



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

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 24 January 2017, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members relating to the business of the meeting.

3. **MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2016**

To approve the minutes of the Strategy and Resources Committee held on 22 November 2016 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 6 December 2016.)***

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 1/17.**

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b) **Payments**

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

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	Current account	Imprest account
November 2016	£76,212.20	£43,235.21
December 2016	£108,310.36	£46,460.20

- c) **External auditors**
To note that from the 2017/18 financial year PKF Littlejohn LLP have been appointed as the auditors for town and parish councils in the county of Berkshire by Smaller Authorities Audit Appointments (SAAA).

To note the scales of audit fees from 2017/18 to 2021/22, as agreed by SAAA. (**Appendix 4c**) Page 11
5. **OAKWOOD CENTRE**
To consider **Report No. SR 2/17**. Page 14
6. **WOODLEY TOWN CENTRE – NEW COVERED AREA**
To consider **Report No. SR 3/17**. Page 19
7. **PR/MARKETING WORKING GROUP**
a) To consider the proposed terms of reference for the PR/Marketing Working Group. (**Appendix 7a**) Page 21

b) To receive the reports of the PR/Marketing Working Group meetings held on 5 January and 10 January 2017. **Report Nos. SR 4/17 and SR 5/17**. Pages 22 & 24
8. **CATERING PARTNERSHIP**
To receive **Reports No. SR 6/17 and SR 7/17** of the Catering Partnership meetings held on 18 November 2016 and 16 December 2016. Pages 26 & 27
9. **INVESTMENTS WORKING PARTY**
To receive **Report No. SR 8/17** of the Investments Working Party meeting held on 10 November 2016. Page 28
10. **CHARGES 2017/18**
a) To consider the proposed 2017/18 charges at the Oakwood Centre and recommend the 2017/18 charges for the Oakwood Centre be approved. (**Proposed Charges 2017/18 Appendix page 5 enclosed.**)

b) To consider the recommendation from the Leisure Services Committee and to recommend the 2017/18 Charges for Town Council leisure facilities be approved. (**Proposed Charges 2017/18 Appendix pages 1-4 enclosed.**)
11. **REVISED ESTIMATES 2016/17**
a) To consider **Report No. SR 9/17**. (**Budget Appendix – blue pages enclosed.**) Page 44

b) To consider recommendations from the Leisure Services Committee to approve the Revised Estimates for 2016/17 as set out in the enclosed (**Budget Appendix - green pages enclosed**).

c) To consider the draft revised estimates of the Planning Committee. These will be considered at the Planning Committee meeting on 31 January 2017 where the views of this Committee will be able to be taken into account. (**Budget appendix – cream pages enclosed**)

12. **BUDGET ESTIMATES 2017/18**
- a) **Strategy and Resources Committee**
To consider **Report No. SR 10/17. (*Budget Appendix – blue pages enclosed.*)** Page 45
- b) To consider the 2017/18 Budget estimates recommended by the Leisure Service Committee (***Budget Appendix – green pages enclosed***) and that these be approved.
- c) To consider the draft budget estimates of the Planning Committee. These will be considered at the Planning Committee meeting on 31 January 2017 where the views of this Committee will be able to be taken into account. (***Budget Appendix – cream pages enclosed***)
- d) **Budget and Precept 2017/18**
To consider **Report No. SR 11/16.** Page 47
13. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 26 October 2016. (***Appendix 13***) Page 50
14. **EXTERNAL FUNDING PROJECT LIST**
To note the current external funding project list, attached at ***Appendix 14.*** Page 52
15. **URGENCY COMMITTEE**
To note the decision of the Urgency Committee to adopt a new Town Council logo (***attached at Appendix 15.***) Full Council will receive the minute relating to this at its meeting on 7 February 2017. Page 53
16. **PUBLIC TOILET UPDATE**
A planning application for the public toilet in the town centre is being prepared by Danfo, the Council's contractor, and should be submitted soon. The application will include new sites for the bike racks, seat and public information pillar that will be displaced by the installation of the new toilet at the site at the south end of the centre. Subject to planning permission being given the bespoke semi-automatic toilet will then be commissioned. This has a lead in time of 10 weeks.
17. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**
To note the confidential gym membership and financial information (***enclosed – for Members' information only.***)
18. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
To note that the December Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £34,904.
19. **COUNCIL AND COMMITTEE START TIMES**
As directed, the Town Clerk sought the views of all Members of Council on the start times of meetings and whether a 7.30pm start time would be preferable to the present 8pm start time (7.45 for the Planning Committee).
- 21 councillors responded with their views. Of those 9 preferred a start time of 7.30pm while 6 councillors preferred to keep to the existing 8pm start. 6 councillors had no preference. Of those supporting the 8pm start several explained that work commitments made this a better time for them.

20. **ROYAL GARDEN PARTY**
To consider making a nomination to attend the Royal Garden Party to be held on 1 June 2017 at Buckingham Palace. Information and guidance notes are attached at ***Appendix 20.*** Page 54
21. **WDALC**
To note the minutes of the WDALC AGM, which took place on 30 November 2016. (***Appendix 21***) Page 56
22. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
23. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

STRATEGY AND RESOURCES COMMITTEE**BUDGETARY CONTROL 2016/17****Report No. SR 1/17**

EXPENDITURE	Budget 2016/17	Actual Exp as at 31/12/15	Actual Exp as at 31/12/16	Actual Exp as % of Budget	Information
Central Costs	225045	145456	155516	69.1	Phone and partial exemption costs over 75%. Other costs under.
Democratic Costs	47748	36052	30620	64.1	All costs under or at 75%. No election expenditure.
Corporate Management	280653	192621	205565	73.2	Insurance premiums, HR/H&S support and affiliations paid in April. All other costs under 75%.
Capital Programme	45000	0	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	3925	3850	96.3	Grants awarded in April and December 2016.
Inn on the Park	0	6684	0	0.0	Inn on the Park closed 30/10/15.
Oakwood Centre	150888	101043	100256	66.4	First aid, rates, cleaning materials, equipment, phone repairs and equipment costs over 75%. All other costs under. Fuel costs very low - no billing following problem with electricity contract transfer.
Maintenance HQ	6716	4958	3644	54.3	Rates and phone over 75%. Other costs under.
Woodley TCMI	64619	44155	41550	64.3	Low expenditure on WTCMI items. Costs of Market Manager now paid by TCMI.
Capital and Projects	184940	132470	132470	71.6	Loans paid in September and March - sinking fund contribution made in June.
TOTAL	1009609	667364	673471	66.7	
INCOME					Information
	Budget 2016/17	Actual Inc as at 31/12/15	Actual Inc as at 31/12/16	Actual Inc as % of Budget	
Central Costs	6525	4341	4972	76.2	Income investment from temporary investments due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	10088	0	5355	53.1	Lower income re TCMI NI/pension - costs of Market Manager now met by TCMI.
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Inn on the Park	0	23823	0	0.0	Inn on the Park closed 30/10/15.
Oakwood Centre	149054	111311	112590	75.5	Room hire at 81%, catering income lower than budget set.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	51986	31356	25587	49.2	
Capital and Projects	0	0	0	0.0	Loan payments made in March and September.
TOTAL	217653	170831	148504	68.2	
Month 9 - 75%	NET	791956	496533	524967	66.3

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/11/2016 and 22/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
18-Nov-16	1st For Energy Ltd	478.80	Energy certificates
25-Nov-16	Airquee Ltd	571.20	PIPA annual test/blower fan
10-Nov-16	All Aspects	5000.00	Gym construction/setup
25-Nov-16	BCM Group Plc	52.93	Service & maint photocopier WPLC
04-Nov-16	BE Fuelcards Ltd	35.23	Unleaded petrol Depot
11-Nov-16	BE Fuelcards Ltd	42.19	BP Diesel
25-Nov-16	Bowak Ltd	398.39	Cleaning supplies
25-Nov-16	Brown Bag Cafe Ltd	1953.71	Catering charged on behalf of BB
24-Nov-16	BT Direct Debits	655.89	Phone
24-Nov-16	BT Direct Debits	940.06	Phone
22-Nov-16	BT Group Plc	122.76	Phone
23-Nov-16	BT Group Plc	80.28	Phone
23-Nov-16	BT Group Plc	80.28	Phone
23-Nov-16	BT Group Plc	89.64	Phone
25-Nov-16	Churchill Contract Services Ltd	2171.30	Contract cleaning
25-Nov-16	CoolerAid Ltd	42.66	Bottled water
18-Nov-16	Crown Gas & Power	131.48	Gas supply
18-Nov-16	Crown Gas & Power	137.40	Gas supply
18-Nov-16	Crown Gas & Power	462.06	Gas supply
18-Nov-16	Crown Gas & Power	726.78	Gas supply
18-Nov-16	DCK Beavers Ltd	468.00	VAT partial exemption calculation
25-Nov-16	Dejac Associates Ltd	144.00	Apple Airport Express
18-Nov-16	EDF Energy 1 Ltd	11.49	Electric for clock tower
25-Nov-16	Eurodec Ltd	40.32	Building supplies
25-Nov-16	Fraser Office Supplies Ltd	258.98	Stationery supplies
08-Nov-16	Go Cardless Ltd	30.00	EPOS Now Ltd-Mthly till Admin
01-Nov-16	GoCardless-Club Manager	80.40	Club Manager admin fee
10-Nov-16	Graham	5.62	Building supplies
25-Nov-16	HMRC Cumbernauld	12321.90	PAYE & NI
04-Nov-16	HMRC VAT	17468.68	VAT return Sept 2016
18-Nov-16	IMAGE BOX	444.00	Gym banners
25-Nov-16	InTouch	35.99	Monthly website charge
25-Nov-16	John Willis	120.00	Window cleaner
25-Nov-16	Lamps-Tubes Luminations Ltd	3823.20	Christmas lighting WTCMI recharged
25-Nov-16	Land & Landscape Management Ltd	1560.00	Tree survey WP lake
18-Nov-16	Lantec Security Ltd	348.00	Engineer call out OC fire panel
18-Nov-16	Laundry Depot	70.50	Cleaning OC tablecloths
14-Nov-16	Lloyds Bank	281.77	Cardnet service charge
14-Nov-16	Mainstream Digital	0.31	Phone
18-Nov-16	Margaret Macknelly Design	297.00	Woodley Herald- design
15-Nov-16	Merchant Rentals	35.23	Monthly cardnet machine rental
10-Nov-16	P&H Direct Van Sales Ltd	213.46	Vending supplies
18-Nov-16	P&H Direct Van Sales Ltd	118.45	Vending supplies
25-Nov-16	P&H Direct Van Sales Ltd	115.01	Vending supplies
25-Nov-16	Piercing Glance Ltd	124.32	Corey micro fleece uniform OC
10-Nov-16	Platipus Anchors Ltd	93.53	Gardening supplies -Depot
11-Nov-16	Plusnet Ltd	24.60	Phone
17-Nov-16	Plusnet Ltd	38.40	Phone
25-Nov-16	Prudential	30.00	AVC payment deducted from pay
10-Nov-16	R and J Services	2760.00	WPLC front entrance works

18-Nov-16	Rigby Taylor	1196.12	Gardening supplies
25-Nov-16	Ron Smith & Co	255.00	Spyker - steel hopper - Depot
25-Nov-16	SGW Payroll Ltd	150.62	Payroll services
18-Nov-16	Sport in Mind	278.10	Badminton grant funding
02-Nov-16	Thames Water	929.78	Water rates
08-Nov-16	Thames Water	39.58	Water rates
14-Nov-16	Thames water	411.80	Water rates
16-Nov-16	Thames Water	94.55	Water rates
18-Nov-16	Thames Water Utilities Ltd	165.52	Water rates
25-Nov-16	The Berkshire Pension Fund	11091.86	Pension - employers and employees
25-Nov-16	The Letterworks Ltd	668.00	Woodley Herald - printing
25-Nov-16	Trade UK - BandQ	127.55	Building supplies
25-Nov-16	Trade UK - Screwfix	77.90	Building supplies
10-Nov-16	Traditional Local Cleaning Ltd	1520.45	Contract cleaning
10-Nov-16	Travis Perkins Trading Co	72.00	Building supplies
18-Nov-16	Travis Perkins Trading Co	17.88	Building supplies
25-Nov-16	Unison Collection Ac	32.20	Union fees deducted from pay
18-Nov-16	Vodafone Ltd	233.09	Phone
01-Nov-16	Wokingham BC	42.00	Rates
01-Nov-16	Wokingham BC	160.00	Rates
01-Nov-16	Wokingham BC	895.00	Rates
01-Nov-16	Wokingham BC	1864.00	Rates
01-Nov-16	WokinghamBC	353.00	Rates

76212.20

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List of Payments made between 01/11/2016 and 22/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
04-Nov-16	(Personal Information)	50.00	Refund deposit
07-Nov-16	(Personal Information)	50.00	Refund deposit
10-Nov-16	(Personal Information)	50.00	Refund deposit
10-Nov-16	(Personal Information)	100.00	Refund deposit
14-Nov-16	(Personal Information)	50.00	Refund deposit
17-Nov-16	(Personal Information)	15.00	Refund deposit
25-Nov-16	(Personal Information)	50.00	Refund deposit
25-Nov-16	(Personal Information)	50.00	Refund deposit
25-Nov-16	(Personal Information)	15.00	Refund deposit
21-Nov-16	Amazon UK	12.58	Cables O/C
25-Nov-16	Argos Retail Group	199.98	2x Screen monitors O/C
11-Nov-16	BACS B/L Pymnt Page 3350	1046.40	Gym membership card part payment
02-Nov-16	BACS B/L Pymnt Page 3351	625.00	WTCMI Christmas tree
24-Nov-16	Berks & Oxford Media	50.00	Refund deposit
15-Nov-16	Global Foodservice	191.16	2x Marco water boiler urns
24-Nov-16	Lidl UK	161.64	Mulled wine - WTCMI
29-Nov-16	Lidl UK	-134.70	Mulled wine WTCMI-credit
23-Nov-16	Lloyds Bank	39736.13	Net payroll - Nov 2016
10-Nov-16	(Personal Information)	50.00	Refund deposit
14-Nov-16	The Royal British Legion	75.00	3 x Poppy wreaths
04-Nov-16	The Sainsbury Singers	453.60	Refund deposit
04-Nov-16	UK POS Group Ltd	28.42	A4 portrait poster holder
10-Nov-16	Woodley Carnival Cttee	50.00	Refund deposit
28-Nov-16	Woodley Adopt a Street Project	260.00	Grant payment made by Waitrose paid in error to Town Council
		43235.21	

