



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

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

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

**NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8.00 pm on Tuesday 4 February 2014, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

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

3. **MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2013**

To approve the minutes of the Strategy and Resources Committee held on 26 November 2013 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 10 December 2013.)***

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 1/14.**

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b) **Payments**

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

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

- c) **Short term investment**  
To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 27 December 2013 for a period of 3 months at a rate of 0.6% interest.
- d) **HMRC**  
To receive a verbal report on a recent visit by HMRC.

5. **CHARGES 2014/15**

- a) To consider the proposed 2014/15 charges at the Oakwood Centre and recommend the 2014/15 charges for the Oakwood Centre be approved. (***Proposed Charges 2014/15 Appendix page 1 enclosed.***)
- b) To consider the recommendation from the Leisure Services Committee and to recommend the 2013/14 charges for Town Council leisure facilities be approved. (***Proposed Charges 2014/15 Appendix page 2 onwards enclosed.***)

6. **REVISED ESTIMATES 2013/14**

- a) To consider **Report No. SR 2/14.** (***Budget Appendix – blue pages enclosed.***) Page 12
- b) To consider recommendations from Leisure Services and Community Services Committees to approve the Revised estimates for 2013/14 as set out in the enclosed ***Budget Appendix (green and pink pages enclosed).***

7. **BUDGET ESTIMATES 2014/15**

- a) **Strategy and Resources Committee**  
To consider **Report No. SR 3/14.** (***Budget Appendix – blue pages enclosed.***) Page 13
- b) **Recommendations from other committees**  
To consider the 2014/15 Budget estimates recommended by Leisure Services and Community Services Committees (***Budget Appendix – green and pink pages enclosed***) and that these be approved.

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

- To consider **Report No. SR 4/14.** Page 14

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

To consider the following recommendation from the Leisure Services Committee meeting on 7 January 2012, minute No.33:

*To recommend to the Strategy and Resources Committee that:*

- *The Council proceed with the project to install a 3G artificial grass pitch and associated works at Woodford Park.*
- *The Council instruct Sports Solutions to proceed with the preparation and submission of a planning application for the proposed 3G artificial grass pitch and associated works.*
- *The Council allocate a sum of £4,500 from the special projects earmarked reserve to cover the costs of the application and possible surveys.*

- *Subject to approval of the above recommendations, the Council seek and identify funding to cover the estimated £200,000 required for the project to meet the 50% partnership funding required under the terms of potential grant funders.*
- *Subject to approval to allocate funding to prepare and submit a planning application for the project, and subject to sufficient of those funds being available, officers be delegated to commission any surveys required as part of the planning application process.*

9. **INVESTMENTS WORKING PARTY**  
To receive **Report No. SR 5/14** of the Investments Working Party meeting held on 23 January 2014. Page 17
10. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**  
To receive **Report No. SR 6/14**. Page 29
11. **CATERING PARTNERSHIP MANAGEMENT PANEL**  
To receive **Report No. SR 7/14**. Page 30
12. **PUBLIC TOILETS WORKING PARTY**  
To note that the next meeting of the Public Toilets Working Party will be held on 20 February 2014.
13. **WAR MEMORIAL / CIVIC SPACE**  
To receive **Report No. SR 8/14**. Page 32
14. **SECTION 106 DEVELOPERS CONTRIBUTIONS**  
To consider **Report No. SR 9/14** Page 34
15. **BULMERSHE LEISURE CENTRE**  
To note the proposal being considered by the executive, Wokingham Borough Council, regarding the future of Bulmershe Leisure Centre in the report attached at **Appendix 15**. Page 39
16. **WOKINGHAM BOROUGH COUNCIL CONSULTATION ON THE DRAFT CIL CHARGING STRUCTURE**  
To consider the consultation on the proposed Community Infrastructure Levy charges. (**Appendix 16, enclosed**)
17. **NATIONAL ASSOCIATION OF LOCAL COUNCILS**  
To note a briefing on EU VAT Rules for the Public Sector from the National Association of Local Councils. (**Appendix 17**) Page 44
18. **BOROUGH PARISH CONFERENCE 2013**  
To note the minutes and workshop reports from the Borough Parish Conference held on 6 November 2013. (**Appendix 18**) Page 47
19. **FUTURE AGENDA ITEMS**  
To consider any future agenda items for the committee to consider.
20. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.

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**STRATEGY AND RESOURCES COMMITTEE**  
**BUDGETARY CONTROL 2013/14**

**REPORT No. SR 1/14**

<b>EXPENDITURE</b>	<b>Budget 2013/14</b>	<b>Actual Exp as at 31/12/2012</b>	<b>Actual Exp as at 31/12/2013</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
<b>Central Costs</b>	286051	185943	201423	70.4	Phone, staff advertising and office maintenance/equipment over 75%. Partial exemption annual payment made. All other costs under 75%.
<b>Democratic Costs</b>	44172	27768	24985	56.6	Civic allowance over 75% (Civic awards 2013), election allocation not spent. Staff costs under 75% - post vacant for 2 months.
<b>Corporate Management</b>	188149	135453	146897	78.1	Insurance premiums and affiliations payable at the beginning of the year. Insurance costs higher than estimated because of a review of and increase in rebuild costs for properties. Bank charges and affiliation costs over 75%.
<b>Capital Programme</b>	45000	40000	45000	100.0	Annual contribution transferred to capital fund.
<b>Grants</b>	4000	9259	4000	100.0	Grants awarded in April and November.
<b>Inn on the Park</b>	11957	8388	8095	67.7	Alarm maintenance and rates over 75%, all other costs under.
<b>Oakwood Centre</b>	145699	90470	95434	65.5	Maintenance & repairs, rates, water rates and fuel costs over 75%. All other costs under.
<b>Maintenance HQ</b>	7515	5689	6269	83.4	Rates and vehicle running costs over 75% - significant repairs to both vehicles this year.
<b>Capital and Projects</b>	184940	134140	134219	72.6	Loans paid in September and March - sinking fund contribution invested.
<b>TOTAL</b>	<b>917483</b>	<b>637110</b>	<b>666322</b>	<b>72.6</b>	

<b>INCOME</b>	<b>Budget 2013/14</b>	<b>Actual Inc as at 31/12/2012</b>	<b>Actual Inc as at 31/12/2013</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
<b>Central Costs</b>	6733	4595	3716	55.2	Income from temporary investments low - following new guidelines on risk has led to delay in making investments and interest income anticipated to be lower.
<b>Democratic Costs</b>	0	0	0	0	
<b>Corporate Management</b>	0	0	0	0	
<b>Capital Programme</b>	0	0	0	0	
<b>Grants</b>	0	0	0	0	
<b>Inn on the Park</b>	35481	50550	33936	95.6	Agreement requires monthly payments in advance. Budget estimate is lower than actual income of revised rent (£40,000).
<b>Oakwood Centre</b>	135452	102829	107358	79.3	Room hire income at 77%%, catering concession at 76%. Income from annual rents received.
<b>Maintenance HQ</b>	0	0	0	0	
<b>Capital and Projects</b>	0	0	0	0	
<b>TOTAL</b>	<b>177666</b>	<b>157974</b>	<b>145010</b>	<b>81.6</b>	
<b>NET</b>	<b>739817</b>	<b>479136</b>	<b>521312</b>		

**Month 9 represents 75% of the total budget**

## Woodley Town Council 2013/2014

### List of Payments made between 01/11/2013 and 30/11/2013

<u>Payee Name</u>	<u>Amount Paid</u>	
(Personal Information)	25.00	Eye test
(Personal Information)	49.50	Cancelled BLC course
(Personal Information)	492.95	Van repair - paid by staff member
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	15.00	Refund cancelled BLC course
(Personal Information)	510.00	Net Bonus
(Personal Information)	180.90	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	80.00	Cancelled WPLC course
(Personal Information)	50.00	Refund deposit
Action Doors	148.20	Call out/repair - front doors OC
Alan Price	46.00	Coach
Allen's Design & Print Ltd	1687.00	WTCMI xmas leaflets
Amanda Jane Knight	105.00	Coach
Amazon EU	150.00	Volunteers' costs
Arkell & Hurcombe (Bronzeworks)	87.60	Bronze cast plaque
ASA Awards	81.18	Awards for swimming BLC
B Kennedy	420.00	Coach
Badgemaster Limited	6.24	Staff name badge
Badgemaster Limited	6.24	Staff name badge
BE Fuelcards Ltd	1.81	Admin charge
BE Fuelcards Ltd	30.18	Diesel
Blandy & Blandy LLP	900.00	Legal services
Bowak Ltd	154.22	Cleaning supplies
Brian Hill	225.00	Coach
British Gas	6029.65	Electricity supply all sites
BT Direct	22.80	Phone
BT Direct	126.00	Phone
BT Direct	542.61	Phone
BT Direct	664.64	Phone
BT Direct	66.00	Phone
BT Direct	69.54	Phone
BT Direct	69.54	Phone
BT Direct	218.85	Phone
BT Telephone Payment Centre	8.40	Phone
Bullseye Awards & Garments Ltd	192.00	Sid Hopkins Football Tournament- medals
Carlton Services Ltd	804.00	Service on ovens/call out - dishwasher
Chemically-Solved Ltd	375.00	Pool supplies BLC
Churchill Contract Services Lt	5106.67	Contract cleaning
Churchill Contract Services Lt	1770.50	Contract cleaning
Citizens Advice Bureau	1846.00	Grant
Clare Mooney	100.00	Coach
Clare Mooney	80.00	Coach
Crown Water & Coffee	30.19	Bottled water
Crown Water & Coffee	30.19	Bottled water
Customers Really Matter Ltd	35.99	Monthly website charge
Customers Really Matter Ltd	35.99	Monthly website charge
EDF Energy 1 Ltd	11.52	Electric for clock tower
Edmundson Electrical Ltd	70.80	Box of 20 tubes OC
Edmundson Electrical Ltd	190.20	Box of 6ft tubes
Edmundson Electrical Ltd	190.20	Box of 6ft tubes

Emma Bloodworth	180.00	Coach
Energy Electrical Distributors	237.47	10x 400w metal hailaids
EURODEC	96.58	Decorating supplies
EURODEC	120.11	Decorating supplies
Eurostat Office Supplies	267.59	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Frasers Office Supplies Ltd	65.94	Stationery supplies
Frasers Office Supplies Ltd	93.98	Stationery supplies
Frasers Office Supplies Ltd	39.06	Stationery supplies
Fuel Fitness Ltd	15.00	Coach
Gazprom Energy	5095.00	Gas supply
Global Foodservice	27.11	Italiano Coffee cups
Global Foodservice Equipment	48.96	60x pure white Latte mugs
Green Refrigeration	60.00	Call out/repair -bottle fridge WPLC
Greenham Trading Ltd	270.64	Staff uniform - depot
Grundon Waste Management Ltd	108.00	Waste collection
HC Slingsby Plc	161.04	Line markings paint x2 WP
Helen Masey	686.00	Coach
HenryGreen Plumbing	156.00	Service on boiler
Hewden Stuart Ltd	435.84	Hire of excavator for 1 week
HM Revenue & Customs Only	13996.55	PAYE/NI
ILONA WOLSKA	135.00	Coach
Investec Asset Finance	372.00	BLC gas use management
IQL Uk Ltd	119.00	NPLQ packs
IQL Uk Ltd	660.00	NPMQ training course - BLC
J P Lennard Ltd	54.23	Ankle support/lifting straps - BLC
J P Lennard Ltd	451.20	AB training/Lonsdale club pack - Boxing BLC
Jack Fisher	60.00	Coach
Jack Fisher	82.50	Coach
Janet Dacre	277.20	Coach
JB Security Systems Ltd	144.00	Service on CCTV
John Willis	110.00	Window Cleaner
Just In The Park CIC	1034.20	Charged on behalf of Just in the Park café
Kathy Jagger	280.00	Coach
Keep Mobile	883.00	Grant
Key Industrial Equipment Ltd	75.60	Heater/label remover
KLM Digital Office Solutions L	103.21	Service & maint agreement - photocopier
Lamps & Tubes Luminations Ltd	4056.00	WTCMI xmas lighting
Larchfield Services	110.64	Service on OC fridge
Llotds Bank	34.34	Charges 10 Sept to 9 Oct 13
Lloyds Bank	412.97	Cardnet service charges
Lloyds Bank	1.11	Fraud-Skrill.com
Lloyds Bank	53622.42	Nov 2013 payroll
Mainstream Digital	0.14	Phone
Margaret Macknelly Design	276.00	Grant form update/training
Market Trade News	204.00	WTCMI advertising
Merchant Rentals	52.85	Monthly cardnet charge
Miss Hannah S Camfield	30.00	Coach
MKR Electrical Services Ltd	198.00	Disconnection of power supply GOR
MKR Electrical Services Ltd	636.20	Connect new lights BLC
Mrs J A Mason	192.00	Coach
Oakmoor	413.04	Shutter repairs - Coro Hall
Office Depot International (UK	70.87	Stationery supplies
P & H Fareham	237.07	Vending supplies
P.A. Tree Care Ltd	480.00	Remove 2 trees WP
PDG Group Services	28.01	Cleaning supplies
PDG Group Services	498.84	Cleaning supplies
Peninsula Business	489.60	HR services
Performing Rights Society Ltd	260.21	Music licence - BLC
PETTY CASH A/C	168.68	Top up petty cash
Philip Larsson	855.00	Coach
Philip Larsson	900.00	Coach
PHS Group Plc	116.22	Qtrly rental charge - mat WPLC

Pitney Bowes	250.00	Postage top up
Profloor Ltd	1140.00	Repair OC flooring
Prudential Assurance	30.00	AVC
READIBUS	8028.00	Grant
Reading Extinguisher Services	126.84	Fire extinguisher service
Regency Cleaning Services Ltd	1507.55	Contract cleaning
Reindeer Centre	1620.00	Reindeer for extravanenza WTCMI
Rigby Taylor Ltd	705.60	Bags of pitch dryline whitening x 120
RS Woodley Zebras FC	50.00	Refund deposit
Ryman.co.uk	21.46	Pukka carbonless receipt book
Screwfix Direct Ltd	21.00	Rubber door wedges OC
Security Control Systems Ltd	108.00	Annual maintenance charge workshop
Serviceline	604.63	Service on Dishwasher
SGW Payroll Ltd	197.90	Payroll services
Simon Brookes	172.00	Coach
SITA UK Ltd	577.24	Refuse collection
Skrill.com	40.72	Fraud
SLCC Enterprises Ltd	13.45	Publication 'Minute taking'
SMS Environmental Ltd	721.36	BLC water samples
SMS Environmental Ltd	230.40	BLC water samples
SMS Environmental Ltd	502.36	BLC/WPLC water samples
Southern Electric Contracting	181.44	Repairs to street lighting
Southern Electric Contracting	381.28	Repairs to street lighting
Thames Valley Temperature Cont	1847.47	Service on boiler - Coro/Chapel hall/WPLC/OC
Thames Valley Temperature Cont	1125.00	Service on boilers/water heater/fridges
Thames Water	64.92	Water rates
Thames Water	618.00	Water rates
Thames Water	305.82	water rates
Thames Water	957.06	Water rates
Thames Water	2025.83	Water rates
The Berkshire Pension Fund	8784.24	Pension - employers and employees
The BSS Group Ltd	25.69	Building supplies
The Card Shop	194.00	Mayor's Christmas cards
The Crown Estate Commissioners	624.00	WTCMI xmas tree
The Museum of Berkshire Aviati	500.00	Grant
The Safe Shop Ltd	71.98	2x Steel post boxes
Trade UK	83.64	Building supplies
Travis Perkins Trading Company	61.01	Building supplies
Travis Perkins Trading Company	56.10	Building supplies
Trinity Mirror Southern Ltd	1119.60	Staff advertising/WTCMI advert
TSM Copiers Ltd	140.45	Copier usage
TTC Signs Ltd	89.52	Dogs signs - WP
Unison	41.90	Union fees deducted from pay
UNIVAR B.V.	1000.06	BLC pool supplies
Virgin Media Payments Ltd	0.35	Phone
Virgin Media Payments Ltd	20.44	Phone
Vita Play Ltd	390.00	Repairs to zip-wire - playground
Vodafone Ltd	156.97	Phone
WaterCare Service	205.20	Service of watersoftener
Wokingham BC	40.00	Rates
Wokingham BC	152.00	Rates
Wokingham BC	337.00	Rates
Wokingham BC	832.00	Rates
Wokingham BC	1766.00	Rates
Wokingham BC	4310.00	Rates
Wokingham Borough Council	475.00	Annual licensing fees - WPLC/OC
Wokingham Pools and Spas	78.00	Repair pool cover
Woodley Carnival Committee	1500.00	Grant



## Woodley Town Council 2013/2014

### List of Payments made between 01/12/2013 and 31/12/2013

<u>Payee Name</u>	<u>Amount</u>	
	<u>Paid</u>	
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	45.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	34.37	Net pay Dec 2013
(Personal Information)	50.00	Refund deposit
(Personal Information)	59.40	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	200.00	Refund deposit
(Personal Information)	45.00	Refund deposit
(Personal Information)	50.00	Refund deposit
1st Wdly Boys Brigade Company	250.00	Grant
Accounting Solutions	569.40	Budget for 2014/2015
Allen's Design & Print Ltd	456.00	WTCMI Wdly Extravaganza banners
Amazon.co.uk	199.97	2x WD 2TB portable hard drives
Apple on-line store	1189.00	Laptop - WTC
BE Fuelcards Ltd	71.57	Diesel
BE Fuelcards Ltd	100.67	BP Diesel
Berkshire County Blind Society	250.00	Grant
Bowak Ltd	289.16	Cleaning supplies
Brian Hill	225.00	Coach
British Gas	1912.65	Electricity supply
Broxap Ltd	548.40	Ripon seat - commemorative bench
BT Direct	145.80	Phone
BT Direct	21.84	Phone
BT direct	45.46	Phone
BT Direct	80.58	Phone
BT direct	172.98	Phone
BT Telephone Payment Centre	8.40	Phone
BT Telephone Payment Centre	8.40	Phone
Carlton Services Ltd	748.80	Service/repair Dishwasher
Cash - Cosmos	230.00	Christmas party contribution
Cash-BLC Youth Club	100.00	BLC Youth Club
Chemically-Solved Ltd	154.15	Pool supplies BLC
Chemically-Solved Ltd	330.00	Pool supplies BLC
Chris Wood Gardening	407.26	Chapel Hall caretaker cover
Churchill Contract Services Lt	1770.50	Contract cleaning
Churchill Contract Services Lt	3336.17	Contract cleaning
CIT Vendor Finance (UK) Ltd	839.38	Qtrly rental charge - photocopier
Crown Water & Coffee	45.29	Bottled water
Cruse Bereavement Care	250.00	Grant
Customers Really Matter Ltd	35.99	Monthly website charge
Dejac Associates Ltd	2923.20	3x iMacs/Video adapter/3x Office 2011
DVLA	220.00	Car tax - RY54 DBU
DVLA	220.00	Car tax - OE55 NNW
E.ON	746.95	Gas supply
EDF Energy 1 Ltd	11.52	Electric for clock tower

Energy Electrical Distributors	278.79	Electrical supplies
EURODEC	292.67	Decorating supplies
Eurostat Office Supplies	54.90	Stationery supplies
Eurostat Office Supplies	9.56	Stationery supplies
Eventu	40.00	Removal of mixer unit - theatre
FAS Capital Ltd	79.20	Monthly cash register charge
Frasers Office Supplies Ltd	269.57	Stationery supplies
Gazprom Energy	5493.16	Gas supply
Gilbert Thompson	700.00	Newsletter delivery
HM Revenue & Customs Only	13456.28	PAYE & NI
Howardson Ltd	693.28	Tri tipped scarification reel - depot
ILONA WOLSKA	108.00	Coach
ILONA WOLSKA	54.00	Coach
Impro Commercial Ltd	80.94	Staff uniform
Investec Asset Fin	372.00	BLC Light/heat
Jack Fisher	60.00	Coach
Janet Dacre	126.00	Coach
John Willis	110.00	Window cleaner
Just In The Park CIC	2981.75	Charged on behalf of Just in the Park café
Just In The Park CIC	2539.60	Charged on behalf of Just in the Park café
Kathy Jagger	140.00	Coach
Kingfisher Security UK Ltd	804.00	Annual service charge intruder alarm
KLM Digital Office Solutions L	96.68	Service & maintenance agreement
Laundry Depot	75.70	Wash/press table cloths
Lister Wilder Ltd	56.07	Oil filter - depot
Lloyds Bank	234.39	Cardnet charges
Lloyds Bank	32.42	Charges 10 Nov - 9 Dec 13
Lloyds Bank	51014.03	Net Payroll - Dec 2013
LT Pub Leasing	60.00	To cancel inv paid in error
Mainstream Digital	0.22	Phone
Margaret Macknelly Design	408.00	December newsletter & questionnaire design
Marion Toogood	100.00	Coach
Merchant Rentals	52.85	Monthly cardnet machine charge
Michael Blackburne	64.00	Coach
Mrs J A Mason	192.00	Coach
Ms E A Holland	28.00	Coach
Music Sprectrum	250.00	Grant
Norman J Mousley	50.00	Photograph of Mayor
OCS Group UK Ltd t/a Cannon	102.00	Refuse collection
Pawling Systems Ltd	198.71	Building supplies WPLC
PDG Group Services	82.87	Cleaning supplies
Peninsula Business	489.60	HR Services
PETTY CASH A/C	148.28	Top up petty cash
PHS Group Plc	2977.86	Annual service charge OC/Coro/Chapel/WPLC
Piercing Gance Ltd	223.98	Staff uniform
Prudential Assurance	30.00	AVC payment deducted from pay
RAD MAC	50.00	Refund deposit
Rdg Spring Gardens Brass Band	250.00	Grant
Reading Extinguisher Services	176.94	Fire extinguisher service
Regency Cleaning Services Ltd	1880.38	Contract cleaning
Rialtas Business Solutions Ltd	704.40	Annual service charge Omega finance system
Rigby Taylor Ltd	320.99	Fertiliser - WP
Securitas Security Services (U	540.00	Monthly key holding service
Securitas Security Services (U	180.00	Monthly key holding service
SGW Payroll Ltd	193.82	Payroll service
SGW Payroll Ltd	189.74	Payroll service
SITA UK Ltd	859.24	Refuse collection

SMS Environmental Ltd	490.96	BLC water samples
St James Church Centre	250.00	Grant
Staysure Ltd	35.40	Repair to tractor tyre
Tesco Direct	102.00	Hoover for Chapel Hall
Thames Water	618.00	Water rates
The Berkshire Pension Fund	8766.83	Pension - employers and employees
The Letterworks Ltd	1425.20	WTC newsletter printing
Trade UK	35.16	Building supplies WPLC
Trinity Mirror Publishing Ltd	814.98	Staff advertising
Trinity Mirror Southern Ltd	592.80	WTCMI-website advert
TSM Copiers Ltd	12.62	Copier usage
TV Licensing	145.50	BLC TV licence
Unison	41.90	Union fees deducted from pay
Virgin Media Payments Ltd	22.87	Phone
Vodafone Ltd	159.09	Phone
Wargrave Parish Council	107.00	Precept leaflet - shared costs
Watson Petroleum Ltd	1451.40	Diesel - depot
Wdly & Whitegates Labour Party	50.00	Refund deposit
Wdly Festival of Music& Arts	250.00	Grant
Wdly Saints Football Club	250.00	Grant
Wdly United Football Club	250.00	Grant
Wdly Volunteer Centre	250.00	Grant
Wokingham BC	40.00	Rates
Wokingham BC	152.00	Rates
Wokingham BC	337.00	Rates
Wokingham BC	832.00	Rates
Wokingham BC	1766.00	Rates
Wokingham BC	4310.00	Rates
Woodley & Earley Arts Group	50.00	Refund deposit
Woodley Auto Centre	1167.31	Service/repair WTC truck
Zoggs International Ltd	763.20	BLC pool supplies

Woodley Town Council

## **REVISED BUDGET ESTIMATES 2013/14**

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

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#### **Purpose of Report**

To inform and advise Members of the recommendations for the Strategy & Resources Committee Revised Budget Estimates for the 2013/14 financial year.

#### **Information**

The Revised Budget Estimates for 2013/14, *Budget Appendix enclosed*, have been drawn up taking into account any additional factors or information from officers expected to affect income or expenditure for the year. Where possible, savings have been identified to reduce spending.

#### **Expenditure**

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

In Central Costs staff costs, training and expenses are anticipated to be lower than originally budgeted for.

Democratic Costs are estimated to be £4,000 lower than the original estimate. This is because of a vacant post over 2 months, lower spending on expenses (staff travel) and training costs are likely to be under the original estimate. This is slightly offset by an increase in the Civic Costs budget to cover the Citizens Awards reception.

A small saving on staff, repairs and water rates costs is anticipated at the Inn on the Park.

At the Oakwood Centre staff costs will be lower than the original budget allocated; the new post of Venues Supervisor has been agreed and will require lower funding than had been allowed for in the original estimate. This reduction is offset by anticipated increases in fuel, repairs and certification costs.

Corporate Management costs have increased because of higher than anticipated insurance, banking and pension costs; the latter offset by a reduction in National Insurance contributions.

The Maintenance HQ budget is estimated to exceed its original target. Although heating costs will be lower than budgeted for the two maintenance vehicles have both required significant repairs this year.

Overall expenditure is estimated to be £7,729 under that originally budgeted.

#### **Income**

It is estimated that committee income will be £6,255 higher than the original budget figure.

At the Oakwood Centre rental income, in house activities and catering are likely to exceed their original estimates. At the Inn on the Park the revised rent finally agreed is higher than had been budgeted for.

#### **Net Expenditure**

Overall, the committee's revised estimates show a net reduction of £13,984 over that originally budgeted for the 2013/14 financial year.

#### **Recommendations**

- ◆ **that Members note the contents of the report.**
- ◆ **that Members approve the Revised Budget Estimates for 2013/14, as set out in the Budget Appendix.**

## **BUDGET ESTIMATES 2014/15**

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

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#### **Purpose of Report**

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

#### **Information**

The Budget Estimates for the 2014/15 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 increase by £28,396 over the revised estimate for 2013/14 and by £20,667 over the original 2013/14 budget.

Staff costs have been increased by 1% to allow for a possible pay increase. However, the main reason for the increase in costs over the previous year is the change in line with pension regulations:

- From 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. The additional cost of this liability in respect of five members of staff (£15,850) is included in the Strategy and Resources' Corporate Management budget.
- Other staff who don't meet the criteria for auto enrolment have to be informed of their right to join the pension scheme and a sum of £3,000 has been allocated to cover this potential cost.

These are estimated on a 0.3% increase in employers' pension costs. The actual rate has not yet been provided by the pension fund's actuaries.

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

The Oakwood Centre estimates include the annual cost of the new Venues Supervisor post, which was only part funded in 2013/14 following approval for this addition to the staff establishment in November 2013.

#### **Income**

Income estimates at the Oakwood Centre have been set at prudent levels.

The committee's annual income is estimated to be £4,172 higher than the 2013/14 revised estimates and £10,427 over the original estimates for that year.

#### **Net Expenditure**

Net expenditure is estimated to increase by £24,224 over the revised budget figure for 2013/14 and by £10,240 over the original 2013/14 budget.

#### **Recommendations**

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the proposed Budget Estimates for 2014/15, as set out in the Budget Appendix, be approved.**

Woodley Town Council

**BUDGET AND PRECEPT 2014/15**

**Report of the Town Clerk**

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**Purpose of Report**

To consider and recommend to Council the budget and precept charge for the 2014/15 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 2013/14 and the expected reserves level at that time. It sets out the revised 2013/14 figures and shows the actual reserves figure following the 2012/13 year end, as published in the accounts for that year. The column highlighted in green presents the proposed budget for 2014/15 and anticipated reserves.

The projections for 2015/16 and 2016/17 are indications only of future income and expenditure based on the 2014/5 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.

