



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

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 29 April 2014, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2014**
To approve the minutes of the Strategy and Resources Committee held on 4 February 2014 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 11 February 2014 and were subsequently amended. The amended minutes are enclosed.)***
4. **MINUTES OF THE MEETING HELD ON 26 MARCH 2014** Page 5
To approve the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 26 March 2014 and that they be signed by the Chairman as a correct record.
5. **FINANCE**
 - a) **Budgetary Control** Page 8
To receive **Report No. SR 12/14.**

b) **Payments**

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

	Current account	Imprest account
January 2014	£114,435.99	£52,371.56
February 2014	£73,086.09	£55,335.87
March 2014	£236,147.33	£57,990.52

Page 9

c) **Internal Audit**

To receive the internal audit report for the 2013/14 financial year.
(Appendix 4c)

Page 18

d) **Internal Auditor**

To note that a new internal auditor is being sought and this matter will be brought to the next meeting for Members' consideration.

e) **Precept Support Grant**

To note receipt of a letter from Wokingham Borough Council giving an explanation for the reduction in the precept support grant passed to the Town Council. **(Appendix 4e)**

Page 21

f) **Fixed Term Investment**

To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 28 March 2014 for a period of 3 months at a rate of 0.6% interest.

g) **2013/14 Carry Forward**

To approve the carrying forward of the balance of £1,360 in the legal/professional fees budget into 2014/15 to be used towards the legal costs in respect of the Bulmershe Leisure Centre lease.

6. **RISK MANAGEMENT WORKING PARTY**

To receive **Report No. SR 13/14** of the Risk Management Working Party meeting held on 15 April 2014.

Page 23

7. **CATERING PARTNERSHIP MANAGEMENT PANEL**

To receive **Report No. SR 14/14** of the Catering Partnership Management Panel meeting held on 4 April 2014.

Page 29

8. **SECTION 106 PROJECT LIST**

To consider **Report No. SR 15/14**.

Page 31

9. **GRANTS**

To consider **Report No. SR 16/14**.

Page 37

10. **INSURANCE**

To note the appointment of Came and Company as the Council's insurers at a cost of £33,690, a reduction of £9,668 on last year's costs. The appointment is for a three year term with fees to be kept at the same level, subject to adjustment in values covered.

11. **INN ON THE PARK**

To receive **Report No. SR 17/14**.

Page 40

12. **WAR MEMORIAL / CIVIC SPACE**

To receive **Report No. SR 18/14**.

Page 41

13. **BUMERSHE LEISURE CENTRE LEASE**

- a) To receive a verbal update on progress following the decision at the extraordinary meeting of the Committee on 26 March 2014 that the Council enter into negotiations on the terms for an early surrender of the lease on Bulmershe Leisure Centre, in line with proposals set out in Report No. SR 10/14 (Strategy and Resources Committee, 26 March 2014, minute number 82).

- b) To receive the decision of the Leisure Services Committee on this matter that: "Members request the full involvement of the Leisure Services Committee in discussions about the future of Bulmershe Leisure Centre and Woodford Park Leisure Centre, in line with their powers and duties described in Woodley Town Council's Standing Orders."

14. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

15. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

**THIS PAGE IS INTENTIONALLY
LEFT BLANK**

Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Wednesday 26 March 2014 at 4.00 pm

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

Also present: *Councillor M. Holmes*

Officers present: *D. Mander, Town Clerk; A. Bunn, Leisure Services Manager; L. Matthews, Committee Officer*

Wokingham BC Councillor M. Haines was also present.

80. **APOLOGIES**

Apologies for absence were received from Councillor P. Challis.

81. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

82. **BULMERSHE LEISURE CENTRE**

The Chairman introduced Report No. SR 10/14 which provided information on Wokingham Borough Council's proposal that the Town Council consider an early surrender of the Bulmershe Leisure Centre lease, with the intention of transferring the management of the centre to C-Salt/Leisure Connection if this was agreed. The report proposed that the Council enter into negotiations. Agreement to the final terms would come back to the Committee for approval. As agreed by the Chairman, a written submission from Councillor Challis on this agenda item, who was unable to attend the meeting, had been circulated to all councillors prior to the meeting, with printed copies available at the meeting.

Councillor Lawley believed that the 2015 lease end would allow a more considered and planned process than an early surrender. On behalf of Councillor Gilder, he also drew the meeting's attention to the variety of small clubs using the pool to provide swimming and water sports activities for young people and special needs groups. The centre presently had junior rate charges for clubs made up of young people and he was concerned that these groups may be prevented from continuing; Loddon Valley and Carnival pools had no such rate.

In response the Chairman referred to the submission from Councillor Challis which challenged the benefit of a early surrender, and confirmed that he believed that negotiations now would allow a planned and considered approach and that items such as the matter raised regarding junior rates and pricing would be included in negotiations.

Councillor Lawley expressed his concern that willingness to negotiate early would weaken the Council's position and that, as the Council had borne the costs of running the centre for years when the Borough Council had not wanted to take it over, negotiations should aim for a nil cost changeover. He was concerned that employees know what will happen and when and the need to maintain customers' use of the pool during this period. He also asked if the Vineyard Church had been aware of the possible early release of the centre when it agreed to run the youth club at the centre.

The Chairman did not believe that discussions taking place now on the lease, also referred to in the submission from Councillor Challis, meant that the Council's influence was reduced. He agreed that employees were important and reported that he had already held three meetings with staff at the centre and would continue to meet with staff as often as

was needed. The report's proposal, if agreed, would allow the Council to open negotiations and identify a potential changeover in a practical, feasible and timely manner. On the matter of the youth club the Chairman said he had met with the leader of the club and informed her that the venue may need to change and that this had not seemed to be an issue, there were other venues that could be considered for the club. Councillor Mills believed that considering this matter earlier than the deadline of the lease end meant the Council was in a stronger position in terms of negotiation.

In terms of the future of the centre, the Chairman reported that the Borough Council was putting together a leisure strategy for the borough, which would be published in June. This would include the vision for the centre and could mean a new, modern facility. Councillor Hayward believed this could be very exciting and referred to the report in respect of dilapidations which would not be due if the centre was rebuilt.

Councillor Rowland referred to the Wokingham Borough Council's Executive report dated 30 January which indicated that the Town Council would like to give up the lease before 2015. She understood that this was an error and a misunderstanding, however, many residents had learned about the matter this way and this had created misinformation in the public arena. She was concerned that comments from an Executive Member about the need for £100K more income would mean increased prices at the centre.

The Chairman said he thought it was unrealistic to believe that residents read Executive reports. The press had covered this and he had made it clear that no decision had been made by the Town Council. With regard to comment about an increase in centre income the Chairman said that he had not been present when the decision had been taken by the Executive and that this has been denied and does not appear in the minutes.

Councillor Outen said that he was sure that all agreed that a new facility at the site would be good. He agreed that good information to employees and customers was important in this situation. In response to a question the Town Clerk confirmed that notice required to employees under TUPE was understood to be four weeks.

Councillor Lawley referred to the correspondence to and from Wokingham Borough Council on the matter of the wording of the Executive report regarding Bulmershe Leisure Centre, a copy of the Town Clerk's letter of complaint on this matter had been provided with Councillor Challis' written submission. He expressed his concern that as a result of the report to the Executive, the Town Council would be negotiating from a weak position and proposed the following motion, which was seconded by Councillor Rowland:

'This Council regrets that Wokingham Borough Council has been given the false impression that this Council has already agreed to the early surrender of the lease for Bulmershe Leisure Centre when in fact the opportunity to make this decision had not come before Members'

On being put to the vote this motion was lost.

The Chairman then put the recommendation set out in Report No. SR 10/14 and it was unanimously

RESOLVED:

- ◆ That the Council enter into negotiations on the terms for an early surrender on the lease on Bulmershe Leisure Centre in line with the proposals set out in Report No. SR 10/14.

83. **PUBLIC TOILETS WORKING PARTY**

Members considered Report No. SR 11/14, the report of the Public Toilets Working Party meeting on 20 February 2014 which recommended that the Council proceed to a tender process for a public toilet in the town centre.

RESOLVED:

- ◆ That a tender process for the provision and installation of a public toilet at the town centre, as proposed in Report No. SR 11/14, be undertaken.

84. **WAR MEMORIAL AND CIVIC SPACE - FUNDING**

The Chairman proposed and it was agreed that Report No. SR 12/14, which had been circulated to all councillors before the meeting, be considered at the meeting on the grounds of urgency in order to progress the war memorial and civic space project to meet the completion deadline of July 2014.

Members considered the report which set out the funding arrangements, including the agreement the day before that Section 106 funding of £68,000 had been agreed by Wokingham Borough Council from the developers contributions in respect of the Sandford Farm development. It was noted that the funds are unlikely to be paid over to the Town Council to meet the project programme deadline. The report proposed that the Council use funds from the general reserve to fund the civic space installation costs which would be replenished on receipt of the Section 106 funding.

RESOLVED:

- ◆ To approve the allocation of funds of up to £55,400 from the general reserve to fund the installation costs for the civic space in which the war memorial will sit and that, on receipt of the Section 106 funds of £68,000, these be allocated to refund the general reserve and the special projects earmarked reserve accordingly.

