

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 18 September 2018 at 8:00 pm**

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**Present:** *Councillors A. Chadwick; D. Mills; D. Smith (chairman for the meeting); D. Stares; M. Walker*

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

**Also present:** *Councillor T. Barker  
2 members of the public*

19. In the absence of the committee's Chairman and Vice-chairman it was proposed and

**RESOLVED:**

- ◆ That Councillor Smith would chair the meeting.

20. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, J. Cheng and R. Dolinski.

21. **DECLARATIONS OF INTEREST**

Councillor Walker	Agenda item 7: PR/Marketing Working Group Section 5: Centre Stage	Prejudicial interest – Councillor Walker is chairman of Woodley Women's Club, which hires the Centre Stage.
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Councillor Walker left the room and was not present for the discussion or decision on agenda item 7: section 5: Centre Stage.

22. **MINUTES OF THE MEETING HELD ON 12 JUNE 2018**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 12 June 2018 be approved and signed by the Chairman as a correct record.

23. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 25/18.

**RESOLVED:**

- ◆ To note Report No. SR 25/18.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (May), **Appendix B** (June), **Appendix C** (July) and **Appendix D** (August):

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

c) **Loan approval application**

Members noted that, at its meeting on 26 June 2018 (minute number 33), the Council had approved a recommendation to apply to the Secretary of State for Housing, Communities and Local Government for a loan of £240,000 to fund a new maintenance workshop, improvements to Woodford Park Leisure Centre and regeneration of Woodford Park lake and its environs. Approval to apply for the loan had subsequently been granted by the Secretary of State and an application for an annuity loan of £240,000, payable over 25 years, had been submitted to the Public Works Loan Board.

**RESOLVED:**

- ◆ That the loan funds of £240,000, when received, be allocated to earmarked reserves as follows:
  - Lake project: £90,000
  - Woodford Park Leisure Centre refurbishment: £70,000
  - Maintenance workshop: £80,000

d) **Referendum principles**

Members noted that the Government intended to continue the deferral of setting referendum principles for town and parish councils, but encouraged parish councils to continue the downward trend in parish precept increases, and would be keeping this matter under active review.

24. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 26/18 and informed Members that a specialist company had been engaged to carry out dynamic leak testing of the low and high level windows in the Oakwood Centre to identify points of water ingress and water travel so that the necessary remedial works could be undertaken. The investigation work would take place in October.

The Deputy Town Clerk also reported that despite the repair of some leaks and a programme of drying out in the toilet areas, using dehumidifiers running overnight, damp levels in the skirting and lower walls near the toilets and the centre of the building remained high and further investigation was required to establish the cause. Some areas of the rubber floor finish had also begun to bubble and this was happening in areas where remedial works had been carried out in 2012 to address the same problem.

Members considered a proposal to allocate £20,000 from the Buildings and Facilities Fund to cover the cost of leak tests for the windows and investigation of the flooring issues, as well as any initial works that may be required.

**RESOLVED:**

- ◆ To note Report No. SR 26/18.
- ◆ To allocate £20,000 from the Building and Facilities Fund to an earmarked reserve to fund the costs associated with the water ingress and flooring issues at the Oakwood Centre.

25. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 27/18 of the Catering Partnership meeting held on 20 July 2018 and confidential information on the monthly catering income was tabled.

It was noted that the planned open day event for the Oakwood Centre would take place on Saturday 6 October and that the date of the 4 October mentioned in the report was a typing error.

**RESOLVED:**

- ◆ To note Report No. SR 27/18.

26. **PR/MARKETING WORKING GROUP**

The Deputy Town Clerk presented Report No. SR 28/18 of the PR/Marketing Working Group meeting held on 8 August 2018 and Members considered the proposal that the hire charge for the Centre Stage in the town centre be waived for a period of time to encourage more usage of the facility. After discussion, it was agreed that making the Centre Stage free to hirers throughout 2019 would enable a direct comparison to be made with the current year, but that this would be a limited offer for one year and it must be stressed that the offer was made at the Council's discretion, in order to prevent abuse of the offer.

