



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

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

Councillors K. Baker (Chairman); A. Chadwick; P. Challis; J. Cheng; K. Haines;  
C. Lawley; D. Mills; S. Outen; E. Rowland

**NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8.00 pm on Tuesday 25 November 2014, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## **AGENDA**

1. **APOLOGIES**

2. **COMMITTEE MEMBERSHIP**

To note that at the meeting of the Council held on 30 September 2014 Councillor Chadwick was appointed to the vacant place on the Community Services Committee.

3. **DECLARATIONS OF INTEREST**

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

4. **MINUTES OF THE MEETING HELD ON 16 SEPTEMBER 2014**

To approve the minutes of the Strategy and Resources Committee held on 16 September 2014 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 30 September 2014.)***

5. **APPOINTMENT OF VICE CHAIRMAN**

To appoint a Vice Chairman of the Strategy and Resources Committee following the resignation of Councillor Haines from this position.

6. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 38/14.**

b) **Payments**

To approve the following payments as set out in **Appendix 6b**:

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	Current account	Imprest account
September 2014	£175,859.19	£58,195.10
October 2014	£112,674.43	£57,735.31

7. **SUB-COMMITTEES AND WORKING PARTIES**

a) To note the resignation of Councillor Haines from the following:

- Personnel Sub Committee
- Public Toilets Working Party
- Risk Management Working Party
- Catering Partnership Management Panel

b) To note the vacancies on the following working parties as a result of the disqualification of a Member of Council:

- Standing Orders and Financial Regulations Working Party
- Public Toilets Working Party

c) To appoint to the vacancies on the following:

- Personnel Sub-Committee – 1 place
- Risk Management Working Party – 1 place
- Catering Partnership Management Panel – 1 place
- Public Toilets Working Party – 2 places
- Standing Orders and Financial Regulations Working Party – 1 place

8. **INVESTMENTS WORKING PARTY**

To receive **Report No. SR 39/14**.

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9. **PUBLIC TOILETS WORKING PARTY**

To note that the working party has not met since the last meeting. In the meantime the appointed contractor has been investigating the sites proposed by the working party and has also considered another potential site at the south end of the town centre. A meeting of the working party will be arranged as soon as possible to present information on potential sites.

10. **CATERING PARTNERSHIP MANAGEMENT PANEL**

To receive **Report No. SR 40/14** of the Catering Partnership Management Panel meeting held on 10 October 2014. Page 14

11. **SECTION 106 PROJECT LIST**

To note that no new applications have been submitted other than the TCMI application for improvements to the precinct (item 15 on the agenda). The current Section 106 projects list is attached at **Appendix 11**. Projects on this list are to be reviewed and updated by the relevant committees. Page 17

12. **COMMUNITY GRANTS**

To consider **Report No. SR 41/14**. The guidelines for community grants are attached to the report. Page 21

13. **ALLOTMENT RENT REVIEW**

To consider **Report No. SR 42/14**. Page 24

14. **3G PITCH PROJECT**

To consider the recommendation from the Leisure Services Committee meeting of 4 November 2014, Minute No. 32:

That Members recommend to the Strategy and Resources Committee that a further £2,550 be allocated from the special projects earmarked reserve to cover the anticipated survey and other costs associated for this stage of the 3G artificial grass pitch project.

The extract from Report No. LS 19/14 entitled Woodford Park and Bulmershe Leisure Centres setting out the requirement for the extra funding is attached at **Appendix 14**.

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15. **TOWN CENTRE – NORTH END IMPROVEMENTS**

To note that Wokingham Borough Council has confirmed Section 106 funding of £60,000 for the project to improve the north end of the town centre. The funding will be from the second tranche of the Sandford Farm development, which may not be available this financial year. Wokingham Borough Council expects that all liability for the project will be the responsibility of the Town Council, including all compliance with planning and highway regulations, licences and procedures, consultation, CDM, insurance and other relevant requirements. Also that ongoing maintenance will be the responsibility of the Town Council. The Town Centre Management Initiative also has funds to allocate to the project.

Members are asked to consider the condition for the allocation of the funds and the future responsibility the Council would be required to take on for ongoing maintenance. If agreed, quotes for the management and project design will be sought. These costs would be payable from the total fund available for the project.

16. **COUNCIL MEETING DATES 2015/16**

To recommend the proposed schedule of meetings for the 2015/16 municipal year. (**Appendix 16**)

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17. **WOKINGHAM BOROUGH COUNCIL – SHAPING OUR NEW COMMUNITIES**

To note that the response to the consultation on Shaping Our New Communities asked that the Council be reassured that the purpose of the Shaping Our New Communities work is to influence the development of strong vibrant communities in all areas of the borough and not just the Strategic Development Locations.

18. **WOKINGHAM BOROUGH/PARISH COUNCIL WORKING GROUP**

To note the report of a meeting of the Borough/Parish Working Group held 23 October 2014. (**Appendix 18**)

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19. **NALC CONFERENCE**

To note that the NALC Larger Councils Conference –“Future Local” – will be held on 3 December in London and consider sending a representative. The cost of the conference is £125 per person. (**Appendix 19**)

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20. **URGENCY COMMITTEE**

To note the minutes of the Urgency Committee held on 31 October 2014, **Report No. SR 43/14**.

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21. **BULMERSHE LEISURE CENTRE**  
To consider **Report No. SR 44/14.** Page 43
22. **OPTALIS**  
To consider **Report No. SR 45/14.** Page 49
23. **FUTURE AGENDA ITEMS**  
To consider any future agenda items for the committee to consider.
24. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.

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

**Report No SR 38/14**

EXPENDITURE	Budget 2014/15	Actual Exp as at 31/10/2013	Actual Exp as at 31/10/2014	Actual Exp as % of Budget	Information
Central Costs	238883	139736	135289	56.6	Equipment and postage costs over 58.3%. Other costs under.
Democratic Costs	43725	18885	21507	49.2	No expenditure from the training or election fund budgets. Civic Allowance at 40% - Civic Awards reception.
Corporate Management	261118	123818	158572	60.7	Insurance premiums and affiliations payable at the beginning of the year. Employers NI & pension costs above 58.3% at this point.
Capital Programme	45000	0	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	1250	1050	26.3	Grants awarded in April and November
Inn on the Park	11262	6568	7145	63.4	Rates, water, repairs and alarm maintenance over 58.3%
Oakwood Centre	141931	74293	75765	53.4	Staff, rates, phone, equipment and catering costs over 58.3%.
Maintenance HQ	7292	3254	3945	54.1	Rates and repairs over 58.3%. Other costs under at this point.
Capital and Projects	184940	132470	132470	71.6	Loans paid in September and March - sinking fund contribution invested.
<b>TOTAL</b>	<b>938151</b>	<b>500274</b>	<b>535743</b>	<b>57.1</b>	

INCOME	Budget 2014/15	Actual Inc as at 31/10/2013	Actual Inc as at 31/10/2014	Actual Inc as % of Budget	Information
Central Costs	6647	2315	3018	45.4	Investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	0	0	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Inn on the Park	40800	27147	27200	66.7	Management fee invoiced in advance.
Oakwood Centre	140646	85776	87294	62.1	Room hire at 58.8%, rent invoices for the year paid.
Maintenance HQ	0	0	0	0.0	
Capital and Projects	0	0	0	0.0	
<b>TOTAL</b>	<b>188093</b>	<b>115238</b>	<b>117512</b>	<b>62.5</b>	

**NET 750058 385036 418231**

**Month 7: 58.3%**

## Woodley Town Council 2014/2015

### List of Payments made between 01/09/2014 and 30/09/2014

<u>Payee Name</u>	<u>Amount</u>	
	<u>Paid</u>	
(Personal Information)	50.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	16.20	Refund deposit
(Personal Information)	47.00	Cancelled WPLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	5.50	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	95.00	Cancelled BLC course
(Personal Information)	150.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	15.00	Refund Allot key deposit
(Personal Information)	15.00	Refund Allot key deposit
(Personal Information)	3.00	Overcharged on BLC course
(Personal Information)	50.00	Refund deposit
AAT.Org.uk	126.00	Annual membership
ADT Fire & Security Plc	825.01	Call out/reset alarm
ASLAM	150.00	Refund deposit
AV Asbestos Ltd	624.00	Asbestos surveys - WPLC/Chapel/Coro Hall
BE Fuelcards	50.26	Diesel
BE Fuelcards Ltd	32.96	Unleaded petrol
Berkshire Tree Care	504.00	Lift crown on Walnut & Cherry trees Chapel Hall
Biocraft Ltd	474.00	Leak detection test WPLC
Bowak Ltd	291.15	Cleaning supplies
Brake Bros Foodservice Ltd	295.65	Vending supplies
Brightons Newspapers	32.25	Newspapers
British Gas	5392.98	Electricity supply
BT Direct	145.80	Phone
BT Direct	23.02	Phone
BT Direct	83.59	Phone
BT Direct	21.84	Phone
BT Direct	48.91	Phone
BT Direct	265.42	Phone
BT Group Plc	45.47	Phone
BT Retail	8.40	Phone
CCTV Direct Ltd	1068.66	WPLC CCTV camera
Churchill Contract Services Lt	1820.08	Contract cleaning
Churchill Contract Services Lt	3268.58	Contract cleaning
Churchill Contract Services Lt	1495.06	Contract cleaning
Credit Union	50.00	Credit Union- deducted from pay
Crown Water & Coffee	31.68	Bottled water
Debenhams Plus	119.00	Inv-57470964-WPLC Monitor
EDF Energy 1 Ltd	17.34	Electric for clock tower WTCMI
Energy Electrical Distributors	32.59	Electrical supplies

EURODEC	536.25	Decorating supplies
EURODEC	8.50	Decorating supplies
Eurostat Office Supplies	84.42	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fencing Products Ltd	15.30	Building supplies
Flamingo Research	298.95	Refund on double invoice payment
Frasers Office Supplies Ltd	24.37	Stationery supplies
Gazkaz	180.00	Uniform - T Shirts - BLC
Grundon Waste Management Ltd	108.00	Refuse collection
HM Revenue & Customs Only	13570.24	PAYE & NI
HMRC	15577.00	HMRC payment
Investec Asset Finance	372.00	BLC - Light/heat
IQL Uk Ltd	157.00	NPLQ assessments packs
J P Lennard Ltd	96.12	First aid supplies
J P Lennard Ltd	303.96	Carlton shuttlecocks x 240
John Willis	110.00	Window cleaner
Just In The Park CIC	2050.20	Charged on behalf of Just in the Park Café
Kingfisher Security UK Ltd	38.40	Engineer call out/annual maintenance
KLM Digital Office Solutions L	69.58	Service & maint photocopier
Lightatouch	833.00	Internal audit service
Lloyds Bank	428.09	Cardnet charge
Lloyds Bank	31.66	Charges 10 July to 9 Aug 2014
Lloyds Bank	55089.58	September 2014 payroll net
Mainstream Digital	0.53	Phone
Mazers	2880.00	Annual external audit service
Merchant Rentals	52.85	Monthly cardnet machine charge
OCS Group UK Ltd	291.60	Refuse collection
Osbourne Books	28.80	Staff training books
Osbourne.co.uk	92.10	Staff training books
Outdoor.com	79.99	Staff clothing
PDG Group Services	478.13	Cleaning supplies
Peninsula Business	489.60	HR Services
PETTY CASH A/C	130.97	Top up petty cash
Post Office Shop	68.12	Dry wipe whiteboard
PP Construction Ltd	528.00	Temporary fencing to war memorial
Prudential Assurance	30.00	AVC payment deducted from pay
Public Works Loan	1528.16	Public works loan payment
Public Works Loan Board	83129.21	Public works loan payment
R & J Services	1488.00	Install drain WPLC/drain for footpath
Regency Cleaning Services Ltd	1880.38	Contract cleaning
Rounders England	275.00	Staff training
Ryman.co.uk	499.98	Double payment for shredder made in error
Securitas Security	94.50	Monthly key holding charge
Securitas Security	94.50	Monthly key holding charge
Securitas Security Ltd	94.50	Monthly key holding charge
Securtias Security	94.50	Monthly key holding charge
SGW Payroll Ltd	262.70	Payroll services
SITA UK Ltd	786.18	Refuse collection
SLCC Enterprises Ltd	474.00	Staff training
Southern Electric	162.17	Electricity supply
Southern Electric Contracting	702.52	Electricity supply

Southern Electric Contracting	114.35	Electricity supply
Southern Law Services Ltd	1186.68	Legal services
Tekkers Football Academy	400.00	Coach (Football)
Thames Water	910.00	Water rates
The Berkshire Pension Fund	12480.99	Pension - employers and employees
Total Gas & Power	544.55	Gas supply
Total Gas & Power	1095.13	Gas supply
Total Gas & Power	592.25	Gas supply
Trade UK	202.27	Building supplies
Trade UK	68.66	Building supplies
Travis Perkins Trading Company	57.20	Building supplies
TSM Copiers Ltd	30.35	Copier usage
TV Licence DDA	145.50	TV licence WPLC
Unison	41.90	Union fees deducted from pay
UNIVAR B.V.	628.27	BLC pool chemicals
Universal Services	1884.91	Install dividing curtain
Virgin Media Payments Ltd	22.10	Phone
Vodafone Ltd	192.97	Phone
Wokingham BC	41.00	Rates
Wokingham BC	155.00	Rates
Wokingham BC	344.00	Rates
Wokingham BC	848.00	Rates
Wokingham BC	1808.00	Rates
Wokingham BC	4410.00	Rates
Wolverson X-Ray Ltd	280.00	Aerobic step/lifting chains
Woodford Singers	90.00	Refund deposit
Woodley Carnival Committee	411.00	Grant



