

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 14 June 2016 at 8:00 pm

Present: *Councillors J. Cheng (Chairman); S. Brindley; A. Chadwick; D. Stares; M. Walker*

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

Also present: *Councillors B. Franklin and K. Gilder
1 member of the public*

1. **APOLOGIES**

Apologies for absence were received from Councillors R. Dolinski and D. Mills.

2. **DECLARATIONS OF INTEREST**

Councillor Stares	Agenda item 7 Bowling Club Rent Review	Prejudicial – Councillor Stares is the Town Council representative on the Bowling Club Management Committee.
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Councillor Stares left the room and was not present for the discussion or the vote on the Bowling Club rent review.

3. **MINUTES OF THE MEETING HELD ON 26 APRIL 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 26 April 2016 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 23/16.

RESOLVED:

- ◆ To note Report No. SR 23/16.

b) **Payments**

The payments list for May 2016 was tabled at the meeting as it had not been available when the agenda was issued.

In response to a question the Town Clerk explained that the payments to Brown Bag were for the catering at the Civic Reception in April and also for the catering booked by room hirers, which is invoiced and collected by the Council and then forwarded to Brown Bag.

When questioned about the payment for a music licence, the Deputy Town Clerk confirmed that all the Council venues had a music licence.

RESOLVED:

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

	Current account	Imprest account
April 2016	£133,444.71	£44,704.46
May 2016	£642,598.02	£42,055.07

c) **Short term investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Lloyds Bank Deposit Account on 12 May 2016 for a period of 6 months at a rate of 0.8%.

5. **CATERING PARTNERSHIP**

Councillor Brindley presented Report No. SR 24/16 of the Catering Partnership meeting held on 20 May 2016.

The Deputy Town Clerk reported that the partnership was working very well and the meetings had been very constructive.

RESOLVED:

- ◆ To note Report No. SR 24/16.

6. **OAKWOOD CENTRE**

The Deputy Town Clerk presented Report No. SR 25/16 and informed Members that the Council was currently advertising for a part-time Venues Assistant, required due to the increased number of weekend bookings at the Oakwood Centre. Members were pleased to note that the new Marketing/PR Coordinator had started in post and was focussing initially on the development of a marketing plan for the Oakwood Centre.

RESOLVED:

- ◆ To note Report No. SR 25/16.

7. **BOWLING CLUB RENT REVIEW**

The Town Clerk presented Report No. SR 26/16.

As the Bowling Club had not yet had time to respond to the proposal, due to the short timescale, Members were asked to approve the proposed ground rent charge subject to the agreement of Woodley Bowling Club.

RESOLVED:

- ◆ To note Report No. SR 26/16.
- ◆ To approve the revised annual ground rent charge of £684 to Woodley Bowling Club, as applied under the lease terms, subject to agreement by Woodley Bowling Club.

8. **WOODFORD PARK LAKE**

The Deputy Town Clerk presented Report No. SR 27/16.

Members were pleased to note that the project was underway and was currently at the Project Planning stage. The Deputy Town Clerk reported that environmental and hydrological surveys would be undertaken in the next few weeks, when the necessary licences had been obtained from the Environment Agency, and he was currently

investigating sources of funding for the next stage of the project. Members were also informed that officers had been in contact with The Conservation Volunteers and Berkshire Biodiversity Action Team to explore the potential for volunteer work as part of the project.

Councillor Gilder asked if there were any notices at the lake warning people not to wade in the lake, as there had recently been an occurrence at South Lake of a large number of people wading into the lake for a mass baptism ceremony. The Deputy Town Clerk replied that there were not currently any notices to that effect, but he noted the incident.

RESOLVED:

- ◆ To note Report No. SR 27/16.

9. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM**

The Deputy Town Clerk presented Report No. SR 28/16, which updated Members on the progress of the fitness gym project.

Members noted that pre planning advice had confirmed that the operation of a fitness gym would not constitute a change of use of the building and therefore planning permission was not required, and that a Certificate of Lawful Development would be obtained to formalise this.

