.

13. **PUBLIC TOILETS WORKING PARTY**

Members noted that a meeting of the Public Toilets Working Party would be arranged to report on progress.

In response to a question the Town Clerk reported that a consultant had been found to produce the tender documents, but that work on these could not start until the Section 106 funding had been confirmed as approved. She was awaiting a response from the relevant officer. When the funding was confirmed, a meeting of the Working Party would be arranged. Councillors Hayward and Challis expressed their frustration at the slow progress of this project. Members then discussed the possibility of forward funding the cost of the consultant in order to allow work to proceed.

**RESOLVED:**

◆ To approve the allocation of up to £3,000 to forward fund the cost of a consultant to proceed with the production of tender documents for the installation of a public toilet in the town centre.

14. **RESIDENTS SURVEY 2013/14**

Members noted the Residents Survey 2013/14 report and requested that the Town Clerk issue a press release covering the main points of the survey.

15. **LOCAL GOVERNMENT TRANSPARENCY CODE**

Members noted the advice note from the National Association of Local Councils.

16. **STAFFING RESOURCES**

The Town Clerk gave a verbal report on this item. She informed Members that if the early surrender of the lease on Bulmershe Leisure Centre was agreed, it would be necessary to



employ someone on a short-term contract to look at contractual and financial matters associated with this. There should be a period of review once the lease had ended to assess the effect of this change in the organisation. The Town Clerk was also considering looking at an apprentice post for the position of receptionist, allowing the current receptionist/administration assistant to take on new duties.

17. **RECOMMENDATION FROM COMMUNITY SERVICES COMMITTEE**

Members considered a recommendation from the Community Services Committee for additional funding of £311 to enable the Council to sponsor the free Inflatable World event on Carnival Day 2014.

**RESOLVED:**

- ◆ To increase the budget allocation for grant funding to the Carnival Committee by £311 to cover the sponsorship of Inflatable World.

18. **FUTURE AGENDA ITEMS**

No future agenda items were suggested.

19. **PUBLICITY AND WEBSITE**

It was agreed to publicise the results of the Residents Survey 2013/14.

20. **EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda item.

21. **BULMERSHE LEISURE CENTRE**

The Town Clerk presented a confidential report, Report No. SR 26/14, giving an update on negotiations on the terms of an early surrender of the lease on Bulmershe Leisure Centre.

During the discussion on this item it was proposed by the Chairman and

**RESOLVED:**

- ◆ That as business was unlikely to be completed by 10pm the meeting continue in order to complete the business as set out in the agenda.

After discussion of the matters set out in the report it was

**RESOLVED:**

- ◆ To approve an early surrender of the lease on Bulmershe Leisure Centre subject to satisfactory terms being reached and approved.
- ◆ That on the ending of the Bulmershe Leisure Centre lease the post of Leisure Services Manager be retained within the Council's establishment.

The meeting closed at 10:05pm

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**Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 5 August 2014 at 7:00 pm**

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**Present:** *Councillors K. Baker (Chairman); P. Challis; J. Cheng; L. Hayward; C. Lawley; S. Outen; E. Rowland*

**Officers present:** *K. Murray, Service Support Manager; A. Bunn, Leisure Services Manager*

22. **APOLOGIES**

Apologies for absence were received from Councillors K. Haines and D. Mills.

23. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

24. **EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda item.

25. **BULMERSHE LEISURE CENTRE**

The Service Support Manager presented Report No. SR 27/14 detailing the proposed terms for the early surrender of the lease for Bulmershe Leisure Centre.

The proposed terms were discussed and considered as set out in the report.

**RESOLVED:**

- ◆ To agree the heads of terms in principle for the early surrender of the lease for Bulmershe Leisure Centre with a target date of 1 October 2014, on the basis of the information set out in the report and subject to:
  - Agreement of the final legal document effecting the transfer.
  - Receipt of a statement of intent from Wokingham Borough Council regarding the provision of leisure services at the Bulmershe site and the provision of a swimming pool facility for public and school use beyond March 2015.
  - The continuing work and liaison with the Town Council on the promotion of sports and health activities in Woodley.

The meeting closed at 7:45pm

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**STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2014/15**

**Report No SR 27/14**

| EXPENDITURE          | Budget<br>2014/15 | Actual<br>Exp as at<br>31/08/2013 | Actual Exp<br>as at<br>31/08/2014 | Actual Exp<br>as % of<br>Budget | Information   |
|----------------------|-------------------|-----------------------------------|-----------------------------------|---------------------------------|---|
| Central Costs        | 238883            | 106933                            | 78356                             | 32.8                            | NI now paid from Corporate Management budget. Phone, equipment and postage costs over 42%.                  |
| Democratic Costs     | 43725             | 14998                             | 15448                             | 35.3                            | No expenditure from the training or election fund budgets. Civic Allowance at 37% - Civic Awards reception. |
| Corporate Management | 261118            | 99655                             | 133959                            | 51.3                            | NI now paid from this budget. Insurance premiums and affiliations payable at the beginning of the year.     |
| Capital Programme    | 45000             | 0                                 | 0                                 | 0.0                             | Annual contribution to be transferred to capital programme fund.  |
| Grants               | 4000              | 1250                              | 1050                              | 26.3                            | Grants awarded in April and November.   |
| Inn on the Park      | 11262             | 4370                              | 4761                              | 42.3                            | Rates, water, repairs and alarm maintenance over 42%  |
| Oakwood Centre       | 141931            | 51052                             | 53235                             | 37.5                            | Staff, rates, phone, equipment and catering costs over 42%.   |
| Maintenance HQ       | 7292              | 2626                              | 3122                              | 42.8                            | Rates and repairs over 42%. Other costs under at this point.  |
| Capital and Projects | 184940            | 80000                             | 80000                             | 43.3                            | Loans paid in September and March - sinking fund contribution invested.                                     |
| <b>TOTAL</b>         | <b>938151</b>     | <b>360884</b>                     | <b>369931</b>                     | <b>39.4</b>                     |   |

| INCOME               | Budget<br>2014/15 | Actual<br>Exp as at<br>31/08/2013 | Actual Inc<br>as at<br>31/08/2014 | Actual Inc<br>as % of<br>Budget | Information   |
|----------------------|-------------------|-----------------------------------|-----------------------------------|---------------------------------|---|
| Central Costs        | 6647              | 1792                              | 2366                              | 35.6                            | Investment of balances income due at end of fixed period. |
| Democratic Costs     | 0                 | 0                                 | 0                                 | 0.0                             |   |
| Corporate Management | 0                 | 0                                 | 0                                 | 0.0                             |   |
| Capital Programme    | 0                 | 0                                 | 0                                 | 0.0                             |   |
| Grants               | 0                 | 0                                 | 0                                 | 0.0                             |   |
| Inn on the Park      | 40800             | 20359                             | 20400                             | 50.0                            | Management fee invoiced in advance.                       |
| Oakwood Centre       | 140646            | 61526                             | 64235                             | 45.7                            | Room hire at 44%, rent invoices paid.                     |
| Maintenance HQ       | 0                 | 0                                 | 0                                 | 0.0                             |   |
| Capital and Projects | 0                 | 0                                 | 0                                 | 0.0                             |   |
| <b>TOTAL</b>         | <b>188093</b>     | <b>83677</b>                      | <b>87001</b>                      | <b>46.3</b>                     |   |
| <b>NET</b>           | <b>750058</b>     | <b>277207</b>                     | <b>282930</b>                     |                                 |   |

Month 5 = 41.6%

## Woodley Town Council 2014/2015

### Current Account

#### List of Payments made between 01/05/2014 and 31/05/2014

| <u>Payee Name</u>              | <u>Amount</u> |                                       |
|--------------------------------|---------------|---------------------------------------|
|                                | Paid          |                                       |
| ADT Fire & Security Plc        | 633.18        | Call out/reset alarm                  |
| ARC                            | 5000.00       | Grant - youth counselling service     |
| ASA Awards                     | 1070.24       | BLC badges/certificates               |
| Badgemaster Limited            | 6.24          | Staff name badge                      |
| BE Fuelcards Ltd               | 62.11         | Diesel                                |
| BE Fuelcards Ltd               | 45.23         | Unleaded petrol - Depot               |
| BE Fuelcards Ltd               | 50.26         | BP Diesel                             |
| Bowak Ltd                      | 229.00        | Cleaning supplies                     |
| Brake Bros Foodservice Ltd     | 425.63        | Vending supplies                      |
| British Gas                    | 5463.42       | Electricity supply                    |
| BT Direct                      | 21.84         | Phone                                 |
| BT Direct                      | 20.64         | Phone                                 |
| BT Direct                      | 30.49         | Phone                                 |
| BT Direct                      | 64.80         | Phone                                 |
| BT Direct                      | 68.40         | Phone                                 |
| BT Direct                      | 68.40         | Phone                                 |
| BT Direct                      | 126.00        | Phone                                 |
| BT Direct                      | 184.95        | Phone                                 |
| BT Direct                      | 515.13        | Phone                                 |
| BT Direct                      | 658.02        | Phone                                 |
| Bullseye Awards & Garments Ltd | 397.46        | Engraving awards - Kwik cricket       |
| C C F Ltd                      | 317.38        | Building supplies                     |
| CCTV Direct Ltd                | 82.14         | CCTV Dome camera/power pack           |
| Churchill Contract Services Lt | 1447.20       | Contract cleaning                     |
| Churchill Contract Services Lt | 1820.08       | Contract cleaning                     |
| CIT Vendor Finance (UK) Ltd    | 839.38        | Qtrly rental charge - photocopier     |
| Citizens Advice Bureau         | 1901.50       | Grant                                 |
| Credit Union                   | 50.00         | Credit Union deducted from pay        |
| Crown Water & Coffee           | 31.68         | Bottled water                         |
| Customers Really Matter Ltd    | 35.99         | Monthly website charge                |
| Dejac Associates Ltd           | 218.40        | Microsoft software OC                 |
| Direct365Online Ltd            | 168.30        | Hand dryer - WPLC                     |
| EDF Energy 1 Ltd               | 8.67          | Electric for clock tower              |
| Edmundson Electrical Ltd       | 59.99         | Electrical supplies                   |
| Energy Electrical Distributors | 95.62         | Electrical supplies                   |
| EURODEC                        | 292.08        | Decorating supplies                   |
| FAS Capital Ltd                | 79.20         | Monthly cash register charge          |
| Fencing Products Ltd           | 98.40         | Gate - Bungalow BLC                   |
| Frasers Office Supplies Ltd    | 202.98        | Stationery supplies                   |
| Fuel Fitness Ltd               | 187.50        | Coach                                 |
| Graham                         | 10.90         | Building supplies                     |
| Grundon Waste Management Ltd   | 108.00        | Refuse collection                     |
| Helen Masey                    | 713.46        | 2013 Residents survey                 |
| HenryGreen Plumbing            | 158.65        | Service boiler flat - IOTP            |
| HM Revenue & Customs Only      | 13686.76      | PAYE & NI                             |
| Image Box Design Ltd           | 547.00        | Childrens Activities booklets         |
| Investec Asset Fin             | 372.00        | BLC - Light/heat                      |
| J P Lennard Ltd                | 1006.93       | Sports equipment for BLC & WPLC       |
| John Cook & Sons               | 383.40        | New front door - Maintenance workshop |

