

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 3 February 2015 at 7:30 pm**

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**Present:** *Councillors K. Baker (Chairman); A. Chadwick; P. Challis; J. Cheng; C. Lawley; D. Mills; S. Outen; E. Rowland*

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

**Also present:** *1 member of the press*

74. **APOLOGIES**

There were no apologies for absence.

75. **COMMITTEE MEMBERSHIP**

**RESOLVED:**

- ◆ To note that at the meeting of the Council held on 9 December 2014 Councillor Walker was appointed to the vacant place on the Strategy and Resources Committee following Councillor Haines' resignation from the Committee.

76. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

77. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 25 NOVEMBER 2014**

**Minute number 62: Allotment Rent Review**

Councillor Lawley expressed his concern that there had not been a meeting of the Allotments Working Party for some time, to which the Chairman replied that no comments had been received from tenants about the proposed rent increase and that there was currently a very good relationship between tenants and officers, possibly reducing the need for a working party.

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 25 November 2014 be approved and signed by the Chairman as a correct record.

78. **FINANCE**

a) **Budgetary Control**

**RESOLVED:**

- ◆ To note Report No. SR 1/15.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
November 2014	£97,061.77	£60,782.47
December 2014	£68,630.05	£50,060.34

c) **Short term investment**

The Town Clerk informed Members of a short term investment in a Santander account, which had not been noted in the agenda.

**RESOLVED:**

- ◆ To note the short term investment of £250,000 in a Santander account on 26 November 2014 for a period of 3 months at a rate of 0.48% interest.
- ◆ To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 3 January 2015 for a period of 3 months at a rate of 0.57% interest.

79. **CHARGES 2015/16**

a) **Oakwood Centre charges 2015/16**

**RECOMMENDED:**

- ◆ That the 2015/16 charges at the Oakwood Centre, as set out in the Proposed Charges 2015/16 Appendix, be approved.

Voting: For: 5 Abstentions: 4

b) **Leisure Services charges 2015/16**

**RECOMMENDED:**

- ◆ That the 2015/16 charges for Leisure Services, as set out in the Proposed Charges 2015/16 Appendix, be approved.

Voting: For: 5 Abstentions: 4

80. **REVISED ESTIMATES 2014/15**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 2/15. Members thanked the Town Clerk and her team for the way in which the budget was managed, particularly the personnel issues.

On being put to the vote, it was unanimously

**RESOLVED:**

- ◆ To note the contents of Report No SR 2/15.
- ◆ To approve the allocation of year-end unspent PR funds to an earmarked reserve for the purchase and installation of World War 1 information boards.
- ◆ To approve the 2014/15 Revised Estimates Budget, as set out in the Budget Appendix

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

On being put to the vote, it was unanimously

**RESOLVED:**

- ◆ To approve the 2014/15 Revised Estimates Budget of the Leisure Services and Community Services Committees, as set out in the Budget Appendix.

81. **BUDGET ESTIMATES 2015/16**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 3/15. Councillor Rowland commented that she felt the pension costs were excessive. Following discussion on the free use of the Oakwood Centre, the Chairman responded to a question on setting target income levels by agreeing that he hoped to see a strategy in place to market the Oakwood Centre, to include income objectives.

**RESOLVED:**

- ◆ To note Report No. SR 3/15.
- ◆ That the 2015/16 Budget Estimates for the Strategy and Resources Committee form part of the 2015/16 Budget and be presented for approval.

Voting: For: 5 Abstentions: 4

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

Members noted the increase of £3,000 to the CAB annual grant included in the Committee's budget proposals following the recommendation of the Community Services Committee.

**RESOLVED:**

- ◆ That the 2015/16 Budget Estimates for the Leisure Services and Community Services Committees, as set out in the Budget Appendix, form part of the 2015/16 Budget and be presented for approval.

Voting: For: 5 Abstentions: 4

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

The Town Clerk presented Report No. SR 4/14. Members noted that the Government funded precept support grant would remain at a similar level to the current year's grant, at £43,220, and that the representations made by the parishes had helped ensure that the Borough Council's plans to reduce the grant in 2015/16 had been reviewed. In response to a question about the grant being passed on in future years the Chairman said that, given his role at the Borough Council, it would be inappropriate for him to respond on this matter.

