



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

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To: **Members of the Strategy & Resources Committee**  
Councillors K. Baker (Chairman); P. Challis; J. Cheng; K. Haines; L. Hayward;  
C. Lawley; D. Mills; S. Outen; E. Rowland

**NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8.00 pm on Tuesday 26 November 2013, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## **AGENDA**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2013** Page 5  
To approve the minutes of the Strategy and Resources Committee held on 10 September 2013 and that they be signed by the Chairman as a correct record.
4. **FINANCE**
  - a) **Budgetary Control** Page 11  
To receive **Report No. SR 33/13.**
  - b) **Payments** Page 12  
To approve the following payments as set out in **Appendix 4b:**

	Current account	Imprest account
August 2013	£81,846.65	£58,605.87
September 2013	£181,069.83	£54,090.56
October 2013	£87,504.26	£50,491.73
5. **INVESTMENTS WORKING PARTY** Page 21  
To consider **Report No. SR 34/13.**

6. **CREDIT AND DEBIT CARD PAYMENTS TO THE COUNCIL** Page 24  
To consider **Report No. SR 35/13.**
7. **RECOMMENDATION FROM THE COMMUNITY SERVICES COMMITTEE**  
To consider the recommendation from the Community Services Committee that:  
*The Strategy and Resources Committee allocate additional funding of £680 to the Community Services Committee's Amenities budget for the provision of a refuse amenity vehicle, once a month for three hours, at the Airfield Centre, Hurricane Way, from December 2013 to March 2014.*
8. **CATERING PARTNERSHIP MANAGEMENT PANEL**  
a) To receive **Report No. SR 36/13.** Page 26  
b) To receive **Report No. SR 37/13.** Page 27  
b) To consider appointing two further members to the panel.
9. **PUBLIC TOILETS WORKING PARTY** Page 29  
To receive **Report No. SR 38/13.**
10. **COMMUNITY GRANTS** Page 31  
To consider **Report No. SR 39/13.** The guidelines for community grants are attached to the report.
11. **OAKWOOD CENTRE FLOORING** Page 35  
To receive **Report No. SR 40/13.**
12. **WAR MEMORIAL / CIVIC SPACE** Page 38  
To consider **Report No. SR 41/13.**
13. **BULMERSHE YOUTH AND COMMUNITY CENTRE** Page 42  
To consider **Report No. SR 42/13.**
14. **FRIDAY NIGHT YOUTH CLUB AT BULMERSHE CENTRE** Page 45  
To consider **Report No. SR 43/13.**
15. **READING ROAD ALLOTMENT SITE**  
a) **Lease rent review**  
To note that, following further negotiations with Reading Borough Council, the annual lease rent will be increased by £500 to £6,500 per annum until the lease expires in 2018. The initial proposal by Reading Borough Council had been to increase the rent by £1,000.  
b) **Allotment rent review**  
To consider **Report No. SR 44/13.** Page 48
16. **BAR MANAGEMENT**  
To receive a verbal report from the Town Clerk on a recent meeting with the Operations Manager, LT Pub Leasing.
17. **COUNCIL MEETING DATES 2014/15** Page 57  
To recommend the proposed schedule of meetings for the 2014/15 municipal year. (**Appendix 17**)

18. **WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS** Page 58  
To note the minutes of the meeting of the Wokingham District Association of Local Councils held on 18 July 2013. ***(Appendix 18)***
19. **WOKINGHAM BOROUGH COUNCIL REVIEW OF POLLING DISTRICTS / PLACES / STATIONS**  
To note that the Council was consulted as part of the review of polling stations and after contacting all councillors for any comments on the polling stations provided, and having received five comments back, a response was made on behalf of the Council. The response stated that no concerns were raised by councillors about the existing arrangements.
20. **FUTURE AGENDA ITEMS**  
To consider any future agenda items for the committee to consider.
21. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.
22. **EXCLUSION OF THE PUBLIC AND PRESS**  
**To resolve that, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 23 and 24 on the agenda.**
23. **URGENCY COMMITTEE** Page 63  
To note the decision of the Urgency Committee taken on 1 October 2013. ***(Appendix 23)***
24. **PERSONNEL SUB COMMITTEE** Page 75  
To consider **Report No. SR 45/13.**

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**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 10 September 2013 at 8.00 pm**

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

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

**Apologies:** *Councillor K. Haines,*

17. **DECLARATIONS OF INTEREST**

Councillor Mills	Agenda item 9 Bowling Club licence renewal	Prejudicial - Councillor Mills is a member of Woodley Bowling Club.
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Councillor Mills was not present during the discussion and decision on this item.

Councillor Mills	Agenda item 10 Reading Road allotment site Lease rent review	Personal – Councillor Mills is a tenant at the site.
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18. **MINUTES OF THE MEETING HELD ON 11 JUNE 2013**

The Town Clerk provided copies of the minutes of the previous meeting showing the changes that had been made following the comments made at Full Council on 25 June. Under this item Councillor Rowland said that she and Councillor Challis, who had been signing the cheques while new signatories were awaiting the bank's approval, had not been informed by officers once the approval was in place. The Town Clerk reported that the Service Support Manager had responded by email to Councillor Rowland apologising for this oversight while she had been on leave.

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 11 June 2013 be approved and signed by the Chairman as a correct record.

19. **FINANCE**

a) **Budgetary Control**

It was noted that several budget lines were higher than those of the previous year. The Town Clerk explained that some of these were the result of an increase in costs of annual payments, for example computer maintenance agreements. It was also noted that income relating to the Inn on the Park was lower following the rent review reduction from November 2012.

**RESOLVED:**

- ◆ To note Report No. SR 24/13.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments:

	Current account	Imprest account
May 2013	£152,047.29	£52,940.44
June 2013	£85,751.29	£61,686.56
July 2013	£78,248.79	£54,960.42

c) **Short term investments**

Under this item the Town Clerk reported that it was proving difficult to find other institutions that met the A rating required by the Council's Investment Strategy; many institutions with a suitable rating were not able to provide an interesting rate for short term investments from a body that did not have its main account with that institution. Councillor Rowland reported that Wokingham Borough Council and Berkshire Community Savings and Loans had been making such investments with Santander, which was AA rated. The Town Clerk agreed to follow this up.

**RESOLVED:**

- ◆ To note the following investment of balances since the meeting of 11 June 2013:

Lloyds TSB High Interest Deposit account for a period of 6 months:  
£250,000 on 25 June at an interest rate of 0.7%.

d) **Annual Financial Statements**

Members welcomed the information that officers would be investigating the provision of a different format of the financial statements for 2013/14. The Town Clerk explained that with there now being no requirement for the statements to be provided in the Financial Reporting Standard for Smaller Entities (FRSSE) format she would be commissioning the Council's internal auditor to provide support to prepare the 2012/13 statements in this format; these would be required to be prepared for the 2013/14 statements. If the new format was workable she anticipated that the cost of preparing the statements would eventually be reduced. If the FRSSE format was required in future the Council would incur additional expense to revert back.

e) **Investments**

**RESOLVED:**

- ◆ That the sum of £5 received from Invesco Perpetual following a calculation error in 2008 be added to the Council's investment portfolio.
- ◆ To note that further returns from the Lifemark backed Keydata investment of between 12 and 15% of the bonds held are anticipated in October 2013, February 2014 and August 2014.

20. **RECOMMENDATION FROM THE LEISURE SERVICES COMMITTEE**

The Chairman introduced the recommendation from the Leisure Services Committee held on 27 August 2013 that:

*The Strategy and Resources Committee allocate £30,000 from the general reserve for the production of a detailed specification and the purchase and installation of an appropriate software management system for leisure and facilities bookings.*

In addition the Leisure Services Committee had resolved that, if the above was agreed, a fully costed business plan would be provided to the Strategy and Resources Committee providing estimated savings and benefits that the software management system would bring to the Council.

Concerns were raised about allocating around 10 per cent of the Council's general reserve in the first instance to a project that may not directly serve the public and when the Council's lease on Bulmershe Leisure Centre would end in 2015 and its future was not yet known. The Chairman pointed out that the Leisure Services Committee had made it clear in its resolutions that a fully costed business plan would come to the Strategy and Resources

Committee and that the recommendation was to allocate and not spend without a plan being approved by the Committee. It was reported that all members at the Leisure Services Committee meeting had agreed that such a business plan be commissioned to inform the Council.

It was proposed by Councillor Rowland and seconded by Councillor Challis that the motion be amended to propose that the Committee allocate £5,000 from the general reserves to commission a fully costed business plan that would be considered by both the Leisure Services and Strategy and Resources Committees.

This motion was put to the vote and, on the casting vote of the Chairman was not carried.

The recommendation from the Leisure Services Committee was then put to the vote and, on the casting vote of the Chairman, it was

**RESOLVED:**

- ◆ To allocate £30,000 from the general reserve for the production of a detailed specification and the purchase and installation of an appropriate software management system for leisure and facilities bookings.

21. **RECOMMENDATION FROM THE COMMUNITY SERVICES COMMITTEE**

Councillor Hayward, Chairman of the Community Services Committee, presented the recommendation from the meeting held on 3 September 2013, that:

*The Strategy and Resources Committee allocate additional funding of £1,020 to the Community Services Committee's Amenities budget for the provision of a refuse amenity vehicle, once a month for three hours, at the Airfield Centre, Hurricane Way, from October 2013 to March 2014.*

Councillor Hayward explained that the Committee had agreed that it wished to give a year's trial for an extra community refuse vehicle site at the Airfield Centre.

Members discussed this proposal. Some concern was expressed about having to pay for this service and it was noted that the proposed site and the existing two sites were all in Loddon ward and a long way from the other side of Woodley. During the discussion there was a suggestion that the back of Bulmershe Leisure Centre might be a better site and concerns were raised about the existing site a Drovers Way which was very busy and where it was believed there were some safety issues. Questions about the future of this provision were also raised and it was understood that this may come under review. With this in mind it was

**RESOLVED:**

- ◆ To defer a decision on the Community Services Committee's request for funding of £1,020 to fund an additional refuse amenity vehicle and to seek an indication from Wokingham Borough Council on the sustainability of this service.
- ◆ That this matter be further considered by the Community Services Committee once information is received from Wokingham Borough Council and that the Committee take into account the comments regarding the Drovers Way site and accessibility for residents.

22. **CATERING PARTNERSHIP MANAGEMENT PANEL**

The Service Support Manager presented the reports of the meetings held on 5 July, 9 August and the tabled report of the meeting held the previous week on 6 September 2013. He explained that the panel had been considering the matter of a sheltered area at the front of the café for some time and had been investigating various options. At the last

meeting the panel had agreed that the best option was the installation of permanent parasols and, as there were no funds in the centre's budget for these items had, agreed to request funding from the Committee for this purpose.

Members considered the recommendation from the meeting of the 6 September 2013 that:

*The Strategy and Resources Committee allocate £6,000 from the general reserve for the purchase and installation of permanent parasols at the front of the Oakwood Centre.*

There was general support for this request. Officers agreed to keep in mind safety issues when selecting the best option and that any branding on the parasols be related to the Town Council.

**RESOLVED:**

To allocate £6,000 from the general reserve to purchase and install permanent parasols at the front of the Oakwood Centre.

23. **REVIEW OF WORKING PARTIES**

The Town Clerk presented Report No SR 28/13 which provided a review of the Committee's existing six working parties/panel and recommended that the Bar Management Working Party be terminated on the grounds that, apart from the dealing with the matter of the rent review, the working party had not met very often and liaison with LT Pub Leasing could be carried out by officers and reported to the committee when appropriate. It was noted that the matter of the end of the existing contract in October 2015 would need to be considered by the Committee in any case.

**RESOLVED:**

- ◆ To terminate the Bar Management Working Party and that officers deal with the day to day operation of the contract, reporting to committee as required.

24. **BOWLING CLUB LICENCE RENEWAL**

The Town Clerk presented Report No SR 29/13 which provided information on the existing licence for the use of the green and the proposed terms for a further licence including an annual increase by the Retail Price Index on rent, terms for the club to allow other organisations to use the green, a charge for water use and that the licence end in 2021 when the lease in relation to the club house groundrent also comes to an end. Under this item Members also raised the Council's desire to remove the trees around the green and the Town Clerk said she believed that the club would be in favour of this. The Service Support Manager reported that he had received a lower than expected quote for this work as part of the work the Entrance Improvements Working Party was looking at. It was noted that this work was likely to require repairs to pathways around the green. The Town Clerk agreed to let the club know in writing that the Council intended to remove the trees.

**RESOLVED:**

- ◆ That a new licence on terms set out in Report No SR 29/13 be granted to Woodley Bowling Club.

25. **READING ROAD ALLOTMENT SITE – RENT REVIEW**

The Town Clerk presented Report No SR 30/13. The ten year lease with Reading Borough Council included a rent review after 5 years. The proposed increase of £1,000 would mean an annual rent of £7,000 and was in line with the Retail Price Index increase over the last five years. It was noted that the Senior Valuer at Reading BC had suggested that a future lease include an agreed and relevant basis for any future rent reviews and Members agreed that this should form part of those negotiations.

**RESOLVED:**



- ◆ That the Town Clerk enter into negotiations with Reading Borough Council on the rent review sum proposed in relation to the allotment site at Reading Road.

26. **SECTION 106 DEVELOPERS CONTRIBUTIONS**

The Service Support Manager presented Report No SR 31/13 and informed Members of £13,802 Section 106 funding that was available to the Council for play equipment at Malone Park. This would not fund a new play area but would be the opportunity to install new equipment. The Council would be consulting on the proposals and the Service Support Manager agreed to let Councillor Rowland know when this would take place.

Concern was expressed at the lack of response to the Council's applications for funding and the lack of explanation on Section 106 funding arrangements. In response to comments about various items and sections of the tables provided with the report the Service Support Manager agreed to make the necessary amendments. There was a view that some items be reviewed because they were not worthwhile pursuing. The Chairman suggested that Councillors feed any suggestions to the Service Support Manager as part of the review of the tables.

**RESOLVED:**

- ◆ To note Report No. SR 31/13.

27. **2014/15 BUDGET**

The Chairman asked if Members had any suggestions for items to be included or excluded from next year's budget. Councillor Rowland responded with the following items which she would like to see in the 2014/15 budget:

- The continuation of funding to Just Around the Corner, ReadiBus and Keep Mobile
- Funding for some universal youth provision

28. **WOKINGHAM BOROUGH, TOWN AND PARISH CONFERENCE**

The Chairman informed Members that this year's conference should be interesting. One of the topics would be the Community Infrastructure Levy and the impact that the new provisions would have on the ability of the Borough Council to provide the infrastructure required when it would have to allocate 15 or 25% of the levy to town and parish councils. There being no nominations from the Committee it was agreed that all Councillors be asked if they wished to attend.