The Deputy Town Clerk reported that tenders for the building refurbishment had been received and were currently under consideration. Members were also informed that a tender process would be required for the leasing of the gym equipment and the tender document and specification was tabled at the meeting, for Member's information.

RESOLVED:

- ◆ To note Report No. SR 28/16.
- ◆ To proceed with the tendering process for the provision of gym equipment, subject to advance distribution of the documentation to Members of the Committee and the Woodford Park Leisure Centre Regeneration Task and Finish Group for comment.

10. **3G PITCH PROJECT**

The Deputy Town Clerk presented Report No. SR 29/16.

Members were pleased to note that practical completion had been achieved more than two weeks ahead of schedule and the formal opening of the pitch had been held on 3 June, as part of a "Festival of Football", and had been well attended. The Deputy Town Clerk reported that officers had met with the Football Foundation and the FA to discuss the pre-opening conditions, required under the terms of the grant received from the Football Foundation, and the Football Foundation had been very pleased with the arrangements, particularly with the mix of partner organisations represented on the steering group.

Several Members reported that they had received a lot of good comments from members of the public about the new facility and also about the work to the car park and the entrance driveway.

RESOLVED:

- ◆ To note Report No. SR 29/16.

11. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

The Town Clerk reminded Members that, following the reorganisation of the committee structure, matters relating to the Woodley Town Centre Management Initiative would now be reported to this Committee.

RESOLVED :

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 13 April 2016.

12. **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.

RESOLVED:

- ◆ To note the external funding project list.

13. **PUBLIC TOILET UPDATE**

Members noted the update on the public toilet, which had been provided in the agenda. The Town Clerk informed Members that a quote had been requested from Danfo for the supply of a unit to be sited in the precinct area adjacent to the Crockhamwell Road car park. If a unit suitable for that location could be supplied, an application for planning permission would be submitted.

14. **WOODLEY TOWN CENTRE REGENERATION**

The Town Clerk presented the information provided in the agenda and informed Members that the project steering group had agreed the design for the regeneration of the north end of Woodley town centre, which would include the removal of the pagoda, a new shelter positioned next to the pub car park, a new play space for children and seating around the whole area. In reply to a question the Town Clerk confirmed that the new shelter would be available for charities and other organisations to use.

Members were informed that the steering group had agreed that a video showing the proposed design should be produced to publicise the project, at an estimated cost of £2,900, excluding VAT. Members considered allocating funds to cover the cost of producing the video if this cost could not be met within the project budget available.

RESOLVED:

- ◆ To allocate £2,900 from the general reserve to fund the cost of producing a video to publicise the proposed design for the north end of Woodley town centre, if this cost cannot be met within the available project budget.

15. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

16. **PUBLICITY AND WEBSITE**

Members suggested that the plans for the Woodford Park lake should be publicised. The Town Clerk informed Members that this was already on the website and updates on the progress of the project would be included in the newsletter.