Last year 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 last year'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 have received funding from the government to support the reduction in the tax base as a result of the regulations, including a sum identified (but not ringfenced) to support the impact of the reduction in town and parish council tax bases. Wokingham

Borough Council was allocated £165,000 last year and the same again this year, according to government figures. Last year Wokingham Borough Council passed the whole of this funding to the town and parish councils. This year the allocation has been reduced to 59%, to £100,000 and the proposed allocation is attached to this report at **Appendix A**. Woodley Town Council will receive £43,232 of this funding. The Borough Council has advised that the increases in next year's estimated tax base figures, less the grant to be provided, gives an average net reduction of 0.09%. It has also informed town and parish councils of the intention to reduce the grant to £50,000 in 2015/16 and making no grant in 2016/17.

The National Association of Local Councils (NALC) has lobbied government on this matter. It is understood that Brandon Lewis, Parliamentary Under Secretary of State for Communities and Local Government, will be following up billing authorities who do not plan to pass any of the grant on, but is unlikely to approach those making a partial grant.

The 2014/15 tax base is 9459.9; 217.2 higher than last year's figure of 9242.7. This new tax base includes an additional 217.2 Band D equivalents in the parish and anticipates some of the new homes to be built in the town becoming occupied during the year.

#### Reserves

The original budget estimates for 2013/14 anticipated general reserves of £361,699 at the end of the year and a contribution to revenue expenditure from general reserves of £26,660. The actual 2012/13 out turn contributed savings to increase the general reserves to £388,359.

During the year the Council has allocated funding of £45,398 from general reserves in respect of the Oakwood Centre flooring, parasols for the café area outside the centre and for a bookings system. With the release of earmarked reserves for Woodley 2020 and an allotments 5 year review fund totalling £1,256 and estimated savings of £51,150 to add to reserves at the 2013/14 year end it is anticipated the general reserve will stand at £368,707 at 31 March 2014.

#### 2014/15 Budget Estimates

The Council's proposed net budget for 2014/15 is estimated at £1,133,271; an increase of £23,227 on the revised figures for 2013/14 and a reduction of £27,923 on the original 2013/14 budget estimate. The expenditure includes capital loan repayments and the annual contribution to the sinking fund. The Council has earmarked reserves of £214,677, as at 6/1/14, and the sinking fund stands at £850,046, as at 8/1/2014.

It is proposed that the precept level be set at £1,030,349 for the 2014/15 financial year, a decrease of £29,327 on last year's precept figure. With the Government funding added a total of £1,073,580 will be raised.

The 'Band D' property charge at £108.92 represents a 5% decrease on the previous year's Band D charge.

The budget estimates presented anticipate that the Council's 2014/15 revenue expenditure will be supported by £59,691 from general reserves. It is estimated that as at 31 March 2015 the Council's general reserves will stand at £309,015.

#### **Recommendations:**

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposed budget for 2014/15 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,030,349 for the 2014/5 financial year be presented to Council for approval.**

## BASIS FOR ALLOCATION OF £100K GRANT - 2014/15

## APPENDIX A

PARISHES	(1)	(2)	(3)	(4)	(5)	(6)
	NET EFFECT OF	PARISH BAND	ESTIMATED LOSS	GRANT	GRANT AS %	
	BENEFITS	D 2013-14	DUE TO BENEFITS	ALLOCATION	OF LOSS DUE	
	CHANGES 14-15	PER	CHANGES	BASED ON 14-15	TO BENEFITS	
	BAND D	PROPERTY	2014-15	BASE	CHANGES	
	EQUIVALENT					
	(2)	(3)	(4)	(5)	(6)	%
ARBORFIELD & NEWLAND	-65.80	£ 64.72 -	£ 4,258.55	2,521.78	-59%	
BARKHAM	-21.94	26.01 -	570.57	337.87	-59%	
CHARVIL	-52.17	27.91 -	1,455.95	862.17	-59%	
EARLEY	-382.56	61.85 -	23,661.28	14,011.46	-59%	
FINCHAMPSTEAD	-181.44	19 -	3,447.43	2,041.46	-59%	
REMENHAM	0.65	67.87	44.30 -	26.23	-59%	
RUSCOMBE	-44.33	19.75 -	875.45	518.41	-59%	
ST. NICHOLAS HURST	-21.30	22.18 -	472.41	279.75	-59%	
SHINFIELD	-307.43	46.8 -	14,387.88	8,520.05	-59%	
SONNING	-33.69	40.58 -	1,367.34	809.69	-59%	
SWALLOWFIELD	-31.43	16.3 -	512.32	303.38	-59%	
TWYFORD	-109.77	19.99 -	2,194.36	1,299.43	-59%	
WARGRAVE	-58.20	71.81 -	4,178.99	2,474.67	-59%	
WINNERSH	-185.84	27.95 -	5,194.36	3,075.93	-59%	
WOKINGHAM TOWN	-641.13	44.98 -	28,837.88	17,076.88	-59%	
WOKINGHAM WITHOUT	-98.86	45.47 -	4,495.01	2,661.80	-59%	
WOODLEY	-636.77	114.65 -	73,005.43	43,231.51	-59%	
<b>WHOLE AREA</b>	<b>-</b>	<b>-</b>	<b>168,870.91</b>	<b>100,000.00</b>		



**Report of a meeting of the Investments Working Party held at the Oakwood Centre  
on Thursday 23 January 2014 at 7.30pm**

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

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

**Apologies:** *Councillor E. Rowland*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

2. **INVESTMENTS**

Members noted the investment portfolio information showing the funds held, their cost and present value. As at 16 January the total value of the fund was £857,454 and was presently ahead of the planned investment projection.

3. **TREASURY MANAGEMENT STRATEGY**

Members noted the amendments to the present Treasury Management Strategy which included the targets for increases in investment value and the addition of Appendix C setting out the proposed criteria for the review/selection of the investment manager/company providing investment advice to the Council.

Members agreed some amendments to this appendix and that the process for such a review be considered at a future meeting of the working party. The process undertaken to appoint an investment manager in 2010 was also noted.

**RECOMMENDED:**

- ◆ That the Treasury Management Strategy 2014/15, as attached to this report, be recommended to Full Council for approval.

4. **KEYDATA/LIFEMARK**

- i) Members noted receipt of two additional payments received from the joint administrators. In total a sum of £9,877 had been received with two further payments anticipated. A sum of £6,321.28 has been paid to Chase De Vere in line with the agreement made and a sum of £3,555.73 has been added to the Council's investment portfolio.
- ii) Members noted receipt of the joint administrators progress report, December 2013.
- iii) Members noted the email from the Lifemark Bondholders Group seeking support to lobby parliament for a formal enquiry into the handling of the Keydata situation by the Financial Services Agency. Members agreed to take no action on this matter.

Meeting closed at 7.55pm

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## **Woodley Town Council**

### **Annual Treasury Management Strategy 2014/15**

#### **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 2013 – 31 March 2014	£92,769 (revised from £20,311 on 8/11/13)
1 November 2013 – 31 October 2014	£27,018
1 April 2014 – 31 March 2015	£27,343

As at 31 October 2013 the market value of the fund was £858,158.

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 2014/15 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.*



## **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/200808/cmselect/cm/commloc/164164ii.pdf>  
**Report:** <http://www.publications.parliament.uk/pa/cm/200808/cmselect/cm/commloc/164164i.pdf>  
**Responses:** <http://www.publications.parliament.uk/pa/cm/200809/cmselect/cm/commloc/10131013.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

Any queries about this document should be addressed to:  
[sarah.blackman@communities.gov.uk](mailto:sarah.blackman@communities.gov.uk)

## **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.

Appendix A



## 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* (2<sup>nd</sup> edition 2008) 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.



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

### 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

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.

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# 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



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	

Woodley Town Council

**Minutes of the meetings of the Standing Orders and Financial Regulations Working Party held at the Oakwood Centre on Friday 17 January 2014 at 2pm**

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**Present:** *Councillors K. Baker (Chairman), P. Challis, L. Hayward*

**Officer present:** *D. Mander, Town Clerk*

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

To appoint Cllr Baker as Chairman for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

3. **REVIEW OF STANDING ORDERS**

The working party considered the proposed revised Standing Orders which addressed the matters that had arisen in relation to the arrangements for the 2013 Annual Meeting of Council and other matters that had arisen in the meantime including procedures for debates on motions, clarification of matters relating to working parties and procedures for speaking at Full Council. The Town Clerk agreed to make these amendments and, in the case of those relating to the debates on motions, to extract the relevant amended standing orders and provide these to the members of the working party for confirmation before the revised Standing Orders were considered by the Strategy and Resources Committee.

**RECOMMENDED:**

- ◆ **That the Standing Orders (enclosed) be presented to the Strategy and Resources Committee for consideration and recommendation to Full Council at the meeting to be held on 11 February 2014.**
- ◆ **That the revised protocol for attendance at meetings by councillors who are not members of those bodies, attached to the Standing Orders, be presented to the Strategy and Resources Committee for consideration and recommendation to Full Council at the meeting to be held on 11 February 2014.**

4. **FINANCIAL REGULATIONS**

Members noted that the review of the Financial Regulations is ongoing and will include proposed procedures for making online payments in line with legislation to permit these payments which it is understood will be made this year.

The meeting closed at 3.45pm

Woodley Town Council

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

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<b>Present:</b>	<i>Councillors: K Haines (Chairman), A Chadwick, P Challis, E Rowland L Waller – Just in the Park CIC P Makinson – Just in the Park CIC</i>
<b>Officer present:</b>	<i>K Murray, Service Support Manager</i>
<b>Apologies:</b>	<i>None</i>

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

- PM/LW – Progress further Directors for the CIC  
The CIC is still operating with 3 directors although the intention remains to appoint further directors.
- PM - Recyclebank promotions  
PM has been in contact with Green Redeem - The new name for recyclebank and is working on the details of an offer for inclusion in the scheme.
- KM – Parasols at front of Oakwood Centre  
KM confirmed that a purchase order had been placed for the parasols at the front of the centre and installation was expected in approximately 4 weeks.
- KM – Glasses / cups  
KM reported that new mugs had been purchased and that the possibility of purchasing a glass washer for the satellite kitchen was being investigated.
- LW – Promotion in December issue of Woodley Herald  
LW reported that an advertisement had been placed in the Herald and that this would continue to be used for future offers and promotions.
- LW – Agreed menu options – regular hirer  
LW reported that the hirer had agreed the new menu options and that this had worked well with recent bookings.

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

PM reported that the operation was just breaking even although the café was beginning to support the rest of the business. It was noted that from April 2014 there would be no back rent payments due and that this would benefit the business month on month in the new financial year.

PM reported that income received in December from business lunches had been better than expected (from October bookings). There had also been two Christmas functions which had been catered for. It was also noted that a local company had enjoyed an informal Christmas lunch in the café and had become regular customers over recent weeks.

It was noted that there had been no recent opportunities to operate a bar at any functions.

### 3. Business Catering

KM reported that income from business bookings in December was £704. KM circulated the catering income spread sheet and it was noted that the catering operation had exceeded the target income each month from March 2013.

	2013						2014						
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Actual £	827	813	799	917	837	701	732	724	892	0	0	0	7241
Target £	700	700	700	700	700	700	700	700	700	700	700	700	8400
% against target	118	116	114	131	120	100	105	103	127	0	0	0	86%

### 4. Outside seating area

KM reported that the parasols had been ordered and should be installed in around 4 weeks time. PM reported that he was looking into barrier/banners for the seating enclosure and that the CIC would consider purchasing these in the new financial year.

### 5. Any Other Business

#### Promotion

It was recognised that the period during July and August which is normally quiet for bookings in the centre needed to be addressed. It was agreed that a meeting be arranged with KM, PM, LW and the Bookings Officer to discuss ideas and identify some easy wins in terms of promotion that would benefit the centre and the catering operation including the distribution of existing promotional literature, website promotion and package offers.

ACTION: KM to arrange meeting

#### Furniture

PM and LW reported that they were looking to replace the sofas in the café which were in poor condition.

### 6. Date for the next meeting

Friday 7 February 2014 at 4.15pm

Meeting closed 5.20pm

## **WAR MEMORIAL / CIVIC SPACE**

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

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#### **Purpose of Report**

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

#### **Background**

Initial estimates for the civic space project were in the region of £160,000 - £180,000. A significant part of this cost would be improvements to open up the boundary with Headley Road. Revised cost estimates have been received based on two location options on the Memorial Ground cost estimates in the region of £35,000 to £45,000 plus design costs.

#### **Reporting/project management**

The timescale for completion of the project means that there will be decisions on materials and design detail that will need to be taken in a timely manner. It is proposed that the Service Support Manager be delegated responsibility to do this while keeping the Members of the Council who sit on the Woodley War Memorial Project group and the project chairman Colin Lott informed. Progress will be reported to the Strategy and Resources Committee in the normal way.

#### **Purchase of memorial stone**

Satisfactory references have been received for the company constructing the memorial and officers have also visited the company. A purchase order for the memorial stone will be placed once an updated quote has been received, as resolved by the Strategy and Resources Committee of 26 November 2013 (minute no. 46).

#### **WWMP**

The Woodley War Memorial Project group met on 22 January and it is hoped that an update on fund raising activities will be available at the meeting.

#### **Design Works**

Allocations of £1,200 and £3,000 have been made from the special projects fund which have funded the following:

- Initial sketch designs and digital map civic space (3 options)
- Cost estimates for design options
- Topographic survey
- Site visits and meetings

The balance of funds from this allocation is £375. A quote for the next stages of works has been received as follows:

#### **1) Hardworks design detailing up to issue of tenders - £4,480**

- Discussions with the engineer in relation to redesign of the memorial foundation
- Provide samples of paving materials
- Preparation of hardworks drawings including drainage falls for paved areas
- Meeting with the Council and war memorial group
- Construction specification
- Schedule for contractors pricing
- Finalising and issuing of tender documents



- 2) Hardworks contract supervision - £1,650**
- Evaluation of tender returns and advice on contractor selection
  - Start up meeting with contractor
  - X3 0.5 day visits – site supervision
  - Progress meetings with the Council and war memorial group
  - Practical completion and final completion actions including snagging visit and final inspection
- 3) Planting design and implementation - £1,870**
- Preparation of detailed planting design
  - Review and discussion with grounds team
  - Schedule for ordering with plant numbers, sizes and specification
  - Assisting Council staff with setting out and inspecting planting (2 visits)
- 4) General expenses – travel/printing of plans etc - £400**

All quoted figures are ceiling figures and only meetings and site visits undertaken would be charged for. Item 3 above may not be required once designs have been agreed with the Grounds Team involved in these discussions.

It is proposed that £8,400 be allocated for this work from the special projects reserve and that any Section 106 project funding received be used to reimburse this.

It is anticipated that the design detailing will be carried out in the first two/three weeks of February 2014.

### **Project Timetable**

The target date for completion of the project is June 2014 so that the war memorial and civic area can form part of the commemorations for the 100<sup>th</sup> anniversary of the start of the First World War.

Allocate funding fro next stage of design work	February 2014 (S&R committee 4/2/14)
Permission from the Woodley Memorial Recreation Ground Charity Trustee	Meeting of Woodley Memorial Recreation Ground Charity Trustee (11 February 2014)
Secure S106 funding for Civic Space	February 2014
Apply for appropriate planning consent (design & spec required)	February 2014 (Certificate - permitted development)
Order the monument – 4 month lead time	January 2014 (16 week lead time)
Tender for the building work	March 2014
Appoint contractor for works to be carried out in April/May	April/May 2014
Target Completion Date	June 2014

### **Resources**

Section 106 funding may be available for the project from the community money currently allocated to the public toilet project in Woodley. This will enable the Council to achieve both community projects from the allocation. Officers are awaiting confirmation from Wokingham Borough Council regarding this funding.

### **Recommendation:**

- ◆ **That Members note the information contained in the report.**
- ◆ **That the Service Support Manager progress the project in liaison with the chairman of the Woodley War Memorial Project group and the two Members of Council who are nominated to sit on the group, and update the committee in the normal way.**
- ◆ **That £8,400 be allocated from the special projects earmarked reserve to commission works from Ellen Bramhill Design as detailed in the report.**

## **SECTION 106 FUNDING APPLICATIONS**

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

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#### **Purpose of Report**

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

#### **Current Section 106 Applications and Projects**

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

##### Malone Park

£13,802 of Section 106 funding is available for play equipment at Malone Park from developments in the vicinity. £5,000 has also been allocated to the project from the 2013/14 capital programme. Consultation is currently being carried out via the Council's website and survey forms at the Oakwood and leisure centres. Local primary schools have been invited to participate and provided with survey forms.

##### 3G Pitch

Sports Solutions have offered assistance in supporting the application for S106 funding for this project. They are currently preparing information for submission in support of the funding application.

##### Civic Space

Section 106 funding for the civic space project has not yet been confirmed by officers at Wokingham Borough Council although they have indicated that the project would be supported with funding available for community projects.

#### **Recommendation:**

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

- 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)
- Application submitted to Wokingham*

**APPENDIX A**

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

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

Additional sports and leisure facilities due to the increase in the number of Woodley residents				Approval to list	Application submitted
<b>C Current Project List</b>					
ID	Site	Project/item	Estimated cost		
1c	Southlake Crescent Amenity project	Multi use gym project for residents in Southlake Crescent/Hearn Road area	16,000		
2c	Woodford Park	Installation of 3G pitch	150,000		29.9.10
3c	Woodford Park	New crazy golf area at Woodford Park LC	8000		11.12.09
4c	Kingfisher Drive	Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive	16000		29.6.11
6c	Woodford Park Leisure Centre	Installation of Gym facility	200,000(est)		29.9.10
7c	Bulmershe & Woodford Park Leisure Centres	Health Legacy Hub – mobile gym kit to use at sites around the town and at leisure centres – to promote fitness	15,000		
8c	Bulmershe & Woodford Park Leisure centres	Sport stadia – mobile sports arena which can be used with clubs at the leisure centres and at sites around the town	15,000		
9c	Bulmershe & Woodford Park Leisure Centres	Cyber coach interactive dance and dance mats	6,000 - 15,000		
10c	Bulmershe Leisure Centre	Replacement flooring in small hall.	6,000		
11c	Woodford Park	Development of Youth area in Woodford Park	not known		

Improvements to facilities in Woodley due to the increase in the number of Woodley residents				Approval to list	Application submitted
<b>D Current Project List</b>					
ID	Site	Project/item	Estimated cost		
1d	Woodford Park Lake	Lake refurbishment project – desilting, planting - can be phased	50,000		11.12.09 3 times
2d	Memorial Ground	War Memorial, Flag Pole, seating, entrance improvements	Not known		29.09.10
3d	Reading Road Allotments	Replacement Fencing	5,000		
4d	Woodley Town Centre	Public Toilets on Woodley Town Centre	100,000		
5d	Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	10,000		
6d	Woodford Park Entrance	Improvements to surfacing of access road from Western Avenue	Not Known		

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

*GREEN - Application submitted to Wokingham*

### Completed/in progress Projects

				Date Completed	Notes
	Woodford Park LC	Basketball court & Cricket nets	6355	01/04/2013	
	Bulmershe Leisure Centre	Sanding/sealing/remarking sportshall floor	866	Jan-13	
	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	
	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	
1a	Malone Park		13,800	in progress	Remain on list

<b>TITLE</b>	<b>Bulmershe Leisure Centre</b>
<b>FOR CONSIDERATION BY</b>	Executive on 30 January 2014
<b>WARD</b>	Bulmershe and Whitegates, Coronation, Loddon and South Lake
<b>DIRECTOR</b>	Stuart Rowbotham, Director of Health and Wellbeing
<b>LEAD MEMBER</b>	Angus Ross, Executive Member for Environment

#### **OUTCOME / BENEFITS TO THE COMMUNITY**

Bulmershe Leisure Centre is an important local facility for the residents of Woodley. The centre requires investment to bring it up to a modern standard in order to support delivery of the Council's Vision and the borough-wide Health and Wellbeing Strategy. The strategic outcome is the delivery of 21st century sport and leisure facilities for residents of Woodley and the wider area within limited financial resources.

#### **RECOMMENDATIONS**

That the Executive:

- 1) agrees that C-Salt/Leisure Connection take over the operation of Bulmershe Leisure Centre from Woodley Town Council;
- 2) agrees that the takeover be effective from April 2014, subject to detailed negotiations, or as soon as possible after that date;
- 3) agrees that the issue of building dilapidations be the subject of ongoing discussions between the Borough Council and Woodley Town Council.

#### **SUMMARY OF REPORT**

Bulmershe Leisure Centre is a 1970's leisure facility which is owned by the Borough Council and has been operated under lease by Woodley Town Council since 1995. The current lease ends in March 2015. The centre is a dual use facility which is used extensively by Bulmershe Secondary School and by local primary schools. It also currently hosts daytime activities for the Learning Disability Day Service (run by Optalis) and is used by a number of external hirers.

At its meeting on 31 October 2013 the Executive agreed a 3 year extension of the borough-wide leisure management contract with C-Salt/Leisure Connection. As part of the discussions on the contract extension C-Salt/Leisure Connection indicated a willingness to take on the running of Bulmershe Leisure Centre. At the same time Woodley Town Council indicated a willingness to surrender the current lease a year early which means that C-Salt/Leisure Connection could take over from April 2014.

Moving to this new arrangement would bring all the Borough Council's leisure facilities (Loddon Valley, Carnival Pool, St Crispins and Bulmershe) under the same

management and which would enable a more consistent approach in terms of marketing and membership offers.

If the new arrangement is approved the issue of dilapidations would be the subject of ongoing discussions between the Borough Council and Woodley Town Council. Dilapidations are the “exit costs” to the tenant of putting a property (in this case the leisure centre) into a fit state for handing back in line with the repairing clause(s) in the lease. The dilapidations issue would be influenced by strategic decisions on the future modernisation of the leisure centre.

At its meeting on 31 October 2013 the Executive noted that a key factor in extending the leisure management contract was the need to address a number of strategic leisure issues including:

- Bulmershe Leisure Centre
- Wokingham Town Centre – Carnival Pool Leisure Quarter
- Ryeish Green Leisure Centre
- Other Strategic Development Location (SDL) Leisure Facilities.

In order to address these issues work has commenced on the development of a Leisure Facilities Strategy for the borough. This strategy will assess local needs and recommend investment into the various sites to ensure that new or improved facilities are in the correct location and provide the correct facility mix to deliver the Council’s Vision and strategic outcomes.

The Leisure Facilities Strategy will examine the modernisation options for Bulmershe Leisure Centre. The main options are refurbishment on the current building footprint, refurbishment with appropriate building extensions or demolition and new build. Each of the options has service and financial implications which will be analysed to identify the solution which delivers a modernised facility within the tight financial constraints facing the Council. The modernisation proposals will be the subject of consultation with the local community, leisure centre users and other key stakeholders.

## **Background**

Bulmershe Leisure Centre was opened in 1971. The leisure centre has been managed (since 1995) by Woodley Town Council on a lease from the Borough Council which expires in March 2015. The leisure centre provides the following facilities/services:

- 25 metre, 5 lane swimming pool - swimming lessons, swimming clubs (including Bracknell and Wokingham Swimming Club), swimming parties training courses and water-based activities
- 4 court Sports Hall – badminton, netball, basketball, cricket and football
- Small Hall – suitable for smaller groups and activities such as aerobics and judo
- Offices, meeting rooms and activity area on the first floor
- Car parking spaces for approximately 40 vehicles
- There is a bungalow on the site which is currently used by a member of staff at the leisure centre.

The leisure centre is used extensively by Bulmershe Secondary School and hosts a number of activities including the Learning Disability Day Service (delivered by Optalis),



Reading Vineyard Church, a Pilates fitness group on Monday evening and Zumba for young people on Tuesday evening. The Thames Valley Police Schools Officer also has an office on the first floor.

Bulmershe Leisure Centre is sited close to the new entrance to Bulmershe Secondary School. WBC is currently investing £6m in the school including a complete re-design of the entrance. It is important that a suitable leisure centre complements the school, in terms of physical appearance and service delivery. The school has its own small fitness suite and 2 large spaces used for drama classes, but is reliant on the leisure centre for the delivery of indoor sport and physical activity.

### **Management of the Leisure Centre**

Woodley Town Council has indicated that it would like to give up the Bulmershe lease before March 2015. In the meantime, the main leisure management contract for the Borough has been extended until May 2018.

Incorporating Bulmershe into the main leisure management contract will mean that all the Council's facilities are under the same management. This will allow a more consistent approach in terms of marketing, advertising and the development of special offers for users of the facilities. C-Salt/Leisure Connection will also bring the benefits of a major leisure provider with extensive knowledge of the leisure market.

Transferring the management of Bulmershe Leisure Centre to C-Salt/Leisure Connection would follow the process of a business transfer or the outsourcing of a service, but it is made more complicated by the involvement of two Councils in the process. In effect there are two processes happening at the same time:

- Early surrender of the lease by Woodley Town Council. Items to be considered include dilapidations to be reimbursed under the lease; transfer of contractual liabilities, etc.
- Outsourcing of Bulmershe Leisure Centre management by Wokingham Borough Council. Items to be considered include legal agreement to include Bulmershe in the leisure management contract; transfer of staff under TUPE; transfer of contractual commitments; customer contracts; and outstanding liabilities.

### **Dilapidations**

Dilapidations are the "exit costs" to the tenant of putting the property into a fit state for handing back in line with the repairing clause(s) in the lease. The level of dilapidations can be limited by Section 18 of the Landlord and Tenant Act 1927.

The issue of dilapidations at Bulmershe is linked to the strategic decisions on the future modernisation of the leisure centre.

If the Executive agrees to a new management arrangement, it is proposed that discussions continue with Woodley Town Council to ensure that the leisure centre is handed over in a reasonable state and that the longer term dilapidations issues are kept under review.

## Leisure Facilities Strategy

A key factor in the decision to extend the existing borough-wide leisure management contract for 3 years (up to 2018) was the need to address a number of strategic leisure issues before retendering a long term contract or considering other management options. The issues pertinent to Bulmershe Leisure Centre are:

- All modernisation options will be considered including refurbishment on the existing building footprint.

In order to take these issues forward, work has commenced on the development of a borough-wide Leisure Facilities Strategy. This will build on the findings of the Open Space, Sports and Recreation Audit and Strategy (2013) to identify the best leisure facilities mix for the borough.

The Leisure Facilities Strategy will examine:

- Current leisure facilities and services
- Benchmarking of current facility performance
- Impact of population growth (including SDLs)
- New facility requirements and proposed allocations
- Cost and income projections for new and existing facilities
- Capital investment and financial modelling.

The proposals in the strategy (including Bulmershe Leisure Centre) will be the subject of consultation with local communities, leisure centre users and key local stakeholders (Town and Parish Councils, schools and user groups).

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	NA	NA
Next Financial Year (Year 2)	Depends on modernisation option chosen	TBC	Capital
Following Financial Year (Year 3)	Depends on modernisation option chosen	TBC	Capital

<b>Other financial information relevant to the Recommendation/Decision</b>
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- |  |
|--|
| <ul style="list-style-type: none"><li>• The financial risks relating to the early surrender of the lease and dilapidations issues will be the subject of ongoing discussions between the Borough Council, Woodley Town Council and C-Salt/Leisure Connection.</li><li>• Detailed financial implications relating to the modernisation of the leisure centre will be considered in the borough-wide Leisure Facilities Strategy.</li><li>• New development in the four SDLs and Woodley will generate additional S106 for indoor leisure facilities and swimming pool improvements.</li></ul> |
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<b>Cross-Council Implications</b>
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Links to Health and Wellbeing and Children's Services.
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<b>List of Background Papers</b>
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WBC Health and Wellbeing Strategy 2013
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<b>Contact</b> Neil Carr	<b>Service</b> Environment
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<b>Date</b> 20 January 2014	<b>Version No.</b> 2

## EU VAT Rules for Public Sector

### Introduction

The European Commission is currently undertaking an in depth review of the Commission-wide application of the VAT regime. Not surprisingly the rules pertaining to, and the scope and application of, VAT apparently differ widely between member states (as probably does the rigour with which such rules are enforced!).

When first introduced in 1973, the then Chancellor (Lord Barber) confirmed on the floor of the House that VAT was not intended to be a "tax on a tax". For that reason the applicability of VAT to Public Bodies was subject to special rules. In our sector this was achieved by virtue of Section 33 of the (1994) Act, which enables Local Authorities to reclaim VAT on their non-business activities, without being themselves necessarily VAT registered. This has led to the concept that certain activities by Local Councils are Outside the Scope of VAT, primarily because they are carried out by virtue of Statutory obligations. Usually such activities are not carried out by the private sector, and thus the EEC rules concerning distortion of competition are not applicable.

