



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; 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 27 November 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 18 SEPTEMBER 2018**
To approve the minutes of the Strategy and Resources Committee held on 18 September 2018 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 2 October 2018.)*
4. **APPOINTMENT OF VICE CHAIRMAN**
To note that Councillor Dolinski has resigned from the Conservative Group and from the Strategy and Resources Committee.

To appoint a Vice Chairman of the Strategy and Resources Committee.
5. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 32/18.**

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b) **Payments**

To approve the following payments as set out in **Appendix 5b**:

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	Current account	Imprest account
September 2018	£62,126.28	£47,191.17
October 2018	£193,777.64	£48,015.16

c) **Loan approval application**

To note that the application to the Public Works Loan Board for an annuity loan of £240,000, payable over 25 years, has been approved and the funds have been received and allocated to earmarked reserves as follows:

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

d) **Temporary investment**

To note the short-term investment of £250,000 in a Santander Time Deposit Account on 28 September 2018 for a period of 6 months at a rate of 0.45%

e) **Internal audit**

To receive the report of the Council's internal auditors for the period for April – September 2018. (**Appendix 5e**)

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6. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 33/18**.

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7. **CATERING PARTNERSHIP**

To note **Report No. SR 34/18 and 35/18** of the Catering Partnership meeting held on 21 September 2018 and 16 November 2018.

Pages
18 & 19

8. **PR/MARKETING WORKING GROUP**

To note **Report No. SR 36/18** of the PR/Marketing Working Group meeting held on 8 October 2018.

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9. **INVESTMENTS WORKING PARTY**

To consider **Report No. SR 37/18** of the Investments Working Party Meeting held on 11 November 2018.

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The draft Treasury Management Strategy 2019/20 is provided separately.

10. **COMMUNITY GRANTS**

To consider **Report No. SR 38/18**. The guidelines for community grants are attached to the report.

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11. **ALLOTMENT RENT REVIEW**

To consider **Report No. SR 39/18**.

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12. **RENEWABLE ENERGY**

To consider **Report No. SR 40/18**.

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13. **FUNDING FOR PREMISES REPAIRS**

To consider **Report No. SR 41/18**.

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14. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative meeting held on 17 October 2018. (*Appendix 14*) Page 33
15. **PROJECTS SCHEDULE 2018/19**
To note the update on Council projects, as given in *Appendix 15*. Page 35
16. **COUNCIL MEETING DATES 2019/20**
To recommend the proposed schedule of meetings for the 2019/20 municipal year. (*Appendix 16*) Page 37
17. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**
To note the statistics for website views, searches and usage, as given in *Appendix 17*. Page 38
18. **PUBLIC TOILET UPDATE**
To receive a verbal update from the Town Clerk.
19. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
- a) To note that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £59,307.
 - b) To consider the request for CIL funds in relation to the integration of NHS health professionals (including Health Visitors) into Ambleside Children’s Centre to provide one-point of contact for children, parents/carers of young children (*Appendix 19b*). Page 39
20. **BOROUGH/PARISH LIAISON FORUM**
To note the minutes of the Borough/Parish Liaison forum, which took place on 8 October 2018. (*Appendix 20*) Page 42
21. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
22. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
23. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 24 on the agenda
24. **PERSONNEL SUB COMMITTEE**
To consider **Report No. SR 42/18**. Page 47

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EXPENDITURE	Budget 2018/19	Actual Exp as at 31/10/17	Actual Exp as at 31/10/18	Actual Exp as % of Budget	Information
Central Costs	237117	128395	137499	58.0	VAT Partial Exemption charge £8,000 over budget as a result of capital works at the centre (fitness gym). Staff advertising budget spent. All other costs under 58%, apart from training and equipment and maintenance, some of which are in advance payments for the year.
Democratic Costs	50227	24250	31023	61.8	Staff costs slightly over 58%, by-elections costs have exceeded budget, all other costs under 58%.
Corporate Management	326005	178294	189618	58.2	Payroll and bank charges over 58%. HR support, insurance and affiliation fees are higher (annual costs). All other costs under 58%.
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	88251	90227	58.4	Rates, water rates, phone, repairs/maintenance and waste costs over 58%. All other costs under.
Maintenance HQ	6100	3145	3481	57.1	Expenditure on replacement tools - insurance payment now received to offset this. Apart from phone costs all other costs under 58%.
Woodley TCMI	63570	31451	33227	52.3	All costs at or under 58%.
Capital and Projects	184940	132470	132470	71.6	Loans paid in September and March - sinking fund contribution made in June.
TOTAL	1071395	588006	664545	62.0	

INCOME	Budget 2018/19	Actual Inc as at 31/10/17	Actual Inc as at 31/10/18	Actual Inc as % of Budget	Information
Central Costs	7346	4374	3527	48.0	Income investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	9180	4446	4703	51.2	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	167171	104485	96900	58.0	Letting income at 56%, rent invoices to police are issued on quarterly basis.
Maintenance HQ	0	0	1232	0.0	
Woodley TCMI	45937	21647	21917	47.7	
Capital and Projects	0	0	0	0.0	
TOTAL	229634	134952	128279	55.9	
NET	841761	453054	536266	63.7	

Month 7 = 58%

Woodley Town Council 2018/2019**Current Account****List of Payments made between 01/09/2018 and 30/09/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
21-Sep-18	Advanced Maintenance UK Ltd	767.40	Plumbing works
07-Sep-18	Alan Hadley Ltd	286.80	Refuse collection
21-Sep-18	Alan Hadley Ltd	286.80	Refuse collection
07-Sep-18	Allen's Design & Print Ltd	234.00	WTCMI- Car boot posters recharged
21-Sep-18	AYS Cleaning Contractors Ltd	1656.30	Contract cleaning
20-Sep-18	BCM Group Plc	107.78	Stationery supplies
07-Sep-18	Be Fuelcards Ltd	55.92	Diesel - van
20-Sep-18	Bowak Ltd	470.02	Cleaning supplies
07-Sep-18	Brake Bros Foodservice Ltd	970.86	Vending supplies
14-Sep-18	Brake Bros Foodservice Ltd	293.15	Vending supplies
21-Sep-18	Brake Bros Foodservice Ltd	175.00	Vending supplies
21-Sep-18	Brooklands College	2200.00	Staff training AAT
20-Sep-18	Brown Bag Cafe Ltd	34.38	Catering services
21-Sep-18	Brown Bag Cafe Ltd	280.26	Catering services
07-Sep-18	BT Telephone Payment Centre	169.44	Phone
07-Sep-18	Castle Water	37.19	Water rates
20-Sep-18	Castle Water	919.37	Water rates
03-Sep-18	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
21-Sep-18	Churchill Contract Services Ltd	2368.82	Contract Cleaning
03-Sep-18	Club Manager Ltd	80.40	Club Manager membership
21-Sep-18	CoolerAid Ltd	175.38	Bottled water
21-Sep-18	Crown Gas & Power	58.35	Gas supply
21-Sep-18	Crown Gas & Power	103.84	Gas supply
21-Sep-18	Crown Gas & Power	171.77	Gas supply
21-Sep-18	Crown Gas & Power	210.23	Gas supply
07-Sep-18	Earth Anchors Ltd	201.54	Dogs waste bags
14-Sep-18	Earth Anchors Ltd	387.60	Notice board
14-Sep-18	Elite Industrial Supplies Ltd	125.99	Yellow hi-vis jackets
12-Sep-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
07-Sep-18	Eurodec Ltd	166.91	Building supplies
20-Sep-18	Fraser Office Supplies Ltd	42.66	Stationery supplies
20-Sep-18	Gap Group Ltd	627.08	Gardening supplies
21-Sep-18	Gap Group Ltd	48.00	Gardening supplies
07-Sep-18	Gilbert Thompson	520.00	Newsletter delivery
10-Sep-18	Global 4 Communications	296.09	Phone
20-Sep-18	HMRC Cumbernauld	12490.58	PAYE & NI employers & employees
21-Sep-18	InTouch	35.99	Monthly website charge
14-Sep-18	JMVA Ltd	17.50	Website support
20-Sep-18	John Willis	120.00	Window cleaning
14-Sep-18	Lantec Security Ltd	262.80	Fire alarm repairs
27-Sep-18	Les Mills Fitness UK Ltd	192.00	Coach
04-Sep-18	Lloyds Bank D/D	36.75	Bank charges
14-Sep-18	Lloyds Bank D/D	159.13	Monthly cardnet service charge
21-Sep-18	Lyreco UK Ltd	145.40	Stationery supplies
14-Sep-18	M J & K A Collions	285.12	Salt tablet bags
14-Sep-18	Mainstream Digital Ltd	1.96	Phone
20-Sep-18	McVeigh Parker & Co Ltd	2223.00	Lake project work
21-Sep-18	McVeigh Parker & Co Ltd	68.80	Lake project work
17-Sep-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
20-Sep-18	Plusnet Plc	52.20	Phone
21-Sep-18	Plusnet Plc	52.20	Phone
20-Sep-18	Prudential	30.00	AVC payment deducted from pay
25-Sep-18	Public Works Loan Board	1528.16	Public Works Loan
14-Sep-18	Rigby Taylor	2966.20	Surrey loam/lawn sand/3 way rye