The meeting closed at 8:52pm

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/04/2016 and 30/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
22-Apr-16	A1 Locksmiths Berkshire Ltd	11.99	Keys cut - WP flat
29-Apr-16	Awards of Distinction Ltd	192.00	Trophies - engraving
29-Apr-16	BALC	3222.98	NALC & BALC affiliation
22-Apr-16	BCM Group Plc	77.50	Service & maint photocopier WPLC
08-Apr-16	BE Fuelcards Ltd	1.25	Admin fee
29-Apr-16	BE Fuelcards Ltd	31.06	BP Unleaded - Depot
22-Apr-16	Berkshire Youth	90.00	Staff training
18-Apr-16	Bowak Ltd	183.40	Cleaning supplies
22-Apr-16	Bowak Ltd	442.87	Cleaning supplies
18-Apr-16	Brake Bros Foodservice Ltd	352.58	Vending supplies
29-Apr-16	British Gas	5339.16	Electricity supply
22-Apr-16	Brown Bag Cafe Ltd	1505.45	Catering services
29-Apr-16	Brown Bag Cafe Ltd	836.69	Catering services
01-Apr-16	CF Corporate Finance	166.37	Qtrly Photocopier charge
29-Apr-16	Churchill Contract Services Ltd	2325.47	Contract cleaning
22-Apr-16	CoolerAid Ltd	60.00	Bottled water
18-Apr-16	Crown Gas & Power	259.23	Gas supply
18-Apr-16	Crown Gas & Power	288.41	Gas supply
18-Apr-16	Crown Gas & Power	856.16	Gas supply
18-Apr-16	Crown Gas & Power	1150.69	Gas supply
18-Apr-16	Dejac Associates Ltd	396.00	Laptop - OC
22-Apr-16	Dejac Associates Ltd	108.00	Secure disposal/keyboard
30-Apr-16	Earley Town Council	291.12	Playground inspection course
29-Apr-16	Energy Electrical Distributors Ltd	37.68	Electrical supplies
22-Apr-16	Eurodec Ltd	64.25	Decorating supplies
22-Apr-16	Fraser Office Supplies Ltd	140.18	Stationery supplies
29-Apr-16	Fraser Office Supplies Ltd	107.60	Stationery supplies
18-Apr-16	Gilbert Thompson	615.00	Delivery of newsletter
22-Apr-16	HMRC Cumbernauld	13649.29	PAYE & NI
29-Apr-16	Just Around The Corner	5804.50	Service Level Agreement
18-Apr-16	Lamps-Tubes Luminations Ltd	300.00	WTCMI - lighting
30-Apr-16	Lantec Security Ltd	1716.00	Emergency /Fire maintenance
18-Apr-16	Laundry Depot	42.10	Cleaning OC tablecloths
18-Apr-16	Lightatouch	507.50	Internal Audit
22-Apr-16	Lister Wilder Ltd	238.80	Garden supplies
14-Apr-16	Lloyds Bank	233.09	Monthly cardnet service charge
14-Apr-16	Mainstream Digital	55.70	Phone
18-Apr-16	Margaret Macknelly Design	378.00	Newsletter/Precept artwork
15-Apr-16	Merchant Rentals	35.23	Monthly cardnet machine rentals
18-Apr-16	MKR Electrical Services Ltd	760.44	Electrical supplies
29-Apr-16	MKR Electrical Services Ltd	125.10	Electrical supplies
30-Apr-16	P H Direct Van Sales Ltd	268.61	Vending supplies
18-Apr-16	PHS Group Plc	24.00	Environmental charge
29-Apr-16	PHS Group Plc	261.34	Rental dust mats
11-Apr-16	Plusnet	24.60	Phone
29-Apr-16	PPL	357.10	Music licence
22-Apr-16	Prudential	30.00	AVC payment deducted from pay
30-Apr-16	RBS Invoice Finance Ltd	800.75	Optoma projector/wireless mic
18-Apr-16	Rialtas Business Solutions Ltd	324.00	Annual bookings system maintenance
22-Apr-16	Robinson Low Francis	2674.50	3G pitch costs surveyor services
18-Apr-16	SGW Payroll Ltd	152.66	Payroll services
29-Apr-16	SHL Group Ltd	345.60	Online recruitment questionnaire
18-Apr-16	Southern Electric Contracting Ltd	685.49	Electricity supply
29-Apr-16	Southern Electric Contracting Ltd	202.36	Electricity supply
18-Apr-16	SSE Southern Electric	549.48	Electricity supply

