

**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre  
on Tuesday 8 May 2018 at 8 pm**

**Present:** *Councillors J. Cheng (Chairman); K. Baker; D. Bragg; S. Brindley;  
R. Dolinski; M. Forrer; D. Fradley; B. Franklin; K. Gilder; J. MacNaught;  
D. Mills; S. Rahmouni; D. Smith; D. Stares; J. Trick; M. Walker; P. Wicks*

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

**Also present:** *Recipients of grant cheques  
Mrs Mary Holmes, WTCMI  
Mr Laurie Day  
1 member of the public*

*Before the start of the meeting, the Town Mayor presented grant cheques to representatives of local community groups, organisations and individuals, as reported in **Appendix A.***

*Following the presentation of the cheques a maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in **Appendix B.***

1. **ELECTION OF TOWN MAYOR**

The outgoing Mayor, Councillor Cheng, addressed the Council and said that she had very much enjoyed the past year as Town Mayor. She had attended many engagements and each one had been interesting and rewarding. Councillor Cheng said that she had endeavoured to carry out her duties to the best of her ability and it had been an honour to represent the people of Woodley.

The outgoing Mayor then called for nominations for the office of Town Mayor for 2018/19.

After being duly proposed and seconded it was

**RESOLVED:**

- ◆ To elect Councillor Rahmouni to the office of Town Mayor of Woodley for the 2018/19 municipal year.

2. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Rahmouni made and signed the Declaration of Acceptance of Office of Town Mayor and took the chair.

Councillor Rahmouni said that it was an honour to be presented with the chain of office by Councillor Cheng and he looked forward to serving the people of Woodley as Town Mayor for the next twelve months. He thanked Councillor Cheng for her hard work over the past two years.

Past Mayor Councillor Franklin offered a vote of thanks to Councillor Cheng, saying that being Mayor of Woodley was not an easy task and Councillor Cheng had done an excellent job of carrying out her duties for two years.

3. **WOODLEY TOWN COUNCIL CASUAL VACANCY ELECTIONS 2018**

**RESOLVED:**

- ◆ To note the election of Councillor David Bragg and Councillor Jean-Jacques Ellis to the Town Council at the election held on 3 May 2018.

4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Town Clerk reported that she was awaiting the Declaration of Acceptance of Office from Councillor Ellis, who was not able to be at the meeting, and that this would be signed as soon as possible.

**RESOLVED:**

- ◆ To note that Councillor Bragg had signed the Declaration of Acceptance of Office as required by law.

5. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Barker, Dixon, Ellis, Horskins and Willson.

6. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

7. **ELECTION OF DEPUTY TOWN MAYOR**

After being duly proposed and seconded it was

**RESOLVED:**

- ◆ To elect Councillor Stares to the office of Deputy Mayor for the 2018/19 municipal year

8. **COMPOSITION OF THE COUNCIL**

- 8.1 Councillor Gilder addressed the meeting and informed Members that she had resigned from the Liberal Democrat party and would continue as an Independent councillor. Councillor Gilder said that she had been a councillor for 23 years and her actions had never been politically motivated. She wanted to be able to listen to members of the public and to represent them without being allied to a political party.

**RESOLVED:**

- ◆ To note that Councillor Gilder had resigned from the Liberal Democrat party and was now an Independent councillor.

- 8.2 The Town Clerk notified the meeting of the composition of the Council following the Casual Vacancy elections on 3 May 2018.

**RESOLVED:**

- ◆ To note the current composition of the Council:  
24 Conservative Members and 1 Independent Member.

9. **POLITICAL GROUP LEADERS**

**RESOLVED:**

- ◆ To note the appointment of Councillor Cheng as Chairman and Councillor Dolinski as Deputy Chairman of the Conservative Group.

10. **LEADERSHIP OF THE COUNCIL**

10.1 It was proposed by Councillor Dolinski, seconded by Councillor Cheng and

**RESOLVED:**

- ◆ To elect Councillor Baker as Leader of the Council for the 2018/19 municipal year.

10.2 It was proposed by Councillor Baker, seconded by Councillor Cheng and

**RESOLVED:**

- ◆ To elect Councillor Dolinski as Deputy Leader of the Council for the 2018/19 municipal year.