|                                 |          |   |
|---------------------------------|----------|---|
| John Stacey & Sons Ltd          | 318.00   | Refuse collection - Allotments              |
| John Stacey & Sons Ltd          | 318.00   | Refuse collection - Allotments              |
| John Willis                     | 110.00   | Window cleaner                              |
| Just Around The Corner          | 5667.00  | Service Level Agreement payment             |
| Just In The Park CIC            | 598.80   | Charged on behalf of Just in the Park café  |
| Just Tiles Ltd                  | 136.02   | Building supplies                           |
| Keep Mobile                     | 909.50   | Grant                                       |
| KLM Digital Office Solutions L  | 48.97    | Service & maint photocopier                 |
| KLM Digital Office Solutions L  | 12.00    | Postage charge                              |
| Laundry Depot                   | 113.55   | Wash/press table cloths OC                  |
| Lend and Play Toy Library       | 1000.00  | Grant                                       |
| Lincat Limited                  | 34.12    | Filter cartridge replacement                |
| Lister Wilder Ltd               | 212.38   | Carry out repairs on tractor - Depot        |
| Lloyds Bank                     | 610.50   | Cardnet service charge                      |
| Maintel Europe Ltd              | 296.18   | Phone maintenance                           |
| McEvoy & Rowley                 | 190.00   | Fridge/freezer OC staff room                |
| Merchant Rentals                | 52.85    | Monthly cardnet rental                      |
| MKR Electrical Services Ltd     | 173.18   | Repairs to lighting WPLC/cooker connection  |
| OCS Group UK Ltd                | 480.00   | Refuse collection                           |
| Office Depot International (UK) | 61.66    | Stationery supplies                         |
| Office Depot International (UK) | 47.99    | Stationery supplies                         |
| PDG Group Services              | 295.87   | Cleaning supplies                           |
| Peninsula Business              | 489.60   | HR services                                 |
| PHS Group Plc                   | 620.10   | Annual charge - water dispenser WPLC        |
| Pitney Bowes                    | 250.00   | Postage topup - franking                    |
| Playsafety Ltd                  | 496.80   | Annual charge - play area inspections       |
| Prudential Assurance            | 30.00    | AVC payment deducted from pay               |
| Rathbones Investment Mge Ltd    | 86060.71 | Investment                                  |
| READIBUS                        | 8269.00  | Grant                                       |
| Regency Cleaning Services Ltd   | 1523.78  | Contract cleaning                           |
| Reindeer Centre                 | 780.00   | Mini farm hire - WTCMI                      |
| Rialtas Business Solutions Ltd  | 130.80   | Annual charge - planning software           |
| Securitas Security              | 90.00    | Monthly key holding service                 |
| Securitas Security              | 90.00    | Monthly key holding service                 |
| Servo-Chem (UK) Ltd             | 225.38   | BLC pool chemicals                          |
| SETON                           | 38.70    | Fire alarm testing keys - BLC               |
| SGW Payroll Ltd                 | 252.92   | Payroll service                             |
| SITA UK Ltd                     | 12.43    | Refuse collection                           |
| SITA UK Ltd                     | 701.37   | Refuse collection                           |
| Surfacing Standards Ltd         | 942.00   | Surveys for 3G pitch                        |
| Swimrite Supplies Ltd           | 523.68   | BLC pool supplies                           |
| Thames Water                    | 41.63    | Water rates                                 |
| Thames Water                    | 258.59   | Water rates                                 |
| Thames Water                    | 593.29   | Water rates                                 |
| Thames Water                    | 910.00   | Water rates                                 |
| Thames Water                    | 2112.68  | Water rates                                 |
| The Berkshire Pension Fund      | 13511.12 | Pension - employers and employees           |
| The Letterworks Ltd             | 94.00    | 2014 Printing - garden competition leaflets |
| Total GP Ltd                    | 727.10   | Gas supply                                  |
| Total GP Ltd                    | 1240.76  | Gas supply                                  |
| Total GP Ltd                    | 2416.29  | Gas supply                                  |
| Touch Blue Plc                  | 231.92   | Annual charge - telephone system BLC        |
| Trade UK                        | 124.51   | Building supplies                           |
| Trade UK                        | 475.52   | Building supplies                           |
| Trade UK                        | 459.99   | Building supplies                           |
| Travis Perkins Trading Company  | 52.78    | Building supplies                           |
| Travis Perkins Trading Company  | 49.62    | Building supplies                           |

|                              |         |                              |
|------------------------------|---------|------------------------------|
| TSM Copiers Ltd              | 34.74   | Copier usage                 |
| Unison                       | 41.90   | Union fees deducted from pay |
| Virgin Media Payments Ltd    | 32.93   | Phone                        |
| Vodafone Ltd                 | 161.08  | Phone                        |
| Wokingham BC                 | 41.00   | Rates                        |
| Wokingham BC                 | 155.00  | Rates                        |
| Wokingham BC                 | 344.00  | Rates                        |
| Wokingham BC                 | 848.00  | Rates                        |
| Wokingham BC                 | 1808.00 | Rates                        |
| Wokingham BC                 | 4410.00 | Rates                        |
| Wokingham Job Support Centre | 500.00  | Grant                        |
| Wokingham Pools and Spas     | 771.60  | BLC pool maintenance         |
| Wolverson X-Ray Ltd          | 360.00  | Boxing packages - BLC        |
| Zoggs International Ltd      | 252.00  | BLC pool supplies            |

186338.92

## CLERKS IMPREST A/C

### List of Payments made between 01/05/2014 and 31/05/2014

| <u>Payee Name</u>              | <u>Amount</u> |                                |
|--------------------------------|---------------|--------------------------------|
|                                | <u>Paid</u>   |                                |
| (Personal Information)         | 50.00         | Refund deposit                 |
| (Personal Information)         | 100.00        | Grant                          |
| (Personal Information)         | 6.00          | Cancelled WPLC course          |
| (Personal Information)         | 8.00          | Cancelled WPLC course          |
| Aleasha Lunn                   | 100.00        | Grant                          |
| (Personal Information)         | 50.00         | Refund deposit                 |
| (Personal Information)         | 69.00         | Cancelled BLC course           |
| Hope Davies                    | 100.00        | Grant                          |
| (Personal Information)         | 31.50         | Cancelled BLC course           |
| (Personal Information)         | 50.00         | Refund deposit                 |
| (Personal Information)         | 4.80          | Refund part Allot rent         |
| Amazon                         | 10.25         | Sliding door sign-mtg room     |
| Berks Multiple Sclerosis Thera | 250.00        | Grant                          |
| British Gymnastics             | 309.50        | Part payment (training)        |
| Earley & Woodley Stroke Club   | 250.00        | Grant                          |
| Lloyds Bank                    | 35.18         | Charges 10 Mar to 9 Apr 14     |
| Lloyds Bank                    | 60898.63      | Net Pay - May 2014             |
| PETTY CASH A/C                 | 187.48        | Petty cash topup               |
| PETTY CASH A/C                 | 127.31        | Petty cash topup               |
| Reading Roafrunners            | 150.00        | Refund deposit                 |
| The Mayor's Charity Concert    | 20.00         | Tickets for Mayor to attend    |
| The Ramp People                | 144.00        | Lgtweight cable protector-WCTM |
| Tracey Cook                    | 36.00         | Cancelled BLC course           |
| UK POS Ltd                     | 73.08         | Moulded base card holders      |
| UK POS Ltd                     | 3.13          | A4 Poster holder               |
| UK POS Ltd                     | 44.76         | A4 Poster holders              |
| Woodley Carnival Committee     | 60.00         | Carnival Stalls                |
| Woodley Carnival Committee     | 34.00         | Carnival stalls                |
| Woodley Town Football Club     | 250.00        | Grant                          |

63452.62

## Woodley Town Council 2014/2015

### Current Account

#### List of Payments made between 01/06/2014 and 30/06/2014

| <u>Payee Name</u>               | <u>Amount Paid</u> |                                     |
|---------------------------------|--------------------|-------------------------------------|
| AEG                             | 7122.62            | Acoustic Movable Wall-WPLC          |
| Alan J. Harland                 | 1500.00            | Internal Audit services             |
| Arkell & Hurcombe (Bronzeworks) | 90.00              | Bronze cast plaque                  |
| ASA Awards                      | 104.31             | BLC badges/certificates             |
| BE Fuelcards Ltd                | 1.21               | Admin charge                        |
| BE Fuelcards Ltd                | 45.22              | Unleaded petrol - Depot             |
| BE Fuelcards Ltd                | 50.26              | BP Diesel-OE55NNW                   |
| BE Fuelcards Ltd                | 71.33              | Diesel-RY54 DBU                     |
| Berkshire Tree Care             | 3804.00            | Removal of Poplar trees-WP          |
| Bowak Ltd                       | 327.79             | Cleaning supplies                   |
| Brake Bros Foodservice Ltd      | 468.33             | Vending supplies                    |
| British Gas                     | 5697.27            | Electricity supply                  |
| Broadwater Technologies Ltd     | 667.22             | Call out - pool site reports        |
| BT Direct                       | 145.80             | Phone                               |
| BT Direct                       | 21.84              | Phone                               |
| BT Direct                       | 78.84              | Phone                               |
| BT Direct                       | 20.64              | Phone                               |
| BT Direct                       | 43.71              | Phone                               |
| BT Direct                       | 198.57             | Phone                               |
| BT Group Plc                    | 45.47              | Phone                               |
| BT Telephone Payment Centre     | 8.40               | Phone                               |
| Capital                         | 107.88             | 5 Ltr de-scaler                     |
| Churchill Contract Services Lt  | 1537.97            | Contract cleaning                   |
| Churchill Contract Services Lt  | 1469.18            | Contract cleaning                   |
| CIMSPA                          | 358.80             | Pool plant operators staff training |
| Credit Union                    | 50.00              | Credit Union deducted from pay      |
| Crown Water & Coffee            | 47.52              | Bottled water Oakwood Centre        |
| Customers Really Matter Ltd     | 35.99              | Monthly website charge              |
| David Kearsey                   | 345.38             | Office chairs-WPLC                  |
| Earth Anchors Ltd               | 589.14             | Big Ben litter bin-Woodford Park    |
| EDF Energy 1 Ltd                | 8.68               | Electric for clock tower            |
| Energy Electrical Distributors  | 79.36              | Electrical supplies                 |
| EURODEC                         | 198.88             | Decorating supplies                 |
| Eurostat Office Supplies        | 368.67             | Stationery supplies                 |
| Eurostat Office Supplies        | 67.19              | Stationery supplies                 |
| FAS Capital Ltd                 | 79.20              | Monthly cash register charge        |
| Frasers Office Supplies Ltd     | 295.20             | Stationery supplies                 |
| Fuel Fitness Ltd                | 45.00              | Coaching                            |
| Grundon Waste Management Ltd    | 108.00             | Refuse collection                   |
| HM Revenue & Customs Only       | 14266.46           | PAYE & NI                           |
| Investec Asset Fin              | 414.00             | BLC Light/heat                      |
| Janet Dacre                     | 339.00             | Coach                               |
| Jelf Insurance Brokers Ltd      | 532.49             | Premium adjustment-2013/2014        |
| John Willis                     | 110.00             | Window cleaner                      |
| KLM Digital Office Solutions L  | 120.88             | Service & maint photocopier         |
| Lister Wilder Ltd               | 108.00             | Tractor repairs-Depot               |
| Lloyds Bank                     | 353.60             | Cardnet service charge              |
| Mainstream Digital              | 0.35               | Phone                               |
| McEvoy & Rowley                 | 240.00             | Electric cooker - BLC               |
| Merchant Rentals                | 52.85              | Monthly cardnet charge              |
| MKR Electrical Services Ltd     | 24.00              | Electrical supplies                 |
| Oakmoor                         | 576.00             | Shutter removal WPLC                |
| PDG Group Services              | 257.14             | Cleaning supplies                   |