21-Sep-18	Riso UK Ltd	247.51	Stationery supplies
20-Sep-18	Serviceline	202.68	Callout to Lincat cooker range
11-Sep-18	SGW Payroll Ltd	165.98	Payroll services
17-Sep-18	Siemens Financial Services	1100.80	Gym equip monthly rental
14-Sep-18	Siemens Financial Services Ltd	720.00	Qtrly Photocopier rental charge
21-Sep-18	Spaldings Ltd	74.20	Vibration tester
20-Sep-18	SSE Southern Electric	2393.78	Electrical supply
07-Sep-18	Stuart Forbes	150.00	Centre stage booking
07-Sep-18	Thames Valley Water Services Ltd	78.00	Water sample checks
20-Sep-18	The Berkshire Pension Fund	13885.94	Pension - employers and employees
20-Sep-18	Trade UK - BandQ	807.50	Building supplies
20-Sep-18	Trade UK - Screwfix	1515.25	Building supplies
21-Sep-18	Travis Perkins Trading Co	223.08	Building supplies
14-Sep-18	Tudor Environmental	183.29	Gardening supplies
03-Sep-18	TV Licensing	150.50	TV Licence
20-Sep-18	Unison Collection Ac	34.00	Union fees deducted from pay
07-Sep-18	Veolia ES - UK Ltd	898.41	Refuse collection
18-Sep-18	Vodafone	303.34	Phone
03-Sep-18	Wokingham BC - Rates	350.00	Rates - Coro Hall
03-Sep-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
03-Sep-18	Wokingham BC - Rates	2196.00	Rates - WPLC
03-Sep-18	Wokingham BC - Rates	864.00	Rates - Oakwood
		62126.28	

CLERKS IMPREST A/C

List of Payments made between 01/09/2018 and 30/09/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	(Personal Information)	75.40	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
03-Sep-18	(Personal Information)	200.00	Refund deposit
10-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	230.00	Refund deposit
25-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	Amazon.co.uk	9.99	Plastic access panel
10-Sep-18	Amazon.co.uk	10.00	Plastic access panel
14-Sep-18	Amazon.co.uk	16.98	Tate & Lyle sugar sachets
14-Sep-18	Amazon.co.uk	93.50	Thali Outlet - Kraft 12oz cups
21-Sep-18	Amazon.co.uk	51.20	Pukka pad notebooks
21-Sep-18	B & Q Reading	14.97	Thermometer-Maintenance
20-Sep-18	BPP Learning	142.80	AAT Level 4 books
07-Sep-18	Brooklands College	50.00	Annual parking-AAT Level 4
14-Sep-18	Brooklands College	-20.00	Refund parking-AAT Level 4
26-Sep-18	CP Lighting	16.56	3x light tubes 40w OC
27-Sep-18	Grafenia Plc	138.70	WTC leaflets
17-Sep-18	J Lawsons Circus	100.00	Refund deposit
26-Sep-18	Lloyds Bank	45421.38	Net September 18 payroll
14-Sep-18	Lloyds Bank D/D	11.88	Bank charges
19-Sep-18	Pass Portable	26.34	Thermometer
11-Sep-18	Pest Control Supermarket.com	55.94	Rat killer poison
17-Sep-18	Plumb Arena	45.53	Worcester cover-Chapel Hall
		47191.17	

Woodley Town Council 2018/2019**Current Account****List of Payments made between 01/10/2018 and 31/10/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
10-Oct-18	Action Doors	146.40	Call out-Patio doors café
26-Oct-18	Advanced Maintenance UK Ltd	289.09	Replace toilet flushers
26-Oct-18	Alan Hadley Ltd	286.80	Refuse collection
10-Oct-18	Allder Glass Ltd	1524.00	Replace O/C window panels
12-Oct-18	ASAP Computer Services	138.30	Antivirus annual charge
12-Oct-18	AV Asbestos Ltd	624.00	Asbestos survey WPLC & halls
26-Oct-18	AV Asbestos Ltd	1212.00	Asbestos survey roof space Cor Hall
26-Oct-18	AYS Cleaning Contractors Ltd	1656.30	Contract cleaning
26-Oct-18	Badminton England	107.50	UKCC level 1 training
05-Oct-18	Be Fuelcards Ltd	21.55	BP Unleaded - Depot
12-Oct-18	Be Fuelcards Ltd	1.52	Admin charge
19-Oct-18	Be Fuelcards Ltd	14.21	BP Unleaded - Depot
19-Oct-18	Bowak Ltd	357.53	Cleaning supplies
10-Oct-18	Brake Bros Foodservice Ltd	324.83	Vending supplies
12-Oct-18	Brake Bros Foodservice Ltd	92.07	Vending supplies
19-Oct-18	Brake Bros Foodservice Ltd	306.69	Vending supplies
26-Oct-18	Brake Bros Foodservice Ltd	230.30	Vending supplies
26-Oct-18	Brown Bag Cafe Ltd	2778.86	Catering services
12-Oct-18	Castle Water	1447.49	Water rates
26-Oct-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-Oct-18	Club Manager Ltd	80.40	Club Manager membership
26-Oct-18	CoolerAid Ltd	199.08	Bottled water
19-Oct-18	Crown Gas & Power	91.96	Gas supply
19-Oct-18	Crown Gas & Power	106.35	Gas supply
19-Oct-18	Crown Gas & Power	218.00	Gas supply
19-Oct-18	Crown Gas & Power	330.78	Gas supply
12-Oct-18	DCK Accounting Solutions Ltd	468.00	VAT partial exemption work
12-Oct-18	Dejac Associates Ltd	78.00	Replace network switch
10-Oct-18	Earth Anchors Ltd	1105.20	Litter/dog bins
26-Oct-18	EDF Energy 1 Ltd	13.56	Electrical supply
26-Oct-18	Energy Electrical Distributors Ltd	10.91	Electrical supplies
10-Oct-18	Envidia Ltd	125.00	Coach
26-Oct-18	Envidia Ltd	100.00	Coach
11-Oct-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
26-Oct-18	Eurodec Ltd	117.50	Building supplies
19-Oct-18	Fencing Products Ltd	275.40	Building supplies
26-Oct-18	Fencing Products Ltd	117.29	Building supplies
19-Oct-18	Fraser Office Supplies Ltd	262.72	Stationery supplies
26-Oct-18	Fuel Fitness Ltd	90.00	Coach
12-Oct-18	Gap Group Ltd	486.00	Lake project work
19-Oct-18	Gap Group Ltd	41.33	Lake project work
09-Oct-18	Global 4 Communications	295.08	Phone
19-Oct-18	Gymnastics Enterprises Ltd	75.86	Trampoline awards
26-Oct-18	HMRC Cumbernauld	13040.87	PAYE & NI employers & employees
17-Oct-18	HMRC VAT	21125.58	2nd Qtr VAT payment
26-Oct-18	InTouch	251.99	Monthly website charge
19-Oct-18	John Willis	120.00	Window cleaning
19-Oct-18	Landshape Ltd	1200.00	Green flag/signage
19-Oct-18	Lantec Security Ltd	459.23	Replace O/C entry key pad
29-Oct-18	Les Mills Fitness UK Ltd	192.00	Coach
19-Oct-18	Lister Wilder Ltd	463.23	Garden supplies
19-Oct-18	Lister Wilder Ltd	25731.60	Utility vehicle/mower/power unit
02-Oct-18	Lloyds Bank D/D	34.24	Bank charges

12-Oct-18	Lloyds Bank D/D	305.30	Monthly cardnet service charge
30-Oct-18	Lloyds Bank D/D	35.44	Bank charges
15-Oct-18	Mainstream Digital Ltd	65.77	Phone
26-Oct-18	Margaret Macknelly Design	234.00	Oakwood leaflets
15-Oct-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
12-Oct-18	Minerva Publications	204.00	WTCMI advert - Wokingham paper
29-Oct-18	Pitney Bowes Ltd	100.00	Postage topup
12-Oct-18	PKF Littlejohn LLP	2400.00	External audit cost
12-Oct-18	Plusnet Plc	52.20	Phone
18-Oct-18	Plusnet Plc	52.20	Phone
26-Oct-18	Prudential	30.00	AVC payment deducted from pay
01-Oct-18	Public Works Loan Board	73170.68	Public Works Loan
12-Oct-18	Reading Borough Council	371.81	Allotment lease rent
26-Oct-18	Richard Wheeler Signs Ltd	1235.90	WPLC /paddling pool signs
26-Oct-18	Rigby Taylor	690.00	Top dressing-Bowling green
08-Oct-18	SGW Payroll Ltd	172.10	Payroll services
10-Oct-18	SHL Group Ltd	849.60	Staff recruitment adverts
15-Oct-18	Siemens Financial Services	1100.80	Gym equip monthly rental
12-Oct-18	SSE Southern Electric	3920.63	Electrical supply
19-Oct-18	SSE Southern Electric	177.10	Electrical supply
12-Oct-18	Technical Surfaces Ltd	360.00	3G pitch matchfit service
26-Oct-18	The Berkshire Pension Fund	13886.04	Pension - employers and employees
19-Oct-18	The Jazz Team	490.00	Music - Remembrance Sunday
19-Oct-18	Trade UK - Screwfix	72.45	Building supplies
19-Oct-18	Trade UK - Screwfix	270.96	Building supplies
26-Oct-18	Trade UK - Screwfix	22.97	Building supplies
26-Oct-18	Travis Perkins Trading Co	111.08	Building supplies
26-Oct-18	Unison Collection Ac	34.00	Union fees deducted from pay
26-Oct-18	Veolia ES - UK Ltd	552.88	Refuse collection
18-Oct-18	Vodafone	289.28	Phone
26-Oct-18	Windowflowers Ltd	1317.60	WTCMI - Flowers
01-Oct-18	Wokingham BC - Rates	2196.00	Rates - WPLC
01-Oct-18	Wokingham BC - Rates	350.00	Rates - Coro Hall
01-Oct-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
01-Oct-18	Wokingham BC - Rates	864.00	Rates - Oakwood
12-Oct-18	Wokingham Borough Council	6129.85	By-elections x 2
10-Oct-18	XN Media Ltd	120.00	WTCMI advert - Wokingham paper
12-Oct-18	Yarnold Heating and Plumbing Ltc	89.00	Repair Chapel hall boiler facia
		193777.64	

