

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 26 January 2016 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); A. Chadwick; S. Brindley; R. Dolinski; S. Rahmouni; D. Stares; M. Walker*

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

**Also present:** *Councillor K. Gilder*

57. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng and D. Mills.

58. **DECLARATIONS OF INTEREST**

Councillor Walker	Agenda item 7 Charges 2016/17	Prejudicial – Councillor Walker is Chairman of Woodley Women’s Club, which hires rooms at the Oakwood Centre
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Councillor Walker withdrew from the meeting during the discussion and the vote regarding the proposed charges for 2016/17.

59. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 24 NOVEMBER 2015**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 24 November 2015 be approved and signed by the Chairman as a correct record.

60. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/16 and explained that income was lower than had been anticipated due to the closure of the Inn on the Park.

**RESOLVED:**

- ◆ To note Report No. SR 1/16.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
November 2015	£70,522.02	£40,785.34
December 2015	£85,773.40	£45,642.90

c) **Short term investment**

**RESOLVED:**

- ◆ To note the short-term investment of £250,000 in a Santander Standard Time Deposit Account on 30 December 2015 for a period of 3 months at an interest rate of 0.55%.

61. **URGENCY COMMITTEE**

Members noted Report No. SR 2/16, the minutes of the Urgency Committee meeting held on 17 December 2015.

**RESOLVED:**

- ◆ To receive the minutes of the Urgency Committee meeting held on 17 December 2015, attached at **Appendix C**.

62. **INVESTMENTS WORKING PARTY**

Councillor Brindley presented Report No. SR 3/16, the report of the Investments Working Party meeting held on 18 January 2016.

**RESOLVED:**

- ◆ To note Report No. SR 3/16.
- ◆ To approve the movement of 10% of the Council's investment portfolio from the FTSE UK Dividend Plus tracker into an actively managed equity fund.

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| ◆ To recommend approval of the Treasury Management Strategy 2016/17. |
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63. **CHARGES 2016/17**

a) **Oakwood Centre charges 2016/17**

The Town Clerk presented the Proposed Charges 2016/17 Appendix and explained how the proposed charges had been calculated. The Chairman remarked that the Town Clerk and her team had done very well to investigate and compare prices from many different venues to ensure that the Oakwood Centre was competitive.

<b>RECOMMENDED:</b>
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| ◆ That the 2016/17 charges at the Oakwood Centre, as set out in the Proposed Charges 2016/17 Appendix, be approved. |
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b) **Leisure Services charges 2016/17**

<b>RECOMMENDED:</b>
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| ◆ That the 2016/17 charges for Leisure Services, as set out in the Proposed Charges 2016/17 Appendix, be approved. |
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64. **REVISED ESTIMATES 2015/16**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 4/16. In reply to a question she explained that rental income from the flat at Woodford Park Leisure Centre had been included in the centre's income budgets, but that this might now be lower than anticipated because of delays in completing the refurbishment, which had occurred after the Leisure

Services Committee's consideration of the budget figures in early January. Income from other activities might cover this shortfall

**RESOLVED:**

- ◆ To note the contents of Report No SR 4/16.
- ◆ To approve the allocation of year-end unspent PR funds to an earmarked reserve for Oakwood Centre marketing.
- ◆ To approve the 2015/16 Revised Estimates Budget, as set out in the Budget Appendix.

b) **Leisure Services and Community Services Committees**

**RESOLVED:**

- ◆ To approve the 2015/16 Revised Estimates Budget of the Leisure Services and Community Services Committees, as set out in the Budget Appendix.

65. **BUDGET ESTIMATES 2016/17**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 5/16. She informed Members that there would be an increase in National Insurance costs in 2016/17 due to changes in pension regulations, that pension costs would also increase and that the reduction in income was due to the closure of the Inn on the Park.

**RESOLVED:**

- ◆ To note Report No. SR 5/16.
- ◆ That the 2016/17 Budget Estimates for the Strategy and Resources Committee form part of the 2016/17 Budget and be presented for approval.

b) **Leisure Services and Community Services Committees**

**RESOLVED:**

- ◆ That the 2016/17 Budget Estimates for the Leisure Services and Community Services Committees, as set out in the Budget Appendix, form part of the 2016/17 Budget and be presented for approval.

c) **Budget and Precept 2016/17**

The Town Clerk presented Report No. SR 6/16.