|                                |          |                                    |
|--------------------------------|----------|------------------------------------|
| Peninsula Business             | 489.60   | HR services                        |
| Performing Rights Society Ltd  | 130.63   | PRS music licence                  |
| Performing Rights Society Ltd  | 262.08   | PRS music licence                  |
| Projectorpoint                 | 286.80   | ViewSonic projector-OC             |
| Prudential Assurance           | 30.00    | AVC payment deducted from pay      |
| Regency Cleaning Services Ltd  | 1896.61  | Contract cleaning                  |
| RMS Pitney Bowes               | 250.00   | Postage topup - franking           |
| Securitas Security             | 90.00    | Monthly key holding service        |
| Securitas Security             | 90.00    | Monthly key holding service        |
| SGW Payroll Ltd                | 264.74   | Payroll service                    |
| SITA UK Ltd                    | 113.36   | Refuse collection                  |
| SITA UK Ltd                    | 359.06   | Refuse collection                  |
| SLCC Enterprises Ltd           | 82.80    | Staff training                     |
| SMS Environmental Ltd          | 1021.36  | Water samples                      |
| SSE                            | 1116.95  | Electricity supply                 |
| Stonepave UK Ltd               | 1366.20  | Granite stone - Wdly War Memorial  |
| Surfacing Standards Ltd        | 1398.00  | Scale site plan - 3G pitch project |
| Thames Valley Temperature Cont | 142.20   | Call out - boiler repairs - OC     |
| Thames Water                   | 910.00   | Water rates                        |
| The Berkshire Pension Fund     | 13313.55 | Pension - employers and employees  |
| The Garden Centre Group Tradin | 124.10   | Gardening supplies                 |
| The Garden Centre Group Tradin | 93.92    | Gardening supplies                 |
| Total GP Ltd                   | 626.46   | Gas supply                         |
| Total GP Ltd                   | 1861.51  | Gas supply                         |
| Total GP Ltd                   | 738.83   | Gas supply                         |
| Trade UK                       | 117.70   | Building supplies                  |
| Travis Perkins Trading Company | 133.42   | Building supplies                  |
| Trinity Mirror Publishing Ltd  | 144.00   | WTCMI advertising                  |
| TSM Copiers Ltd                | 30.02    | Copier usage                       |
| Unison                         | 41.90    | Union fees deducted from pay       |
| UNIVAR B.V.                    | 1000.06  | BLC pool chemicals                 |
| Virgin Media Payments Ltd      | 20.83    | Phone                              |
| Vodafone Ltd                   | 188.67   | Phone                              |
| Watson Petroleum Ltd           | 1439.40  | Diesel-Depot                       |
| Wokingham BC                   | 41.00    | Rates                              |
| Wokingham BC                   | 155.00   | Rates                              |
| Wokingham BC                   | 344.00   | Rates                              |
| Wokingham BC                   | 848.00   | Rates                              |
| Wokingham BC                   | 1808.00  | Rates                              |
| Wokingham BC                   | 4410.00  | Rates                              |
| Wolverson X-Ray Ltd            | 412.00   | Bulgarian bags - fitness courses   |

81892.40



## CLERKS IMPREST A/C

### List of Payments made between 01/06/2014 and 30/06/2014

| Payee Name                     | Amount Paid |                                  |
|--------------------------------|-------------|----------------------------------|
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 13.50       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 54.00       | Cancelled BLC course             |
| (Personal Information)         | 84.78       | Kwik Cricket consumables         |
| (Personal Information)         | 44.99       | Projector lead OC                |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 5.00        | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 45.00       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 150.00      | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 200.00      | Refund deposit                   |
| (Personal Information)         | 15.00       | Refund deposit                   |
| (Personal Information)         | 21.60       | Cancelled BLC course             |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| (Personal Information)         | 15.00       | Refund deposit                   |
| (Personal Information)         | 50.00       | Refund deposit                   |
| Carbonite Backup               | 35.35       | WTCMI - Backup software          |
| Combined Precision             | 36.43       | Waterproof gaffer tape           |
| Community Sports Arts & Leisur | 200.00      | Royal Life Saving Society course |
| Direct Sales-Amazon.co.uk      | 143.97      | 3x Fans chrome - OC              |
| Findmypast.co.uk               | 9.95        | 1 month subscription WW1 project |
| Hughes Direct                  | 129.99      | iPod dance dock-BLC              |
| Lloyds Bank                    | 35.80       | Bank charges 10 Apr to 9 May 14  |
| Lloyds Bank                    | 58304.29    | Net payroll - June 2014          |
| Lloyds Bank                    | 0.97        | WTCMI- transaction fee           |
| PC World Online                | 343.98      | Advent Laptop - OC               |
| PETTY CASH A/C                 | 156.85      | top up petty cash                |
| Starmaker Theatre              | 254.00      | Refund deposit                   |
| TV Gay chorus                  | 100.00      | Refund deposit                   |
| Woodley Netball Club           | 150.00      | Refund deposit                   |
|                                | 61250.45    |                                  |

## Woodley Town Council 2014/2015

### Current Account

#### List of Payments made between 01/07/2014 and 31/07/2014

| <u>Payee Name</u>               | <u>Amount Paid</u> |   |
|---------------------------------|--------------------|---|
| ADT Fire & Security Plc         | 465.60             | Call out/reset alarm                              |
| Airquee Ltd                     | 348.00             | Bouncy castle call out/repair                     |
| Arkell & Hurcombe (Bronzeworks) | 90.00              | Bronze cast plaque                                |
| Arkell & Hurcombe (Bronzeworks) | 182.34             | Bronze cast plaque                                |
| ASA Awards                      | 160.13             | BLC badges/certificates                           |
| Badgemaster Limited             | 6.24               | Staff name badge                                  |
| BE Fuelcards Ltd                | 50.90              | Diesel  |
| BE Fuelcards Ltd                | 40.20              | Unleaded petrol-Depot                             |
| Bowak Ltd                       | 294.40             | Cleaning supplies                                 |
| Brake Bros Foodservice Ltd      | 429.31             | Vending supplies                                  |
| Brake Bros Foodservice Ltd      | 318.88             | Vending supplies                                  |
| Bramhill Design Ltd             | 9214.68            | Professional fees War Memorial/Civic Space        |
| British Gas                     | 5032.12            | Electricity supply                                |
| Broadwater Technologies Ltd     | 1392.00            | Call out - pool site reports                      |
| Broadwater Technologies Ltd     | 31800.00           | Replace/fitting of 2 new filters-BLC              |
| BT Direct                       | 68.83              | Phone   |
| BT Direct                       | 21.84              | Phone   |
| BT Direct                       | 121.68             | Phone   |
| BT Direct                       | 20.64              | Phone   |
| BT Direct                       | 37.92              | Phone   |
| BT Direct                       | 254.25             | Phone   |
| BT Retail                       | 8.40               | Phone   |
| Capital                         | 669.60             | Karcher Steam cleaner                             |
| CF Corporate                    | 166.37             | Qtrly Photocopier charge                          |
| Chemically-Solved Ltd           | 262.20             | BLC pool chemicals                                |
| Churchill Contract Services Lt  | 3640.16            | Contract cleaning                                 |
| Churchill Contract Services Lt  | 4613.91            | Contract cleaning                                 |
| Credit Union                    | 50.00              | Credit Union deducted from pay                    |
| Crown Water & Coffee            | 152.76             | Service/Bottled water                             |
| Crown Water & Coffee            | 31.68              | Bottled water                                     |
| EDF Energy 1 Ltd                | 8.67               | Electric for clock tower                          |
| Energy Electrical Distributors  | 420.43             | Electrical supplies                               |
| EURODEC                         | 348.15             | Decorating supplies                               |
| EURODEC                         | 149.56             | Decorating supplies                               |
| EURODEC                         | 50.39              | Decorating supplies                               |
| Eurostat Office Supplies        | 131.70             | Stationery supplies                               |
| FAS Capital Ltd                 | 79.20              | Monthly cash register charge                      |
| Frasers Office Supplies Ltd     | 284.69             | Stationery supplies                               |
| Fuel Fitness Ltd                | 90.00              | Coach   |
| Furnitubes International Ltd    | 3660.00            | 5 Harrogate seats - War Memorial                  |
| Gazkaz                          | 120.00             | Uniform - BLC                                     |
| Gazkaz                          | 168.00             | Uniform - BLC                                     |
| Global Foodservice Equipment    | 87.59              | Water boiler - OC                                 |
| Godfreys (Sevenoaks) Ltd        | 444.00             | Hedge trimmer - Depot                             |
| Godfreys (Sevenoaks) Ltd        | 95.37              | Cutterblade/bolts and nuts                        |
| Grundon Waste Management Ltd    | 108.00             | Refuse collection                                 |
| Hewden Stuart Ltd               | 855.12             | Hire of excavator and scissor lift - allots & BLC |
| HM Revenue & Customs Only       | 13831.20           | PAYE & NI   |
| Investec Asset Finance          | 372.00             | BLC Light/heat                                    |
| J P Lennard Ltd                 | 690.29             | Photometer pool test kit/pool equipment           |
| John Willis                     | 110.00             | Window cleaner                                    |
| Just Around The Corner          | 5667.00            | Service Level Agreement - payment                 |
| Just In The Park CIC            | 1795.25            | Charged on behalf of Just in the Park café        |

|                                |          |   |
|--------------------------------|----------|---|
| Keyline Builders Merchants Ltd | 192.93   | Building supplies                         |
| KLM Digital Office Solutions L | 90.41    | Service & maint photocopier               |
| Kompan Ltd                     | 22552.88 | Supply & install play equipment Malone Pk |
| Lloyds Banl                    | 823.05   | Cardnet charge                            |
| Lyreco UK Ltd                  | 187.98   | Stationery supplies                       |
| Mainstream Digital             | 55.52    | Phone                                     |
| Margaret Macknelly Design      | 264.00   | Mayor's cards/Newsletter design           |
| Merchant Rentals               | 52.85    | Monthly cardnet machine charge            |
| OCS Group UK Ltd               | 291.60   | Refuse collection                         |
| OCS Group UK Ltd               | 83.45    | Refuse collection                         |
| OCS Group UK Ltd               | 304.60   | Refuse collection                         |
| Office Depot International (UK | 39.59    | Stationery supplies                       |
| P & H Snacksdirect Ltd         | 853.07   | Vending supplies                          |
| P & H Snacksdirect Ltd         | 241.11   | Vending supplies                          |
| Pangbourne and District Silver | 300.00   | Band for War Memorial unveiling           |
| PDG Group Services             | 248.97   | Cleaning supplies                         |
| Peninsula Business             | 489.60   | HR services                               |
| Phonographic Performance Limit | 253.50   | PPL music licence                         |
| Phonographic Performance Limit | 584.71   | PPL music licence                         |
| PHS Group Plc                  | 132.94   | Qtrly dust mat charge                     |
| Pitney Bowes                   | 250.00   | Postage top up - farking                  |
| Playsafety Ltd                 | 261.60   | Post-installation inspection-Malone Park  |
| Prudential Assurance           | 30.00    | AVC payment deducted from pay             |
| Reading Borough Council        | 3250.00  | Half yearly lease rent - allotment site   |
| Regency Cleaning Services Ltd  | 1507.55  | Contract cleaning                         |
| Riso (UK) Ltd                  | 347.36   | Photocopier charges OC                    |
| Securitas Security             | 94.50    | Monthly key holding charge                |
| Securitas Security             | 94.50    | Monthly key holding charge                |
| SGW Payroll Ltd                | 268.82   | Payroll services                          |
| SITA UK Ltd                    | 766.42   | Refuse collection                         |
| SLCC Enterprises Ltd           | 114.00   | Staff training                            |
| SMS Environmental Ltd          | 753.16   | Water samples                             |
| SMS Environmental Ltd          | 172.80   | Water samples                             |
| Somerville Glass & Windows Ltd | 225.00   | Replace glass - Bungalow                  |
| Somerville Glass & Windows Ltd | 390.00   | Replace glass - BLC                       |
| Southern Electric              | 522.11   | Electricity supply                        |
| Southern Electric Contracting  | 767.56   | Electricity supply                        |
| Southern Electric Contracting  | 323.38   | Electricity supply                        |
| Specialised Panel Products Ltd | 779.04   | Plastic stacking chairs - Chapel Hall     |
| Swimco (A.R. Penny) Ltd        | 750.37   | BLC pool vac repair/service               |
| Thames Water                   | 910.00   | Water rates                               |
| Thames Water                   | 736.42   | Water rates                               |
| Thames Water                   | 68.72    | Water rates                               |
| Thames Water                   | 468.81   | Water rates                               |
| Thames Water                   | 903.96   | Water rates                               |
| The Berkshire Pension Fund     | 11312.11 | Pension - employers and employees         |
| The Garden Centre Group Tradin | 119.98   | Gardening supplies                        |
| The Letterworks Ltd            | 662.00   | Mayor's cards/Newsletter printing         |
| Total Gas & Power              | 278.67   | Gas supply                                |
| Total Gas & Power              | 883.04   | Gas supply                                |
| Total Gas & Power              | 1633.53  | Gas supply                                |
| Total Sounds                   | 175.00   | Equipment hire - War Memorial unveiling   |
| Trade UK                       | 649.61   | Building supplies                         |
| Travis Perkins Trading Company | 9.59     | Building supplies                         |
| Travis Perkins Trading Company | 130.82   | Building supplies                         |
| Travis Perkins Trading Company | 167.41   | Building supplies                         |
| Travis Perkins Trading Company | 130.54   | Building supplies                         |
| Trinity Mirror Publishing Ltd  | 321.60   | WTCEMI advertising                        |
| TSM Copiers Ltd                | 29.20    | Copier charge                             |
| Unison                         | 41.90    | Union fees deducted from pay              |
| Virgin Media Payments Ltd      | 31.06    | Phone                                     |