## Woodley Town Council 2014/2015

### List of Payments made between 01/10/2014 and 31/10/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
(Personal Information)	44.55	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	200.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	10.80	Refund WPLC course
(Personal Information)	35.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	104.04	Net Oct 2014 pay
(Personal Information)	5.00	Refund deposit
(Personal Information)	63.00	Refund BLC cancelled course
ADT Fire & Security Plc	156.00	Call out/reset alarm
ADT Fire & Security Plc	391.20	Call out/reset alarm
Airquee Ltd	240.00	Bouncy castle call out/repair
Argos Retail Group	109.99	AVR Fridge-WPLC
Arkell & Hurcombe (Bronzeworks	90.00	Bronze cast plaque
ASAP Computer Services	130.80	Annual security software update
BE Fuelcards	51.78	Diesel
BE Fuelcards	1.25	Admin charge
BE Fuelcards	83.20	Diesel
BE Fuelcards	31.07	BP unleaded petrol
Biocraft Ltd	1392.24	Drying works - WPLC
Bowak Ltd	380.19	Cleaning supplies
British Gas	1929.19	Electricity supply
Broadwater Technologies Ltd	600.00	BLC pool plant survey
BT Direct	73.69	Phone
BT Direct	23.02	Phone
BT Direct	131.88	Phone
BT Direct	21.84	Phone
BT Direct	34.58	Phone
BT Direct	299.85	Phone
BT Retail	8.40	Phone
Bullseye Awards & Garments Ltd	387.00	Medals for Sid Hopkins tournament
CCTV Direct Ltd	25.17	Power connectors
CF Corporate Finance	166.37	Qtrly photocopier charge
Churchill Contract Services Lt	1577.82	Contract cleaning
Citizens Advice Bureau	1901.50	Grant
Credit Union	50.00	Credit Union deducted from pay
Crown Water & Coffee	39.60	Bottled water
Crown Water & Coffee	89.40	Service/Bottled water
Crown Water & Coffee	31.68	Bottled water
EDF Energy 1 Ltd	21.90	Electric for clock tower
Energy Electrical Distributors	251.96	Electrical supplies

Energy Electrical Distributors	76.14	Electrical supplies
Energy Electrical Distributors	22.28	Electrical supplies
EURODEC	204.19	Decorating supplies
EURODEC	49.31	Decorating supplies
Eurostat Office Supplies	154.27	Stationery supplies
Eurostat Office Supplies	165.16	Stationery supplies
FAS Capital	79.20	Monthly cash register charge
Fencing Products Ltd	69.84	Post fix bags
Frasers Office Supplies Ltd	107.21	Stationery supplies
HC Slingsby Plc	108.13	Signs/Ratchet lashings-claw hooks
HM Revenue & Customs Only	13243.75	PAYE & NI
HMRC	899.76	Period 2 VAT payable
InTouch	107.97	Monthly website charges, in arrears
InTouch	35.99	Monthly website charge
Investec Asset Fin	372.00	BLC Light/heat
J P Lennard Ltd	276.29	Badminton racquets/shuttlecocks
Janet Dacre	138.00	Coach
John Willis	110.00	Window cleaner
Just Around The Corner	5667.00	Grant
Just In The Park CIC	585.90	Charged on behalf of Just in the Park café
Just In The Park CIC	974.30	Charged on behalf of Just in the Park café
Keep Mobile	909.50	Grant
Key Industrial Equipment Ltd	88.80	Line marking paint
KLM Digital Office Solutions L	27.85	Service & maint photocopier
Lend and Play Toy Library	1000.00	Grant
Lister Wilder Ltd	129.05	Votex blades/bolts/trimming cord
Lloyds - Cardnet	987.74	Cardnet charge
Lloyds Bank	52.85	Monthly cardnet Machine charge
Lloyds Bank	29.68	Charges 10 Aug to 9 Sept 14
Lloyds Bank	56539.91	Net Oct 2014 payroll
Lloyds Bank	-104.04	Credit net pay Oct 2014
Lyreco UK Ltd	41.40	Stationery supplies
Mailcoms Ltd	89.88	Ink cartridge - mailbase pro
Mainstream Digital	55.44	Phone
MKR Electrical Services Ltd	1269.17	Network cabling WPLC
OCS Group UK Ltd	291.60	Refuse collection
OCS Group UK Ltd	83.45	Refuse collection
Office Depot International (UK	138.43	Stationery supplies
P & H Snacksdirect Ltd	410.10	Vending supplies
P J Drew Ltd	188.41	Safety boots/sanding pack/teak oil
PDG Group Services	241.95	Cleaning supplies
Peninsula Business	489.60	HR services
PETTY CASH A/C	150.17	Top up petty cash
PHS Group Plc	462.10	Qtrly dust mat rental
Pitney Bowes	250.00	Postage topup
Post office shop	13.07	A5 Pukka notebook
Post office shop	14.23	A4 Pukka notebook
Post Office Shop	-11.08	CR-A5 note book
PP Construction Ltd	19345.20	Completion of works at war memorial
Prudential Assurance	30.00	AVC payment deducted from pay
R & J Services	540.00	Call out - renew pipework BLC
READIBUS	8269.00	Grant
Regency Cleaning Services Ltd	1507.55	Contract cleaning
Rigby Taylor Ltd	336.90	Gardening supplies

Rigby Taylor Ltd	963.36 Gardening supplies
Riso (UK) Ltd	347.34 Photocopier charges OC
Roffey Brothers	538.56 Gardening supplies
Royal British Legion	50.00 RBL Poppy Appeal donation
Ryman.co.uk	249.99 Document shredder
Ryman.co.uk	-499.98 Credit for double charge
Sabercom Ltd	2294.40 OC LED TV screen+installation
Screwfix Direct	12.98 Rubber door stops
Securitas Security	94.50 Monthly key holding charge
Securitas Security	94.50 Monthly key holding charge
Security Control Systems Ltd	113.40 Security system maintenance
SGW Payroll Ltd	258.62 Payroll service
SGW Payroll Ltd	250.46 Payroll service
SITA UK Ltd	701.36 Refuse collection
SITA UK Ltd	359.06 Refuse collection
SMS Environmental Ltd	753.16 Water samples
SMS Environmental Ltd	721.36 Water samples
Southern Electric	505.81 Electricity supply
Tensid UK Ltd	293.70 Graffi coating - war memorial
Thames Valley Temperature Cont	259.65 Call out - extraction fans OC
Thames Water	910.00 Water rates
Thames Water	1025.88 Water rates-allotments
The Berkshire Pension Fund	12985.62 Pension - employers and employees
Total Gas & Power	555.62 Gas supply
Total Gas & Power	942.02 Gas supply
Total Gas & Power	1677.91 Gas supply
Trade UK	63.70 Building supplies
Travis Perkins Trading Company	55.99 Building supplies
Travis Perkins Trading Company	3.91 Building supplies
Travis Perkins Trading Company	48.02 Building supplies
Trinity Mirror Publishing Ltd	160.80 WTCMI advertising
TSM Copiers Ltd	16.06 Copier usage
Unison	41.90 Union fees deducted from pay
Universal Services	3249.68 Trampoline - WPLC
Virgin Media Payments Ltd	23.86 Phone
Vodafone Ltd	236.06 Phone
Vodafone Ltd	34.47 Phone
Whitewater Nursery	318.00 Plants - war memorial
Wokingham BC	41.00 Rates
Wokingham BC	155.00 Rates
Wokingham BC	344.00 Rates
Wokingham BC	848.00 Rates
Wokingham BC	1808.00 Rates
Wokingham BC	4410.00 Rates
Wokingham Pools and Spas	180.00 BLC pool maintenance
Wokingham Town Council	53.90 Training costs
Yarnold Heating and Plumbing L	2332.15 Replace 6x shower units - BLC
Zoggs International Ltd	151.20 BLC pool supplies
Zoggs International Ltd	475.20 BLC pool supplies

**Report of a meeting of the Investments Working Party held at the Oakwood Centre  
on Wednesday 12 November 2014 at 6.30pm**

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**Present:** Councillors K. Baker (Chairman); P. Challis; N. Cox; B. Franklin;  
S. Outen

R. Baron, Rathbone Investment Management

**Also Present:** D. Mander, Town Clerk

**Apologies:** Councillor E. Rowland

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

- ◆ To appoint Councillor Baker as Chairman for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **INVESTMENTS**

- i) Rupert Baron of Rathbone Investment Management presented the annual report on the Council's investment portfolio (**Appendix A**). He confirmed that, although there had been a revision by Rathbones of risk levels, the Town Council's fund continued to be managed on a low risk basis and there had been no change to the interpretation of risk for the portfolio.

He referred to the dynamic asset allocation plan to 2025 when the loan principal on the Oakwood Centre was to be paid and confirmed that he rebalanced the percentage allocations annually when the additional funds were paid in by the Council. The allocations would not, in general, be rebalanced through the year because of the fee costs involved which could soon add up and affect the fund performance overall.

The report showed that unusually income from the lower risk element of the portfolio (index linked gilts) had achieved a 5.01% increase, while the equities had increased by 4.05%.

In terms of progress the graph on page 5 of the report showed the fund value was ahead of the target line. However, this gap could be affected by market and interest changes in the future. Rupert Baron explained that in setting the projection for the Council's fund he had taken the initial investment sum available, the sums projected to be added annually and reviewed 100 years of data to set the asset allocation through the investment period.

It was noted that the Council had achieved a similar uplift in value of its portfolio with a low risk approach as the Wealth Managers Association where risk was higher.

Members noted the investment portfolio fund value of £973,045 as at 7 November 2014, an increase in value of £28,826 over the year. The projected increase in value for the coming year was identified as £28,737 and Rupert Baron provided the workings to show

how this figure was reached. He agreed to provide the annual figure for the 1/4/15 – 31/3/16 period after the meeting.

Members agreed that they were happy with the present investment strategy and believed this was the best way for the Council to achieve its aim of a fund value of £2 million by 2025.

- ii) Members noted note that the contribution of £86,060.71 to the fund in 2014/15 included:
  - £80,000 as agreed in the 2014/15 budget
  - £1648.49 in respect of the reclaimable VAT on fees paid to Rathbone IM in 2013/14
  - £4,412.22 in respect of Keydata compensation received in 2013/14
- iii) Members noted the investments monitoring sheet as at 30 September 2014.
- iv) Members noted the quarterly reports as at 31 April, 30 June, and 30 September 2014.

4. **TREASURY MANAGEMENT STRATEGY**

Members noted the requirement for the Treasury Management Strategy to be reviewed before 1 April 2015. With regard to the forthcoming review of the Council's investment adviser in 2015 Members agreed that this should be review of the existing adviser's performance in the first instance.

It was also noted that the Council had not been able to establish a temporary investment arrangement with Nationwide, as intended and approved by the Strategy and Resources Committee, because the minimum requirement for such investments from local government organisations was £500,000 and the strategy limited such investments to £250,000 in any one institution.

5. **KEYDATA/LIFEMARK**

Members noted that the Council has received compensation payments totalling £65,662.16 in respect of its Keydata investment of £80,000 made in 2007. No further compensation payments are anticipated.

Meeting closed at 7.45pm

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Woodley Town Council

**Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 10 October 2014 at 4.15 pm**

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

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

**Apologies:** *K. Haines (Chairman)*

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**1. Declarations of Interest**

There were no declarations of interest made by Members.

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

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

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

KM – Contact Alan Harland regarding additional directors for the CIC.

KM reported that he had not yet spoken with Alan Harland and would contact him before the next meeting.

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

LW and NQ reported that they were allocating time each month to produce the income figures and manage the business finances with on-going assistance from Phil Makinson. The CIC was still interested in attracting an additional director – particularly one with accounting expertise.

**5. Catering Operation**

LW reported the following;

- that the café business was very busy, particularly at the weekends.
- further members of staff were being sought for the café
- work placements are currently being provided for 8 individuals

LW reported that the café would be opening for 4 hours in the evening while the Festival of Business booking was taking place. LW expressed concern that the booking was receiving free room hire and bringing their own catering and that there had been no benefit to the centre or the catering operation from the event last year. LW said that she would report back on café trading during the booking. KM confirmed that the Town Council was having a stand at the event which would include the brochures for hire of the centre and could also include café/catering literature.

AC asked about the current situation regarding VAT. LW confirmed that the CIC was not required to register for VAT at this time.

## 6. Business Catering

KM circulated the income figures and reported that anticipated income from business catering for September was around £900.

The issue of marketing and attractive more business bookings to the centre was discussed. KM agreed to discuss this with Venues Supervisor, Bookings Officer and the CIC and report back to a future meeting.

