

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 12 June 2018 at 8:00 pm**

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**Present:** *Councillors R. Dolinski (Chairman); A. Chadwick; J. Cheng; D. Mills; D. Smith; D. Stares; M. Walker*

**Officers present:** *D. Mander, Town Clerk; L. Matthews, Committee Officer; A. Ransley, PR/Marketing Co-ordinator*

**Also present:** *Councillor K. Gilder  
1 member of the public*

The Chairman welcomed the newly appointed PR/Marketing Co-ordinator to the meeting.

1. **APOLOGIES**

Apologies for absence were received from Councillors K. Baker and S. Brindley.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 17 APRIL 2018**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 17 April 2018 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 19/18.

**RESOLVED:**

- ◆ To note Report No. SR 19/18.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A:**

	Current account	Imprest account
April 2018	£199,705.26	£47,408.40

c) **Paddling pool liner**

Members noted that the total cost of the new paddling pool liner and installation had been £6,911. The Council had approved the allocation of £10,000 from the Building and Facilities fund for this item, £3,089 of which was not required and remained in the fund.

The Town Clerk informed Members that there had been some problems with the new liner after installation which had resulted in the paddling pool being closed for a few

days after it had opened for the summer. It was hoped that these problems had been resolved by the supplier. Members asked the Town Clerk to ensure that, when problems occurred, notices were displayed to inform members of the public what was happening. It was noted that the Leisure Services Manager had posted information about the paddling pool closure on social media.

5. **OAKWOOD CENTRE UPDATE**

The Town Clerk presented Report No. SR 20/18.

**RESOLVED:**

- ◆ To note Report No. SR 20/18.

6. **CATERING PARTNERSHIP**

The Chairman presented Report No. SR 21/18 of the Catering Partnership meeting held on 18 May 2018 and confidential information on the monthly catering income was tabled.

A suggestion was made that Brown Bag might consider working with the library, to provide refreshments there, and the Chairman agreed to pass this suggestion on to Brown Bag.

**RESOLVED:**

- ◆ To note Report No. SR 21/18.

7. **LAKE PROJECT FUNDING**

Members were disappointed to note that the application to the Landfill Communities Fund for £50,000 towards the lake project had not been successful. The project met all the criteria but had lost out to other competing projects. The Town Clerk informed Members that a proposal would be made at the Full Council meeting on 26 June 2018 to include this amount in any loan application made to the Public Works Loan Board for capital projects. It was anticipated that the works would start in September 2018.

8. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 25 April 2018.

9. **PROJECTS UPDATE**

The Town Clerk presented the updated Projects Schedule 2018/19. She informed Members that Woodley Pre-School had received notification that the Ofsted inspection of their new premises, which was required before they could move in, was imminent. The new pathway from the car park to the pre-school was still to be completed by the Town Council.

In reply to a question about the progress of the refurbishment of the Gents toilets in the Oakwood Centre, the Town Clerk reported that some causes of the damp problems had been identified and rectified and the area was still drying out. This problem would need to be completely resolved and dried out before the refurbishment could start.

As the Maintenance Team were currently in temporary accommodation until progress was made on the construction of a new maintenance workshop, Members wanted to ensure that the tools were being stored securely. The Town Clerk said she would investigate this and would email committee members with the information.

The Chairman reported that there had been many positive comments about the new signage in Woodford Park and the general appearance of the park and he asked for thanks

to be passed to the Council's staff for their hard work and the fantastic results they were achieving in the park.

Members noted that a great deal of work had been done by the Town Clerk and her team to ensure that the Town Council complied with the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018. Some compliance works, such as the writing of procedures and the creation of a retention policy, were still to be done and some work would be ongoing, to ensure continued compliance. In response to a question the Town Clerk advised that some information about managing personal information had been provided in advice sent to all Councillors along with the councillor privacy notice. It was hoped that training for Councillors on the GDPR requirements would be organised. In the meantime the Town Clerk stressed the importance of gaining consent from residents for their details to be forwarded to a third party.

**RESOLVED:**

- ◆ To note the information contained in the updated Projects Schedule 2018/19.

10. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda.

11. **PUBLIC TOILET UPDATE**

The Town Clerk informed Members that a delivery date for the semi-automatic public toilet was still awaited and when the date was known, Danfo would prepare the site in advance for its installation.