### Areas likely to be affected

It would appear that it is this concept of recoverability of non-business VAT that is under scrutiny.

Whilst it must be emphasized that the current exercise is currently only consultation it is as well to bear in mind that the following non-business activities may be affected by the results thereof:

### Allotments – currently considered non-business as a result of:

- a) Little competition and,
- b) Carried out under Statutory obligation

### Cemeteries (but NOT Crematoria) because:

- a) In practice, no competition and,
- b) Carried out under Statutory obligation

### Civic Activities and Functions

Those activities which produce no income e.g. Civic Services, Remembrance day etc.

The consultation would appear to suggest that alternative mechanisms may be put in place if the current arrangements are discontinued but only time will tell. It is not possible to be more specific at this time. Watch this space!!

### Village Halls, Sports Pavilions, Community Centres

Of far greater concern is the possible impact on the running of the above. This area is more complex than the above enumerated examples due to the involvement of Village Hall Trusts and private operators of similar facilities. The attached table sets out a comparative VAT analysis of the three sectors involved, and the impact of VAT thereon.

There is no doubt that the current VAT rules contain significant, and generally unfair, distortions to competition between the different classes of owners/operators. In the Local Authority sector this is exacerbated by the differing impact of the de-minimis rules on Local Councils (generally £7,500 p.a.) and Principal Authorities (generally 5% of total input VAT – therefore a much higher limit).

Again, it remains to be seen what new rules/arrangements result from the consultation before the impact of such changes on our sector can be assessed. It is to be hoped that a fairer system will result, but some increase in cost base of operating such facilities for the benefit of the community cannot be ruled out.

**This briefing was issued by Derek Kemp, Chartered Accountant, NALC's Audit and  
Accounts Advisor**

• NALC 2013



Village Halls, Sports Pavilions and Community Centres  
VAT Comparison

<u>Operator</u>	<u>Local Council</u>	<u>Village Hall Trust</u>	<u>Private Sector</u>
Existing Hall Running Costs	Generally Recoverable (subject to Partial Exemption de minimis (£7,500 of VAT p.a.)).	Generally not recoverable (unless opted to tax).	Generally not recoverable (unless opted to tax).
New-build or substantial re-construction (Capital Costs)	Will generally be opted to tax in order to recover.	Allowed to Zero Rate therefore no VAT incurred.	Will generally be opted to tax in order to recover.
New-build or substantial re-construction (on-going running costs)	Will generally be opted to tax in order to recover.	Generally not recoverable (unless opted to tax.)	Will generally be opted to tax in order to recover.
Significant Repairs falling short of substantial re-construction	Will generally be opted to tax in order to recover.	Generally not recoverable (unless opted to tax).	May be opted to tax in order to recover, but not universally.
	All operators are able to take advantage of the rule that allows one-off (substantial) costs to be averaged over 7 years to demonstrate that the de-minimis limit has not been exceeded.		

**MINUTES OF A MEETING OF THE  
BOROUGH COUNCIL / PARISH AND TOWN COUNCIL CONFERENCE  
HELD ON WEDNESDAY 6 NOVEMBER 2013 FROM 7.00PM TO 9.20PM**

*Present:-*

**Wokingham Borough Council, Borough Parish Working Group Members:**

UllaKarin Clark, Michael Firmager (Chairman), Guy Grandison, Philip Houldsworth and Tom McCann.

**Parish and Town Council Representatives:**

Arborfield & Newland	Paul Townsend
	Alison Ward (Clerk)
	Dawn Weir
Barkham	Laurence Heath
	Ken Lane
	Roger Loader (Vice Chairman – Borough/ Parish Working Group and Chairman of the Conference)
	Judith Neuhofer (Clerk)
	Pam Stubbs
Charvil	Jackie Jeffrey
	Miranda Parker (Clerk)
Earley	John Armstrong
	Tim Chambers
	Philip Truppin (Clerk)
	Brian Wedge
Finchampstead	Steve Bromley
	Roland Cundy
	Katy Dagnall (Clerk)
	Richard Rampton
Remenham	John Halsall
Ruscombe	Not represented – apologies submitted
Shinfield	Jacqui Barnes (Clerk)
	Ian Clarke
	Peter Hughes
	Dawn Peer
Sonning	Not represented
St Nicholas Hurst	Penny Curry
Swallowfield	Celia Adams (Clerk)
	Angela King
	Margaret McDonald
	Peter Sampson
Twyford	Nigel Crush
	Roy Mantel
	Lucy Moffat (Clerk)
Wargrave	Phillip Davies
Winnersh	Richard Holdstock
	John Southgate

Wokingham Town	Barbara Bench
	Jan Nowecki (Clerk)
	Philip Mirfin
Wokingham Without	James Brooking
	Ken Newland
	Deborah O'Brien
Woodley	Deborah Mander (Clerk)
	Malcolm Storry
	Mary Walker

### **Other Wokingham Borough Council Members:**

Keith Baker, Prue Bray, Mike Haines, Charlotte Haitham Taylor, John Kaiser, Dianne King, Malcolm Richards, Angus Ross, Beth Rowland, Rachelle Shepherd-DuBey, David Sleight and Rob Stanton.

### **Wokingham Borough Council Officers Present:**

Neil Badley, Head of Corporate Services

Neil Carr, Head of Neighbourhoods

Andy Couldrick, Chief Executive

Susan Coulter, Senior Democratic Services Officer

Matt Davey, Head of Highways and Transport

Graham Ebers, Strategic Director Resources

Darrell Gale, Consultant in Public Health

Brian Grady, Strategic Commissioner for Children, Young People and Families

Tricia Harcourt, Senior Democratic Services Officer

Frances Haywood, Senior Strategy Officer

Anne Hunter, Democratic Services Manager

Kevin Jacob, Principal Democratic Services Officer

Pauline Maddison, Strategic Director of Children's Services (Interim)

Andrew Moulton, Director of Transformation

Madeleine Shopland, Principal Democratic Services Officer

Sue Roberts, Partnership Development Manager

Stuart Rowbotham, Strategic Director Health and Wellbeing

Allan Tiplady, Neighbourhoods Manager

Heather Thwaites, Strategic Director of Development and Regeneration

Josie Wragg, Head of Community Sustainability

## **1. WELCOME AND INTRODUCTIONS**

UllaKarin Clark, the Mayor of Wokingham Borough Council welcomed attendees to the 2013 Borough Parish Conference and commented on the high level of representation from Towns/Parishes. She commented on the significant challenges facing all tiers of the public sector which would require better joint working for the wellbeing of all communities, but felt that the right people existed to start this journey.

## **2. MINUTES OF 2012 CONFERENCE**

The Minutes of the meeting of the Borough/Parish Council Conference held on 7 November 2012 were confirmed as a correct record.

## **3. SETTING THE SCENE**

The Chairman of the Conference, Roger Loader gave an introduction to the 2013 Conference in which he set out the context of the severe financial challenges facing the public sector since the financial crash of 2007 and other previous crises. Given the



circumstances which local government faced, a status quo in the present arrangements for the provision of services was no longer a viable option. Change was inevitable and if services were to continue to be provided joint working between the Borough Council and Town/Parishes would have to take place. However, it was recognised that given the different characteristics of individual towns and parishes, there could not be a one size fits all approach.

In his introduction, John Halsall referred to circumstances that had led to him to become a Borough Councillor and the sometimes very difficult relationship between the Borough and Town/Parish Councils in which the perception had been that the Borough Council did not know or care about the views and knowledge held by the Town/Parish Councils. This was now changing, in part as a result of the deficit situation faced by the Government and the lack of funding within local government generally. The Borough Council needed to make additional savings of approximately £20 million. It could reduce costs or increase income, both options would have an impact on services and it was necessary to plan for this now together with the towns and parishes. This had to be on the basis of mutual interest and genuine benefit to all parties. He referred to the areas of planning, introduction of the Community Infrastructure Levy, (CIL) and the local delivery of services.

He commented that he felt that through the building up of mutual trust and dependency it would be possible to overcome historical reservations and engender the true spirit of Localism.

Rob Stanton addressed the Conference as the Deputy Leader of Wokingham Borough Council. He referred to and paid tribute to the work undertaken by Michael Firmager as Chairman of the Borough Parish Working Group in visiting each of the parishes within the Borough and the report he had produced as a result of the visits. He commented that he accepted there was a feeling that the views of the Town/Parishes had not been given due consideration and that this was a fair view. What was important was to move on from that point and work together. He highlighted that there were three key aspects of the relationship between the Borough Council and Town/Parish Councils moving forward:

- There was going to be enormous change in light of the lack of money and the Borough Council might be forced to make cuts. There was a need to start the process of working with Town/Parish Councils so that the workload could be spread;
- There was a need to engender trust;
- Respect had to be earned on both sides, but this could be achieved through working together and exchanging views.

There was a need for engagement with Towns and Parishes to build an effective working relationship. He commented that it was recognised that there could not be a one size fits all approach to this, for example, the Borough might work with a parish on an individual basis to provide services or a group of Town/Parishes might work together in a cluster. There were various possibilities, but what was important was to carry out partnership working in practice. He commented that he felt that additional workshops or mini Borough/Parishes Conferences would be required to move this forward.

## **5. WORKSHOP SESSIONS**

The Conference broke into four workshop sessions: Community Health and Wellbeing, Community Facilities, Community Infrastructure and Community Services. Attendees were asked to think about outcomes based upon collaboration and proposals for working through issues together.

After the sessions the four workshop Leads were asked to give a brief feedback report to the Conference on their discussions.

## **6. FEEDBACK**

### **COMMUNITY HEALTH AND WELLBEING**

Richard Rampton provided feedback from the session which included:

- That Wokingham Borough had come out on top of 150 local authority areas for having the lowest rates of premature death. Wokingham Borough's health indicators were largely positive, but possible areas to focus on in the future included healthy eating in adults and alcohol consumption;
- That access to community green space had an impact on health and wellbeing and there was a linkage to this within the Strategic Development Location, (SDL) process;
- A lack of access to GP services was an issue in some areas and that there was a need to focus upon health inequalities;
- The Joint Strategic Needs Assessment (JSNA) could provide information about health and wellbeing at individual ward level and would go live and online in December 2013. It was suggested that the town and parishes be made aware of this tool and that the parishes may wish to include information about the JSNA in parish magazines;
- Effective Communication was key;

### **COMMUNITY FACILITIES**

Roger Loader provided feedback from the session which included:

- Facilities and assets varied widely between parishes;
- There was an appetite in principle amongst towns and parishes to consider the potential for shared services or use of facilities with the Borough, but also a recognition that there could not be a one size fits all approach– it needed to be developed on parish by parish basis or collaboration of parishes;
- A barrier to better joint working and mutual understanding was that although the situation had improved it could be difficult for parishes to find anyone within the Borough Council willing to take responsibility or willing to give information/contact numbers for someone who could answer a question;
- Better communication and sharing of information were the foundations to establishing and underpinning the relationships between town/parish councils and the Borough.

### **COMMUNITY INFRASTRUCTURE**

Roy Mantel provided feedback from the session which included:

- The workshop agreed that communication was paramount for partnership working;
- It was important to be proactive as well as reactive;
- Town/Parish and the Borough Councils need to co-operate with each other if the partnership is to work;
- It was requested that the Borough draw up some models and proposals for both delegated services and potential CIL agreements; this would then form the basis of ongoing discussions

## **COMMUNITY SERVICES**

Malcolm Storry provided feedback from session which included:

- There was a need to keep improving communication and sharing of knowledge between the Borough and Town/Parish Councils - details of services could be added to local parish newsletters;
- The WBC website should be developed further;
- Contact details for senior WBC Managers should be added to the WBC 'Greenbook' and the feasibility of a dedicated parish WBC phone number within Wokingham Direct should be investigated;
- WBC Chief Exec and Senior Officers should meet with Town and Parish clerks on a regular basis
- The development of District Centres and current community assets should be looked at jointly.

## **7. OPEN FORUM**

The Chairman indicated that two questions had been submitted prior to the Conference. The questions and answers were included in the delegate packs handed out on the night and detailed below:

### **Question 1**

Is WBC prepared to financially support a Community Hub in the Borough (specifically Twyford)?

#### **Wokingham Borough response:**

The Borough Council has been working with various community interest groups to look at alternative provision for Youth Services, Library Services and other community uses in Twyford. Discussions and investigations are on-going. In particular, following the review of the Youth Service, WBC has agreed to provide £50k to support a business plan from Newco to offer universal youth provision at Twyford Youth and Community Centre and to sub lease the building to Newco to enable the local community to manage the facility and community access. The Council does of course face significant financial pressures on both its revenue and capital resources and any proposals will have to be considered in the context of its competing investment priorities.

#### **Supplementary Question, (asked at the meeting by Roy Mantel – Twyford Parish Council)**

Roy Mantel asked whether WBC could give a commitment to the Community Hub:

#### **Wokingham Borough Council response – provided by Andy Couldrick.**

The Council's capital resources are as constrained as our revenue resources and it is not possible to give such a commitment. Consideration of a Community Hub in Twyford would need to be considered against the other competing priorities facing the Council.

### **Question 2**

What secondary school plans and provision for out of school hours does the Borough have to cope with the baby bulge in the Northern Parishes?

#### **Wokingham Borough Council response:**

The Council's Executive adopted a secondary school provision strategy on 28th March 2013. This strategy identified that the priority is the creation of a new secondary school in

Arborfield. This location will enable the school to serve directly new communities associated with Strategic Development Location developments in the south of the borough and will free capacity at central Wokingham schools to enable these schools to serve the new communities associated with the north and south Wokingham SDLs. The strategy acknowledges that additional capacity may be required after the completion of the Arborfield school, but that this will be determined at a later date. If this new school is delayed the contingency plan is for the expansion of existing schools. The strategy will be subject to annual review, and should the evidence indicate that north wards residents will be unable to secure a local school place; the Council will enter into dialogue with the local community (including Parish Councils) about how best to address the issue.

The bulge first impacts on primary places. This year WBC has increased the size of Colleton Primary School by 30 places each year with a major building project to enhance the facilities and size of the school; and WBC has also built a new school in Charvil, with 30 places each year, which is managed by Piggott School. Both schools offer new and exciting provision in the area.

There is a range of after school provision and holiday provision, made by the private or voluntary sector or by schools. Colleton, Robert Piggott and Sonning Primary Schools, for example, have after school clubs, whilst there is holiday provision at St Nicholas, Robert Piggott, Reading Blue Coat and Inglewood Nursery schools. There is also a network of child minders in the area who make provision for children after school and in the holidays

**Supplementary Question, (asked at the meeting by Roy Mantel, Twyford Parish Council).**

Why was the shortage of primary places in the Borough not foreseen?

**Wokingham Borough Council response** provided by Rob Stanton and Charlotte Haitham-Taylor

The provision of school places is a significant issue and has been around for a few years. There have been a high number of people moving into the Borough and the Borough has also had the highest pro-rata birthrate in the country. A lot of work has been undertaken to address this. Two new primary schools have been opened and another one is planned. The new primary school in Charvil has helped in increasing capacity, relieving the demand on the Twyford primary schools.

**8. CLOSE OF CONFERENCE**

The Chairman thanked everyone for their attendance and contributions to the Conference.

The workshop leaders were thanked in particular for their important role, as were Officers, Members of the Working Group, and Democratic Services for supporting the event.

Attendees were encouraged to fill in and return their evaluation forms.

*These are the Minutes of a Meeting of the Borough Parish Conference.*

*If you need help in understanding this document or if you would like a copy of it in large print please contact one of our Team Support Officers.*

**Borough Parish Conference  
6 November 2013**

**Community Health and Wellbeing**

**Workshop Lead: Cllr Richard Rampton (Finchampstead Parish Council)**

Councillor Rampton opened the workshop.

- Darrell Gale, Public Health Consultant for Wokingham Borough Council outlined the following:
- Local authorities assumed responsibility for Public Health from April 2013;
- The national Longer Lives report published in June 2013 indicated that Wokingham had come out top out of 150 local authorities for the lowest rate of premature deaths, having lower rates of the top 4 killers (cardiac disease, kidney disease, respiratory disease and cancer);
- The first Health and Wellbeing Strategy was agreed in July 2013. The key themes are: -
  - Promoting good health
  - Building health and wellbeing into new communities
  - Improving life chances
  - Emotional health and wellbeing
  - Older people and those with long term conditions
- The Health and Wellbeing Board was established in April 2013. A partnership Board, it aimed to improve the joint working between health and social care. Current representation of town and parish councils on the Board is via the Place and Community Partnership.
- Role of community in shaping individuals' health (education, housing, employment, accessibility to clean water, green spaces etc).
- Town and Parish Councils could:
  - help identify where most vulnerable people in the local communities are situated;
  - be the eyes and ears of the community;
  - help plan and deliver new interventions – will have local knowledge of communities;
  - resilience in emergency situations;
  - assist in establishing norms and changing behaviours.

Attendees discussed the following:

- Communication was integral to achieving improved partnership working:
  - There was a need for improved communication with the communities.
  - More work needed to be carried out with the Clinical Commissioning Group to ensure that patients were accessing appropriate services. More work needed to be done with regards to educating people about when it was appropriate to use a doctor or visit A&E and when other solutions such as a community pharmacy may be more appropriate.
  - The Parish and Town Councils could act as conduits to residents and identify which services they were using and valued most.

- Feedback regarding residents' views on local health services could be provided to GPs and Healthwatch
- It was important that education regarding health and wellbeing began at an early age.
- Suitable Alternative Natural Greenspaces were important.
- A lot of good work was already been done by many of the parishes with regards to health and wellbeing through the provision of parks and open spaces, facilities for sports and activities for youth and Keep Streets Clean initiatives.
- It was important that the Town and Parish Councils were proactive as well as reactive.
- Public health was very much about health outcomes and stopping people becoming ill and vulnerable and requiring health care. Treatment cost more than prevention.
- Sports and recreation was likely to come under Public Health in future.
- The importance of open space and green space was emphasised. Many of those Parish Councils who would have SDLs in their area had stressed the importance of green space for residents and all the SDLs would include green spaces.
- A number of the Parish Councils were producing Neighbourhood Plans.
- An attendee asked about GP provision in the Kentwood and Norreys areas. Darrell Gale commented that work was being carried out with the GPs and it was proposed that community buildings be multi use. The model that was being worked towards was fewer primary care centres and the use of larger centres. An attendee commented that older people in rural areas did not always find larger centres beneficial.
- A conversation needed to be had about how towns and parishes could be included in the work of the Health and Wellbeing Board. It was suggested that WBC explain the role of the Health and Wellbeing Board to the Town and Parish Councils and Forums such as the Clerks Forum, how they could feed into the Board and who was on each of the partnerships which were represented on the Board.
- The Joint Strategic Needs Assessment (JSNA) could provide information about health and wellbeing at individual ward level and would go live and online in December 2013. It was suggested that the town and parishes be made aware of this tool and that the parishes may wish to include information about the JSNA in parish magazines.
- With regards to Public Health, Wokingham Borough's outliers were largely positive. Possible areas to focus on in the future included healthy eating in adults and alcohol consumption.

**WOKINGHAM BOROUGH/TOWN/PARISH CONFERENCE  
6 NOVEMBER 2013**

**Better Working Together for the Wellbeing of Our Communities: Community**

**Workshop 2 Community Facilities**

**(Chairman: Cllr Roger Loader, Barkham Parish Council)**

**Officers: Neil Carr, Head of Neighbourhoods  
Allan Tiplady, Neighbourhoods Manager**

The focus of the workshop as set out in the briefing paper was:

Community facilities are assets that are an essential part of providing services that meet the social, environmental, health, cultural and economic wellbeing of the local community. They include buildings and pieces of land such as libraries, youth, community centres, leisure centres, allotments, parks, countryside, play grounds, health centres, cafes, village shops, pubs etc.

The question of how the Borough and the Town and Parish Councils could better work together to provide facilities and services raises many possibilities.

The three questions to be considered as set out in the briefing sheet were:

1. What worked well?
2. What were our ambitions?
3. What should be our priorities?

Councillor Roger Loader opened the workshop by asking attendees to list what community facilities their Town/Parish Council was responsible for. It became apparent that there was a great variation, ranging from Woodley Town Council with 2 leisure centres, several parks and play areas, allotments, community halls, the Oakwood Centre which includes meeting rooms, a café, and a theatre; to Barkham Parish Council which has two small play areas, a youth shelter and two bus shelters.

During the discussion the following points were made:

- The Parishes within the Strategic Development Locations (SDLs) should be involved in the development of community and sports facilities being provided through the S106 agreements with the developers.
- Shinfield looked at the sports field provision in their area via a sports consultant that was employed by them with the Borough Council paying half of the cost. In discussions with the SDL developer Shinfield had been able to influence the location and development of a proposed community centre within the SDL area.
- Some sports clubs, eg at the Pinewood Centre in Wokingham Without, attract users from a wide area, so should people who come from outside the area be charged more to use our facilities.
- S106 money is not going to be sufficient to meet the demands of sports clubs etc. In Shinfield two sports clubs applied for external grant funding.

- Wokingham Town is keen to take over the new parks which will be part of the two Wokingham SDLs.
- Currently Town/Parish precepts are not capped, but they may be in the future.
- If Towns/Parishes are to take over services, eg verge cutting, or facilities, in future they will need additional funding which would impact on the precept.
- Transferring assets from the Borough Council can involve protracted legal negotiations which sometimes end up in a 'black hole' – this needs to change – several examples were mentioned.
- It happen very quickly recently when Earley Town Council took over the youth facilities, so it can be done.
- We all need to work much closer together.
- When transferring assets, the principle can be agreed, but we need to be sure about title, funds held and legal transfer arrangements. We do not want Town and Parish Councils to get involved in protracted discussions.

Angus Ross, Executive Member for Environment mentioned that the Chief Executives and Leaders from Wokingham and Bracknell Forest Borough Councils have agreed to work closely together on issues around the new developments in adjoining parts of their areas.

Allan Tiplady, Neighbourhoods Manager, pointed out that there have been some good examples on working together to develop community facilities, such as at Finchampstead where a significant community hub was developed in partnership with the Borough, Parish and local church. Also improving the pavilion at Laurel Park in Earley was done in partnership with the Town Council. There is a two stage process: getting agreement in principle and then going through the legal process. It is a practical way of working together to achieve good outcomes.

Workshop Members then considered the three questions:

### **1. What works well now?**

#### ***Interaction with the Borough Council***

- A recent change is that they have been more responsive, we (Wokingham Town Council) are receiving answers quicker.
- If you are in one of the SDLs the Borough is keen to work with you because of the money coming in.
- Others outside the SDLs are being ignored.
- Having less officers in the Borough increases pressures and challenges to set priorities. All councils are working on tight budgets, it seems sensible to align work with each other.
- Responses from the Borough depends on which department is involved and knowing someone in a department helps – things are improving but there are still breaks in contacts.

Charlotte Haitham Taylor, Executive Member for Children's Services asked what was the problem specifically.

- It is difficult to get hold of anyone willing to take responsibility to answer a question or willing to give information/contact number for someone who could answer the question.



- Where do Borough Council Members fit in in the relationship between the Borough Council and the Town/Parish Councils?
- Most requests come to officers; Members usually become involved if things are not going well
- Briefing meetings with Borough Councillors work well. Borough Councillors could attend Town/Parish meetings.
- If there are Borough Councillors on Town/Parish Councils they have inside knowledge which helps.

## **2. *What are our ambitions?***

- Setting up a buying group for residents/something creative where residents can see the benefit.
- There is a problem making such things happen with a very small staff. Shinfield's primary ambition is to identify who owns all the odd bits of 'open' land in the Parish and bring them together under one management. Shinfield has vacancies for 3 councillors.
- It is difficult to attract people of the right calibre to be Town/Parish councillors; perhaps the Borough could help by providing information about the role.

## **3. *What should be our priorities?***

- It will be different for every Town/Parish, they all have different aspirations, so cannot be lumped together as one unified body.
- Things might be achieved if Towns/Parishes worked collaboratively - perhaps there should be a network to identify common interests.
- There are network meetings of Clerks.
- Our planning decisions are being overturned by the Borough – they should accept what we know the locality and bring good ideas.
- Nationally some authorities are handing planning decisions to Town/Parish councils.
- Officers from Borough Departments could be asked to come to Town Parish meetings to explain what they do.

Neil Carr, Head of Neighbourhoods summarised the points made.

**WOKINGHAM BOROUGH TOWN/PARISH CONFERENCE  
6 NOVEMBER 2013**

**Better Working Together for the Wellbeing of Our Communities: Community  
Infrastructure Workshop  
(Chairman: Cllr Roy Mantel, Twyford Parish Council)**

**Lead Officers: Neil Badley, Head of Corporate Services and  
Josie Wragg, Head of Community Sustainability**

Councillor Mantel opened the workshop and explained that Community Infrastructure could be defined as the basic facilities, services, and installations essential to enable, sustain, or enhance social living conditions, such as transport systems, water and power supply, communications systems, and public institutions such as schools, hospitals etc.

Neil advised that the cost of infrastructure ran into hundreds of millions of pounds, as did developers' contributions, however, there was still a shortfall. The Community Infrastructure Levy (CIL) put a greater onus on the Borough and Parish/Town Councils. The questions in the briefing note were key questions and needed to be addressed in the Councils' new way of working together.

Attendees discussed the following:

- Town/Parish and Borough Councils need to be considered in the National context. There was a risk that Members could make decisions only to have them overturned by National policy;
- How does the work of the Town/Parish and Borough Councils relate to neighbouring authorities with regards to roads (ie Hampshire County Council, West Berkshire Council). There needs to be more collaboration between the different areas;
- A lot of work was already underway with the SDLs in Barkham and Finchampstead. The roads structure straddled Hampshire and Berkshire and negotiations were better now than they used to be;
- Residents see funding as coming from Council Tax and Parish precepts, not as coming from developers' contributions. The biggest conflict was between roads and access. There was a blindspot regarding new development being supported by existing infrastructure. It was important that all residents knew what was happening;
- The ways in which Town/Parish and Borough Council work together raises the issue of capability and capacity. The age structure of Members of some Parish Councils tends to be older and if Members were serious about service delivery models then they needed to be properly equipped, otherwise it was just a recipe for disaster;
- There was a real risk of duplicating staff. The staff at the Borough Council were paid a salary, whereas the staff at the Parish Councils were usually volunteers. There were some Councillors who did lots of work and others who did not. Asking the Parish Councils to do more created more pressure for them. Some Parish Clerks were extremely good and worked out of hours but there was

concern that by passing more work to the Parish Councils, they would need to employ paid staff, as there was a limit to what volunteers could do;

- What officer support could the Borough Council give to the Parish Councils to help them work out what they wanted?
- Town/Parish Councils were split. Some were large with established offices, others were very small where the work was done in Councillors' and Clerks' Homes. Would the smaller Parish Councils get offices and fulltime staff if they undertook more work? Attendees were advised that Twyford Parish Council was too small to open an office but if it was to take on more functions, cost would be an issue;
- Modelling requires change, such as partnership working between the Parish and Borough Councils. The Parish Councils need to buy into the partnership as a group and not as individual parish Councils. The age of Parish Councillors tends to be older and making changes therefore could take longer to bed in. Older people tend to be more critical. Taking on additional responsibilities would mean more finding for the Parish Councils and therefore the ability to employ people to undertake the work;
- Perhaps a working party is needed to look at the issue?
- Concerned that there are a lot of large scale projects within infrastructure and it is important to know how much control Councillors would have;
- With CIL, Councillors were heading towards a situation where Parish Councils develop themselves. Huge sums of money could be given to the Parishes. Borough and Parish Councils need to work together in a better way. Community halls are being built in new developments. The public can also bid to provide services. Parish Councils need to know what is being built in in their area;
- One problem envisaged is that a small Parish Council could be allocated a huge sum of money but the impact of any development could spread across parishes. Who then is eligible to spend the money?
- Other problems included:
  - 2,500 homes being built in Shinfield where parking is a major issue;
  - While some Parishes would build excellent facilities, they would still need to staff and run them and this could prove costly;
  - One way to gain income could be to include Doctors' surgeries and physiotherapy services within the leisure/community centres being built;
- The Town/Parish Councils do not receive a support grant from the Government;
- It was important that communities were enabled to function. The Community Forums were trying to address that but there was not enough strategic discussions taking place;
- Affordable housing was becoming a problem as it was often built in a condensed area. This needed to be distributed across the Borough to have any real impact. The problem was that there were lots of professional people who could afford a mortgage but could not afford the deposit.
  