29. **WOKINGHAM BOROUGH COUNCIL – CONSULTATION ON DECISION MAKING STRUCTURE**

Members discussed the consultation document from the Borough Council. In general there was a view that an executive system of decision making resulted in there being no broad input from members of other political parties or from back benchers with no special responsibility. There was a view that under the former committee system working relationships between the members of political parties had been better. Some Members questioned why town and parish councils were being consulted on this matter as this would not impact on them. If the intention was to improve liaison there was a view expressed that the Borough Council could do more to improve liaison between the two levels of council as other principal councils had done.

**RESOLVED:**

- ◆ To respond to the consultation with the views expressed and request that the Council be informed of the outcome.

30. **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

**RESOLVED:**

- ◆ To nominate Councillors Baker and Cheng to attend the NALC Larger Councils' Conference on Wednesday 27 November 2013 at the Royal National Hotel in London.

- ◆ To note the NALC media release regarding the data registration fees payable by town and parish councillors.

31. **FUTURE AGENDA ITEMS**

It was suggested that the matter of youth services in the town be discussed at a future meeting. The matter of the ongoing discussions regarding universal youth provision in the town was raised. This led to a discussion about the situation and the need for the Youth Working Party to bring forward some recommendations to the Committee. Councillor Rowland reported that the members of the working party had met ten days ago but that it felt that it was working in a vacuum because it didn't know the controlling Group's views on this matter. The Chairman believed that it was important that the working party establish what is needed, the evidence for that need, how that need could be satisfied and the options available for doing so. He advised the working party that it should address these matters and needed to make its recommendations by the end of September.

32. **PUBLICITY AND WEBSITE**

There were no items identified.

33. **RESOLVED:**

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

34. **OAKWOOD CENTRE FLOORING**

The Service Support Manager presented Report No 32/13. The matter of the claims in respect of the flooring at the Oakwood Centre was now concluded with a consent order for a payment of £20,000 by the Council to Hawkins Brown being signed on 28 August under powers assigned to the Town Clerk to protect the Council in cases of urgency.

Members were reminded that of the confidential nature of the terms of the former agreement with Collier and Catley.

Councillors Challis and Rowland expressed disappointment that both political parties had not been party to the decision, as had been the case previously, and that they had only become aware of this action on receipt of the agenda. The Town Clerk explained that holiday leave and only a short time to respond to the situation had meant that this unfortunately had been overlooked.

The Chairman thanked the officers for their work on what had been a long drawn out matter. He asked that a further public report be provided for the next meeting so that residents could understand what the flooring problems had been. This document would be circulated to the Leader and Deputy Leader of the Liberal Democrat Group. It was recognised that the document may have to be considered by the Council's solicitors before being published.

**RESOLVED:**

- ◆ To Report No. SR 32/13.

The meeting closed at 9.55 pm

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**STRATEGY AND RESOURCES COMMITTEE**

**BUDGETARY CONTROL**

**REPORT No. SR 33/13**

EXPENDITURE	Budget	Actual Exp	Actual Exp	Actual Exp	Information
	2013/14	as at 31/10/12	as at 31/10/13	as % of Budget	
Central Costs	286051	147050	139736	48.9	Postage, staff advertising, office equipment (maintenance and contracts) over 58.3%. All other costs under.
Democratic Costs	44172	21614	18885	42.8	Civic allowance over 58.3% (Civic awards 2013), election allocation not spent. Staff costs under 58.3% - post vacant for 2 months.
Corporate Management	188149	112672	123818	65.8	Insurance premiums and affiliations payable at the beginning of the year. Insurance costs higher than estimated because of a review of and increase in rebuild costs for properties.
Capital Programme	45000	0	0	0.0	Annual contribution to be transferred to capital fund.
Grants	4000	6959	1250	31.3	Grants awarded in April and November.
Inn on the Park	11957	6929	6568	54.9	Staff costs, alarm maintenance and rates over 58.3%, all other costs under.
Oakwood Centre	145699	69975	74293	51.0	Rates, water rates, heating, equipment and certification costs over 58.3%. All other costs under.
Maintenance HQ	7515	1310	3254	43.3	Rate and vehicle running costs over 58.3% - annual tax/MOT/repairs costs.
Capital and Projects	184940	132296	132470	71.6	Loans paid in September and March - sinking fund contribution invested.
<b>TOTAL</b>	<b>917483</b>	<b>498805</b>	<b>500274</b>	<b>54.5</b>	
INCOME	Budget	Actual Inc	Actual Inc	Actual Inc	Information
	2013/14	as at 31/10/12	as at 31/10/13	as % of Budget	
Central Costs	6733	2081	2315	34.4	Income from temporary investments low - following new guidelines on risk has led to delay in making investments and interest income anticipated to be lower.
Democratic Costs	0	0	0	0	
Corporate Management	0	0	0	0	
Capital Programme	0	0	0	0	
Grants	0	0	0	0	
Inn on the Park	35481	40440	27147	76.5	Agreement requires monthly payments in advance. Budget estimate is lower than actual anticipated income (£40,000).
Oakwood Centre	135452	85679	85776	63.3	Room hire income at 60%, catering concession at 58%. Income from all annual rents received.
Maintenance HQ	0	0	0	0	
Capital and Projects	0	0	0	0	
<b>TOTAL</b>	<b>177666</b>	<b>128200</b>	<b>115238</b>	<b>64.9</b>	
<b>NET</b>	<b>739817</b>	<b>370605</b>	<b>385036</b>		

Month 7 represents 58.3% of the total budget

## Woodley Town Council 2013/2014

## Current Account

## List of Payments made between 01/08/2013 and 31/08/2013

<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>	
A1 Locksmiths(Berkshire) Ltd	70.97	8 x keys & shutter lock WPLC
ACL Consultancy Solutions Ltd	739.00	Consultancy fees
Arkell & Hurcombe (Bronzeworks	87.60	Bronze cast plaque
Aura Stationery Ltd	306.70	Stationery supplies
B&S Roofing	1403.82	WP roof repairs
Badgemaster Limited	15.12	Name badges - Clirs
Badminton England	240.00	Badminton framework agreement
BE Fuelcards Ltd	130.32	Diesel/Unleaded
BE Fuelcards Ltd	1.21	Admin charge
BE Fuelcards Ltd	73.37	Diesel/Unleaded
Blandy & Blandy LLP	686.40	Legal services
Bowak Ltd	286.06	Cleaning supplies
Brake Bros Foodservice Ltd	310.82	Vending supplies
Brake Bros Foodservice Ltd	428.99	Vending supplies
Brake Bros Foodservice Ltd	280.99	Vending supplies
Brian Hill	200.00	Coach
British Gas	5722.70	Electricity supply
BT Direct	21.66	Phone
BT Direct	59.46	Phone
BT Direct	64.98	Phone
BT Direct	64.98	Phone
BT Direct	64.98	Phone
BT Direct	64.98	Phone
BT Direct	64.98	Phone
BT Direct	142.70	Phone
BT Direct	455.52	Phone
BT Direct	637.58	Phone
BT Telephone Payment Centre	8.40	Phone
BT Telephone Payment Centre	131.02	Phone
BT Telephone Payment Centre	557.67	Phone
Chemically-Solved Ltd	439.92	Cleaning supplies WPLC
Churchill Contract Services Lt	6446.35	Contract cleaning
Clare Mooney	60.00	Coach
Crown Water & Coffee	45.29	Bottled water OC
Customers Really Matter Ltd	35.99	Monthly website charge
Dejac Associates Ltd	120.00	Draytek router OC
Dejac Associates Ltd	2338.80	2 x MAC mini - BLC
Earth Anchors Ltd	393.06	Dog bin sacks & bin anchoring system
EDF Energy 1 Ltd	11.52	Electric for clock tower
Edmundson Electrical Ltd	57.23	Lamps/starter switch/cable ties
EURODEC	111.47	Decorating supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Frasers Office Supplies Ltd	191.90	Stationery supplies
Fuel Fitness Ltd	30.00	Coach
Gazprom Energy	2643.91	Gas supply
Grundon Waste Management Ltd	108.00	Refuse collection
HM Revenue & Customs Only	14079.75	PAYE & NI
Information Commission	35.00	Registration
Investec Asset Finance	372.00	Light/Heat BLC
J P Lennard Ltd	165.48	BLC - Volleyball nets
Janet Dacre	289.80	Coach
Just Around The Corner	5528.60	Grant
Just In The Park CIC	1416.75	Charged on behalf of Just in the Park café
Kathy Jagger	280.00	Coach
Kelsey Hudson	180.00	Coach
KLM Digital Office Solutions L	180.54	Service & maintenance photocopier

KLM Digital Office Solutions L	61.36	Photocopier toners
KLM Digital Office Solutions L	12.00	Delivery charge for toners
Lloyds TSB	488.70	Cardnet charges
Luke Evans	90.00	Coach
Mainstream Digital	0.31	Phone
Merchant Rentals	52.85	Monthly cardnet charge
Michael Blackburne	82.00	Coach
Miss E. Sule	189.00	Coach
Mr Budgen	885.97	Repairs to Malone Park fence
Mr Nigel A Broome	82.00	Coach
Mrs J A Mason	272.00	Coach
OCS Group UK Ltd t/a Cannon	510.00	Refuse collection
Opportunities	360.00	Recruitment advert
P & H Fareham	177.39	Vending supplies
P & H Fareham	229.26	Vending supplies
P.A. Tree Care Ltd	540.00	Woodford Park tree maintenance
PDG Group Services	33.86	WPLC cleaning supplies
Peninsula Business	489.60	HR service
Peter Chiles	28.83	Coach
Philip Larsson	775.00	Coach
Prudential Assurance	30.00	AVC payment
Rachel Healey	82.00	Coach
Regency Cleaning Services Ltd	1524.26	Contract cleaning
RMRS Pitney Bowes	250.00	Franking - postage topup
SGW Payroll Ltd	212.18	Payroll services
SITA UK Ltd	391.49	Refuse collection
SITA UK Ltd	532.38	Refuse collection
SMS Environmental Ltd	89.40	BC, OC and WPLC water samples
Southern Electric Contracting	130.85	Street lighting repairs
Sports Solutions GB Ltd	1950.00	Consultancy services - artificial pitch project
T H White Ltd	20.34	Clutch cable - Depot
Thames Valley Temperature Cont	1440.00	WPLC boiler service & repair
Thames Water	618.00	Water rates
Thames Water	1819.34	Water rates
The Berkshire Pension Fund	8441.10	Pension contribution - employer and employees
Trade UK	240.75	Building supplies
Trade UK	46.65	Building supplies
Trade UK	323.97	Building supplies
Travis Perkins Trading Company	25.19	Building supplies
Travis Perkins Trading Company	26.38	Building supplies
Travis Perkins Trading Company	33.56	Building supplies
Trinity Mirror Southern Ltd	160.80	WTCMI - website advert
TSM Copiers Ltd	123.34	Photocopier usage
TTC Signs Ltd	951.11	WPLC centre sign
Unison	41.90	Union fees - deducted from pay
Universal Services	90.72	BLC - Trampoline service
Virgin Media Payments Ltd	106.36	Phone
Vodafone Ltd	160.89	Phone
Wokingham BC	40.00	Rates
Wokingham BC	152.00	Rates
Wokingham BC	337.00	Rates
Wokingham BC	832.00	Rates
Wokingham BC	1766.00	Rates
Wokingham BC	4310.00	Rates
Zoggs International Ltd	288.00	BLC swim supplies

81846.65

**CLERKS IMPREST A/C**

List of Payments made between 01/08/2013 and 31/08/2013

<u>Payee Name</u>	<u>Amount</u>	
	<u>Paid</u>	
(Personal Information)	25.87	Cancelled BLC course
Brightons News	10.80	Newspapers
Community Council for Berkshir	30.00	CCB membership renewal
(Personal Information)	12.00	Cancelled WPLC course
(Personal Information)	50.00	Refund deposit
Glee Club UK	100.00	Refund deposit
(Personal Information)	50.00	Refund deposit
Lloyds TSB	32.38	Charges 10 June to 9 July 13
Lloyds TSB	57617.69	Net payroll August 2013
(Personal Information)	250.00	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
MTM	100.00	Refund deposit
(Personal Information)	50.00	Refund deposit
PETTY CASH A/C	144.74	Top up - petty cash
Stinkyink.com	32.39	Printer toner
(Personal Information)	50.00	Refund deposit
	58605.87	

Woodley Town Council 2013/2014

Current Account

List of Payments made between 01/09/2013 and 30/09/2013

<u>Payee Name</u>	<u>Amount Paid</u>	
Accounting Solutions	522.00	VAT partial exemption preparation
ADT Fire & Security Plc	797.12	Annual maintenance of intruder alarm
Airquee Ltd	298.80	Pool inflator blower BLC
Alexandra Stocker	75.00	Coach
Arkell & Hurcombe (Bronzeworks)	87.60	Bronze cast plaque
ART Security Solutions Ltd	660.00	Annual maintenance of CCTV
ASAP Computer Services	82.80	Renewal of software WPLC
B Kennedy	240.00	Coach
BE Fuelcards	1.21	Admin charge
Blandy & Blandy LLP	780.00	Legal services
Bowak Ltd	182.90	Cleaning supplies
Brake Bros Foodservice Ltd	191.09	Vending supplies
Brake Bros Foodservice Ltd	546.14	Vending supplies
Brian Hill	250.00	Coach
British Gas	5419.35	Electricity supply
British Gas	6205.00	Electricity supply
BT Direct	21.66	Phone
BT Direct	45.46	Phone
BT Direct	123.69	Phone
BT Telephone Payment Centre	57.00	Phone
BT Telephone Payment Centre	540.94	Phone
Churchill Contract Services Lt	1607.08	Contract cleaning
Churchill Contract Services Lt	1770.50	Contract cleaning
CIT Vendor Finance (UK) Ltd	839.38	Qtrly rental charge - photocopier
Crown Water & Coffee	30.19	Bottled water
Crown Water & Coffee	30.19	Bottled water
Crown Water & Coffee	30.19	Bottled water
Customers Really Matter Ltd	35.99	Monthly website charge
David I Tyler	430.00	Coach
Dejac Associates Ltd	180.00	2Tb hard drive/4 Gb Ram for iMac
EDF Energy 1 Ltd	11.53	Electric for clock tower
Edmundson Electrical Ltd	247.62	Lamp/5ft tubes/starters
EURODEC	358.77	Decorating supplies
Eurostat Office Supplies	69.35	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fencing Products Ltd	19.87	Post -Woodford Park
Fencing Products Ltd	66.12	Oak sleeper/postfix Garden of Remembrance
Frasers Office Supplies Ltd	87.77	Stationery supplies
Frasers Office Supplies Ltd	29.28	Stationery supplies
Fuel Fitness Ltd	45.00	Coach
Fuel Fitness Ltd	15.00	Coach
Gazprom Energy	2647.57	Gas Supply
Grundon Waste Management Ltd	162.00	Refuse collection
Hawkins Brown LLP	20000.00	Legal services
HC Slingsby Plc	50.40	Storage containers
HM Revenue & Customs Only	12235.62	Tax & NI
IDEA for Local Government	252.00	Auto-enrolment training
Investec Asset Fin	372.00	BLC Light/heat
J P Lennard Ltd	187.92	Shuttlecocks - WPLC
J Tierney	60.00	Coach
Jack Fisher	60.00	Coach
Jack Fisher	45.00	Coach
John Willis	110.00	Window cleaner
John Willis	110.00	Window cleaner
Just In The Park CIC	640.25	Charged on behalf of Just in the Park café
Kathy Jagger	70.00	Coach
Kingfisher Security UK Ltd	218.40	Replace faulty call point OC fire alarm

