



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

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

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

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 7:30 pm on Tuesday 3 February 2015, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**

2. **COMMITTEE MEMBERSHIP**

To note that at the meeting of the Council held on 9 December 2014 Councillor Walker was appointed to replace Councillor Haines on the Strategy and Resources Committee, following Councillor Haines' resignation from the Committee.

3. **DECLARATIONS OF INTEREST**

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

4. **MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2014**

To approve the minutes of the Strategy and Resources Committee held on 25 November 2014 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 9 December 2014 and were subsequently amended. The amended minutes are attached)***

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5. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 1/15.**

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b) **Payments**

To approve the following payments as set out in **Appendix 5b:**

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	Current account	Imprest account
November 2014	£97,061.77	£60,782.47
December 2014	£68,630.05	£50,060.34

- c) To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 3 January 2015 for a period of 3 months at a rate of 0.57% interest.

6. **CHARGES 2015/16**

- a) To consider the proposed 2015/16 charges at the Oakwood Centre and recommend the 2015/16 charges for the Oakwood Centre be approved. (**Proposed Charges 2015/16 Appendix page 5 enclosed.**)
- b) To consider the recommendation from the Leisure Services Committee and to recommend the 2015/16 Charges for Town Council leisure facilities be approved. (**Proposed Charges 2015/16 Appendix pages 1-4 enclosed.**)

7. **REVISED ESTIMATES 2014/15**

- a) To consider **Report No. SR 2/15.** (**Budget Appendix – blue pages enclosed.**)
- b) To consider recommendations from Leisure Services and Community Services Committees to approve the Revised Estimates for 2014/15 as set out in the enclosed **Budget Appendix (green and pink pages enclosed).**

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8. **BUDGET ESTIMATES 2015/16**

- a) **Strategy and Resources Committee**
To consider **Report No. SR 3/15.** (**Budget Appendix – blue pages enclosed.**)
- b) **Recommendations from other committees**
To consider the 2015/16 Budget Estimates recommended by the Leisure Services and Community Services Committees (**Budget Appendix – green and pink pages enclosed**) and that these be approved.

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c) **Budget and Precept 2015/16**

To consider **Report No. SR 4/15.**

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9. **CAPITAL PROGRAMME 2015/16**

To consider **Report No. SR 5/15.**

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

To note that Councillor Challis resigned from the Standing Orders and Financial Regulations Working Party with effect from 9 January 2015 on a point of principle regarding the recent amendment to the Standing Orders not having been reviewed by the Standing Orders Working Party before being proposed to Council.

To appoint to the vacancy on this working party.

11. **INVESTMENTS WORKING PARTY**
To consider **Report No. SR 6/15**. Page 28
12. **PUBLIC TOILETS WORKING PARTY**
To receive **Report No. SR 7/15** and **Report No. SR 8/15** of the Public Toilets Working Party meetings held on 12 December 2014 and 23 January 2015. Pages 29 and 31
13. **CATERING PARTNERSHIP MANAGEMENT PANEL**
To receive **Report No. SR 9/15** of the Catering Partnership Management Panel meeting held on 28 November 2014. Page 32
14. **SECTION 106 PROJECT LIST**
To note the current Section 106 projects list, attached at **Appendix 14**. Page 35
15. **3G PITCH PROJECT**
- a) To note that loan approval for the 3G pitch project has been received for the sum of £255,000. (**Appendix 15a**) Page 39
- b) The planning officer at Wokingham Borough Council has asked for a tree survey of the site to be carried out and submitted as part of the Council's planning application for the 3G pitch. This was commissioned and the report provided to the planning authority. The £1,150 cost of the survey has not been allowed for in the funds allocated for this project and it is proposed that that £1,150 be allocated from the Special Projects Fund for this purpose. Members are asked to consider this proposal.
16. **BULMERSHE LEISURE CENTRE**
To receive **Report No. SR 10/15** on the surrender of the lease on Bulmershe Leisure Centre and the transfer of staff to C-Salt/1Life. Page 41
17. **OFFICES AT WOODFORD PARK LEISURE CENTRE**
As requested at the last meeting, the following information is provided:
The area of office space at Woodford Park Leisure Centre to be leased is approximately 1023 sq ft. Prime office rents in Reading were forecast to increase by the end of 2014 to £32 per sq ft. Information provided on smaller office rents in Woodley indicated that these can range between £20 - £30 per sq ft, including rates and utilities. For the office area at Woodford Park Leisure Centre, at £20 per sq ft the annual charge would be £20,460. At the higher end of £30, this would be £30,690. The annual rent presently charged for the offices equates to £19.27 per sq ft. The Council's arrangement with the present occupier of the offices included a contribution of £4,365 towards works to meet their specific requirements.
18. **HMRC**
To note that the HMRC issues previously reported to the Committee are now finalised and any penalties have been suspended.
19. **LOCAL GOVERNMENT FINANCE SETTLEMENT**
To note the response to the Local Government Minister's invitation to comment on the inclusion of town and parish councils in the referendum principles as part of the 2015/16 Local Government Finance Settlement. This response was made in between Committee meetings, following consultation with all members of the Committee, to meet the closing date of 15 January 2015. (**Appendix 19**) Page 44

20. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT
PARISH POLLS CONSULTATION**
To note the response to the Parish Polls Consultation, made in between Committee meetings, following consultation with all members of the Committee, to meet the closing date of 30 January 2015. **(Appendix 20)** To follow
21. **ROYAL GARDEN PARTY 2015**
To consider making a nomination to attend the Royal Garden Party to be held on 12 May 2015. Information and guidance notes are attached at **Appendix 21.** Page 46
22. **COMMUNITY GRANTS**
To note that letters of thanks have been received from Berkshire County Blind Society, 2nd Woodley Scout Group, Sue Ryder: the Duchess of Kent Hospice and Reading Football Club Community Trust for the grants that were awarded at the last meeting.
23. **BOROUGH/PARISH WORKING GROUP**
To note the notes of the Borough/Parish Working Group meeting held on 12 January 2015. **(Appendix 23)** Page 48
24. **WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS**
To note the minutes of the Annual Meeting of the Wokingham District Association of Local Councils held on 21 January 2015. **(Appendix 24)** Page 53
25. **COUNCIL MEETING DATES 2015/16**
To note that the date of the Town Electors meeting in 2016 will be Tuesday 1 March 2016, and not 2 March as previously advised.
26. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
27. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
28. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 29 on the agenda.
29. **HUMAN RESOURCES/HEALTH AND SAFETY SUPPORT**
To receive **Report No. SR 11/15.** Page 59

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 25 November 2014 at 8.00 pm

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

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

50. **APOLOGIES**

Apologies for absence were received from Councillor K. Haines.

51. **COMMITTEE MEMBERSHIP**

RESOLVED:

- ◆ To note that at the meeting of the Council held on 30 September 2014 Councillor Chadwick was appointed to the vacant place on the Strategy and Resources Committee.

52. **DECLARATIONS OF INTEREST**

Councillor Outen	Agenda item 10 Allotment rent review	Personal – Councillor Outen's wife is an allotment tenant
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Councillor Outen did not participate in the discussion or the vote regarding the allotment rent review.

53. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 16 SEPTEMBER 2014**

Minute number 40: Civic Space and War Memorial

Councillor Lawley noted that the Remembrance Day gathering at the war memorial on 11 November went very well and he thanked officers for the work they put in to organising the event. Councillor Lawley had also been pleased to see the Town Crier in attendance.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 16 September 2014 be approved and signed by the Chairman as a correct record.

54. **APPOINTMENT OF VICE CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Chadwick as Vice Chairman of the Strategy and Resources Committee following the resignation of Councillor Haines from this position.

55. **FINANCE**

a) **Budgetary Control**

In reply to a question the Town Clerk said she believed that the Corporate Management costs were higher than at the same time in the previous year due to changes in the rules governing pension provision, resulting in more staff joining the pension scheme and an increase in the rate at which employers' contributions were to be paid, which

was higher than budgeted for. The Chairman asked the Town Clerk to confirm this, or otherwise, to the Committee members.

RESOLVED:

- ◆ To note Report No. SR 38/14.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (September) and **Appendix B** (October):

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

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

a) **RESOLVED:**

- ◆ To note the resignation of Councillor Haines from the following:
 - Personnel Sub Committee
 - Public Toilets Working Party
 - Risk Management Working Party
 - Catering Partnership Management Panel

b) **RESOLVED:**

- ◆ To note the vacancies on the following working parties as a result of the disqualification of a Member of Council:
 - Standing Orders and Financial Regulations Working Party
 - Public Toilets Working Party

c) **RESOLVED:**

- ◆ To appoint Councillor Cheng to the Personnel Sub Committee.
- ◆ To appoint Councillor Cheng to the Risk Management Working Party.
- ◆ To appoint Councillor Rahmouni to the Catering Partnership Management Panel.
- ◆ To appoint Councillors Walker and Rahmouni to the Public Toilets Working Party.
- ◆ To appoint Councillor Franklin to the Standing Orders and Financial Regulations Working Party.

57. **INVESTMENTS WORKING PARTY**

The Town Clerk presented the report of the Investments Working Party meeting held on 12 November 2014 and informed Members that the projected increase in fund value for the period 1/4/2015 – 31/3/2016, which Rathbone Investment Management had provided after the meeting, was £29,803. Members noted that the value of the fund was currently ahead of the target line but that this could be affected by interest rate changes in the future.

RESOLVED

- ◆ To note Report SR 39/14.

58. **PUBLIC TOILETS WORKING PARTY**

Members noted that the working party had not met since the last meeting of the Strategy and Resources Committee. The Town Clerk reported that it was hoped a meeting of the working party could be arranged before Christmas following the appointment of Members to the vacant places on the working party. This would enable the appointed contractor to present the information that had been gathered on the potential sites.

The Chairman noted that the Committee was keen for the public toilet to be built as soon as possible and that all Members should work together to resolve any problems that might arise.

59. **CATERING PARTNERSHIP MANAGEMENT PANEL**

The Service Support Manager presented the report of the Catering Partnership Management Panel meeting held on 10 October 2014 and reported that the café continued to do well with business being particularly strong at the weekends. There was some concern that business bookings in the Oakwood Centre were not using the in-house catering for lunches and ways of addressing this issue were to be investigated.

There was some discussion regarding the use of the Oakwood Centre premises free of charge for the Festival of Business when organisations from the voluntary sector, which were also important, had to pay. Councillor Baker stated that the current administration was encouraging small businesses by not charging the Festival of Business for the use of the premises in order to support the growth of businesses in Woodley, which would in turn take on local employees.

RESOLVED:

- ◆ To note Report SR 40/14.

60. **SECTION 106 PROJECT LIST**

The Service Support Manager reported on the Section 106 project list and informed Members that since the last meeting of the Committee the Town Centre Management Initiative had submitted an application for improvements to the town centre.

At the last meeting Members had asked for proposals for reviewing the list on a regular basis and the Service Support Manager reported that each of the relevant standing committees would be asked to review the list, but that this had not yet been undertaken.

There was discussion about the improvement required to the surface of the entrance to Woodford Park from Western Avenue and whether this should remain on the list if the unknown ownership of the land meant that work could not be undertaken.

RESOLVED:

- ◆ To note that the Town Centre Management Initiative had submitted an application for Section 106 funds for improvements to the town centre.
- ◆ That Councillors Baker and Challis would meet to review and update the list.

61. **COMMUNITY GRANTS**

Members considered the six grant applications received as set out in Report No. SR 41/13 in line with the community grants criteria and:

RESOLVED:

- ◆ To award grants to the following:

2 nd Woodley Scout Group	£250	Towards the cost of purchasing additional camping equipment.
Reading Football Club Community Trust: Goals Football Centre, Woodley	£250	Towards the cost of providing Kickz football sessions free of charge to young people aged 11-19.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2015.
Cruse Bereavement Care Thames Valley Berkshire Area	£250	Towards the cost of providing counselling to bereaved children and adults.
Berkshire County Blind Society	£250	Towards the cost of providing transport and offering a range of events and activities to enhance the lives of the visually impaired.
Sue Ryder: The Duchess of Kent Hospice	£250	Towards the cost of providing palliative care at the hospice and in patients' homes.

62. ALLOTMENT RENT REVIEW

The Service Support Manager presented Report No. SR 42/14 and tabled a sheet to replace the incomplete table comparing charges made by other Councils. The report proposed that Members consider including a charge for water, an increase in the discount qualifying age in line with the state retirement age and a reduction in the discount, and an increase in allotment rents in line with the Retail Price Index.

Members discussed the recommendations made in the report and

RESOLVED:

- ◆ To note Report No. SR 42/14.
- ◆ To increase the allotment plot charges from January 2016 by 2.3% in line with the Retail Price Index figure as at September 2014.
- ◆ To adjust the discount rate from January 2016 from 50% to 40% in line with other services provided by the Council.
- ◆ To raise the discount qualifying age in line with the state retirement age, for those not currently in receipt of the discount.
- ◆ To introduce an annual charge of 40p per pole from January 2016 to offset a portion of the costs for water usage at the site.
- ◆ That the new charges and discount rates be applied to new tenants from January 2015.

63. **3G PITCH PROJECT**

The Town Clerk informed Members that some revisions were required to the planning application for the 3G pitch as a result of concerns expressed by residents at a public consultation meeting, and that the consultants had recommended an acoustic survey be carried out to ascertain whether acoustic boards would be necessary around part of the pitch. The acoustic survey and the attendance of the consultant at the public meeting were additional costs and a recommendation had therefore been made by the Leisure Services Committee meeting on 4 November 2014 that:

The Strategy and Resources Committee allocate a further £2,550 from the special projects earmarked reserve to cover the anticipated survey and other costs associated with this stage of the 3G artificial grass pitch project.

RESOLVED:

- ◆ To allocate a further £2,550 from the special projects earmarked reserve to cover the anticipated survey and other costs associated with this stage of the 3G artificial grass pitch project.

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

Members noted that Wokingham Borough Council had confirmed Section 106 funding of £60,000 for the project to improve the north end of the town centre, but that the funding might not be available until the next financial year. The condition imposed by Wokingham Borough Council that all liability for the project and all ongoing maintenance would be the responsibility of the Town Council was discussed and the Town Clerk agreed to clarify that maintenance of the paving would remain the responsibility of the Borough Council.

It was agreed that the next step was to get the proposals drawn up on a set of plans, which could then be put before the Committee for approval, and the method of funding the design was discussed. In order to move the project forward it was suggested that the TCMI should be asked to fund the design stage, but that the Town Council would reimburse this cost from the Section 106 funds if the project went ahead and consider funding any shortfall in project costs.

RESOLVED:

- ◆ To seek quotes for the design and project management of the project to improve the north end of the town centre.

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

The proposed schedule of meetings for 2015/16 had been circulated with the agenda. The Town Clerk asked Members whether the possibility of holding the Plans Committee on Monday evenings instead of Tuesday evenings could be considered, as this would give more flexibility to the scheduling of the other committee meetings and help to ease the scheduling problems at certain times of the year. It was agreed that officers prepare a schedule accordingly for consideration by Council.

RECOMMENDED:

- ◆ That the schedule of meetings for the 2015/16 municipal year, as attached at **Appendix C**, be approved.

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

RESOLVED:

- ◆ To note that the response to the consultation on Shaping Our New Communities indicated reassurance that the purpose of the Shaping Our New Communities work was to influence the development of strong vibrant communities in all areas of the borough and not just the Strategic Development Locations

67. **WOKINGHAM BOROUGH/PARISH WORKING GROUP**

RESOLVED:

- ◆ To note the report of the Borough/Parish Working Group held on 23 October 2014.

68. It was proposed by the Chairman and

RESOLVED:

- ◆ That as the business was unlikely to be completed by 10pm the meeting continue to 10:30pm.

69. **NALC CONFERENCE**

Members noted that the NALC Larger Councils Conference – “Future Local” – would be held on 3 December 2014. No Committee member was able to attend.

70. **URGENCY COMMITTEE**

RESOLVED:

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

71. **BULMERSHE LEISURE CENTRE**

The Town Clerk presented Report No. SR 44/14 and informed Members that the Town Council, Wokingham Borough Council and 1Life had agreed to hold quarterly meetings to discuss sports provision in Woodley.

Some Members expressed concern about the ongoing liability that the Town Council would have to the pension fund in respect of staff that have transferred to 1Life in the event of the insolvency, winding up or liquidation of 1Life. The Town Clerk explained that the Council had been assured by the Pension Fund that the Council’s risk was low, that a bond held by the fund would be kept under review and that, in effect, any sums due in this event would be pooled across the whole fund.

In reply to a question the Town Clerk informed Members that the Deeds of Surrender of the leases for Bulmershe Leisure Centre and the Bulmershe bungalow had been prepared by the Council’s solicitor and were available for Councillors to view.

It was noted that the early termination of the energy management system contract at the centre was the most significant cost in terms of contract transfers/terminations at £1,500.