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
22-Dec-16	Abbey Windows	13680.00	Gym construction/setup
22-Dec-16	All Aspects	2670.00	Gym construction/setup
09-Dec-16	Allen's Design & Print Ltd	1645.00	WTCMI 20th Wdly Winter Extravaganza
22-Dec-16	Badgemaster Ltd	7.90	Staff name badge
22-Dec-16	BCM Group Plc	18.10	Service & maint photocopier WPLC
02-Dec-16	BE Fuelcards Ltd	42.19	Diesel RY54 DPU
09-Dec-16	BE Fuelcards Ltd	18.36	Admin charge
16-Dec-16	BE Fuelcards Ltd	52.75	Diesel RY54 DPU 34365
23-Dec-16	BE Fuelcards Ltd	24.26	BP unleaded - Depot
22-Dec-16	Bowak Ltd	254.28	Cleaning supplies
07-Dec-16	Brake Bros Foodservice Ltd	154.46	Vending supplies
07-Dec-16	Brown Bag Cafe Ltd	54.00	Catering services
22-Dec-16	Brown Bag Cafe Ltd	1273.48	Catering services
07-Dec-16	BT Group Plc	153.36	Phone
22-Dec-16	CoolerAid Ltd	105.84	Bottled water
20-Dec-16	Crown Gas & Power	239.54	Gas supply
20-Dec-16	Crown Gas & Power	334.64	Gas supply
20-Dec-16	Crown Gas & Power	881.22	Gas supply
20-Dec-16	Crown Gas & Power	1220.98	Gas supply
22-Dec-16	CSL Integration Ltd	2239.82	Gym construction/setup
09-Dec-16	Dejac Associates Ltd	576.00	WiFi network WPLC
22-Dec-16	Drews Ltd	93.56	Staff uniform/gardening supplies
16-Dec-16	EDF Energy 1 Ltd	11.39	Electric - clock tower
22-Dec-16	Energy Electrical Distributors Ltd	143.58	Electric supplies
16-Dec-16	Escape Fitness Ltd	509.87	Fitness kit WPLC
09-Dec-16	Eurodec Ltd	179.31	Building supplies
16-Dec-16	Eurodec Ltd	262.29	Building supplies
22-Dec-16	Eurodec Ltd	49.71	Building supplies
09-Dec-16	Eventu	200.00	Sound system - Remembrance Day
22-Dec-16	Fencing Products Ltd	123.34	Garden Remembrance sleepers/post fix bags
22-Dec-16	Fraser Office Supplies Ltd	300.63	Stationery supplies
22-Dec-16	Gilbert Thompson	516.75	Newsletter delivery
01-Dec-16	Gocardless Ltd	80.40	Club Manager membership
07-Dec-16	Hewden Stuart Ltd	268.20	Allotment dumper hire
22-Dec-16	Hire Depot Ltd	72.00	Gym construction/setup
22-Dec-16	HMRC Cumbernauld	12980.35	PAYE & NI- Employers and employees
09-Dec-16	ID Card Supplies	1046.40	Gym construction/setup
07-Dec-16	InTouch	35.99	Monthly website charge
22-Dec-16	InTouch	287.92	Monthly website charge x 8
22-Dec-16	Lantec Security Ltd	6828.00	Gym construction/setup
14-Dec-16	Lloyds Bank	165.06	Cardnet service charge
14-Dec-16	Mainstream Digital	0.20	Phone
16-Dec-16	Margaret Macknelly Design	162.00	Design for banners
22-Dec-16	Margaret Macknelly Design	135.00	Gym terms & conditions form design
07-Dec-16	Maudesport Ltd	385.19	Boxing punch bag
15-Dec-16	Merchant Rentals	35.23	Cardnet monthly rental charge
22-Dec-16	MKR Electrical Services Ltd	4159.61	Gym construction/setup
07-Dec-16	P&H Direct Van Sales Ltd	87.40	Vending supplies
09-Dec-16	P&H Direct Van Sales Ltd	202.29	Vending supplies

16-Dec-16	P&H Direct Van Sales Ltd	147.91	Vending supplies
22-Dec-16	P&H Direct Van Sales Ltd	118.85	Vending supplies
29-Dec-16	Pitney Bowes	250.00	Postage topup
09-Dec-16	Plusnet	24.60	Phone
16-Dec-16	Plusnet Ltd	38.40	Phone
07-Dec-16	Presentlines Ltd	1799.97	Billy Goat chipper/lawn vacuum
22-Dec-16	Prudential	30.00	AVC payment deducted from pay
28-Dec-16	Public Works Loan	10640.58	3G Pitch loan
22-Dec-16	R.E.S. Systems Ltd	316.08	Fire extinguisher service
16-Dec-16	Reading Borough Council	153.03	Wheble Park - annual rent/licence fee
16-Dec-16	Rialtas Business Solutions Ltd	739.20	Annual support/maintenance
16-Dec-16	Rigby Taylor	443.09	Building supplies
22-Dec-16	Roofing Matters	300.00	WPLC roofing works
16-Dec-16	S&C Entertainments Ltd	119.00	Pulse trekker portable PA system
22-Dec-16	Safe Space Lockers Ltd	5400.00	Gym construction/setup
16-Dec-16	SGW Payroll Ltd	158.78	Payroll services
30-Dec-16	Siemens Fin Serv	1100.80	Gym equipment lease
16-Dec-16	Siemens Financial Services Ltd	780.00	WPLC photocopier annual rental charge
16-Dec-16	Southern Electric Contracting Ltd	724.85	Electric supply
22-Dec-16	Thames Valley Temp Control Ltd	1075.34	Extract/fanFridge fault+call out
22-Dec-16	The Berkshire Pension Fund	11437.44	Pension - employers and employees
09-Dec-16	The Blue Moose Graphic Co	60.00	Pop-up banners
16-Dec-16	The Card Shop	138.00	Mayoral Christmas cards
07-Dec-16	Trade UK - BandQ	121.52	Building supplies
22-Dec-16	Trade UK - BandQ	63.97	Building supplies
07-Dec-16	Trade UK - Screwfix	168.89	Building supplies
22-Dec-16	Trade UK - Screwfix	437.83	Building supplies
16-Dec-16	Traditional Local Cleaning Ltd	1853.53	Contract cleaning
22-Dec-16	Travis Perkins Trading Co	130.68	Building supplies
22-Dec-16	Trinity Mirror PublishING Ltd	192.00	WTCMI advertising
22-Dec-16	Unison Collection Ac	32.20	Union fees deducted from pay
07-Dec-16	Veolia ES - UK Ltd	862.63	Refuse collection
22-Dec-16	Veolia ES - UK Ltd	259.70	Refuse collection
22-Dec-16	Vodafone Ltd	369.19	Phone
09-Dec-16	Windowflowers Ltd	840.00	WTCMI Large square planters
01-Dec-16	Wokingham BC	42.00	Rates
01-Dec-16	Wokingham BC	160.00	Rates
01-Dec-16	Wokingham BC	353.00	Rates
01-Dec-16	Wokingham BC	895.00	Rates
01-Dec-16	Wokingham BC	1864.00	Rates
16-Dec-16	Wokingham Borough Council	8200.00	Town Centre refurbishment grant
22-Dec-16	YPO	58.50	Flip chart stand OC
07-Dec-16	Zapkam Ltd	441.95	WPLC staff uniform

108310.36

CLERKS IMPREST A/C

List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
02-Dec-16	(Personal Information)	50.00	Refund deposit
02-Dec-16	(Personal Information)	50.00	Refund deposit
05-Dec-16	(Personal Information)	15.00	Refund deposit
06-Dec-16	William Cowan	100.00	Grant
06-Dec-16	Alexander Cowan	100.00	Grant
06-Dec-16	Hannah Evans	100.00	Grant
12-Dec-16	(Personal Information)	50.00	Refund deposit
12-Dec-16	(Personal Information)	50.00	Refund deposit
12-Dec-16	(Personal Information)	56.00	Refund deposit
19-Dec-16	(Personal Information)	50.00	Refund deposit
19-Dec-16	(Personal Information)	250.00	Grant - Friends of WP
19-Dec-16	(Personal Information)	52.60	Cancelled WPLC course
19-Dec-16	(Personal Information)	150.00	Refund deposit
06-Dec-16	Asda Superstores	14.50	29x Wine glasses
06-Dec-16	Berkshire Vision	250.00	Grant
21-Dec-16	Cash	70.00	Staff xmas event contribution x14
06-Dec-16	Cruse Bereavment Care	250.00	Grant
21-Dec-16	Hearing Dogs for Deaf People	150.00	Refund deposit
21-Dec-16	Lloyds Bank	43027.99	Net Dec 2016 payroll
01-Dec-16	PETTY CASH A/C	224.12	Petty cash topup
06-Dec-16	Sue Ryder-Duchess	250.00	Grant
06-Dec-16	Tobydeals	355.99	Apple mini iPad
07-Dec-16	Waitrose	34.00	Wine for Mayors reception
06-Dec-16	Wdly & Earley Arts Group	200.00	Grant
06-Dec-16	Wdly Festival of Music	250.00	Grant
06-Dec-16	Wokingham Job Support	250.00	Grant
07-Dec-16	Woodley Carnival	60.00	Hire of 2x stalls

46460.20

Audit of Smaller Authorities

Scales of Fees 2017-18 to 2021-22

The following fees have been determined by SAAA following consultation for the Audit Years 2017-18 to 2021-22.

Scales of audit fees

Scales of fees for smaller authorities are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table 1

Scale of fees for bodies subject to limited assurance review

Income/expenditure band (£)	Fee for limited assurance review (£)
0 – 25,000	200 (see note)
25,001 – 50,000	200
50,001 – 100,000	300
100,001 – 200,000	400
200,001 – 300,000	600
300,001 – 400,000	800
400,001 – 500,000	1,000
500,001 – 750,000	1,300
750,001 – 1,000,000	1,600
1,000,001 – 2,000,000	2,000
2,000,001 – 3,000,000	2,400

3,000,001 – 4,000,000	2,800
4,000,001 – 5,000,000	3,200
5,000,001 – 6,500,000	3,600

Note: An authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances no fee will be payable.

Reminder letters

Where a supplier is required to send a reminder to any authority, the supplier will charge the authority £40 for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

**Table 2
Maximum hourly rates for additional work at smaller authorities**

Staff grade	Maximum £ per hour
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax which will be charged at the prevailing rate on all work undertaken.

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Oakwood Centre Update

Marketing

The PR & Marketing Coordinator has been developing the marketing plan for the Centre and reporting to the PR and Marketing Working Group. The group met on 5 and 10 January and the reports of those meeting are included in the meeting agenda.

Catering

Officers continue to meet weekly with Brown Bag and the notes of the monthly Catering Partnership meetings are covered under another agenda item. Income received under the contract is shown in **APPENDIX A (Confidential Item)**. Brown Bag have adjusted the trading hours of the coffee shop for the winter period to open from 8.30am rather than 8am, unless there is a function in the building that would require them to be open earlier.

Room Hire

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

Usage since last report:

Regular Hirers lost None
New Regular Hirers Older peoples afternoon group – once a month Sound healing sessions – once a month
New one-off hirers <u>Business</u> Senior living x 3 bookings First Responders x 1 booking Interior design x 1 booking Digital solutions x 1 booking Training x 1 booking <u>Public</u> Housing x 1 booking Spiritual group x booking Foster care x 1 booking
Social events Funeral receptions x 2 bookings

Recommendations:

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

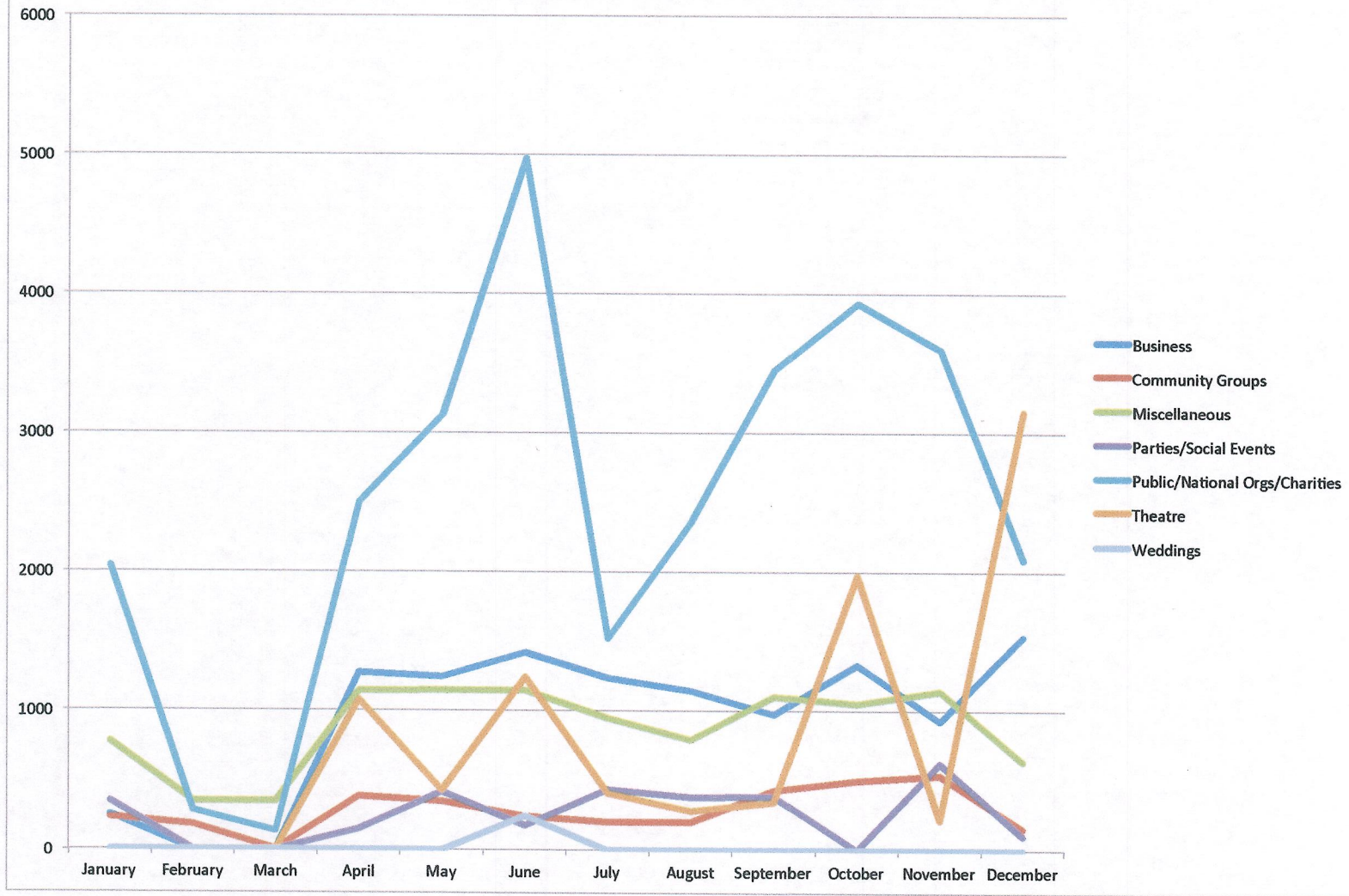
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APPENDIX B

Hirer	Band	Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Nov-16		Dec-16		Jan-17		Feb-17		Mar-17	
		No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£
Summary of Bookings																									
Band A	A	32	661.38	36	1124.03	21	436.10	20	456.03	20	404.86	30	623.61	33	736.01	33	713.82	61	2600.23	19	361.11	16	273.62	12	131.94
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	4	392.07	1	34.17	0	0.00
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	49	2023.30	7	265.84	3	115.84
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	15	860.43	3	230.01	3	230.01
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	205	8537.73	186	7040.72	165	7912.96	87	3636.91	27	803.64	18	477.79	
Cumulative																									
Band A	A	32	661.38	68	1785.41	89	2221.51	109	2677.54	129	3082.4	159	3706.01	192	4442.02	225	5155.84	286	7756.07	305	8117.18	321	8390.8	333	8522.74
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	45	3011.64	46	3045.81	46	3045.81
Band C	C	63	2706.42	144	5668.43	270	11106.74	330	13370.88	390	15714.8	485	19820.7	611	25625.3	708	29255.9	761	31319.85	810	33343.15	817	33608.99	820	33724.8
Band D	D	47	2788.34	97	5155.05	151	8298.01	186	10173.03	225	12195.57	261	14108.7	307	16228.8	351	18170.46	398	21027.15	413	21887.58	416	22117.59	419	22347.6
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	1135	47768.96	1321	54809.68	1486	62722.64	1573	66359.55	1600	67163.19	1618	67640.98	
Type of Booking																									
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/Social Events	P	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	0	0.00
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	0	0.00	0	0.00	0	0.00
Public/National Orgs/Charities	O	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	58	2039.40	15	281.94	12	131.94
Business	B	22	1273.15	19	1243.34	21	1419.18	21	1236.26	23	1143.36	15	975.22	23	1331.68	17	926.89	29	1537.11	4	250.00	0	0.00	0	0.00
Community Groups	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	7	229.17	5	175.85	0	0.00
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	15	771.69	7	345.85	6	345.85
152		6514.05	172	6699.40	204	9435.71	117	4741.85	123	5152.16	162	6688.06	205	8537.73	186	7040.72	165	7912.96	87	3636.91	27	803.64	18	477.79	
Cumulative Income																									
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/Social Events	P	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	31	3014.13
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	102	9103.94	102	9103.94	102	9103.94
Public/National Orgs/Charities	O	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	860	29600.47	875	29882.41	887	30014.35
Business	B	22	1273.15	41	2516.49	62	3935.67	83	5171.93	106	6315.29	121	7290.51	144	8622.19	161	9549.08	190	11086.19	194	11336.19	194	11336.19	194	11336.19
Community Groups	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	120	3205.48	125	3381.33	125	3381.33
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	264	9856.00	271	10201.85	277	10547.70
152		6514.05	324	13213.45	528	22649.16	645	27391.01	768	32543.17	930	39231.23	1135	47768.96	1321	54809.68	1486	62722.64	1573	66359.55	1600	67163.19	1618	67640.98	

Oakwood Centre Income 2016



WOODLEY TOWN CENTRE – NEW COVERED AREA

REPORT OF THE TOWN CLERK

Purpose of report

To advise Members of the existing licence to occupy relating to the town centre clock and pagoda and seek Members' views on undertaking a similar agreement with respect to the new covered area to be constructed as part of the refurbishment of the north end of the centre, due to start in February.

