



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

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

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

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 26 January 2016, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

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

3. **MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2015**

To approve the minutes of the Strategy and Resources Committee held on 24 November 2015 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 8 December 2015.)*

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 1/16.**

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b) **Payments**

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

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	Current account	Imprest account
November 2015	£70,522.02	£40,785.34
December 2015	£85,773.40	£45,642.90

- c) To note the short term investment of £250,000 in a Santander Standard Time Deposit Account on 30 December 2015 for a period of 3 months at a rate of 0.55%.
5. **URGENCY COMMITTEE**
To receive the minutes of the Urgency Committee held on 17 December 2015. **Report No. SR 2/16.** Page 10
6. **INVESTMENTS WORKING PARTY**
To receive **Report No. SR 3/16** of the Investments Working Party meeting held on 18 January 2016. Page 13
7. **CHARGES 2016/17**
- a) To consider the proposed 2016/17 charges at the Oakwood Centre and recommend the 2016/17 charges for the Oakwood Centre be approved. ***(Proposed Charges 2016/17 Appendix page 5 enclosed.)***
- b) To consider the recommendation from the Leisure Services Committee and to recommend the 2016/17 Charges for Town Council leisure facilities be approved. ***(Proposed Charges 2016/17 Appendix pages 1-4 enclosed.)***
8. **REVISED ESTIMATES 2015/16**
- a) To consider **Report No. SR 4/16.** ***(Budget Appendix – blue pages enclosed.)*** Page 30
- b) To consider recommendations from Leisure Services and Community Services Committees to approve the Revised Estimates for 2015/16 as set out in the enclosed ***Budget Appendix (green and pink pages enclosed)***.
9. **BUDGET ESTIMATES 2016/17**
- a) **Strategy and Resources Committee**
To consider **Report No. SR 5/16.** ***(Budget Appendix – blue pages enclosed.)*** Page 32
- b) **Recommendations from other committees**
To consider the 2016/17 Budget Estimates recommended by the Leisure Services and Community Services Committees ***(Budget Appendix – green and pink pages enclosed)*** and that these be approved.
- c) **Budget and Precept 2016/17**
To consider **Report No. SR 6/16.** Page 34
10. **EXTERNAL FUNDING PROJECT LIST**
To note the current external funding project list, attached at **Appendix 10.** Page 36
11. **THE OAKWOOD CENTRE**
- a) To note **Report No. SR 7/16.** Page 37
- b) To consider a proposal to name the Oakwood Centre Theatre after Alan Cornish, a Woodley resident and businessman, who was part of the growth of amateur dramatics in the town and a founder member of Starmaker, a children's theatre company. Alan Cornish died last year and Members are asked to consider naming the Oakwood Centre Theatre in his memory to mark his contribution to local theatre.

12. **NEIGHBOURHOOD PLANNING**
To consider **Report No. SR 8/16.** Page 40
13. **COUNCIL MEETING DATES 2016/17**
To recommend the proposed schedule of meetings for the 2016/17 municipal year. **(Appendix 13)** Page 45
14. **RESIDENTS SURVEY**
To receive the summary report of the 2015/16 Residents Survey. **(Appendix 14)** Page 46
15. **3G PITCH PROJECT UPDATE**
The start of construction has been delayed due to additional planning questions in relation to planting, landscaping and drainage. These have all been addressed with submissions made to planning for approval. At the time of writing the contractor is awaiting approval from the planning officer to commence construction.
- The work program is expected to be of 12 weeks duration dependent on weather and other factors.
- Officers have been working on some of the project detail including electrical supplies, lighting and car park layout. The pitch will now utilise LED lighting, which will return lower consumption and be able to run from the existing power supply from the building.
- The Leisure Services Manager met with partner clubs and an FA representative in December to discuss pitch allocations when the facility opens. A usage plan has been drafted which will form the basis for allocations. Once the start date for construction and estimated date of opening is established, pitch allocations will be opened up to non partners e.g. companies and organisations who have already expressed an interest in regular pitch space.
16. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT: LOCAL GOVERNMENT PENSION SCHEME CONSULTATION**
To consider a response to the Department for Communities and Local Government consultation regarding the proposal to revoke and replace the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009. **(Appendix 16, enclosed)** Responses are required by 19 February 2016.
17. **NALC**
To note the update received from the chief executive officer of NALC. **(Appendix 17)** Page 60
18. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
19. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

20. **CATERING CONTRACT**

a) To consider **Reports Nos. SR 9/16 and SR 10/16.**

Pages
62 and 63

b) **Exclusion of public and press**

To resolve that, in view of the confidential nature of the business about to be transacted in relation to commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 20c on the agenda.

c) To consider **Report No. SR 11/16.**

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STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2015/16

Report No SR 1/16

EXPENDITURE	Budget 2015/16	Actual Exp as at 31/12/2014	Actual Exp as at 31/12/2015	Actual Exp as % of Budget	Information
Central Costs	233194	167399	145456	62.4	Equipment and repairs and renewals under 75%. Allocation for VAT partial exemption payment this year not spent. All other costs under 75%.
Democratic Costs	44931	28197	36052	80.2	Staff costs over 75% - Deputy TC post established. Election costs used to pay 2015 election costs (along with earmarked reserve for this purpose). Other expenditure under 75%.
Corporate Management	242780	193482	192621	79.3	Staff, NI, pension over 75%. Insurance premiums, HR/H & S advice service and affiliations payable at the beginning of the year.
Capital Programme	45000	0	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	2550	3925	98.1	Grants awarded in April and November.
Inn on the Park	12426	8678	6684	53.8	Pub closed 30/10/15 - Revised budget to show IOP costs for the remainder of the year allocated to WPLC.
Oakwood Centre	149079	101335	101043	67.8	Staff, rates, cleaning materials, phone, and equipment costs over 75%. All other costs under.
Maintenance HQ	6913	5365	4958	71.7	Rates and phone costs over 75%. Other costs under at this point.
Capital and Projects	184940	132470	132470	71.6	Loans paid in September and March - sinking fund contribution invested.
TOTAL	923263	639476	623209	67.5	

INCOME	Budget 2015/16	Actual Inc as at 31/12/2014	Actual Inc as at 31/12/2015	Actual Inc as % of Budget	Information
Central Costs	5140	3943	4341	84.5	Investment of balances income likely to be higher than original estimate.
Democratic Costs	0	0	0	0.0	
Corporate Management	9112	0	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Inn on the Park	40840	34000	23823	58.3	Inn on the Park closed 30/10/15. No further income payable.
Oakwood Centre	148118	107579	111311	75.2	Room hire at 74.7%. Woodley Theatre and TVP rent paid. Income from in-house activities low.
Maintenance HQ	0	0	0	0.0	
Capital and Projects	0	0	0	0.0	
TOTAL	203210	145522	139475	68.6	
NET	720053	493954	483734	67.2	

Month 9: 75%

Woodley Town Council 2015/2016

Current Account

List of Payments made between 01/11/2015 and 30/11/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
30-Nov-15	ACL Consultancy Solutions Ltd	2750.00	Catering procurement support
27-Nov-15	Allens Design Print Ltd	1765.00	WTCMI Winter Extravaganza
20-Nov-15	Badgemaster Ltd	7.74	Staff name badge
30-Nov-15	Badgemaster Ltd	12.18	Staff name badge
20-Nov-15	BCM Group Plc	61.70	Service & maint photocopier
27-Nov-15	BE Fuelcards	18.01	BP plus cards+admin
06-Nov-15	BE Fuelcards Ltd	1.25	Admin charge
27-Nov-15	Bowak Ltd	190.05	Cleaning supplies
27-Nov-15	Brake Bros Foodservice Ltd	108.40	Vending supplies
20-Nov-15	British Gas	1180.93	Electricity supply
27-Nov-15	British Gas	2646.25	Electricity supply
24-Nov-15	BT Direct	767.38	Phone
23-Nov-15	BT Group Plc	104.40	Phone
24-Nov-15	BT Group Plc	75.56	Phone
24-Nov-15	BT Group Plc	75.56	Phone
24-Nov-15	BT Group Plc	76.00	Phone
24-Nov-15	BT Group Plc	553.00	Phone
11-Nov-15	BT Retail	15.00	Phone
13-Nov-15	Circon Ltd t/a Crown Water/Coffee	31.68	Bottled water
30-Nov-15	Circon Ltd t/a Crown Water/Coffee	40.08	Bottled water
13-Nov-15	Citizens Advice Bureau	3500.00	Grant
19-Nov-15	Crown Gas & Power	130.74	Gas supply
19-Nov-15	Crown Gas & Power	144.71	Gas supply
19-Nov-15	Crown Gas & Power	498.84	Gas supply
19-Nov-15	Crown Gas & Power	805.49	Gas supply
30-Nov-15	Dawes Engineering Ltd	2160.00	Service auto roller - Depot
27-Nov-15	EDF Energy 1 Ltd	11.20	Electric for clock tower
20-Nov-15	Energy Electrical Distributors Ltd	327.26	Electrical supplies
30-Nov-15	Energy Electrical Distributors Ltd	116.40	Electrical supplies
20-Nov-15	Fencing Products Ltd	36.48	Garden supplies
20-Nov-15	Fleurets Ltd Office A/C	1020.00	Professional services
20-Nov-15	Fraser Office Supplies Ltd	90.93	Stationery supplies
13-Nov-15	Gilbert Thompson	518.00	Delivery WTC newsletter
30-Nov-15	Graham	18.17	Building supplies
13-Nov-15	Highway Midlands Ltd	660.00	Car park marking Coronation Hall
20-Nov-15	HMRC Cumbernauld	10675.21	PAYE & NI
27-Nov-15	InTouch	1505.98	Monthly website charge
30-Nov-15	John Willis	120.00	Window cleaner
13-Nov-15	Keep Mobile	500.00	Grant
13-Nov-15	Lend and Play Toy Library	500.00	Grant
20-Nov-15	Lister Wilder Ltd	80.54	Engine oil/filters tractors
13-Nov-15	Lloyds Bank	232.47	Monthly cardnet charge
27-Nov-15	Lyreco UK Ltd	46.56	Stationery supplies
16-Nov-15	Mainstream Digital	0.22	Phone
16-Nov-15	Merchant Rentals	35.23	Monthly cardnet machine charge
30-Nov-15	P&H Direct Van Sales Ltd	231.42	Vending supplies
27-Nov-15	Prudential	30.00	AVC payment deducted from pay
13-Nov-15	READIBUS	8500.00	Grant
20-Nov-15	Robinson Low Francis	1439.26	Professional services - 3G pitch
27-Nov-15	Robinson Low Francis	1056.00	Professional services - 3G pitch
13-Nov-15	Rodnic Dorset Ltd	352.80	Repair to O/C rear door
20-Nov-15	SGW Payroll Ltd	156.74	Payroll services
13-Nov-15	Thames Valley Water Services Ltd	420.00	Disinfection service - Chapel/Coro hall
02-Nov-15	Thames Water	833.32	Water rates

02-Nov-15	Thames Water	67.45	Water rates
02-Nov-15	Thames Water	72.24	Water rates
10-Nov-15	Thames Water	1409.62	Water rates
20-Nov-15	The Berkshire Pension Fund	10339.21	Pension - employers and employees
20-Nov-15	Token Security Solutions Ltd	39.70	Call out/reset fire alarm
27-Nov-15	Trade UK - Screwfix	184.04	Building supplies
30-Nov-15	Trade UK - Screwfix	168.92	Building supplies
13-Nov-15	Traditional Local Cleaning Ltd	1521.84	Contract cleaning
27-Nov-15	Trinity Mirror PublishING Ltd	156.00	WTCMI advertising
20-Nov-15	Unison Collection Ac	41.90	Union fees deducted from pay
20-Nov-15	Veolia ES - UK Ltd	822.55	Refuse collection
27-Nov-15	Veolia ES - UK Ltd	1533.05	Refuse collection
20-Nov-15	Vodafone Ltd	217.35	Phone
02-Nov-15	Wokingham BC	41.00	Rates
02-Nov-15	Wokingham BC	158.00	Rates
02-Nov-15	Wokingham BC	350.00	Rates
02-Nov-15	Wokingham BC	887.00	Rates
02-Nov-15	Wokingham BC	1849.00	Rates
20-Nov-15	Wokingham Borough Council	739.50	Legal advice
20-Nov-15	Woodley Auto Centre	1236.33	Van MOT & service
27-Nov-15	Woodley Auto Centre	265.94	Truck MOT & service & repairs
30-Nov-15	Yarnold Heating and Plumbing Ltd	1187.24	Water softener - Woodford Park LC
		70522.02	

CLERKS IMPREST A/C

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
03-Nov-15	(Personal Information)	12.00	Cancelled WPLC course
04-Nov-15	(Personal Information)	150.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
11-Nov-15	(Personal Information)	150.00	Refund deposit
19-Nov-15	(Personal Information)	150.00	Refund deposit
25-Nov-15	(Personal Information)	-160.02	Net pay returned to a/c
26-Nov-15	(Personal Information)	160.02	Net pay - Nov 2015
25-Nov-15	Amazon UK	53.90	Bins ordered in error
25-Nov-15	Amazon UK	-53.90	Bins ordered in error refund
02-Nov-15	BCS Reading	50.00	Refund deposit
19-Nov-15	Kannadigaruuk CICS Ltd	100.00	Refund deposit
13-Nov-15	Lloyds Bank	21.12	Charges 10 Sept to 9 Oct 2015
25-Nov-15	Lloyds Bank	39416.85	Nov 2015-Net payroll
19-Nov-15	Pennine Tea & Coffee Ltd	49.52	Biscuits - Oakwood bookings
27-Nov-15	PETTY CASH A/C	125.35	Petty cash topup
05-Nov-15	Poppy Appeal	22.00	Donation for poppy wreath
19-Nov-15	Recycled Business Furniture	-222.00	Cupboard returned to supplier
11-Nov-15	Recylced Business Furniture	252.00	Bisley Tambour cupboard
13-Nov-15	The Royal British Legion	75.00	Donation for poppy wreaths
05-Nov-15	West Berkshire Council	10.50	Designated Premises Supervisor Licence WPLC
16-Nov-15	West Berkshire Council	23.00	WPLC premises licence
25-Nov-15	Woodley Flower Club	50.00	Refund deposit
		40785.34	