RESOLVED:

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

72. **OPTALIS**

The Town Clerk presented Report No. SR 45/14 informing Members of the proposed terms of the lease agreement with Optalis for the use of the offices at Woodford Park Leisure Centre, which were formerly used by the Berkshire Lawn Tennis Association.

There was some discussion about the terms of the lease and it was proposed by Councillor Rowland and seconded by Councillor Challis that the rent for the office space should be increased by the Retail Price Index each year rather than by the fixed amounts set out in the proposed terms.

This motion was put to the note and was lost.

Following further discussion the Town Clerk agreed to determine the square footage of the offices and investigate the commercial rent that could be achieved for equivalent premises. The findings would be reported to the Committee.

The recommendation contained in the report was then put to the vote and it was

RESOLVED:

- ◆ To approve the proposed terms of the lease agreement with Optalis for the use of the offices at Woodford Park Leisure Centre.

73. As the time had reached 10:30pm the remaining agenda items were not considered.

The meeting closed at 10:30pm

STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2014/15

Report No SR 1/15

EXPENDITURE	Budget 2014/15	Actual Exp as at 31/12/2013	Actual Exp as at 31/12/2014	Actual Exp as % of Budget	Information
Central Costs	238883	201423	167399	70.1	Phone, postage staff advertising and equipment over 75%, other costs under.
Democratic Costs	43725	24985	28197	64.5	No expenditure from the training or election fund budgets. Civic Allowance at 89% - Civic Awards reception.
Corporate Management	261118	146897	193482	74.1	Insurance premiums and affiliations payable at the beginning of the year. Employers NI & pension costs above 75% at this point.
Capital Programme	45000	45000	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	4000	2550	63.8	Grants awarded in April and November
Inn on the Park	11262	8095	8678	77.1	Rates, water, repairs and alarm maintenance over 75%
Oakwood Centre	141931	95434	101335	71.4	Staff, rates, phone, equipment and skip costs over 75%.
Maintenance HQ	7292	6269	5365	73.6	Rates and repairs & vehicle costs over 75%. Other costs under at this point.
Capital and Projects	184940	134219	132470	71.6	Loans paid in September and March - sinking fund contribution invested.
TOTAL	938151	666322	639476	68.2	

INCOME	Budget 2014/15	Actual Inc as at 31/12/2013	Actual Inc as at 31/12/2014	Actual Inc as % of Budget	Information
Central Costs	6647	3716	3943	59.3	Investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	0	0	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Inn on the Park	40800	33936	34000	83.3	Management fee invoiced in advance.
Oakwood Centre	140646	107358	107579	76.5	Room hire at 74.6%, rent invoices for the year paid.
Maintenance HQ	0	0	0	0.0	
Capital and Projects	0	0	0	0.0	
TOTAL	188093	145010	145522	77.4	

NET 750058 521312 493954

Month 9 - 75%

Woodley Town Council 2014/2015

Current Account

List of Payments made between 01/11/2014 and 30/11/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
A1 Locksmiths(Berkshire) Ltd	34.98	Keys cut for new tenant
Accounting Solutions	569.40	Budget preparation consultancy
Anvil Metalworks Ltd	6474.00	Memorial Ground gates
BE Fuelcards	1.25	Admin charge
BE Fuelcards Ltd	62.10	BP Diesel-OE55NNW-120028
Berkshire Media Group Ltd	600.00	Staff vacancy advert
Bowak Ltd	306.48	Cleaning supplies
Bowak Ltd	19.18	Cleaning supplies
British Gas	3617.02	Electricity supply
British Gas	4358.44	Electricity supply
Broadwater Technologies Ltd	194.40	BLC pool plant survey
BT Direct	23.02	Phone
BT Direct	126.00	Phone
BT Direct	517.88	Phone
BT Direct	698.30	Phone
BT Direct	68.40	Phone
BT Direct	71.96	Phone
BT Direct	72.36	Phone
BT Retail	8.40	Phone
Churchill Contract Services Lt	3255.67	Contract cleaning
Churchill Contract Services Lt	3047.03	Contract cleaning
CIT Vendor Finance (UK) Ltd	839.38	Qtrly rental of photocopier charge
Credit Union	50.00	Credit Union deducted from pay
Crown Water & Coffee	47.52	Bottled water
EDF Energy 1 Ltd	10.88	Electric for clock tower - recharged to TCMI
Energy Electrical Distributors	74.25	Electrical supplies
EURODEC	184.56	Decorating supplies
Eurostat Office Supplies	152.29	Stationery supplies
Eurostat Office Supplies	111.52	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Frasers Office Supplies Ltd	337.79	Stationery supplies
Frasers Office Supplies Ltd	78.31	Stationery supplies
Grundon Waste Management Ltd	216.00	Refuse collection
Hire Depot (Reading) Ltd	48.60	Hire of sprayer War Memorial anti graffiti
HM Revenue & Customs Only	12859.31	PAYE & NI - employers and employees
Investec Asset Finance	372.00	BLC Light/heat
John Willis	110.00	Window cleaner - Oakwood Centre
Just In The Park CIC	375.75	Refreshments - Mayor's reception for BLC staff
Just In The Park CIC	1874.35	Charged on behalf of Just in the Park café
KLM Digital Office Solutions L	57.06	Service & maint photocopier
Laundry Depot	14.00	Wash/press table cloths OC
Lightatouch	377.41	Internal audit service
Lister Wilder Ltd	546.00	Hire of Verti-drain - Cricket/football grounds
Lister Wilder Ltd	84.52	Oil filter/rat and mice killer-Depot
Lloyds Bank	414.36	Cardnet charges
LT Pub Leasing	4020.00	Paid invoice twice - refund
Mainstream Digital	0.34	Phone
Majestic Group Ltd	433.44	Supply & install Tilda Cordata tree - Memorial Gnd
Margaret Macknelly Design	252.00	Remembrance leaflets + poster
Merchant Rentals	52.85	Monthly cardnet rental
MGCare Executive Ltd	52.00	DBS enhanced checks
MKR Electrical Services Ltd	587.11	Electrical supplies
OCS Group UK Ltd	291.60	Refuse collection

P & H Snacksdirect Ltd	265.83	Vending supplies
PDG Group Services	82.85	Cleaning supplies
PDG Group Services	383.98	Cleaning supplies
Peninsula Business	489.60	HR services
Pitney Bowes	250.00	Postage topup
Prudential Assurance	30.00	AVC payment deducted from pay
Reading Sharks	150.00	Coaching
Regency Cleaning Services Ltd	1491.31	Contract cleaning
Regency Cleaning Services Ltd	1880.38	Contract cleaning
RES Systems Ltd	521.46	Fire extinguisher service
RLSS UK Enterprises Ltd	266.55	BLC pool supplies
Secure Plus CCTV Ltd	108.00	Call out to CCTV camera
Securitas Security	94.50	Monthly key holding charge
Securitas Security	94.50	Monthly key holding charge
Sentiva	208.80	WCTMI web site hosting
Servo-Chem (UK) Ltd	160.68	BLC pool chemicals
SITA UK Ltd	569.11	Refuse collection
SMS Environmental Ltd	616.96	Water samples
Southern Electric	303.29	Electricity supply
Southern Electric	537.57	Electricity supply
Thames Valley Carpet and Floor	2820.00	Install Polyfloor 2000 WPLC offices
Thames Valley Temperature Cont	543.80	Call out OC Fosters fridge
Thames Valley Temperature Cont	782.10	Replace seal on heating pump
Thames Water	75.02	Water rates
Thames Water	303.05	Water rates
Thames Water	1047.00	Water rates
Thames Water	910.00	Water rates
Thames Water	3912.15	Water rates
The Berkshire Pension Fund	13078.14	Pension - employers and employees
The Crown Estate	704.00	Christmas Tree - WTCMI
The Letterworks Ltd	715.20	WTC printing of newsletter
Total Gas & Power	777.59	Gas supply
Total Gas & Power	1746.18	Gas supply
Trade UK	472.63	Building supplies
Trade UK	53.79	Building supplies
Trade UK	294.97	Building supplies
Travis Perkins Trading Company	13.98	Building supplies
Trinity Mirror Publishing Ltd	160.80	WTCMI advertising
Trinity Mirror Publishing Ltd	288.00	WTCMI advertising
TSM Copiers Ltd	170.81	Copier usage
Unison	41.90	Union fees deducted from pay
UNIVAR B.V.	1000.06	BLC pool chemicals
Universal Services	60.48	Trampoline service
Virgin Media Payments Ltd	20.27	Phone
Vodafone Ltd	256.69	Phone
Warren White	120.00	Disposal of fooring - Chapel hall
West Berkshire District Council	180.00	Licence renewal - Oakwood Centre
Windowflowers Ltd	974.40	WTCMI - flowers for town centre
Wokingham BC	41.00	Rates
Wokingham BC	155.00	Rates
Wokingham BC	344.00	Rates
Wokingham BC	848.00	Rates
Wokingham BC	1808.00	Rates
Wokingham BC	4410.00	Rates
Woodley Auto Centre	54.85	MOT on van
Woodley Auto Centre	241.87	MOT/service on truck

Total Payments 97061.77

CLERKS IMPREST A/C

List of Payments made between 01/11/2014 and 30/11/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
(Personal Information)	120.00	Paid inv twice-refunded
(Personal Information)	20.70	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	35.00	Refund BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	5.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	100.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	22.00	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	69.00	High Vis waistcoats
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
Age UK	36.41	Easy turn key for Disabled toilet
Amazon.co.uk	2.20	Top hanger blind parts
Amazon.co.uk	61.18	Brabantia postbox - Oakwood Centre
Coopers of Stortford	17.98	Telescopic gutter cleaner
Lands End Agility Dogs	150.00	Refund dep-L.E.A.D. RD453
Lidl	10.00	Deluxe bouquet-Mayor's reception
Lidl	113.88	Wine-Mayor's reception
Lloyds Bank	46.88	Charges 10 Sept to 9 Oct 2014
Lloyds Bank	59118.60	Net payroll - Nov 2014
Makro Self service	82.96	Banquet rolls/vending supplies
Slingsby.com	25.18	Mr Brush step mat - OC
TV Licensing.co.uk	145.50	BLC youth club TV licence
Woodley Flower Club	50.00	Refund dep-Wdly Flower Club
Total Payments	60782.47	

Woodley Town Council 2014/2015

Current Account

List of Payments made between 01/12/2014 and 31/12/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
2nd Woodley Scout Group	7.00	Scouts Christmas delivery- Mayors cards
ABC Medical Services (Reading)	2040.00	Defibrillator for WPLC & training
Ad-Visé UK Ltd	648.00	Advert in wedding ceremony brochure
Allen's Design & Print Ltd	2145.40	WTCMI Winter Extravaganza
B.E.S. Ltd	501.12	Building supplies
Badgemaster Limited	6.24	Staff name badge
Badminton England	225.00	Staff training
BE Fuelcards	27.64	Card charge
BE Fuelcards	52.20	Diesel-OE55NNW-120221
BE Fuelcards Ltd	41.75	Diesel-RY54DBU-30664
Bowak Ltd	319.47	Cleaning supplies
British Gas	1312.67	Electricity supply
Broadwater Technologies Ltd	518.18	Service of BLC pool
BT Direct	145.80	Phone
BT Direct	23.61	Phone
BT Direct	96.12	Phone
BT Direct	126.57	Phone
BT Direct	549.87	Phone
BT Group Plc	45.47	Phone
BT Retail	8.40	Phone
Churchill Contract Services Lt	1474.98	Contract cleaning
Crown Water & Coffee	31.68	Bottled water
Crown Water & Coffee	31.68	Bottled water
EDF Energy 1 Ltd	10.88	Electric for clock tower - recharged to TCMCI
EURODEC	145.90	Decorating supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fox Williams LLP	2054.64	Legal advice re BLC and 1Life
Frasers Office Supplies Ltd	245.31	Stationery supplies
Greenham Trading Ltd	113.36	Building supplies
Grundon Waste Management Ltd	108.00	Refuse collection
HC Slingsby Plc	140.19	Signs - fly killer/no parking
HM Revenue & Customs Only	10725.20	PAYE & NI - employer and employees
Investec Asset Finance	372.00	BLC Light/heat
KLM Digital Office Solutions L	42.85	Service & maint photocopier
KLM Digital Office Solutions L	174.00	Service & maint photocopier
Lamps & Tubes Luminations Ltd	4323.04	WTCMI Christmas lighting
Lloyds Bank	212.53	Cardnet charges
M K Funding Ltd	1976.34	Termination of BLC light/heat contract
Mainstream Digital	0.25	Phone
Merchant Rentals	52.85	Monthly cardnet charge
OCS Group UK Ltd	259.20	Refuse collection
P & H Snacksdirect Ltd	238.46	Vending supplies
Peninsula Business	489.60	HR services
PHS Group Plc	3229.96	Annual waste collection charge - OC/WPLC/Coro & Chapel hall
Prudential Assurance	30.00	AVC payment deducted from pay
Reading Borough Council	148.99	Annual licence fee Wheble Park
Reindeer Centre	1680.00	WTCMI - Reindeer hire
Rialtas Business Solutions Ltd	715.20	Accounts software - annual charge
Rigby Taylor Ltd	384.00	Gardening supplies
Riso (UK) Ltd	63.60	Photocopier charges OC
Securitas Security	94.50	Monthly key holding charge

Securitas Security	94.50	Monthly key holding charge
SGW Payroll Ltd	246.38	Payroll services
SGW Payroll Ltd	260.66	Payroll services
Siemens Financial Services Ltd	898.80	Quarterly photocopier rental charge
SITA UK Ltd	665.49	Refuse collection
Southern Electric Contracting	702.52	Electricity supply
Thames Water	910.00	Final BLC Water rates
The Berkshire Pension Fund	10807.52	Pension - employers and employees
The Brookside Group Practice	65.00	Medical report
The Card Shop	180.00	Christmas cards for Mayor
Total Gas & Power	822.66	Electricity supply
Total Gas & Power	1038.51	Electricity supply
Total Gas & Power	1966.43	Electricity supply
Total Gas & Power	316.85	Electricity supply
Total Gas & Power	1176.09	Electricity supply
Trade UK	147.07	Building supplies
Trade UK	91.98	Building supplies
Travis Perkins Trading Company	28.31	Building supplies
Trinity Mirror Publishing Ltd	180.00	WTCMI advertising
Trinity Mirror Publishing Ltd	1011.00	Advert for staff recruitment
TSM Copiers Ltd	14.36	Copier usage
TTC Signs Ltd	84.24	Aluminum sign/PVC banner
Unison	41.90	Union fees deducted from pay
Virgin Media Payments Ltd	26.84	Phone
Vodafone Ltd	209.80	Phone
West Berkshire District Council	295.00	Licence renewal - WPLC
Windowflowers Ltd	54.00	Gardening supplies
Wingfield Engineering Ltd	199.24	Depot pick-up truck service
Wokingham BC	41.00	Rates
Wokingham BC	155.00	Rates
Wokingham BC	344.00	Rates
Wokingham BC	848.00	Rates
Wokingham BC	1808.00	Rates
Wokingham BC	4410.00	Rates
	68630.05	

CLERKS IMPREST A/C

List of Payments made between 01/12/2014 and 31/12/2014

<u>Payee Name</u>	<u>Amount</u>	
	<u>Paid</u>	
(Personal Information)	38.44	Net pay O/T - Nov 2014
(Personal Information)	54.40	Net pay - Nov 2014
(Personal Information)	15.00	Refund deposit
(Personal Information)	21.65	Refund deposit
(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)	45.00	Refund deposit
(Personal Information)	50.00	Refund deposit
2nd Woodley Scout Grp	250.00	Grant
AVG.com	62.34	Anti-virus software
Berkshire County Blind Society	250.00	Grant
British Gymnastics.co.uk	79.74	Trampoline proficiency badges
Cruse Bereav Care Thames V	250.00	Grant

DVLA Licensing	225.00	Vehicle tax - RY54 DBU
DVLC Licensing	225.00	Vehicle tax - OE55 NNW
Honeymol Cyriac	50.00	Refund deposit
Hurst Ladies Golf Club	11.34	Cancelled mtg at WPLC
Lloyds Bank	30.16	Charges 10 Oct to 9 Nov 14
Lloyds Bank	47184.75	Net Dec 2014 payroll
PETTY CASH A/C	157.65	Petty cash topup
Post Office Shop	14.87	A4 folder over clipboards
Reading Football Club Comm	250.00	Grant
Sue Ryder-Duchess of Kent Hosp	250.00	Grant
Woodley Festival of Music&Arts	250.00	Grant
YPWD Berkshire West	100.00	Refund deposit

50060.34

REVISED BUDGET ESTIMATES 2014/15

REPORT OF THE TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Strategy & Resources Committee Revised Budget Estimates for the 2014/15 financial year.

Information

The Revised Budget Estimates for 2014/15, **Budget Appendix enclosed**, have been drawn up taking into account any additional factors or information from officers expected to affect income or expenditure for the year. Where possible, savings have been identified to reduce spending.

