



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; K. Gilder;
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 22 January 2019, 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 27 NOVEMBER 2018**

To approve the minutes of the Strategy and Resources Committee held on 27 November 2018 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 11 December 2018.)*

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 1/19.**

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b) **Payments**

To approve the following payments as set out in **Appendix 4b:**

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	Current account	Imprest account
November 2018	£96,086.82	£50,662.68
December 2018	£113,777.66	£49,101.71

5. **OAKWOOD CENTRE UPDATE**
To receive **Report No. SR 2/19**. Page 12
6. **CATERING PARTNERSHIP**
To note **Report No. SR 3/19** of the Catering Partnership meeting held on 18 January 2019. To follow
7. **CHARGES 2019/20**
a) To consider the proposed 2019/20 charges at the Oakwood Centre and recommend the 2019/20 charges for the Oakwood Centre be approved. ***(Proposed Charges 2019/20 Appendix page 5, enclosed.)***
b) To consider the recommendation from the Leisure Services Committee and to recommend the 2019/20 Charges for Town Council leisure facilities be approved. ***(Proposed Charges 2019/20 Appendix pages 1-4, enclosed.)***
8. **REVISED ESTIMATES 2018/19**
a) To consider **Report No. SR 4/19**. ***(Budget Appendix – blue pages, enclosed.)*** Page 16
b) To consider recommendations from the Leisure Services and Planning Committees to approve the Revised Estimates for 2018/19 as set out in the enclosed ***Budget Appendix (green and cream pages, enclosed)***.
9. **BUDGET ESTIMATES 2019/20**
a) **Strategy and Resources Committee**
To consider **Report No. SR 5/19**. ***(Budget Appendix – blue pages, enclosed.)*** Page 18
b) **Recommendations from other committees**
To consider the 2019/20 Budget estimates recommended by the Leisure Services and Planning Committees ***(Budget Appendix – green and cream pages, enclosed)*** and that these be approved.
c) **Budget and Precept 2019/20**
To consider **Report No. SR 6/19**. Page 20
10. **PROJECTS SCHEDULE 2018/19**
To note the update on Council projects, as given in ***Appendix 10***. Page 23
11. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**
To note the statistics for website views, searches and usage, as given in ***Appendix 11***. Page 25
12. **WOODLEY BUSINESS CLUB**
To consider a request from Woodley Business Club for free use of the Oakwood Centre for the annual Festival of Business and for committee meetings. ***(Appendix 12)*** Page 26
13. **PUBLIC TOILET UPDATE**
To receive a verbal update from the Town Clerk.

14. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
To note that the November Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £59,307.
15. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
16. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
17. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 18 on the agenda
18. **WOODFORD PARK LEISURE CENTRE - OPTALIS LEASE**
To consider **Report No. SR 7/19.**

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EXPENDITURE	Budget 2018/19	Actual Exp as at 31/12/17	Actual Exp as at 31/12/18	Actual Exp as % of Budget	Information
Central Costs	237117	159864	170883	72.1	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 75%, apart from training, equipment and maintenance, some of which are in advance payments for the year, and repairs and renewals.
Democratic Costs	50227	31713	38588	76.8	Staff costs slightly over 75%, by-elections costs have exceeded budget, all other costs at or under 75%.
Corporate Management	326005	220628	235255	72.2	Bank charges over 75%. HR support, insurance and affiliation fees are higher (annual costs). All other costs under 75%.
Capital Programme	45000	45000	45000	100.0	Funds transferred to Capital Programme fund.
Grants	4000	3400	3940	98.5	Grants paid in May and December each year.
Oakwood Centre	154436	111393	125855	81.5	Rates, water rates, certification, repairs/maintenance, equipment and waste costs over 75%. All other costs under.
Maintenance HQ	6100	4936	4423	72.5	Expenditure on replacement tools - insurance payment now received to offset this. Apart from repairs/maintenance and phone costs all other costs under 75%.
Woodley TCMI	63570	39911	45884	72.2	All costs at or under 75%, apart from purchases.
Capital and Projects	184940	132470	132470	71.6	Most loans paid in September and March - sinking fund contribution made in June.
TOTAL	1071395	749315	802298	74.9	

INCOME	Budget 2018/19	Actual Inc as at 31/12/17	Actual Inc as at 31/12/18	Actual Inc as % of Budget	Information
Central Costs	7346	5810	4395	59.8	Income investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	9180	5715	6044	65.8	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	167171	126353	123134	73.7	Letting income at 70%, rent invoices to police are issued on quarterly basis.
Maintenance HQ	0	0	1232	0.0	
Woodley TCMI	45937	29455	26194	57.0	
Capital and Projects	0	0	0	0.0	
TOTAL	229634	167333	160999	70.1	
Month 9 = 75%					
NET	841761	581982	641299	76.2	

Woodley Town Council 2018/2019**Current Account****List of Payments made between 01/11/2018 and 30/11/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-Nov-18	Advanced Maintenance UK Ltd	2758.80	New radiator valves/boiler repairs
16-Nov-18	Advanced Maintenance UK Ltd	102.00	Chapel Hall - room thermostat repair
23-Nov-18	Advanced Maintenance UK Ltd	348.00	Investigate gas cooker OC
02-Nov-18	Airquee Ltd	410.90	Bouncy castle test
16-Nov-18	Alan Hadley Ltd	286.80	Refuse collection
23-Nov-18	Allen's Design & Print Ltd	1077.00	WTCMI printing
23-Nov-18	AYS Cleaning Contractors Ltd	1782.74	Contract Cleaning
09-Nov-18	Be Fuelcards Ltd	18.36	Admin charge 2x cards
16-Nov-18	Be Fuelcards Ltd	19.76	Diesel/admin charge
23-Nov-18	Be Fuelcards Ltd	73.19	Diesel/Unleaded petrol
23-Nov-18	Bowak Ltd	144.39	Cleaning supplies
02-Nov-18	Brake Bros Foodservice Ltd	98.93	Vending supplies
16-Nov-18	Brake Bros Foodservice Ltd	198.86	Vending supplies
23-Nov-18	Brake Bros Foodservice Ltd	203.38	Vending supplies
23-Nov-18	Brown Bag Cafe Ltd	1624.72	Catering services
23-Nov-18	BT Telephone Payment Centre	153.72	Phone
16-Nov-18	Castle Water	420.63	Water rates
19-Nov-18	Castle Water	127.77	Water rates
23-Nov-18	Castle Water	262.56	Water rates
09-Nov-18	CDK Casting Ltd	96.60	Bronze plaque
23-Nov-18	CDK Casting Ltd	96.60	Bronze plaque
01-Nov-18	Club Manager Ltd	80.40	Club Manager membership
23-Nov-18	CoolerAid Ltd	127.98	Bottled water
23-Nov-18	Create Architects Ltd	2378.00	Workshop site plans
19-Nov-18	Crown Gas & Power	125.20	Gas supply
19-Nov-18	Crown Gas & Power	141.60	Gas supply
19-Nov-18	Crown Gas & Power	546.12	Gas supply
19-Nov-18	Crown Gas & Power	684.90	Gas supply
16-Nov-18	Drews Ltd	95.61	Building supplies
09-Nov-18	EDF Energy 1 Ltd	13.95	Electrical supply
12-Nov-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
09-Nov-18	Eurodec Ltd	120.10	Building supplies
23-Nov-18	Fraser Office Supplies Ltd	193.71	Stationery supplies
23-Nov-18	Gap Group Ltd	371.47	Lake project work
16-Nov-18	Gentworks Ltd	1662.00	WPLC ladies toilets
09-Nov-18	Global 4 Communications	293.18	Phone
02-Nov-18	Hampshire Flag	960.00	Green flag pole services
23-Nov-18	Helen Masey	1350.00	Resident Survey 2018
23-Nov-18	HMRC Cumbernauld	13752.37	PAYE & NI
16-Nov-18	Indepth Hygiene Services Ltd	680.40	Ventilation/extraction cleaning
23-Nov-18	InTouch	35.99	Monthly website charge
23-Nov-18	John Willis	120.00	Window cleaning
02-Nov-18	Just Around The Corner	6187.00	Grant
02-Nov-18	Keep Mobile	500.00	Grant
16-Nov-18	Laundry Depot	33.00	Tablecloth laundry
23-Nov-18	LAX Events Ltd	708.00	Hire equip - remembrance
27-Nov-18	Les Mills Fitness UK Ltd	192.00	Coach
02-Nov-18	Lightatouch	1250.00	Internal Audit services
14-Nov-18	Lloyds Bank D/D	178.36	Monthly cardnet service charge
23-Nov-18	Lyreco UK Ltd	40.08	Stationery supplies

14-Nov-18	Mainstream Digital Ltd	4.01	Phone
15-Nov-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
16-Nov-18	MKR Electrical Services Ltd	1302.28	Electrical supplies
02-Nov-18	Newsquest Media Group Ltd	140.40	WTCMI advert
16-Nov-18	Newsquest Media Group Ltd	140.40	WTCMI advert
02-Nov-18	PHS Group	346.66	Qtrly hire - dust mats
13-Nov-18	Plusnet Plc	52.20	Phone
19-Nov-18	Plusnet Plc	52.20	Phone
23-Nov-18	Prudential	30.00	AVC payment deducted from pay
02-Nov-18	Readibus	9081.00	Grant
09-Nov-18	Roof Asset Management	1411.20	Surveyor review of damp issues
23-Nov-18	Roof Asset Management	7096.80	Dynamic leak investigations
09-Nov-18	SGW Payroll Ltd	157.82	Payroll services
15-Nov-18	Siemens Financial Services	1100.80	Gym equip monthly rental
23-Nov-18	SLCC Enterprises Ltd	168.00	Staff training
16-Nov-18	SSE Southern Electric	2538.54	Electrical supply
02-Nov-18	Staysure Ltd	76.80	Tractor tyre repair
23-Nov-18	Thames Valley Water Services Ltd	276.00	Water sample checks
23-Nov-18	The Berkshire Pension Fund	13894.06	Pension - employers and employees
09-Nov-18	The Crown Estate Commisisoners	730.00	WTCMI - Xmas tree
23-Nov-18	The Letterworks Ltd	724.00	Woodley Herald printing
02-Nov-18	The Wokingham Paper Ltd	120.00	WTCMI advert - Wokingham paper
23-Nov-18	The Wokingham Paper Ltd	120.00	WTCMI advert - Wokingham paper
23-Nov-18	Trade UK - BandQ	205.21	Building supplies
23-Nov-18	Trade UK - Screwfix	268.44	Building supplies
09-Nov-18	Tudor Environmental	331.13	Sign/uniform/eyewash pods
23-Nov-18	Unison Collection Ac	34.00	Union fees deducted from pay
02-Nov-18	Veolia ES - UK Ltd	616.92	Refuse collection
23-Nov-18	Veolia ES - UK Ltd	687.83	Refuse collection
19-Nov-18	Vodafone	292.29	Phone
16-Nov-18	West Berkshire Council	475.00	OC/WPLC premises licence fee
23-Nov-18	WFL UK Ltd	2142.52	Depot - diesel
16-Nov-18	Windowflowers Ltd	300.00	WTCMI - planters
23-Nov-18	Wokingham B Sports Council	75.00	Donation - WBC sports council
01-Nov-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
01-Nov-18	Wokingham BC - Rates	2196.00	Rates - WPLC
01-Nov-18	Wokingham BC - Rates	350.00	Rates - Coro Hall
01-Nov-18	Wokingham BC - Rates	864.00	Rates - Oakwood
02-Nov-18	Wokingham-Citizens Advice	3500.00	Grant
23-Nov-18	XL Displays Ltd	318.00	Fabric stand replacement
16-Nov-18	Yarnold Heating and Plumbing Ltd	89.00	WP flat - gas bolier
23-Nov-18	Zapkam Ltd	432.60	WPLC staff uniform

