



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; J. Cheng; R. Dolinski;
D. Mills; D. Smith; D. Stares; M. Walker

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 18 September 2018, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 12 JUNE 2018**
To approve the minutes of the Strategy and Resources Committee held on 12 June 2018 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 26 June 2018.)
4. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 25/18.** Page 5
 - b) **Payments**
To approve the following payments as set out in **Appendix 4b:** Page 6

	Current account	Imprest account
May 2018	£69,678.09	£45,935.18
June 2018	£217,766.79	£49,040.73
July 2018	£69,697.26	£49,374.47
August 2018	£83,254.31	£47,796.01

c) **Loan approval application**

The Council approved a recommendation to apply to the Secretary of State for Housing, Communities and Local Government for a loan of £240,000 at its meeting on 26 June 2018 (minute number 33).

To note that approval to apply for a loan of £240,000 to fund a new maintenance workshop, improvements to Woodford Park Leisure Centre and regeneration of Woodford Park lake and its environs has been granted by the Secretary of State for Housing, Communities and Local Government.

To note that an application for an annuity loan of £240,000, payable over 25 years, has been submitted to the Public Works Loan Board.

To recommend:

That the loan funds, when received, be allocated to earmarked reserves as follows:

- Lake project: £90,000
- Woodford Park Leisure Centre refurbishment: £70,000
- Maintenance workshop: £80,000

d) **Referendum principles**

To note that the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue the downward trend in parish precept increases, and will be keeping this matter under active review.

5. **OAKWOOD CENTRE UPDATE**
To receive **Report No. SR 26/18**. Page 18
6. **CATERING PARTNERSHIP**
To note **Report No. SR 27/18** of the Catering Partnership meeting held on 20 July 2018. Page 22
7. **PR/MARKETING WORKING GROUP**
To note **Report No. SR 28/18** of the PR/Marketing Working Group meeting held on 8 August 2018. Page 23
8. **RENEWABLE ENERGY**
To consider **Report No. SR 29/18**. Page 39
9. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
- a) To receive the report of the Woodley Town Centre Management Initiative meeting held on 4 July 2018. **(Appendix 9a)** Page 53
- b) To receive the report of the Woodley Town Council Management Initiative Executive Sub Committee meeting held on 31 July 2018. **(Appendix 9b)** Page 55
10. **REQUEST FOR FREE USE OF THE ALAN CORNISH THEATRE**
Following on from the Exploding the Myths conference for parents and professionals working with young people, the Community Youth Partnership agreed to start a project to support and enable self-help parent groups. The group plans to seek volunteers to support these groups and ARC have

been commissioned to provide two parenting workshops for parents, from which it is hoped participants will be interested in being part of a self-help parenting group. The working group agreed to request the free use of the theatre at the Oakwood Centre on the evenings of 3 and 4 October 2018. The Leisure Services Committee recommended at its meeting on 4 September 2018 that this be approved (minute number 18). Members are asked to consider this recommendation.

11. **READING ROAD ALLOTMENTS SITE LEASE**
To note that the lease for the Reading Road Allotments site has been signed and sealed and will run for 10 years to 2028.
12. **PROJECTS SCHEDULE 2018/19**
To note the update on Council projects, as given in **Appendix 12.** Page 56
13. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**
To note the statistics for website views, searches and usage, as given in **Appendix 13.** Page 58
14. **PUBLIC TOILET UPDATE**
To receive a verbal update from the Town Clerk.
15. **WOKINGHAM U3A HISTORY PROJECT**
Wokingham U3A are planning to research the history of Woodley as part of a Shared Learning Project and have asked whether the Town Council would be willing to be a partner in this project. The Town Clerk sent a response agreeing to this, after consulting with the Leader of the Council. Members are asked to confirm the Council's involvement.
16. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
To note that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £63,890.
17. **BOROUGH/PARISH LIAISON FORUM**
To note the minutes of the Borough/Parish Liaison forum, which took place on 2 July 2018. (**Appendix 17**) Page 59
18. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
19. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
20. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 21, 22 and 23 on the agenda.
21. **OPTALIS LEASE**
To consider **Report No. SR 30/18.** To follow

22. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE**
To receive an update on matters relating to the agreement
23. **CONVEYANCE RELATING TO LAND IN WOODLEY**
To consider **Report No. SR 31/18.**

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EXPENDITURE	Budget 2018/19	Actual Exp as at 31/08/17	Actual Exp as at 31/08/18	Actual Exp as % of Budget	Information
Central Costs	237117	92353	107839	45.5	VAT Partial Exemption charge £8,000 over budget as a result of capital works at the centre (fitness gym). Staff advertising over 42%. All other costs under, apart from equipment and maintenance, some of which are in advance payments for the year.
Democratic Costs	50227	17348	17663	35.2	Staff costs slightly over 42%, all other costs at or under 42%.
Corporate Management	326005	138269	143780	44.1	Payroll and bank charges over 42%. HR support, insurance and affiliation fees are higher (annual costs). All other costs under 42%.
Capital Programme	45000	0	45000	100.0	Funds transferred to Capital Programme fund.
Grants	4000	1750	2000	50.0	Grants paid in May and December each year.
Oakwood Centre	154436	63869	61123	39.6	Rates, Repairs/maintenance over 42%. All other costs under.
Maintenance HQ	6100	2124	1926	31.6	Expenditure on replacement tools - insurance payment now received to offset this. All costs at or under 42%.
Woodley TCMI	63570	22712	22989	36.2	All costs at or under 42%.
Capital and Projects	184940	80000	80000	43.3	Loans paid in September and March - sinking fund contribution made in June.
TOTAL	1071395	418425	482320	45.0	
INCOME	Budget 2018/19	Actual Inc as at 31/08/17	Actual Inc as at 31/08/18	Actual Inc as % of Budget	Information
Central Costs	7346	2151	2197	29.9	Income investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	9180	3211	3364	36.6	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	167171	74326	72288	43.2	Letting income at 41.5%, rent invoices to police are issued on quarterly basis.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	45937	17250	16487	35.9	
Capital and Projects	0	0	0	0.0	
TOTAL	229634	96938	94336	41.1	
NET	841761	321487	387984	46.1	

Month 5 = 42%

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
18-May-18	Angel Springs Ltd	374.22	Water sample tests
18-May-18	Axminster Tool Centre Ltd	196.92	Building supplies
18-May-18	B and S Roofing	6738.30	WPLC roof repair
04-May-18	Be Fuelcards Ltd	32.63	BP Unleaded - Depot
18-May-18	Be Fuelcards Ltd	40.92	BP Unleaded - Depot
18-May-18	Berkshire Tree Care	1440.00	Gardening services
09-May-18	Blandy & Blandy LLP	1200.00	Legal services
25-May-18	Bowak Ltd	219.14	Cleaning supplies
09-May-18	Brake Bros Foodservice Ltd	228.44	Vending supplies
18-May-18	Brake Bros Foodservice Ltd	853.95	Vending supplies
25-May-18	Brake Bros Foodservice Ltd	276.04	Vending supplies
18-May-18	Brown Bag Cafe Ltd	682.20	Catering services
25-May-18	Brown Bag Cafe Ltd	509.00	Catering services
24-May-18	BT Telephone Payment Centre	136.80	Phone
18-May-18	Bullseye Print and Awards	70.66	Mayor's award engraving
18-May-18	CCTV Direct Ltd	1618.10	Building supplies
25-May-18	CDK Casting Ltd	96.60	Bronze plaque
25-May-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-May-18	Club Manager Ltd	80.40	Club Manager membership
25-May-18	CoolerAid Ltd	175.38	Bottled water
21-May-18	Crown Gas & Power	695.65	Gas supply
21-May-18	Crown Gas & Power	609.60	Gas supply
21-May-18	Crown Gas & Power	202.99	Gas supply
21-May-18	Crown Gas & Power	142.51	Gas supply
18-May-18	DCK Accounting Solutions Ltd	527.40	Year end closedown
09-May-18	Dejac Associates Ltd	2700.00	Annual computer maintenance
25-May-18	Energy Electrical Distributors Ltd	83.94	Electrical supplies
25-May-18	Envidia Ltd	100.00	Coach
11-May-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
09-May-18	Eurodec Ltd	47.45	Building supplies
18-May-18	Eurodec Ltd	36.24	Building supplies
25-May-18	Eventu	85.00	Technician service - Citizens award
09-May-18	Fencing Products Ltd	37.80	Building supplies
25-May-18	Fencing Products Ltd	89.10	Building supplies
18-May-18	Fiesta	74.40	Glasses - Citizens award
25-May-18	Fraser Office Supplies Ltd	117.09	Stationery supplies
09-May-18	Global 4 Communications	295.99	Phone
25-May-18	HMRC Cumbernauld	13371.40	PAYE & NI - employers & employees
25-May-18	InTouch	35.99	Monthly website charge
18-May-18	John Willis	120.00	Window cleaning
29-May-18	Les Mills Fitness UK Ltd	192.00	Coach
18-May-18	Lister Wilder Ltd	192.78	Gardening services
08-May-18	Lloyds Bank	-120.74	Credit refund-Lloyds charges
01-May-18	Lloyds Bank D/D	150.90	Bank charges
15-May-18	Lloyds Bank D/D	293.42	Monthly cardnet service charge
29-May-18	Lloyds Bank D/D	32.97	Bank charges
15-May-18	Mailcoms Ltd D/D	83.94	Postage
15-May-18	Mainstream Digital Ltd	0.71	Phone
31-May-18	Maintel Europe Ltd	340.25	Phone

15-May-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
18-May-18	MKR Electrical Services Ltd	1395.04	Electrical supplies
25-May-18	Office Depot International UK Ltd	138.26	Stationery supplies
09-May-18	PHS Group	315.49	Qtrly Mat hire charge
17-May-18	Pitney Bowes Ltd	100.00	Postage top up
18-May-18	Playsafety Ltd	516.60	Play area inspections
14-May-18	Plusnet Plc	52.20	Phone
17-May-18	Plusnet Plc	38.40	Phone
25-May-18	Prudential	30.00	AVC payment deducted from pay
25-May-18	R and J Services	1656.00	Pathway repairs
18-May-18	Rialtas Business Solutions Ltd	142.80	Planning software maintenance
25-May-18	Sandhurst Intreiors Ltd	4112.40	WPLC roof repair
01-May-18	SGW Payroll Ltd	216.14	Payroll services
11-May-18	SGW Payroll Ltd	171.26	Payroll services
15-May-18	Siemens Financial Services	1100.80	Gym equip monthly rental
18-May-18	South East Employers	703.20	Annual Associate membership
25-May-18	SSE Southern Electric	93.27	Electrical supply
09-May-18	T H White Ltd	323.13	Gardening supplies
25-May-18	The Berkshire Pension Fund	13526.66	Pension - employers & employees
21-May-18	Total Gas & Power Ltd	739.90	Electrical supply
25-May-18	Trade UK - Screwfix	326.40	Building supplies
25-May-18	Unison Collection Ac	34.00	Union fees deducted from pay
18-May-18	Vail Williams LLP	1500.00	Valuation - Woodley Airfield
25-May-18	Veolia ES - UK Ltd	584.25	Refuse collection
18-May-18	Vodafone	356.01	Phone
01-May-18	Wokingham BC	158.00	Rates - Chapel Hall
01-May-18	Wokingham BC	350.00	Rates - Coronation Hall
01-May-18	Wokingham BC	864.00	Rates - Oakwood
01-May-18	Wokingham BC	2196.00	Rates - WPLC

Total 69678.09

CLERKS IMPREST A/C

List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
08-May-18	(Personal Information)	100.00	Grant - May 2018
08-May-18	(Personal Information)	100.00	Grant - May 2018
08-May-18	(Personal Information)	100.00	Grant - May 2018
09-May-18	(Personal Information)	50.00	Refund deposit
09-May-18	(Personal Information)	50.00	Refund deposit
09-May-18	(Personal Information)	200.00	Refund deposit
14-May-18	(Personal Information)	50.00	Refund deposit
21-May-18	(Personal Information)	50.00	Refund deposit
23-May-18	Adobe Acropro	150.92	Annual software - WTC charge
04-May-18	Amazon UK	43.88	Nerf N-Strike toy
30-May-18	Currys online	74.95	Recharger for WPLC laptop
21-May-18	Czech School	150.00	Refund deposit
08-May-18	Friends of Woodford Park	250.00	Grant - May 2018
08-May-18	Lloyds Bank	-18.57	Credit refund-Lloyds charges
23-May-18	Lloyds Bank	42537.31	Net May 2018 payroll
11-May-18	Lloyds Bank D/D	23.21	Bank charges
08-May-18	Me2 Club	250.00	Grant - May 2018
04-May-18	New Look Retailers	20.00	Gift card - Citizens Awards

14-May-18	QTD Ltd	2.39	Sample - Coppered Oak decking
22-May-18	QTD Ltd	232.66	Coppered Oak decking x3
08-May-18	Revitalise Respite Holidays	250.00	Grant - May 2018
29-May-18	SLCC Enterprises	364.00	SLCC membership - Town Clerk
16-May-18	Toolstation.co.uk	3.97	Rubber door wedge
29-May-18	Totalworkwear	24.84	Staff uniform - trousers
04-May-18	Waitrose	-74.38	Returned wine - Citizens awards
08-May-18	Wdly Festival of Music and Art	250.00	Grant - May 2018
08-May-18	Woodley Netball Club	250.00	Grant - May 2018
08-May-18	Woodley Netball FC	250.00	Grant - May 2018
08-May-18	Woodley Women's Club	200.00	Grant - May 2018