- Attendees also discussed the use of Section 106 funding and how it differed from CIL funding. Councillor Baker advised that Town/Parish Councils would need to produce an annual report with CIL but the money could be spent on whatever the Town/Parish Councils wanted for their areas. The Town and Parish Councils could also opt out of receiving CIL payments and give it back to the Borough Council to use across the Borough. CIL would be implemented in 2014. This

was the start of a very long journey for the Town/Parish and Borough Councils and a model needed to be in place for joint and partnership working. A holistic approach was needed.

- The Town/Parish Councils were asked if they had any topics for discussion that could be given to the Council's Corporate Leadership Team so that it could think strategically about the issues raised;

Councillor Keith Baker advised that the running of country parks was being considered. There was an appetite for some Parish Councils to undertake this work as long as the funding was passed over to them.

Councillor Tom McCann asked if the Town/Parish Councils would like Borough Councillors to attend their meetings to discuss issues, on an informal basis. He stressed that it was important to maintain a dialogue between the Councils.

**Conclusion:**

- The workshop agreed that communication was paramount for partnership working;
- It was important to be proactive as well as reactive;
- Town/Parish and the Borough Councils need to co-operate with each other if the partnership is to work;
- It was requested that the Borough draw up some models and proposals for both delegated services and potential CIL agreements; this would then form the basis of ongoing discussions

**WOKINGHAM BOROUGH TOWN/PARISH CONFERENCE  
6 NOVEMBER 2013**

**Better Working Together for the Wellbeing of our Communities:  
Community Services Workshop  
(Chairman: Cllr Malcolm Storry – Woodley Town Council)**

**Officers:**                **Brian Grady, Strategic Commissioner for Children, Young People and Families**  
                                  **Pauline Maddison, Strategic Director for Children’s Services**

Councillor Storry opened the workshop and referred to the three questions to consider as set out the in the briefing sheet of:

1. What worked well?
2. What were our ambitions?
3. What should be our priorities?

- Brian Grady explained his role as Strategic Commissioner for Children, Young People and Families.
- Attendee’s attention was drawn by Brian to the list of services provided and commissioned by both Children’s Services and Adult Health and Wellbeing Services;
- The key challenges facing both services which included the economic and financial climate, the impact of national legislation through the Health and Social Care Act, demographic changes through an ageing population and the need to narrow the gap in attainment between those doing well and those in vulnerable groups.
- It was acknowledged that Town/Parish Council might feel distant from some of these activities, although some services and issues, for instance youth support, and problems around parking outside schools would already be familiar to them. Other services they would be aware of through being first points of contacts with residents even if they did not have a great deal of specific subject knowledge;

Attendees discussed the following:

- Effective communication was the key for future working between the Borough and Parish/Town councils although it was felt that this had improved in recent years;
- John Kaiser commented that if the Borough Council was looking to potentially discontinue a service or amend a service, it needed to engage with Parish/Town councils at an early stage to explore how important that service was to the Parish/Town and whether they would be potentially interested in funding or providing the service from within the Parish/Town Council precept. They might not wish to, but should be given the opportunity to consider it;
- The introduction of the Community Infrastructure Levy would have an effect on the relationship between the Borough Council and Parish/Town Councils and in developing community infrastructure such as District Centres, it would be essential for the two tiers to work together to avoid facilities being provided which might later become unsustainable to run;
- Town and Parish attendees commented that they did not have a high level of knowledge of all services provided within Children’s Service and Adult Health;

- Brian Grady referred to the recent changes to Children's Centres and Youth Service provision and commented that it was acknowledged that the interest and contribution of Parish/Town Councils to this area had been much underestimated. The level and nature of constructive ideas that had been received from Parishes/Town Councils regarding the youth service had not been foreseen. It was increasingly recognised by Officers that Parish/Town Councils were an important source of intelligence as to what was happening in their local communities in a way that Officers based at Shute End could not access or pick up on;
- The point was made that often residents wished to contact Councillors and Clerks at the parish level because they often knew them personally and that residents could even be intimidated or put off from contacting the Borough Council because of its complexity. It was felt by some attendees that the Borough Council website was too formal in some aspects, but that it did work well in respect of reporting issues such as missing manhole covers; potholes etc;
- There was a need to address communication and for better early warning of changes. However, it was also important to find the right balance between seeking to provide as much pertinent information as possible and over loading Clerks, many of whom worked part-time. This might require an approach more tailored to individual parishes/towns given the differences in character and capacity between them. In discussion it was felt that methods for effective communication would need to be developed over time and there would be mistakes made along the way;
- A number of Clerks present commented on the difficulties they could face in establishing the right point of contact within the Borough Council to seek information and raise queries. They were aware of senior officer contact details, but often Clerks did not wish to go 'straight to the top and preferred being able to contact relevant Officers direct rather than via the general Wokingham Direct number. It was felt that the internal directory or an expansion of the existing green book would be helpful;
- It was felt that it had been very useful for Clerks to receive regular briefings from the Borough Council Chief Executive and that these should be reintroduced.

It was agreed to submit the following feedback points to the main Conference:

- 1) There was a need to keep improving communication and sharing of knowledge between the Borough and Town/Parish Councils - details of services could be added to local parish newsletters;
- 2) The WBC website should be developed further;
- 3) Contact details for senior WBC Managers should be added to the WBC 'Greenbook' and the feasibility of a dedicated parish WBC phone number within Wokingham Direct should be investigated;
- 4) WBC Chief Executive and Senior Officers should meet with Town and Parish Clerks on a regular basis
- 5) The development of District centres and current community assets should be looked at jointly.

Proposed Charges  
2014/15  
Appendix

Woodley Town Council



## Proposed Charges 2014/15

### OAKWOOD CENTRE (including VAT)

Room		Proposed:			Proposed:		
		Community groups 2013/14 £	Community groups 2014/15 £	% increase	Woodley resident 2013/14 £	Woodley resident 2014/15 £	% increase
Bader Room	1/2 day	37.95	39.00	2.8	50.55	52.00	2.9
	Day	73.80	76.00	3.0	95.50	98.00	2.6
Falcon Room	1/2 day	33.65	34.50	2.5	38.25	39.00	2.0
	Day	61.90	63.50	2.6	74.30	76.50	3.0
Brunel Room	1/2 day	33.65	34.50	2.5	38.25	39.00	2.0
	Day	61.90	63.50	2.6	74.30	76.50	3.0
Falcon & Brunel	1/2 day	67.10	69.00	2.8	76.60	78.50	2.5
	Day	123.80	127.50	3.0	148.70	153.00	2.9
Carnival Hall	1/2 day	90.20	92.50	2.5	114.70	118.00	2.9
	Day	178.00	183.00	2.8	225.12	231.50	2.8
Evening social event 4+ hrs		145.35	149.50	2.9	185.00	190.50	3.0
Maxwell Hall	1/2 day	75.45	77.50	2.7	98.80	101.50	2.7
	Day	150.00	154.50	3.0	191.00	196.50	2.9
Evening social event 4+ hrs		122.40	126.00	2.9	160.00	164.50	2.8
Carnival & Maxwell Halls	1/2 day	129.40	133.00	2.8	162.85	167.50	2.9
	Day	256.20	263.50	2.8	320.30	329.50	2.9
Evening social event 4+ hrs		208.40	214.50	2.9	271.35	279.00	2.8
Theatre	1/2 day	90.20	92.50	2.5	115.10	118.50	3.0
	Day	179.20	184.50	3.0	225.85	232.50	2.9
Miles Suite	1/2 day	98.80	101.50	2.7	119.40	122.50	2.6
	Day	190.60	196.00	2.8	233.40	240.00	2.8

Room		Proposed:			Proposed:		
		Non Woodley 2013/14 £	Non Woodley 2014/15 £	% increase	Business 2013/14 £	Business 2014/15 £	% increase
Bader Room	1/2 day	59.40	62.00	4.4	77.25	80.00	3.6
	Day	116.95	120.00	2.6	137.45	142.00	3.3
Falcon Room	1/2 day	53.55	55.00	2.7	65.35	70.00	7.1
	Day	100.85	104.00	3.1	126.00	130.00	3.2
Brunel Room	1/2 day	53.55	55.00	2.7	65.35	67.50	3.3
	Day	100.85	104.00	3.1	126.00	130.00	3.2
Falcon & Brunel	1/2 day	106.90	110.00	2.9	124.95	129.00	3.2
	Day	202.00	208.00	3.0	220.00	227.00	3.2
Carnival Hall	1/2 day	137.50	142.00	3.3	195.80	202.00	3.2
	Day	259.00	267.00	3.1	298.30	308.00	3.3
Evening social event 4+ hrs		221.75	229.00	3.3	315.70	326.00	3.3
Maxwell Hall	1/2 day	124.95	129.00	3.2	149.00	154.00	3.4
	Day	246.40	254.00	3.1	267.00	275.00	3.0
Evening social event 4+ hrs		201.50	208.00	3.2	240.40	248.00	3.2
Carnival & Maxwell Halls	1/2 day	213.20	219.50	3.0	231.55	238.50	3.0
	Day	412.50	425.00	3.0	426.75	440.00	3.1
Evening social event 4+ hrs		322.25	332.00	3.0	332.10	342.00	3.0
Theatre	1/2 day	149.00	160.00	7.4	166.15	172.00	3.5
	Day	294.40	310.00	5.3	309.00	320.00	3.6
Miles Suite	1/2 day	160.36	165.00	2.9	177.65	183.00	3.0
	Day	303.40	312.50	3.0	327.75	338.00	3.1



## Proposed Charges 2014/15

### WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	2013/14 £	Proposed 2014/15 £	% increase	Prices at other leisure centres
<b>GAMES ROOM</b>				
Woodley Resident	10.30	10.60	2.9%	Sports Park £21.20,
Concessionary Rate	6.20	6.40	3.2%	
Other ( <i>Non Woodley resident</i> )	16.40	16.90	3.0%	Sports Park £31.80,
Premium Rate WR ( <i>Woodley resident</i> )	15.45	15.90	2.9%	
Premium Rate CR ( <i>Concessionary rate</i> )	9.30	9.60	3.2%	
Premium Rate NW ( <i>Non Woodley resident</i> )	24.60	25.30	2.8%	
<b>TEA ROOM</b>				
Woodley Resident	10.80	11.10	2.8%	Sports Park £21.20
Concessionary Rate	7.00	7.20	2.9%	
Other NW	17.30	17.80	2.9%	Sports Park £31.80,
Premium Rate WR	16.20	16.70	3.1%	
Premium Rate CR	10.50	10.80	2.9%	
Premium Rate NW	25.95	26.75	3.1%	
<b>FUNCTION ROOM</b>				
Woodley Resident	21.50	22.10	2.8%	Sports Park £26.30
Concessionary Rate	11.70	12.00	2.6%	
Other NW	34.00	35.00	2.9%	Sports Park £30.90
Premium Rate WR	32.25	33.20	2.9%	
Premium Rate CR	17.55	18.00	2.6%	
Premium Rate NW	51.00	52.40	2.7%	
<b>COMMITTEE ROOMS</b>				
Woodley Resident	6.30	6.50	3.2%	
Concessionary Rate	4.10	4.20	2.4%	
Other NW	9.55	9.80	2.6%	
<b>UPPER ROOM (CTTEE RM 1&amp;2)</b>				
Woodley Resident	10.15	10.40	2.5%	Sports Park £21.20,
Concessionary Rate	6.15	6.30	2.4%	
Other NW	16.10	16.60	3.1%	Sports Park £31.80

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

## Proposed Charges 2014/15

### WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

SPORTS HALL	2013/14 £	Proposed 2014/15 £	% increase	Prices at other leisure centres
<b>BADMINTON</b>				
Adult HH	8.55	9.10	6.4%	LV £10.30, RSL £9.50, Sports Park £9.30
Adult	10.45	10.75	2.9%	LV £12.00, RSL £11.00, Sports Park £12.30
OAP / Under 18 HH	4.65	5.00	7.5%	LV £3.65, RSL £4.80, Sports Park £5.00
OAP/Under 18	6.15	6.30	2.4%	LV £4.25, RSL £5.50, Sports Park £8.10
Club	11.30	11.60	2.7%	Sports Park £12.30
Off-Peak	6.25	6.50	4.0%	LV £7.45, RSL £5.50, Sports Park £5.00
(9am - 5pm Mon - Thurs and all day Fri - off peak applies to adults)				
<b>NETBALL</b>				
Club Rate (per session)	55.00	56.00	1.8%	Loddon Valley £57.20, Sports Park £49.20
<b>HALF-SPORTS HALL</b>				
	33.00	34.00	3.0%	Sports Park £24.60, Leighton Park £40, LV £28.90
<b>TABLE TENNIS</b>				
Adult HH	5.50	5.65	2.7%	Loddon Valley £4.35,
Adult	6.30	6.50	3.2%	Loddon Valley £6.35,
OAP/Under 18 HH	3.10	3.30	6.5%	Loddon Valley £3.80,
OAP/Under 18	3.80	3.90	2.6%	Loddon Valley £4.45,
Mixed HH	4.30	4.40	2.3%	
Mixed	5.00	5.20	4.0%	
<b>AFTERNOON CLUB</b>				
Healthy Habits	2.35	2.50	6.4%	Loddon Valley £3.20,
Non Healthy Habits Rate	2.85	2.90	1.8%	Loddon Valley £3.20,
<hr/>				
<b>Healthy Habits Card (formerly Woodley Recreation card)</b>				
Adults	3.30	10.00	203%	Loddon Valley £39.75, Carnival Pool £39.75,
Under 18s, OAPs, concession	1.25	5.00	300%	Loddon Valley £8.40, Carnival Pool £8.40,
Family - New		25.00		Loddon Valley £62.00, Carnival Pool £62.00

**Healthy Habits cards are valid for one year**

## Proposed Charges 2014/15

### OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2013/14	Proposed	%	Prices at other leisure centres
	£	2014/15	increase	
		£		
<b>BOWLS (per session)</b>				
Adults HH	3.20	3.30	3.1%	
Adults	4.40	4.50	2.3%	
OAP/Under 18 HH	1.90	1.95	2.6%	
OAP/Under 18	2.25	2.30	2.2%	
<b>CRICKET</b>				
Full day - Adults	92.25	95.00	3.0%	Sports Park £126.60, Leighton Park £120.00,
Full Day - Under 18	37.00	38.00	2.7%	Sports Park £126.60, Leighton Park £120.00,
Evening - artificial wicket - Adults	62.50	65.00	4.0%	Sports Park £63.20, Leighton Park £75.00,
Evening - artificial wicket - Under 18	25.60	27.00	5.5%	Sports Park £63.20, Leighton Park £75.00,
Evening - grass wicket - Adults	79.80	82.80	3.8%	
Evening - grass wicket - Under 18	42.90	44.80	4.4%	
<b>FOOTBALL (per match)</b>				
Adult	70.75	72.80	2.9%	Sports Park £67.50, Cantley Park £86.00
Under 18	37.00	38.00	2.7%	Sports Park £45.00, Cantley Park £43.10
<b>HARD SURFACE AREA</b>				
<b>FOOTBALL</b>				
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
<b>NETBALL</b>				
Adult	16.70	17.20	3.0%	Sports Park £22.20
Under 18	10.00	11.00	10.0%	Sports Park £15.20
<b>TENNIS</b>				
Adult HH	6.65	6.85	3.0%	Sports Park £6.70, Loddon Valley £6.25
Adult	8.95	9.20	2.8%	Sports Park £8.20, Loddon Valley £8.25
Mixed HH	4.65	4.80	3.2%	
Mixed	6.05	6.20	2.5%	
OAP/Under 18 HH	3.55	3.65	2.8%	Sports Park £5.70, Loddon Valley £3.65
OAP/Under 18	4.55	4.70	3.3%	Sports Park £5.90, Loddon Valley £4.25
<b>FLOODLIGHTS</b>				
	15.75	17.30	9.8%	In line with electricity costs



## Proposed Charges 2014/15

### BULMERSHE LEISURE CENTRE

	2013/14 £	Proposed 2014/15 £	% increase	Prices at other leisure centres
<b>SWIMMING (per session)</b>				
HH - Adult	3.30	3.40	3.0%	LV & Carnival Pool £3.80, AS £4.40, RSL £3.85
Adult	3.60	4.00	11.1%	LV & Carnival Pool £4.50, AS £4.40, RSL £4.40
HH Adult-10 Tickets	26.15	27.20	4.0%	Loddon Valley £30.40, Carnival Pool £30.40
Adult - 10 Tickets	28.60	32.00	11.9%	Loddon Valley £36.00, Carnival Pool £36.00
Disabled Swim	1.50	1.50	0.0%	Loddon Valley £1.45, Carnival Pool £1.45
HH-Concessions	1.65	1.70	3.0%	LV & Carnival Pool £2.35, AS £2.20, RSL £2.00
Concessions	1.95	2.00	2.6%	LV & Carnival Pool £3.40, AS £2.20, RSL £2.30
Concessions - 10 Tickets	15.55	16.00	2.9%	
HH Pass holders-family (2 ad+3 children)	9.30	9.55	2.7%	LV & Carnival Pool £10.40, RSL £10.55
HH Pass holders-family (2 ad+2 children)	7.60	7.80	2.6%	LV & Carnival Pool £10.40, RSL £10.55
Family swim (2 ad+3 children)	10.80	11.10	2.8%	LV & Carnival Pool £10.40, RSL £10.55
Family swim (2 ad+2 children)	8.90	9.15	2.8%	LV & Carnival Pool £10.40, RSL £10.55
3 - 5 yrs	0.90	0.95	5.6%	LV & Carnival Pool £1.45, AS £3.20, RSL £2.00
Under 3 - Free of Charge				Other centres also free for this age
Exclusive Use	79.30	81.75	3.1%	LV & Carnival Pool £100, Leighton Park £60
Junior Exclusive Use	49.80	51.30	3.0%	LV & Carnival Pool £100, Leighton Park £60
<b>BADMINTON</b>				
Adult HH	8.55	9.10	6.4%	LV £10.30, RSL £9.50, Sports Park £9.30
Adult	10.45	10.75	2.9%	LV £12.00, RSL £11.00, Sports Park £12.30
OAP/Under 18 HH	4.65	5.00	7.5%	LV £3.65, RSL £4.80, Sports Park £5.00
OAP/Under 18	6.15	6.30	2.4%	LV £4.25, RSL £5.50, Sports Park £8.10
Club	11.30	11.60	2.7%	Sports Park £12.30
<b>CRICKET NETS</b>				
Adults	28.40	31.55	11.1%	LV peak £57.95, Sports Park £42.35
Under 18	19.60	21.80	11.2%	LV peak £30.40, Sports Park £36.80,
<b>HALF MAIN HALL</b>				
Adults	23.00	24.00	4.3%	Sports Pk £24.60, Leighton Pk £40, LV £28.90
Under 18	11.50	12.00	4.3%	Sports Pk £20.20, Leighton Pk £40, LV £13.90
<b>FULL HALL</b>				
Adults	43.00	45.00	4.7%	Sports Park £49.20, Loddon Valley £57.20
Under 18	22.00	23.00	4.5%	Sports Park £32.40, Loddon Valley £27.25
<b>SMALL HALL</b>				
Adults	15.75	16.55	5.1%	Sports Park £24.60, Leighton Park £40
Under 18	11.55	12.15	5.2%	Sports Park £16.20, Leighton Park £40
<b>Healthy Habits Card (formerly Woodley Recreation Card)</b>				
Adults	3.30	10.00	203%	Loddon Valley £39.75, Carnival Pool £39.75,
Under 18s, OAPs, concess and students	1.25	5.00	300%	Loddon Valley £8.40, Carnival Pool £8.40,
Family - New		25.00		Loddon Valley £62.00, Carnival Pool £62.00

Healthy Habits cards are valid for one year

**Proposed Charges 2014/15**

(revised)

**HALLS, PLAYGROUPS AND MEMORIAL GROUND**

	2013/14 £	Proposed 2014/15 £	% increase
<b>CORONATION HALL</b>			
MAIN HALL (plus cttee room)			
Woodley Resident	19.00	19.55	2.9%
Conc Rate (ex charities)	9.60	9.90	3.1%
Charities	11.20	11.55	3.1%
Other NW	29.20	30.50	4.5%
Premium Rate WR	28.50	29.35	3.0%
Premium Rate NW	43.80	45.75	4.5%
Premium Rate ChR	16.80	17.30	3.0%
NB Premium rate applies to Friday and Saturday evenings at Coronation Hall			
<b>Brownies/Guides per hour</b>	8.30	8.55	3.0%
<b>CHAPEL HALL</b>			
MAIN HALL			
Woodley Resident	15.40	15.85	2.9%
Concessionary Rate	8.30	8.55	3.0%
Other NW	23.25	23.95	3.0%
<b>CHAPEL HALL</b>			
COMMITTEE ROOM			
Woodley Resident	7.50	7.75	3.3%
Concessionary Rate	4.60	4.75	3.3%
Other NW	11.30	11.65	3.1%
<b>GENERAL</b>			
Playgroups (per session)	14.95	15.40	3.0%
Cupboards (per annum)	13.60	14.00	2.9%
<b>MEMORIAL GROUND (per day)</b>			
Charities	101.00	104.00	3.0%
Woodley organisation	199.00	205.00	3.0%
Non-Woodley organisation	310.00	319.00	2.9%
Preparation/Waiting	100.00	100.00	0.0%
<b>GARDEN OF REMEMBRANCE</b>			
Plaque - 10 years			
Woodley resident	100.00	120.00	20.0%
Non Woodley resident	120.00	145.00	20.8%

# Woodley Town Council

## Budget Appendix

Revised Budget Estimates 2013/14  
Budget Estimates 2014/15



**Woodley Town Council**

**DRAFT BUDGET SUMMARY 2014/15**

	A	B	C	D	E	
	2012/13	2013/14	2013/14	2014/15	2015/16	2016/17
	Actual	Budget	Revised Budget Estimates	Projected Budget Estimates	Projected	Projected
<b>REVENUE EXPENDITURE</b>						
Strategy & Resources	653818	687543	679814	708211	722375	736822
Leisure Services	843339	885866	877111	898525	916496	934826
Community Services	90637	95575	101188	98249	100214	102219
	<b>1587794</b>	<b>1668984</b>	<b>1658113</b>	<b>1704985</b>	<b>1739085</b>	<b>1773867</b>
<b>INCOME</b>						
Strategy & Resources	195943	177666	183921	188093	191855	194733
Leisure Services	618760	617422	651264	670437	683846	694103
Community Services	6622	7018	7200	7500	7650	7765
	<b>821325</b>	<b>802106</b>	<b>842385</b>	<b>866030</b>	<b>883351</b>	<b>896601</b>
<b>NET REVENUE EXPENDITURE</b>						
	<b>766469</b>	<b>866878</b>	<b>815728</b>	<b>838955</b>	<b>855734</b>	<b>877266</b>
<b>CAPITAL &amp; PROJECT EXPENDITURE</b>						
Strategy & Resources	40000	45000	45000	45000	45000	45000
Leisure Services	184939	184940	184940	184940	184940	184940
Community Services	55900	55900	55900	55900	55900	55900
	8476	8476	8476	8476	8476	8476
	<b>289315</b>	<b>294316</b>	<b>294316</b>	<b>294316</b>	<b>294316</b>	<b>294316</b>
<b>TOTAL NET EXPENDITURE</b>						
	<b>1055784</b>	<b>1161194</b>	<b>1110044</b>	<b>1133271</b>	<b>1150050</b>	<b>1171582</b>
<b>Financed as follows</b>						
Precept Support Grant (from WBC)		74857.8	74857.8	43232		
Precept	1132983	1059676	1059676	1030349		
<b>Precept and grant funding</b>	<b>1132983</b>	<b>1134534</b>	<b>1134534</b>	<b>1073580</b>		
<b>Funds to (-) or from Council's general reserve</b> (a minus figure shows contribution to reserves)	<b>-77199</b>	<b>26660</b>	<b>-24490</b>	<b>59691</b>		
<b>TOTAL NET FUNDING</b>	<b>1055784</b>	<b>1161194</b>	<b>1110044</b>	<b>1133271</b>		
<b>TAX BASE</b>	<b>9882.1</b>	<b>9242.7</b>		<b>9459.9</b>		
£ Band D pa	114.65	114.65		108.92		
£ Per week	2.20	2.20		2.09		
<b>£ Increase/decrease on previous year's precept level</b>		<b>-73307</b>		<b>-29327</b>		
<b>RESERVES - General Reserves</b>						
Reserves at 1st April	311160	388359	388359	368707		
Allocation of general reserve to bookings system/parasols/OC flooring			45398			
Release of Earmarked reserves - Woodley 2020 & Allotments 5 year review			1256			
Reserves at 31st March	<b>388359</b>	<b>361699</b>	<b>368707</b>	<b>309015</b>		
Recommended <b>MINIMUM</b> reserve equal to						
3 months net revenue expenditure	<b>191617</b>	<b>216720</b>	<b>203932</b>	<b>209739</b>		
<b>RESERVES - Earmarked Reserves as at 6/12/13</b>						
Capital programme fund	77674			967		
WPLC capital - car park	20000			570		
Repairs and renewals	21599			3509		
Special projects fund	46036			30000		
Eat for health	1630			6000		
Youth fund	687			5500		
Allotment toilets	505					
				<b>214677</b>		

Sinking fund value as at 8/1/14: £850,046

## STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2014/15

Expenditure		Actual	Budget	Revised	Budget
Code	Description	2012/13	2013/14	Budget Est	Estimate
		2013/14			2014/15
	Central Costs	229858	240051	236728	238883
	Democratic Costs	42592	44172	40001	43725
	Corporate Management	225142	234149	239942	261118
	Capital Projects	40000	45000	45000	45000
	Grants -Section 137	9259	4000	4000	4000
	Inn on the Park	11333	11957	11644	11262
	Oakwood Centre	128696	145699	139161	141931
	Maintenance HQ	6938	7515	8338	7292
	Capital and Projects	184939	184940	184940	184940
<b>Total</b>		<b>878757</b>	<b>917483</b>	<b>909754</b>	<b>938151</b>

Income		Actual	Budget	Revised	Budget
Code	Description	2012/13	2013/14	Budget Est	Estimate
		2013/14			2014/15
	Central Costs	7912	6733	5461	6647
	Democratic Costs	0	0	0	0
	Corporate Management	0	0	0	0
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Inn on the Park	53999	35481	40730	40800
	Oakwood Centre	134032	135452	137730	140646
	Maintenance HQ	0	0	0	0
	Capital and Projects	0	0	0	0
<b>Total</b>		<b>195943</b>	<b>177666</b>	<b>183921</b>	<b>188093</b>
<b>Net</b>		<b>682814</b>	<b>739817</b>	<b>725833</b>	<b>750058</b>



<b>Central Costs 101</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4001	Staff costs	122245	127053	124030	127098	
4007	Health and Safety training	754	2500	2500	2000	2013/14 Pool plant operators course
4008	Training	4314	5000	4300	5000	for all duty officers and Maintenance Team
4010	Expenses	4691	5000	4500	4500	
4013	Oakwood Centre rent	31627	32418	32418	33455	3.2% increase (September RPI)
4016	Cleaning materials/1st aid	0	30	30	30	
4020	Publications	32	200	200	200	
4021	Telephone & Internet	2403	2550	2550	2600	
4022	Postage	2492	3000	3000	2800	Assumes no price inc 2014 & electronic payment of bills
4023	Stationery	3787	4000	3800	3900	
4030	Advertising - staff	1131	1500	2400	1500	
4031	Public Relations	7508	8700	8700	7000	3 newsletters a year & leisure leaflets
4042	Office equipment & maint	9980	9600	9800	9800	
4045	Repairs and renewals	12000	12000	12000	12000	
4046	Emergency repairs	4618	3500	3500	3500	
4522	VAT partial exemption	22276	23000	23000	23500	
<b>Total</b>		<b>229858</b>	<b>240051</b>	<b>236728</b>	<b>238883</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
<b>Code</b>	<b>Description</b>					
1090	Misc income	230	50	75	75	
1091	Printing/photocopier	54	80	30	30	
1096	Bank/other interest	4846	4000	2453	3522	Lower income from temporary deposits - Treasury Management Strategy - policy on temporary investments.
1171	TCMI office costs	2782	2603	2903	3020	
<b>Total</b>		<b>7912</b>	<b>6733</b>	<b>5461</b>	<b>6647</b>	
<b>Net</b>		<b>221946</b>	<b>233318</b>	<b>231267</b>	<b>232236</b>	