Background

In 2001 the Town Council and Wokingham Borough Council signed a Licence to Occupy giving the Town Council responsibility for the maintenance and repair of the pagoda and the clock in the town centre. A sum of £3,509 was also transferred to the Town Council for these costs and placed in an earmarked reserve.

Information

Wokingham Borough Council have proposed that the Town Council agree to a similar arrangement in respect of the new covered area which will replace the pagoda which will be demolished. An image of the new covered space will be available at the meeting. Works are due to start on the town centre north end refurbishment at the beginning of February.

Wokingham Borough Council has proposed that the Council take over the responsibility for the maintenance and repair of the new covered area, once installed, in a similar way to that set out in the Licence to Occupy. With regard to the pagoda the licence requires that the Town Council:

- keep the property clean, tidy and clear of rubbish and in good tenable repair and condition – but excluded the land on which the property was sitting in relation to the obligation to maintain in good tenable repair and condition
- not use the property other than for the permitted use
- not to make any alteration or addition to the property without the consent of the licensor
- not to display any advertisements, name plate, inscription, flag, banner, placard, poster, signs or notices at the property without prior written consent
- not to allow or permit anything illegal or a nuisance or annoyance or inconvenience or disturbance to the licensor or to tenants or occupiers of the centre or any owner or occupier of neighbouring property on the property
- not to overload the power supply to the property
- not to do anything that will or might constitute a breach of any necessary consents affecting the property or which will or might affect any insurance held by the licensor in respect of the property or the centre

In addition it was agreed separately that the Borough Council's cleaning team would continue to clean the paved area under the pagoda. The new structure has a stage area and won't be able to be cleaned by machine, as is currently the case under the pagoda.

Members are asked to consider whether the Council should take over the responsibility for the new covered area on similar terms to those applicable to the pagoda under the Licence to Occupy. If agreed, this could be by variation to the existing licence or possibly by letters of agreement signed by both parties, depending on the licensor's requirements.

Resources

The new structure is not similar to the existing pagoda. It has a tensile cover which will be held in place by steel ties anchored to the ground. There will be a tree themed metal backdrop and a stage made of non slip wood-styled plastic, with a colour lighting system able to be used for performances, bookings or events at the covered area.

The structure will be brand new when installed and it reasonable to assume that maintenance costs would be low, at least in the first few years. Major damage as a result of vandalism would be covered by insurance, smaller repairs may not be worth making a claim and would involve a cost to the Town Council, for which funds are available at present. It would be helpful if the Borough Council's cleaning team would litter pick the floor surface of the new structure during their daily visits but this has yet to be discussed.

Recommendation:

- ◆ **That Members consider the proposal to take on responsibility for the maintenance and repair of the new covered structure, once installed, in Woodley Town Centre on similar terms to those agreed in the existing Licence to Occupy in relation to the pagoda.**

PR/Marketing Working Group - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working group's role is of an advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

Membership of the working group

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings, including the PR/Marketing Coordinator, the Town Clerk and/or Deputy Town Clerk.

Meetings

Meetings of the working group shall take place at least quarterly.

Terms of operation

To receive and consider proposals relating to the Council's PR and marketing strategies and programmes.

To receive advice from the PR/Marketing Coordinator on the Council's marketing and PR activities and future proposals.

To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.

To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

**Report of a meeting of the PR/Marketing Group held at the Oakwood Centre on
Thursday 5 January 2017 at 7pm**

Present: Councillors: S. Brindley (Chairman); K. Baker; J. Cheng; D. Smith

Officers present: D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
P. Temmink, PR Marketing Coordinator

1. APPOINTMENT OF CHAIRMAN

RESOLVED:

To appoint Councillor Brindley as Chairman for the municipal year.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

3. COUNCIL/OAKWOOD CENTRE LOGOS

The PR/Marketing Coordinator presented the proposed logos for the Council and the Oakwood Centre. There was general agreement on the logo designs which Members felt were more modern and suited to the Town Council in the 21st century. Members also thought that the colour palette suggested for the Oakwood Centre was very attractive and impactful and suggested that alternate versions of the new Council logo be produced using the same purple as in the Oakwood Centre Logo. Members felt that this would create a greater tie in or family effect.

The PR Marketing Coordinator advised that the common elements or tie in between the logos was the font and the green tone, and that it wasn't always advisable to create too much of a tie in between logos as this can confuse people or in some circumstances (particularly with a Council) create a link between the brands that isn't actually received positively. She also advised that by restricting colours too much and using purple in both logos could result in an overuse of the colour purple in marketing literature, signage etc as the key logo colours are often used prominently within these elements. Following this discussion it was agreed that the PR/Marketing Coordinator arrange for further Council logo designs incorporating a purple tone be provided by the designer and that the Town Clerk arrange a further meeting of the Working Group on Tuesday 10 January at 6.30pm, subject to these being available by then.

The Town Clerk raised the matter of the logo change and the recently notified requirement that the Town Council logo for the back drop to the new covered area (part of the planned town centre refurbishment) be confirmed by 10 January to ensure this. This was only required in black so would not be dependent on the decision regarding the logo's colour palette. Given the short time scale the Town Clerk would arrange for the Urgency Committee to consider approval of the new Town Council logo to meet the deadline.

Members also discussed the Mayor's jewel which displayed the original tree logo and agreed that this should remain part of the civic regalia, for at least the time being. The matter of the need for a new Mayoral Chain was raised; the existing was not able to include the engraving of the most recent Town Mayors. The Town Clerk agreed to follow this up.

4. **MARKETING PLANS**

The PR/Marketing Coordinator reported that she had briefed the designers with regard the postcards and other marketing literature that would be worked on once the Council logo and colour palette was agreed. The colour palette would also be used for the website and she hoped to include word trees for the Council's marketing which would give a quick view of the Council's services and facilities, rather than lists.

Members requested that signage on the Oakwood Centre also include the Alan Cornish Theatre so that more people would be aware of this facility.

Meeting closed 8.30pm

**Report of a meeting of the PR/Marketing Group held at the Oakwood Centre on
Tuesday 10 January 2017 at 6.30pm**

Present: Councillors: Councillors: S. Brindley (Chairman); K. Baker; J. Cheng

Officers present: D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
P. Temmink, PR Marketing Coordinator

Apologies: Councillor D. Smith

1. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

2. COUNCIL LOGO

The PR/Marketing Coordinator presented a variety of Council logo designs from the designer incorporating purple, as requested at the previous meeting of the Working Group. Whilst there was some support for the alternative logo palette colours which had been presented at the previous meeting, all present agreed to go forward with the design with the words 'Town Council' in purple. Members requested that the design of all the logos and signs go ahead, although it was noted that Woodford Park Leisure Centre were not in a position to adopt the new logo immediately, having redesigned and replaced their uniforms only recently.

As purple was now consistent across the first two logos (for the Town Council and the Oakwood Centre), the PR/Marketing Coordinator expressed her concern that the inclusion of purple in all the logos and signs would create too much purple and potentially restrict the colour palette for WPLC marketing materials. The meeting discussed what would be appropriate at WPLC and it was agreed that the purple could be an accent within an image or just a minor part of the logo.

With the Council logo design approved by the Urgency Committee on 9 January 2017, in order to meet a deadline for the logo to be displayed as part of the backdrop to the new covered area in the town centre refurbishment, Members agreed to recommend that the preferred purple design be adopted as the logo for use on marketing materials and correspondence, including emails. The font and colour palette would flow through into the designs for the Council's facilities and other signage as well as marketing materials.

RECOMMENDED

- ◆ **That the colour palette (as attached) for the Council logo be recommended for adoption by the Council.**

Work will be underway to identify the signage needed and the designs for the signs, to ensure these are ready for when they are needed, once approval is confirmed.

In response to a question on progress regarding websites the PR/Marketing Coordinator confirmed that a plan was in place to start reviewing the look and function of future websites, likely to be three in total, and that she and the Deputy Town Clerk would be meeting regularly to progress this.

Meeting closed at 6.50pm

Woodley
Town Council



Woodley
Town Council



Woodley
Town Council



**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 18 November 2016 at 10.00 am**

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: *S. Rolfe – Brown Bag*

Apologies: *T. Edwards – Brown Bag*

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.

3. Update on catering operation

SR circulated the turnover information for the month. SR reported that:

- the Brown Bag shop in Library had been refurbished
- The Christmas menu would be available in the Oakwood Centre from 8 November.
- Opening hours over the Christmas period had not been finalised and would be reported to the next meeting.
- The provision of bar services was discussed and agreed that an outside provider could be used where it was not financially beneficial for the in house caterer to provide the service. It was noted that this would have no impact on service to the customer.
- The food preparation premises in Wokingham had been inspected and received a hygiene rating of 5. It was not known when the Oakwood Centre would be inspected.

4. Customer Feedback

KM reported that the new feedback forms had now been introduced and comments would be reported back to the group.

5. Marketing

SR reported that the Christmas menu was proving popular and had been marketed on social media. BB would be focussing on the Oakwood Centre shop – in particular the furniture and customer journey.

6. Upcoming events

Theatre Bookings and private part enquiry

7. Date of next meeting

Friday 16 December at 10am.

Meeting closed 10.45 am

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 16 December 2016 at 10.00 am**

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: *S. Rolfe – Brown Bag*

Apologies: *T. Edwards – Brown Bag*

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.

3. Update on catering operation

SR circulated the turnover information for the month.

The layout of the coffee shop and customer journey was discussed. SR reported that they were continuing to look at this and improve where possible.

4. Customer Feedback

SR reported that they continued to receive positive feedback about the coffee shop and particularly about the staff. KM reported that feedback information from the new forms would be reported to the group.

5. Marketing

SR reported that

- new seating comfortable seating was coming in early January
- professional photographs were being produced for use on the website, social media feeds and other marketing.

6. Upcoming events

x2 funeral functions
x1 wedding anniversary

7. Date of next meeting

Friday 20 January at 10am.

Meeting closed 11.00 am

**Report of a meeting of the Investments Working Party held at the Oakwood Centre
on Tuesday 10 January 2017 at 7.00pm**

Present: Councillors: S. Brindley (Chairman); K. Baker; T.Barker; D. Mills

Also present: Councillor J. Cheng

Officers present: D. Mander, Town Clerk

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

2. **INVESTMENTS**

RESOLVED:

- ◆ To note the investment monitoring sheet as at 2 January 2017.

3. **ANNUAL INVESTMENT CONTRIBUTION**

Members reviewed the level of annual contribution to the fund, which was required to be undertaken every three years under the guidance set out in the Treasury Management Strategy. It was noted that the annual contribution since 2010 had been £80,000. Although the fund was ahead of target at this point Members agreed that the level of contribution should not be reduced and

RESOLVED:

- ◆ To recommend that the Council continue to allocate £80,000 to the investment fund in 2017, 2018 and 2019

4. **TREASURY MANAGEMENT STRATEGY 2017/18**

Members considered the draft Treasury Management Strategy presented by the Town Clerk and, with the exception of one amendment relating to the index against which fund performance would be compared

RESOLVED:

- ◆ To recommend that the Treasury Management Strategy 2017/18, as presented, be adopted by Council.

Meeting closed at 7.15pm

Woodley Town Council

Annual Treasury Management Strategy 2017/18

Background

Under the Local Government Act 2003 the Council is required to have regard to the Guidance on Local Government Investments issued on 11 March 2010 by the Department for Communities and Local Government and operative from 1 April 2010. **Appendix A**

In addition there are two codes of practice issued by the Chartered Institute of Public Finance and Accountability (CIPFA) to which the Council should have regard and which contain investment guidance that complements the CLG guidance. These are:

- Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes
- The Prudential Code for Capital Finance in Local Authorities

Local authorities, including town and parish councils, are required to have regard to the current editions of these CIPFA codes by regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146].

The guidance from CLG applies to Woodley Town Council because its investments at any time in the year (temporary and long term) are likely to exceed £500,000.

Investment Strategy

The guidance recommends that for each financial year a council should prepare at least one investment strategy that is prepared and approved by Council before the start of the year. The strategy may be revised during the year, depending on circumstances.

The investment strategy should set out the council's policies for the prudent management of its investments and for giving priority, firstly, to the security of those investments and, secondly, to their liquidity.

The strategy should identify the procedures for monitoring, assessing and mitigating the risk of loss of investment sums and for ensuring that those sums are readily accessible for expenditure whenever needed.

Introduction

The Council acknowledges the importance of prudently investing surplus funds and has structured its strategy and its policies and practices in respect of treasury management on the guidance available.

This strategy complies with the revised requirements set out in the Department for Communities and Local Government's *Guidance on Local Government Investments (operative from 1/4/10)* and has regard to the Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and *The Prudential Code for Capital Finance in Local Authorities*.

This strategy puts in place formal objectives, policies, practices and reporting arrangements for the effective management and control of the Council's treasury management activities.

Policy and practice

The Council defines its treasury management activities as:

The management of the council's cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.

The Council acknowledges that effective treasury management will provide support towards the achievement of its objectives. It is committed to achieving value for money in treasury management and to employing suitable comprehensive performance measurement techniques within the context of effective risk management.

The treasury management strategy, to include the investment strategy, will be prepared and approved before the start of each financial year.

Approval of the treasury management strategy will be considered by full Council. This is in accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (regulation 4(1)(b) and Schedule 4) (SI 2000/2853, as amended by SI 2004/1158).

The Council may revise the treasury management strategy and/or the investment strategy at any point in the year, subject to full Council approval.

Short term investments, approved by the Town Clerk, will be reported to the Strategy and Resources Committee.

The Investments Working Party and/or Strategy and Resources Committee will monitor the performance of long term investments through the year and receive an annual report from the external investment manager in October/November.

Where external investment managers are used they will be contractually required to comply with this strategy.

Investment objectives

To ensure prudent investment of the funds held by the Council on behalf of the community.

In the case of temporary investments, to ensure that the Council's investment priorities are the security of sums invested and the liquidity of those sums, ensuring that money is readily available for expenditure when needed.

In the case of long term investments, to build up sufficient funds to pay the loan principal of £2M by 2025/6 in respect of the loans made by the Public Works Loan Board for the construction of the Oakwood Centre.

Temporary (specified) investments

From time to time the Council may have a temporary surplus of cash funds. Such surplus cash funds may be invested for periods of less than 12 months.

For the prudent management of its treasury balances, in order to maintain sufficient levels of security and liquidity, the council will use deposits with reputable banks or building societies.

Counterparties: The choice of institution and length of deposit will be at the discretion of the Town Clerk, but the credit rating from one or more independent credit rating agencies must give a rating judging the institution to be of high quality and subject to low credit risk with a credit rating of at least A. The rating will be reviewed every time there are surplus funds for investment.

In specifying the length of these investments the Council's anticipated expenditure requirement over the proposed investment period will be assessed to ensure sufficient funds remain available.

The level of temporary surplus funds invested with one institution at any one time will not exceed £250,000.

Note: Financial institutions where temporary investments were made in 2016/17:

Lloyds Bank

Santander Bank

Long term (unspecified) investments

The Council has a fund it is building up to pay the £2M principal of the loans for the construction of the Oakwood Centre by 2025/6 and is making long term investments towards this objective. It is anticipated that funds invested will remain so until payment of the loans is due, in three stages during 2025 and 2026.

It appointed Rathbone Investment Management Ltd in August 2010, and again in 2015, to advise on and manage the investment of this fund and has agreed that the investment manager will manage the fund in line with the dynamic asset allocation provided at **Appendix B**. The portfolio is to be managed on a discretionary basis which will enable the investment manager to take decisions, in line with the agreed fund strategy, without prior referral to the Council.

The Council has instructed Rathbone Investment Management Ltd to manage the fund on a low risk rating.

The Council will encourage the investment manager to consider social, ethical and environmental factors when selecting, retaining or disposing assets.

