

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 13 September 2016 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); A. Chadwick; J. Cheng; D. Smith; D. Stares; M. Walker*

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

17. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley and R. Dolinski.

18. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

19. **MINUTES OF THE MEETING HELD ON 14 JUNE 2016**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 14 June 2016 be approved and signed by the Chairman as a correct record.

20. **FINANCE**

a) **Budgetary Control**

- i) The Town Clerk presented Report No. SR 30/16.

**RESOLVED:**

- ◆ To note Report No. SR 30/16.

- ii) Members noted the information given in the agenda regarding the Council's electricity supply contract, which was part of Wokingham Borough Council's framework contract. The Town Council's contract had been erroneously transferred to a new supplier and the Council was awaiting transfer back. This had resulted in no billing on the fuel accounts since April 2016, although extra out of contract charges had been incurred. The cost of these charges over and above the correct contract charges would be met by the original supplier.

**RESOLVED:**

- ◆ To write to the Chief Executive of Wokingham Borough Council once the problem has been resolved, asking for assurance that this would not happen again.

b) **Payments**

In response to a question the Deputy Town Clerk explained that the two photocopier charges were for the leasing of the copier and the printing costs. When the cost of uniform for the maintenance team was queried the Deputy Town Clerk informed Members that the figure included the cost of outdoor clothing for cold and inclement weather. In response to a question about supplies from Brake Brothers the Town Clerk explained that this was for counter sales at Woodford Park Leisure Centre.

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (June), **Appendix B** (July) and **Appendix C** (August):

	Current account	Imprest account
June 2016	£150,753.72	£40,357.13
July 2016	£68,879.27	£41,766.70
August 2016	£49,720.62	£42,325.34

c) **Bank of Ireland accounts**

The Town Clerk presented Report No. SR 31/16, which proposed that the three Bank of Ireland accounts held by the Council be closed as they had not been used for many years and in recent years had attracted little or no interest on the balances. Under the Council's Financial Regulations the Council was required to approve changes to the Council's banking arrangements.

Members were informed that the mandates to close the accounts would need to be signed by two of the five registered signatories but that, as the signatories to these accounts had not been changed during the past five years, only one signatory was now a serving member of Council. The internal auditor had advised that it would be in order for two of the bank's registered signatories to sign the mandates to close the accounts, subject to this course of action being approved by Council.

**RESOLVED:**

- ◆ To note Report No. SR 31/16.

- ◆ To recommend to Council that the three bank accounts held with the Bank of Ireland be closed and that two of the signatories to those bank accounts be requested to sign the mandate to take this course of action.

d) **Borrowing approval and loan draw down**

Members noted that the Council's decision at the meeting of 10 May 2016 (minute number 17) to apply for borrowing approval for the sum of £110,000 to fund building works at Woodford Park Leisure Centre had been approved by the Department of Communities and Local Government on 8 August 2016. The 10 year loan from the Public Works Loan Board for this sum was drawn down by the Council on 31 August 2016 at an interest rate of 1.27% and annual repayments of £11,748.12, paid six monthly from the draw down date. The annual loan cost was £425 lower than that quoted in the 10 May report to Council because of the reduction in interest rates.

The following item was notified to Members after the agenda had been issued.

e) **Recommendation from Leisure Services Committee**

Members considered a recommendation from the Leisure Services Committee that £5,000 be allocated from the 2016/17 Capital Programme to cover costs associated with working towards achieving Green Flag Award status for Woodford Park. Members noted that the costs would include the application fee of £363 and works necessary to qualify for the award, such as the improvement of signage and public information in the park. It was also noted that the 2016/17 Capital Programme had an unallocated balance of £11,710.

**RESOLVED:**

- ◆ To recommend that Council approve the allocation of £5,000 from the 2016/17 Capital Programme for costs associated with the application for Green Flag status at Woodford Park.

21. **OAKWOOD CENTRE**

The Deputy Town Clerk presented Report No. SR 32/16 and informed Members that the Marketing/PR Co-ordinator would present the marketing plan at the next meeting.

Members considered whether to renew the wedding licence for the Oakwood Centre and noted that there had only been two weddings booked since 2013. The Deputy Town Clerk reported that the increased fees charged by the Registrar in recent years had made it much more expensive to get married at the Oakwood Centre compared with a Registry Office ceremony.

**RESOLVED:**

- ◆ To note Report No. SR 32/16.
- ◆ Not to renew the wedding licence for the Oakwood Centre.

22. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 33/16 and SR 34/16 of the Catering Partnership meetings held on 15 July 2016 and 19 August 2016, and informed Members that the partnership with the caterer was progressing well, with marketing and social media posting from the Oakwood Centre and Brown Bag becoming integrated.

Councillor Cheng pointed out that she had been present at the meeting on 19 August as her attendance had not been noted in the report. The Deputy Town Clerk agreed to amend the minutes accordingly.

**RESOLVED:**

- ◆ To note Reports No. SR 33/16 and SR 34/16.

23. **URGENCY COMMITTEE**

The Town Clerk presented Report No. SR 35/16 of the Urgency Committee meeting held on 26 August 2016.

The Town Clerk informed Members that Woodley Pre School, which operated from the function room in Woodford Park Leisure Centre, had asked the Council to consider a proposal for the installation of a new building within Woodford Park from which the pre school could operate. Members noted that the Urgency Committee had agreed to support the proposal in principle, subject to a suitable site being found and other issues being resolved.

The Town Clerk also reported on the procurement of equipment for the new fitness gym in Woodford Park Leisure Centre, informing Members that the five year contract to supply fitness equipment had been awarded to Pulse Fitness.

**RESOLVED:**

- ◆ To note Report No. SR 35/16, the minutes of the Urgency Committee meeting held on 26 August 2016, attached at **Appendix D**.

24. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM UPDATE**

The Deputy Town Clerk presented Report No. 36/16 and informed Members that a Certificate of Lawful Development had been received from the planning authority and loan approval had been received from the Department of Communities and Local Government for the building work and the loan had been drawn down. Members were pleased to note that the refurbishment work had started and completion was expected in the first week of December.

In reply to a question about the extra energy costs that would be incurred by the fitness gym the Town Clerk said that this had not been taken into account in the 2016/17 budget, as the Council had not known that the fitness gym would be in existence when the budget was set, but it would be budgeted for in future years.

**RESOLVED:**

- ◆ To note Report No SR 36/16.

25. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)**

Members noted that the report of the WTCMI meeting held on 6 July 2016 seemed to imply that the review of the 10p increase in the 1 hour parking charge for the town centre car parks, instead of charging at weekends and in the evenings, would be undertaken by Wokingham Borough Council in September 2016. However it was understood that the review would take place in April 2017.

The Chairman informed Members that a decision had been made to carry out the proposed improvements to the North End of the town centre early in 2017 so that the Christmas Extravaganza would not be affected by the work. The planning application would be submitted as soon as possible.

Members were pleased to note that the refurbishment of the Chequers pub was underway and looked forward to it reopening as a family friendly pub.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 6 July 2016.

26. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and noted that there had been no changes since the last meeting, but that the three priority projects, the regeneration of Woodford Park Leisure Centre, the Woodford Park lake project and the improvements to the north end of the town centre, were all well underway.

**RESOLVED:**

- ◆ To note the external funding project list.

27. **PUBLIC TOILET UPDATE**

Further to the update provided in the agenda, the Town Clerk informed Members that the Highways Department had confirmed the proposed location was generally acceptable and that up to date information on underground services and the matter of excavating near tree roots needed to be investigated.

28. **3G PITCH PROJECT**

Members noted that the Council's application for Section 106 funding towards the 3G pitch costs had been successful and Wokingham Borough Council had allocated £41,800 Section 106 funds towards the Council's project set up costs and overspend, which were not

funded by the loan raised or the grant received from the Premier League and FA Facilities Fund.

29. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Members noted that the planned Wokingham Borough Council Infrastructure Project Delivery and Traded Services Workshop for town and parish councils was not relevant to the Council's circumstances in respect of CIL and no representative was appointed to attend.

**RESOLVED:**

- ◆ To note that Wokingham Borough Council's most recent Neighbourhood CIL Proportion Report identified a potential £34,904 of CIL monies that would be due to the Town Council.
- ◆ To establish a Community Infrastructure Levy Earmarked Reserve to which all CIL funds received would be allocated.

30. **BOROUGH PARISH LIAISON FORUM**

Members noted the report of the Borough Parish Liaison Forum held on 4 July 2016 and were pleased that the forum had taken note of the complaints received about the grass cutting contract.

31. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

32. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The Green Flag Award status for Woodford Park would be publicised if the application were successful.

33. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

34. **WOODFORD PARK LEISURE CENTRE: OPTALIS LEASE**

The Town Clerk presented Report No. SR 37/16.