The meeting closed at 4.45pm

STRATEGY AND RESOURCES COMMITTEE
BUDGETARY CONTROL 2013/14

REPORT No. SR 12/14

EXPENDITURE	Budget 2013/14	Revised Budget 2013/14	Actual Exp as at 31/03/2013	Actual Exp as at 31/03/2014	Actual Exp as % of Rev Budget	Information
Central Costs	240051	236728	229858	225963	95.5	Staff, stationery, PR and staff advertising all under 100%. Partial exemption lower than budgeted amount to carry forward into 2014/15.
Democratic Costs	44172	40001	42592	39559	98.9	Staff costs and councillors' training and expenses under 100%.
Corporate Management	234149	239942	225142	236650	98.6	Bank charges and insurance (because of refund on previous year's no claims) under 100%.
Capital Programme	45000	45000	40000	45000	100.0	Annual contribution transferred to capital fund.
Grants	4000	4000	9259	4000	100.0	Grants awarded in April and November.
Inn on the Park	11957	11644	11333	10738	92.2	Fuel and repairs costs under 100%.
Oakwood Centre	145699	139161	128696	133303	95.8	Staff, fuel, consumables and waste collection under 100%. Certification, and maintenance contracts over 100%.
Maintenance HQ	7515	8338	6938	7824	93.8	Rates, fuel, phone and equipment costs under 100%. Vehicle costs over 100%.
Capital and Projects	184940	184940	184939	184939	100.0	Loans paid in September and March - sinking fund contribution invested.
TOTAL	917483	909754	878757	887976	96.8	
INCOME						Information
	Budget 2013/14	Revised Budget 2013/14	Actual Inc as at 31/03/2013	Actual Inc as at 31/03/2014	Actual Inc as % of Rev Budget	
Central Costs	6733	5461	7912	5483	100.4	
Democratic Costs	0	0	0	0	0.0	
Corporate Management	0	0	0	0	0.0	
Capital Programme	0	0	0	0	0.0	
Grants	0	0	0	0	0.0	
Inn on the Park	35481	40730	53999	40724	100.0	
Oakwood Centre	135452	137730	134032	138453	100.5	Room hire income at 98%, catering concession at 104%. Income from equipment hire at 123%.
Maintenance HQ	0		0	0	0.0	
Capital and Projects	0		0	0	0.0	
TOTAL	177666	183921	195943	184660	103.9	
NET	739817	725833	682814	703316		

Woodley Town Council 2013/2014

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

<u>Payee Name</u>	<u>Amount</u>	
	<u>Paid</u>	
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	1120.00	Payment in lieu of holiday Apr 11 - Dec 13
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	45.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	67.50	Refund cancelled BLC 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)	79.45	WASP grant purchases
Airquee Ltd	360.00	Repair charge - inflatable BLC
Amazon.co.uk	59.31	Olympus voice recorder OC
Association of Town Centre Man	594.00	Annual subscription WTCMI
B Kennedy	360.00	Coach
B&S Roofing	3274.98	Replace Gutter/Downpipe WPLC
BE Fuelcards	1.21	Admin charge
BE Fuelcards	122.82	BP Diesel
Berkshire Tree Care	3540.00	Tree works
Bowak Ltd	781.42	Cleaning supplies - OC/Coro & Chapel Hall
Bramhill Design Ltd	3572.16	Woodford Park War Memorial fees
Brian Hill	150.00	Coach
British Gas	5521.19	Electricity supply
British Gas	5316.26	Electricity supply
Broadwater Technologies Ltd	668.00	Diaphragm overhaul kit - BLC
BT direct	71.11	Phone
BT Direct	21.84	Phone
BT Direct	121.68	Phone
BT Direct	1.40	Phone
BT Direct	224.17	Phone
BT Telephone Payment Centre	8.40	Phone
CF Corporate Finance	166.37	Qtrly Photocopier rental
Chemically-Solved Ltd	171.00	Pool chemicals BLC
Churchill Contract Services Lt	3336.17	Contract cleaning
Churchill Contract Services Lt	1820.08	Contract cleaning
Clare Mooney	60.00	Coach
Clare Mooney	80.00	Coach
Crawbar Ltd	150.00	OC wedding advertising
Credit Union	50.00	Credit Union deducted from pay
Crown Water & Coffee	134.69	Bottled water
Customers Really Matter Ltd	35.99	Monthly website charge
Dejac Associates Ltd	2031.60	1x Mac mini/Mac support(Laptop/upgrade PC)
EDF Energy 1 Ltd	11.52	Electric for clock tower WTCMI
Emma Bloodworth	120.00	Coach
Emma Rogers	427.50	Coach
Energy Electrical Distributors	46.63	Electrical supplies - OC
EURODEC	249.56	Decorating supplies
Eurostat Office Supplies	11.99	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fuel Fitness Ltd	30.00	Coach
Fuel Fitness Ltd	52.50	Coach
Gazprom Energy	5412.25	Gas supply

Grundon Waste Management Ltd	108.00	Refuse collection
Grundon Waste Management Ltd	108.00	Refuse collection
Helen Masey	359.85	Freepost service returns
Hewden Stuart Ltd	312.00	Hire of Elec Scissor lift
HM Revenue & Customs Only	13358.97	PAYE & NI
Hygiene Supplies Direct Ltd	113.88	Hair dryers/screens BLC
Impro Commercial Ltd	467.58	Staff uniform
Investec Asset Finance	372.00	BLC Light/heat
IQL Uk Ltd	670.00	NPLQ candidate packs - BLC
J P Lennard Ltd	187.92	Shuttlecocks WPLC
J P Lennard Ltd	561.15	Rubber kettlebell/training kit/fitness bag/gloves
J P Lennard Ltd	399.80	Poolside grating/exercise bag/medicine bag x2
Janet Dacre	63.00	Coach
John Willis	110.00	Window cleaner
Just Around The Corner	5528.60	Grant
Kathy Jagger	35.00	Coach
KLM Digital Office Solutions L	31.39	Service & maintenance agreement
Lamps & Tubes Luminations Ltd	5869.36	Christmas decorations WTCMI
Lloyds Bank	855.69	Monthly Cardnet service charge
Lloyds Bank	35.76	Charges 10 Nov to 9 Dec 13
Lloyds Bank	49788.80	Jan 2014 payroll
M. G. Training	30.00	Coach
Mainstream Digital	55.32	Phone
Margaret Macknelly Design	180.00	Design - Citizens award/Toilet consultation form
McVeigh Parker Ltd	806.22	Building supplies Depot/Allotments
Merchant Rentals	52.85	Monthly cardnet rental
Miss Z L Ayers	82.00	Coach
Morton Products Ltd	7580.40	Parasols x2 OC (+Installation)
Mrs D A Wyer	54.00	Coach
NSALG	2.25	B18/A18-allotment subscription
OCS Group UK Ltd t/a Cannon	900.89	Refuse collection
P & H Fareham	259.89	Vending supplies WPLC
Peninsula Business	489.60	HR-services
PETTY CASH A/C	138.21	Top up petty cash
PETTY CASH A/C	238.20	top up petty cash
Philip Larsson	585.00	Coach
Philip Larsson	740.00	Coach
PHS Group Plc	435.24	Qtrly charge of dust mats - OC/BLC/WPLC
Pictorial Meadows Ltd	151.58	Wild flower seeds
Pitney Bowes	250.00	Postage topup
Prudential Assurance	30.00	AVC payment deducted from pay
Quest & NBS	66.00	NBS conference training
Reading Borough Council	3000.00	Allotment rental charge 6 month
Reading Borough Council	650.68	Allotment rental charge
Regency Cleaning Services Ltd	1507.55	Contract cleaning
Riso (UK) Ltd	347.36	Qtrly photocopying charge
Secuitas Security	90.00	Monthly key holding charge
Securitas Security	90.00	Monthly key holding charge
SGW Payroll Ltd	199.94	Payroll services
SITA UK Ltd	673.49	Refuse collection
SITA UK Ltd	185.75	Refuse collection
SMS Environmental Ltd	721.36	BLC water samples
Southern Electric	516.00	Qtrly electric supply to street lights
Southern Electric Contracting	926.99	Qtrly repairs/maintenance to street lighting
Southern Electric Contracting	65.42	Repairs to tree lights WTCMI
Swimrite Supplies Ltd	301.98	BLC pool supplies
T H White Ltd	476.25	Gardening supplies - depot
Thames Water	618.00	Water rates
Thames Water	3644.85	Water rates-Pitts Lane
The Berkshire Pension Fund	9151.90	Pension - employers and employees
Trade UK	355.94	Building supplies maintenance shed

Travis Perkins Trading Company	178.00	Bulk bag of rocksalt - depot
Trinity Mirror Publishing Ltd	160.80	WTCMI-website advert
TSM Copiers Ltd	13.73	Copier usage
TV Licensing.co.uk	145.50	TV licence OC
Unison	41.90	Union fees deducted from pay
Universal Services	305.67	Trampoline repairs BLC
Virgin Media Payments Ltd	20.08	Phone
Vodafone Ltd	163.89	Phone
Wingfield Engineering Ltd	196.77	MOT/service on van
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	207.60	Community refuse vehicle
Wokingham Borough Council	306.00	Legal advice on Budget presentation
Woodley Auto Centre	583.80	Repairs to Mitsubshi truck