11. **STANDING COMMITTEES**

11.1 **Strategy and Resources Committee**

**RESOLVED:**

- ◆ That there be 9 places on the Strategy and Resources Committee for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Brindley, Chadwick, Cheng, Dolinski, Mills, Smith, Stares and Walker to the Strategy and Resources Committee for the 2018/19 municipal year.

11.2 **Leisure Services Committee**

**RESOLVED:**

- ◆ That there be 9 places on the Leisure Services Committee for the 2018/19 municipal year.
- ◆ To suspend Standing Order 4 a (iii) in order to propose that the Independent Member be appointed to the Leisure Services Committee.
- ◆ To appoint Councillors Barker, Bragg, Ellis, Franklin, Gilder, Green, Rahmouni, Soane and Stares to the Leisure Services Committee for the 2018/19 municipal year.

11.3 **Planning Committee**

**RESOLVED:**

- ◆ That there be 12 places on the Planning Committee for the 2018/19 municipal year.
- ◆ To appoint Councillors Barker, Bragg, Cheng, Dolinski, Forrer, Fradley, Franklin, MacNaught, Mills, Rahmouni, Walker and Wicks to the Planning Committee for the 2018/19 municipal year.

12. **CHAIRMEN AND VICE CHAIRMEN OF STANDING COMMITTEES**

Under Standing Order 4 d) members of the standing committees appointed the Chairmen and Vice Chairmen of the standing committees as follows:

12.1 **Strategy and Resources Committee**

a) **Chairman:**

It was proposed by Councillor Dolinski, seconded by Councillor Brindley and

**RESOLVED:**

- ◆ To appoint Councillor Baker Chairman of the Strategy & Resources Committee for the municipal year.

b) **Vice Chairman:**

It was proposed by Councillor Baker, seconded by Councillor Cheng and

**RESOLVED:**

- ◆ To appoint Councillor Dolinski Vice Chairman of the Strategy & Resources Committee for the municipal year.

12.2 **Leisure Services Committee**

a) **Chairman:**

It was proposed by Councillor Franklin, seconded by Councillor Stares and

**RESOLVED:**

- ◆ To appoint Councillor Soane Chairman of the Leisure Services Committee for the municipal year.

b) **Vice Chairman:**

It was proposed by Councillor Franklin, seconded by Councillor Stares and

**RESOLVED:**

- ◆ To appoint Councillor Barker Vice Chairman of the Leisure Services Committee for the municipal year.

12.3 **Planning Committee**

a) **Chairman:**

It was proposed by Councillor Fradley, seconded by Councillor Wicks and

**RESOLVED:**

- ◆ To appoint Councillor Barker Chairman of the Planning Committee for the municipal year.

b) **Vice Chairman:**

It was proposed by Councillor Franklin, seconded by Councillor Walker and

**RESOLVED:**

- ◆ To appoint Councillor Dolinski Vice Chairman of the Planning Committee for the municipal year.

13. **APOINTMENT OF WORKING PARTIES AND SUB COMMITTEE**

Under Standing Order 4 e) members of the parent standing committee considered the terms of reference and appointed places and members to the working parties as follows:

### 13.1 **Strategy and Resources Committee**

#### a) **Investments Working Party:**

**RESOLVED:**

- ◆ To approve the terms of reference of the Investments Working Party.
- ◆ That there be 4 places on the Investments Working Party for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Barker, Brindley and Mills to the Investments Working Party for the municipal year.

#### b) **Risk Management Working Party:**

**RESOLVED:**

- ◆ To approve the terms of reference of the Risk Management Working Party.
- ◆ That there be 4 places on the Risk Management Working Party for the 2018/19 municipal year.
- ◆ To appoint Councillors Bragg, Green, Horskins and Mills to the Risk Management Working Party for the municipal year.

#### c) **Catering Partnership:**

**RESOLVED:**

- ◆ To approve the terms of reference of the Catering Partnership.
- ◆ That there be 5 places on the Catering Partnership for the 2018/19 municipal year.
- ◆ To appoint Councillors Brindley, Dolinski, Green, MacNaught and Rahmouni to the Catering Partnership Working Party for the municipal year.