The Chairman thanked the Town Clerk and her team for a very good job in enabling the precept charge to be frozen for the following year. The Town Clerk said that the Council was currently working on many projects, such as the redevelopment of Woodford Park Leisure Centre, the 3G pitch project and the marketing of the Oakwood Centre to provide more facilities and activities and to increase the Council's income.

**RESOLVED:**

- ◆ To note the contents of Report No. SR 6/16.
- ◆ That the earmarked reserve of £570 for swimming teacher development be released to general reserves in 2016/17.

**RECOMMENDED:**

- ◆ That the budget for 2016/17 be presented to Council for approval.
- ◆ That a precept level of £1,039,607 for the 2016/17 financial year be presented to Council for approval.

66. **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.

67. **THE OAKWOOD CENTRE**

The Venues Manager presented Report No. SR 7/16.

Members were pleased with the format of the report, which clearly showed occupancy and income rates for each of the rooms and the potential to increase bookings at the centre.

The Venues Manager reported on the marketing that was currently being undertaken and his plans for raising the profile of the Oakwood Centre, including further development of the Oakwood Centre website and the use of social media. The Chairman pointed out that several Members with relevant experience had offered to help with the development of the website, but had not yet been contacted about this.

Members noted the recent staffing difficulties that had been experienced due to long-term staff sickness and the recruitment that was currently underway to resolve these problems. They noted that a new catering partner would be appointed shortly and was keen to work with Council staff to increase business and develop revenue-raising ideas. The Venues Manager informed Members of some of the business ideas and possible future events that were being explored, and reported on the results of a survey that had asked Oakwood Centre users what events they would like to see provided in the future.

The Chairman thanked the Venues Manager for his report and said that the work being undertaken was a fantastic step forward.

**RESOLVED:**

- ◆ To note Report No. SR 7/16.

The Venues Manager left the meeting at this point.

Members continued to discuss the development of business at the Oakwood Centre and it was suggested that a group encompassing matters relating to the Oakwood Centre, including catering, be set up to help with developing some of the ideas.

68. **NEIGHBOURHOOD PLANNING**

The Town Clerk presented Report No. SR 8/16, which explained what a neighbourhood plan was, the necessary processes that had to be followed in order to produce one, and the costs and time involved.

Members noted that one of the benefits of having a neighbourhood plan was that the Community Infrastructure Levy (CIL) payments received from the planning authority for development that occurred within the town would be increased, but as there was very little

remaining development capacity within Woodley this would not be of much benefit and would not make up for the cost of producing the neighbourhood plan.

The Chairman informed Members that of the three parishes in the borough that had expressed an interest in producing a neighbourhood plan, Shinfield was the most advanced, having reached the stage of being independently examined, and had so far spent £60,000 and had taken two and a half years to reach that stage. The Town Clerk reminded Members that the Council was currently undertaking four significant projects: the 3G pitch, the redevelopment of Woodford Park Leisure Centre, changes to the catering at the Oakwood Centre and the installation of a public toilet, and there would be little staff capacity to work on a neighbourhood plan.

Following discussion of the report Members felt that the production of a neighbourhood plan would be too costly in terms of both time and money and there would be much more benefit to Woodley from concentrating on projects that had already been started and also the improvement of the lake in Woodford Park.

The Town Clerk reminded Members of the Vision 2020 document, which had taken two years to produce and was published in 2008, and which gave the views of the local community on how Woodley should be developed and improved. Several of the action points in the Vision 2020 document had subsequently been acted upon and had helped to shape Council policy. It was agreed that this document should be reviewed to determine which action points were still appropriate.

**RESOLVED:**

- ◆ That the Council would not produce a neighbourhood plan for Woodley.
- ◆ To review the Vision 2020 document.

69. **COUNCIL MEETING DATES 2016/17**

The proposed schedule of meetings for 2016/17 had been circulated with the agenda. The Town Clerk explained that the number of Plans Committee meetings had been increased from 12 to 14 so that the gap between meetings was never more than 4 weeks, which would help to prevent missed deadlines when returning comments to the planning authority.