**RESOLVED:**

- ◆ To note the contents of Report No. SR 4/15.

**RECOMMENDED:**

- ◆ That the budget for 2015/16 be presented to Council for approval
- ◆ That a precept level of £1,010,532 for the 2015/16 financial year be presented to Council for approval.

Voting: For: 5 Abstentions: 4

82. **CAPITAL PROGRAMME 2015/16**

The Service Support Manager presented Report No. SR 5/15 and explained that in previous years the Capital Programme had been considered in June, but was now being aligned to the budget setting process. This would allow a full financial year to achieve the proposed projects.

The Chairman thanked the Service Support Manager for the work involved in preparing the Capital Programme and also for the new design of the presentation.

**RESOLVED:**

- ◆ To note Report No. SR 5/15.

- ◆ To recommend approval of the 2015/16 Capital Programme as set out in the schedule at **Appendix C**.

83. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**

Members noted Councillor Challis' resignation from the working party as a result of the working party not having reviewed the most recent change to the Standing Orders, before being considered by Council. Councillor Rowland informed the meeting that the Liberal Democrat Group was not prepared to make a nomination to its place on the working party unless an assurance was made that no matters relating to the Standing Orders would go to Council without being considered first by the working party. The Chairman said that he could not give a total guarantee that this would not happen because there may be a urgent situation that needed addressing. He suggested that in these circumstances the working party members and the Leader of the opposition would be informed. This was accepted and it was

**RESOLVED:**

- ◆ That, in a situation where a matter relating to the Standing Orders and Financial Regulations required urgent consideration by Council, members of the Standing Orders and Financial Regulations Working Party and the Leader of the opposition would be informed.
- ◆ To appoint Councillor Outen to the Standing Orders and Financial Regulations Working Party.

84. **INVESTMENTS WORKING PARTY**

Councillor Challis presented the report of the Investments Working Party held on 26 January 2015 and informed Members that the investments were currently doing well and that targets had been reviewed.

The Town Clerk agreed to amend the minutes to reflect the arrival of Councillor Franklin shortly after the meeting had ended.

**RESOLVED:**

- ◆ To note Report No. SR 6/15.

- ◆ To recommend approval of the Treasury Management Strategy 2015/16.

85. **PUBLIC TOILETS WORKING PARTY**

Councillor Walker presented the reports of the Public Toilets Working Party meetings held on 12 December 2014 and 23 January 2015 and explained that the working party, with the help of the consultants, was still trying to finalise the location of the new public toilet, where it would not interfere with underground services or events in the town centre and would be discrete for users.

Members were informed that the working party had agreed that the most suitable location would be in the Waitrose/Crockhamwell Road car park, in the spaces to the south of the vets as this site was further away from the local loos and would therefore probably lead to higher usage of the public toilet, and the structure would sit well in this location. Wokingham Borough Council had previously indicated that there would be a significant charge for the loss of the parking spaces and the Town Clerk had written to seek the Borough Council's views on the matter, given the circumstances.

**RESOLVED:**

◆ To note Report No. SR 7/15.

◆ To note Report No. SR 8/15.

86. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Councillor Challis presented the report of the Catering Partnership Management Panel meeting on 28 November 2014.

**RESOLVED:**

◆ To note Report No. SR 9/15.

87. **SECTION 106 PROJECT LIST**

The Service Support Manager informed Members that no changes had been made to the list since the last meeting, and a proposal from Councillor Soane asking Members to consider adding the provision of a flagpole to the list was tabled at the meeting.

**RESOLVED:**

◆ To add the provision of a flagpole to the Section 106 project list.

88. **3G PITCH PROJECT**

a) Members noted that loan approval for a sum of £255,000 for the 3G pitch project had been received from the Department for Communities and Local Government.

b) Members noted the requirement by the planning authority for a tree survey before a decision on the application for the 3G pitch at Woodford Park could be considered and that this had been carried out and provided. In response to a question the Town Clerk said she understood that a decision on the application would be made to meet the timescale for the grant application deadline. The support for the project from local football clubs was noted, as was their frustration that the project was not yet confirmed as going ahead.