Woodley Town Council 2013/2014

List of Payments made between 01/02/2014 and 28/02/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
(Personal Information)	250.00	Refund deposit
(Personal Information)	7.00	Cancelled WPLC course
(Personal Information)	20.00	Cancelled BLC course
(Personal Information)	3.00	Cancelled BLC course
(Personal Information)	150.00	Refund deposit
(Personal Information)	100.00	Refund deposit
(Personal Information)	3.00	Cancelled BLC course
(Personal Information)	150.00	Refund deposit
(Personal Information)	6.00	Cancelled WPLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	3.00	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
A1 Locksmiths(Berkshire) Ltd	40.51	Pub lock keys - WPLC
Allen's Design & Print Ltd	630.00	WTCMI Wdly
Amazon*MKTplce.eu	59.21	'P' handled sack trolley
Arkell & Hurcombe (Bronzeworks)	175.20	Bronze cast plaque
Arkell & Hurcombe (Bronzeworks)	87.60	Bronze cast plaque
AWD Chase De Vere	2179.44	Keydata payment re agreement
B Kennedy	240.00	Coach
BE Fuelcards	50.26	BP Diesel
BE Fuelcards Ltd	1.21	Admin charge-Depot
Bowak Ltd	141.68	Cleaning supplies
British Gas	6584.06	Electricity supply
BT Direct	21.84	Phone
BT Direct	126.00	Phone
BT Direct	482.91	Phone
BT Direct	645.61	Phone
BT Direct	38.94	Phone
BT Direct	64.80	Phone
BT Direct	68.40	Phone
BT Direct	68.40	Phone
BT Direct	243.01	Phone
Clare Mooney	80.00	Coach
Credit Union	50.00	Credit Union deducted from pay
Crown Water & Coffee	31.68	Bottled water
Customers Really Matter Ltd	35.99	Monthly website charge
EDF Energy 1 Ltd	11.52	Electric for clock tower
Energy Electrical Distributors	320.61	Electrical supplies
EURODEC	78.65	Decorating supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fencing Products Ltd	88.40	Fences + postfix - WP
Frasers Office Supplies Ltd	314.09	Stationery supplies
Frasers Office Supplies Ltd	209.02	Stationery supplies
Fuel Fitness Ltd	22.50	Coach

Fuel Fitness Ltd	105.00	Coach
Fuel Fitness Ltd	30.00	Coach
G Wheadon	280.00	Service & maintenance mower - Depot
Gazprom Energy	2470.68	Gas supply
Godfreys (Sevenoaks) Ltd	309.26	Blades/spark plugs - Depot
Graham	167.52	Building supplies
Grundon Waste Management Ltd	162.00	Refuse collection
Gymnastics Enterprises Ltd	69.36	Badges/certificates - BLC
Henley Theatre Services Ltd	538.80	10 Channel mixer - OC
HM Revenue & Customs Only	15586.60	PAYE & NI
ILONA WOLSKA	108.00	Coach
Investec Asset Finance	372.00	BLC Light/heat
IQL UK Ltd	119.00	NPLQ candidate packs - BLC
J P Lennard Ltd	1166.55	BLC pool supplies
Jack Fisher	60.00	Coach
Janet Dacre	126.00	Coach
John Willis	110.00	Window Cleaner
Just In The Park CIC	704.15	Charged on behalf of Just in the Park café
Just In The Park CIC	1146.35	Charged on behalf of Just in the Park café
Kathy Jagger	140.00	Coach
KLM Digital Office Solutions L	111.26	Service & maintenance agreement
Lamps & Tubes Luminations Ltd	1575.46	WTCMI xmas lights/banners
Landshape Ltd	1830.00	Design work - WPLC enterance
Laundry Depot	98.95	Wash/press table cloths OC
Lister Wilder Ltd	97.20	Pruning saws - Depot
Lloyds Bank	461.87	Cardnet charges
Lloyds Bank	35.16	Charges 10 Dec 13 to 9 Jan 14
Lloyds Bank	53467.23	Feb 2014 net payroll
Lyreco UK Ltd	113.42	Stationery supplies
Mainstream Digital	0.19	Phone
Merchant Rentals	52.85	Monthly cardnet machine charge
MKR Electrical Services Ltd	696.54	Electrical supplies
Mrs J A Mason	192.00	Coach
National Association of Civic	95.00	Staff training
Network Security & Alarms Ltd	905.40	Annual service charge
OCS Group UK Ltd t/a Cannon	270.00	Refuse collection
Opus Business Systems Ltd	1117.20	Annual service charge
P & H Fareham	388.69	Vending supplies
Peninsula Business	489.60	HR services
Performing Rights Society Ltd	406.43	Music licence - OC
PETTY CASH A/C	173.41	Petty cash top up
Pitney Bowes	250.00	Postage top up
Post Office Shop	14.06	WTCMI suspension files
Prudential Assurance	30.00	AVC payment deducted from pay
Regency Cleaning Services Ltd	1864.14	Contract cleaning
RES Systems Ltd	1425.63	Fire extinguisher service
Rialtas Business Solutions Ltd	332.40	Annual service charge
Riso (UK) Ltd	28.38	Stationery supplies
Secure Plus CCTV Ltd	1890.00	Supply/install cctv - OC
Securitas Security	90.00	Monthly key holding service
Securitas Security	90.00	Monthly key holding service
SITA UK Ltd	1217.49	Refuse collection
SMS Environmental Ltd	993.40	Water samples
Southern Electric Contracting	947.81	Replace column - WPLC
SSE	1712.09	Gas supply
Survive and Save Training Ltd	675.00	Staff training BLC
Swimrite Supplies Ltd	292.71	BLC pool supplies

Thames Water	26.29	Water rates
Thames Water	289.38	Water rates
Thames Water	618.00	Water rates
Thames Water	735.24	Water rates
Thames Water	2263.37	Water rates
The Berkshire Pension Fund	9257.93	Pension - employers and employees
The BSS Group Ltd	91.31	Building supplies
The Garden Centre Group Tradin	29.93	Garden supplies - Depot
Trade UK	322.47	Building supplies
Trade UK	454.44	Building supplies
Travis Perkins Trading Company	106.44	Building supplies
TSM Copiers Ltd	88.44	Copier usage
TTC Signs Ltd	158.49	Temporary notice signs - WPLC doors
Unison	41.90	Union fees deducted from pay
Universal Services	90.00	Fit trampoline bed
Virgin Media Payments Ltd	22.67	Phone
Vodafone Ltd	165.88	Phone
Wdly Netball Club	50.00	Refund deposit
Whitewater Nursey	244.80	Grasses - Woodford Park
Wokingham Borough Council	600.00	Legal fees - Wdly Bowling Club licence
Woodley Green Guides	50.00	Refund deposit

Woodley Town Council 2013/2014

List of Payments made between 01/03/2014 and 31/03/2014

<u>Payee Name</u>	<u>Amount Paid</u>	
(Personal Information)	808.06	Holiday net pay to 28 Feb 14
(Personal Information)	415.00	Paid inv twice by supplier
(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)	150.00	Refund deposit
(Personal Information)	15.00	Refund deposit
(Personal Information)	5.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	9.30	Overpaid rent allotment
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	24.13	WASP supplies
Accounting Solutions	497.40	End of year health check
ADT Fire & Security Plc	243.60	Call out/reset alarm
ADT Fire & Security Plc	180.00	Call out/reset alarm
Alan J. Harland	3000.00	Internal Auditor fees
Allen's Design & Print Ltd	1891.20	WTCMI banners
Amazon.co.uk	27.50	Pneumatic Air wheel OC
Amazon.co.uk	4.13	Staples
Amazon.co.uk	51.99	Stapler/staples
ARC Business Services Ltd	238.80	WTCMI-2 day ticket
Arkell & Hurcombe (Bronzeworks	169.20	Bronze cast plaque
ASA Awards	153.01	BLC badges/certificates
ASAP Computer Services	1902.00	Annual service/maint charge photocopier
AV Asbestos Ltd	168.00	Investigate WPLC door entrance
Awards of Distinction	258.00	Civic award engraving
AWD Chase de Vere	1522.64	Keydata payment re agreement
Badgemaster Limited	10.68	Staff name badge
BE Fuelcards	1.81	Admin charge
BE Fuelcards Ltd	70.34	Diesel
BE Fuelcards Ltd	40.20	Unleaded petrol-Depot
Berks Association of Local Cou	2711.00	Annual charge
Berkshire Autistic Society	90.00	Refund deposit
Berkshire Tai Chi	1015.00	Coach
Bowak Ltd	322.74	Cleaning supplies
Brake Bros Foodservice Ltd	305.63	Vending supplies
British Gas	5146.98	Electricity supply
Broadwater Technologies Ltd	138.00	Call out - pool site reports
Broker Network Ltd	36536.24	Insurance for 2014/2015
BT Direct	145.80	Phone
BT Direct	21.84	Phone
BT Direct	45.47	Phone
BT Direct	79.48	Phone
BT Direct	26.31	Phone
BT Direct	166.00	Phone
BT Telephone Payment Centre	8.40	Phone
BT Telephone Payment Centre	8.40	Phone
Carlton Associates (2003) Ltd	2208.00	Staff pool training - BLC
Churchill Contract Services Lt	1820.08	Contract cleaning