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

- a) Members noted that the first CIL payment of £4,583 had been received and had been transferred to the CIL earmarked reserve.
- b) Members noted that the April Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £53,967.

13. **FUTURE AGENDA ITEMS**

The following suggestions were made for future agenda items:

- An update on the work to the public toilets in the Oakwood Centre.
- An update on the work undertaken to ensure compliance with the General Data Protection Regulation.

Under this item Councillor Chadwick asked for officers to investigate the possibility of having a ReadyBike station in Woodley. It was agreed that this would be reported to the Planning Committee.

14. **PUBLICITY AND WEBSITE**

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

15. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

16. **CONVEYANCE RELATING TO LAND IN WOODLEY**

The Town Clerk presented Report No. SR 22/18.

**RESOLVED:**

- ◆ To approve the proposed action set out in the report.

17. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE**

The Town Clerk presented Report No. SR 23/18.

**RESOLVED:**

- ◆ To write to Wokingham Borough Council regarding this matter and the terms of dissolution of the agreement, in response to recent correspondence.

18. **RECEPTION/ADMINISTRATION – COUNCIL OFFICES**

The Town Clerk presented Report No. SR 24/18.

**RESOLVED:**

- ◆ To create a reception/administration apprenticeship placement at the Council offices and that funds from the staff contingencies allocation be used to cover this cost.

The meeting closed at 8:55pm

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## Woodley Town Council 2018/2019

## Current Account

## List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
12-Apr-18	A1 Locksmiths(Berkshire) Ltd	19.01	Keys cut
03-Apr-18	A1 Locksmiths(Berkshire) Ltd	47.95	Keys cut
06-Apr-18	A1 Loo Hire	132.00	Toilet hire depot
26-Apr-18	Alan Hadley Ltd	286.80	Refuse collection
06-Apr-18	Allen's Design & Print Ltd	432.00	WTCMI banners/posters
26-Apr-18	Awards of Distinction Ltd	122.40	Glass trophies/engraving Citizens Awards
06-Apr-18	Axminster Tool Centre Ltd	764.10	Building supplies
26-Apr-18	Axminster Tool Centre Ltd	199.96	Building supplies
03-Apr-18	B & S Chains (Midlands) Ltd	35.40	Building supplies
12-Apr-18	B and S Roofing	2190.00	WPLC roof
03-Apr-18	Be Fuelcards Ltd	26.48	Petrol - depot
03-Apr-18	Be Fuelcards Ltd	0.76	Admin charge
20-Apr-18	Be Fuelcards Ltd	52.76	Diesel - van
18-Apr-18	Berkshire Tree Care	216.00	Gardening services
26-Apr-18	Berkshire Tree Care	6144.00	Gardening services
18-Apr-18	Bowak Ltd	517.04	Cleaning supplies
12-Apr-18	Brake Bros Foodservice Ltd	454.26	Vending supplies
06-Apr-18	Brown Bag Cafe Ltd	352.50	Catering services
18-Apr-18	Brown Bag Cafe Ltd	25.20	Catering services
26-Apr-18	Brown Bag Cafe Ltd	777.44	Catering services
30-Apr-18	Castle Water Ltd	1776.05	Water rates
06-Apr-18	Churchill Contract Services Ltd	2260.33	Contract cleaning
26-Apr-18	Churchill Contract Services Ltd	2188.82	Contract cleaning
03-Apr-18	Club Manager Ltd	80.40	Club Manager membership
26-Apr-18	CoolerAid Ltd	99.54	Bottled water
20-Apr-18	Crown Gas & Power	201.34	Gas supply
20-Apr-18	Crown Gas & Power	259.85	Gas supply
20-Apr-18	Crown Gas & Power	1142.66	Gas supply
20-Apr-18	Crown Gas & Power	1159.59	Gas supply
12-Apr-18	DCK Accounting Solutions Ltd	317.40	Accountancy service - year end
03-Apr-18	Ellis Whittam Ltd	6292.80	HR & H & S support 2018/19
03-Apr-18	Energy Electrical Distributors Ltd	115.56	Electrical supplies
18-Apr-18	Energy Electrical Distributors Ltd	105.78	Electrical supplies
26-Apr-18	Energy Electrical Distributors Ltd	21.16	Electrical supplies
06-Apr-18	Envidia Ltd	100.00	Coach
12-Apr-18	Envidia Ltd	100.00	Coach
12-Apr-18	Epos Now Ltd D/D	30.00	EPOS till monthly charge
03-Apr-18	Eurodec Ltd	70.99	Building supplies
18-Apr-18	Eurodec Ltd	159.95	Building supplies
06-Apr-18	Eventu	210.00	Citizens Awards - sound system
06-Apr-18	Exotherm	1140.00	Roof works WPLC
18-Apr-18	Fraser Office Supplies Ltd	339.03	Stationery supplies
26-Apr-18	Fraser Office Supplies Ltd	69.81	Stationery supplies
06-Apr-18	Fuel Fitness Ltd	25.00	Coach
12-Apr-18	Fuel Fitness Ltd	25.00	Coach
18-Apr-18	Fuel Fitness Ltd	25.00	Coach
26-Apr-18	Gap Group Ltd	119.04	Gardening services
18-Apr-18	Gilbert Thompson	530.00	Newsletter delivery
10-Apr-18	Global 4 Communications	606.66	Phone