KLM Digital Office Solutions L	58.33	Service & maintenance agreement
Leisurejobs	360.00	Staff job advert - BLC
Lloyds TSB	352.38	Cardnet charges
Lloyds TSB	302.36	Bank charges
M J Abbott Ltd	410.62	Fittings & labour - repair Bowling Green irrigation
M. G. Training	50.00	Coach
Mainstream Digital	0.20	Phone
Margaret Macknelly Design	204.00	Various amendments to forms
Margaret Macknelly Design	48.00	Cards for councillors
Marion Toogood	50.00	Coach
Marion Toogood	50.00	Coach
McVeigh Parker Ltd	303.25	Deer gate/Rat bait/6ft tank
Merchant Rentals	52.85	Monthly cardnet charges
Miss E. Sule	54.00	Coach
MKR Electrical Services Ltd	713.04	Installation & supply of light fitting - WPLC
Mrs J A Mason	304.00	Coach
National Association Local Cou	456.00	Cllrs attending NALC conference
OCS Group UK Ltd t/a Cannon	270.00	Refuse collection
Office Depot International (UK	420.61	Stationery supplies
Office Depot International (UK	52.70	Stationery supplies
Office Depot International (UK	195.85	Stationery supplies
Office Gold Ltd	138.98	Stationery supplies
P & H Fareham Ltd	289.61	Vending supplies
PDG Group Services	21.00	First aid supplies WPLC
Peninsula Business	489.60	HR services
Philip Larsson	500.00	Coach
Phonographic Performance Limit	135.43	Music licence - BLC
PHS Group Plc	140.22	Qtrly rental charge - mat WPLC
Pitney Bowes	250.00	Franking - postage topup
Prudential Assurance	30.00	AVC payment
Public Works Loan	1528.16	Public Works Loan payment
Public Works Loan	83129.21	Public Works Loan payment
Regency Cleaning Services Ltd	1897.09	Contract cleaning
Rialtas Business Solutions Ltd	530.64	Training on Planning/Allotments database
Securitas Security Services (U	1260.00	Monthly key holding service
SGW Payroll Ltd	220.34	Payroll service
SHL Group Ltd	427.20	Staff assessment exercise
Simon Brookes	176.00	Coach
SITA UK Ltd	185.75	Refuse collection
SMS Environmental Ltd	1125.16	BLC, OC, Coro hall and WPLC water samples
Sports Solutions GB Ltd	1950.00	Consultancy services - artificial pitch project
Thames Water	618.00	Water rates
The Berkshire Pension Fund	8186.34	Pension - employers and employees
The Letterworks Ltd	596.00	WTC newsletter printing
Thompsons Solicitors LLP	420.00	Legal services
Travis Perkins Trading Company	37.51	Building supplies
Travis Perkins Trading Company	84.07	Building supplies
Trinity Mirror Southern Ltd	160.80	WTCMI-website advert
TSM Copiers Ltd	20.44	Copier usage
TV Licence DDA	145.50	WPLC TV Licence
Unison	41.90	Union fees - deducted from pay
UNIVAR B.V.	628.27	BLC pool supplies
Vaughtons	191.02	Past Mayor badges
Virgin Media Payments Ltd	31.30	Phone
Virginia Mendonca	81.00	Coach
Vodafone Ltd	157.65	Phone
Wokingham BC	40.00	Rates
Wokingham BC	152.00	Rates
Wokingham BC	337.00	Rates
Wokingham BC	832.00	Rates
Wokingham BC	1766.00	Rates
Wokingham BC	4310.00	Rates
Wokingham Borough Council	658.50	Hire of BLC Youth Centre
Wokingham Borough Council	2110.00	Renewal of Marriage/Civil & new police lease OC

181069.83



**CLERKS IMPREST A/C**

<u>Payee Name</u>	<u>Amount Paid</u>	
(Personal Information)	50.00	Refund deposit
BBOWT	10.00	Conference attendance
Brightons News	13.50	Newspapers
(Personal Information)	31.00	Cancelled BLC course
(Personal Information)	48.00	Canceled WPLC curse
(Personal Information)	50.00	Refund deposit
(Personal Information)	45.00	Refund deposit
(Personal Information)	100.00	Refund deposit
(Personal Information)	50.00	Refund deposit
Lloyds Bank	51907.93	Net Sept 2013 payroll
Lloyds Bank	49.81	Staff net pay
Lloyds TSB	33.42	Charges 10 July to 9 Aug 2013
(Personal Information)	200.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	15.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	25.87	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	137.86	Mileage/parking to Birmingham
PETTY CASH A/C	127.33	Topup petty cash
PETTY CASH A/C	130.93	Topup petty cash
(Personal Information)	49.81	Net pay Sept 2013
(Personal Information)	50.00	Refund deposit
Southlake Angling Society	150.00	Refund deposit
Strictly Street	100.00	Refund deposit
(Personal Information)	13.60	Staff net pay
Zuloo Prods	301.50	Refund deposit
	<b>54090.56</b>	

Woodley Town Council 2013/2014

Current Account

List of Payments made between 01/10/2013 and 31/10/2013

<u>Payee Name</u>	<u>Amount Paid</u>	
Action Doors	96.00	Service on OC front doors
Amanda Jane Knight	70.00	Coach
B Kennedy	270.00	Coach
B.E.S. Ltd	28.76	Toilet seat fittings
BE Fuelcards	65.35	Diesel
BE Fuelcards Ltd	40.20	Diesel
Bowak Ltd	417.06	Cleaning supplies
Brian Hill	200.00	Coach
British Gas	5602.32	Electricity supply
Broadwater Technologies Ltd	138.00	Service on Acid pump BLC
BT Direct	65.52	Phone
BT Direct	22.44	Phone
BT Direct	22.80	Phone
BT Direct	121.68	Phone
BT Direct	190.72	Phone
BT Telephone Payment Centre	8.40	Phone
Chemically-Solved Ltd	290.35	Pool supplies BLC
Churchill Contract Services Lt	3336.17	Contract cleaning
Churchill Contract Services Lt	3336.17	Contract cleaning
Colin Harrison	119.00	Agenda deliveries
Corporate Finance	166.37	Qtrly printer/copier charge
Crown Water & Coffee	119.59	Qtrly rental/bottled water
Despina Hapeshis	140.00	Coach
Despina Hapeshis	35.00	Coach
E.ON	356.13	Gas supply
EDF Energy 1 Ltd	11.52	Electric for clock tower
Edmundson Electrical Ltd	42.00	Starter switches
Emma Bloodworth	220.00	Coach
Emma Bloodworth	140.00	Coach
Eurostat Office Supplies	40.80	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fencing Products Ltd	55.57	Gardening supplies
Frasers Office Supplies Ltd	120.31	Stationery supplies
Frasers Office Supplies Ltd	114.55	Stationery supplies
Fuel Fitness Ltd	15.00	Coach
Fuel Fitness Ltd	15.00	Coach
Fuel Fitness Ltd	15.00	Coach
Gazprom Energy	3317.79	Gas supply
Gilbert Thompson	600.00	Newsletter delivery
Graham	17.82	Plumbing supplies
Grundon Waste Management Ltd	108.00	Refuse collection
HM Revenue & Customs	14450.64	VAT paid
HM Revenue & Customs Only	13042.62	PAYE & NI
Investec Asset Finance	372.00	BLC Light/heat
J P Lennard Ltd	424.72	Goal posts/nets/net protector
J P Lennard Ltd	26.28	Lung bag infant
Janet Dacre	277.20	Coach
Just Around The Corner	5528.60	Grant
Just In The Park CIC	153.80	Charged on behalf of Just in the Park café
Kathy Jagger	280.00	Coach
Kingfisher Security UK Ltd	804.00	Annual OC fire alarm maintenance
KLM Digital Office Solutions L	48.48	Service & maintenance photocopier

Lister Wilder Ltd	96.58	Bolts/Votex blades
Lloyds Bank	203.52	Charges 10 Aug to 9 Sept 13
Lloyds Bank	814.11	Cardnet charges
Lloyds Bank	259.78	Charges 10 Aug to 9 Sept 2013
Louise McCann	60.00	Coach
M. G. Training	30.00	Coach
Mainstream Digital	55.29	Phone
Maintel Europe Ltd	296.16	Annual WPLC phone maintenance
Mazers	2880.00	Audit of 2012/2013 accounts
Merchant Rentals	52.85	Monthly cardnet charge
Miss E. Sule	108.00	Coach
MKR Electrical Services Ltd	196.32	Lights in satellite kitchen
Mrs J A Mason	240.00	Coach
OCS Group UK Ltd t/a Cannon	270.00	Refuse collection
OCS Group UK Ltd t/a Cannon	78.30	Refuse collection
Office Depot International (UK	194.57	Stationery supplies
Office Depot International (UK	97.99	Stationery supplies
Office Depot International (UK	39.98	Stationery supplies
P & H Fareham	254.81	Vending supplies
PDG Group Services	103.59	Cleaning supplies
Peninsula Business	489.60	HR service
Philip Larsson	745.00	Coach
PHS Group Plc	319.02	Qtrly rental charge - mat BLC/OC
Prudential Assurance	30.00	AVC payment
Regency Cleaning Services Ltd	1507.55	Contract cleaning
Riso (UK) Ltd	340.54	Qtrly printer/copier charge
Roffey Brothers	538.56	Top dressing bowling green
Securitas Security Services (U	360.00	Monthly key holding service
SGW Payroll Ltd	222.38	Payroll services
SITA UK Ltd	391.48	Refuse collection
SITA UK Ltd	750.55	Refuse collection
SLCC Enterprises Ltd	474.00	Attendance at National Conference
SMS Environmental Ltd	282.60	BLC water samples
SMS Environmental Ltd	115.20	OC/Coro hall water samples
Somerville Glass & Windows Ltd	150.00	Replace glass BLC
Southern Electric	505.19	Electricity supply
Southern Electric Contracting	1030.71	Qtrly street lighting maintenance/repairs
Thames Water	618.00	Water rates
Thames Water	474.62	Water rates
The Berkshire Pension Fund	8217.40	Pension - employers and employees
Trade UK	35.18	Building supplies
Trinity Mirror Southern Ltd	160.80	WTCMI - website advert
TSM Copiers Ltd	193.68	Copier usage
Unison	41.90	Union fees deducted from pay
Vodafone Ltd	162.52	Phone
Wokingham BC	40.00	Rates
Wokingham BC	152.00	Rates
Wokingham BC	337.00	Rates
Wokingham BC	832.00	Rates
Wokingham BC	1766.00	Rates
Wokingham BC	4310.00	Rates
	87504.26	

**CLERKS IMPREST A/C**

<u>Payee Name</u>	<u>Amount Paid</u>	
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	36.00	Cancelled WPLC course
(Personal Information)	150.00	Refund deposit
(Personal Information)	63.19	Banquet rolls/cups
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	25.00	Cancelled WPLC course
(Personal Information)	25.00	Cancelled WPLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
Assoc of Sri Lankin Muslims	55.00	Refund deposit
BACYP	100.00	Subscription Berks Youth
Islamic Relief	200.00	Refund deposit
L.E.A.D.	150.00	Refund deposit
Lloyds Bank	29.62	Charges 10 Aug to 9 Sept 13
Lloyds Bank	48632.92	Oct 2013-net payroll
Madawata Bazaar Welfare	100.00	Refund deposit
RBL Poppy Appeal	25.00	Wreath donation
Reading Midweek Cricket	150.00	Refund deposit
Stageability	100.00	Refund deposit
	50491.73	

**Report of a meeting of the Investments Working Party held at the Oakwood Centre on Thursday 8 November 2013 at 5pm**

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**Present:** *Councillors K Baker (Chairman); P. Challis; B. Franklin; E. Rowland;*

**Also Present:** *D. Mander, Town Clerk  
R. Baron, Rathbone Investment Management (for item 3: Investments)*

**Apologies:** *Councillors N. Cox and S. Outen*

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

- ◆ That Councillor Baker be appointed Chairman for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

3. **INVESTMENTS**

- i) Members noted the contribution to the fund in 2013/14 of £80,000 agreed in the 2013/4 budget and the further contributions to be made in respect on VAT paid on fees to Rathbone Investment Management and funds received from the distribution of Keydata funds to bondholders.
- ii) Members noted the Council's investment monitoring sheet as at 30 September 2013.
- iii) Rupert Baron presented the annual report of the Council's investment portfolio, the key parts of which are **enclosed** for Members' information.

He confirmed the basis on which the portfolio was being managed; the objective to build up funds to pay the loan principal of £2M for the construction of the Oakwood Centre, the low attitude to risk and the requirement that ethical, social and environmental factors be considered when dealing with assets.

The report provided a snapshot as at 31 October 2013. Under the Council's agreed strategy for the portfolio, the fund had been balanced when the annual allocation of £80K had been made in spring 2013 to 52% of the fund in lower risk and 48% in higher risk products. The present fund mix of 49% lower and 51% higher risk was because the higher risk investments had performed better this year, although higher inflation had also increased the value of the portfolio's index linked investments. Rather than make interim changes to the fund, which would not benefit the Council, the fund would be realigned in spring 2014 when a further £80K was added to the investment portfolio. The allocation for 2014, under the Council's agreed strategy, would be 56% in lower and 44% in higher risk investments. In terms of investment performance against the FTSE APCIMS Growth and the Retail Price Index, total return on the Council's

portfolio had been 26.1% over the year while the comparators had been 31.16% and 11.07% respectively.

Rupert Baron recommended that the fund strategy, which would see funds invested in the cash/gilts part of the fund increase over the term while equities decreased, be adhered to despite the fund value being higher than projected at this point.

The strength of the market had seen an increase in the value of the fund of £92,769 since the last annual report from Rathbones (excluding the £80K contribution in May 2013). In terms of the target figures to include in the Council's Treasury Management Strategy, Rupert Baron explained that these were projections based on past performance data and they could not include the weighting of the additional £80K to be paid into the fund in 2014. On this basis the target figure provided for the period from 1 November 2013 – 31 October 2014 was £27,018 and for 1 April 2014 - 31 March 2015, £27,343.