CLERKS IMPREST A/C

List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
15-Oct-18	(Personal Information)	45.00	Refund deposit
16-Oct-18	(Personal Information)	48.14	Travis Perkins-Bitumen
02-Oct-18	(Personal Information)	15.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	418.80	Refund deposit
15-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	100.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
29-Oct-18	(Personal Information)	15.00	Refund deposit
15-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	5th Woodley Scout Group	30.00	Centre Stage refund
30-Oct-18	Alamy.com Ltd	35.97	WW1 posters

03-Oct-18	Amazon.co.uk	5.48	Realmax - mouse pad
04-Oct-18	Amazon.co.uk	10.48	HDMI to VGA charging cable
22-Oct-18	Amazon.co.uk	2.88	Vertical blind slat hangers
22-Oct-18	Amazon.co.uk	41.38	Large 80/85 Litre black bins
24-Oct-18	Amazon.co.uk	52.72	Pendeford 2.2 litre tea pots
29-Oct-18	Amazon.co.uk	57.21	4 pint tea pots
31-Oct-18	Amazon.co.uk	7.54	Oval foil food platters
10-Oct-18	Andrew Pearce	66.55	Amazon.co.uk Nerf toy/goggles
31-Oct-18	AO retail Ltd	234.00	Washing machine WP flat
30-Oct-18	Beechwood Primary School	25.00	Xmas Tree Trail 2018
23-Oct-18	Direct Letterbox Marketing	769.46	Leaflet Distribution
30-Oct-18	Direct Letterbox Marketing	333.40	Newsletter delivery
11-Oct-18	Floorsaver	255.84	Entraplush mats
15-Oct-18	Gear4music	6.48	Stero Minijack cable
24-Oct-18	Green Magic co UK Ltd	182.40	A3 Presenta floor sign stand
10-Oct-18	J Parkes Wholesale	400.80	Flower bulbs & shrubs
01-Oct-18	Kaspersky Lab	54.99	Internet security
24-Oct-18	Lloyds Bank	43082.35	Net October 18 - payroll
12-Oct-18	Lloyds Bank D/D	11.92	Bank charges
01-Oct-18	Marqet Space	23.04	Business cards
24-Oct-18	Millie Miles Event Hire	192.00	20 Ltr water boilers
11-Oct-18	Packaging Environmental	94.00	8oc Paper cups
22-Oct-18	Packaging Environmental	74.00	Bioplastic spoons
24-Oct-18	Packaging Environmental	45.92	Biodegradable Lids
18-Oct-18	Party Packs	42.60	WW1 Centenary Banner
12-Oct-18	Pass Portable	26.34	Credit refund-Thermo-meter
30-Oct-18	Paypal-Alexander Graphics	75.02	Supersize print
16-Oct-18	PETTY CASH A/C	162.78	Top up petty cash
11-Oct-18	Ryman(Aival Ltd)	5.99	HDMI to VGA charging cable
19-Oct-18	Solopress	194.40	Postcards
23-Oct-18	Solopress	57.60	Postcards
18-Oct-18	Solopress.com	26.00	Flyers & Leaflets
30-Oct-18	Solopress.com	79.20	A2 WW1 signs
30-Oct-18	Solopress.com	148.00	A3 folded flyers/leaflets
19-Oct-18	Speedy Stamps	9.96	Office title stamp
22-Oct-18	Travis Perkins	84.50	Drain covers-Travic Perkins
24-Oct-18	Travis Perkins	65.02	Tarmac o/n 17422-Travis Perkin
15-Oct-18	Woodley Light Operatic	50.00	Refund deposit

48015.16



LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

23 October 2018

The Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire

RG5 4JZ

Dear Ms Mander

Interim Internal Audit Summary Report for Woodley Town 2018/19. Period: April – September 2018

This is our first visit in 2018/2019 to check that the Town Council adhere to the requirements set out in the National Association of Local Councils Governance and Accountability for Smaller Authorities in England (March 2018) Section 3 to ensure that compliance is maintained.

At each internal audit visit we provide the Town Clerk with an Interim Internal Audit Summary Report to highlight any issues from the continuing Internal Audit. A full detailed Internal Audit Report is produced at the end of the year detailing the internal audit testing carried out along with an update of the Financial Risk Assessment for 2018/19.

An Internal Audit testing strategy is set out in the NALC Governance and Accountability for Smaller Authorities Appendix 5. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

Our initial discussion with the Town Clerk/Finance Officer established any system/procedure changes to the internal controls from the previous period. A series of independent audit tests were then undertaken using the various financial records, vouchers, documents, minutes, previous audit reports to ascertain the efficiency and effectiveness of these internal controls.

As part of this initial Internal Audit Review we checked that:

Bank Reconciliations

- The financial totals as at 31 March 2018 had been brought forward accurately in each cashbook.
- All un-presented cheques and un-banked income at 31 March 2018 was checked to bank statements to verify these were banked in April 2018.
- All direct debits, standing orders, and sweep transactions were checked and accounted for in the period 1 April 2018 to 30 September 2018.
- All bank paying in slips were banked and agreed to bank statements for the period 1 April 2018 to 30 September 2018.
- Bank reconciliations for all bank accounts had been carried out between 1 April 2018 to 30 September 2018, and totals agreed to those shown in all the appropriate cash books.

Petty Cash

- The Petty Cash totals for the Clerks Imprest Account were agreed to the cash in hand as at 30 September 2018.
- the reimbursements recorded in cashbook 2 (Clerks Imprest Account) to cashbook 4 (Petty Cash) were correctly accounted for between, 1 April 2018 -30 September 2018.
- payment vouchers were accurate and agreed to cashbook 4 and this was cross cast up to 30 September 2018.

Investments

- The Rathbone Investment Portfolio was checked and agreed to the statement dated 28 September 2018 showing the valuations held by the Town Council.

Income and Expenditure

- All un-presented cheques and un-banked income information as at 30 September 2018 were checked and confirmed that the details are accurate to the records held by Town Council.
- A test check was carried out on the income ledger to agree sums banked to the Town Council bank account for Oakwood Centre (1 April – 30 June 2018). All sums could be traced and agreed.
- A further test check was carried out to agree that the income received for July 2018 from Woodford Park Leisure Centre could be traced from the till to the daily summary sheet which had been certified and checked to agree the totals before it was sent for banking. We are pleased to report that the test check revealed no errors in the bankings made during this period.

VAT

- The total of VAT shown on the reimbursement claim for the period 1 April 2018 to 30 June 2018 in the sum of £3570.44 was submitted to HMRC on 4 July 2018 and received on 11 July 2018.
- A further VAT reimbursement claim for the period 1 July 2018 to 30 September 2018 for £21,125.58 was paid to HMRC on the 11 October 2018.
- The VAT summary totals shown in Cashbook 1, 2 and 4 from April – September 2018 agree to the entries detailed on the VAT reimbursement claims.

Cardnet

- All transactions shown on the Cardnet statements for the period 1 April 2018 to 30 June 2018 were accurately recorded in the Financial Ledger and all the transactions could be traced to the bank statements.

Purchases Day Book

- A sample of payment vouchers was checked to ensure that the VAT element had been extracted correctly and entered in on the Purchases Day Book and then subsequently on the VAT claims for the period 1 April to 30 September 2018.

Sales Day Book

- A sample of sales invoice entries shown on the Sales Day Book was checked to ensure the VAT element had been extracted correctly and entered in on the VAT claims for the period 1 April to 30 September 2018.

Payroll Information

- A test check was carried out on payroll information produced for May 2018 to agree that deductions were correctly made for PAYE, National Insurance Contributions and Pension Contributions. We also checked that the sums deducted were paid to HMRC and Berkshire Pension Fund and have been correctly paid.
- A further test check was undertaken to check that staff at Woodford Park Leisure Centre had completed timesheets in May 2018 that provide evidence that these have been signed by the employee and approved by the Manager to agree the hours for payment.

Town Council Minutes

November 22, 2018

Page 3

- We checked the details of Town Council Minutes for May and June 2018 and the Strategy and Resources Committee Minutes in June and September 2018 for any financial approval or decision that affected the budget of the Town Council and to ensure that details were correctly shown in the Financial Ledger.

Audit Opinion

I am pleased to report that the various records and procedures in place for the Council provide a good standard of control.

All minor queries were resolved during the course of the audit for the period April 2018 to September 2018 for these various transactional elements.

This letter report should be noted and the Strategy and Resource Committee informed of the Internal Audit work carried out.

Yours sincerely,

Tim Light FMAAT
Internal Auditor

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

Catering

Notes of the Catering Partnership meetings held on 21 September and 16 November 2018 are appended elsewhere on the agenda. Income received under the catering contract is shown in **APPENDIX A (confidential item – to be available at the meeting)**.

Water heater

The hot water cylinder above the theatre that heats water to the sinks around the building failed in October, leaking water through the ceiling into the disabled toilet behind the theatre. The cylinder has been replaced with a modern cylinder and boiler set up which will also provide efficiencies over the old unit.

Open Day

An open was held on 6 October to promote the centre for social bookings and functions. Although visitor numbers were limited further open days are planned as part of the marketing strategy for the centre. This will be considered by the PR/Marketing Working Group.