### Rent Income

	2014					2015							
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Actual £	880	932	1162	1058	1008	0	0	0	0	0	0	0	2051
Target £	700	700	700	700	700	700	700	700	700	700	700	700	8400
% against target	126 %	133 %	166 %	151 %	144 %	0	0	0	0	0	0	0	64 %

## 7. Date for the next meeting

Friday 28 November 2014 at 4.15pm

Meeting closed 5.15pm

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

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

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

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

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

*Active Application submitted to Wokingham*

**APPENDIX 11**

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Replacement of equipment in existing play areas due to increase in the number of Woodley residents				Approval to list	Application submitted
<b>A</b>	<b>Current Project List</b>				
ID	Site	Project/item	Estimated cost		
1a	Malone Park	Upgrade Play Equipment	50,000		
2a	Memorial Ground	Upgrade Play Equipment	50,000		
3a	Wheble Drive	Upgrade Play Equipment	20,000		
4a	Mollison Close	Upgrade Play Equipment	30,000		

Upgrading of existing sports and leisure facilities due to the increase in the number of Woodley residents				Approval to list	Application submitted
<b>B Current Project List</b>					
ID	Site	Project/item	Estimated cost		
1b	Woodford Park Leisure Centre	Upgrade of the football/cricket changing wing	10,000		
6b	Woodford Park Leisure Centre	Soft play centre for under 5s – inflatable activity centre,mats, soft play shapes, climbing equipment	6,200		
10b	Woodford Park	Improvements to Hard Surface Area	10,000		
14b	Woodford Park Leisure Centre	Convert games room and tea room into a modern community facility with a kitchen for community groups and social events	30,000		

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

Improvements to facilities in Woodley due to the increase in the number of Woodley residents				Approval to list	Application submitted
<b>D Current Project List</b>					
ID	Site	Project/item	Estimated cost		
1d	Woodford Park Lake	Lake refurbishment project – desilting, planting - can be phased	50,000		
5d	Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	10,000		
6d	Woodford Park Entrance	Improvements to surfacing of access road from Western Avenue	Not Known		

Infrastructure projects to be suggested to and carried out by Wokingham Borough Council				Approval to list	Application submitted
<b>E Current Project List</b>					
ID	Site	Project/item	Estimated cost		
1e	Spitfire Way	Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops	50,000		
2e	Headley Road	Pedestrian crossing installation or equivalent outside the Oakwood Centre	50,000		
3e	Howth Drive	Pedestrian crossing installation as near as possible to Bader Court	50,000		
4e	Colemans Moor Road	Traffic calming	Not known		
5e	Howth Drive	Remove ruined grass verges and replace them with large parking bays	Not known		
6e	Kingfisher Drive	Remove ruined grass verges and replace them with large parking bays	Not known		
7e	Woodwaye	Improved lighting. This is used as a cut through at night, residents have asked for better lighting which would make them feel safer	Not known		
8e	Ashenbury Park	BMX track	Not known		

*GREEN - Active Application submitted to Wokingham*

**Completed/in progress Projects**

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

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**Removed from project list - no longer required**

3b	Bulmershe Leisure Centre	New main dividing curtain in main hall	1,500		Transferring to WBC
4b	Bulmershe Leisure Centre	New gym mats	2,000		Transferring to WBC
5b	Bulmershe Leisure Centre	Soft play equipment	3,000		Transferring to WBC
13b	Bulmershe Leisure Centre	Replacement floor in main hall	Not known		Transferring to WBC
4a	Mollison Close	Upgrade Play Equipment	30,000		Site not transferred to WTC

**Woodley Town Council**

**Community Grants**

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for the second round of awards in 2014/15 is £2,950.

The committee is asked to consider the following grant applications:

<b>Organisation</b>	<b>Usual source of funding</b>	<b>Amount requested</b>	<b>Members/ Staff/Volunteers</b>	<b>Purpose grant required</b>	<b>Additional information</b>
<b>2<sup>nd</sup> Woodley Scout Group</b> <i>(95% of members from Woodley)</i>	Member subscriptions and fund raising	£250	No paid staff, 6 voluntary staff	To purchase additional camping equipment to enable more boys and girls to attend camps.	Scouting contributes to the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their communities.
<b>Reading Football Club Community Trust: Goals Football Centre, Woodley</b> <i>(85% of users from Woodley)</i>	Premier League and Football League	£250	3 paid staff, 2 voluntary staff	Towards the cost of providing Kickz football sessions at the Goals Football Centre in Woodley. Kickz offers free football sessions for young people aged 11 – 19 with a view to creating safer, stronger, more respectful communities through the development of young people's potential.	Kickz is an initiative run in partnership with the Premier League, and aims to reduce anti-social behaviour by providing constructive activities and routes into education, employment and training.
<b>Woodley Festival of Music &amp; Arts</b> <i>(approx. 40% of users from Woodley)</i>	Fees from entrants, advertising revenue, programme sales, admissions, grants, sponsorship	£250	10 voluntary committee members and approximately 40 other volunteers	To enable them to continue running a competitive music and arts festival, open to all. They run classes in music, speech and drama at the Oakwood Centre for 3 weekends in March, with finale concerts on the 4 <sup>th</sup> weekend. Professional adjudicators provide constructive criticism on each performance and awards are given on merit.	Over 85% of performers are of school age, though the age of entrants ranges from 5 to the elderly, with adult participation around 10-15%. In 2014 around 2140 entrants took part in over 1000 performances.
<b>Cruse Bereavement Care Thames Valley Berkshire Area</b> <i>(4.8% of users from Woodley: 25 users)</i>	Fundraising, grants and client donations	£250	3 paid staff	Towards the cost of providing bereavement support to children and adults – offering telephone support, home visits and group meetings in Reading, Wokingham, Crowthorne or other places where a number of clients may be in need of support.	Specially trained bereavement supporters help clients come to terms with the death of a loved one, often signposting to other organisations as needed.

<p><b>Berkshire County Blind Society</b> <i>(3.3% of members from Woodley: 71 members)</i></p>	<p>Collections, sponsored events, grants from charitable trusts &amp; corporate bodies, legacies</p>	<p>£250</p>	<p>21 paid staff, more than 190 voluntary staff</p>	<p>To enable them to continue their activities. Woodley members benefit from regular home visits to offer advice and support. Transport is provided to a monthly social club in Wokingham and weekly craft class in Earley. Tennis sessions are held twice a month at Woodford Park Leisure Centre, and cricket and goalball sessions take place at Bulmershe College. The children's department organises numerous outings and activities each year for members and their families. The activities department organises outings every month.</p>	<p>The Society helps the visually impaired to integrate with their local communities and gain some independence. A quarterly magazine is produced in multiple formats. An annual Resources Day enables members to try products that help the visually impaired. The resources area at Head Office allows members to view products and seek advice.</p>
<p><b>Sue Ryder: The Duchess of Kent Hospice</b> <i>(Cared for 102 Woodley residents last year)</i></p>	<p>Part-funded by the NHS. Funding gap of £700,000 per year.</p>	<p>£250</p>	<p>Numerous staff and volunteers</p>	<p>Towards the cost of providing palliative care at the hospice – in the in-patient unit or the day therapy unit – or in patients' homes. Support is also given to patients' relatives.</p>	<p>The hospice provides support and care to the local communities in Reading and surrounding area, including Woodley</p>

## **Woodley Town Council**

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

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

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

In considering the applications preference will be given to:

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

The Council will not normally award grants for costs:

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

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

Successful applicants will:

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

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

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

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

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

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

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

The payment of grants will be made by cheque.

Approved 17/4/12

## **ALLOTMENTS RENT REVIEW**

### **REPORT OF THE SERVICE SUPPORT MANAGER**

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#### **Purpose of Report**

To provide Members with information in order to consider the charges for allotment plots.

#### **Background**

In 2008 the Council agreed to review allotment rents each year and increase these in line with the Retail Price Index (RPI) as at September (Strategy and Resources Committee 25/11/08 Min No 43a). It was also agreed that standard charges be adjusted to the nearest 10p once RPI is applied as with charges for other services. The Council is required to give at least 12 months notice of an increase in rents to the allotment holders. The RPI at September 2014 is 2.3% and this increase will be implemented in January 2016.

The committee meeting on 26 November 2013 considered options for water charges and adjustments to the discount rate and agreed not to introduce any changes (Min No. 49).

#### **Information**

This report sets out proposals for adjustments to allotment charges that the Committee may wish to consider in offsetting the overall cost of the service.

There are currently 364 plots of various sizes at the Reading Road Allotments site. Allotment plots are measured and let in a measurement known as poles. One pole is equal to an area of 25 square metres. Water is provided and accessible to all plots at the site. There is no separate charge for water.

Other than staff and repair costs there are four main influences on the cost of providing the service against the income generated through plot rents.

- Basic rent charge
- Discounts applied
- Water Costs
- Lease Costs

#### **Budget Estimate 2014/15**

Expenditure	Staff	£6,304
	Water Rates	£3,900
	Lease	£6,500
	Repairs	£1,800
	<b>TOTAL</b>	<b>£18,504</b>
Income	Rents	£7386
	<b>Net cost</b>	<b>£11,118</b>

*Figures based on 2014/15 draft revised budget estimates*

The draft revised budget estimates for 2014/15 show a net cost to the Council of £11,118.



## Income Breakdown

Breakdown of plot sizes, tenant type and income based on tenancies as at Nov 2014.

Size	Resident		Non-Resident		TOTAL
	Full Rate	Over 60	Full Rate	Over 60	
10 pole	53	62	9	13	137
8 pole	1	0	1	0	2
7 pole	0	1	0	0	1
6 pole	0	1	0	0	1
5 pole	123	66	20	10	219
2.5 pole	3	1	0	0	4
Total Plots	180	131	30	23	364
Total Poles	1160.5	965.5	198	180	2504
2014 Income (est)	£4317	£1796	£875	£398	<b>£7386</b>
Discount value	£0	£1796	£0	£398	£2194

Charges from January 2016 including a 2.3% increase in line with September 2014 RPI and no other adjustments.

10 Poles	Woodley Resident	£39.30	Retired Woodley Resident	£19.65
	Non Woodley	£46.70	Retired Non Woodley	£23.35
5 Poles	Woodley Resident	£19.65	Retired Woodley Resident	£9.85
	Non Woodley	£23.35	Retired Non Woodley	£11.70

### Discounted Rents

Discounts are currently applied for tenants who are Woodley residents and those aged 60 or over. A 50% discount is provided to tenants aged 60 or over and this is applied to both residents and non-residents. The total value of the over 60 discount based on 2014 tenancy figures is estimated to be £2,194.

In general the Council has a discount rate of around 40% for over 60s for other leisure services e.g. swimming, badminton, table tennis.

A reduction in the over 60 discount from 50% to 40% from January 2016 would have the following impact on the cost of a plot.

Poles		50%	40%	Annual Difference £
10	Retired Woodley Resident	£19.65	£23.60	<b>£3.95</b>
10	Retired Non Woodley	£23.35	£28.00	<b>£4.65</b>
5	Retired Woodley Resident	£9.80	£11.80	<b>£2.00</b>
5	Retired Non Woodley	£11.65	£14.00	<b>£2.35</b>

This reduction in discount rate would increase income to the Council by approximately £440 based on existing tenancy rates.

## Retirement Age

The Committee previously suggested that the age at which the discount applies may be brought in line with the state retirement age. This could be introduced from January 2016 for tenants reaching that age.

It would be difficult to change this for those already receiving the discount as we would need to request proof of age or receipt of a state pension from approximately 150 tenants and withdraw the discount from those who cannot demonstrate that they qualify.

It is not possible to gauge the impact on income if this adjustment was implemented.

## Water Charges

Water is from auto-filling water troughs located around the site. There is currently no additional charge to tenants for water. Water costs at the site from April 2014 to March 2015 are estimated at £3,900.

A nominal charge of 40p per pole for the year would offset £1000 of the water cost, assuming all plots were rented. This would equate to the following cost per plot;

10 pole plot	<b>£4.00</b>
5 pole plot	<b>£2.00</b>

## Lease Agreement

The site is leased from Reading Borough Council and there is a requirement within the lease for 50 plots to be available for residents of Reading Borough. At present there are 13 tenants resident in Reading Borough. When allocating plots any Reading Borough residents are placed at the top of any waiting list, unless there are already 50 plots tenanted by residents from Reading Borough.

The annual charge for the lease rose by £500 in 2013 to £6,500.

## Comparison Charges

Below is a list of current allotment charges for residents (per pole) from other Councils in the area.

	Standard charge per pole (Resident - 2015)	Additional charge for water	Discount rates available
Woodley	£3.84	No	?
Wokingham	£8.00	No	?
Bracknell	£3.80	No	?
Newbury	£7.50	No	?
Henley	£3.90	No	?
Earley	£5.75	No	?
Tilehurst	£5.50	No	?
Thatcham	£5.14	No	?

## Consultation

It has not been possible to convene a quorate meeting of the Allotments Working Party in this municipal year so consultation on proposals for charges has not taken place. As the Council considers the charges and advises all tenants of those charges 12 months in advance, this does provide a consultation period whereby tenants can voice concerns before any changes are implemented. The Committee would therefore have an opportunity during that 12-month period to reconsider should this be necessary.

## Considerations

The law relating to allotments is covered by the Allotment Acts 1908, 1922 and 1950. It is a requirement that allotment tenants are provided with a minimum of 12 months notice of an

increase in plot rent. The Council satisfies this by notifying tenants with their annual invoice of the rent charges for the following year.

Some recent increases in allotment rents by Councils have faced legal challenge where the increase in rent has been unreasonable under the conditions of the Allotments Act or the Unfair Terms in Consumer Contract Regulations, where they have been implemented in isolation of other leisure and recreation services provided by the Council.

Allotment rents have risen in line with the Retail Price Index figure over several years and this has been broadly in line with charges for other leisure and recreation activities operated by the Council.

**Recommendation:**

- ◆ **That Members note the contents of the report.**
- ◆ **That Members agree an increase in allotment plot charges from January 2016 of 2.3% in line with the Retail Price Index figure as at September 2014.**
- ◆ **That Members consider an adjustment of the discount rate from January 2016 from 50% to 40% in line with other services provided by the Council.**
- ◆ **That Members consider raising the discount qualifying age in line with the state retirement age, for those not currently in receipt of the discount.**
- ◆ **That Members consider introducing an annual charge of 4p per pole from January 2016 to offset a portion of the costs for water usage at the site as set out in the report.**

**Extract from Report No. LS 19/14, Woodford Park and Bulmershe Leisure Centres, considered at a meeting of the Leisure Services Committee on 4 November 2014.**

**3G artificial grass pitch project pitch - update**

Since the last meeting the Council's consultants have submitted the planning application for the 3G pitch to Wokingham Borough Council and this is currently in the middle of an extended consultation process.

