

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 24 January 2017 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; J. Cheng; R. Dolinski; D. Mills; D. Smith; D. Stares*

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

Also present: *1 member of the public*

63. **APOLOGIES**

Apologies for absence were received from Councillors A. Chadwick and M. Walker.

64. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

65. **MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 22 November 2016 be approved and signed by the Chairman as a correct record.

66. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/17.

RESOLVED:

- ◆ To note Report No. SR 1/17.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
November 2016	£76,212.20	£43,235.21
December 2016	£108,310.36	£46,460.20

c) **External auditors**

RESOLVED:

- ◆ To note the appointment by the Smaller Authorities Audit Appointments (SAAA) of PKF Littlejohn LLP as the auditors for town and parish councils in Berkshire from the financial year 2017/18.
- ◆ To note the scales of audit fees from 2017/18 to 2021/22, as agreed by SAAA and provided with the agenda. These were similar to the current charges.

67. **OAKWOOD CENTRE**

The Deputy Town Clerk presented Report No. SR 2/17 and updated Members on the usage of the Oakwood Centre and the income received. Members thanked officers for providing the income information in graphical form, as this gave a clear indication of the income variation throughout the year.

RESOLVED:

- ◆ To note Report No. SR 2/17.

68. **WOODLEY TOWN CENTRE – NEW COVERED AREA**

The Town Clerk presented Report No. SR 3/17 and tabled plans showing the design of the new covered area to be constructed during the refurbishment of the north end of the Town Centre to replace the existing pagoda.

The Town Clerk informed Members that Wokingham Borough Council had proposed that the Town Council take over responsibility for the new covered area on similar terms to those applicable to the existing pagoda under the Licence to Occupy. The terms of the Licence to Occupy were discussed and the Chairman suggested that the existing terms could be amended to allow the Town Council to make decisions on the permitted use of the covered area and the displaying of banners or flags, as the Town Council and the Town Centre Management Initiative had made a financial contribution towards the regeneration project.

The issue of the contractor's parking arrangements was discussed and the importance of keeping disruption to a minimum during the construction work was stressed. The Town Clerk informed Members that Wokingham Borough Council had arranged flyers that would be distributed to the local retailers by the Town Centre Manager to make them aware of the work and any temporary arrangements that would be in place. The police would also be kept informed of arrangements. The information boards explaining the project would be displayed in the Oakwood Centre where flyers would be available. There would also be a video on the Town Council's website showing the plans for the refurbishment.

The matter of any charges for the use of the covered structure would be considered at a future meeting. The Town Clerk agreed to establish whether the existing cleaning regime would be appropriate on the thermoplastic play space.

RESOLVED:

- ◆ That the Town Council take on responsibility for the maintenance and repair of the new covered structure, once installed, in Woodley Town Centre on similar terms to those agreed in the existing Licence to Occupy in relation to the pagoda, and seek to be responsible for determining the permitted uses of the covered structure and banner and flag displays.

69. **PR/MARKETING WORKING GROUP**

a) **RESOLVED:**

- ◆ To approve the proposed terms of reference of the PR/Marketing Working Group, as attached at **Appendix C**.

- b) Councillor Brindley presented Reports Nos. SR 4/17 and SR 5/17 of the PR/Marketing Working Group meetings held on 5 January and 10 January 2017 and reported that the new Oakwood Centre logo and colours had been unanimously approved by the Working Group, and it had been agreed that the same palette of colours be recommended for the new Town Council logo.

In reply to a question the Town Clerk informed Members that the cost of changing the Town Council's logo would be small, as the Council did not use pre-printed stationary. The Deputy Town Clerk reported that the signs in Woodford Park were old and due to be replaced anyway, so there would be no additional cost to using the new logo on the park signs.

The Chairman thanked Councillor Brindley for taking on the role of chairing the PR/Marketing Working Group.

RESOLVED:

- ◆ To note Report No. SR 4/17.
- ◆ To note Report No. SR 5/17.

RECOMMENDED:

- ◆ That the colour palette for the Council logo, as attached at **Appendix D**, be adopted.

70. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports Nos. SR 6/17 and SR 7/17 of the Catering Partnership meetings held on 18 November and 16 December 2016 and informed Members that Brown Bag had amended their opening hours for the winter months and were opening at 8:30am instead of 8:00 and were closing at 4:00pm instead of 5:00.

RESOLVED:

- ◆ To note Report No. SR 6/17.
- ◆ To note Report No. SR 7/17.

71. **INVESTMENTS WORKING PARTY**

Councillor Brindley presented Report No. SR 8/17 of the Investments Working Party meeting held on 10 January 2017.

RESOLVED:

- ◆ To note Report No. SR 8/17

RECOMMENDED:

- ◆ That the Council continue to allocate £80,000 to the investment fund in 2017, 2018 and 2019.
- ◆ That the Treasury Management Strategy 2017/18 be approved.

72. **CHARGES 2017/18**

a) **Oakwood Centre charges 2017/18**

The Town Clerk presented the Proposed Charges 2017/18 Appendix and explained how the proposed charges had been calculated. Following a discussion about the amount of discount given for evening joint-bookings of the Carnival and Maxwell Halls, it was agreed that the charges for the rooms at Oakwood Centre would be reviewed and compared with the charges for other comparable local venues before the next budget, to continue to ensure that the Oakwood Centre was competitive.

RECOMMENDED:

- ◆ That the 2017/18 charges at the Oakwood Centre, as set out in the Proposed Charges 2017/18 Appendix, be approved.

b) **Leisure Services charges 2017/18**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities. The Chairman noted that the Healthy Habits cards available at Woodford Park Leisure Centre were very cheap when compared with similar schemes at Loddon Valley and Bulmershe Leisure Centres. Following discussion it was agreed that the cost of the Healthy Habits cards should be increased.

RECOMMENDED:

- ◆ That the 2017/18 charges for Healthy Habits cards be increased to £12 for adults and £6 for children.
- ◆ That all other charges for Leisure Services in 2017/18, as set out in the Proposed Charges 2017/18 Appendix, be approved.

73. **REVISED ESTIMATES 2016/17**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 9/17.

RESOLVED:

- ◆ To note Report No. SR 9/17.
- ◆ To approve the 2016/17 Revised Budget Estimates, as set out in the Budget Appendix.

b) **Leisure Services Committee**

RESOLVED:

- ◆ To approve the 2016/17 Revised Budget Estimates of the Leisure Services Committee, as set out in the Budget Appendix.

c) **Planning Committee**

The Town Clerk explained that the 2016/17 Revised Budget Estimates, and any comments made by the Strategy and Resources Committee, would be considered by the Planning Committee the following week.

There was some discussion about the annual grant awarded to Readibus and whether this should be conditional upon a service level agreement, which could be reviewed every three years, or whether they should be asked to apply for a grant annually. Councillor Smith agreed to review the Readibus accounts and Annual Report and to report back.

RESOLVED:

- ◆ To approve the draft 2016/17 Revised Budget Estimates of the Planning Committee, as set out in the Budget Appendix.

74. **BUDGET ESTIMATES 2017/18**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 10/17 but left the room before the discussion and the vote on this item, as she had a financial interest in one of the recommendations.

RESOLVED:

- ◆ To note Report No. SR 10/17.
- ◆ That the Town Clerk's membership of the Society of Local Council Clerks be paid by the Council in future.
- ◆ That the 2017/18 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2017/18 Budget and be presented for approval.

b) **Leisure Services Committee**

RESOLVED:

- ◆ That the 2017/18 Budget Estimates for the Leisure Services Committee, as set out in the Budget Appendix, form part of the 2017/18 Budget and be presented for approval

c) **Planning Committee**

The Town Clerk explained that the 2017/18 Budget Estimates, and any comments made by the Strategy and Resources Committee, would be considered by the Planning Committee the following week.

RESOLVED:

- ◆ That the draft 2017/18 Budget Estimates for the Planning Committee, as set out in the Budget Appendix, form part of the 2017/18 Budget and be presented for approval, subject to prior approval by the Planning Committee.

d) **Budget and Precept 2017/18**

The Town Clerk presented Report No. SR 11/17.

