



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

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

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

**NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 18 April 2017, at which your attendance is requested.**

Kevin Murray  
Deputy 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 24 JANUARY 2017**  
To approve the minutes of the Strategy and Resources Committee held on 24 January 2017 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 7 February 2017.)*
4. **WOODLEY COMMUNITIES PROJECT**  
To receive a presentation from Melanie Eastwood regarding The Woodley CommuniTrees Project.
5. **FINANCE**
  - a) **Budgetary Control**  
To receive **Report No. SR 12/17.**

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b) **Payments**

To approve the following payments as set out in **Appendix 5b**:

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	Current account	Imprest account
January 2017	£78,381.89	£43,660.83
February 2017	£79,487.79	£43,667.84

c) To note the short term investment of £250,000 in a Lloyds Bank deposit account on 14 February 2017 for a period of 6 months at a rate of 0.6%.

d) To note the short term investment of £250,000 in a Santander Standard Time Deposit Account on 30 March 2017 for a period of 6 months at a rate of 0.45%

e) **Internal audit**

To receive the interim internal audit report for the period from September to December 2016, attached at **Appendix 5e**.

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6. **OAKWOOD CENTRE**

a) To consider **Report No. SR 13/17**.

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b) To consider a request from The Woodley CommuniTrees Project for free use of the Carnival Hall and Theatre in the Oakwood Centre on Wednesday 17 May 2017 for an exhibition and presentations relating to the project.

7. **CATERING PARTNERSHIP**

To receive **Reports No. SR 14/17, SR 15/17 and SR 16/17** of the Catering Partnership meetings held on 20 January, 24 February and 17 March 2017.

Pages 17,  
18 & 19

8. **RISK MANAGEMENT WORKING PARTY**

a) To approve the Risk Management Strategy for 2017/18, attached at **Appendix 8**.

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b) To note that it was not possible for the Risk Management Working Party to meet prior to this meeting of the Strategy and Resources Committee. A meeting will be arranged shortly to review the Risk Register.

9. **THEATRE AGREEMENT**

To consider **Report No. SR 17/17**.

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10. **COMMUNITY GRANTS**

To consider **Report No. SR 18/17**.

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11. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

To receive the reports of the Woodley Town Centre Management Initiative Committee meeting held on 25 January 2017 (**Appendix 11(i)**) and the Executive Sub Committee meeting held on 7 February 2017 (**Appendix 11(ii)**).

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12. **EXTERNAL FUNDING PROJECT LIST**

To note the current external funding project list, attached at **Appendix 12**.

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13. **PUBLIC TOILET UPDATE**  
 Planning permission has been granted and issues regarding connection to services and sewers have been resolved. The Council is currently awaiting details of a community asset transfer lease for the land from Wokingham Borough Council for the site. Once this is agreed an order will be placed and a delivery date reported to the Committee.
14. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**  
 To note the confidential financial information for the gym (*enclosed – for Members’ information only*).
15. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
 To note that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £53,579.
16. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT: PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT**  
 To note correspondence sent to the Chairman of NALC from Marcus Jones MP, Minister for Local Government, regarding the government’s decision to defer the setting of council tax referendum principles for town and parish councils. (*Appendix 16*)
17. **ROYAL GARDEN PARTY**  
 To note that the Council’s nomination of Councillor Franklin to attend the Buckingham Palace Garden Party on 1 June 2017 was successful.
18. **BOROUGH/PARISH LIAISON FORUM**  
 To note the minutes of the Borough/Parish Liaison forum, which took place on 23 January 2017. (*Appendix 18*)
19. **FUTURE AGENDA ITEMS**  
 To consider any future agenda items for the committee to consider.
20. **PUBLICITY AND WEBSITE**  
 To consider items to be publicised.
21. **EXCLUSION OF PUBLIC AND PRESS**  
**To resolve that, in view of the confidential nature of the business about to be transacted in relation to personal matters, 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.**
22. **PERSONNEL SUB COMMITTEE**  
 To consider **Report No. SR 19/17** of the Personnel Sub Committee meeting held on 6 April 2017.

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**STRATEGY AND RESOURCES COMMITTEE**

**DRAFT BUDGETARY CONTROL 2016/17**

**Report No. SR 12/17**

<b>EXPENDITURE</b>	<b>Original Budget 2016/17</b>	<b>Revised Budget 2016/17</b>	<b>Actual Exp as at 31/03/2016</b>	<b>Actual Exp as at 31/03/2017</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
Central Costs	225045	220773	219061	205667	93.2	Phone, postage, staff advertising and equipment over 100%. Unspent staff contingency and emergency repairs at this point.
Democratic Costs	47748	47240	46092	46827	99.1	Training costs not all spent. Residents survey costs over budget, elections allocation transferred to earmarked reserve towards election costs in 2019.
Corporate Management	280653	275561	255112	273321	99.2	Insurance premiums and residents survey costs slightly higher than budgeted for. Other costs on or under budget location at this point.
Capital Programme	45000	57906	45000	58226	100.6	Capital programme allocation including final overspend on 3G pitch installation of £13,226.
Grants	4000	3850	3925	3850	100.0	Grants awarded in April and December 2016.
Inn on the Park	0	0	6685	0	0.0	Inn on the Park closed 30/10/15.
Oakwood Centre	150888	147300	143659	135399	91.9	Staff, first aid, phone, repairs and maintenance costs over 100%. All other costs under. Electricity charges not yet allocated following issues with billing.
Maintenance HQ	6716	6616	5907	4815	72.8	Phone costs over budget, electricity costs yet to be allocated following issues with billing. All other costs at or under 100%.
Woodley TCMI	64619	60739	68922	66684	109.8	Higher than anticipated expenditure on WTCMI items. Costs of Market Manager now paid by TCMI.
Capital and Projects	184940	184940	184940	184939	100.0	Loans paid in September and March - sinking fund contribution made in June.
<b>TOTAL</b>	<b>1009609</b>	<b>1004925</b>	<b>979303</b>	<b>979728</b>	<b>97.5</b>	
<b>INCOME</b>	<b>Original Budget 2016/17</b>	<b>Revised Budget 2016/17</b>	<b>Actual Inc as at 31/03/2016</b>	<b>Actual Inc as at 31/03/2017</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
Central Costs	6525	6868	6584	7206	104.9	Higher than anticipated miscellaneous income.
Democratic Costs	0	0	0	0	0.0	
Corporate Management	10088	7843	7826	7142	91.1	Lower income re TCMI NI/pension - costs of Market Manager now met by TCMI.
Capital Programme	0	0	0	0	0.0	
Grants	0	0	0	0	0.0	
Inn on the Park	0	0	23823	0	0.0	Inn on the Park closed 30/10/15.
Oakwood Centre	149054	142490	145087	143017	100.4	Room hire at 103%, catering income figures for March yet to be included.
Maintenance HQ	0	0	0	0	0.0	
Woodley TCMI	51986	45206	56290	51154	113.2	
Capital and Projects	0	0	0	0	0.0	
<b>TOTAL</b>	<b>217653</b>	<b>202407</b>	<b>239610</b>	<b>208519</b>	<b>103.0</b>	
<b>Month 12 -100%</b>	<b>NET</b>	<b>791956</b>	<b>802518</b>	<b>739693</b>	<b>771209</b>	<b>96.1</b>

## Woodley Town Council 2016/2017

## Current Account

## List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>	
06-Jan-17	Arkell - Hurcombe-Bronzeworks	356.40	Bronze plaque
13-Jan-17	ASAP Computer Services	1902.00	Annual IT support
20-Jan-17	ATCM	594.00	WTCMI annual membership
13-Jan-17	AV Asbestos Ltd	472.80	GYM Construction/setup
13-Jan-17	BCM Group Plc	31.49	Service & maint photocopier WPLC
13-Jan-17	Berkshire Tree Care	1032.00	Clearance of growth around lake
20-Jan-17	Bowak Ltd	462.89	Cleaning supplies
20-Jan-17	Came & Company IBA	64.50	Insurance
06-Jan-17	CCTV Direct Ltd	55.73	Gym construction/setup
03-Jan-17	CF Corporate Finance	166.37	Qtrly Photocopier charge
06-Jan-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
23-Jan-17	Crown Gas & Power	290.12	Gas supply
23-Jan-17	Crown Gas & Power	301.58	Gas supply
23-Jan-17	Crown Gas & Power	957.65	Gas supply
23-Jan-17	Crown Gas & Power	1248.09	Gas supply
13-Jan-17	CSL Integration Ltd	2239.82	Gym construction/setup
13-Jan-17	D A Pawley	354.00	WTCMI clock repair
06-Jan-17	DCK Beavers Ltd	617.40	Accountancy support
20-Jan-17	Eurodec Ltd	66.51	Decorating supplies
20-Jan-17	Fraser Office Supplies Ltd	131.51	Stationery supplies
03-Jan-17	Go Cardless Ltd	80.40	Club Manager membership
04-Jan-17	Go Cardless Ltd	30.00	EPOS Now Ltd - maint charge
12-Jan-17	Go Cardless Ltd	30.00	EPOS WPLC mthly till charge
20-Jan-17	HMRC Cumbernauld	12712.93	PAYE & NI - employers and employees
06-Jan-17	InTouch	35.99	Monthly website charge
06-Jan-17	John Willis	120.00	Window cleaner Oakwood Centre
13-Jan-17	Just Around The Corner	5804.50	Service Level Agreement
13-Jan-17	Lister Wilder Ltd	172.65	Garden supplies
16-Jan-17	Lloyds Bank	232.68	Cardnet monthly service charge
16-Jan-17	Mainstream Digital	58.71	Phone
16-Jan-17	Merchant Rentals	35.23	Monthly cardnet machine rental
06-Jan-17	MKR Electrical Services Ltd	42.00	Electrical supplies
20-Jan-17	Opus Business Systems Ltd	1098.00	Annual maintenance charge - phone system
06-Jan-17	P&H Direct Van Sales Ltd	220.39	Vending supplies WPLC
13-Jan-17	PHS Group	1382.96	Annual charge - waste/sanitary disposal
11-Jan-17	Plusnet	52.20	Phone
17-Jan-17	Plusnet Ltd	38.40	Phone
20-Jan-17	Prudential	30.00	AVC payment deducted from pay
06-Jan-17	Reading Borough Council	3250.00	Allotment half yearly lease charge
06-Jan-17	Riso UK Ltd	247.51	Photocopier qtrly rental OC
13-Jan-17	Sabercom Ltd	420.00	Annual software/maintenance support
13-Jan-17	Seton	30.24	Fire extinguisher brackets
13-Jan-17	SGW Payroll Ltd	158.78	Payroll services
16-Jan-17	Siemens Fin Service	1100.80	Gym equip monthly rental
13-Jan-17	Sports & Fitness Flooring Ltd	15370.24	Gym construction/setup
20-Jan-17	SSE Southern Electric	522.86	Electricity supply
06-Jan-17	T H White Ltd	429.17	Garden supplies
09-Jan-17	Thames Water	125.12	Water rates - Reading Rd
09-Jan-17	Thames Water	603.35	Water rates - Pitts lane