Expenditure

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

- In the central costs training, publications, stationary, staff advertising, office equipment and the anticipated VAT Partial Exemption payment for 2014/15 are anticipated to be lower than originally budgeted for. These are likely to be offset by slightly higher staff, phone, and postage costs with an estimated reduction in costs of £3,070. Members are asked to consider the allocation of any year-end unspent funds from the PR budget to an earmarked reserve for the purchase and installation of WWI information boards.
- Reductions in corporate management costs for staff, insurance, bank charges and accounts and audits costs have been offset by the higher NI and employers pension costs giving an estimated underspend of £878. Pension regulations with automatic opt-in to the pension scheme have increased scheme members this year. Original pension estimates were based on a lower percentage rate because the actuaries report was not available at the time.
- Grants of £2,550 have been awarded this year, with £1,450 of the original budget unspent.

Additional costs are estimated in four budget heads:

- In democratic costs the estimated cost of the by-election has been the main factor in increasing the expenditure by £4,811 this year.
- At the Inn on the Park increased costs for water, fuel, cleaning, repairs and alarm maintenance give a total increase in the budget of £1,289.
- An increase in staff costs at the Oakwood Centre, following the agreed allocation of funds for a one year fixed term post accounts for the most of the increase in expenditure of £6,158 at the centre, although this is offset by an anticipated reduction in cleaning and certification costs.
- At the Maintenance HQ reductions in staff and fuel, offset by and increase in repairs costs for new doors are estimated to give a £13 saving.

Staff costs, following a pay increase of 2.2% effective from 1 January 2015, have been mostly covered by the 1% increase allowed for in the original budget.

Overall, expenditure is estimated to be £6,874 under that originally budgeted.

Income

It is estimated that committee income will be £11,432 higher than the original budget figure. The corporate management budget now includes income from the recharging of the Woodley Town Centre Management Initiative employers contributions costs and income at the Oakwood Centre is anticipated to be higher than budgeted.

Net Expenditure

Overall, the committee's revised estimates show a net reduction of £4,558 over that originally budgeted for the 2014/15 financial year.

Recommendations:

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

- ◆ **That Members approve the allocation of year-end unspent PR funds to an earmarked reserve for the purchase and installation of WW1 information boards.**

- ◆ **that Members approve the Revised Budget Estimates for 2014/15, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2015/16

REPORT OF THE TOWN CLERK

Purpose of Report

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

Information

The Budget Estimates for the 2015/16 financial year, set out in the enclosed **Budget Appendix**, have been drawn up taking into account the previous year's revised estimate figures, advice from officers in respect of operational costs and activities, plans for those services within the committee's responsibility and any other factors.

Expenditure

Overall expenditure is estimated to be £21,762 lower than the revised estimate for 2014/15 and £14,888 under the original 2014/15 budget.

No allowance has had to be made for any anticipated pay increase because the pay award agreed in November 2015 is a two-year agreement to 31 March 2016.

Since May 2014 all staff meeting set criteria (age, employment status and pay above a minimum level) will be auto enrolled in to the Berkshire Local Government Pension scheme. A contingency has been included in the corporate management budget for employers pension contributions which will rise to 18.2% in 2015/16.

The costs of the budgeted for Human Resources support has been transferred from central costs to the corporate management budget head.

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

Funding for a residents survey has been included, in anticipation that a new Council will wish to carry one out in 2015/16.

The main savings are the result of the transfer of staff to 1Life and the knock on effect of the Council no longer managing Bulmershe Leisure Centre. Employers NI and pension contributions are estimated to be £17,000 lower than the revised estimates for 2014/15; insurance and the VAT Partial Exemption payment are also anticipated to be lower.

Democratic costs will be lower than the revised figure for 2014/15 because they only include the sum of £5,500 to add to the fund for the 2015 election, and no by-election allowance.

Income

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

The Council's agreement with LT Pub Leasing comes to an end on 30 October 2015. The income figures in the budget assume a similar agreement continuing.

The committee's annual income is estimated to be £3,685 higher than the 2014/15 revised estimates and £15,117 over the original estimates for that year.

Net Expenditure

It is estimated that net expenditure will be £25,447 lower than the revised budget figure for 2014/15 and £30,005 under the original 2014/15 budget.

Recommendations

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

- ◆ **that Members recommend the proposed Budget Estimates for 2015/16, as set out in the Budget Appendix, be approved.**

Woodley Town Council

BUDGET AND PRECEPT 2015/16

Report of the Town Clerk

Purpose of Report

To consider and recommend to Council the budget and precept charge for the 2015/16 financial year.

Information

This report refers to the budget information on the first page of the accompanying **Budget Appendix**. This page shows the original budget approved for 2014/15 and the expected reserves level at that time. It sets out the revised 2014/15 figures and shows the actual reserves figure following the 2013/14 year end, as published in the accounts for that year. The column highlighted in green presents the proposed budget for 2015/16 and anticipated reserves.

The projections for 2016/17 and 2017/18 are indications only of future income and expenditure based on the 2015/16 figures and should be regarded as such. They are not fully planned and informed budget figures.

Precept calculation

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

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

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

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

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

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

£165,000 over the last two years and, it is understood, the same again in 2015/16. In the first year Wokingham Borough Council passed the whole of this funding to the town and parish councils. In 2014/15 the allocation to parishes was reduced to 59% of the Government's allocated funding (£100,000) and the proposed allocation this year is at a similar level to last year of £43,220.

The 2015/16 tax base is 9564.9, 105 higher than last year's figure of 9459.9 This new tax base includes an additional 105 Band D equivalents in the parish and anticipates some of the new homes to be built in the town becoming occupied during the year.

Reserves

The original budget estimates for 2014/15 anticipated general reserves of £366,073 at the end of the year and a contribution from general reserves to support expenditure of £58,691. Following additional general reserves being allocated in the year – to fund the replacement of pool filters (£20,000) and to the Carnival Committee (£311) - this figure is increased to £79,002. The relevant figure and information is highlighted in yellow in the summary on page 1 of the Budget Appendix provided with the agenda.

During the year the Council has allocated funds to meet a payment to HMRC (£25,577) and to host the War Memorial unveiling in July (£1,000).

At the 2014/15 year end it is anticipated the general reserve will stand at £346,054.

2015/16 Budget Estimates

The Council's proposed net budget for 2015/16 is estimated at £1,050,306; a decrease of £95,719, on the revised figures for 2014/15 and a reduction of £102,276 on the original 2014/15 budget estimate. The large reduction reflects the transfer of the management of Bulmershe Leisure Centre. The expenditure includes capital loan repayments and the annual contribution to the sinking fund. The Council has earmarked reserves of £111,231, as at 31/12/14, and the value of the Council's investment portfolio (to meet the repayment of the loan principal on the Oakwood Centre) was £1,001,566 at the same date.

It is proposed that the precept level be set at £1,010,532 for the 2015/16 financial year, a decrease of £19,817 on last year's precept figure. With the Government funding added a total of £1,053,752 will be raised.

The 'Band D' property charge at £105.65 represents a 3% decrease on the previous year's Band D charge.

The budget estimates presented anticipate that the Council's 2015/16 revenue expenditure will contribute £3,446 to the general reserve. It is estimated that as at 31 March 2016 the Council's general reserves will stand at £349,500.

Recommendations:

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposed budget for 2015/16 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,010,532 for the 2015/16 financial year be presented to Council for approval.**

CAPITAL PROGRAMME 2015/16

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

To provide Members with information on capital projects/works and to recommend projects for inclusion in the 2015/16 capital programme.

Background

Each year the Council approves a programme of capital projects to be funded from the Capital Programme fund. The 2015/16 proposed budget includes an allocation of £45,000. In previous years the Capital Programme has been considered in June. The proposed programme is being presented to this meeting in order to align the expenditure and budget setting with the Council's other budgets. This will also make the scheduling of project works for the year easier.

Projects Status

The status and expenditure on projects in the 2014/15 Capital Programme are shown in **APPENDIX A**.

The Capital Programme fund is showing a balance of £63,935 taking into account all expenditure in 2014/15, up to 31/12/15. An allocation of £45,000 for the 2015/16 year gives a total project fund of £108,935.

Proposed project items for the 2015/16 programme total an estimated £80,069 leaving an estimated carry forward into 2016/17 of £28,865.

Proposed items for inclusion in the 2015/16 capital programme and an explanation for their inclusion is shown in **APPENDIX B**.

Recommendations:

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

- ◆ **That Members recommend approval of the 2015/16 Capital Programme as set out in the schedule.**

Capital Programme 2014/15
APPENDIX A

CAPITAL PROJECTS	Allocation (£)	Exp as at 31/12/14	Status	Comment	Works Required
Signs	1000	155		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300	342		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200	0		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000	1506		Annual Allocation	Repair work to council pathways - annual allocation
Malone Park	5000	4994		Works complete	Improvements to Malone Road play area identified 2012/13
Drainage improvements - Woodford Park	4360	5172	C/F from 2013/14	Works complete	Woodford Park
Improvements to outside WPLC	462	480	C/F from 2013/14	Works complete	Leisure Services Committee 27/3/12)
Playgrounds	5000	5000	Rolling Fund	Annual Allocation	equipment
Woodford Park car park resurfacing	5000	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	1000	379	C/F from 2013/14	In progress	Install window blinds, lighting and decoration was completed 2013/14.
Replace dividers Woodford Park LC function room	5935	6464	C/F from 2013/14	Works complete	Replace dividers in function room due to age - poor condition.
Dividing Curtain - Sports Hall WPLC	2000	1520		Works complete	To increase functionality/flexibility of room
Chapel Hall - replacement flooring	7000	0			not invoiced
CCTV WPLC	2000	1606			Upgrade CCTV system
Reception area flooring - WPLC	10000	0			Replace current flooring - poor condition. Dependent on refurbishment plans
Ventilation - Ladies & Gents toilets - WPLC	3000	356		In progress	Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	5000	2610		In progress	Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000	0			Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9000	0			Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400	0			Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
Function Room Windows & Fire Exit Door - replace - WPLC	8000	3130		In progress	Fire Exit door complete. Replacement of function room windows - Deposit paid
Water Softener - Oakwood Centre	3300	0			Water softener- decrease limescale damage to heating and water systems Works complete awaiting invoice
Sub total	89957	44715			

ROLLING FUNDS			Total in fund	Project Cost (Estimated)	
Woodford Park car park resurfacing	5000		25000	60000	Resurfacing and repair of car park substructure. 5 years allocation
Replacement roof - WPLC	5000		5000	35000	Replace old Asbestos Roof with steel roof
Playground Equipment	5000		5000	60000	New Play Equipment - Woodford Park (Rear of Oakwood Centre)

FUNDED BY	
Carry forward balance from 2013/14	63649
2014/15 allocation	45000
Total funds available 2014/15	108649
Capital Programme Balance	18692

Draft Capital Programme 2015/16

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	1000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	621	C/F from 2014/15		Install window blinds. New flooring and decoration was completed 2013/14.
Dividing Curtain - Sports Hall WPLC	1000			Replace old curtain to match new installed last year. To increase functionality/flexibility of room
Youth Shelter	1500			Replace wooden roof and refurb
Boiler Replacement WPLC	12000			16 years old so at end of life span, only running at 70% efficiency compared to 97% on new boilers significant gas wastage (see separate report)
Water Softener WPLC	2500			Install water softener to decrease limescale damage to heating and water system
Football Wing Ceilings	2500			Replace ceilings in football wing and remove asbestos as appropriate
Bowls Club Fencing	4500			Removal old damaged railing and replace with 6' weldmesh fencing system. Tree roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget
Fork Lift Attachment for Tractor	1500			Reduce manual handling of bagged soil/dressing etc which is currently offloaded on delivery, reloaded onto trailer and offloaded at site by hand (x600 25kg bags - 2-3 deliveries per year).
Chapel Hall - replacement flooring	7250	C/F from 2014/15	Works complete- awaiting invoice	Replace current flooring - poor condition
CCTV WPLC	394	C/F from 2014/15		Upgrade CCTV system
Ventilation - L & G toilets - WPLC	2644	C/F from 2014/15		Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	2390	C/F from 2014/15		Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000	C/F from 2014/15		Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9200	C/F from 2014/15		Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400	C/F from 2014/15		Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
WPLC - replace windows	4870	C/F from 2014/15		Replace function room windows
Water Softener - Oakwood Centre	3300	C/F from 2014/15		Install water softener to decrease limescale damage to heating and water systems caused by hard water.
Sub total	80069			

ROLLING FUNDS		Total in fund	Project Cost (Estimated)	
Woodford Park car park resurfacing	5000	30000	60000	Resurfacing and repair of car park substructure. 5 years allocation
Replacement roof - WPLC	5000	10000	35000	Replace old Asbestos Roof with steel roof
Playground Equipment	5000	10000	60000	New Play Equipment - Woodford Park (Rear of Oakwood Centre)

FUNDED BY	
Carry forward balance from 2014/15	63935
2015/16 allocation	45000
Total funds available 2015/16	108935
Capital Programme Balance	28865

**Report of a meeting of the Investments Working Party held at the Oakwood Centre
on Monday 26 January 2015 at 6.30pm**

Present: Councillors P. Challis (Chairman for the meeting); S. Outen; E. Rowland

Also Present: D. Mander, Town Clerk

Apologies: Councillor B. Franklin – for lateness

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Challis as Chairman of the meeting in the absence of Councillor Baker.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING OF 12 NOVEMBER 2014**

The minutes of the meeting of 12 November 2014 were agreed as a correct record.

4. **INVESTMENTS**

Members were pleased to note the investment portfolio fund value of £1,001,800 as at 16 January 2015. This had increased from a fund value of £973,045 on 7 November 2014.

5. **TREASURY MANAGEMENT STRATEGY**

- i) Members considered the draft Treasury Management Strategy 2015/16 and

RECOMMENDED:

- ◆ That the Treasury Management Strategy 2015/16, as enclosed, be recommended to Full Council for approval.

- ii) Members also discussed the format and timetable for the review of the Council's investment adviser, scheduled to take place in 2015. It was agreed that this matter should be confirmed before the end of the Council term in May 2015 and that the criteria provided in Appendix C to the Treasury Management Strategy be used to focus on the existing investment adviser. To that end, the Town Clerk was asked to provide an assessment against the criteria and arrange a further meeting of the working party to consider this in order that the matter be considered by the Strategy and Resources Committee on 14 April 2015.

6. **KEYDATA/LIFEMARK**

Members noted that the Council had received a further compensation payment of £1,933.24 from the joint administrators in respect of Keydata/Lifemark. A sum of £1,237.27 will be paid to Chase De Vere, in line with the agreement made, and a sum of £695.97 will be added to the Council's investment portfolio.

Meeting closed at 6.50pm

Report of a meeting of the Public Toilets Working Party held at the Oakwood Centre on Friday 12 December 2014 at 10.30am

Present: *Councillors M. Walker (Chairman), S. Outen, E. Rowland*

Also present: *Councillor K. Baker
A. D'Arcy-Wass, Danfo
S. White, Leonard Tridgell Associates, Chartered Surveyors*

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

Apologies: *Councillor S. Rahmouni*

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Walker as Chairman for the remainder of the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

3. **MINUTES OF THE MEETINGS HELD ON 21 AND 29 AUGUST 2014**

The minutes of the meetings held on 21 and 29 August 2014 were agreed as correct records.

4. **PUBLIC TOILETS**

Members noted the information provided on possible sites and the investigation of those sites. It was noted that because of below ground services the preferred site next to the Waitrose building in the adjacent car park and the site at the pedestrian area at the southern entrance to the town centre were not suitable areas for the installation of the proposed toilet(s). The prefabricated unit requires excavation to 1 metre in order to lay a concrete base. The use of parking spaces in the Waitrose car park, next to the vets, would require the removal of a tree, investigation of an inspection chamber and payment of a significant charge to Wokingham Borough Council if an existing parking area from which the Council gained income was used.

Members then discussed two further sites; one in the area where the 'mushroom' was situated, the other set back from the main pedestrian area between Nat West Bank and Abbey Building Society. There was general agreement that installing the public toilet(s) centrally in place of the 'mushroom' would make that area less useful for Saturday market and other events and that this site was not discrete for users. Members preferred the proposed site between the building society and the bank and felt that this was the only option of those discussed that would be acceptable.

It was agreed that Adam D'Arcy Wass of Danfo undertake further investigations of the viability of this site and provide plans and pictures showing the unit (single and double toilets) in this position. In the meantime, it was agreed that Simon White of Leonard Tridgell Associates would use this information to seek pre application advice from Wokingham Borough Council, which he anticipated would take 6 weeks although this may be available sooner.

In addition to the site information Adam D'Arcy Wass agreed to provide maintenance, consumables and estimated utilities costs for both a single and a double unit for the working party's information.