Woodley Town Council 2015/2016

Current Account

List of Payments made between 01/12/2015 and 31/12/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
18-Dec-15	Arkell & Hurcombe (Bronzeworks	92.40	Bronze cast plaque
31-Dec-15	Arkell & Hurcombe-Bronzeworks	182.40	Bronze cast plaques
23-Dec-15	BCM Group Plc	19.78	Service & maint photocopier
11-Dec-15	BE Fuel cards	70.68	Diesel
04-Dec-15	BE Fuelcards Ltd	52.68	Diesel-OE55NNW-121593
23-Dec-15	Berkshire Tree Care	3726.00	Tree work in Woodford Park
23-Dec-15	Bowak Ltd	400.52	Cleaning supplies
18-Dec-15	Broxap Ltd	1077.60	Cast iron 'Ripon' seats
08-Dec-15	BT Group	145.80	Phone
14-Dec-15	BT Retail	15.00	Phone
18-Dec-15	Churchill Contract Services Ltd	1515.91	Contract cleaning
23-Dec-15	Churchill Contract Services Ltd	2103.91	Contract cleaning
23-Dec-15	Circon Ltd t/a Crown Water & Coffee	63.84	Bottled water/Qtrly rental charge
31-Dec-15	Circon Ltd t/a Crown Water & Coffee	40.08	Bottled water
17-Dec-15	Crown Gas & Power	110.53	Gas supply
17-Dec-15	Crown Gas & Power	281.83	Gas supply
17-Dec-15	Crown Gas & Power	741.79	Gas supply
17-Dec-15	Crown Gas & Power	1148.69	Gas supply
31-Dec-15	DCK Beavers Ltd	617.40	Accountancy services
18-Dec-15	EDF Energy 1 Ltd	11.16	Electric for clock tower
18-Dec-15	Energy Electrical Distributors Ltd	299.94	Electrical supplies
23-Dec-15	Energy Electrical Distributors Ltd	19.10	Electrical supplies
23-Dec-15	Eurodec Ltd	376.00	Decorating supplies
18-Dec-15	Fencing Products Ltd	80.88	Garden supplies
23-Dec-15	Fraser Office Supplies Ltd	772.18	Stationery supplies
18-Dec-15	HMRC Cumbernauld	10858.70	PAYE & NI
23-Dec-15	InTouch	35.99	Monthly website charge
31-Dec-15	Lightatouch	507.50	Internal Audit services
14-Dec-15	Lloyds Bank	181.59	Monthly cardnet charges
23-Dec-15	Lyreco UK Ltd	45.02	Stationery supplies
14-Dec-15	Mainstream Digital	0.29	Phone
31-Dec-15	Margaret Macknelly Design	24.00	Phone
15-Dec-15	Merchant Rentals	35.23	Cardnet machine charge
23-Dec-15	P&H Direct Van Sales Ltd	111.29	Vending supplies
31-Dec-15	PHS Group Plc	608.01	Rental dust mats
18-Dec-15	Prudential	30.00	AVC payment deducted from pay
29-Dec-15	Public Works Loan	10640.58	Public Works Loan payment
23-Dec-15	R.E.S. Systems Ltd	500.76	Fire extinguisher service
18-Dec-15	Reading Borough Council	150.03	Annual rent - Wheble Park
31-Dec-15	Reading Borough Council	3250.00	Half yearly lease rent - allotment site
18-Dec-15	Rialtas Business Solutions Ltd	726.00	Annual accounts software support
18-Dec-15	Riso (UK) Ltd	242.66	Qtrly photocopier charges
21-Dec-15	RMRS Pitney Bowes	250.00	Postage topup
18-Dec-15	Rodnic Dorset Ltd	840.00	Service moveable room dividers
23-Dec-15	Sabercom Ltd	420.00	O/C receipt screen support/mainten
18-Dec-15	SGW Payroll Ltd	152.66	Payroll services
31-Dec-15	SGW Payroll Ltd	158.78	Payroll services
18-Dec-15	Siemens Financial Services Ltd	780.00	Qtrly Riso copier rental
18-Dec-15	Southern Electric Contracting Ltd	2661.66	Electric supply
31-Dec-15	Southern Electric Contracting Ltd	266.16	Electric supply
18-Dec-15	The Berkshire Pension Fund	10780.43	Pension - employers and employees
31-Dec-15	The Card Shop	100.00	Christmas cards for Mayor
23-Dec-15	Trade UK - BandQ	167.42	Building supplies
23-Dec-15	Trade UK - Screwfix	290.27	Building supplies
23-Dec-15	Trinity Mirror Publishing Ltd	381.00	WTCMI advertising

18-Dec-15	Unison Collection Ac	41.90	Union fees deducted from pay
23-Dec-15	Veolia ES - UK Ltd	986.86	Refuse collection
31-Dec-15	Vita Play Ltd	354.00	Repairs to Zip-wire Woodford Park
18-Dec-15	Vodafone Ltd	209.53	Phone
01-Dec-15	Wokingham BC	41.00	Rates
01-Dec-15	Wokingham BC	158.00	Rates
01-Dec-15	Wokingham BC	350.00	Rates
01-Dec-15	Wokingham BC	887.00	Rates
01-Dec-15	Wokingham BC	1849.00	Rates
31-Dec-15	Wokingham Borough Council	21634.98	Election Costs
23-Dec-15	Yarnold Heating and Plumbing Ltd	99.00	Boiler service flat Woodford Park LC
		85773.40	

CLERKS IMPREST A/C

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
08-Dec-15	(Personal Information)	100.00	Grant
08-Dec-15	(Personal Information)	50.00	Refund deposit
15-Dec-15	(Personal Information)	28.45	Mileage costs repayment
17-Dec-15	(Personal Information)	50.00	Refund deposit
21-Dec-15	(Personal Information)	50.00	Refund deposit
15-Dec-15	(Personal Information)	50.00	Refund deposit
01-Dec-15	(Personal Information)	50.00	Refund deposit
17-Dec-15	(Personal Information)	50.00	Refund deposit
17-Dec-15	(Personal Information)	50.00	Refund deposit
21-Dec-15	(Personal Information)	158.53	Refund deposit
08-Dec-15	(Personal Information)	50.00	Refund deposit
01-Dec-15	(Personal Information)	200.00	Refund deposit
17-Dec-15	(Personal Information)	50.00	Refund deposit
30-Dec-15	(Personal Information)	50.00	Refund deposit
08-Dec-15	(Personal Information)	100.00	Grant
08-Dec-15	2nd Woodley Scout Group	215.00	Grant
02-Dec-15	Amazon Uk	26.95	Indoor waste bin
08-Dec-15	Berks Multiple Sclerosis Thera	250.00	Grant
08-Dec-15	Berkshire Vision	250.00	Grant
08-Dec-15	Brightons Newspaper	37.20	Newspapers
11-Dec-15	Cash - Xmas party	70.00	Xmas party - Contribution to staff
08-Dec-15	Cruse Bereavement Care	250.00	Grant
08-Dec-15	DVLA.Gov.uk	225.00	Vehicle tax - RY54 DBU
08-Dec-15	DVLA.gov.uk	225.00	Vehicle tax - OE55 NNW
08-Dec-15	Dynamo Tekkers FC	61.50	Paid inv twice
15-Dec-16	Lands End Agility	150.00	Refund deposit
11-Dec-15	Lloyds Bank	22.62	Charges 10 Oct to 9 Nov 2015
16-Dec-15	Lloyds Bank	41204.63	Net payroll Dec 2015
21-Dec-15	MacMillan Cancer	55.57	FSC4467-WPLC fund raising
17-Dec-15	Plusnet Plc	30.59	Broadband line installation
09-Dec-15	Post Office Shop	31.86	Foot rest
08-Dec-15	Rdg Football Club Comm Trust	250.00	Grant
08-Dec-15	Setanta Gaelic Football Club	250.00	Grant
08-Dec-15	The Link Visiting Scheme	250.00	Grant
08-Dec-15	Wokingham Job Support Centre	250.00	Grant
08-Dec-15	Woodley Festival of Music & Ar	250.00	Grant
08-Dec-15	Woodley Volenteer Centre	200.00	Grant
		45642.90	

Woodley Town Council

Minutes of a Meeting of the Urgency Committee held at the Oakwood Centre on Thursday 17 December 2015 at 3pm

Present: Councillors: W. Soane (Chairman for the meeting), K. Baker, D. Mills

Officers present: D. Mander, Town Clerk; K. Murray, Deputy Town Clerk

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.

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Soane as Chairman for the meeting.

2. **APOLOGIES**

Councillor D. Smith

3. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

4. **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.**

5. **PERSONNEL REPORT**

Report No UC2/15 was presented by the Chairman. Members discussed the matter and

RESOLVED:

- ◆ That the recommendations set out in Report No. UC2/15 be approved.

The meeting closed at 3.15

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**Report of a meeting of the Investments Working Party held at the Oakwood Centre
on Monday 18 January 2016 at 6.30pm**

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

Officers present: D. Mander, Town Clerk

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

2. **INVESTMENTS**

- i) Members noted the investment monitoring sheet as at 1 January 2016.
- ii) Members considered the suggestion from the Council's Investment Adviser, Rupert Baron of Rathbones, that the Council consider moving 10% of the Council's investment portfolio from the FTSE UK Dividend Plus tracker into an actively managed equity fund. The object of this change in investment would be to reduce risk, because the current mix of the FTSE 350 is perceived to be overly weighted to oil and mining.

It was noted that this action would move 10% of the fund from an Annual Management Charge (AMC) of 0.4% to around 0.9% - an increase of 0.5%. If 10% of the portfolio were re-orientated, the portfolio's total cost would rise by 0.5%. Assuming a portfolio value of roughly £1,200,000 there would be an increase in cost of £600.

During the discussion on the proposal it was noted that the Council's adviser had confirmed that the investment was considered to be low risk and that his advice had been intended to avoid the risk of the existing tracker investment and its weighting towards oil and mining. Members agreed to recommend this proposal to the Strategy and Resources Committee and requested that the Finance Officer provide a spreadsheet showing the performance of the new fund, month on month, and the ongoing performance of the former tracker fund to members of the working party for comparison and in order that the change in investment be regularly monitored.

RECOMMENDED:

- ◆ That the movement of 10% of the Council's investment portfolio from the FTSE UK Dividend Plus tracker into an actively managed equity fund be approved.

- iii) Members noted the sixth and final distribution payment of £1,480.56 from the administrators in respect of the Council's investment in Keydata. In line with the agreement made with Chase De Vere relating to the compensation received 36% (£533) will be retained by the Council and added to the investment portfolio in 2016/17 when the annual contribution is made.

3. **TREASURY MANAGEMENT STRATEGY**

Members considered the proposed Treasury Management Strategy 2016/17. The Town Clerk reported that it was now understood that Nationwide will accept temporary investments of £250,000 (the minimum quoted had been £500,000) and this would enable the Council more flexibility in making temporary investments, while still meeting

the requirements set out in the strategy. The Town Clerk agreed to provide future strategy documents with any changes clearly marked.

RECOMMENDED:

- ◆ That the Treasury Management Strategy 2016/17, as presented in **Appendix 1** attached, be recommended to Full Council for approval.

Meeting closed at 7.00pm

Annual Treasury Management Strategy 2016/17

Background

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

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

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

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

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

Investment Strategy

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

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

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

Introduction

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

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

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

Policy and practice

The Council defines its treasury management activities as:

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

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

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

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

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

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

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

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

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

Investment objectives

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

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

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

Temporary (specified) investments

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

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

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

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

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

Note: Financial institutions where temporary investments were made in 2015/16:

Lloyds Bank

Santander Bank

Long term (unspecified) investments

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

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

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

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

Period	Target increase in investment value
1 April 2015 – 31 March 2016	£29,803
1 November 2015 – 31 October 2016	£31,240

As at 31 October 2015 the market value of the fund was £1,094,658, an increase of £39,694 over the year. The target increase that had been set for this period was £28,737.

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

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

The Council, through the Investments Working Party and/or the Strategy and Resources Committee, will review its annual contribution to the fund every three years. The next review will take place in November 2016. In 2016/17 the Council will budget to contribute £80,000 to the fund.

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

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

Counterparties:

Rathbone Investment Management Ltd

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

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

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

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

Each year the Council will require the investment manager to:

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

** There is no index available to compare the fund's strategy (where the portfolio asset mix is constantly moving towards the greater security of gilts) and performance will be measured against a bespoke benchmark.*

Department for Communities and Local Government
**GUIDANCE ON
LOCAL GOVERNMENT INVESTMENTS**

NOTE ON THE REVIEW OF THE GUIDANCE

[This note is not part of the guidance]

BACKGROUND

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

APPLICATION

The new guidance becomes operative on 1 April 2010.

CLG SELECT COMMITTEE INQUIRY ON LOCAL AUTHORITY INVESTMENTS

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

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

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

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

MAIN CHANGES

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

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

GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

[Second edition – 11 March 2010]

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

[PART 1]

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

POWER UNDER WHICH THE GUIDANCE IS ISSUED [1.1]

1. The **Local Government Act 2003**, section 15(1), requires a local authority "...to have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify...".
2. The guidance on investments in Part 2 of this document is issued under section 15(1) of the 2003 Act and authorities are therefore required to have regard to it.
3. Two codes of practice issued by the *Chartered Institute of Public Finance and Accountancy* (CIPFA) contain investment guidance which complements the CLG guidance. These publications are:
 - *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*
 - *The Prudential Code for Capital Finance in Local Authorities*
4. Local authorities are required to have regard to the current editions of the CIPFA codes by regulations 2 and 24 of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146]*.

APPLICATION [3.1 - 3.3]

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

INVESTMENT STRATEGY [4.1 - 4.7]

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

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

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

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

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

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

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

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

INVESTMENT SECURITY [5.1 - 5.3]

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

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

INVESTMENT RISK [6.1 - 6.4]

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

Risk assessment [6.1]

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

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

Treasury management advisers [6.2]

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

Investment training [6.3]

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

Investment of money borrowed in advance of need [6.4]

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

INVESTMENT LIQUIDITY [7.1]

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

[PART 2]

Department for Communities and Local Government

GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

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

(1) POWER UNDER WHICH THE GUIDANCE IS ISSUED

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

(2) DEFINITIONS OF TERMS

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

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

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

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

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

(3) APPLICATION

Effective date

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

Local authorities

3.2 This guidance applies to all local authorities in England.

Parish councils and charter trustees

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

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

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

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

(4) INVESTMENT STRATEGY

Preparation

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

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

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

Approval

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

Timing

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

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

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

Publication

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

(5) INVESTMENT SECURITY

Specified investments

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

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

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

Non-specified investments

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

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

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

(6) INVESTMENT RISK

Risk assessment

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

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

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

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

Treasury management advisers

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

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

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

Investment training

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

Investment of money borrowed in advance of need

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

(7) INVESTMENT LIQUIDITY

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

2. Investment strategy

Dynamic asset allocation

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

Rebalancing annually – timed to coincide with cash injection

Appendix B

Treasury Management Strategy

Appendix C

Criteria to be met by investment manager/company:

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

REVISED BUDGET ESTIMATES 2015/16

REPORT OF THE TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Strategy & Resources Committee Revised Budget Estimates for the 2015/16 financial year.