Total 45935.18

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
22-Jun-18	1st Metropolitan Locksmiths Ltd	306.66	Keys cut
22-Jun-18	Alan Hadley Ltd	286.80	Refuse collection
01-Jun-18	ARC	5500.00	Grant
22-Jun-18	AYS Cleaning Contractors Ltd	1921.85	Contract cleaning
22-Jun-18	B & S Chains (Midlands) Ltd	61.32	Gardening supplies
01-Jun-18	B and S Roofing	1050.84	Roofing repairs - WP flat
22-Jun-18	B and S Roofing	3978.30	Chapel Hall gutters
01-Jun-18	BALC	3584.99	Berks Assoc of Local Councils - subscrip
22-Jun-18	BCM Group Plc	115.87	Stationery supplies
01-Jun-18	Be Fuelcards Ltd	71.14	Diesel - van
08-Jun-18	Be Fuelcards Ltd	33.78	Unleaded fuel - Depot
22-Jun-18	Bowak Ltd	404.74	Cleaning supplies
01-Jun-18	Brake Bros Foodservice Ltd	293.27	Vending supplies
22-Jun-18	Brake Bros Foodservice Ltd	1526.77	Vending supplies
29-Jun-18	Brake Bros Foodservice Ltd	290.35	Vending supplies
22-Jun-18	Brammer UK Ltd	61.26	Gardening supplies
22-Jun-18	Brooklands College	45.00	Excel staff training
01-Jun-18	Brown Bag Cafe Ltd	23.76	Catering services
22-Jun-18	Brown Bag Cafe Ltd	996.76	Catering services
29-Jun-18	Brown Bag Cafe Ltd	10.80	Catering services
07-Jun-18	BT Telephone Payment Centre	167.40	Phone
22-Jun-18	Bullseye Print and Awards	242.94	Medals for Sports Week
29-Jun-18	Castle Water	2111.26	Water rates
01-Jun-18	CCTV Direct Ltd	133.52	Building supplies
22-Jun-18	CCTV Direct Ltd	155.84	Building supplies
01-Jun-18	CDK Casting Ltd	277.80	Bronze plaque
22-Jun-18	CDK Casting Ltd	193.20	Bronze plaque
01-Jun-18	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
29-Jun-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-Jun-18	Club Manager Ltd	80.40	Club Manager membership
29-Jun-18	CoolerAid Ltd	151.68	Bottled water
18-Jun-18	Crown Gas & Power	412.48	Gas supply
18-Jun-18	Crown Gas & Power	330.33	Gas supply
18-Jun-18	Crown Gas & Power	127.06	Gas supply
18-Jun-18	Crown Gas & Power	98.55	Gas supply
29-Jun-18	Dejac Associates Ltd	960.00	Firewall - OC network
01-Jun-18	EDF Energy 1 Ltd	29.66	Electrical supply
22-Jun-18	EDF Energy 1 Ltd	10.96	Electrical supply
29-Jun-18	Energy Electrical Distributors Ltd	62.74	Electrical supplies
22-Jun-18	Envidia Ltd	75.00	Coach
12-Jun-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
29-Jun-18	Eurodec Ltd	120.99	Building supplies
01-Jun-18	Fraser Office Supplies Ltd	48.44	Stationery supplies
22-Jun-18	Fraser Office Supplies Ltd	104.41	Stationery supplies
22-Jun-18	Fuel Fitness Ltd	275.00	Coach
11-Jun-18	Global 4 Communications	295.94	Phone
29-Jun-18	Grundon Sand & Gravel Ltd	2760.10	Self binding gravel - footpaths
29-Jun-18	Hire Depot Ltd	840.00	Dehumidifier x 2 OC hire
29-Jun-18	HMRC Cumbernauld	14207.35	PAYE & NI - employers & employees

22-Jun-18	InTouch	35.99	Monthly website charge
22-Jun-18	J P Lennard Ltd	422.85	Sports supplies WPLC
22-Jun-18	JMVA Ltd	96.25	Website services
29-Jun-18	John Stacey - Sons Ltd	600.00	Refuse collection
22-Jun-18	John Willis	120.00	Window cleaning
01-Jun-18	Keep Mobile	500.00	Grant
22-Jun-18	Laundry Depot	339.00	Laundry table cloths
01-Jun-18	Le Mark Group Ltd	62.58	Floor tape OC theatre
27-Jun-18	Les Mills Fitness UK Ltd	192.00	Coach
22-Jun-18	Lister Wilder Ltd	557.22	Gardening services
14-Jun-18	Lloyds Bank D/D	218.03	Monthly cardnet service charge
01-Jun-18	M J & K A Collions	285.12	Salt bags - Woodford Park
14-Jun-18	Mainstream Digital Ltd	1.72	Phone
15-Jun-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
06-Jun-18	Pitney Bowes Ltd	100.00	Postage top up
11-Jun-18	Plusnet Plc	52.20	Phone
15-Jun-18	Plusnet Plc	38.40	Phone
29-Jun-18	Prudential	30.00	AVC payment deducted from pay
26-Jun-18	Public Works Loan Board	10640.58	Public Works Loan payment
22-Jun-18	Rathbones Investments	80000.00	2018/2019 Investment to portfolio
01-Jun-18	Readibus	9081.00	Grant
22-Jun-18	Richard Wheeler Signs Ltd	219.96	Notice board - Centre Stage
29-Jun-18	Richard Wheeler Signs Ltd	13154.66	Fingerposts signage, posts & panels
29-Jun-18	Riso UK Ltd	247.51	Stationery supplies
29-Jun-18	Serviceline	564.02	Dishwasher repair
14-Jun-18	SGW Payroll Ltd	159.86	Payroll services
22-Jun-18	SHL Group Ltd	1058.40	Staff recruitment assessment/reports
22-Jun-18	Shred-it Ltd	770.40	Shredding service
15-Jun-18	Siemens Financial Services	1100.80	Gym equip monthly rental
22-Jun-18	Siemens Financial Services Ltd	720.00	Qtrly photocopier rental charge
22-Jun-18	SLCC Enterprises Ltd	381.00	Leadership in action conference
22-Jun-18	SSE Southern Electric	4207.69	Electrical supply
29-Jun-18	SSE Southern Electric	350.04	Electrical supply
29-Jun-18	Technical Surfaces Ltd	360.00	Matchfit service 3G pitch
29-Jun-18	Thames Valley Water Services Ltd	708.00	Water sample checks
29-Jun-18	The Berkshire Pension Fund	13888.53	Pension - employers and employees
18-Jun-18	Total Gas & Power Ltd	2441.93	Electrical supply
22-Jun-18	Trade UK - Screwfix	425.95	Building supplies
29-Jun-18	Trade UK - Screwfix	746.26	Building supplies
29-Jun-18	Travis Perkins Trading Co	90.94	Building supplies
01-Jun-18	Ukactive	764.90	Music licence
29-Jun-18	Unison Collection Ac	34.00	Union fees deducted from pay
29-Jun-18	Veolia ES - UK Ltd	240.19	Refuse collection
18-Jun-18	Vodafone	292.48	Phone
22-Jun-18	Westfield Fasteners	58.18	Building supplies
01-Jun-18	Wokingham BC	158.00	Rates - Chapel Hall
01-Jun-18	Wokingham BC	350.00	Rates - Coronation Hall
01-Jun-18	Wokingham BC	864.00	Rates - Oakwood
01-Jun-18	Wokingham BC	2196.00	Rates - WPLC
01-Jun-18	Wokingham Pools & Spas	8293.20	Paddling pool liner replacement
01-Jun-18	Wokingham-Citizens Advice	3500.00	Grant
22-Jun-18	XN Media Ltd	60.00	WTCMI - advertising
29-Jun-18	Yarnold Heating and Plumbing Ltc	531.12	Building supplies

Total 217,766.79

CLERKS IMPREST A/C

List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
04-Jun-18	(Personal Information)	200.00	Refund deposit
04-Jun-18	(Personal Information)	50.00	Refund deposit
04-Jun-18	(Personal Information)	43.35	Misc food for Kwick Cricket competition
05-Jun-18	(Personal Information)	15.00	Refund deposit
11-Jun-18	(Personal Information)	36.00	Refund deposit
12-Jun-18	(Personal Information)	50.00	Refund deposit
15-Jun-18	(Personal Information)	50.00	Refund deposit
19-Jun-18	(Personal Information)	74.97	Refund deposit
25-Jun-18	(Personal Information)	50.00	Refund deposit
25-Jun-18	(Personal Information)	50.00	Refund deposit
25-Jun-18	(Personal Information)	50.00	Refund deposit
29-Jun-18	(Personal Information)	851.52	Net June 2018 pay
01-Jun-18	Amazon Svcs	10.48	3.5mm audio cable
22-Jun-18	Amazon Svcs	19.23	A5 Landscape acrylic displays
25-Jun-18	Amazon.co.uk	16.48	Office chair caster wheels
07-Jun-18	Brookland College	10.00	Parking - training course
26-Jun-18	Carbonite	54.45	PC backup - WTCMI
26-Jun-18	Carbonite	1.49	PC backup -WTCMI admin fee
08-Jun-18	Harding	15.00	Refund deposit
07-Jun-18	Laptopsdirect	1359.92	Apple MacBook i7
28-Jun-18	Lloyds Bank	46139.70	Net June 2018 payroll
29-Jun-18	Lloyds Bank	-851.52	Net pay returned-a/c wrong
08-Jun-18	Lloyds Bank D/D	11.72	Bank service charges
04-Jun-18	PETTY CASH A/C	129.28	Petty cash top up
26-Jun-18	Primate.co.uk	21.54	Thermal till rolls OC
08-Jun-18	StationerU	42.04	Flip charts - OC
04-Jun-18	The Sainsbury Singers	462.00	Refund deposit
25-Jun-18	Till Roll Giant	21.54	Thermal paper till rolls
25-Jun-18	Till Roll Giant	21.54	O/C till rolls -error entry
07-Jun-18	Wokingham.gov	35.00	Parking ticket van

Total 49040.73

**Woodley Town Council 2018/2019
Current Account**

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
06-Jul-18	A1 Loo Hire	192.00	Porta loo hire - depot
06-Jul-18	Alan Hadley Ltd	286.80	Refuse collection
13-Jul-18	Badgemaster Ltd	50.45	Council name badges
06-Jul-18	Be Fuelcards Ltd	25.21	BP Unleaded - Depot
13-Jul-18	Be Fuelcards Ltd	73.36	Diesel - van
27-Jul-18	Be Fuelcards Ltd	34.14	Unleaded fuel - Depot
13-Jul-18	Biocraft Ltd	474.00	Leak detection survey
20-Jul-18	Bowak Ltd	591.08	Cleaning supplies
06-Jul-18	Brake Bros Foodservice Ltd	458.00	Vending supplies
13-Jul-18	Brake Bros Foodservice Ltd	309.93	Vending supplies
20-Jul-18	Brake Bros Foodservice Ltd	362.97	Vending supplies
20-Jul-18	CA Traffic Ltd	2479.20	Speedwatch equipment
06-Jul-18	Castle Water	1678.18	Water rates
06-Jul-18	Central Sports UK Ltd	755.37	WPLC sport supplies
02-Jul-18	Club Manager Ltd	80.40	Club Manager membership
20-Jul-18	Crown Gas & Power	322.19	Gas supply
20-Jul-18	Crown Gas & Power	161.75	Gas supply
20-Jul-18	Crown Gas & Power	102.39	Gas supply
20-Jul-18	Crown Gas & Power	64.17	Gas supply
13-Jul-18	Dejac Associates Ltd	324.00	Office software/installation
13-Jul-18	EDF Energy 1 Ltd	13.55	Electrical supply
20-Jul-18	Energy Electrical Distributors Ltd	167.99	Electrical supplies
12-Jul-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
06-Jul-18	Eurodec Ltd	47.45	Building supplies
13-Jul-18	Fencing Products Ltd	145.20	Gardening supplies
06-Jul-18	Fraser Office Supplies Ltd	100.14	Stationery supplies
20-Jul-18	Fraser Office Supplies Ltd	277.40	Stationery supplies
20-Jul-18	Fuel Fitness Ltd	350.00	Coach
10-Jul-18	Global 4 Communications	296.23	Phone
27-Jul-18	HMRC Cumbernauld	13841.39	PAYE & NI
13-Jul-18	IMAGE BOX	75.00	Design new Healthy Habits characters
06-Jul-18	John Stacey - Sons Ltd	720.00	Refuse collection
20-Jul-18	John Willis	120.00	Window cleaning
13-Jul-18	Just Around The Corner	6187.00	Grant
27-Jul-18	Les Mills Fitness UK Ltd	192.00	Coach
20-Jul-18	Lightatouch	477.00	Internal audit costs
03-Jul-18	Lloyds Bank D/D	33.77	Bank charges
13-Jul-18	Lloyds Bank D/D	309.56	Monthly cardnet service charge
31-Jul-18	Lloyds Bank D/D	38.03	Bank charges
13-Jul-18	Mainstream Digital Ltd	58.30	Phone
13-Jul-18	Margaret Macknelly Design	180.00	PDF form redesign/updates
20-Jul-18	Margaret Macknelly Design	360.00	Design -July Woodley Herald
16-Jul-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
13-Jul-18	MKR Electrical Services Ltd	355.26	Electrical supplies
06-Jul-18	Office Depot International UK Ltd	74.33	Stationery supplies
20-Jul-18	Office Furniture Online	1519.20	OC business chairs
20-Jul-18	Pest Control Wokingham	75.00	Wasp nest treatment
20-Jul-18	Playsafety Ltd	282.00	Play area inspections
11-Jul-18	Plusnet Plc	52.20	Phone
17-Jul-18	Plusnet Plc	38.40	Phone
27-Jul-18	Prudential	30.00	AVC payment deducted from pay
06-Jul-18	Reading Borough Council	3250.00	1/2 yearly allotment rent

06-Jul-18	Seton	95.98	Refuse sacks
09-Jul-18	SGW Payroll Ltd	161.90	Payroll services
09-Jul-18	SGW Payroll Ltd	24.00	Payroll services
16-Jul-18	Siemens Financial Services	1100.80	Gym equip monthly rental
13-Jul-18	SSE Southern Electric	1349.39	Electrical supply
20-Jul-18	SSE Southern Electric	195.26	Electrical supply
20-Jul-18	Thames Valley Water Services Ltd	78.00	Water sample checks
27-Jul-18	The Berkshire Pension Fund	14249.01	Pension - employers and employees
13-Jul-18	The Institute of Groundsmanship	150.00	Annual membership
06-Jul-18	Trade UK - Screwfix	40.98	Building supplies
20-Jul-18	Trade UK - Screwfix	667.07	Building supplies
20-Jul-18	Travis Perkins Trading Co	10.19	Building supplies
27-Jul-18	Unison Collection Ac	34.00	Union fees deducted from pay
18-Jul-18	Vodafone	291.31	Phone
20-Jul-18	Windowflowers Ltd	5686.80	WTCMI - Hanging baskets
20-Jul-18	Winnersh Plant Hire Ltd	126.00	Hire - walk behind roller
02-Jul-18	Wokingham BC	158.00	Rates - Chapel Hall
02-Jul-18	Wokingham BC	350.00	Rates - Coro Hall
02-Jul-18	Wokingham BC	864.00	Rates - Oakwood
02-Jul-18	Wokingham BC	2196.00	Rates - WPLC
06-Jul-18	Woodley Carnival Committee	3000.00	Grant
06-Jul-18	Wyevale Garden Centres Ltd	136.00	Gardening supplies
06-Jul-18	XN Media Ltd	180.00	WTCMI - advertising