In addition to the proposals made in the report, the Chairman suggested that the earmarked reserve of £30,000 for bookings software, which had not been used, should be reclassified for use in the provision of a new Town Council website.

RESOLVED:

- ◆ To note Report No. SR 11/17.
- ◆ That the earmarked reserves for the resurfacing of the roadway and car parks and the roof at Woodford Park Leisure Centre be combined to establish a building and facilities earmarked reserve.
- ◆ That the earmarked reserve for bookings software be reclassified for the provision of a new Town Council website.

RECOMMENDED:

- ◆ That the budget for 2017/18 be presented to Council for approval.
- ◆ That a precept level of £1,081,303 for the 2017/18 financial year be presented to Council for approval.

75. It was proposed by the Chairman and

RESOLVED:

- ◆ That as business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.

76. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 26 October 2016.

77. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and noted that the only change since the last meeting had been the removal of the projects that had been listed under the "Wider Woodley Projects" heading, as resolved at the last meeting (minute number 49).

RESOLVED:

- ◆ That the estimated project cost for regeneration work at Woodford Park Leisure Centre be reviewed.

78. **URGENCY COMMITTEE**

RESOLVED:

- ◆ To note the decision of the Urgency Committee to adopt a new Town Council logo.
- ◆ To note that the minutes relating to the Urgency Committee decision would be reported at the Full Council meeting on 7 February 2017.

79. **PUBLIC TOILET UPDATE**

Members noted the update given in the agenda and were informed by the Town Clerk that the planning application for the new public toilet had been submitted to Wokingham Borough Council.

80. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**

Members noted the confidential gym membership and financial information provided with the agenda.

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

Members noted that the December Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £34,904.

82. **COUNCIL AND COMMITTEE START TIMES**

The Town Clerk reported that she had contacted all Members to ask their views on changing the start time of Council and Committee meetings to 7:30pm, as resolved at the last meeting (minute number 55). Members noted the results of the survey, given in the agenda, and

RESOLVED:

- ◆ To make no changes to the Council and Committee start times.

83. **ROYAL GARDEN PARTY**

RESOLVED:

- ◆ To nominate Councillor Gilder or Councillor Franklin to be entered into the ballot for invitations to the Royal Garden Party to be held at Buckingham Palace on 1 June 2017.

[Town Clerk's note: Councillor Gilder was subsequently found to have already attended a Royal Garden Party and therefore Councillor Franklin's name was submitted.]

84. **WDALC**

Members noted the minutes of the WDALC AGM, which had taken place on 30 November 2016.

85. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

86. **PUBLICITY AND WEBSITE**

No suggestions were put forward to be publicised or added to the website.