#### d) **Standing Orders and Financial Regulations Working Party:**

**RESOLVED:**

- ◆ To approve the terms of reference of the Standing Orders and Financial Regulations Working Party.
- ◆ That there be 3 places on the Standing Orders and Financial Regulations Working Party for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Franklin and Smith to the Standing Orders and Financial Regulations Working Party for the municipal year.

#### e) **PR/Marketing Working Group:**

**RESOLVED:**

- ◆ To approve the terms of reference of the PR/Marketing Working Group.
- ◆ That there be 4 places on the PR/Marketing Working Group for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Brindley, Ellis and Smith to the PR/Marketing Working Group for the municipal year.

f) **Personnel Sub Committee:**

**RESOLVED:**

- ◆ To approve the terms of reference of the Personnel Sub Committee.
- ◆ That there be 4 places on the Personnel Sub Committee for the 2018/19 municipal year.
- ◆ To appoint Councillors Cheng, Dolinski, Rahmouni and Soane to the Personnel Sub Committee for the municipal year.

13.2 **Strategy and Resources Committee and Leisure Services Committee**

**Woodford Park Leisure Centre Regeneration Task and Finish Group:**

**RESOLVED:**

- ◆ To approve the terms of reference of the Woodford Park Regeneration Task and Finish Group.
- ◆ That there be 6 places on the Woodford Park Regeneration Task and Finish Group for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Barker, Brindley, Ellis, Soane and Stares to the Woodford Park Regeneration Task and Finish Group for the municipal year.

13.3 **Leisure Services Committee**

a) **Community Youth Partnership:**

**RESOLVED:**

- ◆ To approve the terms of reference of the Community Youth Partnership.
- ◆ That there be 5 places on the Community Youth Partnership for the 2018/19 municipal year, together with up to 10 representatives from the voluntary sector.
- ◆ To suspend Standing Order 4 f in order to propose that the Independent Member be appointed to the Community Youth Partnership.
- ◆ To appoint Councillors Cheng, Dolinski, Forrer, Gilder and Stares to the Community Youth Partnership for the municipal year.
- ◆ To appoint the following voluntary sector representatives to the Community Youth Partnership for the municipal year:  
Sam Milligan (Just Around the Corner charity), Graham Sumbler (Woodley Baptist Church), Steve Outen (Woodley United FC), Natalie Yorke (Girlguiding), Trina Farrance (Bulmershe Gym Club) and Paul Cassidy (ARC).

b) **3G Pitch Steering Group:**

**RESOLVED:**

- ◆ To approve the terms of reference of the 3G Pitch Steering Group.
- ◆ That there be 3 places on the 3G Pitch Steering Group for the 2018/19 municipal year.
- ◆ To appoint Councillors Rahmouni, Soane and Stares to the 3G Pitch Steering Group for the municipal year.

13.4 **Full Council**

**Bulmershe Site of Urban Landscape Value (SULV) Joint Working Party**

**RESOLVED:**

- ◆ To note the terms of reference of the Bulmershe SULV Joint Working Party.
- ◆ To appoint Councillors Baker and Stares to the Bulmershe SULV Joint Working Party for the 2018/19 municipal year with Councillor Ellis as the substitute.

14. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Having being duly nominated it was

**RESOLVED:**

- ◆ To appoint the following:

**Berkshire Association of Local Councils (BALC) – 2 places**

Councillor Barker

**Wokingham District Association of Local Councils – 2 places**

No representative

**ARC – 2 places**

Councillor Gilder and Mrs S. Flower

**Campaign Against Waste – 1 place (plus 1 deputy)**

Councillor Walker

**Citizens Advice Wokingham – 1 place**

Councillor Bragg

**Highwood Management Conference – 2 places**

Councillor Gilder and Mrs M. Holmes

**Museum of Berkshire Aviation Trust – 1 place**

Councillor Green

**Poor's Land Charity – 4 places**

Councillor Mills and Mr L. Day were appointed to serve until 2022

It was noted that the Council's other representatives on this body were Councillor Cheng and Mrs S. Flower serving until 2020.