|                              |         |   |
|------------------------------|---------|---|
| Vodafone Ltd                 | 192.91  | Phone                                       |
| Windowflowers Ltd            | 5342.40 | WTCMI - flowers for town centre (recharged) |
| Wokingham BC                 | 41.00   | Rates                                       |
| Wokingham BC                 | 155.00  | Rates                                       |
| Wokingham BC                 | 344.00  | Rates                                       |
| Wokingham BC                 | 848.00  | Rates                                       |
| Wokingham BC                 | 1808.00 | Rates                                       |
| Wokingham BC                 | 4410.00 | Rates                                       |
| Wokingham Pools and Spas     | 644.40  | Pipe workWoodford Pk paddling pool          |
| Woodley War Memorial Project | 330.00  | Wreaths/name badges-War Memorial unveiling  |
| WW Cleaning                  | 350.00  | Clean banquet chairs Oakwood Centre         |

163352.26

## CLERKS IMPREST A/C

### List of Payments made between 01/07/2014 and 31/07/2014

| <u>Payee Name</u>      | <u>Amount Paid</u> |  |
|------------------------|--------------------|--|
| (Personal Information) | 50.00              | Refund deposit                           |
| (Personal Information) | 15.00              | Refund deposit                           |
| (Personal Information) | 200.00             | Refund deposit                           |
| (Personal Information) | 50.00              | Refund deposit                           |
| (Personal Information) | 50.00              | Refund deposit                           |
| (Personal Information) | 69.00              | Refund cancel BLC course                 |
| (Personal Information) | 36.00              | July 2014-net pay                        |
| (Personal Information) | 50.00              | Refund deposit                           |
| (Personal Information) | 25.00              | Refund cancelled WPLC course             |
| (Personal Information) | 36.25              | Refund cancelled BLC course              |
| (Personal Information) | 51.00              | Refund deposit                           |
| (Personal Information) | 50.00              | Refund deposit                           |
| Amazon                 | 59.99              | Safety boots for Centre Assist           |
| Brightons Newsagents   | 129.55             | Newspapers-7/9/13-12/7/14                |
| Cruse Bereavement Care | 250.00             | Grant                                    |
| DVLA                   | 225.00             | Tax disc-KD51 WTW                        |
| FindMyPast.co.uk       | 9.95               | 1 months subscription WW1 project        |
| Indigo Shop            | 11.70              | Rip'N' Grip tape Loop white              |
| Lloyds Bank            | 40.64              | Charges 10 May - 9 June 14               |
| Lloyds Bank            | 59171.27           | July 2014-Net payroll                    |
| Norton Software        | 64.99              | WTCMI - Anti-virus software              |
| PETTY CASH A/C         | 156.85             | Top up petty cash                        |
| PETTY CASH A/C         | 219.89             | Top up petty cash                        |
| Post Office Shop       | 28.95              | A4 Colotech paper War Memorial unveiling |
| The National Archives  | 3.30               | Medal card WW1 project                   |
| The National Archives  | 16.50              | Medal card WW1 project                   |
| The National Archives  | 3.30               | Medal card WW1 project                   |
| Woodley Wine Circle    | 158.35             | Refund of booking fees                   |

61232.48

## Woodley Town Council 2014/2015

### Current Account

#### List of Payments made between 01/08/2014 and 31/08/2014

| <u>Payee Name</u>               | <u>Amount</u> | <u>Paid</u>                                |
|---------------------------------|---------------|--|
| Accounting Solutions            | 450.00        | Accountancy services                       |
| ADT Fire & Security Plc         | 602.04        | Call out/reset alarm                       |
| Allen's Design & Print Ltd      | 90.00         | WTCMI leaflets                             |
| Amersham & Wycombe College      | 595.00        | Staff training                             |
| Anvil Metalworks Ltd            | 516.00        | Gate posts/brackets                        |
| Arkell & Hurcombe (Bronzeworks) | 90.00         | Bronze cast plaque                         |
| Arkell & Hurcombe (Bronzeworks) | 87.60         | Bronze cast plaque                         |
| B & S Chains (Midlands) Ltd     | 60.13         | Building supplies                          |
| BE Fuelcards Ltd                | 50.26         | Diesel                                     |
| BE Fuelcards Ltd                | 1.21          | Admin charge                               |
| BE Fuelcards Ltd                | 50.26         | Diesel                                     |
| Bowak Ltd                       | 603.83        | Cleaning supplies                          |
| Brake Bros Foodservice Ltd      | 398.35        | Vending supplies                           |
| Brake Bros Foodservice Ltd      | 906.95        | Vending supplies                           |
| British Gas                     | 5599.53       | Electricity supply                         |
| BT Direct                       | 23.02         | Phone                                      |
| BT direct                       | 21.84         | Phone                                      |
| BT Direct                       | 26.37         | Phone                                      |
| BT Direct                       | 68.40         | Phone                                      |
| BT Direct                       | 71.96         | Phone                                      |
| BT Direct                       | 72.36         | Phone                                      |
| BT Direct                       | 126.00        | Phone                                      |
| BT Direct                       | 192.49        | Phone                                      |
| BT Direct                       | 516.88        | Phone                                      |
| BT Direct                       | 707.36        | Phone                                      |
| BT Retail                       | 8.40          | Phone                                      |
| Capital                         | 99.48         | Urinal screen/Graffiti remover             |
| Churchill Contract Services Lt  | 2981.67       | Contract cleaning                          |
| Churchill Contract Services Lt  | 1448.50       | Contract cleaning                          |
| CIT Vendor Finance (UK) Ltd     | 839.38        | Qtrly rental of photocopier charge         |
| Credit Union                    | 50.00         | Credit Union deducted from pay             |
| Crown Water & Coffee            | 47.52         | Bottled water                              |
| Crown Water & Coffee            | 47.52         | Bottled water                              |
| EURODEC                         | 462.23        | Decorating supplies                        |
| FAS Capital Ltd                 | 79.20         | Monthly cash register charge               |
| Frasers Office Supplies Ltd     | 227.71        | Stationery supplies                        |
| Grundon Waste Management Ltd    | 162.00        | Refuse collection                          |
| Harvey Stone                    | 20595.00      | Construction & installation - war memorial |
| Henley Theatre Services Ltd     | 207.42        | Electrical supplies - Theatre              |
| HM Revenue & Customs Only       | 14032.22      | PAYE & NI                                  |
| Image Box Design Ltd            | 312.00        | Advertising banners                        |
| Image Box Design Ltd            | 303.60        | Healthy Habits member cards                |
| Impro Commercial Ltd            | 45.24         | Staff uniform                              |
| Information Commission          | 35.00         | Registration                               |
| InTouch                         | 35.99         | Web maintenance                            |
| Investec Asset Finance          | 372.00        | BLC Light/heat                             |
| IQL Uk Ltd                      | 670.00        | NPLQ assessments packs                     |
| J P Lennard Ltd                 | 664.56        | Shuttlecocks/Badmin net/pool chemicals     |

|                                |          |  |
|--------------------------------|----------|--|
| J P Lennard Ltd                | 223.57   | Clinical waste bags/gloves                   |
| J P Lennard Ltd                | 214.97   | NPLQ assessments packs                       |
| John Cook & Sons               | 1150.20  | Repair maintenance workshop doors            |
| John Willis                    | 110.00   | Window cleaner                               |
| Just In The Park CIC           | 1805.40  | Charged on behalf of Just in the Park café   |
| KLM Digital Office Solutions L | 114.90   | Service & maint photocopier                  |
| Laundry Depot                  | 23.80    | Wash/press table cloths OC                   |
| Lloyds Bank                    | 574.07   | Cardnet service charge                       |
| Lyreco UK Ltd                  | 112.85   | Stationery supplies                          |
| Mainstream Digital             | 0.16     | Phone  |
| Margaret Macknelly Design      | 103.20   | War memorial programme/flyer design          |
| McVeigh Parker Ltd             | 223.43   | Compartment corn bins                        |
| Merchant Rentals               | 52.85    | Monthly cardnet charge                       |
| MKR Electrical Services Ltd    | 978.18   | Electrical supplies                          |
| MKR Electrical Services Ltd    | 261.72   | Electrical supplies                          |
| OCS Group UK Ltd               | 259.20   | Refuse collection                            |
| P & H Snacksdirect Ltd         | 198.10   | Vending supplies                             |
| P & H Snacksdirect Ltd         | 196.65   | Vending supplies                             |
| PDG Group Services             | 201.68   | Cleaning supplies                            |
| Peninsula Business             | 489.60   | HR services                                  |
| PHS Group Plc                  | 329.16   | Qtrly dust mat charge                        |
| Pitney Bowes                   | 250.00   | Postage topup - franking                     |
| PP Construction Ltd            | 28646.08 | Building works - Civic space/war memorial    |
| Prudential Assurance           | 30.00    | AVC payment deducted from pay                |
| Queensbury Shelters Ltd        | 4099.20  | Installation of Cantilever bus shelter       |
| R & J Services                 | 2256.00  | Repair/resiting of allotment site gate/fence |
| Regency Cleaning Services Ltd  | 1491.31  | Contract cleaning                            |
| Servo-Chem (UK) Ltd            | 140.76   | BLC pool chemicals                           |
| SETON                          | 174.64   | Line paint white & yellow                    |
| SGW Payroll Ltd                | 266.78   | Payroll services                             |
| Shred-it M4 Corridor           | 216.00   | Shredding of documents                       |
| SITA UK Ltd                    | 407.36   | Refuse collection                            |
| SITA UK Ltd                    | 359.06   | Refuse collection                            |
| SMS Environmental Ltd          | 1474.36  | Water samples                                |
| Somerville Glass & Windows Ltd | 162.00   | Replace glass - Chapel Hall                  |
| Southern Electric              | 157.60   | Electricity supply                           |
| Thames Water                   | 910.00   | Water rates                                  |
| Thames Water                   | 3549.77  | Water rates                                  |
| The Berkshire Pension Fund     | 12764.02 | Pension - employers and employees            |
| The Letterworks Ltd            | 132.00   | War memorial leaflets - printing             |
| Total Gas & Power              | 492.26   | Gas supply                                   |
| Total Gas & Power              | 802.76   | Gas supply                                   |
| Total Gas & Power              | 1424.06  | Gas supply                                   |
| Trade UK                       | 368.92   | Building supplies                            |
| Trade UK                       | 636.60   | Building supplies                            |
| Trinity Mirror Publishing Ltd  | 120.00   | WTCMI advertising                            |
| TSM Copiers Ltd                | 188.10   | Copier usage                                 |
| Unison                         | 41.90    | Union fees deducted from pay                 |
| Urban Removals                 | 189.00   | Removal of trampolines - BLC to WPLC         |
| Virgin Media Payments Ltd      | 27.83    | Phone  |
| Vodafone Ltd                   | 196.86   | Phone  |
| Windowflowers Ltd              | 133.20   | WTCMI - flowers for town centre              |
| Wokingham BC                   | 41.00    | Rates  |
| Wokingham BC                   | 155.00   | Rates  |
| Wokingham BC                   | 344.00   | Rates  |
| Wokingham BC                   | 848.00   | Rates  |

|                        |         |                                 |
|------------------------|---------|---------------------------------|
| Wokingham BC           | 1808.00 | Rates                           |
| Wokingham BC           | 4410.00 | Rates                           |
| Wokingham Town Council | 364.80  | Memorial heritage trail banners |
| Wolverson X-Ray Ltd    | 264.80  | BLC - Power resistance bands    |
| Woodley Auto Centre    | 324.49  | Repairs to maintenance truck    |