Information

The Revised Budget Estimates for 2015/16, **Budget Appendix enclosed**, have been drawn up taking into account any additional factors or information from officers expected to affect income or expenditure for the year. Where possible, savings have been identified to reduce spending.

Expenditure

Reductions in expenditure have been achieved in four of the committee's budget heads:

- In the central costs staff, training, publications, postage, stationary, staff advertising, and the anticipated VAT Partial Exemption payment for 2015/16 are anticipated to be lower than originally budgeted for, giving and estimated reduction in costs of £13,815.

Members are asked to consider the allocation of any year-end unspent funds from the PR budget to an earmarked reserve for marketing costs at the Oakwood Centre.

- The closure of the Inn on the Park at the end of October 2015 resulted in a reduction of costs in the Committee's budget of £5,741. However, the remainder of the year's fixed costs (staff apportionments, fuel, phone – alarm line - and rates) have been transferred to Woodford Park Leisure Centre's budget within the Leisure Services Committee's remit.
- At the Oakwood Centre, despite additional staffing costs as a result of the Venues Manager post becoming full time (from 20 hours a week to 37), fuel, cleaning, postage, certification and catering arrangements are likely to come in under the original budget allocated giving an overall reduction in costs of £3,120.
- Costs at the Maintenance HQ are estimated to be lower for lighting and heating and repairs and maintenance, although this is slightly offset by higher phone costs. A reduction of £600 is anticipated in this budget.

Additional costs are estimated in the following heads:

- In democratic costs the estimated staff cost has increased to reflect the introduction of the Deputy Town Clerk post and civic costs have increased to cover additional activities in the year. The anticipated budget increase over the original expenditure is £1,630.
- The revised estimates in the corporate management budget are set to increase by £13,731 over the original budget figure. There are additional staff costs relating to the Deputy Town Clerk post and changes to the terms and conditions of the Town Clerk post as well as higher NI and employers pension costs. Bank charges and the cost of the residents survey are also likely to be higher than budgeted for.

Overall, expenditure is estimated to be £7,915 under that originally budgeted.

Income

It is estimated that committee income will be £16,489 under the original budget figure. The loss of income from the closure of the Inn on the Park and a lower income estimated at the Oakwood Centre, off set by higher central costs income account for this reduction.

Net Expenditure

Overall, the committee's revised estimates show a net increase of £8,574 over that originally budgeted for the 2015/16 financial year.

Recommendations:

- ◆ **that Members note the contents of the report.**
- ◆ **That Members approve the allocation of year-end unspent PR funds to an earmarked reserve for Oakwood Centre marketing.**
- ◆ **that Members approve the Revised Budget Estimates for 2015/16, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2016/17

REPORT OF THE TOWN CLERK

Purpose of Report

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

Information

The Budget Estimates for the 2016/17 financial year, set out in the enclosed **Budget Appendix**, have been drawn up taking into account the previous year's revised estimate figures, advice from officers in respect of operational costs and activities, plans for those services within the committee's responsibility and any other factors.

Expenditure

Overall expenditure is estimated to be £27,242 higher than the revised estimate for 2015/16 and £19,327 over the original 2015/16 budget.

An allowance has been made for an anticipated staff pay increase of 1% in 2016/17.

Savings in the central costs budget include lower postage and stationery costs as a result of agendas being emailed and an anticipated reduction in the VAT partial examination cost following the transfer of Bulmershe Leisure Centre last year.

In democratic services the allowance for election costs, have been increased from £5,500 to £6,000. If this allocation is not used for a bye-election it is transferred to an earmarked reserve at the year end which will be used to fund the Council's 2019 elections.

In the corporate management budget employers' National Insurance and pension costs have increased. Under new regulations the employers' and employees' NI rate for contracted out pensions (such as the Local Government Pension Scheme – the Council's pension scheme) will no longer receive a rebate and both will pay higher NI rates. The employers' pension rates will increase by 0.5% in 2016/17. Overall this is estimated to add around £15,000 to these costs over the revised estimate figures.

Also in the corporate management budget insurance costs will increase to cover the new 3G pitch and the additional insurance tax payable and bank charges are anticipated to be higher with the new pitch and additional activities at the leisure centre. Payroll costs have been transferred from central costs to the corporate management budget head. Funding for a residents survey has also been included, in anticipation that the Council will wish to carry one out in 2016/17.

Capital projects expenditure for the year has been maintained at £45,000.

There is no expenditure or income relating to the Inn on the Park following its closure at the end of October 2015.

At the Oakwood Centre costs are in line with the previous year's budget estimates.

Income

Income estimates at the Oakwood Centre have been set at prudent levels. The staff team at the centre should have some capacity to develop and carry out some marketing of the centre and this will be a key aim going forward.

The committee's annual income is estimated to be £21,054 lower than the 2015/16 revised estimates and £48,296 over the original estimates for that year. This is largely because of the closure of the Inn on the Park last year.

Net Expenditure

It is estimated that net expenditure will be £48,296 higher than the revised budget figure for 2015/16 and £56,870 over the original 2015/16 budget.

Recommendations

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the proposed Budget Estimates for 2016/17, as set out in the Budget Appendix, be approved.**

Woodley Town Council

BUDGET AND PRECEPT 2016/17

REPORT OF THE TOWN CLERK

Purpose of Report

To consider and recommend to Council the budget and precept charge for the 2016/17 financial year.

Information

This report refers to the budget information on the first page of the accompanying **Budget Appendix**. This page shows the original budget approved for 2015/16 and the expected reserves level at that time. It sets out the revised 2015/16 figures and shows the actual reserves figure following the 2014/15 year end, as published in the accounts for that year. The column highlighted in green presents the proposed budget for 2016/17 and anticipated reserves.

The projections for 2017/18 and 2018/19 are indications only of future income and expenditure based on the 2016/17 figures and should be regarded as such. They are not fully planned and informed budget figures.

Precept calculation

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

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

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

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

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

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

£165,000 over the last two years and, it is understood that the Government now includes this sum in the overall funding to allocate to Wokingham Borough Council. In the first year Wokingham Borough Council passed the whole of this funding to the town and parish councils. In 2014/15 the allocation to parishes was reduced to 59% of the Government's allocated funding (£100,000) and in 2015/16 a similar level of grant was passed to the Council by the borough council. For 2016/17 the overall sum being allocated to parishes has been reduced by 20% to £80,000. The allocation to this Council has reduced by £8,644 to £34,576.

The 2016/17 tax base is 9840.1, 275.2 higher than last year's figure of 9564.9 This new tax base includes an additional 275.2 Band D equivalents in the parish and anticipates some of the new homes to be built in the town becoming occupied during the year.

Reserves

The original budget estimates for 2015/16 anticipated general reserves of £385,943 at the end of the year and a contribution to general reserves of £1,046.

At the 2015/16 year end, and in line with the revised estimate figures, it is anticipated the general reserve will stand at £386,682 and that £1,785 will be added to the general reserve.

2016/17 Budget Estimates

The Council's proposed net budget for 2016/17 is estimated at £1,076,087; an increase of £24,120, on the revised figures for 2015/16 and an increase of £20,431 on the original 2015/16 budget estimate. Additional costs of Employers' NI and pensions, running costs for the new 3G pitch, public toilet maintenance and a reduction of income following the closure of the Inn on the Park in 2015 are not able to be offset by the estimated additional income from Leisure Services' activities.

The expenditure includes capital loan repayments and the annual contribution to the sinking fund. The Council has earmarked reserves of £461,044, as at 1 January 2016. This excludes an earmarked reserve of £570 for swimming teacher development which is no longer needed and, subject to approval, can be released to general reserves. The budget summary page shows this sum as an addition to the reserves in 2016/17.

The value of the Council's investment portfolio (to meet the repayment of the loan principal on the Oakwood Centre) was £1,072,243 at 1 January 2016.

It is proposed that the precept level be set at £1,039,607 for the 2016/17 financial year, an increase of £29,075 on last year's precept figure. With the Government funding added a total of £1,074,183 will be raised.

The 'Band D' property charge at £105.65 is the same rate as in 2015/16.

The budget estimates presented anticipate that the Council's 2016/17 revenue expenditure will require £1,904 from the general reserve to support the year's estimated expenditure. It is estimated that as at 31 March 2017 the Council's general reserves will stand at £385,348.

Recommendations:

- ◆ **That Members note the contents of the report.**
- ◆ **That the earmarked reserve of £570 for swimming teacher development be released to general reserves in 2016/17.**
- ◆ **That the proposed budget for 2016/17 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,039,607 for the 2016/17 financial year be presented to Council for approval.**

Woodley Town Council - Projects for External Funding

APPENDIX 10

		Est Project Cost	Comment
Priority Projects			
Woodford Park Leisure Centre	Regeneration	1m - 5m	Currently investigating options for regeneration and potential funding. Project may include fitness gym, dance studio, sports hall extension, refreshments area, indoor play.
Woodford Park Lake	Desilt, path repair, redesign,	100,000	Project to include desilting, new planting design, reed beds, biodiversity assessment, path repairs/replacement, timber edge repairs/replacement. Significant cost associated with removal of silt. May be possible to reuse some on site. Project plan required.
Woodley Precinct	North End Regeneration	100,000 - 300,000	Project currently being developed - Project will be led by WBC with WTC and WTCMI as project partners. Funding from WTCMI and Section 106

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Woodley Town Council Premises/Property

Malone Park	Upgrade Play Equipment	50,000 - 100,000	Some new equipment installed in 2014. Several items approx 30 years old but in servicable condition
Memorial Ground	Upgrade Play Equipment	50,000 - 100,000	All equipment approx 30 years old but in servicable condition
Wheble Drive	Upgrade Play Equipment	20,000	Limited equipment at this site - x1
Woodford Park	Development of Youth area in Woodford Park	not known	Potential for new or refurbished youth shelter. Additional street art walls.
Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	50,000 - 100,000	General improvements to park infrastructure

Wider Woodley Projects - (for consideration by Community Services Committee)

Southlake Crescent Amenity project	Multi use gym project for residents in Southlake Crescent/Hearn Road area	16,000	Wokingham Borough Council
Kingfisher Drive	Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive	16000	Wokingham Borough Council
Spitfire Way	Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops	50,000	Wokingham Borough Council
Headley Road	Pedestrian crossing installation or equivalent outside the Oakwood Centre	50,000	Wokingham Borough Council
Howth Drive	Pedestrian crossing installation as near as possible to Bader Court	50,000	Wokingham Borough Council
Colemans Moor Road	Traffic calming	Not known	Wokingham Borough Council
Howth Drive	Remove ruined grass verges and replace them with large parking bays	Not known	Wokingham Borough Council
Kingfisher Drive	Remove ruined grass verges and replace them with large parking bays	Not known	Wokingham Borough Council
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	Wokingham Borough Council
Ashbury Park	BMX track	Not known	Wokingham Borough Council

OAKWOOD CENTRE UPDATE

REPORT OF THE VENUES MANAGER

Purpose of Report

To advise Members of current and planned marketing activities for the Oakwood Centre.

Background

The growth plans and marketing of the centre for 2016 have been affected by the following events occurring in 2015:

Staffing

Long term staff sickness has meant more time spent by the Venues Manager on operational duties. This situation will improve once a new Venues Assistant has been appointed. Recruitment to this post is currently being carried out.

Catering

It is anticipated that a new catering partner will be in place from 1 March 2016. This will enable a joint marketing approach for the Centre with an opportunity to increase footfall and income from the start of the financial year.

Website

The website for the Centre took longer than anticipated to deliver but is now live. This will enable a targeted approach for all future marketing.

Social Media

Facebook and Twitter accounts for the Centre have been established and will require development in order to support marketing activities for 2016.

Room Hire

Room Hire Income

MONTH	2015	2016	2017	+ / -
APRIL	8879			
MAY	6882			
JUNE	8147			
JULY	4400			
AUGUST	5786			
SEPTEMBER	5951			
OCTOBER	5692			
NOVEMBER	9251			
DECEMBER	5549			
JANUARY	-			
FEBRUARY	-			
MARCH	-			
TOTAL	60537			

Current 2016 room hire as of 20/01/16

FUNCTION ROOM	DAYS BOOKED	%
MILES	87	27%
BRUNEL	117	32%
FALCON	155	38%
BADER	72	19%
INTERVIEW	173	48%
MAXWELL	68	21%
CARNIVAL	164	45%

These figures show how much scope there is to increase revenue within the centre. The marketing strategy for 2016 to improve these figures will primarily be focused on attracting business and regular users.

FUNCTION ROOM	DAYS BOOKED	%
THEATRE	260	72%

Of the 104 days the theatre is not booked, 38 days are at weekends including 17 complete weekends. The marketing strategy for filling these weekends will be to focus on booking individual one off type social events in line with the recently completed customer survey.

Current Marketing

The centre has now been registered on the following new sites:

Halls for Hire: A site that enables people to find a meeting venue within their area. Currently they have 2929 meeting hire venues registered throughout the UK but only 5 of those are in the area, so very little competition.

Training Directory UK: This network includes 3000 training providers and 30000 training industry contacts across the UK. It purports to have 86500 visitors monthly and 16900 social network contacts. Registering with this site will make the centre more visible which should result in more bookings from training companies looking for venues in this area.

Other Exposure

Facebook: Currently very low hit rate and left in its current form it will not support any worthwhile marketing activity. Much more time and financial investment is required to make this site a valuable marketing tool. We are seeking the help from a recommended source to achieve this with cost not known at this stage.

Twitter: 883 followers currently but less of a marketing tool but same actions as above.

Weddings: We are not currently advertising in any wedding publication due to cost and value for money. An average advert in a professional magazines costs circa £300-£800 and even at that cost our advert would be lost amongst the pages. To be noticed would cost £900 to £2499 per annum.

Attempts are currently being made to advertise on the "National Civil Wedding List" and we are also searching for similar publications that focus on the type of wedding that we offer. Wedding marketing is now on our website.

Two other appropriate publications "Hitched and Wedding Date" will let us advertise free but will charge 30% fee for any successful introduction (catering not included)

Our venue is however placed in first position on the Direct Gov site for civil weddings in this area.

New web site: Currently underused for self-advertising/ cross advertising and marketing opportunities but it does display the centre more effectively than the last site. More work will need to be completed to make this an effective marketing tool.

Immediate Advertising recommendations:

Centre post and panel sign placed at on the edge of the property visible from the road that properly advertises the centre and what we do with council information displayed on a separate board. Cost £570.