**RESOLVED:**

◆ That funds of £1,150 be allocated from the special projects fund to the 3G pitch project reserve to cover the cost of the tree survey.

89. **BULMERSHE LEISURE CENTRE**

The Town Clerk presented Report No SR 10/15 which provided information on the arrangements in respect of the transfer of Bulmershe Leisure Centre and the management of the centre and staff to 1Life. Further information on the additional legal agreement that

it had been proposed that the Town Council sign, relating to the transfer of the business, was provided by the Town Clerk and Members noted that, following legal advice, the Council had not agreed to be a party to the proposed agreement.

**RESOLVED:**

- ◆ To note Report No. SR 10/15.

90. **OFFICES AT WOODFORD PARK LEISURE CENTRE**

Members noted the information provided in the agenda regarding the area of the office space to be leased at Woodford Park Leisure Centre and the commercial rent achieved by similar office space.

91. **HMRC**

Members noted that the HMRC issues previously reported to the Committee had been finalised and any penalties had been suspended.

92. **LOCAL GOVERNMENT FINANCE SETTLEMENT**

Members noted the submission to the Department of Communities and Local Government that had been agreed by the members of the Committee between meetings to meet the deadline for comments. The Town Clerk reported that she had received information that day that parishes had not been included in the Local Government Finance Settlement to be laid before Parliament.

93. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT PARISH POLLS CONSULTATION**

Members noted the response to the Parish Polls Consultation, made in between Committee meetings, following consultation with all members of the Committee, to meet the closing date of 30 January 2015.

94. **ROYAL GARDEN PARTY 2015**

Members considered making a nomination to attend the Royal Garden Party to be held on 12 May 2015 and

**RESOLVED:**

- ◆ To approach Councillor Holmes to ask if she would like to be nominated to attend the Royal Garden Party on 12 May 2015.

95. **COMMUNITY GRANTS**

Members noted that letters of thanks had been received from Berkshire County Blind Society, 2<sup>nd</sup> Woodley Scout Group, Sue Ryder: The Duchess of Kent Hospice and Reading Football Club Community Trust for the grants that were awarded at the last meeting.

96. **BOROUGH PARISH/WORKING GROUP**

It was noted that both the appointed representative and the deputy to the Borough Parish Working Group should receive all communications relating to the Group that were received by the Town Clerk.

**RESOLVED:**

- ◆ To note the report of the Borough/Parish Working Group meeting on 12 January 2015.

97. **WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS**

**RESOLVED:**

- ◆ To note the minutes of the Annual Meeting of the Wokingham District Association of Local Councils held on 21 January 2015.

98. **COUNCIL MEETING DATES 2015/16**

**RESOLVED:**

- ◆ To note that the date of the Town Electors meeting in 2016 will be Tuesday 1 March 2016 and not 2 March as previously advised.

99. **FUTURE AGENDA ITEMS**

It was suggested that changes to the requirements for social housing in new developments, challenged by a judicial review instigated by Reading Borough and West Berkshire Councils, and the threat to future low cost housing provision, could be included as a future agenda item, for Members' information.

*[Town Clerk's note: This would be included on a future agenda for the Plans Committee.]*

100. **PUBLICITY AND WEBSITE**

Members requested that the following information be available on the website:

- Information on the budget and precept.
- Terms of reference of the working parties.

101. **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.

102. **HUMAN RESOURCES/HEALTH AND SAFETY SUPPORT**

The Service Support Manager presented Report No. SR 11/15.

**RESOLVED:**

- ◆ To note Report No. SR 11/15.
- ◆ To appoint Ellis Whittam for the provision of Human Resources and Health and Safety Services to the Council on a 5 year contract with effect from March 2015.