69697.26

CLERKS IMPREST A/C

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
09-Jul-18	(Personal Information)	39.00	Speedwatch bag for camera
09-Jul-18	(Personal Information)	16.99	Gym membership cancelled
31-Jul-18	(Personal Information)	50.00	Refund deposit
30-Jul-18	(Personal Information)	50.00	Refund deposit
09-Jul-18	(Personal Information)	50.00	Refund deposit
16-Jul-18	(Personal Information)	50.50	Refund deposit
26-Jul-18	(Personal Information)	150.00	Refund deposit
16-Jul-18	(Personal Information)	52.47	Refund deposit
23-Jul-18	(Personal Information)	50.00	Refund deposit
16-Jul-18	(Personal Information)	50.00	Refund deposit
16-Jul-18	(Personal Information)	50.00	Refund deposit
16-Jul-18	(Personal Information)	200.00	Refund deposit
26-Jul-18	(Personal Information)	50.00	Refund deposit
30-Jul-18	(Personal Information)	50.00	Refund deposit
23-Jul-18	(Personal Information)	50.00	Refund deposit
02-Jul-18	(Personal Information)	50.00	Refund deposit
30-Jul-18	Amazon UK Marketpl	40.39	Foam bullets - WPLC
30-Jul-18	Amazon UK Retail	36.00	Nappies - vending WPLC
31-Jul-18	Amazon UK Retail	18.00	Nappies - vending WPLC
31-Jul-18	Amazon UK Retail	45.74	Extech pin moisture meter
17-Jul-18	Argos.co.uk	28.94	Nappies - vending WPLC
30-Jul-18	Barbados & Friends	150.00	Refund deposit
18-Jul-18	BCA	885.00	Staff training-RHS Level 3
31-Jul-18	Buy-A-Plan	13.20	Green flagpole plan
16-Jul-18	Buyaplan.co.uk	15.60	Flagpoles location plan
09-Jul-18	DVLA Vehicle tax	250.00	KD51 WTW - vehicle tax
09-Jul-18	East Mid Crossroad	150.00	Refund deposit
09-Jul-18	First Days Child Charity	193.00	Donations paid-Mayors charity

19-Jul-18	Forces War Records	8.95	Forces War information
25-Jul-18	Lloyds Bank	46025.08	Net July 2018 payroll
13-Jul-18	Lloyds Bank D/D	11.42	Bank service charges
03-Jul-18	MCAFEE.com	31.99	Virus protection software
23-Jul-18	Reading Rangers	50.00	Refund deposit
11-Jul-18	Replacement keys	21.70	Keys cut - WTC
16-Jul-18	Wokingham BC	115.50	Planning consent - Flagpole
24-Jul-18	Wokingham BC	275.00	Public toilet application fees
		49374.47	

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/08/2018 and 31/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
17-Aug-18	A1 Locksmiths(Berkshire) Ltd	418.56	Keys cut
01-Aug-18	Alan Harland	500.00	Refuse collection
01-Aug-18	AYS Cleaning Contractors Ltd	3528.72	Contract cleaning
23-Aug-18	AYS Cleaning Contractors Ltd	1731.01	Contract cleaning
10-Aug-18	BALC	103.20	Councillor training course
31-Aug-18	Be Fuelcards Ltd	77.44	Deisel - van
01-Aug-18	Beechwood Primary School	480.00	WTCMI - banner for Market parking
10-Aug-18	Berkshire Mechanical Services LLP	750.00	De-scaled Lochincar Calorifier
23-Aug-18	Berkshire Tree Care	1776.00	Gardening services
01-Aug-18	Blandy & Blandy LLP	1500.00	Legal services
01-Aug-18	Bowak Ltd	55.15	Cleaning supplies
23-Aug-18	Bowak Ltd	181.05	Cleaning supplies
01-Aug-18	Brake Bros Foodservice Ltd	657.14	Vending supplies
10-Aug-18	Brake Bros Foodservice Ltd	785.76	Vending supplies
17-Aug-18	Brake Bros Foodservice Ltd	882.04	Vending supplies
23-Aug-18	Brake Bros Foodservice Ltd	1105.00	Vending supplies
31-Aug-18	Brake Bros Foodservice Ltd	639.36	Vending supplies
01-Aug-18	Brown Bag Cafe Ltd	1108.88	Catering services
23-Aug-18	Brown Bag Cafe Ltd	865.92	Catering services
23-Aug-18	BT Telephone Payment Centre	160.33	Phone
17-Aug-18	Castle Water	285.82	Water rates
23-Aug-18	CCTV Direct Ltd	131.94	OC Dome camera
01-Aug-18	CDK Casting Ltd	90.00	Bronze plaque
23-Aug-18	CDK Casting Ltd	96.60	Bronze plaque
01-Aug-18	Chemically-Solved Ltd	321.66	Cleaning supplies
01-Aug-18	Churchill Contract Services Ltd	2368.82	Contract cleaning (July 2018)
23-Aug-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-Aug-18	Club Manager Ltd	80.40	Club Manager membership
01-Aug-18	CoolerAid Ltd	279.66	Bottled water
23-Aug-18	CoolerAid Ltd	132.72	Bottled water
20-Aug-18	Crown Gas & Power	89.21	Gas supply
20-Aug-18	Crown Gas & Power	174.98	Gas supply
20-Aug-18	Crown Gas & Power	207.02	Gas supply
20-Aug-18	Crown Gas & Power	54.60	Gas supply
17-Aug-18	Dejac Associates Ltd	198.00	250 Gb solid state drive for Mac
23-Aug-18	Dejac Associates Ltd	234.00	Windows Office software
10-Aug-18	EDF Energy 1 Ltd	13.92	Electrical supply
31-Aug-18	EDF Energy 1 Ltd	27.17	Electrical supply
01-Aug-18	Envidia Ltd	100.00	Coach
31-Aug-18	Envidia Ltd	100.00	Coach
10-Aug-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
17-Aug-18	Eurodec Ltd	71.69	Building supplies
23-Aug-18	Eurodec Ltd	19.99	Building supplies
31-Aug-18	Eurodec Ltd	43.18	Building supplies
01-Aug-18	Fraser Office Supplies Ltd	30.46	Stationery supplies
23-Aug-18	Fraser Office Supplies Ltd	173.97	Stationery supplies
01-Aug-18	Fuel Fitness Ltd	25.00	Coach
01-Aug-18	Gap Group Ltd	292.80	Hire excavator - Depot
09-Aug-18	Global 4 Communications	299.06	Phone
17-Aug-18	Graham	861.37	Building supplies
01-Aug-18	Grundon Sand & Gravel Ltd	527.99	Self binding gravel - WP mini roundabout
17-Aug-18	Hire Depot Ltd	720.00	Dehumidifier x2 OC hire

23-Aug-18	Hire Depot Ltd	96.00	Dehumidifier x2 OC hire
23-Aug-18	HMRC Cumbernauld	13706.89	PAYE & NI Employers and employees
31-Aug-18	Identity Centre	572.28	Gym membership cards
30-Aug-18	Information Commissioner's Off	35.00	Information Commissioner's Office
01-Aug-18	InTouch	35.99	Monthly website charge
23-Aug-18	InTouch	35.99	Monthly website charge
23-Aug-18	John Willis	120.00	Window cleaning
17-Aug-18	Key Industrial Euip Ltd	1580.40	Building supplies
28-Aug-18	Les Mills Fitness UK Ltd	192.00	Coach
14-Aug-18	Lloyds Bank D/D	252.78	Monthly cardnet service charge
01-Aug-18	Lyreco UK Ltd	201.57	Stationery supplies
14-Aug-18	Mainstream Digital Ltd	2.02	Phone
15-Aug-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
17-Aug-18	MKR Electrical Services Ltd	1408.37	Electrical supplies
23-Aug-18	Office Furniture Online	117.60	Office chairs
07-Aug-18	Pitney Bowes Ltd	100.00	Postage topup
10-Aug-18	Plusnet Plc	52.20	Phone
17-Aug-18	Plusnet Plc	52.20	Phone
23-Aug-18	Prudential	30.00	AVC payment deducted from pay
31-Aug-18	Public Works Loan Board	5874.06	Public Works Loan payments
17-Aug-18	R and J Services	3720.00	Drainage works - WPLC ladies toilets
23-Aug-18	Scott & Sons	2100.00	Gardening services
06-Aug-18	SGW Payroll Ltd	170.06	Payroll services
15-Aug-18	Siemens Financial Services	1100.80	Gym equip monthly rental
17-Aug-18	SSE Southern Electric	1452.63	Electrical supply
10-Aug-18	Technical Surfaces Ltd	360.00	Matchfit service 3G pitch
17-Aug-18	Thames Valley Water Services Ltd	78.00	Water sample checks
23-Aug-18	The Berkshire Pension Fund	14129.92	Pension - employers and employees
10-Aug-18	The Letterworks Ltd	866.40	Printing Woodley Herald
17-Aug-18	The Reindeer Centre	600.00	WTCMI - Grotto hire
23-Aug-18	Trade UK - BandQ	710.70	Building supplies
23-Aug-18	Trade UK - Screwfix	1000.23	Building supplies
17-Aug-18	Travis Perkins Trading Co	403.93	Building supplies
23-Aug-18	Travis Perkins Trading Co	21.50	Building supplies
31-Aug-18	Travis Perkins Trading Co	7.22	Building supplies
23-Aug-18	Unison Collection Ac	34.00	Union fees deducted from pay
01-Aug-18	Veolia ES - UK Ltd	223.68	Refuse collection
23-Aug-18	Veolia ES - UK Ltd	334.90	Refuse collection
01-Aug-18	Wokingham BC	158.00	Rates - Chapel Hall
01-Aug-18	Wokingham BC	350.00	Rates - Coro Hall
01-Aug-18	Wokingham BC	864.00	Rates - Oakwood
01-Aug-18	Wokingham BC	2196.00	Rates - WPLC
31-Aug-18	XN Media Ltd	120.00	WTCMI advert - Wokingham paper

83254.31

CLERKS IMPREST A/C

List of Payments made between 01/08/2018 and 31/08/2018

Date Paid	Payee Name	Amount Paid	
02-Aug-18	(Personal Information)	15.00	Refund Allot key deposit
06-Aug-18	(Personal Information)	15.00	Refund Allot key deposit
13-Aug-18	(Personal Information)	50.00	Refund deposit
13-Aug-18	(Personal Information)	15.00	Refund Allot key deposit
13-Aug-18	(Personal Information)	50.00	Refund deposit
20-Aug-18	(Personal Information)	16.00	Refund WPLC course
20-Aug-18	(Personal Information)	50.00	Refund deposit
20-Aug-18	(Personal Information)	50.00	Refund deposit

20-Aug-18	(Personal Information)	50.00	Refund deposit
20-Aug-18	(Personal Information)	50.00	Refund deposit
20-Aug-18	(Personal Information)	49.60	Refund deposit
27-Aug-18	(Personal Information)	100.00	Refund deposit
21-Aug-18	AAT.Org.uk	94.00	Staff training membership
31-Aug-18	Asda George.com	40.00	Russell Hobbs microwave
09-Aug-18	B & Q Reading	11.00	Diall vinyl & carpet trimmer
13-Aug-18	Buy A Plan	58.80	Memorial Ground plan
20-Aug-18	Canford.co.uk	138.00	Single muff headset - theatre
13-Aug-18	Chemogiftbags	50.00	Refund deposit
22-Aug-18	Lloyds Bank	46265.74	Net August 18 payroll
10-Aug-18	Lloyds Bank D/D	11.96	Bank service charges
01-Aug-18	PETTY CASH A/C	119.33	Top up petty cash
31-Aug-18	PETTY CASH A/C	136.59	Top-up petty cash
09-Aug-18	Screwfix Direct Ltd	359.99	Smart Vibration meter

47796.01

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current and planned marketing activities and operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Marketing

Notes of the PR/Marketing Working Group held on 8 August are appended elsewhere on the agenda.

Catering

Notes of the Catering Partnership meeting held on 20 July 2018 are appended elsewhere on the agenda. Updated income information under the catering contract was not available at the time of writing and will be tabled at the meeting or circulated to Members as soon as this is received.

Theatre flooring

The new vinyl flooring has been laid in the theatre. This is a removable and relatively inexpensive floor covering that can be removed as required and gives a much-improved appearance compared with the painted wooden floor beneath.

Open Morning

An open morning event is scheduled for Saturday 6 October to showcase the centre for social bookings and celebrations. The rooms will be styled for a celebration along with stands from local businesses who use the centre or have provided services e.g. sound/light & music, celebration cakes, professional photography, table dressing etc. Brown Bag will also be taking part to showcase their catering offer and meet with potential clients. A discount on bookings made on the day will be offered and the event will be well publicised.

Room Hire

Income from room hire is shown in **APPENDIX A**.

Usage since last report:

Regular Hirers lost None
New Regular Hirers X1 Tai Chi – Monthly X1 Electronics Club - Monthly
New one-off hirers X1 utilities company X1 education service X1 Thames & Chiltern in Bloom X1 community group
Social events X3 Christening receptions

Oakwood Centre roof/windows

RAMS Consultancy - a company specialising in identifying and resolving building envelope issues has been engaged to carry out dynamic leak testing of the low and high level windows in the centre. This work was recommended in the surveyors report carried out previously. The testing method is designed to identify the points of water ingress and water travel in order to carry out appropriate repairs. Remedial works to the roof and many of the windows will be required to address the problem. This investigative work is scheduled for w/c 22 October and will take 4 days to complete. Bookings that may have been impacted have been re-housed at Coronation Hall or rescheduled. This impact has been minimal. Access to the Oakwood Centre car park will be affected during this period to enable a mobile access platform and boom to access the high level windows at the northern end of the building. The cost of the dynamic leak testing is £5,914.

Oakwood Centre flooring

A programme of drying out in the toilet areas was implemented in June 2018, using dehumidifiers running overnight. Some leaks were discovered and rectified. Damp levels in the skirting and lower walls near the toilets and centre of the building remain high and further investigation is required to establish the cause.