Permanent banner advertising the centre placed above café sliding doors circa £100. Wording to include, free Wi-Fi, fully licenced for weddings, meeting & training rooms, contact details etc.

Regular Hirers

Regular Hirers lost this year

- Craft making club approximately 10 sessions per year client moved out of area. We are currently looking at other craft opportunities.
- Woodley & Whitegates Liberal Democrats - 10 sessions per year.

New Regular Hirers

- Czech School Berkshire - 2 x Sundays per month multi rooms.
- Sandler Training - 1 session per week.
- Revive Yoga due to start in May - 1 evening per week.

Catering Partner

It is anticipated that the new catering partner will be keen to support and suggest revenue raising ideas for the Centre. This joint approach should have a positive impact in the second quarter of the 2016/17 financial year, once the new business is established.

Events that we are currently exploring

- Physic Fairs. (Have met with company)
- Film shows. (In e-mail contact)
- Net Mums: (In e-mail contact)
- Record Fairs. (In e-mail contact)
- Reading film and video makers. (In e-mail contact)
- Retirement and financial seminars
- Food Festival for local produce
- Contacting past users to reignite interest
- Craft workshops and courses
- Indoor boot fair
- Senior wellbeing
- Considering the best way to contact local and surrounding businesses
- Language courses
- Ethnic events

Updates on marketing activities and business in the Centre will be reported to each Strategy and Resources Committee going forwards.

Recommendations:

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

NEIGHBOURHOOD PLANNING

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To advise on the neighbourhood planning process and provide further information for Members to consider whether a neighbourhood plan should be undertaken in Woodley.

BACKGROUND

The provisions for neighbourhood planning were included in the 2011 Localism Act, with legislation coming into effect in 2012. It is reported that up to October 2015 over 40 neighbourhood plans have been through the examination and referendum process and therefore brought into force.

At a Town Forum before the Council meeting on 29 September 2015 a request that the Council undertake a neighbourhood plan was made by a resident. The Leader of the Council confirmed that the Council's position was that it would be considering whether a neighbourhood plan would be appropriate for the town. This report aims to provide information about the neighbourhood planning process and provide further information to assist Members in considering this matter.

INFORMATION

Neighbourhood plan process

A neighbourhood plan is a planning document and will guide the future development of an area. It sets out the use and development of land and associated social, economic and environmental issues and can't deal with non planning matters. It establishes general planning policies for the development and use of land in a neighbourhood, for example where houses and offices should be built and what they should look like. The plan can be as detailed or as general as local people want. It can allow for the right kind of development for a community but must still meet the needs of a wider area.

A neighbourhood plan also has to take into account a planning authority's local plan, which includes assessment of housing and other development needs in the area. In general, a neighbourhood plan can't conflict with the local plan, although it can allocate additional sites for development if it can demonstrate need above that identified in the local plan. A neighbourhood plan, once in force, will be part of the statutory development plans for the area and gives more weight than parish and community plans. It can be in force for a timeframe decided by the community in the area concerned.

In an area where there is a parish/town council a neighbourhood plan has to be led by that council. A neighbourhood forum has to be established to lead the neighbourhood planning process and has to be designated as such by the planning authority under conditions set out in the regulations. These include adopting a constitution and there being a minimum of 21 individuals living or working in the area or who are councillors representing the area at principal council level.

The area to be covered by a neighbourhood plan also has to be designated by the planning authority and the application from the council or the neighbourhood forum must include a statement explaining why the proposed neighbourhood area is an appropriate area. The area designated does not have to be the whole of the parish, for example, although the reasons for this will need to be explained in the application. The planning authority must designate a neighbourhood area. However, it may refuse to do so if it considers the area not to be appropriate and must give reasons. Once a neighbourhood area is approved the planning authority is legally required to advise or assist a group producing a plan in its area.

The town council and neighbourhood forum should be inclusive in the preparation of a neighbourhood plan and ensure that the wider community is kept fully informed of what is being proposed, is able to make their views known through the process and has the opportunity to be actively involved in shaping the plan. The wider community includes other public bodies, landowners and the development industry.

Once the draft neighbourhood plan is complete it must be publicised for at least six weeks and bodies affected by the plan should be consulted. The draft neighbourhood plan is then submitted to the planning authority where it is assessed to ensure it meets statutory requirements. The planning authority must then publicise the plan for a minimum of six weeks, invite representations, notify consultation bodies and send the draft plan to the independent examiner.

The independent examiner's role is to test whether or not the draft plan meets the basic conditions and other matters set out in legislation. The public may make their views known to the independent examiner by submitting written representations to the planning authority during the statutory publicity period. The independent examiner may decide to hold a hearing and will decide who should be invited to speak.

Once the independent examination has been completed and the neighbourhood plan has passed the planning authority must make arrangements for a referendum of those living in the area covered by the plan to take place. If a majority of those voting are in favour of the draft plan then the neighbourhood plan must be adopted by the planning authority and come into force.

A quick guide and a roadmap guide on neighbourhood planning prepared by Locality, a nationwide network helping people set up locally owned and led organisations can be viewed at: <http://locality.org.uk/projects/building-community/>

Funding, costs, capacity and CIL

The government has allocated funds for town/parish councils and other groups to develop draft neighbourhood plans. Up to £8,000 is available for this process. For areas facing more complex issues a further grant of up to £6,000 for technical support may be agreed. The planning authority is responsible for covering the costs of the referendum and the independent examination.

It is likely that other costs not met by any grant funding and any council staff time required would be borne by the town council. The full cost of preparing a plan depends on the scope of the plan, its evidence base, the nature of public engagement and the standard and style of the production of a plan and it is not possible at this point to identify the level of additional expenditure that may be required. Many town and parish councils have appointed planning consultants to help them through the process, which does require attention to planning law and meeting the regulations that apply to neighbourhood planning. The 2016/17 budget has no funds ringfenced for this purpose, although the council could consider allocating funds from the general reserve if it decided to undertake a neighbourhood plan.

In terms of capacity to undertake a neighbourhood plan, the Council has three significant projects underway at present (new catering contract, 3G pitch project and the first stage in the redevelopment of Woodford Park Leisure Centre) with others in the research stage (lake and improvements at Woodford Park). Staff capacity to be involved in a neighbourhood plan would be limited without other planned projects being delayed or another staff member being appointed, at least on a part time basis, to undertake the work that would be required on the part of the town council.

Under regulations relating to Community Infrastructure Levy (CIL) town and parish councils are entitled to 15% of any CIL monies received by the planning authority in respect of development in their parishes. If the area has an approved neighbourhood plan then 25% of the CIL receivable is paid to the town/parish council.

Neighbourhood plans locally

Of the 17 town and parish councils in the Wokingham Borough it is understood that three have expressed an interest in developing a neighbourhood plan for their parish area. None have completed the process as yet.

Thame in Oxfordshire was one of the first neighbourhood plans to come into force and is regarded as a good example of a community led, town council supported neighbourhood plan. Thame was in the position where new housing would be built in the town and wanted to enable local people to decide where the new housing should go and set objectives on housing, employment, green space and community facilities while retaining the character of a market town and setting policies for good quality design.

In Woodley all the larger areas identified for development (building new homes) in Wokingham Borough Council's local plan have received planning consent, are in the process of being built and all were approved before CIL was introduced in the borough. The design statement for Woodley (emailed with the agenda) was adopted by the borough council in 2010 as a design supplementary planning document and will have been taken into consideration when the planning applications for the developments were approved. The design statement was part of a wider project called Woodley 2020, effectively a town plan, which was a community development plan led by members of the local community and supported by the town council between 2006 and 2008. The Woodley 2020 document can be found on the council's website, as can the design statement.

This council is not in a position to determine development areas; there are no other development sites of any significant size available in Woodley and the remaining open areas are parks, sites of urban landscape value or a local nature reserve. It is likely that future development in Woodley will be small scale and therefore Members need to consider whether developing a neighbourhood plan would be appropriate in the circumstances.

As an aid in this consideration **Appendix A** is a worksheet from Locality's roadmap guide on neighbourhood planning which sets out factors to consider in deciding whether or not to prepare a neighbourhood plan.

The main factor prompting the development of many neighbourhood plans appears to be the likelihood of development in an area and a wish by local communities to have some say in what the development looks like and potentially where it or they are sited. This is not the situation in Woodley, nor is it the case that large sums of CIL funding will be paid to the town council from future developments.

RECOMMENDATION:

- ◆ **That Members consider whether a neighbourhood plan be undertaken in Woodley.**

Neighbourhood Planning Worksheet 1

Making the Decision to Prepare a Neighbourhood Plan

The following is intended to guide local groups in deciding whether to produce a Neighbourhood Plan, including weighing up alternative courses of action.

Tasks

Consider different routes to achieving your ambitions for your neighbourhood.

Identify the opportunities and benefits of producing a Neighbourhood Plan.

Consult a range of local people, partners and stakeholders to assess level of interest.

Review existing local policy to identify how well it covers community concerns and aspirations.

Consider alternatives for the boundary of the neighbourhood area, for which a plan could be prepared.

Estimate resource implications (time and money) of producing a Neighbourhood Plan.

Review possible sources of funding and support (including technical and professional support).

Meet the local authority to clarify the support it can offer under its duty to support.

Based on the above, make the decision on whether to produce a Neighbourhood Plan.

Consider Alternatives to a Neighbourhood Plan

Alternatives to producing a Neighbourhood Plan may include:

- use other planning tools such as seeking to influence the local plan; commenting on planning applications; get involved in pre-application discussions; influencing design and development briefs
- produce a parish plan or community plan (though these do not have statutory status)
- focus time and money on delivering existing plans (e.g. a parish plan)

Other options include:

- link with other parishes or adjacent areas to produce a joint Neighbourhood Plan
- delay producing a Neighbourhood Plan until resources can be found

Opportunities and Benefits of a Neighbourhood Plan

It is useful to be aware of the main motives for wanting to do a plan. These could include:

- the plan will have statutory status – greater influence over planning decisions
- more say on detailed matters than the Local Plan
- community-led
- possible influence on other council activities
- opportunity to specify which sites will be developed

- begins a dialogue with a range of organisations
- can encourage community projects and self-build initiatives

Resources

Time and Financial Costs

It may be useful to create a simple table to help in assessing time and cost implications. This could break down the plan into different activities, such as:

- publicity
- local partnerships
- initial community engagement
- building the evidence base
- continuing community engagement
- writing the plan
- pre-submission consultation
- other activities

In working out resources including financial costs, each task will need to be considered. Think about breaking down the task of producing a neighbourhood plan into a series of smaller actions and then placing key milestones and costs against them.

The following should be included:

- venues, refreshments, materials for community events
- paid professional support (if needed) (such as preparing technical evidence)
- telephone and postage
- printing
- travel to meetings and events
- other miscellaneous expenses

Sources of Support

Time and cost implications can be set against possible sources of support, both financial and professional/technical.

Possible Financial Support

- specific Neighbourhood Planning grants or support, if applicable
- precept (for town/parish councils)
- local authority financial contribution
- local donations
- developers and landowners
- local businesses/chambers of commerce

Professional and Technical Support

- council officer time and other support by the local planning authority (which has a duty to support the preparation of the Neighbourhood Plan)
- pro-bono support from local firms (e.g. planning practices, legal firms)
- pro-bono planning support through national organisations (e.g. Planning Aid)
- community engagement support from national organisations (e.g. Locality)
- local working or retired professionals
- web sites (e.g. Planning Portal)
- local branches of professional bodies
- help with printing
- help with developing web sites/publicity/communications
- need to be clear on skills/knowledge available in local community

Making the Decision

The decision on whether to produce a plan, now or in the future may be based on an assessment of:

- potential benefits to the area in question
- local opinion
- estimation of resource implications and comparing to available resources, both financial and in terms of volunteer time
- available support, including that from the local planning authority through its duty to support
- consideration of whether alternative courses of action may be a better use of time and resources

TIMETABLE OF MEETINGS - 2016/17
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All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANS COMMITTEE	COMMUNITY SERVICES	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2016</u>	<u>2016</u>	<u>2016</u>	<u>2016</u>	<u>2016</u>
17 May 7 June	24 May	31 May (SH)	14 June	Annual Meeting: 10 May 28 June
5 July 26 July (SH) 23 August (SH) 20 September	30 August (SH)	6 September	13 September	27 September
18 October 15 November	1 November	8 November	22 November	6 December
<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>
13 December 10 January 31 January	3 January (SH)	17 January	24 January	7 February
28 February 28 March 25 April	4 April (SH)	11 April (SH)	18 April	Town Electors: 7 March Annual Meeting: 9 May

(SH = School Holidays)

SCHOOL TERM DATES

2016 Monday 11 April to Wednesday 20 July
Monday 5 September to Tuesday 20 December
(NOTE: Training days - to be agreed)

Half Term: 30 May - 3 June
Half Term: 24- 28 October

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

2017 Wednesday 4 January to Friday 31 March
Tuesday 18 April to Tuesday 25 July
(NOTE: Training days - to be agreed)

Half Term: 13 - 17 February
Half Term: 29 May - 2 June

Good Friday: 14 April 2017
WBC Elections: None in 2017

Woodley Residents' Survey 2015

Summary Survey Results



Jan 2016

These are the summary results for the 2015 Woodley Residents' Survey.

The full report follows.

Sample size

There were two elements to the survey:

1. A representative sample gained through a doorstep survey of a structured survey of 500 Woodley households, across all parts of Woodley and relecting all age groups and household sizes.
2. A self completion survey for additional people wishing to express their views – this could be completed by anyone who wished to do so, including those outside Woodley. 442 people responded to this. 18 of these were from other RG postcodes (users of Woodley facilities who did not live in Woodley). The sample of self completion responses came from across Woodley in a broadly representative sample of age groups and household sizes.

How representative are the results?

The doorstep survey provides a structured sample of data which is 95% representative of local households to +/- 4.3%.

The self completion survey provides data that is 95% representative of the local population to +/- 4.6%. However the nature of the response is different as those replying are self selecting and may have answered because they have specific interests and views to express.

Together the two elements of the survey provide enhanced data that can be relied upon as being 95% representative of local people's views, within +/- 3.13 %.

Compatibility of questions across the two elements of the survey

The two elements of the survey were broadly identical, with minor changes to wording (but not to meaning) to allow for the different types of questionnaire.

A small number of questions were asked only in the doorstep survey because they were not relevant to the self completion survey.

For example, by definition those answering the self completion survey would have heard of Woodley Town Council in advance of answering the questions. Those responding to the doorstep survey may not have heard of the council.