Members considered the proposal and

**RESOLVED:**

- ◆ To note Report No. SR 37/16.
- ◆ To extend the length of the lease with Optalis for the use of the offices at Woodford Park Leisure Centre to cover the period from 17/11/14 to 16/11/18 and to increase the charges by £2 per day for the period from 17/11/17 to 16/11/16.

35. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM MEMBERSHIP CHARGES**

The Deputy Town Clerk presented Report No. SR 38/16.

Members considered the proposed membership charging structure and

**RESOLVED:**

- ◆ To note Report No. SR 38/16.
- ◆ To approve the membership charging structure as set out in the report.

36. **PERSONNEL SUB COMMITTEE**

The Town Clerk presented Report No. SR 39/16 of the Personnel Sub Committee meeting held on 30 August 2016.

**RESOLVED:**

- ◆ To note Report No. SR 39/16.
- ◆ That the Groundsperson post be regraded to Senior Groundsperson and paid at scale 4/5, spinal column points 18 – 22, and that the existing postholder be placed on the recommended point in the scale with effect from 1 October 2016.
- ◆ To approve the revised job description for the Senior Groundsperson, as presented.
- ◆ That the Head Groundsperson post be graded on a scale encompassing spinal column points 36 – 38 and that the postholder be placed on the recommended point in the scale with effect from 1 October 2016.
- ◆ To approve the job description for the Head Groundsperson, as presented.
- ◆ That the Maintenance Manager post be regraded to Principal Officer spinal column point 35 – 38 and that the postholder be placed on the recommended point in the scale with effect from 1 September 2016.
- ◆ To approve the revised job description for the Maintenance Manager post, as presented.
- ◆ That the vacant Maintenance Officer post be deleted from the establishment with effect from 1 October 2016.
- ◆ That a Maintenance Trainee post be established at Scale 3, spinal column point 14 – 17, with effect from 1 October 2016.
- ◆ To approve the job description for the Maintenance Trainee post, as presented.
- ◆ That the Maintenance Officer post be regraded to Scale 4/5, spinal column point 18 – 25, and that the postholder be placed on the recommended point in the scale with effect from 1 October 2016.
- ◆ To approve the revised job description for the Maintenance Officer post, as presented.

The meeting closed at 9:35 pm

## Woodley Town Council 2016/2017

## Current Account

## List of Payments made between 01/06/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
30-Jun-16	Absolute Home Textiles Ltd	256.50	Table cloths OC
16-Jun-16	Allens Design Print Ltd	144.00	WTCMI leaflets & posters
30-Jun-16	Badgemaster Ltd	12.49	Staff name badges
24-Jun-16	BCM Group Plc	49.26	Service & maint photocopier WPLC
03-Jun-16	BE Fuelcards Ltd	36.23	BP unleaded petrol Depot
24-Jun-16	BE Fuelcards Ltd	35.35	BP unleaded petrol Depot
16-Jun-16	Bowak Ltd	239.30	Cleaning supplies
24-Jun-16	Bowak Ltd	532.21	Cleaning supplies
16-Jun-16	Brake Bros Foodservice Ltd	443.30	Vending supplies
30-Jun-16	Brake Bros Foodservice Ltd	463.09	Vending supplies
24-Jun-16	Brown Bag Cafe Ltd	895.62	Catering services
16-Jun-16	Broxap Ltd	1681.20	3 x Ripon benches
07-Jun-16	BT Group Plc	153.36	Phone
16-Jun-16	Bullseye Awards & Garments Ltd	85.00	Trophy/medal ribbons tournament
16-Jun-16	Came and Company IBA	534.64	3G pitch insurance cover
24-Jun-16	CCTV Direct Ltd	484.10	CCTV - 3G pitch
24-Jun-16	Churchill Contract Services Ltd	2325.47	Contract cleaning
24-Jun-16	CoolerAid Ltd	37.92	Bottled water
20-Jun-16	Crown Gas & Power	424.59	Gas supply
20-Jun-16	Crown Gas & Power	528.66	Gas supply
23-Jun-16	Crown Gas & Power	110.12	Gas supply
23-Jun-16	Crown Gas & Power	121.45	Gas supply
24-Jun-16	Dejac Associates Ltd	2460.00	Annual IT maintenance contract
16-Jun-16	EDF Energy 1 Ltd	11.48	Electric for clock tower - WTCMI
24-Jun-16	Energy Electrical Distributors Ltd	35.81	Electrical supplies
24-Jun-16	Eurodec Ltd	144.06	Decorating supplies
24-Jun-16	Fraser Office Supplies Ltd	381.03	Stationery supplies
24-Jun-16	Fuel Fitness Ltd	90.00	Coach - Karate camp
24-Jun-16	HMRC Cumbernauld	12348.00	PAYE & NI employers & employees
24-Jun-16	InTouch	71.98	Monthly website charge
16-Jun-16	John Willis	120.00	Window cleaner
24-Jun-16	Key Industrial Equipment Ltd	441.60	CCTV/Driveway signs
16-Jun-16	Lister Wilder Ltd	560.72	Garden supplies
24-Jun-16	Lister Wilder Ltd	1370.45	Garden supplies
14-Jun-16	Lloyds Bank	105.89	Monthly cardnet service charge
24-Jun-16	Lyreco UK Ltd	101.24	Stationery supplies
14-Jun-16	Mainstream Digital	0.35	Phone
15-Jun-16	Merchant Rentals	35.23	Monthly cardnet machine charge
16-Jun-16	Piercing Glance Ltd	477.84	Uniform - maintenance team
10-Jun-16	Plusnet	24.60	Phone
24-Jun-16	Prudential	30.00	AVC payment deducted from pay
27-Jun-16	Public Works Loan	10640.58	Loan payment - 3G pitch
08-Jun-16	Rathbones Investments Ltd	80000.00	2016/2017 Investment portfolio
24-Jun-16	Riso UK Ltd	242.66	Photocopier quarterly rental OC
24-Jun-16	Robinson Low Francis	6752.56	3G pitch costs - surveyor services
16-Jun-16	SGW Payroll Ltd	152.66	Payroll services
16-Jun-16	Siemens Financial Services Ltd	720.00	Photocopier quarterly rental
24-Jun-16	Thames Valley Temperature Control Ltd	805.80	Extractor fan repairs Oakwood café
16-Jun-16	Thames Valley Water Services Ltd	558.00	Water testing