<b>Democratic costs 102</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4001	Staff	34377	35496	31525	34911	2 months post vacancy in 2013
4008	Members exp/training	568	1000	600	800	
4201	Civic costs/allowance	1000	1000	1200	1300	Citizens awards costs
4211	Election expenses	5500	5500	5500	5500	Reserve being built up for 2015 elections
4213	Room Hire - Council meetings	1147	1176	1176	1214	
<b>Total</b>		<b>42592</b>	<b>44172</b>	<b>40001</b>	<b>43725</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
<b>Code</b>	<b>Description</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>42592</b>	<b>44172</b>	<b>40001</b>	<b>43725</b>	

<b>Corporate management 103</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4001	Staff	54081	55163	54622	55168	
4002	NI	43263	46000	43000	39000	Lower Employers NI rate for staff auto enrolled in 2014/15
4005	Superannuation	63795	66000	70400	77000	2013/14 employees joined scheme part way through the year; assumes 16.3% employers costs - pension actuaries yet to announce actual %
4024	Affiliation fees	2855	3000	2849	2900	Subscriptions: NALC, Community Council for Berkshire and South East Employers
4025	Insurance	38100	41336	45121	45000	Aim to keep cost similar to 2013/14
4051	Bank charges	8083	7300	8700	8700	
4056	Legal & prof exp	2240	2000	2000	3000	Bowling licence, BLC and WLC leases
4057	Accounts/Audit	11500	11600	11500	11500	
4320	Residents survey	1225	1750	1750	0	No survey to be carried out in 2014/15
	potential employers pension liability				15850	Automatic enrolment - employers costs of employees required to be auto enrolled who are not already in pension scheme
	potential employers pension liability				3000	Estimate of coaches/leisure attendants who may take up offer of joining pension scheme
<b>Total</b>		<b>225142</b>	<b>234149</b>	<b>239942</b>	<b>261118</b>	
				<b>Revised</b>	<b>Budget</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
<b>Code</b>	<b>Description</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>225142</b>	<b>234149</b>	<b>239942</b>	<b>261118</b>	

<b>Capital programme 104</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4720	Revenue to Capital	40000	45000	45000	45000	Allocation to Capital Programme projects
<b>Total</b>		<b>40000</b>	<b>45000</b>	<b>45000</b>	<b>45000</b>	
				<b>Revised</b>	<b>Budget</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
<b>Code</b>	<b>Description</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>40000</b>	<b>45000</b>	<b>45000</b>	<b>45000</b>	



<b>Grants - Section 137 - 105</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
4601	Grants	4000	4000	4000	4000	For community grants up to £250
4602	Diamond Jubilee	5259				
<b>Total</b>		<b>9259</b>	<b>4000</b>	<b>4000</b>	<b>4000</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>9259</b>	<b>4000</b>	<b>4000</b>	<b>4000</b>	

<b>Inn on the Park 106</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
4001	Staff costs	1046	1165	977	1128	
4011	Rates	2748	2827	2827	3073	
4012	Water rates	354	270	255	273	
4014	Lighting and heating	5024	5500	5500	4512	2013 costs lower - 10% incr in elec anticipated
4016	Cleaning/other materials	0	10	10	10	
4017	Cleaning contract	1232	1200	1210	1276	3% increase - credits in 2013/14
4021	Telephone	208	210	210	220	
4036	Repairs	231	420	300	400	
4037	Alarm maintenance	310	320	320	330	
4038	Fire equipment	180	35	35	40	
<b>Total</b>		<b>11333</b>	<b>11957</b>	<b>11644</b>	<b>11262</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
1101	Contract fee	53333	34751	40000	40000	Rent review in 2013 higher than budgeted.
1102	Lighting/heating - flat	666	730	730	800	
<b>Total</b>		<b>53999</b>	<b>35481</b>	<b>40730</b>	<b>40800</b>	
<b>Net</b>		<b>-42666</b>	<b>-23524</b>	<b>-29086</b>	<b>-29538</b>	

<b>Oakwood Centre 107</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4001	Staff	54038	72761	56940	59320	Vacant posts funding used for Venues Sup post
4004	Coaching			2150	2150	Tai Chi instructor
4006	First Aid	9	40	20	40	
4011	Rates	8100	8478	8316	8478	
4012	Water rates	2711	2500	3500	3770	Anticipated 7.5% increase
4014	Lighting and heating	17278	16230	22745	21385	2013/14 includes payment relating to year before. 2014/15 10% increase in elec anticipated, gas cost lower.
4016	Cleaning/other materials	3127	4300	3700	3750	
4017	contract cleaning	16389	16600	16400	17100	3% increase anticipated
4021	Telephone ind payphone	771	760	760	765	
4022	Postage	150	230	230	268	
4023	Stationery/printing	200	200	200	200	
4026	Certification/inspection costs	1581	4000	5000	5300	2013 Marriage licence 2013-16 & replacement of all fire equipment. 2014/15 fixed wire and winches testing required.
4032	Promotion/publicity	2201	2000	500	1500	
4036	Repairs, materials, decorations	10519	5500	7000	6000	2013 Heating repairs
4038	Fire equipment	97	100	100	105	
4041	skip hire	2600	2800	2700	2800	
4042	Equipment	1331	1200	1200	1500	
4048	Maintenance contracts	4211	5000	5200	5000	2013/14 includes payments relating to 2012/13
4170	Catering arrangements	3035	3000	2500	2500	
	Catering set up costs	348				
<b>Total</b>		<b>128696</b>	<b>145699</b>	<b>139161</b>	<b>141931</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>			<b>2013/14</b>	<b>2014/15</b>	
1001	Rent	8361	8558	8636	8876	
1002	Room Hire	76771	76900	76900	78400	
1019	Catering concession	8183	8400	9000	9000	
1090	Other income	6098	6000	6000	6100	
1099	In house activities	1845	2000	3600	3600	Tai Chi income
1791	Rent (offices)	31627	32418	32418	33455	
1792	Room hire - WTC	1147	1176	1176	1215	
<b>Total</b>		<b>134032</b>	<b>135452</b>	<b>137730</b>	<b>140646</b>	
<b>Net</b>		<b>-5336</b>	<b>10247</b>	<b>1431</b>	<b>1285</b>	



<b>Maintenance HQ 108</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4011	Rates	387	405	405	417	
4014	Lighting and heating	1947	2160	1500	1575	
4021	Telephone	1243	1500	1350	1500	
4036	Repairs/maintenance	1898	1800	1800	1800	
4043	Vehicle costs	1463	1650	3283	2000	Significant repairs to both vehicles in 2013
<b>Total</b>		<b>6938</b>	<b>7515</b>	<b>8338</b>	<b>7292</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>			<b>2013/14</b>	<b>2014/15</b>	
1090	Miscellaneous income	0	0	0	0	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>6938</b>	<b>7515</b>	<b>8338</b>	<b>7292</b>	

<b>Capital and projects - Strategy and Resources Committee - 109</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4737	Oakwood sinking fund	80000	80000	80000	80000	
4955	Oakwood - loan interest	96938	96938	96938	96938	
4956	Oakwood -fixed rate - interest	4543	4381	4381	4210	
4956	Oakwood -fixed rate - capital	3458	3621	3621	3792	
<b>Total</b>		<b>184939</b>	<b>184940</b>	<b>184940</b>	<b>184940</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>			<b>2013/14</b>	<b>2014/15</b>	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>184939</b>	<b>184940</b>	<b>184940</b>	<b>184940</b>	

## LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2014/15

<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>Budget Est</b>	<b>Estimate</b>
				<b>2013/14</b>	<b>2014/15</b>
	Woodford Park Leisure Centre	246012	256247	246897	259920
	Bulmershe Leisure Centre	443678	466841	473370	482271
	Grounds Maintenance-Depot	21750	22303	23520	21903
	Football	15524	16367	16238	16369
	Cricket	7424	8304	8219	8371
	Bowling Green	10528	10358	11059	11268
	Woodford Park	23991	25230	24799	25593
	Memorial Ground	6348	6648	6481	6635
	Garden of Remembrance	4680	4729	4954	4842
	Play Areas /Open Spaces	9538	10436	9072	10289
	Coronation Hall	35236	37010	32151	32542
	Chapel Hall	18630	21392	20351	18522
	Capital and Projects	55900	55900	55900	55900
<b>Total</b>		<b>899239</b>	<b>941766</b>	<b>933011</b>	<b>954425</b>

<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>Budget Est</b>	<b>Estimate</b>
				<b>2013/14</b>	<b>2014/15</b>
	Woodford Park Leisure Centre	169058	174646	170833	178101
	Bulmershe Leisure Centre	370452	361901	394578	407003
	Grounds Maintenance-Depot	2306	2430	2430	2470
	Football	8639	8600	10700	11000
	Cricket	2352	3000	2689	2772
	Bowling Green	6353	6505	7095	7588
	Woodford Park	2414	2500	6564	3500
	Memorial Ground	297	200	200	220
	Garden of Remembrance	420	300	500	440
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	31501	32940	30400	31310
	Chapel Hall	24968	24400	25275	26033
	Capital and Projects	0	0	0	0
<b>Total</b>		<b>618760</b>	<b>617422</b>	<b>651264</b>	<b>670437</b>
<b>Net</b>		<b>280479</b>	<b>324344</b>	<b>281747</b>	<b>283988</b>



Woodford Park Leisure Centre 201						
					Budget	
Expenditure	Actual	Budget	Revised Est	Estimate		
	2012/13	2013/14	2013/14	2014/15	Information	
Code	Description					
4001	Staff	117598	124936	123504	132081	Includes new apprentice post £4680
4004	Coaching/Leisure Att	36533	35685	34200	38638	2014/154 new Healthy Habits kids clubs
4006	First aid	58	80	80	80	
4009	Uniforms	142	500	500	500	
4011	Rates	14427	14837	14837	15002	
4012	Water rates	2836	1500	2040	2183	
4014	Lighting and heating	25184	30000	21450	22029	2012/13 budget based on estimated bills. 2014/5 electricity increase of 10% anticipated, new gas contract will be lower than existing - but standing charge higher.
4016	Cleaning/other materials	1585	1500	1500	1500	
4017	Contract cleaning	16084	16410	16410	16917	3% increase from April 2014; credits 2013/14
4021	Telephone incl payphone	2084	2250	2250	2250	
4023	Stationery/printing	1859	1800	1800	1800	
4035	Certification costs	3539	5300	5300	5300	
4036	Repairs	10101	7000	7000	7000	
4037	Alarm maint	791	850	850	800	
4038	Fire equipment	512	400	400	400	
4040	Equipment hire	775	1200	1200	1390	
4041	Skip hire	3013	3200	3200	3300	
4042	Equipment	1892	2000	1750	1750	
4114	Lighting HAS	0	100	0	0	
4231	Playscheme costs	150	0	0	0	
4233	WDS Club costs	656	0	626	0	
4251	Vending supply	6193	6700	8000	7000	
<b>Total</b>		<b>246012</b>	<b>256247</b>	<b>246897</b>	<b>259920</b>	
					Budget	
Income	Actual	Budget	Revised Est	Estimate		
	2012/13	2013/14	2013/14	2014/15		
Code	Description					
1001	Rent	6626	6799	6799	6985	BLTA leaving - new arrangement anticipated
1002	Public charges - rooms	34827	34850	35447	36580	
1201	Sports hall charges	57213	60185	60185	63126	
1203	Courses/activities	56564	57400	51101	55500	2014/15 Healthy Habits for Kids activities
1204	Football - H.S.A	134	500	700	800	
1205	Tennis - H.S.A	2265	3500	3500	3600	
1206	Netball - H.S.A.	576	800	200	210	
1210	Sports equipment hire	228	230	275	300	
1220	Other sales (ice creams)	3621	3741	5900	5000	
1233	WDS Sports income	656	0	626	0	
1251	Vending- drinks + snacks	6348	6641	6100	6000	
<b>Total</b>		<b>169058</b>	<b>174646</b>	<b>170833</b>	<b>178101</b>	
<b>Net</b>		<b>76954</b>	<b>81601</b>	<b>76064</b>	<b>81819</b>	

<b>Bulmershe Leisure Centre 301</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					Information
4001	Staff costs	144664	156957	156957	157824	
4003	Leisure attendants	43907	48860	48860	49841	Public swimming programme to stay the same
4004	Coaches	63304	64224	65753	69330	4 new Swim School classes and new courses planned
4006	First aid	36	170	100	150	
4009	Uniforms	386	600	600	500	
4010	Expenses	510	800	500	500	
4011	Rates	41907	43097	43097	44103	
4012	Water rates	7140	8055	7416	11100	2013 set payments lower than usage, made up in 2014/5
4014	Lighting and heating	58457	62000	69900	68200	2013/4 includes 1 payment relating to previous year. 2014/5 10% incr in elec anticipated, gas lower than existing contract.
4016	Cleaning materials	712	850	850	1000	
4017	Contract cleaning	33004	33700	33700	34742	
4019	Other materials	0	200	0	0	
4020	Other supplies	3393	3992	3992	4115	
4021	Telephone	2480	2730	2730	2730	
4022	Postage	150	150	100	100	
4023	Stationery and printing	2519	2000	2500	2500	
4036	Repairs	25154	20000	20000	20000	
4040	Equipment rental	2426	4000	3500	3750	Includes costs for sanitary services upstairs
4041	Refuse/skip hire	1143	966	966	995	
4042	Equipment	5584	5500	5500	5000	
4044	Grounds maintenance	1200	1230	1230	1270	
4049	Performance rights	322	350	350	400	
4050	Pool chemicals	3559	4300	4000	4000	
4121	Payphone	71	110	110	120	
4123	Y/C Lettings	1650	2000	659	0	Assumes upstairs arrangements as proposed are agreed
<b>Total</b>		<b>443678</b>	<b>466841</b>	<b>473370</b>	<b>482271</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					Information
1001	Rent	2912	2926	2926	2926	
1077	Grant	845	0	0	0	
1251	Vending - cold drinks	873	1000	800	1000	
1301	Yand C Maint. contribution	13907	14185	14311	0	Assumes upstairs arrangements as proposed are agreed
1302	School contribution	78619	75210	81454	83177	
1303	Y and C Sports hall hire	5041	5167	5188	0	Assumes upstairs arrangements as proposed are agreed
1312	Pool-public	33588	32500	36401	37449	
1313	Pool-exclusive	7352	8000	7352	8000	
1314	Pool-courses and activities	131730	127000	137000	148000	New Swim School classes and price increase
1315	Pool-clubs	17442	15916	16904	17426	
1316	Sports hall-casual/public	3193	3000	2424	2538	
1317	Sports hall-courses/hol activits	19066	20000	22000	26000	
1318	Sports hall-clubs/in advance	52346	53597	54418	56982	
1351	Counter sales	3538	3400	3400	3505	
1252	Income from add hire (upstairs)	0	0	10000	20000	2013/4 part year - 2014/5 assumes council takes over the management of upstairs on terms proposed.
<b>Total</b>		<b>370452</b>	<b>361901</b>	<b>394578</b>	<b>407003</b>	
<b>Net</b>		<b>73226</b>	<b>104940</b>	<b>78792</b>	<b>75268</b>	



<b>Depot - grounds maintenance 401</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	<b>Information</b>
		2012/13	2013/14	2013/14	2014/15	
<b>Code</b>	<b>Description</b>					
4101	Staff	6669	6913	6739	6901	
4106	First aid	0	15	15	15	
4009	Protective clothing	238	360	360	360	
4012	Water rates	425	225	306	327	
4116	Cleaning materials	303	250	250	250	
4120	Other supplies	0	200	200	200	
4121	Telephone	193	210	220	220	
4036	Repairs	195	300	300	200	
4038	Fire equipment	99	30	30	30	
4041	Skip hire	3486	2900	2900	3000	
4042	Machinery maint/repairs	3286	3500	3500	3500	
4144	Petrol/oil	2266	2400	3700	1900	Diesel tank to be filled twice in 2013/14
4145	Tree maintenance	4590	5000	5000	5000	
<b>Total</b>		<b>21750</b>	<b>22303</b>	<b>23520</b>	<b>21903</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
<b>Code</b>	<b>Description</b>					
1401	Income BLC	1200	1230	1230	1270	
1402	Income Bulmershe Pk, external	1106	1200	1200	1200	
<b>Total</b>		<b>2306</b>	<b>2430</b>	<b>2430</b>	<b>2470</b>	
<b>Net</b>		<b>19444</b>	<b>19873</b>	<b>21090</b>	<b>19433</b>	

<b>Football 402</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	<b>Information</b>
		2012/13	2013/14	2013/14	2014/15	
<b>Code</b>	<b>Description</b>					
4001	Staff costs	12640	13047	12918	13049	
4039	Seed/fertilizer	2884	3200	3200	3200	
4042	Equipment	0	120	120	120	
<b>Total</b>		<b>15524</b>	<b>16367</b>	<b>16238</b>	<b>16369</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
<b>Code</b>	<b>Description</b>					
1003	Pitch charges	8639	8600	10700	11000	2013/14 New hirers
<b>Total</b>		<b>8639</b>	<b>8600</b>	<b>10700</b>	<b>11000</b>	
<b>Net</b>		<b>6885</b>	<b>7767</b>	<b>5538</b>	<b>5369</b>	

<b>Cricket 403</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	6320	6524	6459	6525	
4012	Water rates	709	480	510	546	
4039	Seed/fertilizer	395	1250	1250	1250	
4042	Equipment	0	50	0	50	
<b>Total</b>		<b>7424</b>	<b>8304</b>	<b>8219</b>	<b>8371</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
1003	Pitch charges	2352	3000	2689	2772	
<b>Total</b>		<b>2352</b>	<b>3000</b>	<b>2689</b>	<b>2772</b>	
<b>Net</b>		<b>5072</b>	<b>5304</b>	<b>5530</b>	<b>5599</b>	

<b>Bowling green 404</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	7725	7973	7894	7974	
4012	Water rates	1063	560	765	819	
4014	B Club light & heat	0	0	600	650	
4035	Certifications	100	100	100	100	
4039	Seed/fertilizer	1640	1700	1700	1700	
4040	Equipment/equipment hire	0	25	0	25	
<b>Total</b>		<b>10528</b>	<b>10358</b>	<b>11059</b>	<b>11268</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
1003	Public fees	239	250	240	250	
1005	Irrigation/water	99	105	105	300	New licence terms
1006	Club licence fee	6015	6150	6150	6388	Estimated 4% RPI increase as at April 2014
1090	Light and heat income			600	650	
<b>Total</b>		<b>6353</b>	<b>6505</b>	<b>7095</b>	<b>7588</b>	
<b>Net</b>		<b>4175</b>	<b>3853</b>	<b>3964</b>	<b>3680</b>	



<b>Woodford Park 405</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	20345	21230	20175	21133	
4012	Water rates	1701	1200	1224	1310	
4020	Other materials	318	450	500	500	
4036	Repairs	53	500	500	500	
4039	Plants/flowers	109	400	400	400	
4047	Play equipment	726	450	1000	750	Repairs required
4151	Tournaments	739	1000	1000	1000	
<b>Total</b>		<b>23991</b>	<b>25230</b>	<b>24799</b>	<b>25593</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
1004	Fair site	2414	2500	6564	3500	Not likely to have a large fair visit in 2014
<b>Total</b>		<b>2414</b>	<b>2500</b>	<b>6564</b>	<b>3500</b>	
<b>Net</b>		<b>21577</b>	<b>22730</b>	<b>18235</b>	<b>22093</b>	

<b>Memorial Ground 406</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	5966	6188	6021	6175	
4039	Seed/fertilizer	250	260	260	260	
4047	Play equipment	132	200	200	200	
<b>Total</b>		<b>6348</b>	<b>6648</b>	<b>6481</b>	<b>6635</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
1002	Ground hire	297	200	200	220	
<b>Total</b>		<b>297</b>	<b>200</b>	<b>200</b>	<b>220</b>	
<b>Net</b>		<b>6051</b>	<b>6448</b>	<b>6281</b>	<b>6415</b>	

<b>Garden of Remembrance 407</b>						
					Revised	Budget
<b>Expenditure</b>		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	4213	4349	4306	4350	
4039	Planting/pillars/repairs	200	170	220	200	Electricity supply removed 2013/4
4071	Inscription costs	267	210	428	292	
<b>Total</b>		<b>4680</b>	<b>4729</b>	<b>4954</b>	<b>4842</b>	
					Revised	Budget
<b>Income</b>		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
1021	Inscription charges	420	300	500	440	2013/14 one plaque provided FOC to family of Honorary Townsperson
<b>Total</b>		<b>420</b>	<b>300</b>	<b>500</b>	<b>440</b>	
<b>Net</b>		<b>4260</b>	<b>4429</b>	<b>4454</b>	<b>4402</b>	

<b>Play areas and open spaces 408</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	9099	9736	8372	9589	
4013	Rent - ground leases	142	200	200	200	
4047	Play equipment	297	500	500	500	
<b>Total</b>		<b>9538</b>	<b>10436</b>	<b>9072</b>	<b>10289</b>	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>9538</b>	<b>10436</b>	<b>9072</b>	<b>10289</b>	

<b>Coronation Hall 501</b>						
				Revised	Budget	
<b>Expenditure</b>		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff costs	22860	24926	20500	20846	
4006	First aid	0	10	10	10	
4011	Rates	3285	3438	3372	3439	
4012	Water rates	1740	1300	1300	1365	
4014	Lighting and heating	3220	3850	4475	4612	
4016	Cleaning materials	681	536	536	570	
4021	Telephone	209	0	108	0	
4035	Certification tests	366	500	500	500	
4036	Repairs	883	1000	1000	850	
4040	Sanitary services	336	350	350	350	
4041	Skip hire	1656	1100	0	0	
<b>Total</b>		<b>35236</b>	<b>37010</b>	<b>32151</b>	<b>32542</b>	
<b>Income</b>		Actual	Budget	Revised	Budget	
		2012/13	2013/14	Budget Est	Estimate	
Code	Description			2013/14	2014/15	
1002	Hall hire	31501	32940	30400	31310	Loss of regular hirer
<b>Total</b>		<b>31501</b>	<b>32940</b>	<b>30400</b>	<b>31310</b>	
<b>Net</b>		<b>3735</b>	<b>4070</b>	<b>1751</b>	<b>1232</b>	



<b>Chapel Hall 502</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff costs	11895	14918	13199	12448	Cover costs in 2013/14
4006	First aid	0	10	10	10	
4011	Rates	1485	1554	1525	1555	
4012	Water rates	216	375	250	263	
4014	Lighting and heating	2563	3200	2659	2631	
4016	Cleaning materials	84	135	150	130	
4021	Telephone	208	0	108	0	
4035	Certification tests	611	300	300	320	
4036	Repairs	1232	550	1800	800	
4040	Sanitary services	336	350	350	365	Additional service required
<b>Total</b>		<b>18630</b>	<b>21392</b>	<b>20351</b>	<b>18522</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
1002	Hall hire	24968	24400	25275	26033	
<b>Total</b>		<b>24968</b>	<b>24400</b>	<b>25275</b>	<b>26033</b>	
<b>Net</b>		<b>-6338</b>	<b>-3008</b>	<b>-4924</b>	<b>-7511</b>	

<b>Capital and projects - Leisure Services Committee - 509</b>						
					Budget	
<b>Expenditure</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4951	WPLC Loan Interest	20447	18637	18637	16636	
4952	BLC Loan Interest	3723	3343	3343	2926	
4953	Wdfd Pk Loan Interest	2431	2203	2203	1958	
4954	Chapel Loan Interest	4866	4849	4849	4831	
4961	WPLC Loan Capital	17099	18909	18909	20910	
4962	BLC Loan Capital	4022	4403	4403	4819	
4963	Wdfd Pk Loan Capital	3174	3401	3401	3647	
4964	Chapel Loan Capital	138	155	155	173	
<b>Total</b>		<b>55900</b>	<b>55900</b>	<b>55900</b>	<b>55900</b>	
					Budget	
<b>Income</b>		Actual	Budget	Revised Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>55900</b>	<b>55900</b>	<b>55900</b>	<b>55900</b>	

## COMMUNITY SERVICES COMMITTEE - BUDGET SUMMARY 2014/15

<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>Budget Est</b>	<b>Estimate</b>
				<b>2013/14</b>	<b>2014/15</b>
	Allotments	14742	16455	21448	16681
	Partnership Projects	33604	34927	34748	37453
	Grants	28120	28014	28014	29659
	Amenities	7552	9248	9968	10499
	Events	6619	6931	7010	3957
	Capital and Projects	8476	8476	8476	8476
	<b>Total</b>	<b>99113</b>	<b>104051</b>	<b>109664</b>	<b>106725</b>

<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>Budget Est</b>	<b>Estimate</b>
				<b>2013/14</b>	<b>2014/15</b>
	Allotments	6622	7018	7200	7500
	Partnership Projects	0	0	0	0
	Grants	0	0	0	0
	Amenities	0	0	0	0
	Events	0	0	0	0
	Capital and Projects	0	0	0	0
	<b>Total</b>	<b>6622</b>	<b>7018</b>	<b>7200</b>	<b>7500</b>
	<b>Net</b>	<b>92491</b>	<b>97033</b>	<b>102464</b>	<b>99225</b>

<b>Allotments 601</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
4001	Staff	5603	5955	5748	5881	
4012	Water rates	1439	2500	7700	2800	2013 dry summer, leak detected and repaired
4013	Lease	6000	6500	6500	6500	New annual lease rent to 3/2018
4036	Repairs	1700	1500	1500	1500	
<b>Total</b>		<b>14742</b>	<b>16455</b>	<b>21448</b>	<b>16681</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
1001	Rents	6622	7018	7200	7500	Based on existing nos of discounted rents
<b>Total</b>		<b>6622</b>	<b>7018</b>	<b>7200</b>	<b>7500</b>	
<b>Net</b>		<b>8120</b>	<b>9437</b>	<b>14248</b>	<b>9181</b>	

<b>Partnership projects 602</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
4262	Town Centre Management grant	12342	12663	12633	12633	
4264	Youth Projects	21408	22264	22115	22820	Service Level Agreement with JAC
	WASP costs	-146	0	0	0	
	Bulmershe Youth Club	0	0	0	2000	Support to Bulmershe Youth Club
<b>Total</b>		<b>33604</b>	<b>34927</b>	<b>34748</b>	<b>37453</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>33604</b>	<b>34927</b>	<b>34748</b>	<b>37453</b>	



<b>Grants 603</b>						
				Revised	Budget	
<b>Expenditure</b>		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
						<i>For more info see Grants appendix</i>
4661	Readibus	15649	16056	16056	16538	Increased by 3%
4662	Museum of Berks Aviation	1250	1000	1000	0	Applied for £1000
4663	Citizens Advice Bureau	4000	3692	3692	3803	Applied for £5940; 2013/14 grant increased by 3%
4665	Keep Mobile	1721	1766	1766	1819	Applied for £4000; 2013/14 grant increased by 3%
4667	ARC	5000	5000	5000	5000	Applied for £5000
4668	Wokingham Job Support Centre	500	500	500	500	Applied for £500
	Lend and Play Toy Library	0	0	0	2000	Applied for £4000
<b>Total</b>		<b>28120</b>	<b>28014</b>	<b>28014</b>	<b>29659</b>	
<b>Income</b>		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>28120</b>	<b>28014</b>	<b>28014</b>	<b>29659</b>	

<b>Amenities 604</b>						
				Revised	Budget	
<b>Expenditure</b>		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4001	Staff	2789	3108	2945	3009	
4014	Street lights - fuel	1656	1640	1764	1940	Anticipate 10% increase
4036	Street lights - repairs	2769	3500	3990	3800	Repairs to columns and lights
4163	Amenities repairs	338	1000	750	750	
	Refuse vehicle - Airfield Centre	0	0	519	1000	WBC no capacity to provide service in 2014/15 - contingency in case service becomes available.
<b>Total</b>		<b>7552</b>	<b>9248</b>	<b>9968</b>	<b>10499</b>	
<b>Income</b>		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>7552</b>	<b>9248</b>	<b>9968</b>	<b>10499</b>	



<b>Events 605</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4001	Staff	2092	2331	2210	2257	
4031	Promotions/materials	927	1000	1200	1000	
4533	Woodley Carnival	3600	1500	1500	700	Towards Carnival Day use of Council's facilities
	Community events		2100	2100	0	Allocated by CS Cttee to support new youth club at Bulmershe in 2013/14
<b>Total</b>		<b>6619</b>	<b>6931</b>	<b>7010</b>	<b>3957</b>	
				<b>Revised</b>	<b>Budget</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
<b>Code</b>	<b>Description</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>6619</b>	<b>6931</b>	<b>7010</b>	<b>3957</b>	

<b>Capital and projects - Community Services Committee - 609</b>						
				<b>Revised</b>	<b>Budget</b>	
<b>Expenditure</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4957	Airfield Loan Interest	6835	6671	6671	6491	
4967	Airfield Loan Principal	1641	1805	1805	1985	
<b>Total</b>		<b>8476</b>	<b>8476</b>	<b>8476</b>	<b>8476</b>	
				<b>Revised</b>	<b>Budget</b>	
<b>Income</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Est</b>	<b>Estimate</b>	
		<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	
<b>Code</b>	<b>Description</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>8476</b>	<b>8476</b>	<b>8476</b>	<b>8476</b>	

# Draft Standing Orders

Woodley Town  
Council

## Index (to be updated in line with draft proposals)

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In these Standing Orders:

The expression 'Mayor' means the Chairman of Council but any duty or power assigned to the Mayor in relation to the conduct of a Council meeting may be exercised by the Member presiding at the meeting

Standing orders in bold type are statutory requirements and cannot be substantively amended unless the relevant legislation changes.