- iv) Members noted receipt of quarterly reports for 31 April 2013, 30 June 2013 and 30 September 2013 and the Annual Regulatory Report from Rathbone Investment Management's nominee company. Rupert Baron explained that the Regulatory Report was compiled and sent out by the central system, independently of the investment manager and was an anti fraud practice. The Town Clerk agreed to email members of the working party when the quarterly reports and the regulatory reports were received. It was noted that as the Town Clerk had on line access to the Council's portfolio reports could be accessed that way, if required.

#### 4. **TREASURY MANAGEMENT STRATEGY**

Members noted that the strategy was required to be updated and approved by Council before the next financial year and that this would require a further meeting of the working party prior to the February Council meeting.

Members noted the issues reported by the Town Clerk regarding compliance with the requirement that investments be limited to £250,000 in any one A rated institution. This had led to a delay in making investments this year and a lower interest income for temporary deposits than could be achieved at the Council's bank. Members confirmed their commitment to this requirement on the grounds of risk and

##### **RECOMMENDED:**

- ◆ **That the CCLA Public Sector Investment Fund, Santander and the Nationwide Building Society be approved institutions for the temporary investment of surplus funds, subject to their having an A rating at the time of the investment.**

##### **Review of annual contribution to the fund**

The three yearly review of the annual contribution to the fund was considered and it was proposed and

##### **RECOMMENDED:**

- ◆ **That the Treasury Management Strategy include the requirement that the Council continue to allocate an annual sum of £80,000 to the investment portfolio in 2014, 2015 and 2016.**

**Review of investment manager**

It was noted that a review of the Council's appointed investment manager would be required in 2015. Members discussed how such a review would be conducted and the Town Clerk agreed to provide the information relating to the last appointment process to the next meeting of the working party, along with proposed parameters on which this process be undertaken. It was suggested that the process agreed for such a review be added to the Treasury Management Strategy, once agreed.

5. **KEYDATA/LIFEMARK**

Members noted the information provided and the proposed further distribution of funds to bondholders.

Meeting closed at 6pm

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## CREDIT AND DEBIT CARD PAYMENTS TO THE COUNCIL

### REPORT OF THE TOWN CLERK

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#### Purpose of Report

To inform councillors of the costs to the Council for credit and debit card payments and recommend that a charge on credit cards be introduced to off set the higher charges made on these payments.

#### Background

The Council has taken payments for credit and debit cards for over ten years. Payments are made over the phone or by customers in person. The bank requires the Council to implement and follow security procedures and arrangements for processing these payments, including a separate phone line for card transactions and the management of security information from customers.

#### Information

A review of payments by credit and debit cards between April and August 2013 provided the following information:

On 641 transactions and sales of £34,252 by credit card the Council paid bank charges of £1,457; an average of £2.27 per transaction. The charge is based on a percentage of the value of the purchase, between 4 and 4.7%.

On 1,483 transactions and sales of £66,096 by debit card the Council paid bank charges of £796; an average of 54p per transaction. The charge is a straight fee per transaction ranging between 49p and 54p with a 3p charge for each authorisation request.

Card payments and transaction charges April – August 2013				
Card type	Number of transactions	Sales total	Total transaction cost	Average cost per transaction
Credit card	641	£34,252	£1,457	£2.27
Debit card	1,483	£66,096	£796	£0.54

On top of the costs per transaction the card processing company charges a monthly management fee of £5.50 at each site. The Council has three sites where card payments can be taken giving a total cost of £16.50 a month. In addition, it is a security requirement that each of the card processing machines has a dedicated phone line.

No charges are made by the bank for handling income paid by cheque or in cash, although a charge of £5 a month admin fee is paid on each of the Council's three bank accounts.

Although all card payments have advantages for the Council in terms of lower risk of theft and fraud, transactions by credit cards are by far the most expensive in terms of bank charges. In order to offset some of the costs of credit card transactions and encourage more payments by debit card it is proposed that the Council introduce a charge on top of the item for which payment is being made by credit card. A charge of 50p per credit card transaction would offset the bank's average charge to the Council to £1.79, a 75p charge would mean an average cost of £1.55.

In the period of the review the cost of credit card charges would reduce by £309 at 50p per payment and by £463 with a 75p charge; a percentage of the extra charge would be paid in charges to the bank. If credit card payments continued to be made at the same rate the annual



saving on bank charges would be £742 for a 50p charge and £1,111. If the introduction of a charge resulted in more people paying by debit card the costs would be reduced by a larger amount, although this is difficult to quantify.

### **Resources**

The introduction of a non-refundable charge for payments by credit card will reduce the Council's bank charges either by offsetting the costs applied by the bank or encouraging more use of debit cards, cheques or cash payments. In 2011/12 the Council's bank charges were £7,035, in 2012/13 the charges were £7,873. Part of the increase in these costs was the use of card payments on the additional income for activities and facilities received in 2012/13.

Members are asked to consider introducing a 50p charge on all credit card payments with effect from 1 December.

### **Recommendation:**

- ◆ **That Members consider the introduction of a charge of 50p on all credit card payments with effect from 1 December 2013.**

Woodley Town Council

**Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 4 October 2013 at 10 am**

---

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

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

**Apologies:** *None received*

**The meeting was inquorate under the Council's Standing Orders. The following items were discussed at an informal meeting.**

---

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

- Duane Harris remaining as director until end of tax year
- September has been quiet month for Café and business bookings
- Article in newspaper was successful – brought new customers to café
- Speaking with Reading college - Possibility of an apprentice starting in January to gain NVQ level 2
- Looking into grants for an NVQ trainer
- Continuing to develop volunteer and work placement programme
- Induction processes in place for all placements
- Reviewing Health and Safety Policy
- Continue with voucher offers in the Woodley Herald
- Website being developed
- A 'vision' for the CIC - it was agreed to circulate this to panel members

**Business Bookings**

It was noted that income from catering for business bookings during August was very low but was looking better in the coming months.

**Oakwood Centre Frontage**

The Service Support Manager confirmed that the Strategy and Resources Committee had allocated funding for the installation of parasols at the front of the building and that he was seeking some further quotes.

**Date for the next meeting**

Friday 8 November at 2pm

*(This meeting was later rescheduled for Friday 15 November)*

Woodley Town Council

**Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 15 October 2013 at 9.30 am**

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**Present:** *Councillors: K. Haines (Chairman), A. Chadwick,  
L. Waller – Just in the Park CIC  
P. Makinson – Just in the Park CIC*

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

**Apologies:** *Councillor: P. Challis*

**The meeting was inquorate under the Council's Standing Orders. The following items were discussed at an informal meeting.**

---

**Update on actions from previous meeting**

- Presentation of income figures  
It was agreed that the presentation of the reported income figures was satisfactory and there were no changes required to the format
- Recyclebank promotions  
The CIC had made contact with the rep from Recyclebank – now known as Green Redeem and would be meeting with them shortly to discuss discount offers for inclusion in the scheme.
- Progress further directors for the CIC  
The CIC stated that Duane Harris remained a director at present and would do so for the coming months at least. The intention is still to appoint further directors to the CIC but there had been no progress on this.
- The Service Support Manager confirmed that the Strategy and Resources Committee had allocated funding for the installation of parasols at the front of the building and that he was seeking some further quotes.

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

The CIC reported that although August had been very quiet for business lunch income and café had been quieter, the business had come through that quiet period and the café income remained strong and steady.

Thursdays and Fridays were now busier in the café with Saturday now the busiest trading day of the week. All day breakfasts continued to be successful.

It was reported that the CIC was looking at applications from individuals to fill an apprentice role from January 2014, working toward an NVQ level 2 qualification.

**Business Bookings**

The Service Support Manager reported that business lunch income for November (£1,034 – Sept income)) and December (£2,104 – October income) looked much stronger. He would speak with the Bookings Officer about ways to provide a projected figure but that this was difficult due to the way booking details are confirmed by the client.

### **Oakwood Centre Frontage**

- The Service Support Manager was seeking further quotes and would be placing an order shortly for the parasols at the front of the centre.

### **Meeting Schedule**

Councillor Haines suggested that further Member appointments to the panel would increase the likelihood of future meetings being quorate.

The preferred day and time for those present for future panel meetings was the first Friday of each month at 4.15pm, aiming to finish the meeting before 5pm.

### **Any Other Business**

#### Publicity

It was noted that there would be an advert for the café in the December issue of the Woodley Herald and that a larger item in the next issue of the Herald would be explored.

#### Refreshments policy

The CIC asked for clarification of the policy for clients bringing their own food and refreshments into the building as this had been permitted for several bookings in recent weeks. The Service Support Manager confirmed that the policy is that the catering partner should be made aware of any one off bookings of this type and given the opportunity to cater for them. He would look at the bookings where this was happening and discuss these with the CIC.

The Service Support Manager reported that the Council would be purchasing glasses and was looking into the purchase of a glass washer to enable the centre staff to deal with the requirements for water on tables for larger bookings where bottled water is not purchased.

The CIC would be speaking with the Bookings Officer and one of the regular hirers of the centre regarding some changes to the menus offered in relation to their booking.

It was noted that working relationships in the centre were good.

### **Date for the next meeting**

Friday 10 January at 4.15pm

**Report of a meeting of the Public Toilets Working Party held at the Oakwood Centre on Thursday 3 October 2013 at 4pm**

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**Present:** *Councillors M. Holmes (Chairman), L. Hayward, E. Rowland*

**Also present:** *Councillor K. Baker*

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

**Apologies:** *Councillor K. Haines*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

2. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 4 July 2013 were agreed as a correct record.

3. **PUBLIC TOILETS**

3.1 **Funding**

Members noted the information from the Resources Manager, Wokingham BC which explained that the appropriate funding appeared to be the community contribution relating to the Sandford Farm development and that 50% would become available prior to the first occupation of any housing unit and the remaining would be paid on the occupation of the 72<sup>nd</sup> housing unit. Councillor Baker reported that he had been investigating if it would be possible for funds to be advanced earlier if required.

Under this item there was a discussion about the process that would be undertaken to commission a supplier of the public toilet. The Town Clerk explained that as there appeared to be two main companies in the business of supplying public toilets, Healthmatic and Danfo, the Council could set out its requirements in a tender and invite both companies to provide designs and costs for the Council to consider. It was noted that, if tenders were only sent to two companies, the Strategy and Resources Committee should be informed of the reasons for this.

Linked to the above discussion it was also agreed that a representative from Danfo also be invited to meet with the Town Clerk and the Town Centre Manager to look at the town centre and the potential sites that were being considered in order that both companies had been given the same opportunity at this point.

3.2 **Site**

The working party noted the report of the site visit by the Healthmatic representative, the Town Clerk and the Town Centre Manager and the tabled map showing the sites that were assessed.

Of the six sites (A – F) the working party had identified, three were considered to be possible. They are:

A. Next to the Chequers car park

D. On the site of the existing 'mushroom' near the disabled parking

E. At the side of Waitrose, in the car park

The advantages and disadvantages of these were discussed:

A. Next to Chequers car park

Increase in footfall to that end of the town

Higher possibility of vandalism

Far enough away from shop fronts (although may interfere with any outdoor seating the new pizza restaurant may wish to use)

Might have to fit in with any plans for the refurbishment of that end of the town

D. On the site of the mushroom

Proximity to shop fronts

Near to disabled parking

Near to existing local loo scheme toilets

Equally accessible from both ends of the town centre

Would impact events layouts

Unsuitable place for a toilet – loss of trade

Very visible - people may not use it because of this

E. Waitrose car park

Parking spaces may be lost/resiting of recycling bins

Tucked away but still accessible

Further from central disabled parking

Neighbouring businesses may have concerns

It was agreed that a consultation process take place on these three sites. The consultation would include a four-day (Thursday – Sunday) presence of councillors in the town centre seeking people's views for which an information sheet and map would be provided. These would show the proposals and list the advantages and disadvantages as well as the existing local loo scheme venues. Possible dates of 7 – 10 November were provisionally agreed. It was agreed that marking out the possible sites would also be useful. The Council's household survey, due to go out with the December newsletter, could also ask residents about their preferred site. The Town Centre Management Initiative Management Committee would also be consulted at the next meeting.

In addition the Town Centre Manager agreed to speak to the manager of Waitrose regarding the possible site near to the store.

Meeting closed at 5.10pm

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**Woodley Town Council**

**Community Grants**

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for the second round of awards in 2013/14 is £2,750.

The committee is asked to consider the following grant applications:

<b>Organisation</b>	<b>Usual source of funding</b>	<b>Amount requested</b>	<b>Members/ Staff/Volunteers</b>	<b>Purpose grant required</b>	<b>Additional information</b>
<b>St James Church Centre</b> <i>(100% members in Woodley)</i>	Individual gifts	£250	4 paid staff members & numerous volunteers	To go towards the £350,000 needed to finance a new roof for the centre and make internal improvements – to ensure they can continue to provide a meeting place for the church and the community of Southlake.	St James provides Sunday services and also serves the local community through a wide range of activities (pre-school, parent & toddler groups, youth activities, contact group for the retired and a weekly sandwich bar)
<b>Woodley Adopt a Street Project</b> <i>(99% members in Woodley)</i>	No source of income other than one previous successful application to Waitrose in 2012	£250	No staff	To enable them to promote this initiative so that a greater area of Woodley can be covered, thereby creating a more visually improved Woodley for residents and visitors.	Volunteers litter pick identified areas, roads and community spaces. WASP also brings like minded people together so there is a sense of ownership and belonging, with a desire to improve the local environment.
<b>Woodley Volunteer Centre</b> <i>(98% users in Woodley)</i>	Fund raising activities, local authority grants and donations	£250	No paid staff, approx 45 voluntary staff	To enable the continued provision of transport to hospitals and doctors surgeries etc for the elderly and disabled. They also provide alarm aids for people who are unable to fund them from their own resources.	The help and support they provide enables people to remain resident in their own homes rather than having to go into care.
<b>1<sup>st</sup> Woodley Boys Brigade</b> <i>(95% members in Woodley)</i>	Subscriptions and fundraising. Parental contributions for camps and uniforms	£250	No paid staff, 8 voluntary staff – 5 officers, 3 helpers	To replace equipment used by the boys to undertake practice and qualifying expeditions as part of their Duke of Edinburgh Award scheme. Existing equipment is worn out or no longer meets current safety standards (eg. meths stoves are now seen as unsafe).	Boys Brigade activities provide healthy challenges, foster teamwork, build self-confidence, develop leadership ability and promote concern for others. They also accept boys with special needs and help in their development.