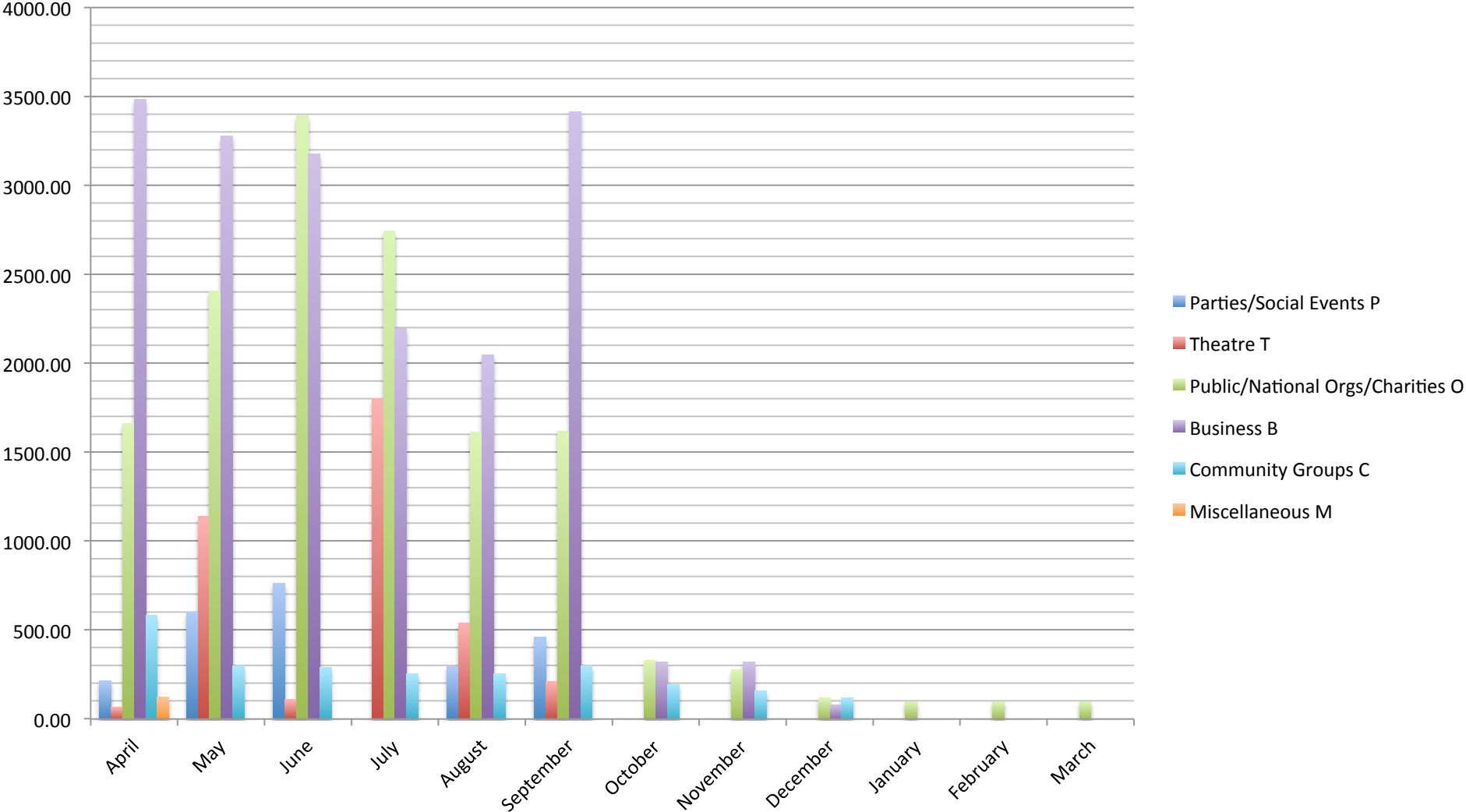
There are also some areas of the rubber floor finish which have begun to bubble - in areas previously addressed by the screed repairs, liquid damp-proof membrane and re-flooring, carried out in 2012. Moisture was identified as a contributing factor in the historic issues with the floor and a specialist surveyor from RAMS Consultancy has been engaged to consider the issues currently presenting along with historical issues and provide an expert view on the way forward. The cost for this review and subsequent report is £1,176.

It is proposed that £20,000 is allocated from the Buildings and Facilities fund to cover the cost of the dynamic leak testing and flooring issues investigation work as well as any initial works that may be required. Once costs are established for the remedial works this will be reported back to the Committee.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That £20,000 be allocated from the Building and Facilities Fund to an earmarked reserve to fund costs associated with the water ingress and flooring issues at the centre.**

Type of Booking 2018/2019



Hirer	Apr-18		May-18		Jun-18		Jul-18		Aug-18		Sep-18		Oct-18		Nov-18		Dec-18		Jan-19		Feb-19		Mar-19					
	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £				
Summary of Bookings																												
Type of Booking																												
Parties/Social Events	2	215.00	5	599.16	12	763.76	0	0.00	3	295.00	4	460.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
Theatre	1	67.50	10	1141.66	2	109.17	34	1800.80	14	540.82	2	211.67	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
Public/National Orgs/Charities	57	1661.39	85	2404.40	99	3391.45	77	2744.30	48	1611.01	53	1619.37	20	328.38	17	276.46	11	118.22	12	99.36	12	99.36	12	99.36	12	99.36		
Business	81	3483.69	80	3276.28	72	3175.57	44	2195.78	41	2047.13	52	3414.59	4	320.00	4	320.00	1	80.00	0	0.00	0	0.00	0	0.00	0	0.00		
Community Groups	26	584.14	11	297.49	10	291.27	7	254.19	7	254.19	12	297.05	10	195.80	8	156.64	6	117.48	0	0.00	0	0.00	0	0.00	0	0.00		
Miscellaneous	2	121.68	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
	169	6133.40	191	7718.99	195	7731.22	162	6995.07	113	4748.15	123	6002.68	34	844.18	29	753.10	18	315.70	12	99.36	12	99.36	12	99.36	12	99.36		
Cumulative Income																												
Parties/Social Events	2	215.00	7	814.16	19	1577.92	19	1577.92	22	1872.92	26	2332.92	26	2332.92	26	2332.92	26	2332.92	26	2332.92	26	2332.92	26	2332.92	26	2332.92	26	2332.92
Theatre	1	67.50	11	1209.16	13	1318.33	47	3119.13	61	3659.95	63	3871.62	63	3871.62	63	3871.62	63	3871.62	63	3871.62	63	3871.62	63	3871.62	63	3871.62	63	3871.62
Public/National Orgs/Charities	57	1661.39	142	4065.79	241	7457.24	318	10201.54	366	11812.55	419	13431.92	439	13760.30	456	14036.76	467	14154.98	479	14254.34	491	14353.70	503	14453.06	503	14453.06	503	14453.06
Business	81	3483.69	161	6759.97	233	9935.54	277	12131.32	318	14178.45	370	17593.04	374	17913.04	378	18233.04	379	18313.04	379	18313.04	379	18313.04	379	18313.04	379	18313.04	379	18313.04
Community Groups	26	584.14	37	881.63	47	1172.90	54	1427.09	61	1681.28	73	1978.33	83	2174.13	91	2330.77	97	2448.25	97	2448.25	97	2448.25	97	2448.25	97	2448.25	97	2448.25
Miscellaneous	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68		
	169	6133.40	360	13852.39	555	21583.61	717	28578.68	830	33326.83	953	39329.51	987	40173.69	1016	40926.79	1034	41242.49	1046	41341.85	1058	41441.21	1070	41540.57	1070	41540.57		

Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 20 July 2018 at 10.00 am**

Present: *Councillors: M. Green (Chair) R. Dolinski, J. MacNaught, S. Brindley
S. Rahmouni*

Officer present: *K. Murray, Deputy Town Clerk
A. Mulvany, Venues and Bookings Manager*

Also present: *S. Rolfe – Brown Bag*

Apologies:

1. Actions from previous meeting

- KM to invite Anuszka Ransley to attend the next meeting.
KM reported that Anuszka was unable to attend the meeting but had met with SR from Brown Bag the previous week.

2. Update on catering operation

- SR circulated the turnover information for the month.
- It was noted that March/April was poor due to the weather.
- SR reported that recruitment remained challenging.
- It was noted that the social booking catering represented very good value for money.

3. Marketing

- SR reported that he had met with the Council's PR/Marketing Coordinator and that this had been a useful meeting with some plans and ideas for future marketing.
- It was noted that an open day event was planned for Saturday 4 October 2018 to show what the Centre has to offer and that Brown Bag would be taking part in this.

4. Actions

KM to chase up maintenance issues – Fly traps.

5. Upcoming Events

Funfair 21/22 July

X3 Christening parties coming up through August

Athletics awards ceremony in September

6. Date of next meeting

The next meeting is scheduled for Friday 21 September at 10am.

Meeting closed 10.45am

Woodley Town Council

**Report of a meeting of the PR/Marketing Working Group held at the Oakwood Centre
on Wednesday 8 August 2018 at 6pm**

Present: *Councillors: K. Baker (Chairman); J.J. Ellis; D. Smith*
Officers present: *A. Ransley, PR/Marketing Coordinator; K. Murray, Deputy Town Clerk*
Apologies: *Cllr S. Brindley, Deborah Mander, Town Clerk*

1. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

2. REPORT FROM THE PR/MARKETING COORDINATOR

The PR/Marketing Coordinator presented the report (**APPENDIX A**) and went through each item. The contents of the report were noted.

It was agreed;

- that the Members of the working group provide any comments and feedback regarding the proposed media and social media policy in advance of it being presented to the Strategy and Resources Committee for approval (**APPENDIX B**)
-

Members of the PR/Marketing Working Group agreed to;

RECOMMEND:

- ◆ **that the Strategy and Resources Committee consider the draft media and social media policy for the Council.**

- that approaching the marketing strategy as three separate business areas with clear identities was a good way forward – these being Woodley Town Council, The Oakwood Centre and Woodford Park Leisure Centre.
- to proceed and procure a domain name for the future Woodford Park Leisure Centre Website.
- that design option 1 for the website home page was preferred.
- that where possible each issue of the Herald should contain a section dedicated to publicising the venues.
- The subject of teenage and 21st birthday parties was discussed as a potential area for further income. It was noted that these were not taken at present but that this could be reconsidered, perhaps with a larger deposit.

3. Website

The Deputy Town Clerk presented some statistics showing usage of the Town Council website.

It was noted that there had been an increase in referrals to the site via social media and that this correlated with the increased and improved social media output. It was also noted that an increased proportion of users were accessing the site using a mobile phone.

It was agreed that a project plan was required for the development of the websites for the

Oakwood Centre and Woodford Park Leisure Centre. The PR/Marketing Coordinator suggested the potential for a mobile phone 'app' for the leisure centre as part of the project.

4. WW1 COMMEMORATION 2018

The group noted the report from Deborah Mander regarding the plans for the Gathering of Remembrance.

It was agreed that a project plan should be in place for the event, including when and how the event will be publicised.

It was agreed that the next meeting of the working group should be in September – after the meeting with the representatives from the church, cadets and Royal British Legion had taken place.

5. CENTRE STAGE

It was suggested that the charge for the stage could be waived in order to encourage further uptake and that the Strategy and Resources Committee should consider this.

It was noted that a notice board was now in situ adjacent to the stage to provide information on upcoming events and details of how to hire.

Members of the PR/Marketing Working Group agreed to;

RECOMMEND:

- ◆ **that the hire charge for the Centre Stage be waived for a period of time, to be decided by the Committee, to encourage more usage of the facility.**

6. NEXT MEETING DATES

September – to be agreed

Meeting closed at 7.30pm

PR & Marketing Working Group Meeting 8/8/18

I have compiled a report based on approaching each entity as a separate business, as each require different types of marketing and social media handling and would benefit from having its own business identity.

I have also updated the Social Media Policy, which reflects the new social media accounts for each business – Woodley Town Council, The Oakwood Centre, Woodford Park Leisure Centre. Understandably, this needs to be approved once any changes are agreed at the PR/Marketing Working Group Meeting.

I suggest fixing the websites and brochures first – particularly The Oakwood Centre – to create a landing platform to direct people to. I can then create social media calendars based on the new content, in addition to planned events and news. This will also help plan news releases and pitches to the local press. I also need to focus on promoting the Open Day on 6/10 and the Business Festival on 11/10 but, again, need a good website to direct people to.

Woodley Town Council website and social media should be for information only on what is happening at the Council and local area and its involvement in the local community.

The Oakwood Centre website and social media should focus on establishing it as a place to go to for our tasty and Royal approved caterers, Brown Bag, as well the place to hire for business needs and celebrations, or to attend local theatre.

Woodford Park Leisure Centre website and social media should reflect the community focused leisure centre, with a gym on the park and outdoor classes, as well as additional facilities for children and particularly teenagers/young adults.

Anuszka Ransley
PR/Marketing Coordinator

Woodley Town Council PR & Marketing

WTC Website

1. Change the homepage to include both Twitter and Facebook feeds, particularly as we have more engagement with Facebook, however, this will alter the look of the home page. Please see two examples provided by Andy from JVA.
2. Andy has created an additional page with an archive of News Stories (www.woodley.gov.uk/archives) and we are working to add Press Releases and Woodley in the News.
3. Re-write content regarding: Hire & Halls, Centre Stage, Alan Cornish Theatre to be found more easily on Google/Search Engines with improved SEO.
4. Amend typos across the website.
5. Work with relevant officers to ensure all content is up to date – eg, still says we're working towards Green Flag in Projects.
6. I am already adding regular news stories and will continue to do so – please do share news with me so that I can stay on top of this. New stories will be shared on Facebook and Twitter with a link to the news story on the website. Potential stories – interview with the Mayor, Deputy Mayor, Council Leader.
7. Andy has re-sized the images on the News Feed so they do not look distorted. I have asked him to look at the titles of the stories too.
8. Site works well on a mobile device.
9. Add a sign-up form to receive a regular Newsletter of Woodley Town Council news – this can be done via the dashboard of the website and there is an option to add a consent tick box to comply with GDPR. I can work with Andy to add this to the website. At the moment, it is set to welcome new subscribers and alert subscribers to new news items.
10. Add copyright to footer.
11. Add Google Map to footer – great for SEO.

Social Media

1. I have created separate accounts for WTC on Twitter and Facebook – @WoodleyCouncil
2. I have already started posting regular posts, which are better focused to the community and have an interesting angle to promote engagement. So far, the results are good, when I have the time to encourage engagement (see page print of the recruitment post) but to do this regularly needs a lot of work and management.
3. To work with the community; see section on schools below.
4. To encourage other officers to tell me what is going on as this will generate stories.
5. Encourage staff to engage on posts to help increase awareness, engagement, followers and so on.
6. Positive reviews on Facebook.
7. New Social Media Policy created.

Schools

I am working with local schools and building up relationships to share their news and get the Council involved with Mayor or Deputy Mayor visits and create a strong presence in the community. More meetings planned for September in the new term.

I met with Waingels College 11/7:

1. They would like more publicity and to work with the community, have mayor visits – next visit to have mayor at its new flagship transition day in September
2. Their sixth form students are available for community service one hour a week – possibly more – and would love to be more involved in the community, eg, litter picking in the park, other ways they can help and get involved
3. Work with JAC
4. Perform on Centre Stage and raise its and their profile – mini plays, concerts, pop-up science events.