Room Hire

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

Usage since last report:

Regular Hirers lost Training organisation – will be returning Tai Chi – Not enough uptake.
New Regular Hirers
New one-off hirers X2 training companies X1 climate change training organisation
Social events X1 Hindu ceremony

Oakwood Centre roof/windows

Dynamic leak testing was carried out by RAMS Consultancy over 4 days in October to test for water ingress from the roof, windows and doors. The report from this investigation was received in November and identifies a number of issues including numerous damaged/perished areas of membrane in the box gutters, missing or perished window/flashing seals, poorly fitting doors and areas of ingress around window fittings.

The next step is for RAMS to produce a specification for remedial works and obtain quotes/tenders in order to achieve a warranted repair.

Oakwood Centre flooring

Further investigation has been carried out by consultants from RAMS and it appears that an as yet undiscovered leak beneath the floor may be contributing to the damp in the floor, skirting and lower walls. Further testing including thermal and acoustic surveys are being arranged to identify the source of the water.

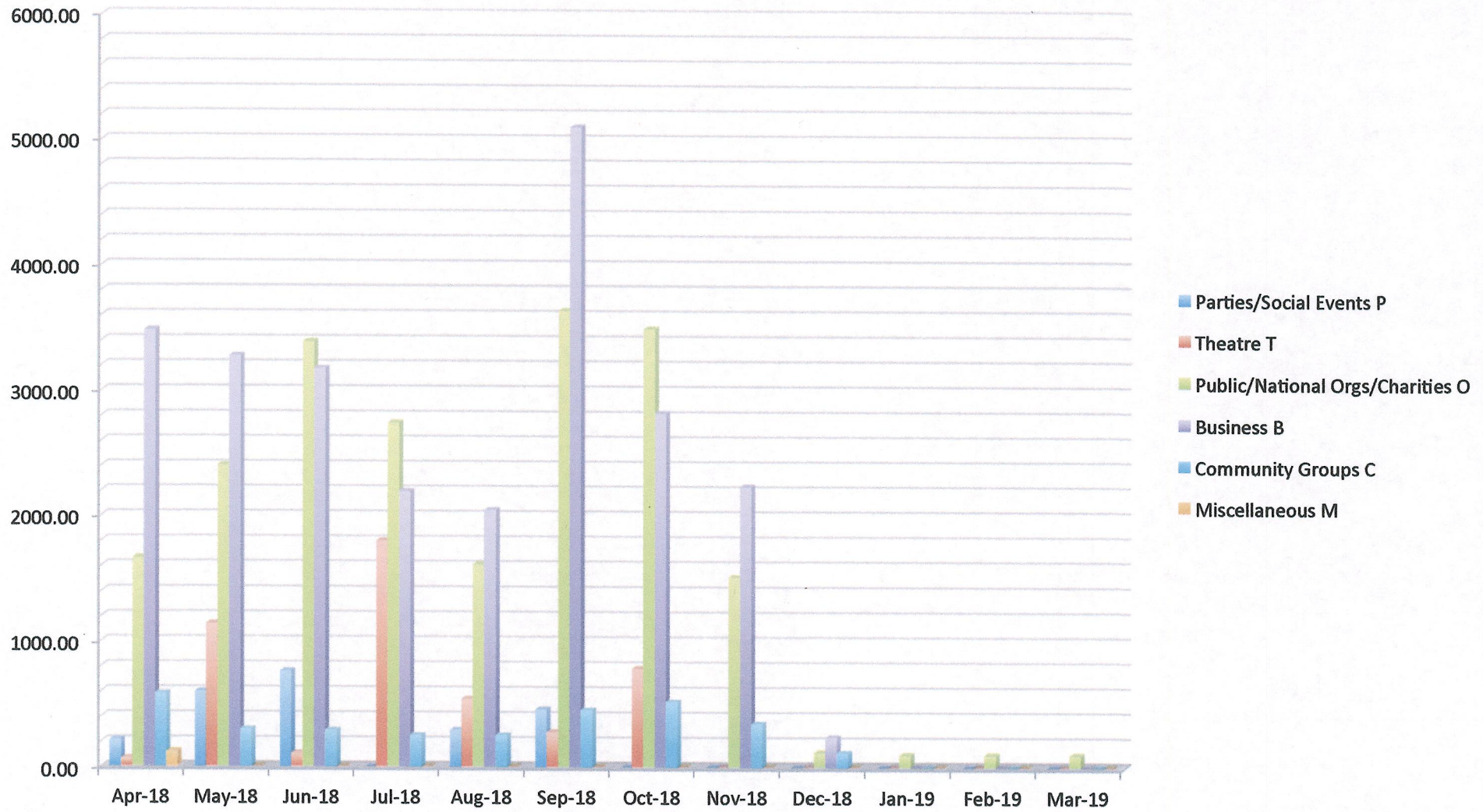
Recommendations:

- ◆ **That Members note the information contained in the report.**

APPENDIX B

	Apr-18		May-18		Jun-18		Jul-18		Aug-18		Sep-18		Oct-18		Nov-18		Dec-18		Jan-19		Feb-19		Mar-19			
Hirer	Room		Room		Room		Room		Room		Room		Room		Room		Room		Room		Room		Room			
	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£		
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	3	279.17	7	784.59	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	104	3640.22	80	3495.49	52	1516.46	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	85	5103.95	55	2825.50	41	2237.50	5	240.00	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	16	454.57	18	521.65	15	347.89	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	212	9937.91	160	7627.23	108	4101.85	22	475.70	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
Theatre	1	67.50	11	1209.16	13	1318.33	47	3119.13	61	3659.95	64	3939.12	71	4723.71	71	4723.71	71	4723.71	71	4723.71	71	4723.71	71	4723.71	71	4723.71
Public/National Orgs/Charities	57	1661.39	142	4065.79	241	7457.24	318	10201.54	366	11812.55	470	15452.77	550	18948.26	602	20464.72	613	20582.94	625	20682.30	637	20781.66	649	20881.02	649	20881.02
Business	81	3483.69	161	6759.97	233	9935.54	277	12131.32	318	14178.45	403	19282.40	458	22107.90	499	24345.40	504	24585.40	504	24585.40	504	24585.40	504	24585.40	504	24585.40
Community Groups	26	584.14	37	881.63	47	1172.90	54	1427.09	61	1681.28	77	2135.85	95	2657.50	110	3005.39	116	3122.87	116	3122.87	116	3122.87	116	3122.87	116	3122.87
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	1042	43264.74	1202	50891.97	1310	54993.82	1332	55469.52	1344	55568.88	1356	55668.24	1368	55767.60	1368	55767.60

TYPE OF BOOKINGS



Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 21 September 2018 at 10.00 am**

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

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

Also present: *S. Rolfe – Brown Bag*

Apologies: *Councillors: R. Dolinski, S. Brindley*

1. Actions from previous meeting

- KM to invite Anuszka Ransley to attend the next meeting.
Anuszka will be invited to all future meetings and will continue to liaise with Brown Bag on marketing activities for the Centre.

2. Update on catering operation

- SR circulated the turnover information for the month.
- It was noted that recent Christening booking went very well.
- SR reported that they were now fully staffed.
- SR reported that they were considering a minimum spend for evenings where the café was opened specifically for theatre bookings.

3. Marketing

- SR was meeting with AR to discuss promotion opportunities for the weekends.
- It was noted that an open day event was planned for Saturday 6 October 2018 and that Brown Bag would be taking part in this.
- AM & AR would be re-visiting local funeral directors to promote this side of the business.
- Oakwood Centre brochures have been redesigned and printed.

4. Actions

KM to chase up maintenance issues – Fly traps/fridge/extraction cleaning.

5. Upcoming Events

Athletics Awards
Business Festival
In Bloom Awards
Oakwood Centre Open Day

6. Date of next meeting

The next meeting is scheduled for Friday 16 November at 10am.

Meeting closed 10.45am

Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 16 November 2018 at 10.00 am**

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

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

Also present: *S. Rolfe – Brown Bag*

Apologies: *Councillors R. Dolinski, S. Brindley*

1. Actions from previous meeting

- KM to chase up maintenance issues; fly traps/fridges/extraction cleaning
*KM reported that the extraction system had been cleaned by a contractor.
SR reported that one of the fly traps remained not working – KM to follow up.*

2. Update on catering operation

- SR circulated the turnover information for the month.
- SR reported that recruitment again remained challenging following a period of being fully staffed.
- SR reported that a minimum spend for evening theatre bookings had been introduced.
- SR reported that the Christmas menu items were now available and being promoted.

3. Marketing

- SR to meet next week with AR and AM to review strategy and opportunities.

4. Actions

KM to chase up maintenance issues.
SR, AM and AR to meet to discuss marketing opportunities.

5 Upcoming Events

Theatre events running up to Christmas
50th birthday celebration in January

6. Date of next meeting

The next meeting is scheduled for Friday 18 January 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 Monday 8 October 2018 at 6.30pm.

- Present:** *Councillors: K. Baker (Chair), S. Brindley*
- Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; A. Ransley, Communications Manager*
- Apologies:** *Councillors JJ Ellis, D. Smith*
-

1. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

2. WW1 Commemoration

Members noted the information on the plans for the commemoration of the 100 year anniversary of the end of the First World War on 11/11/18.

The arrangements for the formal part of the commemoration, in partnership with St John's Church, were noted. It was hoped that the final programme would be confirmed the next day following a meeting with Mr Freeman, a member of the British Legion.

The events in the Oakwood Centre following the gathering at the war memorial, which included two sets of music and singing from the era, poetry readings and a documentary about the war on a loop in the theatre, as well as displays from local schools, were also noted. The Miles Suite would serve as a quiet space, with some tables and chairs and the indoor WW1 panels on display.