96086.82

CLERKS IMPREST A/C**List of Payments made between 01/11/2018 and 30/11/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
12-Nov-18	(Personal Information)	50.00	Refund deposit
05-Nov-18	(Personal Information)	50.00	Refund deposit
19-Nov-18	(Personal Information)	50.00	Refund deposit
12-Nov-18	(Personal Information)	50.00	Refund deposit
19-Nov-18	(Personal Information)	50.00	Refund deposit
19-Nov-18	(Personal Information)	50.00	Refund deposit
01-Nov-18	Amazon.co.uk	19.26	Jokey Pennant banner
01-Nov-18	Amazon.co.uk	58.97	Rich roast coffee
02-Nov-18	Amazon.co.uk	29.00	Tea bags/drinking chocolate
05-Nov-18	Amazon.co.uk	17.99	Clear dial ultra quiet clock
05-Nov-18	Amazon.co.uk	23.97	Jokey pennant banner
06-Nov-18	Amazon.co.uk	3.60	Keep clear sign
28-Nov-18	Amazon.co.uk	40.00	Gift vouchers
01-Nov-18	BS Fittings	149.40	Sign fixing clamps
28-Nov-18	Direct Hygiene	390.72	Change table/nappy bin
28-Nov-18	Fitted Mirrors and Glass	162.46	WPLC ladies toilet - mirror
22-Nov-18	Gravel Master.co.uk	734.00	Play bark/sand
28-Nov-18	Lloyds Bank	46953.01	Net November 18 payroll
09-Nov-18	Lloyds Bank D/D	11.32	Bank charges
19-Nov-18	Online Playgrounds	321.36	Links/chain seat/birds nest
07-Nov-18	PETTY CASH A/C	254.44	Top up petty cash
27-Nov-18	Safety Signs.co.uk	47.94	Dog waste bin stickers
16-Nov-18	Saltsdirect	174.99	Hydrosoft salt tablets
01-Nov-18	Shutterstock	34.80	365 day Images on demand
13-Nov-18	SK Signs & Labels	52.44	No cycling safety sign
01-Nov-18	Solopress	84.00	5x Posters
02-Nov-18	Solopress	104.40	3x roller banners
09-Nov-18	Solpress	35.00	Flyers/leaflets
02-Nov-18	Supersize.co.uk	22.55	Print order
21-Nov-18	The Royal British Legion	100.00	Poppy wreaths
05-Nov-18	UK Madawala Welfare	150.00	Refund deposit
12-Nov-18	Wdly Towns Women Guild	50.00	Refund deposit
12-Nov-18	Wickes	37.06	Wood/board for signs
12-Nov-18	Wonderful Women of Wdly	50.00	Refund deposit
28-Nov-18	Woodley Central WI	250.00	Remembrance day service
		50662.68	

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/12/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
07-Dec-18	Advanced Maintenance UK Ltd	7510.92	Hot water cylinder/radiator valves
14-Dec-18	Advanced Maintenance UK Ltd	5986.44	WPLC ladies toilets/Gas cooker
20-Dec-18	Advanced Maintenance UK Ltd	1022.17	Lightning protection/gas leak check
20-Dec-18	Advanced Maintenance UK Ltd	3437.36	OC fixed wiring tests
14-Dec-18	Alan Hadley Ltd	286.80	Refuse collection
07-Dec-18	Allen's Design & Print Ltd	966.00	WTCMI printing
20-Dec-18	Anvil Metalworks Ltd	888.00	Repair - memorial
07-Dec-18	ARC	350.00	Anxiety Workshops
20-Dec-18	AYS Cleaning Contractors Ltd	1715.93	Contract Cleaning
14-Dec-18	Be Fuelcards Ltd	31.67	Diesel
20-Dec-18	Blandy & Blandy LLP	606.00	Legal services
20-Dec-18	Bowak Ltd	576.56	Cleaning supplies
20-Dec-18	Bowak Ltd	34.84	Cleaning supplies
05-Dec-18	Brake Bros Foodservice Ltd	145.73	Vending supplies
07-Dec-18	Brake Bros Foodservice Ltd	191.80	Vending supplies
14-Dec-18	Brake Bros Foodservice Ltd	207.31	Vending supplies
20-Dec-18	Brake Bros Foodservice Ltd	323.51	Vending supplies
20-Dec-18	Brown Bag Cafe Ltd	1499.02	Catering services
20-Dec-18	Broxap Ltd	684.00	Cast iron Ripon seats
10-Dec-18	BT Telephone Payment Centre	173.52	Phone
05-Dec-18	Castle Water	121.58	Water rates
14-Dec-18	Castle Water	30.81	Water rates
20-Dec-18	Castle Water	332.44	Water rates
03-Dec-18	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
05-Dec-18	Churchill Contract Services Ltd	2368.82	Contract Cleaning
20-Dec-18	Churchill Contract Services Ltd	2368.82	Contract Cleaning
03-Dec-18	Club Manager Ltd	80.40	Club Manager membership
20-Dec-18	CoolerAid Ltd	233.82	Bottled water
20-Dec-18	Create Architects Ltd	681.18	Workshop - architectural survey
20-Dec-18	Create Hope	250.00	Facilitator training self help groups
21-Dec-18	Crown Gas & Power	203.90	Gas supply
21-Dec-18	Crown Gas & Power	236.65	Gas supply
21-Dec-18	Crown Gas & Power	939.23	Gas supply
21-Dec-18	Crown Gas & Power	940.66	Gas supply
20-Dec-18	DCK Accounting Solutions Ltd	617.40	Budgeting services
07-Dec-18	EDF Energy 1 Ltd	13.59	Electrical supply
14-Dec-18	Energy Electrical Distributors Ltd	237.64	Electrical supplies
05-Dec-18	Envidia Ltd	75.00	Coach
20-Dec-18	Envidia Ltd	125.00	Coach
12-Dec-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
07-Dec-18	Eurodec Ltd	131.02	Building supplies
14-Dec-18	Eurodec Ltd	92.34	Building supplies
20-Dec-18	Eurodec Ltd	91.83	Building supplies
20-Dec-18	Eurodec Ltd	82.59	Building supplies
07-Dec-18	Eventu	276.25	Hire of equipment - workshops
20-Dec-18	Fencing Products Ltd	91.92	Bags of post concrete
20-Dec-18	Formwise Washrooms :td	8009.60	WPLC ladies toilets
20-Dec-18	Fraser Office Supplies Ltd	111.15	Stationery supplies
10-Dec-18	Global 4 Communications	293.81	Phone
20-Dec-18	Hampshire Flag	172.20	Flag poles

14-Dec-18	Harvey Stone	396.00	Memorial cleaning
14-Dec-18	HMRC Cumbernauld	12889.63	PAYE & NI
20-Dec-18	InTouch	35.99	Monthly website charge
20-Dec-18	John Willis	120.00	Window cleaning
14-Dec-18	Lamps-Tubes Luminations Ltd	5757.16	Xmas lights - WTCMI
20-Dec-18	Laundry Depot	70.50	Tablecloth laundry
27-Dec-18	Les Mills Fitness UK Ltd	192.00	Coach
14-Dec-18	Lister Wilder Ltd	623.26	Garden supplies
04-Dec-18	Lloyds Bank D/D	33.72	Bank charges
14-Dec-18	Lloyds Bank D/D	238.30	Monthly cardnet service charge
20-Dec-18	Lyreco UK Ltd	180.91	Stationery supplies
14-Dec-18	Mainstream Digital Ltd	1.02	Phone
14-Dec-18	Margaret Macknelly Design	927.50	Nov 18 Herald/WWI commemoration
20-Dec-18	McFarlane Telfer Ltd	322.48	Repair - dishwasher/fridge
18-Dec-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
07-Dec-18	MKR Electrical Services Ltd	1227.31	Electrical supplies
07-Dec-18	Newsquest Media Group Ltd	140.40	WTCMI advert
20-Dec-18	Pat Pals Ltd	696.47	Electrical supply testing
17-Dec-18	Pitney Bowes Ltd	150.00	Postage topup
13-Dec-18	Plusnet Plc	52.20	Phone
18-Dec-18	Plusnet Plc	52.20	Phone
14-Dec-18	Posterity Video Productions	207.60	WW1 videos
14-Dec-18	Prudential	30.00	AVC payment deducted from pay
27-Dec-18	Public Works Loan Board	10640.58	Public Works Loan
14-Dec-18	R.E.S. Systems Ltd	562.32	Fire extinguisher service
14-Dec-18	Reading Borough Council	164.40	Rent/licence fee - Wheble park
20-Dec-18	Rialtas Business Solutions Ltd	777.60	Annual Omega support/maintenance
20-Dec-18	Riso UK Ltd	247.51	Stationery supplies
14-Dec-18	Roof Asset Management	235.20	Surveyor review of damp issues
14-Dec-18	Sabercom Ltd	300.00	Annual software maintenance
10-Dec-18	SGW Payroll Ltd	174.14	Payroll services
05-Dec-18	Shuretech Ltd	1188.00	Repair Coro Hall roller shutters
17-Dec-18	Siemens Financial Services	1100.80	Gym equip monthly rental
20-Dec-18	Siemens Financial Services Ltd	720.00	Qtrly Photocopier rental charge
07-Dec-18	Southern Electric Contracting Ltd	279.47	Electrical supply
05-Dec-18	SSE Southern Electric	1896.91	Electrical supply
14-Dec-18	SSE Southern Electric	1671.16	Electrical supply
20-Dec-18	Technical Surfaces Ltd	360.00	Matchfit service 3G pitch
07-Dec-18	Thames Valley Temperature Control Ltd	192.00	Water sample checks
14-Dec-18	The Berkshire Pension Fund	14236.03	Pension - employers and employees
05-Dec-18	The Card Shop	136.00	Xmas cards - Mayor
20-Dec-18	The Local Word Ltd	300.00	WTCMI advert
20-Dec-18	Trade UK - BandQ	201.18	Building supplies
05-Dec-18	Trade UK - Screwfix	67.52	Building supplies
20-Dec-18	Trade UK - Screwfix	634.85	Building supplies
05-Dec-18	Travis Perkins Trading Co	265.64	Building supplies
07-Dec-18	Travis Perkins Trading Co	36.00	Building supplies
07-Dec-18	Tudor Environmental	371.04	Rock salt/rubber tree belting/first aid kit
07-Dec-18	Turfleet Hire	396.00	Hire of equipment - top dresser
20-Dec-18	Ukactive	302.36	MPLC Licence fee music
14-Dec-18	Unison Collection Ac	34.00	Union fees deducted from pay
20-Dec-18	Veolia ES - UK Ltd	541.43	Refuse collection
18-Dec-18	Vodafone	288.74	Phone
05-Dec-18	Warren White Carpet & Flooring	1470.00	WPLC ladies toilets flooring
03-Dec-18	Wokingham BC - Rates	2196.00	Rates - WPLC
03-Dec-18	Wokingham BC - Rates	350.00	Rates - Coro Hall