The PR/Marketing Co-ordinator presented the draft media and social media policy for the Council and explained that it had been based on the policies of other councils. Members considered the proposed policy.

The PR/Marketing Co-ordinator informed Members that a Facebook feed was to be added to the homepage of the Council's website and the recently awarded Green Flag certificate for Woodford Park would be displayed on the website.

**RESOLVED:**

- ◆ That the hire charge for the Centre Stage be waived for the period from 1 January 2019 to 31 December 2019, to encourage more use of the facility.
- ◆ That the media and social media policy for the Council, attached at **Appendix E**, be approved.

27. **RENEWABLE ENERGY**

The Deputy Town Clerk presented Report No. SR 29/18, which showed the final proposals for solar panels to be installed to the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall under the scheme operated by Reading Community Energy Society (RCES). He informed Members that the Oakwood Centre would not be included in the first phase of the work, as the existing problems with the roof and windows would have to be rectified before the installation could be undertaken, but that RCES had confirmed that a deferred installation at the Oakwood Centre could be carried out under the current offer.

Members considered the proposal at length and the discussion included the importance of having the contract reviewed by the Council's solicitor before signing, and the possibility of RCES funding a community project in Woodley and whether this could be included in the licence agreement.

*[Town Clerk's note: Following further clarification of the RCES community projects fund it was established that a grant based programme for renewable energy or sustainability projects was available to community groups within a 10 mile radius Reading, including in Woodley.]*

**RESOLVED:**

- ◆ To note Report No. SR 29/18.
- ◆ To enter into a contract with RCES for the provision of electricity and the installation of solar panels on the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall as detailed in the report, subject to review of the contract document by the Council's solicitors.

28. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Whilst noting the reports included in the agenda, Members remarked how impressive the floral displays in the town centre had been this year.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 4 July 2018.
- ◆ To note the report of the Woodley Town Centre Management Initiative Executive Sub Committee meeting held on 31 July 2018.

29. **REQUEST FOR FREE USE OF THE ALAN CORNISH THEATRE**

Members noted that, following on from the Exploding the Myths conference for parents and professionals working with young people, the Community Youth Partnership had agreed to start a project to support and enable self-help parent groups and were planning to seek volunteers to support these groups. ARC had been commissioned to provide two parenting workshops for parents, from which it was hoped that participants would be interested in being part of a self-help parenting group. Members considered a recommendation from the Leisure Services Committee (4 September 2018, minute number 19) that free use of the Alan Cornish Theatre be given on two evenings in 2018 for these workshops.

**RESOLVED:**

- ◆ To allow free use of the Alan Cornish Theatre on two evenings in 2018 for parenting workshops run by ARC.

30. **READING ROAD ALLOTMENTS SITE LEASE**

**RESOLVED:**

- ◆ To note that the lease for the Reading Road Allotments site had been signed and sealed and would run for 10 years to 2028.

31. **PROJECTS SCHEDULE 2019/19**

The Deputy Town Clerk presented the updated Projects Schedule 2018/19. He apologised for item 7 on the list being a repeat of item 1 and said that this would be corrected the next time the list was updated.