20-Jan-17	The Berkshire Pension Fund	11390.74	Pension - employers and employees
20-Jan-17	Token Security Solutions Ltd	115.44	Security cover OC
20-Jan-17	Trade UK - Screwfix	25.16	Building supplies
13-Jan-17	Traditional Local Cleaning Ltd	1539.85	Contract cleaning
06-Jan-17	Travis Perkins Trading Co	50.47	Building supplies
20-Jan-17	Unison Collection Ac	32.20	Union fees deducted from pay
06-Jan-17	Veolia ES - UK Ltd	94.80	Refuse collection
24-Jan-17	Vodafone Ltd	239.23	Phone
03-Jan-17	Wokingham BC	42.00	Rates
03-Jan-17	Wokingham BC	160.00	Rates
03-Jan-17	Wokingham BC	353.00	Rates
03-Jan-17	Wokingham BC	895.00	Rates
03-Jan-17	Wokingham BC	5153.73	Rates
06-Jan-17	XN Media Ltd	240.00	WTCMI advertisement
13-Jan-17	Yarnold Heating and Plumbing Ltd	99.00	Gas safety report

78381.89

### CLERKS IMPREST A/C

#### List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
16-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	(Personal Information)	108.00	Refund deposit
16-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	(Personal Information)	45.00	Refund deposit
18-Jan-17	(Personal Information)	200.00	Refund deposit
23-Jan-17	(Personal Information)	37.60	WPLC course refund
30-Jan-17	(Personal Information)	50.00	Refund deposit
30-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	Brightons Newspaper	47.70	Newspapers 23/11 to 31/12/16
30-Jan-17	Direct365 online Ltd	691.20	Airforce hand dryer x2
12-Jan-17	DVLA Vehicle Tax	230.00	Vehicle tax-RY54 DBU
10-Jan-17	Hicks	104.05	Van service & MOT
09-Jan-17	Lands End Agility Dogs	150.00	Refund deposit
25-Jan-17	Lloyds Bank	40827.47	Net Jan 2017 payroll
13-Jan-17	Nevisport.co.uk	67.00	Uniform/protective clothing
25-Jan-17	Office Furniture online	130.80	High back operator chair
30-Jan-17	PC World Online	119.99	Acer 24" HD LED monitor
16-Jan-17	PETTY CASH A/C	156.52	Top up petty cash
04-Jan-17	Roofing Matters	300.00	Roofing works WPLC
17-Jan-17	TV Licensing.co.uk	145.50	OC TV Licence
23-Jan-17	Woodley Light Operatic	100.00	Refund deposit

43660.83

## Woodley Town Council 2016/2017

### Current Account

#### List of Payments made between 01/02/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
01-Feb-17	2nd Woodley Scout Group	9.80	Mayor's Christmas card delivery
08-Feb-17	Abbey Windows	1833.60	Gym construction/setup
10-Feb-17	Allen's Design & Print Ltd	114.00	WTCMI advertising banner
01-Feb-17	Aviva Insurance Ltd	77.00	Insurance - Vehicle damage
24-Feb-17	BCM Group Plc	19.18	Service & maint photocopier WPLC
10-Feb-17	BE Fuelcards Ltd	1.52	Inv 1794154-Admin charge
24-Feb-17	Bowak Ltd	402.34	Cleaning supplies
10-Feb-17	Brown Bag Cafe Ltd	1223.96	Catering services
24-Feb-17	Brown Bag Cafe Ltd	501.96	Catering services
23-Feb-17	BT Direct	696.07	Phone
23-Feb-17	BT Direct	931.95	Phone
22-Feb-17	BT Group Plc	122.76	Phone
23-Feb-17	BT group Plc	80.28	Phone
23-Feb-17	BT Group Plc	80.28	Phone
23-Feb-17	BT Group Plc	89.64	Phone
13-Feb-17	Castle Water	316.88	Water rates
24-Feb-17	CCF Ltd	457.15	Building supplies
01-Feb-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
24-Feb-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
01-Feb-17	CoolerAid Ltd	9.48	Bottled water
08-Feb-17	CoolerAid Ltd	37.92	Bottled water
24-Feb-17	CoolerAid Ltd	85.32	Bottled water
20-Feb-17	Crown Gas & Power	303.42	Gas supply
20-Feb-17	Crown Gas & Power	315.64	Gas supply
20-Feb-17	Crown Gas & Power	1660.75	Gas supply
20-Feb-17	Crown Gas & Power	1180.74	Gas supply
24-Feb-17	CSL Integration Ltd	3408.86	Gym membership cards/Logo designs
10-Feb-17	Dejac Associates Ltd	1680.00	Apple Mac mini/hard drive
24-Feb-17	Dejac Associates Ltd	339.60	Mail server annual maintenance
24-Feb-17	EDF Energy 1 Ltd	90.31	Electric for clock tower WTCMI
08-Feb-17	Energy Electrical Distributors Ltd	0.88	Electric supplies
24-Feb-17	Energy Electrical Distributors Ltd	437.68	Electric supplies
08-Feb-17	Eurodec Ltd	79.72	Building supplies
24-Feb-17	Fraser Office Supplies Ltd	233.26	Stationery supplies
01-Feb-17	Gocardless Ltd	80.40	Club Manager membership
10-Feb-17	Gocardless Ltd	30.00	EPOS till mthly charge
01-Feb-17	Hire Depot Ltd	52.80	Gym construction/setup
17-Feb-17	HMRC Cumbernauld	12955.86	PAYE & NI
01-Feb-17	IMAGE BOX	732.00	Gym membership cards/Logo designs
01-Feb-17	InTouch	35.99	Monthly website charge
24-Feb-17	InTouch	35.99	Monthly website charge
17-Feb-17	John Willis	120.00	Window cleaner
10-Feb-17	Lamps-Tubes Luminations Ltd	1722.75	WTCMI Christmas light install/removal
24-Feb-17	Lantec Security Ltd	2142.00	Fire alarm/emergency lights annual service
24-Feb-17	Laundry Depot	42.00	Laundry O/C tablecloths
08-Feb-17	Lightatouch	700.00	Internal audit service
14-Feb-17	Lloyds Bank	223.80	Cardnet service charge
01-Feb-17	Lyreco UK Ltd	68.69	Stationery supplies
24-Feb-17	Lyreco UK Ltd	86.92	Stationery supplies



14-Feb-17	Mainstream Digital	0.28	Phone
15-Feb-17	Merchant Rentals	35.23	Cardnet Machine monthly rental
01-Feb-17	P&H Direct Van Sales Ltd	158.51	Vending supplies
08-Feb-17	P&H Direct Van Sales Ltd	124.08	Vending supplies
10-Feb-17	P&H Direct Van Sales Ltd	106.01	Vending supplies
17-Feb-17	P&H Direct Van Sales Ltd	136.05	Vending supplies
24-Feb-17	P&H Direct Van Sales Ltd	185.17	Vending supplies
08-Feb-17	PHS Group	287.14	Qtrly dust mat rental WP/OC
10-Feb-17	Piercing Gance Ltd	93.84	Staff uniform - waterproof jacket
10-Feb-17	Plusnet	52.20	Plusnet-Phone
17-Feb-17	Plusnet	38.40	Plusnet-Phone
17-Feb-17	Prudential	30.00	AVC payment deducted from pay
28-Feb-17	Public Works Loan	5874.06	Public Works Loan repayment
08-Feb-17	Rodnic Dorset Ltd	211.20	Repairs to front door Oakwood Centre
17-Feb-17	SGW Payroll Ltd	166.94	Payroll services
15-Feb-17	Siemens Fin Serv	1100.80	Gym Equip monthly rental
08-Feb-17	Southern Electric Contracting Ltd	1477.76	Qtrly street lighting maint/clock tower WCTMI
17-Feb-17	Technical Surfaces Ltd	429.60	3G pitch rubber crumb supplies
17-Feb-17	Thames Valley Water Services Ltd	36.00	Water sample checks
13-Feb-17	Thames Water	2389.74	Water rates
17-Feb-17	The Berkshire Pension Fund	11430.04	Pension - employers and employees
24-Feb-17	Token Security Solutions Ltd	660.00	Annual key holding contract
24-Feb-17	Trade UK - Screwfix	2579.49	Building supplies
17-Feb-17	Traditional Local Cleaning Ltd	1839.46	Contract cleaning
24-Feb-17	Travis Perkins Trading Co	192.00	Building supplies
10-Feb-17	Trinity Mirror PubliSHING Ltd	192.00	WTCMI advertising
17-Feb-17	Unison Collection Ac	32.20	Union fees deducted from pay
01-Feb-17	Universal Services	61.69	Trampoline service
10-Feb-17	Universal Services	1043.94	Supply and fit web bed WP
01-Feb-17	Veolia ES - UK Ltd	368.35	Refuse collection
17-Feb-17	Veolia ES - UK Ltd	3332.88	Refuse collection
24-Feb-17	Veolia ES - UK Ltd	372.49	Refuse collection
24-Feb-17	VOA	2880.00	Reinstatement cost valuation - insurance
21-Feb-17	Vodafone	240.97	Phone
08-Feb-17	Wingfield Engineering Ltd	398.00	MOT - Mazda pick up truck
08-Feb-17	Wormsley Estate Ltd	480.00	Bowling green top dressing
10-Feb-17	YPO	257.52	Flip charts

79487.79

### CLERKS IMPREST A/C

#### List of Payments made between 01/02/2017 and 27/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
03-Feb-17	(Personal Information)	150.00	HP inkjet cartridges x3
06-Feb-17	(Personal Information)	50.00	Refund deposit
06-Feb-17	(Personal Information)	22.00	Refund deposit
06-Feb-17	(Personal Information)	-22.00	Customer supplied wrong a/c no
13-Feb-17	(Personal Information)	50.00	Refund deposit
13-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit

21-Feb-17	(Personal Information)	50.00	Refund deposit
27-Feb-17	(Personal Information)	200.00	Refund deposit
27-Feb-17	(Personal Information)	50.00	Refund deposit
27-Feb-17	Amazon UK	3.30	360 degree iPad case
10-Feb-17	Amazon.co.uk	17.52	8x Cable-Core BNC plug to plug
13-Feb-17	Amazon.co.uk	9.80	15x Pcs BNC female to female a
21-Feb-17	Asda George.com	28.95	Staff uniform-black shirts
13-Feb-17	Buyaplan.co.uk	13.20	Proposed pre-school site plan
24-Feb-17	Eliteindustrial.co.uk	33.66	No dogs sign - WP
08-Feb-17	Eze Frame.co.uk	30.56	8mm polished silver frame
24-Feb-17	Land Registry	3.00	Information on ownership
22-Feb-17	Lloyds Bank	41468.70	Net Feb 2017 payroll
09-Feb-17	Lock & Key - Aura Online Ltd	8.21	CanLock - petty cash box
22-Feb-17	PETTY CASH A/C	116.54	Topup petty cash
28-Feb-17	PETTY CASH A/C	166.22	Top up petty cash
16-Feb-17	Rock Awnings	-83.99	Awning refunded not in stock
16-Feb-17	Rockawnings.co.uk	83.99	Awnings
24-Feb-17	Rotary Club Loddon	50.00	Refund deposit
16-Feb-17	Scot-Petshop.co.uk	41.98	Dog waste bags
15-Feb-17	Total Work Wear	86.60	Boots/Hi vis shell jacket
14-Feb-17	Woodley Womens Club	50.00	Refund deposit
28-Feb-17	WP-Haymraket Public	789.60	Staff job advert- Grounds Maint Manager

43667.84



**Tim Light – trading as LIGHTATOUCH INTERNAL AUDIT SERVICES**  
7 Hodder Close, Chandlers Ford, Hants, SO53 4QD. Tel: (023) 8026 3791 Email: Tim.Light1@hotmail.co.uk

24 January, 2017

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

Dear Ms Mander

**Interim Internal Audit Report for Woodley Town 2016/17**  
**Period: September – December 2016**

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

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

This is our second visit in 2016/17 to check that the Town Council adhere to the requirements set out in the National Association of Local Councils Governance and Accountability Manual for Small Authorities in England (2016) Section 3 to ensure that compliance is maintained.

A further visit has already been arranged to continue the internal audit visits for 2016/2017 on 27 March 2017.

During the course of this internal audit visit it was agreed with the Town Clerk that we will continue to provide an Interim Summary Report Letter on each occasion to highlight any issues from the continuing Internal Audit. A full detailed Internal Audit Report being produced at the end of the year detailing the internal audit testing carried out along with an update of the Financial Risk Assessment for 2016/17.

We are pleased to note that our recommendation made in the 2015/2016 Financial Risk Assessment to close the Bank of Ireland Bank Accounts and transfer the balances to the Lloyds Current Account has been implemented in November 2016.

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An Internal Audit testing strategy is set out in the NALC Governance and Accountability manual section 5. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

Our Initial discussion with the Town Clerk/Finance Officer established any system/procedure changes to the internal controls from the previous period. A series of independent audit tests are then undertaken using the various financial records, vouchers, documents, minutes, previous audit reports, insurance etc. to ascertain the efficiency and effectiveness of these internal controls.

As part of this initial Internal Audit Review we checked that:

#### **Bank Reconciliations**

- The financial totals as at 31 August 2016 had been brought forward accurately in each cash book.
- All un-presented cheques and un-banked income at 31 August 2016 was checked to bank statements to verify these were banked in September 2016.
- All direct debits, standing orders, and sweep transactions were checked and accounted for the period 1 September to 31 December 2016.
- All banks paying in slips were banked and agreed to bank statements for the period 1 September to 31 December 2016.
- Bank reconciliations for all bank accounts had been carried out between 1 September to 31 December 2016, and totals agreed to those shown in all the appropriate cash books.

#### **Petty Cash**

- The Petty Cash totals for the Clerks Imprest were agreed to the cash in hand as at 31 December 2016.
- A series of tests to agree the reimbursements from Cash Book 2 Clerks Imprest Account to Cash Book 4 Petty Cash between, 1 September -31 December 2016.
- A series of payment vouchers were checked and agreed, and Cash Book 4 was cross cast up to 31 December 2016.

#### **Investments**

- The Rathbone Investment Portfolio was checked and agreed to the statement dated 31 December 2016 showing the valuations held by the Town Council.

#### **Income and Expenditure**

- All un-presented cheques and un-banked income information at as 31 December 2016 were checked and confirmed that the details are accurate to the records held by Town Council.
- A test check was carried out on the income ledger to agree sums banked to the Town Council bank account for Oakwood Centre (1 November 2016 – 30 November 2016). All sums could be traced and agreed.

#### **VAT**

- The total of VAT shown on the reimbursement claim for the period 1 October 2016 to 31 December 2016 in the sum of £7,291.16 has been submitted to HMRC for reimbursement.
- The VAT summary totals shown in Cashbook 1, 2 and 4 from October to December 2016 agree to the entries detailed on the VAT claim.

#### **Cardnet**

- All transactions shown on the Cardnet statements for the period 1 September – 31 December 2016 were accurately recorded in the financial ledger and that all the transactions could be traced to the bank statements.

#### **Purchases Day Book**

- A sample of payment vouchers were checked to ensure that the VAT element had been extracted correctly and entered in on the Purchases Day Book and then subsequently on the VAT claim for the period 1 September to 31 December 2016.

#### **Sales Day Book**

- A sample of sales invoice entries shown on the Sales Day Book were checked to ensure the VAT element had been extracted correctly and entered in on the VAT claim for the period 1 September 2016 to 31 December 2016.

#### **Town Council Minutes**

- We checked the details of Town Council minutes from September 2016 to November 2016 for any financial approval or decision that affected the budget of the Town Council and to ensure that details were correctly shown in the Financial Ledger.

#### **Woodford Park Leisure Centre**

A spot check visit was also undertaken with the Finance Officer at Woodford Park LC to ensure that the cash collection procedures in operation were sound. We checked the cashier till to agree that the daily takings tallied with the end of day report entries for the day. We also checked the totals held for cash floats and petty cash held on site.

In 2015/2016 we recommended that the end of day report should be signed by the cashier at the end of the day to agree the takings recorded on the daily taking sheets. A test check was carried out of till rolls for November 2016 to see if these had always been signed. We found that some of the till rolls were not signed and although the same cashier name appears on the daily taking sheet it is noted that the cashiers will rotate their shifts and therefore the same cashier does not always complete the daily taking sheet information. ***Recommendation: Staff should be reminded that the cashier completing the daily taking sheets should appear on the header and also that they should sign the end of day report each time to agree the totals shown on the daily takings sheet.***

Therefore I am pleased to report that the various records and procedures in place for the Council provide a good standard of control with the exception of the recommendation to

*January 24, 2017*

*Page 4*

enhance controls of the recording of details on the daily takings sheet at Woodford Park Leisure Centre.

However, all minor queries were resolved during the course of the audit, and therefore no formal recommendations have been made for the period September to December 2016 for these various transactional elements.

This letter report should be noted and the Strategy and Resources Committee informed of the Internal Audit work carried out.

Yours sincerely,

Tim Light FMAAT and Paul Reynolds FMAAT  
Internal Auditors

## OAKWOOD CENTRE UPDATE

### REPORT OF THE DEPUTY TOWN CLERK

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#### Purpose of Report

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

#### Oakwood Centre Update

##### Marketing

###### Branding

The new Council and Oakwood Centre logos are now in use.

###### Signage

New signage for the exterior and interior of the building has been designed and will be installed in the coming weeks. This includes new exterior signage for the Alan Cornish Theatre.

###### Bader Room

The Council has received some interest for use of the Bader Room and this is being followed up on. The room has been decorated and new blinds installed.

###### Catering

Officers continue to meet weekly with Brown Bag and the notes of the Catering Partnership meetings are covered under another agenda item. Income received under the contract is shown in **APPENDIX A (enclosed - confidential Item)**.

#### Room Hire

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

#### Usage since last report:

<b>Regular Hirers lost</b> None
<b>New Regular Hirers</b> Dental Training
<b>New one-off hirers</b> Business X1 Animal protection X1 training X1 counseling service –1 or 2 bookings per week - may become regular X1 Parenting group
<b>Social events</b> X1 wedding anniversary X1 birthday celebration