03-Apr-18	HMRC Cumbernauld	12759.59	Employers and Employees PAYE & NI
30-Apr-18	HMRC Cumbernauld	15225.61	Employers and Employees PAYE & NI
26-Apr-18	InTouch	35.99	Monthly website charge
06-Apr-18	John Willis	120.00	Window cleaner
18-Apr-18	Julia A Lancaster	217.50	Work on CYP conference
03-Apr-18	Just Around The Corner	5986.75	Grant
26-Apr-18	Just Around The Corner	6187.00	Grant
18-Apr-18	Key Industrial Equip Ltd	46.80	Sundry items
18-Apr-18	Krowmark Ltd	75.36	Staff uniform
12-Apr-18	Lamps-Tubes Luminations Ltd	114.00	WTCMI lighting repair
06-Apr-18	Lantec Security Ltd	480.00	Fire/intruder alarm
26-Apr-18	Laundry Depot	50.40	Laundry table cloths
27-Apr-18	Les Mills Fitness UK Ltd	192.00	Coach
12-Apr-18	Lister Wilder Ltd	88.47	Building supplies
03-Apr-18	Lloyds Bank D/D	28.71	Monthly bank service charges
16-Apr-18	Lloyds Bank D/D	221.97	Monthly cardnet service charge
16-Apr-18	Mainstream Digital Ltd	61.57	Phone
06-Apr-18	Margaret Macknelly Design	587.14	Design work - Herald and conference
26-Apr-18	Margaret Macknelly Design	30.00	Carnival advert
18-Apr-18	McVeigh Parker & Co Ltd	1017.00	Depot gates
16-Apr-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
12-Apr-18	Office Depot International UK Ltd	58.94	Stationery supplies
13-Apr-18	Pitney Bowes Ltd	100.00	Postage topup
11-Apr-18	Plusnet Plc	52.20	Phone
17-Apr-18	Plusnet Plc	38.40	Phone
03-Apr-18	Prudential	30.00	AVC payment deducted from pay
30-Apr-18	Prudential	30.00	AVC payment deducted from pay
03-Apr-18	Public Works Loan Board	73170.68	Loan payments
26-Apr-18	Rialtas Business Solutions Ltd	342.00	Annual licence
06-Apr-18	Riso UK Ltd	247.51	Photocopier OC
06-Apr-18	Serviceline	327.76	Kitchen maintenance cover OC
12-Apr-18	SGW Payroll Ltd	163.10	Payroll services
16-Apr-18	Siemens Financial Services	1100.80	GYM equip monthly rental
26-Apr-18	SLCC Enterprises Ltd	72.00	Webinar training
12-Apr-18	Spaldings Ltd	84.85	Repair items grounds maintenance
26-Apr-18	Springfield Supplies & Projects Ltd	206.40	Leg sets for business tables OC
26-Apr-18	SSE Southern Electric	21.97	Electricity supply
30-Apr-18	Staysure Ltd	456.00	New tractor tyres
12-Apr-18	Technical Surfaces Ltd	840.00	3G pitch service/purchase rubber crumb
18-Apr-18	Thames Valley Water Services Ltd	798.00	Water sample testing
26-Apr-18	Thames Valley Water Services Ltd	234.00	Water sample testing
03-Apr-18	The Berkshire Pension Fund	12226.43	Pension - employers and employees
30-Apr-18	The Berkshire Pension Fund	14756.18	Pension - employers and employees
06-Apr-18	The Letterworks Ltd	707.00	Newsletter printing
23-Apr-18	Total Gas & Power Ltd	1404.60	Electricity supply
03-Apr-18	Trade UK - BandQ	164.65	Building supplies
03-Apr-18	Trade UK - Screwfix	1166.29	Building supplies
18-Apr-18	Trade UK - Screwfix	314.70	Building supplies
26-Apr-18	Trade UK - Screwfix	173.70	Building supplies
26-Apr-18	Traditional Local Cleaning Ltd	1615.12	Contract cleaning
18-Apr-18	Travis Perkins Trading Co	332.10	Building supplies
26-Apr-18	Unipar Services LLP	3590.40	Speedwatch equipment
03-Apr-18	Unison Collection Ac	34.00	Union fees deducted from pay
30-Apr-18	Unison Collection Ac	34.00	Union fees deducted from pay
06-Apr-18	Value Products Ltd	41.04	Sundry items
26-Apr-18	Veolia ES - UK Ltd	468.37	Refuse collection