There have been some objections raised by residents nearest to the proposed pitch with regards to noise, light and parking. Officers, Councillors and a Design Consultant from Surfacing Standards, the company responsible for the design of the 3G pitch, attended a meeting with residents to find out more about, and try to respond to, their concerns.

As a result of the meeting and the concerns expressed the consultants have proposed that certain aspects of the project be reviewed and that revisions be made to the planning application. These include adding cornices to the floodlighting to reduce further spillage, including additional parking in the application and reducing the planned opening times on weekend and Friday evenings. The consultants have also proposed that an acoustic survey be carried out with a view to considering the installation of acoustic boards to the surround of part of the pitch.

Meanwhile officers have also met with the representatives from the Football Association, the Football Foundation and Berks and Bucks FA along with Anna Kocheran (the Council's consultant) to discuss our headline application for funding that was due in by the end of October. The FA and County FA fully support the Council's application for funding from the Football Foundation. However, because of the delay in relation to the planning application the headline application date has now been put back again to the next round of funding in February 2015. The project can still on track for a September 2015 opening but it will be tight.

The acoustic survey and the attendance of a consultant at the meeting with residents are additional costs and were not included in the funding allocated from the special projects earmarked reserve. In order to cover this cost and an initial cost relating to the scheme design, which had also not been included in the costings, it is estimated that a further £2,550 is needed to complete the works required.

Members are asked to consider recommending to the Strategy and Resources Committee that a further £2,550 be allocated from the special projects earmarked reserve to cover the anticipated survey and other costs associated for this stage of the project.

<b>TIMETABLE OF MEETINGS - 2015/2016</b>
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Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified) and members of the public are welcome to attend.

PLANS COMMITTEE	LEISURE SERVICES	COMMUNITY SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2015</u>  26 May (SH) 23 June	<u>2015</u>  2 June	<u>2015</u>  9 June	<u>2015</u>  16 June	<u>2015</u> <b>Annual Meeting:</b> 19 May  30 June
21 July 18 August (SH) 22 September	1 September (SH)	8 September	15 September	29 September
20 October 17 November	3 November	10 November	24 November	8 December
15 December <u>2016</u> 12 January	<u>2016</u>  5 January	<u>2016</u>  19 January	<u>2016</u>  26 January	<u>2016</u> <b>Budget Meeting:</b> Monday 11 January  9 February
16 February (SH) 15 March 19 April [17 May]	5 April (SH)	12 April	26 April	<b>Town Electors:</b> 2 March <b>Annual Meeting:</b> 10 May

(SH = School Holidays)

#### SCHOOL TERM DATES

**2015** Monday 20 April to Wednesday 22 July  
Wednesday 2 September to Friday 18 December  
(NOTE: Training days - to be agreed)

Half Term: 25 - 29 May  
Half Term: 26 - 30 October

Good Friday: 3 April 2015  
WTC & WBC Elections: 7 May 2015

**2016** Tuesday 5 January to Thursday 24 March  
Monday 11 April to Wednesday 20 July  
(NOTE: Training days - to be agreed)

Half Term: 15 - 19 February  
Half Term: 30 May - 3 June

Good Friday: 25 March 2016  
WBC Elections: 5 May 2016

**NOTES OF A MEETING OF  
THE BOROUGH/PARISH COUNCIL WORKING GROUP  
HELD ON THURSDAY 23 OCTOBER 2014  
FROM 7.00 PM TO 9.10 PM**

*Present:*

**Borough Council:** Michael Firmager, (Chairman), Tom McCann and Rob Stanton

<b>Parish/Town Council</b>	<b>Representative</b>
Charvil	Jackie Jeffrey
Earley	John Armstrong and Brian Wedge (Standing Deputy)
Finchampstead	Lisa Blackwood
Ruscombe	Carol Bulman
Shinfield	Dawn Peer
Sonning	Tony Farnese
Swallowfield	Peter Sampson and Angela King, (Standing Deputy)
Twyford	Roy Mantel and John Bowley (Standing Deputy)
Wargrave	Philip Davies (Standing Deputy)
Winnersh	Geoff Harper
Wokingham	Francis Ryder, (Standing Deputy)
Wokingham Without	Ken Newland
Woodley	Dave Mills Beth Rowland

**Other Representatives:**

Wokingham District Association of Local Councils	Richard Rampton
Wokingham Clerks Forum	Philip Truppin Liz Halson

*Also present:-*

*Ian Bailey, Service Manager Operational Development Management*

*John Cawdell, Service Manager Environment and Customer Services*

*Graham Ebers, Director Finance and Resources*

*Marcia Head, Service Manager Regulatory Services and Compliance*

*Kevin Jacob, Principal Democratic Services Officer*

*Clare Lawrence, Head of Development Management and Regulatory Services*

*Jan Nowecki, Wokingham Town Council Clerk*

*Josie Wragg, Head of Community Services*

**8. NOTES**

The Working Group received the Notes of the meeting held on 15 July 2014.

## **9. APOLOGIES**

**Borough Councillors:** Guy Grandison and John Halsall.

**Parish/Town Councillors:** Pam Stubbs and Laurence Heath, (Barkham Parish Council), Roland Cundy, (Finchampstead Parish Council) substituted by Lisa Blackwood, Sue Laing Rememham Parish Council, Andrew Luckwell, (Wargrave Parish Council) substituted by Philip Davies, Dale Green, (Wokingham Town Council), substituted by Francis Ryder.

**Other Representatives:** Roger Loader, Wokingham District Association of Local Councils.

Kevin Jacob commented that Roger Loader in giving his apologies for the meeting had asked him to explain that he had unfortunately been seriously ill for a number of months. However, he was receiving ongoing treatment and hoped to be able to participate more fully in Parish/Borough matters later in 2014.

The Chairman wished Roger Loader a speedy recovery on behalf of all present.

## **10. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **11. PLANNING AND ENFORCEMENT – IMPROVING COMMUNICATION WITH TOWN AND PARISH COUNCILS**

At the previous meeting of the Working Group in July discussion had taken place around the Borough Council's relationship with Towns and Parishes around the issues of planning and planning enforcement. It had been decided to hold a session on these subjects and Clare Lawrence, John Cawdell, Marcia Watson and Ian Bailey attended the meeting for this item.

The session began with an introductory presentation lead by Clare Lawrence. She explained that her role as Head of Development Management and Regulatory Services covered a wide range of regulatory services including planning applications and planning enforcement, but also shared services such as building control and trading standards. The service also included specialist areas such as trees and covered a wide range of environmental factors.

Officers from the Development Management and Regulatory Service had now visited 15 of 17 Town/Parish Councils within the Borough to talk about planning and planning enforcement. Through that process and discussions a number of issues had been raised including improving two way communication to develop a shared understanding around planning and planning enforcement and in so doing provide mutual benefit to all Councils.

On the basis of the Working Group's discussion at the previous meeting the following issues had been identified:

- The perception that comments made by Towns/Parish Councils on planning applications were not taken into account;
- That there was a lack of feedback from Borough Council Planning Officers on Town/Parish comments, particularly if the comments were not felt to be supportable and an application was subsequently approved against the views of the Town/Parish Council;

- That there was a lack of continuity of Planning Officers;
- That Town/Parishes felt excluded from the process of planning enforcement, but wished to become more involved.

By way of context, Clare Lawrence informed the Working Group that she felt that in general terms there was a misunderstanding by the public of some of the fundamental principles of the planning system. For example:

- The Government's policy was that in principle, sustainable development was acceptable and in recent years it had sought to reduce and strip back what it regarded as the bureaucratic burden of the planning system in an effort to boost economic growth. The consequence of this was that the amount of control the Council had over development had reduced;
- Residents tended to come into contact with the planning system in the context of a specific planning application often from the perspective of seeking to resist the planning application. However, an inherent part of the system was that it was not designed to resist change and inevitably tension arose from those disparate aims;
- A key aim of the planning system locally was to not oppose development, but to make a given development the best it could be in the circumstances.
- Localism – there was a misconception that Localism had been introduced to stop development – this was not the case;
- The best way for local communities to influence development was to engage in the neighbourhood and development plan process.

### **Consideration of comments on planning applications from Towns/Parishes**

Clare Lawrence stressed that comments from Towns/Parishes were always taken into consideration by Planning Officers and a judgement made whether the comments made a sustainable case for justifying refusal if that was recommended. Parking and traffic concerns were some of the most popular concerns expressed.

It needed to be recognised that a developer would have recourse to an appeal if their application was refused and therefore it was very important that any reasons for refusal were reasonable and could be justified. If there were not, there was the possibility that costs would be awarded against the Borough Council.

Another factor to take into consideration was that if an application was allowed at appeal by the Planning Inspectorate the Council lost control of any conditions because the conditions applied by the Planning Inspectorate tended to be much narrower than those in place locally. Therefore there were two risks to refusing applications unless the reasons for refusal could be fully substantiated - potential financial costs and loss of control over the delivery of the development.

As a service, Officers had listened to comments made on the visits made to Towns/Parishes and taken steps to act upon them. For instance, where an objection had been made and it had not been supported by Officers they did email the clerk of the council concerned to give them an explanation as to why the particular development was considered to be acceptable. This measure had been in place for approximately six months. Reference to the objection and explanation was also included in the Officers report. In this way, it was hoped that the explanation would be informative and help influence future comments. There was an ongoing offer from Officers to provide further training and advice on the type of matters that could be taken into consideration and the



opportunity for this at the event with Towns/Parishes which was planned for 26 November 2014.

### **Lack of Continuity of Planning Officers**

It was accepted that this was an issue and that the recruitment and retention of Planning Officers caused significant ongoing problems for the service. Unfortunately, there was a national shortage of Planning Officers and the private sector remained an attractive alternative to local authorities.

If a particular issue arose Parish/Town Councils were encouraged to seek to resolve it in the first instance with the Planning Officer assigned to the application, but if this was not successful the four service managers present at the Working Group were there to help.

### **Enforcement**

As a principle, it was recognised that residents and Parish/Town Council were excellent sources of local knowledge regarding their localities.

In 2013 a review of the Planning Enforcement Service and stakeholder perceptions of the service had been undertaken by John Silvester Associates and a report and action plan produced. The recommendations arising from the report concerning the management of expectations, improved communication and involvement and the development of a more proactive service had been taken on board by the Borough Council.

Following on from the Silvester Report, the Planning Enforcement Services had achieved a number of significant successes. Many more enforcement notices were being issued, but as these came with a right of appeal, more enforcement activity was being challenged. It was felt that a balance has been reached in terms of the perception amongst developers that the Council will take action against unacceptable breaches and that it will strongly fight its case where it was clear that unauthorised development was resulting in a significant impact.

Officers were in the process of preparing a Local Enforcement Local Plan and Town/Parish input to this was wanted. In the future there were a number of possible models for Parish/Town Council involvement in enforcement depending on the degree of involvement the individual council wished to have e.g. some councils might wish to monitor development in their areas whereas some councils might wish to be first point of call for local residents rather than the Borough Council.

Following this part of the presentation, a number of questions were asked and points made by members of the Working Group which are summarised below:

- An issue for Parishes/Towns was that the Borough Council had applied studies, (such as traffic modelling studies) that were incorrect or out of date – *Response it was understood that the most recent traffic modelling had been undertaken in 2013 and the model used was adapted to the particular proposal;*
- Would the development of the Strategic Development Locations, (SDL) mean that infill development could be resisted? – *Response not necessarily. The development plan allowed the Council to protect the countryside, but development within a settlement was in principle acceptable in planning terms. It was necessary to demonstrate the harm from a development. If the Council had not identified the SDLs it would have had to accommodate development elsewhere and it would have been harder to achieve quality in unplanned developments;*

- Inadequate parking provision is an issue, how do we get this changed? – *Response – many developments just coming on stream where originally granted permission under previous parking standards as set by the previous Government. More recent policies require more parking in line with a parking demand study undertaken across the Borough. For example the Council did not count garages as 1 parking space. However it was recognised that they still might not be considered to be sufficient by local residents and Town/Parish Councils, but the Borough Council considered that the current policies were evidence based;*
- The point was made and serious concern expressed that the Silvester Report in 2013 had concluded that the Planning Enforcement Service was ‘not fit for purpose.’ Clare Lawrence was questioned as to what specific actions arising from the report had been implemented – *Response- increased focus was being given to sites causing significant harm, more enforcement notices were being issued and the Council was having more successes. Ways to improve communication with Borough Ward Members had been considered and implemented.*

At this point, the meeting split into groups in order to jointly consider the following question:

**What training or other support would help you take part in the planning process in a more effective way?**

The following feedback was provided following the group session:

- It was felt that the Chairman and Vice-Chairman of each Parish/Town Council, Clerks and Chairman and Vice-Chairman of any Planning Committee where relevant should be specifically invited to the event on 26 November 2014, but that the training should be open to all Town/Parish Councillors who wish to attend;
- Communication needed to be two way – potentially a protocol to set out the principles of this;
- It would be helpful that when major changes in Government Planning Policy occurred these be communicated to the Towns/Parishes by email setting in general terms the key aspects of the change;
- Criteria used– what are starting numbers e.g. parking standards;
- What are the standard planning conditions that regard must be given to?
- What are the relevant factors and planning considerations;
- How are the comments of outside agencies, (such as Environment Agency, Thames Water etc) taken into consideration in determining an application. Can their comments be challenged if factually incorrect?
- Can the booklet ‘What is Planning’ be circulated?
- How can Parish/Town Councils get more involved in planning policy making;
- Can an explanation be given of ‘Permitted Development’ and examples given?
- Prior Approval – what is it, what does it mean and what processes are involved;
- Consultation – when and when not does the Borough Council consult with neighbouring Town or Parish Councils?
- When balancing the aspects of a planning application, how does the Borough Council factor in the risk of losing any subsequent appeal if a decision where to be made to refuse an application?
- Why is there no penalty to applicants for making retrospective planning applications?
- In what circumstance does the Borough Council take the decision to take enforcement action?
- What is the Council’s policy on Section 106 and the Community Infrastructure Levy?