<b>Woodley Saints FC</b> <i>(85-90% of members/users in Woodley)</i>	Annual fundraising tournament, sponsorship and membership subscriptions	£250	No paid staff, 35 voluntary staff	To enable Woodley Saints, working together with other Woodley football clubs, to continue providing football coaching for girls at Woodley C of E and Willowbank schools as part of a scheme to promote football opportunities for girls and ladies in the Woodley area. The coaches and equipment are free of charge to the schools.	Sessions have been attended by up to 40 Year 2's and more than 20 Year 5 & 6 girls at Willowbank and more that 20 Year 3 – 6 girls at Woodley C of E. Local sixth formers studying PE also help with the coaching (and are paid) which helps them work towards an NVQ qualification.
<b>Music Spectrum</b> <i>(60% members in Woodley)</i>	Group members pay per session	£250	No staff or volunteers	To help fund weekly music making sessions in Coronation Hall for young adults with learning disabilities. Aimed at young people between the ages of 19 and 25 who no longer have the opportunity to be involved in music once they have left school	The group offers the opportunity for young people with learning disabilities to develop musically and socially as they work towards musical performances.
<b>Woodley Festival of Music and Arts</b> <i>(40% members in Woodley)</i>	Fees from entrants, grants and sponsorship, advertising revenue, admissions and programme sales	£250	No paid staff, 10 voluntary committee members and approximately 40 other volunteers	To enable them to continue running a competitive music and arts festival, open to all. They run classes in music, speech and drama at the Oakwood Centre for 3 weekends in March, with finale concerts on the 4 <sup>th</sup> weekend. Professional adjudicators provide constructive criticism on each performance and awards are given on merit.	Over 85% of performers are of school age, though the age of entrants ranges from 5 to the elderly, with adult participation around 10-15%. In 2013 around 2020 entrants took part in nearly 1000 performances.
<b>Reading Spring Gardens Brass Band</b> <i>(12% members in Woodley)</i>	Subscriptions, concert fees and donations	£250	1 paid staff member	To help fund a new training band, which will feed into the main band, giving it a future. They hope to attract people of all ages and will be visiting local schools to encourage children to join. There will be weekly rehearsals and the opportunity to take part in local concerts (eg at Woodley Carnival and the town centre).	The band has been in existence for over 100 years and meets for rehearsals in Woodley every Thursday evening.
<b>Cruse Bereavement Care Thames Valley Berkshire Area</b> <i>(7.5% members in Woodley)</i>	NHS West Berkshire, parish councils, fundraising, client donations	£250	2 paid staff (1 full-time), 57 voluntary staff	To continue to provide bereavement support to children and adults – offering telephone support, home visits, literature and meetings at the area office in Bracknell.	Specially trained bereavement supporters help clients come to terms with the death of a loved one, often signposting to avoid social isolation. GPs in the Woodley/Wokingham area are one of the biggest sources of referrals.



<p><b>Berkshire County Blind Society</b> <i>(3.5% members in Woodley)</i></p>	<p>Collections and sponsored events, grants from trusts and corporate bodies, legacies</p>	<p>£250</p>	<p>21 paid staff (4 full-time, 17 part-time), over 190 voluntary staff</p>	<p>To enable them to continue their activities. Woodley members benefit from regular home visits to offer advice and support. Transport is provided to a monthly social club in Wokingham and weekly craft class in Early. Junior cricket (in the summer) and tennis sessions (all year) are held twice a month in Woodford Park, and goalball sessions twice a month at Bulmershe College. The children's department organises over 15 outings and activities each year for members and their families, including holidays. The activities department organises outings every month.</p>	<p>The Society helps the visually impaired to integrate with their local communities and gain some independence. An annual Resources Day is held at the Hilton Hotel in Reading to enable members to try products which help the visually impaired. The resources area at Head Office allows members to view products and seek advice.</p>
<p><b>Woodley United FC</b> <i>(% of members in Woodley unknown)</i></p>	<p>Fund raising, sponsorship and membership subscriptions</p>	<p>£250</p>	<p>No paid staff. 10 voluntary staff</p>	<p>To enable Woodley United, working together with other Woodley football clubs, to continue providing football coaching for girls at Woodley C of E and Willowbank schools as part of a scheme to promote football opportunities for girls and ladies in the Woodley area. The coaches and equipment are free of charge to the schools.</p>	<p>Sessions have been attended by up to 40 Year 2's and more than 20 Year 5 &amp; 6 girls at Willowbank and more than 20 Year 3 – 6 girls at Woodley C of E. Local sixth formers studying PE also help with the coaching (and are paid) which helps them work towards an NVQ qualification.</p>

## **Woodley Town Council**

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

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

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

In considering the applications preference will be given to:

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

The Council will not normally award grants for costs:

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

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

Successful applicants will:

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

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

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

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

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

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

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

The payment of grants will be made by cheque.

Approved 17/4/12

## OAKWOOD CENTRE FLOORING

### REPORT OF THE SERVICE SUPPORT MANAGER

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#### **Purpose of Report**

To provide Members with a summary of the actions taken in relation to the problems with the Oakwood Centre flooring and the associated costs.

A timeline of events and actions is provided at **Appendix A**.

#### **Background**

Problems with the flooring first presented in August 2004 with isolated areas of the floor covering de-bonding from the floor structure beneath. Several areas of floor finish were replaced over the following two-year period and a working party was set up to progress the flooring issue.

#### **Investigation works**

Following continual problems with the floor the Council selected a specialist company to provide an independent opinion on the cause of the floor failure. The investigations showed that there was a high level of moisture in the screed and sub floor which was likely to have contributed to the problem, along with several workmanship issues and deviation from the original installation specification. These investigation works were essential in establishing the cause of the flooring problem, demonstrating liability to strengthen the Council's position in any negotiation or proceedings, and in producing a specification for rectifying the problem.

#### **Legal Advice**

Meetings and correspondence between the Council, flooring contractors, flooring product manufacturers, the building contractor and the architect were not successful in resolving the flooring problem. Advice was sought from the Council's solicitors regarding the Council's legal position and the option of pursuing the matter through the court if negotiations with the contractors were not successful.

The Strategy and Resources Committee of 19/8/2010 resolved to commence proceedings through the court against the builder (Collier & Catley) and the architect (Hawkins Brown).

#### **Decision Process**

The Flooring Working Party reported directly to the Strategy and Resources Committee which made decisions on actions to be taken. Due to the timescale sometimes required for decisions to be made in order to protect the Council's position it was agreed by the Council that the Leader, Deputy Leader and Leader of the opposition would be able to make emergency decisions and report these back to the Committee. Legal advice from the Council's solicitors was sought and followed throughout and no actions were taken without receiving such advice.

#### **Outcomes**

Numerous stays in the legal proceedings were agreed to allow for negotiations to take place. An agreement was reached with the builder (Collier & Catley) in September 2012 and proceedings against them withdrawn. The flooring was repaired in November 2012. Proceedings against the architect (Hawkins Brown) continued.

Negotiations with Hawkins Brown were not successful. In May 2013 Hawkins Brown stated its intention to apply to the court for a strike out of the claim on the basis that the Council had no case against it.

In June 2013 the Council made an offer of a 'drop of hands' whereby both parties would bear their own costs to date and the claim would be withdrawn. This was rejected. Hawkins Brown submitted a counter offer that it was prepared to settle on the basis that the Council contribute £20,000 towards its legal fees or it would proceed with the application to strike out the claim.

If an application to strike out the claim was successful, the Council would have been liable for all costs on both sides and the costs of defending the strike out application. Legal Counsel opinion was sought and indicated a significant risk of the Council being unsuccessful in defending the strike out of the claim and of losing the case if it proceeded to trial.

In order to protect the Council from significant further costs a decision was taken by the Town Clerk on 9 August to accept the offer from Hawkins Brown to pay £20,000 toward its costs incurred to date and to withdraw the claim and bring the matter to a close. A consent order was signed on 28 August 2013.

#### **Resources**

The total cost of the investigation work, progression of legal claim and repair works, taking into account settlements received was £89,756. This figure includes repair costs of £34,656. Most of these costs to the Council were met from its general reserve.

#### **Recommendation:**

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

## Oakwood Centre Flooring

### Timeline

This timeline shows the significant dates in investigating and resolving the problem with the flooring. During this period meetings and negotiation took place with the all parties concerned.

February 2004	WTC took occupation of the building
August 2004 – May 2008	Bubbles in the flooring began to appear. Areas of floor finish were repaired and replaced as problems appeared in different areas.
May 2008	The building contractor and the flooring contractor accepted that isolated areas of the floor finish needed replacing – but not the entire floor.
April 2009	Floor specialist engaged to carry out investigation of flooring problem.
July 2010	Professional report commissioned to state outcome of investigation works, liability under the contract and specification for repair as basis for further negotiation
August 2010	Commencement of legal proceedings against builder and architect.
May 2012	Drop of Hands offered by architect – rejected by WTC.
September 2012	Settlement reached with builder.
November 2012	Floor repairs carried out.
May 2013	Architect stated intention to apply for strike out of the Councils claim.
June 2013	Drop of Hands offered by WTC - rejected by architect.
August 2013	Agreement reached with architect – WTC to contribute to a portion of costs and claim withdrawn.

## **WAR MEMORIAL AND CIVIC SPACE**

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

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#### **Purpose of Report**

To update Members on the progress of the war memorial and civic space project. To propose that the Council commission the memorial and make the required deposit payment with the aim that installation be complete for the First World War centenary commemorations in August 2014.

#### **Background**

The Council is working with the Woodley War Memorial Project (WWMP) group to provide the site and civic space for a public war memorial in Woodley. The Woodley War Memorial Project group is raising funds towards the costs of the memorial, estimated to be £26,500, and has received £17,000 along with current promises totalling a further £4,000; £21,000 in total.

Sketch designs for the civic space in which the memorial will sit were commissioned based on a preferred location for the war memorial; along the pathway between the Oakwood Centre and Coronation Hall. Initial estimates for the project in this location have been received in the region of £160,000 - £180,000. A significant part of this cost would be improvements to open up the boundary with Headley Road, which is an important element if this location is to meet the aims of the project. Other potential issues with this location would be the impact on the large lime trees along the path.

#### **Location**

The Woodley War Memorial Project group has considered an alternative location nearer to Coronation Hall which it is believed will achieve the project aims and with a significantly lower cost (estimated at £60,000 - £70,000).

An opening up of the boundary between Coronation Hall car park and the Memorial Ground would provide visibility and good access to the civic space and war memorial. Ellen Bramhill, the landscape architect who produced the sketch designs and initial costings, is providing a design for the project in this location along with revised costings. An update on this will be provided at the meeting.

This location and scale of the project will meet the following project aims;

- provide a location for the war memorial with a space for ceremonial gatherings
- visible and open location
- improve the boundary and access into the park
- create a pleasant civic space with seating and planting

The Carnival Committee has confirmed that this location will not have a problematic impact on the layout of events for the Carnival.

#### **Timescale**

The target date for completion of the project is August 2014 so that the war memorial and civic area can form part of the centenary commemorations of the start of the First World War.

### Project Timetable

Agree revised basic design and specification (project group)	December 2013
Permission from the Woodley Memorial Recreation Ground Charity Trustee	Meeting of Woodley Memorial Recreation Ground Charity Trustee 10 December 2013
Secure funding for Civic Space (S106)	Dec 2013
Apply for appropriate planning consent (design & specification required)	January 2014 (Certificate - permitted development)
Order the monument – 4 month lead time	January 2014 (16 week lead time)
Agree revised design and specification detail (project group)	Strategy & Resources Committee 4 February 2014
Tender for the building work	February 2014
Installation (8 weeks)	Commence beginning May 2014
Target Completion Date	End June 2014

### Resources

Section 106 funding may be available for the project from the community money currently allocated to the public toilet project in Woodley. This would enable the Council to achieve both community projects from the allocation. It is hoped that an update will be available at the meeting.

The Woodley War Memorial Project group has raised approximately £21,000 of the estimated £26,500 required for the monument. A local company has offered to install the footings to the memorial by way of a donation to the project. The value of this work is estimated at around £2,000 and the WWMP group has already paid for and received the specification for the footings based on the memorial design.

For reasons of coordination and overall project management on land managed by the Council, it is proposed that the Town Council commission the war memorial and project manage its installation as well as the civic space project. Under the Town Council's Financial Standing Orders the Council may commission specialist or proprietary articles without obtaining three quotations. The provision of a war memorial and its specific design is considered to be such a specialist item.

It is proposed that Harvey Stone stonemasons be commissioned by the Council to supply the memorial as specified in the design provided by the Woodley War Memorial Project (**Appendix A**), subject to suitable references being received by the Council from former customers of Harvey Stone.

It is understood that the WWMP group had sought quotes for a range of designs from five stonemasons in 2012. These ranged in price from £26,000 to over £90,000, with Harvey Stone being the lowest for the preferred final design in Portland stone. The WWMP group had received verbal references from customers of this company before using the quote as the target for fundraising and proposing to the Council that this company be commissioned to carry out the work. Nevertheless, it is advisable that the Council satisfy itself of the quality of workmanship, the ability to complete the project on time and on budget and that the terms of any contract are satisfactory.

Subject to confirmation of the above, it is also proposed that the Council pay the £10,000 deposit required on commissioning the memorial. A payment in this respect is required to be made under the provisions of Section 137 of the Local Government Act 1972 because the Council has no power to fund the cost of purchasing a war memorial. These provisions allow the Council to incur expenditure for which it has no express power, as long as there is no limitation preventing the expenditure. The expenditure must, in the Council's opinion, be in the interest of their area or any part of it or all or some of its inhabitants.

Commissioning the memorial will commit the Council to completing the payment for the memorial once it is installed and Members should be aware that, although it is understood that a donation towards the cost of the memorial will be made by the Woodley War Memorial Project group to the Council, this may not meet the total cost of the memorial. A further report will be provided in February when the total cost of the memorial and any associated costs will be known, as will the sum raised by the Woodley War Memorial Project group. On the present costs quoted and income already raised this cost would be £5,500 at the most, although there are likely to be other costs relating to the installation that are unknown at this point.