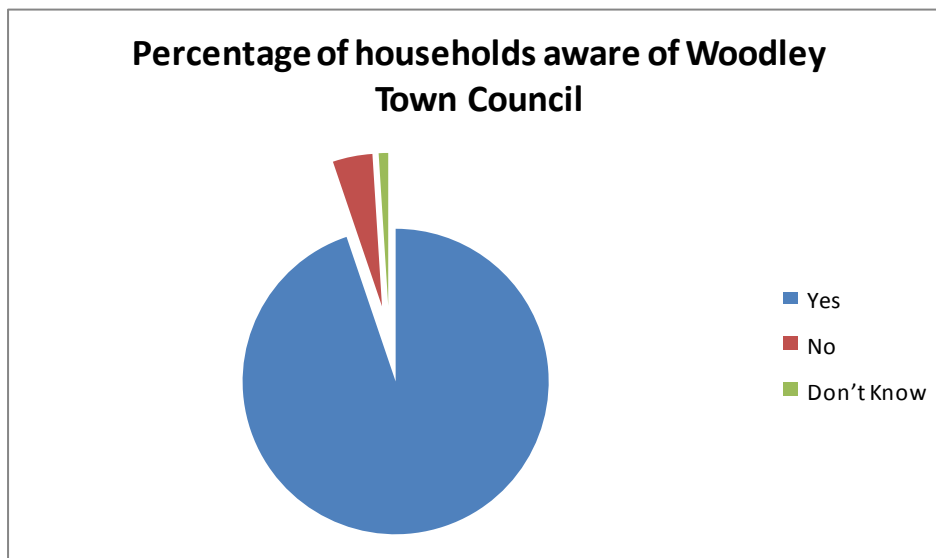
1 Awareness of Woodley Town Council

This question was asked in the Doorstep survey only

1.1 Residents having heard of Woodley Town Council before

There was a strong awareness of Woodley Town Council (WTC) among local residents.

Aware of WTC?	% Response
Yes	94.8
No	4.2
Don't know	1.0



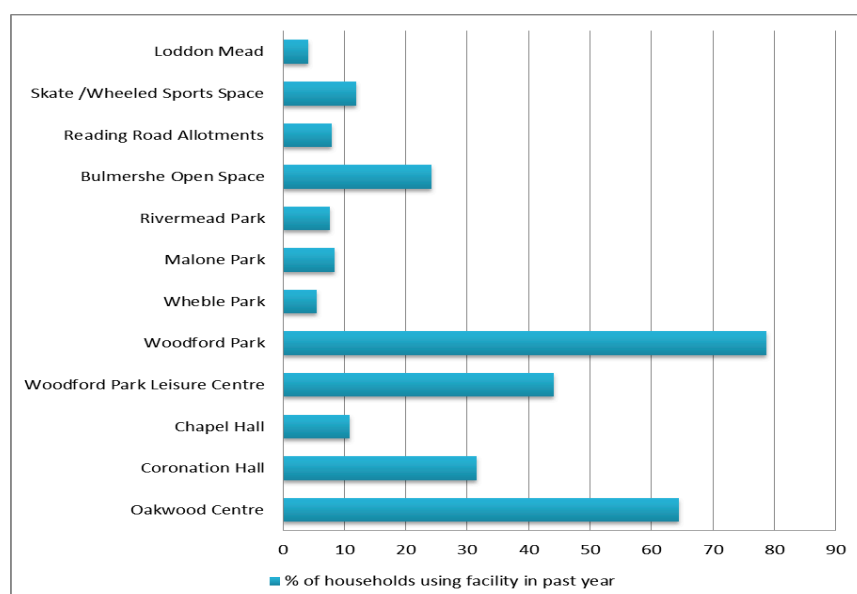
2 Town Council Facilities

2.1 Use of Woodley Town Council facilities by local residents

Table 1: Use of WTC facilities by local residents

Facility	% of households using facility in past year		
	Doorstep survey	Self completion survey	Both surveys
Oakwood Centre	60.2	69.1	64.4
Coronation Hall	31.8	31.3	31.6
Chapel Hall	8.8	13.3	10.9
Woodford Park Leisure Centre	42.6	45.9	44.1
Woodford Park	86.0	70.5	78.7
Wheble Park	3.4	7.8	5.5
Malone Park	7.2	9.8	8.4
Rivermead Park	8.2	7.0	7.6
Bulmershe Open Space	18.2	30.9	24.2
Reading Road Allotments	5.4	10.7	7.9
Skate /Wheeled Sports Space	10.2	14.0	12.0
Loddon Mead	2.2	6.3	4.1

Fig 1: Use of WTC facilities



2.2 Awareness among local residents of the facilities provided by Woodley Town Council

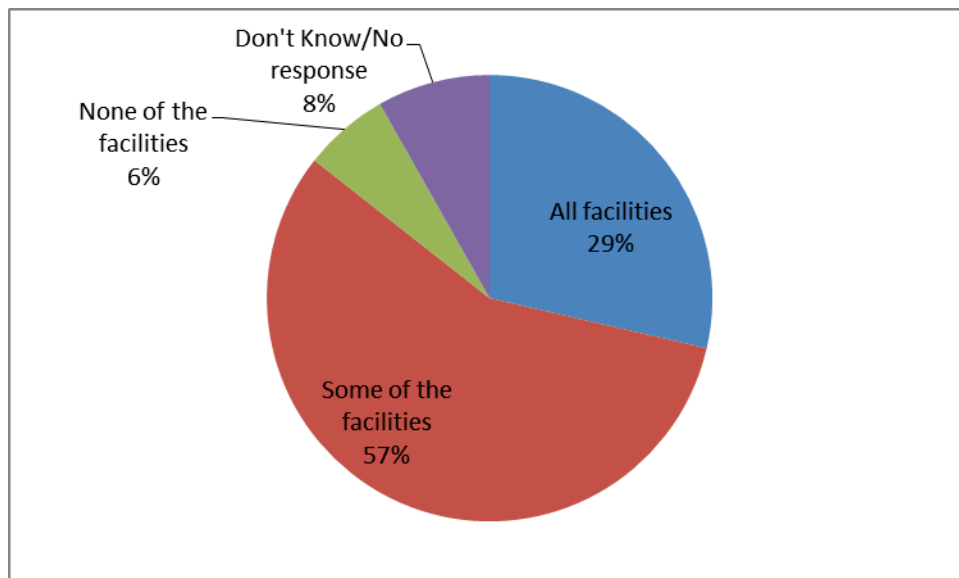
This questions was asked in the doorstep survey only

Eighty five per cent of local households were aware that Woodley Town Council provide all or some of the facilities they had been asked about. However, it is notable that only 28.6% were aware that all of these facilities were provided by the town council.

Table 2: Knowledge among local households of facilities provided by WTC

	% response
All facilities	28.6
Some of the facilities	57.0
None of the facilities	6.2
Don't know/No response	8.2

Fig 2: Knowledge of facilities provided by WTC



2.3 The rating of WTC facilities by users

The majority of users rated Woodley Town Council facilities as good or satisfactory.

Table3: How users rated WTC facilities

Facility	% response			
	Excellent	Good	Satisfactory	Poor
Oakwood Centre	34.8	39.6	18.4	7.2
Coronation Hall	15.0	35.5	36.8	12.8
Chapel Hall	8.5	32.3	43.8	15.4
Woodford Park Leisure Centre	22.4	31.3	28.8	17.6
Woodford Park	28.4	43.6	23.8	4.2
Wheble Park	12.2	25.7	38.6	23.5
Malone Park	15.3	47.1	24.4	13.2
Rivermead Park	12.9	27.4	49.8	9.9
Bulmershe Open Space	16.3	65.8	12.7	5.2
Reading Road Allotments	26.7	46.1	16.3	10.9
Woodford Park Skate/Bike Park	29.7	39.4	26.7	4.2
Loddon Mead	3.3	44.2	45.6	6.9

Most frequent response

Second most frequent response

In 2015, more services were rated as good or satisfactory than in previous years.

2.4 Aggregated rating for all Woodley Town Council services

Table 4: Aggregated ratings for Woodley Town Council services

Rating	% response (all data)		
	2015	2013-2014	2012
Excellent	18.8	22.4	13.8
Good	39.8	36.0	45.2
Satisfactory	30.5	25.0	30.2
Poor	10.9	16.5	10.8

The overall rated and aggregated score for all the facilities in 2015 was 66.7 % (satisfactory-good). This is a decrease compared to previous years.

2.5 The Importance of Woodley Town Council Facilities to Local People

Table 5: The importance of Woodley Town Council facilities to local people

Type of facility or service	% rating as very important or important (all data)
Community halls (including Oakwood Centre)	87.9
Parks	93.7
Children's play areas	77.3
Youth facilities	72.4
Indoor sports facilities	80.9
Outdoor sports facilities	72.0
Allotments	54.8
Grants to services for local people and community groups	83.1

The parks in Woodley are the most important facility for local people, followed by community halls, grants for local people and community groups and indoor sports facilities. All of these were rated as important or very important by 80% or more of local people.

3 Service quality and value for money

3.1 Service quality

Twenty six per cent of people had been in contact with Woodley Town Council in the past two years. Of these, the majority found town council staff to be courteous, helpful, able to deal with queries effectively and knowledgeable.

Characteristic	% Response (all data)
Helpful	91.8
Courteous	93.1
Knowledgeable	83.0
Able to deal with queries effectively	83.1

3.2 Value for money

Table 6: Value for money

Town Council Value for Money	% Response (all data)
Excellent	10.9
Good	29.0
Satisfactory	36.9
Poor	14.2
Don't know/No response	9.0

Almost two thirds of people consider that Woodley Town Council provides satisfactory or good value for money. A further 10.9% feel that the council provides excellent value for money.

4 Public Toilets

In the autumn of 2015, the issue of public toilet provision in Woodley was being extensively debated in social media and elsewhere. Opinions given subjectively through comments and suggestions tended to be polarised between those who wanted separate public toilet provision, and those who did not.

The comments made are summarised in the full report, but are often based on peoples' feelings about the previous toilet having been demolished and not replaced. There are many who feel that a replacement is not necessary and a waste of funds, however over 60% of people in both elements of the survey wanted public toilets to be provided. Even those who wished to have a separate public toilet in the town centre often commented that the existing proposal seemed to be very expensive for a single toilet.

Those who did not want the toilets replaced generally felt this would be a waste of money, and that funding would be better used elsewhere.

4.1 Local Loos

At the time of the survey, public toilet provision in Woodley was made via the Local Loo Scheme. This scheme consisted of toilets available in local public buildings and businesses (Woodley Centre Surgery, the Oakwood Centre, Woodley Library and the Chequers public house). They were available for use free of charge during the opening hours of each place.

Many respondents thought the Local Loo Scheme was a good idea, and over 50% of people across the two surveys were aware of and had used a Local Loo. However, only 25% of those answering the doorstep survey knew about and had used the Local Loos. Many people commented that they waited until they got home, or went home to use the toilet. Comments (see full report) showed that many people feel uncomfortable going into the Chequers public house, GP Surgery or Library to use the toilet, and that some found these inaccessible. The Oakwood Centre was often not considered to be convenient location for the town centre shops.

There seemed to be a lack of awareness of the Local Loos Scheme, with almost a half of those responding to the doorstep survey, and a fifth in the self completion survey saying they did not know about it.

4.2 Use of Local Loos

The percentage of people using each Local Loo was as follows. There was a marked difference between the two sets of survey data in the responses to this question, so they are shown here separately. This may be because people who answered the self completion survey were more aware of the issue of public toilets than those interviewed at their homes.

Table 7: Which Local Loos have people used?

Facility	% Response	
	Doorstep survey	Self completion survey
Woodley Centre Surgery	16.8	33.3
Woodley Library	24.2	53.9
Oakwood Centre	23.1	53.7
Chequers public house	5.4	5.56
Have not used a Local Loo	39.8	24.6

4.3 Rating Local Loos

Among those that had used them, the Local Loos used were rated as follows:

Table 8: How were the Local Loos rated?

Rating	% Response (all data)
Excellent	27.2
Good	39.3
Satisfactory	23..8
Poor	5.9
Don't know	4.0

4.4 Reasons for not using Local Loos

Table 9: Why did people not use Local Loos?

Reason	% Response (all data)
Have not needed to	43.4
Locations are inconvenient	27.8
Not accessible enough	15.7
Not open when needed	21.8
Didn't know about them	29.8
Something else	15.1

Typically, other reasons for not using the Local Loos were related to people feeling uncomfortable using them and problems accessing the toilets with children, shopping or if there were mobility problems,

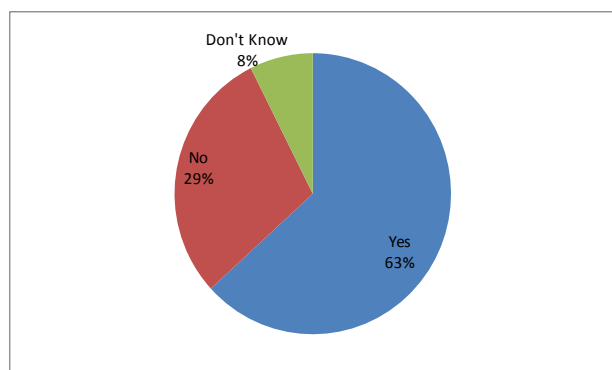
Those not using the Local Loos tended to go home to use the toilet or use one of the local cafes (often buying a drink to do so). A significant number of people said that they had cut their time in the town centre short and gone home because of a need to use a toilet.

4.5 Should there be a new public toilet in Woodley?

Table 10: Should a new standalone, accessible public toilet be provided in Woodley?

Response	% Response (all data)
Yes	62.9
No	29.8
Don't Know	7.3

Fig 3: Should a new standalone, accessible public toilet be provided in Woodley?



There was a difference between the responses in the two parts of the survey among those wanting or not wanting a new toilet - 59.6 % were in favour in the doorstep survey and 66.4% in the online survey.

It is notable that even those who wanted a new toilet to be provided frequently commented that the proposed facilities seemed an expensive option. There was also concern about becoming stuck or locked in an automatic toilet, and questions about whether they would be accessible for a disabled person and their helper.

There was some opposition to paying to use a public toilet, especially if it was not visibly attended by a cleaner.

Typical uses suggested for the development funds, if not used for public toilets were to improve local parks and outdoor spaces, modernise the town centre or provide more community based services.

5 Living in Woodley

5.1 Satisfaction with Woodley as a place to live

People like living in Woodley, almost a half like it a great deal.

Table 11: How satisfied are people with living in Woodley?

Rating	% Response (all data)
A great deal	49.2
A fair amount	41.4
Not very much	3.4
Not at all	2.2
Don't know	3.8

5.2 The sense of belonging to Woodley

Many local people feel a strong sense of belonging to the town.