In addition, it was suggested that images from the Imperial War Museum could be displayed and some poetry by WW1 poets could be transferred onto pull up panels and placed around the centre. The Museum of Berkshire Aviation could also be approached for items that could be displayed at the centre. It was also suggested that some of the information about individuals on the Woodley panels could be highlighted on social media and on the Council's website in the lead up to the 11/11/18. There would be tea, coffee and cake available (free of charge) at the centre after the commemoration.

Local groups and organisations who have been approached, or have offered help, at the event include the Carnival Committee, the WI, Richard Lloyd Funeral Services, Air and Army Cadets. It was also suggested and agreed that Addington School be asked if they would provide some cakes for the event. A pop up banner listing all the contributors to the event would also be on display.

The proposed leaflet setting out the order of the commemoration was discussed. After some discussion it was agreed that a postcard inviting residents to the event be designed and printed and delivered to all households in Woodley, subject to their being able to be delivered to the whole of Woodley before the event. A programme would also be printed for those gathering to mark the commemoration. Invitations would also be sent to the town's MPs and the Mayor of Wokingham.

A preparation plan to deliver the events on the Memorial Ground and in the Oakwood Centre was noted. Marshalls would be asked to be at the ground by 10am. The layout for the public attending would include an area for those who might need to sit, people with disabilities and children (from uniformed organisations).

The meeting also discussed 'paint a poppy' on stones to lay by the memorial and other images to dress the Oakwood Centre for the event.

The Town Crier would announce the events at the Oakwood Centre.

There would also be a bazaar in the Chequers Pub car park, organised by Colin Lott, who had been heavily involved with raising funds for the memorial.

Meeting closed at 7.20pm

**Report of a meeting of the Investments Working Party held at the Oakwood Centre
on Monday 12 November 2016 at 6.30pm**

Present: Councillors: S. Brindley (Chairman); K. Baker; D. Mills

Apologies: Councillor T.Barker

Officers present: D. Mander, Town Clerk

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

To appoint Councillor Brindley as Chairman for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **INVESTMENTS**

- i) Charlie Sargent, Investment Director at Rathbone Investment Management, presented the annual report on the Council's investment portfolio. Mr Sargent talked through the mandate for the management of the portfolio which included the council's attitude to risk as low. The asset allocation strategy for the period of the investment is provided at page 2 of the report from Rathbones Investment Management (see **Appendix B** to the Draft Treasury Management Strategy 2019/20 provided separately). The asset allocation is adjusted each year when the annual allocation is paid into the fund. At this point lower risk assets held totalled 73% of the portfolio with higher risk assets at 27%. The changes in asset allocation are displayed on page 4 of the report.

With regard to the Council's investment performance on page 7 of the report it was noted that this compared well against the Retail Price Index and was continuing to follow the other benchmark index, the Wealth Managers Association. It was noted that the growth of the increase in the fund would slow as the target loan repayment dates approached because more funds would be held in cash or gilts, in line with the asset allocation plan.

In response to a question as to how the allocation was managed to be in line with the asset allocation agreed, Mr Sargent explained that this was usually done when the Council's annual allocation was paid in May/June each year but that they would also monitor this through the year and make any adjustments they felt were necessary.

Mr Sargent provided some commentary on the performance of markets over the last year which had seen notable points of volatility in February and October. Markets had continued to go up over the past 9.5 years and there was speculation on when this may be corrected. His feeling was that this isn't the beginning of a large correction but there will probably be more volatile situations going forward. In terms of the Council's investments, the lower risk assets (bonds and gilts) were increasing and he would hope that would enable the portfolio to be protected and to be able to make its target value to meet the repayment timetable in 2025. It was noted that there were two payment

dates to meet, one on 31 March 2025 (when repayment of £775,000 is due) and the other on 30 March 2026 (when the final £1,225,000 is due).

There was some discussion about the potential impact of Brexit on the investment market. Mr Sargent's view was that the Council's investment plans could be affected by a 'bad' Brexit, although the value of overseas equities would rise. However, he believed there would be some kind of agreement and that UK companies stalling on investment decisions may have a positive effect on sterling.

- ii) Members noted the investment monitoring sheet as at 30 September 2018.
- iii) As the copies of the quarterly reports from December 2017 and April, June and September 2018 were not available at the meeting these would be provided electronically to the members of the working party.

4. **DRAFT TREASURY MANAGEMENT STRATEGY**

Members agreed the amendments set out in the Draft Treasury Management Strategy and agreed that the information on the year's performance and anticipated increase in portfolio value be included in the draft to be presented to the Strategy and Resources Committee and Council.

RECOMMENDATION:

- ◆ **That the Strategy and Resources Committee recommend to Council that the Draft Treasury Management Strategy 2019/20, as presented, be adopted.**

Meeting closed at 7.30pm

Woodley Town Council

Community Grants

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for the second round of awards in 2018/19 is £2,000.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Amount requested	Members/ Staff/Volunteers	Purpose grant required	Additional information
Berkshire Multiple Sclerosis Therapy Centre <i>(57 members/users from Woodley (4.7%))</i>	Fundraising events and street collections; donations from individuals, trusts and local authorities	£250	11 paid staff, 100 voluntary staff	To help fund the costs of a range of treatments such as physiotherapy, oxygen therapy and complementary therapies to allow sufferers to manage their condition. These treatments help to improve mobility, bladder function and fatigue, with the aim of helping people to stay independent for as long as possible.	In 2017 the Centre provided 367 treatments for Woodley members. A voluntary donation towards treatment is requested, where possible, and the Centre makes up the shortfall.
Home-Start Wokingham District <i>(43 members/users from Woodley (19%))</i>	Support from WBC, individual donations and grants from local trusts and organisations. A 4 year grant from the Big Lottery for the new "Tools for Life" project.	£250	4 paid staff, 57 voluntary staff	Towards the cost of running a 10 week training course for at least 12 new volunteers in order to continue to support the growing number of vulnerable families within the community. The next course will include additional new "Tools for Life" school readiness training.	Home-Start recruits and trains volunteers to support parents with young children who are experiencing difficulties such as disability, illness, isolation, family breakdown, bereavement and multiple births. The volunteers visit families at home for 2-3 hours at least once a week to provide emotional support and practical help.
Sue Ryder Duchess of Kent Hospice <i>(Usage figures not available)</i>	Approx. 50% of funding from the NHS and local authorities. Remainder from fundraising and retail.	£250	Numerous staff and volunteers	Towards the cost of providing palliative care at the hospice – in the in-patient unit or the day therapy unit – or in patients' homes. Support is also given to patients' relatives.	The hospice provides support and care to the local communities in Reading and surrounding area, including Woodley

Wokingham Job Support Centre <i>(3.4% of users from Woodley)</i>	Grants from parish, town and borough councils	£250	2 part-time paid staff, 12 voluntary staff	Towards the cost of providing internet access and training & support on how to find and apply for jobs. Coaching & advice is provided on CV writing, interview skills and the use of social media, with specific workshops for job seekers in the over 50 age group.	The charity was set up because there is no Job Centre in Wokingham Borough. In the past year 5 Woodley residents were helped, at a cost of approx. £600.
Wokingham Volunteer Centre <i>(supporting many charities operating within Woodley)</i>	Funding from WBC, parish councils and local organisations	£250	7 part-time paid staff, 133 voluntary staff	Towards the cost of providing the Green 'n' Tidy gardening service, which tends the gardens of 26 vulnerable elderly Woodley residents and also finding volunteers for many charities operating within Woodley, eg. CAB, Me2Club, Link Visiting, First Days, Stroke Association, Alzheimers Society, Woodley Volunteers and many more.	The Volunteer Brokerage supports 150 local charities, finding volunteers with the required skills, experience and availability needed to deliver their services in Woodley and other local areas.
Woodley Adopt A Street Project (WASP) <i>(200 members, 99% from Woodley)</i>	No regular source of income other than previous community grants.	£250	No staff	To purchase additional equipment for the volunteers to use (such as litter picker bag holders).	Volunteers litter pick identified areas, roads and community spaces. WASP also brings like-minded people together so there is a sense of ownership and belonging, with a desire to improve the local environment.
Woodley and North Earley Community Forum	No regular source of income	£240	No staff	Towards the cost of producing and distributing information leaflets to improve personal safety and give information about useful contacts and local organisations - aimed particularly at the elderly and more vulnerable residents of Woodley and N Earley. The cost is calculated to be £240 for Woodley and £40 for N Earley.	The Forum works with neighbourhood police and other local organisations to reduce crime and disorder and improve quality of life, local services and facilities, and community safety.
Individuals:					
William Cowen (Gymnastics: GB Tumbling squad)		£100		To help towards the costs of GB kit and travelling and accommodation costs for the World Championships in Russia.	William has been part of the GB team for 6 years. He has been selected to represent GB at the 2018 World Championships.
Rosie Cowen (Gymnastics: Tumbling)		£100		To help towards the costs of attending Regional training through the year and the cost of squad kit.	Rosie has been a member of the Regional Squad for 2 years and trains for 12 ½ hours a week.

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made by cheque.

Approved 17/4/12

Woodley Town Council

COMMUNITY GRANTS TO INDIVIDUALS

Community grants of up to £100 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to the their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £100 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

Community grants to individuals will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants for individuals will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made electronically.

Approved 17/4/18

ALLOTMENTS RENT REVIEW

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information in order to consider the charges for allotment plots.

Background

In November 2017 the following were agreed to take effect from January 2019;

- 3.9% increase in the allotment rent rate for Woodley residents in line with Sept 2017 RPI.