Churchill Contract Services Lt	3336.17	Contract cleaning
Churchill Contract Services Lt	1820.08	Contract cleaning
Churchill Contract Services Lt	3336.17	Contract cleaning
CIT Vendor Finance (UK) Ltd	839.38	Qtrly rental charge - photocopier
Credit Union	50.00	Credit Union deducted from pay
Crown Water & Coffee	47.52	Bottled water
Crown Water & Coffee	47.52	Bottled water
Customers Really Matter Ltd	35.99	Monthly website charge
Dejac Associates Ltd	384.00	Service/maintenance computer charge
Dejac Associates Ltd	3066.00	Annual service/maintenance charge
Directoffice.co	185.75	Filing Cabinet - OC
DLF TRIFOLIUM LTD	2199.00	Grass seed - WP
EDF Energy 1 Ltd	11.53	Electric for clock tower
Edmundson Electrical Ltd	59.99	Electrical supplies
Edmundson Electrical Ltd	269.36	Electrical supplies
Edmundson Electrical Ltd	255.24	Electrical supplies
Energy Electrical Distributors	47.86	Electrical supplies
Energy Electrical Distributors	30.52	Electrical supplies
EURODEC	293.48	Decorating supplies
EURODEC	338.05	Decorating supplies
Eurostat Office Supplies	133.14	Stationery supplies
Eventu	23.09	VGA cable/fuses/plug
FAS Capital Ltd	79.20	Monthly cash register charge
Frasers Office Supplies Ltd	100.80	Stationery supplies
Fuel Fitness Ltd	82.50	Coach
Gazprom Energy	5631.41	Gas Supply
Graham	13.26	Building supplies
Grundon Waste Management Ltd	108.00	Refuse collection
Harvey Stone	12000.00	War Memorial
HM Revenue & Customs Only	14558.46	PAYE & NI
Image Box Design Ltd	392.40	Frames/posters/banner - WPLC
Impro Commercial Ltd	80.94	Staff uniform - WPLC
Investec Asset Finance	372.00	BLC Light/heat
J P Lennard Ltd	187.92	Shuttlecocks - WPLC
J P Lennard Ltd	288.41	Training gloves/rope - BLC
J P Lennard Ltd	279.64	BLC pool supplies
John Willis	110.00	Window cleaner
Just In The Park CIC	1173.25	Charged on behalf of Just in the Park café
Just Tiles Ltd	13.20	Building supplies
Keyline Builders Merchants Ltd	130.17	Building supplies
KLM Digital Office Solutions L	41.71	Service & maintenance agreement
Lamps & Tubes Luminations Ltd	90.00	Lighting - WTCMI
Lister Wilder Ltd	252.00	High pressure washer
Lloyds Bank	324.52	Cardnet Charges
Lloyds Bank	31.80	Charges 10 Jan to 9 Feb 2014
Lloyds Bank	54098.04	Payroll March 2014
Mailcoms Ltd	176.22	Franking cartridges
Mainstream Digital	0.77	Phone
Margaret Macknelly Design	294.00	Precept leaflet
Merchant Rentals	52.85	Monthly cardnet charge
MGCare Executive Ltd	156.00	Enhanced staff DBS checks
New Neighbours Ltd	60.00	Leaflet delivery - WTCMI
Nothingbut-Padlocks	112.55	Padlock/extra keys-WTCMI
OCS Group UK Ltd t/a Cannon	240.00	Refuse collection
P & H Fareham	309.61	Vending supplies
P & H Fareham	307.23	Vending supplies
P J Drew Ltd	40.56	Fire exit deuse - BLC

PDG Group Services	293.35	Cleaning supplies
PDG Group Services	93.86	Cleaning supplies
Peninsula Business	489.60	HR srevices
PETTY CASH A/C	263.71	Petty cash topup
PETTY CASH A/C	200.00	WPLC Misc supplies
PETTY CASH A/C	131.47	Cash-Petty cash topup
PETTY CASH A/C	158.91	Top up petty cash
Prosale Ltd	6180.00	Supply/install new doors - WPLC
Prudential Assurance	30.00	AVC payment deducted from pay
Public Works Loan	1528.16	Public Works Loan payments
Public Works Loan	83129.21	Public Works Loan payments
Reading Borough Council	145.64	Annual charge - Wheble Park
Regency Cleaning Services Ltd	1507.55	Contract cleaning
Regency Cleaning Services Ltd	1523.78	Contract cleaning
Rialtas Business Solutions Ltd	102.00	Annual charge - bookings
Rigby Taylor Ltd	1385.58	Garden supplies - Depot
RMRS Pitney Bowes	250.00	Postage topup
Securitas Security	90.00	Monthly key holding service
Securitas Security	90.00	Monthly key holding service
Servo-Chem Ltd	225.38	BLC pool supplies
SGW Payroll Ltd	199.94	Payroll service
SGW Payroll Ltd	212.18	Payroll service
SITA UK Ltd	576.43	Refuse collection
SITA UK Ltd	359.06	Refuse collection
SLCC Enterprises Ltd	384.00	Staff training - conference
SMS Environmental Ltd	331.20	Water samples
SMS Environmental Ltd	1865.56	Water samples
Somerville Glass & Windows Ltd	180.00	Replace glass - Chapel hall
South East Employers	1347.72	Staff training - OC
Staples.co.uk	57.38	Suspension files - OC
Thames Water	618.00	Water rates
The Berkshire Pension Fund	9194.22	Pension - employers and employees
The Garden Centre Group Tradin	85.87	Garden supplies - Depot
The Garden Centre Group Tradin	174.83	Garden supplies - Depot
The Letterworks Ltd	596.00	March newsletter
Theatretrain Reading	100.00	Refund deposit
TileIdea	222.00	Tiles - WPLC/Coro Hall
Total Gas & Power Ltd	2720.20	Gas Supply
Trade UK	839.12	Building supplies
Trade UK	174.09	Building supplies
Trade UK	57.00	Building supplies
Trade UK	167.76	Building supplies
Travis Perkins Trading Company	158.22	Building supplies
Travis Perkins Trading Company	111.98	Building supplies
TSM Copiers Ltd	13.14	Copier usage
TTC Signs Ltd	1540.68	Fire signs/new door signs
Unison	41.90	Union fees deducted from pay
UNIVAR B.V.	628.27	BLC pool supplies
Virgin Media Payments Ltd	18.37	Phone
Vodafone Ltd	159.96	Phone
Wokingham BC	240.00	3G Pitch WP
Wokingham Borough Council	207.60	Refuse vehicle - YCC
Wokingham Pools and Spas	135.96	BLC pool maintenance
Wolverson X-Ray Ltd	553.50	BLC -bumper plate/kettlebell
World of Service International	45.89	BLC pool supplies

ALAN J. HARLAND FCA
Accounting and Advisory Services

380 WOKINGHAM ROAD, EARLEY, READING, BERKSHIRE RG6 7HX
TELEPHONE: 0118 926 2910 MOBILE: 07801 374338 E-MAIL: alan.harland1@btinternet.com

Ms Deborah Mander
Clerk to Woodley Town Council
Council Offices
The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ

4 March 2014

Dear Deborah

Internal audit, year ended 31 March 2014

I confirm that I have completed my internal audit review of the Council's financial systems and controls for the year in accordance with the plan set out in my letter dated 29 January 2013. The work has been completed in 9.5 days as planned and includes following up on the recommendations made in previous years' internal audit reports.

The matters arising from my various studies are detailed in the reports that have already been issued are as follows:

- Payroll systems, issued 28 November 2013
- Income and VAT accounting systems, 14 February 2014
- Purchasing and payment systems, 14 February 2014

I have summarised below the principal findings and recommendations from these reports, and I have also attached an appendix summarising action taken, or in progress, in implementing the previous year's recommendations.

1. Payroll systems

A number of minor issues arose from my work, but there are no matters that need to be included in this report to the Council.

2. Income and VAT accounting systems

My review considered income collection and accounting procedures at the finance office in the Oakwood Centre and also at both leisure centres. I spent time examining procedures and documentation at the leisure centres as well as the Council offices. My review found that established procedures were being operated as directed, and that information was being processed accurately and in a timely manner.

I did note a couple of returns from leisure centres where the final sheet with the Z-reading had not been signed off, although the amounts agreed with the final shift totals. My impression

was that these were isolated incidents rather than indicative of more general non-compliance, but returns not properly signed should, in future, be returned for completion.

During my visit to Bulmershe early in February I noted delays in collecting amounts owed by two regular hirers:

- A leisure centre user owed some 9 months' hire charges amounting to £656.24. The letting had been terminated and the Council was considering action to collect the amount due.
- An organisation using the Youth and Community facility had not paid for any lettings since the facility was taken over from the Borough Council last autumn. The amount currently due was £6,435, and settlement was promised for mid-February.

The above indicates that the debt monitoring and chasing procedures at the Centre should be more structured, which is critical since the lease on the Centre terminates on 31 March 2015 at latest, and unpaid arrears will complicate arrangements for handover.