#### Recommendations:

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

**APPENDIX B**

<b>Summary of Bookings</b>		Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17											
Band A A	32	661.38	36	1124.03	21	436.10	20	456.03	20	404.86	30	623.61	43	964.76	37	763.82	61	2600.23	28	721.28	51	1522.34	180	4526.15
Band B B	10	357.91	5	246.65	3	418.34	2	146.66	4	380.84	1	45.42	0	-122.91	12	754.57	4	392.09	14	834.54	3	99.17	3	180.85
Band C C	63	2706.42	81	2962.01	126	5438.31	60	2264.14	60	2343.92	95	4105.87	126	5804.61	97	3630.62	53	2063.95	74	3067.05	77	2818.28	66	2967.52
Band D D	47	2788.34	50	2366.71	54	3142.96	35	1875.02	39	2022.54	36	1913.16	46	2120.02	44	1941.71	47	2856.69	39	1997.56	53	2555.00	51	2113.36
Miscellaneous M	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	152	6514.05	172	6699.40	204	9435.71	117	4741.85	123	5152.16	162	6688.06	215	8766.48	190	7090.72	165	7912.96	155	6620.43	184	6994.79	300	9787.88
<b>Cumulative</b>																								
Band A A	32	661.38	68	1785.41	89	2221.51	109	2677.54	129	3082.4	159	3706.01	202	4670.77	239	5434.59	300	8034.82	328	8756.1	379	10278.44	559	14804.59
Band B B	10	357.91	15	604.56	18	1022.90	20	1169.56	24	1550.4	25	1595.82	25	1472.91	37	2227.48	41	2619.57	55	3454.11	58	3553.28	61	3734.13
Band C C	63	2706.42	144	5668.43	270	11106.74	330	13370.88	390	15714.8	485	19820.67	611	25625.28	708	29255.9	761	31319.85	835	34386.9	912	37205.18	978	40172.7
Band D D	47	2788.34	97	5155.05	151	8298.01	186	10173.03	225	12195.57	261	14108.73	307	16228.75	351	18170.46	398	21027.15	437	23024.71	490	25579.71	541	27693.07
Miscellaneous M	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	
	152	6514.05	324	13213.45	528	22649.16	645	27391.01	768	32543.17	930	39231.23	1145	47997.71	1335	55088.43	1500	63001.39	1655	69621.82	1839	76616.61	2139	86404.49
<b>Type of Booking</b>																								
Weddings W	0	0.00	0	0.00	2	243.34	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Parties/SociP	2	146.66	6	415.82	1	175.00	4	435.00	4	380.84	4	385.84	-4	-243.33	8	624.98	3	346.67	3	346.65	0	0.00	2	146.68
Theatre T	8	1073.75	5	425.42	9	1239.59	4	405.34	2	279.17	2	343.75	22	1970.72	2	214.58	48	3151.62	2	146.25	16	788.31	2	204.58
Public/NatioO	71	2500.49	95	3126.87	129	4976.07	61	1522.33	68	2360.02	98	3456.13	113	3930.71	104	3598.40	63	2090.05	83	3083.15	85	2834.38	221	6567.40
Business B	22	1273.15	19	1243.34	21	1419.18	21	1236.26	23	1143.36	15	975.22	33	1560.43	21	976.89	29	1537.11	29	1534.16	43	1747.30	36	1441.68
Community C	16	381.26	14	345.84	8	239.58	6	197.92	6	197.92	17	427.09	19	498.35	20	536.26	7	152.09	14	443.09	14	449.80	15	367.51
Miscellaneous M	33	1138.74	33	1142.11	34	1142.95	21	945.00	20	790.85	26	1100.03	32	1049.60	35	1139.61	15	635.42	24	1067.13	26	1175.00	24	1060.03
	152	6514.05	172	6699.40	204	9435.71	117	4741.85	123	5152.16	162	6688.06	215	8766.48	190	7090.72	165	7912.96	155	6620.43	184	6994.79	300	9787.88
<b>Cumulative Income</b>																								
Weddings W	0	0.00	0	0.00	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34
Parties/SociP	2	146.66	8	562.48	9	737.48	13	1172.48	17	1553.32	21	1939.16	17	1695.83	25	2320.81	28	2667.48	31	3014.13	31	3014.13	33	3160.81
Theatre T	8	1073.75	13	1499.17	22	2738.76	26	3144.10	28	3423.27	30	3767.02	52	5737.74	54	5952.32	102	9103.94	104	9250.19	120	10038.50	122	10243.08
Public/NatioO	71	2500.49	166	5627.36	295	10603.43	356	12125.76	424	14485.78	522	17941.91	635	21872.62	739	25471.02	802	27561.07	885	30644.22	970	33478.60	1191	40046.00
Business B	22	1273.15	41	2516.49	62	3935.67	83	5171.93	106	6315.29	121	7290.51	154	8850.94	175	9827.83	204	11364.94	233	12899.10	276	14646.40	312	16088.08
Community C	16	381.26	30	727.10	38	966.68	44	1164.60	50	1362.52	67	1789.61	86	2287.96	106	2824.22	113	2976.31	127	3419.40	141	3869.20	156	4236.71
Miscellaneous M	33	1138.74	66	2280.85	100	3423.80	121	4368.80	141	5159.65	167	6259.68	199	7309.28	234	8448.89	249	9084.31	273	10151.44	299	11326.44	323	12386.47
	152	6514.05	324	13213.45	528	22649.16	645	27391.01	768	32543.17	930	39231.23	1145	47997.71	1335	55088.43	1500	63001.39	1655	69621.82	1839	76616.61	2139	86404.49



**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on  
Friday 20 January 2017 at 10.00 am**

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

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

**Also present:** *T. Edwards – Brown Bag*

**Apologies:** *S. Rolfe – Brown Bag*

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**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Actions from previous meeting**

KM reported that the cost and feasibility of running power from the building to the parasols for the purpose of heating units was still being investigated – SR confirmed that he had asked another contractor to provide a quote and that they would be hoping to look at it in the first week of January. ONGOING

**3. Update on catering operation**

SR circulated the turnover information for the month.

TE advised that the coffee shop opening hours had been amended slightly for remainder of the winter period – opening at 8.30am rather than 8am. This would revert to 8am when the better weather arrives and will remain flexible should bookings require the shop to be open.

**4. Customer Feedback**

None reported

**5. Marketing**

TE reported that they were looking at a new loyalty card scheme and a new soup & sandwich lunch deal. The new website was now operational with a link to the Oakwood Centre site and social media marketing was on-going.

The Oakwood Centre Marketing Working Group was discussed briefly and it was noted that the catering function would form an integral part of the development of the marketing strategy for the centre when the group begins to meet.

**6. Upcoming events**

Music Festival  
12 Feb – 80-100 business lunches

**7. Date of next meeting**

Friday 24 February at 10am.

Meeting closed 11.00 am

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on  
Friday 24 February 2017 at 10.00 am**

---

**Present:** *Councillors: R. Dolinski, Cllr S. Brindley, J. MacNaught, S. Rahmouni,*

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

**Also present:** *T. Edwards – Brown Bag*

**Apologies:** *Cllr Mark Green*

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Councillor Rahmouni chaired the meeting

**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Actions from previous meeting**

Outside heating - KM/SR - ONGOING

**3. Update on catering operation**

SR circulated the turnover information for the month.

SR advised that the coffee shop opening hours would revert back to 8am - 5pm over the next couple of weeks as the weather changes and that the seasonal change in opening hours was very positive for the business.

SR reported that it was the first anniversary of Brown Bag in the Oakwood Centre next week and they were planning promotions through the week.

SR advised that they were not yet aware of the impact that changes in Business Rates would have on the business at the other stores.

It was noted that car parking charges in Woodley would remain unchanged pending a further review in September 2017.

**4. Customer Feedback**

It was noted that positive feedback had been received regarding business lunches and the staff team.

**5. Marketing**

SR reported that marketing activities particularly on social media were ongoing and that they were looking to improve the loyalty card scheme.

**6. Upcoming events**

Music Festival - next couple of weekends

**7. Date of next meeting**

Friday 17 March at 10am.

Meeting closed 11.00 am

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on  
Friday 17 March 2017 at 10.00 am**

---

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

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

**Also present:** *T. Edwards – Brown Bag*

**Apologies:** *Councillors S. Brindley, S. Rahmouni  
S. Rolfe – Brown Bag*

---

**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Actions from previous meeting**

Outside heating - KM/SR - ONGOING

**3. Update on catering operation**

TE circulated the turnover information for the month.

TE reported that the winter had been tougher for trading and that BB was looking to make the most of the summer months with more/new outside seating.

The potential for providing work experience placements in the coffee shop was discussed and how this could benefit the organisation and the operation at the Oakwood Centre.

**ACTION: TE to report back**

It was suggested that income from the theatre bookings be separated out from the till sales in the income information provided.

**ACTION: TE to look at this**

**4. Customer Feedback**

General feedback continued to be positive with no specific issues, comments or suggestions to report. It was suggested that the comments box and forms could be relocated to make the more easily accessible.

**5. Marketing**

TE reported that the anniversary event went well and that the staff were continuing to offer taste testing for existing and new products.

**6. Upcoming events**

Carnival 10 June, Large dinner function, Citizens Awards, Woodley 10k

**7. Date of next meeting**

It was agreed that meetings of the partnership would now be every 2 months rather than every month. The next meeting is scheduled for Friday 3 June at 10am.

Meeting closed 11.00 am

## Risk Management Strategy

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives.

The effective management and mitigation of risk is a key issue for the success of any organisation or activity and it is important to understand the risks inherent in any decision. A structured approach to risk management can achieve this by enabling the decision to be made within a framework of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to risk management.

This strategy is intended as guidance to the Council and its management team and will be made available to all staff.

### Aims and benefits

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help to deliver -

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance.
- Better grasping of opportunities to improve services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the council taxpayer.

### Process

The overall process for the management of risk is set out at **Appendix A**.

### Ownership

The Risk Strategy is owned by the Council and implemented through the offices of the Town Clerk.

### Assessment of risk

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

#### *Probability of Occurrence:*

Category	Probability	Possible Indicators
Almost Certain (4)	>90% <sup>1</sup>	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

<sup>1</sup>Any risk assessed as greater than 90% is almost certain to happen and should be addressed.

Evaluation of Impact:

<b>Impact on Performance</b>	<b>Risk Threat</b>
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by multiplying its probability by its impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
<b>Probability</b>					
	1	2	3	4	
					<b>Impact</b>

Red = High Risk, Yellow = Medium Risk, Green = Low Risk

## Roles and responsibilities

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers, Committees, Working Parties and individuals contribute to the overall risk management process.

### Organisational Structure and Summary of Key Roles

<b>Council</b>	<ul style="list-style-type: none"> <li>• Monitor risk management activity (via Strategy and Resources Committee)</li> <li>• Certification of the Council's Annual Statement on Internal Control</li> </ul>
<b>Strategy and Resources Committee</b>	<ul style="list-style-type: none"> <li>• Approve risk management policy and strategy and related documents</li> <li>• Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party</li> </ul>
<b>Risk Management Working Party</b>	<ul style="list-style-type: none"> <li>• General oversight of the Council's risk management process</li> <li>• Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes</li> <li>• To recommend any amendments to the risk management framework, strategy and process</li> <li>• Identify, analyse and prioritise risks</li> <li>• Determine responsibilities and actions to control risks</li> <li>• Monitor progress on managing risks against action plans/projects</li> <li>• Review implementation of the risk management framework, strategy and process</li> </ul>
<b>Town Clerk</b>	<ul style="list-style-type: none"> <li>• Report to Members on the framework, strategy and process</li> <li>• Provide advice and support on risk management matters</li> <li>• Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually)</li> <li>• Identify, analyse and prioritise risks</li> <li>• Determine risk management action plans and delegate responsibility for control</li> <li>• Monitor progress on the management of risks</li> </ul>
<b>Staff and other stakeholders</b>	<ul style="list-style-type: none"> <li>• Maintain awareness of risks, their impact and costs and feed these into the formal risk management process</li> <li>• Control risks in their every day work</li> <li>• Monitor progress in managing job related risks</li> </ul>

## Risk registers

The Council will maintain computer based Strategic and Operational Risk Registers.

**RISK MANAGEMENT PROCESS**

**Identifying risks**

Risks and opportunities may be identified at any stage and should be included in the Risk Register. In order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Brainstorming sessions with individuals, committees or panels and various levels of management.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council’s activities or project as the case may be.

**Risk ownership**

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects relating to the management of the risk or opportunity.

**Risk evaluation**

Each risk will be evaluated in accordance with the evaluation process set out in this strategy. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

**Risk planning**

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

Terminate:	An action that allows the risk to be avoided.
Treat/Monitor:	An action that will reduce the impact and/or the probability of a risk.
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Bear/Tolerate:	Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

### **Review**

The highest priority risks are to be reviewed by the Risk Management Working Party. Risk monitoring will be reported to the Strategy and Resources Committee at the next meeting following the monitoring process.