20-Apr-18	Vodafone	245.22	Phone
03-Apr-18	Wokingham BC	43.80	Rates
03-Apr-18	Wokingham BC	162.00	Rates - Chapel Hall
03-Apr-18	Wokingham BC	354.00	Rates - Coronation Hall
03-Apr-18	Wokingham BC	864.00	Rates - Oakwood
03-Apr-18	Wokingham BC	2196.00	Rates - WPLC
06-Apr-18	Yarnold Heating and Plumbing Ltd	3991.45	Building supplies
26-Apr-18	Yarnold Heating and Plumbing Ltd	521.34	Building supplies

199705.26

## CLERKS IMPREST A/C

### List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
09-Apr-18	(Personal Information)	100.00	Refund deposit
03-Apr-18	(Personal Information)	50.00	Refund deposit
30-Apr-18	(Personal Information)	50.00	Refund deposit
23-Apr-18	(Personal Information)	50.00	Refund deposit
09-Apr-18	(Personal Information)	50.00	Refund deposit
23-Apr-18	(Personal Information)	61.00	Refund deposit
30-Apr-18	(Personal Information)	85.50	Refund deposit
09-Apr-18	(Personal Information)	50.00	Refund deposit
09-Apr-18	(Personal Information)	4.50	Refund deposit
26-Apr-18	Allcolourenvel.co.uk	96.48	Coloured envelopes
27-Apr-18	Amazon eu-uk	22.24	Foam bullet darts refill
03-Apr-18	Amazon.co.uk	-17.98	credit-MAC keyboard
04-Apr-18	Amazon.co.uk	-2.00	Credit MAC keyboard
25-Apr-18	Birmingham Telecom	61.14	Panasonic handset - WPLC
24-Apr-18	Buyitdirect co uk	89.92	Acer 24" HD monitor
16-Apr-18	Carters Entert Ltd	100.00	Refund deposit
25-Apr-18	Lloyds Bank	45900.11	Net April 2018 payroll
13-Apr-18	Lloyds Bank D/D	11.88	Bank charges
20-Apr-18	Microsoft Office	59.99	WTCMI - MS office software
20-Apr-18	Newitts.com	18.50	First aid ice packs
04-Apr-18	PETTY CASH A/C	98.45	Top up - petty cash
23-Apr-18	PETTY CASH A/C	118.01	Top up - Petty cash
11-Apr-18	Showcase giftcard	30.00	Showcase giftcard
24-Apr-18	Waitrose 180	150.25	Wine - Civic Awards
25-Apr-18	Waitrose 180	38.41	Wine for Civic Awards
25-Apr-18	Winnersh Garden Centre	32.00	Flowers for Civic Awards
03-Apr-18	Youshine Theatre	100.00	Refund deposit

47408.40