There was some discussion about the potential income from the toilet(s) and potential cleaning requirements (daily/every other day) and visits to top up consumables. A guide from Danfo's experience that income usually covered 40% of the consumables cost was noted.

In considering the timescale for the project it was noted that final approval by the Strategy and Resources Committee could be confirmed at a meeting on 3 February. A planning application, which would follow on from approval, would take at least 2 months and the lead in time for the manufacture of the unit was 60 – 80 days. It was therefore unlikely that the toilet(s) would be installed before the summer. Although this was disappointing the point was made that issues relating to the various sites identified had held up the process and that the toilet(s) would be there for many years and it was important that its placement be the best that could be achieved.

It was agreed that the next meeting of the working party would be held on:
Friday 23 January 2015 at 9.30am.

Meeting closed at 11.35am

**Report of a meeting of the Public Toilets Working Party held at the Oakwood Centre
on Friday 23 January 2015 at 9.30am**

Present: *Councillors M. Walker (Chairman), S. Outen, S. Rahmouni, E. Rowland*

Also present: *S. White, Leonard Tridgell Associates, Chartered Surveyors*

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

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

3. **MINUTES OF THE MEETINGS HELD ON 12 December 2014**

The minutes of the meeting held on 12 December 2014 were agreed as a correct record.

4. **PUBLIC TOILETS**

Members noted that the possible site for the public toilet in the space between the building society and Nat West Bank was not likely to be a suitable site. The Town Centre Manager had spoken with the bank's Customer Services Manager and there were various security issues which would be impacted by the space being used for a public toilet.

Members then considered the area opposite the parade of shops, alongside the Chequers pub car park, which was being looked at by Danfo as a possible site. Concerns were raised by all members of the working party about the usefulness of a public toilet at this end of the town centre when the existing 'local loos' were nearer to this part of the town. There was a view that the nearby shops would be unhappy about this site and that such a structure would not enhance this part of the town and probably compromise the proposed development of the area nearby. It was also noted that, although this was just once a year at the Extravaganza, the ferris wheel would not be able to be visit the event because this was the only place where such a large structure could be placed.

All members of the working party agreed that the most suitable place for the public toilet would be the south end of the town centre which was much further away from the local loos and where the structure would sit well in the preferred area, in the car parking spaces to the south of the vets. It was also felt that this site, along with better signage to all the toilet facilities available, would have higher visibility and would improve the public's perception of service provision and would probably have more users than the other sites discussed and investigated. It was noted that previously the Borough Council had informed a member of the working party that a significant charge would be made if this site were to be used for the toilet.

It was agreed that the Town Clerk write to Wokingham Borough Council explaining the work it had done to establish a suitable site for the public toilet in the town centre and the rationale for the preferred site and to ask what terms may be agreed for the use of this site for the new toilet.

It was noted that this was likely to delay the seeking of pre-application advice and the submission of a planning application, however, all agreed that identifying a suitable site was important; although the town centre appeared to have space there were many factors that had to be taken into account in planning the site for a service that would be there for many years.

Woodley Town Council

Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 28 November 2014 at 4.15 pm

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

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

Apologies: *Councillor A. Chadwick*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Election of Chairman

Councillor Challis was elected as Chairman for the remainder of the municipal year.

3. Update on actions from previous meeting

KM – Contact Alan Harland regarding additional directors for the CIC.
KM reported that he had spoken with Alan Harland and he was unfortunately not able to assist.

4. Just in The Park CIC Directors

The Panel expressed its desire to see a third director in order to reduce some of the burden on the existing directors. NQ agreed to progress attracting a further director from some of her contacts.

5. Catering Operation

LW apologised for not having the September and October trading figures available for the meeting and would provide them on Monday of the following week for circulation to the Panel Members.

LW reported that the café was currently providing 6 work placements including college students and work experience placements. It was suggested that more information regarding the community and social aspects of the CIC and the placements provided be presented to the annual meeting of the Council.

6. Business Catering

KM reported that anticipated income from business catering booked for November would be around £500. Income from Business catering booked in October was £1,875.

Rent Income

	2014						2015						
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Actual £	880	932	1162	1058	1019	1081	984	882	0	0	0	0	2051
Target £	700	700	700	700	700	700	700	700	700	700	700	700	8400
% against target	126 %	133 %	166 %	151 %	146 %	154 %	141 %	126 %	0	0	0	0	99 %

7. Date for the next meeting

Friday 9 January 2015 at 4.15pm

Meeting closed 5.15pm

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- List A** Replacement of equipment in existing play areas due to increase in the number of Woodley residents
 - List B** Upgrading of existing sports and leisure facilities due to the increase in the number of Woodley residents
 - List C** Additional sports and leisure facilities due to the increase in the number of Woodley residents
 - List D** Improvements to facilities in Woodley due to the increase in the number of Woodley residents
 - List E** Infrastructure projects to be suggested to and carried out by Wokingham Borough Council (highways/lighting etc)
- Active Application submitted to Wokingham*

APPENDIX 14

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

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

Additional sports and leisure facilities due to the increase in the number of Woodley residents				Approval to list	Application submitted
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		29.9.10 1/4/14
3c	Woodford Park	New crazy golf area at Woodford Park LC	8000		
4c	Kingfisher Drive	Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive	16000		
6c	Woodford Park Leisure Centre	Installation of Gym facility	200,000(est)		
7c	Woodford Park Leisure Centre	Health Legacy Hub – mobile gym kit to use at sites around the town and at leisure centres – to promote fitness	15,000		
8c	Woodford Park Leisure centre	Sport stadia – mobile sports arena which can be used with clubs at the leisure centres and at sites around the town	15,000		
9c	Woodford Park Leisure Centre	Cyber coach interactive dance and dance mats	6,000 - 15,000		
11c	Woodford Park	Development of Youth area in Woodford Park	not known		

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

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

GREEN - Active Application submitted to Wokingham

Completed/in progress Projects

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

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Removed from project list - no longer required

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



Department for
Communities and
Local Government

Deborah Mander
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4JZ

Our Ref:
SRP 5/23/05 Application 2014-15 (85)

22 December 2014

Dear Ms Mander

BORROWING APPROVAL

1. I am directed by the Secretary of State to notify you that, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, the construction of an artificial grass pitch, refurbishment of two tennis courts, provision of additional parking and resurfacing of access road, is approved by him as a purpose for which Woodley Town Council, "the Council", may borrow an amount not exceeding £255,000.

2. Please note that this borrowing approval authorises the Council to borrow funds up to a specified amount. However, the Council should note that this borrowing approval does not itself confer power on the Council to incur the planned expenditure. The Council will need to satisfy itself that it does have the appropriate power before the expenditure is incurred.

3. When deciding whether to apply for borrowing in line with this approval, the council should be aware that Ministers have decided that council tax referendum principles will not be set in respect of parish councils for 2014-15. However, they have made it clear that the decision in respect of council tax referendum principles for local councils in 2015-16 will take account of the extent to which councils' restraint in relation to council tax in 2014-15 has been exercised.

4. If council tax referendum principles were to be applied to parish councils for 2015-16, all council tax precepts would be considered against the "excessiveness principles" determined by the Secretary of State. Councils with precept increases which exceeded the principles would be required to hold a referendum to seek the approval of local electors; the result of the referendum would be binding. Councils would be responsible for meeting the costs of any referendum.

Department for Communities and Local Government
Local Authority Capital Finance and Reserves
Zone 5/J3
Eland House
Bressenden Place
London SW1E 5DU

Tel 0303 444 2838
Email: parish.borrowing@communities.gsi.gov.uk

5. It should be noted that a precept increase which was attributable to this borrowing approval would not be excluded from consideration under council tax referendum principles.

6. This approval is given subject to the following conditions, and any borrowing by the Council in breach of any of these conditions will not be authorised by this approval:

- (a) the Council may borrow only for the purpose specified in paragraph 1 above;
- (b) borrowing under the authority of this approval must be undertaken within the period of the approval. The approval is valid for one year from the date given above;
- (c) any borrowing by the Council after the end of the period of the approval will not be authorised by this approval;
- (d) in a case where a loan agreement imposes on the Council an immediately binding obligation to borrow money at some future date, the Council will draw down the borrowed funds before the end of the period of the approval;
- (e) where the Council borrows any money in reliance on this approval, it will notify the Department for Communities and Local Government (DCLG) of the date of the loan and the amount borrowed, as soon as is reasonably practicable;
- (f) where the Council has not undertaken any borrowing and does not intend to undertake any borrowing, in reliance on this approval, the Council is requested to notify DCLG as soon as is reasonably practicable.

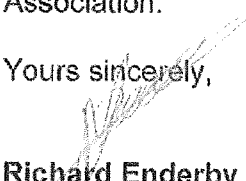
7. In exercise of his powers under paragraph 5 of Schedule 1 to the Local Government Act 2003, the Secretary of State consents to any period determined by the Council as the period within which the money borrowed in reliance on this approval is to be repaid, provided that the period is not greater than 50 years, starting on the date on which the money is borrowed.

8. Advice on the sources and methods of finance available, and a guidance leaflet about the borrowing approval system, may be obtained from your local County Association. Councils intending to borrow from the Public Works Loan Board (PWLB) should visit the Board's website in the first instance www.pwlb.gov.uk. PWLB may be contacted on 0207 862 6610 or e-mailed at pwlb@dmo.gsi.gov.uk.

9. The contact at this office for any enquiries is Midi Zeroual on 0303 444 2838 or e-mail to parish.borrowing@communities.gsi.gov.uk.

10. I am copying this letter to the Chair of the Council and to your local County Association.

Yours sincerely,


Richard Enderby
Strategy, Revenue and Capital Division

Woodley Town Council

BULMERSHE LEISURE CENTRE AND BUNGALOW - SURRENDER OF LEASES AND TRANSFER OF STAFF

REPORT OF THE TOWN CLERK

Purpose of Report

To provide information on the surrender of the leases on Bulmershe Leisure Centre and Bulmershe bungalow and the transfer of staff to 1Life and related matters.

Background

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

The Town Council agreed to proceed with an early surrender of the leases, offered by Wokingham Borough Council, subject to satisfactory terms being agreed and approved. This proposal included the transfer of staff working at the centre and management of the centre to its leisure operator, 1Life, following the agreed end of the leases on 1 December 2014. (Strategy and Resources Committee 25/11/14 Min No. 71)

Information

The transfer of the leisure centre, the staff and the bungalow took place on 1 December 2014, following the combined efforts of personnel from the centre, this Council, Wokingham Borough Council and 1Life to jointly prepare the arrangements that needed to be in place for the handover.

Service contracts

Service contracts at the centre were either transferred or terminated, as appropriate and agreed with 1Life. The Council has borne the costs of the cessation of the gas management system, which included penalties of £1,337 for early termination, for the ending of the cardnet machine and the till agreements totalling £104 and for the cancellation of a line rental with BT at £228. These costs, once paid in total, will be added to the appropriate budget lines in the centre's 2014/15 budget.

The phone maintenance, water dosing system, lockers and door mats contracts have transferred to 1Life. All other service contracts have been arranged by 1Life in line with their requirements and their own contracting procedures. Music and TV licences have been terminated, with 1Life setting up their own.

Financial reconciliations of income and expenditure

Staff at the centre and in the Council offices maintained detailed spreadsheets to enable an assessment of income paid in advance and due to 1Life at the point of transfer and the funds to be paid to the Council for payments made in advance, for example stock held, annual contracts and licences. A recent update meeting with 1Life and their auditor clarified several items and income matters. It is our aim that the final sums due to the Council and 1Life will be confirmed and paid in February.

Income payable to 1Life includes term 3 swimming courses which ended mid December, use of prepaid swimming tickets which it was agreed that 1Life would accept up to 31 January 2015, sports hall block bookings paid for up to the end of December, pre booked and paid

pool parties and income from the sale of Healthy Habits cards where the period covered extends beyond the transfer date. Indications are that income received by the Council of around £16,850 will be due to 1Life in respect of these items.

Sums payable by 1Life to the Council include pool chemicals and other consumables following the stock take on 1 December, till floats, equipment purchased up to 30 November which have been retained by 1Life, costs that have been charged to the Council for services received covering the period after transfer, eg annual service of pool inflatable. Indications are that payments of around £3,587 made by the Council will be due to be paid by 1Life.

The Council has a further liability in respect of pre-paid swimming tickets (8 for the price of 10 offer) and has refunded £68.70 for these as at 28 January – mostly to leisure centre customers who have signed up for 1Life membership, which includes swimming. There could be more refunds for unused tickets payable as 1Life agreed to honour these until 31 January 2015 and there may be customers who still have some unused tickets left.

Staff transfer to 1Life

The information required for the transfer of staff to 1Life was provided, as required under the TUPE regulations and to enable staff to be paid on 1Life's pay dates. 30 members of staff transferred under TUPE. The remaining casual staff members' details were also provided to 1Life.

Staff pay was also calculated to the date of transfer. In practice this meant that staff who are paid in line with hours worked on timesheets were paid in December for work carried out in the last two weeks of November. There were additional costs of £1,800 in respect of untaken holiday by part time, recently designated, permanent staff which is offset by £636 worth of holiday hours taken by other permanent staff who were transferred to 1Life and will be refunded to the Council.

Legal agreements

The Council delivered the sealed agreements for the early surrender of the leisure centre and bungalow leases to Shared Legal Solutions, acting on Behalf of Wokingham BC, on the date of transfer. It is understood that the legal documents in respect of both premises are not yet finalised, although in practice the transfer has taken place.

The Council is awaiting the delivery of the now prepared Admissions Agreement between the Town Council, 1Life and The Royal Borough of Windsor and Maidenhead (which manages the Pension Fund for Berkshire) for the transfer of the staff in the scheme from the Town Council's part of the fund to 1Life's, once it is an 'Admitted Body'. This will require sealing, once received.

A request was received that the Council also be part of a three party agreement (the Town Council, C-Salt/1Life and Wokingham BC) in respect of the transfer of business. A draft document was provided to the Town Council on 1 December to this effect. Fox Williams Solicitors was appointed to act on the Council's behalf in this matter which resulted in the Council not being party to the agreement because the terms were not in the Council's interest, were beyond the TUPE legislative requirements and not necessary because the actual transfer had taken place. Final charges for the legal work by Fox Williams and Slough Legal Services are estimated to be around £3,500.

Financial impact

The surrender of the leases and the transfer of staff to 1Life as at 1 December 2014 have had the following financial impact on other budget costs and income:

Central Costs budget

VAT Partial Exemption – the reduction in educational courses at the centre will reduce the sum payable to HMRC. It is estimated that for 2014/15 the cost will be £3,243 under the

2013/14 payment and will be a further £4,000 lower in 2015/16, although additional income from courses at Woodford Park Leisure Centre may affect this figure.

Corporate Management budget

Insurance – This year's insurance costs have reduced by £1,061 for the part year reduction in cover required and is estimated to reduce next year's cost, all things being equal, by £3,000.

Staff oncosts – National Insurance and employers pension costs are estimated to be lower than this year's revised estimates: £7,000 for NI and £10,500 in respect of pensions.

Bank charges – are estimated to be £2,440 lower this year with a further saving of £3,170 next year, although some of this reduction includes the assumption that the Council will be making most payments by BACs.

Woodford Park Leisure Centre

The Leisure Services Manager's post costs have transferred to the staff costs budget at Woodford Park Leisure Centre, in 2014/15 as a part year cost, with the whole cost allocated in 2015/16.

Block bookings from Southern Shotokan Karate Club, Aikido, Cheerleading, Bulmershe Gym Club, Albatross Dicing Club, Pilates and Zumbatonic have transferred from Bulmershe Leisure Centre to the centre. Children's trampolining and Judo courses are now run from the centre. In addition the offices at the centre are being rented to Optalis, who previously used the upstairs area at Bulmershe Leisure Centre. Estimated income from rent, sports hall and room hire is higher in the revised estimates and the 2015/16 estimates.

Exercise equipment, gym and Pilates mats, trampolines, Boxercise and Steps equipment as well as stationery have been transferred to the centre. The centre also has the Healthy Habits and children's activities databases previously maintained at Bulmershe Leisure Centre.

Coronation Hall

A weekly booking has transferred from Bulmershe to the hall.

Maintenance costs apportionment

The Maintenance team's costs have been reapportioned as at 1 December in order to allocate the costs previously set against Bulmershe Leisure Centre across the Council's other premises and activities.

General - there are also likely to be lower costs on postage and telephone call costs.

Future joint working

Both Wokingham Borough Council and C-Salt/1Life have confirmed their commitment to joint working on sports and leisure in the town going forward. Dates for quarterly meetings of managers from each of the organisations have been set.

In addition, C-Salt has invited a Council representative to be a member of its Community Forum and this outside representative place will be included in the appointments at the Annual Meeting in May.

Final costs payable and income due to the Council should be fully identified and confirmed by the end of the financial year, once all figures are agreed by both parties.