In using the term 'chairman' the Council recognises that this role is and will be undertaken by both male and female councillors.

The terms 'party' or 'parties' includes groups of councillors who are members of a political party registered with the Electoral Commission and groups which include at least 2 councillors who do not belong to a political party and who have informed the Proper Officer that they have formed a group.

The allocation of places to each standing committee, sub committee and working party between parties will be calculated on the percentage of each party's share of the total number of council places that are filled. Normal mathematical rounding will be used, a fraction under 0.5 will be rounded down to 0, if 0.5 or greater it will be rounded up to 1.

## 1. Full Council meetings

- a **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- b **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d A councillor shall raise his or her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor/Chairman may at any time permit a councillor to be seated when speaking.
- e Only one person is permitted to speak at a time. If more than one councillor wishes to speak the Mayor/Chairman shall direct the order of speaking.

- f **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.**
- g **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- h **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in his absence be done by, to or before the Deputy Town Mayor.**
- i **The Town Mayor, if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- j **Subject to the meeting being quorate (SO1 (n)), all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- k **The Town Mayor/Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)**
- l **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving to the vote on the question.**
- m **The minutes of a meeting shall record the names of councillors present.**
- n **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- o **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- p **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present.**

- q **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- r If the business of a meeting of the Council is not completed by 10pm the Mayor/Chairman shall at that hour, or as soon as practicable thereafter, invite the Council to determine whether or not the meeting continue. In any case the meeting shall finish at 10.30pm at the latest. If a Council meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.
- q At every Council meeting other than the Annual Meeting the first business shall be:
- i **To appoint a Chairman if the Town Mayor and Deputy Town Mayor are absent**
  - ii **To receive such declarations of acceptance of office as required by law to be made, or if not then received, to decide when they shall be received**
  - iii To confirm the accuracy of the minutes of the last meeting and approve their being signed by the presiding Chairman
  - iv To receive the minutes of committees and determine any recommendations from the committees
  - v **To deal with business expressly required by statute to be done**
  - vi To receive such communications as the Town Mayor may wish to lay before the Council
  - vii [To receive such communications as the Leader of the Council may wish to lay before Council](#)
  - viii To dispose of business, if any, remaining from the last meeting
  - ix To receive and consider reports and minutes of committees and working parties.
  - x To receive and consider reports from officers of the Council
  - xi To authorise the sealing of documents
  - xii To consider motions in the order in which they have been notified and notice of which is given in the summons
  - xiii To receive reports from representatives on outside bodies, as appropriate
  - xiv Any other business specified in the summons
- r A motion to vary the order of business on the grounds of urgency may be proposed by the Town Mayor/Chairman or by any member and, if proposed by the Town Mayor/Chairman, may be put to the vote without being seconded, and shall be put to the vote without discussion.



## 2. Annual meetings of Council

- a** In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office. [Newly elected councillors take office on the fourth day after the date of their election]
- b** In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c** If no other time is fixed, the annual meeting of the Council shall take place at 8pm.
- d** In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e** The election of the Town Mayor and Deputy Town Mayor of the Council shall be the first business completed at the annual meeting of the Council.
- f** The Town Mayor, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.
- g** The Deputy Town Mayor of the Council, if any, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.
- h** In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.
- i** In an election year, if the current Town Mayor has been re-elected as a member of the Council, he or she shall preside at the meeting until a new Mayor has been elected and may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.
- j** At each Annual Meeting, the first business shall be
  - i** To elect a Town Mayor for the municipal year
  - ii** To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received
  - iii** In an election year, to receive a report on the membership of Council and

## **declarations of acceptance of office**

- iv **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received**
- v To elect a Deputy Town Mayor for the municipal year
- vi To elect a Leader of the Council for the municipal year
- vii To decide what standing committees shall be formed and the number of places on each committee
- viii To appoint members to the standing committees so that the membership of each committee shall be divided between the parties or combination of parties in the same proportion as are members of the Council
- ix To elect the Chairmen and Vice Chairmen of standing committees. This will take place at the Annual meeting by the members appointed to the relevant standing committee
- x To appoint members to sub committees and working parties for purposes to be specified by the relevant standing committee. This may take place at the Annual meeting by the members appointed to the relevant standing committee
- xi To appoint representatives to other organisations/bodies

## 3. Town Forum

- a A Town Forum for members of the public to put questions to the Council, through the Mayor, shall be held before each meeting of the Council at the time advertised for the meeting; provided that a quorum of Town Councillors is present.
- b The Town Forum shall be limited to 30 minutes; provided there are no or insufficient questions to fill the allotted time, the Council shall commence business forthwith.

## 4. Standing committees, sub committees and working parties

- a The Council shall, at the Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
  - i. shall not appoint any member of a standing committee so as to hold office later than the next Annual Meeting, and may
  - ii. at any time, dissolve or alter the membership of a standing committee
  - iii. shall constitute standing committees so that the membership of each committee shall be divided between the parties or combination of parties in the same proportion as are members of the Council.
  - iv. shall determine the powers and duties of the standing committees

- b The Council shall determine the scheduled meeting dates of the [standing](#) committees.
  - c The Mayor and Leader of the Council shall be ex-officio members of every standing committee, without voting rights, unless appointed in their own right as a member of the committee.
  - d It will be normal practice for members of a standing committee to elect the Chairman and Vice-Chairman of that committee at the Annual Meeting. If, at the first meeting of a committee or sub-committee, the Chairman and Vice Chairman have not been appointed, the committee or sub-committee shall, before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.
  - e Every standing committee may appoint sub committees or working parties [for the municipal year for](#) purposes to be specified by the standing committee and whose terms of reference shall be determined by resolution of the committee.
  - f Every standing committee shall constitute sub committees and working parties so that the councillor membership of the sub committee or working party is divided between the parties or combination of parties in the same proportion as are members of Council. (This does not apply to the Urgency Committee SO 8a)
  - g [A](#) standing committee may at any time dissolve or alter the membership of a sub committee or working party that it appointed.
  - h A standing committee may appoint working parties comprised of a number of councillors and non-councillors. [Non councillors will have no right to vote at working party meetings.](#)
- ~~The Chairman and Vice Chairman of the standing committee shall have the right to attend every sub-committee or working party appointed by it~~ [See SO 10](#)
- i The quorum of a standing committee or sub-committee shall be three or one-third of its members, whichever is the greater, except where ordered by the Council in the case of a standing committee, or by the Council, or by the appropriate standing committee in the case of a sub-committee.
  - j The Standing Orders on rules of debate [except those parts relating to standing and to speaking more than once] and the Standing Order on interests of members in contracts and other matters shall apply to standing committee and sub-committee meetings in so far as they are appropriate.
  - k A councillor who has proposed a motion that has been referred to any standing committee of which he/she is not a member, may explain this motion to the committee but shall not vote.

## 5. Standing committee meetings

- a **Notice of a meeting of a standing committee will be issued in accordance with standing order 1(a)** to all members of Council.
- b **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- c **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the committee's** prior (written) **consent.**
- d **In accordance with standing order 5(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- e **Subject to the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- f **A Chairman of a committee may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his or her casting vote whether or not an original vote was given.**
- g **The minutes of a meeting shall record the names of councillors present.**
- h **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- i **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, shall be recorded in the minutes.**
- j **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- k All questions in standing committees shall be determined by a show of hands by a majority of the Members present and at the request of a councillor the Town Clerk shall record in the

report of such committee whether each councillor present either voted for or against the question or abstained from voting.

- l If the business of a meeting of a standing committee is not completed by 10pm the Chairman shall at that hour, or as soon as practicable thereafter, invite the Committee to determine whether or not the meeting continue. In any case the meeting shall finish at 10.30pm at the latest. If a Committee meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.

## 6. Sub committee meetings

- a **Notice of a meeting of a sub committee will be issued in accordance with standing order 1** and provided to all members of the sub committee and the parent standing committee.
- b **Subject to the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- c **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not an original vote was given.**
- d **The minutes of a meeting shall record the names of councillors present.**
- e **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- f **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- g **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- h All questions in sub-committees shall be determined by a show of hands by a majority of the Members present and at the request of a councillor the Town Clerk shall record in the report of such sub committee whether each councillor present either voted for or against the question or abstained from voting.



- i If the business of a meeting of the sub committee is not completed by 10pm the Chairman shall at that hour, or as soon as practicable thereafter, invite the sub committee to determine whether or not the meeting continue. In any case the meeting shall finish at 10.30pm at the latest. If a sub committee meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.

## 7. Working parties

- a Notices of working party meetings will be provided to all members ~~of the working party of Council~~ , usually by email, with printed copies available for the members of the working party at the meeting.
- b The minutes of a meeting shall record the names of councillors and other members of the working party who are present.
- c **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- d **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- e All questions at a meeting shall be decided by a show of hands by a majority of the Councillors present and voting thereon.
- f The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- g The Chairman of a working party may convene a meeting of the working party at any time.
- h One third of all councillors shall constitute a quorum, but at no time can a quorum be less than three.
- i If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

## 8. Delegated powers

- a The Council delegates full powers to act in all cases of urgency to an Urgency Committee, comprising the Chairmen of the three standing committees with delegated budgetary responsibility (Leisure Services, Community Services and Strategy and Resources Committees), the Mayor and Leader of the Council and the Leader of the largest opposition party.
- b The Town Clerk shall, in every case where a decision is taken under the foregoing powers, provide the minutes of such a committee to the next meeting of the Council/committee for information.
- c In extreme urgency and where it is impractical or impossible to obtain proper authority from the Council the Town Clerk is authorised to take such action as necessary to protect the Council, the general public, staff or property.

## 9. Recording attendance at meetings

- a Every councillor attending a meeting of the Council, a standing committee, sub committee or working party shall sign the attendance book or sheet provided for the purpose but any omission may be rectified by the Town Clerk prior to the signing of the minutes at the next meeting of that body.

## 10. Attendance at standing committee, sub committee and working party meetings

- a A councillor shall be entitled to attend any meeting of a standing committee, sub committee or working party and may speak but not vote unless appointed in their own right as a member of that standing committee, sub committee or working party; the Chairman of the meeting and the Proper Officer must be advised in advance of a councillor's intention to attend.  
*A protocol agreed by the Council on 16/10/2007 is attached to these standing orders.*

## 11. Proper Officer

- a The Proper Officer is responsible for a number of duties and responsibilities conferred by statute, regulation or order. The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties conferred on the Proper Officer by statute, regulation or order.

## 12. Motions requiring written notice

- a No motion (other than those in standing order 13) may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 12 consecutive days before the next meeting.
- b Notices of motion must be received in the Town Council offices by 12 midnight on the twelfth day before the day of the meeting.
- c Notices of motion may be submitted by email to the [Proper Officer](#) and must include the name of the councillor proposing the motion.
- d The [Proper Officer](#) will confirm receipt of the notice of motion with the councillor or councillors submitting the motion.
- e The Proper Officer may, before including a motion in the agenda received in accordance with standing order 12(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- f If the Proper Officer considers the wording of a motion received in accordance with standing order 12(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.
- g If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- h Having consulted the Town Mayor/Chairman or councillors pursuant to standing order 12(g) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- i Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- j Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose which shall be open to inspection by all councillors and the mover of the motion advised.

- k Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
  
- l If a motion falls within the terms of reference of a committee, sub committee, or within the delegated powers conferred on an employee, a referral of the same may be made to such committee, sub-committee, or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

### 13. Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
  - i. To appoint a person to preside at a meeting.
  - ii. To approve the accuracy of the minutes of the previous meeting.
  - iii. To correct an inaccuracy in the minutes of the previous meeting.
  - iv. To dispose of business, if any, remaining from the last meeting.
  - v. To alter the order of business on the agenda for reasons of urgency or expedience.
  - vi. To proceed to the next business on the agenda.
  - vii. To close or adjourn debate.
  - viii. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
  - ix. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
  - x. To receive nominations to a committee or sub-committee.
  - xi. To dissolve a committee or sub-committee.
  - xii. To note the minutes of a meeting of a committee or sub-committee.
  - xiii. To consider a report and/or recommendations made by a committee or a sub- committee or an employee.
  - xiv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xv. To authorise legal deeds to be sealed by the Council's common seal and witnessed. *(See standing orders 23(a) and (b) below.)*
  - xvi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xvii. To seek leave to withdraw a motion or amendment.
  - xviii. To extend the time limit for speeches.
  - xix. To exclude the press and public for all or part of a meeting.
  - xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

- xxi. To give the consent of the Council if such consent is required by standing orders.
- xxii. To suspend any standing order except those which are mandatory by law.**
- xxiii. To adjourn the meeting.
- xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxv. To answer questions from councillors.

## 14. Rules of debate

- a No speech [during the debate on a motion or amendment](#) shall exceed 5 minutes except with the permission of the Council.

## 14. A Rules of debate - motions

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Mayor's/Chairman's direction for reasons of expedience.
- b Subject to a motion being correctly submitted, a motion shall not be considered unless it has been proposed and seconded.
- c A councillor when seconding a motion may declare their intention to reserve the right to speak in support of the motion later in the debate.
- d A motion included in an agenda and not moved at the meeting by the councillor who tabled it, may be treated as withdrawn.
- e The mover of a motion shall have a right of reply, not exceeding 5 minutes.
- f Subject to standing orders 14 [B\(j\)](#) and [\(k\)](#) below, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- g During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he or she considers has been breached or specify the irregularity in the meeting he or she is concerned by.
- h A point of order shall be decided by the Chairman and his/her decision shall be final.



- i With the consent of the seconder or of the meeting, a motion may be withdrawn by the proposer. A councillor shall not speak upon the said motion unless permission for the withdrawal of the motion has been refused.
  
- j Subject to standing order 14 [B\(I\) below](#) when a councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for him/her to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. to suspend any standing order, except those which are mandatory.
  
- k In respect of a motion to put the motion [under discussion](#) to the vote, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive the right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## 14. B Rules of debate - amendments

- a A motion to amend an original or substantive motion shall not be considered unless it has been proposed and seconded after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
  
- b A councillor when seconding an amendment may declare their intention to reserve the right to speak in support of the amendment later in the debate.
  
- c A councillor may move amendments to his or her own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
  
- d Any amendment to a motion shall be either:
  - i to leave out words;

- ii to add words;
  - iii to leave out words and add other words.
- e A proposed or carried amendment to a motion shall not have the effect of negating the original or substantive motion under consideration.
- f Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- g Subject to standing order 14(e) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- h Pursuant to standing order 14(e) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- i If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- j If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- k The mover of an amendment shall have a right of reply, not exceeding 5 minutes.
- l Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- m With the consent of the seconder or of the meeting, an amendment may be withdrawn by the proposer. A councillor shall not speak upon the said amendment unless permission for the withdrawal of the amendment has been refused.

## 15. Code of conduct

- a **All councillors shall observe the code of conduct adopted by the Council.**
- b **The Town Clerk shall compile and provide a register of councillors' interests to the Monitoring Officer at Wokingham Borough Council, as required by statute.**

- c **The Town Clerk shall ensure that the register of councillors' interests is published on the Town Council's website, as required by statute.**
  
- d Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at a meeting of the Council or its committees or sub committees and wish to request a dispensation shall follow the Dispensations Procedure.  
*A copy of the Dispensations Procedure is attached to the Code of Conduct - provided with these standing orders.*
  
- e Councillors who have a pecuniary interest (disclosable or otherwise) in an item to be considered must withdraw from the meeting during the discussion of and voting on the item. Subject to the Code of Conduct councillors with a pecuniary interest (disclosable or otherwise) may only make a statement of fact about their interest and answer any questions of fact from the Chairman of the meeting relating to the matter which may assist with consideration of the matter prior to the commencement of debate and discussion on the matter, provided that the public are also allowed to attend the meeting for the same purpose. In such instances the councillor(s) with a pecuniary interest (disclosable or otherwise) must leave the room prior to the start of such debate and discussion and during voting on the matter in question.

## 16. Questions from members of Council

- a A councillor may ask the Mayor any question concerning the business of the Council at a meeting of the Council.
  
- b A councillor, with or without notice, may ask the Chairman of a committee any question upon the proceedings of the committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
  
- c Every question shall be put and answered without discussion, but the Chairman to whom a question has been put may decline to answer.
  
- d A councillor may request that the question and answer be recorded in the minutes.

## 17. Minutes

- a No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 13(a)(iii) above.
  
- b Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution

and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- c The minutes of the Council shall be open to inspection by any local government elector of the town, without charge.

## 18. Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 18(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 18(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or may adjourn the meeting.

## 19. Recission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by:
  - a special motion, the written notice whereof bears the names of at least 5 councillors of the Council
  - or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 19(a) above has been disposed of, no similar motion may be moved within a further 6 months.

## 20. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

## 21. Cooption to the Council

The Council will follow its Cooption Procedure when seeking to coopt a town councillor.

*A copy of the Council's Cooption procedure is attached to these standing orders.*

## 22. Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## 23. Execution and sealing of legal deeds

*See also standing order 13(a)(xv) above*

- a The Common Seal of the Council shall be kept in a safe place at the office of the Town Clerk
- b A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution of Council..
- c In accordance with a resolution made under standing order 23(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.**

## 24. Extraordinary meetings

*See also standing order 1 above*

- a The Town Mayor may convene an extraordinary meeting of the Council at any time.**
- b If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within 7 consecutive days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**



- c The Chairman of a standing committee or a sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.

## 25. Special meetings

- a A special meeting of a standing committee or sub committee shall also be summoned on the requisition in writing of not less than a third of the members of the standing committee or sub committee [to the Proper Officer](#). The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

## 26. Accounts and Financial Statements

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations.
- b The Responsible Financial Officer shall supply to each councillor the income and expenditure figures against budget estimates for each committee at every scheduled meeting of that committee.
- c The Financial Statements prepared on an income and expenditure basis for a year to 31 March shall be presented to each councillor before the end of the following month of May, or as soon as practicable.
- d The Statements of Accounts of the Council and Annual Return (which are subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## 27. Budget estimates/precept

- a **The Council shall approve written estimates for the coming financial year** at its meeting in February and to meet the requirements of the billing authority.

## 28. Canvassing of and recommendations by councillors

- a Canvassing councillors ~~or the members of a committee or sub-committee~~, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

- b A councillor ~~or a member of a committee or sub-committee~~ shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council in respect of an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## 29. Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential or in draft before publication, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.
- b Access to personal information held by the Council shall be limited to that information which is necessary for a decision to be made on a specific matter and limited to councillors responsible for making such decisions. No such information shall be disclosed by a councillor to any other person.

## 30. Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions to an employee of the Council.

## 31. Confidential business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 31(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

## 32. Relations with the press/media

- a The Leader and Deputy Leader and Chairmen of the standing committees may make oral or written statements or provide written articles to the press or other media on behalf of the Council.
- b Unless standing order 32(a) above applies councillors shall not provide oral or written statements or articles to the press or other media on behalf of the Council.

## 33. Matters affecting Council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the meeting has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee.
- c Councillors will form a panel for the recruitment of the Town Clerk and the management posts that report directly to the Town Clerk. (As at February 2014 Service Support Manager, Leisure Services Manager, Head Groundsman, Oakwood Centre Manager, Committee Officer.)
- d Any papers of a confidential nature which refer to a member of staff or person being considered for appointment to any paid or unpaid post shall on completion of the discussion/interview be returned to the Town Clerk for destroying.

## 34. Liaison with Wokingham Borough Council

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to Wokingham Borough councillors representing the borough wards within the parish.

## 35. Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are printed in bold type and are

mandatory by law, may be suspended by resolution in relation to any specific item of business.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 5 councillors, or by recommendation from a committee.

## 36. Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his/her declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.

## 37. Public participation at meetings

- a Subject to the item of business not being of a confidential nature, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- b The period of time which is designated for public participation in accordance with standing order 37(a) above shall not exceed 15 minutes.
- c Subject to standing order 37(b) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.

## 38. Role of the Town Mayor

- a The Mayor shall, in addition to the role of "First Citizen" of Woodley, be responsible for the conduct of meetings of the Council and interpretation of Standing Orders at the Council meetings.
- b Where the Mayor has concern as to the conduct of an Elected Member, if unable to resolve it with that Member, he/she shall bring this to the attention of the Leader of the appropriate ~~political group~~ party. If the Leader of the appropriate party is unable, or unwilling, to resolve the issue, the Mayor will bring it to the attention of the full Council, or the Urgency Committee, as appropriate.

### 39. Role of the Leader of the Council

- a The Leader of the Council shall be the first line of reference for the Town Clerk for all matters of agreed Council policy and direction. In the absence of the Leader, then the Deputy Leader of the Council becomes the first line of reference.

### 40. Leaders and Deputy Leaders of ~~political groups~~ parties

- a The names of persons appointed as Leader and Deputy Leader by ~~political groups~~ parties shall be notified to the Town Clerk who shall then report accordingly to the Council.



## **Protocol for attendance at committee and sub committee meetings by councillors who are not members of the committee or sub committee concerned**

### **1. Standing orders**

Standing Order 10 states that

"A councillor shall be entitled to attend any meeting of a standing committee, or sub committee or working party and may speak but not vote; the Chairman of the meeting and the Proper Officer must be advised in advance of a councillor's intention to attend"

The Council delegates most decisions to committees. The Powers and Duties of the four standing committees are attached to the Council's Standing Orders, of which all councillors have a copy. Only members of a committee may vote on matters delegated to a committee. Only members of a sub committee and a working party may vote on matters within the remit of that sub committee or working party.

This document sets out how Standing Order 10 will operate in practice.

### **2. Agendas**

All Members of Council will receive all agendas for committee meetings.

Sub committee agendas will be sent to members of that sub committee and members of the parent committee.

Working party agendas will be sent to ~~the members of the working party~~ all members of Council, usually by email, with printed copies provided at the meeting for members of the working party.

### **3. Notice of intention to attend a committee/sub committee/working party meeting**

Members of Council who have not been appointed to a committee/sub committee/working party but wish to attend a meeting of that committee/sub committee/working party *must inform the Chairman and the Proper Officer in advance*. For practical reasons (seating numbers) it is preferable that this be done before the date of the meeting but it will be normally be sufficient for the Chairman and the Proper Officer to be informed on the day of the meeting and before the meeting is called to order.

~~It will be helpful if the Town Clerk, or Senior Committee Officer are also informed to ensure that any additional chairs or space can be arranged in good time.~~

### **4. Record of attendance**

The attendance of councillors at meetings to which they are not members will be recorded in the minutes in the form 'Also present: Cllrs....'

### **5. Seating**

Councillors who attend meetings at which they are not members may be invited by the Chairman to sit with the committee members. In deciding whether or not to invite non members to sit at the committee table chairmen should take into account:

- The numbers of non members attending – the higher the number the more difficult it will be for the Chairman to identify voting members when necessary.

- Whether members of the public are present and the potential for confusion over which members belong to the committee/sub committee/[working party](#).

The Chairman may:

- request that non members of the committee/[sub committee/working party](#) sit away from the ~~committee~~ [meeting](#) table.
- allocate ~~places~~ [seating at the meeting table](#) to non members to avoid confusion on voting or if the public are present.
- introduce committee members to any members of the public present and clearly indicate which councillors are voting members at the meeting.

## **6. Speaking at meetings**

Councillors who attend meetings at which they are not members may, with the express permission of the Chairman:

- Speak at the meeting
- Explain a motion that has been referred to the committee/sub committee
- Ask questions of the [committee/sub committee/working party](#) members, officers and members of the public present

## **7. Interests**

The Council's Code of Conduct rules on personal and prejudicial interests will apply to **all** councillors attending committee, ~~and~~ sub committee [or working party](#) meetings, whether or not they are members of the committee/sub committee/[working party](#).

Any councillor with a personal or prejudicial interest in the business being considered must make this known to the meeting.

## **8. Confidential matters**

Councillors who are not members of a committee/sub committee/[working party](#) may remain at the meeting when confidential matters are discussed. All councillors are bound by the requirement not to disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature (standing order ~~30-31~~).

This protocol will be monitored and reviewed as necessary.

Protocol approved by Council on ~~16 October 2007~~ [11 February 2014](#)

Protocol updated in line with new standing orders February 2013[4](#)



**WOKINGHAM**  
**BOROUGH COUNCIL**

# **Wokingham Borough Council Community Infrastructure Levy**

## **Draft Charging Schedule**

### **January 2014**

## **Community Infrastructure Levy Draft Charging Schedule**

### **Statement of Representations Procedure**

Wokingham Borough Council intends to submit a Community Infrastructure Levy (CIL) Draft Charging Schedule for examination, under Section 212 of the Planning Act 2008 (as amended by Section 114 of the Localism Act 2011).

In accordance with the Community Infrastructure Levy Regulations (2010), Wokingham Borough Council has published the following documents for consultation:

- The CIL Draft Charging Schedule, including this Statement of Representations Procedure
- Evidence to support the CIL Draft Charging Schedule

The consultation period runs from 29<sup>th</sup> January to 14<sup>th</sup> March 2014. All comments must be received by 5.00 pm on 14<sup>th</sup> March 2014. Representations before the start date or after the end date cannot be considered.

Comments can be submitted by e-mail to [CIL@wokingham.gov.uk](mailto:CIL@wokingham.gov.uk) or in writing to:

Community Infrastructure Team,  
Wokingham Borough Council,  
Civic Offices,  
Shute End,  
Wokingham,  
Berkshire RG40 1WN

Telephone: 0118 974 6779

Copies of the documents are available for inspection from Wednesday 29<sup>th</sup> January 2014 to Friday 14<sup>th</sup> March 2014 at the Council's Shute End Offices, Wokingham, Monday to Friday 8.30am to 5pm. The documents are also available to view on the Council's website at:

<http://www.wokingham.gov.uk/planning/developers/cil/>

The documents are also available to view on the Council's website at all public libraries throughout the Borough together with the one at Crowthorne.

Organisations and individuals making representations may request the right to be heard at the examination. Such a request must be made in writing to the address above and received within the specified period for making representations.