**ReadiBus – 1 place**

Councillor MacNaught

**Road/Street Works Major Projects Meeting – 1 place (plus 1 deputy)**

Councillor Walker with Councillor Cheng as deputy

**Sonning & District Welfare & Education Trust – 1 place**

Councillor Smith

**The Bulmershe School: Governor – 1 place**

No representative

**Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)**

Councillor Mills with Councillor Walker as deputy

**Woodley Airfield Centre Management Committee – 2 places**

Councillors Soane and Gilder

**Woodley Bowling Club Management Committee – 1 place**

Councillor Stares

**Woodley Town Centre Management Initiative – 2 places**

Councillor Mills and Mrs M. Holmes

**Woodley Volunteer Centre – 1 place**

Councillor MacNaught

Representation on the following outside body was noted:

**Robert Palmer Almshouse Charity**

Councillor Rahmouni serving to 2020

15. **CHEQUE SIGNATORIES 2018/19**

**RESOLVED:**

- ◆ To appoint Councillors Baker, Horskins, MacNaught, Mills and Stares as signatories to sign cheques and transfers on behalf of the Council.

16. **MINUTES OF THE COUNCIL MEETING HELD ON 6 FEBRUARY 2018**

The Town Mayor presented the minutes of the Council Meeting held on 6 February 2018.

**RESOLVED:**

- ◆ To approve the minutes of the Council meeting held on 6 February 2018 and that they be signed by the Mayor as a correct record.

17. **COMMITTEE REPORTS**

17.1 **Minutes of the Planning Committee: 27 February 2018**

Councillor Cheng presented the Planning Committee minutes of the meeting of 27 February 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee held on 27 February 2018.

17.2 **Minutes of the extraordinary meeting of the Strategy and Resources Committee: 27 March 2018**

Councillor Dolinski presented the Strategy and Resources Committee minutes of the extraordinary meeting of 27 March 2018.

**RESOLVED:**

- ◆ To receive the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 27 March 2018.

17.3 **Minutes of the Planning Committee: 27 March 2018**

Councillor Dolinski presented the Planning Committee minutes of the meeting of 27 March 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee held on 27 March 2018.



17.4 **Minutes of the Leisure Services Committee: 10 April 2018**

Councillor Stares presented the Leisure Services Committee minutes of the meeting of 10 April 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee held on 10 April 2018.

17.5 **Minutes of the Strategy and Resources Committee: 17 April 2018**

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 17 April 2018.

**RESOLVED:**

- ◆ To adopt the Risk Management Strategy 2018/19.
- ◆ To make an application to the Public Works Loan Board for a loan to cover the costs of improvement projects at Woodford Park Leisure Centre, once established, and that an application for loan approval could include the loan request, already agreed in principle, for the lake and maintenance workshop costs, depending on timing.
- ◆ To permit My Journey to install a bike hub in the identified location close to the tennis court in Woodford Park and that a formal agreement between Wokingham Borough Council and the Town Council be required.
- ◆ To receive the minutes of the Strategy and Resources Committee held on 17 April 2018.

17.6 **Minutes of the Planning Committee: 24 April 2018**

Councillor Dolinski presented the Planning Committee minutes of the meeting of 24 April 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee held on 24 April 2018.

18. **LEADER'S STATEMENT**

The Leader of the Council welcomed Councillor Bragg and Councillor Ellis to the Council and said that the Council had many plans for the coming year and that there was much work to be carried out.

19. **WOODFORD PARK LEISURE CENTRE - PROJECTS**

Following the approval given earlier in the meeting to make an application to the Public Works Loan Board for a loan to cover the costs of improvement projects at Woodford Park Leisure Centre (minute number 17.5), Members considered giving approval to spend £20,000 in advance of the receipt of the loan in order to install new ladies' toilets at the leisure centre, as these works were regarded as urgent.

**RESOLVED:**

- ◆ To spend £20,000 on the installation of new ladies' toilets at Woodford Park Leisure Centre in advance of the receipt of the loan from the Public Works Loan Board.