Period	Target increase in investment value
1 November 2016 – 31 October 2017	£35,392

As at 31 October 2016 the market value of the fund was £ £1,285,694, an increase of £108,416 over the year, excluding the contributions of £82,620 made in the year made up of the Council's agreed contribution of £80,000 and the VAT reclaimed on the fees paid the Rathbones in 2015/16. The target increase that had been set for this period was £31,240.

Overall, the target for the fund is to achieve a fund of £2M with a combination of annual contributions and investment value.

The Council, through the Investments Working Party and/or the Strategy and Resources Committee, will receive an annual report from the investment manager in October/November and review the year on year performance and the annual performance each year in November. *

The Council, through the Investments Working Party and/or the Strategy and Resources Committee, will review its annual contribution to the fund every three years. The next review will take place in November 2019. In 2017/18 the Council will budget to contribute £80,000 to the fund.

The choice of investment manager will be reviewed every 5 years. In 2015 the Council agreed to appoint Rathbone Investment Management Ltd. The next review will take place in 2020. The criteria for this process is attached at **Appendix C**.

The Town Clerk has been approved as the Council's designated person in dealings with Rathbones and is authorised to deal with administrative matters and give instructions on behalf of the Council.

Counterparties:

Rathbone Investment Management Ltd

Rathbone Investment Management Ltd, the wholly owned subsidiary of Rathbone Brothers PLC, has been appointed to provide an investment management service to the Council in line with the objectives set out above. Rathbone Brothers PLC is a FTSE250 quoted company and is regulated by the Prudential Regulation Authority and the Financial Conduct Authority.

Rathbone Investment Management Ltd has been appointed to operate the Council's investment portfolio on a low risk level. A series of committees filter stocks/funds that the company deems are appropriate for the level of portfolio risk. Rathbones is directed to manage the fund with a low approach to risk and to select investments that meet this level of risk for the portfolio and that are in line with the asset allocation described above.

In its dealings with Rathbone Investment Management Ltd the Council will ensure that:

- clear and comprehensive records of all investments held on its behalf are provided to the Council.
- investments are held in a nominee account, held separately from the company's own assets

Each year the Council will require the investment manager to:

- provide the company's most recent Report on Controls in Operation
- confirm that internal procedures and controls are in place to ensure the security of the Council's assets and that there is adequate segregation of duties in the application of internal procedures.
- confirm that the company's practices and adherence to procedures are subject to regular review as part of both internal and external audit
- confirm that the custodial activities relating to investments are subject to regular review and reconciliation

** There is no index available to compare the fund's strategy (where the portfolio asset mix is constantly moving towards the greater security of gilts) and performance will be measured against a bespoke benchmark. (In recent years the comparison has been made against the FTS Wealth Managers Association Growth TR.)*

Department for Communities and Local Government
GUIDANCE ON
LOCAL GOVERNMENT INVESTMENTS

NOTE ON THE REVIEW OF THE GUIDANCE

[This note is not part of the guidance]

BACKGROUND

The CLG Investments Guidance was first published in 2004. Following consultation with local authorities and other interested parties, CLG has issued revised guidance, attached below. It consists of the formal **statutory guidance (Part 2)** and an **informal commentary (Part 1)**.

APPLICATION

The new guidance becomes operative on 1 April 2010.

CLG SELECT COMMITTEE INQUIRY ON LOCAL AUTHORITY INVESTMENTS

The review of the guidance was undertaken partly in response to the findings of the CLG Select Committee, which has issued these documents:

Evidence: <http://www.publications.parliament.uk/pa/cm200809/cmselect/cmcomloc/164/164ii.pdf>

Report: <http://www.publications.parliament.uk/pa/cm200809/cmselect/cmcomloc/164/164i.pdf>

Responses: <http://www.publications.parliament.uk/pa/cm200809/cmselect/cmcomloc/1013/1013.pdf>

MAIN CHANGES

Apart from drafting changes, the key revisions relate to these recommendations:

- a) The revised guidance makes even clearer that the investment priorities should be **security and liquidity**, rather than yield [*Part 1 para 7; Part 2 para 4.2*]
- b) Investment strategies should still go to the full council at the start of each year, but authorities are encouraged to consider submitting **revised strategies** at other times [*Part 1 para 9; Part 2 para 4.5, 4.6*]
- c) Strategies should be **published** [*Part 1 para 12; Part 2 para 4.7*]
- d) Strategies should comment on the use of **credit ratings** and of any additional sources of information on credit risk [*Part 1 para 16; Part 2 para 6.1*]
- e) Strategies should comment on the use of **treasury management advisers** [*Part 1 para 17; Part 2 para 6.2*]
- f) Strategies should comment on the investment of **money borrowed in advance of spending needs** [*Part 1 para 19; Part 2 para 6.4*]

Communities and Local Government

11 March 2010

Any queries about this document should be addressed to:
sarah.blackman@communities.gsi.gov.uk

GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

[Second edition – 11 March 2010]

***PART 1 of this document provides an informal commentary on Part 2.
PART 2 contains the statutory guidance to which authorities must have regard.***

[PART 1]

INFORMAL COMMENTARY ON THE INVESTMENTS GUIDANCE *[References to paragraphs in the formal guidance are in square brackets]*

POWER UNDER WHICH THE GUIDANCE IS ISSUED [1.1]

1. The **Local Government Act 2003**, section 15(1), requires a local authority "...to have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify...".

2. The guidance on investments in Part 2 of this document is issued under section 15(1) of the 2003 Act and authorities are therefore required to have regard to it.

3. Two codes of practice issued by the *Chartered Institute of Public Finance and Accountancy* (CIPFA) contain investment guidance which complements the CLG guidance. These publications are:

- *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*
- *The Prudential Code for Capital Finance in Local Authorities*

4. Local authorities are required to have regard to the current editions of the CIPFA codes by regulations 2 and 24 of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146]*.

APPLICATION [3.1 - 3.3]

5. This guidance applies with effect from 1 April 2010 – ie to the financial year 2010-11 and subsequent years. It completely supersedes the former guidance issued on 12 March 2004. The guidance applies only in England. It applies to all local authorities. It may also apply to parish councils (and charter trustees), depending upon the level of their investments **[3.3]**; for parish councils not expecting their investments to exceed £10,000, no action is necessary, but they are of course free to adopt the guidance if they wish. The guidance does not apply to pension and trust funds which are covered by a completely separate regulatory regime.

INVESTMENT STRATEGY [4.1 - 4.7]

6. The preparation each year of an investment Strategy is central to the guidance [4.1]. It encourages the formulation of policies for the **prudent** investment of the funds that authorities hold on behalf of their communities. In addition, the need for the Strategy to be approved by the full council ensures that these policies are subject to the scrutiny of elected Members: this is particularly important, given that central Government in 2004 ceased its close regulation of local government investment.

7. The guidance defines a prudent investment policy as having two objectives: achieving first of all **security** (protecting the capital sum from loss) and then **liquidity** (keeping the money readily available for expenditure when needed) [4.2]. The generation of investment income is distinct from these prudential objectives and is accordingly not a matter for the guidance. However, that does not mean that authorities are recommended to ignore such potential revenues. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what **yield** can be obtained consistent with those priorities. This widely-recognised investment policy is sometimes more informally and memorably expressed as follows:

Security - **L**iquidity - **Y**ield ...in that order!

8. The Strategy should be approved by the full council (or at equivalent level in authorities without a council) [4.4]. This is in accordance with the *Local Authorities (Functions and Responsibilities) (England) Regulations 2000* (regulation 4(1)(b) and Schedule 4) (S.I. 2000/2853, as amended by S.I. 2004/1158), which provides that the function of “*formulating a plan or strategy for the control of the authority’s ...investments...*” is the responsibility of the authority’s full council, not the executive.

9. The guidance as before recommends that an investment Strategy should be prepared and approved before the start of each financial year [4.5]. However, the revised guidance makes even clearer that this need not be a once-a-year event, but that the initial Strategy may be replaced by a revised Strategy, at any time during the year, on one or more occasions, subject to full council approval [4.6]. The initial Strategy may specify a firm timetable for the production of in-year Strategies, or may identify contingencies in the event of which a revised Strategy is to be prepared (for example, significant changes in the risk assessment of a significant proportion of the authority’s investments). However, a revised Strategy may be prepared even if it was not foreshadowed in that way. Generally, if there are investment issues which the full council might wish to have brought to their attention, submission of a revised Strategy should always be considered. The CIPFA Treasury Management Code contains guidance on reporting requirements.

10. It should however be possible to incorporate in the Strategy sufficient flexibilities and delegations to avoid the need for a formal submission to the full council being triggered by purely technical circumstances. It is also open to authorities to arrange for in-depth scrutinies of Strategies to be undertaken outside full council meetings, with a view to informing and expediting the formal consideration by full council. Where external investment managers are used, they should be contractually required to comply with Strategies.

11. As noted above, authorities will also need to have regard to the CIPFA Treasury Management Code, which contains guidance on reporting requirements. There is no intention to require authorities to duplicate any of the tasks specified in the CIPFA Treasury Management Code. It is open to authorities to consider whether a single document might conveniently be used to cover both the requirements of the CIPFA code and the Secretary of State's guidance. However, in that case the document should state explicitly where it relates to the guidance by the Secretary of State.

12. Publication of Strategies is now formally recommended [4.7]. Publication on the authority's website is satisfactory. This does not mean that commercially confidential material such as detailed counterparty lists should be published.

INVESTMENT SECURITY [5.1 - 5.3]

13. The idea of **specified investments [5.1]** is to identify options with relatively high security and high liquidity, to which authorities need make only minimal reference in their Strategies. All such investments must be in sterling and with a maturity of no more than a year. Such investments with the UK Government, a local authority or parish council will count as specified investments, as will those with bodies or in investment schemes of "high credit quality". The meaning given by the authority to the latter term is to be stated in the Strategy [5.2] and it is expected that authorities will adopt rigorous standards of definition. If the criteria here refer to credit ratings, the recommendations in paragraph [6.1] of the guidance should be followed.

14. The Strategy should deal in more detail with **non-specified investments [5.3]**, given the different levels of potential risk. There is no intention of discouraging authorities from pursuing these options, but the aim is to ensure that proper procedures are in place for assessing and mitigating risk. Therefore the Strategy should identify the types of such investments that may be used during the course of the year and should set a limit to the amounts that may be held in such investments at any time in the year. The limit may be a sum of money or a percentage of total investments or both. The Strategy should also lay down guidelines for making decisions on such investments, for example, on the circumstances in which professional advice is to be sought. Again, if the criteria mentioned refer to credit ratings, the recommendations in paragraph [6.1] of the guidance should be followed.

INVESTMENT RISK [6.1 - 6.4]

15. This is a largely new section in the guidance, addressing issues relating to credit risk and the means of assessing it.

Risk assessment [6.1]

16. Underlying these recommendations is a concern that credit ratings should not be seen as the only means of assessing creditworthiness. The Strategy is therefore to indicate the extent to which the authority's assessment of credit risk depends upon the use of credit ratings. Where they are used, the Strategy is to say how frequently ratings are monitored and what action is to be taken when they change. The Strategy is also to say what other sources of information on credit risk are used; that is particularly

important if a favoured investment option has a low credit rating or is not rated at all. It is not appropriate for the Government to offer guidance on such alternative means of assessing credit risk.

Treasury management advisers [6.2]

17. Sources of information on credit risk may include private-sector treasury management advisers. The Strategy is to make clear how the authority uses such advisers and what measures are in place to maintain an appropriate quality of service. The ultimate aim here is to encourage a constructive and transparent partnership between these contractors and their local authority clients.

Investment training [6.3]

18. The Strategy is to report on the procedures for reviewing and addressing the needs of the authority's treasury management staff for training in investment management. Even where significant reliance is placed upon external advisers, in-house expertise will still be needed to develop the proper kind of working relationship with them. The Government also hopes that elected Members involved in the scrutiny of treasury management issues will avail themselves of relevant training wherever possible. Further guidance on training issues is given in the CIPFA Treasury Management Code.

Investment of money borrowed in advance of need [6.4]

19. Section 12 of the 2003 Act gives a local authority power to invest for "any purpose relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs". CLG cannot offer an authoritative interpretation of the law, but takes the informal view that, while the speculative procedure of borrowing purely to invest at a profit is unlawful, there appears to be no legal obstacle to the temporary investment of funds borrowed for the purpose of expenditure in the reasonably near future. CIPFA's *Prudential Code for Capital Finance in Local Authorities* (2nd edition 2009) makes recommendations about this procedure in the context of prudent borrowing practice. To complement that, the CLG guidance recommends that the Strategy reports the authority's policies relating to the investment of any sums borrowed in advance. The Government considers that elected Members should have an opportunity to scrutinise this aspect of their authorities' investment practices, given that it may expose more money than is strictly necessary to investment risk.

INVESTMENT LIQUIDITY [7.1]

20. The Strategy should set out procedures for determining the maximum periods for which funds may prudently be committed. This is to ensure that the authority has properly assessed the risk of not having immediate access to some of its funds. An investment should be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

[PART 2]

Department for Communities and Local Government

GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

Issued under section 15(1)(a) of the *Local Government Act 2003*
and effective from 1 April 2010

(1) POWER UNDER WHICH THE GUIDANCE IS ISSUED

1.1 The following guidance is issued by the Secretary of State under section 15(1)(a) of the *Local Government Act 2003*.

(2) DEFINITIONS OF TERMS

2.1. In this guidance, **2003 Act** means the *Local Government Act 2003*.

2.2. **Local authority** (except in paragraph 5.1(d) below) has the meaning given in section 23 of the 2003 Act (and in regulations made under that section). To the extent that this guidance applies to parish councils and charter trustees (see paragraph 3.3), a reference to a "local authority" includes those councils and trustees.

2.3. An **investment** is a transaction which relies upon the power in section 12 of the 2003 Act and is recorded in the balance sheet under the heading of investments within current assets or long-term investments. The term does not include *pension fund and trust fund investments*, which are subject to separate regulatory regimes and are therefore not covered by this guidance.

2.4. A **long-term investment** is any investment other than (a) one which is due to be repaid within 12 months of the date on which the investment was made or (b) one which the local authority may require to be repaid within that period.

2.5. A **credit rating agency** is one of the following three companies: *Standard and Poor's*; *Moody's Investors Service Ltd*; *Fitch Ratings Ltd*.

(3) APPLICATION

Effective date

3.1 This guidance applies with effect from 1 April 2010 and supersedes the guidance issued on 12 March 2004.

Local authorities

3.2 This guidance applies to all local authorities in England.

Parish councils and charter trustees

3.3 This guidance applies to parish councils and charter trustees, subject to the following:

(a) Where the parish council or charter trustee expects its investments at any time during a financial year to exceed £500,000, the guidance should apply in relation to that year.

(b) Where the parish council or charter trustee expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the guidance in relation to that year.

(c) Where the parish council or charter trustee expects its investments at any time during a financial year not to exceed £10,000, no part of this guidance need be treated as applying in relation to that year.

(4) INVESTMENT STRATEGY

Preparation

4.1 The Secretary of State recommends that for each financial year a local authority should prepare at least one investment Strategy (“the Strategy”) in accordance with the timetable in paragraphs 4.5 and 4.6.

4.2 The Strategy should set out the authority's policies for the prudent management of its investments and for giving priority, firstly, to the security of those investments and, secondly, to their liquidity. It should therefore identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums and for ensuring that such sums are readily accessible for expenditure whenever needed.

4.3 The detailed contents of Strategy should be in accordance with paragraphs 5.1 to 7.1, but may include other matters considered relevant.

Approval

4.4 The Strategy should be approved by the full council. For authorities without a full council, the Strategy should be approved at the closest equivalent level.

Timing

4.5 The Secretary of State recommends that for any financial year an investment Strategy (“the initial Strategy”) should be prepared and approved before the start of that year.

4.6 The initial Strategy may be replaced by another Strategy (“the revised Strategy”) at any time during the year, on one or more occasions, subject to the same process of approval. The initial Strategy should specify circumstances in which a revised Strategy

is to be prepared, but a revised Strategy may be prepared in other circumstances, if at any time it is considered appropriate.

Publication

4.7 The Secretary of State recommends that the initial Strategy and any revised Strategy should, when approved, be made available to the public free of charge, in print or online.