03-Dec-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
03-Dec-18	Wokingham BC - Rates	864.00	Rates - Oakwood

113777.66

CLERKS IMPREST A/C

List of Payments made between 01/12/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/12/2018	(Personal Information)	50.00	Refund deposit
03/12/2018	(Personal Information)	50.00	Refund deposit
03/12/2018	(Personal Information)	50.00	Refund deposit
03/12/2018	(Personal Information)	50.00	Refund deposit
10/12/2018	(Personal Information)	50.00	Refund deposit
10/12/2018	(Personal Information)	50.00	Refund deposit
10/12/2018	(Personal Information)	98.00	Refund party
11/12/2018	(Personal Information)	200.00	Grant - Dec 2018
17/12/2018	(Personal Information)	50.00	Refund deposit
17/12/2018	(Personal Information)	50.00	Refund deposit
17/12/2018	(Personal Information)	45.00	Refund deposit
24/12/2018	(Personal Information)	50.00	Refund deposit
24/12/2018	(Personal Information)	15.00	Refund Allot key deposit
24/12/2018	(Personal Information)	50.00	Refund deposit
24/12/2018	(Personal Information)	250.00	Refund deposit
24/12/2018	(Personal Information)	15.00	Refund Allot key deposit
24/12/2018	(Personal Information)	44.00	Refund deposit
24/12/2018	(Personal Information)	50.00	Refund deposit
31/12/2018	(Personal Information)	78.40	Refund party
13/12/2018	Stackhouse Poland inv 35178144	108.64	Insurance
11/12/2018	Berks Multi Sciero	250.00	Grant - Dec 2018
10/12/2018	DVLA	250.00	Vehicle tax - van RY54 DBU
11/12/2018	Home-Start Wokingham	250.00	Grant - Dec 2018
19/12/2018	Lloyds BAnk	45329.37	Dec 2018 - Net pay roll
14/12/2018	Lloyds Bank D/D	12.32	Bank service charges
31/12/2018	Mailcoms	83.94	Inv 025140-Ink cartridge
20/12/2018	PETTY CASH A/C	174.64	Top up - petty cash
11/12/2018	Sue Ryder-Duchess	250.00	Grant - Dec 2018
12/12/2018	Waitrose	107.40	Wine/food for Civic reception
11/12/2018	Wdly & North Earley Comm	240.00	Grant - Dec 2018
11/12/2018	Wdly Adopt a Tree	250.00	Grant - Dec 2018
11/12/2018	Wokingham Job Support	250.00	Grant - Dec 2018
11/12/2018	Wokingham Volenteer Ctre	250.00	Grant - Dec 2018

49101.71

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 meeting held on 18 January 2019 are appended elsewhere on the agenda. Income information under the catering contract is attached as a confidential item at **APPENDIX A (confidential item – enclosed separately)**.

Room Hire

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

Usage since last report:

Regular Hirers lost Yoga class – hoping to come back later in the year
New Regular Hirers X1 Adult learning class (1 per week)
New one-off hirers X1 cleaning company (recruiting) X1 stroke association X1 sales
Social events X1 Birthday

Oakwood Centre roof/windows

RAMS Consultancy have carried out the dynamic leak testing of the roof and windows and provided a report on the findings. The report shows numerous defects in the flat roof membrane, flashings and window seals and these have been individually identified in order to effect appropriate repairs and remedial works. RAMS have been requested to quote for producing a detailed specification for the work, competitive tendering and monitoring and signing off the work when complete. We hope to have this quote shortly in order to move the project on.

Oakwood Centre flooring

A leak detection survey was carried out in December to establish the source of moisture in the walls and floor. The survey included moisture measurements, thermal imaging, electronic acoustic testing and analysis of salts in damp areas. Measured damp in the skirting and floor of affected areas had decreased significantly since previous measurements at the beginning of November. The results suggest that the potential sources of leaks that have been remedied have solved the problem and that the source of moisture is no longer on-going. The next steps will involve stripping out of floor coverings in the toilet areas and installation of mechanical drying equipment, followed by reinstatement and repairs of affected areas. This work will need careful planning to minimise the impact on the operation of the centre. RAMS have been requested to provide a quotation for providing a detailed specification, competitive tendering and monitoring and signing off the work when complete.

The survey did show some evidence of external water ingress which may be historical and related to the previous issues experienced with the flooring since construction. It is not thought that this is contributing to the issue in the toilets and corridor area however there does appear to be an on-going issue, which is very difficult to identify and remedy. Officers are discussing this further with the consultants, however this will not impact on the remedial works elsewhere.

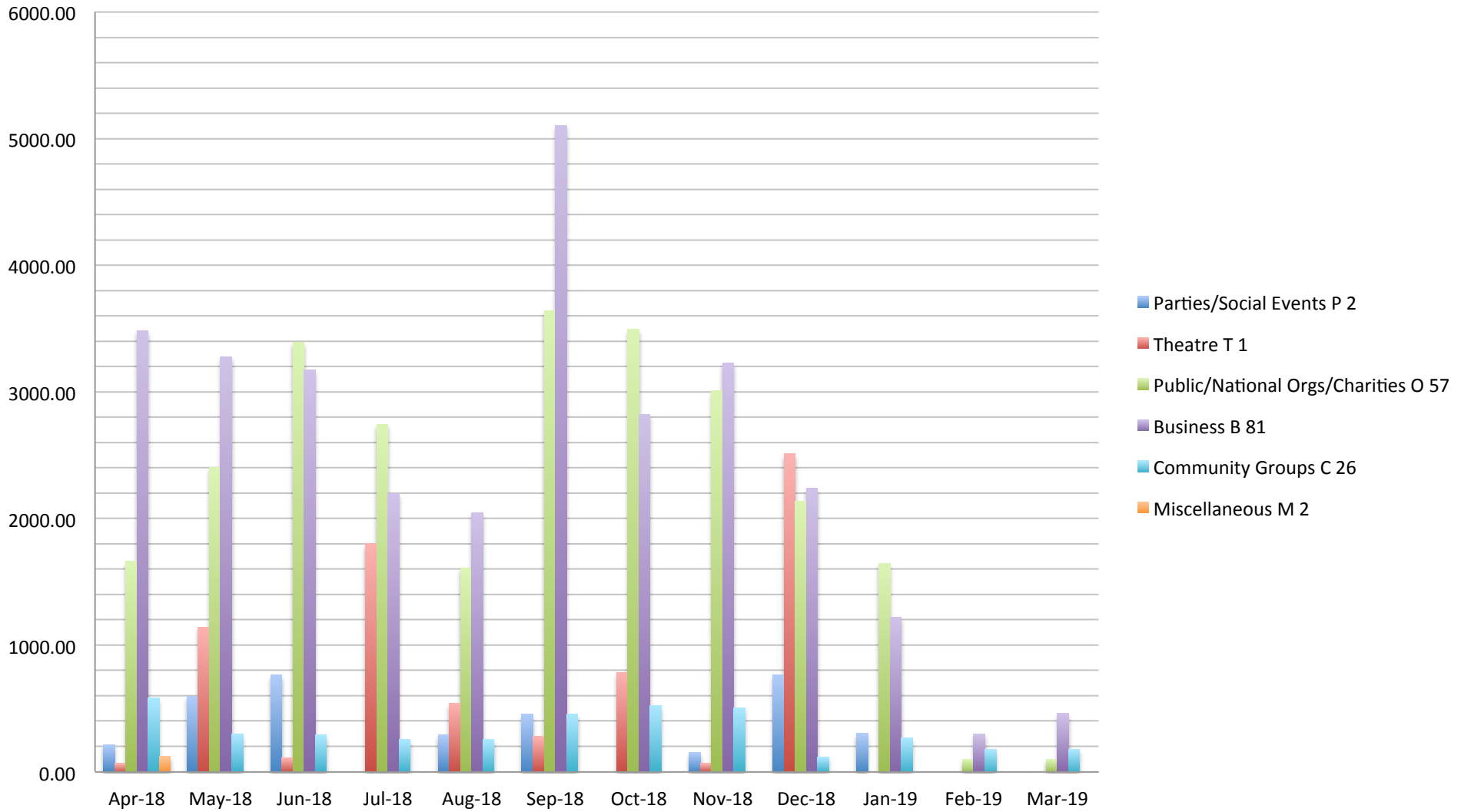
Recommendations:

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

APPENDIX B

Hirer	Apr-18		May-18		Jun-18		Jul-18		Aug-18		Sep-18		Oct-18		Nov-18		Dec-18		Jan-19		Feb-19		Mar-19					
	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £				
Summary of Bookings																												
Type of Booking																												
Parties/Social Events	2	215.00	5	599.16	12	763.76	0	0.00	3	295.00	4	460.00	0	0.00	2	152.50	12	763.76	2	302.50	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	1	67.50	44	2512.50	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	96	3010.64	62	2136.55	57	1644.78	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	59	3227.43	43	2242.00	21	1222.51	6	301.68	8	461.68	8	461.68		
Community Groups	26	584.14	11	297.49	10	291.27	7	254.19	7	254.19	16	454.57	18	521.65	19	505.41	6	117.48	7	268.04	4	178.45	4	178.44	4	178.44		
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	177	6963.48	167	7772.29	87	3437.83	22	579.49	24	739.48	24	739.48		
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	28	2485.42	40	3249.18	42	3551.68	42	3551.68	42	3551.68	42	3551.68	42	3551.68
Theatre	1	67.50	11	1209.16	13	1318.33	47	3119.13	61	3659.95	64	3939.12	71	4723.71	72	4791.21	116	7303.71	116	7303.71	116	7303.71	116	7303.71	116	7303.71	116	7303.71
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	646	21958.90	708	24095.45	765	25740.23	777	25839.59	777	25839.59	789	25938.95	789	25938.95
Business	81	3483.69	161	6759.97	233	9935.54	277	12131.32	318	14178.45	403	19282.40	458	22107.90	517	25335.33	560	27577.33	581	28799.84	587	29101.52	587	29101.52	595	29563.20	595	29563.20
Community Groups	26	584.14	37	881.63	47	1172.90	54	1427.09	61	1681.28	77	2135.85	95	2657.50	114	3162.91	120	3280.39	127	3548.43	131	3726.88	131	3726.88	135	3905.32	135	3905.32
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	2	121.68
	169	6133.40	360	13852.39	555	21583.61	717	28578.68	830	33326.83	1042	43264.74	1202	50891.97	1379	57855.45	1546	65627.74	1633	69065.57	1655	69645.06	1679	70384.54	1679	70384.54		

Types of Bookings



REVISED BUDGET ESTIMATES 2018/19

REPORT OF THE TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Strategy & Resources Committee Revised Budget Estimates for the 2018/19 financial year.

Information

The Revised Budget Estimates for 2018/19, **Budget Appendix enclosed**, have been drawn up taking into account any additional factors or information from officers expected to affect income or expenditure for the year. Where possible, savings have been identified to reduce spending.

Expenditure

The Committee's original budget expenditure is estimated to increase by £6,995.

- In the central costs budget staff costs are lower with one post vacant for a period and the funding for admin support in the year was higher than this year's apprentice costs. The VAT partial exemption payment was £8,246 higher than estimated because of capital works (roof) at the centre. Staff advertising, office equipment and postage will be higher than the original budget. Offsetting these costs are anticipated savings on stationery and staff advertising. Training costs are anticipated to be £1,500 lower than budgeted for and stationery is likely to be £500 under the original budget.
- In Democratic costs the staff costs budget gas increased slightly (£622) while the £1,000 allocated for councillor training and expenses has been reduced to £200. The two bye-elections in May 2018 (costing £6,130) have meant that an additional £6,000 has been added to the election expenses budget; this will be allocated to the election reserve which will be used to cover the Town Council elections in 2019. Overall this budget's expenditure has increased by just under £6,000.
- In Corporate Management it is anticipated that employers' National Insurance and pension contribution costs will be lower than originally budgeted for because of vacancies. Insurance costs are also likely to be lower than anticipated. A variety of legal matters relating to leases and agreements have been ongoing this year and it is proposed that any balance in the legal and professional costs be carried forward into 2019/20 to meet some of those costs which the Council has not yet been billed for. Overall, the total expenditure is likely to be £8,430 lower than anticipated.
- £3,940 of community grants have been awarded in the year, giving a reduction in expenditure for this purpose of £60.
- At the Oakwood Centre there are some small underspends, however, these will be offset by higher staff, water rates and large increases in certification and repairs costs have resulted in an over spend of £16,643.
- In the Maintenance HQ budget a saving of £700 is anticipated.
- The Woodley Town Centre Management Initiative budget includes £2,000 for costs towards entertainments at the Centre Stage (the Council had originally allocated £5,000 for this purpose which is unlikely to be spent in full this year).
- The Capital and Project budget now includes all the Council's loan commitments, rather than these being spread across this committee and the Leisure Services Committee's budgets.

Income

It is estimated that committee income will be £5,750 over the original budget figure.

Net Expenditure

Overall, the committee's revised estimates show a net increase of £1,245 over that originally budgeted for the 2018/19 financial year.

Recommendations:

- ◆ **that Members note the contents of the report.**
- ◆ **that Members approve the carry forward into 2019/20 of any balances remaining in the Legal and Professional Expenditure budget code at the 2018/19 year end.**
- ◆ **that Members approve the Revised Budget Estimates for 2018/19, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2019/20

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the recommendations for the Strategy & Resources Committee Budget Estimates for the 2019/20 financial year.

Information

The Budget Estimates for the 2019/20 financial year, set out in the enclosed **Budget Appendix**, have been drawn up taking into account the previous year's revised estimate figures, advice from officers in respect of operational costs and activities, plans for those services within the committee's responsibility and any other factors.

Expenditure

The Committee's expenditure is estimated to be £45,727 higher than the revised estimate for 2018/19 and £52,722 over the original 2018/19 budget.

All budgets that include staff costs will see an increase in expenditure. This cost increase includes this year's Local Government pay award of 2% for staff paid over £22,000 per annum and between 2.5% and 5% for pay below this level, with the higher percentage increases being awarded to the lower pay scales. All the payscales have been realigned to avoid the compacting of differentials at the lower end of the scales. Staff pay is likely to increase by £57,000 over the 2018/19 revised estimate figure. The increase includes a new post and funding for some potential changes to staff grades, which will be considered by the Personnel Sub Committee and this Committee.

Employers pension costs (corporate management budget) will increase by 1.7% (£20,500) in 2019/20, and employers NI costs by £4,300.

The VAT Partial Exemption allocation (central costs) will be lower because there has not been the same level of capital works at the centre and because of work the Leisure Services Manager has been doing to identify vatable and non vatable activities under VAT rules.

In democratic services an allowance of £6,000 has been budgeted for election costs and will be used to fund the Council's 2019 elections, along with the reserve built up each year to cover this cost.

Insurance costs are likely to increase in the year with the plans to build a new workshop (corporate management budget). A residents survey was carried out in 2018/19. This year's corporate management budget does not include funds for a survey in 2019/20.

In the capital programme the annual contribution has been set at £45,000.

At the Oakwood Centre increases in business rates, equipment, cleaning and repairs costs have been allowed for.

The Maintenance HQ/ Workshop budget includes estimates for rates and fuel costs in the proposed new workshop the Council hopes to build in 2019/20.

The grant payable to the Woodley Town Centre Management Initiative which has stayed at the same level of £12,633, for a few years has been increased to £13,000 in 2019/20. A budget of £5,000 has been allocated towards entertainment costs at the Centre Stage.

Income

The Committee's income is estimated to increase by £8,100 over the 2018/19 original budget.

The increase anticipates a prudent level of additional income at the Oakwood Centre. In central costs it is estimated that income from temporary investments will be higher than the previous year, following the small increase in interest rates.

Net Expenditure

It is estimated that net expenditure will be £43,377 higher than the revised budget figure for 2018/19 and £44,622 over the original 2018/19 budget.

Recommendations

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the proposed Budget Estimates for 2019/20, as set out in the Budget Appendix, be approved.**

Woodley Town Council

BUDGET AND PRECEPT 2019/20

REPORT OF THE TOWN CLERK

Purpose of Report

To consider and recommend to Council the budget and precept charge for the 2019/20 financial year.

Information

This report refers to the budget information on the first page of the accompanying **Budget Appendix**. This page shows the original budget approved for 2018/19 and the expected reserves level at that time. It sets out the revised 2018/19 figures and shows the actual reserves figure following the 2017/18 year end, as published in the accounts for that year. The column highlighted in green presents the proposed budget for 2019/20 and anticipated reserves.

The projections for 2020/21 and 2021/22 are indications of future income and expenditure based on the 2019/20 figures, including anticipated increases in staff pay and employers pension payments. However, they are not fully planned and informed budget figures.

This year the government has again announced that it will not be applying the referendum principles to the local council sector this year. This is subject to the sector taking all available steps to mitigate the need for increases and the government seeing clear evidence of restraint in the increases set by the sector as a whole.

Precept calculation

Each year Wokingham Borough Council reviews and sets the tax base figure for each of the parishes. All domestic properties are placed within one of eight Valuation Bands (A – H) dependent upon their value as at the 1st April 1991. For the purposes of setting council tax and precepts, Band D is taken as the average band and the tax is set on the basis of "Band D equivalent figures". This means that all properties are given weightings in proportion to Band D to arrive at the Band D equivalent.

The tax base for council tax and parish council precept purposes is calculated by:-

- Converting the number of properties in each Band to Band D equivalent by applying the appropriate weighting for that Band.
- Allowing for the properties entitled to discounts, adjusted in line with the localisation of council tax regulations, Local Government Finance Act 2012.
- Allowing for properties entitled to exemptions.
- Allowing for further adjustments in the year eg new dwellings, properties to be demolished, exempt properties and band changes due to appeals.
- Allowing for non collection

Once the tax base is approved, this figure is used to calculate the precept. The total precept to be raised is arrived at by multiplying the actual Band D charge by the tax base.

In 2013 the changes to the way council tax benefits work reduced the tax base. Billing authorities now have to have their own council tax benefits and discounts schemes and receive 10% less than the 100% refund they received previously. The effect of these arrangements was to lower the Council's tax base because a household in receipt of a 50% council tax benefit is counted as 0.5 in the tax base calculation where previously it was

counted as 1.0.

Billing authorities received funding from the government to support the reduction in the tax base, including a sum identified (but not ringfenced), to support the impact of the reduction in town and parish council tax bases. Wokingham Borough Council was allocated £165,000 during the first two years following this change and it is understood that the Government now includes this sum in the overall funding it allocates to Wokingham Borough Council. Initially Wokingham Borough Council passed the whole of this funding to the town and parish councils, of which this Council received just under £70,000. However, the total allocation to parishes has been reducing each year and in 2019/20 will be £20,000, of which £8,644 is to be paid to this Council. From next year onwards there will be no grant from the Borough Council to the town and parish councils in Wokingham.

The draft 2019/20 tax base for Woodley has increased from 10318.8 to 10528.8. This new tax base includes an additional 210 Band D equivalents in the parish and anticipates some of the new homes being built in the town becoming occupied during the year.