133946.69

## **CLERKS IMPREST A/C**

### **List of Payments made between 01/08/2014 and 31/08/2014**

| <u>Payee Name</u>                | <u>Amount</u> |  |
|----------------------------------|---------------|--|
|                                  | <u>Paid</u>   |  |
| (Personal Information)           | 50.00         | Refund deposit                             |
| (Personal Information)           | 50.00         | Refund deposit                             |
| (Personal Information)           | 50.00         | Refund deposit                             |
| (Personal Information)           | 200.00        | Refund deposit                             |
| (Personal Information)           | 50.00         | Refund deposit                             |
| (Personal Information)           | 100.00        | Refund deposit                             |
| Findmypast.co.uk                 | 9.95          | 1 month's subscription- WW1 heritage trail |
| HED TKD ONE                      | 150.00        | Paid into WTC a/c in error                 |
| Lloyds Bank                      | 42.46         | Charges 10 June-9 July 2014                |
| Lloyds Bank                      | 60313.72      | Net payroll Aug 2014                       |
| Munro Market Research Ltd        | 100.00        | Inv 10287 paid twice in error              |
| Oxfordshire Ass of Local Council | 84.00         | Training session                           |
| Ryman.co.uk                      | 34.93         | Pukka carbonless receipt book              |
| Staples.co.uk                    | 29.54         | Spiral receipt book                        |
| Wokingham BC                     | 192.50        | Planning Application 3G Pitch              |
|                                  | 61457.10      |  |

Woodley Town Council

## **WOODFORD PARK LEISURE CENTRE - DEVELOPMENT**

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

---

#### **Purpose of Report**

To update members on discussions with Alliance Leisure and the recommendations of the Leisure Services Committee regarding the development of the centre.

#### **Background**

The Council was approached by Badminton England and Bulmershe Gym Club, both of which are looking for additional space, and the Leisure Services Manager met with representatives from these clubs to discuss this. With the agreement of the Leisure Services Committee the Leisure Services Manager invited Alliance Leisure to give some initial advice on providing the extra spaces at Woodford Park Leisure Centre and how the centre could develop its activities to provide more sports and activities in the town as well as generate additional income.

#### **Information**

At the meeting on 27 May 2014 the Leisure Services Committee agreed that Alliance Leisure be asked to provide an overview which explored opportunities to develop Woodford Park Leisure Centre to enhance the leisure offering, provide a sporting "hub" for the local area and generate new income streams. The overview from Alliance Leisure is enclosed (**Appendix A**) for Members' information. This is a confidential document as it relates to the business affairs of another person. Members should note that the costs provided are indicative at this point.

A meeting between Alliance Leisure, Bulmershe Gym Club, Badminton England, Berkshire Performance Centre, the Leader of the Council and the Chairman of the Leisure Services Committee took place to discuss this overview. During that meeting all parties had the opportunity to discuss the overview and raise any questions with Alliance Leisure. The meeting itself was positive from all sides and Alliance Leisure agreed to draft some initial proposals on how the Council may progress this project further and provided the following as possible options:

- 1) For Alliance Leisure to provide further indicative costs and drawings, based on the Council's brief, which they would do at their own risk. Although indicative, they would be able to provide a breakdown of the build costs and an illustrative CAD drawing showing the proposed development. They would also consider increased commercial revenue opportunities, e.g. High Ropes, Fitness in the current function space.
- 2) The Council to commission an Independent Feasibility Report (circa £3k-£3.5k) which would provide
  - Analysis of Demographics / Catchment Area
  - Latent Demand information
  - Competitor Analysis
  - Revenue Projections / Financial Implications of proposed new facilities
  - Return on Capital Investment projections

Alliance Leisure has a panel of independent consultants that it uses and would recommend the most suitable for the Council and for the type of project it is considering. An example report can be provided. The consultant from Alliance Leisure believed that Option 2 makes most sense because it ensures affordability, is integrated into the next phase and all commercial opportunities can be better evaluated helping to prevent/protect against abortive work.



Members of the Leisure Services Committee considered the proposed options at a meeting on 2 September 2014. There was a general view that the Council should consider the future development of the centre and explore opportunities to work with other organisations and to seek to introduce new activities at the centre. Members believed that option 2, the provision of a feasibility study, would provide more reliable information about possible developments than option 1. The Committee particularly wished to be able to meet with representatives of Alliance Leisure to discuss the opportunities for development should this option be agreed.

The estimated cost of the proposed report is £3,500. This can be met from the special projects earmarked reserve which stands at £42,819 at the present time.

The Leisure Services Committee

**Recommended**

- ◆ **That Members of the Strategy and Resources Committee approve the allocation of £3,500 from the special projects earmarked reserve in order to commission Alliance Leisure to provide an independent feasibility report on opportunities for development at Woodford Park Leisure Centre by Alliance Leisure.**
  
- ◆ **That, subject to the above recommendation being agreed, Members of the Leisure Services Committee be included in discussions with the consultants on potential development opportunities at the centre.**

Woodley Town Council

**BULMERSHE PARK**

**REPORT OF THE TOWN CLERK**

---

**Purpose of Report**

To inform Members of a proposal from Dominic Lawson Bespoke Planning Ltd, made on behalf of a client, for Bulmershe Park in order to consider and consider a response on behalf of the Council.

**Background**

Dominic Lawson Bespoke Planning Ltd has submitted a planning application on behalf of their client for land at 34 Pitts Lane, Earley, which backs on to Bulmershe Park. The park forms part of the Bulmershe Site of Urban Landscape Value and is identified as such in the Managing Development Delivery Local Plan adopted in February 2014. The Town Council is part of a joint agreement made in 1965 (when the land was purchased) between the then Berkshire County Council, Wokingham Rural District Council and Earley Parish Council.

**Information**

The proposal from the developer is attached at **Appendix A**. It includes the installation of paths, a sheltered seating area and sensory planting and the provision of a contribution towards maintaining the garden landscape. The design provided in the appendix is not fixed and is put forward for discussion.

Under the terms of the agreement in respect of Bulmershe Park, this Council is responsible for "managing, maintaining and developing the park to secure its use by the public for purposes of air exercise and recreation", with Earley Town Council and this Council sharing the cost equally. In practice Earley Town Council pays half of the costs of grass cutting by this Council's Grounds Maintenance team and both Councils have worked together on projects in the park, such as tree planting. The agreement also states that the park "or any part thereof shall not be sold or leased nor shall any easement or similar right be granted in respect thereof by the County Council (now WBC) without the consent of the Woodley and Sandford Parish Council and the Earley Parish Council who may grant consent subject to any conditions they see fit."

The Leisure Services Committee considered this proposal at a meeting on 2 September 2014 and recommended that the proposal be refused. At the meeting Members were of the opinion that this area should continue to provide an area of natural open space for the enjoyment of residents. The park supports much wildlife and is well used by walkers and as an informal recreation area. The Committee agreed that the developer's wish for residents of the proposed development to be able to access outside space should be catered for within the plans for the development, rather than in a public park.

Earley Town Council is understood to be considering this proposal at a meeting on 10 September.

Members are asked to consider the proposal and make a response on behalf of the Council.

**Recommendation**

- ◆ **That Members consider the proposal with regard to Bulmershe Park and make a response on behalf of the Council.**

Correspondence to Wokingham Borough Council regarding the proposal:

On behalf of my colleague Edward Shepherd, I am attaching a proposal for Bulmershe Park for your consideration, and that of the two town councils who maintain it. (I have copied in our contacts there as we have so far been unable to engage with anyone directly on the proposal).

Our client is keen to make a positive contribution to the park and thought that a sheltered seating area surrounded by sensory planting might be attractive to residents using the park, as there appears to be nowhere to sit and reflect at present. Such a facility would also be attractive to prospective residents, staff and visitors of the proposed elderly care facility, encouraging them to take exercise beyond the confines of the site, should you be minded to consent the application before you.

The Town Councils may feel any additional feature requiring maintenance, over and above their current regime of grass mowing and tree maintenance, would be a burden on scarce resources. Our client is mindful of the cost of maintaining garden landscapes, having to do so for its own homes, and is therefore willing to contribute to the annual maintenance of such a facility should the idea be perceived to be of benefit to local people. The design is by no means fixed and put forward merely for discussion; other ideas would be welcome. If the idea receives positive encouragement then we could work up the scheme further, to include a budget for the capital costs of implementation and an annual revenue cost for its maintenance.

I look forward to learning of your and the town councils' reaction as to whether this proposal is worth pursuing; I do hope so as our client is committed to providing community benefits arising from its proposals for elderly care as part of a programme of integration and involvement with local communities that it becomes a part of.

Please feel free to ring to discuss further, especially the town council representatives (please feel free to consult your town councillors on this). We would of course be happy to meet, should you prefer, if this idea is considered worth taking forward.

Yours sincerely  
Alex

Alexandra Rook CMLI

Dominic Lawson Bespoke Planning Ltd  
7a Pindock Mews  
London W9 2PY



Link to existing pedestrian route. Footpaths to generally consist of Tarmacadam with timber edging. Key areas to have resin bound gravel surfacing.  
Shade structure with seating. Raised planter with aromatic planting to provide focus  
Central activity space with footpath link to residential care home.

Bulmershe Park.  
Sketch Proposals for  
enhancement work.



- Link to Residential care home with gated access.
- Sensory planting to surround central lawn area and footpaths.
- Seating area with southerly aspect, backed with sensory and aromatic planting.
- Shade structure and raised planter to provide focal point.

Bulmershe Park sketch proposals.  
Enhancement works.

Woodley Town Council

## **OPENNESS IN LOCAL GOVERNMENT REGULATIONS 2014**

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

---

#### **Purpose of Report**

To advise members on the implications of the Openness of Local Government Regulations and to propose a protocol for reporting of meetings.

#### **Background**

The Openness of Local Government Regulations 2014 came into force on 6 August 2014, under section 43 of the Local Audit and Accountability Act 2014.

#### **Information**

##### Reporting at council meetings

The Regulations allow reporting at council meetings, including committees, sub committees and working parties, which are open to the public and where the public are not excluded.

Any person attending a meeting must, as far as is practicable, be afforded reasonable facilities for reporting and may use any communication method, including the internet to publish, post or otherwise share the results of their reporting activities. Publication and dissemination may take place in the meeting or afterwards.

Under the Regulations the Council is not required to permit oral reporting or commentary on a meeting as it takes place if the person reporting or providing the commentary is present at the meeting.

Reporting means:

- Filming, photographing or making an audio recording of proceedings at a meeting
- Using any other means for enabling a person who is not present to see or hear proceedings at a meeting as it takes place or later
- Reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later to person not present.

The Council's standing orders make no reference to whether or not reporting in these ways is permitted, therefore no amendments of the standing orders are required to meet the Regulations. However, it would assist both the Council and anyone wishing to report for there to be a protocol for such situations and a draft is attached for Members' consideration at **Appendix A**.

##### Reporting of officer decisions

The Regulations also make provisions for the reporting of decisions made by officers which are:

- made under a specific express authorisation
- made under a general authorisation where the effect of the authorisation is:
  - to grant a permission or licence
  - that affect the rights of an individual
  - to award a contract or incur expenditurewhich, in either case, materially affects the council's financial position.

Reporting means that as soon as reasonably practicable after the decision has been made the officer must provide a written report of the decision. The written record should include:

- the date the decision was taken
- a record of the decision taken with reasons for the decision
- details of any options considered, if any, and reasons for rejection of these

If the decision is delegated to an officer under a specific express authorisation, the names of any councillor who had declared a conflict of interest in relation to the decision should be provided.