Recommendations:

- ◆ **That Members note the report**



Woodley Town Council

The Oakwood Centre, Headley Road
Woodley, Berkshire, RG5 4JZ
Telephone 0118 969 0356

Your Reference

townclerk@woodley.gov.uk

Kris Hopkins MP
Parliamentary Under Secretary of State
Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU

14 January, 2015

Dear Mr Hopkins

Parish councils - provisional local government finance settlement 2015/16 - consultation

I write on behalf of Woodley Town Council in response to your invitation for views on whether parish councils should be subject to the same referendum principles that apply to principal councils (statement to Parliament on the provisional local government finance settlement 18/12/14).

This Council believes the Government should not interfere in the local democracy and localism being put into practice in areas served by town and parish councils across England for the following reasons:

- Town and parish councils receive no Government funding, unlike the principal council sector.
- Town and parish councils have received no financial support from Government to maintain precept increases to 2%, as principal councils have for council tax over the past few years.
- Town and parishes are increasingly being encouraged to take on assets and services from principal authorities and to take advantage of the new community rights such as saving local assets and neighbourhood planning - introducing referendums will put into question whether parishes can take on this role.
- There is a strong history of localism and non interference from Government in the parish sector. Introducing referendum principles would undermine local democracy and the councillors elected to make decisions on spending priorities in their areas. It would also send a message that the Government does not trust locally elected citizens to make decisions.
- Referendum costs are out of proportion to precept levels - for this Council a referendum would require 4% of the total precept raised.

Town Clerk
Deborah Mander BA MA

cont.../

/...cont

- The failure of many principal councils to pass on the Localisation of Council Tax precept support grant from Government or to reduce the sum allocated to parishes are sure to have played a part in the 'inflation busting' increase in the average Band D precept charge you referred to in your statement. Town and parish councils have had no control on whether or not this grant is passed on - indeed you referred to this in a statement to Parliament on 29/10/14. Many councils have been or will be forced to cut back on services and/or increase their precepts.

On this final point the issues relating to the precept support grant could be addressed by the Government identifying the sum allocated for this purpose in the 2015/16 and future local government settlements and issue statutory guidance to billing authorities to ensure the funds are passed on. Alternatively, it could provide the grants directly to town and parish councils.

I trust that Government will note and carefully consider the Council's views in response to the invitation to make comments on implementing referendum principles in the town and parish sector.

Yours sincerely

Deborah Mander
Town Clerk

cc The Rt Hon Theresa May MP
Rob Wilson MP

Dear Clerk & Councillors

Royal Garden Party 2015

You have an opportunity to nominate a Mayor or Chairman of your council to attend the garden party at Buckingham Palace on Tuesday **12th May 2014**.

The Berkshire Association of Local Councils has been allocated 2 invitations in total; these can include a spouse or partner, sons/daughters over the age of 18 or a companion for single guests (total allocation for Berkshire is 2 councillors + two guests).

All persons nominated must be British or European Union citizens, although the accompanying guest may be of another nationality. Both must reside in the United Kingdom. Nominees must not have previously attended one of Her Majesty's garden parties. Invitations are in recognition of past service, it is therefore more appropriate that outgoing members, rather than newly elected members, should be nominated to attend.

If your council would like to nominate the chairman/mayor, please print out and complete the attached form with **ALL** the details correctly completed and return it to me no later than Thursday 5th February 2015.

A paper copy with a signature of the nominee is required and a covering email/letter from the council agreeing to the nomination.

The timescale we have been given to supply nominations is tight. Any nominations received after this date cannot be considered.

It is most important that all details given are correct as inaccuracies have, in the past, caused distress and embarrassment. **Finally, it must be stressed that no alterations or substitutions can be made once the list has been submitted to the Lord Chamberlain's office. Please could this be emphasised to members, who in past years have often requested late changes to their original nominations.**

Names will be chosen randomly from those most eligible to attend and the successful councillor and council will be informed.

Kind regards

Christine Lalley
County Executive Officer, Berkshire Association of Local Councils

Normal working hours: Thursday, Friday and alternate Wednesdays

CCB, Abbey House, 1650 Arlington Business Park, Theale, Reading, RG7 4SA

Tel: 0118 961 2200
web: www.balc.org.uk
email: christine.lalley@ccberks.org.uk

**NOTES FOR GUIDANCE IN COMPLETING THE GARDEN PARTY
NOMINATION FORM**

Please read and comply with the following notes when completing the Garden Party Nomination form.

- ❑ **Ensure that the nominated guest and the accompanying guest have NOT previously attended a Garden Party.**
- ❑ All nominated guests should be accompanied unless he or she specifically requests otherwise. Those who require assistance **MUST** be accompanied.
- ❑ All nominated guests must be British or European Union citizens, although the accompanying guest may be of another nationality. All guests, nominated or accompanying, must be resident in the United Kingdom. All names and addresses must reflect each guests' form of identification that they will be asked to bring with them eg passport or driving licence, to allow them to gain access to the garden party.
- ❑ Ensure that any son or daughter or guest is over the age of 18.
- ❑ Annotate "disabled" beside the forename of any appropriate invitee.
- ❑ No alterations or substitutions can be made once the names have been submitted to the Lord Chamberlain's office.

Send/email this form to reach BALC no later than Thursday 5th February 2015 to

Berkshire Association of Local Councils
1650 Arlington Business Park
Theale
Reading
RG7 4SA

christine.lalley@ccberks.org.uk

tel 0118 9612200

NOTES OF A MEETING OF
THE BOROUGH/PARISH COUNCIL WORKING GROUP
HELD ON MONDAY 12 JANUARY 2015
FROM 7.00PM TO 8.40PM

Present:

Borough Council: Michael Firmager (Chairman), Dianne King (substituting for Guy Grandison) and Tom McCann

Parish/Town Council	Representative
Arborfield & Newland	Mark Picken
Barkham	Pam Stubbs
Charvil	Jackie Jeffrey
Earley	Brian Wedge
Finchampstead	Lisa Blackwood
Sonning	Tony Farnese
Swallowfield	Peter Sampson
Twyford	Roy Mantel
Winnersh	Geoff Harper
Wokingham	Dale Green
Woodley	Dave Mills

Other Representatives:

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

Also present:-

Peter Baveystock, Waste and Recycling Manager

Mark Cupit, Delivery Programme Director

Anne Hunter, Service Manager Democratic Services

Jan Nowecki, Wokingham Town Council Clerk

Councillor Angus Ross, Executive Member for Environment

Josie Wragg, Head of Community Services

17. NOTES

The Working Group received the Notes of the meeting held on 23 October 2014. It was noted that comments on their accuracy had been received from Philip Davies, Wargrave Parish Council.

18. APOLOGIES

Apologies for absence were received from the following:

Borough Councillors: Guy Grandison, John Halsall and Rob Stanton.

Parish/Town Councillors: John Armstrong (Earley Town Council) substituted by Brian Wedge, Roland Cundy, (Finchampstead Parish Council) substituted by Lisa Blackwood, Dawn Peer (Shinfield Parish Council), Andrew Luckwell and Philip Davies, (Wargrave Parish Council), Ken Newland, (Wokingham Without Town Council).

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

19. DECLARATIONS OF INTEREST

There were no declarations of interests received.

20. UPDATE FROM WBC/CLERKS FORUM

Josie Wragg provided an update from the most recent meeting of the WBC/Clerks' Forum which had been held on 4 December 2014.

Josie highlighted the following items which had been discussed at the meeting:

- Andy Couldrick, Chief Executive of WBC, outlined the challenges facing the Council over the forthcoming years;
- Dave Allen, Streetcare Technical Officer, provided information on the amenity waste service which was due to cease on 1 February;
- Bidding opportunities, including collective bidding which could provide additional benefits for all parties. Josie advised that unfortunately she had recently been advised that the bid submitted for £90k had not been successful;
- Property Services provided a presentation on the production of a Borough-wide asset base with the intention of seeing if there were opportunities to rationalise the use of assets owned by WBC and town/ parish councils. Josie advised that a proforma asking for information would be sent out to all town/parish councils shortly. Josie also informed the meeting that the Council had recently obtained property and asset management software entitled "Technology Forge" which was being used to log all of the Council's assets and maintenance. Ongoing discussions were being held about whether town/parish councils could utilise the software.

Philip Truppin stated that he had found the presentation on asset management very informative and it proved how useful the Forum was. He hoped that the meetings would continue.

Following a request it was agreed that in future minutes of the WBC/Clerks' Forum would be included in Borough/Parish Council Working Group agendas.

RESOLVED: That minutes of the WBC/Clerks' Forum would be included in future Borough Parish Council Working Group agendas.

21. UPDATE ON WASTE AND RECYCLING

Pete Baveystock, Waste and Recycling Manager, tabled a report which provided an update on the work carried out by the Waste Team. Pete went through the key functions of the service which were: waste disposal; waste collection; street cleansing and abandoned vehicles. Pete advised that that he would be happy to visit any town/parish council to talk about their particular waste issues.

Pete went through the other activities of the Waste Team which included co-ordinating "Adopt a Street" and "Borough Clean up" which was due to take place on 28/29 March 2015 and also arranging visits to Smallmead Household Waste Recycling Centre. Pete advised that if any town/parish council would like to visit Smallmead he would be happy to arrange this.

Pete advised that the Executive had agreed that the amenity waste service would cease with effect from 1 February and a meeting had been arranged to discuss possible assistance that could be provided, to procure a replacement for the service, with affected town/parish councils on Friday 16 February at Smallmead.

The meeting was informed about the key work streams for 2015 and particularly the intention to work with town/parish councils to expand the existing bottle bank service in some areas and also to discuss the possibility of council offices offering facilities for the public to recycle batteries and small electrical items.

When considering the waste and recycling figures contained in the report the meeting felt that it would be useful if information relating to each parish and town council was provided in order that comparisons could be made and any good practice shared. Tom McCann asked if the Council was doing anything with companies to reduce the amount of packaging on goods and felt it would be a good idea if the Council produced a strategy and talked to suppliers about ways they could reduce the amount of packaging. It was put forward that there may be an opportunity for this to be done through the Chamber of Commerce. Pete also advised that the intention was to undertake more qualitative work on the public usage of the household waste recycling centre.

Following a query about whether the Council had considered introducing a kerbside glass collection service Pete confirmed that it would be costly to have a separate glass collection and because the glass would be a mixture of colours it could only go for aggregate and not be recycled. Using bottle banks meant that the different coloured glass was separated and could be recycled.

In response to a query about whether there was a budget available for the moving of dog bins Pete confirmed that he would be happy to talk to parish and town councils about rationalising bins and moving them to more appropriate sites.

Following a discussion about "Energy from Waste" Pete advised that a trip was being arranged to the Colnbrook site on 15 May 2015 and asked if any town/parish council wished to visit the site to let him know.

Pam Stubbs felt it would be helpful for people, particularly those who had difficulty carrying heavy bags to the top of their drives, if a trolley was available that could transport the blue bags. Pete agreed to look into this.

The Chairman brought up the subject of the confusion caused by the change of waste collection days over holiday periods and asked that these be communicated better. It was noted that over the recent holiday period the Council had received 11,000 phone calls and 18,000 hits on the waste area of the website.

RESOLVED: That responses to the issues raised during discussion be brought back to the next meeting.

22. UPDDATE ON COMMUNITY INFRASTRUCTURE LEVY

Mark Cupit, Head of SDL Delivery, provided a presentation on the current position of the Community Infrastructure Levy which was due to come into force on 6 April 2015. It was agreed that a copy of the presentation would be circulated with the minutes. The presentation outlined the reason behind the introduction of CIL; the proposed CIL rates for each of the SDLs and the rate for residential development outside the SDLs; and how CIL monies would be spent.

It was advised that a proportion of CIL money would be given to town/parish councils to fund the provision of infrastructure i.e. 15% (capped at £100 per existing dwelling) for

those without a neighbourhood plan and 25% uncapped for those with a neighbourhood plan. Mark confirmed that the amount of CIL received for a 3-bed house of around 12-13,000 sq feet would be in the region of £40-44k per dwelling. It was noted that all councils would need to repay any money not spent within 5 years and also publish an annual report on the amount of CIL received and what it was spent on; including the retention of receipts.

Mark felt that the best way forward was for the Council and town/parish councils to work together to ensure that the best infrastructure was provided for the whole community and this would also avoid any duplication. He did, however, recognise that if this way of working was agreed there would be a need to create a robust governance structure.

During discussion on the presentation the following comments were made:

- A query was raised about which of the new developments would fall into the CIL regime. Mark confirmed that only some of the South Wokingham SDL was likely to be CIL as the other SDLs would have gained consent prior to 6 April and would therefore fall under S106;
- Dale Green stated that it would be helpful when considering available funding for a large capital project if councils knew what level of housing could be expected per town/parish council per year. Mark highlighted that there were two streams of housing strategic and random, which was more difficult to predict, but he would try and provide some information. This information would also assist those towns/parishes who were considering whether it was worthwhile producing a neighbourhood plan;
- Peter Sampson put forward the scenario that Arborfield parish could build houses on the border which could cause severe traffic problems in Swallowfield but there was no obligation on Arborfield to use CIL to mitigate this problem. He also pointed out that town/parish councils could give their CIL money back to WBC to deal with but there was no obligation for WBC to use the money to mitigate their development. Josie Wragg commented that this could be overcome by putting in place a service level agreement;
- Jan Nowecki felt it was essential that all town/parish councils were made aware of any planned infrastructure;
- In order to ensure that any CIL money was spent within the requisite 5-year period Mark advised that town/parish councils could commission WBC to progress the relevant project. Members wanted to ensure that the local community would get the credit for the money;
- It was put forward that groups of town/parish councils could work together on projects using CIL money.

Following the discussion it was agreed that Josie Wragg and Mark Cupit would look at the options that had been discussed and bring back possible governance models to the next meeting. Josie and Mark offered to visit any town/parish councils or groups of councils to discuss these or further options.

The meeting voiced their confusion over how much S106 money was actually available and where and how it could be spent. Mark confirmed that there was just under £13m S106 available but 97% of this was already allocated to projects, though all monies were targeted on development mitigation in the relevant S106s all of which were available as public documents and he agreed to circulate summary information by Parish/Town Council.

RESOLVED That:

- 1) a copy of the presentation be circulated with the minutes;
- 2) Mark Cupit would provide information on the likely level of housing per town/parish council over future years;
- 3) Josie Wragg and Mark Cupit would work up options in line with those discussed at the meeting and bring back possible governance models to the next meeting;
- 4) Mark Cupit would circulate information on available S106 money.

23. DATES OF FUTURE MEETINGS

The date of the next meeting, Monday 27 April 2015, was noted.

WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS

**Minutes of the Annual Meeting of the Association held on
Wednesday 21st January 2015 at the Civic Offices,
Shute End, Wokingham which commenced at 7.30pm.**

Present:

Chairman – Councillor Richard Rampton (Finchampstead)
Vice Chairman - Councillor R Loader (Barkham)
Councillor D Peer (Shinfield)
Councillor M Bishop (Wokingham Town)
Councillor K Newland (Wokingham Without)
Councillor P Townsend (Arborfield and Newland)
Councillor R Mantel (Twyford)
Councillor G Harper (Winnersh)
Mrs C Lalley (BALC)
Miss K Hughes (Secretary/Treasurer)

Apologies for Absence were received from Cllr M Pope (Wargrave), Cllr J Hobson (Charvil) and Cllr J Bowley (Twyford).

1. WELCOME AND INTRODUCTIONS

1.1. Cllr Rampton welcomed members and members introduced themselves.

2. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Cllr M Pope (Wargrave), Cllr J Hobson (Charvil) and Cllr J Bowley (Twyford).

3. MINUTES

3.1. Annual Meeting – 17th October 2013

3.1.1. Minutes

The Minutes of the Annual Meeting, held on 17th October 2013 were approved as a true record and signed by the Chairman.

3.2. Quarterly Meeting – 09th January 2014

3.2.1. Minutes

The Minutes of the quarterly meeting, held on 9th January 2014 were approved as a true record and signed by the Chairman.

4. CHAIRMAN'S REPORT

Cllr Rampton noted that there was nothing significant to report for WDALC as there had been no meetings.

He reported that he had attended recent BALC meetings and that minutes of the meetings were distributed to the parish and town Clerks.

5. **ELECTION OF OFFICERS & APPOINTMENT OF SECRETARY / TREASURER**

5.1 Election of Officers

Members **RESOLVED** that the following Officers be appointed for the year 2014 / 15:

Chairman - Councillor Richard Rampton
Vice-Chairman - Councillor Roger Loader

5.2 Appointment of Secretary/Treasurer

Members **RESOLVED** that Miss Katy Hughes be appointed for the year 2014/15.

Members **RESOLVED** that Katy make the necessary arrangements to remove Mrs Val Robinson from the bank account and add herself as the contact for administration and correspondence.

Members **RESOLVED** that a copy of this minute be shown to the Bank to authorise these changes.