Reserves

General reserve

The original budget estimates for 2018/19 anticipated a general reserve of £465,966 at the end of the year including an allocation of £7,451 from the general reserve to support the estimated budget expenditure for the year.

The 2018/19 revised estimate figures indicate that £26,808 will be added to the general reserve from the revenue budgets' outturn.

During 2018/19 unbudgeted expenditure from the general reserve has been approved by Council:

- A sum of £12,170 was agreed for the purchase of a utility vehicle for use by the Grounds Maintenance team.
- £50,000 was allocated to the Building and Facilities fund to meet anticipated repair/maintenance costs of the Council's buildings.
- An additional £1,850 was added to the Mayoral regalia earmarked reserve to cover the costs of changing the Mayoral insignia.

At the 2018/19 year end, and in line with the revised estimate figures, it is anticipated the general reserve will stand at £448,375.

Earmarked reserves

Earmarked reserves totalling £554,535 as at 31 December 2018 are also listed on page 1 of the Budget Appendix. The total includes loan monies of £240,000 approved by the Ministry of Housing, Communities & Local Government and borrowed from the Public Works Loan Board. The sums for each project (Woodford Park lake, Woodford Park LC and the maintenance workshop) have been allocated to the earmarked reserves set up for each of these projects.

2019/20 Budget Estimates

The Council's proposed net budget for 2019/20 is estimated at £1,171,584; an increase of £79,985 on the revised figures for 2018/19 and an increase of £45,726 on the original 2018/19 budget estimate.

Additional costs of employers' pension contributions, the second year of the agreed staff pay award and other increases are not able to be offset by increases in income. Teams at both the leisure centre and the Oakwood Centre and community halls will continue to target income generation growth in the coming financial year, although the large increases in

income, particularly at the gym over the past two years, are not likely to be repeated unless more capacity to increase membership becomes available.

The expenditure includes capital loan repayments and the annual contribution to the sinking fund.

The value of the Council's investment portfolio (to meet the repayment of the loan principal on the Oakwood Centre) was £1,498,272 as at 31 December 2018.

This year the Council will continue work on the Woodford Park lake project and the town centre public toilet should be up and running. There is also a desire to improve Woodford Park and the leisure centre, to carry out repairs to the Oakwood Centre and to make plans to improve the seating area near the trees towards the southern end of the town centre.

It is likely that there will be additional cost increases in 2020/21 and these may include a pay increase and a further increase in employers' pension contributions as well as increases in running costs. In addition the reduction of the precept grant will also have an impact on the Council's finances. The Council will need to consider how to meet this increase in expenditure. There may be a few more new homes to increase the tax base and therefore the level of the precept that can be raised and the Council has a good level of general reserve. However, depleting reserves could impact on the Council's planned projects.

It is proposed that the precept level be set at £1,123,528 for the 2019/20 financial year, an increase of £22,409 on last year's precept figure, raised as a result of the increase in the tax base. With the addition of the precept support grant of £8,644 a total of £1,132,172 will be raised.

The 'Band D' property charge will remain at £106.71 in 2019/20.

The figures show that an estimated £39,412 will be required from the general reserve to support the Council's planned expenditure in 2019/20. It is estimated that, as at 31 March 2020, the Council's general reserves will stand at £408,963.

Recommendations:

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposed budget for 2019/20 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,123,528 for the 2019/20 financial year be presented to Council for approval.**

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 approved January 2019 Costings being prepared <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-May 2019
3	Woodford Park lake restoration Tree works complete In house preparatory works complete Tender awarded November 2018 Contracted works to commence 11 February 2019 – completion before end March Pathway works and planting to be carried out in Spring 2019 Funding agreed via Public Works Loan Board <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>	September 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>	May 2019
6	Woodford Park Leisure Centre Regeneration Works to convert store room into ladies toilets complete. Works to reception and office area in design stage <i>Timing factors</i>	Ongoing

	<p><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></p>	
7	<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>	Jul 2018
8	<p>Oakwood Centre walls/floor Survey work 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>Costings for remedial works being developed. Investigations are being carried out</p> <p><i>Timing factors</i> <i>Investigation and repairs</i> <i>Drying out time</i></p>	April 2019
9	<p>Oakwood Centre roof Survey has been carried out and a number of areas identified as needing repair or further investigation.</p> <p>Costings for remedial works being developed.</p> <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Contractor lead time</i></p>	April 2019
10	<p>Installation of solar panels Installation at Woodford Park Leisure Centre in January 2019. Oakwood Centre installation dependent on roof remedial works. Coronation hall installation will be carried out following removal of asbestos in roof space (February 2019)</p>	January - April 2019
11	<p>Seating in Town Centre Replacement of seating around trees in the Town Centre including root protection and surface repairs.</p>	April – Jun 2019

APPENDIX 11

Website statistics

Sessions	2018					
	Mar	May	Jul	Aug	Oct	Dec
Total	2991	3136	4374	4316	4407	3934
Users	2147	2416	3248	3345	3293	2992
Page views	7242	7011	9794	8288	8384	7705
Means of access						
Mobile	1381	1709	2522	2455	2378	2165
Desktop	1190	1116	1419	1389	1458	1375
Tablet	420	311	433	472	571	394
Searches						
Organic (from general web search)	2240	2386	3378	2715	2646	2877
Direct (where user knows web address)	526	534	660	745	683	509
Referral (from another website)	133	119	154	188	122	85
Social Media (from a social media page)	92	96	182	668	956	463
Page views						
WPLC			2113	1425	1157	1222
Gym on the Park			723	744	695	856
Hire rooms & halls			226	268	347	321
Town Councillors			121	105	105	116
Meetings/committees			89	94	93	98
The Oakwood Centre			76	84	92	90
Allotments			115	129	79	75
Parks			133	153	111	54
Council Officers			48	41	47	31
Hire Centre Stage			16	13	14	13

Notes;

Generally increasing usage month on month

Highest access via mobile phone

Increasing referrals from social media

Increased views for Hire of rooms/halls

Woodley Business Club
22nd December 2018

Deborah Mander
Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

Dear Deborah,

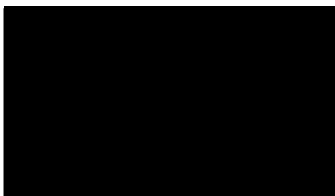
I am chair of the Woodley Business Club and am writing on behalf of the committee to seek the continued support of the Town Council in providing the Oakwood Centre for our events and meetings.

Woodley Business Club runs monthly networking meetings along with the very successful annual Festival of Business. The aim of both the networking and festival are to "showcase, educate and connect local businesses." We feel that we have been very successful in doing all three over the last few years and provide a valuable resource for the local community. All of this is done through a highly motivated committee of only six members and all money made is put back into covering costs of running the events.

The committee recognise that this would not have been possible without the generous support of Woodley Town Council. The council has provided the use of the Oakwood Centre for both the festival and our committee meetings for free and at a reduced rate for our networking events. We currently pay £1 per person contribution for the networking meetings plus £1.50 for refreshments per person.

We hope that the council see the value that we provide to local businesses in Woodley and the surrounding areas and will be able to continue to provide the facilities on the current basis. We would also like to extend an invitation to members of the council to feel free to come to our monthly networking events and the committee meetings where we would welcome your input.

Regards,



Neil Thompson, Chair
For and on behalf of Woodley Business Club Committee

Woodley Town Council

**Proposed Charges
2019/20 Appendix**

Proposed charges 2019/20

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	Actual 2018/19	Proposed 2019/20	% Incr
GAMES ROOM			
Woodley Resident	11.70	12.50	6.8 Increase to match Tea
Other (<i>Non Woodley resident</i>)	18.70	20.00	7.0 Room charges
Premium Rate WR (<i>Woodley resident</i>)	17.55	18.75	6.8
Premium Rate NW (<i>Non Woodley</i>)	28.05	30.00	7.0
TEA ROOM			
Woodley Resident	12.25	12.50	2.0
Other NW	19.90	20.00	0.5
Premium Rate WR	18.35	18.75	2.2
Premium Rate NW	29.85	30.00	0.5
FUNCTION ROOM			
Woodley Resident	23.80	25.00	5.0 Charges now match
Other NW	38.50	40.00	3.9 Games and Tea Room
Premium Rate WR	35.70	37.50	5.0 rates
Premium Rate NW	57.75	60.00	3.9
COMMITTEE ROOMS			
Woodley Resident	7.55	7.90	4.6
Concessionary Rate	6.00	6.50	8.3
Other NW	11.45	12.00	4.8
UPPER ROOM (CTTEE RM 1&2)			
Woodley Resident	11.70	12.50	6.8
Concessionary Rate	8.35	9.00	7.8
Other NW	18.95	19.80	4.5

NB Premium applies to Friday and Saturday evenings at Woodford Park LC

Proposed charges 2019/20

WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

	Actual 2018/19	Proposed 2019/20	% Incr
SPORTS HALL			
BADMINTON			
Adult HH	10.00	10.00	0.0
Adult	12.00	12.50	4.2
OAP / Under 18 HH	5.40	5.80	7.4
OAP/Under 18	6.80	7.20	5.9
Club	13.00	13.20	1.5
NETBALL			
Adult Club Rate (per session)	61.00	62.00	1.6
Junior Club Rate	37.75	38.50	2.0
TABLE TENNIS			
Adult HH	6.30	6.50	3.2
Adult	7.20	7.50	4.2
OAP/Under 18 HH	4.20	4.50	7.1
OAP/Under 18	4.70	5.00	6.4
AFTERNOON CLUB			
Healthy Habits	3.40	3.60	5.9
Non Healthy Habits Rate	3.70	3.90	5.4
Healthy Habits Card			
Adults	12.00	20.00	66.7
Under 18s, OAPs, concession	6.00	10.00	66.7