Where there is a separate statutory requirement to produce a written record of a decision that falls within the remit of the Regulations, a record of the decision, the reasons and the date the decision was taken will satisfy the requirements set out in the Regulations.

The written record, along with background papers must be made available for public inspection and retained by the Council for 6 years from the date decision was taken. Background papers to the decision must also be available for public inspection and retained by the Council for a period of 4 years from the date of the decision.

A Council is not authorised or required to make available for inspection documents that contain confidential information such as personal data or communications between the Council and its legal advisors.

The decision information must be available at all reasonable hours at the Council's offices, on the Council's website, and by such other means that the Council considers appropriate. A Council may make a charge for any postage and photocopying costs.

Advice from the National Association of Local Councils states that administrative and some operational decisions are not included in the Regulations and do not need to be recorded for public inspection. The Government's guide gives exempt examples such as decisions to sign allotment tenancies, allocate burial plots and to book rooms and sports facilities.

A person with custody of a document which is required to be available for public inspection commits an offence if he/she, without reasonable excuse, intentionally obstructs a person exercising a right to inspect written records and background papers or refuses to provide the documents. If convicted of one of these offences a person is liable to a fine not exceeding level 1 on the standard scale (£200).

There are several matters that require clarification regarding the practical application of the Regulations including the level at which decisions materially affect the Council's finances, storage and referencing of decisions and background papers and interpretation of a councillor's conflict of interest. Two officers will be attending a training session on 2 October after which we aim to design procedures to meet these Regulations for the Council to consider. In the meantime, if decisions are taken that meet the eventual criteria for reporting, these will be retrospectively dealt with under the new procedure.

### **Recommendation**

- ◆ **That Members note the contents of the report.**
- ◆ **That Members recommend to Council the draft protocol for reporting decisions, as attached to this report.**

## Woodley Town Council

### **DRAFT Protocol for members of the public wishing to report on meetings of Woodley Town Council**

Members of the public are entitled to report on meetings of Council, Committees, Sub Committees and Working Parties, except in circumstances where the public have been excluded as permitted by law.

Reporting means:

- Filming, photographing or making an audio recording of the proceedings of the meeting
- Using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later
- Reporting or providing commentary on proceeding at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if persons are not present at the meeting

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting who wishes to report on the meeting should contact the Town Clerk on 0118 9690356 or email [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk). This is so that employees can provide a suitable and defined place from which to anyone intending to report on proceedings can do so effectively.

Members of the public are asked to remain seated throughout the meeting because standing up and walking around could distract the meeting and therefore the business being conducted.

For meetings in the Oakwood Centre members of the public may use the Council's Wi-Fi facilities which can be accessed by selecting 'The Oakwood Centre' on your device. If the meeting is not held in the Oakwood Centre members of the public are asked to check in advance if a Wi-Fi service is available.

In order to avoid accidents the Council is unable to allow the use of electric plug sockets by members of the public for their equipment.



Woodley Town Council

## **BULMERSHE LEISURE CENTRE - UPDATE**

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

---

#### **Purpose of Report**

To provide an update to Members on matters relating to Bulmershe Leisure Centre with regard to the negotiated early surrender of the lease.

#### **Background**

At an extraordinary meeting of the Committee on 5 August 2014 the heads of terms for the early surrender of the lease for Bulmershe Leisure Centre were agreed, subject to:

- agreement of the final legal document
- receipt of a statement of intent from Wokingham Borough Council regarding the provision of leisure services at the Bulmershe site and the provision of a swimming pool facility for public and school use beyond March 2015.
- the continuing work and liaison with the Town Council on the promotion of sports and health activities in Woodley.

#### **Information**

Officers from the Town and Borough Councils have been meeting every fortnight to discuss matters relating to the agreed terms and the arrangements that need to be in place for the surrender of the lease and the transfer of the management of the centre to 1Life, the Borough Council's leisure contractor.

At those meetings the following matters have been discussed/agreed:

Staff – all permanent staff have now received a letter from the Town Council informing them of the transfer of the management of the centre and of the process for the representation of staff through the TUPE process. Provisional dates for the required meetings with the present and future employers have been agreed.

Decoration and repairs agreed as part of the negotiations are underway and will be completed before the transfer of the centre.

Legal agreements – for the surrender of both the lease on the leisure centre and the lease on the bungalow are being prepared with the intention that these be ready for the Council to consider to meet the now likely date of transfer of 1 November. The conditions in addition to the negotiated terms (see above) are agreeable to Wokingham Borough Council and 1Life. In particular, 1Life have suggested that the Town Council could be represented on the organisation's C-Salt Community Forum.

Parking – Wokingham Borough Council is investigating whether more car parking spaces can be created at the side of the main sports hall.

1Life hopes to be able to be in a position to install a fitness gym in the small hall during the month of October. It is thought that this can be managed, given the position of the hall and the nearby direct access to outside, without disruption to the centre. The Town Council will require close working and liaison with the contractors and 1Life while this work is being carried out.

Detailed discussions will be held and arrangements for the run up to and the actual handover date will be made between the Town Council and 1Life in October. The Town Council has arranged for the Admin Officer at Bulmershe Leisure Centre to assist with the financial and contractual matters relating to the transfer to be made.

Members should also be aware that the pool had to close on 3 and 4 September as a result of a health and safety matter raised in a site survey commissioned by 1Life. The Town Council has commissioned a report on the item of plant concerned and it is hoped that further information can be made available to Members at the meeting.

**Recommendation**

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

**Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 13 June 2014 at 4.15 pm**

- 
- Present:** *Councillors: K. Haines (Chairman), A. Chadwick, E. Rowland  
L. Waller – Just in the Park CIC, P. Makinson – Just in the Park CIC,  
Nancy Quinnel – Just in the Park CIC*
- Officer present:** *K. Murray, Service Support Manager*
- Apologies:** *Councillor P. Challis*
- 

**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Election of Chairman**

Councillor Haines was elected as chairman for the municipal year.

**3. Update on actions from previous meeting**

Promotions / Increasing Business

KM circulated the notes from the meeting held on 8 May 2014 to discuss promotions and increasing business in the centre and the café. (Notes attached)

CIC Directors

Nancy Quinnel was introduced and welcomed as a new director of the CIC.

**4. Catering Operation - Update from Just in The Park CIC**

PM reported that the first year accounts had been completed and showed an overall profit of £552. Staff costs had increased now that the café was opening on Saturdays and Sundays although business on these days was good.

PM reported that the CIC will now need to register for VAT and that this was being looked into by the accountant. The VAT rules relating to food service is complicated and more information should be available by the next meeting. It was noted that this would require a review of pricing in many areas affected by the VAT change.

PM suggested that the percentage split under the risk / reward rent arrangement may need reviewing and he would present a proposal to the Panel for discussion and consideration. It was noted that any changes would be discussed by the Panel with any recommendations passed to the Strategy and Resources Committee for approval. PM agreed to meet with KM to have an initial look at the figures and this information would be circulated to the Panel members before the next meeting.

ACTION: KM and PM meet to discuss rent arrangement

**5. Business Catering**

KM circulated the income figures for April and May. KM reported that anticipated income from business catering for June was £1300.

## Rent Income

|                        | 2014     |          |     |     |     | 2015 |     |     |     |     |     |     |         |
|------------------------|----------|----------|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|---------|
|                        | Apr      | May      | Jun | Jul | Aug | Sep  | Oct | Nov | Dec | Jan | Feb | Mar | TOTAL   |
| Actual<br>£            | 880      | 932      |     |     |     |      |     |     |     |     |     |     | 2051    |
| Target<br>£            | 700      | 700      | 700 | 700 | 700 | 700  | 700 | 700 | 700 | 700 | 700 | 700 | 8400    |
| %<br>against<br>target | 126<br>% | 133<br>% |     |     |     |      |     |     |     |     |     |     | 24<br>% |

### 6. Any Other Business

#### Furniture

LW reported that she has been looking for replacement sofas for the café as the current ones are in poor condition.

#### Waiting area

LW reported that there remained issues with a particular hirer who's visitors were regularly sitting in the café and not purchasing anything. The possibility of providing some seating near the front of the building was suggested. LW confirmed that there is a notice on the tables reminding people that they must purchase from the café if they are seated in the café area. It was suggested that a reminder could be included on the booking confirmation.

#### ACTION:

KM to speak with the Venues Supervisor and Bookings Officer about a way forward.

### 6. Date for the next meeting

Friday 25 July 2014 at 4.15pm

Meeting closed 4.45pm

**Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 05 September 2014 at 4.15 pm**

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**Present:** *Councillors: Councillor P. Challis, A. Chadwick, E. Rowland  
L. Waller – Just in the Park CIC,*

**Officer present:** *K. Murray, Service Support Manager*

**Apologies:** *K. Haines (Chairman)  
N. Quinnet – (Just in the Park CIC)*

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**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Election of Chairman for the meeting**

Councillor Challis was elected to chair the meeting in the absence of the Chairman.

**3. Update on actions from previous meeting**

Rent review

KM updated the panel on his meeting with Phil Makinson regarding a possible review of the rent agreement. Further information on operating costs and a detailed proposal would be required for consideration by the panel. LW reported that at present the rent agreement was working fine and did not need to be reconsidered at this time.

Waiting Areas

KM reported that he had discussed the issue with the Venues Supervisor and it had not been practical to provide an additional area near the foyer. The café had encountered more instances of visitors and taking up seating when not buying from the café and have dealt with these instances in the normal way – by politely informing the individuals of the situation. This will continue to be monitored.

**4. Just in The Park CIC Directors**

LW informed the Panel that Phil Makinson and Duane Harris are no longer directors of the CIC. Phil is continuing to provide assistance with this and is handing the process over to LW and NQ. LW reported that she and NQ were now allocating a set time each week to deal with the administration and finance issues and that the recruitment of new operational staff would free up more time for LW to do this.

It was noted that the success of the CIC since taking over the operation was partly due to there having been a director focusing on the financial and administration issues and that it should be an aim to continue in that way.

It was suggested that the Council's retired auditor may be interested or know someone who may be interested in assisting in this role.

**ACTION: KM to contact auditor to discuss**

## 5. VAT

LW informed the Panel that the CIC first year accounts had been submitted and that there was not at present a requirement to register for VAT. The CIC accountant is still looking at the implications of VAT registration and will advise the directors on this as this trading year progresses. It was noted that VAT registration would put a further administrative burden on the CIC.

## 6. Catering Operation

It was noted that the trading figures for the café were very strong and this had been maintained throughout the period that the CIC had been operating. It was noted that there had been no income from bookings requesting a bar.

LW reported that the social side of the CIC operation had also developed well.

The Panel wished to pass on its thanks to the directors of the CIC in recognition of both the financial and social success achieved since taking on the concession.

## 7. Business Catering

KM circulated the income figures and reported that anticipated income from business catering for August was around £600 - this comparatively low figure being due to the summer holiday period.

### Rent Income

|                        | 2014     |          |          |          | 2015 |     |     |     |     |     |     |     |         |
|------------------------|----------|----------|----------|----------|------|-----|-----|-----|-----|-----|-----|-----|---------|
|                        | Apr      | May      | Jun      | Jul      | Aug  | Sep | Oct | Nov | Dec | Jan | Feb | Mar | TOTAL   |
| Actual<br>£            | 880      | 932      | 1162     | 1058     |      |     |     |     |     |     |     |     | 2051    |
| Target<br>£            | 700      | 700      | 700      | 700      | 700  | 700 | 700 | 700 | 700 | 700 | 700 | 700 | 8400    |
| %<br>against<br>target | 126<br>% | 133<br>% | 166<br>% | 151<br>% |      |     |     |     |     |     |     |     | 24<br>% |

## 8. Date for the next meeting

Friday 10 October 2014 at 4.15pm

Meeting closed 5.15pm

**Report of a meeting of the Public Toilets Working Party held at the Oakwood Centre on Thursday 20 June 2014 at 11am**

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**Present:** *Councillors K. Haines (Chairman), L. Hayward, S. Outen, E. Rowland*

**Also present:** *S. White, Leonard Tridgell Associates, Chartered Surveyors*

**Officers:** *D. Mander, Town Clerk;*

1. **APPOINTMENT OF CHAIRMAN**

Having been duly nominated it was

**RESOLVED**

- ◆ To appoint Councillor Haines Chairman of the Working Party for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

3. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 20 February 2014 were agreed as a correct record.