I will be meeting with Bulmershe School and Addington School in the new Academic Year. I will also approach other primary schools and am in touch with the Primary Schools Cluster Officer. The aim is to create a working relationship between the Council and the schools, encouraging Mayor visits, community projects – eg, design an emblem for the new play area and create an art feature in the new play area using painted rocks – use of Centre Stage and so on.

Press

1. I am working with Phil Creighton at The Wokingham Paper to have regular ‘Woodley stories’ each week, covering WTC, OC and WPLC. WPLC article in mid-August, looking at the strength of a community-focused leisure centre. Working with Ed on this.
2. I am also arranging to meet with the local ‘In your area’ editor and build up a relationship to send regular news for publishing.
3. I am yet to meet with the Reading Chronicle to do the same but the paper is publishing the Press Releases I am sending.
4. The July Woodley Herald has been delivered. Ed has mentioned great feedback from the back page WPLC holiday camps and an increase in bookings.

Centre Stage

1. Promote this by letting community groups have it for free – eg, schools to perform.
2. Create mini festivals with Centre Stage as the focal point – Woodley mini food festival, Woodley mini music festival, Woodley’s ‘got talent’; get Jacques and local shops and businesses involved.
3. Once it is busier, it will be easier to promote and people will want to use it!

Marketing

1. Host a festival at Woodford Park – create an annual community event in addition to Woodley Carnival.
2. Woodley Rocks – create an art feature using rocks painted by the community in Woodford Park.
3. Organise new Woodley Residents Survey.
4. Working with Deborah and community on WWI Memorial/Ceremony.
5. Add positive reviews on Google.
6. Increase awareness of community engagement:
 - a. working with local schools
 - b. recruitment (paid/apprentice/work experience/special needs)
 - c. work in Woodford Park
 - d. parenting courses
 - e. local businesses.

Oakwood Centre PR & Marketing

Oakwood Website

1. Create a separate website, keeping the link on WTC website.
2. Update all content on the homepage for better SEO capture and better sales/marketing copy, with a clearer focus on the OC identity, brand and target audience, in line with identity on Social Media. Establish it as a destination point – not just home to the Council.
3. New images and better resolution on logo.
4. Rename 'latest news' to 'News' and include more content such as case studies and relevant news stories.
5. Update content on the 'who we are' page for better SEO capture and better sales/marketing copy (see print out of current content and suggested content regarding SEO and keywords). I'd also suggest renaming this page to About. New images.
6. Update content on the 'our services' page for better SEO capture and better sales/marketing copy and new images. Within this:
7. Re-write Business Brochure and Wedding Brochure, as well as a Celebrations Brochure – or incorporate weddings into a celebrations brochure (Funeral Brochure needs re-writing too, although not on website). Make it clear that we do not publish prices because we offer flexible, bespoke packages to create 'your day, your way'.
8. Customer comments – remove from 'who we are' drop-down and create a 'Testimonials' page.
9. Contact us – link to Google Maps – really good for SEO.
10. Copyright in footer.
11. Facebook and Twitter links in Footer with logos.
12. Live calendar of availability – although not to book.

Social Media

1. I am already writing posts relevant to the OC and hiring rooms for celebrations or business. Again, to promote this, takes a lot of time and management. I will link posts to the website once the changes are made.
2. Sharing hirers posts and asking them to do the same, engaging, tagging and commenting. Again, takes time and management.
3. To encourage other officers to tell me what is going on as this will generate stories.
4. Encourage staff to engage on posts to help increase awareness, engagement, followers and so on.
5. Positive reviews on Facebook.
6. New Social Media Policy created.

Press

Promote events through the local press and The Herald.

Marketing

Brochures

As mentioned in the Website section, all of the brochures need rewriting using better promotional content. The current brochures have typos in them and the wrong website

address. These brochures will also need better images. They need a stronger identity, brand and focus to a targeted audience.

Oakwood Centre business hire

1. I am regularly attending the Woodley Business Club meetings and working with them to promote the Oakwood Centre and its business facilities.
2. I will attend the Woodley Business Festival and ensure that we have great marketing coverage in all material and be a presence on the day to promote the centre's business hire facilities. I am attending the Festival Committee meetings and working with Paula Bicknell and Phil Gibbs. Promotion on OC website and social media pages.
3. Re-write business brochure – including lots of business use the Oakwood Centre as their 'home'.
4. Promote business hire on social media, focusing on different types of business use.
5. Promote additional facilities available, eg, Brown Bag (see more details below), projectors etc.
6. Case Studies of regular business hirers and different types of businesses, eg, Dave Davies of Sandler Training, Libra Pilates classes, Woodley & Earley Art Group, and Woodley Theatre.

Oakwood Centre celebrations hire

1. Ali and I are organising an Open Morning – Sat 6th October 09.00-12.00 – to promote the centre's celebration hire facilities. Local supplier AdStyle to help showcase and dress the room, local cake maker attending, Brown Bag attending with food samples, local photographer attending, Dave Riley attending. Bar to be set up. Ali and I to attend. Will begin promoting on social media – timed for when Parkrun finishes to capture this audience.
2. I am working closely with Brown Bag to promote the in-house catering facilities, with samples of food and menus. Sean is very much on board with this. Woodley Rocks promotion to win an item of food/drink or discount in association with the Oakwood Centre.
3. Re-write brochure.
4. Promote celebrations hire on social media.
5. Case studies on celebrations – wedding, anniversary party, 50th birthday party.

Woodford Park Leisure Centre PR & Marketing

WPLC Website

1. Create a separate website, keeping the link on WTC website. Available domains:
www.woodfordparkleisurecentre.co.uk
www.woodfordparkleisurecentre.org
www.woodfordparkleisure.com
www.woodfordparkleisure.co.uk
www.woodfordparkleisure.org
2. Write and update to ensure all content is SEO focused, with a clearer focus on the WPLC identity, brand and target audience, in line with identity on Social Media. Establish it as more than just a gym – other facilities, parties, pool, pitch, camps, etc.
3. Create a ‘Testimonials’ page.
4. Link to Google Maps – really good for SEO.
5. Copyright in footer.
6. Facebook link in Footer with logo.
7. Work closely with Ed.
8. Facebook updates on website.
9. Alerts area – news if pool closed or a class cancelled.
10. Blogs and case studies – create a website of information too. For example, how to get the most out of a gym session, and so on.

Social Media

1. Work with Ed and WPLC staff to create a Social Media calendar, teaching how to create calendar and content that engages, and help with content when necessary.
2. To encourage WPLC staff to tell me what is going on as this will generate stories.
3. Try and post Facebook ‘lives’ occasionally to show real-life at the gym.
4. Encourage staff to engage on posts to help increase awareness, engagement, followers and so on.
5. Positive reviews on Facebook.
6. New Social Media Policy created.

Press

Promote events through the local press and The Herald. Article on ‘Woodford Park Leisure Centre and its community focus’ for The Wokingham Paper in 16 August edition.

Marketing

1. Woodley Rocks – working with Ed as a fun activity to find special rocks with a freebie/discount on hidden around Woodford Park.
2. Leaflets with new kids’ activities from September; also, to promote on website and social media.
3. Changing face of the leisure centre – update posts on Facebook and the website.
4. Page in October Herald.
5. Brainstorm with Ed.

WTC HOMEPAGE DESIGN 1

Staff/Councillor log in
Woodley Town Council

About the Council

- Town Councillors
- Meetings & Committees
- Governance & Finance
- Grants
- Council Officers
- Vacancies
- Consultations

Parks & Facilities

- Parks
- Allotments
- Hire Rooms & Halls
- Hire Centre Stage
- The Oakwood Centre
- Woodford Park Leisure Centre
- Community Assets

About Woodley

- Local MPs
- History
- Woodley Town Centre
- Memorial Trail
- Alan Cornish Theatre
- Woodley Carnival
- Police Updates

Search here:

News

- Public right to inspect accounts
- Community Speedwatch looking for volunteers
- Woodley pre-school now in new building
- Woodley Carnival 2018

Keep up to date by following us...

Tweets by @OakwoodCentreUK

-
-
-

The Oakwood Centre

Woodley Diary

July 2018						
MO	TU	WE	TH	FR	SA	SU
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23	24	25	26	27	28	29
30	31					

Woodley Clubs & Societies

WTC COUNCIL HOMEPAGE DESIGN 2

Staff/Councillor log in
Woodley Town Council

About the Council

- Town Councillors
- Meetings & Committees
- Governance & Finance
- Grants
- Council Officers
- Vacancies
- Consultations

Parks & Facilities

- Parks
- Allotments
- Hire Rooms & Halls
- Hire Centre Stage
- The Oakwood Centre
- Woodford Park Leisure Centre
- Community Assets

About Woodley

- Local MPs
- History
- Woodley Town Centre
- Memorial Trail
- Alan Cornish Theatre
- Woodley Carnival
- Police Updates

Search here:

News

- Public right to inspect accounts
- Community Speedwatch looking for volunteers
- Woodley pre-school now in new building
- Woodley Carnival 2018
- Woodley pre-school now in new building
- Woodley Carnival 2018

Keep up to date by following us...

Woodley Diary

July 2018						
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30	31					

The Oakwood Centre

Tweets by @OakwoodCentreUK

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Woodley Clubs & Societies

WTC RECRUITMENT POST ON WTC FACEBOOK PAGE

📶 Vodafone UK 📶

11:20

📶 🔔 📶 🔋



Page

Settings

Woodley Town Council – helping young people into employment

Adding to its contribution to local employment, Woodley Town Council is now looking to recruit an Apprentice Administrative Assistant to be based at The Oakwood Centre.... [See more](#)

WE
ARE
RECRUITING!

FINDAPPRENTICESHIP.SERVICE.GOV.UK
Apprentice Administrative Assistant - Find an apprenticeship

👍❤️ 5

3 comments 14 shares

👍 Like

💬 Comment

➦ Share

5,097 people reached >

Boost Post



Media and social media statement

Woodley Town Council recognises that appropriate use of media and social media contributes to the Council's aims.

We use media and social media:

- to promote Woodley Town Council and its services
- to promote Woodley Town Council news, events and activities
- to engage directly with individuals and communities.

Woodley Town Council is committed to:

- having appropriate approvals and branding in place for official Council social media channels
- ensuring the Council's official media and social media presence is readily identifiable through appropriate and standardised structures
- maintaining an appropriate and professional social media presence, with staff abiding by rules, to ensure a consistently high standard of conduct and quality engaging with its media and social media audiences and answering their queries in a timely manner
- ensuring that Council information remains secure and is not compromised through the use of social media
- communicating to staff the rules they must follow when identifying themselves as Woodley Town Council employees on social media.

Woodley Town Council social media pages:

Woodley Town Council

Facebook – www.facebook.com/woodleycouncil

Twitter – www.twitter.com/woodleycouncil

The Oakwood Centre

Facebook – www.facebook.com/oakwoodcentrek

Twitter – www.twitter.com/oakwoodcentrek

Woodford Park Leisure Centre

Facebook – www.facebook.com/woodfordparklc

Twitter – www.facebook.com/woodfordparklc

Woodley Town Council will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

Woodley Town Council will review this policy statement annually to reflect new legal and regulatory developments and ensure good practice.

Deborah Mander

Town Clerk

Woodley Town Council

August 2018

STATEMENT OF PURPOSE

The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate with our audiences in new ways. It is important that the Council is able to use these technologies and services effectively and flexibly. However, it is also important to ensure that the Council balance this with its duties to its services users and partners, its legal responsibilities and its reputation.

For example, the Council's use of social networking applications has implications for its duty to safeguard children, young people and vulnerable adults.

The policy requirements in this document aim to provide this balance to support innovation whilst providing a framework of good practice.

The purpose of this policy is to ensure:

- that the Council is not exposed to legal and governance risks
- that the reputation of the Council is not adversely affected
- that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Council
- a structured approach to using social media is adhered to and to ensure that it is effective, lawful and does not compromise Council information
- that users are using social media sensibly and responsibly.

SCOPE

This policy covers the use of social networking applications by Council employees, Elected Members, and by partners or other third parties (including contractors and volunteers) acting on behalf of the Council. These groups are referred to collectively as 'Council representatives' for brevity.

The requirements of this policy apply to all uses of social networking applications which are used for any Council-related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where Council representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications include, but are not limited to:

- Blogs
- Online discussion forums
- Collaborative spaces
- Media sharing services, for example YouTube
- 'Micro-blogging' applications, for example Facebook and Twitter.

All Council representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the Council's Equal Opportunities Policy.

Use of social networking applications in work time for personal use only is not addressed by this policy.

RESPONSIBILITY

The Town Clerk is the designated owner of all social media accounts in Woodley Town Council's name.

Where the Social media account has been set up by another Officer, full access must be provided to the Town Clerk. It is expected that ownership be transferred where and when deemed necessary by the Town Clerk.

The opening of any new Social Media channels in Woodley Town Council's name should be approved by the Town Clerk and be added to the list of currently used social media channels in this document.

The Town Clerk has designated the PR/Marketing Coordinator to be responsible for daily monitoring, responding and upkeeping of any content on official Woodley Town Council social media channels.

Councillors and Staff are at liberty to have their own social media accounts on any platform they choose. However, these should be identified as personal and not reflect the Council's view.

Any personal social media account is the responsibility of the account holder and must comply with this social media policy.

An employee's behaviour on any social networking or internet site must be consistent with the behaviour required of employees generally. Councillors and Officers should at all times present a professional image and must not disclose anything of a confidential nature.

Where it is possible for users of a social media site to ascertain who you work for, then you should take particular care not to behave in any way which reflects badly on the Council. Inappropriate or disparaging comments about the Council, councillors, colleagues or the town will be treated as misconduct.

Comments of a derogatory, proprietary or libellous nature should not be made, and care should be taken to avoid guesswork, exaggeration and colourful language.

Woodley Town Council information should not be shared on any social media channels by staff or councillors without the prior knowledge and agreement of the Town Clerk and PR/Marketing Coordinator, so that the correct information or news is firstly available on Woodley Town Council's own social media pages and website.

Because social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.

MONITORING OF CONTENT

Woodley Town Council reserves the right to restrict or remove any content on Town Council social media platforms that is deemed to be in violation of its social media policy or any applicable law.

Users will be informed that their posts may not be published/or may be deleted if they meet any of the criteria below.