The effectiveness of the process will be reviewed in April every year by the Risk Management Working Party and the Strategy and Resources Committee.



Woodley Town Council

## **WOODLEY THEATRE LICENCE**

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

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#### **PURPOSE OF REPORT**

To present the renewed and revised agreement on the use of the Theatre between the Town Council and Woodley Theatre for Members' consideration.

#### **BACKGROUND**

Since the completion of the Oakwood Centre in 2003 the Town Council and Woodley Theatre have had an agreement in place relating to the use of the theatre by Woodley Theatre. There have been three such agreements, each lasting five years. Woodley Theatre made a capital contribution towards the construction of the theatre and continues to own and maintain some items of equipment.

#### **INFORMATION**

There are some minor changes to in the licence schedule, which now identifies the days included for the jazz evenings. The Woodley Theatre group continues to thrive and the regular productions bring a large number of visitors to the Centre.

The licence is attached at **APPENDIX A**.

#### **RESOURCES**

The licence fee under the agreement will continue to increase annually in line with the Retail Prices Index.

#### **Recommendations:**

- ◆ **That Members agree the terms of the licence agreement with Woodley Theatre.**

**AGREEMENT**

DATED 16 February 2016

**BETWEEN:-**

1. **WOODLEY TOWN COUNCIL** (“the Council”) of The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
  
2. **WOODLEY THEATRE** (“the Theatre”) Mrs Moira Hunt, 41 Woodway, Woodley, Berkshire RG5 3HB

**IT IS AGREED AS FOLLOWS:-**

**1. Definitions and Interpretation**

1.1 In this agreement the following words and expressions shall unless context otherwise requires, have the following meanings:-

1.1.1 “the Theatre Monies” means the monies payable by the Theatre pursuant to clause 4 of this agreement for the Theatre Rights.

1.1.2 “Theatre Rights” means the rights specified in the schedule granted to the Theatre.

1.1.3 “Oakwood Centre ” means the Oakwood Centre Headley Road Woodley or any part or parts thereof

**2. Term**

2.1 This agreement, unless terminated in accordance with clause 7, shall commence on 16<sup>th</sup> February 2016 and terminate on 15 February 2021.

**3. Nature of the Agreement**

3.1 This agreement does not confer exclusive possession of the Oakwood Centre or any part thereof on to the Theatre nor to create the relationship of Landlord and Tenant between the parties.

**4. Theatre Monies**

4.1 An annual licence fee (as set out or calculated in accordance clause 4.2) shall be paid by the Theatre to the Council by 30<sup>th</sup> April in each year.

4.2

4.2.1 For the period from the 16<sup>th</sup> February 2016 to 15<sup>th</sup> February 2017 the licence fee shall be the sum of £6107 plus added value tax (VAT).

4.2.2 For the periods

4.2.3.1 16<sup>th</sup> February 2017 to 15<sup>th</sup> February 2018

4.2.3.2 16<sup>th</sup> February 2018 to 15<sup>th</sup> February 2019

4.2.3.3 16<sup>th</sup> February 2019 to 15<sup>th</sup> February 2020

4.2.3.4 16<sup>th</sup> February 2020 to 15<sup>th</sup> February 2021

The licence fee shall be a sum calculated by multiplying £6107 by the index for February 2017 or 2018 or 2019 or 2020 whichever is the commencement month of the period for which the calculation is made and dividing the same by 260 (being the agreed index for February 2016) plus VAT.

The index shall mean the Retail Prices Index as published by the Office for National Statistics from time to time or any replacement index thereof.

## **5. Theatre Rights**

5.1 The Council grants to the Theatre the Theatre Rights specified in the Schedule.

## **6. Obligations of the Theatre**

6.1 The Theatre undertakes that it must:

6.1.1 Not do anything that will or might constitute a breach of any statutory obligations on the part of either the Council or the Theatre affecting the Oakwood Centre or any part or parts thereof or that will or might wholly or partly vitiate any insurance effected by the Council in respect of the Oakwood Centre from time to time.

6.1.2 Indemnify the Council and keep the Council indemnified against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liabilities arising in any other way from the Theatre's exercise or purported exercise of the Theatre Rights or any breach of the Theatre's undertakings contained in this Agreement.

6.1.3 Not exercise any of the Theatre Rights in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience or interference to the Oakwood Centre or any other users thereof or adjoining or neighbouring property or to the owners, occupiers, or users of any adjoining or neighbouring property.

6.1.4 Observe any rules and regulations the Council may make and notify to the Theatre from time to time, governing the use of the Oakwood Centre, including but not limited to the terms and

conditions of hire of the rooms at the Oakwood Centre.

- 6.1.5 Not in any way impede the Council, its officers, servants and agents in the exercise of its rights of possession and control of the Oakwood Centre.

**7. Termination**

7.1 This agreement and all rights herein granted to Woodley Theatre will automatically determine on the expiration of the term of this Agreement provided always that without prejudice to any accrued rights of one party against the other may be by 3 months notice, in writing, to the other party to determine this agreement.

- 7.1.1 If the other party is in material breach of any of the terms conditions of this Agreement, and fails to remedy such a material breach (if capable of remedy) within 30 days of being requested to do so; or
- 7.1.2 if the other party shall become insolvent or shall cease to exist.

**8. Force Majeure**

8.1 Neither party shall be liable to the other for any loss or damage, costs, expense or other claims for compensation arising as a direct or indirect result of breach of non-performance of its obligations under this agreement due to any Act of God, war, military operations, riot, accident, failure or shortage of power supplies, abnormally inclement weather, fire, flood, hurricane, drought, explosion, lightning strike, lock out, trade dispute or labour disturbance, the act or omission of or refusal of any licence or permit by any government or other competent authority.

**9. Liability Excluded**

- 9.1 Subject to clause 9.2, the Council is not liable for:
- (a) the death of, or injury to the Theatre, its members, its employees, customers or invitees to the Oakwood Centre; or
  - (b) damage to any property of the Theatre or that of the Theatre members employees, customers or other invitees to the Oakwood Centre; or
  - (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Theatre or the Theatre's members, employees, customers or other invitees to the Oakwood Centre in the exercise or purported exercise of the rights granted by clause 2.
- 9.2 Nothing in clause 9.1 shall limit or exclude the Council's liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the Council or its employees or agents; or
- (b) any matter in respect of which it would be unlawful for the Council to exclude or restrict liability.

**10. Assignment**

10.1 No party hereto shall be entitled to assign the whole or any part of this agreement without the consent of the other which consent shall not be unreasonably withheld in the event of the functions of either the Council or the Theatre being assumed by another body.

**11. Notices**

11.1 All notices given by either party pursuant to the provisions of this Agreement must be in writing, and are to be sufficiently served if delivered by hand or sent by registered post or recorded delivery, or sent by fax provided that a confirmatory copy is delivered by hand or sent by registered post or recorded delivery on the same day, to the other party at the address above.

**12. Governing Law**

12.1 The construction validity and performance of this Agreement shall be governed in all respects by English law and the Courts of England.

**13 Entire Agreement**

13.1 This agreement contains the entire understanding between the parties any variation of or addition to or deletion from the provisions of this Agreement shall not be effective unless the same have been reduced into writing and signed by or on behalf of the parties hereto by persons duly authorised.

SIGNED by.....  
For and on behalf of )  
the Theatre ) .....

SIGNED by.....  
For and on behalf of )  
the Council ) .....

**THE SCHEDULE (the Theatre Rights)**

Subject to the rules, restrictions and conditions of hire, governing the use and operation of the Oakwood Centre or any part there of and in force from time to time the right for Woodley Theatre in any 12 month period of the 16th February in each year to 15<sup>th</sup> February in the next year (the year).

1. To use the auditorium for six productions, with up to 6 performance days per production (up to 36 days total in the year) on such dates as agreed with the Council.
2. To use a suitable room(s), auditorium or other areas as designated from time to time by the Council for auditions and rehearsals, prior to the set build for up to 88 days total in the year on such dates as agreed with the Council.
3. To use the auditorium for rehearsals, between set build and performance, including dress rehearsal for up to 30 days in the year.
4. To use the auditorium for 3 days per production to carry out set build and rig being of 18 days total in the year at such dates as agreed with the Council.
5. To use the auditorium to strike the set following a production for 1 day being 6 days in total p.a.).
6. To use the auditorium for 2 days for Technical Training, and 2 days for Woodley Theatre workshops in the year on such dates as agreed with the Council.
7. To use the auditorium for up to 3 days in the year for jazz evenings.
8. In total up to 185 bookings in the year.
9. Only Woodley Theatre's identified technical team, who have proven training/ experience in the use of theatre equipment will be allowed to use the sound and lighting equipment and to provide to the Council on demand evidence of such competence/experience
10. Woodley Theatre will be entitled to market its own productions and services.
11. Any additional bookings for a use not specified in 1 to 7 or exceeding in total 185 bookings in each year will be invoiced at the Community Group rate.
12. Catering arrangements for any Theatre social/promotional activities are to be agreed directly with the caterers.

**Woodley Town Council**

**Community Grants**

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for awards in 2017/18 is £4,000. A second round of award applications will be considered in November 2017.

The committee is asked to consider the following grant applications:

<b>Organisation</b>	<b>Usual source of funding</b>	<b>Amount requested</b>	<b>Members/ Staff/Volunteers</b>	<b>Purpose grant required</b>	<b>Additional information</b>
<b>Chemogiftbags</b> (>15 recipients in Woodley so far (>13%))	Donations (eg. Wokingham Health Watch and MacMillan Cancer Support)	£250	No paid staff, 7 voluntary staff	Towards the cost of the bags, embroidery and the enclosed gifts, which are relevant to the patient before, during and after receiving chemotherapy. Each bag costs £50 in total.	The chemogiftbags are given to patients in the Thames Valley area who have breast cancer and are undergoing chemotherapy.
<b>Me2 Club</b> (30 users from Woodley (18%))	Grants from local and national trusts and foundations, corporate support and community fundraising events	£250	4 paid staff, approx. 138 voluntary staff	Towards the cost of recruiting and screening 5 new volunteers within Woodley, who can then be matched with 5 Woodley children who are waiting for support to enable them to attend a local activity (eg. Scouts, Brownies, youth club, swimming, trampolining).	Volunteers provide 1:1 support to children and young people who have disabilities and additional needs to enable them to attend local mainstream activities. Volunteers attend the young person's chosen weekly activity alongside them.
<b>Revitalise</b> (33 users from Woodley (<1%))	73% from guest fees & other earned income, 27% from fundraising	£250	222 paid staff, 1500 voluntary staff	Towards the cost of providing a one week respite break for a disabled guest and their carer from Woodley, at one of the Revitalise holiday centres in the UK.	Revitalise aims to restore hope and happiness to the lives of disabled people and their carers through the provision of respite breaks, including nursing care, activities, excursions and evening entertainment.
<b>Sport in Mind</b> (79 members from Woodley (11%))	Grants and fundraising	£250	3 paid staff, 84 voluntary staff	Towards the cost of providing two free weekly sports sessions at Woodford Park Leisure Centre for Woodley residents suffering mental illness.	The organisation provides supported sport and physical activity groups to help aid the recovery of people suffering from mental illness.