There are currently 364 tenanted plots of various sizes at the Reading Road Allotments site. Allotment plots are measured and let in a measurement known as poles. One pole is equal to an area of 25 square metres. Water is provided and accessible to all plots at the site and is charged at the rate of 40p per pole per annum for all tenants. The non-resident rate is set at 50% above the rate for residents. The retired rate offers a 25% discount on the standard rate.

The lease with Reading Borough Council for the site was renewed for 10 years in 2018 with an increase of £1,000 per year (£7,500)

Financial

Budget Exp/Inc (Actual) 2017/18

Expenditure	Staff	£6,322
	Water Rates	£1,816
	Lease	£6,500
	Repairs	£974
	TOTAL	£15,612
Income	Rents (inc water charge)	£11,302
	Net cost	£4,310

Budget Estimate 2018/2019

Expenditure	Staff	£7,782
	Water Rates	£2,200
	Lease	£7,500
	Repairs	£1,750
	TOTAL	£19,232
Income	Rents (inc water charge)	£11,800
	Net cost	£7,432

Allotment Rent Charges

Agreed charges from **January 2019**

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£42.90	£4	£46.90	Retired Woodley Resident	£32.20	£4	£36.20
	Non Woodley	£64.40	£4	£68.40	Retired Non Woodley	£48.30	£4	£52.30
5	Woodley Resident	£21.45	£2	£23.45	Retired Woodley Resident	£16.10	£2	£18.10
	Non Woodley	£32.20	£2	£34.20	Retired Non Woodley	£24.15	£2	£26.15

Options

- a) Proposed charges for consideration from **January 2020** including:
- **3.3%** increase in allotment rent for Woodley residents - in line with September 2018 RPI
 - Water charge remaining at 40p per pole, per year.
 - **Projected income £12,260**

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£44.30	£4	£48.30	Retired Woodley Resident	£33.30	£4	£37.30
	Non Woodley	£66.50	£4	£70.50	Retired Non Woodley	£50.00	£4	£54.00
5	Woodley Resident	£22.15	£2	£24.15	Retired Woodley Resident	£16.65	£2	£18.65
	Non Woodley	£33.25	£2	£35.25	Retired Non Woodley	£25.00	£2	£27.00

- b) Proposed charges for consideration from **January 2020** including:
- **3.3%** increase in allotment rent for Woodley residents - in line with September 2018 RPI **plus additional 5%** (8.3% overall) to offset the impact of increase in lease cost.
 - Water charge remaining at 40p per pole, per year.
 - **Projected income £12,780**

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£46.00	£4	£50.50	Retired Woodley Resident	£34.50	£4	£38.90
	Non Woodley	£69.00	£4	£73.80	Retired Non Woodley	£51.80	£4	£56.30
5	Woodley Resident	£23.00	£2	£25.25	Retired Woodley Resident	£17.25	£2	£19.45
	Non Woodley	£34.50	£2	£36.90	Retired Non Woodley	£25.90	£2	£28.15

Comparison Charges

Below is a list of current allotment charges for residents (per pole) from other Councils in the area based on 2018/19 charges.

	Standard charge per pole 2018/19 (inc water)	Discount rates available
Woodley	£4.53	25% Pensioner Discount
Wokingham	£9.18	25% Pensioner Discount
Earley	£6.88 - £10.00	Price per pole dependent on plot size
Bracknell	£4.40	None
Newbury	£8.45	Non residents pay resident rate x2
Henley	£4.25	35% Pensioner Discount
Thatcham	£5.80	50% Pensioner Discount

Recommendation:

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

- ◆ **That Members consider an increase in allotment plot charges from January 2020 of 8.3% to reflect the Retail Price Index increase and offset the increased cost associated with the lease for the site.**

RENEWABLE ENERGY

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To update Members on progress regarding the contract document 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

The Strategy and Resources Committee resolved at the last meeting on 18 September to enter into a contract with RCES on the terms provided in its proposal, subject to review of the contract document by the Council's solicitors.

Shared Legal Solutions have reviewed the document and suggested some minor amendments to the contract wording relating to the host's sites. These amendments have been requested.

Next steps

Once the licence agreements are signed and returned RCES will arrange for an independent structural survey of the roofs before proceeding with the installation.

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.

The Committee will be updated once a timescale for installation is established.

Recommendation:

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

Woodley Town Council

FUNDING FOR PREMISES REPAIRS

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of pending works required to the Council buildings and request an allocation to the Building and Facilities Fund for these projects.

Current pending projects/works

The following repair/projects are currently required or underway;

- Oakwood Centre water ingress and flooring issues (£20k allocation to EMR as agreed)
- Coronation hall asbestos removal from roof space and replacement of partitions (est £10,000)
- WPLC heating system/hot water improvements (est £6,000)

Fund Balance

The Strategy and Resources Committee of 18 September approved the allocation of £20,000 from the fund in to an earmarked reserve to fund costs associated with the water ingress and flooring issues in the Oakwood Centre. Additional costs for replacing the ceiling and lighting in Woodford Park Leisure Centre following the roofing works leaves a current fund balance of £20,249.

It is proposed that £50,00 is allocated to the fund from the General Reserve to fund the projects listed in the report and leave a reasonable balance for projects going forwards. The General Reserve balance is currently £485,587. If approved the General Reserve would stand at £435,587.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members allocate £50,000 from the General Reserve to the Buildings and Facilities Fund to fund costs associated with the projects identified on the report.**

Minutes of the meeting of the Woodley Town Centre Management Initiative committee, held at 6pm on Wednesday 17 October 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
Cllr K Baker	WTC & WBC Councillor	M Millard	Woodley Resident
M Norris	Vice Chair / Traders representative	P Birt	Woodley Resident
J Palterman	Saturday Market Manager	Z Frasiniski	Woodley Resident
C Lawley	Woodley Resident	M Risby	Woodley Resident
Cllr Dave Mills	WTC Representative	P Finegan	Waitrose Manager
M Bather	Woodley & North Earley Community Forum Chairman		

ITEM 1 – APOLOGIES

Apologies received from B Rowland, J Cheng, I Hills, R Dolinski, S Curtis, J Hicks, R Hayes, G Cranford, X Morcrette, R Lethem, R Still, M Flaherty, H Beilby

Welcome to Peter Finegan the new manager of Woodley Waitrose.

Mary Bather kindly agreed to take the minutes.

ITEM 2 – TO APPROVE THE MINUTES OF THE WTCMI MEETING HELD ON 4TH JULY 2018 & THE EXEC-SUB-COM ON 31ST JULY 2018

With reference to the minutes for 04.07.18, it was noted that the overflowing bins (Item 7) did not include the Library Parade bin but did include the bins for the flats (rear of Library Parade) above the shops in the row from Peacocks to HSBC. These bins were reported to be always overflowing. JL to contact the managing agent (through Ruth Lethem at Greggs).

Both sets of minutes were approved with the above minor amendment to the minutes of 04.07.18.

ITEM 3 – PROPOSED AMENDMENT TO CONSTITUTION TO FORMALISE THE ATTENDANCE OF INVITED GUESTS

It was proposed that the following sentence (included in the agenda) be inserted into the constitution.

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

It was agreed that the Community Forum representative should update the committee on neighbourhood policing matters as the neighbourhood police no longer regularly attended the WTCMI meetings. The proposed amendment was agreed unanimously.

ITEM 4 – TO FORAMLISE A WTCMI COMPLAINTS PROCEDURE DOCUMENT (distributed with the agenda) in line with the Service Level Agreement with Wokingham Borough Council. This procedure is a requirement if the WTCMI is to apply for grants. The procedure was agreed unanimously with the proviso that the 'will' be changed to 'may' in the second line of the first sentence.

ITEM 5 – ELECTIONS

Chair: Mary Holmes proposed by Keith Baker and seconded by Dave Mills – voted in unanimously

Vice Chair: Mark Norris proposed by Keith Baker and seconded by Dave Mills – voted in unanimously

Trade Representatives with voting rights to the management committee:

Mark Norris proposed by Mary Holmes and seconded by Keith Baker - voted in unanimously.

Peter Finegan proposed by Marguerite Risby and seconded by Keith Baker - voted in unanimously.

Co-opted members with voting rights to the management committee: Ian Hills, Pat Birt, Sheila Smith, Marlene Perry. All proposed by Mary Holmes, seconded by Mark Norris and voted in unanimously.

Wokingham Borough Council representatives with voting rights – Cllr Keith Baker and Cllr Jenny Cheng (Cllr R Dolinski as the Deputy)

Woodley Town Council representatives with voting rights – Cllr D Mills and Mrs M Holmes.

ITEM 6 – TO NOTE ALAN HARLAND AS AUDITOR FOR THE YEAR 2018/2019

Alan Harland has verbally confirmed that he will be the auditor for 2018/19. JL to write to thank him.

ITEM 7 – FINANCIAL REPORT / BUDGET REPORT

The TCM (JL) presented his reports. JL pointed out that costs have increased, particularly in the case of banking charges. The WTCMI did get a rebate of 60% for two months but charges are now back at their full level and the bank's representative had indicated that it was not within his power to agree a rebate. There was some discussion on the Farmers' Market as to whether or not it was the best return for the time put in to organise it and it was agreed that there should be a full discussion and decision as to whether to stop it or not in April 2019. It was likely that by the end of the financial year the TCM would be over budget. JL to estimate the actual amount for the next meeting. The general feeling however was that Woodley is 'busy' and 'buzzing'.