Table 12: Identifying with Woodley

Rating	% Response (all data)
A great deal	41.3
A fair amount	44.7
Not very much	10.0
Not at all	1.8
Don't know/No response	2.3

5.3 Community spirit

There is more varied opinion about how local people engage with their community:

Table 13: To what extent do people in Woodley work together to improve the local area?

Rating	% Response (all data)
A great deal	13.8
A fair amount	44.1
Not very much	25.3
Not at all	5.9
This kind of improvement is not needed	3.9
Don't Know	7.2

To: National Council Representatives
To: County Associations
To: Direct Access Councils
To: All Committee Members

Dear Colleagues,

Happy New Year! My first bulletin of 2016 provides a brief update on a number of national developments and recent meetings:

New Year Honours

· It was great start to the year seeing a number of people from our sector being recognised in the New Year's Honours<<http://www.nalc.gov.uk/news/entry/450-nalc-congratulates-new-year%E2%80%99s-honours-2016>>; in addition to our chairman's congratulations I wanted to add my own and encourage councils and county association to make nominations to the honours system<<https://www.gov.uk/honours/overview>> throughout the year to promote how parish and town councils and making a difference.

New Year open letter from the Chairman

· Following his re-election at December's annual meeting of National Council, our chairman Councillor Ken Browse has written a New Year open letter (attached) to reflect on some of last year's achievements and to set out some of the challenges we will all face in 2016 and beyond.

Engagement with government

· Ken met with housing and planning minister Brandon Lewis MP at the Rural Housing Advisory Group on Monday to press the need for more affordable housing in rural areas; discussion centred on ensuring the right to buy and starter homes (the government will be consulting on proposals shortly) did not stop the supply of new land coming forward for housing; the importance of neighbourhood planning was also emphasised.

· Later that day Ken met Eric Ollenshaw - the former council leader and MP - who is chairing an independent review of local council tax support schemes to press NALC's case that billing authorities should pass on funding to parish and town councils, setting out our experience and evidence to date; Eric indicated he would be interested in proposals to address this problem, ideas suggested including a requirement for principal councils to consult with parishes on their proposals, publication of an impact assessment on how proposals will impact on parish councils and their functions, and better communication and publicity on their final decision. I would welcome your views on these ideas and any other changes which might be desirable.

· On Wednesday Ken met with local government minister Marcus Jones MP to discuss the provisional local government finance settlement and a number of related issues; Ken welcomed the decision not to extend referenda principles and asked for this to apply for the life of the Parliament, raised business rates and pressed for a share for parishes when new

localised arrangements start in 2020, again asked ministers to exempt public toilets from non-domestic rates, and urged the minister to continue to invest in work to support audit reforms and the creation of new councils.

Leadership development for councillors

· The LGA is organising a series of leadership development masterclasses for parish and town councillors and I would encourage councillors to take-up this fantastic opportunity; colleagues at LGA are funding and delivering this programme and we have been working closely with them to ensure the programme is tailored for our councillors. The events, which have a maximum of 20 places each, will take place on Tuesday 26 - Thursday 28 January 2016 at Roffey Park, Horsham; and Friday 19 - Sunday 21 February 2016 at Warwick Conferences, Coventry. There is also an event in March for councillors from our Super Councils Network/ LGA associate members. Places are still available so please contact charlotte.eisenhart@nalc.gov.uk<<mailto:charlotte.eisenhart@nalc.gov.uk>> if you are interested!

Audit and improvement events

· We are organising a number of events for county officers on audit and improvement on 3 February and 12 February; these will provide an update on the Smaller Authorities Audit Appointments Limited and the new auditing procurement process, and a session on work we are doing to develop a new improvement strategy including an update on the consultation so far and what future activities could include. Can I encourage all county officers to attend, please email alina.secui@nalc.gov.uk<<mailto:alina.secui@nalc.gov.uk>> for more details and to book a place.

Transparency Fund

· Grants to smaller parish and town councils from the Transparency Fund has now topped £500,000! Those councils with a turnover of less than £25,000 and who have not applied are still encouraged to do so, information can be found through your local county association and on the website<<http://www.nalc.gov.uk/our-work/the-transparency-fund>>.

Staffing changes

· And finally I wanted to let you know of some recent staffing changes: Lisa Stockdale returned from maternity leave last week and is working full-time as Administration Manager; Gurvynda Paddan-White has joined the legal team working Thursdays and Fridays as a part-time Solicitor; and our Policy Intern Alina Secui is staying with the Policy and Development team for a further 6 months as Policy and Projects Officer, funded by a grant from DCLG, to support the Transparency Fund and Sector-Led Body.

Kind regards,

Jonathan

Jonathan Owen
CHIEF EXECUTIVE
NATIONAL ASSOCIATION OF LOCAL COUNCILS

Woodley Town Council

Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 27 November 2015 at 10.00 am

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

Officer present: *K. Murray, Deputy Town Clerk
D. Ewens, Venues Manager
D. Mander, Town Clerk*

Also present: *Councillor K Baker
Chris Moore, ACL Consultancy Solutions*

Apologies: *None*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Welcome to Chris Moore of ACL Consultancy Solutions

The Panel welcomed Chris Moore who provided a summary of his experience in the field and specifically regarding the Oakwood Centre.

3. Next steps in tendering process

It was agreed that a workshop for prospective tenderers would provide an opportunity for them to view the premises and begin the pre-tender conversations. CM agreed to facilitate the workshop.

The general criteria for developing the tender documentation and scoring was discussed and agreed. These included attentions to commercial experience, branding, investment, USP, menu offer, hygiene rating.

ACTIONS: CM to produce and circulate tender schedule and draft tender documentation to the Panel.

4. Date of next meeting

Tuesday 8 December at 10am.

Meeting closed 10.45am

Woodley Town Council

Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Tuesday 8 December 2015 at 10.00 am

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

Officer present: *K. Murray, Deputy Town Clerk*

Also present: *Councillor K. Baker
Chris Moore – ACL Consultancy Solutions*

Apologies: *Councillor M. Green
D. Ewens, Venues Manager
D. Mander, Town Clerk*

Councillor Rahmouni chaired the meeting

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Review of project plan and draft tender documentation

Panel considered the timeline provided by Chris Moore. It was agreed that although the schedule was very tight it was workable and would enable the Council to carry out an appropriate tendering process and engage a new catering partner from 1 March 2016. It was noted that a workshop would take place on 20 December 2016 with interviews taking place on 15 January 2016.

ACTIONS: KM to establish the timing and decision process in order to provide a decision on the successful catering partner.

The tender document pack was considered by the Panel and the following agreed;

- That the information provided represented a good basis for the interview questions. KM and CM to discuss the wording after the meeting.
- That a question regarding how 'local' the organisations are be included.
- That a theatre event be added to the scenario questions.
- That a question regarding ad-hoc provision at Woodford Park Leisure Centre be included.
- That 'governance' of the operation be addressed through the process and discussions with tendering organisations.

ACTIONS: CM to amend the questions and circulate to the Panel. CM to circulate a summary following the workshop scheduled for 20 December.

It was agreed that the other catering operators in the town centre be invited to tender.

ACTIONS: CM to contact the town centre operators identified and invite to tender.

Meeting closed 11.00am

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Woodley Town Council

Proposed Charges 2016/17 Appendix

Proposed charges 2016/17

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	2015/16 £	Proposed 2016/17 £	% Incr
GAMES ROOM			
Woodley Resident	11.00	11.20	1.8
Other (<i>Non Woodley resident</i>)	17.80	18.15	2.0
Premium Rate WR (<i>Woodley resident</i>)	16.50	16.80	1.8
Premium Rate NW (<i>Non Woodley resident</i>)	26.65	27.22	2.1
TEA ROOM			
Woodley Resident	11.50	11.75	2.2
Other NW	18.70	19.10	2.1
Premium Rate WR	17.30	17.65	2.0
Premium Rate NW	28.10	28.65	2.0
FUNCTION ROOM			
Woodley Resident	22.90	23.35	2.0
Other NW	36.30	37.00	1.9
Premium Rate WR	34.35	35.00	1.9
Premium Rate NW	54.45	55.50	1.9
Pre school rate	9.72	9.90	1.9
COMMITTEE ROOMS			
Woodley Resident	6.75	7.00	3.7
Concessionary Rate	5.00	5.20	4.0
Other NW	10.30	10.70	3.9
UPPER ROOM (CTTEE RM 1&2)			
Woodley Resident	10.80	11.20	3.7
Concessionary Rate	7.50	7.80	4.0
Other NW	17.50	18.20	4.0

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

Proposed charges 2016/17

WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

	2015/16	Proposed 2016/17	p Incr	
SPORTS HALL				
BADMINTON				
Adult HH	9.55	9.85	3.1	Loddon Valley £11.00, Reading Sport & Leisure £10.00, Sports Park £9.60, Magnet LC £11.50, Bracknell LC £10.40, Henley LC £9.00, Bulmershe LC £9.10
Adult	11.30	11.60	2.7	Loddon Valley £12.85, Reading Sport & Leisure £11.60, Sports Park £12.70, Magnet LC £11.50, Bracknell LC £14.60, Henley LC £12.40, Bulmershe LC £10.75
OAP / Under 18 HH	5.00	5.15	3.0	Loddon Valley £3.90, Reading Sport & Leisure £5.05, Sports Park £7.70, Magnet LC £5.30, Bracknell LC £6.80, Henley LC £6.15, Bulmershe LC £5.00
OAP/Under 18	6.30	6.50	3.2	Loddon Valley £4.65, Reading Sport & Leisure £5.80, Sports Park £7.70, Magnet LC £5.30, Bracknell LC £9.80, Henley LC £12.40, Bulmershe LC £6.30
Club	12.20	12.55	2.9	Loddon Valley £12.55, Sports Park £9.60,
Off-Peak (9am - 5pm Mon - Thurs and all day Fri - off peak applies to adults)	6.85	7.00	2.2	
NETBALL				
Club Rate (per session)	57.60	59.40	3.1	Loddon Valley £61.75, Sports Park £50.80, Magnet LC £56.50, Bracknell LC £59.00, Henley LC £46.00, Bulmershe LC £45.00
HALF-SPORTS HALL	35.00	35.00	0.0	Sports Park £25.40, Leighton Park £40, Loddon Valley £33.10, Bracknell LC £31.00
TABLE TENNIS				
Adult HH	5.80	6.10	5.2	Loddon Valley £4.65, Magnet LC £11.50, Bracknell LC £4.90, Rivermead £7.30, Reading Sport & Leisure £4.70, Henley LC £6.65
Adult	6.70	6.95	3.7	Loddon Valley £6.80, Magnet LC £11.50, Bracknell LC £9.10, Rivermead £7.30, Reading Sport & Leisure £5.95, Henley LC £9.60
OAP/Under 18 HH	3.55	3.90	9.9	Loddon Valley £4.00, Reading Sport & Leisure £2.45, Magnet LC £5.30, Bracknell LC £4.20, Rivermead £5.95, Henley LC £4.80
OAP/Under 18	4.00	4.40	10.0	Loddon Valley £4.75, Magnet LC £5.30, Bracknell LC £7.20, Rivermead £7.30, Reading Sport & Leisure £2.95, Henley LC £4.80
AFTERNOON CLUB				
Healthy Habits	3.00	3.10	3.3	
Non Healthy Habits Rate	3.30	3.40	3.0	
Healthy Habits Card (formerly Woodley Recreation card)				
Adults	10.00	10.00	0.0	
Under 18s, OAPs, conces	5.00	5.00	0.0	
Family - New	25.00	25.00	0.0	

Healthy Habits cards are valid for one year

Proposed charges 2016/17

OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2015/16	Proposed	%
	£	2016/17	Incr
		£	
BOWLS (per session)			
Adults HH	3.40	3.50	2.9
Adults	4.65	4.80	3.2
OAP/Under 18 HH	2.00	2.10	5.0
OAP/Under 18	2.40	2.50	4.2
Woods deposit	5.00	5.00	0.0
Woods hire	2.60	2.70	3.8
CRICKET			
Full day - Adults	105.00	115.00	9.5 Sports Park £130.40, Leighton Park £125.00
Full Day - Under 18	42.00	43.25	3.0 Sports Park £104.40, Leighton Park £125.00
Evening - artificial wicket - Adults	72.00	74.00	2.8 Sports Park £50.80, Leighton Park £80.00
Evening - artificial wicket - Under 18	30.00	31.00	3.3 Sports Park £40.70, Leighton Park £80.00
Evening - grass wicket - Adults	85.00	87.50	2.9
Evening - grass wicket - Under 18	46.00	47.40	3.0
FOOTBALL (per match)			
Adult	75.00	75.00	0.0 Sports Park £60.00, Cantley £90.20, BCS £70, Bracknell LC £71.00
Under 18	39.00	40.00	2.6 Sports Park £40.00, Cantley £45.10, Bulmershe School £48, BCS £60, Bracknell LC £37.00
HARD SURFACE AREA			
FOOTBALL			
Adult	20.90	30.00	43.5 Overflow for 3G pitch - price comparison
Under 18	12.60	20.00	58.7 Overflow for 3G pitch - price comparison
NETBALL			
Adult	17.70	18.25	3.1 Sports Park £22.90, Windsor & Maidenhead £18.30
Under 18	11.30	11.65	3.1 Sports Park £18.40, Windsor & Maidenhead £17.25
TENNIS			
Adult HH	6.85	7.00	2.2 Sports Park £6.90, Loddon Valley £6.70, Prospect Park £7.00, Rivermead £9.10, Magnet LC £7.00
Adult	9.20	9.50	3.3 Sports Park £8.40, Loddon Valley £6.25, Prospect Park £8.80, Rivermead £9.10, Magnet LC £9.45
OAP/Under 18 HH	3.65	3.75	2.7 Sports Park £5.60, Loddon Valley £3.90, Prospect Park £2.40, Rivermead £6.90
OAP/Under 18	4.70	4.85	3.2 Sports Park £5.60, Loddon Valley £3.90, Prospect Park £2.90, Rivermead £6.90
3G PITCH			
Partner Club Full Pitch		66.00	These prices are those submitted with the application for the Grant from the Football Foundation, with VAT added.
Standard Full Pitch		90.00	
Partner Club 5-a-side		24.00	
Standard 5-a-side		36.00	