The Town Clerk informed Members that officers were currently looking at the possibility of changing the committee structure and a report on this would be prepared for Members' consideration at the next Full Council meeting on 9 February.

**RECOMMENDED:**

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

70. **RESIDENTS SURVEY**

The Town Clerk presented the summary report of the 2015/16 Residents Survey, which had been circulated with the agenda and informed Members that the full report would be available shortly.

The replies to the question regarding the provision of a public toilet in the town centre showed that more than 50% of residents who completed the survey were in favour of having the proposed public toilet installed and therefore this project would now go ahead.

**RESOLVED:**

- ◆ To receive the summary report of the 2015/16 Residents Survey.

71. **3G PITCH PROJECT UPDATE**

Members noted the update on the 3G pitch project, which had been provided in the agenda. The Deputy Town Clerk reported that he was still waiting for planning permission to be granted, although he had been told by the planning officer that there were no outstanding issues to be resolved. Construction would start as soon as possible after receipt of the planning permission.

72. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT: LOCAL GOVERNMENT PENSION SCHEME CONSULTATION**

Members considered the Department for Communities and Local Government consultation document regarding the proposal to revoke and replace the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 and

**RESOLVED:**

- ◆ That the Town Clerk would draft a response and circulate it to Members by email for their comments.

73. **NALC**

Members noted the update received from the Chief Executive Officer of NALC, which had been circulated with the agenda, and which showed the work that NALC was involved in on behalf of its members. The Chairman commented that this information would enable the Council to monitor the usefulness of NALC membership.

74. **FUTURE AGENDA ITEMS**

No future agenda items were proposed.

75. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The installation of the public toilet.
  - The new caterers at the Oakwood Centre – at the appropriate time.
  - The budget for 2016/17 to be publicised, following approval by Full Council.
  - The start of construction for the 3G pitch.
  - The Council's sponsorship of the fireworks display for Carnival.

76. **CATERING CONTRACT**

a) **RESOLVED:**

- ◆ To note Report No. SR 9/16 of the Catering Partnership Management Panel meeting held on 27 November 2015.
- ◆ To note Report No. SR 10/16 of the Catering Partnership Management Panel meeting held on 8 December 2015.

b) **Exclusion of public and press**

**RESOLVED:**

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

- c) The Deputy Town Clerk presented Report No. SR 11/16 of the Catering Partnership Management Panel held on 15 January 2016, which outlined the results of the tender process and interviews.

Members discussed the outcome of the tender process, the recommended catering partner and the proposed contract terms.

**RESOLVED:**

- ◆ To note Report No. SR 11/16.
- ◆ That Brown Bag be engaged as the Council's catering partner at the Oakwood Centre under the contract terms proposed.