24-Jun-16	The Berkshire Pension Fund	10818.56	Pension - employers & employees
30-Jun-16	Tower Mint Ltd	6790.92	Queen's 90th birthday coins
24-Jun-16	Trade UK - BandQ	34.54	Building supplies
24-Jun-16	Trade UK - Screwfix	596.25	Building supplies
30-Jun-16	Travis Perkins Trading Co	97.56	Building supplies
24-Jun-16	Trinity Mirror PUBLISHING Ltd	210.00	WTCMI - Advertising
24-Jun-16	Unison Collection Ac	32.20	Union fees deducted from pay
24-Jun-16	Veolia ES - UK Ltd	289.82	Refuse collection
22-Jun-16	Vodafone	236.31	Phone
01-Jun-16	Wokingham BC	42.00	Rates
01-Jun-16	Wokingham BC	160.00	Rates
01-Jun-16	Wokingham BC	353.00	Rates
01-Jun-16	Wokingham BC	895.00	Rates
01-Jun-16	Wokingham BC	1864.00	Rates
16-Jun-16	Wokingham Borough Council	41.66	Rates
16-Jun-16	Zoe Agar	15.50	Social media support

150753.72

## CLERKS IMPREST A/C

### List of Payments made between 01/06/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
01-Jun-16	(Personal Information)	50.00	Refund deposit
02-Jun-16	(Personal Information)	94.72	Starter motor-RY54 DBU
09-Jun-16	(Personal Information)	7.20	Photos x 16 printed
13-Jun-16	(Personal Information)	50.00	Refund deposit
13-Jun-16	(Personal Information)	96.00	Net pay-May 16
17-Jun-16	(Personal Information)	50.00	Refund deposit
17-Jun-16	(Personal Information)	45.00	Refund deposit
20-Jun-16	(Personal Information)	50.00	Refund deposit
27-Jun-16	(Personal Information)	50.00	Refund deposit
27-Jun-16	(Personal Information)	50.00	Refund deposit
01-Jun-16	Amazon UK Retail	15.76	Laptop bag - OC
07-Jun-16	Amersham & Wycombe	50.00	Staff training - exam
28-Jun-16	Amersham & Wycombe	50.00	Staff training - Ethics
17-Jun-16	Brightons Newspaper	33.10	Newspapers
27-Jun-16	CRB-Backup	44.11	WTCMI backup software
02-Jun-16	Dell Product	279.00	Inspiron 3000s Laptop
29-Jun-16	Eureka Direct	43.02	First Aid supplies
22-Jun-16	Lloyds Bank	38599.75	Net payroll June 2016
27-Jun-16	Lloyds Bank	1.21	Non-sterling trans fee IT software
07-Jun-16	MyMsOffice	44.98	MS office 2013 software
01-Jun-16	Safe Lincs	122.28	Defib pad - adult pad-pak
14-Jun-16	Wokingham BC	195.00	Planning application fee
27-Jun-16	Wokingham BC	336.00	Inv paid twice in error