Proposed charges 2016/17

HALLS, PLAYGROUPS AND MEMORIAL GROUND

	2015/16 £	Proposed 2016/17 £	% Incr
CORONATION HALL			
MAIN HALL (plus cttee room)			
Woodley Resident (WR)	20.50	21.00	2.4
Charities/Concessionary	12.15	12.50	2.9
Other Non Woodley (NW)	32.00	32.75	2.3
Premium Rate WR	31.00	31.50	1.6
Premium rate Charities/Concess	18.20	18.75	3.0
Premium Rate NW	48.00	49.10	2.3
NB Premium rate applies to Friday and Saturday evenings at Coronation Hall			
Brownies/Guides per hour	9.00	9.25	2.8
CHAPEL HALL			
MAIN HALL			
Woodley Resident	16.65	16.95	1.8
Charities/Concessionary Rate	9.00	9.25	2.8
Other NW	25.15	25.60	1.8
CHAPEL HALL			
COMMITTEE ROOM			
Woodley Resident	8.15	8.40	3.1
Charities/Concessionary Rate	5.00	5.20	4.0
Other NW	12.25	12.60	2.9
GENERAL			
Playgroups (per session)	16.20	17.00	4.9
Cupboards (per annum)	25.00	25.00	0.0
MEMORIAL GROUND (per day)			
Charities	109.00	111.00	1.8
Woodley organisation	215.00	219.00	1.9
Non-Woodley organisation	335.00	341.00	1.8
Preparation/Waiting	105.00	107.00	1.9
GARDEN OF REMEMBRANCE			
Plaque - 10 years			
Woodley resident	126.00	128.00	1.6
Non Woodley resident	153.00	156.00	2.0

Proposed charges 2016/17
OAKWOOD CENTRE (including VAT)

Room		Community groups	Community groups	% Incr	Woodley resident	Woodley resident	% Incr
		2015/16 £	2016/17 £		2015/16 £	2016/17 £	
Bader Room	1/2 day	40.00	41.00	2.5	53.50	54.50	1.9
	Day	78.00	80.00	2.6	101.00	103.00	2.0
Falcon Room	1/2 day	35.50	36.50	2.8	40.00	41.00	2.5
	Day	65.50	67.00	2.3	79.00	81.00	2.5
Brunel Room	1/2 day	35.50	36.50	2.8	40.00	41.00	2.5
	Day	65.50	67.00	2.3	79.00	81.00	2.5
Falcon & Brunel	1/2 day	71.00	73.00	2.8	81.00	83.00	2.5
	Day	131.50	134.00	1.9	157.50	160.00	1.6
Carnival Hall	1/2 day	95.00	97.00	2.1	121.50	124.00	2.1
	Day	188.50	192.00	1.9	238.50	243.00	1.9
Evening social event 4+ hrs		154.00	157.00	1.9	196.00	210.00	7.1
Maxwell Hall	1/2 day	80.00	82.00	2.5	104.50	107.00	2.4
	Day	160.00	163.00	1.9	202.50	206.00	1.7
Evening social event 4+ hrs		130.00	132.00	1.5	169.50	173.00	2.1
Carnival & Maxwell Halls	1/2 day	137.00	140.00	2.2	172.50	176.00	2.0
	Day	272.00	277.00	1.8	340.00	346.00	1.8
Evening social event 4+ hrs		221.00	240.00	8.6	287.00	292.00	1.7
Theatre	1/2 day	96.00	98.00	2.1	122.00	124.00	1.6
	Day	190.00	193.00	1.6	239.50	244.00	1.9
Miles Suite	1/2 day	104.50	107.00	2.4	126.00	135.00	7.1
	Day	202.00	206.00	2.0	247.00	251.00	1.6

Room		Non Woodley	Non Woodley		Business	Business	
		2015/16 £	2016/17 £		2015/16 £	2016/17 £	
Bader Room	1/2 day	64.00	65.00	1.6	82.50	84.00	1.8
	Day	124.00	126.00	1.6	147.00	150.00	2.0
Falcon Room	1/2 day	57.00	58.00	1.8	72.00	74.00	2.8
	Day	107.00	109.00	1.9	134.00	137.00	2.2
Brunel Room	1/2 day	57.00	58.00	1.8	72.00	74.00	2.8
	Day	107.00	109.00	1.9	134.00	137.00	2.2
Falcon & Brunel	1/2 day	113.00	115.00	1.8	133.00	135.00	1.5
	Day	214.00	218.00	1.9	234.00	238.00	1.7
Carnival Hall	1/2 day	146.00	168.00	15.1	208.00	212.00	1.9
	Day	275.00	280.00	1.8	317.00	322.00	1.6
Evening social event 4+ hrs		236.00	260.00	10.2	336.00	300.00	-10.7
Maxwell Hall	1/2 day	133.00	135.00	1.5	159.00	162.00	1.9
	Day	262.00	266.00	1.5	283.00	288.00	1.8
Evening social event 4+ hrs		215.00	219.00	1.9	255.00	259.00	1.6
Carnival & Maxwell Halls	1/2 day	226.00	230.00	1.8	246.00	300.00	22.0
	Day	438.00	455.00	3.9	453.00	480.00	6.0
Evening social event 4+ hrs		342.00	348.00	1.8	352.00	375.00	6.5
Theatre	1/2 day	165.00	168.00	1.8	177.00	180.00	1.7
	Day	319.00	324.00	1.6	330.00	335.00	1.5
Miles Suite	1/2 day	170.00	173.00	1.8	188.00	191.00	1.6
	Day	322.00	327.00	1.6	348.00	354.00	1.7

	2015/16	2016/17	
Miles Suite - marriage	223.00	230	3.1
Interview Room	1/2 day	38.50	1.9
	Day	55.50	1.8

Woodley Town Council

**Revised Budget
Estimates 2015/16**

**Budget Estimates
2016/17**

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2016/17

Expenditure					
		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Central Costs	233342	233194	219379	225045
	Democratic Costs	47887	44931	46561	47748
	Corporate Management	258195	245180	258911	280653
	Capital Projects	45000	45000	45000	45000
	Grants -Section 137	2300	4000	4000	4000
	Inn on the Park	11677	12426	6685	0
	Oakwood Centre	141265	149079	145959	150888
	Maintenance HQ	6399	6913	6313	6716
	Capital and Projects	184940	184940	184940	184940
	Total	931005	925663	917748	944990
Income					
		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Central Costs	6673	5140	6507	6525
	Democratic Costs	0	0	0	0
	Corporate Management	8600	9112	9341	10088
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Inn on the Park	40800	40840	23823	0
	Oakwood Centre	144745	148118	147050	149054
	Maintenance HQ	0	0	0	0
	Capital and Projects	0	0	0	0
	Total	200818	203210	186721	165667
	Net	730187	722453	731027	779323

Central Costs 101

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff costs	125543	128740	123990	126725	
4007	Health and Safety training	1875	2000	2000	2000	
4008	Training	4700	5000	4000	5000	
4010	Expenses	5267	2500	1900	1900	
4013	Oakwood Centre rent	33455	34224	34224	34498	0.8% increase in line with RPI Sept 2015.
4015	BLC o/s costs			35	0	
4016	Cleaning materials/1st aid	0	30	30	30	
4020	Publications	10	200	100	100	
4021	Telephone & Internet	2642	2700	2700	2992	2016/17 Additional Wifi for council use.
4022	Postage	2917	2600	2200	1600	BACS payments and invoices emailed.
4023	Stationery	3351	3200	2200	2200	
4030	Advertising - staff	1343	1500	1500	1500	
4031	Public Relations	7000	7000	7000	8000	Woodley Herald and marketing for OC.
4042	Office equipment & maint	8156	9000	9000	9000	
4045	Repairs and renewals	12000	14000	14000	14000	
4046	Emergency repairs	3340	3500	3500	3500	
4522	VAT partial exemption	21743	17000	11000	12000	Costs lower - Bulmershe transferred to 1Life
Total		233342	233194	219379	225045	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
1090	Misc income	83	0	1	0	
1091	Printing/photocopier	37	40	35	50	
1096	Bank/other interest	3248	2000	3071	3000	
1171	TCMI office costs	3305	3100	3400	3475	0.8% increase RPI Sept 2015 & insurance charge.
Total		6673	5140	6507	6525	
Net		226669	228054	212872	218520	

Democratic costs 102

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff	34966	35889	37319	37996	
4008	Members exp/training	-5	1000	1000	1000	
4201	Civic costs/allowance	1550	1300	1500	1500	
4211	Election expenses	10162	5500	5500	6000	Increased contribution to meet election costs 2019.
4213	Room Hire - Council meetings	1214	1242	1242	1252	0.8% increase in line with RPI Sept 2015
Total		47887	44931	46561	47748	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
Total		0	0	0	0	
Net		47887	44931	46561	47748	

Corporate management 103						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff	54954	55771	60378	62538	Deputy TC post established, transfer of costs from expenses to staff costs.
4002	NI	42106	34000	38300	50565	2016/17 Pension regulation change - increase in employers NI costs.
4005	Superannuation	107152	95000	99027	102600	2016/17 0.5% increase in employers contributions. 27 staff members in scheme.
4024	Affiliation fees	2851	2970	2837	2950	
4025	Insurance	36007	34069	34069	36000	3G pitch to add, insurance tax increase.
4028	HMRC		0	0	0	
4051	Bank charges	6381	3090	3800	4200	Increase in card use - 3G and WPLC.
4056	Legal & prof exp	3876	2000	2000	3000	
4057	Accounts/Audit	5039	9300	9300	9500	
4058	HR & Health Safety service		4800	4800	4800	H & S etc in staff costs for 2014/15.
4320	Residents survey	-171	1780	2200	2200	
4018	Payroll/realtime/auto enrollment		2400	2200	2300	Previously in staff/central costs.
Total		258195	245180	258911	280653	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
1174	Recharged NI	2641	2512	3119	3551	In respect of TCMI.
1175	Recharged superannuation	5959	6600	6170	6329	In respect of TCMI.
	Credit card charges	0	0	52	208	Credit card use charge wef 1/1/16.
Total		8600	9112	9341	10088	
Net		249595	236068	249570	270565	

Capital programme 104						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4720	Revenue to Capital	45000	45000	45000	45000	Allocation to capital programme.
Total		45000	45000	45000	45000	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
Total		0	0	0	0	
Net		45000	45000	45000	45000	

Grants - Section 137 - 105						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4601	Grants	2300	4000	4000	4000	Community/individual grants.
Total		2300	4000	4000	4000	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
Total		0	0	0	0	
Net		2300	4000	4000	4000	

Inn on the Park 106						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff costs	1127	1552	835	0	Inn on the Park closed 30/10/15.
4011	Rates	2892	3143	1833	0	
4012	Water rates	430	486	149	0	
4014	Lighting and heating	4390	4688	2735	0	
4016	Cleaning/other materials	0	10	0	0	
4017	Cleaning contract	1252	1487	940	0	
4021	Telephone	225	220	139	0	
4036	Repairs	652	400	54	0	
4037	Alarm maintenance	674	400	0	0	
4038	Fire equipment	35	40	0	0	
Total		11677	12426	6685	0	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	
1101	Contract fee	40000	40000	23333	0	
1102	Lighting/heating - flat	800	840	490	0	
Total		40800	40840	23823	0	
Net		-29123	-28414	-17138	0	

Oakwood Centre 107

Oakwood Centre 107							
Expenditure		Actual	Estimate	Revised Est	Estimate	Information	
Code	Description	2014/15	2015/16	2015/16	2016/17		
4001	Staff	67923	67691	72495	74792	Venues Manager became full time post 2015/16.	
4004	Coaching	2555	2700	0	0		
4006	First Aid	0	40	40	40		
4011	Rates	8478	8640	8874	8946		
4012	Water rates	3031	3670	3000	3090		
4014	Lighting and heating	19919	21400	20280	20750		
4016	Cleaning/other materials	3453	3350	3350	3350		
4017	Contract cleaning	16483	16700	16000	16000		
4021	Telephone incl payphone	809	770	770	770		
4022	Postage	0	268	50	50		
4023	Stationery/printing	0	200	200	200		
4026	Certification/Inspection costs	1793	5000	1800	5500		2016/17 Theatre winches checks & 5 yr marriage licence due.
4032	Promotion/publicity	670	1500	1500	1500		
4036	Repairs, materials, decorations	5038	6000	6000	6000		
4041	Skip hire	2938	2850	2850	2700		
4042	Equipment	1497	1500	1600	2000		
4048	Maintenance contracts	4490	4300	3550	3300	Saving on PHS contract wef June 2015.	
4099	In house activities	0	0	1700	0		
4170	Catering arrangements	2188	2500	1900	1900		
Total		141265	149079	145959	150888		
Income							
Code	Description	Actual	Estimate	Revised Est	Estimate		
		2014/15	2015/16	2015/16	2016/17		
1001	Rent	8972	9151	8933	9004	Lease agreements - RPI increase estimated 0.8%	
1002	Room Hire	78844	81000	81000	84000		
1019	Catering concession	12179	11400	11400	12000		
1090	Other income	8217	7600	8300	8300		
1099	In house activities	1864	3500	1950	0		
1791	Rent (offices)	33455	34224	34224	34498		
1792	Room hire - WTC	1214	1243	1243	1252		
Total		144745	148118	147050	149054		
Net		-3480	961	-1091	1834		

Maintenance HQ 108						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4011	Rates	405	413	413	416	
4014	Lighting and heating	864	1200	900	900	
4021	Telephone	1489	1500	1600	1600	
4036	Repairs/maintenance	1929	1800	1400	1800	
4043	Vehicle costs	1712	2000	2000	2000	
Total		6399	6913	6313	6716	
Income						
		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	
1090	Miscellaneous income	0	0	0	0	
Total		0	0	0	0	
Net		6399	6913	6313	6716	

Capital and projects 109

Expenditure						
		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4737	Oakwood sinking fund	80000	80000	80000	80000	
4955	Oakwood - loan interest	96938	96938	96938	96938	
4956	Oakwood -fixed rate - interest	4210	4032	4032	3846	
4956	Oakwood -fixed rate - capital	3792	3970	3970	4156	
Total		184940	184940	184940	184940	
Income						
		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	
Total		0	0	0	0	
Net		184940	184940	184940	184940	