The meeting closed at 10:00pm

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**Current Account****List of Payments made between 01/11/2015 and 30/11/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
30-Nov-15	ACL Consultancy Solutions Ltd	2750.00	Catering procurement support
27-Nov-15	Allens Design Print Ltd	1765.00	WTCMI Winter Extravaganza
20-Nov-15	Badgemaster Ltd	7.74	Staff name badge
30-Nov-15	Badgemaster Ltd	12.18	Staff name badge
20-Nov-15	BCM Group Plc	61.70	Service & maint photocopier
27-Nov-15	BE Fuelcards	18.01	BP plus cards+admin
06-Nov-15	BE Fuelcards Ltd	1.25	Admin charge
27-Nov-15	Bowak Ltd	190.05	Cleaning supplies
27-Nov-15	Brake Bros Foodservice Ltd	108.40	Vending supplies
20-Nov-15	British Gas	1180.93	Electricity supply
27-Nov-15	British Gas	2646.25	Electricity supply
24-Nov-15	BT Direct	767.38	Phone
23-Nov-15	BT Group Plc	104.40	Phone
24-Nov-15	BT Group Plc	75.56	Phone
24-Nov-15	BT Group Plc	75.56	Phone
24-Nov-15	BT Group Plc	76.00	Phone
24-Nov-15	BT Group Plc	553.00	Phone
11-Nov-15	BT Retail	15.00	Phone
13-Nov-15	Circon Ltd t/a Crown Water/Coffee	31.68	Bottled water
30-Nov-15	Circon Ltd t/a Crown Water/Coffee	40.08	Bottled water
13-Nov-15	Citizens Advice Bureau	3500.00	Grant
19-Nov-15	Crown Gas & Power	130.74	Gas supply
19-Nov-15	Crown Gas & Power	144.71	Gas supply
19-Nov-15	Crown Gas & Power	498.84	Gas supply
19-Nov-15	Crown Gas & Power	805.49	Gas supply
30-Nov-15	Dawes Engineering Ltd	2160.00	Service auto roller - Depot
27-Nov-15	EDF Energy 1 Ltd	11.20	Electric for clock tower
20-Nov-15	Energy Electrical Distributors Ltd	327.26	Electrical supplies
30-Nov-15	Energy Electrical Distributors Ltd	116.40	Electrical supplies
20-Nov-15	Fencing Products Ltd	36.48	Garden supplies
20-Nov-15	Fleurets Ltd Office A/C	1020.00	Professional services
20-Nov-15	Fraser Office Supplies Ltd	90.93	Stationery supplies
13-Nov-15	Gilbert Thompson	518.00	Delivery WTC newsletter
30-Nov-15	Graham	18.17	Building supplies
13-Nov-15	Highway Midlands Ltd	660.00	Car park marking Coronation Hall
20-Nov-15	HMRC Cumbernauld	10675.21	PAYE & NI
27-Nov-15	InTouch	1505.98	Monthly website charge
30-Nov-15	John Willis	120.00	Window cleaner
13-Nov-15	Keep Mobile	500.00	Grant
13-Nov-15	Lend and Play Toy Library	500.00	Grant
20-Nov-15	Lister Wilder Ltd	80.54	Engine oil/filters tractors
13-Nov-15	Lloyds Bank	232.47	Monthly cardnet charge
27-Nov-15	Lyreco UK Ltd	46.56	Stationery supplies
16-Nov-15	Mainstream Digital	0.22	Phone
16-Nov-15	Merchant Rentals	35.23	Monthly cardnet machine charge
30-Nov-15	P&H Direct Van Sales Ltd	231.42	Vending supplies
27-Nov-15	Prudential	30.00	AVC payment deducted from pay
13-Nov-15	READIBUS	8500.00	Grant
20-Nov-15	Robinson Low Francis	1439.26	Professional services - 3G pitch
27-Nov-15	Robinson Low Francis	1056.00	Professional services - 3G pitch
13-Nov-15	Rodnic Dorset Ltd	352.80	Repair to O/C rear door
20-Nov-15	SGW Payroll Ltd	156.74	Payroll services
13-Nov-15	Thames Valley Water Services Ltd	420.00	Disinfection service - Chapel/Coro hall
02-Nov-15	Thames Water	833.32	Water rates



02-Nov-15	Thames Water	67.45	Water rates
02-Nov-15	Thames Water	72.24	Water rates
10-Nov-15	Thames Water	1409.62	Water rates
20-Nov-15	The Berkshire Pension Fund	10339.21	Pension - employers and employees
20-Nov-15	Token Security Solutions Ltd	39.70	Call out/reset fire alarm
27-Nov-15	Trade UK - Screwfix	184.04	Building supplies
30-Nov-15	Trade UK - Screwfix	168.92	Building supplies
13-Nov-15	Traditional Local Cleaning Ltd	1521.84	Contract cleaning
27-Nov-15	Trinity Mirror PublishING Ltd	156.00	WTCMI advertising
20-Nov-15	Unison Collection Ac	41.90	Union fees deducted from pay
20-Nov-15	Veolia ES - UK Ltd	822.55	Refuse collection
27-Nov-15	Veolia ES - UK Ltd	1533.05	Refuse collection
20-Nov-15	Vodafone Ltd	217.35	Phone
02-Nov-15	Wokingham BC	41.00	Rates
02-Nov-15	Wokingham BC	158.00	Rates
02-Nov-15	Wokingham BC	350.00	Rates
02-Nov-15	Wokingham BC	887.00	Rates
02-Nov-15	Wokingham BC	1849.00	Rates
20-Nov-15	Wokingham Borough Council	739.50	Legal advice
20-Nov-15	Woodley Auto Centre	1236.33	Van MOT & service
27-Nov-15	Woodley Auto Centre	265.94	Truck MOT & service & repairs
30-Nov-15	Yarnold Heating and Plumbing Ltd	1187.24	Water softener - Woodford Park LC
		70522.02	