6. **BERKSHIRE ASSOCIATION OF LOCAL COUNCILS**

6.1 Report of Current Representatives

Councillor Loader reported that he had attended the NALC finance meeting at the end of 2014. He reported on plans for the audit commission to cease in 2016 and that NALC were investigating setting up a sector led body to undertake the external auditing processing for parish and town councils.

Councillor Loader spoke about Jonathan Owen, recently appointed as the Chief Executive for NALC and positive things that are happening there. Councillor Rampton noted that Jonathan Owen had attended and spoken at the recent BALC AGM and had given a very good presentation.

The NALC Briefings were considered of great value, and Councillor Loader hoped that these are passed down by the Clerks to Members, to inform them of current issues NALC is involved in or lobbying Government on.

6.2 Election of Representatives

Members **RESOLVED** that the following Members, in addition to the Chairman who attends ex-officio, be appointed to serve as this Association's representatives on the BALC Executive Committee for the year 2014/2015:

Councillor Roger Loader (Barkham)
Councillor D Peer (Shinfield)
Councillor G Harper (Winnersh)
Councillor R Mantel (Twyford)

7. **BOROUGH/PARISH WORKING GROUP**

7.1 Report of Current Representatives

Councillor Mantel noted that the two parish and town councils not represented at WDALC / BALC are represented at the Borough/Parish Working Group.

Members discussed matters raised at the BPWG meeting held in October 2014 on the parish precept support grant. Councillor Rampton reported that he had attended a meeting scheduled by Woodley Town Council, where a discussion had been held with finance officers from the borough council about central government funding intended for town and parish councils not being passed down.

Councillor Mantel noted that three years ago Wokingham Borough Council had received a grant of around £160,000 to fund the shortfall in parish and town council funding, and that the total being distributed this year is around £100,000.

Councillor Peer noted that, at the recent NALC AGM, a DCLG Minister had stated that central government had trusted local authorities to pass the funding on to town and parish councils. The Minister intended to write to Local Authorities expressing his concerns on the subject and express his disappointment that the wording in Statute was not being interpreted as intended.

Councillor Loader spoke about a NALC campaign on this matter. It was noted that there was no sanctions on local authorities who do not pass on the funding.

Members discussed a spreadsheet of Section 106 funding discussed at the Borough Parish Working Group meeting held on Monday 12th January and funding implications of the Community Infrastructure Levy (CIL).

Councillor Newland raised concern about the issue of the asset register raised by Wokingham Borough Council recently, in relation to a request for the extension of a lease agreement on the Pinewood Site. Councillor Rampton noted that this could be an issue to raise at the next Borough Parish Working Group meeting.

7.2 Election of WDALC representatives to the Borough Parish Working Group

Members noted that it was not necessary to elect representatives to the working group as there are no vacancies.

8. FINANCE REPORT

Councillor Rampton reported that no funds had been spent since the previous meeting on 9 January 2014.

It was noted that Katy now had the bank account paperwork and will apply to change the named representative on the account in order to receive and report on the balances at the next meeting.

The following expenditure was approved:

K Hughes	Attendance at two meetings – 21/01/2015 and 25/11/2014 (meeting deferred as no quorum)	£100
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Members **RESOLVED** that the BALC grant be applied for.

9. FUTURE OF WDALC

Councillor Loader spoke about the future direction of WDALC. Councillor Townsend asked whether there was an issue with the relevance of WDALC meetings, given the low attendance at recent meetings.

Councillor Loader spoke about the status of both WDALC and BALC in previous years, and how the role and relevance of BALC has increased since the appointment of Mrs Christine Lalley. He spoke about the work carried out by WDALC to run the parish conferences, which had very good attendance, but which have recently been replaced with the Borough Parish Working Group, which is run by Wokingham Borough Council and has become a very different platform to the parish conferences. He noted that, with the changes that have occurred, WDALC has a role in being the independent voice of the parish and town councils.

Councillor Loader noted that WDALC is also the platform to put forward local representatives to BALC, which then links into the national association (NALC) and creates a line of communication running up and down from local to national level.

Councillor Peer suggested that WDALC, BALC and NALC could be considered for mention during the initial training for new Councillors. The relevance of these organisations is often an unknown quantity.

Councillor Loader put forward a suggestion for an online communication forum to facilitate discussion between meetings. Following discussion, Councillor Harper offered to establish an email group and Katy Hughes offered to set up a Facebook page for the association. Members noted the lack of website for WDALC.

Councillor Loader has agreed to write a paper on his thoughts as to how we can increase the profile of WDALC and convince parishes of the benefits of regular attendance at WDALC meetings.

Councillor Peer made the suggestion that WDALC could be requested as a regular item on parish agenda. The Members could then identify any issues they would like to report to WDALC to seek representation on. As many of the Parishes appear to have similar concerns by way of WBC actions, strength in numbers would be beneficial when approaching WBC.

Members discussed creating an information sheet on the role of WDALC and of its representatives, which could be given to the town and parish councils in advance of their annual meetings. Mrs Christine Lalley offered to create a power point presentation on WDALC that could be given at council meetings.

Councillor Newland asked about raising issues through WDALC that had been raised to borough councillors. Members discussed the matter and felt that it was appropriate to also raise matters to WDALC, as other members may have experience of resolving a matter that may be of assistance.

Mrs Christine Lalley asked whether WDALC meetings should include relevant speakers. Councillor Mantel spoke about giving value for money to those members who paid a subscription. He noted the difficulty in obtaining a list of representatives as some parish and town councils do not name their representative. He noted that ideally, the

representative would be the parish or town Chair or a senior Councillor, as this would give WDALC an additional role in being a forum for the Chairs or senior Councillors of the member councils.

10. NEXT MEETING

Following discussion, members **RESOLVED** that the next meeting be held on Thursday 11 June 2015 to commence at 7.30pm and the secretary will circulate this date to the town and parish Clerks.

11. OTHER MATTERS

Mrs Christine Lalley reported that BALC training on 'being a good employer' was being offered on Wednesday 25 March 2015 at the Calcot Centre from 6 – 9:30pm and was being run by Mrs Bethan Osborne (HR advisor to BALC.)

She reported that new councillor training sessions will be running in June, July and September 2015.

Councillor Harper thanked members for the kind words minuted at the previous meeting about Councillor John Grimson from Winnersh after he sadly passed away.

12. TERMINATION OF MEETING

The meeting was declared closed by the Chairman at 9.20pm.

Chairman.....

Dated.....

Proposed Charges 2015/16 Appendix

Woodley Town Council

Proposed Charges 2015/16

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	2014/15 £	Proposed 2015/16 £	% increase	
GAMES ROOM				
Woodley Resident	10.60	11.00	3.8	Sports Park £21.20,
Concessionary Rate	6.40	7.00	9.4	Propose remove this rate
Other (Non Woodley resident)	16.90	17.80	5.3	Sports Park £31.80,
Premium Rate WR (Woodley resident)	15.90	16.50	3.8	
Premium Rate CR (Concessionary rate)	9.60	10.50	9.4	Propose remove this rate
Premium Rate NW (Non Woodley resident)	25.30	26.65	5.3	
TEA ROOM				
Woodley Resident	11.10	11.50	3.6	Sports Park £21.20
Concessionary Rate	7.20	7.85	9.0	Propose remove this rate
Other NW	17.80	18.70	5.1	Sports Park £31.80,
Premium Rate WR	16.70	17.30	3.6	
Premium Rate CR	10.80	11.80	9.3	Propose remove this rate
Premium Rate NW	26.75	28.10	5.0	
FUNCTION ROOM				
Woodley Resident	22.10	22.90	3.6	Sports Pk £26.30, Henley LC £31, Leighton Pk £40
Concessionary Rate	12.00	13.10	9.2	Propose remove this rate
Other NW	35.00	36.30	3.7	Sports Park £30.90
Premium Rate WR	33.20	34.35	3.5	
Premium Rate CR	18.00	19.60	8.9	Propose remove this rate
Premium Rate NW	52.40	54.45	3.9	
COMMITTEE ROOMS				
Woodley Resident	6.50	6.75	3.8	
Concessionary Rate	4.20	5.00	19.0 *	
Other NW	9.80	10.30	5.1	
UPPER ROOM (CTTEE RM 1&2)				
Woodley Resident	10.40	10.80	3.8	Sports Park £21.20,
Concessionary Rate	6.30	7.50	19.0 *	
Other NW	16.60	17.50	5.4	Sports Park £31.80

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

Concessionary rates proposed to be removed have not been used by hirers in the last year.

* Propose that committee room rates increase by a higher amount to cover set up and administrative costs.

Proposed Charges 2015/16

WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

	2014/15 £	Proposed 2015/16	% increase	Prices at other leisure centres
SPORTS HALL				
BADMINTON				
Adult HH	9.10	9.55	4.9	LV £10.80, RSL £9.75, Sports Pk £9.60, Magnet LC £11.30
Adult	10.75	11.30	5.1	LV £12.55, RSL £11.30, Sports Pk £12.70, Bracknell LC £14.20, Henley LC £11.95
OAP / Under 18 HH	5.00	5.00	0.0	LV £4.55, RSL £4.90, Sports Pk £5.20, Magnet LC £7.15, Bracknell LC £6.70, Henley LC £4.90
OAP/Under 18	6.30	6.30	0.0	LV £4.55 RSL £5.65, Sports Park £8.30, Magnet LC £7.15, Bracknell LC £9.60, Henley LC £6.80
Club	11.60	12.20	5.2	LV £12.55, RSL £9.50, Sports Park £9.60,
Off-Peak	6.50	6.85	5.4	LV £7.70, RSL £6.95, Sports Pk £8.30, Magnet LC £7.15, Bracknell LC £9.60, Henley LC £5.95
(9am - 5pm Mon - Thurs and all day Fri - off peak applies to adults)				
NETBALL				
Club Rate (per session)	56.00	57.60	2.9	LV £61.75, Sports Pk £50.80, Magnet LC £56.50, Bracknell LC £59.00, Henley LC £46.00
HALF-SPORTS HALL	34.00	35.00	2.9	Sports Pk £25.40, Leighton Park £40, LV £33.10 Bracknell LC £31.00
TABLE TENNIS				
Adult HH	5.65	5.80	2.7	Loddon Valley £4.55, Magnet LC £11.30, Bracknell LC £4.80,
Adult	6.50	6.70	3.1	Loddon Valley £6.65, Magnet LC £11.30, Bracknell LC £8.80,
OAP/Under 18 HH	3.30	3.55	7.6	Loddon Valley £3.90, RSL £9.50, Magnet LC £11.30, Bracknell LC
OAP/Under 18	3.90	4.00	2.6	Loddon Valley £4.65, Magnet LC £11.30, Bracknell LC £7.00
AFTERNOON CLUB				
Healthy Habits	2.50	3.00	20.0	LV £3.35, RSL £4.60, Sports Pk £5.20, Magnet LS £3.90, Bracknell LC £3
Non Healthy Habits Rate	2.90	3.30	13.8	LV £3.35, RSL £4.60, Sports Park £6.20, Magnet LC £3.90, Bracknell LC £4.45
<hr/>				
Healthy Habits Card (formerly Woodley Recreation card)				
Adults	10.00	10.00		
Under 18s, OAPs, concessi	5.00	5.00		
Family - New	25.00	25.00		

Healthy Habits cards are valid for one year

Proposed Charges 2015/16

OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2014/15	Proposed 2015/16	% Increase	Prices at other leisure centres
	£	£		
BOWLS (per session)				
Adults HH	3.30	3.40	3.0	
Adults	4.50	4.65	3.3	
OAP/Under 18 HH	1.95	2.00	2.6	
OAP/Under 18	2.30	2.40	4.3	
Woods deposit	5.00	5.00	0.0	
Woods hire	2.50	2.60	4.0	
CRICKET				
Full day - Adults	95.00	105.00	10.5	Sports Park £126.60, Leighton Park £120.00,
Full Day - Under 18	38.00	42.00	10.5	Sports Park £126.60, Leighton Park £120.00,
Evening - artificial wicket - Adults	65.00	72.00	10.8	Sports Park £63.20, Leighton Park £75.00,
Evening - artificial wicket - Under 18	27.00	30.00	11.1	Sports Park £63.20, Leighton Park £75.00,
Evening - grass wicket - Adults	82.80	85.00	2.7	
Evening - grass wicket - Under 18	44.80	46.00	2.7	
FOOTBALL (per match)				
Adult	72.80	75.00	3.0	Sports Park £67.50, Cantley Park £86.00
Under 18	38.00	39.00	2.6	Sports Park £45.00, Cantley Park £43.10
HARD SURFACE AREA				
FOOTBALL				
Adult	20.90	20.90	0.0	Sports Park £27.40, Currently not booked by teams
Under 18 (only before 7.00pm)	12.60	12.60	0.0	LV £27.65, Currently not booked by teams
NETBALL				
Adult	17.20	17.70	2.9	Sports Park £22.20
Under 18	11.00	11.30	2.7	Sports Park £15.20
TENNIS				
Adult HH	6.85	6.85	0.0	Sports Park £6.70, Loddon Valley £6.25
Adult	9.20	9.20	0.0	Sports Park £8.20, Loddon Valley £8.25
OAP/Under 18 HH	3.65	3.65	0.0	Sports Park £5.70, Loddon Valley £3.65
OAP/Under 18	4.70	4.70	0.0	Sports Park £5.90, Loddon Valley £4.25

Proposed Charges 2015/16

HALLS, PLAYGROUPS AND MEMORIAL GROUND

	2014/15 £	Proposed 2015/16 £	% increase
CORONATION HALL			
MAIN HALL (plus cttee room)			
Woodley Resident (WR)	19.55	20.50	4.9
Conc Rate (ex charities)	9.90	12.15	22.7
Charities/ <i>Concessionary</i>	11.55	12.15	5.2
Other Non Woodley (NW)	30.50	32.00	4.9
Premium Rate WR	29.35	31.00	5.6
Premium Rate NW	45.75	48.00	4.9
Premium Rate ChR/ <i>Concessionary</i>	17.30	18.20	5.2
NB Premium rate applies to Friday and Saturday evenings at Coronation Hall			
Brownies/Guides per hour	8.55	9.00	5.3
CHAPEL HALL			
MAIN HALL			
Woodley Resident	15.85	16.65	5.0
<i>Charities/Concessionary</i> Rate	8.55	9.00	5.3
Other NW	23.95	25.15	5.0
CHAPEL HALL			
COMMITTEE ROOM			
Woodley Resident	7.75	8.15	5.2
<i>Charities/Concessionary</i> Rate	4.75	5.00	5.3
Other NW	11.65	12.25	5.2
GENERAL			
Playgroups (per session)	15.40	16.20	5.2
Cupboards (per annum)	14.00	25.00	78.6
MEMORIAL GROUND (per day)			
Charities	104.00	109.00	4.8
Woodley organisation	205.00	215.00	4.9
Non-Woodley organisation	319.00	335.00	5.0
Preparation/Waiting	100.00	105.00	5.0
GARDEN OF REMEMBRANCE			
Plaque - 10 years			
Woodley resident	120.00	126.00	5.0
Non Woodley resident	145.00	153.00	5.5

It is proposed that the concessionary rate at Coronation Hall be brought into line with the charities rate. The concessionary rate is too low for the costs involved in opening and closing the hall.

It is proposed that the concessionary rate at Chapel Hall include charities in line with the proposals for a combined rate at Coronation Hall

It is also proposed that the charge for cupboards at halls be increased from £14 to £25 per annum.