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2016/17					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Woodford Park Leisure Centre	247633	280772	279547	299167
	Bulmershe Leisure Centre	361667	0	0	0
	Grounds Maintenance-Depot	24179	25597	26301	23628
	Football	15326	17208	17208	16951
	Cricket	8338	9555	8724	8491
	Bowling Green	10919	11353	10437	10562
	Woodford Park	26467	28320	27299	27093
	Memorial Ground	6280	7494	7458	7522
	Garden of Remembrance	5270	5203	5203	5244
	Play Areas /Open Spaces	10689	12044	11727	12616
	Coronation Hall	31923	31194	30076	30309
	Chapel Hall	22878	20023	18738	19464
	Capital and Projects	55900	55900	66540	67224
Total		827469	504663	509258	528271
Income		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Woodford Park Leisure Centre	190896	200478	202917	256461
	Bulmershe Leisure Centre	272590	0	0	0
	Grounds Maintenance-Depot	2271	1227	1227	1237
	Football	10184	9677	10316	10500
	Cricket	1888	2268	3214	3375
	Bowling Green	6785	6955	6770	6848
	Woodford Park	2799	1830	5085	3000
	Memorial Ground	104	109	109	111
	Garden of Remembrance	818	800	800	800
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	29680	32800	27500	28000
	Chapel Hall	28265	29500	29500	30090
	Capital and Projects	0	0	0	0
Total		546280	285644	287438	340422
Net		281189	219019	221820	187849

Woodford Park Leisure Centre 201

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff	130648	159411	156733	153553	Changes in staff structure.
4004	Coaching/Leisure Att	22859	26500	26780	27200	Additional and new courses.
4006	First aid	46	100	75	100	
4009	Uniforms	461	500	312	400	
4011	Rates	15183	15345	16933	18638	Rev est includes rates allocated to IOP & council tax estimate for flat during refurbishment. 2016/17 full rates costs to WPLC.
4012	Water rates	3438	3700	2035	2250	Includes rates allocated to IOP.
4014	Lighting and heating	21432	22891	23065	26000	2015 Includes fuel costs allocated to IOP. 2016 3G pitch lights included (LEDs). New boilers - higher efficiency.
4016	Cleaning/other materials	1901	1700	1545	1700	Higher usage of facilities anticipated - 3G.
4017	Contract cleaning	16556	19749	21600	21600	2015/16 includes IOP allocation. 2016/17 includes contract increase re min wage regs and reduction in weekend cleaning.
4021	Telephone	2116	2500	2330	2660	Redcare line costs for alarm - previously IOP.
4023	Stationery/printing	1395	1600	1456	1556	
4035	Certification costs	4791	4000	4420	4420	
4036	Repairs	10991	7500	8500	7500	2015/16 guttering downpipe repairs.
4037	Alarm maint	1509	1000	1000	1000	Includes alarm maint costs allocated to IOP.
4038	Fire equipment	415	400	800	800	Includes costs previously allocated to IOP.
4040	Washroom/mats etc	1463	1400	1463	1490	
4041	Skip hire	3012	3476	2100	1000	
4042	Equipment	3512	2000	2200	2300	
4251	Vending supply	5905	7000	6200	6500	
	3G pitch repairs/maint	0	0	0	1000	
	3G pitch equipment	0	0	0	1500	
	3G pitch other costs	0	0	0	4000	
	3G pitch sinking fund	0	0	0	12000	To earmarked reserve for new pitch carpet - est 10 years' life. Football Foundation requirement.
Total		247633	280772	279547	299167	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
1001	Rent	7934	19710	20990	30534	Optalis and estimated flat rental income.
1002	Public charges - rooms	41634	40000	37852	38100	Loss of Karate bookings and fewer social functions.
1201	Sports hall charges	67575	67368	65400	67157	
1203	Courses/activities	53776	59000	63997	65970	Additional and new courses.
1204	Football - H.S.A	538	0	200	750	To be used as overflow for 3G - evenings.
1205	Tennis - H.S.A	2973	1500	2275	400	One court - regular clubs moved to other venues.
1206	Netball - H.S.A.	344	500	207	250	
1212	Misc income H.S.A.	0	0	596	500	Hire for cycling proficiency.
1210	Sports equipment hire	248	400	300	300	
1211	Optalis - set up works	4365	0	0	0	
1220	Healthy Habits cards	6042	6000	1200	1200	2015/16 ice cream sales separated out of code.
1233	WDS Sports income	626	0	0	0	
1251	Vending/ice cream/other	4841	6000	9900	10800	2015/16 ice cream sales added to income code.
	3G pitch income	0	0	0	40500	Assumes opening in April for full year operation and significant casual bookings through the year.
Total		190896	200478	202917	256461	
Net		56737	80294	76630	42706	

Depot - grounds maintenance 401

		Actual	Estimate	Revised Est	Estimate	
Expenditure		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
4101	Staff	6821	7380	7296	7464	
4106	First aid	0	15	15	15	
4009	Protective clothing	337	360	360	360	
4012	Water rates	516	582	300	309	
4116	Cleaning materials	185	250	250	250	
4020	Other supplies	0	200	200	200	
4121	Telephone	364	330	400	400	
4036	Repairs	10	200	200	200	
4038	Fire equipment	169	30	30	30	
4041	Skip hire	4275	4950	4950	4000	
4042	Machinery maint/repairs	3212	3500	4500	3500	Tractor clutch renewal.
4144	Petrol/oil	1900	2800	2800	1900	
4145	Tree maintenance	6390	5000	5000	5000	
Total		24179	25597	26301	23628	
Income		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
1401	Income BLC	1270	0	0	0	
1402	Income Bulmershe Pk, external	1001	1227	1227	1237	
Total		2271	1227	1227	1237	
Net		21908	24370	25074	22391	

Football 402

		Actual	Estimate	Revised Est	Estimate	
Expenditure		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
4001	Staff costs	12891	13208	13208	13331	
4039	Seed/fertilizer	2435	3880	3880	3500	2015/16 extra costs for weedkilling.
4042	Equipment	0	120	120	120	
Total		15326	17208	17208	16951	
Income		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
1003	Pitch charges	10184	9677	10316	10500	
Total		10184	9677	10316	10500	
Net		5142	7531	6892	6451	

Cricket 403						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
4001	Staff	6446	6604	6604	6666	
4012	Water rates	860	971	470	475	
4039	Seed/fertilizer	1032	1930	1600	1300	
4042	Equipment	0	50	50	50	
Total		8338	9555	8724	8491	
Income		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
1003	Pitch charges	1888	2268	3214	3375	
Total		1888	2268	3214	3375	
Net		6450	7287	5510	5116	

Bowling green 404

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
4001	Staff	7878	8071	8071	8147	
4012	Water rates	1289	1457	766	790	
4014	B Club light & heat	0	0	0	0	
4035	Certifications	70	100	100	100	
4039	Seed/fertilizer	1682	1700	1500	1500	
4040	Equipment/equipment hire	0	25	0	25	
Total		10919	11353	10437	10562	
Income		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
1003	Public fees	171	200	185	190	
1005	Irrigation/water	300	315	315	325	
1006	Club licence fee	6314	6440	6270	6333	Anticipate 1% RPI increase.
1090	Light and heat income	0	0	0	0	
Total		6785	6955	6770	6848	
Net		4134	4398	3667	3714	

Woodford Park 405

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff	21166	23000	22496	23303	
4012	Water rates	2063	2300	1155	1190	
4020	Other materials	564	570	550	550	
4027	Memorial benches	729	0	898	0	
4036	Repairs	898	500	500	500	
4039	Plants/flowers	577	400	400	400	
4047	Play equipment	282	750	900	750	
4151	Tournaments	188	800	400	400	
Total		26467	28320	27299	27093	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	Information
		2014/15	2015/16	2015/16	2016/17	
1004	Fair site	1799	1830	4085	3000	2015/16 Additional fair visit.
1120	Memorial benches	1000	0	1000	0	
Total		2799	1830	5085	3000	
Net		23668	26490	22214	24093	

Memorial Ground 406

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff	6105	7034	6908	7122	
4039	Seed/fertilizer	37	260	200	200	
4047	Play equipment	138	200	350	200	
Total		6280	7494	7458	7522	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	Information
		2014/15	2015/16	2015/16	2016/17	
1002	Ground hire	104	109	109	111	
Total		104	109	109	111	
Net		6176	7385	7349	7411	

Garden of Remembrance 407

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff	4297	4403	4403	4444	
4039	Planting/pillars	0	200	200	200	
4071	Inscription costs	973	600	600	600	Demand led
Total		5270	5203	5203	5244	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	Information
		2014/15	2015/16	2015/16	2016/17	
1021	Inscription charges	818	800	800	800	Demand led
Total		818	800	800	800	
Net		4452	4403	4403	4444	

Play areas and open spaces 408

Expenditure		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
4001	Staff	9648	11344	10802	11964	
4013	Rent - ground leases	149	200	150	152	Increases by October RPI (est 1%).
4047	Play equipment	892	500	775	500	Repairs to Wheble Park play surface.
Total		10689	12044	11727	12616	
Income		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
Total		0	0	0	0	
Net		10689	12044	11727	12616	

Coronation Hall 501

Expenditure		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
4001	Staff costs	21760	20349	20497	20805	
4006	First aid	11	11	11	11	
4011	Rates	3438	3504	3504	3533	
4012	Water rates	1095	1450	1160	1200	
4014	Lighting and heating	3215	3750	2600	2600	
4016	Cleaning materials	564	570	570	570	
4035	Certification tests	779	355	550	500	
4036	Repairs	734	850	1000	900	Repairs following break-in.
4040	Washroom services	327	355	184	190	New contract.
Total		31923	31194	30076	30309	
Income		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
1002	Hall hire	29680	32800	27500	28000	2015/16 Loss of regular Sat booking, partially filled. 2016/17 2% increase.
Total		29680	32800	27500	28000	
Net		2243	-1606	2576	2309	

Chapel Hall 502

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
4001	Staff costs	15920	13461	12650	13337	
4006	First aid	0	10	10	10	
4011	Rates	1554	1584	1584	1597	
4012	Water rates	203	263	230	240	
4014	Lighting and heating	2772	2700	2230	2240	
4016	Cleaning materials	452	350	350	350	
4035	Certification tests	429	300	500	500	
4036	Repairs	1221	1000	1000	1000	
4040	Washroom services	327	355	184	190	New contract.
Total		22878	20023	18738	19464	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
1002	Hall hire	28265	29500	29500	30090	2% increase.
Total		28265	29500	29500	30090	
Net		-5387	-9477	-10762	-10626	

CAPITAL AND PROJECTS - LEISURE SERVICES COMMITTEE 509

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
4951	WPLC Loan interest	16636	14423	14423	11975	One of loans ends Sept 2016.
4952	BLC Loan interest	2926	2470	2470	1971	
4953	Wdfd Pk Loan interest	1958	1692	1692	1404	
4954	Chapel Loan interest	4831	4810	4810	4787	
	3G Pitch Loan interest			3863	7417	
4961	WPLC Loan capital	20910	23123	23123	16245	One of loans ends Sept 2016.
4962	BLC Loan capital	4819	5275	5275	5775	
4963	Wdfd Pk Loan capital	3647	3913	3913	3568	
4964	Chapel Loan capital	173	194	194	218	
	3G pitch Loan capital			6777	13864	
Total		55900	55900	66540	67224	Loan costs in 2017/18 will be: £57899.
Income						
		Actual	Estimate	Revised Est	Estimate	
		2014/15	2015/16	2015/16	2016/17	Information
Code	Description					
Total		0	0	0	0	
Net		55900	55900	66540	67224	

COMMUNITY SERVICES COMMITTEE - BUDGET SUMMARY 2016/17

Expenditure					
		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Allotments	18462	19885	16241	16805
	Partnership Projects	91492	40754	89784	91439
	Grants	29660	31000	31000	30481
	Amenities	7490	16539	9910	18302
	Events	4264	4428	3922	6692
	Capital and Projects	8476	8476	8476	8476
Total		159844	121082	159333	172195
Income					
		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Allotments	7881	8996	9224	10566
	Partnership Projects	56161	0	50989	51986
	Grants	0	0	0	0
	Amenities	0	852	0	728
	Events	0	0	0	0
	Capital and Projects	0	0	0	0
Total		64042	9848	60213	63280
Net		95802	111234	99120	108915

Allotments 601						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
4001	Staff	6219	6385	6090	6495	
4012	Water rates	3648	5250	2151	2060	Weather dependent
4013	Lease	6500	6500	6500	6500	
4036	Repairs	2095	1750	1500	1750	
Total		18462	19885	16241	16805	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
1001	Rents	7881	8996	9224	10566	From 2016/17 includes tenants' water charge.
Total		7881	8996	9224	10566	
Net		10581	10889	7017	6239	

Partnership projects 602						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
4001	TCMI staff costs	34384	0	32989	33986	TCMI staff costs not included in original 2015/16
4235	Bulmershe Youth Club	202	2000	300	500	
4261	Town centre expenditure	21605	0	18000	18000	Estimated - off set by TCMI contributions
4262	Town Centre Management grant	12633	12633	12633	12633	
4264	Just Around the Corner SLA	22668	23121	22862	23320	Estimated RPI increase at 2%
4266	Youth projects fund	0	3000	3000	3000	
Total		91492	40754	89784	91439	Information
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
1172	Staff costs recharged	34384	0	32989	33986	TCMI staff costs not included in original 2015/16
1173	TCMI contribution rec'd	21777	0	18000	18000	
Total		56161	0	50989	51986	
Net		35331	40754	38795	39453	

Grants 603						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
4661	Readibus	16538	17000	17000	17136	Increase of 0.8%.
4663	Citizens Advice Bureau	3803	7000	7000	6345	Sum requested.
4665	Keep Mobile	1819	1000	1000	1000	Requested £4000.
4667	ARC	5000	5000	5000	5000	Sum requested.
4668	Wokingham Job Support Centre	500	0	0	0	
4669	Lend and Play Toy Library	2000	1000	1000	1000	Sum requested.
Total		29660	31000	31000	30481	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
Total		0	0	0	0	
Net		29660	31000	31000	30481	

Amenities 604

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff	3133	3879	3460	3988	
4014	Street lights - fuel	1284	1900	1900	1900	
4036	Street lights - repairs	3348	3800	3800	3800	
4163	Amenities repairs	-275	750	750	750	
	Town Centre - Public toilet		5400	0	7364	Assumes toilet to be installed and operational Sept 2016.
	Rates - public toilet		810	0	500	
Total		7490	16539	9910	18302	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
	Town Centre public toilet	0	852	0	728	
Total		0	852	0	728	

Net		7490	15687	9910	17574	
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Events 605

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4001	Staff	2253	2328	2075	2392	
4031	Promotions/materials	1000	1100	1300	1300	
4533	Woodley Carnival	1011	1000	547	3000	2016/17 towards Carnival fireworks
Total		4264	4428	3922	6692	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
Total		0	0	0	0	

Net		4264	4428	3922	6692	
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Capital and projects 609

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
4957	Airfield Loan Interest	6491	6292	6292	6074	
4967	Airfield Loan Principal	1985	2184	2184	2402	
Total		8476	8476	8476	8476	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2014/15	2015/16	2015/16	2016/17	
Total		0	0	0	0	

Net		8476	8476	8476	8476	
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