In that context, should the Council agree to an earlier handover (as proposed by the Borough Council), it is essential that a date for handover is agreed with the Borough Council to facilitate preparations for apportioning income from courses, lettings and other revenue, as well as operational costs.

3. Purchasing and payment systems

My review found that procedures in respect of goods and services purchased from suppliers were operating satisfactorily, and there were no matters to report. I note the procedures that are now in place to ensure that leisure coaches and other self-employed individuals not able to provide the relevant particulars are treated as employees.

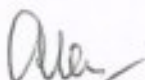
4. Prior years' recommendations

The majority of the recommendations from previous years have now been implemented as noted in the appendix. I note that revised standing orders have now been adopted and that the working party will now begin its review of financial regulations.

* * * * *

I trust that my observations and recommendations are self-explanatory, but if there are matters where you would like clarification, please contact me. I am grateful for the support and co-operation of the Council's staff in completing my reviews.

Yours sincerely



Alan Harland

Woodley Town Council

Internal audit, year ended 31 March 2014

Status of recommendations from previous years' reviews

	<u>Report date and recommendations</u>	<u>Progress to date</u>	<u>Implemented or lapsed</u>	<u>Ongoing</u>
<u>Financial systems review, 8 February 2013</u>				
2	My report noted that the exercise carried out in the previous year to match deposits from customers using the facilities against amounts repaid. This review had identified some £14,000 over six years old where payees could not be identified, and this was released to revenue in 2011/12. I suggested that the Council might wish to review a further release in 2012/13.	It was decided not to release any further amounts in 2012/13, but that the position will be reviewed annually.		✓
3	I noted the working party was firstly going to review standing orders; and once this review was completed and revised standing orders adopted by the Council, then it would review financial regulations.	Revised standing orders were approved by the Council on <date>, so the review of financial regulations will now start.		✓

Financial statements review, 17 June 2013

No matters arose from my review.

Tel: 0118 974 6560
 Fax: 0118 974 6638
 Email: Stephen.McGrail@wokingham.gov.uk
 Date: 17th March 2014



WOKINGHAM
BOROUGH COUNCIL

Deborah Mander
 Town Clerk
 Woodley Town Council
 The Oakwood centre
 Headley Road,
 Woodley,
 Berkshire,
 RG5 4JZ

Resources Directorate,
Corporate Finance
Po Box 152
Shute End, Wokingham
Berkshire RG40 1WN
Tel: (0118) 974 6000
Fax: (0118) 974 6638
Minicom No: (0118) 974 6991

Dear Deborah

Precept support grant

Thank you for your letter of 13 February 2014, and I apologise for the delay in replying to you. I would refer you to Item 10 of the minutes of the Special Council Executive of 30/01/2014 which specifically addressed this issue, and the response by the Executive member for Finance, which I have set out below :

The Committee considered a report relating to the Council Tax Base for 2014/15 in respect of the whole Borough and all constituent parts, which amounted to 63,436.4 properties, in order that each precepting parish could subsequently set their Council Tax budgets for the financial year. The Executive Member for Finance advised the meeting that every year there was a need to approve the tax base which formed the basis around which the council tax was raised. Last year the Government decided to localise council tax benefit and implemented this by providing a grant. They also changed the council tax base which affected town, parish and other preceptors and last year the Council received their grant from Government and passported it on to the towns and parishes in full. However as the Council's grant has been reduced, and due to other financial pressures, it has been decided to reduce the grant provided to town and parish councils to £100k; with a further £50k reduction in 15/16. The intention is to phase it out from 16/17 onwards.

I would emphasise the severe financial pressures facing the Council in producing a 2014/15 budget, and would confirm that the grant to parishes was always intended to be transitional and time limited, and this was clearly communicated to all the parishes when the grant was initially announced.

I have set out below an explanation of how the grant was allocated, and the impact on Woodley :

The 2014/15 grant to each parish is based on the proportion of each parish's share of the borough's council tax benefit claimants, as in 2013/14, and on average the grant reduction is largely offset by the increase in rateable value across the borough. Woodley's proportion of council tax benefit claimants fell from 21.9% of the borough total in 2013/14 to 20.7% in 2014/15, from 770 claimants in 2013/14 to 691 in 2014/15. The impact of this level of reduction is more significant to Woodley as it has by a significant margin the largest number of council tax benefit claimants and therefore receives the largest amount of grant, and as a result its share of the grant fell in both absolute and proportionate levels. However while Woodley may have lost

more grant than average, it has gained has more in rateable value than the average, since Woodley's has increased by 2.35% from 2013/14 to 2014/15, compared to an average of 1.67% across the borough, which has helped to partially offset the reduction in grant.

Please do not hesitate to contact me should you need any further information on this issue.

Yours sincerely

Stephen McGrail

Group Finance Manager

cc: Graham Ebers

Woodley Town Council

Report of a Meeting of the Risk Management Working Party held at the Oakwood Centre on Tuesday 15 April 2014 at 2pm

Present: *Councillors K. Haines (Chairman), P. Challis, D. Mills, S. Outen*

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

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ that Councillor Haines be appointed Chairman of the Risk Management Working Party for the remainder of the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **RISK MANAGEMENT STRATEGY**

Members noted the previous year's change in the risk scores; to include a score of 3 as a low risk, rather than medium and that this seemed appropriate from the officers' management of the risk register.

RECOMMENDED:

- ◆ **that the Risk Management Strategy for 2014/15, as amended and attached to this report, be approved.**

4. **RISK REGISTER**

Members reviewed and discussed each of the lists within the register which had been reviewed and amended by officers prior to the meeting. Additional risks and commentary were added and one score was adjusted after further consideration of impact. It was noted that the strategic risk sheet was of principal concern to members to keep under review, while the full register would be reviewed annually and provided to the Committee for information.

It was agreed that the above comments and changes be made to the risk register and that this be presented to the Strategy and Resources Committee (**enclosed**).

Meeting closed at 3.10pm

Risk Management Strategy

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

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

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

Aims and benefits

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

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

Process

The overall process for the management of risk is set out at **Appendix 1**.

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Probability					
	1	2	3	4	
					Impact

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

Roles and responsibilities

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

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

Organisational Structure and Summary of Key Roles

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

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

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

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

Risk ownership

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

Risk evaluation

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

Risk planning

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

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

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

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

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

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

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

Review

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

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

Woodley Town Council

Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 4 April 2014 at 4.15 pm

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

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

Apologies: *P. Makinson – Just in the Park CIC
Councillor E. Rowland*

1. Update on actions from previous meeting

- PM/LW – Progress further Directors for the CIC
LW reported that a potential additional director had been approached and conversations were on-going. An update on this will be provided to the next meeting of the panel.

ACTION: LM / PM

- KM - Arrange meeting to discuss promotion/increasing business
KM reported that a meeting would be arranged during week commencing 14 or 22 April to enable Phil Makinson and David Ewens, the new Venues Supervisor to attend the meeting.

ACTION: SERVICE SUPPORT MANAGER

2. Catering Operation - Update from Just in The Park CIC

LW reported that the CIC had catered for several funerals and that these had gone well. LW also reported that the café had been very busy in March and this was reflected in the café income for the month of £9,204.

LW reported that the café was now opening on Sundays from 9am – 2pm for a trial period. Although the first Sunday had been quiet it is hoped that business will steadily increase as it had with Saturday trade.

3. Business Catering

KM reported that income from business bookings for February and March were £1173 and £1222 respectively. Income for April would be fairly low, in part due to the Easter holiday period which is historically quiet. KM circulated the catering income spread sheet and it was noted that the catering operation had continued to exceed the target income. Overall, income had exceeded the target by £1491 for the year.

	2013						2014						
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Actual £	827	813	799	917	837	701	732	724	892	874	661	1115	9891
Target £	700	700	700	700	700	700	700	700	700	700	700	700	8400
% against target	118	116	114	131	120	100	105	103	127	125	94	159	118%

5. Any Other Business

Promotion

LW reported that she had been discussing the possibilities of web optimisation for her own website and that this could be explored further for the Town Council site in relation to hiring the Oakwood Centre. KM agreed to explore this with the provider of the Town Council's website.

ACTION: SERVICE SUPPORT MANAGER

Furniture

LW reported that the CIC will be looking to provide more exterior furniture now that the parasols are in place.

Delivery vehicles

LW reported that there had been discussions with the owner of the industrial area to the rear of the centre with regard to the size of the delivery vehicles used by the catering supplier. LW reported that an arrangement had been put in place with the regular driver to park elsewhere and walk the goods to the centre for delivery in order to avoid parking at the rear of the centre.

6. Date for the next meeting

Friday 9 May 2014 at 4.15pm

Meeting closed 4.45pm

SECTION 106 FUNDING APPLICATIONS

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

To update Members on the progress of current Section 106 applications.

Current Section 106 Applications and Projects

Changes since the last meeting are as follows;

Submitted Applications	£
3G pitch - application resubmitted on the new form	
Civic Space - application resubmitted on the new form	
Granted Applications	
Civic Space	£68,000
Rejected Applications	
Suggestions for projects to be added to the list	
None received	

The current Section 106 projects list is appended to this report **APPENDIX A**.

Civic Space

£68,000 has been allocated to the Civic Space project. This will fund both the design and building works associated with the project.