(5) INVESTMENT SECURITY

Specified investments

5.1 An investment is a ***specified investment*** if all of the following apply:

- (a) the investment is denominated in sterling and any payments or repayments in respect of the investment are payable only in sterling;
- (b) the investment is not a *long-term investment* (as defined in paragraph 2.4);
- (c) the making of the investment is not defined as *capital expenditure* by virtue of regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146 as amended]*;
- (d) the investment is made with a body or in an investment scheme of *high credit quality* (see paragraph 5.2); or with one of the following public-sector bodies:
 - (i) the United Kingdom Government
 - (ii) a local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland
 - (iii) a parish council or community council.

5.2 For the purposes of paragraph 5.1(d), the Secretary of State recommends that the Strategy should define *high credit quality* (and where this definition refers to *credit ratings*, paragraph 6.1 is relevant).

Non-specified investments

5.3 With regard to ***non-specified investments*** (ie those not meeting the definition in paragraph 5.1), the Secretary of State recommends that the Strategy should:

- (a) set out procedures for determining which categories of such investments may prudently be used (and where these procedures involves the use of *credit ratings*, paragraph 6.1 is relevant);
- (b) identify which categories of such investments have so far been identified as prudent for use during the financial year; and
- (c) state the upper limits for the amounts which, at any time during the financial year, may be held in each identified category and for the overall amount which may be held in non-specified investments (the limits being defined by reference

to a sum of money or a percentage of the authority's overall investments or both).

(6) INVESTMENT RISK

Risk assessment

6.1 The Secretary of State recommends that the Strategy should state the authority's approach to assessing the risk of loss of investments, making clear in particular:

(a) to what extent, if any, risk assessment is based upon credit ratings issued by one or more credit rating agencies;

(b) where credit ratings are used, how frequently credit ratings are monitored and what action is to be taken when ratings change; and

(c) what other sources of information on credit risk are used, additional to or instead of credit ratings.

Treasury management advisers

6.2 The Secretary of State recommends that the Strategy should state:

(a) whether and, if so, how the authority uses external advisers offering information, advice or assistance relating to investment; and

(b) how the authority monitors and maintains the quality of any such service.

Investment training

6.3 The Secretary of State recommends that the Strategy should state what process is adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

Investment of money borrowed in advance of need

6.4 The Secretary of State recommends that the Strategy should state the authority's policies on investing money borrowed in advance of spending needs. This statement should identify any measures to manage the amount of such investments, including any limits on (a) amounts borrowed and (b) periods between borrowing and expenditure. The statement should also comment on the management of the risks involved, including balancing the risk of investment loss against the risk of higher interest rates if borrowing is deferred.

(7) INVESTMENT LIQUIDITY

7.1 The Secretary of State recommends that the Strategy should set out procedures for determining the maximum periods for which funds may prudently be committed.

2. Investment strategy

Dynamic asset allocation

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Cash/gilts (%)	44	48	52	56	60	64	68	72	76	80	84	88	92	96	100
Equities /alternatives (%)	56	52	48	44	40	36	32	28	24	20	16	12	8	4	0

Rebalancing annually – timed to coincide with cash injection

Appendix B

Criteria to be met by investment manager/company:

Criteria	
Support arrangements	Online access to investment portfolio (to view), regular valuation reports (at least quarterly), information presented in clear, comprehensive and understandable format.
Attendance at annual review of investment performance and strategy	Meeting usually held in November each year.
Good communication skills	Ability to clearly explain and report investment matters.
Experience in managing local authority funds	Understanding and appreciation of the responsibility of publicly funded organisations, tax issues.
Significant investment experience within reputable firm with corporate stability	
Regulated by the Prudential Regulation Authority	
Portfolio management at the risk level determined by the Council	
Compliance with the Council's treasury management strategy	Investments to be held in a nominee account, separately from the investment company's accounts. Report on controls in operation. Internal procedures and processes in place to ensure the security of council's assets. The company's practices and adherence to procedures are subject to regular review as part of internal and external audit. Custodial activities re investments are subject to regular review and reconciliation.
Consideration of social, ethical and environmental factors when selecting, retaining or disposing of assets	
Fees at a competitive level	

REVISED BUDGET ESTIMATES 2016/17

REPORT OF THE TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Strategy & Resources Committee Revised Budget Estimates for the 2016/17 financial year.

Information

The Revised Budget Estimates for 2016/17, **Budget Appendix enclosed**, have been drawn up taking into account any additional factors or information from officers expected to affect income or expenditure for the year. Where possible, savings have been identified to reduce spending.

Expenditure

The Committee's original budget expenditure is estimated to decrease by £4,684.

- In the central costs budget staff, training, expenses, postage and stationery costs are anticipated to be lower than originally budgeted for, despite higher phone, equipment and VAT Partial Exemption costs.
- In Corporate Management it is anticipated that employers' National Insurance and pension contribution costs will be lower than originally budgeted – mainly because of staff vacancies for periods of the year.
- Capital projects expenditure has increased following the receipt of Section 106 funding towards 3G pitch costs that were not covered by the grant or the loan. The project overspend of £12,906, allocated from the capital programme, has been refunded from the Section 106 monies received.
- At the Oakwood Centre lower certification and maintenance costs in 2016/17 have contributed to the Committee's saving.
- In the Woodley Town Centre Management Initiative budget staff costs are lower following the change in arrangements for the management of the Saturday markets.

Income

It is estimated that committee income will be £15,246 under the original budget figure because of lower than anticipated income from investments, Oakwood Centre catering and hire of equipment and WTCMI (corresponding with the reduction in expenditure).

Net Expenditure

Overall, the committee's revised estimates show a net increase of £10,562 over that originally budgeted for the 2016/17 financial year.

Recommendations:

- ◆ **that Members note the contents of the report.**
- ◆ **that Members approve the Revised Budget Estimates for 2016/17, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2017/18

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the recommendations for the Strategy & Resources Committee Budget Estimates for the 2017/18 financial year.

Information

The Budget Estimates for the 2017/18 financial year, set out in the enclosed **Budget Appendix**, have been drawn up taking into account the previous year's revised estimate figures, advice from officers in respect of operational costs and activities, plans for those services within the committee's responsibility and any other factors.

Expenditure

The Committee's expenditure is estimated to be £24,518 higher than the revised estimate for 2016/17 and £19,834 over the original 2016/17 budget.

An allowance has been made for the already agreed staff pay increase of 1% in 2017/18. This, the review of staffing and the payment of increments in April 2017 has resulted in an increase in staff costs. The VAT Partial Exemption allocation is likely to reduce because of the additional vatable income to the centre.

In democratic services an allowance of £6,000 has been budgeted for election costs. If this year's allocation is not used for a bye-election it will be transferred to an earmarked reserve at the year end which will be used to fund the Council's 2019 elections.

The single highest anticipated increase relates to employers' pensions costs (over £22,000) in the corporate management budget. Part of this increase is the result of now filled posts that were vacant last year and the increases in pay from the two staffing reviews in 2016/17. However, the largest increase relates to an anticipated 3.3% increase (to 22%) in the employers' 2017/18 pension contribution. The actuaries' report is not expected until March 2017 (too late to be included accurately in the budget figures). Meanwhile, organisations affiliated to the scheme have been warned that the increase is likely to be significant. The increase in the budget may be higher or lower than the actual rate.

In corporate management affiliation fees have been increased to include payment of the Town Clerk's membership of the Society of Local Council Clerks, estimated at £380. This membership is currently paid by the Town Clerk and future payment by the Council will require approval by the Committee. Insurance costs have increased following the installation of the 3G pitch and the gym, with an allowance added to cover the rise in insurance tax. Funding for a residents survey has also been included, in anticipation that the Council will wish to carry one out in 2017/18.

In the capital programme the annual contribution has been set at £45,000, lower than the previous year which included an additional allocation to offset an overspend on the 3G pitch project, funded by a Section 106 contribution.

There is no expenditure or income relating to the Inn on the Park following its closure at the end of October 2015. Next year this budget head will no longer be included in annual budget figures.

At the Oakwood Centre the 2017 rates revaluation has reduced the rates payable. Maintenance contracts have been increased to cover a personal security alarm service for staff on duty at the centre.

The grant payable to the Woodley Town Centre Management Initiative has remained at the same level, £12,633, for 2017/18.

Income

The Committee's income is estimated to increase by £23,281 in 2017/18.

The increase anticipates a prudent level of additional income at the Oakwood Centre from a change in use of the Bader Room plus higher income this year from the catering partnership arrangement now in place. In central costs it is estimated that income from temporary investments will be lower than the previous year, following the reduction in interest rates.

Net Expenditure

It is estimated that net expenditure will be £1,237 higher than the revised budget figure for 2016/17 and £11,799 over the original 2016/17 budget.

Recommendations

- ◆ **that Members note the contents of the report.**
- ◆ **that Members consider the proposal that the Town Clerk's membership of the Society of Local Council Clerks, estimated to be £380, be paid by the Council in future.**
- ◆ **that Members recommend the proposed Budget Estimates for 2017/18, as set out in the Budget Appendix, be approved.**

Woodley Town Council

BUDGET AND PRECEPT 2017/18

REPORT OF THE TOWN CLERK

Purpose of Report

To consider and recommend to Council the budget and precept charge for the 2017/18 financial year.

Information

This report refers to the budget information on the first page of the accompanying **Budget Appendix**. This page shows the original budget approved for 2016/17 and the expected reserves level at that time. It sets out the revised 2016/17 figures and shows the actual reserves figure following the 2015/16 year end, as published in the accounts for that year. The column highlighted in green presents the proposed budget for 2017/18 and anticipated reserves.

The projections for 2018/19 and 2019/20 are indications only of future income and expenditure based on the 2017/18 figures and should be regarded as such. They are not fully planned and informed budget figures.

Precept calculation

Each year Wokingham Borough Council reviews and sets the tax base figure for each of the parishes. All domestic properties are placed within one of eight Valuation Bands (A – H) dependent upon their value as at the 1st April 1991. For the purposes of setting council tax and precepts, Band D is taken as the average band and the tax is set on the basis of "Band D equivalent figures". This means that all properties are given weightings in proportion to Band D to arrive at the Band D equivalent.

The tax base for council tax and parish council precept purposes is calculated by:-

- Converting the number of properties in each Band to Band D equivalent by applying the appropriate weighting for that Band.
- Allowing for the properties entitled to discounts, adjusted in line with the localisation of council tax regulations, Local Government Finance Act 2012.
- Allowing for properties entitled to exemptions.
- Allowing for further adjustments in the year eg new dwellings, properties to be demolished, exempt properties and band changes due to appeals.
- Allowing for non collection

Once the tax base is approved this figure is used to calculate the precept. The total precept to be raised is arrived at by multiplying the actual Band D charge by the tax base.

In 2013 the changes to the way council tax benefits work reduced the tax base. Billing authorities now have to have their own council tax benefits and discounts schemes and receive 10% less than the 100% refund they received previously. The effect of these arrangements was to lower the Council's tax base because a household in receipt of a 50% council tax benefit is counted as 0.5 in the tax base calculation where previously it was counted as 1.0.

Billing authorities received funding from the government to support the reduction in the tax base, including a sum identified (but not ringfenced), to support the impact of the reduction in town and parish council tax bases. Wokingham Borough Council was allocated £165,000

during the first two years following this change and, it is understood that the Government now includes this sum in the overall funding it allocates to Wokingham Borough Council. Initially Wokingham Borough Council passed the whole of this funding to the town and parish councils, of which this Council received just under £70,000. However, the total allocation to parishes has been reducing each year and in 2017/18 will be £60,000, of which £25,932 is to be paid to this Council (reduced by £8,644 on the previous year). It is understood that this reduction will continue at the same rate over the next two years, reducing to zero by 2019/20.

The draft 2017/18 tax base for Woodley has increased from 9840.1 to 10133.1. This new tax base includes an additional 293 Band D equivalents in the parish and anticipates some of the new homes being built in the town becoming occupied during the year.

Reserves

General reserve

The original budget estimates for 2016/17 anticipated a general reserve of £421,538 at the end of the year and had allocated £1,904 from the general reserve to support the year's expenditure.

The revised estimate figures indicate that £6,889 will be added to the general reserve from the revenue budgets' outturn, rather than this year's expenditure needing to be supported from the general reserve.

During 2016/17 unbudgeted expenditure has been approved by Council and unanticipated income has been received:

- Section 106 funding of £41,800 has been received from Wokingham Borough Council towards 3G pitch project costs not covered by the grant from the Premier League and Football Facilities Fund and the Council's loan from the Public Works Loan Board
- A grant of £50,000 towards the regeneration of the town centre was agreed by the Council

giving a net cost of £8,200 from reserves.

In addition, a sum of £507 has been released from reserves, as agreed by the Strategy and Resources Committee (S and R Committee 26/1/16 Min No 65 c).

At the 2016/17 year end, and in line with the revised estimate figures, it is anticipated the general reserve will stand at £422,701, £1,163 higher than anticipated when the budgets were set at this time last year. It should be noted that other additional expenditure on medals for children to mark the Queen's 90th birthday (£5,783) and the half year cost of the new loan for the building works at Woodford Park Leisure Centre (£5,874) have been accounted for within the revised budget estimates, rather than impacting on the general reserve.

Earmarked reserves

Earmarked reserves totalling £256,876 as at 1 January 2017 are also listed on page 1 of the Budget Appendix.

Given the variety and age of the Council's property it is proposed that, as part of the Council's forward planning to maintain, repair and preserve its buildings and facilities, the Council establish a new buildings and facilities earmarked reserve. It is further proposed that the funds of £30,000 that had been allocated to an earmarked reserve for the resurfacing of the roadway and car parks at Woodford Park Leisure Centre be allocated to this new fund, along with the £20,000 earmarked reserve for the Woodford Park Leisure Centre roof. This would give a total of £50,000 in the new reserve. Members are asked to consider this proposal.

2017/18 Budget Estimates

The Council's proposed net budget for 2017/18 is estimated at £1,073,116; an increase of £5,822 on the revised figures for 2016/17 and decrease of £2,791 from the original 2016/17 budget estimate. Additional costs of employers' pension contributions, staff costs, public toilet maintenance and other increases have been offset by the estimated increased income at Woodford Park Leisure Centre and the Oakwood Centre and the reduction in the anticipated VAT partial redemption cost. Teams at both venues will continue to target income generation growth in the coming financial year.

The expenditure includes capital loan repayments and the annual contribution to the sinking fund.

The value of the Council's investment portfolio (to meet the repayment of the loan principal on the Oakwood Centre) was £1,288,244 as at 2 January 2017.

This year the Council has achieved two key projects, the 3G pitch and the opening of the fitness gym. Plans are also underway for the installation of a public toilet in the town centre and the refurbishment of the lake at Woodford Park, and its environs. There is also a desire to improve Woodford Park and the leisure centre and to provide more facilities for our growing town as well as making general improvements to the Council's buildings and other public facilities. It is possible that some grant funding could be obtained for these future projects, however, funding often requires any amount allocated to be match funded and some projects, although necessary, won't be eligible.

With this in mind Members are asked to consider setting a precept level to ensure that the general reserve is sufficient to both cover unexpected expenses (given its property portfolio and other facilities) and to be able to allocate funds for new projects providing leisure and recreation activities for its residents. It is proposed that Members consider a 1% increase in the Band D charge payable for the 2017/18 financial year. This would represent an increase of £1.06 over the year for Band D households and would enable the Council to allocate £34,119 to the general reserve and could be ring fenced for future projects in the coming year.

It is proposed that the precept level be set at £1,081,303 for the 2017/18 financial year, an increase of £41,696 on last year's precept figure. With the precept support grant added a total of £1,107,235 will be raised.

The 'Band D' property charge at £106.71 is an increase of 1% (£1.06p) on last year's Band D rate.

With the addition of £34,119 it is estimated that as at 31 March 2018 the Council's general reserves will stand at £456,820

Recommendations:

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposal to combine the present earmarked reserves for the resurfacing of the roadway and car parks and the roof at Woodford Park Leisure Centre to establish a building and facilities earmarked reserve be approved.**
- ◆ **That the proposed budget for 2017/18 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,081,303 for the 2017/18 financial year be presented to Council for approval.**

MINUTES OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE MANAGEMENT COMMITTEE HELD AT 6PM ON 26 OCTOBER 2016.