The meeting closed at 10:15 pm

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/11/2016 and 22/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
18-Nov-16	1st For Energy Ltd	478.80	Energy certificates
25-Nov-16	Airquee Ltd	571.20	PIPA annual test/blower fan
10-Nov-16	All Aspects	5000.00	Gym construction/setup
25-Nov-16	BCM Group Plc	52.93	Service & maint photocopier WPLC
04-Nov-16	BE Fuelcards Ltd	35.23	Unleaded petrol Depot
11-Nov-16	BE Fuelcards Ltd	42.19	BP Diesel
25-Nov-16	Bowak Ltd	398.39	Cleaning supplies
25-Nov-16	Brown Bag Cafe Ltd	1953.71	Catering charged on behalf of BB
24-Nov-16	BT Direct Debits	655.89	Phone
24-Nov-16	BT Direct Debits	940.06	Phone
22-Nov-16	BT Group Plc	122.76	Phone
23-Nov-16	BT Group Plc	80.28	Phone
23-Nov-16	BT Group Plc	80.28	Phone
23-Nov-16	BT Group Plc	89.64	Phone
25-Nov-16	Churchill Contract Services Ltd	2171.30	Contract cleaning
25-Nov-16	CoolerAid Ltd	42.66	Bottled water
18-Nov-16	Crown Gas & Power	131.48	Gas supply
18-Nov-16	Crown Gas & Power	137.40	Gas supply
18-Nov-16	Crown Gas & Power	462.06	Gas supply
18-Nov-16	Crown Gas & Power	726.78	Gas supply
18-Nov-16	DCK Beavers Ltd	468.00	VAT partial exemption calculation
25-Nov-16	Dejac Associates Ltd	144.00	Apple Airport Express
18-Nov-16	EDF Energy 1 Ltd	11.49	Electric for clock tower
25-Nov-16	Eurodec Ltd	40.32	Building supplies
25-Nov-16	Fraser Office Supplies Ltd	258.98	Stationery supplies
08-Nov-16	Go Cardless Ltd	30.00	EPOS Now Ltd-Mthly till Admin
01-Nov-16	GoCardless-Club Manager	80.40	Club Manager admin fee
10-Nov-16	Graham	5.62	Building supplies
25-Nov-16	HMRC Cumbernauld	12321.90	PAYE & NI
04-Nov-16	HMRC VAT	17468.68	VAT return Sept 2016
18-Nov-16	IMAGE BOX	444.00	Gym banners
25-Nov-16	InTouch	35.99	Monthly website charge
25-Nov-16	John Willis	120.00	Window cleaner
25-Nov-16	Lamps-Tubes Luminations Ltd	3823.20	Christmas lighting WTCMI recharged
25-Nov-16	Land & Landscape Management Ltd	1560.00	Tree survey WP lake
18-Nov-16	Lantec Security Ltd	348.00	Engineer call out OC fire panel
18-Nov-16	Laundry Depot	70.50	Cleaning OC tablecloths
14-Nov-16	Lloyds Bank	281.77	Cardnet service charge
14-Nov-16	Mainstream Digital	0.31	Phone
18-Nov-16	Margaret Macknelly Design	297.00	Woodley Herald- design
15-Nov-16	Merchant Rentals	35.23	Monthly cardnet machine rental
10-Nov-16	P&H Direct Van Sales Ltd	213.46	Vending supplies
18-Nov-16	P&H Direct Van Sales Ltd	118.45	Vending supplies
25-Nov-16	P&H Direct Van Sales Ltd	115.01	Vending supplies
25-Nov-16	Piercing Glance Ltd	124.32	Corey micro fleece uniform OC
10-Nov-16	Platipus Anchors Ltd	93.53	Gardening supplies -Depot
11-Nov-16	Plusnet Ltd	24.60	Phone
17-Nov-16	Plusnet Ltd	38.40	Phone
25-Nov-16	Prudential	30.00	AVC payment deducted from pay
10-Nov-16	R and J Services	2760.00	WPLC front entrance works

18-Nov-16	Rigby Taylor	1196.12	Gardening supplies
25-Nov-16	Ron Smith & Co	255.00	Spyker - steel hopper - Depot
25-Nov-16	SGW Payroll Ltd	150.62	Payroll services
18-Nov-16	Sport in Mind	278.10	Badminton grant funding
02-Nov-16	Thames Water	929.78	Water rates
08-Nov-16	Thames Water	39.58	Water rates
14-Nov-16	Thames water	411.80	Water rates
16-Nov-16	Thames Water	94.55	Water rates
18-Nov-16	Thames Water Utilities Ltd	165.52	Water rates
25-Nov-16	The Berkshire Pension Fund	11091.86	Pension - employers and employees
25-Nov-16	The Letterworks Ltd	668.00	Woodley Herald - printing
25-Nov-16	Trade UK - BandQ	127.55	Building supplies
25-Nov-16	Trade UK - Screwfix	77.90	Building supplies
10-Nov-16	Traditional Local Cleaning Ltd	1520.45	Contract cleaning
10-Nov-16	Travis Perkins Trading Co	72.00	Building supplies
18-Nov-16	Travis Perkins Trading Co	17.88	Building supplies
25-Nov-16	Unison Collection Ac	32.20	Union fees deducted from pay
18-Nov-16	Vodafone Ltd	233.09	Phone
01-Nov-16	Wokingham BC	42.00	Rates
01-Nov-16	Wokingham BC	160.00	Rates
01-Nov-16	Wokingham BC	895.00	Rates
01-Nov-16	Wokingham BC	1864.00	Rates
01-Nov-16	WokinghamBC	353.00	Rates