<b>Wokingham District Veteran Tree Association</b> <i>(13 members from Woodley (5%))</i>	Donations	£50	No staff	Towards the cost of producing a report of WDVTA's activities and achievements since their formation 10 years ago, including a review of the trees and survey results in each parish and town in the borough.	WDVTA surveys and records the veteran and significant trees in the borough and ensures that they are properly identified, protected and managed, and also increases public awareness of the trees' beauty and contribution to the heritage and amenity of the borough.
<b>Woodley Retired People's Club</b> <i>(86 members from Woodley (98%))</i>	Members' subscriptions, admission to meetings and raffles	£250	No staff. Tasks undertaken by volunteers from the membership.	Towards the cost of a replacement projector and stand to be used by speakers giving presentations at the weekly meetings. The current projector is very old and no longer supported by the manufacturer.	The Club provides weekly meetings for retired people, some of whom would otherwise be quite isolated due to age or disability. There are also occasional outings and quizzes.
<b>Woodley United FC</b> <i>(More than 225 members from Woodley (&gt;50%))</i>	Members' fees, fundraising and sponsorship	£250	60 voluntary staff	Towards the cost of providing football coaching in primary schools in Woodley and the creation of a girls "academy" to encourage increased girls' participation in keeping with the recently announced FA initiative.	The Club aims to offer everyone in the community the opportunity to play, develop and grow through football, regardless of race, gender, age or ability.
<b>Individuals:</b>					
<b>Adrian Wakelin (GB Under 18 Dragon Boat Squad)</b>		£100		To help towards the costs of travelling for training weekends and international competitions.	Adrian has been selected to represent GB at the Junior World Championships in France in July. He is Vice Captain of the squad.
<b>Daniel Wakelin (GB Under 18 Dragon Boat Squad)</b>		£100		To help towards the costs of travelling for training weekends and international competitions.	Daniel has been selected to represent GB at the Junior World Championships in France in July. He is the youngest person ever to join the GB team.



## **Woodley Town Council**

### **COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS**

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: [www.woodley.gov.uk](http://www.woodley.gov.uk). The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk) by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made by cheque.

Approved 17/4/12

## **Woodley Town Council**

### **COMMUNITY GRANTS TO INDIVIDUALS**

Community grants of up to £100 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to the their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £100 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals form which can be found on the Town Council's website: [www.woodley.gov.uk](http://www.woodley.gov.uk). The form must be completed in black ink, written or typed.

Community grants to individuals will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk) (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

The total expenditure on grants to individuals will not exceed 10 per cent of the total annual Community Grants budget (in 2017/18 the budget allocation is £4,000).

Community grants for individuals will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made electronically.

Approved 17/4/12

**MINUTES OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE MANAGEMENT COMMITTEE HELD AT 6PM ON 25 JANUARY 2017.**

**Present:**

J Lherbier – Town Centre Manager	H Taylor – Waitrose
M Holmes - Chairman	I Hills - Woodley Resident
Cllr K Baker – WBC Councillor	S Smith – Woodley Resident
Cllr B Rowland – WBC Councillor	P Birt – Woodley Resident
H Beilby – WTC Administrator	M Millard - Woodley Resident
S Still - Woodley Trader – VibeZ dance	D Bradbrook - PCSO
C Newman – Woodley Trader Brightons Resident	

**ITEM 1 – APOLOGIES**

M Norris, Cllr K Haines, M Perry, D Mander, T Kirkpatrick, R Still, Cllr R Dolinski, PCSO C Towse, M Smith, J Wright, A Nicholls.

**ITEM 2 – MINUTES OF THE WTCMI MEETING HELD ON WEDNESDAY 26 OCTOBER 2016.**

It was agreed that these minutes be approved.

**ITEM 3 – SECURITY IN THE TOWN CENTRE**

**Report from Sergeant Mark Smith, Thames Valley Police, Loddon Valley**

- 1 x offender responsible for shoplifting / theft from person/attempted burglary to shop was in Crown Court on 20/01/17 having been arrested and charged for these offences as well as being arrested for Breach of Court bail. A prolific and well known offender to shop managers, has been banned from Waitrose.
- 1 x male has been living in the alleyway next to Iceland. PCSO's C Towse and D Fry have attempted to get him shelter or accommodation, however, he has not engaged fully with this. Although he is still sleeping rough, he is not committing any offences and is polite towards members of the public, keeping himself to himself.
- Since the last TCMI meeting there has been a series of bike thefts and a male was arrested with bolt croppers in the town centre and charged.
- TVP had a stall in the town centre offering crime prevention advice over the festive period.
- We have attended the JAC van on Thursdays at 10am for 'Have Your Say' which has been well received.
- Disabled Blue Badges and cycling are being monitored and enforced if needed.

PCSO D Bradbrook also attended the meeting, reporting the following:

- The wheelchair bound homeless man now has accommodation.
- The Police were able to move on those travellers who arrived in the Headley Road car park quickly, using legislation resulting from the number of vehicles, disruption and their anti social behaviour. M Holmes suggested barriers to the car park, possibly halfway along, to not cause any inconvenience to those using the town centre. M Holmes to speak with Cllr Malcolm Richards, the WBC Executive Member for Highways and Transport to discuss this.
- There have been a lot of issues with youths in recent months, however, actions have been put in place with parents engaging and also identifying the main culprits who are dealt with accordingly.
- The homeless man living in the Iceland alleyway is very much looking forward to having his own accommodation shortly.

It was noted that lighting had been improved in the Iceland alleyway since the last TCMI meeting.

It was agreed that Police levels of staffing are a priority in this area and it was reiterated that all crimes should be logged and reported to the Police and a crime number obtained, to provide true statistics of the problem. TCM J

Lherbier stated that more retailers need to use the Shop Watch radio service, which can also act as a deterrent when overheard being used.

#### **ITEM 4 – TOWN CENTRE MANAGER'S REPORT**

TCM J Lherbier presented his report.

Disabled Car Park - Misuse of Disabled Blue Badges was reported, PCSO D Bradbrook to confirm rules.

Jazzi Chicken - TCM J Lherbier also reported that there had been two potential enquiries regarding what was Jazzi Chicken, however, these had fallen through. It is proving difficult to trace the landlord of the premises but he will chase again.

Chairman M Holmes thanked TCM J Lherbier for all his hard work and success of the extravaganza.

#### **ITEM 5 – NORTH END TOWN CENTRE IMPROVEMENTS**

Work is to start next week and although there could be some inconvenience to retailers and shoppers around this, it will be worth it in long run.

Wokingham Borough Council has produced a flyer which will be distributed in the Woodley Herald so that all residents will receive a copy.

Posters and a graphic fly through will be available to view shortly on the Woodley Town Centre and WTCMI websites and a permanent display is available to view in the Oakwood Centre.

#### **FINANCIAL REPORT**

TCM J Lherbier presented the finance and budget reports and after the following discussions were noted and agreed.

A plaque for the Town Centre, with regards to the £10,000 Mary Portas donation was discussed.

Jl reported that although very grateful for the contributions from the town and borough councils he was disappointed that the grants had remained the same while during that time expenses have increased.

Cllr K Baker commented that due to cuts Woodley Town Centre is the only one receiving any contributions at present, although these cannot be guaranteed in future.

TCM J Lherbier reported that the Saturday market had diminished, having lost 4 traders in the last year due to competition from retailers, resulting in less revenue. However, he has counterbalanced this by successfully introducing promotional and food stalls in the town centre and is hoping to meet the budget by March, with a small profit.

It was pointed out that the actual cost of the premises license was substantially more than that in the budget.

TCM J Lherbier explained the difference was due to this being a 3-year license, in arrears from 2015, 2016 and 2017. TCM J Lherbier will discuss this with the Woodley Town Council's accountant as payments have already been made to the Town Council for this time.

TCM J Lherbier to chase our insurance company with regards to claiming the £250.00 excess paid, from those at fault.

#### **QUESTIONS**

Cllr K Baker confirmed the newly refurbished Chequers pub was doing ok and looking forward to the regeneration of the north end of the town centre, hoping to grab any extra custom the new pagoda events may bring.

S Still asked who was responsible for the litter that had accumulated in the electric sub station to which Cllr K Baker responded, advising that this was the responsibility of the utility company and could not be dealt with by any one else due to health and safety issues. S Still to look into this matter.

A discussion took place on car park charges and those who abuse them by parking without payment.

It was suggested that a barrier and payment on exit would stop this abuse.

Cllr K Baker stated that this was something Wokingham Borough Council will be looking into in the future, with the possibility of number recognition.

Meeting finished at 7.50pm

Dates of the next meetings:

Wednesday 26 April 2017 - 6pm

Wednesday 05 July 2017 - 6pm

Wednesday 25 October 2017- 6pm

**Minutes of the meeting of the Executive Sub Committee of the Woodley Town Centre Management Initiative held at 17.45 on Tuesday 7<sup>th</sup> February 2017 at the Oakwood Centre.**

**Present:**

Mary Holmes Chairman (MH) Mark Norris - Vice-Chairman (MN) Jacques Lherbier -Town Centre Manager (JL)  
Cllr Keith Baker - WBC (KB) Cllr Dave Mills - WTC (DM)

**1.Apologies:**

Deborah Mander (Town Clerk WTC).

**2.John Baker's passing**

John Baker, the owner of the Chapter One Bookshop, passed away very suddenly on 24<sup>th</sup> January. As a mark of respect for John's past involvement with WTCMI, the meeting agreed with the chairman's suggestion to have one minute's silence at the start of our next full meeting on 26<sup>th</sup> April.

**3.Saturday Market Manager position**

Jacques reported that we have lost 4 of the regular stallholders in recent months and it is proving to be a difficult time at the moment. As a result, he is forecasting a downturn in the overall stalls' takings for this current financial year. We lost these stalls because they had found trading difficult faced with competition from new shops opening in the town centre. Jacques has sent out a letter to all stallholders stating that there will not be an increase in pitch fees for this financial year.

The meeting suggested that Jacques could try to recruit different/ethnic food stalls which we've seen trading in Reading on Fridays in the old Market Place.