18-Apr-16	Thames Valley Water Services Ltd	516.00	Water testing - OC/WPLC
22-Apr-16	The Berkshire Pension Fund	11872.40	Pension - employers and employees
22-Apr-16	Tiger Turf UK Ltd	63801.19	3G pitch costs
22-Apr-16	Trade UK - Screwfix	176.82	Building supplies
18-Apr-16	Traditional Local Cleaning Ltd	1822.62	Contract cleaning
29-Apr-16	Trinity Mirror PublishING Ltd	360.00	WTCMI - Advertising
22-Apr-16	Unison Collection Ac	32.20	Union fees deducted from pay
22-Apr-16	Veolia ES - UK Ltd	1514.42	Refuse collection
29-Apr-16	Veolia ES - UK Ltd	184.80	Refuse collection
01-Apr-16	Wokingham BC	38.24	Rates
01-Apr-16	Wokingham BC	157.20	Rates
01-Apr-16	Wokingham BC	356.20	Rates
01-Apr-16	Wokingham BC	891.00	Rates
01-Apr-16	Wokingham BC	1861.50	Rates
22-Apr-16	Yarnold Heating and Plumbing Ltd	113.49	Repair WPLC radiator
18-Apr-16	Zoe Agar	32.70	Social media maintenance
22-Apr-16	Zoe Agar	14.60	Social media maintenance

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CLERKS IMPREST A/C

List of Payments made between 01/04/2016 and 30/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
05-Apr-16	(Personal Information)	24.00	Refund WPLC course
29-Apr-16	(Personal Information)	1169.38	Net April 2016 payroll
05-Apr-16	(Personal Information)	20.00	Refund WPLC course
04-Apr-16	(Personal Information)	50.00	Refund deposit
06-Apr-16	(Personal Information)	7.00	Refund WPLC course
08-Apr-16	(Personal Information)	25.00	Refund WPLC course
26-Apr-16	(Personal Information)	50.00	Refund deposit
08-Apr-16	(Personal Information)	45.00	Refund WPLC course
26-Apr-16	(Personal Information)	50.00	Refund deposit
20-Apr-16	(Personal Information)	50.00	Refund deposit
08-Apr-16	(Personal Information)	15.00	Refund WPLC course
08-Apr-16	(Personal Information)	15.00	Refund WPLC course
15-Apr-16	Amazon UK Retail	47.45	100m Powerwinder tape Depot
08-Apr-16	Badminton England	191.52	Refund WPLC booking
15-Apr-16	Berties Direct	99.84	White Swantex Banquet rolls
18-Apr-16	Buy A Plan.co.uk	15.00	Plan of WPLC
22-Apr-16	Fiesta Catering	81.60	Hire of glasses - Civic Awards
22-Apr-16	Hearing dogs for deaf people	50.00	Refund deposit
27-Apr-16	Lloyds Bank	41668.76	Net April 2016 payroll
13-Apr-16	Officestone	12.86	Date stamp - Invoices
08-Apr-16	PETTY CASH A/C	161.68	Petty cash topup
26-Apr-16	RG Aerials Ltd	100.00	Rewire aerial - WP flat
25-Apr-16	Theatre Train	100.00	Refund deposit
25-Apr-16	Tool Net.co.uk	31.46	100m Fiberglass tape - Depot
21-Apr-16	UK CraftFair	36.00	Annual subscription fee
19-Apr-16	Vodafone	206.33	Phone
22-Apr-16	Waitrose	220.70	Wine for Civic Awards
06-Apr-16	White Knights	113.00	Letting fee WP flat
20-Apr-16	Winnersh Garden Ctre	47.88	Flowers for Civic Awards