76212.20

CLERKS IMPREST A/C

List of Payments made between 01/11/2016 and 22/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
04-Nov-16	(Personal Information)	50.00	Refund deposit
07-Nov-16	(Personal Information)	50.00	Refund deposit
10-Nov-16	(Personal Information)	50.00	Refund deposit
10-Nov-16	(Personal Information)	100.00	Refund deposit
14-Nov-16	(Personal Information)	50.00	Refund deposit
17-Nov-16	(Personal Information)	15.00	Refund deposit
25-Nov-16	(Personal Information)	50.00	Refund deposit
25-Nov-16	(Personal Information)	50.00	Refund deposit
25-Nov-16	(Personal Information)	15.00	Refund deposit
21-Nov-16	Amazon UK	12.58	Cables O/C
25-Nov-16	Argos Retail Group	199.98	2x Screen monitors O/C
11-Nov-16	BACS B/L Pymnt Page 3350	1046.40	Gym membership card part payment
02-Nov-16	BACS B/L Pymnt Page 3351	625.00	WTCMI Christmas tree
24-Nov-16	Berks & Oxford Media	50.00	Refund deposit
15-Nov-16	Global Foodservice	191.16	2x Marco water boiler urns
24-Nov-16	Lidl UK	161.64	Mulled wine - WTCMI
29-Nov-16	Lidl UK	-134.70	Mulled wine WTCMI-credit
23-Nov-16	Lloyds Bank	39736.13	Net payroll - Nov 2016
10-Nov-16	(Personal Information)	50.00	Refund deposit
14-Nov-16	The Royal British Legion	75.00	3 x Poppy wreaths
04-Nov-16	The Sainsbury Singers	453.60	Refund deposit
04-Nov-16	UK POS Group Ltd	28.42	A4 portrait poster holder
10-Nov-16	Woodley Carnival Cttee	50.00	Refund deposit
28-Nov-16	Woodley Adopt a Street Project	260.00	Grant payment made by Waitrose paid in error to Town Council
		43235.21	