40357.13



## Woodley Town Council 2016/2017

## Current Account

## List of Payments made between 01/07/2016 and 31/07/2016

22-Jul-16	Alan Harland	625.00	Year end accounts support
22-Jul-16	Angel Springs Ltd	287.14	Rental dust mats
22-Jul-16	Arkell - Hurcombe-Bronzeworks	93.60	Bronze plaque
08-Jul-16	Auricas Ltd	4764.00	Staff training courses /perf appraisal tng
08-Jul-16	Badminton England	480.00	Annual - Play Badminton framework
22-Jul-16	BCM Group Plc	18.55	Service & maint photocopier WPLC
08-Jul-16	BE Fuelcards Ltd	0.62	Admin charge
15-Jul-16	BE Fuelcards Ltd	41.39	BP Diesel-RY54DDU-33114
22-Jul-16	BE Fuelcards Ltd	36.92	Unlead petrol-depot
22-Jul-16	Bowak Ltd	536.40	Cleaning supplies
22-Jul-16	Bowak Ltd	161.98	Cleaning supplies
15-Jul-16	Brake Bros Foodservice Ltd	208.67	Vending supplies
22-Jul-16	British Gas	3060.17	Electricity supply
22-Jul-16	Brown Bag Cafe Ltd	1849.14	Catering services
15-Jul-16	CCTV Direct Ltd	484.10	3G pitch CCTV
08-Jul-16	Central Sports UK Ltd	410.00	WPLC sport supplies
01-Jul-16	CF Corporate Finance	166.37	Qtrly Photocopier charge
22-Jul-16	Churchill Contract Services Ltd	2325.47	Contract cleaning
22-Jul-16	CoolerAid Ltd	56.88	Bottled water
20-Jul-16	Crown Gas & Power	77.08	Gas supply
20-Jul-16	Crown Gas & Power	84.72	Gas supply
20-Jul-16	Crown Gas & Power	375.91	Gas supply
20-Jul-16	Crown Gas & Power	380.05	Gas supply
15-Jul-16	EDF Energy 1 Ltd	11.39	Electric for clock tower - WTCMI
22-Jul-16	Energy Electrical Distributors Ltd	34.54	Electrical supplies
22-Jul-16	Eurodec Ltd	182.55	Decorating supplies
22-Jul-16	Eurodec Ltd	48.02	Decorating supplies
22-Jul-16	Fraser Office Supplies Ltd	244.91	Stationery supplies
15-Jul-16	HC Slingsby Plc	118.06	CCTV/refuse sacks
22-Jul-16	HC Slingsby Plc	87.51	Cycle rack & sign
22-Jul-16	HMRC Cumbernauld	12181.53	PAYE & NI Employers and employees
15-Jul-16	John Stacey - Sons Ltd	696.00	Allotment - skips
22-Jul-16	John Willis	120.00	Window cleaner
22-Jul-16	Just Around The Corner	5804.50	Grant
08-Jul-16	Lightatouch	169.17	Internal Audit service
22-Jul-16	Lister Wilder Ltd	85.26	Garden supplies
14-Jul-16	Lloyds Bank	267.76	Cardnet service charges
14-Jul-16	Mainstream Digital	58.06	Phone/qtrly rental
15-Jul-16	Merchant Rentals	35.23	Monthly cardnet machine charge
15-Jul-16	MKR Electrical Services Ltd	78.00	Electrical supplies
22-Jul-16	MKR Electrical Services Ltd	205.98	Electrical supplies
15-Jul-16	Newsquest Media Group Ltd	749.64	Staff recruitment advertisement
15-Jul-16	Office Depot International UK Ltd	107.32	Stationery supplies
08-Jul-16	P-H Direct Van Sales Ltd	253.21	Vending supplies
22-Jul-16	P&H Direct Van Sales Ltd	149.60	Vending supplies
22-Jul-16	P&H Direct Van Sales Ltd	305.12	Vending supplies
22-Jul-16	Piercing Gance Ltd	199.50	Uniform - Oakwood Centre
11-Jul-16	Plus Net	24.60	PNET-Phone
22-Jul-16	Prudential	30.00	AVC payment deducted from pay
15-Jul-16	Reading Borough Council	3250.00	Allotment lease payment
15-Jul-16	Rodnic Dorset Ltd	240.00	Service front doors - WPLC