Representations may be accompanied by a request to be notified, at a specified address, of any of the following:

- That the draft charging schedule has been submitted to the Examiner in accordance with Section 212 of the Planning Act 2008;
- The publication of the recommendations of the examiner and the reasons for those recommendations, and
- The approval of the charging schedule by the charging authority.



## **DRAFT CHARGING SCHEDULE**

### **1. Introduction**

- 1.1 Wokingham Borough Council is a Charging Authority for the purposes of Part 11 of the Planning Act 2008 and may therefore charge the Community Infrastructure Levy (CIL) in respect of development in its administrative area. The Council is both the CIL Charging Authority (CA) and Collecting Authority for its administrative area.
- 1.2 The Council intends to charge the Community Infrastructure Levy in its area at the rates (expressed as pounds per square metre) shown in Table 1 below. This Charging Schedule has been issued, approved and published in accordance with the requirements of Part 11 of the Planning Act 2008 (as amended) and the Community Infrastructure Levy Regulations 2010 (as amended).
- 1.3 This Charging Schedule was approved by the Council on *(date to be inserted following examination in public and approval)*.
- 1.4 This Charging Schedule will come into effect on *(date to be inserted following the examination and approval)*.

### **2. CIL Liability**

- 2.1. The Council will calculate the amount of CIL payable in respect of a chargeable development in accordance with Regulation 40 of the Community Infrastructure Levy Regulations 2010 (as amended).

### 3. CIL Charging Rates

- 3.1. CIL will be levied in £s (pounds sterling) per square metre on net additional increase in floor space for qualifying development in accordance with the provisions of the Community Infrastructure Levy Regulations 2010 (as amended). The CIL rates to be charged by Wokingham Borough Council are set out in the Table 1 below:

<b>Table 1: CIL Rates</b>		
<b>Development Type</b>	<b>Charging Zone</b>	<b>£ per square metre</b>
Residential Development (excluding Extra Care Housing)	South of M4 SDL	£300
	South Wokingham SDL	£320
	North Wokingham SDL	£340
	Arborfield SDL	£365
	Rest of Borough	£365
Residential Institutions and Extra Care Housing	Borough-Wide	£100
Retail	Existing town/small town/district centres	£0
	Rest of Borough	£50
All Other Development Types	Borough-Wide	£0

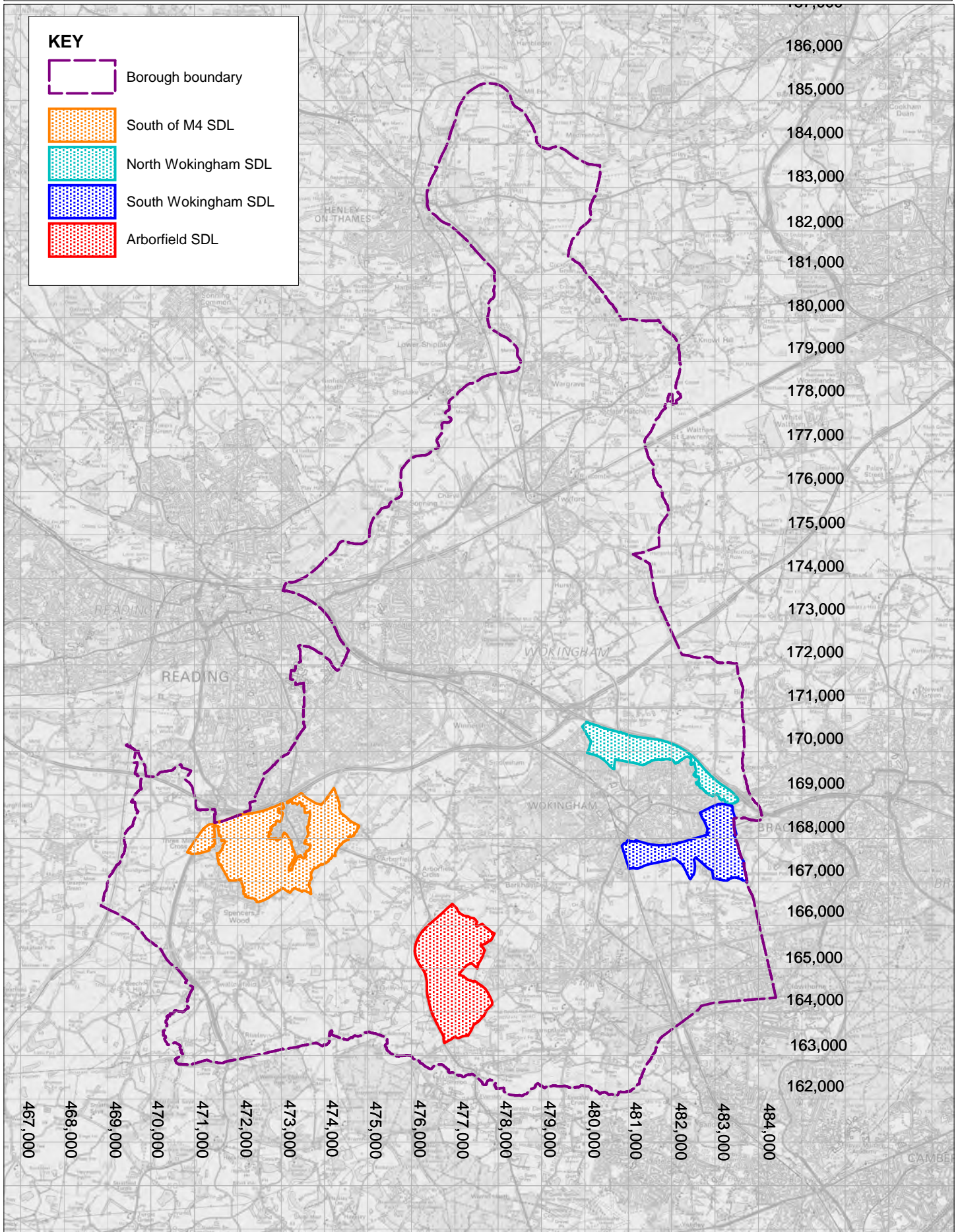
- 3.2. For the purposes of assessing liability for CIL, the Council will define “Extra Care Housing” as “purpose built accommodation in which varying amounts of care and support can be offered and where some services and facilities are shared (including a minimum of 30% of GIA provided as communal facilities).” This is based on the definition contained in the Extra Care Housing Toolkit published by the Care Services Improvement Partnership, but expanded to include further detail on communal floor areas.
- 3.3. The Residential Bands (Figure 1) as well as the Existing town/small town/district centres (Figures 2 and 2a - 2f) are shown on the Ordnance Survey Map extracts contained at the end of this Charging Schedule.

#### **4. Calculation of the CIL charge**

- 4.1. CIL charges will be calculated in accordance with Regulation 40 of the Community Infrastructure Levy Regulations 2010 as amended by Regulation 7 of the Community Infrastructure Levy (Amendment) Regulations 2011 and Regulation 6 of the Community Infrastructure Levy (Amendment) Regulations 2012 (or any subsequent amendments to these Regulations as may apply from time to time whilst this Charging Schedule is in effect).

# COMMUNITY INFRASTRUCTURE LEVY

Figure 1 Strategic Development Locations



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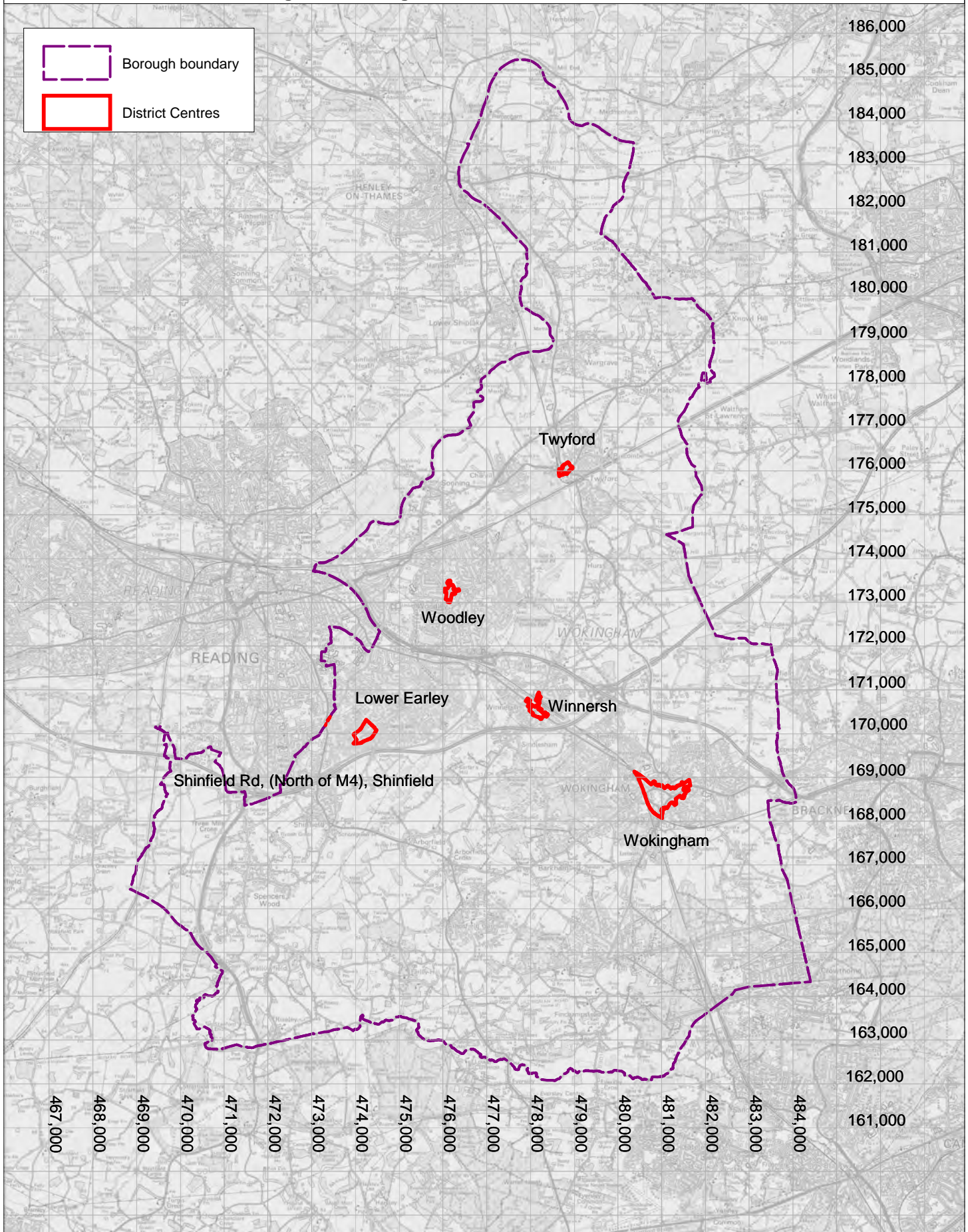


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# COMMUNITY INFRASTRUCTURE LEVY

## Figure 2 Existing town/small town/district centres



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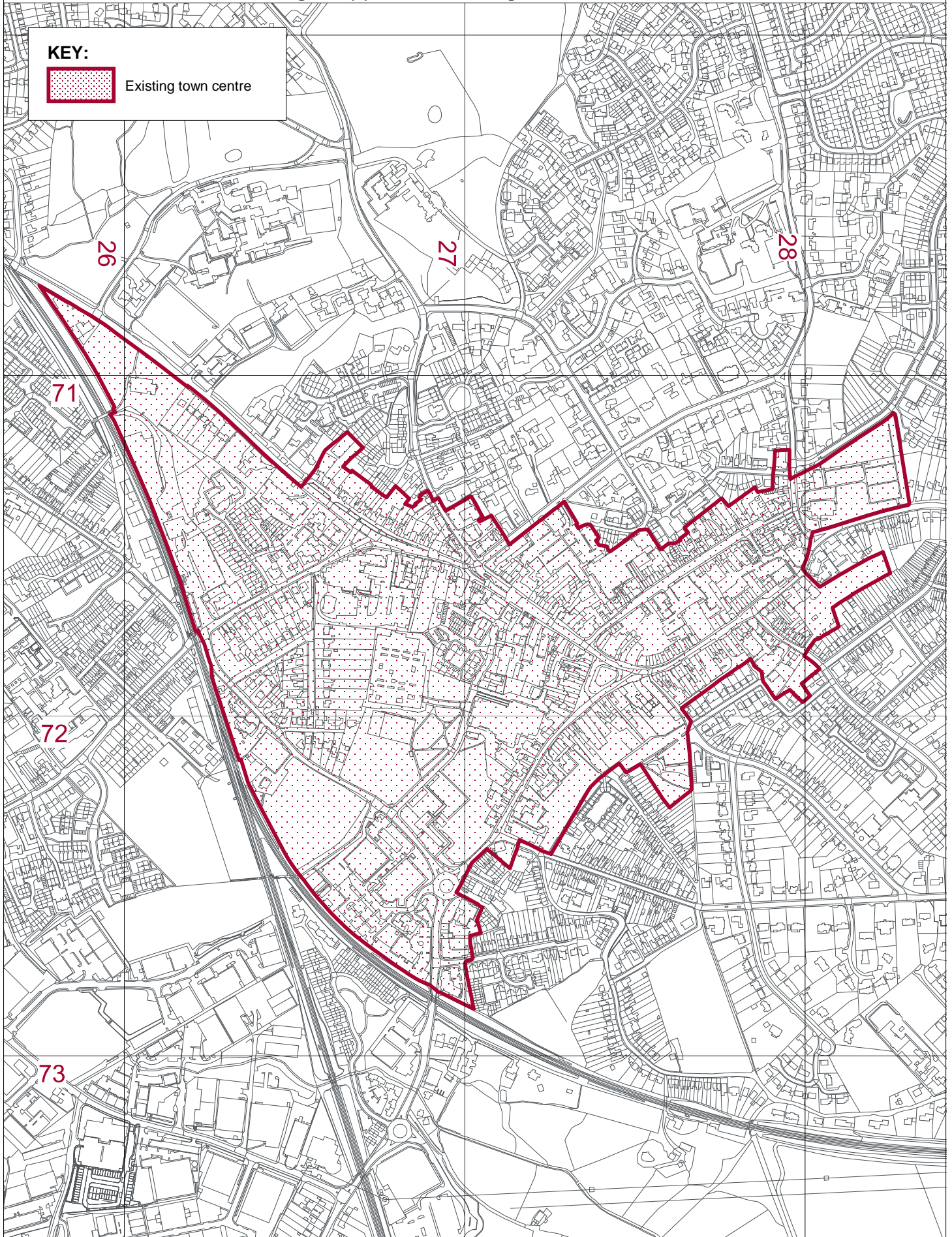


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# COMMUNITY INFRASTRUCTURE LEVY

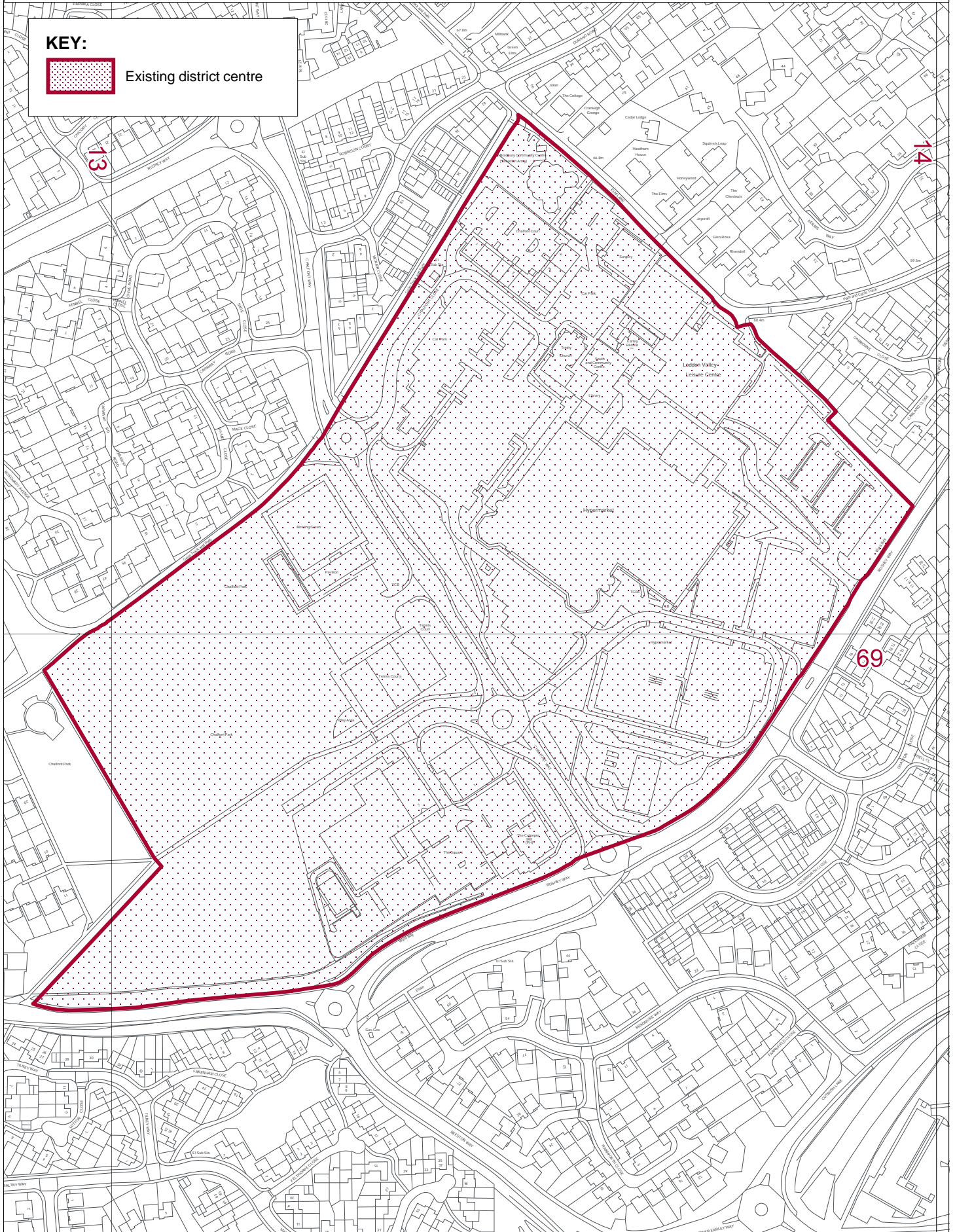
## Figure 2(a) - Defined Wokingham Town Centre





# COMMUNITY INFRASTRUCTURE LEVY

## Figure 2(b) - Defined Lower Earley District Centre



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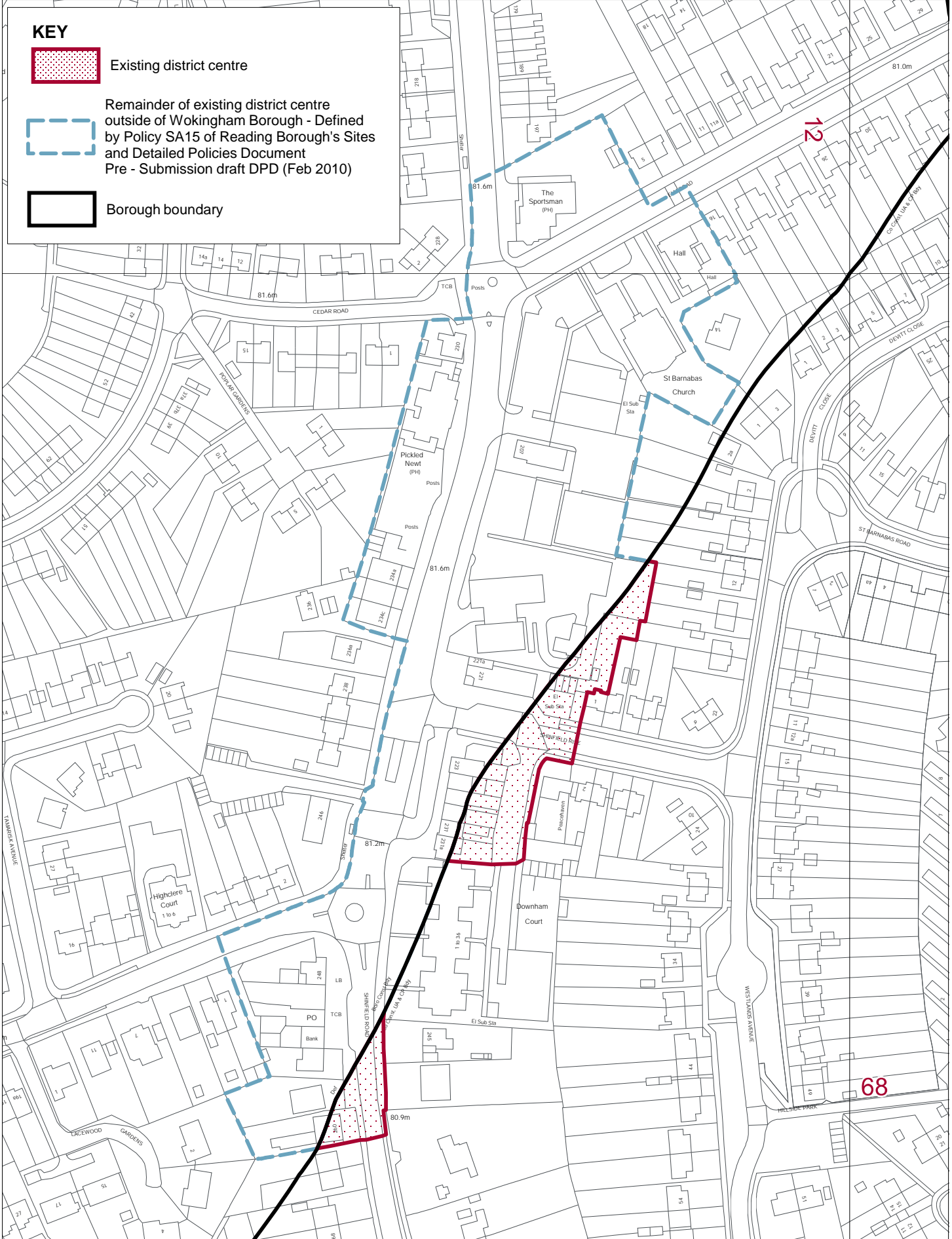
For reference purposes only. No further copies may be made.



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# COMMUNITY INFRASTRUCTURE LEVY

## Figure 2(c) - Defined Shinfield Road District Centre, Shinfield North

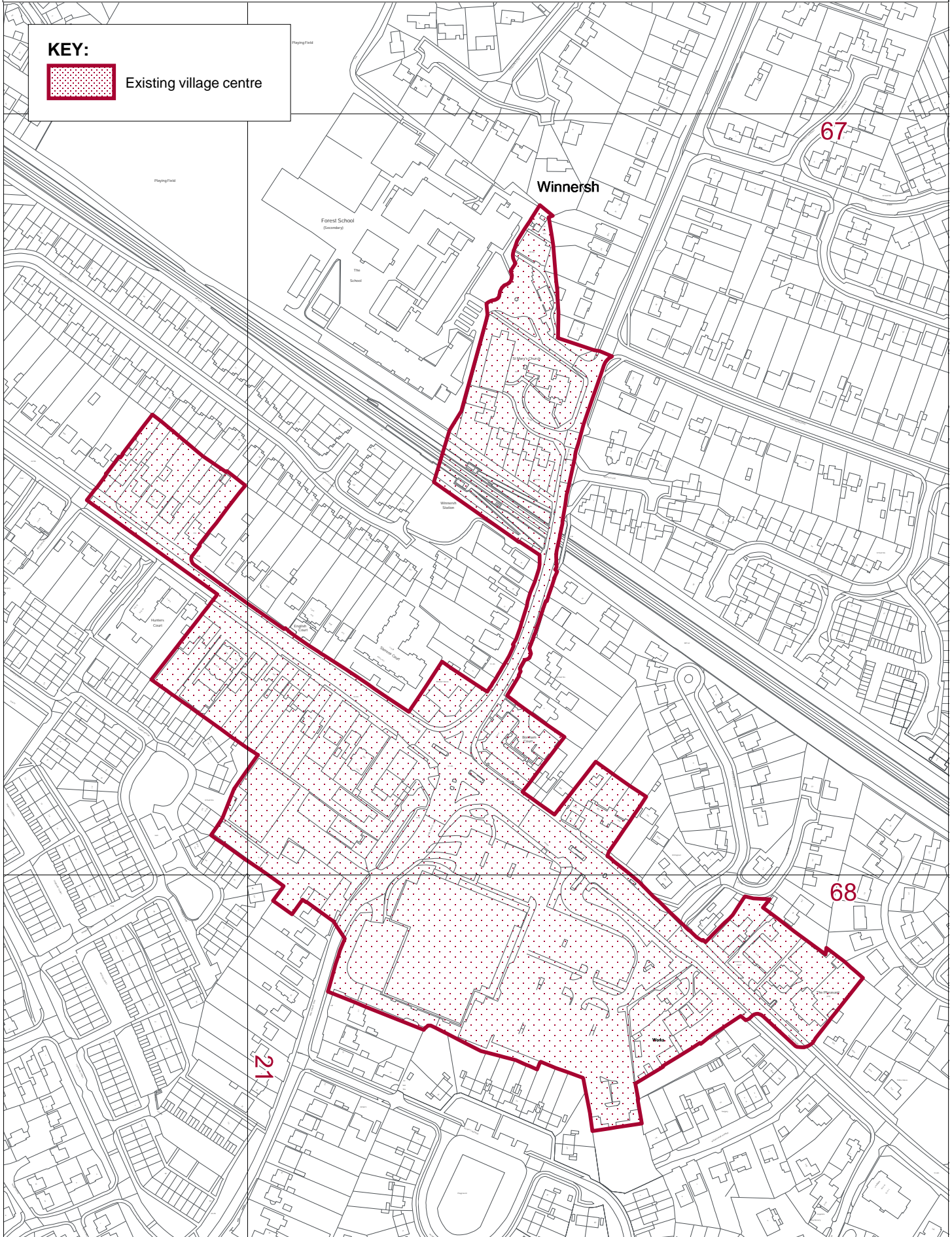




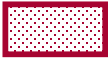


# COMMUNITY INFRASTRUCTURE LEVY

## Figure 2(e) - Existing Winnersh Village Centre



KEY:



Existing village centre



**WOKINGHAM**  
BOROUGH COUNCIL

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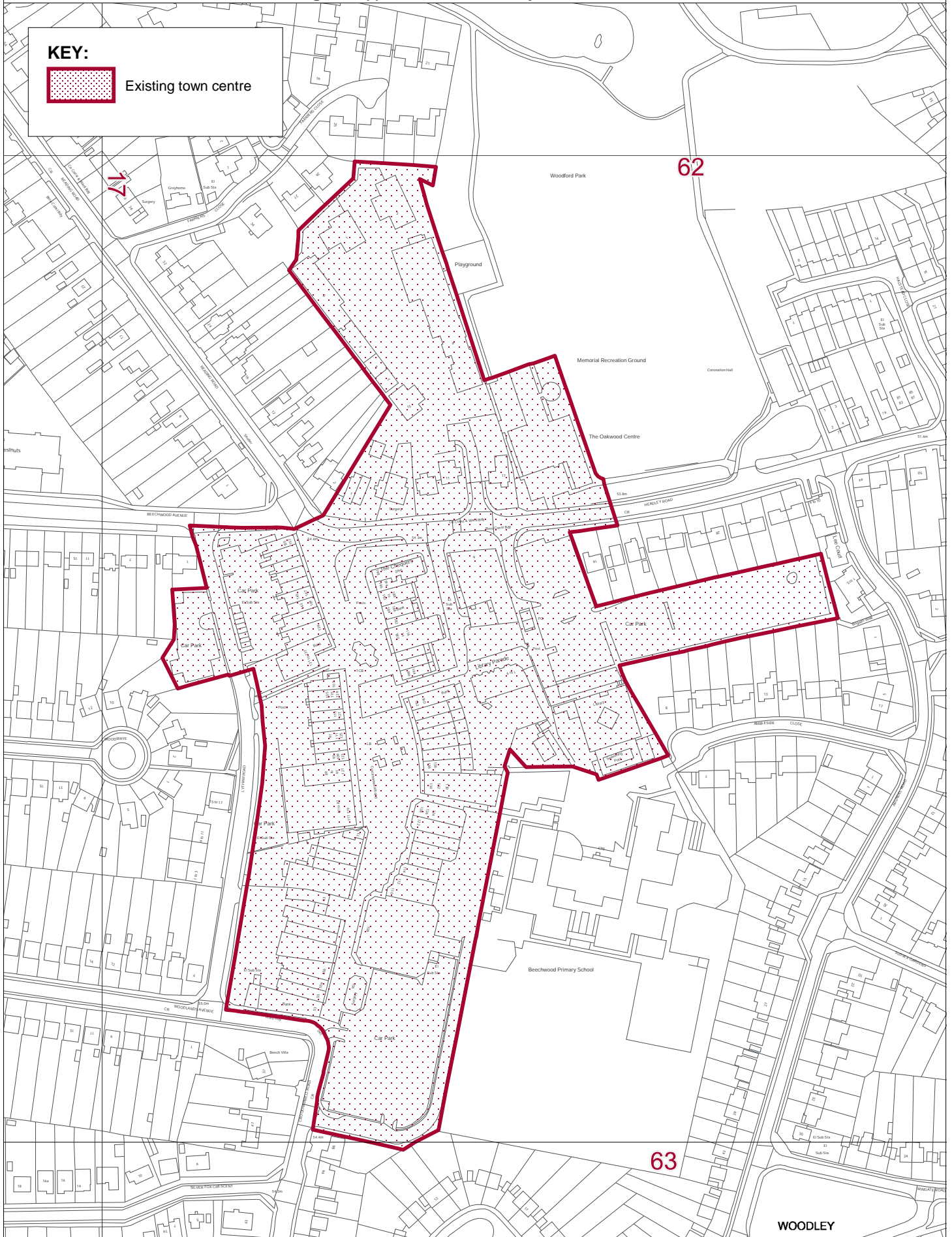


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# COMMUNITY INFRASTRUCTURE LVEY

## Figure 2(f) - Defined Woodley Town Centre



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<b>TITLE</b>	<b>Community Infrastructure Levy (CIL) Draft Charging Schedule</b>
<b>FOR CONSIDERATION BY</b>	The Executive on 27 January 2014
<b>WARD</b>	None Specific
<b>STRATEGIC DIRECTOR</b>	Heather Thwaites, Strategic Director for Environment
<b>LEAD MEMBER</b>	Keith Baker, Executive Member for Strategic Planning and Highways

**OUTCOME / BENEFITS TO THE COMMUNITY**

To ensure that the Council can maximise infrastructure delivery to support growth in the Borough.