Present

J Lherbier	Town Centre Manager	C Lawley	Woodley Resident
M Holmes	Chairman	J Wright	Woodley Resident
M Norris	Vice Chair	I Hills	Woodley Resident
K Baker	WTC/WBC Councilor	S Smith	Woodley Resident
K Haines	WBC Councilor	M Perry	Woodley Resident
R Dolinski	WTC/WBC Councilor	M Millard	Woodley Resident
B Rowland	WBC Councilor	P Birt	Woodley Resident
C Towse	PCSO	M Newman	Woodley Resident
D Fry	PCSO	G Davies	Beechwood Head teacher
H Taylor	Waitrose Representative	C Newman	Woodley Trader
H Beilby	WTC Admin Officer	J Yule	Woodley Trader
R Still	Vibez Dance		

ITEM 1 - APOLOGIES

Cllr D Mills, J Dobson, D Mander, T Kirkpatrick, J Hare, H Scott, M Smith, J Yule, V Egan, D Simpkins

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

ITEM 2 - MINUTES OF THE WTCMI MEETING HELD ON WEDNESDAY 06 JULY 2016 & OF THE EXECUTIVE SUB COMMITTEE HELD ON 23 AUGUST 2016

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

Chairman M Holmes began the meeting with an enquiry as to the outcome of Cllr R Dolinski's visit to the Town Centre with Wokingham Borough Highway (WBC) Officers, regarding the lack of 'no cycling' signage. Cllr Dolinski advised that WBC are aware that the pavement markings are faded and will require repainting at some point, but the signs at entry points conform with regulations.

It was suggested that the message of 'No CYCLING' should be put across in school assemblies, through the media and offenders over the age of 18 should, in the future, be fined.

PCSO C Towse confirmed that this issue is on their agenda to tackle further.

ITEM 3 – QUESTIONS THROUGH THE CHAIR

Vandalism, abuse & threatening behavior

R Still – stated that Vibez have suffered from a lot of vandalism, abuse as well as threatening behavior and he is concerned for his clientele, who themselves feel nervous when leaving in the evenings. They have installed CCTV on the inside of their premises and are considering installing on the outside too. He reiterated that more lighting is required in the Town Centre, particularly in the passageway to the side of their building.

TCM J Lherbier and R Still will look into the lighting issue with Wokingham Borough Council and the Landlord of Vibez, respectively.

The Head teacher of Beechwood School; G Davies also reported vandalism and intrusion of school property and believes he can identify some of those involved.

PCSO C Towse will email R Still and G Davies to follow up on their complaints.

PCSO C Towse confirmed that the problem with gangs of youths is being addressed and they do what they can. However, all incidents should be reported in order that a true representation of what is happening is related to Thames Valley Police (TVP), which may in turn result in a greater police presence.

TCM J Lherbier commented that the only answer was a greater police presence.

Travellers

The recent problems with travellers was discussed and Cllr R Dolinski explained that the Council and the Police work very hard to move the them on, but this has to be done within the law and through the courts, which can take time. An injunction to stop travellers settling in a certain area is being looked at.

New Public Toilet

The site of the new public toilet was questioned. Cllr R Dolinski explained that the residents of Woodley had voted for this facility and the site, just down from the vet's - on the opposite side to Lloyds Bank - seems to be the only practical option due to the technicalities involved with utilities and services.

The planning application will be submitted shortly, when residents will be able to raise their concerns and objections.

Kate Haines suggested that residents of Woodley, be invited to the next full council meeting to discuss this matter further.

TCM J Lherbier commented that he was personally against it and would be happy to explain why, if anyone would like to ask. He also reiterated that CCTV would be very good for the Town Centre and suggested that perhaps a local residents' survey could be actioned on this particular subject.

ITEM 4 - SECURITY IN THE TOWN CENTRE

This subject had been extensively covered in Item 3

ITEM 5 - APPOINTMENTS

5.1) Mary Holmes and Mark Norris were re elected as Woodley TCMI Chairman and Vice Chairman respectively.

Cllr K Baker thanked them both for all they do on behalf of the committee and residents of Woodley as volunteers.

5.2a) Hannah Taylor and Mark Norris were appointed Trade Representatives with voting rights to the Management Committee.

5.2b) Sheila Smith, Marlene Perry, Ian Hills and Pat Birt were co-opted with voting rights to the Management Committee.

Cllr K Baker and Cllr K Haines remain as Wokingham Borough Council Representatives

Cllr D Mills and Mrs. M Holmes remain as Woodley Town Council Representatives

ITEM 6 - FINANCIAL AND BUDGET REPORTS

TCM J Lherbier presented the finance and budget reports, which were agreed and noted.

ITEM 7 - TOWN CENTRE MANAGERS REPORT

TCM J Lherbier presented his report.

Lamp Posts – the damaged post is to be removed and replaced, with WBC providing a connection for power to the Christmas tree lights.

New Addition – The 'Sausage selling' Saturday Market trader would like to come to the Town Centre during the week. TCM JL believes this would be a nice addition.

Florist – The flower stall has not worked out his notice and will no longer be attending the Saturday Market, and, as yet, no replacement has been found..

Christmas Trees & Wreaths – Ray Wingrove will be taking over and selling these in the run up to Christmas.

Car Boot Sale – There was some concern as to professional car booters / traders attending. TCM JL advised that there had been no complaints and the Manager knows to keep an eye on such stalls. Brightons Manager CN was unhappy that on occasion there were sellers outside the store, selling similar items to themselves. JY was unhappy with stall holders setting up too close to the entrance to the Boots store and the dumping of left overs outside the charity shops. TCM JL asked that they both email him with their concerns and he would pass them on to the Car Boot Manager.

Parking Figures – without the parking figures from WBC, there is no way of judging how many people / footfall visit the Town Centre and therefore no way of judging how well the Town Centre is doing. Cllr K Baker will follow up on this situation.

ITEM 8 - NORTH END TOWN CENTRE IMPROVEMENTS

Discussion regarding the new Pagoda resulted in a general feeling that the design was not like any of the original designs the TCMI had previously seen and more in keeping with an entertainment facility, not particularly suitable for the community groups and pagoda sales that use it at present. It was also felt that there could be some safety issues regarding the raised platform inside the advocated structure.

It was suggested that a public display of the plans in either the Oakwood Centre or the Woodley Library would be a good idea to inform residents. .

Cllr B Rowland stated that it was up to residents to get involved and have their say. Any views or questions should be submitted to the Executive Committee at anne.hunter@wokingham.gov.uk and/or Cllr K Baker.

[N.B. An Executive meeting at WBC is scheduled for October 27th 2016 when a vote to allocate £250,000 of Section 106 developers' contributions will take place as part of this project. Other funding is £30,000 from WTCMI, £10,000 from the Mary Portas grant and £50,000 from Woodley Town Council]

Meeting finished at 19:50

<u>Dates of the next meetings:</u>	Wednesday 25 January 2017	– 6pm
	Wednesday 26 April 2017	– 6pm
	Wednesday 05 July 2017	– 6pm
	Wednesday 25 October 2017	– 6pm

		Est Project Cost	Comment	
Priority Projects				
	Woodford Park Leisure Centre	Regeneration	1m - 5m	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. Significant cost associated with removal of silt. May be possible to reuse some on site. Project plan required.
	Woodley Precinct	North End Regeneration	300,000	Project construction starting Feb 2017 - Project led by WBC with WTC and WTCMI as project partners. Funding from WTCMI and Section 106.
	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.



Dear Clerks and Councillors

COUNCILLOR NOMINATIONS FOR A ROYAL GARDEN PARTY AT BUCKINGHAM PALACE ON 1 JUNE 2017

Please note deadline for nominations is **10AM ON FRIDAY 3 FEBRUARY 2017**

NALC has been requested by the Lord Chamberlain's office to inform member Councils that Her Majesty will be hosting a Royal Garden Party at Buckingham Palace on Thursday 1 June 2017 and the Berkshire Association of Local Councils has been allocated 4 places (total allocation for Berkshire is for 1 Councillor and 1 guest from 2 different councils).

The Lord Chamberlain has asked BALC to highlight the following: -

- Please read and comply with the following notes when completing the Garden Party Invitation.
- Invitations are in recognition of past service and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.
- Nominated or accompanying guests must **NOT** have previously attended a Garden Party.
- It is essential that all details given are correct as inaccuracies have, in the past, caused distress and embarrassment. Please therefore ensure that all names and addresses reflect each guests' form of identification that they will be asked to bring with them e.g. Passport or driving licence to allow them to gain access to the event. If in doubt, please check with the guests. For example if somebody is known as Mike but the name as it appears on their passport is Michael John, please ensure that this is written on the form.
- Ensure that all nominated guests are accompanied. However should any guest request to attend unaccompanied then please make certain that this option is clearly highlighted on the form.
- Older people or disabled people who need assistance **MUST** be accompanied and this must be made clear on the form.
- Ensure that no one under the age of 18 years is nominated as a guest or to accompany a guest.
- All nominated guests must be British or European Union citizens, although their husbands, wives or companions may be of other nationalities.
- All guests, nominated or accompanying, must be resident in the United Kingdom.
- Buckingham Palace have specifically stated that late changes to nominations cannot be entertained by the Palace. Therefore once details have been submitted to the Palace by NALC this cannot be changed. Also please ensure that your nominees are free to attend on Thursday 1 June 2017 before applying.

If your Council would like to nominate a Councillor, please print out and complete the attached nomination form with **ALL** the details correctly completed. As each nomination form requires a signature of the nominee please kindly return this to BALC either by email (by scanning in the completed signed nomination form) or by post (J Kirk, BALC, Wyvols Court, Swallowfield, Reading, Berkshire RG7 1WY) to be received by this office to meet the deadline which is **10am on Friday 3 February 2017.**

Names will be chosen randomly from those most eligible to attend and the successful Councillor and Council will then be informed.

Please do not hesitate to contact me if you have any questions.

Kind regards

Jayne

Jayne Kirk MILCM
Berkshire Association of Local Councils, Executive Officer

WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS

**Minutes of the annual meeting of the Association held on
Wednesday 30th November 2016 at Shinfield Parish Hall,
School Green, Shinfield, RG2 9EH which commenced at 7.30pm.**

Present:

Chairman – Richard Rampton (Finchampstead)
Vice Chairman - Councillor R Loader (Barkham)
Councillor P Sampson (Swallowfield)
Councillor R Cundy (Finchampstead)
Councillor P Townsend (Arborfield and Newland)
Councillor D Peer (Shinfield)
Councillor G Harper (Winnersh)
Councillor R Mantel (Twyford)
Councillor M Bishop (Wokingham Town)
Mr T Troughton (BALC)
K Hughes (Secretary/Treasurer)

1. WELCOME AND INTRODUCTIONS

Cllr Rampton welcomed members to the meeting

2. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Woodley Town Council and Charvil Parish Council.

3. MINUTES

The Minutes of the meeting, held on 18 June 2015 were approved as a true record of the meeting.

MATTERS ARISING

There were no matters arising

4. CHAIRMAN'S REPORT

Cllr R Rampton reported that 11 of the 15 members had responded to a letter sent earlier this year, asking for thoughts on the future of the association.

5. ELECTION OF OFFICERS & APPOINTMENT OF SECRETARY / TREASURER

5.1 Election of Officers

Members **RESOLVED** that the following Officers be appointed for the year 2016 / 17:

Chairman	Cllr Roger Loader	Nominated by Cllr Peer and seconded by Cllr Mantel
Vice-Chairman	Cllr Roy Mantel	Nominated by Cllr Peer and seconded by Cllr Harper

5.2 Appointment of Secretary/Treasurer

Members **RESOLVED** that Katy Hughes be appointed for the year 2016/17.

Cllr Loader assumed chairmanship of the meeting at this time.

5. Berkshire Association of Local Councils (BALC) report

Cllr Loader reported that the association can nominate 4 representatives to BALC.

Cllr Sampson questioned whether, in light of the uncertainty over the future of WDALC, whether there was another mechanism for selecting representatives to BALC.

Councillors Harper, Mantel and Peer put themselves forward and were approved as three of the association's representatives to BALC for the current year. There were no other candidates.

6. Discussion over the disbanding of WDALC

Cllr Loader moved to item 9 on the report – a discussion over the future of the association.

Members discussed the Borough Parish Liaison Forum (BPLF), and it was noted that for some town and parish councils, these have proved very successful and have delivered results. It was noted that the forum meets regularly, and that members can suggest topics for future discussion. It was noted that all 19 town and parish councils are represented at this forum.

Mr Tony Troughton, Chairman of BALC spoke about the potential need for an organisation where member town and parish councils can discuss issues and mutual concerns without the presence of the borough council.

Cllr Peer asked why many of the town and parish councils had felt that the organisation should be disbanded. The following reasons were summarised:

- The WDALC meetings are irregular, and often poorly attended, though it was noted that the previous two meetings had been quorate, but have lacked any real purpose.
- Not all the Town and Parish Councils are represented at WDALC.
- Many members felt that the BPLF provided sufficient opportunities for parishes to share ideas and work collectively with the borough council. Some members felt that the presentations were poor and that discussions that challenged the borough council were 'closed down'.
- The Town and Parish Clerks meet regularly, both with the borough and without, and this is a successful forum for achieving actions both across parishes and with the borough council.
- The association has failed to deliver any actions on recent discussion over mutual concerns. Members felt the organisation must be effective to justify additional meetings for members.
- Previously, neighbouring towns and parishes have successfully worked together to highlight local issues, and this has not always involved WDALC.

Cllr Townsend asked whether the association was likely to be able to come to any collective decision over the Local Plan Update, the one big issue facing all the Town and Parish Councils.

Cllr Loader asked members to bring forward issues that town and parish councils are facing, that WDALC could raise and give a collective voice to. Issues suggested were:

- Possible capping of the precept for Town and Parish Council

- Transfer of assets from Wokingham Borough Council
- The Local Plan Update process

Cllr Peer asked Mr Troughton how other district associations liaise with their Town and Parish Councils. Mr Troughton gave a brief insight into how things work in Bracknell, Windsor and Maidenhead, Slough and West Berkshire.

Members discussed the issue of development within the borough, and developments across parish and county borders that impact their areas.

Cllr Sampson and Cllr Cundy asked whether issues raised to BALC through individual councils or councils working collectively would be less effective than raising issues through WDALC. Mr Troughton reported that if WDALC continued with fewer members, and other councils worked separately, this could potentially be divisive.

Members suggested establishing an alternative forum, of Town and Parish Council Chairmen.

Cllr Townsend expressed the need for forums to be effective and have a purpose, and asked the committee to consider whether the association should be disbanded. Mr Troughton reported that the committee cannot approve this decision, and that a decision such as this would need to be taken by the BALC Executive Committee. Members noted that this is not clear in the constitution for the association.

Cllr Rampton left the meeting at 9pm

Following further discussion, Cllr Loader asked members to take some time to consider their issues and requested that a further meeting be arranged for late January 2017, where a list of the Town and Parish Council issues can be drawn up.

8. FINANCE REPORT

The Secretary reported the balances of the accounts at the last statements as £536.96

9. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 9.15 pm.

Chairman.....

Dated.....