- Can you tell us more about the Gypsy and Traveller Planning Policy – this is an area of concern and how can Towns/Parishes be involved;
- What does the Borough Council expect of Towns and Parishes as part of the Borough Design Guide?
- Planning Enforcement Process – can Town/Parishes have an explanation of the timelines involved and be briefed on the system;
- How is traffic modelling undertaken?
- Information on drainage and flood risk;
- The offer of a briefing and training is welcome, but given that there will be a turnover of Councillors following the local elections in May it will need to be repeated on a regular basis;

The session concluded with Clare Lawrence offering to take these points into consideration in designing the planned event in November. It was recognised that consideration would need to be given to the possibility of holding more than one session given the scope of the issues raised.

## **12. PARISH PRECEPT SUPPORT GRANT**

Following receipt of a request from Woodley Town Council, the Working Group held a discussion around the reduction in the level of Parish Precept Support Grant passed onto Towns/Parishes by the Borough Council in the 2014/2015 financial year and the process that had followed in notifying councils of this change.

A note setting out a summary of a meeting held between representatives of the Borough Council and Woodley Town Council had been included within the Agenda on page 9.

Graham Ebers, Director of Finance and Resources attended the meeting and took part in the discussion.

The Working Group was informed of the following context to the changes in levels of support grant passed on Town/Parish Councils:

- Since April 2013, Council Tax Benefit had been replaced by local Council Tax support schemes and funding for the schemes passed to billing authorities via the local government settlement;
- When the changes for Parish/Town Councils had been introduced in 2013 the Government had indicated a lump sum grant of £165,000 which was given to the Borough as a billing authority to mitigate against the impact of the new scheme;
- This level of grant was not sufficient to cover the negative impact of change on the Borough Council which was estimated to be £600,000, but in the 2013/2014 financial year a decision was taken to manage this situation without it impacting upon Town/Parish Councils;
- For the 2014/2015 financial year the Government did not specifically identify a sum for Town/Parishes and amalgamated within the overall grant settlement. This reduced Wokingham's grant by approximately £3 million;
- In 2014/2015 the Borough Council was faced with the dilemma of falling grant income and increased costs pressures through areas such as social care and inflation pressures resulting in a funding gap of £7-8 million over subsequent years. In these circumstances it was not felt possible to pass on the full amount of the Parish Precept Support Grant and it was recognised that the Town/Parish Council precepts were not capped to a maximum of 1.9% in contrast to increases in the Borough Council's Council Tax charge;

- Following the introduction of the changes in 2013, Graham Ebers indicated that he had visited Town/Parish Councils to explain to them the impact of the grant. Such visits had not taken place prior to the setting of the Council Tax for the 2014/2015 financial year and there had been no specific event at which the reduction in parish precept support grant from £165,000 to £100,000 had been discussed. However, informal consultation had taken place with some dual-hatted Borough Councillors and taking account of the views expressed, a proposal was put forward to spread the reduction in grant over a period over three years. This proposal was decided upon at full Council in February 2014;
- Graham Ebers commented that he accepted that the consultation was not ideal;
- No discussions were held with non-Administration Group Councillors, but feedback had been consistent from the dual-hatted Councillors that were spoken to, that if the reduction could not be avoided, Town/Parishes needed the maximum amount of time possible to adjust to the impact;
- The appropriate parts of the Borough Council's decision making process had been followed and the level of support agreed at the February 2014 Budget Council meeting. The papers had included a specific line about the issue and it would have been possible to submit questions regarding the changes.

The following points were raised during the discussion that followed:

- It was felt by Town/Parish Councillors present that Town/Parish Councils should have been consulted about the change in enough time for them to meet and consider a response;
- Graham Ebers questioned whether the views of Town/Parish Councils would have been materially different from those gained by consulting with dual-hatted councillors in that all Town/Parish Councils would be opposed to any reduction income in principle, but would wish to mitigate the impact over time;
- It was suggested that a discussion amongst peers would have been helpful given that all Councils were mindful of the mutual challenges in funding facing local government. It was acknowledged that Wokingham Borough Council had at least passed on a proportion of the Parish Precept Support whereas some billing authorities had not passed on any of the grant to their Town/Parish Councils;
- Graham Ebers asked what would have been an appropriate forum to discuss the issue. It was strongly felt that the Borough Parish Working Group itself would be a good and appropriate forum for a discussion of this nature;
- In response to a question from Tom McCann it was confirmed that in 2014/2015, £65,000 of the £165,000 grant had not been passed on to Parish/Town Councils. It was not known yet what the figure would be for the 2015/2016 financial year as budget planning was ongoing. The Borough Council would need to make a decision in February in light of all the issues and based upon the priorities it had, but it would notify Towns/Parishes prior to them setting their precepts;
- Tom McCann responded that in light of this he questioned whether there would be any point to seeking the views of Town/Parish Councils if they were not taken account or changes made as a result;
- The Chairman commented that the option of involving the Working Group in the 2016/2017 budget cycle should be looked at.

### **13. UPDATE FROM THE WOKINGHAM CLERK'S FORUM**

Philip Truppin commented that he was unclear whether the item was intended to be a report back from the joint meeting held between Clerks and representatives of the Borough

Council or from the Wokingham Clerks Forum itself which was a separate entity. It was agreed to rename the item for future Agendas.

With regard to the joint meeting, Philip Truppin highlighted that it had discussed:

- opportunities for joint training for Councillors and Officers between Towns/Parishes and the Borough Council;
- a very useful briefing on flood protection for which he wished to place on record his thanks to Julia Greene, Flood Risk Manager;
- Improved ways to contact Borough Council Officers through email and other channels e.g. to make sure emails contained contact details.

#### **14. BOROUGH PARISH WORKING GROUP WORK PROGRAMME**

Josie Wragg commented that the item on Planning and Planning Enforcement had originated from the discussion held at the previous meeting and that the work programme of the Working Group was likely to remain evolving. In light of the opportunity for Towns/Parishes to suggest items it would probably need to remain flexible.

In terms of potential future items she suggested flooding and working together to improve community resilience.

The Chairman encouraged those present to think of potential items and contact Kevin Jacob.

Other potential ideas suggested at the meeting were:

- Waste and Recycling;
- School Places and School Provision;
- Opportunities around the future provision of grass cutting services and contract renegotiation;

The point was also made that the representatives present were not be a position to speak for their Councils definitively and that therefore the Borough should write to seek items for future Agendas.

**RESOLVED:** That Parish/Town Councils be contacted to seek potential items for the Working Group Work Programme.

#### **15. TERMS OF REFERENCE**

The Working Group considered its Terms of Reference as set out on Agenda pages 10 to 13 which had been amended in light of changes agreed at the July meeting. The changes related to the appointment of two representatives from the Wokingham Clerks Forum and the clarification around the attendance of Standing Deputies.

The Chairman referred to the requirement for five standing deputies to be appointed in respect of the Borough Council's representation on the Working Group. He commented that he felt that it would be more appropriate to reduce this to three standing deputies allocated on the basis of political balance. This was supported.

**RESOLVED:** That the number of Borough Council Standing Deputy Councillors be reduced from five to three, appointed by the Borough Council on the basis of political balance.

**16. DATES OF FUTURE MEETINGS**

The following future meeting dates were noted:

Monday, 12 January 2015

Monday, 27 April 2015

From: [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk)  
 Subject: Don't miss out on THE conference for larger local councils!  
 Date: 14 November 2014 16:01  
 To: [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk)

Web Version | Update preferences | Unsubscribe

f Like t Tweet e Fo

## FUTURE LOCAL

NALC's Larger Councils Conference

**NALC**  
 ▲ Future Local

**3 DECEMBER 2014**  
 ROYAL NATIONAL HOTEL, LONDON

[www.nalc.gov.uk](http://www.nalc.gov.uk)  
**BOOK NOW**

In these challenging financial times can you afford not to stay up to date and find out how national politics, policy and good practice affects you?

Join us to find out what the main parties will do for town and parish councils in the next Parliament at **THE** conference for larger councils on Wednesday 3 December 2014 in London.

Minister for Government Policy Oliver Letwin MP and Liberal Parliamentary Party Chairman Annette Brooke MP will talk about devolution, localism and local government at NALC's 'Future Local' conference, which also gives you the perfect opportunity to learn, share and network.



Plenary and workshop sessions include:

- The road to 2015: what are the Labour, Lib Dem and Conservative policies on town and parish councils? What's in store for parishes in the next Parliament??
- Get in the driving seat and shape the future of your area through strategic and neighbourhood plans
- Lessons from the Our Place! approach to bringing partners together to improve public services
- How town councils are driving regeneration and local economic development
- Beyond bricks and mortar: spotlight on building community cohesion
- Inaugural meeting of the super councils network
- Watch the hustings for elections to the Larger Councils Committee – YOU CAN ALSO VOTE NOW!

For further information and a full programme please [click here](#)

**BOOK NOW**

Woodley Town Council

**Minutes of the Urgency Committee held at 9.30am on 31 October 2014 at the Oakwood Centre**

---

**Present:** Councillors K. Baker (Chairman), E. Rowland, B. Soane

**Officers present:** D. Mander, Town Clerk, K. Murray, Service Support Manager

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

**Apologies:** Councillors B. Franklin, D. Smith

**APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

- ◆ That Councillor Baker be appointed Chairman for the meeting.

**DECLARATIONS OF INTEREST**

No declarations of interest were made by Members.

**RESOLVED:**

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

**OAKWOOD CENTRE STAFFING**

Members considered Report No. UC2/14 which related to cover difficulties in the Centre Assistant and caretaking team at the Oakwood Centre and Chapel Hall.

**RESOLVED:**

- ◆ To allocate additional funding of £5,086 to the Oakwood Centre budget in the 2014/15 financial year and to provide funding in the 2015/16 financial year in order to appoint a full time Centre Assistant on a one year fixed term contract.
- ◆ That officers update Members present at the meeting about progress on other matters discussed and agreed at the meeting.



Woodley Town Council

## **BULMERSHE LEISURE CENTRE AND BUNGALOW - EARLY SURRENDER OF LEASES**

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

---

#### **Purpose of Report**

To provide an update and advise Members on the final negotiated terms set out in the legal agreements for the early surrender of the lease on Bulmershe Leisure Centre and Bulmershe bungalow and seek approval for these.

#### **Background**

The Town Council has managed the leisure centre area of the building since 1995 under a lease agreed with the then Berkshire County Council, continued with its successor, Wokingham Borough Council. This followed a refurbishment of the leisure facilities funded jointly by the County Council, Wokingham District Council and the Town Council. The 20 year lease comes to an end on 26 March 2015.

The Town Council has agreed to proceed with an early surrender of the lease, subject to satisfactory terms being agreed and approved. This proposal was made by Wokingham Borough Council which will transfer the management of the centre to its leisure operator, 1Life, when the lease ends.

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

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

#### **Information**

Following on from this decision officers from Wokingham Borough Council and Woodley Town Council and representatives from 1Life have held regular meetings to discuss and agree the arrangements for the early surrender of the lease with effect from 1 December 2014.

#### Contracts

Service contracts at the centre are being transferred or terminated, as appropriate. There are some costs associated with the termination of some contracts, the total cost is not yet known but will be accounted for in the final revised budget figures for 2014/15.

#### Financial arrangements

Staff at the centre and the Finance Officer are maintaining detailed spreadsheets to enable a clear assessment of income that will be payable to 1Life at the point of transfer and funds to be paid to the Council for payments made in advance, for example stock held, annual contracts and licences. Staff pay will also be calculated to the date of transfer.

#### Works to be carried out by the Town Council

Final agreement has been reached on these. The repairs to be carried out by the Town Council, as listed in the report to the Strategy and Resources Committee meeting on 5 August 2014 have been completed.

### Refurbishment works

Agreement has been given for 1Life to commence installation of the fitness gym equipment in the small hall in November. It is anticipated that, given the position of the hall in the building and close outside access, these works should not be over disruptive.

In addition work will be carried out on the wetside changing rooms from 17 November, which will take 6 weeks to complete, starting with the men's changing room. A temporary wetside male changing room will be set up whilst this work is being carried out.

### Handover arrangements

Both 1Life and the Town Council have agreed that a smooth transition period is important for centre customers. With this in mind the following have been agreed:

- Representatives from 1Life have been based in the centre reception from the beginning of November as part of the pre sale for the new gym opening on 1 December.
- On 29 and 30 November all staff will receive training from 1Life on new systems and other operational matters. Staff will be paid by 1Life for these training days.
- Works on poolside and redecoration of the pool hall will take place from 15 December and the pool is due to be closed until the New Year. Credits and refunds for Swim School and other bookings will be given by 1Life.

We have agreed to work in a cooperative and coordinated way with 1Life with regard to removal/installation of IT and other equipment/documentation.

### Staff transfer to 1Life

The Town Council's responsibilities under the TUPE regulations to consult and meet with staff have been carried out. 1Life has also met with staff, as required. The Local Government Pension Scheme actuaries have provided the relevant information to 1Life regarding the terms of admitted body status to the pension scheme.

The Town Council will be required to sign the Admission Agreement between the Town Council, 1Life and The Royal Borough of Windsor and Maidenhead (which manages the Pension Fund for Berkshire) for the transfer of the staff in the scheme from the Town Council's part of the fund to 1Life's, once it is an 'Admitted Body'. An actuary's report has set out the level of employer contribution required from 1Life and also the value of a bond or indemnity to meet the level of risk exposure to the pension fund arising from the insolvency, winding up or liquidation of 1Life.