#### CLERKS IMPREST A/C

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
03-Nov-15	(Personal Information)	12.00	Cancelled WPLC course
04-Nov-15	(Personal Information)	150.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
04-Nov-15	(Personal Information)	50.00	Refund deposit
11-Nov-15	(Personal Information)	150.00	Refund deposit
19-Nov-15	(Personal Information)	150.00	Refund deposit
25-Nov-15	(Personal Information)	-160.02	Net pay returned to a/c
26-Nov-15	(Personal Information)	160.02	Net pay - Nov 2015
25-Nov-15	Amazon UK	53.90	Bins ordered in error
25-Nov-15	Amazon UK	-53.90	Bins ordered in error refund
02-Nov-15	BCS Reading	50.00	Refund deposit
19-Nov-15	Kannadigaruuk CICS Ltd	100.00	Refund deposit
13-Nov-15	Lloyds Bank	21.12	Charges 10 Sept to 9 Oct 2015
25-Nov-15	Lloyds Bank	39416.85	Nov 2015-Net payroll
19-Nov-15	Pennine Tea & Coffee Ltd	49.52	Biscuits - Oakwood bookings
27-Nov-15	PETTY CASH A/C	125.35	Petty cash topup
05-Nov-15	Poppy Appeal	22.00	Donation for poppy wreath
19-Nov-15	Recycled Business Furniture	-222.00	Cupboard returned to supplier
11-Nov-15	Recylced Business Furniture	252.00	Bisley Tambour cupboard
13-Nov-15	The Royal British Legion	75.00	Donation for poppy wreaths
05-Nov-15	West Berkshire Council	10.50	Designated Premises Supervisor Licence WPLC
16-Nov-15	West Berkshire Council	23.00	WPLC premises licence
25-Nov-15	Woodley Flower Club	50.00	Refund deposit
		40785.34	