44704.46

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/05/2016 and 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
27-May-16	ADT Fire & Security Plc	500.57	Annual BT redcare charge
20-May-16	Angel Springs Ltd	699.78	Annual charge for WPLC water unit
31-May-16	ARC	5000.00	Grant
27-May-16	Arkell - Hurcombe-Bronzeworks	93.00	Bronze plaque
31-May-16	Arkell - Hurcombe-Bronzeworks	90.00	Bronze plaque
20-May-16	Axminster Tool Centre Ltd	472.91	Building supplies
27-May-16	BCM Group Plc	30.58	Service & maint photocopier WPLC
06-May-16	BE Fuelcards Ltd	0.62	Admin Charge
20-May-16	BE Fuelcards Ltd	41.50	Diesel RY54DBU-32897
20-May-16	Berkshire Training CIC	96.00	Chairmanship training
20-May-16	Bowak Ltd	190.20	Cleaning supplies
27-May-16	Bowak Ltd	128.88	Cleaning supplies
31-May-16	Brake Bros Foodservice Ltd	332.79	Vending supplies
20-May-16	Brown Bag Cafe Ltd	1020.24	Catering services
27-May-16	Brown Bag Cafe Ltd	574.68	Catering services
25-May-16	BT Direct Debits	660.15	Phone
25-May-16	BT Direct Debits	870.81	Phone
23-May-16	BT Group Plc	122.76	Phone
24-May-16	BT Group Plc	80.28	Phone
24-May-16	BT Group Plc	80.28	Phone
24-May-16	BT Group Plc	94.54	Phone
31-May-16	Bubblertubs Ltd	43.72	Paddling pool repairs
27-May-16	Churchill Contract Services Ltd	2325.47	Contract cleaning
27-May-16	CoolerAid Ltd	56.88	Bottled water
27-May-16	Crown Gas & Power	189.79	Gas Supply
27-May-16	Crown Gas & Power	210.45	Gas Supply
27-May-16	Crown Gas & Power	666.18	Gas Supply
27-May-16	Crown Gas & Power	951.26	Gas Supply
13-May-16	DCK Beavers Ltd	527.40	Accountants fees year end support
20-May-16	Dejac Associates Ltd	826.80	Cabinet for computer network
31-May-16	Dejac Associates Ltd	714.00	Hard-drive & software for backup
13-May-16	EDF Energy 1 Ltd	11.17	Electric for clock tower
20-May-16	EDF Energy 1 Ltd	12.18	Electric for clock tower
20-May-16	Eurodec Ltd	166.25	Decorating supplies
27-May-16	Eurodec Ltd	26.49	Decorating supplies
20-May-16	Eventu	80.00	Radio kit hire
20-May-16	Fraser Office Supplies Ltd	129.56	Stationery supplies
31-May-16	HC Slingsby Plc	34.18	Anti climb paint
27-May-16	HMRC Cumbernauld	12036.88	PAYE & NI
13-May-16	IMAGE BOX	814.00	WPLC summer programme leaflets
20-May-16	InTouch	35.99	Monthly website charge
27-May-16	InTouch	35.99	Monthly website charge
13-May-16	John Willis	120.00	Window cleaner
27-May-16	Keep Mobile	500.00	Grant
20-May-16	Laundry Depot	105.80	Grant
27-May-16	Lend and Play Toy Library	500.00	Grant
16-May-16	Lloyds Bank	414.08	Cardnet service charge
27-May-16	Lyreco UK Ltd	186.56	Stationery supplies
19-May-16	Mailcoms Ltd	71.94	Franking machine update
17-May-16	Mainstream Digital	3.70	Phone
27-May-16	Maintel Europe Ltd	316.91	Annual phone maintenance WPLC
27-May-16	Margaret Macknelly Design	54.00	Amend design to Carnival advert
16-May-16	Merchant Rentals	35.23	Monthly cardnet machine charge
31-May-16	New Neighbours Ltd	60.00	WTCMI - leaflet delivery
31-May-16	P-H Direct Van Sales Ltd	324.47	Vending supplies