Proposed Charges 2015/16
OAKWOOD CENTRE (including VAT)

Room		Community groups 2014/15 £	Proposed: Community groups 2015/16 £	% incr	Woodley resident 2014/15 £	Proposed: Woodley resident 2015/16 £	% incr
Bader Room	1/2 day	39.00	40.00	2.6	52.00	53.50	2.9
	Day	76.00	78.00	2.6	98.00	101.00	3.1
Falcon Room	1/2 day	34.50	35.50	2.9	39.00	40.00	2.6
	Day	63.50	65.50	3.1	76.50	79.00	3.3
Brunel Room	1/2 day	34.50	35.50	2.9	39.00	40.00	2.6
	Day	63.50	65.50	3.1	76.50	79.00	3.3
Falcon & Brunel	1/2 day	69.00	71.00		78.50	81.00	3.2
	Day	127.50	131.50	3.1	153.00	157.50	2.9
Carnival Hall	1/2 day	92.50	95.00	2.7	118.00	121.50	3.0
	Day	183.00	188.50	3.0	231.50	238.50	3.0
Evening social event 4+ hrs		149.50	154.00	3.0	190.50	196.00	2.9
Maxwell Hall	1/2 day	77.50	80.00	3.2	101.50	104.50	3.0
	Day	154.50	160.00	3.6	196.50	202.50	3.1
Evening social event 4+ hrs		126.00	130.00	3.2	164.50	169.50	3.0
Carnival & Maxwell Halls	1/2 day	133.00	137.00	3.0	167.50	172.50	3.0
	Day	263.50	272.00	3.2	329.50	340.00	3.2
Evening social event 4+ hrs		214.50	221.00	3.0	279.00	287.00	2.9
Theatre	1/2 day	92.50	96.00	3.8	118.50	122.00	3.0
	Day	184.50	190.00	3.0	232.50	239.50	3.0
Miles Suite	1/2 day	101.50	104.50	3.0	122.50	126.00	2.9
	Day	196.00	202.00	3.1	240.00	247.00	2.9

Room		Non Woodley 2014/15 £	Proposed: Non Woodley 2015/16 £	% incr	Business 2014/15 £	Proposed: Business 2015/16 £	% incr
Bader Room	1/2 day	62.00	64.00	3.2	80.00	82.50	3.1
	Day	120.00	124.00	3.3	142.00	147.00	3.5
Falcon Room	1/2 day	55.00	57.00	3.6	70.00	72.00	2.9
	Day	104.00	107.00	2.9	130.00	134.00	3.1
Brunel Room	1/2 day	55.00	57.00	3.6	70.00	72.00	2.9
	Day	104.00	107.00	2.9	130.00	134.00	3.1
Falcon & Brunel	1/2 day	110.00	113.00	2.7	129.00	133.00	3.1
	Day	208.00	214.00	2.9	227.00	234.00	3.1
Carnival Hall	1/2 day	142.00	146.00	2.8	202.00	208.00	3.0
	Day	267.00	275.00	3.0	308.00	317.00	2.9
Evening social event 4+ hrs		229.00	236.00	3.1	326.00	336.00	3.1
Maxwell Hall	1/2 day	129.00	133.00	3.1	154.00	159.00	3.2
	Day	254.00	262.00	3.1	275.00	283.00	2.9
Evening social event 4+ hrs		208.00	215.00	3.4	248.00	255.00	2.8
Carnival & Maxwell Halls	1/2 day	219.50	226.00	3.0	238.50	246.00	3.1
	Day	425.00	438.00	3.1	440.00	453.00	3.0
Evening social event 4+ hrs		332.00	342.00	3.0	342.00	352.00	2.9
Theatre	1/2 day	160.00	165.00	3.1	172.00	177.00	2.9
	Day	310.00	319.00	2.9	320.00	330.00	3.1
Miles Suite	1/2 day	165.00	170.00	3.0	183.00	188.00	2.7
	Day	312.50	322.00	3.0	338.00	348.00	3.0

	2014/15	Proposed: 2015/16	
Miles Suite - marriage	216.50	223.00	3.0
Interview Room	1/2 day	37.50	2.7
	Day	54.00	2.8

Woodley Town Council

Budget Appendix

**Revised Budget Estimates 2014/15
Budget Estimates 2015/16**

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2015/16

Expenditure		Actual	Estimate	Revised Est	Estimate
		2013/14	2014/15	2014/15	2015/16
Code	Description				
	Central Costs	225963	238883	235813	233194
	Democratic Costs	39558	43725	48536	44931
	Corporate Management	236650	261118	260240	242780
	Capital Projects	45000	45000	45000	45000
	Grants -Section 137	4000	4000	2550	4000
	Inn on the Park	10738	11262	12551	12426
	Oakwood Centre	133303	141931	148089	149079
	Maintenance HQ	7824	7292	7305	6913
	Capital and Projects	184940	184940	184940	184940
Total					
		887976	938151	945024	923263
Income		Actual	Estimate	Revised Est	Estimate
		2013/14	2014/15	2014/15	2015/16
Code	Description				
	Central Costs	5483	6647	5360	5140
	Democratic Costs	0	0	0	0
	Corporate Management	0	0	8623	9112
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Inn on the Park	40724	40800	40800	40840
	Oakwood Centre	138454	140646	144742	148118
	Maintenance HQ	0	0	0	0
	Capital and Projects	0	0	0	0
Total					
		184661	188093	199525	203210
Net		703315	750058	745499	720053

Central Costs 101

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff costs	120705	127098	127785	128740	2015/16 HR support costs now in corporate management.
4007	Health and Safety training	2490	2000	2000	2000	
4008	Training	3981	5000	4700	5000	2014/15 2 Duty Manager cert, AAT level 3 pt 1.
4010	Expenses	4298	4500	4500	2500	Assumes changes to staff contract.
4013	Oakwood Centre rent	32418	33455	33455	34224	
4016	Cleaning materials/1st aid	49	30	30	30	
4020	Publications	132	200	100	200	
4021	Telephone & Internet	2590	2600	2700	2700	
4022	Postage	2959	2800	3000	2600	Assumes BACs payments in operation 2015/16.
4023	Stationery	3116	3900	3200	3200	
4030	Advertising - staff	2278	1500	1343	1500	
4031	Public Relations	7831	7000	7000	7000	No newsletter March 2015 (all out election) - balance to go towards cost of WW1 outdoor information boards.
4042	Office equipment & maint	9798	9800	9500	9000	Savings made on printing/copying.
4045	Repairs and renewals	12000	12000	12000	14000	Items to be purchased include new trampoline, OC replacement furniture.
4046	Emergency repairs	1730	3500	3500	3500	
4522	VAT partial exemption	19588	23500	21000	17000	Anticipated impact of BLC transfer.
Total		225963	238883	235813	233194	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	Information
		2013/14	2014/15	2014/15	2015/16	
1090	Misc income	315	75	0	0	
1091	Printing/photocopier	21	30	40	40	
1096	Bank/other interest	2265	3522	2300	2000	Lower reserves levels/forward funding
1171	TCMI office costs	2882	3020	3020	3100	
Total		5483	6647	5360	5140	
Net		220480	232236	230453	228054	

Democratic costs 102

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	31168	34911	35210	35889	
4008	Members exp/training	514	800	400	1000	New Council May 2015.
4201	Civic costs/allowance	1200	1300	1550	1300	2014 Additional reception for BLC staff.
4211	Election expenses	5500	5500	10162	5500	2014/15 By-election and allocation to fund for 2015 elections.
4213	Room Hire - Council meetings	1176	1214	1214	1242	
Total		39558	43725	48536	44931	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	Information
		2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		39558	43725	48536	44931	

Corporate management 103

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	54604	55168	55178	55771	
4002	NI	42415	39000	41000	34000	Estimates following transfer of BLC staff wef 1/12/14.
4005	Superannuation	70298	95850	105583	95000	2014/15 New entrants to pension scheme. 2015/16 without BLC staff plus some contingency.
4024	Affiliation fees	2849	2900	2851	2970	
4025	Insurance	43348	45000	36008	34069	2014/15 & 2015/16 - Reduction in costs as result of BLC transfer.
4051	Bank charges	7886	8700	6260	3090	Lower charges - lower leisure income, BACs payments
4056	Legal & prof exp	2000	3000	4360	2000	2014/15 increased by S & R from earmarked reserve - to cover costs relating to BLC.
4057	Accounts/Audit	11500	11500	9000	9300	Lower internal audit & financial statements costs.
	HR and Health & Safety	0	0	0	4800	Previously funded under central staff costs.
4320	Residents survey	1750	0	0	1780	Anticipate new Council may wish to commission.
Total		236650	261118	260240	242780	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
	Recharged NI	0	0	2423	2512	
	Recharged superannuation	0	0	6200	6600	
Total		0	0	8623	9112	
Net		236650	261118	251617	233668	

Capital programme 104

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4720	Revenue to Capital	45000	45000	45000	45000	Annual allocation
Total		45000	45000	45000	45000	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		45000	45000	45000	45000	

Grants - Section 137 - 105

Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2013/14	2014/15	2014/15	2015/16	Information
4601	Grants	4000	4000	2550	4000	
Total		4000	4000	2550	4000	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		4000	4000	2550	4000	

Inn on the Park 106

Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2013/14	2014/15	2014/15	2015/16	Information
4001	Staff costs	951	1128	1128	1552	
4011	Rates	2826	3073	3073	3143	
4012	Water rates	283	273	486	486	Investigations into possible leak.
4014	Lighting and heating	4894	4512	4682	4688	
4016	Cleaning/other materials	0	10	10	10	
4017	Cleaning contract	1219	1276	1338	1487	Additional cleaning hours.
4021	Telephone	213	220	220	220	
4036	Repairs	32	400	750	400	Flat refurbishment - bathroom & kitchen
4037	Alarm maintenance	320	330	824	400	
4038	Fire equipment	0	40	40	40	
Total		10738	11262	12551	12426	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2013/14	2014/15	2014/15	2015/16	
1101	Contract fee	40000	40000	40000	40000	Contract ends October 2015 - figures assume a similar arrangement continuing to March 2016.
1102	Lighting/heating - flat	724	800	800	840	
Total		40724	40800	40800	40840	
Net		-29986	-29538	-28249	-28414	

Oakwood Centre 107

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	52030	59320	69253	67691	2014/15 Cover costs and new post wef 5/1/15.
4004	Coaching	1875	2150	2700	2700	
4006	First Aid	0	40	40	40	
4011	Rates	8316	8478	8478	8640	
4012	Water rates	3195	3770	3600	3670	
4014	Lighting and heating	22291	21385	21385	21400	
4016	Cleaning/other materials	3270	3750	3300	3350	
4017	Contract cleaning	16585	17100	16600	16700	
4021	Telephone	773	765	765	770	
4022	Postage	230	268	268	268	
4023	Stationery/printing	9	200	200	200	
4026	Certification/Inspection costs	5355	5300	3000	5000	2015/16 - 3 year marriage licence due.
4032	Promotion/publicity	125	1500	750	1500	
4036	Repairs, materials,decorations	6707	6000	6000	6000	
4038	Fire equipment	0	105	0	0	Costs to come from certifications
4041	Skip hire	2400	2800	2750	2850	
4042	Equipment	1346	1500	1500	1500	
4048	Maintenance contracts	5792	5000	5000	4300	New key holding service - saving made.
4170	Catering arrangements	2265	2500	2500	2500	
	Catering set up costs	739	0	0	0	
Total		133303	141931	148089	149079	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Code	Description					
1001	Rent	8636	8876	8972	9151	Anticipates 2% increase under agreement terms.
1002	Room Hire	75214	78400	79000	81000	
1019	Catering concession	9891	9000	11400	11400	
1090	Other income	7383	6100	7500	7600	
1099	In house activities	3736	3600	3200	3500	
1791	Rent (offices)	32418	33455	33455	34224	
1792	Room hire - WTC	1176	1215	1215	1243	
Total		138454	140646	144742	148118	
Net		-5151	1285	3347	961	

Maintenance HQ 108

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4011	Rates	397	417	405	413	
4014	Lighting and heating	637	1575	1200	1200	
4021	Telephone	1243	1500	1500	1500	
4036	Repairs/maintenance	1749	1800	2200	1800	2014/15 New doors
4043	Vehicle costs	3798	2000	2000	2000	
Total		7824	7292	7305	6913	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Code	Description					
1090	Miscellaneous income	0	0	0	0	
Total		0	0	0	0	
Net		7824	7292	7305	6913	

Capital and projects 109

Capital and projects 109						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2013/14	2014/15	2014/15	2015/16	Information
4737	Oakwood sinking fund	80000	80000	80000	80000	
4955	Oakwood - loan interest	96938	96938	96938	96938	
4956	Oakwood -fixed rate - interest	4381	4210	4210	4032	
4956	Oakwood -fixed rate - capital	3621	3792	3792	3970	
Total		184940	184940	184940	184940	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		184940	184940	184940	184940	

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2015/16

Expenditure					
		Actual	Estimate	Revised Est	Estimate
		2013/14	2014/15	2014/15	2015/16
Code	Description				
	Woodford Park Leisure Centre	233415	259920	254946	280772
	Bulmershe Leisure Centre	466246	502271	360384	0
	Grounds Maintenance-Depot	23265	21903	23765	25597
	Football	15325	16369	16364	17208
	Cricket	7779	8371	8793	9555
	Bowling Green	10727	11268	11228	11353
	Woodford Park	24678	25593	26758	28320
	Memorial Ground	6605	6635	6633	7494
	Garden of Remembrance	5165	4842	5221	5203
	Play Areas /Open Spaces	9011	10289	10814	12044
	Coronation Hall	30584	32542	31501	31194
	Chapel Hall	20718	18522	22752	20023
	Capital and Projects	55900	55900	55900	55900
Total		909418	974425	835059	504663
Income					
		Actual	Estimate	Revised Est	Estimate
		2013/14	2014/15	2014/15	2015/16
Code	Description				
	Woodford Park Leisure Centre	176417	178101	180662	200478
	Bulmershe Leisure Centre	418255	407003	269833	0
	Grounds Maintenance-Depot	2474	2470	2470	1227
	Football	11730	11000	9387	9677
	Cricket	2677	2772	1888	2268
	Bowling Green	7001	7588	6785	6955
	Woodford Park	6564	3500	1799	1830
	Memorial Ground	202	220	104	109
	Garden of Remembrance	800	440	918	800
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	28947	31310	31310	32800
	Chapel Hall	24683	26033	29500	29500
	Capital and Projects	0	0	0	0
Total		679750	670437	534656	285644
Net		229668	303988	300403	219019

Woodford Park Leisure Centre 201

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
4001	Staff	113062	132081	135277	159411	2014/15 includes LSM part year costs (from BLC). 2015/16 includes LSM & apprentice costs.
4004	Coaching/Leisure Att	31101	38638	21765	26500	2014/15 Fewer coaches employed. 2015/16 additional in-house courses planned.
4006	First aid	20	80	80	100	
4009	Uniforms	67	500	500	500	
4011	Rates	14837	15002	15002	15345	
4012	Water rates	2263	2183	3700	3700	Investigations into possible leak.
4014	Lighting and heating	25374	22029	22862	22891	
4016	Cleaning/other materials	1590	1500	1700	1700	
4017	Contract cleaning	16251	16917	17782	19749	Cleaning hours increased by 5 hrs a week wef 1/12/14.
4021	Telephone ind payphone	2307	2250	2600	2500	
4023	Stationery/printing	1569	1800	1500	1600	
4035	Certification costs	3740	5300	5300	4000	
4036	Repairs	6938	7000	11000	7500	2014/15 offset by income for Optalis works.
4037	Alarm maint	697	800	1500	1000	
4038	Fire equipment	147	400	400	400	
4040	Equipment hire	1210	1390	1400	1400	
4041	Skip hire	2868	3300	3160	3476	Costs increasing by 10%
4042	Equipment	1700	1750	3150	2000	Purchase of defibrillator LS 4/11/14.
4232	Eat for health costs	0	0	0	0	
4233	WDS Club costs	626	0	0	0	
4251	Vending supply	7048	7000	6268	7000	
Total		233415	259920	254946	280772	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Code	Description					
1001	Rent	6799	6985	7976	19710	Hire of former office area.
1002	Public charges - rooms	38652	36580	38657	40000	
1077	Grants received	753	0	0	0	
1201	Sports hall charges	58681	63126	64000	67368	Circuits, Tai-Chi, Yoga & Pilates courses now run on arrangement where coaches not employed and pay room hire
1203	Courses/activities	54900	55500	50000	59000	
1204	Football - H.S.A	643	800	550	0	
1205	Tennis - H.S.A	3201	3600	2800	1500	
1206	Netball - H.S.A.	118	210	210	500	
1210	Sports equipment hire	310	300	400	400	
1211	Optalis - set up works	0	0	4365	0	
1220	Other sales (ice creams)	6076	5000	5894	6000	
1233	WDS Sports income		0	626	0	
1251	Vending- drinks + snacks	6284	6000	5184	6000	
Total		176417	178101	180662	200478	
Net		56998	81819	74284	80294	

Bulmershe Leisure Centre 301

Expenditure					
	Actual	Estimate	Revised Est	Estimate	
	2013/14	2014/15	2014/15	2015/16	Information
Code	Description				
4001	Staff costs	158975	157824	111559	Sick cover costs.
4003	Leisure attendants	44364	49841	35193	Higher use of leisure attendants.
4004	Coaches	62813	69330	54595	New courses and sickness cover.
4006	First aid	191	150	266	
4009	Uniforms	565	500	240	
4010	Expenses	281	500	354	
4011	Rates	43097	44103	29483	
4012	Water rates	7416	11100	7353	
4014	Lighting and heating	66754	68200	34026	
4016	Cleaning materials	868	1000	579	
4017	Contract cleaning	33213	34742	22010	
4019	Other materials	0	0	0	
4020	Other supplies	4734	4115	4483	
4021	Telephone	3482	2730	2484	
4022	Postage	100	100	67	
4023	Stationery and printing	2358	2500	2004	
4036	Repairs (£20K added from reserves)	21780	40000	45650	New filters & cost of repairs to meet agreed works before surrender of lease
4040	Equipment rental	1939	3750	1754	
4041	Refuse/skip hire	1080	995	765	Additional skip use.
4042	Equipment	5544	5000	2702	
4044	Grounds maintenance	1230	1270	1270	
4049	Performance rights	330	400	145	
4050	Pool chemicals	4359	4000	3301	
4121	Payphone	114	120	101	
4123	Y/C Lettings	659	0	0	
Total		466246	502271	360384	0
Income					
	Actual	Estimate	Revised Est	Estimate	
	2013/14	2014/15	2014/15	2015/16	
Code	Description				
1001	Rent	3112	2926	1953	
1077	Grant	3836	0	0	
1230	Telephone	0	0	0	
1251	Vending - cold drinks	589	1000	196	
1301	Y and C Maint. contribution	14311	0	0	
1302	School contribution	80383	83177	60909	Based on actual expenditure on certain budget lines.
1303	Y and C Sports hall hire	5188	0	0	
1312	Pool-public	38585	37449	26062	
1313	Pool-exclusive	6339	8000	4486	
1314	Pool-courses and activities	149132	148000	111489	Income up to 30/11/14.
1315	Pool-clubs	16472	17426	12764	Income up to 30/11/14.
1316	Sports hall-casual/public	2793	2538	1939	
1317	Sports hall-courses/hol activts	25764	26000	15220	
1318	Sports hall-clubs/in advance	67029	76982	32554	Budget set included church booking on Sundays - this ended at the beginning of the financial year.
1351	Counter sales	4722	3505	2141	
	Misc income			120	
Total		418255	407003	269833	0
Net		47991	95268	90551	0