Healthy Habits cards are valid for one year

Proposed charges 2019/20

OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	Actual 2018/19	Proposed 2019/20	% Incr
BOWLS (per session)			
Adults HH	3.80	4.00	5.3
Adults	5.15	5.25	1.9
OAP/Under 18 HH	2.30	2.50	8.7
OAP/Under 18	2.70	3.00	11.1
Woods deposit	5.00	5.00	0.0
Woods hire	3.00	3.00	0.0
CRICKET			
Grass wicket full day - Adults	120.00	125.00	4.2
Artificial wicket full day - Adults	84.50	95.00	12.4
Evening - grass wicket - Adults	89.75	90.00	0.3
Eve/half day artificial wicket - Adults	59.00	65.00	10.2
Community rate (half day/eve AW)	32.50	34.00	4.6
FOOTBALL (per match)			
Adult	75.00	75.00	0.0
Under 18	40.00	40.00	0.0
HARD SURFACE AREA			
FOOTBALL			
Adult	30.00	30.00	0.0
Under 18	20.00	20.00	0.0
NETBALL			
Adult	18.90	20.00	5.8
Under 18	12.05	15.00	24.5
TENNIS			
Adult HH	7.30	7.50	2.7
Adult	9.90	10.00	1.0
OAP/Under 18 HH	4.10	4.50	9.8
OAP/Under 18	5.25	5.50	4.8
3G PITCH			
Partner Club Full Pitch	68.00	69.00	1.5
Standard Full Pitch	94.00	95.00	1.1
Partner Club 5-a-side	25.00	26.00	4.0
Standard 5-a-side	38.00	39.00	2.6
Community/charity/school	16.00	18.00	12.5

Proposed charges 2019/20

HALLS, PLAYGROUPS AND MEMORIAL GROUND

	2018/19	Proposed 2019/20	% Incr
CORONATION HALL			
MAIN HALL (plus cttee room)			
Woodley Resident (WR)	21.80	22.50	3.2
Charities/Concessionary	14.00	14.40	2.9
Other Non Woodley (NW)	34.10	35.00	2.6
Premium Rate WR	32.80	33.70	2.7
Premium rate Charities/Concess	21.00	21.50	2.4
Premium Rate NW	51.20	52.50	2.5
NB Premium rate applies to Friday and Saturday evenings at Coronation Hall			
Brownies/Guides per hour	12.00	12.50	4.2
CHAPEL HALL			
MAIN HALL			
Woodley Resident	17.70	18.20	2.8
Charities/Concessionary Rate	10.50	10.80	2.9
Other NW	26.60	27.30	2.6
CHAPEL HALL			
COMMITTEE ROOM			
Woodley Resident	8.80	9.00	2.3
Charities/Concessionary Rate	6.50	6.70	3.1
Other NW	13.20	13.60	3.0
GENERAL			
Playgroups (per session)	18.00	18.50	2.8
Cupboards (per annum)	26.00	26.70	2.7
MEMORIAL GROUND (per day)			
Charities	115.00	117.90	2.5
Woodley organisation	228.00	233.00	2.2
Non-Woodley organisation	354.00	362.00	2.3
Preparation/Waiting	111.00	114.00	2.7
GARDEN OF REMEMBRANCE			
Plaque - 10 years			
Woodley resident	140.00	144.00	2.9
Non Woodley resident	175.00	180.00	2.9

Proposed charges 2019/20
OAKWOOD CENTRE (including VAT)

Room		Proposed Community groups			Proposed Woodley resident		
		2018/19	2019/20	%	2018/19	2019/20	%
		£	£	Incr	£	£	Incr
Bader Room	1/2 day	43.00	44.00	2.3	56.50	58.00	2.7
	Day	84.00	86.00	2.4	107.00	109.50	2.3
Falcon Room	1/2 day	38.00	39.00	2.6	43.00	44.00	2.3
	Day	70.00	72.00	2.9	84.50	86.50	2.4
Brunel Room	1/2 day	38.00	39.00	2.6	43.00	44.00	2.3
	Day	70.00	72.00	2.9	84.50	86.50	2.4
Falcon & Brunel	1/2 day	76.00	78.00	2.6	86.00	88.00	2.3
	Day	139.00	142.00	2.2	166.50	170.50	2.4
Carnival Hall	1/2 day	101.00	103.50	2.5	129.00	132.00	2.3
	Day	199.00	204.00	2.5	253.00	259.00	2.4
	Evening social event 4+ hrs	163.00	167.00	2.5	218.50	224.00	2.5
Maxwell Hall	1/2 day	85.00	87.00	2.4	111.00	113.50	2.3
	Day	169.00	173.00	2.4	214.00	219.00	2.3
	Evening social event 4+ hrs	138.00	141.50	2.5	180.00	184.50	2.5
Other bookings:	1/2 day new rate		44.00		new rate	58.00	
	Day new rate		86.00		new rate	109.50	
Carnival & Maxwell Halls	1/2 day	146.00	150.00	2.7	183.00	187.50	2.5
	Day	288.00	295.00	2.4	360.00	369.00	2.5
	Evening social event 4+ hrs	250.00	256.00	2.4	304.00	311.50	2.5
Theatre	1/2 day	102.00	104.50	2.5	129.00	132.00	2.3
	Day	201.00	206.00	2.5	254.00	260.00	2.4
Miles Suite	1/2 day	111.00	114.00	2.7	140.00	143.50	2.5
Social functions	Day	214.00	219.00	2.3	261.00	267.50	2.5
Other bookings:	1/2 day	43.00	44.00	2.3	56.50	58.00	2.7
	Day	83.00	86.00	3.6	107.00	109.50	2.3

Room		Non Woodley			Business		
		2018/19	2019/20	%	2018/19	2019/20	%
		£	£	Incr	£	£	Incr
Bader Room	1/2 day	67.50	69.00	2.2	87.00	89.00	2.3
	Day	131.00	134.00	2.3	156.00	160.00	2.6
Falcon Room	1/2 day	60.00	61.50	2.5	77.00	79.00	2.6
	Day	113.00	116.00	2.7	143.00	146.50	2.4
Brunel Room	1/2 day	60.00	61.50	2.5	77.00	79.00	2.6
	Day	113.00	116.00	2.7	143.00	146.50	2.4
Falcon & Brunel	1/2 day	119.50	122.50	2.5	140.00	143.50	2.5
	Day	226.50	232.00	2.4	247.50	253.50	2.4
Carnival Hall	1/2 day	174.50	178.50	2.3	220.00	225.50	2.5
	Day	291.00	298.00	2.4	334.50	343.00	2.5
	Evening social event 4+ hrs	270.50	277.00	2.4	312.00	320.00	2.6
Maxwell Hall	1/2 day	139.50	143.00	2.5	168.50	172.50	2.4
	Day	276.50	283.50	2.5	300.00	307.50	2.5
	Evening social event 4+ hrs	227.50	233.00	2.4	270.00	276.50	2.4
Other bookings:	1/2 day new rate		69.00		new rate	89.00	
	Day new rate		134.00		new rate	160.00	
Carnival & Maxwell Halls	1/2 day	239.00	245.00	2.5	312.00	320.00	2.6
	Day	473.00	485.00	2.5	499.50	512.00	2.5
	Evening social event 4+ hrs	363.00	372.00	2.5	390.00	400.00	2.6
Theatre	1/2 day	174.50	179.00	2.6	187.50	192.00	2.4
	Day	337.00	345.50	2.5	349.00	358.00	2.6
Miles Suite	1/2 day	179.50	184.00	2.5	199.00	204.00	2.5
Social functions	Day	340.00	348.50	2.5	368.50	377.50	2.4
Other bookings:	1/2 day	67.50	69.00	2.2	87.00	89.00	2.3
	Day	131.00	134.00	2.3	156.00	160.00	2.6

		2018/19	2019/20	
Interview Room	1/2 day	41.00	42.00	2.4
	Day	59.00	60.50	2.5

Woodley Town Council

Revised Budget Estimates 2018/19

Budget Estimates 2019/20

BUDGET SUMMARY 2019/20

	<u>2017/18</u>	<u>2018/19</u>	<u>2018/19</u>	Band D <u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Budget	Revised Budget Estimates	Projected Budget Estimates	Projected	Projected
REVENUE EXPENDITURE						
Strategy & Resources	787865	841455	848450	884995	902695	916235
Leisure Services	570397	620198	608545	652440	665489	675471
Planning	31498	31662	31662	34181	34865	35388
	<u>1389760</u>	<u>1493315</u>	<u>1488657</u>	<u>1571616</u>	<u>1603048</u>	<u>1627094</u>
INCOME						
Strategy & Resources	236978	229634	235384	237734	242489	246126
Leisure Services	466479	445251	469102	478908	488486	495813
Planning	0	0	0	0	0	0
	<u>703457</u>	<u>674885</u>	<u>704486</u>	<u>716642</u>	<u>730975</u>	<u>741939</u>
NET REVENUE EXPENDITURE						
	<u>686303</u>	<u>818430</u>	<u>784171</u>	<u>854974</u>	<u>872073</u>	<u>885155</u>
CAPITAL & PROJECT EXPENDITURE						
Strategy & Resources	45000	45000	45000	45000	45000	45000
Capital Programme Capital & Projects	262429	262428	262428	271610	266210	264681
	<u>307429</u>	<u>307428</u>	<u>307428</u>	<u>316610</u>	<u>311210</u>	<u>309681</u>
TOTAL NET EXPENDITURE						
	<u>993732</u>	<u>1125858</u>	<u>1091599</u>	<u>1171584</u>	<u>1183283</u>	<u>1194836</u>
Financed as follows						
Precept Support Grant (from WBC)	25932	17288	17288	8644		
Precept	1081303	1101119	1101119	1123528		
Precept and grant funding	<u>1107235</u>	<u>1118407</u>	<u>1118407</u>	<u>1132172</u>		
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	-113503	7451	-26808	39412		
TOTAL NET FUNDING	<u>1107235</u>	<u>1118407</u>	<u>1118407</u>	<u>1132172</u>		
	TAX BASE	10133.1	10318.8	10318.8	10528.8	
	£ Band D pa	106.71	106.71	106.71	106.71	
RESERVES - General Reserve						
General Reserve at 1st April	459018	485587	485587	448375		
2017/18 - 1% incr precept - allocation to special projects	-10741					
Releases to general reserve	15503					
GR to EMR-mayoral £4.7K lake £70K WPLC £10K, SpdWE7K	-91700					
2018/19 Utility V £12,170		-12170	-12170			
Transfer to Building & Facilities Fund			-50000			
Additional funds to Mayoral regalia EMR			-1850			
General reserve at 31st March	485587	465966	448375	408963		
EARMARKED RESERVES AS AT 31/12/18						
	£				£	
Capital programme	14865	JAC - Loddon Mead project			3000	
Building and facilities fund	64139	Public toilet EMR			-229	
Oakwood Centre marketing	1258	WPLC Bursary Fund			1500	
Maintenance Workshop	77374	WPLC Sports grants			8414	
Repairs and renewals	26433	Elections reserve			13729	
WPLC changing rooms	10000	Allotment - toilets			1370	
Special projects fund	25040	Speedwatch equip			1329	
Woodford Park Lake project	147972	WPLC development			67300	
Play area reserve	17662	WW1 Info boards			3921	
Mayoral regalia	6550	Allotment security			654	
Bookings software	30000	Clock/Centre Stage			2984	
3G pitch carpet replacement	24000	CIL funds			4583	
Youth shelter	687					
			Total		554535	