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Amount</u>	
		<u>Paid</u>		
22-Dec-16	Abbey Windows	13680.00		Gym construction/setup
22-Dec-16	All Aspects	2670.00		Gym construction/setup
09-Dec-16	Allen's Design & Print Ltd	1645.00		WTCMI 20th Wdly Winter Extravaganza
22-Dec-16	Badgemaster Ltd	7.90		Staff name badge
22-Dec-16	BCM Group Plc	18.10		Service & maint photocopier WPLC
02-Dec-16	BE Fuelcards Ltd	42.19		Diesel RY54 DPU
09-Dec-16	BE Fuelcards Ltd	18.36		Admin charge
16-Dec-16	BE Fuelcards Ltd	52.75		Diesel RY54 DPU 34365
23-Dec-16	BE Fuelcards Ltd	24.26		BP unleaded - Depot
22-Dec-16	Bowak Ltd	254.28		Cleaning supplies
07-Dec-16	Brake Bros Foodservice Ltd	154.46		Vending supplies
07-Dec-16	Brown Bag Cafe Ltd	54.00		Catering services
22-Dec-16	Brown Bag Cafe Ltd	1273.48		Catering services
07-Dec-16	BT Group Plc	153.36		Phone
22-Dec-16	CoolerAid Ltd	105.84		Bottled water
20-Dec-16	Crown Gas & Power	239.54		Gas supply
20-Dec-16	Crown Gas & Power	334.64		Gas supply
20-Dec-16	Crown Gas & Power	881.22		Gas supply
20-Dec-16	Crown Gas & Power	1220.98		Gas supply
22-Dec-16	CSL Integration Ltd	2239.82		Gym construction/setup
09-Dec-16	Dejac Associates Ltd	576.00		WiFi network WPLC
22-Dec-16	Drews Ltd	93.56		Staff uniform/gardening supplies
16-Dec-16	EDF Energy 1 Ltd	11.39		Electric - clock tower
22-Dec-16	Energy Electrical Distributors Ltd	143.58		Electric supplies
16-Dec-16	Escape Fitness Ltd	509.87		Fitness kit WPLC
09-Dec-16	Eurodec Ltd	179.31		Building supplies
16-Dec-16	Eurodec Ltd	262.29		Building supplies
22-Dec-16	Eurodec Ltd	49.71		Building supplies
09-Dec-16	Eventu	200.00		Sound system - Remembrance Day
22-Dec-16	Fencing Products Ltd	123.34		Garden Remembrance sleepers/post fix bags
22-Dec-16	Fraser Office Supplies Ltd	300.63		Stationery supplies
22-Dec-16	Gilbert Thompson	516.75		Newsletter delivery
01-Dec-16	Gocardless Ltd	80.40		Club Manager membership
07-Dec-16	Hewden Stuart Ltd	268.20		Allotment dumper hire
22-Dec-16	Hire Depot Ltd	72.00		Gym construction/setup
22-Dec-16	HMRC Cumbernauld	12980.35		PAYE & NI- Employers and employees
09-Dec-16	ID Card Supplies	1046.40		Gym construction/setup
07-Dec-16	InTouch	35.99		Monthly website charge
22-Dec-16	InTouch	287.92		Monthly website charge x 8
22-Dec-16	Lantec Security Ltd	6828.00		Gym construction/setup
14-Dec-16	Lloyds Bank	165.06		Cardnet service charge
14-Dec-16	Mainstream Digital	0.20		Phone
16-Dec-16	Margaret Macknelly Design	162.00		Design for banners
22-Dec-16	Margaret Macknelly Design	135.00		Gym terms & conditions form design
07-Dec-16	Maudesport Ltd	385.19		Boxing punch bag
15-Dec-16	Merchant Rentals	35.23		Cardnet monthly rental charge
22-Dec-16	MKR Electrical Services Ltd	4159.61		Gym construction/setup
07-Dec-16	P&H Direct Van Sales Ltd	87.40		Vending supplies
09-Dec-16	P&H Direct Van Sales Ltd	202.29		Vending supplies

16-Dec-16	P&H Direct Van Sales Ltd	147.91	Vending supplies
22-Dec-16	P&H Direct Van Sales Ltd	118.85	Vending supplies
29-Dec-16	Pitney Bowes	250.00	Postage topup
09-Dec-16	Plusnet	24.60	Phone
16-Dec-16	Plusnet Ltd	38.40	Phone
07-Dec-16	Presentlines Ltd	1799.97	Billy Goat chipper/lawn vacuum
22-Dec-16	Prudential	30.00	AVC payment deducted from pay
28-Dec-16	Public Works Loan	10640.58	3G Pitch loan
22-Dec-16	R.E.S. Systems Ltd	316.08	Fire extinguisher service
16-Dec-16	Reading Borough Council	153.03	Wheble Park - annual rent/licence fee
16-Dec-16	Rialtas Business Solutions Ltd	739.20	Annual support/maintenance
16-Dec-16	Rigby Taylor	443.09	Building supplies
22-Dec-16	Roofing Matters	300.00	WPLC roofing works
16-Dec-16	S&C Entertainments Ltd	119.00	Pulse trekker portable PA system
22-Dec-16	Safe Space Lockers Ltd	5400.00	Gym construction/setup
16-Dec-16	SGW Payroll Ltd	158.78	Payroll services
30-Dec-16	Siemens Fin Serv	1100.80	Gym equipment lease
16-Dec-16	Siemens Financial Services Ltd	780.00	WPLC photocopier annual rental charge
16-Dec-16	Southern Electric Contracting Ltd	724.85	Electric supply
22-Dec-16	Thames Valley Temp Control Ltd	1075.34	Extract/fanFridge fault+call out
22-Dec-16	The Berkshire Pension Fund	11437.44	Pension - employers and employees
09-Dec-16	The Blue Moose Graphic Co	60.00	Pop-up banners
16-Dec-16	The Card Shop	138.00	Mayoral Christmas cards
07-Dec-16	Trade UK - BandQ	121.52	Building supplies
22-Dec-16	Trade UK - BandQ	63.97	Building supplies
07-Dec-16	Trade UK - Screwfix	168.89	Building supplies
22-Dec-16	Trade UK - Screwfix	437.83	Building supplies
16-Dec-16	Traditional Local Cleaning Ltd	1853.53	Contract cleaning
22-Dec-16	Travis Perkins Trading Co	130.68	Building supplies
22-Dec-16	Trinity Mirror PublishING Ltd	192.00	WTCMI advertising
22-Dec-16	Unison Collection Ac	32.20	Union fees deducted from pay
07-Dec-16	Veolia ES - UK Ltd	862.63	Refuse collection
22-Dec-16	Veolia ES - UK Ltd	259.70	Refuse collection
22-Dec-16	Vodafone Ltd	369.19	Phone
09-Dec-16	Windowflowers Ltd	840.00	WTCMI Large square planters
01-Dec-16	Wokingham BC	42.00	Rates
01-Dec-16	Wokingham BC	160.00	Rates
01-Dec-16	Wokingham BC	353.00	Rates
01-Dec-16	Wokingham BC	895.00	Rates
01-Dec-16	Wokingham BC	1864.00	Rates
16-Dec-16	Wokingham Borough Council	8200.00	Town Centre refurbishment grant
22-Dec-16	YPO	58.50	Flip chart stand OC
07-Dec-16	Zapkam Ltd	441.95	WPLC staff uniform