**Current Account****List of Payments made between 01/12/2015 and 31/12/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
18-Dec-15	Arkell & Hurcombe (Bronzeworks	92.40	Bronze cast plaque
31-Dec-15	Arkell & Hurcombe-Bronzeworks	182.40	Bronze cast plaques
23-Dec-15	BCM Group Plc	19.78	Service & maint photocopier
11-Dec-15	BE Fuel cards	70.68	Diesel
04-Dec-15	BE Fuelcards Ltd	52.68	Diesel-OE55NNW-121593
23-Dec-15	Berkshire Tree Care	3726.00	Tree work in Woodford Park
23-Dec-15	Bowak Ltd	400.52	Cleaning supplies
18-Dec-15	Broxap Ltd	1077.60	Cast iron 'Ripon' seats
08-Dec-15	BT Group	145.80	Phone
14-Dec-15	BT Retail	15.00	Phone
18-Dec-15	Churchill Contract Services Ltd	1515.91	Contract cleaning
23-Dec-15	Churchill Contract Services Ltd	2103.91	Contract cleaning
23-Dec-15	Circon Ltd t/a Crown Water & Coffee	63.84	Bottled water/Qtrly rental charge
31-Dec-15	Circon Ltd t/a Crown Water & Coffee	40.08	Bottled water
17-Dec-15	Crown Gas & Power	110.53	Gas supply
17-Dec-15	Crown Gas & Power	281.83	Gas supply
17-Dec-15	Crown Gas & Power	741.79	Gas supply
17-Dec-15	Crown Gas & Power	1148.69	Gas supply
31-Dec-15	DCK Beavers Ltd	617.40	Accountancy services
18-Dec-15	EDF Energy 1 Ltd	11.16	Electric for clock tower
18-Dec-15	Energy Electrical Distributors Ltd	299.94	Electrical supplies
23-Dec-15	Energy Electrical Distributors Ltd	19.10	Electrical supplies
23-Dec-15	Eurodec Ltd	376.00	Decorating supplies
18-Dec-15	Fencing Products Ltd	80.88	Garden supplies
23-Dec-15	Fraser Office Supplies Ltd	772.18	Stationery supplies
18-Dec-15	HMRC Cumbernauld	10858.70	PAYE & NI
23-Dec-15	InTouch	35.99	Monthly website charge
31-Dec-15	Lightatouch	507.50	Internal Audit services
14-Dec-15	Lloyds Bank	181.59	Monthly cardnet charges
23-Dec-15	Lyreco UK Ltd	45.02	Stationery supplies
14-Dec-15	Mainstream Digital	0.29	Phone
31-Dec-15	Margaret Macknelly Design	24.00	Phone
15-Dec-15	Merchant Rentals	35.23	Cardnet machine charge
23-Dec-15	P&H Direct Van Sales Ltd	111.29	Vending supplies
31-Dec-15	PHS Group Plc	608.01	Rental dust mats
18-Dec-15	Prudential	30.00	AVC payment deducted from pay
29-Dec-15	Public Works Loan	10640.58	Public Works Loan payment
23-Dec-15	R.E.S. Systems Ltd	500.76	Fire extinguisher service
18-Dec-15	Reading Borough Council	150.03	Annual rent - Wheble Park
31-Dec-15	Reading Borough Council	3250.00	Half yearly lease rent - allotment site
18-Dec-15	Rialtas Business Solutions Ltd	726.00	Annual accounts software support
18-Dec-15	Riso (UK) Ltd	242.66	Qtrly photocopier charges
21-Dec-15	RMRS Pitney Bowes	250.00	Postage topup
18-Dec-15	Rodnic Dorset Ltd	840.00	Service moveable room dividers
23-Dec-15	Sabercom Ltd	420.00	O/C receipt screen support/mainten
18-Dec-15	SGW Payroll Ltd	152.66	Payroll services
31-Dec-15	SGW Payroll Ltd	158.78	Payroll services
18-Dec-15	Siemens Financial Services Ltd	780.00	Qtrly Riso copier rental
18-Dec-15	Southern Electric Contracting Ltd	2661.66	Electric supply
31-Dec-15	Southern Electric Contracting Ltd	266.16	Electric supply
18-Dec-15	The Berkshire Pension Fund	10780.43	Pension - employers and employees
31-Dec-15	The Card Shop	100.00	Christmas cards for Mayor
23-Dec-15	Trade UK - BandQ	167.42	Building supplies
23-Dec-15	Trade UK - Screwfix	290.27	Building supplies
23-Dec-15	Trinity Mirror Publishing Ltd	381.00	WTCMI advertising

18-Dec-15	Unison Collection Ac	41.90	Union fees deducted from pay
23-Dec-15	Veolia ES - UK Ltd	986.86	Refuse collection
31-Dec-15	Vita Play Ltd	354.00	Repairs to Zip-wire Woodford Park
18-Dec-15	Vodafone Ltd	209.53	Phone
01-Dec-15	Wokingham BC	41.00	Rates
01-Dec-15	Wokingham BC	158.00	Rates
01-Dec-15	Wokingham BC	350.00	Rates
01-Dec-15	Wokingham BC	887.00	Rates
01-Dec-15	Wokingham BC	1849.00	Rates
31-Dec-15	Wokingham Borough Council	21634.98	Election Costs
23-Dec-15	Yarnold Heating and Plumbing Ltd	99.00	Boiler service flat Woodford Park LC
		85773.40	