Since Laurence Grebol gave up his position as the Saturday Market Manager in August 2016, Jacques has tried to advertise and fill this position without success so far. However, we are very grateful that Jonathan Palterman, from the jewellery stall, has been very ably covering this job for us and Jacques is now in a position to draw up a contract for him, starting in April 2017

Jonathan already has some ideas to talk to Jacques about, in relation to re-designing the layout of the stalls.

Some of the market stalls offer the public the option to pay by credit, debit or contactless cards. Maybe this method of payment can be promoted so that more stalls can increase their sales at our markets.

**4.Library Parade Bollards and Height restriction parking barrier within the Headley Road Library car park.**

The chairman reported that she has received a negative reply from Wokingham Borough Council's Executive member for Highways and Transport concerning WTCMI's request at our last full meeting on 25<sup>th</sup> January for an internal barrier in WBC's Headley Road car park. Mark Norris has now offered to follow this request with another email, in his capacity as vice-chairman and a local trader to see if a solution can be found. Keith Baker agreed to try to investigate to find a solution to unlawful entry into this car park such as we had on 6<sup>th</sup>/7<sup>th</sup> December last year.

**5.Promotional stalls & new traders Monday to Friday**

The very popular Crepe trader has booked to trade mid-week Wednesday to Friday as well as The Royal Berkshire Grill A new Promotional stall "Bulldog Garage" in Twyford will be bringing in 2 cars on Thursday Friday this week (9<sup>th</sup> & 10<sup>th</sup> February) and pay WTCMI £100 for each day.

**6.Budget 2017/18**

There is a definite change of emphasis as to where we can raise funds. The promotional mid-week stalls are doing better now and compensate for a dip in the income for the Saturday stalls.

Keith Baker welcomed the grant from Woodley Town Council for 2017/18 and Wokingham Borough Council will also be giving us a grant, which is built into its 'base budget'.

Various subjects also came up:

The meeting decided against getting a new hole installed in the north end to house a second Christmas tree.

Whilst the North end works take place between 6<sup>th</sup> February and the end of April, there will be less space available for the Car Boot Sales.

Jacques has booked for a brass band to play in the new pagoda on 6<sup>th</sup> May.

At this point, Jacques left the meeting at 19.00

It was then agreed that the Town Centre Manager should be paid a bonus for his extra workload with the Saturday Market 2016/2017 - for stepping in to deal with vacuum left when Laurence Grebol left the post of Saturday Market Manager last August.

Also, it was agreed to call an Exec Sub Committee meeting each year in January to discuss financial matters such as pitch fees and promotional stalls etc.

The meeting closed at 19.10

## Woodley Town Council - Projects for External Funding

APPENDIX 12

		Est Project Cost	Comment	
<b>Priority Projects</b>				
	Woodford Park Leisure Centre	Regeneration	1m	Currently investigating options for regeneration and potential funding. Project may include dance studio, sports hall extension, refreshments area, indoor play. Fitness gym project completed Dec 2016 - building works funded from loan.
	Woodford Park Lake	Desilt, path repair, redesign,	100,000	Project to include desilting, new planting design, reed beds, biodiversity assessment, path repairs/replacement, timber edge repairs/replacement. Project plan being developed and consultation carried out.
	Woodley Precinct	North End Regeneration	300,000	Project construction started Feb 2017 - expected completion April 2017. Project led by WBC with WTC and WTCMI as project partners. Fully funded - WTCMI / WBC/Section 106 / WTC
	Memorial Ground	New 'Destination' play area	100,000 - 200,000	All equipment over 30 years old. In servicable condition but limited play value. New, inclusive play area required to provide for increased number of residents and visitors. Will form part of the programme to make Woodford Park a 'Destination' park in the area.

### Woodley Town Council Premises/Property

	Malone Park	Upgrade Play Equipment	50,000 - 100,000	Some new equipment installed in 2014. Several items approx 30 years old but in servicable condition
	Wheble Drive	Upgrade Play Equipment	20,000	Limited equipment at this site - x1
	Woodford Park	Development of Youth area in Woodford Park	not known	Potential for new or refurbished youth shelter. Additional street art walls.
	Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	50,000 - 100,000	General improvements to park infrastructure. Some pathway repairs being carried out with funding from the capital programme. Old lighting columns are being replaced in early 2017 under the Wokingham replacement scheme. New columns will have LED lanterns for improved light, reliability and reduced maintenance costs. Lighting replacement being funded from capital programme.



**Department for  
Communities and  
Local Government**

Cllr Ken Browse  
Chairman  
National Association of Local Councils (NALC)  
109 Great Russell Street  
London  
WC1B 3LD

**Marcus Jones MP**  
*Minister for Local Government*

*Department for Communities and Local  
Government*  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tel: 0303 444 3460  
Fax: 020 7035 0018  
Email: [marcus.jones@communities.gsi.gov.uk](mailto:marcus.jones@communities.gsi.gov.uk)

[www.gov.uk/dclg](http://www.gov.uk/dclg)

Our Ref: 2978662

19 JAN 2017

*Dear Ken,*

Thank you for your email of 1 December expressing concern about the impact of proposals to introduce council tax referendum principles to town and parish councils.

I spoke to your successor Councillor Sue Baxter by telephone on 15 December to inform NALC of the Government's decision on this matter. Following careful consideration of responses to the technical consultation, the Government has decided to defer the setting of referendum principles. However, the Government has issued a challenge to town and parish councils to demonstrate restraint when increasing precepts that are not a direct result of taking on additional responsibilities.

These proposals are outlined in full in the Provisional Local Government Finance Settlement consultation at:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577947/Provisional\\_2017-2018\\_local\\_government\\_finance\\_settlement\\_consultation.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/577947/Provisional_2017-2018_local_government_finance_settlement_consultation.pdf).

The Government will monitor the sector's response to the challenge. The deferral of referendum principles for town and parish councils can be revisited and we are prepared to consider ways in which large increases can be made more transparent to local tax-payers.

I would like to stress the importance of all parishes making every effort to comply with the existing transparency code publication requirements, so that local people can clearly see how and where their money is being spent. I hope that NALC will help to ensure that the very smallest parishes are aware of the transparency fund, which we have made available to help them with the requirement to publish their data online.

I would again like to thank NALC and the sector for its constructive engagement during the technical consultation and want to reiterate how much the Government values parishes' increasing role in service delivery.

PS. I hope that you are well. Thank you for your constructive approach during your time as Chairman of NALC and I would like to wish you well in the future.

*Yours sincerely,  
Marcus*

**MARCUS JONES MP**

**MINUTES OF A MEETING OF THE  
BOROUGH PARISH LIAISON FORUM  
HELD ON 23 JANUARY 2017 AT 7.00 - 9.00 PM**

**Councillors Present**

Michael Firmager (Chairman), John Jarvis, Clive Jones, Beth Rowland and David Sleight

**Parish/Town Council Representatives**

Pam Stubbs	Barkham Parish Council
Roland Cundy	Finchampstead Parish Council
Dawn Peer	Shinfield Parish Council
Tony Farnese	Sonning Parish Council
Peter Sampson	Swallowfield Parish Council
Roy Mantel	Twyford Parish Council
Shaun Hanna	Winnersh Parish Council
Martin Bishop	Wokingham Town Council
Ken Newland	Wokingham Without Council
David Mills	Woodley Town Council
Lauren McCann	Charvil Parish Council
William Luck	Earley Town Council
John Bowley	Twyford Parish Council
Richard Rampton	Finchampstead Parish Council

**Officers**

Neil Carr (Principal Democratic Services Officer) and Mark Redfearn (Community Services Manager)

**20. APOLOGIES**

Apologies for absence were submitted from:

Borough Councillors: David Chopping and John Halsall.

Town and Parish Representatives: Brian Wedge.

Other Representatives: Liz Halson, Roger Loader and Philip Truppin.

**21. NOTES OF PREVIOUS MEETING**

The Notes of the Forum meeting held on 10 October 2016 were agreed as a correct record and signed by the Chairman.

**22. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**23. CIVIL PARKING ENFORCEMENT**

The Forum considered a presentation on the introduction of Civil Parking Enforcement (CPE) across the Borough from Alison Dray (Service Manager – Transport Assets), Helen Allen (Parking Manager) and Michael Horton (Traffic Management Manager).

The presentation outlined the background to CPE and highlighted the benefits which included increased turnover of parking spaces, reduced congestion, improved road safety and a fair system delivered through targeted enforcement and appeals. The CPE



application had been submitted to the Department for Transport and it was anticipated that the new service would go live in October 2017.

It was proposed to deliver the CPE service through a third party contractor who would provide enforcement, reporting, initial machine maintenance, permit issuing and the appeals process. Using a contractor would enable greater flexibility to adapt the enforcement resource to local community needs. The tendering process for the contractor would start in March 2017 with the contract to be awarded in June 2017.

Implementation of CPE would be based on a Service Level Agreement with prioritised and regular enforcement activity. The agreement would allow flexibility to purchase additional enforcement to meet local needs.

Information about the new CPE system would be circulated to residents through publicity material in libraries, Council offices, the Council's website and social media. Work was also ongoing to convert existing Traffic Regulation Orders into map-based documents in order to improve customer service and understanding of traffic regulations on the ground.

Following the presentation, members of the Forum raised the following issues:

- What were the cost implications of the introduction of CPE? It was stated that the proposals were based on a cost-neutral business case. If CPE generated a surplus the additional funds would be reinvested into the Borough's road network.
- Would CPE tackle issues around parking on pavements and verges? It was stated that, currently, there were no blanket powers to tackle parking on footways and verges. Traffic Regulation Orders could be introduced in situations where safety was put at risk or there was damage to infrastructure. Potential third party contractors were being asked to come up with innovative solutions to issues such as footway/verge parking.
- How would the CPE service cope with the cyclical nature of parking offences? It was confirmed that monthly analysis of parking activity and fines would enable enforcement resources to be deployed flexibly, thereby tackling new issues as they arose.
- Would Town and Parish Councils be able to respond to a consultation process which only lasted for 3 weeks? It was confirmed that the Borough Council would be as flexible as possible in relation to consultation responses. The consultation timeline would be publicised in order to assist the Towns and Parishes. The CPE proposals did not include any significant changes to the existing parking rules. The major change related to the way in which the rules were communicated (in map form rather than legal text form).
- What role, if any, would Thames Valley Police have in relation to the new CPE system? It was confirmed that the police retained some powers in relation to obstruction of the highway, moving traffic offences (e.g. speeding and one-way offences) and enforcement on high speed roads.