The Council is advised by the Pension Fund that the Council's liability is low should there be a deficit in future that cannot be met by 1Life at the point the admission agreement terminates. This is because of the bond required from 1Life will be kept under review with the intention of its value being sufficient to meet any liabilities as calculated by the actuary at the point of cessation. In the event that the bond is not sufficient, every effort will be made by the pension fund to recover all liabilities from 1Life. If, however, in the unlikely event that this proves impossible, any remaining deficit would be re-allocated to Woodley Town Council although in practice this would be pooled within the fund and therefore the effect spread.

The Admission Agreement sets out the process and criteria for joining and remaining in the fund, the policy discretions that are required to be addressed, the conditions for additional employees to join the pension scheme other than those listed as members or eligible, the level of contribution and matters relating to termination. The document will be available to view before or at the meeting.

### Legal agreement

The final legal documents relating to the Deeds of Surrender for Bulmershe Leisure Centre and Bulmershe bungalow have been prepared, along with other required documents relating to the handover including information on fixtures and fittings, equipment, asbestos surveys

and fire risk assessments. The full documents will be available to view before or at the meeting.

The specific terms of surrender are the works to be carried out by the Town Council as set out in the Annexe to the Deed of Surrender relating to Bulmershe Leisure Centre (**Appendix A**). These have changed slightly from the previous terms following further negotiation and arrangements for refurbishment. The changes are identified in the appendix.

Wokingham Borough Council will enter into a lease arrangement with 1Life for the leisure centre and the bungalow. With regard to the bungalow, it has been confirmed that the agreement will require the same terms and conditions with the tenant that are currently in place.

#### Statement of intent from Wokingham Borough Council

The statement of intent regarding the provision of leisure services at the Bulmershe site and the provision of a swimming pool facility for public and school use beyond March 2015 made by Wokingham Borough Council is provided at **Appendix B**.

The statement also includes a commitment that the Borough Council and its leisure contractor will continue to work and liaise with the Town Council on the promotion of sports and health activities in Woodley. In practice Wokingham Borough and Woodley Town Councils and 1Life have agreed to meet quarterly for this purpose.

#### **Recommendations:**

- ◆ **That Members approve the final terms for the Deeds of Surrender of the leases with Wokingham Borough Council for Bulmershe Leisure Centre and Bulmershe bungalow with effect from 1 December 2014.**
  
- ◆ **That approval be given for the signing of the Admissions Agreement in respect of the pension arrangements for staff being transferred to a new employer.**

Woodley Town Council

## **WOODFORD PARK LEISURE CENTRE - LEASE AGREEMENT**

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

---

#### **Purpose of Report**

To inform Members of the proposed terms of a lease agreement with Optalis for the use of the former office at Woodford Park Leisure Centre and seek approval for these terms.

#### **Background**

The former offices were leased to Berkshire Lawn Tennis Association until June when the association took the opportunity of a break clause to leave and move to other offices available to them.

Optalis had been using the upstairs areas at Bulmershe Leisure Centre 5 days a week as a day centre for clients. With the proposed early surrender of the lease on Bulmershe Leisure Centre between the Town Council and Wokingham Borough Council and the need for Optalis to vacate the centre discussions on their moving to the former offices at Woodford Park LC took place between Optalis and the Town Council. The premises were agreed to be suitable, subject to adaptations to be carried out for the area to meet the needs of the group.

#### **Information**

The proposed terms of the lease and other arrangements are attached at **Appendix A** to this report.

#### **Recommendation**

- ◆ **That Members approve the proposed terms of a lease agreement with Optalis for the use of the offices at Woodford Park Leisure Centre on the terms set out in Appendix A.**

RATHBONE INVESTMENT  
MANAGEMENT



WOODLEY TOWN COUNCIL

12 NOVEMBER 2014

RUPERT BARON  
INVESTMENT DIRECTOR



WOODLEY TOWN COUNCIL  
THE MANDATE

<b>INVESTMENT PERIOD</b>	11 years
<b>INVESTMENT OBJECTIVES</b>	Growth – to build up sufficient funds to pay the loan principal of £2m by 2025/26 in respect of the loans made by the Public Works Loan Board for the construction of the Oakwood Centre.
<b>ATTITUDE TO RISK</b>	Low
<b>BENCHMARK</b>	WMA Growth
<b>RESTRICTIONS ON INVESTMENT</b>	There are no investment restrictions additional to those in the standard terms and conditions of your investment management agreement however the investment manager will consider social, ethical and environmental factors when selecting, retaining or disposing of assets.



# WOODLEY TOWN COUNCIL

## 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

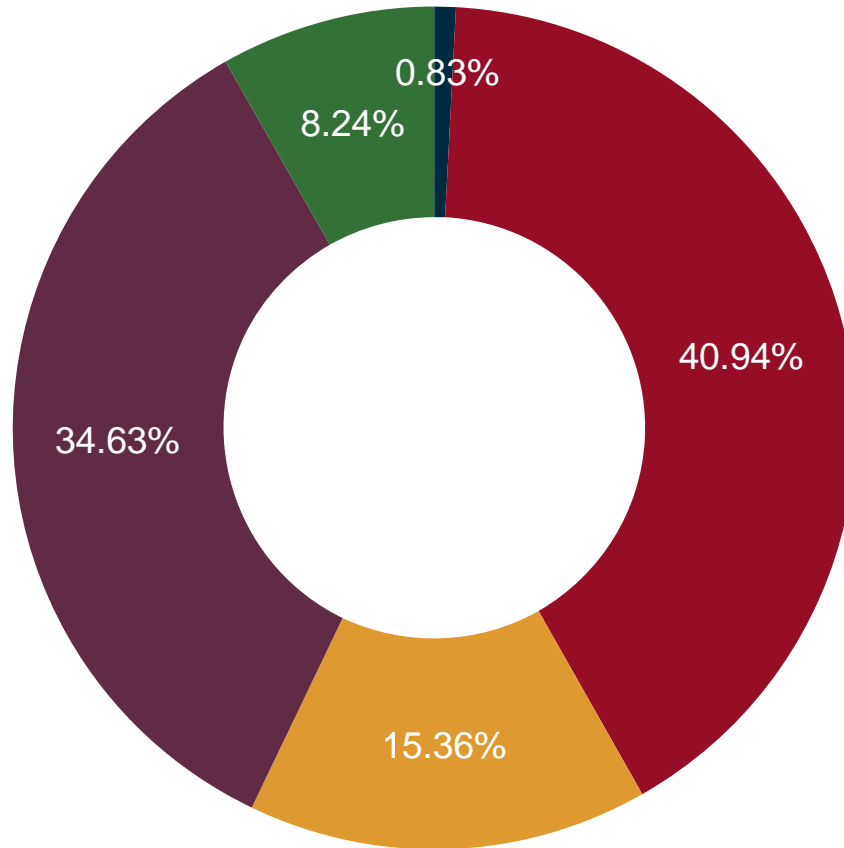
REBALANCING ANNUALLY – TIMED TO COINCIDE WITH CASH INJECTION



WOODLEY TOWN COUNCIL

# ASSET ALLOCATION - WOODLEY TOWN COUNCIL

## GROWTH RISK, BALANCED MANDATE



### LOWER RISK ASSETS 57.13%

- Cash 0.83%
- Gilts 0.00%
- Index linked gilts 40.94%
- UK Fixed interest 15.36%
- Overseas fixed interest 0.00%

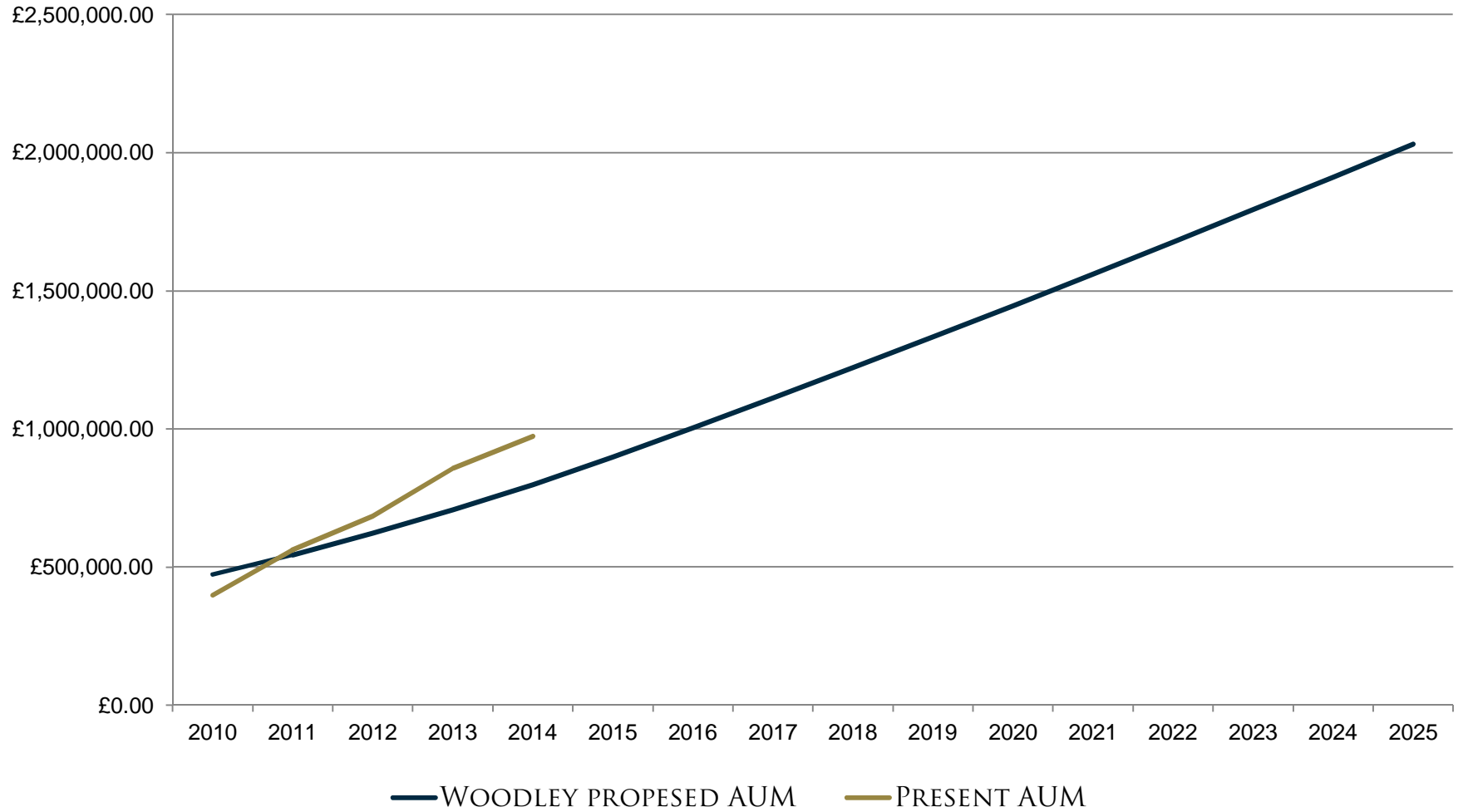
### HIGHER RISK ASSETS 42.87%

- UK equities 34.63%
- Overseas equities 8.24%
- Alternatives 0.00%





# PROGRESS TO DATE

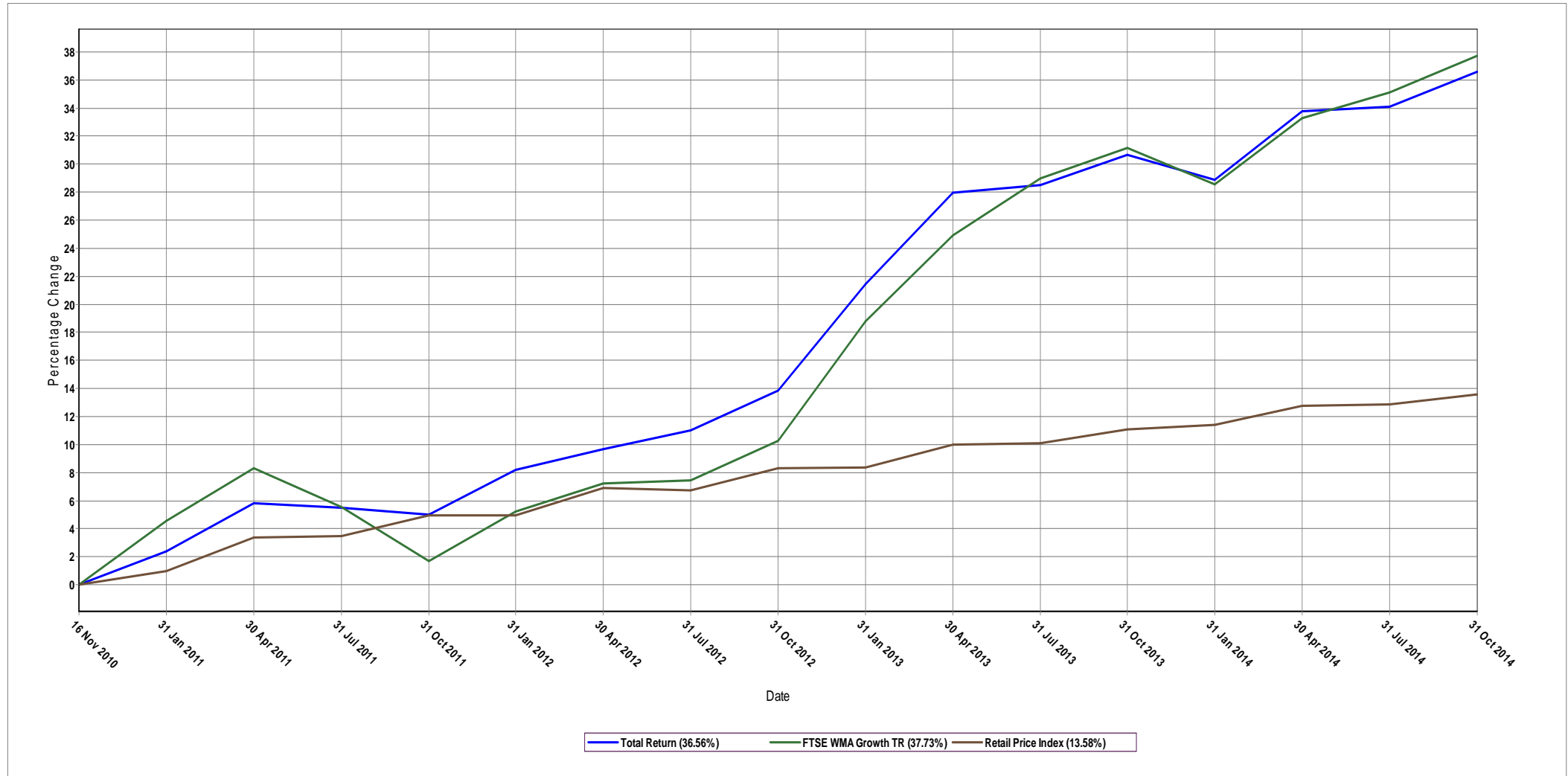




## Woodley Town Council

## Investment Performance

From 16 Nov 2010 To 31 Oct 2014  
Before cost of Fees



These performance figures are calculated on a fully time weighted basis, incorporating any cash flows or stock movements in or out of the portfolio as at the date of the transaction. It is noted above whether performance is calculated prior to, or after the deduction of any management fees.