15-Jul-16	SGW Payroll Ltd	158.78	Payroll services
08-Jul-16	Southern Electric Contracting Ltd	1607.70	Electricity supply
22-Jul-16	Southern Electric Contracting Ltd	743.42	Electricity supply
15-Jul-16	SSE Southern Electric	511.86	Electricity supply
22-Jul-16	Thames Valley Water Services Ltd	72.00	Water testing
11-Jul-16	Thames Water	156.40	Water rates
22-Jul-16	The Berkshire Pension Fund	10975.14	Pension - employers and employees
08-Jul-16	The Garden Centre Group Trading Ltd	103.88	Garden supplies
22-Jul-16	The Letterworks Ltd	648.00	WTC Newsletter printing
15-Jul-16	Traditional Local Cleaning Ltd	1862.62	Contract cleaning
15-Jul-16	Travis Perkins Trading Co	226.39	Building supplies
22-Jul-16	Unison Collection Ac	32.20	Union fees deducted from pay
22-Jul-16	Veolia ES - UK Ltd	1002.71	Refuse collection
18-Jul-16	Vodafone	235.55	phone
08-Jul-16	WFL UK Ltd	1712.76	Diesel - Depot
01-Jul-16	Wokingham BC	42.00	Rates
01-Jul-16	Wokingham BC	160.00	Rates
01-Jul-16	Wokingham BC	353.00	Rates
01-Jul-16	Wokingham BC	895.00	Rates
01-Jul-16	Wokingham BC	1864.00	Rates
15-Jul-16	Wokingham Borough Council	236.64	Catering agreement - legal services
27-Jul-16	Woodley Carnival Committee	3000.00	WTC sponsorship
15-Jul-16	Zoe Agar	17.60	Social media support

68879.27

## CLERKS IMPREST A/C

### List of Payments made between 01/07/2016 and 31/07/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
11/07/2016	(Personal Information)	50.00	Refund deposit
20/07/2016	(Personal Information)	50.00	Refund deposit
27/07/2016	(Personal Information)	49.98	Work Trousers x 2
15/07/2016	Alexander Devine Children's	121.53	Mayor's charity payment
21/07/2016	ARC	42.00	Mayor's charity payment
15/07/2016	Daisy's Dream	265.11	Mayor's charity payment
12/07/2016	DVLA Vehicle Tax	230.00	Tax - KD51 WTW-Depot
21/07/2016	Lilly-May Page Trust	186.00	Mayor's charity payment
27/07/2016	Lloyds Bank	40614.64	Net pay July 2016
11/07/2016	PETTY CASH A/C	118.64	Top up - petty cash
15/07/2016	Thames Valley Adventure	41.30	Mayor's charity payment
15/07/2016	Wokingham BC	-2.50	Refund on planning application fee