Depot - grounds maintenance 401

Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2013/14	2014/15	2014/15	2015/16	Information
4101	Staff	6766	6901	6898	7380	
4106	First aid	0	15	15	15	
4009	Protective clothing	286	360	360	360	
4012	Water rates	339	327	582	582	Investigations into possible leak.
4116	Cleaning materials	151	250	250	250	
4020	Other supplies	79	200	200	200	
4121	Telephone	187	220	330	330	
4036	Repairs	269	200	200	200	
4038	Fire equipment	32	30	30	30	
4041	Skip hire	3858	3000	4500	4950	Costs increasing by 10%.
4042	Machinery maint/repairs	3434	3500	3500	3500	
4144	Petrol/oil	2864	1900	1900	2800	2 diesel tank fills likely in 2015/16.
4145	Tree maintenance	5000	5000	5000	5000	
Total		23265	21903	23765	25597	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
1401	Income BLC	1230	1270	1270	0	
1402	Income Bulmershe Pk, external	1244	1200	1200	1227	
Total		2474	2470	2470	1227	
Net		20791	19433	21295	24370	

Football 402

Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2013/14	2014/15	2014/15	2015/16	Information
4001	Staff costs	12747	13049	13044	13208	
4039	Seed/fertilizer	2578	3200	3200	3880	2015/16 Machine hire & contract - weed killing.
4042	Equipment	0	120	120	120	
Total		15325	16369	16364	17208	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
1003	Pitch charges	11730	11000	9387	9677	Loss of Berkshire development league 9 v 9 matches
Total		11730	11000	9387	9677	
Net		3595	5369	6977	7531	

Cricket 403

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
4001	Staff	6374	6525	6522	6604	
4012	Water rates	566	546	971	971	Investigations into possible leak.
4039	Seed/fertilizer	839	1250	1250	1930	2015/16 Machine hire & contract - weed killing.
4042	Equipment	0	50	50	50	
Total		7779	8371	8793	9555	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Code	Description					
1003	Pitch charges	2677	2772	1888	2268	2014/15 Cancelled matches due to weather.
Total		2677	2772	1888	2268	
Net		5102	5599	6905	7287	

Bowling green 404

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
4001	Staff	7790	7974	7971	8071	
4012	Water rates	849	819	1457	1457	Investigations into possible leak.
4014	B Club light & heat	506	650	0	0	Actual costs paid by bowling club.
4035	Certifications	0	100	100	100	
4039	Seed/fertilizer	1240	1700	1700	1700	
4040	Equipment/equipment hire	342	25	0	25	
Total		10727	11268	11228	11353	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Code	Description					
1003	Public fees	240	250	171	200	
1005	Irrigation/water	105	300	300	315	
1006	Club licence fee	6150	6388	6314	6440	
1090	Light and heat income	506	650	0	0	Actual costs recharged to club.
Total		7001	7588	6785	6955	
Net		3726	3680	4443	4398	

Woodford Park 405

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	20582	21133	21384	23000	
4012	Water rates	1358	1310	2300	2300	Investigations into possible leak.
4020	Other materials	507	500	564	570	Padding pool repairs costs.
4036	Repairs	198	500	650	500	
4039	Plants/flowers	407	400	400	400	
4047	Play equipment	922	750	750	750	
4151	Tournaments	704	1000	710	800	
Total		24678	25593	26758	28320	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
1004	Fair site	6564	3500	1799	1830	
Total		6564	3500	1799	1830	
Net		18114	22093	24959	26490	

Memorial Ground 406

Expenditure		Actual	Estimate	Revised Es	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	6025	6175	6173	7034	
4039	Seed/fertilizer	204	260	260	260	
4047	Play equipment	376	200	200	200	
Total		6605	6635	6633	7494	
Income						
Code	Description	Actual	Estimate	Revised Es	Estimate	
		2013/14	2014/15	2014/15	2015/16	
1002	Ground hire	202	220	104	109	
Total		202	220	104	109	
Net		6403	6415	6529	7385	

Garden of Remembrance 407

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	4249	4350	4347	4403	
4039	Planting/pillars	55	200	200	200	
4071	Inscription costs	861	292	674	600	
Total		5165	4842	5221	5203	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
1021	Income from plaques	800	440	918	800	
Total		800	440	918	800	
Net		4365	4402	4303	4403	

Play areas and open spaces 408

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	8363	9589	9714	11344	
4013	Rent - ground leases	146	200	200	200	
4047	Play equipment	502	500	900	500	2014/15 Malone Park - extra works with new equipment added from Section 1.06 funding.
Total		9011	10289	10814	12044	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		9011	10289	10814	12044	

Coronation Hall 501

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff costs	20260	20846	21276	20349	Reallocation of maintenance costs - BLC
4006	First aid	0	10	11	11	
4011	Rates	3373	3439	3439	3504	
4012	Water rates	1282	1365	1400	1450	
4014	Lighting and heating	3216	4612	3600	3750	
4016	Cleaning materials	610	570	570	570	
4021	Telephone	108	0	0	0	
4035	Certification tests	340	500	350	355	
4036	Repairs	1042	850	500	850	
4040	Dryer hire	353	350	355	355	
Total		30584	32542	31501	31194	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
1002	Hall hire	28947	31310	31310	32800	
Total		28947	31310	31310	32800	
Net		1637	1232	191	-1606	

Chapel Hall 502

Expenditure		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
4001	Staff costs	13261	12448	16102	13461	2014/15 cover costs & reallocation of maintenance costs - BLC
4006	First aid	0	10	10	10	
4011	Rates	1525	1555	1555	1584	
4012	Water rates	220	263	250	263	
4014	Lighting and heating	2214	2631	2600	2700	
4016	Cleaning materials	576	130	380	350	
4021	Telephone	147	0	0	0	
4035	Certification tests	533	320	300	300	
4036	Repairs	1889	800	1200	1000	Break in - damage to outside store.
4040	Dryer hire	353	365	355	355	
Total		20718	18522	22752	20023	
Income		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Code	Description					
1002	Hall hire	24683	26033	29500	29500	2015/16 retained previous year's income level - possible changes in regular hirers.
Total		24683	26033	29500	29500	
Net		-3965	-7511	-6748	-9477	

CAPITAL AND PROJECTS - LEISURE SERVICES COMMITTEE 509

Expenditure		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
4951	WPLC Loan Interest	18637	16636	16636	14423	
4952	BLC Loan Interest	3343	2926	2926	2470	
4953	Wdfd Pk Loan Interest	2203	1958	1958	1692	
4954	Chapel Loan Interest	4849	4831	4831	4810	
4961	WPLC Loan Capital	18909	20910	20910	23123	
4962	BLC Loan Capital	4403	4819	4819	5275	
4963	Wdfd Pk Loan Capital	3401	3647	3647	3913	
4964	Chapel Loan Capital	155	173	173	194	
Total		55900	55900	55900	55900	
Income		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	
Code	Description					
Total		0	0	0	0	
Net		55900	55900	55900	55900	

COMMUNITY SERVICES COMMITTEE - BUDGET SUMMARY 2015/16

Expenditure		Actual	Estimate	Revised Est	Estimate
		2013/14	2014/15	2014/15	2015/16
Code	Description				
	Allotments	20590	16681	19767	19885
	Partnership Projects	34777	37453	35901	40754
	Grants	28014	29659	29660	31000
	Amenities	9555	9499	9237	16539
	Events	5549	4268	4268	4428
	Capital and Projects	8476	8476	8476	8476
Total		106961	106036	107309	121082
Income		Actual	Estimate	Revised Est	Estimate
		2013/14	2014/15	2014/15	2015/16
Code	Description				
	Allotments	6936	7500	7186	8996
	Partnership Projects	0	0	0	0
	Grants	0	0	0	0
	Amenities	0	0	0	852
	Events	0	0	0	0
	Capital and Projects	0	0	0	0
Total		6936	7500	7186	9848
Net		100025	98536	100123	111234

Allotments 601

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
4001	Staff	5699	5881	6267	6385	
4012	Water rates	6935	2800	5000	5250	
4013	Lease	6500	6500	6500	6500	
4036	Repairs	1456	1500	2000	1750	
Total		20590	16681	19767	19885	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
1001	Rents	6936	7500	7186	8996	2016 new rates and water charge.
Total		6936	7500	7186	8996	
Net		13654	9181	12581	10889	

Partnership projects 602

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
4262	Town Centre Management grant	12663	12633	12633	12633	
4264	Just Around the Corner SLA	22114	22820	22668	23121	Est 2% increase as at March 2015.
4235	Bulmershe Youth Club		2000	600	2000	Support to Bulmershe Youth Club.
	Youth Projects Fund	0	0	0	3000	New fund - Youth Working Party proposals
Total		34777	37453	35901	40754	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
Total		0	0	0	0	
Net		34777	37453	35901	40754	

Grants 603

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
4661	Readibus	16056	16538	16538	17000	Incr by 2.8%
4662	Museum of Berks Aviation	1000	0	0	0	
4663	Citizens Advice Bureau	3692	3803	3803	7000	£7838 applied for
4665	Keep Mobile	1766	1819	1819	1000	£3940 applied for
4667	ARC	5000	5000	5000	5000	£5000 applied for
4668	Wokingham Job Support Centre	500	500	500	0	£500 applied for
4669	Lend and Play Toy Library	0	2000	2000	1000	£3000 applied for
Total		28014	29659	29660	31000	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2013/14	2014/15	2014/15	2015/16	Information
Code	Description					
Total		0	0	0	0	
Net		28014	29659	29660	31000	

Amenities 604

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	2877	3009	3137	3879	
4014	Street lights - fuel	1763	1940	1800	1900	
4036	Street lights - repairs	4346	3800	3800	3800	
4163	Amenities repairs	223	750	500	750	
4164	Refuse vehicle - Airfield Centre	346	0	0	0	
	Town Centre - Public toilet	0	0	0	5400	Anticipates provision from September 2015 - consumables and maintenance, cleaning and utilities.
	Rates - public toilet	0	0	0	810	Estimated wef Septemer 2015.
Total		9555	9499	9237	16539	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
	Town Centre public toilet	0	0	0	852	Assumes 20 visits a day at 20p from Sept.
Total		0	0	0	852	
Net		9555	9499	9237	15687	

Events 605

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	2158	2257	2257	2328	
4031	Promotions/materials	1200	1000	1000	1100	
4533	Woodley Carnival	1500	1011	1011	1000	
4534	Community events	691	0	0	0	
Total		5549	4268	4268	4428	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		5549	4268	4268	4428	

Capital and projects 609

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4957	Airfield Loan Interest	6671	6491	6491	6292	
4967	Airfield Loan Principal	1805	1985	1985	2184	
Total		8476	8476	8476	8476	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		8476	8476	8476	8476	

Woodley Town Council

Annual Treasury Management Strategy 2015/16

Background

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

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

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

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

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

Investment Strategy

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

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

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

Introduction

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

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

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

Policy and practice

The Council defines its treasury management activities as:

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

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

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

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

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

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

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

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

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

Investment objectives

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

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

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

Temporary (specified) investments

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

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

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

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

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

Long term (unspecified) investments

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

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

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

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

Period	Target increase in investment value
1 April 2014 – 31 March 2015	£27,343
1 November 2014 – 31 October 2015	£28,737
1 April 2015 – 31 March 2016	£29,803

As at 7 November 2014 the market value of the fund was £973,045, an increase of £28,826 over the year.

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

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

The Council, through the Investments Working Party and/or the Strategy and Resources Committee, will review its annual contribution to the fund every three years. The next review will take place in November 2016. In 2015/16 the Council will budget to contribute £80,000 to the fund.

The choice of investment manager will be reviewed every 5 years. The next review will take place in 2015. The criteria for this process is attached at **Appendix C**.

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

Counterparties:

Rathbone Investment Management Ltd

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

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

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

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

Each year the Council will require the investment manager to:

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

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

GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

NOTE ON THE REVIEW OF THE GUIDANCE

[This note is not part of the guidance]

BACKGROUND

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

APPLICATION

The new guidance becomes operative on 1 April 2010.

CLG SELECT COMMITTEE INQUIRY ON LOCAL AUTHORITY INVESTMENTS

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

Evidence: <http://www.publications.parliament.uk/pa/cm/200809/cmselect/cmcomloc/164/164ii.pdf>
Report: <http://www.publications.parliament.uk/pa/cm/200809/cmselect/cmcomloc/164/164i.pdf>
Responses: <http://www.publications.parliament.uk/pa/cm/200809/cmselect/cmcomloc/1013/1013.pdf>

MAIN CHANGES

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

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

Communities and Local Government

11 March 2010

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GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

[Second edition – 11 March 2010]

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

[PART 1]

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

POWER UNDER WHICH THE GUIDANCE IS ISSUED [1.1]

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

APPLICATION [3.1 - 3.3]

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

INVESTMENT STRATEGY [4.1 - 4.7]

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

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

Security - Liquidity - Yield ...in that order!

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

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

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

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

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

INVESTMENT SECURITY [5.1 - 5.3]

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

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

INVESTMENT RISK [6.1 - 6.4]

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

Risk assessment [6.1]

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

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

Treasury management advisers [6.2]

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

Investment training [6.3]

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

Investment of money borrowed in advance of need [6.4]

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

INVESTMENT LIQUIDITY [7.1]

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

[PART 2]

Department for Communities and Local Government

GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

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

(1) POWER UNDER WHICH THE GUIDANCE IS ISSUED

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

(2) DEFINITIONS OF TERMS

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

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

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

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

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

(3) APPLICATION

Effective date

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

Local authorities

3.2 This guidance applies to all local authorities in England.

Parish councils and charter trustees

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

- (a) Where the parish council or charter trustee expects its investments at any time during a financial year to exceed £500,000, the guidance should apply in relation to that year.
- (b) Where the parish council or charter trustee expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the guidance in relation to that year.
- (c) Where the parish council or charter trustee expects its investments at any time during a financial year not to exceed £10,000, no part of this guidance need be treated as applying in relation to that year.

(4) INVESTMENT STRATEGY

Preparation

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

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

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

Approval

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

Timing

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

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

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

Publication

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

(5) INVESTMENT SECURITY

Specified investments

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

- (a) the investment is denominated in sterling and any payments or repayments in respect of the investment are payable only in sterling;
 - (b) the investment is not a *long-term investment* (as defined in paragraph 2.4);
 - (c) the making of the investment is not defined as *capital expenditure* by virtue of regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146 as amended]*;
 - (d) the investment is made with a body or in an investment scheme of *high credit quality* (see paragraph 5.2); or with one of the following public-sector bodies:
 - (i) the United Kingdom Government
 - (ii) a local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland
 - (iii) a parish council or community council.
- 5.2 For the purposes of paragraph 5.1(d), the Secretary of State recommends that the Strategy should define *high credit quality* (and where this definition refers to *credit ratings*, paragraph 6.1 is relevant).

Non-specified investments

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

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

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

(6) INVESTMENT RISK

Risk assessment

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

- (a) to what extent, if any, risk assessment is based upon credit ratings issued by one or more credit rating agencies;
- (b) where credit ratings are used, how frequently credit ratings are monitored and what action is to be taken when ratings change; and
- (c) what other sources of information on credit risk are used, additional to or instead of credit ratings.

Treasury management advisers

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

- (a) whether and, if so, how the authority uses external advisers offering information, advice or assistance relating to investment; and
- (b) how the authority monitors and maintains the quality of any such service.

Investment training

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

Investment of money borrowed in advance of need

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

(7) INVESTMENT LIQUIDITY

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

2. Investment strategy

Dynamic asset allocation

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

Rebalancing annually – timed to coincide with cash injection

Appendix B

Criteria to be met by investment manager/company:

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