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STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2019/20

Expenditure		Actual	Estimate	Revised Est	Estimate
		2017/18	2018/19	2018/19	2019/20
Code	Description				
	Central Costs	211821	237117	231644	244102
	Democratic Costs	48647	50227	56179	52535
	Corporate Management	296351	326005	317575	345240
	Capital Projects	45000	45000	45000	45000
	Grants -Section 137	3400	4000	3940	4000
	Oakwood Centre	156783	154436	171079	167478
	Maintenance HQ	7807	6100	5400	5100
	Woodley Town Centre Man Init	63056	63570	62633	66540
	Capital and Projects	262429	262428	262428	271610
Total		1095294	1148883	1155878	1201605
Income		Actual	Estimate	Revised Est	Estimate
		2017/18	2018/19	2018/19	2019/20
Code	Description				
	Central Costs	9917	7346	8039	9205
	Democratic Costs	1053	0	0	0
	Corporate Management	8990	9180	9180	9180
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Oakwood Centre	166590	167171	168933	171349
	Maintenance HQ	0	0	1232	0
	Woodley Town Centre Man Init	50428	45937	48000	48000
	Capital and Projects	0	0	0	0
Total		236978	229634	235384	237734
Net		858316	919249	920494	963871

Central Costs 101						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff costs	121209	139387	126568	140922	1 post vacant for a period, funding for admin support was higher than apprentice costs in the year. 2019/20 pay award impact.
4007	Health and Safety training	1100	2000	1000	2000	
4008	Training	3762	5000	4500	5000	
4010	Expenses	1411	1500	1200	1350	
4013	Oakwood Centre rent	35188	35900	35900	37100	
4016	Cleaning materials/1st aid	0	30	30	30	
4020	Publications	78	100	100	100	
4021	Telephone & Internet	4145	2500	2500	2500	
4022	Postage	1462	1200	1300	1300	
4023	Stationery	1613	2000	1500	1500	
4030	Advertising - staff	150	1500	1800	1500	
4031	Public Relations	6323	8000	8000	11500	Transfer of OC prom budget to general PR
4042	Office equipment & maint	7502	9000	10000	9300	Lower cost printer contract in 2019/20
4045	Repairs and renewals	14000	14000	14000	14000	
4046	Emergency repairs	2315	4000	4000	4000	
4522	VAT partial exemption	11563	11000	19246	12000	
Total		211821	237117	231644	244102	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1090	Misc income	652	400	200	200	
1091	Printing/photocopier	12	30	20	20	
1096	Bank/other interest	2761	3300	4203	5250	
1171	TCMI office costs	3545	3616	3616	3735	
	Trans from staff regrading fund	2947				
Total		9917	7346	8039	9205	
Net		201904	229771	223605	234897	

Democratic costs 102						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff	39770	40227	40849	42490	
4008	Members exp/training	0	1000	200	1000	2019 Cllrs induction training
4201	Civic costs/allowance	1600	1700	1700	1700	
4211	Election expenses	6000	6000	12130	6000	2018 2 by-elections additional funds
4213	Room Hire - Council meetings	1277	1300	1300	1345	for annual allocation to fund for election costs 2019
Total		48647	50227	56179	52535	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
	Transfer from staff regrade fund	1053	0	0	0	
Total		1053	0	0	0	
Net		47594	50227	56179	52535	

Corporate management 103						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff	63633	65355	65842	68140	
4002	NI	51840	56750	55700	60000	2019 pay increase plus
4005	Superannuation	118159	138600	133500	154000	increase in employers contributions
4018	Payroll/realtime/auto enroll	1817	2000	2000	2000	
4024	Affiliation fees	4035	4400	4133	4400	
4025	Insurance	30559	36000	33000	36000	New workshop and equipment
4051	Bank charges	3007	3200	3400	3400	
4056	Legal & prof exp	10000	4000	4000	4000	
4057	Accounts/Audit	8501	8500	8500	8500	
4058	HR & Health Safety service	4800	4800	4800	4800	
4320	Residents survey	0	2400	2700	0	
Total		296351	326005	317575	345240	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1095	Credit card charges	75	0	0	0	
1174	Recharged NI	2894	2850	2850	2850	
1175	Recharged superannuation	6021	6330	6330	6330	
Total		8990	9180	9180	9180	
Net		287361	316825	308395	336060	

Capital programme 104						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4720	Revenue to Capital	45000	45000	45000	45000	
Total		45000	45000	45000	45000	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
Total		0	0	0	0	
Net		45000	45000	45000	45000	

Grants - Section 137 - 105						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4601	Grants	3400	4000	3940	4000	
Total		3400	4000	3940	4000	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
Total		0	0	0	0	
Net		3400	4000	3940	4000	

Oakwood Centre 107						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff	77226	81884	82389	86143	
4006	First Aid	0	40	30	30	
4011	Rates	8388	8712	8640	8925	
4012	Water rates	3002	2600	3500	3500	
4014	Lighting and heating	21334	21000	21000	21000	
4016	Cleaning/other materials	3015	3000	2500	2500	
4017	Contract cleaning	17561	17000	17500	18260	
4021	Telephone	1096	500	500	500	
4022	Postage	50	50	50	50	
4023	Stationery/printing	53	150	70	70	
4026	Certification/Inspection costs	4872	2000	6000	6000	2018/19 Fixed wire/lightening protection. Remedial lightening works £2,500 in 2019/20
4032	Promotion/publicity	933	1500	1500	0	2019 All council promotion costs in Central costs budget
4036	Repairs, materials,decorations	10522	7000	18000	10000	2018/19 Boiler & water tank replacement/broken windows/office lighting/ dehumidifiers. 2019/20 additional works likely.
4041	Skip hire	2586	2900	3500	3500	Rev est & 2019/20 est includes exp on carnival skips
4042	Equipment	2572	2000	2000	3000	2019/20 Theatre projector required
4048	Maintenance contracts	2035	2500	2500	2500	
4170	Catering arrangements	1538	1600	1400	1500	
Total		156783	154436	171079	167478	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1001	Rent	9309	9571	9633	9904	
1002	Room Hire	98267	100000	98000	99500	
1019	Catering concession	15231	14800	16000	16000	
1090	Other income	7318	5600	8100	7500	Rev est & 2019/20 includes income from carnival re skips
1791	Rent (offices)	35188	35900	35900	37100	
1792	Room hire - WTC	1277	1300	1300	1345	
Total		166590	167171	168933	171349	
Net		-9807	-12735	2146	-3871	

Maintenance HQ/Workshop 108						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4011	Rates	340	900	0	400	Potential rates cost (half year 2019/20)
4012	Water rates	0	0	0	500	
4014	Lighting and heating	909	800	0	800	
4021	Telephone	1698	1600	1600	1200	New phone contract
4036	Repairs/tools/PPE uniform	3645	1800	2800	1200	Includes cost of new tools following theft
4043	Vehicle costs	1215	1000	1000	1000	
Total		7807	6100	5400	5100	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1090	Miscellaneous income	0	0	1232	0	Insurance claim following burglary
Total		0	0	1232	0	
Net		7807	6100	4168	5100	

Woodley Town Centre Management Initiative 109						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	TCMI staff costs	29243	27937	30000	30540	
4261	Town centre expenditure	21010	18000	18000	18000	
4262	Town Centre Management grant	12633	12633	12633	13000	
	Centre stage events	170	5000	2000	5000	
Total		63056	63570	62633	66540	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1172	Staff costs recharged	29243	27937	30000	30000	
1173	TCMI contribution rec'd	21015	18000	18000	18000	
	Centre Stage	170				
Total		50428	45937	48000	48000	
Net		12628	17633	14633	18540	

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2017/18	2018/19	2018/19	2019/20
Code	Description				
	Woodford Park Leisure Centre	350480	355800	359972	383381
	Grounds Maintenance-Depot	29577	30365	31296	31126
	Football	13900	20671	20511	21743
	Cricket	7771	10886	10947	11647
	Bowling Green	11175	13569	13211	13993
	Woodford Park	27776	33242	32422	34757
	Memorial Ground	7143	9612	9379	10017
	Garden of Remembrance	5445	7017	6784	8575
	Play Areas /Open Spaces	12792	14684	13994	15280
	Coronation Hall	32184	28312	29191	29000
	Chapel Hall	19542	20209	19352	20165
	Allotments	15612	19032	17726	19399
	Amenities	5757	7972	5599	6571
	Events	6798	10443	10219	7503
	Public toilet	0	10718	894	10718
	Youth services	24445	27666	27048	28565
Total		570397	620198	608545	652440
Income		Actual	Estimate	Revised Est	Estimate
		2017/18	2018/19	2018/19	2019/20
Code	Description				
	Woodford Park Leisure Centre	366972	341201	364555	372279
	Grounds Maintenance-Depot	523	600	300	500
	Football	5606	6729	5676	5075
	Cricket	2467	2500	3441	2455
	Bowling Green	7040	7319	7280	7919
	Woodford Park	6710	6250	6793	6750
	Memorial Ground	226	292	115	118
	Garden of Remembrance	970	1100	1100	1100
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	29390	30000	34000	34000
	Chapel Hall	35273	36200	34000	35000
	Allotments	11302	11600	11720	12252
	Amenities	0	0	0	0
	Events	0	0	0	0
	Public toilet	0	1460	122	1460
	Youth services	0	0	0	0
Total		466479	445251	469102	478908
Net		103918	174947	139443	173532