The costs (where known) of the project as now envisaged are:

Item	Cost £
<b>Expenditure</b>	
Hard landscaping of the civic space and opening the boundary with Coronation Hall	To be advised – quote sought
Provision and installation of war memorial	26,500
Cost of footings (to be donated)	2,000
Professional fees (if required)	To be advised
Project insurance (if required)	To be advised
Total	28,500
<b>Income</b>	
Funding achieved by WWMP group:	
Currently available	17,000
Contributions promised	4,000
Value of footings to be donated	2,000
Possible Section 106 contribution for civic space	To be advised
Total	23,000
Shortfall at this point	5,500

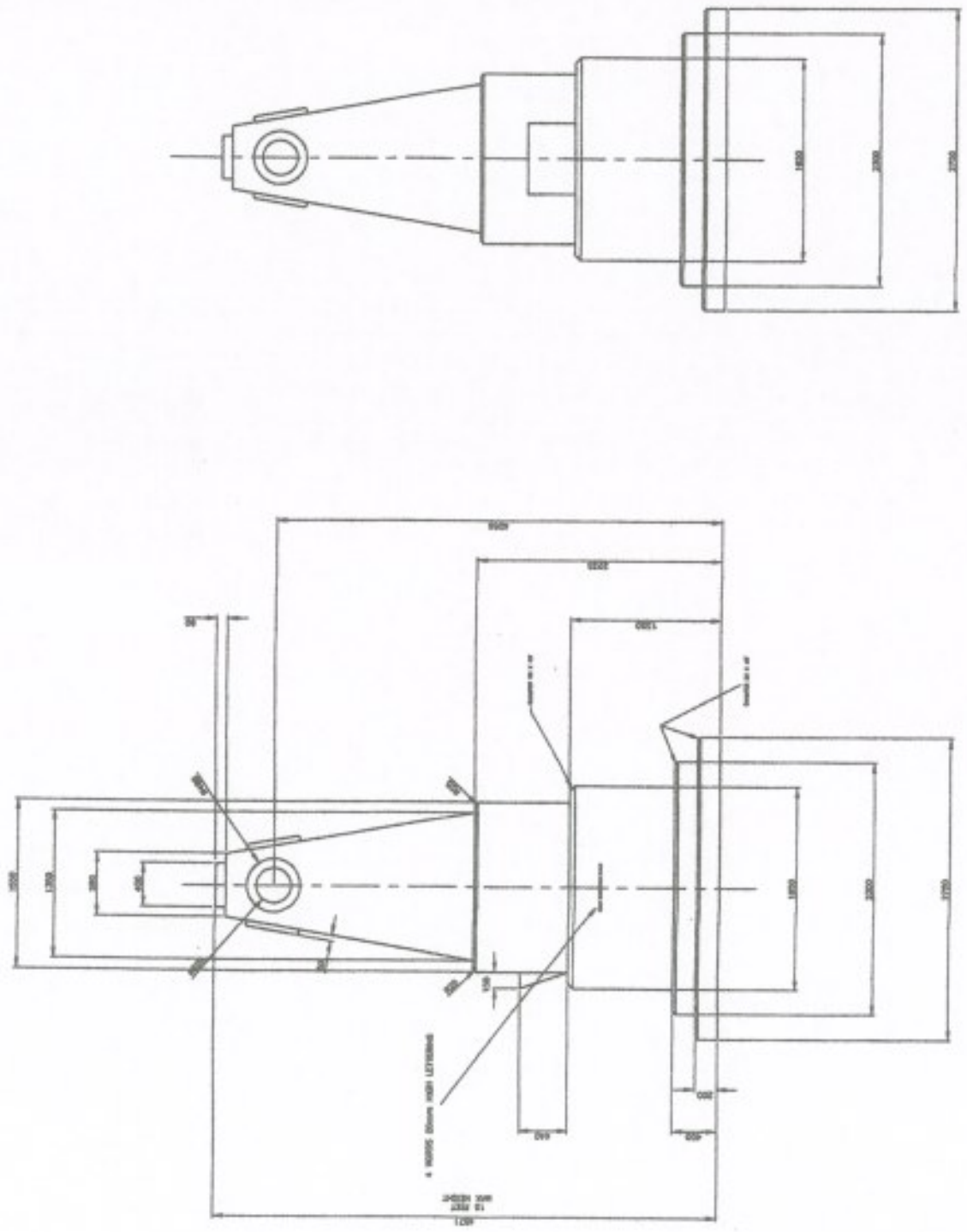
#### **Recommendations:**

- ◆ **That Members note the information contained in the report.**
- ◆ **That, under the provisions of section 137 of the Local Government Act 1972 and subject to receiving satisfactory references and terms, the Council commission the specified war memorial from Harvey Stone stonemasons at an estimated cost of £26,500.**
- ◆ **That, subject to the above being approved, a deposit sum of £10,000 funded from the special projects earmarked reserve, be paid to Harvey Stone, with any donation received towards this cost refunding that reserve.**



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Woodley Town Council

## **BULMERSHE YOUTH AND COMMUNITY CENTRE**

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

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#### **Purpose of Report**

To inform Members of the proposal that the Town Council take over responsibility for the upstairs Youth and Community Centre at Bulmershe Leisure Centre and propose the terms on which this be considered.

#### **Background**

The Town Council has managed the leisure centre area of the building since 1995 under a lease agreement with the then Berkshire County Council, which has continued with its successor, Wokingham Borough Council. This followed a refurbishment of the leisure facilities funded jointly by the County Council, Wokingham District Council and the Town Council. The lease includes an arrangement with the Town Council that it commission and pay for the cleaning and utilities used by the centre upstairs, for which an annual payment is made by the youth centre, increased by the Retail Price Index each year. The use of the sports hall by the youth centre for a set number of hours each week is also set out in the lease as an hourly charge to the youth centre, increased by the Retail Price Index annually.

Earlier this year Wokingham Borough Council carried out a review of its youth services, following reductions in government funding. From October this year the Borough Council is focusing its youth provision on supporting vulnerable young people and will no longer be running all the youth centres it owns. This includes Bulmershe Youth and Community Centre.

#### **Information**

Wokingham Borough Council has proposed that the Town Council take over the former youth and community centre and initial discussions have taken place on what arrangements there could be for the Town Council to do so. In practice, the Council's leisure team at the centre have taken on some responsibility because of the immediate change on 1 October, for which little planning took place, and in the interests of continuity of service to the hirers of the youth centre.

Some information about these hirers was provided on 31 October and the Admin Officer at the leisure centre and the Leisure Services Manager have been following this up to establish what arrangements were in place and on what terms. Some further information about maintenance contracts relating to upstairs at the centre was received at the beginning of November and included the servicing and maintenance of the lift and the intruder alarm, water and portable appliance testing, and fire appliance inspection and testing. New information continues to be received.

Wokingham Borough Council has suggested that the arrangements and terms for the Town Council to take over the upstairs area be set out in a licence. In general, it is understood that these terms would include the Town Council taking on responsibility for the maintenance contracts and the bookings, the income from which would be paid to the Town Council. There has been no suggestion that Wokingham Borough Council will seek to recoup part of the payments it has made in respect of utilities/cleaning costs and the sports hall charges for the current year. It probably would wish to review these payments for 2014/15 as part of the general terms of any agreement regarding the upstairs area.

It is understood that Wokingham Borough Council has agreed to continue to insure that part of the building and the contents but is not able to provide public liability insurance if the Town Council is running the area. The Town Council's insurers are able to include public liability for activities in this area within its existing cover arrangements.

Wokingham Borough Council has left most of the centre equipment that was used by youth clubs including two pool tables, seating and a large television set. It is assumed that the equipment now at the centre can be used by the Town Council.

The upstairs area is still being used by the youth service on Tuesday and Thursday evenings. The Duke of Edinburgh Award and the Explorers groups are due to move to the Airfield Centre, which has been established as the youth hub for the north of the borough, at the end of December. These groups have continued at Bulmershe because of the lack of storage space for the clubs' equipment and the need to arrange hall space at the Airfield Centre to accommodate them on the evenings they meet.

### Resources

Town Council income under the lease terms in respect of utilities and cleaning upstairs in 2013/14 was £14,311. The youth centre also paid £5,188 for the use of the sports hall, giving a total income to the Town Council of £19,499. From the information provided on hirers and the charges they pay it is estimated that the income will be £19,980 this year, however, this has yet to be verified.

As mentioned earlier, there is no indication at the moment that Wokingham BC intends to claw back a proportion of sums paid under the lease this year. If that were the case the Town Council has good grounds on which to refuse this, not least the goodwill it has shown in ensuring arrangements with hirers continued, that the Town Council's Maintenance team has been ensuring the area is in good working order since 1 October and that youth groups are still meeting there two months after the supposed withdrawal.

The Leisure Services Manager believes that the leisure centre will be able to raise some additional income from:

- hiring out the rooms upstairs in the evenings,
- letting the sports hall for some of the hours in the week allocated to youth use and
- having a new space in which courses could be run.

The Town Council could also review the existing rates that are being paid by hirers.

It is therefore likely that the income from the area upstairs will cover the loss of income if the charges set out in the lease are not paid and this could form part of the agreement reached with Wokingham BC, if the Town Council agrees to take on the running of upstairs at Bulmershe Centre.

### Proposed terms for consideration

Members are asked to consider the following proposed terms for an arrangement to take over the running of the upstairs area at Bulmershe Centre:

Woodley Town Council	Wokingham Borough Council
Town Council to make no lease charges for utilities/cleaning and sports hall use in 2014/15, subject to the income achieved from the hire of the upstairs and other income from lettings of former youth and community centre space exceeding the estimated income forgone by the Town Council.	Wokingham Borough Council to agree not to reclaim any of the payments made in 2013/14 in respect of utilities/cleaning and sport hall use. Wokingham BC to agree to meet any shortfall in 2014/15 if income to the Town Council from hirers of former Youth and Community Centre space does not cover the estimated loss of income from not making these charges as set out in the lease.

Town Council to manage and invoice all bookings of the upstairs area and receive all the income from these bookings.	Wokingham BC to leave the furniture and equipment that is presently used by the hirers and to leave the items that can be used by the potential open access youth club (pool tables, television etc).
Town Council to have the use of and access to all of the areas upstairs, including storage areas.	Wokingham BC to remove all equipment relating to the Explorers and D of E groups.
Town Council to have responsibility of scheduling all activities in the upstairs area with the intention of honouring existing arrangements and may review charges and some arrangements to allow other activities to take place (eg over 60s use after free swims)	Wokingham BC to be responsible for the commissioning and payment of contracts that it already manages, or that were commissioned by the youth centre in respect of the upstairs area eg lift and intruder alarm checks and maintenance, water testing and fire alarm/appliance inspection and testing and water heater and cooler.
Town Council to carry out day to day 'low level' maintenance of the upstairs and bear the cost. Town Council to have no responsibility for repairing the roof or windows in the upstairs area, or any liability for costs for such repairs.	Wokingham BC to be responsible for carrying out and paying for any major repairs or replacements required through wear and tear or failure. Wokingham BC to be solely responsible, as currently, for the repair of the roof and windows and any costs of these repairs.
Town Council to ensure public liability insurance cover in place for activities in the upstairs area.	Wokingham BC to be responsible for the insurance of the building and the contents of the upstairs area.
No liability on the Town Council for any dilapidations in respect of the former youth and community centre area.	Wokingham BC to have responsibility for any dilapidations due on the upstairs area at the end of any agreement with the Town Council.

There are very likely to be further arrangements that need addressing during any negotiation that are not included above. In these instances it is proposed that such matters be delegated to the Town Clerk to agree.

If the Council decides to take over the running of the upstairs area at the Bulmershe Centre, it is proposed that the terms on which this arrangement be based this be achieved by letters of agreement, rather than a licence which will involve significant officer time and legal costs. The Council's lease on the centre comes to an end in March 2015.

**Recommendation:**

- ◆ **That Members consider the proposal that the Town Council take over the upstairs area at Bulmershe Centre and the advised proposed terms and direct the Town Clerk accordingly.**

Woodley Town Council

## **FRIDAY NIGHT YOUTH CLUB AT BULMERSHE CENTRE**

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

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#### **Purpose of Report**

To inform Members of progress on the Council's decision to make best efforts to run a Friday night open access youth club at Bulmershe Centre up to Christmas. To report recent developments for a new club at the centre and seek approval for the proposed new arrangements for such a club.

#### **Background**

Earlier this year Wokingham Borough Council carried out a review of its youth services, following reductions in government funding. From October this year the Borough Council is focusing its youth provision on supporting vulnerable young people and will no longer be running all the youth centres it owns. The open access youth clubs at Bulmershe Centre will also no longer be funded or provided by the Borough Council. This matter was discussed at the Town Council meeting on 24 September where it was agreed that the Council make best efforts to continue the Friday night youth club at Bulmershe until Christmas 2013 to allow the Town Council to further investigate possibilities for the future (Town Council 24/9/13 – Minute No. 45).

#### **Information**

The Youth Service run Friday night youth club at Bulmershe closed on 30 September. With only three days left following the Council's decision it was not possible to make the required arrangements to prevent its closure.

Members of the Youth Working Party, the Leader of the Council and the Town Clerk have been researching the open access activities available to young people in the town as part of the resolution's investigation of possibilities for the future. Most of the information has been provided and will be presented to the Youth Working Party at its next meeting.

Actions taken to progress the Council's decision to run a Friday night youth club at Bulmershe up to Christmas included:

- agreement gained from Wokingham BC to make available transition funding to cover the costs of running a club up to Christmas – Wokingham BC was not willing to continue to run the club itself over this period.
- Town Council affiliation to Berkshire Youth (organisation that supports youth groups) at a cost of £100 to gain advice on the policies, procedures and risk assessments required to be in place and for help in finding staff to run the club.
- once it was discovered that the four youth workers who had worked at the club before it closed were still employed by Wokingham BC and hadn't been made redundant (as thought) contact was made through Wokingham BC to find out if these staff were willing to run the club.
- Commissioned Paul Blount, former Senior Youth Worker at the Airfield Centre to assist with the arrangements required to set up a club and he assisted with the correspondence and responses to questions posed by the former youth workers at the club about what arrangements the Council would make for various matters and scenarios relating to the proposed youth club run by the Town Council.
- proposed meetings and brief interviews with the youth workers did not take place – understandably, having worked with the young people for a long time, they expressed concern that if there was no longer term plan in place they would find it difficult to have to disappoint the young people with a second closure.

By the beginning of November, it was clear that it was not going to be possible to set up the club with the former staff and it looked unlikely that the club could be open again before Christmas.

Two weeks ago the Council was contacted by a youth leader in the Vineyard Church who enquired about the possibility of the Church running a youth club on Friday nights at Bulmershe Centre and contact was made to arrange a meeting to discuss this.

A very positive meeting took place on 14 November where I was assisted by Paul Blount who was able to provide advice on youth practice and assist with the arrangements that needed to be in place to set up a club. The youth leader from the Vineyard Church is a secondary school teacher with 6 years teaching experience and head of key stage 4 in her subject. She has been involved in Church youth work for three years. The Church has four other volunteers who have experience in youth work in the Church; one of these is also a teacher and has five years experience as a Sea Scout Leader.