Woodley Town Council

**Proposed Charges
2017/18 Appendix**

Proposed charges 2017/18

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	2016/17 £	Proposed 2017/18	% Incr
GAMES ROOM			
Woodley Resident	11.20	11.45	2.2
Other (<i>Non Woodley resident</i>)	18.15	18.35	1.1
Premium Rate WR (<i>Woodley resident</i>)	16.80	17.20	2.4
Premium Rate NW (<i>Non Woodley resident</i>)	27.22	27.50	1.0
TEA ROOM			
Woodley Resident	11.75	12.00	2.1
Other NW	19.10	19.50	2.1
Premium Rate WR	17.65	18.00	2.0
Premium Rate NW	28.65	29.25	2.1
FUNCTION ROOM			
Woodley Resident	23.35	23.35	0.0
Other NW	37.00	37.75	2.0
Premium Rate WR	35.00	35.00	0.0
Premium Rate NW	55.50	56.60	2.0
Pre school rate	10.20	10.35	1.5
COMMITTEE ROOMS			
Woodley Resident	7.00	7.20	2.9
Concessionary Rate	5.20	5.45	4.8
Other NW	10.70	10.90	1.9
UPPER ROOM (CTTEE RM 1&2)			
Woodley Resident	11.20	11.45	2.2
Concessionary Rate	7.80	7.95	1.9
Other NW	18.20	18.55	1.9

NB Premium applies to Friday and Saturday evenings at Woodford Park LC

Proposed charges 2017/18

WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

	2016/17	Proposed 2017/18	% Incr
SPORTS HALL			
BADMINTON			
Adult HH	9.85	10.00	1.5 Sports Park £9.60, Loddon Valley £11.00, Bulmershe £9.10
Adult	11.60	11.85	2.2 Sports Park £12.70, Loddon Valley £12.85, Bulmershe £12.85
OAP / Under 18 HH	5.15	5.30	2.9 Sports Park £6.80, Loddon Valley £3.90/£5.80, Bulmershe £5.00
OAP/Under 18	6.50	6.70	3.1 Sports Park £7.70, Loddon Valley £4.65/£7.90, Bulmershe £6.30
Club	12.55	12.80	2.0
Off-Peak	7.00	-	Under 18 and OAP rates are now the off peak rates
NETBALL			
Adult Club Rate (per session)	59.40	59.90	0.8 Sports Park four courts is £50.80, Bulmershe £55.00
Junior Club Rate	-	37.00	New rate
HALF-SPORTS HALL	35.00	-	Bookings for partial use of hall now calculated on court rate.
TABLE TENNIS			
Adult HH	6.10	6.20	1.6 Loddon Valley £4.65
Adult	6.95	7.10	2.2 Loddon Valley £6.80
OAP/Under 18 HH	3.90	4.00	2.6 Loddon Valley £4.00
OAP/Under 18	4.40	4.50	2.3 Loddon Valley £4.75
AFTERNOON CLUB			
Healthy Habits	3.10	3.20	3.2
Non Healthy Habits	3.40	3.50	2.9
<hr/>			
Healthy Habits Card (formerly Woodley Recreation card)			
Adults	10.00	10.00	0.0 Loddon Valley £42.60, Bulmershe £41.65
Under 18s, OAPs, conces	5.00	5.00	0.0 Loddon Valley £8.95, Bulmershe £8.95
Family - New	25.00	-	no demand for this

Healthy Habits cards are valid for one year

Proposed charges 2017/18

OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2016/17 £	Proposed 2017/18	% Incr
BOWLS (per session)			
Adults HH	3.50	3.60	2.9
Adults	4.80	4.90	2.1
OAP/Under 18 HH	2.10	2.20	4.8
OAP/Under 18	2.50	2.60	4.0
Woods deposit	5.00	5.00	0.0
Woods hire	2.70	3.00	11.1
CRICKET			
Grass wicket full day - Adults	115.00	118.00	2.6 Sports Park £156.50 non-member or £130.40 for community (concessions £104.40)
Grass wicket full day - Under 18	43.25	70.00	61.8 Youth teams' discount in line with other charges
Artificial wicket full day - Adults	-	83.00	Sports Park £119.30 non-member or £101.50 for community (concessions £81.20)
Artificial wicket full day - Under 18	-	50.00	Youth teams' discount in line with other charges
Evening - grass wicket - Adults	87.50	88.00	0.6 Sports Park £76.60 non-member or £65.10 community
Evening - grass wicket - Under 18	47.40	53.00	11.8 Youth teams' discount in line with other charges
Eve/half day artificial wicket - Adults	74.00	58.00	-21.6 Sports Park £59.60 non-member or £50.80 community
Eve/half day artificial wicket - U18	31.00	35.00	12.9 Youth teams' discount in line with other charges
Community rate (half day/eve AW)	-	32.00	Sports Park £35.60 for half-day for UOR students (£71.10 for full day)
FOOTBALL (per match)			
Adult	75.00	75.00	0.0 Sports Park £75.00
Under 18	40.00	40.00	0.0 Sports Park £35 for UOR students w/o changing rms
HARD SURFACE AREA FOOTBALL			
Adult	30.00	30.00	0.0 Sports Park £40.00 or £30.00 for community
Under 18	20.00	20.00	0.0 Loddon Valley offer junior football for £35.00/£25.00
NETBALL			
Adult	18.25	18.50	1.4 Sports Park £28.70 or £22.90 for community
Under 18	11.65	11.85	1.7 Sports Park £18.40 concessions or £16.10 for UOR students
TENNIS			
Adult HH	7.00	7.15	2.1 Sports Park £6.90, Loddon Valley £6.70
Adult	9.50	9.70	2.1 Sports Park £8.40, Loddon Valley £8.85
OAP/Under 18 HH	3.75	3.90	4.0 Sports Park £4.90, Loddon Valley £3.90
OAP/Under 18	4.85	5.00	3.1 Sports Park £5.60, Loddon Valley £4.65
3G PITCH			
Partner Club Full Pitch	66.00	67.00	1.5 Sports Park £77.30 (or £61.90 for concessions)
Standard Full Pitch	90.00	92.00	2.2 Academy Sport £168 for 11v11 or £84 for half-pitch. JMA £132 for full pitch £79.20 for half-pitch. Sport Park £87.60
Partner Club 5-a-side	24.00	24.50	2.1 Goals £50 (9am - 6pm), Sports Park £32 concessions or £28.00 for UOR students
Standard 5-a-side	36.00	37.00	2.8 Goals £52 (6pm - 7pm) OR £55 (7pm - 9pm) OR £48 (9pm - 10pm), Sports Park £50 or £40 community
Community/charity/school	15.00	15.50	3.3

Proposed charges 2017/18

HALLS, PLAYGROUPS AND MEMORIAL GROUND

	2016/17 £	Proposed 2017/18 £	% Incr
CORONATION HALL			
MAIN HALL (plus cttee room)			
Woodley Resident (WR)	21.00	21.40	1.9
Charities/Concessionary	12.50	13.00	4.0
Other Non Woodley (NW)	32.75	33.40	2.0
Premium Rate WR	31.50	32.10	1.9
Premium rate Charities/Concess	18.75	19.50	4.0
Premium Rate NW	49.10	50.10	2.0
NB Premium rate applies to Friday and Saturday evenings at Coronation Hall			
Brownies/Guides per hour	9.25	10.00	8.1
CHAPEL HALL			
MAIN HALL			
Woodley Resident	16.95	17.30	2.1
Charities/Concessionary Rate	9.25	9.70	4.9
Other NW	25.60	26.10	2.0
CHAPEL HALL			
COMMITTEE ROOM			
Woodley Resident	8.40	8.55	1.8
Charities/Concessionary Rate	5.20	5.30	1.9
Other NW	12.60	12.85	2.0
GENERAL			
Playgroups (per session)	17.00	17.35	2.1
Cupboards (per annum)	25.00	25.50	2.0
MEMORIAL GROUND (per day)			
Charities	111.00	113.00	1.8
Woodley organisation	219.00	223.00	1.8
Non-Woodley organisation	341.00	347.00	1.8
Preparation/Waiting	107.00	109.00	1.9
GARDEN OF REMEMBRANCE			
Plaque - 10 years			
Woodley resident	128.00	131.00	2.3
Non Woodley resident	156.00	160.00	2.6

Proposed charges 2017/18

HALLS, PLAYGROUPS AND MEMORIAL GROUND

	2016/17 £	Proposed 2017/18 £	% Incr
CORONATION HALL			
MAIN HALL (plus cttee room)			
Woodley Resident (WR)	21.00	21.40	1.9
Charities/Concessionary	12.50	13.00	4.0
Other Non Woodley (NW)	32.75	33.40	2.0
Premium Rate WR	31.50	32.10	1.9
Premium rate Charities/Concess	18.75	19.50	4.0
Premium Rate NW	49.10	50.10	2.0
NB Premium rate applies to Friday and Saturday evenings at Coronation Hall			
Brownies/Guides per hour	9.25	10.00	8.1
CHAPEL HALL			
MAIN HALL			
Woodley Resident	16.95	17.30	2.1
Charities/Concessionary Rate	9.25	9.70	4.9
Other NW	25.60	26.10	2.0
CHAPEL HALL			
COMMITTEE ROOM			
Woodley Resident	8.40	8.55	1.8
Charities/Concessionary Rate	5.20	5.30	1.9
Other NW	12.60	12.85	2.0
GENERAL			
Playgroups (per session)	17.00	17.35	2.1
Cupboards (per annum)	25.00	25.50	2.0
MEMORIAL GROUND (per day)			
Charities	111.00	113.00	1.8
Woodley organisation	219.00	223.00	1.8
Non-Woodley organisation	341.00	347.00	1.8
Preparation/Waiting	107.00	109.00	1.9
GARDEN OF REMEMBRANCE			
Plaque - 10 years			
Woodley resident	128.00	131.00	2.3
Non Woodley resident	156.00	160.00	2.6

Woodley Town Council

Revised Budget
Estimates 2016/17

Budget Estimates
2017/18

Woodley Town Council

BUDGET SUMMARY 2017/18

	2015/16	2016/17	2016/17	2017/18	2018/19	2019/20
	Actual	Budget	Revised Budget Estimates	Projected Budget Estimates	Projected	Projected
REVENUE EXPENDITURE						
Strategy & Resources	749363	779669	762079	799503	815493	823648
Leisure Services	480686	529666	529780	568465	579834	585633
Planning	31000	30481	30481	31498	32128	33000
	1261049	1339816	1322340	1399466	1427455.3	1442281
INCOME						
Strategy & Resources	239610	217653	202407	225688	232459	237108
Leisure Services	311182	351716	377060	408091	432334	442334
Planning	0	0	0	0		
	550792	569369	579467	633779	664792	679442
NET REVENUE EXPENDITURE						
	710257	770447	742873	765687	762663	762839
CAPITAL & PROJECT EXPENDITURE						
Strategy & Resources	45000	45000	57906	45000	45000	45000
Capital Programme						
Capital & Projects	184940	184940	184940	184940	184940	184940
Leisure Services	75015	75700	81575	77489	77489	73615
Capital & Projects						
Planning	0	0	0	0	0	0
Capital & Projects						
	304955	305640	324421	307429	307429	303555
TOTAL NET EXPENDITURE						
	1015212	1076087	1067294	1073116	1070092	1066394
Financed as follows						
Precept Support Grant (from WBC)	43220	34576	34576	25932	17288	8644
Precept	1010532	1039607	1039607	1081303		
Precept and grant funding	1053752	1074183	1074183	1107235		
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	-38540	1904	-6889	-34119		
TOTAL NET FUNDING	1053752	1074183				
TAX BASE	9564.9	9840.1	9840.1	10133.1		
£ Band D pa	105.65	105.65	105.65	106.71		
RESERVES - General Reserves						
Reserves at 1st April	384897	423442	423442	422701		
2016/17 - 106 Grant rec'd £41,800 (3G), 50K grant pd- regen town centre, Net:			-8200			
2016/17 - release of earmarked reserve £570			570			
General reserve at 31st March	423442	421538	422701	456820		
RESERVES - Earmarked Reserves as at 1/1/17						
	£		£			
Capital programme fund	62697	Allotment security	325			
WPLC capital - car park	30000	Clock/pagoda reserve	3509			
WPLC capital - roof	20000	Bookings software	30000			
Repairs and renewals	19201	Election reserve	1729			
Special projects fund	14299	WPLC gym res	39147			
WPLC Healthy Habits	503	WW1 Info boards	3921			
Youth fund	687	WPLC Development	5000			
Allotment toilets	950	Play area reserve	7662			
First aid training res	1100	Oakwood Centre PR	2291	Earmarked reserves total:	£256,876	
Woodford Park lake res	6535	WP Comm sports grants	7320			

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STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2017/18

Expenditure		Actual	Estimate	Revised Est	Estimate
		2015/16	2016/17	2016/17	2017/18
Code	Description				
	Central Costs	219061	225045	220773	227296
	Democratic Costs	46092	47748	47240	48225
	Corporate Management	255112	280653	275561	305934
	Capital Projects	45000	45000	57906	45000
	Grants -Section 137	3925	4000	3850	4000
	Inn on the Park	6685	0	0	0
	Oakwood Centre	143659	150888	147300	149365
	Maintenance HQ	5907	6716	6616	6601
	Woodley Town Centre Man Init	68922	64619	60739	58082
	Capital and Projects	184940	184940	184940	184940
Total		979303	1009609	1004925	1029443
Income		Actual	Estimate	Revised Est	Estimate
		2015/16	2016/17	2016/17	2017/18
Code	Description				
	Central Costs	6584	6525	6868	5825
	Democratic Costs	0	0	0	0
	Corporate Management	7826	10088	7843	8828
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Inn on the Park	23823	0	0	0
	Oakwood Centre	145087	149054	142490	165586
	Maintenance HQ	0	0	0	0
	Woodley Town Centre Man Init	56290	51986	45206	45449
	Capital and Projects	0	0	0	0
Total		239610	217653	202407	225688
Net		739693	791956	802518	803755

Central Costs 101						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff costs	122056	126725	120139	131178	Increments and 1% pay award
4007	Health and Safety training	1958	2000	2000	2000	
4008	Training	3728	5000	4500	5000	
4010	Expenses	2441	1900	1300	1300	
4013	Oakwood Centre rent	34224	34498	34498	35188	Increased by Sept RPI 2%
4016	Cleaning materials/1st aid	0	30	30	30	
4020	Publications	0	100	100	100	
4021	Telephone & Internet	2759	2992	3200	3300	
4022	Postage	2126	1600	1000	1000	
4023	Stationery	2166	2200	2200	2200	
4030	Advertising - staff	1925	1500	1500	1500	
4031	Public Relations	7000	8000	8000	8000	
4042	Office equipment & maint	12101	9000	9000	9000	
4045	Repairs and renewals	14000	14000	14000	14000	
4046	Emergency repairs	2218	3500	3500	3500	
4522	VAT partial exemption	10359	12000	15806	10000	Estimate based on calculations at Dec 2016
						Additional income with VAT charged is
Total		219061	225045	220773	227296	likely to reduce the sum payable
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1090	Misc income	104	0	200	150	
1091	Printing/photocopier	22	50	30	30	
1096	Bank/other interest	3058	3000	3163	2100	Lower interest rates payable
1171	TCMI office costs	3400	3475	3475	3545	Increased in line with RPI Sept incr 2%
Total		6584	6525	6868	5825	
Net		212477	218520	213905	221471	

Democratic costs 102						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff	37252	37996	37988	38448	
4008	Members exp/training	597	1000	500	1000	
4201	Civic costs/allowance	1500	1500	1500	1500	
4211	Election expenses	5500	6000	6000	6000	
4213	Room Hire - Council meetings	1243	1252	1252	1277	
Total		46092	47748	47240	48225	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
Total		0	0	0	0	
Net		0	0	0	0	

Corporate management 103						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff	60698	62538	62500	63634	
4002	NI	37460	50565	50000	55000	Vacant post filled,2017/18 pay increase
4005	Superannuation	97326	102600	100675	123000	22%- 3.3% increase- Actuaries report due March
4018	Payroll/realtime/auto enroll	1917	2300	2300	2300	
4024	Affiliation fees	2837	2950	3286	4300	Includes Town Clerk's membership of SLCC
4025	Insurance	33756	36000	35500	36000	New facilities and increase in insurance tax
4051	Bank charges	3487	4200	3000	3200	
4056	Legal & prof exp	3642	3000	3000	3000	
4057	Accounts/Audit	6837	9500	8300	8500	
4058	HR & Health Safety service	4800	4800	4800	4800	
4320	Residents survey	2352	2200	2200	2200	
Total		255112	280653	275561	305934	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1095	Credit card charges	24	208	120	120	
1174	Recharged NI	2595	3551	2635	2669	
1175	Recharged superannuation	5207	6329	5088	6039	
Total		7826	10088	7843	8828	
Net		247286	270565	267718	297106	

Capital programme 104						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4720	Revenue to Capital	45000	45000	45000	45000	
	106 grant funding 3G pitch			12906		
Total		45000	45000	57906	45000	Additional funding to cover overspend allocated from the capital programme budget for road and car park resurfacing
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
Total		0	0	0	0	
Net		45000	45000	57906	45000	

Grants - Section 137 - 105						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4601	Grants	3925	4000	3850	4000	
Total		3925	4000	3850	4000	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
Total		0	0	0	0	
Net		3925	4000	3850	4000	

Inn on the Park 106						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff costs	835	0	0	0	
4011	Rates	1833	0	0	0	
4012	Water rates	149	0	0	0	
4014	Lighting and heating	2735	0	0	0	
4016	Cleaning/other materials	0	0	0	0	
4017	Cleaning contract	940	0	0	0	
4021	Telephone	139	0	0	0	
4036	Repairs	54	0	0	0	
4037	Alarm maintenance	0	0	0	0	
4038	Fire equipment	0	0	0	0	
Total		6685	0	0	0	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1101	Contract fee	23333	0	0	0	
1102	Lighting/heating - flat	490	0	0	0	
Total		23823	0	0	0	
Net		-17138	0	0	0	