**ACTION That:**

- 1) Alison Dray, Helen Allen and Michael Horton be thanked for the presentation to the Forum;

- 2) the presentation slides be circulated to members of the Forum;
- 3) the Town and Parish Councils submit any further comments and questions on CPE to Alison Dray: [alisondray@wokingham.gov.uk](mailto:alisondray@wokingham.gov.uk)

#### **24. UPDATE ON THE BOROUGH ASSET REVIEW PROGRAMME**

The Chairman informed the Forum that, due to staff sickness, the presentation on the Borough Asset Review Programme would be deferred to the next meeting.

**ACTION:** That the presentation on the Borough Council's Asset Review Programme be submitted to the Forum meeting on 3 April 2017.

#### **25. COMMUNITY GOVERNANCE REVIEWS**

The Forum considered a report, Agenda pages 11 to 13, which provided a response to a number of issues raised by Parish Councils following the ongoing Community Governance Review affecting Wokingham Town Council and Wokingham Without Parish Council.

The report stated that conclusions from the ongoing review would be reported to the Borough Council at its meeting on 23 February 2017. Any lessons learnt from the process would be fed into future Community Governance Reviews.

The following questions were submitted to the Forum for consideration:

**Question: Will any future Community Governance Reviews (CGRs) be looked at "in the round" i.e. all parishes together?**

Answer: No decisions have been taken at this point about how any future CGRs might be conducted e.g. parish specific versus Borough-wide. WBC would be interested in hearing the Forum's view on this question.

**Question: Does WBC intend to review boundaries once the new communities are established and can be consulted – or to move boundaries in anticipation of future community growth?**

Answer: Again, no specific position has been reached on this question at present. Consultation guidance suggests that it is good practice to consult with residents in new communities. However, the guidance is not definitive and there is a corresponding argument that early/advance clarity on boundaries is helpful to new communities.

**Question: What role does WBC see for current parishes during the boundary review and consultation period?**

Answer: Town and Parish Councils are key consultees in any CGR. This is the case clearly in the formal consultation stage but for any future CGRs there is a commitment to ensure early informal engagement with Towns and Parishes.

**Question: What practical/financial support will be given to parishes that have their boundaries moved?**

Answer: There is no specific provision as part of the CGR process once a review has been completed. However, WBC will always seek to work in partnership with Towns and Parishes to implement the recommendations of a CGR.

During the discussion members of the Forum raised the following points.

What was the Borough Council's long term aim in relation to Community Governance Reviews? It was confirmed that effective representation was a key outcome. However, the Borough Council's approach was still under consideration. The lessons learnt from the ongoing CGR (involving Wokingham Town Council and Wokingham Without Parish Council) and the feedback from the Towns and Parishes would help to shape the Borough Council's long term strategy.

The Towns and Parishes expressed concerned about the way in which the Borough Council had progressed the ongoing CGR and sought clarity about future plans. It was confirmed that the issue of borough-wide versus local reviews was still under consideration. In the meantime, the views of the Town and Parish Councils were welcomed.

**ACTION** That:

- 1) members of the Forum submit feedback to the Borough Council on the ongoing Community Governance Review and suggestions for the format of future reviews;
- 2) the feedback be submitted to Neil Carr in Democratic Services;
- 3) the Forum consider a further report on Community Governance Reviews at a future meeting.

**26. QUESTIONS FROM TWYFORD PARISH COUNCIL**

The Forum considered a report, Agenda pages 15 to 21, which set out details of two questions submitted by Twyford Parish Council. The questions were as follows:

**Question 1: Could the long term highways schedule be available for the parishes?**

Answer: Alison Dray (Service Manager – Transport Assets) reported on progress relating to the development of web functionality which would enable greater information sharing with the Town and Parish Councils. Greater information sharing was welcomed by the Forum as this would allow the Towns and Parishes to submit comments and suggestions about the future programme of works. In the meantime, the Towns and Parishes were encouraged to use the roadworks.org website which contained information on traffic congestion, incidents, roadworks, closures and diversions.

**Question 2: When will Wokingham Borough Council publish residents' feedback from the Budget Engagement Sessions? What concrete actions will the Borough be taking based on the feedback?**

Answer: A report on the Budget Engagement sessions has been posted on the Borough Council's website. The report was publicised through a supporting press release. Feedback from the sessions will be fed into discussions about the Borough Council's Budget which will be announced at the Budget Council meeting in February 2017. In the meantime, the feedback has led to some further investigation and consultation, for

example in relation to the future shape of waste services. However, it is important to stress that no major service changes will be implemented without full public consultation.

Members of the Forum emphasised the need for a “You said, we did” type audit trail to ensure that the Budget consultation process continued to attract more residents. It was confirmed that feedback from the Forum would be built into the 2017 Budget consultation exercise.

**ACTION:** That

- 1) the questions from Twyford Parish Council and the responses provided be noted;
- 2) the feedback from the Forum be incorporated into the Borough Council’s Budget consultation exercise for 2017.

## **27. DATES OF FUTURE MEETINGS**

The Forum considered a list of proposed dates for future meetings.

**ACTION** That:

- 1) the next meeting of the Forum be held on Monday 3 April 2017;
- 2) the proposed dates for future meetings of the Forum (3 July and 9 October 2017 and 5 February and 16 April 2018) be considered at the next meeting.

**Additional Item**

**Item16**

**LAND ADJACENT TO BULMERSHE PARK**

**Recommendation from Leisure Services Committee**

At a meeting on 11 April 2017 the Leisure Services Committee considered an invitation from Wokingham Borough Council for the transfer of land between Bulmershe Park and Bulmershe Gymnastics Club to the Town Council, under a community asset transfer lease (Report No. LS 13/17, attached).

The Leisure Services Committee noted that the land would require significant work to bring it back into public use and would present ongoing costs for maintenance and rubbish clearance. The Deputy Town Clerk confirmed that there would be no financial incentive from Wokingham Borough Council for the Town Council to take on responsibility for this land. (Leisure Services Committee, 11 April 2017, minute number 69.)

It was

**RESOLVED TO RECOMMEND TO THE STRATEGY AND RESOURCES COMMITTEE:**

- ◆ That the offer of the transfer of land adjacent to Bulmershe Park from Wokingham Borough Council to the Town Council under a community transfer lease be declined.

The Committee is asked to consider this recommendation.

Woodley Town Council

## **LAND ADJACENT TO BULMERSHE OPEN SPACE**

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

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#### **Purpose of Report**

To ask Members to consider an invitation from Wokingham Borough Council for the transfer of land between Bulmershe Park and Bulmershe Gymnastics Club, to the Town Council under a community asset transfer lease.

#### **Background**

Wokingham Borough Council has approached Woodley Town Council with an offer to transfer a piece of land adjacent to Bulmershe open space to the Town Council under a community asset transfer lease. The area of land is shown in **APPENDIX A**.

The land is a small wooded area, currently accessible only through holes in the chain-link fencing. There is evidence of littering and fly tipping at the site. Photographs of the site are shown in **APPENDIX B**.

The land will be offered to Bulmershe School if the Town Council does not wish to take on responsibility for the land.

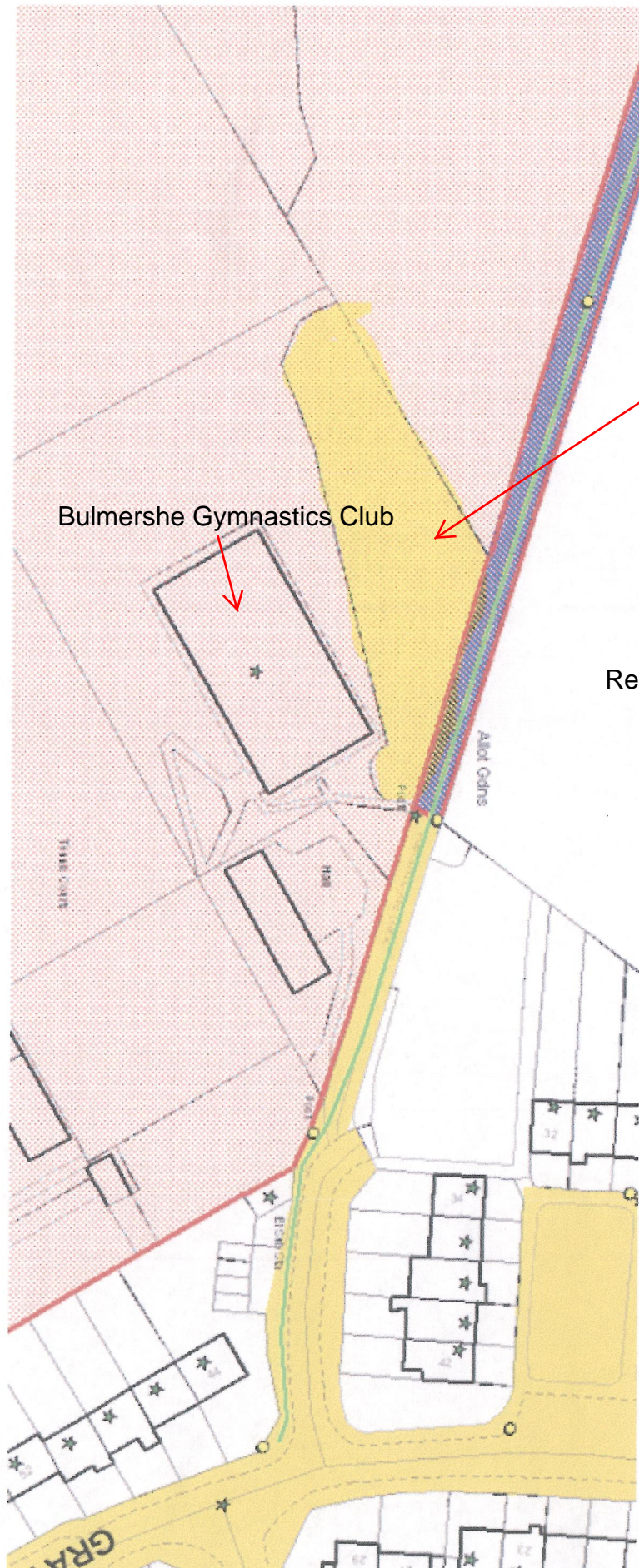
#### **Resources**

The land would require significant work to bring it back into public use and would present on-going costs for maintenance and rubbish clearance.

#### **Recommendations:**

- ◆ **That Members make a recommendation to the Strategy and Resources Committee to decline the offer for the transfer of land adjacent to Bulmershe Park under a community asset transfer lease.**

APPENDIX A



Bulmershe Gymnastics Club

Land proposed for transfer

Reading Road Allotments

**APPENDIX B**





**APPENDIX B**