Discussion at that meeting established the following potential arrangements for a Friday night youth club at Bulmershe. The proposed club would:

- be open access with targeted catchment area to include Bulmershe School's catchment area and Woodley in general
- be for school years 9 up to 18 (to the point at which young person leaves school)
- not be faith based
- be activity based on agreed themes
- be open from 7 to 9.30pm on Friday evenings
- charge 50p per visit
- be staffed by volunteers from the Vineyard Church

During the discussion other potential arrangements (subject to agreement) included:

- the use of the upstairs area at Bulmershe Centre free of charge
- initial support from Paul Blount to the Leader and her team on the policies, procedures and risk assessments required to be set up
- ongoing support to the Leader and her team from Paul Blount on the Council's behalf
- training in safeguarding children for the team running the club to be provided by the Council (through Berkshire Youth)
- repairs to equipment funded by the Town Council

There was also some discussion about the possible opening date of a club. It is likely that, if the arrangements are agreed, the youth team would spend a couple of weeks planning and making arrangements for the club and open on 13 December. Plans for publicising the club and encouraging young people to come would include working with JAC, who meet up with young people in the area during their out reach youth work, and asking Bulmershe School to help make their students aware of the new club.

The arrangement discussed with the person currently making the proposal is very positive and in line with the Council's best hopes for Woodley young people. Initial feedback from the research of existing open access youth provision appears to show that there are youth clubs for school years 6 to 8 around the town, but provision for 14 year olds and above is lower following the closure of the club run by the youth service at Bulmershe.

Officers' recommendation is that the club be established as a partnership between the Council and the Church in order to retain a voice in the ongoing operation of the project and for the Council to have a say in its policies and development.

### **Resources**

It is estimated that the direct cost to the Council in setting up and working in partnership with the Vineyard Church to provide the club would include the following in 2013/14:

Safeguarding training: £175

Support commissioned to support club initial set up and ongoing: £1,600

Allowance for decoration/repairs to existing equipment/goods for club: £300      Total: £2,075

The Community Services Committee at its meeting on 12 November agreed to allocate the £2,100 funds in its Community Events budget to supporting the Council's work to set up a youth club and there are sufficient funds in the budget for this year's anticipated costs. In 2014/15 continued support and liaison from an experienced youth worker is likely to be required and can be included in the Council's budget plans for consideration.

### **Proposal**

The proposal set out in this report addresses the decision of the Council, albeit in a different form from the interim arrangement envisaged. It does provide a sustainable way forward and a partnership arrangement will give the Council a part to play in the open access provision in the town.

### **Recommendation:**

- ◆ **That Members approve the proposed arrangements for a youth club to be run in partnership with the Vineyard Church at Bulmershe Centre on Friday nights, as set out in this report.**

## ALLOTMENTS RENT REVIEW

### REPORT OF THE SERVICE SUPPORT MANAGER

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#### Purpose of Report

To provide information following a review of the allotment rent and make recommendations for charges in 2015.

#### Background

In 2008 the Council agreed to review allotment rents each year and increase these in line with the Retail Price Index (RPI) as at September (Strategy and Resources Committee 25/11/08 Min No 43a). It was also agreed that standard charges be adjusted to the nearest 10p keeping ratios in line between the different rates. The Council is required to give at least 12 months notice of an increase in rents to the allotment holders. A decision this year will be implemented in January 2015.

At its November 2012 meeting the committee also agreed to carry out a review of the allotment charges in summer 2013 (Strategy and Resources Committee 27/11/12 Min No 48). This report provides a review in line with those decisions.

Rent charges and estimated income for 2014 are shown in **APPENDIX A**.

#### Information

There are currently 356 plots of various sizes at the Reading Road Allotments site. Allotment plots are measured and let in a measurement known as poles. One pole is equal to an area of 25 square metres. Water is provided and accessible to all plots at the site and the charge for this is currently included in the rent paid. All new tenants make one off payments of £5 for both the provision and maintenance of the on site toilet and towards security costs.

The Council's policy is to increase the allotment rents each year in line with the September Retail Price Index increase and in exceptional circumstances the rent may be increased by more than the Retail Price Index.

The impact of an increase in line with RPI for 2015 is shown in **APPENDIX B**.

#### Review

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

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

#### Budget Estimate 2013/14

Expenditure	Staff	£5,995
	Water Rates	£2,500
	Lease	£6,500
	Repairs	£1,500
	<b>TOTAL</b>	<b>£16,455</b>
Income	Rents	£7090
	<b>Net cost</b>	<b>£9,365</b>

*Figures based on 2013/14 budget estimates*



The budget estimates for 2013/14 show a net cost to the Council of £9,365. This equates to a subsidy of £26.30 per plot. Increases in the cost of water and the lease agreement with Reading Borough Council have meant an increase in expenditure of 11.6% on the previous year. This report seeks to provide information to Members on the actions that can be considered in order to offset some of the cost of providing the allotments.

### Income Breakdown

Breakdown of plot sizes, tenant type and income as at 2014:

Size	Resident		Non-Resident		TOTAL
	Full Rate	Over 60	Full Rate	Over 60	
10 pole	55	60	11	14	140
5 pole	119	65	18	7	209
2 pole	4	3	0	0	7
<b>Total Plots</b>	<b>178</b>	<b>128</b>	<b>29</b>	<b>21</b>	<b>356</b>
Total Poles	1153	931	200	175	2459
<b>2014 Income (est)</b>	<b>£4289</b>	<b>£1732</b>	<b>£884</b>	<b>£387</b>	<b>£7292</b>

The agreed charges for 2014 are shown below (increased by RPI Sept 2012 – 2.6%):

10 Poles	Woodley Resident	£37.20	Retired Woodley Resident	£18.60
	Non Woodley	£44.20	Retired Non Woodley	£22.10
5 Poles	Woodley Resident	£18.60	Retired Woodley Resident	£9.30
	Non Woodley	£22.10	Retired Non Woodley	£11.05

Income against plot type is shown in **APPENDIX A**

### Comparison Charges

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

	Charge per pole (Resident - 2013)	Water Included
Woodley	£3.62	Yes
Wokingham	£8.00	Yes
Bracknell	£3.80	Yes
Newbury	£7.50	Yes
Henley	£3.90	Yes
Earley	£5.75	Yes
Tilehurst	£5.50	Yes
Thatcham	£5.14	Yes

Charges for allotments in Woodley are lower than those provided by the other councils in the area that were included in the comparison. Although not an exhaustive comparison it does provide a general picture of the rates in the area.

### Discounted Rents

Discounts are currently applied for tenants who are Woodley residents and those aged 60 or over. A 50% discount is provided to tenants aged 60 or over and is applied to residents and non-residents. The total value of the discount based on 2014 figures is estimated to be £2108.

The percentage discount for over 60s could be adjusted to reduce the overall level of subsidy for the service. A reduction in the discount level could be phased over a period of time to

establish the principle of reducing the discount while lessening the impact on the tenants affected. This table shows the effect of a reduction in the discount rate on income:

	Discount Applied	Value of Discount	Total Income on 2014
2014	50%	£2118	£7292
2015	40%	£1695	£7715
2016	30%	£1271	£8139
2017	20%	£847	£8563
2018	10%	£424	£8986
2019	0%	£0	£9410

A reduction in discount from 50% to 40% would have the following impact on rent charged:

Poles		50%	40%	Difference £	Difference %
10	Retired Woodley Resident	£18.60	£23.00	£4.40	24%
10	Retired Non Woodley	£22.10	£27.40	£5.30	24%
5	Retired Woodley Resident	£9.30	£11.50	£2.20	24%
5	Retired Non Woodley	£11.05	£13.70	£2.65	24%

The discount could also be offered to existing tenants only with new tenants paying the standard charge. The effect of this however would be small due to the low turnover of tenants.

The effect of a reduction in the level of discount on rent charges and income, on rents increased by RPI, is shown in **APPENDIX C**.

### Water Charges

Water is provided from auto-filling water troughs located around the site. The cost of water is currently included in the rent. Some councils make an additional charge for water consumption from the previous year which is split between all tenants at the site, based on the size of plot. Water charges rose by 4.7% in April 2013. Water costs at the site from October 2012 to September 2013 were £2,200.

This increase in direct costs for the operation of the service could be offset by an increase in plot rent of 90p per pole for the year with the current number and size of plots at the site.

This would equate to the following increase:

10 pole plot	£9.00
5 pole plot	£4.50

Alternatively a nominal charge that offsets a portion of this cost may establish the principle of making a charge for water while reducing the impact on tenant rents. A charge of 40p per pole for the year would offset £1000 of the water cost.

This would equate to the following increase:

10 pole plot	£4.00
5 pole plot	£2.00

The effect of a charge for water on this basis – in addition to an increase in line with RPI is shown in **APPENDIX D**.

The combined effect of increasing the rent in line with RPI, introducing a charge of £0.40p per pole for water and reducing the discount for over 60s from 50% to 40% is shown in **APPENDIX E**.

## Lease Agreement

The site is leased from Reading Borough Council and there is a requirement within the lease for 50 plots to be available for residents of Reading Borough. At present there are 13 tenants resident in Reading Borough.

The annual charge for the lease has risen by £500 in 2013 to £6,500 and will remain at this figure to the end of the lease in March 2018

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## Considerations

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

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

The Allotment Act allows for a 'reasonable' rent to be charged.

*"Land let by a council under the Allotments Acts 1908 to 1931, for use as an allotment shall be let at such a rent as a tenant may reasonably be expected to pay for the land if let for such use on the terms (other than terms as to rent) on which it is in fact let"*

An increase in charges from January 2014 was set in line with the September 2012 Retail Price Index figure (2.6%). Allotment rents have risen in line with the Retail Price Index figure over several years and this has been broadly in line with charges for other leisure and recreation activities operated by a council.

Increases in rent must be reasonable, proportionate and broadly in line with other recreation and leisure facilities provided by the Council. A gradual reduction in discount levels and the introduction of a nominal charge for water would establish these principles and begin reducing the level of subsidy, while limiting the financial impact on tenants and providing adequate notice of any changes.

It is proposed that Members consider setting the allotment rents for 2015 as follows;

## Recommendations:

- ◆ **That Members note the contents of the report**
- ◆ **That Members consider setting the allotment rents for 2015 as follows and set out in the table below:**
  - **The 2015 rent be increased by 3.2% in line with the September 2013 Retail Price Index and take effect in January 2015.**
  - **That the Council give notice to tenants that a charge for water of £0.40p per pole will be introduced in January 2015.**
  - **That the Council give notice to tenants that the discount for allotment tenants aged over 60 will be reduced from 50% to 40% from January 2015.**

10 Poles	Woodley Resident	£42.40	Retired Woodley Resident	£27.00
	Non Woodley	£49.60	Retired Non Woodley	£31.40
5 Poles	Woodley Resident	£21.20	Retired Woodley Resident	£13.50
	Non Woodley	£24.80	Retired Non Woodley	£15.70

**APPENDIX A****2014**

No Water Charge

Retired Discount at 50%

Poles	Basic Rent	Water	TOTAL RENT	INCOME
10				
Woodley Resident	37.20	0.00	<b>37.20</b>	2046
Non Woodley	44.20	0.00	<b>44.20</b>	486.2
Retired Woodley	18.60	0.00	<b>18.60</b>	1116
Retired Non Woodley	22.10	0.00	<b>22.10</b>	309.4
5				
Woodley Resident	18.60	0.00	<b>18.60</b>	2213.4
Non Woodley	22.10	0.00	<b>22.10</b>	397.8
Retired Woodley	9.30	0.00	<b>9.30</b>	604.5
Retired Non Woodley	11.05	0.00	<b>11.05</b>	77.35
2				
Woodley Resident	7.44	0.00	<b>7.44</b>	29.76
Non Woodley	8.84	0.00	<b>8.84</b>	0
Retired Woodley	3.72	0.00	<b>3.72</b>	11.16
Retired Non Woodley	4.42	0.00	<b>4.42</b>	0
			<b>TOTAL</b>	<b>7291.57</b>
			<b>Net Cost</b>	<b>9163</b>

**APPENDIX B**

**2015**

No Water Charge  
Retired Discount at 50%  
**RPI increase at 3.2%**

Poles	2014 Rent	2015 Rent	Water	TOTAL RENT	Increase	INCOME
10 Woodley Resident	37.20	38.40	0.00	<b>38.40</b>	3.2%	2112
Non Woodley	44.20	45.60	0.00	<b>45.60</b>	3.2%	501.6
Retired Woodley	18.60	19.20	0.00	<b>19.20</b>	3.2%	1152
Retired Non Woodley	22.10	22.80	0.00	<b>22.80</b>	3.2%	319.2
5 Woodley Resident	18.60	19.20	0.00	<b>19.20</b>	3.2%	2284.8
Non Woodley	22.10	22.80	0.00	<b>22.80</b>	3.2%	410.4
Retired Woodley	9.30	9.60	0.00	<b>9.60</b>	3.2%	624
Retired Non Woodley	11.05	11.40	0.00	<b>11.40</b>	3.2%	79.8
2 Woodley Resident	7.44	7.70	0.00	<b>7.70</b>	3.2%	30.72
Non Woodley	8.84	9.10	0.00	<b>9.10</b>	3.2%	0
Retired Woodley	3.72	3.80	0.00	<b>3.80</b>	3.2%	11.52
Retired Non Woodley	4.42	4.50	0.00	<b>4.50</b>	3.2%	0
<b>TOTAL</b>						<b>7526.04</b>

**APPENDIX C**

**2015**

No Water Charge  
**Retired Discount at 40%**  
**RPI increase at 3.2%**

Poles	2014 Rent	Basic Rent	Water	TOTAL RENT	Increase	INCOME
10 Woodley Resident	37.20	38.40	0.00	<b>38.40</b>	3.2%	2112.00
Non Woodley	44.20	45.60	0.00	<b>45.60</b>	3.2%	501.60
Retired Woodley	18.60	23.04	0.00	<b>23.04</b>	23.9%	1382.40
Retired Non Woodley	22.10	27.36	0.00	<b>27.36</b>	23.8%	383.04
5 Woodley Resident	18.60	19.20	0.00	<b>19.20</b>	3.2%	2284.80
Non Woodley	22.10	22.80	0.00	<b>22.80</b>	3.2%	410.40
Retired Woodley	9.30	11.52	0.00	<b>11.52</b>	23.9%	748.80
Retired Non Woodley	11.05	13.68	0.00	<b>13.68</b>	23.8%	95.76
2 Woodley Resident	7.44	7.70	0.00	<b>7.70</b>	3.5%	30.72
Non Woodley	8.84	9.10	0.00	<b>9.10</b>	2.9%	0.00
Retired Woodley	3.72	3.80	0.00	<b>3.80</b>	2.2%	13.82
Retired Non Woodley	4.42	4.50	0.00	<b>4.50</b>	1.8%	0.00
<b>TOTAL</b>						<b>7963.34</b>