The meeting closed at 9:30pm

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**Current Account****List of Payments made between 01/11/2014 and 30/11/2014**

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
A1 Locksmiths(Berkshire) Ltd	34.98	Keys cut for new tenant
Accounting Solutions	569.40	Budget preparation consultancy
Anvil Metalworks Ltd	6474.00	Memorial Ground gates
BE Fuelcards	1.25	Admin charge
BE Fuelcards Ltd	62.10	BP Diesel-OE55NNW-120028
Berkshire Media Group Ltd	600.00	Staff vacancy advert
Bowak Ltd	306.48	Cleaning supplies
Bowak Ltd	19.18	Cleaning supplies
British Gas	3617.02	Electricity supply
British Gas	4358.44	Electricity supply
Broadwater Technologies Ltd	194.40	BLC pool plant survey
BT Direct	23.02	Phone
BT Direct	126.00	Phone
BT Direct	517.88	Phone
BT Direct	698.30	Phone
BT Direct	68.40	Phone
BT Direct	71.96	Phone
BT Direct	72.36	Phone
BT Retail	8.40	Phone
Churchill Contract Services Lt	3255.67	Contract cleaning
Churchill Contract Services Lt	3047.03	Contract cleaning
CIT Vendor Finance (UK) Ltd	839.38	Qtrly rental of photocopier charge
Credit Union	50.00	Credit Union deducted from pay
Crown Water & Coffee	47.52	Bottled water
EDF Energy 1 Ltd	10.88	Electric for clock tower - recharged to TCM I
Energy Electrical Distributors	74.25	Electrical supplies
EURODEC	184.56	Decorating supplies
Eurostat Office Supplies	152.29	Stationery supplies
Eurostat Office Supplies	111.52	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Frasers Office Supplies Ltd	337.79	Stationery supplies
Frasers Office Supplies Ltd	78.31	Stationery supplies
Grundon Waste Management Ltd	216.00	Refuse collection
Hire Depot (Reading) Ltd	48.60	Hire of sprayer War Memorial anti graffiti
HM Revenue & Customs Only	12859.31	PAYE & NI - employers and employees
Investec Asset Finance	372.00	BLC Light/heat
John Willis	110.00	Window cleaner - Oakwood Centre
Just In The Park CIC	375.75	Refreshments - Mayor's reception for BLC staff
Just In The Park CIC	1874.35	Charged on behalf of Just in the Park café
KLM Digital Office Solutions L	57.06	Service & maint photocopier
Laundry Depot	14.00	Wash/press table cloths OC
Lightatouch	377.41	Internal audit service
Lister Wilder Ltd	546.00	Hire of Verti-drain - Cricket/football grounds
Lister Wilder Ltd	84.52	Oil filter/rat and mice killer-Depot
Lloyds Bank	414.36	Cardnet charges
LT Pub Leasing	4020.00	Paid invoice twice - refund
Mainstream Digital	0.34	Phone
Majestic Group Ltd	433.44	Supply & install Tilda Cordata tree - Memorial Gnd
Margaret Macknelly Design	252.00	Remembrance leaflets + poster
Merchant Rentals	52.85	Monthly cardnet rental
MGCare Executive Ltd	52.00	DBS enhanced checks
MKR Electrical Services Ltd	587.11	Electrical supplies
OCS Group UK Ltd	291.60	Refuse collection