Recommendation:

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

**THIS PAGE IS INTENTIONALLY
LEFT BLANK**

Upgrading of existing sports and leisure facilities due to the increase in the number of Woodley residents				Approval to list	Application submitted
B Current Project List		Project/Item	Estimated cost		
1b	Woodford Park Leisure Centre	Upgrade of the football/cricket changing wing	10,000		
2b	Bulmershe Leisure Centre	New cricket nets in hall	3,500		
3b	Bulmershe Leisure Centre	New main dividing curtain in main hall	1,500		
4b	Bulmershe Leisure Centre	New gym mats	2,000		
5b	Bulmershe Leisure Centre	Soft play equipment	3,000		
6b	Woodford Park Leisure Centre	Soft play centre for under 5s - inflatable activity centre, mats, soft play shapes, climbing equipment	6,200		18.01.10
10b	Woodford Park	Improvements to Hard Surface Area	10,000		
13b	Bulmershe Leisure Centre	Replacement floor in main hall	Not known		
14b	Woodford Park Leisure Centre	Convert games room and tea room into a modern community facility with a kitchen for community groups and social events	30,000		

APPENDIX A

Additional sports and leisure facilities due to the increase in the number of Woodley residents		Approval to list	Application submitted
C Current Project List			
ID	Site	Project/Item	Estimated cost
1c	Southlake Crescent Amenity project	Multi use gym project for residents in Southlake Crescent/Hearn Road area	16,000
2c	Woodford Park	Installation of 3G pitch	395,000
3c	Woodford Park	New crazy golf area at Woodford Park LC	8000
4c	Kingfisher Drive	Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive	16000
6c	Woodford Park Leisure Centre	Installation of Gym facility	200,000(est)
7c	Bulmershe & Woodford Park Leisure Centres	Health Legacy Hub – mobile gym kit to use at sites around the town and at leisure centres – to promote fitness	15,000
8c	Bulmershe & Woodford Park Leisure centres	Sport stadia – mobile sports arena which can be used with clubs at the leisure centres and at sites around the town	15,000
9c	Bulmershe & Woodford Park Leisure Centres	Cyber coach interactive dance and dance mats	6,000 - 15,000
10c	Bulmershe Leisure Centre	Replacement flooring in small hall.	6,000
11c	Woodford Park	Development of Youth area in Woodford Park	not known
Improvements to facilities in Woodley due to the increase in the number of Woodley residents			
D Current Project List			
ID	Site	Project/Item	Estimated cost
1d	Woodford Park Lake	Lake refurbishment project – desilting, planting - can be phased	50,000
3d	Reading Road Allotments	Replacement Fencing	5,000
4d	Woodley Town Centre	Public Toilets on Woodley Town Centre	100,000
5d	Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	10,000
6d	Woodford Park Entrance	Improvements to surfacing of access road from Western Avenue	Not Known
		Approval to list	Application submitted

Infrastructure projects to be suggested to and carried out by Wokingham Borough Council						Approval to list	Application submitted
E Current Project List		Project/item	Estimated cost				
1e	Spitfire Way	Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops	50,000				
2e	Headley Road	Pedestrian crossing installation or equivalent outside the Oakwood Centre	50,000				
3e	Howth Drive	Pedestrian crossing installation as near as possible to Bader Court	50,000				
4e	Colemans Moor Road	Traffic calming	Not known				
5e	Howth Drive	Remove ruined grass verges and replace them with large parking bays	Not known				
6e	Kingfisher Drive	Remove ruined grass verges and replace them with large parking bays	Not known				
7e	Woodwaye	Improved lighting. This is used as a cut through at night, residents have asked for better lighting which would make them feel safer	Not known				
8e	Ashenbury Park	BMX track	Not known				
GREEN - Application submitted to Wokingham							
Completed/in progress Projects						Date Completed	Notes
2d	Memorial Ground	War Memorial, Flag Pole, seating, entrance improvements, Civic Space Project	68,000			in progress	
1a	Malone Park	Basketball court & Cricket nets	13,800			in progress	Remain on list for future
	Woodford Park LC		6355			01/04/2013	
	Builmershe Leisure Centre	Sanding/sealing/remarking sportshall floor	866			Jan-13	
	Builmershe Leisure Centre	Installation of cricket nets	4500			Jan-13	
12b	Builmershe Leisure Centre	Replacement flooring in small hall.	6,000			Feb-12	Funded from 2011/12 BLC budget
11b	Woodford Park	Remove and install new outdoor play equipment.	28,000			Sep-12	
	Woodford Park Lake	Tree Works / thinning of vegetation	23,000			Mar-11	
	Woodford Park						
	Paddling Pool		26,000			Mar-10	
	Woodford Park Skate Sp	Installation of skate spot	25,000			Aug-11	

Woodley Town Council

Community Grants

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for awards in 2014/15 is £4,000. A second round of award applications will be considered in November 2014.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Amount requested	Members/ Staff/Volunteers	Purpose grant required	Additional information
Woodley Town F C <i>(approx. 50% users in Woodley)</i>	Fund raising, sponsorship and membership subscriptions	£250 <i>£250 granted in 2013/14</i>	No paid staff, 17 voluntary staff	To enable Woodley Town FC, 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.	The clubs also support the schools at local competitions including the Sid Hopkins Girls Tournament. The school sessions have resulted in Woodley United FC being able to form an under 10 girls team that plays on Saturday mornings.
Earley & Woodley Stroke Club <i>(25% members in Woodley)</i>	Subscriptions, grants and donations	£250 <i>£250 granted in 2013/14</i>	No paid staff, 15 voluntary staff	The grant will be used to provide a day trip for members with lunch provided by the club. Destination to be voted for at AGM, but will be chosen from Street's Garden Centre, Milestones Museum or Savill Gardens. Any remaining grant money will go towards general expenses, such as the cost of driving members to and from the club.	The club provides a social environment for people who have had a stroke to meet fellow sufferers and enjoy fellowship together.
Berkshire Multiple Sclerosis Therapy Centre, Reading <i>(13% of members/users in Woodley)</i>	Fundraising events and street collections; donations from individuals, trusts and local authorities	£250 <i>£250 granted in 2013/14</i>	13 paid staff, more than 100 voluntary staff	To help fund the costs of therapists providing physiotherapy, massage, yoga, spinal reflexology and acupuncture. These treatments help to improve mobility, bladder function and fatigue, with the aim of helping people to stay independent for as long as possible.	In 2013 the Centre provided 530 treatments for 17 Woodley members. A voluntary donation towards treatment is requested, where possible, and the Centre makes up the shortfall.

Vitalise <i>(less than 1% of members/users in Woodley)</i>	Fundraising activities and guest fees	£250 <i>£250 granted twice in 2011/12</i>	197 FTE paid staff, approx. 1,600 voluntary staff annually	Vitalise offers planned respite care breaks to people with disabilities and enables carers to have a guilt-free rest from their caring duties. The grant would help to enable Vitalise to minimise the costs to their guests and give them a greater chance of accessing a much-needed break, at one of the three Vitalise centres around the UK.	The Vitalise centres provide 24 hour on-call nursing and care staff, social support volunteers, full board and accommodation, excursions and entertainment. On average, residents of Woodley benefit from 11 weeks of Vitalise respite services each year.
Individuals:					
Aleasha Lunn (Aerobic Gymnastics)		£100		To help towards the costs of international competitions and training costs.	Aleasha has been selected to represent GB at the Bulgaria Open in May.
Hope Davies (Aerobic Gymnastics)		£100		To help towards the costs of travelling and equipment for international competitions.	Hope has been selected to represent GB at the Bulgaria Open in May and is training towards World Championships in Mexico in June.
Adrian Wakelin (GB Dragon Boat Squad)		£100		To help towards the costs of travelling and uniform for international competitions.	Adrian has been selected to represent GB in the European Championships in the Czech Republic in July.

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. 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 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

INN ON THE PARK - UPDATE

REPORT OF THE TOWN CLERK

Purpose of Report

To update Members on matters relating to the Inn on the Park.

Background

The Council has a contractual agreement with LT Pub Leasing, formerly GRS Inns, for the provision of services at the Inn on the Park, at Woodford Park Leisure Centre. The present six-year agreement runs to the end of October 2015. Within the agreement is provision of accommodation on site.

Information

The following matters are provided as an update on matters relating to the Inn on the Park and the contractual arrangements in place:

LT Pub Leasing appointed a new manager in March 2014. The new manager knows the pub and the area well because she ran the pub for 3 years from 1999, when the Council introduced the then new arrangement for the running of the pub. She has reported that business is picking up, with former customers returning and day time leisure centre customers calling in for teas and coffees. She has also been addressing various health and safety matters and making sure that customers understand her policies in terms of the way the pub is run.

The Maintenance team will be carrying out work in the bathroom and the kitchen of the manager's accommodation over the next few weeks. Some items need replacing and the flat needs decoration. These works will be funded from the repairs and renewals fund. Some repairs are also needed in the cellar area and the team will also be attending to these.

Recommendation:

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

WAR MEMORIAL AND CIVIC SPACE PROJECT

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

To update Members on the progress of War Memorial / Civic Space project.

Background

A purchase order for the memorial stone has been placed, as resolved by the Strategy and Resources Committee of 26 November 2013 (minute no. 46).