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## Woodley Town Council

## Investment Performance

**From 16 Nov 2010 To 31 Oct 2014**  
**Before cost of Fees**

	Total Returns	FTSE WMA Growth TR	Retail Price Index
Since 31 Oct 2014	0.49	0.25	0.00
History			
16 Nov 2010	-	-	-
31 Jan 2011	2.42	4.58	0.97
30 Apr 2011	5.84	8.34	3.35
31 Jul 2011	5.51	5.55	3.48
31 Oct 2011	5.02	1.72	4.94
31 Jan 2012	8.22	5.24	4.94
30 Apr 2012	9.67	7.22	6.92
31 Jul 2012	11.05	7.45	6.75
31 Oct 2012	13.83	10.26	8.29
31 Jan 2013	21.45	18.78	8.38
30 Apr 2013	27.95	24.89	10.01
31 Jul 2013	28.50	29.01	10.10
31 Oct 2013	30.67	31.16	11.07
31 Jan 2014	28.87	28.54	11.38
30 Apr 2014	33.78	33.27	12.74
31 Jul 2014	34.07	35.14	12.87
31 Oct 2014	36.56	37.73	13.58

These performance figures are calculated on a fully time weighted basis, incorporating any cash flows or stock movements in or out of the portfolio as at the date of the transaction. It is noted above whether performance is calculated prior to, or after the deduction of any management fees.

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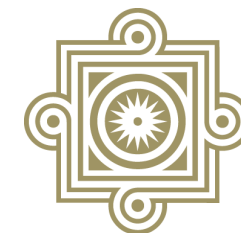
## Woodley Town Council

## Consolidated Interim Valuation

Valuation as at: **31 Oct 2014**  
Generated: **07 Nov 2014**

**Sterling**

Holding	Security Description	Middle Price	Market Value	% of Portfolio	Book Cost	Estimated Income	Estimated Yield %
<b>Fixed Interest</b>			<b>547,863</b>	<b>56.30</b>	<b>496,310</b>	<b>12,429</b>	<b>2.28</b>
<b>Government Bonds</b>			<b>398,411</b>	<b>40.94</b>	<b>353,680</b>	<b>6,508</b>	<b>1.65</b>
<b>UK Index Linked Government Bonds</b>			<b>398,411</b>	<b>40.94</b>	<b>353,680</b>	<b>6,508</b>	<b>1.65</b>
136,000	TREASURY 1 7/8% I/L Stock 22/11/2022 Plus 162 Days	£152.500255CD	209,156	21.49	174,021	3,988	1.92
98,000	TREASURY 1 1/4% I/L Stock 22/11/2027 Plus 162 Days	£163.899574CD	161,569	16.60	154,903	2,152	1.34
12,500	TREASURY 2% Index Linked Stock 2035 Plus 97 Days	£220.71CD	27,686	2.85	24,756	369	1.34
<b>Corporate Bonds</b>			<b>69,600</b>	<b>7.15</b>	<b>63,220</b>	<b>1,980</b>	<b>2.84</b>
<b>UK Investment Grade Bonds</b>			<b>69,600</b>	<b>7.15</b>	<b>63,220</b>	<b>1,980</b>	<b>2.84</b>
60,000	SMITH & WILLIAMSON FUND ADMIN Church House Inv Grade Fxd Int	£1.16XD	69,600	7.15	63,220	1,980	2.84
<b>Active Managed Fixed Income</b>			<b>79,852</b>	<b>8.21</b>	<b>79,410</b>	<b>3,941</b>	<b>4.94</b>
<b>Active Mgd Fixed Inc - Directional</b>			<b>79,852</b>	<b>8.21</b>	<b>79,410</b>	<b>3,941</b>	<b>4.94</b>
145,000	SCHRODER UNIT TRUST MGRS Strategic Bond L Inc	£0.5507 NAV	79,852	8.21	79,410	3,941	4.94



## Woodley Town Council

## Consolidated Interim Valuation

Valuation as at: **31 Oct 2014**  
Generated: **07 Nov 2014**

**Sterling**

Holding	Security Description	Middle Price	Market Value	% of Portfolio	Book Cost	Estimated Income	Estimated Yield %
<b>Equity</b>			<b>417,071</b>	<b>42.86</b>	<b>340,263</b>	<b>14,358</b>	<b>3.44</b>
<b>United Kingdom</b>			<b>336,917</b>	<b>34.63</b>	<b>286,126</b>	<b>13,632</b>	<b>4.05</b>
<b>UK Investment Companies</b>			<b>336,917</b>	<b>34.63</b>	<b>286,126</b>	<b>13,632</b>	<b>4.05</b>
10,600	ISHARES PLC FTSE 100 Shares	£6.537	69,292	7.12	62,108	2,173	3.14
30,300	ISHARES PLC FTSE UK Dividend Plus	£8.8325	267,625	27.50	224,018	11,459	4.28
<b>International</b>			<b>80,154</b>	<b>8.24</b>	<b>54,137</b>	<b>725</b>	<b>0.91</b>
<b>Global Investments</b>			<b>80,154</b>	<b>8.24</b>	<b>54,137</b>	<b>725</b>	<b>0.91</b>
45,000	FUNDSMITH LLP Equity I Inc	£1.7812 NAV	80,154	8.24	54,137	725	0.91
<b>Cash</b>			<b>8,111</b>	<b>0.83</b>	<b>8,111</b>	<b>0</b>	<b>0.00</b>
	£ CAPITAL ACCOUNT.		8,111	0.83	8,111	0	0.00
<b>Total for Portfolio</b>			<b>973,045</b>	<b>100.00</b>	<b>844,684</b>	<b>26,787</b>	<b>2.76</b>

This valuation contains prices as at the close of business on the valuation date. Consequently, it may not be updated for very recent transactions or corporate actions and if you hold illiquid investments, the price shown is the last reported price available to us.

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# APPENDICES





4TH QUARTER 2014

# KEY ISSUES SHAPING CURRENT INVESTMENT STRATEGY

- 
- 1 UK outlook: Equities remain vulnerable to ongoing political uncertainty**

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  - 2 Fixed income: The bond markets are waiting for interest rates to rise**

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  - 3 When bad news is good news: The eurozone has received its first dose of quantitative easing**

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  - 4 The hunt for yield: Diversifying strategies look attractive in a world of low returns**

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  - 5 What's in a name? Despite some setbacks this year Abenomics is showing signs of progress**

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4TH QUARTER 2014

# UK EQUITIES REMAIN VULNERABLE TO ONGOING POLITICAL UNCERTAINTY

- With the general election next May, political conditions are unsettled. Tight opinion polls and lack of clarity on the policies of the main parties make it difficult to assess the outlook for the UK.
- A Labour victory could see an increase in tax burdens, which could squeeze disposable incomes and in turn dampen consumer spending and economic growth.
- A Conservative victory could create uncertainty as David Cameron has promised to hold a referendum on EU membership in 2017.
- There are additional headwinds against the consumer in 2015 including the end of PPI compensation and restrictions on payday lenders.
- UK investors can mitigate the risks through a shift towards overseas earners, which could benefit from sterling weakness (figure 1). The FTSE 100 Index provides broad exposure to global growth (figure 2).

FIGURE 1

Companies with overseas revenues are likely to experience a pick-up in investor interest owing to sterling's recent weakness.

Source: Rathbones, DataStream

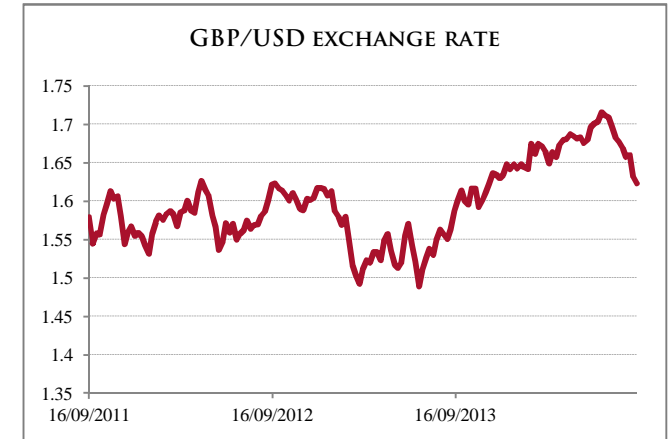
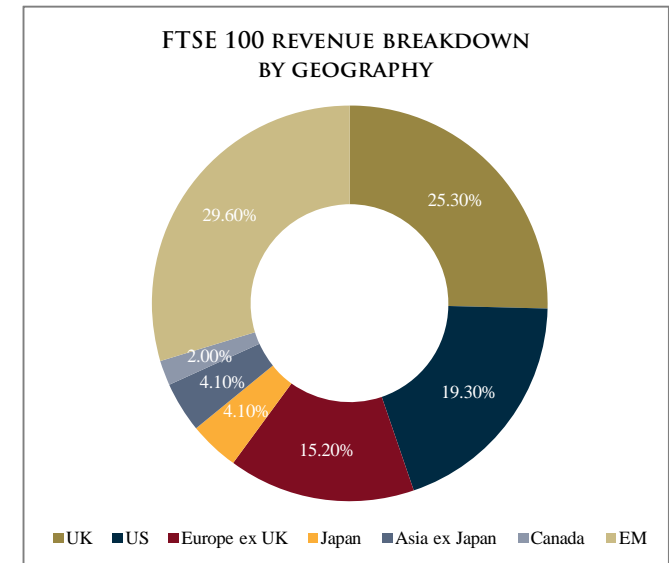


FIGURE 2

Around 75% of the revenues from companies in the FTSE 100 Index are generated overseas.

Source: Rathbones, Capital Economics, MSCI







4TH QUARTER 2014

# THE BOND MARKETS ARE WAITING FOR INTEREST RATES TO RISE

- Following the rejection of independence by Scotland, the gilt market can return to speculation about when the Bank of England (BoE) will increase interest rates and by how much.
- Typically, interest rates would have started to rise by this point in the cycle but inflation has remained low. As a result, UK and US rates may peak at a lower level than in the past (figure 3).
- Closing the budget deficit is a key issue and could necessitate further spending cuts. If not, and government borrowing has to rise, an increase in gilt issuance would put prices under pressure.
- Liquidity has improved in the investment grade credit markets.
- Corporate bonds have outperformed gilts so far this year (figure 4). However, given the implications of higher interest rates for corporate balance sheets, we remain wary of companies borrowing to fund mergers and acquisitions.

FIGURE 3

Markets don't expect US interest rates to rise until well into 2015 – this is particularly late in the economic cycle, suggesting rates may peak at a lower level than in previous cycles.

Source: Rathbones, DataStream

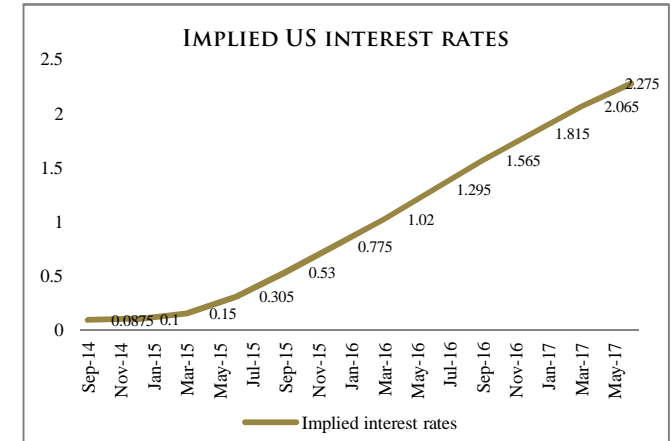
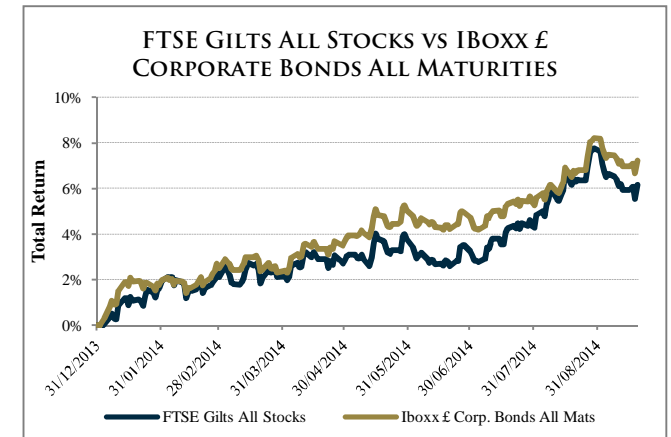


FIGURE 4

Corporate bonds have outperformed gilts so far this year.