### CLERKS IMPREST A/C

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
08-Dec-15	(Personal Information)	100.00	Grant
08-Dec-15	(Personal Information)	50.00	Refund deposit
15-Dec-15	(Personal Information)	28.45	Mileage costs repayment
17-Dec-15	(Personal Information)	50.00	Refund deposit
21-Dec-15	(Personal Information)	50.00	Refund deposit
15-Dec-15	(Personal Information)	50.00	Refund deposit
01-Dec-15	(Personal Information)	50.00	Refund deposit
17-Dec-15	(Personal Information)	50.00	Refund deposit
17-Dec-15	(Personal Information)	50.00	Refund deposit
21-Dec-15	(Personal Information)	158.53	Refund deposit
08-Dec-15	(Personal Information)	50.00	Refund deposit
01-Dec-15	(Personal Information)	200.00	Refund deposit
17-Dec-15	(Personal Information)	50.00	Refund deposit
30-Dec-15	(Personal Information)	50.00	Refund deposit
08-Dec-15	(Personal Information)	100.00	Grant
08-Dec-15	2nd Woodley Scout Group	215.00	Grant
02-Dec-15	Amazon Uk	26.95	Indoor waste bin
08-Dec-15	Berks Multiple Sclerosis Thera	250.00	Grant
08-Dec-15	Berkshire Vision	250.00	Grant
08-Dec-15	Brightons Newspaper	37.20	Newspapers
11-Dec-15	Cash - Xmas party	70.00	Xmas party - Contribution to staff
08-Dec-15	Cruse Bereavement Care	250.00	Grant
08-Dec-15	DVLA.Gov.uk	225.00	Vehicle tax - RY54 DBU
08-Dec-15	DVLA.gov.uk	225.00	Vehicle tax - OE55 NNW
08-Dec-15	Dynamo Tekkers FC	61.50	Paid inv twice
15-Dec-16	Lands End Agility	150.00	Refund deposit
11-Dec-15	Lloyds Bank	22.62	Charges 10 Oct to 9 Nov 2015
16-Dec-15	Lloyds Bank	41204.63	Net payroll Dec 2015
21-Dec-15	MacMillan Cancer	55.57	FSC4467-WPLC fund raising
17-Dec-15	Plusnet Plc	30.59	Broadband line installation
09-Dec-15	Post Office Shop	31.86	Foot rest
08-Dec-15	Rdg Football Club Comm Trust	250.00	Grant
08-Dec-15	Setanta Gaelic Football Club	250.00	Grant
08-Dec-15	The Link Visiting Scheme	250.00	Grant
08-Dec-15	Wokingham Job Support Centre	250.00	Grant
08-Dec-15	Woodley Festival of Music & Ar	250.00	Grant
08-Dec-15	Woodley Volenteer Centre	200.00	Grant
		45642.90	

Woodley Town Council

**Minutes of a Meeting of the Urgency Committee held at the Oakwood Centre on Thursday 17 December 2015 at 3pm**

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**Present:** Councillors: W. Soane (Chairman for the meeting), K. Baker, D. Mills

**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.

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

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

2. **APOLOGIES**

Councillor D. Smith

3. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

4. **RESOLVED:**

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

5. **PERSONNEL REPORT**

Report No UC2/15 was presented by the Chairman. Members discussed the matter and

**RESOLVED:**

- ◆ That the recommendations set out in Report No. UC2/15 be approved.

The meeting closed at 3.15

<b>TIMETABLE OF MEETINGS - 2016/17</b>
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All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

<b>PLANS COMMITTEE</b>	<b>COMMUNITY SERVICES</b>	<b>LEISURE SERVICES</b>	<b>STRATEGY &amp; RESOURCES</b>	<b>FULL COUNCIL</b>
<u>2016</u>	<u>2016</u>	<u>2016</u>	<u>2016</u>	<u>2016</u>
17 May 7 June	24 May	31 May (SH)	14 June	<b>Annual Meeting:</b> 10 May  28 June
5 July 26 July (SH) 23 August (SH) 20 September	30 August (SH)	6 September	13 September	27 September
18 October 15 November	1 November	8 November	22 November	6 December
<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>
13 December 10 January 31 January	3 January (SH)	17 January	24 January	7 February
28 February 28 March 25 April	4 April (SH)	11 April (SH)	18 April	<b>Town Electors:</b> 7 March <b>Annual Meeting:</b> 9 May

(SH = School Holidays)

#### SCHOOL TERM DATES

**2016** Monday 11 April to Wednesday 20 July  
Monday 5 September to Tuesday 20 December  
(NOTE: Training days - to be agreed)

Half Term: 30 May - 3 June  
Half Term: 24- 28 October

Good Friday: 25 March 2016  
WBC Elections: 5 May 2016

**2017** Wednesday 4 January to Friday 31 March  
Tuesday 18 April to Tuesday 25 July  
(NOTE: Training days - to be agreed)

Half Term: 13 - 17 February  
Half Term: 29 May - 2 June

Good Friday: 14 April 2017  
WBC Elections: None in 2017