It was noted that the recommendation that a tender process for the provision and installation of a public toilet at the town centre had been approved by the Strategy and Resources Committee at its meeting on 26 March 2014.

4. **PUBLIC TOILETS**

- 3.1 Members noted the email from the Resources Manager, Wokingham Borough Council confirming that Section 106 funds of £100,000 had been allocated to the Council for the provision of a public toilet in Woodley town centre. It was noted that the Council may have to forward fund the costs of the project until such time as the conditions for payment of the funds had been met and expenditure could be reclaimed. Payment of the funds by the developer would be made in two equal parts – 50% prior to the first occupation of any market housing unit and the remaining 50% on the occupation of the 72<sup>nd</sup> market housing unit.
- 3.2 It was noted that the Strategy and Resources Committee had agreed an allocation of £3,000 to forward fund the appointment of a consultant to prepare a specification, manage the tendering process and make site checks on the works.
- 3.3 Members welcomed Simon White to the meeting and discussed elements of the tender specification, the timeline and associated matters.

It was agreed that:

The tender specification should provide prices for

- two toilets – both with disabled access and baby changing facilities, one male, one female
- one unisex disabled access toilet with baby changing facilities and one unisex ordinary toilet
- one unisex disabled access toilet with baby changing facilities

In addition:

- the units should be semi automatic
- the units should be robust, of a modern design which could include stainless steel, vandal proof and graffiti resistant.
- potential connection costs, as a guide, for each of the two site identified

Simon White agreed to produce the specification over the next week and send this out to the two identified suppliers, Danfo and Healthmatic. He anticipated giving them 2 - 3 weeks to submit their tenders which, under the Council's financial regulations, needed to be sent to the Council offices and opened in the presence of a councillor. The information would then be sent to Mr White who would produce a report, at which point the working party would meet to consider this. This was likely to be in the week beginning 11 August but if earlier would be dealt with by the Service Support Manager in the Town Clerk's absence.

Once the Council had appointed its contractor for the project, the site would be identified and a planning application would be submitted. Simon White would be able to provide this service, at a cost of £400, as quoted. In the meantime he would seek pre-application advice on the two locations, from the planning authority.

Meeting closed at 11.55am

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**Report of a meeting of the Public Toilets Working Party held at the Oakwood Centre on Thursday 21 August 2014 at 10.30am**

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**Present:** *Councillors K. Haines (Chairman), L. Hayward, S. Outen, E. Rowland*

**Also present:** *S. White, Leonard Tridgell Associates, Chartered Surveyors*

**Officers:** *D. Mander, Town Clerk*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

2. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 20 June 2014 were agreed as a correct record.

3. **PUBLIC TOILETS**

Simon White presented the summary information he had prepared from the tenders received from Danfo and Healthmatic for the provision of public toilet(s) in the town centre. He suggested that in considering the information provided Members include the following factors:

- the robust and vandal proof nature of the outside structure
- appropriate and attractive design, the nature of which may depend on the site
- cost

Members debated these matters and sought further advice from Simon White and

**RECOMMENDED**

- ◆ That Danfo be the preferred supplier for the provision of a public toilet in the town centre.

It was noted that the toilet(s) would require full planning permission and that decisions on matters such as design, site, number of toilets and installation and maintenance costs were interdependent. With this in mind it was agreed that a further meeting be arranged or the following week, to which the representative from Danfo be invited, to discuss some of these matters further. It was also noted that discussions with Wokingham BC would need to take place in order to identify an agreed site.

There was further discussion about the site and it was agreed that in addition to the preferred sites (in the car park next to Waitrose and where the mushroom is sited) another site be considered - on the south side of the vets where there are 3 parking spaces that are understood to be underused because of their position and there being a tree right next to on of the bays.

In summary the meeting agreed that the principal decisions that would need to be made were:

Location      Number of toilets      External appearance/design      Type of toilet

The Town Clerk agreed to send utilities information to Simon White.

It was agreed that the views of the Crime Prevention Officer at Thames Valley Police also be sought once the project had moved forward.

Meeting closed at 11.15am

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**Report of an informal meeting regarding Public Toilets in the town centre held at the Oakwood Centre on Friday 29 August 2014 at 3pm**

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**Present:** *Councillors K. Haines (Chairman), S. Outen,*

**Also present:** *S. White, Leonard Tridgell Associates, Chartered Surveyors  
A. D'Arcy Wass, Danfo  
R. Longbottom, Danfo  
S. Evans, Danfo*

**Officers:** *D. Mander, Town Clerk  
J. Lherbier, Town Centre Manager*

The meeting had been arranged in order to try and progress the project. The representatives from Danfo were aware that they had been recommended as the preferred supplier for a public toilet(s) in the town centre but that this wouldn't be confirmed until the Strategy and Resources Committee had approved the recommendation at its next meeting on 16 September.

Several issues for discussion were raised:

Vandalism and damage – the representatives from Danfo were confident that a powder coated cladding would stand up to the elements and to vandalism, an anti graffiti coating could be used. This kind of coating had been used on toilets next to a beach and had held up well. It was noted that the south end of the town centre was less prone to vandalism. It was noted that this aspect should be kept in mind in terms of the final design.

Following discussion on an overhang for people to shelter under if waiting the use the facility the representatives from Danfo confirmed that this could be added to the design and there may be an extra cost but this was something they could provide, according to the wishes of the Council.

The possible 3<sup>rd</sup> site was discussed and the representatives from Danfo would look at this and the other sites before they left Woodley.

There was further discussion about the number of toilets and it was noted that one semi automatic with an automatic seat cleaner added to the specification (at a cost of £6-7,000) may help address the issue of concern regarding unisex use. Issue of higher ongoing maintenance cost on additional toilets was raised. There was a view expressed that 2 toilets would be preferable.

In terms of the life of the toilets Danfo confirmed that they had some units in the arctic circle that were still in place and working 25 years on.

The nearest toilet similar to the model type referred to in Danfo's tender was at The Monument in London.

In terms of site there was a general view that the possible sites in the Waitrose car park would be more practical and useful.

There was a view that the toilet shouldn't have a maximum time set for use.

Maintenance – Danfo advised that the toilet(s) would probably require cleaning every day and that this would help manage any vandalism.

At the end of the meeting Danfo agreed:

- to prepare designs for 1 and 2 cubicle toilets after they had looked again at the sites
- that Cllr Haines would discuss the proposed sites with Wokingham Borough Council
- that Simon White would check whether there was a TPO on the tree next to the vets.

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**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)

*Application submitted to Wokingham*

**APPENDIX 13**

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| Replacement of equipment in existing play areas due to increase in the number of Woodley residents |                             |                        |                | Approval to list | Application submitted |
|--|-----------------------------|------------------------|----------------|------------------|-----------------------|
| <b>A</b>   | <b>Current Project List</b> |                        |                |                  |                       |
| 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         |                  |                       |
| 4a   | Mollison Close              | Upgrade Play Equipment | 30,000         |                  |                       |

| Upgrading of existing sports and leisure facilities due to the increase in the number of Woodley residents |                              |  |                | Approval to list | Application submitted |
|--|------------------------------|--|----------------|------------------|-----------------------|
| <b>B Current Project List</b>  |                              |  |                |                  |                       |
| ID   | Site                         | Project/item   | Estimated cost |                  |                       |
| 1b   | Woodford Park Leisure Centre | Upgrade of the football/cricket changing wing  | 10,000         |                  |                       |
| 3b   | Bulmershe Leisure Centre     | New main dividing curtain in main hall   | 1,500          |                  |                       |
| 4b   | Bulmershe Leisure Centre     | New gym mats   | 2,000          |                  |                       |
| 5b   | Bulmershe Leisure Centre     | Soft play equipment  | 3,000          |                  |                       |
| 6b   | Woodford Park Leisure Centre | Soft play centre for under 5s – inflatable activity centre,mats, soft play shapes, climbing equipment                  | 6,200          |                  | 18.01.10              |
| 10b  | Woodford Park                | Improvements to Hard Surface Area  | 10,000         |                  |                       |
| 13b  | Bulmershe Leisure Centre     | Replacement floor in main hall   | Not known      |                  |                       |
| 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 |   |   |                | Approval to list | Application submitted |
|---|---|---|----------------|------------------|-----------------------|
| <b>C Current Project List</b>   |   |   |                |                  |                       |
| 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<br>1/4/14     |
| 3c  | Woodford Park                             | New crazy golf area at Woodford Park LC   | 8000           |                  | 11.12.09              |
| 4c  | Kingfisher Drive                          | Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive                                 | 16000          |                  | 29.6.11               |
| 6c  | Woodford Park Leisure Centre              | Installation of Gym facility  | 200,000(est)   |                  | 29.9.10               |
| 7c  | Bulmershe & Woodford Park Leisure Centres | Health Legacy Hub – mobile gym kit to use at sites around the town and at leisure centres – to promote fitness      | 15,000         |                  |                       |
| 8c  | Bulmershe & Woodford Park Leisure centres | Sport stadia – mobile sports arena which can be used with clubs at the leisure centres and at sites around the town | 15,000         |                  |                       |
| 9c  | Bulmershe & Woodford Park Leisure Centres | Cyber coach interactive dance and dance mats  | 6,000 - 15,000 |                  |                       |
| 10c   | Bulmershe Leisure Centre                  | Replacement flooring in small hall.   | 6,000          |                  |                       |
| 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 |
|--|-------------------------|---|----------------|------------------|-----------------------|
| <b>D Current Project List</b>  |                         |   |                |                  |                       |
| ID   | Site                    | Project/item  | Estimated cost |                  |                       |
| 1d   | Woodford Park Lake      | Lake refurbishment project – desilting, planting - can be phased  | 50,000         |                  | 11.12.09<br>3 times   |
| 3d   | Reading Road Allotments | Replacement Fencing   | 5,000          |                  |                       |
| 4d   | Woodley Town Centre     | Public Toilets on Woodley Town Centre                             | 100,000        |                  |                       |
| 5d   | Woodford Park           | Lighting, refurbishment of pathways, entrance/access improvements | 10,000         |                  |                       |
| 6d   | Woodford Park Entrance  | Improvements to surfacing of access road from Western Avenue      | Not Known      |                  |                       |

| Infrastructure projects to be suggested to and carried out by Wokingham Borough Council |                    |  |                | Approval to list | Application submitted |
|---|--------------------|--|----------------|------------------|-----------------------|
| <b>E Current Project List</b>   |                    |  |                |                  |                       |
| ID  | Site               | Project/item   | Estimated cost |                  |                       |
| 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  | 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      |                  |                       |
| 8e  | Ashenbury Park     | BMX track  | Not known      |                  |                       |

*GREEN - Application submitted to Wokingham*

#### Completed/in progress Projects

|     |                             |  |        | Date Completed | Notes                          |
|-----|-----------------------------|--|--------|----------------|--------------------------------|
| 2d  | Memorial Ground             | War Memorial, Flag Pole, seating, entrance improvements, Civic Space Project | 68,000 | in progress    |                                |
| 1a  | Malone Park                 |  | 13,800 | in progress    | Remain on list for future      |
|     | Woodford Park LC            | Basketball court & Cricket nets  | 6355   | 01/04/2013     |                                |
|     | 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         |                                |
|     | 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         |                                |
|     |                             |  |        |                |                                |



**NOTES OF A MEETING OF  
THE BOROUGH/PARISH COUNCIL WORKING GROUP  
HELD ON TUESDAY 15 JULY 2014  
FROM 7.00 PM TO 8.35 PM**

*Present:*

**Borough Councillors:** Michael Firmager, Guy Grandison, John Halsall and Rob Stanton

| <b>Parish/Town Council</b> | <b>Representative</b>                              |
|----------------------------|--|
| Arborfield & Newland       | Mark Picken  |
| Barkham                    | Pam Stubbs   |
| Charvil                    | Lauren McCann                                      |
| Earley                     | John Armstrong                                     |
| Finchampstead              | Lisa Blackwood, (Clerk)                            |
| Hurst                      | None appointed                                     |
| Remenham                   | (represented by John Halsall)                      |
| Ruscombe                   | None appointed                                     |
| Shinfield                  | Dawn Peer and Mike Gough<br>(Standing Deputy)      |
| Sonning                    | Tony Farnese                                       |
| Swallowfield               | Peter Sampson and Andrea<br>King (Standing Deputy) |
| Wargrave                   | Phil Davies  |
| Winnersh                   | Geoff Harper                                       |
| Wokingham                  | Dale Green   |
| Wokingham Without          | Ken Newland  |

**Other Representatives:**

|   |   |
|---|---|
| Wokingham District Association<br>of Local Councils | Richard Rampton and Roger<br>Loader (Standing Deputy) |
| Wokingham Clerks Forum                              | Philip Truppin  |

*Also present:-*

*Dave Allen, Communities and Engagement Manager*

*Kevin Jacob, Principal Democratic Services Officer*

*Angus Ross, Executive Member for Environment*

*Josie Wragg, Head of Community Services*

**1. ELECTION OF CHAIRMAN**

Prior to nominations being sought, Kevin Jacob explained that in previous years it had been a requirement of the Terms of Reference for the Working Group that the Chairman of the Working Group be a Member of Wokingham Borough Council and that the Vice-Chairman be a Member from a town or parish Council. However, these explicit requirements had been deleted from the revised Terms of Reference agreed at the last Borough Parish Working Group held in April 2014. It was open for the Working Group to further amend its Terms of Reference if it wished to do so.