Tree Survey

A full tree survey of the trees adjacent to the project site was commissioned as part of the project design work and was carried out by Land and Landscape Management Ltd. This survey has identified significant issues with the health of the mature sycamore tree nearest to the access gate onto the Memorial Ground. The survey report advises that the tree has an estimated life expectancy of 10 years, possibly less, and will require significant professional works, monitoring and further surveys throughout that period to ensure it is safe.

An alternative is to remove the dying tree and use the money saved from on-going maintenance towards a replacement tree. The replacement tree can be sited slightly closer to the access gate area which will mean that the location of the civic space project can move slightly to avoid encroaching on the root protection zones of any trees in the area.

Planning

It was initially understood, from conversations with the planning department at Wokingham Borough Council, that the project would be considered to be permitted development under the Town and Country Planning Act. Wokingham Borough Council has now confirmed that a full planning application will be required for the project.

An application for full planning permission has been submitted and the timescale for receiving the decision is in line with the delivery of the project. The tendering process is underway with 4 competitive tenders being sought.

Resources

Section 106 funding of £68,000 has now been confirmed for the project. This sum, combined with the contribution from fundraising for the memorial by the Woodley War Memorial Project group, should cover the cost of the project including design and tendering. At the extraordinary meeting of the Committee on 26 March 2014 it was agreed that the Town Council allocate reserves to cover the immediate costs of the civic space project because it was unlikely that the Section 106 funds would be available in time to meet the project deadline; once the funds are received the reserves will be replenished (Strategy and Resources Committee 26/3/14 minute no. 84).

Recommendation:

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

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 4 February 2014 at 8.00 pm

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

Also present: *Councillor M. Walker*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager; A. Bunn, Leisure Services Manager; L. Matthews, Committee Officer*

60. **APOLOGIES**

There were no apologies for absence.

61. **DECLARATIONS OF INTEREST**

Councillor Hayward	Agenda item 7b, Budget Estimate 2014/15, in relation to grants	Prejudicial – Councillor Hayward is a Citizens Advice Bureau Trustee
--------------------	--	--

Councillor Hayward abstained from voting on the amendment regarding the CAB grant.

Councillor Baker	Agenda item 16, WBC consultation on the draft CIL charging structure	Prejudicial – Councillor Baker is a member of the Executive and CIL is within his area of responsibility
------------------	--	--

Councillor Baker handed over the Chair and withdrew from the room during the consideration of agenda item 16.

62. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 26 NOVEMBER 2013**

Minute 48: Friday night youth club at Bulmershe Centre

Concern was expressed by Councillors Challis and Lawley that a decision had been taken to set up a new Friday night youth club at Bulmershe Leisure Centre without some Members being aware of discussions regarding the future of the centre. The Chairman explained that at that stage there had not been much progress, that the matter had been confidential because of commercial matters and had been retained within the officer and leadership core; and he believed this was no different to the way the leadership at the Council had worked in the past. In response to a further question, the Chairman confirmed that proposals on the future of the centre were not on the agenda for decision that evening and would come to the committee once all the facts were available to all councillors.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 26 November 2013 be approved and signed by the Chairman as a correct record.

63. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 1/14.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
November 2013	£107,183.03	£56,212.17
December 2013	£79,199.38	£57,244.97

c) **Short term investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 27 December 2013 for a period of 3 months at a rate of 0.6% interest.

d) **HMRC**

The Service Support Manager reported that the Council had had a routine visit from HMRC which had identified some areas, including the employee status of some individuals and taxable employee benefits, which required clarification and adjustments to how they were implemented in future. In response to questions he confirmed that the employee benefit matters related to mileage and accommodation and that these were not related to the functions carried out by the Council's payroll service company. The Chairman confirmed that the Council was co-operating fully with HMRC.

64. **CHARGES 2014/15**

a) **Oakwood Centre charges 2014/15**

An amendment to the charges was proposed by Councillor Challis:

- To reduce the charges at the Oakwood Centre for Woodley residents and community groups by 20% from the 2013/14 rates, on weekday evenings from 5pm and all day on Saturdays and Sundays.

This was seconded by Councillor Rowland.

Councillor Challis referred to the aim that daytime business bookings subsidise residents' use in the evenings and at weekends and the healthy state of the Council's finances. He also believed that reducing rates could promote use and the impact may be lower than the £2,000 estimated cost of this proposal.

During discussion of this amendment, Members referred to the reasonable rates at the centre, the increasing costs of delivering services and some of the restrictions at the centre, as well as the need to make the centre more available to community groups.

After being put to the vote the amendment was lost.

Voting: For: 4 Against: 5

RECOMMENDED:

- ◆ That the 2014/15 charges at the Oakwood Centre, as set out in the Proposed Charges 2014/15 Appendix, be approved.

Voting: For: 5 Abstentions: 4

b) **Leisure Services charges 2014/15**

Councillor Challis proposed the following amendments to the Leisure Services charges:

- To limit concessionary charges to a 3% increase except where the non-concessionary rate increase was higher than 3%, in which case the concessionary increase be set at the same rate of increase as the non-concessionary rate.
- To retain the 2013/14 charges for plaques at the Garden of Remembrance.

The amendment was seconded by Councillor Rowland.

Councillor Challis referred to the recently proposed increases for over 60 year olds at the allotments, which had not been agreed by Council, and believed that younger and older citizens in particular should not have to pay above inflation increases. The estimated cost to the Council of these amendments would be £400.

The Chairman responded that there were very few concessionary increases over 3% and that the Leisure Services Manager had carried out price comparisons to ensure the charges were competitive.

On being put to the vote the amendments were lost.

Voting: For: 4 Against: 5

RECOMMENDED:

- ◆ That the 2014/15 charges for Leisure Services, as set out in the Proposed Charges 2014/15 Appendix, be approved.

Voting: For: 5 Abstentions: 4

65. **REVISED ESTIMATES 2013/14**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 2/14. Members thanked the Town Clerk for the work carried out to produce the budget figures.

On being put to the vote, it was unanimously

RESOLVED:

- ◆ To note the contents of Report No SR 2/14.
- ◆ To approve the 2013/14 Revised Estimates Budget, as set out in the Budget Appendix

b) **Leisure Services and Community Services Committees**

On being put to the vote, it was unanimously

RESOLVED:

- ◆ To approve the 2013/14 Revised Estimates Budget of the Leisure Services and Community Services Committees, as set out in the Budget Appendix.

66. **BUDGET ESTIMATES 2014/15**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 3/14. In response to a question it was confirmed that the budget figures included funding for three Woodley Herald newsletters in the year, rather than the four currently published.

RESOLVED:

- ◆ That the 2014/15 Budget Estimates for the Strategy and Resources Committee form part of the 2014/15 Budget and be presented for approval.

Voting: For: 5 Abstentions: 4

b) **Leisure Services and Community Services Committees**

Councillor Challis proposed the following amendments to the proposed grants awards:

- To fully fund the grant of £5,940 requested by the Citizens Advice Bureau.
- To reduce the proposed grant funding to the Lend and Play Toy Library to £570.

Councillor Rowland seconded the amendments.

In support of the amendments Councillor Challis referred to the CAB's request for funding, the level of which was linked to their activity in Woodley, and believed that this service was valuable to many people. He noted that the Lend and Play Library had been established after a similar group had lost funding from the Borough Council and that over the past year only 57 of the users were Woodley residents. It was his view that the CAB provided a more important service to Woodley residents than the Lend and Play Library. The increase to the budget figures overall would be £707.

The Chairman responded that the CAB's grant had increased in line with inflation and there had been no change in approach by the Council. This was challenged by Councillor Challis who said that last year's grant request had been submitted in line with usage in Woodley. The Chairman said he believed it was important to support the Woodley-based Lend and Play Toy Library and that the CAB would still be receiving a large sum from the Council.

On being put to the vote the amendments were lost on the casting vote of the Chairman.

Voting: For: 4 Against: 4 Abstentions: 1

Councillor Challis proposed the following amendment to the Amenities budget:

- To remove the £1,000 allocation for a community refuse vehicle.

The amendment was seconded by Councillor Rowland.

Councillor Challis referred to the budget information on this allocation which indicated this had been included as a contingency, should a refuse vehicle become available to provide a monthly service at the Airfield Centre. He believed that should the service be able to be provided, funding could be requested and approved as it had been this year.

On this matter Councillor Hayward reported that further information on the reasons for the community refuse service not being available in 2014/15 had been sought. The Town Clerk informed Members that having contacted the Waste Services Manager he had explained that the service being provided at the Airfield Centre in January, February and March this year was being covered by a vehicle that was not entirely suitable and that this couldn't be used on a long term basis. Unfortunately he had over-committed the service when initially responding to the Council's request.

On being put to the vote it was

RESOLVED:

- ◆ To remove the £1,000 contingency allocation for a community refuse vehicle in the Community Services amenities budget.
- ◆ That the 2014/15 Budget Estimates for the Leisure Services and Community Services Committees, as amended, form part of the 2014/15 Budget and be presented for approval.

Voting: For: 8 Abstentions: 1

c) **Budget and Precept 2014/15**

The Town Clerk presented Report No. SR 4/14. Concern was expressed at the decision by Wokingham Borough Council not to pass on the full level of precept grant from government to town and parish councils this year, and that it proposed to reduce the grant by 50% in 2015/16 and make no grant in the year after.