Woodford Park Leisure Centre 201						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff	156760	168930	168221	188784	2019/20 Funding for PT reception & Sp Off grade incr
4004	Coaching/Leisure Att	41624	43656	45100	48038	2019/20 Increase no. of classes
4006	First aid	127	150	150	150	
4009	Uniforms	450	550	555	500	
4011	Rates	21516	23595	21960	22685	
4012	Water rates	3955	2500	3500	3500	
4014	Lighting and heating	20487	22000	22000	22000	
4016	Cleaning/other materials	1476	1969	1580	1659	
4017	Contract cleaning	22603	23886	23539	24876	
4021	Telephone	3523	2500	2500	2500	
4023	Stationery/printing	1613	1700	1828	1920	
4035	Certification costs	3553	4500	5000	3600	
4036	Repairs	21480	8000	13000	10000	2018/19 Heating/gas issues addressed
4037	Alarm maint	0	800	0	0	
4038	Fire equipment	682	800	800	800	
4040	Washroom/mats etc	1194	1336	1373	1442	
4041	Skip hire	1736	1576	1962	2061	
4042	Equipment & maint	3047	5996	5996	6846	
4132	Marketing	0	800	800	800	
4146	Gym equipment	11004	11004	11004	11004	
4241	3G maint/repairs/equip	7903	3500	2786	3182	
4245	3G sinking fund	12000	12000	12000	12000	
4146	Grant funded sports	3136	0	0	0	
4251	Vending supply	10611	14052	14318	15034	
Total		350480	355800	359972	383381	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1001	Rent	29187	33950	29970	30518	Optalis lease terms estimated for 2018/19
1002	Public charges - rooms	45400	34745	32075	29877	Rooms used for classes as part of gym membership & loss of pre-school income
1201	Sports hall charges	61763	57550	57795	58662	Loss of Sunday Karate booking
1203	Courses/activities	76592	69125	69242	69934	More gym memmbers making use of FOC classes
1205	Tennis - H.S.A	1692	1778	993	1018	
1210	Sports equipment hire	103	50	150	150	
1220	Healthy Habits cards	1444	1200	1020	800	
1244	3G Pitch	50385	42041	45669	46126	Fewer Community Coaching schemes in 2018/19
1245	Bursary fund income	0	0	1000	0	
1246	Grant funded sports	3136	0	63		
1251	Vending/ice cream/other	17971	20762	20778	21194	
1259	Fitness gym	75894	80000	105800	114000	
	Trans staff regrade fund	3405				
Total		366972	341201	364555	372279	
Net		-16492	14599	-4583	11102	

Depot - grounds maintenance 401						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff	7320	9690	9536	10246	
4006	First aid	235	40	120	80	First Aid kits needed for van and tractor
4009	Protective clothing	332	700	900	700	New uniforms, boots & waterproof jackets
4012	Water rates	527	325	450	450	
4116	Cleaning materials	319	280	200	200	
4020	Other supplies	319	200	200	200	
4021	Telephone	378	380	540	400	2018 new phones purchased. New contract 2019
4036	Repairs	539	200	300	300	
4038	Fire equipment	404	50	50	50	
4041	Skip hire	6424	7000	7000	7000	
4042	Machinery maint/repairs	5387	4000	4500	4500	Hand tools and salt/seed spreader needed
4144	Petrol/oil	2485	2500	2500	2500	
4145	Tree maintenance	4908	5000	5000	4500	
Total		29577	30365	31296	31126	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1402	Income Bulmershe Pk	523	600	300	500	
Total		523	600	300	500	
Net		29054	29765	30996	30626	

Football 402						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff costs	13108	17751	17591	18823	
4039	Seed/fertilizer	792	2800	2800	2800	Weed killing/feed spraying and seed
4042	Equipment	0	120	120	120	
Total		13900	20671	20511	21743	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1003	Pitch charges	5606	6729	5676	5075	
Total		5606	6729	5676	5075	
Net		8294	13942	14835	16668	

Cricket 403						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff	6554	8876	8797	9412	
4012	Water rates	879	560	750	785	
4039	Seed/fertilizer	338	1400	1400	1400	Weed killing/feed spraying & seed
4042	Equipment	0	50	0	50	
Total		7771	10886	10947	11647	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1003	Pitch charges	2467	2500	3441	2455	
Total		2467	2500	3441	2455	
Net		5304	8386	7506	9192	

Bowling green 404						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4001	Staff	8010	10849	10751	11503	
4012	Water rates	1318	820	900	930	
4014	B Club light & heat	328	0	0	0	
4035	Certifications	0	100	100	100	
4039	Seed/fertilizer	1508	1500	1160	1160	
4040	Equipment/equipment hire	11	300	300	300	
Total		11175	13569	13211	13993	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1003	Public fees	38	40	65	65	
1005	Club licence fee	6667	6934	6870	7489	Estimated increase in licence fee - 3.3%
1006	Irrigation/water	335	345	345	365	
1090	Light and heat income	0	0	0	0	
Total		7040	7319	7280	7919	
Net		4135	6250	5931	6074	

Woodford Park 405						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff	22802	29542	28872	31147	
4012	Water rates	2109	1300	1300	1350	
4020	Other materials	605	500	500	500	
4036	Repairs	1151	500	400	400	
4039	Plants/flowers	517	300	300	300	
4047	Play equipment	386	800	800	800	
4151	Tournaments	206	300	250	260	
Total		27776	33242	32422	34757	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
1004	Fair site	6097	5500	5043	5500	
1120	Memorial benches	500	0	1000	500	
	Groundrent	113	750	750	750	
Total		6710	6250	6793	6750	
Net		21066	26992	25629	28007	

Memorial Ground 406						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff	6975	9112	8929	9617	
4039	Seed/fertilizer	0	200	100	100	
4047	Play equipment	168	300	350	300	
Total		7143	9612	9379	10017	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
1002	Ground hire	226	292	115	118	
Total		226	292	115	118	
Net		6917	9320	9264	9899	

Garden of Remembrance 407						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff	4369	5917	5864	6275	
4039	Planting/pillars	269	300	120	1500	Refurbish Garden of Remembrance
4071	Inscription costs	807	800	800	800	
Total		5445	7017	6784	8575	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2017/18	2018/19	2018/19	2019/20	
1021	Inscription income	970	1100	1100	1100	
Total		970	1100	1100	1100	
Net		4475	5917	5684	7475	

Play areas and open spaces 408						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff	11609	13826	13129	14410	
4013	Rent - ground leases	159	158	165	170	
4047	Play equipment	1024	700	700	700	
Total		12792	14684	13994	15280	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2017/18	2018/19	2018/19	2019/20	
Total		0	0	0	0	
Net		12792	14684	13994	15280	

Coronation Hall 501						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff costs	22511	18453	18294	19181	
4006	First aid	0	10	10	10	
4011	Rates	3402	3628	3504	3619	
4012	Water rates	1200	1200	500	1200	Rebate in 2018/19
4014	Lighting and heating	3181	2700	2700	2700	
4016	Cleaning materials	515	600	550	550	
4035	Certification tests	871	600	600	600	
4036	Repairs	310	900	2800	900	Asbestos survey/shutter repair in 2018/19
4040	Washroom services	194	221	233	240	
Total		32184	28312	29191	29000	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
1002	Hall hire	29390	30000	34000	34000	2019/20 - prudent estimate - depends on one off party/social bookings
Total		29390	30000	34000	34000	
Net		2794	-1688	-4809	-5000	

Chapel Hall 502						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff costs	13522	14148	13887	14619	
4006	First aid	0	10	10	10	
4011	Rates	1538	1640	1584	1636	
4012	Water rates	230	240	240	250	
4014	Lighting and heating	1569	2300	1800	1800	
4016	Cleaning materials	160	150	150	150	
4035	Certification tests	1353	600	600	600	
4036	Repairs	976	900	900	900	
4040	Washroom services	194	221	181	200	
Total		19542	20209	19352	20165	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
1002	Hall hire	35273	36200	34000	35000	
Total		35273	36200	34000	35000	
Net		-15731	-15991	-14648	-14835	

Allotments 601						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff	6322	7782	7476	8149	
4012	Water rates	1816	2200	1000	2000	Water rebate 2018/19
4013	Lease	6500	7300	7500	7500	
4036	Repairs	974	1750	1750	1750	
Total		15612	19032	17726	19399	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2017/18	2018/19	2018/19	2019/20	
1001	Rents	11302	11600	11720	12252	
Total		11302	11600	11720	12252	
Net		4310	7432	6006	7147	

Amenities 602						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff	3830	4072	3699	4171	
4014	Street lights - fuel	565	900	900	900	
4036	Street lights - repairs	1102	2000	500	500	
4163	Amenities repairs	260	1000	500	1000	
Total		5757	7972	5599	6571	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2017/18	2018/19	2018/19	2019/20	
Total		0	0	0	0	
Net		5757	7972	5599	6571	

Events 603						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2017/18	2018/19	2018/19	2019/20	
4001	Staff	2298	2443	2219	2503	
4031	Promotions/materials	1500	5000	5000	2000	
4533	Woodley Carnival	3000	3000	3000	3000	
Total		6798	10443	10219	7503	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2017/18	2018/19	2018/19	2019/20	
Total		0	0	0	0	
Net		6798	10443	10219	7503	

Public toilet 604						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4011	Rates	0	1000	83	1000	Anticipates public toilet in operation before the end of the 2018/19 financial year
4014	Utilities	0	1200	100	1200	
4033	Cleaning/coin collection	0	5300	442	5300	
4034	Consumables	0	800	67	800	
4036	Maintenance	0	2418	202	2418	
Total		0	10718	894	10718	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
1603	Public toilet income	0	1460	122	1460	
Total		0	1460	122	1460	
Net		0	9258	772	9258	

Youth Services 608						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
4264	Just Around the Corner SLA	23947	24666	24748	25565	
4266	Youth projects fund	498	3000	2300	3000	
Total		24445	27666	27048	28565	
Income		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
Total		0	0	0	0	
Net		24445	27666	27048	28565	

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PLANNING COMMITTEE BUDGET SUMMARY 2019/20					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2017/18	2018/19	2018/19	2019/20
Code	Description				
	Grants and Service Level Agreements	31154	31662	31662	34181
Total		31154	31662	31662	34181
Income		Actual	Estimate	Revised Est	Estimate
		2017/18	2018/19	2018/19	2019/20
Code	Description				
Total		0	0	0	0
Net		31154	31662	31662	34181

Annual Grants/Service Level Agreement 605						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	Information
Code	Description					
Grants						
4663	Citizens Advice Bureau	6318	7000	7000	6620	Requested £6620
4665	Keep Mobile	1000	1000	1000	2000	Requested £2000
4667	ARC	5200	5500	5500	5000	Requested £5000
4669	Lend and Play Toy Library	1000	0			
	Friends of Woodford Park	500	0			
	First Days Scholl Days project		0		1800	Requested £1800
	ReadiBus (grant)	17136				
Service Level Agreement						
4661	Readibus		18162	18162	18761	Service Level Agreement wef 2018
Total		31154	31662	31662	34181	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2017/18	2018/19	2018/19	2019/20	
Code	Description					
Total		0	0	0	0	
Net		31154	31662	31662	34181	