P & H Snacksdirect Ltd	265.83	Vending supplies
PDG Group Services	82.85	Cleaning supplies
PDG Group Services	383.98	Cleaning supplies
Peninsula Business	489.60	HR services
Pitney Bowes	250.00	Postage topup
Prudential Assurance	30.00	AVC payment deducted from pay
Reading Sharks	150.00	Coaching
Regency Cleaning Services Ltd	1491.31	Contract cleaning
Regency Cleaning Services Ltd	1880.38	Contract cleaning
RES Systems Ltd	521.46	Fire extinguisher service
RLSS UK Enterprises Ltd	266.55	BLC pool supplies
Secure Plus CCTV Ltd	108.00	Call out to CCTV camera
Securitas Security	94.50	Monthly key holding charge
Securitas Security	94.50	Monthly key holding charge
Sentiva	208.80	WCTMI web site hosting
Servo-Chem (UK) Ltd	160.68	BLC pool chemicals
SITA UK Ltd	569.11	Refuse collection
SMS Environmental Ltd	616.96	Water samples
Southern Electric	303.29	Electricity supply
Southern Electric	537.57	Electricity supply
Thames Valley Carpet and Floor	2820.00	Install Polyfloor 2000 WPLC offices
Thames Valley Temperature Cont	543.80	Call out OC Fosters fridge
Thames Valley Temperature Cont	782.10	Replace seal on heating pump
Thames Water	75.02	Water rates
Thames Water	303.05	Water rates
Thames Water	1047.00	Water rates
Thames Water	910.00	Water rates
Thames Water	3912.15	Water rates
The Berkshire Pension Fund	13078.14	Pension - employers and employees
The Crown Estate	704.00	Christmas Tree - WTCMI
The Letterworks Ltd	715.20	WTC printing of newsletter
Total Gas & Power	777.59	Gas supply
Total Gas & Power	1746.18	Gas supply
Trade UK	472.63	Building supplies
Trade UK	53.79	Building supplies
Trade UK	294.97	Building supplies
Travis Perkins Trading Company	13.98	Building supplies
Trinity Mirror Publishing Ltd	160.80	WTCMI advertising
Trinity Mirror Publishing Ltd	288.00	WTCMI advertising
TSM Copiers Ltd	170.81	Copier usage
Unison	41.90	Union fees deducted from pay
UNIVAR B.V.	1000.06	BLC pool chemicals
Universal Services	60.48	Trampoline service
Virgin Media Payments Ltd	20.27	Phone
Vodafone Ltd	256.69	Phone
Warren White	120.00	Disposal of fooring - Chapel hall
West Berkshire District Council	180.00	Licence renewal - Oakwood Centre
Windowflowers Ltd	974.40	WTCMI - flowers for town centre
Wokingham BC	41.00	Rates
Wokingham BC	155.00	Rates
Wokingham BC	344.00	Rates
Wokingham BC	848.00	Rates
Wokingham BC	1808.00	Rates
Wokingham BC	4410.00	Rates
Woodley Auto Centre	54.85	MOT on van
Woodley Auto Centre	241.87	MOT/service on truck

**Total Payments** 97061.77

## CLERKS IMPREST A/C

### List of Payments made between 01/11/2014 and 30/11/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
(Personal Information)	120.00	Paid inv twice-refunded
(Personal Information)	20.70	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	35.00	Refund BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	5.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	100.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	22.00	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	69.00	High Vis waistcoats
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
Age UK	36.41	Easy turn key for Disabled toilet
Amazon.co.uk	2.20	Top hanger blind parts
Amazon.co.uk	61.18	Brabantia postbox - Oakwood Centre
Coopers of Stortford	17.98	Telescopic gutter cleaner
Lands End Agility Dogs	150.00	Refund dep-L.E.A.D. RD453
Lidl	10.00	Deluxe bouquet-Mayor's reception
Lidl	113.88	Wine-Mayor's reception
Lloyds Bank	46.88	Charges 10 Sept to 9 Oct 2014
Lloyds Bank	59118.60	Net payroll - Nov 2014
Makro Self service	82.96	Banquet rolls/vending supplies
Slingsby.com	25.18	Mr Brush step mat - OC
TV Licensing.co.uk	145.50	BLC youth club TV licence
Woodley Flower Club	50.00	Refund dep-Wdly Flower Club
<b>Total Payments</b>	<b>60782.47</b>	