- Comments not topical to the article being discussed
- Comments that are politically motivated
- Profane language

- Material that perpetuates or promotes discrimination of protected characteristics as listed in the Equality Act 2010, including, age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity
- Solicitation of commerce ie, trying to sell items or encourage the sale of non-Town Council related products or services
- Illegal conduct or encouragement/support of illegal activities
- Information that compromises or may compromise the safety or security of the public or public systems
- Content that violates the legal ownership interest of any other party.

Users may include any staff member acting as Woodley Town Council on social media channels but on some channels, this may also include members of the public who have the opportunity to post on Woodley Town Council's page.

Posts by Woodley Town Council's official channels that fall under the above inadmissible behaviours may be retained separately, in order to deal with it openly or recognise that the offending activity will be dealt with. If and when this may be required is at the jurisdiction of the Town Clerk.

ENFORCEMENT

Any breach of the terms set out could result in the application or offending content being removed in accordance with the published complaints procedure and the publishing rights of the responsible Council representative being suspended.

The Town Clerk reserves the right to require the closure of any applications or removal of content published by any Council representative which may adversely affect the reputation of the Council or put it at risk of legal action.

Any communications or content you publish that causes damage to the Council, any of its employees or any third party's reputation may amount to misconduct or gross misconduct to which the Council's Disciplinary Policy applies.

POLICY

All proposals for using social networking applications as part of a Council service (whether they are hosted by the Council or by a third party) must be approved by the Town Clerk first.

Council representatives must adhere to the following Terms of Use. The Terms of Use below apply to all uses of social networking applications by all Council representatives. This includes, but is not limited to, public-facing applications such as open discussion forums and internally-facing uses such as project blogs regardless of whether they are hosted on corporate networks or not.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. The Council expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of Use.

TERMS OF USE

Social networking applications

- must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the Council into disrepute
- must not be used in an abusive or hateful manner
- must not be used for actions that would put Council representatives in breach of Council codes of conduct or policies relating to Elected Members or staff
- must not breach the Council's Equal Opportunities or Bullying and Harassment policies
- official Council and Mayoral profiles and pages must not be used for party political purposes or specific campaigning purposes as the Council is not permitted to publish material which 'in whole or part appears to affect public support for a political party' (LGA 1986)
- official Council and Mayoral profiles and pages must not be used for the promotion of personal financial interests or personal campaigns
- official Council profiles and pages must not be used for the promotion of external commercial ventures.

Where individuals, including those from partner organisations and other volunteers, are involved and are acting on behalf of the Council, they will also be expected to comply with the relevant Council policies.

It is also important to ensure that members of the public and other users of online services know when a social networking application is being used for official Council purposes. To assist with this, all council representatives must adhere to the following requirements:

1. Officers must only use @woodley.gov.uk email addresses for user accounts which will be used for official Council purposes.
2. The use of the Council's logo and other branding elements should be used where appropriate to indicate the Council's support. The logo should not be used on social networking applications which are unrelated to or are not representative of the Council's official position.
3. Council representatives should identify themselves as such where appropriate on social networking applications. For example, through providing additional information in user profiles.
4. Council representatives should ensure that any contributions they make are professional and uphold the reputation of the Council.
5. Members, if using their own social media account profiles, must ensure that they are either speaking in a personal capacity or simply providing details of works undertaken or policies agreed by Woodley Town Council and not speaking on behalf of the Council.
6. Members must make the Town Clerk and PR/Marketing coordinator aware of the Council information they are sharing on social media or with the press, in order to manage reactions and ensure the news has already been announced by the Council on its channels.

All users need to be aware that applications may be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities.

POLICY REVIEW

This policy will be reviewed as required.

RENEWABLE ENERGY

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information in order to consider entering into a contract with Reading Community Energy Society (RCES) for the supply of electricity and installation of solar panels on The Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall.

Background

Reading Community Energy Society (RCES) is a Reading based social enterprise supported by Energy for All – a group of 23 renewable energy co-operatives. RCES receives income from selling electricity to building owners/users, from the government Feed in Tariff and from investors. RCES offers the installation of solar panels to community buildings at no cost and with the benefit of reduced electricity charges. RCES have worked with Reading Borough Council to install solar panels and provide electricity for a number of community buildings including the JAC Rehoboth Centre and Reading Central Library.

Proposal

The Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall have all been identified as being good candidates for solar panel installation due to their size, structure and orientation.

It is proposed that the Council considers entering into a licence agreement with RCES which would enable the installation of solar panels on Council property, while providing daytime electricity to the Council at a reduced unit rate. Solar panels would remain the property of RCES who would be responsible for surveying, installing and maintaining the panels. The licence period is 20 years and ownership of the panels would revert to the Town Council at the end of the licence period.

The Strategy and Resources Committee held on 17 April 2018 resolved to issue a letter of authority to enable RCES to carry out initial surveys of the roofs and apply for the feed in tariff in order to provide a final offer on the unit cost for electricity (Min no. 110). The roof surveys were carried out by the installer – Joju in June 2018 and all three are considered suitable for the number of panels detailed in the proposal for each site (**APPENDIX A**).

The Committee also requested some additional information regarding the set up and operation of RCES including a profile of scheme investors and what would happen in the event that the society was unable to continue to operate. This information is attached at **APPENDIX B**.

The estimated cost saving for each building is shown in **APPENDIX C**.

Next steps

If the Council wishes to proceed with the project the next steps are to sign and return the Power Purchase Agreement and Licence for each premises. RCES will then arrange for an independent structural survey of the roofs before proceeding with the installation.

The Council will also need to forward the legal agreement to its solicitors for review before signing.

Investigations into water ingress at the Oakwood Centre from the windows and roof will prevent the installation of panels at this time. Once remedial works have been carried out the building could be included in the scheme although we do not have a timeline for this at present. RCES have confirmed that this would not affect the offer for the other buildings.

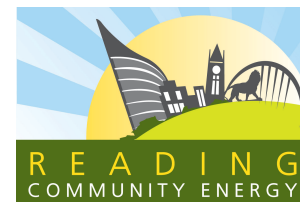
Recommendation:

- ◆ **That Members note the contents of the report.**

- ◆ **That Members consider the proposal to enter into a contract with RCES for the provision of electricity and the installation of solar panels on the Oakwood Centre, Woodford Park Leisure and Coronation Hall as detailed in the report, subject to review of the contract document by the Council's solicitors.**

Reading Community Energy Society

Unit 26, Trinity Enterprise Centre
Furness Business Park
Barrow-in-Furness LA14 2PN



Solar PV proposal for Oakwood Centre

Reading Community Energy Society (The Society) has been set up to install, own and operate solar power systems to generate electricity on the roofs. 11 buildings have joined the Society since it began in 2015, including Reading Central Library for Reading Borough Council and Lifespring Church in Reading.

The Society receives its income from the Feed-in-tariff and from selling the electricity generated to the buildings and, to the extent more is generated than the school can use, to electricity companies through the grid.

Summary proposal

Your PV System

Solar PV system size (kWp)	29.16
PV surface area (m ²)	185
Number of Modules	108
Number of Inverters	1 Solis inverter

The Yield

Generation per Year (kWh)	20,836
Specified Yield (kWh/kWp)	715
CO2 Emissions Avoided per year (kg)	6,401

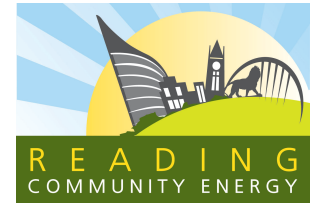
Details of the proposal

The upfront cost of to the Council is £ nil. The electricity generated by the solar panels and consumed by the building will be charged to the Council at a rate of **10.9 p per kWh**. This price is fixed for the duration of the agreement (20 years). We will install a generation and an export meter as part of the installation to calculate how much of the generated energy is used on site. We predict that the building will consume **100%** of the renewable energy generated by the solar PV panels each year. Any profits made by the Society from this installation after paying returns to our community investors will be put into a community fund.

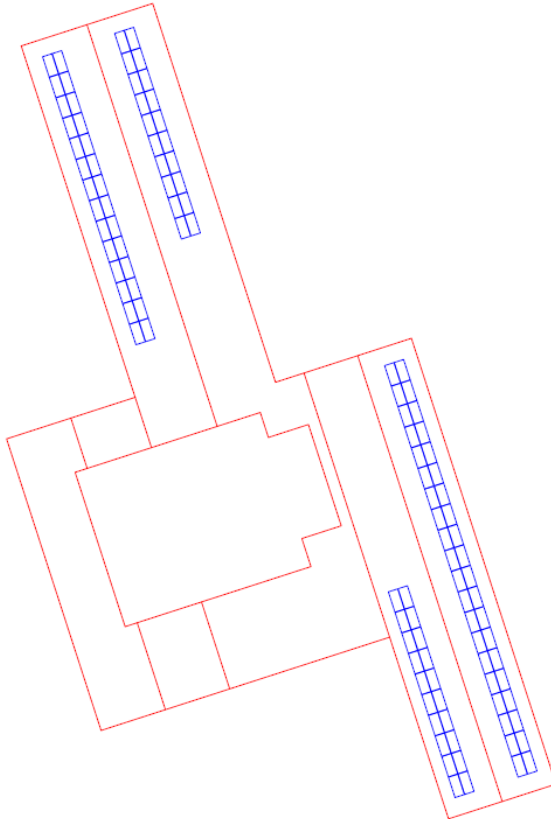
The system has been designed to maximise the energy output of the installation and uses a non-penetrative mounting solution especially designed for standing seam metal roofs.

Reading Community Energy Society

Unit 26, Trinity Enterprise Centre
Furness Business Park
Barrow-in-Furness LA14 2PN



PV Layout



For the entire 20 years agreement the solar PV installation will be maintained by the Society at its expense. At the end of the agreement the installation will be given to the centre free of charge in situ. The panels should have an estimated life of at least 15 years left in them at that stage.

Next steps.

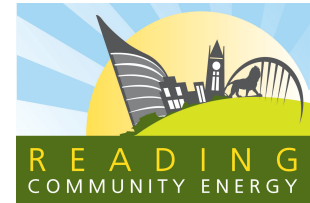
We are sending a Licence Agreement along with this proposal to be considered and signed on behalf of the Council by the suitably authorised person.

The Society will arrange for a structural survey to be completed on the roofs in question. It is important to note that if the survey results show that the roof is not suitable for solar PV we will not proceed with the installation.

We have also sent an application to your local grid, SSE, asking for permission to connect the proposed system to it.


Reading Community Energy Society

Unit 26, Trinity Enterprise Centre
Furness Business Park
Barrow-in-Furness LA14 2PN



Once all permissions have been achieved we will work with the Council and the building managers to arrange a suitable time to install the solar PV system at the end or just after summer. We do not envisage that the installation takes longer than 5 days.

Our Support Team

 **Joju Solar** are the company that we use to install our solar PV panels. They have installed all of the existing Reading Community Energy society operative projects and have worked with dozens of other community groups around the country. They have always provided us with an excellent service and continue to help us keep our systems working long after the installations have been commissioned.



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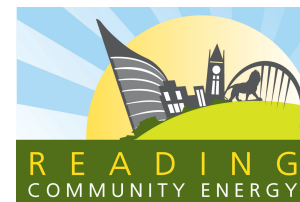
Reading Community Energy Society

Address: Unit 26, Trinity Enterprise Centre. Furness Business Park. Barrow in Furness LA14 2PN

Contact: Tony Cowling & Tony Hoskins

Tel: Tony Hoskins 0771 3259154

Email: antonycowling@gmail.com / aahoskins@aol.com



Solar PV proposal for Coronation Hall

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Summary proposal

Your PV System

Solar PV system size (kWp)	10.26
PV surface area (m ²)	65
Number of Modules	38
Number of Inverters	1 Solis inverter

The Yield

Generation per Year (kWh)	8,926
Specified Yield (kWh/kWp)	870
CO2 Emissions Avoided per year (kg)	2,742

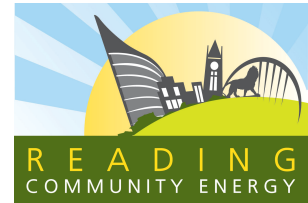
Details of the proposal

The upfront cost of to the Council is £ nil. The electricity generated by the solar panels and consumed by the building will be charged to the Council at a rate of **12 p per kWh**. This price is fixed for the duration of the agreement (20 years). We will install a generation and an export meter as part of the installation to calculate how much of the generated energy is used on site. We predict that the building will consume **61%** of the renewable energy generated by the solar PV panels each year. Any profits made by the Society from this installation after paying returns to our community investors will be put into a community fund.

The system has been designed to maximise the energy output of the installation and uses a non-ballasted mounting solution especially designed for trapezoidal metal roofs.

Reading Community Energy Society

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Furness Business Park
Barrow-in-Furness LA14 2PN



PV Layout



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Next steps.

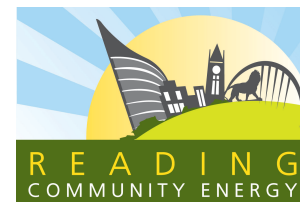
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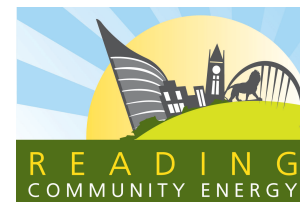
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Solar PV proposal for Woodford Park Leisure Centre

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The Society receives its income from the Feed-in-tariff and from selling the electricity generated to the buildings and, to the extent more is generated than the school can use, to electricity companies through the grid.

Summary proposal

Your PV System

Solar PV system size (kWp)	29.97
PV surface area (m ²)	190
Number of Modules	111
Number of Inverters	1 Solis inverter

The Yield

Generation per Year (kWh)	25,534
Specified Yield (kWh/kWp)	852
CO2 Emissions Avoided per year (kg)	7,844

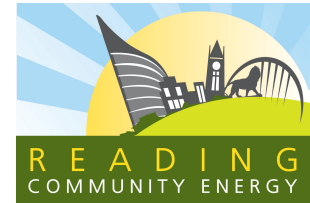
Details of the proposal

The upfront cost of to the Council is £ nil. The electricity generated by the solar panels and consumed by the building will be charged to the Council at a rate of **9.9 p per kWh**. This price is fixed for the duration of the agreement (20 years). We will install a generation and an export meter as part of the installation to calculate how much of the generated energy is used on site. We predict that the building will consume **78%** of the renewable energy generated by the solar PV panels each year. Any profits made by the Society from this installation after paying returns to our community investors will be put into a community fund.