41766.70

## Woodley Town Council 2016/2017

## Current Account

## List of Payments made between 01/08/2016 and 31/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
12-Aug-16	Arkell - Hurcombe-Bronzeworks	93.60	Bronze plaque - Garden of Remembrance
31-Aug-16	B & S Chains (Midlands) Ltd	144.31	Swing spares - playground
19-Aug-16	Badgemaster Ltd	12.49	Staff name badges
19-Aug-16	BCM Group Plc	122.92	Service & maint photocopier WPLC
12-Aug-16	BE Fuelcards Ltd	42.19	Diesel-DY54DBU
26-Aug-16	BE Fuelcards Ltd	36.92	BP unleaded Depot
19-Aug-16	Bowak Ltd	225.59	Cleaning supplies
12-Aug-16	Brake Bros Foodservice Ltd	507.22	Counter sales supplies
19-Aug-16	Brake Bros Foodservice Ltd	892.84	Counter sales supplies
31-Aug-16	Brake Bros Foodservice Ltd	720.32	Counter sales supplies
19-Aug-16	Brown Bag Cafe Ltd	136.72	Purchase of tablecloths
25-Aug-16	Brown Bag Cafe Ltd	582.86	Catering charged on behalf of Brown Bag
24-Aug-16	BT Direct Debits	629.97	Phone
24-Aug-16	BT Direct Debits	908.70	Phone
23-Aug-16	BT Group Plc	122.76	Phone
24-Aug-16	BT Group Plc	80.28	Phone
24-Aug-16	BT Group Plc	80.28	Phone
24-Aug-16	BT Group Plc	89.64	Phone
25-Aug-16	Chemically-Solved Ltd	322.45	Paddling pool supplies
19-Aug-16	Churchill Contract Services Ltd	2325.47	Contract cleaning WPLC
19-Aug-16	CoolerAid Ltd	37.92	Bottled water - Oakwood Centre
19-Aug-16	Crown Gas & Power	70.06	Gas supply
19-Aug-16	Crown Gas & Power	76.86	Gas supply
19-Aug-16	Crown Gas & Power	219.54	Gas supply
19-Aug-16	Crown Gas & Power	340.47	Gas supply
19-Aug-16	Drews Ltd	115.89	Garden supplies
25-Aug-16	EDF Energy 1 Ltd	11.48	Electric for clock tower
25-Aug-16	Energy Electrical Distributors Ltd	51.00	Electrical supplies
12-Aug-16	Eurodec Ltd	73.92	Decorating supplies
25-Aug-16	Eurodec Ltd	170.73	Decorating supplies
31-Aug-16	Fencing Products Ltd	197.08	Building supplies
19-Aug-16	Fraser Office Supplies Ltd	159.24	Stationery supplies
19-Aug-16	Fuel Fitness Ltd	150.00	Coach
19-Aug-16	Gilbert Thompson	548.00	Newsletter distribution
19-Aug-16	HMRC Cumbernauld	12266.20	PAYE & NI-Employees and employers
30-Aug-16	Information Commissioners Office	35.00	Data Protection annual registration
12-Aug-16	InTouch	35.99	Monthly website charge
31-Aug-16	InTouch	35.99	Monthly website charge
25-Aug-16	John Willis	120.00	Window cleaner
19-Aug-16	Laundry Depot	126.00	Wash/press tablecloths
19-Aug-16	Lister Wilder Ltd	199.38	Garden supplies
12-Aug-16	Lloyds Bank	292.66	Cardnet service charges
19-Aug-16	Lyreco UK Ltd	51.48	Stationery supplies
12-Aug-16	Mailcoms Ltd	89.88	Franking machine - cartridge
15-Aug-16	Mainstream Digital	0.22	Phone
12-Aug-16	Margaret Macknelly Design	256.50	Woodley Herald - design work
19-Aug-16	Masters Bookbinding Ltd	175.00	Bookbinding - minutes
15-Aug-16	Merchant Rentals	35.23	Monthly cardnet machine charge
12-Aug-16	P&H Direct Van Sales Ltd	331.63	Counter sales supplies

19-Aug-16	P&H Direct Van Sales Ltd	449.12	Counter sales supplies
31-Aug-16	P&H Direct Van Sales Ltd	167.55	Counter sales supplies
31-Aug-16	Pest Control Wokingham	55.00	Wasp nest treatment
11-Aug-16	Plusnet Ltd	24.60	Phone
19-Aug-16	PPL	299.93	Music performance licence
19-Aug-16	Prudential	30.00	AVC payment deducted from pay
31-Aug-16	R and J Services	240.00	Welding for defibrillator - town centre
25-Aug-16	Safety Signs & Notices Ltd	43.38	Safety sign supplies
31-Aug-16	Seton	93.00	Snap frames for fire signs
19-Aug-16	SGW Payroll Ltd	152.66	Payroll services
19-Aug-16	Southern Electric Contracting Ltd	3190.22	Electricity supply & repairs - streetlights
12-Aug-16	Thames Valley Water Services Ltd	78.00	Water testing
01-Aug-16	Thames Water	80.90	Water rates
01-Aug-16	Thames Water	860.73	Water rates
01-Aug-16	Thames Water	2010.06	Water rates
10-Aug-16	Thames Water	664.84	Water rates
19-Aug-16	The Berkshire Pension Fund	10721.08	Pension - employers and employees
19-Aug-16	Trade UK - BandQ	250.76	Building supplies
19-Aug-16	Trade UK - Screwfix	21.75	Building supplies
12-Aug-16	Traditional Local Cleaning Ltd	1522.02	Contract cleaning - Oakwood Centre
25-Aug-16	Travis Perkins Trading Co	15.68	Building supplies
12-Aug-16	Trinity Mirror PublishING Ltd	270.00	WTCMI - Advertising
19-Aug-16	Trinity Mirror PublishING Ltd	180.00	WTCMI - Advertising
19-Aug-16	Unison Collection Ac	32.20	Union fees deducted from pay
25-Aug-16	Veolia ES - UK Ltd	366.54	Refuse collection
18-Aug-16	Vodafone Ltd	235.72	Phone
01-Aug-16	Wokingham BC	42.00	Rates
01-Aug-16	Wokingham BC	160.00	Rates
01-Aug-16	Wokingham BC	353.00	Rates
01-Aug-16	Wokingham BC	895.00	Rates
01-Aug-16	Wokingham BC	1864.00	Rates
		49720.62	