**Current Account****List of Payments made between 01/12/2014 and 31/12/2014**

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
2nd Woodley Scout Group	7.00	Scouts Christmas delivery- Mayors cards
ABC Medical Services (Reading)	2040.00	Defibrillator for WPLC & training
Ad-Visé UK Ltd	648.00	Advert in wedding ceremony brochure
Allen's Design & Print Ltd	2145.40	WTCMI Winter Extravaganza
B.E.S. Ltd	501.12	Building supplies
Badgemaster Limited	6.24	Staff name badge
Badminton England	225.00	Staff training
BE Fuelcards	27.64	Card charge
BE Fuelcards	52.20	Diesel-OE55NNW-120221
BE Fuelcards Ltd	41.75	Diesel-RY54DBU-30664
Bowak Ltd	319.47	Cleaning supplies
British Gas	1312.67	Electricity supply
Broadwater Technologies Ltd	518.18	Service of BLC pool
BT Direct	145.80	Phone
BT Direct	23.61	Phone
BT Direct	96.12	Phone
BT Direct	126.57	Phone
BT Direct	549.87	Phone
BT Group Plc	45.47	Phone
BT Retail	8.40	Phone
Churchill Contract Services Lt	1474.98	Contract cleaning
Crown Water & Coffee	31.68	Bottled water
Crown Water & Coffee	31.68	Bottled water
EDF Energy 1 Ltd	10.88	Electric for clock tower - recharged to TCMI
EURODEC	145.90	Decorating supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fox Williams LLP	2054.64	Legal advice re BLC and 1Life
Frasers Office Supplies Ltd	245.31	Stationery supplies
Greenham Trading Ltd	113.36	Building supplies
Grundon Waste Management Ltd	108.00	Refuse collection
HC Slingsby Plc	140.19	Signs - fly killer/no parking
HM Revenue & Customs Only	10725.20	PAYE & NI - employer and employees
Investec Asset Finance	372.00	BLC Light/heat
KLM Digital Office Solutions L	42.85	Service & maint photocopier
KLM Digital Office Solutions L	174.00	Service & maint photocopier
Lamps & Tubes Luminations Ltd	4323.04	WTCMI Christmas lighting
Lloyds Bank	212.53	Cardnet charges
M K Funding Ltd	1976.34	Termination of BLC light/heat contract
Mainstream Digital	0.25	Phone
Merchant Rentals	52.85	Monthly cardnet charge
OCS Group UK Ltd	259.20	Refuse collection
P & H Snacksdirect Ltd	238.46	Vending supplies
Peninsula Business	489.60	HR services
PHS Group Plc	3229.96	Annual waste collection charge - OC/WPLC/Coro & Chapel hall
Prudential Assurance	30.00	AVC payment deducted from pay
Reading Borough Council	148.99	Annual licence fee Wheble Park
Reindeer Centre	1680.00	WTCMI - Reindeer hire
Rialtas Business Solutions Ltd	715.20	Accounts software - annual charge
Rigby Taylor Ltd	384.00	Gardening supplies
Riso (UK) Ltd	63.60	Photocopier charges OC
Securitas Security	94.50	Monthly key holding charge

Securitas Security	94.50	Monthly key holding charge
SGW Payroll Ltd	246.38	Payroll services
SGW Payroll Ltd	260.66	Payroll services
Siemens Financial Services Ltd	898.80	Quarterly photocopier rental charge
SITA UK Ltd	665.49	Refuse collection
Southern Electric Contracting	702.52	Electricity supply
Thames Water	910.00	Final BLC Water rates
The Berkshire Pension Fund	10807.52	Pension - employers and employees
The Brookside Group Practice	65.00	Medical report
The Card Shop	180.00	Christmas cards for Mayor
Total Gas & Power	822.66	Electricity supply
Total Gas & Power	1038.51	Electricity supply
Total Gas & Power	1966.43	Electricity supply
Total Gas & Power	316.85	Electricity supply
Total Gas & Power	1176.09	Electricity supply
Trade UK	147.07	Building supplies
Trade UK	91.98	Building supplies
Travis Perkins Trading Company	28.31	Building supplies
Trinity Mirror Publishing Ltd	180.00	WTCMI advertising
Trinity Mirror Publishing Ltd	1011.00	Advert for staff recruitment
TSM Copiers Ltd	14.36	Copier usage
TTC Signs Ltd	84.24	Aluminum sign/PVC banner
Unison	41.90	Union fees deducted from pay
Virgin Media Payments Ltd	26.84	Phone
Vodafone Ltd	209.80	Phone
West Berkshire District Council	295.00	Licence renewal - WPLC
Windowflowers Ltd	54.00	Gardening supplies
Wingfield Engineering Ltd	199.24	Depot pick-up truck service
Wokingham BC	41.00	Rates
Wokingham BC	155.00	Rates
Wokingham BC	344.00	Rates
Wokingham BC	848.00	Rates
Wokingham BC	1808.00	Rates
Wokingham BC	4410.00	Rates
	68630.05	