Oakwood Centre 107						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff	68905	74792	74994	76599	
4006	First Aid	0	40	40	40	
4011	Rates	8874	8946	8946	8406	Business rates revaluation 2017
4012	Water rates	2416	3090	2500	2600	
4014	Lighting and heating	19305	20750	20000	20000	
4016	Cleaning/other materials	3495	3350	3400	3400	
4017	Contract cleaning	15917	16000	16200	16600	
4021	Telephone incl payphone	928	770	770	770	
4022	Postage	0	50	50	50	
4023	Stationery/printing	5	200	200	200	
4026	Certification/Inspection costs	3632	5500	3000	3000	S & R agreed to terminate marriage licence
4032	Promotion/publicity	1049	1500	1500	1500	
4036	Repairs, materials,decorations	7688	6000	6500	6500	
4041	Skip hire	2734	2700	2700	2700	
4042	Equipment	2023	2000	2000	2000	
4048	Maintenance contracts	2960	3300	3000	3500	2017/18 - personal security alarm service
4099	In house activities	1690	0	0	0	
4170	Catering arrangements	2038	1900	1500	1500	Lower water cooler charges
Total		143659	150888	147300	149365	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1001	Rent	8933	9004	9040	9221	Assumes 2% increase on agreements
1002	Room Hire	78691	84000	84000	99000	Assumes Bader Rm plan in place- prudent rate
1019	Catering concession	12524	12000	7200	14400	2017/18 - agreement applies full year
1090	Other income	8239	8300	6500	6500	Lower use of equipment
1099	In house activities	1233	0	0	0	
1791	Rent (offices)	34224	34498	34498	35188	
1792	Room hire - WTC	1243	1252	1252	1277	
Total		145087	149054	142490	165586	
Net		-1428	1834	4810	-16221	

Maintenance HQ 108						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4011	Rates	413	416	416	401	Business rates revaluation 2017
4014	Lighting and heating	771	900	800	800	
4021	Telephone	1677	1600	1600	1600	
4036	Repairs/maintenance	680	1800	1800	1800	
4043	Vehicle costs	2366	2000	2000	2000	Repairs to truck
Total		5907	6716	6616	6601	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1090	Miscellaneous income	0	0	0	0	
Total		0	0	0	0	
Net		5907	6716	6616	6601	

Woodley Town Centre Management Initiative 109						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	TCMI staff costs	32940	33986	27206	27449	
4261	Town centre expenditure	23349	18000	18000	18000	
4262	Town Centre Management grant	12633	12633	12633	12633	
	Town Centre regeneration - north	0	0	2900	0	Funding agreed for video showing design - regeneration north end of town centre
Total		68922	64619	60739	58082	Expenditure approved in year
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
1172	Staff costs recharged	32940	33986	27206	27449	
1173	TCMI contribution rec'd	23350	18000	18000	18000	
Total		56290	51986	45206	45449	
Net		12632	12633	15533	12633	

Capital and projects 110						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4737	Oakwood sinking fund	80000	80000	80000	80000	
4955	Oakwood - loan interest	96938	96938	96938	96938	
4956	Oakwood -fixed rate - interest	4032	3846	3846	3650	
4966	Oakwood -fixed rate - capital	3970	4156	4156	4352	
Total		184940	184940	184940	184940	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
Total		0	0	0	0	
Net		184940	184940	184940	184940	

Woodford Park Leisure Centre 201						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	Information
4001	Staff	149365	153553	149805	158138	Add admin support - higher usage/new facilities
4004	Coaching/Leisure Att	26574	27200	29599	36000	New gym classes Jan 2017 onwards
4006	First aid	14	100	100	150	
4009	Uniforms	312	400	400	450	
4011	Rates	17070	18638	21927	21203	incr re 3G pitch 2016 / Business rates reval 2017
4012	Water rates	2469	2250	2250	2300	
4014	Lighting and heating	17955	26000	22000	22000	
4016	Cleaning/other materials	1241	1700	1675	1875	Increased usage
4017	Contract cleaning	22249	21600	22626	23655	Anticipate 5% increase in 2017/18
4021	Telephone	2286	2660	3500	3500	Wifi installed
4023	Stationery/printing	1536	1556	1600	1650	
4035	Certification costs	3562	4420	3920	4150	2017/18 - full year service for new alarm system
4036	Repairs	13653	7500	7500	8000	Servicing new air con system
4037	Alarm maint	931	1000	1000	800	New system in 2016
4038	Fire equipment	226	800	800	800	
4040	Washroom/mats etc	1096	1490	1490	1490	
4041	Skip hire	2791	1000	1250	1300	
4042	Equipment & maintenance	1749	2300	6758	14710	Gym equip and membership system, till maint
4132	Marketing	0	0	900	750	
4146	Sports grant income	0	0	0	0	
4251	Vending supply	6057	6500	11455	12000	
Total		271136	280667	290555	314921	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
1001	Rent	19764	30534	30726	31090	
1002	Public charges - rooms	40417	38100	41482	41897	
1201	Sports hall charges	65729	67157	65968	67287	
1203	Courses/activities	71441	65970	70353	61500	Gym membership will include some classes FOC
1204	Football - H.S.A	147	750	0	0	
1205	Tennis - H.S.A	2414	400	950	1125	
1206	Netball - H.S.A.	207	250	0	0	
1212	Misc income H.S.A.	596	500	544	0	Bikeability usage - sessions in 2017/18 unlikely
1210	Sports equipment hire	226	300	150	150	
1220	Healthy Habits cards	1469	1200	1200	1200	Poss decrease in HH membership - gym take up
1233	Grant funded sports	0	0	0	0	
1251	Vending/ice cream/other	10598	10800	18000	19000	Increase in use of centre
1259	Fitness gym	0	0	9624	43000	Estimated on membership at opening and potential new members in the 2017/18 year
Total		213008	215961	238997	266249	
Net		58128	64706	51558	48672	

3G Pitch 202						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4036	Repairs and maintenance	0	1000	500	3511	2017/18 - 3 year maint agreemnt for surface care
4042	Equipment	0	1500	500	1000	
4244	Other costs	0	4000	1188	1000	
4245	Sinking fund	0	12000	12000	12000	
Total		0	18500	14188	17511	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
1002	3G pitch hire	0	40500	39422	40500	
Total		0	40500	39422	40500	
Net		0	-22000	-25234	-22989	

Depot - grounds maintenance 401						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	7182	7464	7260	7614	
4006	First aid	0	15	15	15	
4009	Protective clothing	318	360	360	400	
4012	Water rates	349	309	309	320	
4116	Cleaning materials	268	250	280	280	
4020	Other supplies	63	200	200	200	
4021	Telephone	403	400	400	400	
4036	Repairs	162	200	200	200	
4038	Fire equipment	56	30	30	30	
4041	Skip hire	5276	4000	6000	5880	New waste contractor - charging by weight plus oil and fridge disposal costs in 2016
4042	Machinery maint/repairs	4179	3500	4000	3500	
4144	Petrol/oil	2800	1900	1900	2000	
4145	Tree maintenance	4965	5000	5000	5000	
Total		26021	23628	25954	25839	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
1402	Income Bulmershe Pk, external	1215	1237	1000	1000	
Total		1215	1237	1000	1000	
Net		24806	22391	24954	24839	

Football 402						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff costs	13054	13331	13352	13702	
4039	Seed/fertilizer	3312	3500	2000	2800	Loss of pitch 1 - lower usage of pitches, seed in stock
4042	Equipment	57	120	120	120	
Total		16423	16951	15472	16622	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1003	Pitch charges	9496	10500	6500	6500	Decrease in adult football, reduced use of grass pitches at weekends
Total		9496	10500	6500	6500	
Net		6927	6451	8972	10122	

Cricket 403						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff	6527	6666	6676	6851	
4012	Water rates	582	475	475	480	
4039	Seed/fertilizer	1339	1300	1300	1300	
4042	Equipment	0	50	50	50	
Total		8448	8491	8501	8681	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1003	Pitch charges	3214	3375	3478	3547	Assumes Last Man Stands will use evening pitches regularly through the season
Total		3214	3375	3478	3547	
Net		5234	5116	5023	5134	

Bowling green 404						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	7978	8147	8160	8373	
4012	Water rates	873	790	790	790	
4014	B Club light & heat	0	0	0	0	
4035	Certifications	48	100	60	100	
4039	Seed/fertilizer	1485	1500	1500	1500	
4040	Equipment/equipment hire	0	25	25	25	
Total		10384	10562	10535	10788	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
1003	Public fees	185	190	156	160	
1006	Irrigation/water	315	325	325	335	
1005	Club licence fee	6270	6333	6454	6522	Licence fee increase April 2017 est 2%
1090	Light and heat income	0	0			
Total		6770	6848	6935	7017	
Net		3614	3714	3600	3771	

Woodford Park 405						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	22059	23303	22052	23612	
4012	Water rates	1396	1190	1190	1190	
4020	Other materials	550	550	500	500	
4027	Memorial benches	898	0	0	0	
4036	Repairs	281	500	500	500	
4039	Plants/flowers	274	400	400	400	
4047	Play equipment	295	750	750	750	
4151	Tournaments	289	400	400	420	
Total		26042	27093	25792	27372	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
1004	Fair site	5558	3000	4358	3500	
1120	Memorial benches	1000	0			
Total		6558	3000	4358	3500	
Net		19484	24093	21434	23872	

Memorial Ground 406						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	6784	7122	6811	7235	
4039	Seed/fertilizer	188	200	200	200	
4047	Play equipment	341	200	200	200	
Total		7313	7522	7211	7635	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
1002	Ground hire	109	111	272	226	
Total		109	111	272	226	
Net		7204	7411	6939	7409	

Garden of Remembrance 407						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	4351	4444	4450	4567	
4039	Planting/pillars	200	200	250	300	Purchase of pillars for displaying plaques
4071	Inscription costs	604	600	762	800	Demand led
Total		5155	5244	5462	5667	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
1021	Inscription charges	900	800	1083	1092	Demand led
Total		900	800	1083	1092	
Net		4255	4444	4379	4575	

Play areas and open spaces 408						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	10467	11964	10161	11819	
4013	Rent - ground leases	150	152	152	155	
4047	Play equipment	780	500	500	500	
Total		11397	12616	10813	12474	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
Total		0	0	0	0	
Net		11397	12616	10813	12474	

Coronation Hall 501						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff costs	20339	20805	21087	22399	Allocation of Venues Manager costs
4006	First aid	0	11	11	11	
4011	Rates	3504	3533	3533	3409	Business rates revaluation 2017
4012	Water rates	629	1200	2500	1200	Leak/fault on urinal flush system
4014	Lighting and heating	2793	2600	2700	2700	
4016	Cleaning materials	564	570	600	600	
4035	Certification tests	489	500	975	600	Music licences, rev est includes part 2015/16
4036	Repairs	1419	900	800	900	
4040	Washroom services	221	190	221	221	
Total		29958	30309	32427	32040	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1002	Hall hire	30441	28000	31000	32000	
Total		30441	28000	31000	32000	
Net		-483	2309	1427	40	

Chapel Hall 502						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4001	Staff costs	11442	13337	13195	14184	Allocation of Venues Manager costs
4006	First aid	0	10	10	10	
4011	Rates	1584	1597	1597	1541	Business rates revaluation 2017
4012	Water rates	213	240	240	240	
4014	Lighting and heating	2269	2240	2240	2300	
4016	Cleaning materials	279	350	300	300	
4035	Certification tests	440	500	700	500	Music licences, rev est part 2015/16, DECS,
4036	Repairs	1321	1000	800	900	
4040	Washroom services	221	190	221	221	
Total		17769	19464	19303	20196	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1002	Hall hire	30836	30090	33500	34000	
Total		30836	30090	33500	34000	
Net		-13067	-10626	-14197	-13804	

Allotments 601						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	5918	6495	5756	6479	
4012	Water rates	2054	2060	2184	2200	
4013	Lease	6500	6500	6500	6500	
4036	Repairs	1503	1750	1600	1750	
Total		15975	16805	16040	16929	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
1001	Rents	8635	10566	10515	11000	
Total		8635	10566	10515	11000	
Net		7340	6239	5525	5929	

Amenities 602						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	3274	3988	2923	3817	
4014	Street lights - fuel	1749	1900	1900	800	New lights being installed - reduced running and repair costs anticipated
4036	Street lights - repairs	2576	3800	3800	2000	
4163	Amenities repairs	0	750	750	800	
Total		7599	10438	9373	7417	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
Total		0	0	0	0	
Net		7599	10438	9373	7417	

Events 603						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2015/16	2016/17	2016/17	2017/18	
4001	Staff	1964	2392	1753	2290	
4031	Promotions/materials	1300	1300	1300	1350	
4228	Queen's 90th Bday medals	0	0	5783	0	Expenditure approved in year
4533	Woodley Carnival	547	3000	3000	3000	
Total		3811	6692	11836	6640	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2015/16	2016/17	2016/17	2017/18	
Total		0	0	0	0	
Net		3811	6692	11836	6640	

Public toilet 604						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4036	Maintenance	0	1214	0	2418	Planning application due to be submitted
	Cleaning/coin collection	0	2650	0	5300	Lead in time for unit following
	Utilities	0	600	0	1200	decision 10 weeks
	Consumables	0	400	0	800	
	Rent (anticipated)	0	2500	0	0	No rent liable at intended site
4011	Rates	0	500	0	1000	
Total		0	7864	0	10718	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
1603	Town Centre public toilet	0	728	0	1460	
Total		0	728	0	1460	
Net		0	7136	0	9258	

Youth Services 608						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4235	Bulmershe Youth Club	193	500	100	100	
4264	Just Around the Corner SLA	22862	23320	23218	23915	
4266	Youth projects fund	200	3000	3000	3000	
Total		23255	26820	26318	27015	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
Total		0	0	0	0	
Net		23255	26820	26318	27015	

CAPITAL AND PROJECTS - LEISURE SERVICES COMMITTEE 609						
Expenditure						
Code	Description	Actual 2015/16	Estimate 2016/17	Revised Est 2016/17	Estimate 2017/18	Information
4951	WPLC Loan interest	14423	11975	11975	10763	
4952	BLC Loan interest	2470	1971	1971	1424	
4953	Wdfd Pk Loan interest	1692	1404	1404	1194	
4954	Chapel Loan interest	4810	4787	4787	4761	
4957	Airfield Loan interest	6292	6074	6074	5834	
	Gym building works interest	0	0	699	1298	
4958	3G Pitch Loan interest	3863	7417	7417	6994	
4961	WPLC Loan capital	23123	16245	16245	8132	
4962	BLC Loan capital	5275	5775	5775	6321	
4963	Wdfd Pk Loan capital	3913	3568	3568	3145	
4964	Chapel Loan capital	194	218	218	244	
4967	Airfield Loan capital	2183	2402	2402	2641	
	Gym building works capital	0	0	5176	10450	
4968	3G pitch Loan capital	6777	13864	13864	14288	
Total		75015	75700	81575	77489	
Income						
Code	Description	Actual 2015/16	Estimate 2016/17	Revised Est 2016/17	Estimate 2017/18	
Total		0	0	0	0	
Net		75015	75700	81575	77489	

PLANNING COMMITTEE BUDGET SUMMARY 2017/18					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2015/16	2016/17	2016/17	2017/18
Code	Description				
	Grants	31000	30481	30481	31498
Total		31000	30481	30481	31498
Income		Actual	Estimate	Revised Est	Estimate
		2015/16	2016/17	2016/17	2017/18
Code	Description				
Total		0	0	0	0
Net		31000	30481	30481	31498

Annual Grants 605						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4661	Readibus	17000	17136	17136	17480	2% increase RPI Sept
4663	Citizens Advice Bureau	7000	6345	6345	6318	
4665	Keep Mobile	1000	1000	1000	1000	
4667	ARC	5000	5000	5000	5200	
4669	Lend and Play Toy Library	1000	1000	1000	1000	
	Friends of Woodford Park	0	0	0	500	
Total		31000	30481	30481	31498	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
Total		0	0	0	0	
Net		31000	30481	30481	31498	