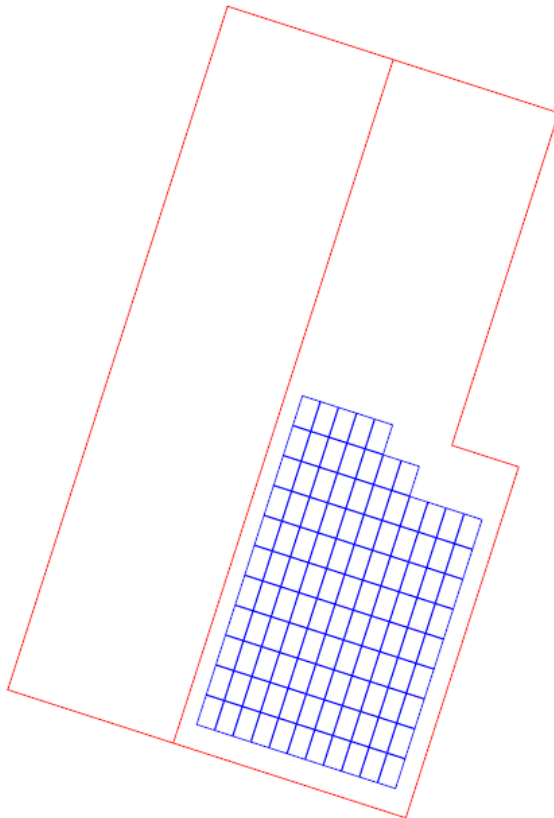
The system has been designed to maximise the energy output of the installation and uses a non-ballasted mounting solution especially designed for trapezoidal metal roofs.

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PV Layout



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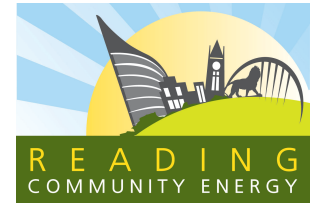
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We have also sent an application to your local grid, SSE, asking for permission to connect the proposed system to it.


Reading Community Energy Society

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Furness Business Park
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Once all permissions have been achieved we will work with the Council and the building managers to arrange a suitable time to install the solar PV system after summer. We do not envisage that the installation takes longer than 5 days.

Our Support Team

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Queries posed by Woodley Town Council Committee members - 17th April 2018

Reading Community Energy Society (RCES) is a Community Benefit Society under the Co-Operatives and Community Benefits Society Act 2014 - <https://readingenergy.coop>. It is supported in operations (largely focused on legal, accountancy, governance and investor matters by Energy 4 All Ltd - <https://energy4all.co.uk/e4a-co-ops/>). E4A is owned by the co-operatives it supports and its five directors – it acts very much as a co-operative and has a non distribution clause in its Memorandum of Association.

In a recent meeting with Woodley Town Council's Strategy and Resources Committee (WTC), RCES was asked to answer several questions posed by committee members – its responses are below.

1. **What happens if one party goes bust?** This is an unlikely event for RCES, given that RCES's income streams come from the Feed In Tariff (FiT - contractually agreed with OFGEM), the export tariff (similarly contractually agreed) and the fixed price for electricity consumed by the building owner. If the latter were to be lower than we anticipated, a reduction in income would affect our ability to buy back shares and ultimately our ability to provide for our community fund.

However, if the unlikely were to occur, and RCES does "go bust" the panels would continue to benefit WTC. It is very unlikely that a liquidator would remove the systems. There would be no value in selling them. The contract would remain in place so may continue on the same terms with another party. If the liquidator chooses to terminate the contract, it is highly likely that the panels would remain in the hands of WTC for their benefit.

If the reverse were to happen, and WTC were to suffer a fate similar to that anticipated for Northamptonshire CC, then as long as the building remains connected to the electricity grid, RCES would continue to receive the FiT and export payments. Electricity sales to the Host Organisation may be difficult especially if the building stands idle and is disconnected from the grid. The License requires the Host to transfer License obligations to subsequent building occupiers. RCES would hope to be involved in discussions with the liquidator and new host organisations if this situation arose.

2. **Who are our members (investors) - could they be money launderers – is this a reputational risk to the council – what is our due diligence?** In this context, it is important to recognise that RCES's board of Directors has control over how cash is returned - members have no guarantee of getting their cash back **on demand**. As such the investment is relatively illiquid. The scheme is very unlikely to be of interest to money launderers.

The members are almost overwhelmingly ordinary citizens, investing modest sums – see question 3 below. RCES does not take cash payments and applications for membership are linked to a bank account. We do not undertake any specific anti-money laundering steps. It is not required of a co-operative raising money in this (unregulated) way to go through a Know Your Client process.

That is not to say that E4A is not aware of this possibility and would make the board aware of concerns about any investments if these arose at time of share offer.

3. **What is the profile of members (with a concern over big members)?** The initial offer (attached) indicated there was a limit of £20k per investor. However the board wished to maximise the number of individual members and pared down the allocation of shares to

achieve this desired outcome. The table below shows the percentage (by number) of members and their initial offer and the amount of shares which they were allocated. This shows the maximum investment (excluding RBC) was £4,800 and 60% of investors ended up with an allocation of between £200 and £1,000 each.

Reading BC is the only member that is not an individual, and the board accepted their offer of an investment of £10,000 in recognition of the support they had provided to the Society.

Application Amount	(Indicatively) Percentage of amount over £1000 retained	Proposed investment	Minimum of 1000	Additional allocated	Final allocation	% of 112 members
£200-£999	0%					60%
£1,000 - £1,500	40%	1000	1000	0	1000	
	40%	1500	1000	200	1200	3%
£1,501 - £3,000	30%	2000	1000	300	1300	14%
	30%	2500	1000	450	1450	
	30%	3000	1000	600	1600	
£3,001 - £5,000	30%	3500	1000	750	1750	13%
	30%	4000	1000	900	1900	
	30%	5000	1000	1200	2200	
£5,001 and upwards	20%	8000	1000	1400	2400	11%
	20%	10000	1000	1800	2800	
	20%	20000	1000	3800	4800	
						100%

4. **Could RBC’s involvement dictate matters both for the interest payments and the allocation of community funds (with one third of directors being councillors and members of the community fund review committee)?** At this point it is important to stress that members have one vote per investment, which is independent of the size of their investment.

In addition to this safeguard, The Rules of the community benefit society state: **Declaration of Interest 84.** *A Director shall declare an interest in any contract or matter in which s/he has a personal, material or financial interest, whether directly or indirectly, and shall not vote in respect of such contract or matter, provided that nothing shall prevent a Director voting in respect of her/his terms and conditions of employment or any associated matter.* Directors are acting on behalf of and in the best interest of the Society and not themselves, a sub-set of members or a particular area or community.

If community fund applications come from a councillor’s ward or from organisations or buildings in which any of the Directors are involved, an interest is required to be declared and that Director is excluded from the decision-making. RBC is a significant investor and active supporter of the project - RCES may not have got off the ground without the support of the council. There are historic reasons for the councillors’ involvement in this way but our experience has shown they do not attempt to influence the board in the interest of RBC (which does not have any control of decision making). Once we know the second phase of buildings, we will review arrangements for the community fund.

Solar Energy - estimated savings in year 1

APPENDIX C

Per year

WPLC	day units kWh	rate in p	Cost in £	
	66230	14.23	£9,425	SSE
	66230	9.9	£6,557	RCES
			£2,868	<i>saving</i>
Oakwood	74968	13.14	£9,851	SSE
	74968	10.9	£8,172	RCES
			£1,679	<i>saving</i>
Coronation Hall	10048	12.78	£1,284	SSE
	10048	12	£1,206	RCES
			£78	<i>saving</i>

£4,625 *estimated total saving*

These estimates are based on available consumption information for the properties. Coronation Hall shows a smaller saving as consumption is relatively low and the number of panels is limited by the roof size. As the unit rate remains the same throughout the 20 year contract period, the saving would grow year on year as electricity prices rise. The Oakwood Centre installation would be delayed pending repairs to the roof/windows so this saving would not be achieved until the installation is complete.

**MEETING OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE COMMITTEE
HELD AT 6PM WEDNESDAY 4 JULY 2018 AT THE OAKWOOD CENTRE,
HEADLEY ROAD, WOODLEY RG5 4JZ**

Present:

J Lherbier	Town Centre Manager	S Smith	Woodley Resident
M Holmes	Chairman & Woodley Resident	M Perry	Woodley Resident
K Baker	WTC & WBC Councillor	M Millard	Woodley Resident
H Beilby	WTC Administrator	P Birt	Woodley Resident
J Palterman	Saturday Market Manager	Z Frasiniski	Woodley Resident
C Lawley	Woodley Resident	M Risby	Woodley Resident
I Hills	Woodley Resident	J Wright	Woodley Resident
G Cranford	WBC Economic Development Officer	J Yule	Boots Representative
		J Hutchinson	Waitrose Representative

ITEM 1 – APOLOGIES

M Norris, H Taylor, J Cheng, D Mills, R Dolinski, M Bather, C Towse, M Smith, T Mills, D Fry, E Hobart, D Allen, O Nash, V Egan, R Still, M Hemphill

ITEM 2 – TO NOTE THE APPOINTED REPRESENTATIVES TO WTCMI FOR MUNICIPAL YEAR 2018/2019

Cllr Keith Baker and Cllr Jenny Cheng have been appointed as Wokingham Borough Council (WBC) representatives to WTCMI.

ITEM 3 – TO APPROVE THE MINUTES OF THE WTCMI MEETING HELD ON WEDNESDAY 25 APRIL 2018

The minutes were accepted and approved.

With reference to minutes for 25/04/18

INFORMATION 'MUSHROOM' – item 2 - In response to this topic, the missing metal seat has been found and is in the process of being re-instated by WTC.

PUBLIC TOILET – item 2 - In response to this topic, TCM JL confirmed that this is to be installed within the next few weeks opposite Lloyds Bank. Arrangements have been made to re-site the advertising pillar from that area until work has been completed.

BOSCO LOUNGE PLANTERS – item 6 – In response to this topic, static barriers have since been allowed by the (WBC) Highways Department.

CAR PARK FIGURES – item 5 – In response to this topic, CL enquired as to whether they had been obtained yet, to which JL advised, "nothing yet".

It was noted that Cllr K Baker is no longer a member of the Executive Highways Department at WBC

ITEM 4 - SECURITY IN THE TOWN CENTRE

The ongoing problem of cyclists not dismounting in the town centre was discussed. This included the survey results produced by a voluntary group from the Woodley & North Earley Committee group, proving that there was a problem and it had been passed to the Police. CL believed that the survey was a very positive thing and would provoke Police into action. CL also said pupils in the primary schools should be advised that cycling in the town centre is not acceptable.

There were also reports of intimidating and anti-social behaviour and it was decided that information on all incidents should be gathered as evidence and forwarded to the Police Commissioner personally. JY to obtain relevant information from Iceland incidents.

ITEM 5 - FINANCIAL REPORT TO END OF YEAR

TCM JL presented his reports

BUDGET REPORT

TCM JL presented his report. He explained that it was difficult to estimate some of the figures as they were subject to fluctuations in income. This was due to such things as promotional stalls / events, resulting sometime in higher revenue than budgeted for.

JL was asked for the accounts to be presented alongside the cash flow to make it easier to compare the figures if possible. Also, that events, farmers market and concessions are broken down, in order to ascertain what is happening individually.

JL also pointed out that payment in respect of the information pillars was often paid late.

FINAL AUDITED REPORT

The report was approved and duly signed by the Chairman MH who also confirmed that Alan Harland has agreed to continue to carry out the audit of our accounts for the following year. TCMI to write to Alan to thank him for his auditing of our accounts.

ITEM 6 - TOWN CENTRE MANAGER'S REPORT

TCM JL presented his report.

CAR BOOT SALE - It was noted that the car boot operator Andy Thomas has given 3 months notice. There is however, someone else interested to take over, it is hoped that there will be no disruption to the car boot sales.

BUILDING WORKS – New windows are to be fitted at first floor level in the conversion of the offices of the Iceland to Santander building. Scaffolding will be erected for a short while. JL said that he hopes that after discussions with the contractor and the scaffold company, there should be little disruption to businesses or to the Saturday market.

The offices that run from above ex- Brighton's to New Look are also being refurbished as flats.

EMPTY UNITS - It was noted that a new "Perfect Beauty" shop took over the "ex-Boots the Optician".

Ex Brighton's' Newsagent & Prezzo are still looking for tenants. The Ex-Chapter One shop is now leased to Greggs, which is next door, but is currently not trading pending a further planning application. JL stated that we have two units without tenants representing approximately 3% of the Town Centre's retail area. JL mentioned that the national average was 9.2%.

SATURDAY MARKET MANAGER'S REPORT

JP reported that the weather had had a positive effect on Saturday market trading. New traders in plants and cosmetics were now attending but the search for new traders continues.

Cllr KB suggested that WTC Officer Anouzka Ransley could possibly help with the Facebook page and some marketing.

Chairman MH thanked JL and JP for their sterling work.

ITEM 6 - QUESTION THROUGH THE CHAIR FROM MEMBERS OF THE PUBLIC

ITEM 7 - ANY OTHER BUSINESS

Thames & Chilterns in Bloom Competition - Woodley Adopt a Street (WASP) volunteers offered to help clear litter in Town Centre, car parks and surrounding areas before the judges come to make their assessment on 11th July.

SF commented that certain bins, particularly Library Parade and Costa are always full and over spilling and littering surroundings. JL to request more bins from WBC.

In response to the question from SS, JL advised that only information relevant to the town centre and occasionally police notices were advertised in the information 'mushroom.

GC reported that the M4 smart motorway phased project will start soon, and is due to last four years.

Information regarding this project can be found on the Highways England website.

It was suggested by GC that Woodley should be put forward and enter the Great British High Street Awards, generated by a government department to encourage the re-invigoration of local towns. He will liaise with KB, who will pick this up on behalf of Woodley Town Centre, as leader of WTC.

The closing date is 15 August 2018.

Cllr K Baker reported on the Speeding Initiative, which Woodley Town Council (WTC) has recently invested several thousand pounds in, to provide the equipment required. Volunteers will utilise speed guns and feed the information through to police. Offending drivers will be issued with a warning letter and prosecuted if they are found to have offended again. A team of 20 volunteers would be ideal, with about 7 signed up at this point in time. Further enquiries should be referred to Cllr K Baker or Cllr Tom Barker.

Meeting finished at 7.45

Next WTCMI committee meeting: Wednesday 17 October 2018 at 6pm

Minutes of the meeting of the Executive Sub Committee of the Woodley Town Centre Management Initiative held at 17.40 on Tuesday 31st July 2018 at the Oakwood Centre.