13-May-16	Pitney Bowes	250.00	Postage top up
31-May-16	Playsafety Ltd	520.80	Annual playground inspections
11-May-16	Plusnet	24.60	Broadband-Phone
31-May-16	PRS for Music	272.66	Music Licence
27-May-16	Prudential	30.00	AVC payment deducted from pay
13-May-16	R and J Services	9876.00	Refurbishment WP playground
31-May-16	Readibus	8568.00	Grant
20-May-16	Rialtas Business Solutions Ltd	135.60	Annual planning software charge
27-May-16	Robinson Low Francis	2479.50	3G pitch costs surveyor services
31-May-16	Security Control Systems Ltd	113.40	Annual maintenance charge
13-May-16	SGW Payroll Ltd	195.98	Payroll services
20-May-16	SGW Payroll Ltd	154.70	Payroll services
31-May-16	SLCC Enterprises Ltd	429.40	Leadership in Action training
13-May-16	Smart Signs Group Ltd	128.33	Theatre sign OC
13-May-16	South East Employers	678.00	Annual membership
03-May-16	Thames Water	31.01	Water rates
03-May-16	Thames Water	36.89	Water rates
03-May-16	Thames Water	280.81	Water rates
11-May-16	Thames Water	2068.53	Water rates
27-May-16	The Berkshire Pension Fund	10710.88	Pension - employers and employees
31-May-16	Tiger Turf UK Ltd	554335.30	3G pitch project costs
20-May-16	Token Security Solutions Ltd	365.40	Staff cover OC
27-May-16	Trade UK - Screwfix	70.48	Building supplies
31-May-16	Trade UK - Screwfix	227.19	Building supplies
20-May-16	Traditional Local Cleaning Ltd	1460.65	Contract cleaning
31-May-16	Traditional Local Cleaning Ltd	1466.64	Contract cleaning
20-May-16	Travis Perkins Trading Co	43.87	Building supplies
27-May-16	Trinity Mirror PublishING Ltd	384.00	WTCMI - Advertising
20-May-16	Ukactive	347.51	Music Licence
27-May-16	Unison Collection Ac	32.20	Union fees deducted from pay
27-May-16	Veolia ES - UK Ltd	830.90	Refuse collection
18-May-16	Vodafone	238.89	Phone
31-May-16	Windowflowers Ltd	5556.00	WTCMI - flower boxes
03-May-16	Wokingham BC	42.00	Rates
03-May-16	Wokingham BC	160.00	Rates
03-May-16	Wokingham BC	353.00	Rates
03-May-16	Wokingham BC	895.00	Rates
03-May-16	Wokingham BC	1864.00	Rates
31-May-16	Wokingham-Citizens Advice	3172.00	Grant

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CLERKS IMPREST A/C

List of Payments made between 01/05/2016 and 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
05-May-16	(Personal Information)	100.00	Grant
12-May-16	(Personal Information)	5.00	Refund deposit
12-May-16	(Personal Information)	50.00	Refund deposit
12-May-16	(Personal Information)	50.00	Refund deposit
12-May-16	(Personal Information)	50.00	Refund deposit
20-May-16	(Personal Information)	50.00	Refund deposit
31-May-16	(Personal Information)	50.00	Refund deposit
31-May-16	(Personal Information)	216.50	Refund deposit
05-May-16	1st Wdly Boys Brigade	250.00	Grant
05-May-16	Berks Multi Sclerosis Therapy	250.00	Grant
05-May-16	DrugFAM	85.00	Mayors donation-2015/16
05-May-16	Emmanuel Church	250.00	Grant
24-May-16	Equip Logistics	247.00	Armorgard SafeStor 3G
05-May-16	Homestart Wokingham Dist	250.00	Grant

16-May-16	HSS hire	33.20	Light duty tiller hire
17-May-16	HSS Hire	0.02	undercharged on 16/5/16
05-May-16	Kick Twist Cheerleading	250.00	Grant
25-May-16	Lloyds Bank	38564.03	Net May 2016 payroll
04-May-16	PETTY CASH A/C	108.67	Top up petty cash
27-May-16	PETTY CASH A/C	203.46	Petty cash top up
16-May-16	Pool and Space centre	36.12	Boxer adhesive/leak sealer
31-May-16	Pool and Space centre	122.93	Spare parts - pool pump
25-May-16	Sticky Things	148.20	Labels for Queen's 90th b'day coins
25-May-16	UK Point of Sale	39.83	Business card holders
16-May-16	Waitrose	-54.89	Credit refund Civic Awards - Wine
05-May-16	Wdly Adopt a Street Project	250.00	Grant
25-May-16	Wdly Lgt Opera Society	100.00	Refund deposit
31-May-16	Wdly Whitegate Labour	100.00	Refund deposit
05-May-16	Woodley United FC	250.00	Grant

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