**RECOMMENDATION**

That the Executive:

- 1) Approves the Draft Charging Schedule at Appendix A for publication, a minimum six week period of public consultation, appointment of an independent Examiner and submission to the Examiner;
- 2) Approves the Draft 'Regulation 123' List of Infrastructure Projects for which CIL may be used at Appendix B for the purpose of consultation;
- 3) Approves the Instalment Policy at Appendix C for the purpose of consultation;
- 4) Agrees the use of agreements (or other mechanism) to secure CIL in relation to mitigation measures required in order to make the development acceptable and to ensure that the Council complies with the Conservation of Habitats and Species Regulations 2010 (in relation to the requirements of the Birds and Habitats Directive); and
- 5) Authorises the Strategic Director of Environment, in consultation with the Executive Member for Strategic Planning and Highways, to:-
  - a) Produce the consultation documentation to accompany the CIL Draft Charging Schedule, and,
  - b) Agree minor modifications to the Draft Charging Schedule and supporting documents as appropriate following public consultation and prior to submission to the Examiner; and,
  - c) Approve the statements referred to in regulations 16 (Publication) and 19 (Submission) of the Community Infrastructure Regulations 2010.

## **SUMMARY OF REPORT**

Part 11 of the Planning Act 2008 provided for the introduction of the Community Infrastructure Levy (CIL), the detail of which is set out in the Community Infrastructure Regulations 2010 (with subsequent amendments). In the future, CIL will be a key funding source for infrastructure required to support development in the Borough. It is effectively a mandatory charge on most development, calculated on the change in net additional floorspace (in square metres). The charge is non-negotiable in most circumstances. The CIL Regulations and CLG Guidance aim to 'scale back' the scope of Section 106 obligations to mitigating the specific impacts of a development.

To adopt CIL, the charging schedule must go through two rounds of formal consultation and an independent examination. The purpose of this report is to inform the Executive of the results of the consultation on the CIL Preliminary Draft Charging Schedule (the first formal consultation stage); summarise the findings of further viability work and to seek approval for the publication and submission of a Draft Charging Schedule. The report also seeks approval for a draft list of infrastructure projects which it is proposed will be fully or partly funded through CIL (the 'Regulation 123' List) and an instalments policy for consultation.

Taking into account the responses on the CIL Preliminary Draft Charging Schedule and further viability analysis, the CIL rates (per square metre) proposed in the Draft Charging Schedule are as follows:

- Residential – SDLs ranging from £300-£365; Rest of Borough - £365
- Residential Institutions and Extra Care Housing - £100
- Retail – Existing town/small town/district centres - £0; Rest of Borough - £50
- Other Uses - £0

## Background

Part 11 of the Planning Act 2008 provided for the introduction of the Community Infrastructure Levy (CIL), the detail of which is set out in the Community Infrastructure Regulations 2010 (with subsequent amendments). CIL is intended to be used for general infrastructure contributions, whilst Section 106 obligations will continue for site-specific mitigation and other non-infrastructure planning obligations. CIL is effectively a mandatory charge on development, calculated on the change in net additional floorspace (in square metres), which local authorities can introduce. The charge is non-negotiable in most circumstances. It applies to development of 100 square metres or more of gross internal floorspace or the creation of one or more dwellings.

The CIL Regulations and CLG Guidance aim to 'scale back' the scope of Section 106 obligations to mitigating the specific impacts of a development. From April 2010, it has been unlawful for a planning obligation to be taken into account, as a reason for approval in granting planning permission for development, where it does not meet the tests of being 'necessary' to make development acceptable, 'directly related' to the development and 'fair and reasonably related' in scale and kind to the development. The Regulations also make it unlawful for a planning obligation to be taken into account, as a reason for approval, Section 106 obligations where obligations have been used in respect of the same infrastructure projects or types on more than four occasions since 6 April 2010. This has effect from the date of adoption of CIL or 6th April 2015 (date still subject to regulations coming into force), whichever is the sooner.

Section 106 contributions from new development in the Borough are currently pooled towards a number of types of infrastructure in the Borough, including the provision of Suitable Alternative Natural Greenspace (SANG) and transport infrastructure. Therefore, a CIL tariff is needed to be able to simplify the funding of these types of infrastructure, although there may still be occasions when provision needs to be made for site-specific mitigation.

The Council's CIL Charging Schedule will set out the levels of charges to developers to help pay for the cumulative infrastructure requirements in connection with planned development in the Borough. To adopt a CIL the Council has to prepare a Charging Schedule which sets out the levy rates in pounds per square metre and can vary by land use and/or location (where there is an objective justification for doing so, i.e. viability constraints). There are four key inputs to development of a CIL Charging Schedule. These are:

- (i) **An up-to-date local development plan** - the Council's Adopted Core Strategy and Submitted Managing Development Delivery Development Plan Document (incorporating Proposed Modifications) (MDD DPD) set out the growth and distribution of new development to be built in the Borough up until 2026. CIL is intended to be spent on infrastructure to support this growth.
- (ii) **An infrastructure delivery plan**, which identifies the infrastructure required to support this growth. A significant level of infrastructure planning has already taken place in producing our local Development Plan and Supplementary Planning Documents. In particular, Policies CP4, CP10 and Appendix 7 of the Adopted Core Strategy include a full list of infrastructure

requirements to support housing development in the Borough. Work has also been undertaken to identify the infrastructure funding gap (the gap between the total cost of the infrastructure and the funding available from other sources) which is relevant to the CIL setting process.

- (iii) **An economic viability study**, which assesses the effect of implementing a CIL charge on the economic viability of different types of development across Wokingham Borough.
- (iv) **Consultation responses**, including (where made available by third parties) information on land values, development costs and anticipated development profitability.

To adopt CIL, the charging schedule must go through two rounds of formal consultation and an independent examination. The Council consulted on its CIL Preliminary Draft Charging Schedule for a period of 6 weeks between 4<sup>th</sup> April 2013 and 16<sup>th</sup> May 2013.

### **Analysis of Issues**

Timely delivery of high quality infrastructure is key to the delivery of the Council's vision to be "A great place to live, an even better place to do business".

The Council is required (under the Planning Act 2008 and CIL Regulations) to have regard when setting its CIL rates to the following:

- actual and expected costs of (CIL type) infrastructure;
- potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.
- other actual and expected sources of funding for CIL infrastructure

In setting its CIL rates, the Council is then required by the CIL Regulations to aim to strike what appears to it (based on appropriate evidence that is available to it) an appropriate balance between:

- The desirability of funding from CIL (in whole or in part) the actual and expected total cost of infrastructure to support the development of the area; and
- The potential effects (taken as a whole) of the imposition of CIL upon the economic viability of development across a charging authority's area.

The changes to the CIL Regulations due to come into effect in late January will change the examination test to a more objective requirement in relation to the appropriate balance requirement, rather than the Council's view. This is likely to lead to more forensic dispute over assumptions and judgments at Examination in Public hearings compared to the current regime.

The remainder of this report explains how the Council has met these statutory requirements in preparing the Draft Charging Schedule.

## ***Infrastructure Funding Requirement***

In setting CIL rates, the Council must identify the infrastructure required to support planned development in its area, the available sources of funding for that infrastructure and the funding gap that could be met by CIL. It is not intended that CIL would be the sole source of funding for infrastructure delivery but would be one element of a range of funding sources. Based on the infrastructure requirements identified in Appendix 7 of the Core Strategy and the latest available information on cost and alternative funding sources, the Council has produced an Infrastructure Planning and Funding Gap Assessment paper to accompany the CIL Draft Charging Schedule.

A funding gap for future infrastructure required to support new development in the Borough of just over £261 million has been identified. The viability evidence prepared on behalf of the Council confirms that a substantial amount of this could be funded through CIL. Based on the proposed CIL rates in the Draft Charging Schedule, the projected income generated from CIL receipts over the plan period of the Core Strategy, up to 2026, is estimated to be circa £177 million. There would still be a residual funding gap. As such, it is considered desirable that the Council sets its CIL rates at the proposed rates; anything less would result in a larger residual gap. The Council will proactively seek additional funding opportunities where they become available to address the residual shortfall. In addition the Council will have to prioritise projects recognising that developers and communities will want infrastructure to be provided early in the development process. This means that the Council may in its role as planning authority also have to impose appropriate controls on the delivery of development in tandem with necessary infrastructure.

## ***Development Viability***

The Council must have regard to evidence on economic viability and the CIL Guidance (CLG, 2103) recommends that rates should not be set at a level that threatens the ability to develop viably the sites and the scale of development identified in the Local Plan. This is in line with the NPPF test of soundness in relation to the adoption of Local Plan policies. The CIL rates proposed in the Draft Charging Schedule are based on recommendations from consultants, GL Hearn, who have undertaken the viability testing for the Borough. The full viability assessment is available to download at:

<http://www.wokingham.gov.uk/planning/developers/cil/>

Government guidance advises that CIL rates should not be set right up to the margin of viability across the vast majority of sites in Charging Authorities' areas. The Examiner will expect the Council to be able to show that the proposed charging rates will contribute positively towards (and not threaten delivery of) the Core Strategy as a whole at the time of charge setting and throughout the economic cycle. The economic viability work undertaken by GL Hearn has been undertaken to ensure that this can be demonstrated on the basis of evidence that is considered appropriate in light of the information available to the Council at the point of publishing the Draft Charging Schedule.

However, it is not necessary to demonstrate that all development in the Borough will be viable with CIL but that the Council's general strategy for development delivery will not be significantly affected. It is also well understood and reflected in CIL Examination

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reports already issued that it is acceptable (and normal) for the adoption of CIL to have an effect on land values (as expectations adjust to the requirements, which is recognised as part of the purpose of the CIL regime).

The viability study undertaken by GL Hearn was bespoke to Wokingham and based on specific and up-to-date research of market conditions, using wider industry-standard assumptions as appropriate. The viability assessment modelled a range of benchmark land values (i.e. the minimum reasonable expectation of return for selling landowners) and residential sales values. The viability testing also took into account development costs arising from existing regulatory requirements, including requirements set out in local planning policies, including the requirements for affordable housing at the adopted level.

Based on the viability assessment, the Council consulted on a single residential rate of £365 per square metre in its Preliminary Draft Charging Schedule. Following the consultation, further sensitivity testing has been done on the appraisals, particularly around density assumptions. The Council's consultants have concluded that even at lower densities (which will reduce the ability to viably bear CIL), the residential rate of £365 is still easily viable for most development scenarios.

In response to comments made on the Preliminary Draft Charging Schedule and the publication of revised CIL Guidance on 25 April 2013 (half way through the Preliminary Draft stage consultation), the Council commissioned further viability work focused specifically on the four Strategic Development Location (SDL) sites. The promoters of these sites were invited to provide financial information to assist this work and some information was received as a result. A Viability Update report, including the findings of the site-specific viability assessment work, is a supporting document to the CIL Draft Charging Schedule.

The site-specific viability assessments have shown that different CIL rates are viable for the SDLs ranging from £300 per square metre at South of M4 SDL to £365 per square metre on the Arborfield SDL. This is confirmed by the Viability Update report. The two primary reasons for these differences are variations in expected future sales values across the SDLs and the residual Section 106 obligations to be funded alongside CIL (varying from circa £4,000 to £6,000 per unit in the Viability Update report). The Viability Update report also reflects the higher costs of delivering on-site and required infrastructure and other obligations at each SDL.

The Council also received various representations on the CIL Preliminary Draft Charging Schedule on the impact of the proposed CIL residential rate on older people's accommodation. Therefore, the Council commissioned the Valuation Office Agency (VOA)/District Valuer Services (DVS) to work alongside GL Hearn to model the viability of three types of older people's accommodation – care homes, Extra Care housing and enhanced sheltered housing. In line with Policy TB09 of the MDD DPD, increased emphasis was placed on the viability outputs of the latter two forms of accommodation, which are key to the delivery of the Council's Local Plan policy. As a result, based on the viability appraisals, a lower CIL rate of £100 per square metre is proposed in the Draft Charging Schedule for "Residential Institutions and Extra Care Housing". For the purposes of CIL, the Council will define "Extra Care Housing" as "purpose built accommodation in which varying amounts of care and support can be offered and where some services and facilities are shared (including a minimum of 30% of GIA

provided as communal facilities).”

In terms of commercial development, the viability assessment indicates that the only use class of development capable of contributing CIL payments (without having an unacceptable impact on viability) is retail. Even then, there is a significant difference in the viability characteristics of the various retail scenarios that were modelled – town centre retail is relatively marginal whilst out of centre development (food stores) is theoretically capable of contributing a significant CIL payment. A charging authority may impose differential CIL rates on different retail uses where the uses can robustly be identified for planning purposes and there is a clear difference in viability characteristics. Because there are difficulties in clearly identifying different retail uses and/or different levels of viability, a rate of zero was proposed in the Preliminary Draft Charging Schedule.

A number of respondents to the consultation felt that retail uses should be liable to a CIL charge and subsequently, the Council has revisited this. Based on the viability evidence, the Draft Charging Schedule now proposes an “out of town” retail CIL rate of £50 per square metre. “Out of town” is classified as being outside the existing town/small town/district centres defined in Policy CP13 of the Core Strategy and Policy TB15 of the MDD DPD. Existing town/small town/district centres are Wokingham, Woodley, Winnersh, Shinfield Road, Lower Earley and Twyford. Retail development within existing town/small town/district centres and all other uses have remained unchanged at zero due to the viability constraints identified in the viability evidence.

### ***The Preliminary Draft Charging Schedule***

Following approval by the Executive on 28<sup>th</sup> March 2013, consultation on a CIL Preliminary Draft Charging Schedule (PDCS) took place between 4<sup>th</sup> April 2013 and 16<sup>th</sup> May 2013. Many detailed comments were received from 28 different respondents. A Statement of Consultation summarising all the individual comments and an officer response to each of them has been prepared.

The main points raised during the consultation were:

- Greater clarity should be provided on what infrastructure will be funded via CIL and what will remain as S106;
- Concern that the viability modelling had not covered sites over 500 dwellings or undertaken site-specific modelling of the Strategic Development Location (SDL) sites
- Concern that the viability modelling had not reflected all of the costs associated with major strategic sites, including higher residual S106 costs reflecting the level of site-specific mitigation required for to make development at the SDLs acceptable;
- Views from some respondents that the residential rates proposed were too high (and could adversely affect delivery of housing and/or push up densities) and from others that the rates were too low (and would not be enough to fund the needed infrastructure to support growth).
- Views that retail development should be subject to a CIL charge, particularly outside of town centres.
- Concern that CIL charging for SANG will not satisfy the Habitat Regulations:

- Requests for special consideration of older people’s accommodation
- General support for an instalments policy

The following actions were undertaken to address some of the key points raised and inform preparation of the Draft Charging Schedule:

- Carried out further specific viability work on the four Strategic Development Location (SDL) sites, including seeking further information from landowners / developers. This work has resulted in different CIL rates being proposed for each SDL ranging from £300 to £365 per square metre.
- Commissioned specialist viability modelling for older people’s accommodation. This has resulted in a lower CIL rate being proposed in CIL Draft Charging Schedule for “Residential Institutions and Extra Care Housing”.
- Undertaken sensitivity testing on the residential assumptions, particularly around density, to ensure the proposed rate is viable.
- Revisited our proposed retail CIL rates and introduced an “out of town centre” retail rate of £50 per square metre.
- Developed clauses to secure the provision of strategic SANG via legal agreements;
- Prepared an updated Infrastructure Delivery Plan as a supporting document to the Draft Charging Schedule.
- Prepared a Draft Regulation 123 list and Instalment Policy.

### ***Proposed CIL Rates***

The proposed CIL rates contained in the Draft Charging Schedule (set out below) have been considered by the cross-party CIL Member Group and officer project team:

<b>Development Type</b>	<b>Charging Zone</b>	<b>£ per square metre</b>
Residential Development (excluding Extra Care Housing)	South of M4 SDL	£300
	South Wokingham SDL	£320
	North Wokingham SDL	£340
	Arborfield SDL	£365
	Rest of Borough	£365
Residential Institutions and Extra Care Housing	Borough-Wide	£100
Retail	Existing town/small town/district centres	£0
	Rest of Borough	£50
All Other Development Types	Borough-Wide	£0

### ***Draft Regulation 123 List***

The 'Regulation 123 List' is an indicative list of the infrastructure projects to which the Council intends to apply CIL. It is important because Section 106 obligations in relation to any item on the list cannot be a reason for approval at the planning stage once CIL is adopted. Consideration has been given to the scale of infrastructure proposed and whether it is appropriate to use CIL funding or seek contributions via S106 agreements. The general principle is that where a project is likely to require contributions from a large number of developments (such as a new school or major highway improvement), it should be funded by CIL.

Government guidance recommends that charging authorities should provide at the examination a draft 'Regulation 123 List' and set out the known site-specific matters where S106 contributions may continue to be sought. For this purpose a draft 'Regulation 123 List' has been prepared (Appendix B), based on the identified infrastructure requirements arising from planned development in the Borough. The Draft 'Regulation 123 list' does not signify a commitment by the Council to deliver the project, nor does it indicate any priority. The list will be subject to periodic review.

### ***Suitable Alternative Natural Greenspace (SANG)***

In order for the Borough Council to meet its legal duties under the Habitats Regulations, avoidance measures for the Thames Basin Heaths SPA must be covered in full either by Section 106 agreements or CIL. Therefore, any CIL charging schedule must set a tariff which will realise full funding for avoidance measures in the form of Suitable Alternative Natural Greenspace (SANG). New residential development in Wokingham Borough can avoid impact to the Thames Basin Heaths SPA by making a financial contribution towards the provision of SANG or by development sites providing their own SANG.

Under a CIL regime, the four Strategic Development Location (SDL) sites will still be expected to provide on-site SANG secured through planning conditions and obligations, as appropriate. An allowance for this has been made in the SDL viability modelling. For non-SDL development, it is intended that the provision of SANG in perpetuity will be funded through the CIL levy and applied to the strategic SANG at Rooks Nest Woods. Discussions have been ongoing with Natural England over the appropriate mechanism to secure this SANG provision under CIL.

All new dwellings that are likely to affect the Thames Basin Heaths SPA (either within 5km or between 5-7km of the SPA) will also need to make payment towards Strategic Access Management & Monitoring (SAMM) and this will continue to be secured through a Section 106 agreement after the introduction of CIL (as it is not deemed to be CIL infrastructure under the Planning Act 2008). Therefore, the Council plans to insert a clause within this agreement to the effect that the Council would normally covenant with the landowner to apply a specific amount of the CIL received from the development to relevant SANG provision. This CIL top slice for SANG would include the affordable housing element of each individual development (even though affordable housing does not itself generate CIL receipts, since it benefits from CIL relief). Natural England has confirmed that this approach would be acceptable.

## ***Instalments Policy***

The CIL Regulations include provisions for the charging authority to operate an instalments policy to allow staged payments of CIL. This is a means of ensuring that the cashflow impacts of CIL (which would otherwise be payable in full for each phase of development within 60 days of a start on site) are minimised. The Council sought views on this as part of its consultation on the Preliminary Draft Charging Schedule.

It would benefit the Council's infrastructure delivery agenda to receive CIL in one up front payment, but it is considered that there is a wider benefit of staging payments of adding further headroom (on top of the other assumptions in the viability evidence base) for viability - since the staging of payments has not been taken into account in the cashflow assumptions contained in the viability work. This should ensure that there is no proper viability justification that can be advanced once CIL is adopted that policy compliance in relation to policy standards for development (such as affordable housing) cannot be met in relation to specific schemes.

In line with other charging authorities' policies, it is proposed to allow payment by instalments with longer periods being allowed where larger amounts of CIL are payable. The proposed instalments policy is attached at Appendix C to this report.

## ***Meaningful Proportion***

The CIL Regulations now require charging authorities to pass 15% of CIL receipts to local neighbourhoods (Town and Parish Councils in Wokingham Borough) subject to a cap of £100 per existing dwelling. Where a Neighbourhood Development Plan is in place this percentage rises to 25% with no cap. Town and Parish Councils will have a strong interest in ensuring the local community's needs are met, and it is envisaged that the majority of the CIL passed on to Town and Parish Councils will be used to help deliver the planned infrastructure. The purposes for which the CIL Regulations require the 'neighbourhood share' to be spent are wider than those for the charging authority using CIL. The Borough Council intends to engage with the Town and Parish Councils imminently to discuss the use of monies passed to them to ensure the greatest possible degree of alignment between the adopted infrastructure planning policies intended to meet identified local needs and the use of these resources.

## ***Exceptional Relief***

The CIL Regulations provide that Charging Authorities have the option to offer a process for giving relief from CIL in exceptional circumstances and where a specific scheme would be unviable if it were required to pay the levy. The guidance and regulations make it clear that this would only apply in very exceptional circumstances and where an s106 agreement was also in place and the value of this exceeds the cost of the CIL charge. In addition, any such exceptional relief must not constitute a notifiable state aid.

A Charging Authority wishing to offer exceptional circumstances relief in its area must first give notice publicly of its intention to have an exceptional circumstances policy. A Charging Authority can then consider claims for relief on chargeable developments from landowners on a case by case basis, provided the conditions are met. All claims for



relief must be submitted with a viability assessment completed by a suitably qualified independent person. Given the very limited scope in the application of the relief, the practical issues involved in assessing the claims and the fact that it militates against the efficiency, clarity and certainty of operation that are the main benefits of CIL, the Council does not propose to introduce an exceptional circumstances policy at the outset.

### ***Alternative Options***

It is considered that there are limited genuine alternative options to adopting a CIL Charging Schedule. Although CIL is not a statutory requirement, authorities without a charging schedule from April 2015 (date still subject to legislation coming into force) will generally not be able to take into account as a reason for approval pooled contributions towards new strategic infrastructure.

### ***Consultation and Engagement***

Following the consultation on the CIL Preliminary Draft Charging Schedule, it is proposed to consult on the CIL Draft Charging Schedule for a period of over 6 weeks from 29<sup>th</sup> January 2014 to 14<sup>th</sup> March 2014.

### ***Risk Management***

The Community Infrastructure Levy (Amendment) Regulations 2014 have been laid in parliament and are expected to come into force in late January 2014. The draft regulations include a more stringent examination regime for local authorities who have yet to publish their Draft Charging Schedule. There is a risk that the Council will not have published its Draft Charging Schedule early enough to benefit from this transition measure. The draft CIL Amendment Regulations will also confirm that the pooling restriction date will go back from April 2014 to April 2015.

Should the Council choose not to adopt CIL, there will a substantial risk to the certainty and efficiency of delivery of strategic infrastructure, due to the pooling restriction. The project has a detailed risk assessment (available on request).

### ***Sustainability and Strategic Environmental Assessment***

The Council has, through consultation with English Heritage, Natural England and the Environment Agency, agreed that a Strategic Environmental Assessment of the CIL Charging Schedule was not required.

### ***Equalities***

An Equality Impact Assessment has been prepared (available on request). The conclusion is that CIL will not have an adverse impact on any particular social group. By making communities more sustainable, CIL will facilitate economic growth and liveability and so create opportunity for all.

## **FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough***

**Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.**

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£28,000	Yes	Revenue
Next Financial Year (Year 2)	£35,000	Yes	Revenue
Following Financial Year (Year 3)	£0	Yes	Not Applicable

#### **Other financial information relevant to the Recommendation/Decision**

The table above sets out the specific project costs associated with implementing CIL – for example, the independent examination and evidence gathering.

Under the charging proposals going to consultation, the projected income generated from CIL receipts over the plan period of the Core Strategy, up to 2026, is estimated to be circa £177 million. This initial calculation is based on the Council’s Strategic Housing Land Availability Assessment (SHLAA) projections of housing development for the plan period, excluding sites with planning permission (i.e. hard planning commitments) plus 8,000 square metres of new retail space. This figure does not factor in the “meaningful proportion” of CIL receipts that will be passed to Town and Parish Councils within those areas where development will occur. This will be 25% where there is a neighbourhood development plan (uncapped) and 15% elsewhere (capped at £100 per dwelling). The Council may also use up to 5% of the CIL revenue in any year to fund the administration costs of the Levy after the first three years of operation of the charging schedule. In the first three years, the total amount of CIL that may be applied to administrative expenses incurred during those three years, and any expenses incurred before the charging schedule was published, is limited to 5% cent of CIL collected over the period of years one to three.

Based on the infrastructure requirements identified in the Core Strategy and the latest information on cost and alternative funding sources, a funding gap for future infrastructure required to support growth in the Borough of just over £261 million has been identified. Therefore, there would be a residual funding gap of circa £84 million. This figure will be kept under constant review. The Council will have to prioritise CIL expenditure recognising that, since not fully funded, infrastructure will not always be provided/funded to meet potential developer aspirations/programmes. The Council will continue to proactively seek additional funding opportunities where they become available with the aim of reducing the funding gap.

#### **Cross-Council Implications**

The Project has been overseen by a cross-service project team as CIL will impact on the future delivery of key infrastructure affecting a range of services areas, including highways and education.

**List of Background Papers**

CIL Preliminary Draft Charging Schedule, Executive Report on 28 March 2013 and Supporting Background Papers  
CIL Viability Update, GL Hearn, August 2013  
Statement of Consultation on Preliminary Draft CIL Charging Schedule, May 2013  
CIL Final Strategic Environmental Assessment Screening Statement, September 2013  
CIL Draft Charging Schedule, January 2014  
Infrastructure Planning and Funding Gap Assessment, October 2013  
Draft Regulation 123 List, October 2013  
Draft CIL Instalment Policy, October 2013

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