Source: Rathbones, DataStream





4TH QUARTER 2014

# THE EUROZONE HAS RECEIVED ITS FIRST DOSE OF QUANTITATIVE EASING

- The eurozone has now received its first dose of quantitative easing (QE) from the European Central Bank (ECB). The technical approach has differed from that of the UK and US.
- Economic growth across the region has been disappointing this year. It is hoped the ECB's latest measures will boost activity and increase the worryingly low rate of inflation (figure 5).
- UK and US investors tended to respond positively to bad news when QE was implemented. If Europe's economy remains weak, monetary stimulus is more likely, and the prospect of additional liquidity should push asset prices higher.
- European share valuations look attractive across various measures, particularly when compared with the US stockmarket (figure 6).
- However, we remain cautious of taking a short-term view. The eurozone economy faces strong headwinds including the lack of functioning institutions and mechanisms for resolving its problems and economic imbalances.

FIGURE 5

Inflation has fallen to a worryingly low level in the eurozone and the threat of deflation remains.

Source: Rathbones, DataStream

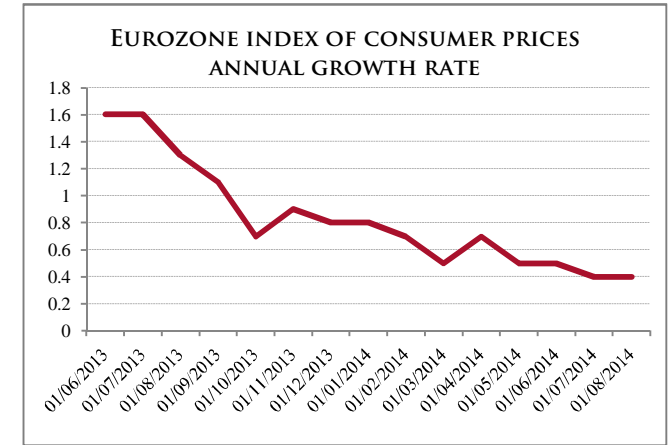
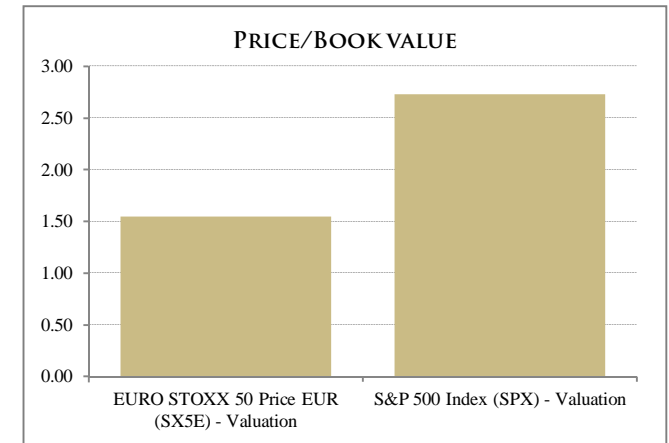


FIGURE 6

The Eurostoxx 50 Index is trading at more than a 40% discount to the S&P 500 Index on a price-to-book basis.

Source: Rathbones, DataStream





4TH QUARTER 2014

# DIVERSIFYING STRATEGIES LOOK ATTRACTIVE IN A WORLD OF LOW RETURNS

- Before the financial crisis it was not unreasonable to expect an annual return of around 5% by investing in the relative safety of cash and government bonds. Yet since 2010 the returns from cash have failed to keep pace with the rate of inflation (figure 7).
- The risk-free rate (the yield on 10-year gilts) is just 2.5% at the moment. Meanwhile, inflation-linked bonds are relatively unattractive because the real return is negative (figure 8), although they offer protection against an unexpected increase in inflation.
- These low yields are encouraging investors into other asset classes. Equities are a popular choice but there are concerns that valuations look stretched.
- We prefer securities, strategies and asset classes where performance has a low correlation to equity markets but that can still generate positive returns through the business cycle.
- Our research and selection process is identifying talented alternative investment managers with the skills and resources to exploit market anomalies.

FIGURE 7

It used to be easy to preserve the real value of your wealth without taking any risk but those days are over.

Source: Rathbones, DataStream

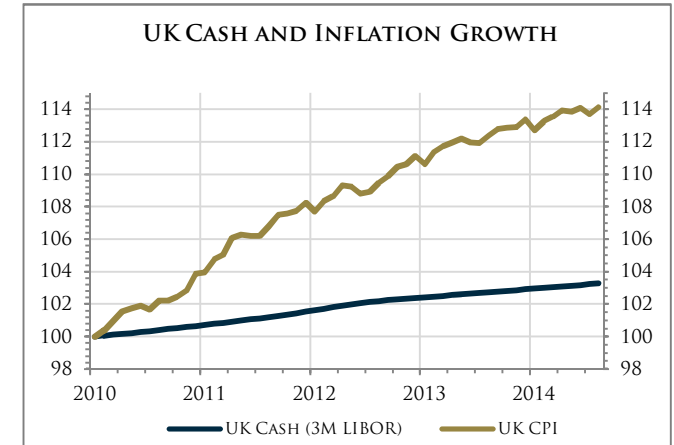
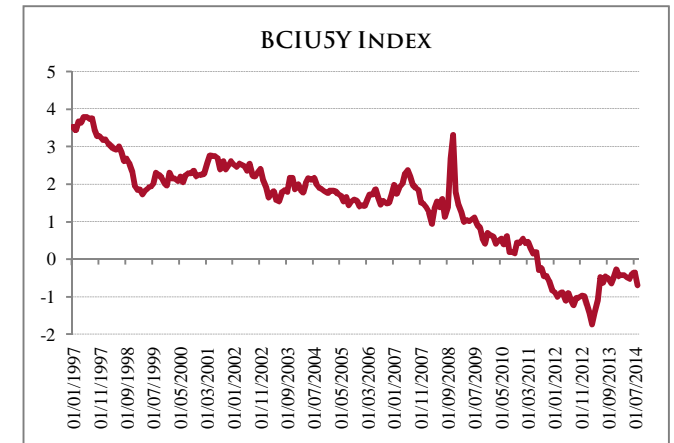


FIGURE 8

The real yield of UK inflation-linked bonds fell dramatically after the financial crisis and has not recovered.

Source: Rathbones, Bloomberg





4TH QUARTER 2014

# JAPAN: DESPITE SOME SETBACKS THIS YEAR ABENOMICS IS SHOWING SIGNS OF PROGRESS

- ‘Abenomics’ describes the three measures prime minister Shinzo Abe has implemented to kickstart the economy – increased fiscal spending, loose monetary policy and structural reforms.
- So far this year there have been setbacks in the performance of the economy and stockmarket. A sales tax increase on 1 April was blamed for a large contraction in growth (figure 9).
- This contraction was, however, less than expected and we continue to believe Abenomics represents a credible long-term strategy – there have been some clear signs of progress recently.
- One of the key tenets of the reforms is the need for wage growth to help push up inflation, which appears to be having an impact (figure 10).
- There are ongoing discussions about allowing Japan’s Government Pension Fund to increase its domestic equity allocation. With ¥127 trillion (around £715 billion) in assets, any shift is likely to boost the Japanese stock market.

FIGURE 9

The pace of economic growth in the third quarter is likely to determine whether the Bank of Japan will carry out further monetary easing.

Source: Rathbones, DataStream

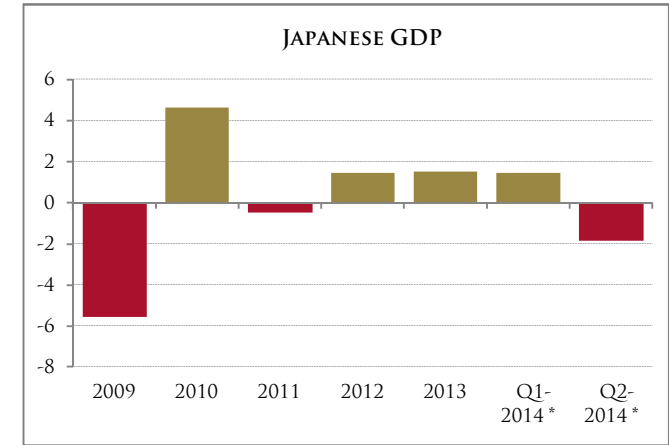
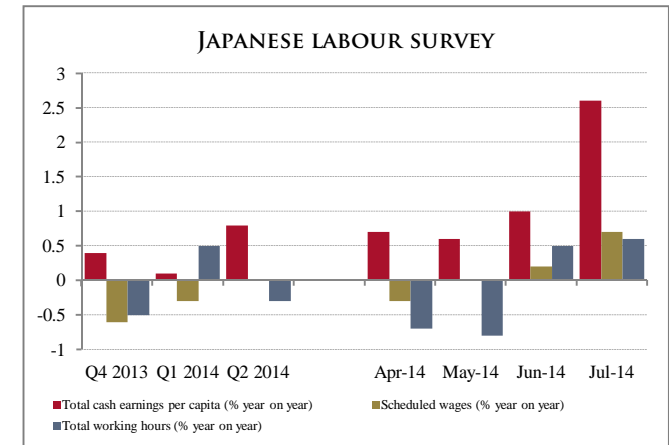


FIGURE 10

After years of stagnation, wages in Japan have begun to increase this year, which should help to push up the rate of inflation.

Source: Rathbones, DataStream





# THE TEAM



## RUPERT BARON, INVESTMENT DIRECTOR

Rupert, aged 53, joined Rathbones in 2000. Rupert manages discretionary investment portfolios for private individuals, their pensions, trusts and charities. Rupert has an honours degree in economics and is an alumnus of INSEAD.

Rupert has over 29 years' experience in this field and is a Chartered Fellow of the Chartered Institute for Securities and Investment. Prior to joining Rathbones Rupert had spent 10 years at Albert E Sharp where he was managing director of their London operation.

Rupert has a teenage son and is a keen climber and skier.

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## ANDREW HESS, INVESTMENT DIRECTOR

Andrew, aged 45, joined Rathbones in 2000. Andrew manages discretionary investment portfolios for private individuals, their pensions, trusts and charities. Andrew also manages investments for City Livery Companies and is an investment advisor to the Ironmonger's Company. He is a Chartered Fellow of the Chartered Institute for Securities and Investment and is a member of the Rathbones Strategic Asset Allocation Committee.

Andrew is married with three sons and when not standing on a touchline, he likes to ski and cycle.

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## CHARLES SARGENT, INVESTMENT MANAGER

Charles, aged 35, joined Rathbones in 2007. Charles manages discretionary investment portfolios for private individuals, their pensions, trusts and charities.

Charles is a member of the firm's Collectives Committee and is responsible for the firm's UK bond fund selection.

Charles has a degree in business administration and has completed the Chartered Institute's Masters in Wealth Management qualification, achieving a distinction in the final paper (Applied Wealth Management). He is a Member of the Chartered Institute for Securities and Investment and sits on their examination panel, Certificate in Investments – Securities exam.

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## THOMAS WESTON-DAVIES, ASSISTANT INVESTMENT MANAGER

Thomas, aged 26, joined the Rathbones graduate scheme in May 2012. Thomas works with Rupert, Andrew and Charles assisting them in the day-to-day management of their portfolios.

Thomas has an honours degree in history from the University of St Andrews and is a CFA II candidate.

Thomas is a keen sportsman and spends the majority of his Saturdays on a rugby pitch.

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# OUR TEAM'S INVESTMENT PHILOSOPHY

## THE TEN TENETS OF OUR INVESTMENT PHILOSOPHY

TENET I	LOSSES HURT	Clients feel their losses more than they enjoy their gains
TENET II	PLAN	Make a plan and stick to it, unless the facts change. Rebalance to avoid style drift
TENET III	BE PATIENT	Patience is integral to a value approach on many levels, from waiting for the perfect opportunity, to dealing with the curse of being too early
TENET IV	DON'T FORECAST	Do not put much faith in either one's own, or analysts', ability to forecast
TENET V	VALUE, VALUE, VALUE	Put a margin of safety at the heart of the process. The 'value' approach minimises the risk of overpaying for growth
TENET VI	HISTORY MATTERS	The four most dangerous words in investing are 'This time is different'. A knowledge of history and context can help to avoid repeating the mistakes of the past
TENET VII	BE CONTRARIAN	Sir John Templeton observed that 'It is impossible to produce superior performance unless you do something different from the majority'
TENET VIII	BE SCEPTICAL	Many years in the industry have taught us to be sceptical when listening to salesmen.
TENET IX	CAPITAL PRESERVATION	The most important benchmark is inflation.
TENET X	TREAT YOUR CLIENTS AS YOU WOULD TREAT YOUR OWN GRANDMOTHER	Surely the ultimate test of any investment is: would I be willing to make this investment for my grandmother?



# CONTACT US

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For offshore investment management services

## RATHBONE INVESTMENT MANAGEMENT INTERNATIONAL\*

**Tel. 01534 740 500** [www.rathboneimi.com](http://www.rathboneimi.com)





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