Present:

Mary Holmes B Chairman (MH) Mark Norris - Vice-Chairman (MN) Jacques Lherbier -Town Centre Manager {TCM} (JL) Cllr Dave Mills - WTC (DM)

1. Apologies:

None

2. Suggested amendment to our Constitution.

It was agreed that extra wording should be inserted into the WTCMI Constitution and Jacques will be tasked to circulate the agenda for the next WTCMI meeting on 17th October and attach a copy of the current Constitution together with the proposed wording concerning this amendment:

To propose that the following sentence should be inserted into the WTCMI Constitution within the section headed **Attendance**, and after the first sentence:

Invitations to the local police and/or chair of an associated locally based organization, such as the Woodley and North Earley Community Forum, may be made as long as that organization has a valid and direct bearing on the quality of life in the Town Centre.

3. New Car Boot Operator

Jacques (TCM) is very happy to suggest that Stephen Riley (The Royal Berkshire Grill man) is the ideal person to take over the running of the Car Boot Sales from Andy Thomas from September 2018. A contract for this work will be drawn up by Jacques and approved by the Executive Sub committee.

4. Concession Stall in the Town Centre. – Request for a Concession Agreement.

Jacques is to liaise with Stephen Riley (The Royal Berkshire Grill man) over a Concession Agreement for him to operate in the town centre on a longer term basis (rather than his current daily rate) - the monetary terms of which will need to be negotiated and finalised by Jacques and the resulting Concession Agreement approved by the Executive Sub Committee

5. Town Centre Information “Mushroom” – possible upgrade or replacement.

In principal we should accept the offer of help from the Rotary Club of Reading Maiden Erlegh for establishing a water fountain feature. It will mean a lot of surveys/planning agreements etc with WBC. Ideally, It needs to be sited in the region of the present mushroom. The water mains and drainage would need to be investigated.

6. Gary Cranford (WBC)’s suggestion for Woodley to enter the Great British High Street project

It was agreed that we should try and put together a request for a grant from the Great British High Street project, which was suggested by Gary Cranford (WBC) at the 4th July WTCMI meeting. Jacques is to look to see if he can find the paperwork in his archives which we used when we were awarded a £10,000 grant from Mary Portas. It was thought that we could possibly re-submit this paperwork, together with any relevant updates and changes. The closing date is on 15th August 2018.

7. Rising Bank charges

Jacques has queried with Lloyds Bank about the sudden rise in our bank charges. We thank Jacques for negotiating a substantial reduction in these bank charges!

8. Extravaganza: An extra Christmas tree position.

The chairman is to ask Cllr Keith Baker as Leader of WTC, to go ahead and have a second hole constructed into the paved area at the north end of the town centre so that we will have the option of possibly positioning a Christmas tree, or an equivalent Festive feature, near the Centre Stage in the future.

However, we realistically doubted if this could be achieved in time for this year's Festive events.

The meeting closed at 19.36

PROJECTS SCHEDULE 2018/19*Project ID number is identifier only – not indication of priority.*

ID	Project update	Delivery
1	Woodford Park Green Flag Award application and works Green Flag awarded July 2018	COMPLETE
2	Construction of new maintenance workshop and welfare building This project is in the planning and costing stages. <i>Timing factors</i> <i>Design work, costing and planning application required.</i> <i>Contractor lead times</i> <i>Funding agreed via Public Works Loan Board</i>	Jan-Mar 2019
3	Woodford Park lake restoration Tree works complete. Funding agreed via Public Works Loan Board Tenders to go out September 2018. Contracted works to take place before April 2019 <i>Timing factors</i> <i>Bird nesting season</i> <i>Lead time for contract work</i>	Dec 2017 to April 2019
4	Woodford Park destination play area An application for £200,000 from Section 106 developers contributions has been approved. <i>Timing factors</i> <i>Staff resources to move project forward</i> <i>Project development/consultation/contractor lead times</i>	April/May 2019
5	Public Toilet in the Town Centre Licence to occupy in place with Wokingham Borough Council. Planning Permission granted. Licences for street works, road closure and crane licence for delivery are being prepared by the contractor for submission to Wokingham Borough Council. <i>Timing factors</i> <i>Submission and processing of licences</i>	April/May 2018
6	Woodford Park Leisure Centre Regeneration Works progressing on conversion of store room to ladies toilets. Works to reception and office area planned towards December 2018. <i>Timing factors</i> <i>Staff resources to move project forward</i> <i>Minimising impact on activities and operation of the Centre</i> <i>Agreement on project elements and funding</i> <i>Planning permission</i>	June 2018 onwards

APPENDIX 12

7	Woodford Park Green Flag Award application and works Green Flag awarded July 2018	COMPLETE
8	Oakwood Centre Gents toilets refurbishment New cubicles, sanitary wear, flooring and decoration. <i>Timing factors</i> <i>Project delayed due to issues with moisture in the walls in this area – under investigation.</i> <i>Contractor lead time</i> <i>Minimise impact on the bookings</i>	Jul 2018
9	Oakwood Centre walls/floor Investigations are being carried out into the cause of moisture in the walls near the toilets area. This has delayed the refurbishment of the gents toilets. The flooring in the corridor needs repairing and re-laying. Some contributing issues have been identified and rectified. <i>Timing factors</i> <i>Investigation and repairs</i> <i>Drying out time</i>	April 2018 – Jun 2018
10	Oakwood Centre roof Survey has been carried out and a number of areas identified as needing repair or further investigation. <i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Contractor lead time</i>	April 2018 – July 2018

APPENDIX 13

Website statistics

	2018			
Sessions	Mar	May	Jul	Aug
Total	2991	3136	4374	4316
Users	2147	2416	3248	3345
Page views	7242	7011	9794	8288
Means of access				
Mobile	1381	1709	2522	2455
Desktop	1190	1116	1419	1389
Tablet	420	311	433	472
Searches				
Organic (from general web search)	2240	2386	3378	2715
Direct (where user knows web address)	526	534	660	745
Referral (from another website)	133	119	154	188
Social Media (from a social media page)	92	96	182	668
Page views				
WPLC			2113	1425
Gym on the Park			723	744
Hire rooms & halls			226	268
Parks			133	153
Allotments			115	129
Town Councillors			121	105
Meetings/committees			89	94
The Oakwood Centre			76	84
Council Officers			48	41
Hire Centre Stage			16	13
Press Releases			11	7

Notes;

Generally increasing usage month on month

Increasing access via mobile phone

Increasing referrals from social media

**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 2 JULY 2018 AT 7.00 - 8.15 PM**

Councillors Present

David Sleight (Chairman), David Chopping, Graham Howe and Ian Pittock

Parish/Town Council Representatives

Pam Stubbs	Barkham Parish Council
Richard Rampton	Finchampstead Parish Council
Carol Bulman	Ruscombe Parish Council
Dawn Peer	Shinfield Parish Council
John Anderson	Swallowfield Parish Council
Shaun Hanna	Winnersh Parish Council
Martin Bishop	Wokingham Town Council
William Luck	Earley Town Council

Officers

Neil Carr (Democratic and Electoral Services Specialist) and Mark Redfearn (Lead - Locality Services)

1. ELECTION OF CHAIRMAN

The Forum elected a Chairman for the 2018/19 Municipal Year.

RESOLVED: That David Sleight be elected as Chairman of the Forum for the 2018/19 Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN

The Forum appointed a Vice-Chairman for the 2018/19 Municipal Year.

RESOLVED: That Dawn Peer be appointed as Vice-Chairman of the Forum for the 2018/19 Municipal Year.

3. APOLOGIES

Apologies for absence were received from Roland Cundy, Tony Farnese, Liz Halson, Jackie Jeffrey, Dianne King, Ken Newland, David Mills, Jan Nowecki and Philip Truppin.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Forum held on 26 March 2018 were agreed as a correct record and signed by the Chairman.

5. MATTERS ARISING

There were no matters arising from the Minutes of the previous meeting.

6. DECLARATION OF INTEREST

There were no declarations of interest.

7. 21ST CENTURY COUNCIL - UPDATE ON LOCALITIES

The Forum considered a presentation from Mark Redfearn (Lead – Localities Service) on the development of Locality Services as part of the Borough Council's 21st Century Council change programme.

Mark confirmed that Locality Services would be community driven and would focus on meeting residents' needs. It would be based on a resilient and flexible workforce which aimed to meet the changing needs of customers and the changing physical environment.

The operational resources within Locality Services included:

- Nine libraries/community hubs (including the home library service);
- The Acorn Centre;
- Highways Inspection and Public Rights of Way;
- Cleaner and Greener Services and Tree Inspection;
- Valuations (Council Tax);
- Planning Enforcement;
- Community Development and Community Wardens;
- Housing Officers and Sheltered Housing Managers.

Locality Services comprised 59 full time equivalent staff. Work would be based around data driven geographical patches with better local knowledge leading to improved commissioning of services. Improved visibility of the service would help to build confidence and would enable more proactive/preventative working in local communities.

A key element of the service would be improved engagement with Town and Parish Councils and closer working with elected Members.

In the ensuing discussions the following points were made:

Would the new arrangements provide sufficient capacity to ensure that issues raised by Town and Parish Councils were addressed quickly? Mark confirmed that more joined up services combined with more effective technology would enable more issues to be resolved on the spot.

Whilst the proposals were impressive, past experience indicated that the Borough Council was slow to react and did not respond effectively to issues raised by the Towns and Parishes. What would be different this time? Mark stated that the basis of this new approach was bringing staff together to provide a focal point for local residents and stakeholders. The service structure also provided clear accountability which meant that Towns and Parishes would know who to contact if issues were not being resolved in line with agreed timescales.

RESOLVED That:

- 1) Mark Redfearn be thanked for attending the Forum meeting to answer Member questions;
- 2) the operation and effectiveness of Locality Services be considered at future meetings of the Forum.

8. WASTE AND RECYCLING UPDATE

The Forum considered a presentation from Irum Gulzar, Waste Reduction Officer, on progress relating to the Borough's waste and recycling services.

The presentation set out some key facts relating to the current service delivery, as follows:

- The current recycling rate was just below 40% (ranking WBC 236th out of 350 Councils – the highest recycling rate was 65%);
- The service collected 72,000 tonnes of household waste and 28,000 tonnes of blue bag waste in 2015/16;
- The Blue bag waste collected was the equivalent of 0.5 tonnes per property per annum;
- Landfill comprised 15% of waste collected;
- There were currently 42 recycling sites (including Cantley, Ashridge Manor and Shepherds Hill).

The presentation then outlined new initiatives being implemented in 2018/19, including:

- Collection of pots, tubs, trays, foil and cartons;
- A push to increase recycling to the 50% EU target by 2020;
- An arrangement with the Salvation Army on textile recycling;
- Rationalisation of bins at multi-occupancy locations;
- Improving the quality of recycling – the major contaminant being wet paper;
- Collection of food waste from April 2019 (adding around 7% to the overall recycling rate).

In relation to the 2020 50% recycling target Irum stated that progress from the current 40% rate would be achieved by additional materials (2%), re3 initiatives (2%), collection of food waste (7%) and reducing contamination (1%).

In the ensuing discussion the following points were raised:

The clampdown on disposal of trade waste at the recycling centres resulted in fly tipping in the countryside, for example Swallowfield. What was being done to tackle fly tipping in the countryside? Irum confirmed that a prosecution was currently under way in relation to fly tipping in the countryside. It was hoped that this would provide a clear message that fly tippers would be pursued through the courts and would lead to a reduction in activity.

In relation to the new items being put into recycling black boxes, were there any materials which caused problems? Irum confirmed that black plastic was still problematic as it contained carbon pigment which could not be recognised by the scanners at the recycling centres.

The collection of food waste would lead to behaviour changes resulting overall in a smaller amount of waste. Was the projected 7% improvement in recycling optimistic as a result? Irum confirmed that the situation would be monitored once food waste collection commenced in April 2019. In the meantime Officers would continue to explore other options to increase recycling rates towards the 50% target.

In relation to the contamination of recycling caused by wet paper, what initiatives were being considered? Irum confirmed that a trial using recycling boxes fitted with lids was under consideration. However, this would have financial consequences which need to be considered.

RESOLVED That:

- 1) Irum Gulzar be thanked for attending the Forum meeting and answering Member questions;
- 2) the proposals to increase recycling rates, set out in the presentation, be noted;
- 3) the Forum receive a further update on waste and recycling services at a future meeting;
- 4) the slides from both presentations made to the Forum be circulated to the Town and Parish Councils for information.

9. SCRUTINY REQUEST ON FOOTWAYS, KERBSIDES AND ROAD SIGNS

The Forum considered a report, set out at Agenda pages 11 to 19, which gave details of a Scrutiny request from Finchampstead Parish Council relating to the condition of footways, kerbsides and road signs.

The report stated that, as part of the development of the Borough Council's Overview and Scrutiny work programme for 2018/19, Town and Parish Councils had been invited to submit issues for inclusion. Finchampstead Parish Council submitted an issue relating to the poor condition of footways, kerbsides and road signs in its area. The Parish Council submitted a list of examples where poor maintenance and repair led to areas looking untidy and uncared for. There were also examples, such as encroachment of vegetation on footways, where health and safety risks were increasing.

The Council's Community and Corporate Overview and Scrutiny Committee had decided to investigate the issues raised by Finchampstead Parish Council. It also agreed to refer the matter to the Forum to enable other Towns and Parishes to provide evidence from their own areas. It was suggested that the handling of this Scrutiny request could be used as an example of improved joint working between the Borough Council and Town and Parish Councils.

RESOLVED That:

- 1) the Scrutiny request submitted by Finchampstead Parish Council be noted;
- 2) the remaining Town and Parish Councils submit evidence to the Borough Council relating to the poor maintenance and repair of footways, kerbsides and road signs in their area;

- 3) progress on this issue be reported to the next meeting of the Forum in October 2018;
- 4) the agreed actions and outcomes be monitored as an example of improved working arrangements between the Borough Council, Town and Parish Councils.

10. FUTURE AGENDA ITEMS AND URGENT ISSUES

The Forum considered the list of proposed future Agenda items.

RESOLVED: That the following list of Agenda items for future meetings be agreed:

- Scrutiny Request on Footways, Kerbsides and Road Signs – October 2018
- Partnership Working Pilots – October 2018;
- Local Plan Update – February 2019;
- Local Policing Update – TBC;
- WBC Asset Review Programme – TBC;
- Health, Sport and Leisure Strategy – TBC;
- Traded Services – TBC;
- Community Governance – TBC.

11. DATES OF FUTURE MEETINGS

The Forum considered the proposed dates for future meetings.

RESOLVED: That meetings of the Forum be held on the following dates:

Monday 8 October 2018 (7pm);
Monday 4 February 2019 (7pm);
Monday 1 April 2019 (7pm).