**APPENDIX D**

**2015  
Water Charge £1000**  
Retired Discount at 50%  
**RPI increase at 3.2%**

Poles	2014 Rent	Basic Rent	Water	TOTAL RENT	Increase	INCOME
10 Woodley Resident	37.20	38.40	4.00	<b>42.40</b>	14%	2332.00
Non Woodley	44.20	45.60	4.00	<b>49.60</b>	12%	545.6
Retired Woodley	18.60	19.20	4.00	<b>23.20</b>	25%	1392
Retired Non Woodley	22.10	22.80	4.00	<b>26.80</b>	21%	375.2
5 Woodley Resident	18.60	19.20	2.00	<b>21.20</b>	14%	2522.8
Non Woodley	22.10	22.80	2.00	<b>24.80</b>	12%	446.4
Retired Woodley	9.30	9.60	2.00	<b>11.60</b>	25%	754
Retired Non Woodley	11.05	11.40	2.00	<b>13.40</b>	21%	93.8
2 Woodley Resident	7.44	7.70	0.80	<b>8.50</b>	14%	33.92
Non Woodley	8.84	9.10	0.80	<b>9.90</b>	12%	0
Retired Woodley	3.72	3.80	0.80	<b>4.60</b>	24%	13.92
Retired Non Woodley	4.42	4.50	0.80	<b>5.30</b>	20%	0
<b>TOTAL</b>						<b>8509.64</b>

**APPENDIX E**

**2015  
Water Charge £1000  
Retired Discount at 40%  
RPI increase at 3.2%**

Poles	2014 Rent	Basic Rent	Water	TOTAL RENT	Increase	INCOME
10						
Woodley Resident	37.20	38.40	4.00	<b>42.40</b>	14%	2332.00
Non Woodley	44.20	45.60	4.00	<b>49.60</b>	12%	545.60
Retired Woodley	18.60	23.04	4.00	<b>27.04</b>	45%	1622.40
Retired Non Woodley	22.10	27.36	4.00	<b>31.36</b>	42%	439.04
5						
Woodley Resident	18.60	19.20	2.00	<b>21.20</b>	14%	2522.80
Non Woodley	22.10	22.80	2.00	<b>24.80</b>	12%	446.40
Retired Woodley	9.30	11.52	2.00	<b>13.52</b>	45%	878.80
Retired Non Woodley	11.05	13.68	2.00	<b>15.68</b>	42%	109.76
2						
Woodley Resident	7.44	7.70	0.80	<b>8.50</b>	14%	33.92
Non Woodley	8.84	9.10	0.80	<b>9.90</b>	12%	0.00
Retired Woodley	3.72	3.80	0.80	<b>4.60</b>	24%	16.22
Retired Non Woodley	4.42	4.50	0.80	<b>5.30</b>	20%	0.00
<b>TOTAL</b>						<b>8946.94</b>



**TIMETABLE OF MEETINGS - 2014/2015**

Plans Committee meetings start at 7.45pm. All other Council and Committee meetings start at 8 pm (unless otherwise notified) and members of the public are welcome to attend.

<b>PLANS COMMITTEE</b>	<b>LEISURE SERVICES</b>	<b>COMMUNITY SERVICES</b>	<b>STRATEGY &amp; RESOURCES</b>	<b>FULL COUNCIL</b>
<b>2014</b> 20 May 17 June	<b>2014</b>  27 May (SH)	<b>2014</b>  3 June	<b>2014</b>  10 June	<b>2014</b> <b>Annual Meeting</b> 13 May 24 June
15 July 19 August (SH) 23 September	2 September (SH)	9 September (SH)	16 September	30 September
21 October 18 November 16 December	4 November	11 November	25 November	9 December
<b>2015</b> 20 January	<b>2015</b> 6 January	<b>2015</b> 27 January	<b>2015</b> 3 February	<b>2015</b> Budget Meeting 13 January 10 February
17 February(SH) 17 March 21 April 26 May	24 March	31 March	14 April (SH)	<b>Town Electors</b> 3 March <b>Annual Meeting</b> 19 May

(SH = School Holidays)

**SCHOOL TERM DATES**

**2014** Tuesday 7 January to Friday 4 April  
Tuesday 22 April to Wednesday 23 July  
Wednesday 3 September to Friday 19 December

(NOTE: *Training days - to be agreed*)

Half Term: 17 - 21 February  
Half Term: 26 - 30 May  
Half Term: 27 - 31 October

Good Friday: 18 April  
WBC Elections: 22 May 2014

**2015** Tuesday 6 January to Thursday 2 April  
Monday 20 April to Wednesday 22 July

(NOTE: *Training days - to be agreed*)

Half Term: 16 - 20 February  
Half Term: 25 - 29 May

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

**WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS**

**Minutes of the meeting of the Association held on  
Thursday 18<sup>th</sup> July 2013 at the Civic Offices,  
Shute End, Wokingham which commenced at 7.00pm.**

Present:

Councillor R Loader (Barkham)  
Councillor R Rampton (Finchampstead)  
Councillor Mrs A King (Swallowfield)  
Councillor H Lewis (Swallowfield)  
Councillor R Mantel (Twyford)  
Councillor J Grimson (Winnersh)  
Councillor B Franklin (Woodley)

Mrs V P M Robinson (Secretary/Treasurer)

Apologies for Absence were received from Councillors Mrs P Stubbs (Barkham), Mrs D Peer, (Shinfield), P Ratcliffe, (Shinfield), Representatives (Wokingham) and K Baker (Woodley).

**1. ENVIRONMENT AGENCY**

The Chairman welcomed Natalie Mees, Partnership & Strategic Overview Officer, Berkshire & Buckinghamshire Environment Agency Flood & Costal Risk Management, to the meeting.

Copies of a PowerPoint presentation entitled Flood Risk in Wokingham Borough were circulated to Members at the meeting and have, also, been circulated to Members with the Agenda for this meeting.

In addition to the presentation, Ms Mees advised that a flood map, produced by the Environment Agency (EA), showed the flood extent for 1 in 100 and 1 in 1,000 years. The EA had produced a "Communities at Risk" pack that showed the areas at risk of flooding. It had identified communities in the WBC area that could be at risk of fluvial flooding including Earley, Remenham, Swallowfield, Twyford, Winnersh, Woodley and Wokingham, some of which were shown on the presentation.

With regard to the Swallowfield area, river maintenance was undertaken by the EA and, in Twyford, maintenance work to the trees and shrubbery at both sides of the brook had been completed. Maintenance work on the Loddon would be undertaken during the winter of 2013/14.

Ms Mees drew Member's attention to the item on the presentation with regard to preparation for flooding and advised them to check the EA flood maps and, if their area was at risk, to sign up to the EA flood warning on its website or by telephone on 0845 088 1188.

With regard to the Strategic Development proposals, the EA had consulted on all the required flood risk assessments.

In response to a comment by a Member that Swallowfield PC had offered to undertake maintenance but the offer was refused by the EA, Ms Mees advised that there was a schedule of maintenance and the EA implemented the work when it could but it was the riparian owner's responsibility to deal with it. The EA was in favour of Communities carrying out as much general maintenance as possible as it only had a small revenue budget.

Further to a Member's observation that there appeared to be an internal conflict between EA staff who dealt with flood risks and those dealing with flora and fauna, Ms Mees advised that the staff were endeavouring to work together to reach the same aims but different teams had differing ideas.

In response to a question from a Member, as to whether the Loddon was the cause of the frequent flooding in the Showcase cinema area, Ms Mees advised that the area suffered from fluvial flooding but some of the floods could be caused by surface water. At the time the cinema was built, there were no flood risk assessments in place.

A Member had observed that the balancing ponds in Swallowfield were not maintained and asked whether the EA looked at developments that had been carried out. Ms Mees advised that she was unable to answer the question, as it was not in her field, but she would find out and email Swallowfield PC accordingly.

With regard to an observation from a Member that Himalayan Balsam was springing up everywhere, Miss Mees stated that the EA was aware of the increase of both that species and Japanese Knotweed and would deal with the problem if undertaking maintenance.

Another Member asked whether the EA was doing anything about the problem as there did not appear to be sufficient staff to deal with it. She also felt that there was a need to sort out the water drains from the hills into the villages. Some work had been carried out as requested but the villagers were concerned, particularly because of new housing developments. Ms Mees advised that the EA's role was to help and advise and staff would be happy to visit the areas concerned. However, they may not always be able to deal with the problem.

A Member commented that Japanese Knotweed also grew on non-water sites as there had been some on a new small housing development site and the owner had sprayed and levelled the site but the planning application had been refused. He asked whether the EA was interested in planning applications on sites away from watercourses. Ms Mees advised that the EA was always interested but might not be involved with small sites as it may not be consulted by the Local Authority. A Member was of the opinion that, due to cuts in Local Authority budgets, invasive species removal would not be carried out and, therefore, the EA would have to be involved. Ms Mees advised that the EA was also suffering cutbacks.

In response to a question as to whether the EA could prohibit major developments being built on flood plains, Ms Mees advised that it could object to the planning application or review the flood risk assessment to ensure that it covered the increased risk. However the Local Authorities were the decision makers and the EA could only advise on the application. She added that WBC worked closely with the EA in an attempt to resolve any problems.

The Chairman thanked Ms Mees for her presentation and she advised that she would endeavour to determine the answers to Members questions, which were not in her field, and send them to the WDALC Secretary

## **2. MINUTES**

The Minutes of the Meeting, held on 16<sup>th</sup> May 2013 were amended by the removal of Councillor K Baker's name from the list of those present, at Minute 5.1, paragraph 4, line 2 by the replacement of the word "trained" with the word "trainer", Minute 6, Paragraph 3, line 6 by the word "worst" repositioned to follow the word "Parish", line 8 by the removal of the apostrophe in the word "Councils" and at Minute 7, Total Expenditure by the replacement of the figure £64.00 with £54.50. The amended Minutes were approved as a true record and signed by the Chairman.

## **3. CHAIRMAN'S REPORT**

The Chairman advised that there had been no meetings held since the last meeting of this Association apart from a meeting of the Place & Community Partnership (PCP) which he had attended today.

With regard to the Health & Wellbeing strategy, he advised that all partners had commented on the health improvement of deprivation areas in the Borough with regard to health, fitness, the Sports Council and housing

Councillor Rampton was of the impression that it would be a group that would include other groups such as recreational facilities with an aim to get people more healthy.

Councillor Loader advised that his Conference breakout session on cycle ways was an aim to encourage people to use their cars less. WBC had funds to look at the A329 corridor plus an interest in Barkham and Arborfield to request developers to install cycle ways and footpaths in an aim to get people more active. He expressed concern as to how it would all be managed as there were so many different groups and wondered how it could all be combined.

Councillor Grimson added that there were many children's clubs in his area that were funded by WBC which, he understood, would be withdrawing its funding.

## **4. BERKSHIRE ASSOCIATION OF LOCAL COUNCILS**

### **4.1 Report of Current Representatives**

A routine meeting had been held on 29<sup>th</sup> May. All new subscriptions had been sent out and claimed. NALC had been lobbying for electronic transfers which would be coming in. The website was being replaced but only BALC members would be able to access the NALC site and it was much easier to work with.

NALC was continuing to speak with the Government with regard to Council Tax benefits which had been a problem for some Authorities and could be a continuing problem. Local accountability and audit issues were going through the House of Lords and NALC was actively dealing with this.

5. **BOROUGH/PARISH WORKING GROUP**

The Group had not met since the last meeting of this Association and the next meeting was expected to be held on 24<sup>th</sup> July. WBC was trying to change to a Community Infrastructure Levy (CIL) to replace S106 monies on the Strategic Development Locations.

Councillor Rampton reported that CIL was a one-off project which could mean a huge increase in income for some Parishes. T&PCs would need to employ a member of staff to deal with the additional work because, if the money was not spent, it could be taken back.

6. **FINANCE REPORT**

The Chairman advised that the signatories to the Bank Account would be the current Chairman, current Vice Chairman and Councillor Loader and that any two of the three signatories would be valid for cheques.

The Secretary/Treasurer reported that the current balance was £505.84 of which £301.28 (including interest) was held in the Association's Savings account.

The following expenditure was approved:-

<u>V Robinson</u>	Attendance at meeting	£50.00
	Bus Fare ( <i>from Earley to Wokingham</i> )	£ 4.50

<u>Total Expenditure</u>		£54.50
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7. **ANY OTHER BUSINESS**

7.1 **Youth Centres**

Councillor Grimson reported that the WBC Youth Service could be withdrawn as could some of the actual buildings. In Winnersh, the Rainbow Centre, located in the Rainbow Estate, had had dramatically improved problems in that area. Part of the Centre included a Children's Centre which could also close. It was a much needed facility which was regularly used and, if withdrawn, there would be no alternative place for the young people to go. The Parish Council was looking at what it could do with regard to the situation.

It was noted that, in Finchampstead, the Community Centre was run by the Baptist Church and supported financially by the Parish Council. WBC currently provided Youth assistance and there was also a house in an area used for Youth groups.

There was a walk-in Youth Centre in Twyford which would be closing and its staff had received notice. The building would remain and the Parish Council was asking the hall users to form a new Limited Company.

Councillor Mrs King advised that the Community got together in Swallowfield to take over the Bowls Club.

Councillor Loader reported that, that, in Barkham, the Parish Council had been subsidising a WBC Youth worker.

He added that some Councils were forming Community Interest Companies to run their Centres. He suggested that some T&PCs could take on Youth Services but others would struggle and there was the additional problem of the time factor.

Councillor Grimson reported that Claire Rebbeck (Wokingham Volunteer Sector Forum) had a remit to assist voluntary groups to raise funds from sources other than WBC and was encouraging the voluntary organisations to explore other ways to gain finance such as approaches to commercial companies, grants, etc.

Councillor Loader advised that BALC had been approached to run courses on charities and, also, on raising money.

In response to a suggestion that WDALC should inform WBC how it felt with regard to the situation, the Chairman advised that the elected WBC Members were the decision makers and, therefore, WDALC should not start debates. However, it was noted that, as an organisation, this Association, which had a role to collect and report problems, could inform WBC that it understood and accepted what was being done but wished to draw attention to the fact that there were major areas within the Borough in which there would be a huge impact.

8. **NEXT MEETING**

**RESOLVED** that the next meeting, which would be the Annual meeting, be held on 17<sup>th</sup> October 2013.

9. **TERMINATION OF MEETING**

The meeting was declared closed by the Chairman at 8.37pm.

Chairman.....

Dated.....

Woodley Town Council

**Minutes of a Meeting of the Urgency Committee held at the Oakwood Centre on  
Tuesday 1 October 2013 at 4pm**

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**Present:** Councillors: K. Baker (Chairman); B. Franklin, L. Hayward, W. Soane

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

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

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

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

2. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

3. **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.**

4. **MAINTENANCE TEAM STRUCTURE**

Report No UC2/13 was presented by the Chairman. Members discussed the matter and

**RESOLVED:**

- ◆ That the proposed changes to the structure of the Maintenance team, as set out in the Report UC2/13, be approved.
- ◆ That the vacant post of Maintenance Officer be advertised and appointed to as soon as possible.

The meeting closed at 4.30pm