ITEM 8 – SATURDAY MARKET MANAGER'S REPORT / TOWN CENTRE MANAGER'S REPORT

Saturday Market Report – JP reported that it had been a good summer with good weather but the number of traders had dropped off slightly due to ill health and other issues. New stalls are needed – there is the possibility of a laser cutting / engraving craft stall, a doughnut stall, suitcases and luggage and also woodwork and pottery. Use is being made of the Facebook page – involving traders where possible although not all want to do it. Brockleby's pies are now coming once a month. Some traders now want to move round market sites on a cycle, depending on where they think they will make money. JP is optimistic that there will be a couple more for the Xmas period. It is important that residents let the WTCMI know of any stalls they would like to see that Woodley doesn't yet have.

Town Centre Managers report – JL reported that he is now working with all those involved to organise the 'Lights Switch On' and the Christmas Extravaganza. The Christmas tree will be sited at the new position near the Centre Stage and WTC will provide a new wooden slatted fence around it. Waitrose are providing mince pies and Lidl mulled wine, for which we thank both companies. Congratulations to all those involved for winning the Thames and Chilterns in Bloom Silver Award. The report is available for anyone interested. A study of the award criteria indicate that it is unlikely that Woodley could ever win Gold as to do so it would be necessary to get everyone in the community involved. It was suggested that the award be publicised more and that there should be a sign to say that Woodley has won. There was some discussion on possible sponsors for the sign and the best place to put it – preferably on one of the access roads. Cllr Baker reported that he believed that the contractors now had the necessary licence for the public toilets but as yet there is no date for the installation. The Sunday car boot sales continue, but the last two were adversely affected by the weather. It is unlikely that the WTCMI will ever get the car parking figures – WBC know the financial income but seem unable to provide the data on actual numbers of cars. However, it is recognised that the car park is busy most of the time. Cllr Baker suggested contacting WBC Cllr Anthony Pollock, the relevant Executive member for Highways at Wokingham Borough Council. Cllr Baker also informed the WTCMI that there are to be new car park ticket machines which take cards.

ITEM 9 – SECURITY IN THE TOWN CENTRE

JL reported vandalism of some of the planters near the new stage. There had also been a theft of a raffle prize from an event at the Oakwood Centre. JL was concerned that it took so long to get a response when calling 101 to report a crime. It was agreed that TVP were promoting the use of the website to report a crime although it is recognised that some residents do not have easy access to the internet. MB is to raise the issue of communication at the next meeting of the NAG Chairs (30th October). Cyclists in the precinct continue to cause annoyance. Woodley and North Earley Community Forum has drawn up a joint statement with the neighbourhood policing team which JL can use when responding to residents' complaints about cycling in the precinct. The forum will be holding a 'Have your say' in the precinct on the morning of 24th October. The results will be used to inform the policing priorities for Woodley and North Earley. Current priorities continue to be anti-social behaviour (ASB) and speeding. The local police are working with the small number of young people (and their families) involved in ASB, and the Woodley Independent Speedwatch should be up and running by the end of the year enabling speed to be monitored in roads where residents have reported concerns.

ITEM 10 – QUESTIONS THROUGH THE CHAIR FROM MEMBERS OF THE PUBLIC – none.

ITEM 11 – ANY OTHER BUSINESS

Remembrance Celebration– Sunday, 11th November is the 100th anniversary of the end of WW1. WTC have planned a number of events. All residents will get a postcard inviting them to a celebration / service in front of the memorial. New WW1 panels will be placed outside permanently near the memorial and gates. Newsreels of the time will be playing in the theatre. Children will be reciting poetry and there will be tea and cakes in the centre. Thanks in advance to the WI and Addington School for the cakes.

Meeting closed at 7.40pm

Next WTCMI committee meeting – Wednesday, 30th January, 6pm

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 Planning application has been submitted. Tendering process to follow. <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 went out in October – submission deadline in November. 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 to convert store room to ladies toilets nearing completion. 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

<p>7</p>	<p>Oakwood Centre Gents toilets refurbishment New cubicles, sanitary wear, flooring and decoration.</p> <p><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></p>	<p>April 2019 onwards</p>
<p>8</p>	<p>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.</p> <p><i>Timing factors</i> <i>Investigation and repairs</i> <i>Drying out time</i></p>	<p>March 2019</p>
<p>9</p>	<p>Oakwood Centre roof Survey has been carried out and a number of areas identified as needing repair or further investigation. Dynamic leak testing has been carried out – October 2018.</p> <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Contractor lead time</i></p>	<p>March 2019</p>

SCHEDULE OF MEETINGS - 2019/20

All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING COMMITTEE	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2019</u> 21 May 18 June	<u>2019</u> 4 June	<u>2019</u> 11 June	<u>2019</u> Annual Meeting: 14 May 25 June
16 July 13 August (SH) 10 September	3 September	17 September	1 October
8 October 5 November 3 December	19 November	26 November	10 December
<u>2020</u> 7 January 28 January	<u>2020</u> 14 January	<u>2020</u> 21 January	<u>2020</u> 4 February
25 February 24 March 21 April	14 April (SH)	28 April	Town Electors: 3 March Annual Meeting: 12 May

(SH = School Holidays)

SCHOOL TERM DATES

2019 Tuesday 23 April to Tuesday 23 July
Tuesday 3 September to Friday 20 December
(NOTE: Training days - to be agreed)

Half Term: 27 May - 31 May
Half Term: 28 October - 1 November

Good Friday: 19 April 2019
WBC & WTC Elections: 2 May 2019

2020 Monday 6 January to Friday 3 April
Monday 20 April to Tuesday 21 July
(NOTE: Training days - to be agreed)

Half Term: 17 - 21 February
Half Term: 25 - 29 May

Good Friday: 10 April 2020
WBC Elections: 7 May 2020

APPENDIX 17

Website statistics

Sessions	2018				
	Mar	May	Jul	Aug	Oct
Total	2991	3136	4374	4316	4407
Users	2147	2416	3248	3345	3293
Page views	7242	7011	9794	8288	8384
Means of access					
Mobile	1381	1709	2522	2455	2378
Desktop	1190	1116	1419	1389	1458
Tablet	420	311	433	472	571
Searches					
Organic (from general web search)	2240	2386	3378	2715	2646
Direct (where user knows web address)	526	534	660	745	683
Referral (from another website)	133	119	154	188	122
Social Media (from a social media page)	92	96	182	668	956
Page views					
WPLC			2113	1425	1157
Gym on the Park			723	744	695
Hire rooms & halls			226	268	347
Parks			133	153	111
Town Councillors			121	105	105
Meetings/committees			89	94	93
The Oakwood Centre			76	84	92
Allotments			115	129	79
Council Officers			48	41	47
Hire Centre Stage			16	13	14
Press Releases			11	7	9

Notes;

Generally increasing usage month on month

Highest access via mobile phone

Increasing referrals from social media

Increased views for Hire of rooms/halls

APPENDIX 19b

Parish	Project Proposal and funding requirement	Location	Parish CIL Balance	Project Cost - total £	Funded by (state proportions)	Timescale for Delivery	Funds requested £
	games and single play, such as football, basketball etc.)				on support funding from the Parish)		
WINNERSH	Approach to Winnersh crossroads – additional signage to highlight new Winnersh Relief Rd, to alleviate traffic congestion around A329 to Showcase roundabout section.	Winnersh	£25,468	£4,000	100% Winnersh Parish	2019	£4,000
WOODLEY	Ambleside Children's Centre integration (see report attached)	Woodley	£4,582	£9,500	42%		£4,000 Awaiting response from Parish Oct 2018
WOODLEY	Upgrade in Southern Precinct new benches around the trees and new surfacing	Woodley Precinct	£4,582	£30,000	See comment in end column		£4,583 CIL? (NB Woodley TC have agreed in principle to contribute up to £19,000 towards this project)
WWPC	Oaklands Lane (Hatch-Ride area) upgrade footway surface shown in blue below. NB work will be carried out by WBC Highways	Wokingham Without	£624,238	£30 - £35K	50%WBC 50% WWPC	Summer 2019	c£17,500 (Parish considering this

Supporting document for bid to Town & Parish Councils for CIL neighbourhood proportion contribution, towards Children's Centre Integration 2018

Integration of NHS health professionals (including Health Visitors) into WBC Children's Centres to provide one-point of contact for children, parents/carers of young children.

Berkshire Healthcare Foundation Trust (BHFT), our local NHS team, delivers the Healthy Child Programme (for ages 0 – 5 years) which focuses on a universal preventative service, providing all families with a programme of screening, immunisation, health and development reviews, supplemented by advice around health, wellbeing and parenting.

WBC Children's Centres provides 1:1 support for children, parenting courses, universal play sessions, school readiness, and work with a families according to their need. The centres also have a vital role in supporting children on a Child Protection plan.

The two services are being integrated in 2018

The integration project aims to achieve:

- A whole system approach to planning and commissioning
- A continued commitment to a universal offer for core public health services with a targeted additional offer according to need
- A more efficient, integrated and user-focused service
- A focus on outcomes for children and families
- A reduction in silo-working and duplication
- An opportunity to integrate approaches to intervention
- Co-workers located together so they can share information and best practise to support parents and children
- Best use of available resources
- Clearer accountability

Services on offer under the new model include

- 0-2 years support to *all* parents in the borough including pre-birth support
- 6-8 week home visit
- Breast feeding support
- Maternal mental health support
- 9 month and 2 year development checks
- Specialist play sessions.
- Targeted 1-1 support for children under five subject to a child protection plan,
- Domestic violence support
- Isolation support and counselling
- Adult learning

Infrastructure required (building fit-out & IT costs) to support the new model

- Re-configuring the Children's Centres to provide flexible space for the additional staff using the centre as their working base.
- Replacing large desks with flexible work spaces with associated IT networks and secure storage.
- Electrical upgrades to cater for additional users.
- Creating private spaces for confidential meetings
- Upgraded IT facilities so all services can access their databases, save information and link up with other support services/NHS teams.