**RESOLVED:**

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

32. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**  
Members noted the statistics for website views, searches and usage given in the agenda. The Deputy Town Clerk reported that there had been a general increase in the website usage month on month, and a very pronounced increase in use by people accessing the website from mobile phones. He informed Members that a future reconfiguration of the website would reflect this. It was noted that there had been a large amount of redirection of users to the website from social media.
33. **PUBLIC TOILET UPDATE**  
The Town Clerk informed Members that the public toilet unit was ready for shipping and installation, but that there had been a delay in the contractor obtaining the necessary permissions from Wokingham Borough Council to enable the installation to proceed.
34. **WOKINGHAM U3A HISTORY PROJECT**  
The Town Clerk informed Members that Wokingham U3A were planning to research the history of Woodley as part of a Shared Learning Project and had asked whether the Town Council would be willing to be a partner in this project. The Town Clerk had sent a response agreeing to this, after consulting with the Leader of the Council and Members were asked to confirm the Council's involvement. Councillor Stares said that he had met someone who had already done a lot of research into the history of Woodley and would ask whether he was willing to be involved in the project.
- RESOLVED:**
- ◆ To confirm the Council's involvement with the Wokingham U3A Shared Learning Project researching the history of Woodley.
35. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
Members noted that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £63,890.
36. **BOROUGH/PARISH LIAISON FORUM**  
Members noted the minutes of the Borough/Parish Liaison Forum held on 2 July 2018.
37. **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
38. **PUBLICITY AND WEBSITE**  
There were no suggestions for items to be publicised.
39. **EXCLUSION OF PUBLIC AND PRESS**
- RESOLVED:**
- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal 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.
40. **OPTALIS LEASE**  
The Town Clerk presented Report No. SR 30/18.

**RESOLVED:**

- ◆ To note Report No. SR 30/18.
- ◆ To approve the proposed Heads of Terms of a new lease agreement between the Town Council and Optalis for the occupation of rooms at Woodford Park Leisure Centre as set out in the report, with additional items relating to rates and car parking.
- ◆ That, should the current lease expire before a new lease is in place, the agreement would continue on the existing terms with any balance of payment to be made once the new lease was in place

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

The Town Clerk updated Members on matters relating to the agreement between Wokingham Borough Council and the Town Council regarding the Woodley Airfield Youth and Community Centre.

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

The Town Clerk presented Report No. SR 31/18.

**RESOLVED:**

- ◆ To note Report No. SR 31/18.
- ◆ To approve the advised action as set out in the report.

The meeting closed at 9:50 pm

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**Woodley Town Council 2018/2019****Current Account****List of Payments made between 01/05/2018 and 31/05/2018**

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

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

**Total 69678.09**

## CLERKS IMPREST A/C

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

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

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

**Total 45935.18**

**Woodley Town Council 2018/2019****Current Account****List of Payments made between 01/06/2018 and 30/06/2018**

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

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

**Total 217,766.79**

## CLERKS IMPREST A/C

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

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

**Total 49040.73**

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

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

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

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

69697.26

## CLERKS IMPREST A/C

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

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

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

**Woodley Town Council 2018/2019****Current Account****List of Payments made between 01/08/2018 and 31/08/2018**

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

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

83254.31

### CLERKS IMPREST A/C

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

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

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

47796.01

## MEDIA AND SOCIAL MEDIA POLICY

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

We use media and social media:

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

Woodley Town Council is committed to:

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

Woodley Town Council social media pages:

### Woodley Town Council

Facebook – [www.facebook.com/woodleycouncil](http://www.facebook.com/woodleycouncil)

Twitter – [www.twitter.com/woodleycouncil](http://www.twitter.com/woodleycouncil)

### The Oakwood Centre

Facebook – [www.facebook.com/oakwoodcentrek](http://www.facebook.com/oakwoodcentrek)

Twitter – [www.twitter.com/oakwoodcentrek](http://www.twitter.com/oakwoodcentrek)

### Woodford Park Leisure Centre

Facebook – [www.facebook.com/woodfordparklc](http://www.facebook.com/woodfordparklc)

Twitter – [www.facebook.com/woodfordparklc](http://www.facebook.com/woodfordparklc)

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

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

**Deborah Mander**

**Town Clerk**

**Woodley Town Council**

**September 2018**

## STATEMENT OF PURPOSE

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

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

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

The purpose of this policy is to ensure:

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

## SCOPE

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

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

Social networking applications include, but are not limited to:

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

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

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

## **RESPONSIBILITY**

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

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

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

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

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

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

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

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

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

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

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

## **MONITORING OF CONTENT**

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

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

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

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

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

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

## **ENFORCEMENT**

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

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

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

## **POLICY**

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

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

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

## **TERMS OF USE**

Social networking applications

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

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

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

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

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

## **POLICY REVIEW**

This policy will be reviewed as required.