20. **WOODFORD PARK PADDLING POOL**

**RESOLVED:**

- ◆ To approve the allocation of £10,000 from the Building and Facilities fund to pay for the replacement liner to the paddling pool in Woodford Park.

21. **WOODLEY TOWN CENTRE – REPLACEMENT SEATING**

Members discussed the information given in the agenda regarding a proposal from Wokingham Borough Council that both councils jointly fund the cost of new seating, and installation, around the trees in the town centre that currently had wooden seating around them. Councillor Baker explained that this was the third phase of work to regenerate the town centre and the installation of new circular seating with a slightly larger circumference than the existing seats would allow some paving to be removed from around the base of the trees and would prevent further root damage to the paving. In reply to a question about whether the problem of root damage to the paving would recur in the future, Councillor Baker said that the advice from Wokingham Borough Council was that the current problem had happened because the paving had been positioned too close to the base of the trees, and by removing this paving the problem would be prevented for a number of years.

Members questioned whether Wokingham Borough Council should be asked to pay more towards the cost of the work, but Councillor Baker explained that the Borough Council had been generous with other items in the town centre and were unable to contribute more than £11,000 towards the replacement seating.

Members noted that there was likely to be a balance of Section 106 funds from the original allocation of £100,000 for the town centre public toilet. These funds related to the Sandford Farm development and were classified as for community use

**RESOLVED:**

- ◆ To allocate a sum of up to £19,000 from the Section 106 funds (community use, Sandford Farm development) towards the provision of seating in the town centre.

22. **GENERAL DATA PROTECTION REGULATION**

Members considered the information given in the agenda regarding the appointment of a Data Protection Officer (DPO) to advise and support the Council in undertaking its obligations under the General Data Protection Regulation, which would come into force on 25 May 2018.

**RESOLVED:**

- ◆ To appoint the Assistant Director Governance, Wokingham Borough Council, to act as the Town Council's DPO.

23. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written reports:

- Readibus report from Councillor MacNaught.
- Sonning and District Welfare & Educational Trust report from Councillor Smith.

Councillor Smith reported that the Sonning and District Welfare & Educational Trust was struggling to find applicants for grants and he urged Members to encourage any residents in need to apply to the Trust.

Mr Laurie Day gave a verbal report on the history of the Poor's Land charity and the work carried out by the charity.

Following a brief discussion it was

**RESOLVED:**

- ◆ That links to organisations providing grants to residents should be provided on the Town Council's website and application forms should be held in the Council offices.

24. **TOWN MAYOR'S ENGAGEMENTS**

- a) Councillor Cheng informed the Council of the 7 engagements she had attended as Town Mayor since the last meeting.
- b) Councillor Rahmouni informed the Council of the 2 engagements he had attended as Deputy Town Mayor since the last meeting.

Before the end of the meeting Councillor Rahmouni presented Councillor Cheng with a Past Mayor's Badge.

The meeting closed at 9:45pm

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Town Mayor

**Meeting of the Town Council on 8 May 2018**

Before the start of the meeting the Mayor presented grant cheques to representatives of the following local community groups and other organisations:

Friends of Woodford Park  
Me2 Club  
Woodley Festival of Music and Arts  
Woodley Netball Club  
Woodley United Football Club  
Woodley Women's Club

Individuals:  
Emily Phillips  
Adrian Wakelin  
Daniel Wakelin

A representative from Revitalise Respite Holidays was unable to attend.

**TOWN FORUM**

**8 May 2018**

Mrs Mary Holmes attended the meeting on behalf of the Woodley Town Centre Management Initiative and asked whether a decision had been made about reducing the charge for hiring the Centre Stage. The Town Clerk explained that the fee for hiring the Centre Stage was £30 per day, but that the Council had agreed this could be reduced to £20 per day, at the Town Clerk's discretion, for small and local charities. The reduced rate had so far been applied to bookings by 3 local charities.

Mary Holmes then asked whether the Town Council could replace the area of seating that was missing in the vicinity of the mushroom news point. The Deputy Town Clerk replied that this area of seating had been removed because it had been damaged and it would be replaced at some point in the future.