## CLERKS IMPREST A/C

### List of Payments made between 01/12/2014 and 31/12/2014

<u>Payee Name</u>	<u>Amount</u>	
	<u>Paid</u>	
(Personal Information)	38.44	Net pay O/T - Nov 2014
(Personal Information)	54.40	Net pay - Nov 2014
(Personal Information)	15.00	Refund deposit
(Personal Information)	21.65	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	45.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	45.00	Refund deposit
(Personal Information)	50.00	Refund deposit
2nd Woodley Scout Grp	250.00	Grant
AVG.com	62.34	Anti-virus software
Berkshire County Blind Society	250.00	Grant
British Gymnastics.co.uk	79.74	Trampoline proficiency badges
Cruse Bereav Care Thames V	250.00	Grant

DVLA Licensing	225.00	Vehicle tax - RY54 DBU
DVLC Licensing	225.00	Vehicle tax - OE55 NNW
Honeymol Cyriac	50.00	Refund deposit
Hurst Ladies Golf Club	11.34	Cancelled mtg at WPLC
Lloyds Bank	30.16	Charges 10 Oct to 9 Nov 14
Lloyds Bank	47184.75	Net Dec 2014 payroll
PETTY CASH A/C	157.65	Petty cash topup
Post Office Shop	14.87	A4 folder over clipboards
Reading Football Club Comm	250.00	Grant
Sue Ryder-Duchess of Kent Hosp	250.00	Grant
Woodley Festival of Music&Arts	250.00	Grant
YPWD Berkshire West	100.00	Refund deposit

50060.34

**Draft Capital Programme 2015/16**

<b>CAPITAL PROJECTS</b>	<b>Allocation (£)</b>	<b>Status</b>	<b>Comment</b>	<b>Works Required</b>
Signs	1000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	621	C/F from 2014/15		Install window blinds. New flooring and decoration was completed 2013/14.
Dividing Curtain - Sports Hall WPLC	1000			Replace old curtain to match new installed last year. To increase functionality/flexibility of room
Youth Shelter	1500			Replace wooden roof and refurb
Boiler Replacement WPLC	12000			16 years old so at end of life span, only running at 70% efficiency compared to 97% on new boilers significant gas wastage (see separate report)
Water Softener WPLC	2500			Install water softener to decrease limescale damage to heating and water system
Football Wing Ceilings	2500			Replace ceilings in football wing and remove asbestos as appropriate
Bowls Club Fencing	4500			Removal old damaged railing and replace with 6' weldmesh fencing system. Tree roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget
Fork Lift Attachment for Tractor	1500			Reduce manual handling of bagged soil/dressing etc which is currently offloaded on delivery, reloaded onto trailer and offloaded at site by hand (x600 25kg bags - 2-3 deliveries per year).
Chapel Hall - replacement flooring	7250	C/F from 2014/15	Works complete- awaiting invoice	Replace current flooring - poor condition
CCTV WPLC	394	C/F from 2014/15		Upgrade CCTV system
Ventilation - L & G toilets - WPLC	2644	C/F from 2014/15		Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	2390	C/F from 2014/15		Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000	C/F from 2014/15		Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9200	C/F from 2014/15		Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400	C/F from 2014/15		Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
WPLC - replace windows	4870	C/F from 2014/15		Replace function room windows
Water Softener - Oakwood Centre	3300	C/F from 2014/15		Install water softener to decrease limescale damage to heating and water systems caused by hard water.
<b>Sub total</b>	<b>80069</b>			

<b>ROLLING FUNDS</b>	<b>Total in fund</b>	<b>Project Cost (Estimated)</b>
Woodford Park car park resurfacing	30000	60000
Replacement roof - WPLC	10000	35000
Playground Equipment	10000	60000

<b>FUNDED BY</b>	
Carry forward balance from 2014/15	63935
2015/16 allocation	45000
Total funds available 2015/16	108935
<b>Capital Programme Balance</b>	<b>28865</b>