In response to questions about his role as a member of the Executive at Wokingham Borough Council and this matter, the Chairman reported that this had not been a matter voted on by the Executive. His understanding was that the sum was not ring fenced and had been rolled into the general fund, the allocation of which he had not been privy to.

The loss of this grant funding and the use of reserves to fund the Council's activities was questioned. The Chairman believed that the proposed budget was prudent and that the Council should have a more robust multi-year budget plan to encompass the concerns expressed and he intended to work on developing such a plan.

At this point in the discussion Councillor Challis proposed the following amendment:

- That the £30,000 allocated to an earmarked reserve to fund a bookings system be transferred to revenue.

This amendment was seconded by Councillor Rowland.

Councillor Challis believed that the funding allocated for a bookings system would not be required if proposals in respect of Bulmershe Leisure Centre were agreed and that this sum should be used to support revenue expenditure.

The Chairman said he understood the points being made about this earmarked reserve and that he believed that consideration of the capital programme would be the appropriate time to re-evaluate earmarked reserves, including the one allocated for a bookings system.

On being put to the vote the amendment was lost.

Voting: For: 4 Against: 5

RESOLVED:

- ◆ To note the contents of Report No. SR 4/14.

RECOMMENDED:

- ◆ That the budget for 2014/15 be presented to Council for approval
- ◆ That a precept level of £1,030,349 for the 2014/15 financial year be presented to Council for approval.

Voting: For: 5 Abstentions: 4

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

Members considered the recommendation from the Leisure Services Committee meeting held on 7 January 2014, minute No. 33 and

RESOLVED:

- ◆ That the Council proceed with the project to install a 3G artificial grass pitch and associated works at Woodford Park.
- ◆ That the Council instruct Sports Solutions to proceed with the preparation and submission of a planning application for the proposed 3G artificial grass pitch and associated works.
- ◆ That the Council allocate a sum of £4,500 from the special projects earmarked reserve to cover the costs of the application and possible surveys.
- ◆ That the Council seek and identify funding to cover the estimated £200,000 required for the project to meet the 50% partnership funding required under the terms of potential grant funders.
- ◆ To allocate funding to prepare and submit a planning application for the project, and subject to sufficient of those funds being available, officers be delegated to commission any surveys required as part of the planning application process.

68. **INVESTMENTS WORKING PARTY**

The Chairman presented Report No. SR 5/14 of the Investments Working Party meeting held on 23 January 2014, and drew Member's attention to the recommendations in respect of the 2014/15 Treasury Management Strategy

RESOLVED:

- ◆ To note Report No. SR 5/14.

RECOMMENDED:

- ◆ That the Treasury Management Strategy 2014/15 (enclosed) be recommended to Council for approval.

69. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**

The Chairman presented Report No. SR 6/14 and explained that some of the revisions being proposed related to clarification of matters that were identified in the run up to the last Annual Meeting of the Council.

Councillor Challis, a member of the working party, reported that he had not been in agreement with one revision on which the working party had voted and in relation to that item he proposed the following amendment to the draft standing orders:

- That Standing Order 1 s vii, "To receive such communications as the Leader of the Council may wish to lay before the Council" be deleted from the draft standing orders.

This amendment was seconded by Councillor Rowland.

Councillor Challis believed that the inclusion of this standing order would have the effect of creating an executive leader role and give the Leader the opportunity to speak before other reports were considered by Council at its meetings.

The Chairman informed the committee that there would be no recommendations in the Leader's report and that, unlike the previous administration, he used it as an opportunity to report on his activities as Leader and aid transparency.

On being put to the vote the amendment was lost.

Voting: For: 4 Against: 5

RESOLVED:

- ◆ To note Report No. SR 6/14.

RECOMMENDED:

- ◆ That the Standing Orders (enclosed) be adopted.
- ◆ That the revised protocol for attendance at meetings by Councillors who are not members of those bodies, attached to the Standing Orders, be approved.

70. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Councillor Haines presented Report No. SR 7/14. She reported that the back rent owed was soon to be paid in full and that the parasols were due to be installed that week.

RESOLVED:

- ◆ To note Report No. SR 7/14.

71. **PUBLIC TOILETS WORKING PARTY**

Members noted that the next meeting of the Public Toilets Working Party would be held on 20 February 2014.

72. **WAR MEMORIAL/CIVIC SPACE**

The Service Support Manager presented Report No. SR 8/14 and reported that revised costings for a smaller project costing between £35,000 - £45,000 had been received. In order to meet the very tight deadline for the installation of the memorial and civic space it was proposed that officers be delegated to decide on the design detail while liaising with the Council representatives appointed to the Woodley War Memorial Project group (WWMP).

The WWMP group now estimated that their fundraising would reach £24,000 - £26,000. The actual cost of the memorial will be £25,772 and an order would be placed that week.

In response to a question the Service Support Manager confirmed that following contact with planning officers the memorial and civic space would require a certificate of lawful development, rather than having to go through the planning application process.

RESOLVED:

- ◆ To note Report No. SR 8/14.
- ◆ That the Service Support Manager progress the project in liaison with the Chairman of the Woodley War Memorial Project group and the Council's representatives on that group and update the committee on progress.
- ◆ That £8,400 be allocated from the special projects earmarked reserve to commission works from Emma Bramhill Design as detailed in the report.

73. **SECTION 106 DEVELOPERS CONTRIBUTIONS**

The Service Support Manager presented Report No. SR 9/14. The Council was still waiting for a response to a request for funds for the civic space and the Service Support Manager reported that he had liaised with Sports Solutions regarding potential Section 106 monies for the proposed 3G artificial grass pitch.

In response to a question regarding the consultation on the play equipment at Malone Park the Service Support Manager said this would end the following week. The consultation forms had been placed on the website with printed copies available for completion at the Oakwood Centre and the leisure centres. Schools had also been contacted about the consultation. The Service Support Manager apologised for not informing councillors directly about the consultation and believed this had been included in his report to the Leisure Services Committee. It was requested that in future all councillors be directly informed of consultations being undertaken

In response to a question regarding the lack of a closing mechanism on a gate at Malone Park, the Service Support Manager agreed to investigate this matter.

RESOLVED:

- ◆ To note the information contained in Report No. SR 9/14.

74. **BULMERSHE LEISURE CENTRE**

In opening the discussion on the proposals for the future of Bulmershe Leisure Centre, which had now been agreed by Wokingham Borough Council, the Chairman drew the Committee's attention to the third recommendation in the Executive Report provided. In his view, if there was no satisfactory outcome on discussions regarding dilapidations the proposed arrangement could not be agreed.

In response to points raised, the Chairman informed the meeting that he had declared a prejudicial interest and retired from the meeting when this item had been considered by the Executive.

Concern was expressed by some Councillors at the wording in the report which appeared to indicate that the Town Council had already agreed to an early surrender of the lease, when this was not the case.

Councillors Challis and Rowland expressed their disappointment that the Chief Executive of Wokingham Borough Council had not delivered on an undertaking he had made, during their discussions with him on the future of the centre, that a joint briefing be issued to all Town and Borough Council members representing Woodley before any actions were taken.

It was proposed by Councillor Rowland, seconded by Councillor Challis and

RESOLVED:

- ◆ That the Town Clerk write to the Chief Executive, Wokingham Borough Council, expressing the Council's concerns regarding this matter, the content of which to be agreed by the Leader and Deputy Leader of the Council and the Leader and Deputy Leader of the Liberal Democrat Group.

In concluding the discussion, the Chairman informed Members that an extraordinary meeting of the committee would be arranged to discuss the proposals on the future of Bulmershe Leisure Centre, once more information had been received on the implications and intentions of the proposals. The Town Clerk would arrange this extraordinary meeting on a date when all members of the committee were able to attend.

75. **WOKINGHAM BOROUGH COUNCIL CONSULTATION ON THE DRAFT CIL CHARGING STRUCTURE**

Councillor Haines took the Chair for this item. Members' attention was drawn to the reference on the level of CIL allocation to town and parish councils and the lateness of this process to establish arrangements in respect of the CIL.

RESOLVED:

- ◆ To make no response to the consultation, but that clarification be sought on the cap to be applied to the allocation of CIL funds to town and parish councils with no Neighbourhood Plan.

76. **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

Members noted the briefing on VAT and asked the Town Clerk to report on any further information received.

77. **BOROUGH PARISH CONFERENCE 2013**

Members noted the minutes and workshop reports from the Borough Parish Conference held on 6 November 2013.

78. **FUTURE AGENDA ITEMS**

It was requested that an agenda item regarding the provision of the new Friday night youth club should be included if it is decided that the lease on Bulmershe Leisure Centre is to be given up.

Following discussion, Members agreed that the special meeting to be held regarding the future of Bulmershe must include full consideration of all the issues, such as the future of the youth club and school use. The Chairman asked all Members to notify the Town Clerk of the issues they believe should be addressed in the meantime.

79. **PUBLICITY AND WEBSITE**

It was agreed that information be displayed on the website stating that no decision has yet been made regarding the future of Bulmershe Leisure Centre.

The meeting closed at 9:40pm