Why are we requesting funding support from the Parishes?

Within the current financial climate of reduced funding for local authorities, funding for the integration will have to be funded by the existing Children's Centres operational budget. Support from Parish Councils towards the building fit-out costs and IT upgrade would mean that the existing budget can remain focussed on funding the support workers and day to day running costs.

Integrated Centres and costs

Starlings £19,670

Red Kite £17,670

FBC £14,347

Ambleside £9,500

Sarah Vanheerde, Strategy & Commissioning, WBC. June 2018

**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 8 OCTOBER 2018 AT 7.00 - 8.30 PM**

Councillors Present

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

Other Councillors Present

Jenny Cheng and Charlotte Haitham Taylor

Parish/Town Council Representatives

William Luck	Earley Town Council
Roland Cundy	Finchampstead Parish Council
Roy Mantel	Twyford Parish Council
Ken Newland	Wokingham Without Council
David Mills	Woodley Town Council
Liz Halson	Clerks Forum
Richard Rampton	Finchampstead Parish Council
Steve Bromley	Finchampstead Parish Council
John Bowley	Twyford Parish Council

Officers

Peter Baveystock (Service Manager, Cleaner, Greener and Reactive Highway Services), Neil Carr (Democratic and Electoral Services Specialist) and Sarah Hollamby (Interim Director of Locality and Customer Services)

12. APOLOGIES

Apologies for absence were submitted from John Anderson, Martin Bishop, Carol Bulman, Tony Farnese, Trefor Fisher, Dawn Peer and Mark Picken.

13. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Forum held on 2 July 2018 were agreed as a correct record and signed by the Chairman.

14. DECLARATION OF INTEREST

There were no declarations of interest.

15. BOROUGH PLAN ENGAGEMENT

The Forum considered a report, set out at Agenda pages 11 to 34, which gave details of the public engagement process relating to the Borough Plan 1919/25. The aim of the Plan was to set out the Vision and Priorities for the Borough over the next five years.

Charlotte Haitham Taylor, Leader of Wokingham Borough Council, addressed the Forum and outlined the challenges facing the Borough Council over the next few years. These included the removal of Government funding and the threat of a move to negative grant, i.e. the Council may have to pay additional money (£1.7m) back to the Government.

Charlotte emphasised the importance of working with partners to identify and tackle the key issues. Towns and Parishes had a key role to play in this process as their local knowledge and experience enabled them to unlock potential within their local communities.

Charlotte also highlighted the importance of clear communication with residents and the ability to challenge misperceptions. So, for example:

- The Borough Council was only responsible for 30% of roadworks across the Borough;
- The Borough Council was opposed to the number of houses being foisted upon it. The Council continued to lobby the Government on this issue (as discussed at previous meetings of the Forum). In the meantime it had to ensure that permitted new housing was underpinned by the correct levels of infrastructure.
- Two thirds of the Borough Council's spending went on social care for adults and children. Many residents did not come into contact with these services on a regular basis and were not aware of the significant cost pressures involved.

Charlotte suggested that the Forum provide feedback on three issues relating to the emerging Borough Plan:

- Did Forum members agree with the feedback on emerging priorities?
- What were the top three priorities for the Town and Parish Councils?
- How could the Borough Council work more effectively with the Town and Parish Councils to deliver on the priorities within the new Borough Plan?

Paul Ohsan.Ellis, Strategy and Commissioning Support Manager, provided a short presentation to the Forum, highlighting the top four issues emerging from the public engagement exercise. These were:

- Tackling traffic congestion;
- Addressing the impact of development;
- Clean, green and enjoyable spaces;
- Affordable housing.

Paul also noted that sustainable Towns and Parishes was an important area identified by the public. The public engagement exercise generated a number of positive comments about the effectiveness of the Town and Parish Councils in the Borough.

The Forum broke into small groups to discuss some of the identified challenges facing the Borough. Each of the groups then provided feedback to the Forum on potential quick wins and key issues to address. This included:

- Redevelopment of the infant and junior schools in Wargrave on one site. This could be a self-funding project if the existing school sites were sold for housing development;
- WBC acting as a true partner to the Towns and Parishes. Finchampstead Parish Council had made a number of suggestions to WBC for more joined-up working (including financial commitments) on issues such as roads, grass cutting, etc. and the WBC response appeared to be glacial;
- Transfer of assets – there had been some success stories but, again, it was felt that the Borough Council moved very slowly and could be much more business-like in its operations.

Paul gave details of the next steps in the process for developing the new Plan, as follows:

- Formal publication of the outputs from the public engagement exercise;
- Work with partner organisations to review the findings;
- Partnership engagement event on 6 December 2018;
- Agree joint priorities and performance measures;
- Publish the “Working Together – Borough Plan” in April 2019.

RESOLVED That:

- 1) Charlotte Haitham Taylor, Sarah Hollamby and Paul Ohsan.Ellis be thanked for attending the Forum to discuss the emerging Borough Plan;
- 2) Towns and Parishes support the Partnership Engagement event on 6 December 2018.

16. REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Forum considered a report, set out at Agenda pages 35 to 47, which gave details of the ongoing review of Polling Districts and Polling Places across the Borough. Appended to the report was a schedule setting out details of the polling stations currently in use within each Borough ward.

David Sleight introduced the report and notified the Forum that the consultation had commenced on 1 October and would run until 16 November 2018. Feedback would then be considered by a Borough Council Member working party before submission of final recommendations to the Borough Council meeting on 21 March 2019. Any changes agreed after the consultation would come into force for the elections in 2020.

David confirmed that, although the review referred to Polling Districts, it would focus more on the polling places aspect. Any review of Polling Districts would be tied to a future boundary review of the Borough.

RESOLVED That:

- 1) the report on the ongoing review of Polling Districts and Polling Places across the Borough be noted;
- 2) Town and Parish Councils submit comments on the review to the Electoral Services team at the Borough Council.

17. FOOTWAYS, KERBSIDES AND ROAD SIGNS

Peter Baveystock gave an update on progress relating to the issues raised by Finchampstead Parish Council on the state of footways, kerbsides and road signs.

Pete outlined how the development of the new Localities service would improve local intelligence and reporting of issues. Borough Council staff would have a greater profile in local communities and would be supported by improved IT which would enable better reporting and monitoring of local issues. It was important for residents to report issues as quickly as possible to avoid a build-up of items which led to delays in responding.

In the ensuing discussion, members of the Forum raised the following issues:

What was the procedure relating to overhanging/encroaching vegetation on private land? It was confirmed that highway inspectors would write to private landowners to request that vegetation be cut. Failure to respond could lead to the Council cutting back the vegetation and recharging the landowner.

When vegetation was cut back on private land, what checks were carried out to ensure that the work was completed to the correct width/depth? It was confirmed that WBC staff did carry out checks to ensure that the work was carried out to the agreed specifications.

The new Localities approach was welcomed, but there was a risk that the sheer volume of issues to be addressed could overwhelm the new service. It was confirmed that the new IT systems directed feedback and complaints straight to the relevant contractor for action. This created an audit trail for each issue and allowed WBC staff to monitor the contracts more effectively. Similarly, improved mapping systems would allow greater accuracy and the pinpointing of issues.

Did the cutting back of overhanging branches/vegetation include obstructions to street lights? It was confirmed that a number of issues had been addressed as part of the recent street light replacement programme. However, the Borough Council was happy to investigate any new or ongoing issues.

RESOLVED That:

- 1) the update report on footways, kerbsides and road signs be noted;
- 2) the Forum receive an update on the roll-out of WBC Locality Services at a future meeting.

18. SCRUTINY REVIEW OF THE WBC GROUNDS MAINTENANCE CONTRACT

The Forum received an update on the WBC Scrutiny Committee review of the Council's Grounds Maintenance contract.

Neil Carr introduced the item and gave details of the ongoing Scrutiny review. The review had been requested following a large number of complaints about grass cutting across the Borough earlier in 2018. It appeared that the sub-optimum operation of the service had been caused by a number of factors including the adverse weather conditions in March/April/May and the lack of adequate/flexible contractor resources.

Neil confirmed that the Scrutiny Committee would be finalising its report to the Council's Executive in November 2018. The report would include recommendations aimed at improving the quality of the service and the effectiveness of consultation/communications with residents, community groups and Town and Parish Councils.

RESOLVED That:

- 1) The update report on the WBC Scrutiny Review of the Council's Grounds Maintenance contract be noted;
- 2) A summary of the Scrutiny Committee's recommendations be submitted to the February 2019 meeting of the Forum.

19. FUTURE AGENDA ITEMS AND URGENT ISSUES

The Forum considered the list of proposed future Agenda items and selected items for consideration at its meeting on 8 February 2019.

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

WBC Asset Review Programme – February 2019;
WBC Scrutiny Recommendations on Grounds Maintenance – February 2019;
Update on the collection of Food Waste – February 2019;

Update on WBC Locality Services – TBC;
Working Together – Borough Plan - TBC
Local Plan Update – TBC;
Use of new borrowing powers to build affordable/social housing – TBC;
Local Policing Update – TBC;
Traded Services – TBC;
Health Sport and Leisure Strategy – TBC;
Partnership Working Pilots – TBC;
Community Governance – TBC.

20. DATES OF FUTURE MEETINGS

The Forum considered the proposed dates for the remaining meetings in the 2018/19 Municipal Year.

RESOLVED: That meetings of the Forum be held at 7pm on Monday 4 February and Monday 1 April 2019.