It was proposed by John Halsall and seconded by Richard Rampton that Michael Firmager be elected as Chairman of the Working Group for the 2014/2015 municipal year.

**RESOLVED:** That Michael Firmager be elected as Chairman of the Borough Parish Working Group for the 2014/2015 municipal year.

## **2. APPOINTMENT OF VICE-CHAIRMAN**

It was proposed by John Halsall and seconded by Rob Stanton that Roger Loader be appointed as Vice-Chairman of the Borough Parish Working Group for the 2014/2015 municipal year.

**RESOLVED:** That Roger Loader be appointed as Vice-Chairman of the Borough Parish Working Group for the 2014/2015 municipal year.

## **3. APOLOGIES**

**Borough Councillor:** - Tom McCann

**Parish/Town Members:** Sue Laing, (Remenham), substituted by John Halsall, Andrew Luckwell, (Wargrave) substituted by Phi Davies, Roy Mantel and John Bowley (Twyford) and Dave Mills, (Woodley).

## **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **5. FUTURE WORK PROGRAMME – FACILITATED DISCUSSION**

Josie Wragg, Head of Community Services welcomed those present to the meeting, the first of the Working Group since the expansion of its membership and changes to the Terms of Reference in April 2014.

Josie explained that the Borough Council had wanted to continue with the Working Group as an established and valued mechanism for a renewed and genuine two-way conversation between the Borough and town/parish councils. The context that all local authorities were operating within, was one of a diminishing level of funding and cuts in budgets whilst simultaneously meeting the increased expectations of customers.

There was a need to build upon the many positive ideas that had been suggested and discussed at the Borough Parish Conference in 2013, including the possible delegation of services. However, the clear recurring message from the Conference, that all towns/parishes were different and that a 'one size fits all' approach would not work, was fully understood and accepted. It was also acknowledged that there were significant differences of aims and aspirations between all towns and parishes.

It was accepted that for any new relationship to work mutual trust needed to be established and that the changes to the Working Group had been made with this objective in mind. Historically, the Working Group had centred its activity on the annual conference, but, a new approach was needed to move forward towards engaging with all members. It was highlighted that towns and parishes did have concerns in some areas and that some of these concerns were longstanding. However, there was now an opportunity and imperative to move forward from this point.

It was highlighted that a new, but small team had been established within the Borough Council dealing with issues such as consultation and engagement with the whole community. It was recognised that the role of Neighbourhood Managers had been valued

by many. As part of this engagement process, the Borough was talking to organisations such as the Wokingham Clerks Forum.

The appointment of Keith Baker as the new Leader of Wokingham Borough Council was referred to. The Leader had been very clear in his intention that individual Members of the Borough Council Executive were empowered to have conversations and hold discussions with towns and parishes on issue within their individual portfolios.

Before the facilitated session began, the Working Group was reminded that its Forward Programme was a blank page and that the meeting represented an opportunity to populate it with items of mutual interest and benefit to all councils.

A facilitated discussion then took place. The Working Group was asked to think about and comment on what good partnership might look like, as set out in the letter to town/parishes set out on Agenda page 3. The Chairman commented that it was now important for everyone to look forward and not back.

A summary of the points made is set out below, grouped into the subheadings of the 'The Past', 'The Future' and 'Next steps':

### **The Past**

- Planning was a long standing issue where a lack of trust existed. Towns and Parishes strongly felt that their comments, which were often highly detailed and the result of considerable effort were not adequately taken into account by Borough Officers. In addition there was a lack of feedback on those comments from the Borough to towns and parishes;
- Although it was noted that senior Planning Officers had visited many parishes it was felt that there were some parishes who had not yet been visited;
- Parishes were frustrated with the difficulties they faced in contacting the right Officers in the Borough and that this was not helped by what was felt to be a lack of continuity in areas such as planning;
- Delays in Officers responding to queries or even acknowledging them was an issue;
- There was distrust of the validity of figures used in traffic planning;

### **The Future**

- Improved communication with residents was needed and new ways of engagement with residents who were increasingly hard to involve should be found. Earley Town Council operated an information kiosk with the aim of providing a 'one stop shop' for residents to access information on services regardless of whether they were operated by the Town or Borough Councils. The concept of one stop shops in parishes was interesting, but for smaller parishes answering resident queries about services represented a significant drain on the Clerk's time, the Borough was asked if it could assist with this;
- Planning – comment was made that town and parishes did planning very well particularly consulting with local residents and using their knowledge of a local area; which was particularly pertinent in planning enforcement issues. They represented a local resource to undertake some of the administrative or 'leg work' currently undertaken by Borough Officers. Could some planning functions be delegated into satellite offices in the towns/parishes, particularly those located within SDL areas?

- There was potential for other services to be run locally – perhaps libraries, grass cutting etc. Individual parishes would have different appetites for this;
- General sentiment expressed by those present was that as well as improved communication with residents, improved communication and understanding between the Borough and towns and parishes was needed. Towns and parishes wanted more contact with the Borough Council; However, this needed to be on the basis of an equal relationship and not be 'Parent to Child' in nature and approach;
- With regard to Planning, it would be a step forward if towns and parishes were informed of the reasons why comments might not be agreed with;
- Wokingham Town Council had undertaken a review of the services available to residents and who provided those services. This had highlighted a number of areas where there was duplication with the Borough, i.e. grants to the voluntary sector. Did both councils need to undertake the same function? Therefore both the Borough and town and parish councils needed to define what they did in terms of long term vision and the day to day. Several Councils had established Visions in place;
- Grass cutting was one area with potential for Towns and Parishes to take a greater role – parishes could potentially work together, with the Borough Council individually or in combination. This could lead to contractual improvements and efficiencies. Initial discussions were taking place between the Borough and Wokingham Town Council on this issue;
- Comment was made that the Borough would be receptive to having discussion with any parish wishing to explore the possibilities around joint working. Grass cutting was one example of this. Parishes were encouraged to contact Josie Wragg or Dave Allen if they wanted to initiate such discussions;
- The Borough Council could potentially assist town and parish councils on day to day practical issues such as the provision of Human Resources or other support services such as the security of town and parish council assets. This might go some way to mitigating some of the practical issues around towns/parishes becoming more involved in providing services – again the Borough was receptive to having these types of discussions. WDALC and BALC were also sources of advice;
- There was a need for the Borough and town and parish councils to consider looking across all administrative boundaries not just those in Berkshire. An example of this was highways related issues close to the county border with Hampshire in Wokingham Without;
- The Superfast Broadband Project represented an area for potential input from town and parish councils with greatest need for improved broadband speeds, although there was a need to move quickly. This in turn would help achieve some of the ideas expressed regarding making information from all Councils more readily accessible to residents through concepts like one stop shops;
- It was possible for the Borough and Parishes to work successfully in partnership to improve services to residents. An example of this was the establishment of the Swallowfield Flood Resistance Group whereby the Borough had supported Swallowfield Parish Council and as a result both Council's resources were better used;
- There were opportunities for greater economies of scale and sharing of knowledge through all Councils working better together.

### **Next Steps**

- Open dialogue to become embedded;
- Possible mechanisms to utilise local knowledge to be explored;

- Opportunities to exploit economies of scale, sharing of resources, use of volunteers and ideas for the creative use of resources to be brought back as an Agenda item;
- Working together where strategies and visions overlap;
- That a presentation on planning be given to the next meeting of the Working Group.

**RESOLVED:** That a Work Programme be developed on the basis of the Working Group's discussion.

## **6. TERMS OF REFERENCE OF THE BOROUGH PARISH WORKING GROUP- DISCUSSION**

The Chairman commented that in discussing the Terms of Reference agreed in April 2014 the aim had been to move away from the situation whereby the Working Group's main purpose was to plan the Borough Parish Conference as an annual set piece event and instead emphasise the opportunity for the Working Group to become a forum for the towns/parishes to raise issue of importance.

Philip Truppin commented they he felt it would be helpful to amend the Terms of Reference to increase the number of Clerks represented on the Working Group from one to two and not have provision for a Standing Deputy.

In response to a question, Kevin Jacob commented that the original intention of creating Standing Deputies was to allow for a Standing Deputy to attend in place of the main representative/s of a particular council or organisation, if that person or persons were not available for a meeting. It had not been expected that the Standing Deputy would need to attend other than in those circumstances. However, given the aspiration of all involved in the Working Group to be as inclusive as possible, he suggested including a reference within the Terms of Reference that Standing Deputies would be welcome at all meetings with the caveat that if a vote was required only one vote per council or organisation would be permissible. This was supported.

Dale Green commented that he felt the Terms of Reference included a number of different purposes which were quite different in nature and could have been more precise or prioritised.

**RESOLVED:** That the Terms of Reference of the Borough Parish Working Group be amended to include:

- 1) Provision for the Clerk's Forum to nominate two representatives, but that reference to the nomination of a Standing Deputy be removed.
- 2) A general note regarding the attendance of Standing Deputies at Working Group meetings.

## **7. DATES OF FUTURE MEETINGS**

The following future meeting dates were noted:

Thursday, 23 October 2014

Monday, 12 January 2015

Monday, 27 April 2015.



**Meeting re Precept Support Grant held on 25 July 2014 at Wokingham Borough Council offices**

Present:

Andy Couldrick – Chief Executive, Wokingham Borough Council  
Graham Ebers – Director of Finance and Resources, Wokingham Borough Council  
Cllr Anthony Pollock – Wokingham Borough Council  
Cllr Kate Haines – Woodley Town Council  
Cllr Beth Rowland – Woodley Town Council  
Cllr Keith Baker – Leader, Woodley Town Council / Wokingham Borough Council  
Cllr Richard Rampton - WDALC  
Kevin Murray – Service Support Manager, Woodley Town Council

WTC Councillors expressed concerns over the reduction in the precept support grant transferred to Woodley Town Council and the lack of engagement and consultation by Wokingham Borough Council with Woodley Town Council and the other parishes.

The reason for the reduction was explained as being in order to protect essential services delivered by the Borough Council at a time when budgets across the board had been significantly reduced.

It was recognised that consultation with parishes could have been better and that this would be improved in future.

It was agreed that the issue of consultation could be addressed through the Borough Parish Working Group which would provide a formal means of engaging with the Parishes. Richard Rampton agreed to contact Councillor Michael Firmager in this regard.