## CLERKS IMPREST A/C

### List of Payments made between 01/08/2016 and 31/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
05-Aug-16	(Personal Information)	50.00	Refund deposit
05-Aug-16	(Personal Information)	100.00	Refund deposit
05-Aug-16	(Personal Information)	50.00	Refund deposit
05-Aug-16	(Personal Information)	50.00	Refund deposit
05-Aug-16	(Personal Information)	50.00	Refund deposit
05-Aug-16	(Personal Information)	50.00	Refund deposit
08-Aug-16	(Personal Information)	15.00	Refund deposit
08-Aug-16	(Personal Information)	15.00	Refund deposit
12-Aug-16	(Personal Information)	50.00	Refund deposit
12-Aug-16	(Personal Information)	5.00	Refund cancelled course
12-Aug-16	(Personal Information)	200.00	Refund deposit
15-Aug-16	(Personal Information)	50.00	Refund deposit
22-Aug-16	(Personal Information)	50.00	Refund deposit
22-Aug-16	(Personal Information)	83.70	Refund cancelled course
23-Aug-16	(Personal Information)	200.00	Refund deposit
30-Aug-16	(Personal Information)	200.00	Refund deposit
23-Aug-16	AAT-Org.UK	90.00	Annual student membership

05-Aug-16	Barbados & Friends	150.00	Refund deposit
03-Aug-16	Firstaid4less	40.26	Compliant first aid kit
24-Aug-16	Lloyds Bank	39979.89	August 2016-net payroll
08-Aug-16	PETTY CASH A/C	139.94	Top up petty cash
01-Aug-16	Pitchcare online	193.86	Knapsack sprayer/paint
31-Aug-16	Plumbfix	38.46	Building supplies
01-Aug-16	Plusnet Plc	44.39	Phone
31-Aug-16	Post office Shop	15.94	Elba A4 ring binders
18-Aug-16	Ryman.co.uk	27.85	Pukka receipt books
30-Aug-16	Trade UK - Screwfix	386.05	Building supplies
		42325.34	

## Woodley Town Council

**Minutes of a Meeting of the Urgency Committee held at Woodford Park Leisure Centre on Friday 26 August 2016 at 11am**

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**Present:** Councillors: T. Barker (Chairman for the meeting), K. Baker, J. Cheng, W. Soane

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

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

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

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

2. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

3. **RESOLVED:**

- ◆ **That in view of the confidential nature contained in the report about to be transacted in relation to commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw.**

4. **WOODLEY PRE SCHOOL**

Report No UC3/16 was considered by the Committee following a visit to a possible site for a separate Pre School building in Woodford Park. The Pre School has the opportunity to apply for Government funding for such a project and has requested that the Council consider making a site available for this purpose.

Members noted the comments that other councillors had made regarding this matter. During their discussion they believed that this and another site in Woodford Park could be considered as potential sites. However, there were many matters that would require further investigation and consideration, given that this was an early stage of the bid application process.

**RESOLVED:**

- ◆ That the Council supports the proposal for the installation of a new building for Woodley Pre School in Woodford Park in principle and subject to;

- Confirmation that the Council has the power in law to lease the land for this purpose
- Investigation and confirmation that any proposed site is feasible and suitable e.g. connection to utilities, access, car parking etc
- Agreement on lease terms and ground rent
- Confirmation that all costs associated with the proposal are borne by the pre school
- any other factors that arise being resolved to the Council's satisfaction and agreement.

5. **FITNESS GYM EQUIPMENT PROCUREMENT**

The Deputy Town Clerk presented Report No. UC4/16 which set out the tenders received, prices and scoring of key areas broken down into essential and desirable categories. The tenders had been scored by officers independently. The recommendation to Members was to appoint Pulse Fitness, who had tendered the lowest price and achieved the best score on the essential and desirable criteria.

In response to questions the Deputy Town Clerk confirmed that the company was the supplier to other local gyms and had a good track record in the fitness industry. The after sales service had scored well in comparison to the other tenders received and the company's percentages on first time fix and repairs were good. It was also noted that the quoted monthly cost covered the whole 5 year contract period. The Deputy Town Clerk confirmed that the Leisure Services Manger had visited other sites to compare quality and customer experience.

**RESOLVED:**

- ◆ To award the five year contract to supply fitness equipment in the new gym at Woodford Park Leisure Centre to Pulse Fitness.

The meeting closed at 12.15