108310.36

CLERKS IMPREST A/C

List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
02-Dec-16	(Personal Information)	50.00	Refund deposit
02-Dec-16	(Personal Information)	50.00	Refund deposit
05-Dec-16	(Personal Information)	15.00	Refund deposit
06-Dec-16	William Cowan	100.00	Grant
06-Dec-16	Alexander Cowan	100.00	Grant
06-Dec-16	Hannah Evans	100.00	Grant
12-Dec-16	(Personal Information)	50.00	Refund deposit
12-Dec-16	(Personal Information)	50.00	Refund deposit
12-Dec-16	(Personal Information)	56.00	Refund deposit
19-Dec-16	(Personal Information)	50.00	Refund deposit
19-Dec-16	(Personal Information)	250.00	Grant - Friends of WP
19-Dec-16	(Personal Information)	52.60	Cancelled WPLC course
19-Dec-16	(Personal Information)	150.00	Refund deposit
06-Dec-16	Asda Superstores	14.50	29x Wine glasses
06-Dec-16	Berkshire Vision	250.00	Grant
21-Dec-16	Cash	70.00	Staff xmas event contribution x14
06-Dec-16	Cruse Bereavment Care	250.00	Grant
21-Dec-16	Hearing Dogs for Deaf People	150.00	Refund deposit
21-Dec-16	Lloyds Bank	43027.99	Net Dec 2016 payroll
01-Dec-16	PETTY CASH A/C	224.12	Petty cash topup
06-Dec-16	Sue Ryder-Duchess	250.00	Grant
06-Dec-16	Tobydeals	355.99	Apple mini iPad
07-Dec-16	Waitrose	34.00	Wine for Mayors reception
06-Dec-16	Wdly & Earley Arts Group	200.00	Grant
06-Dec-16	Wdly Festival of Music	250.00	Grant
06-Dec-16	Wokingham Job Support	250.00	Grant
07-Dec-16	Woodley Carnival	60.00	Hire of 2x stalls

46460.20

PR/Marketing Working Group - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working group's role is of an advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

Membership of the working group

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings, including the PR/Marketing Coordinator, the Town Clerk and/or Deputy Town Clerk.

Meetings

Meetings of the working group shall take place at least quarterly.

Terms of operation

To receive and consider proposals relating to the Council's PR and marketing strategies and programmes.

To receive advice from the PR/Marketing Coordinator on the Council's marketing and PR activities and future proposals.

To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.

To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

