



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

To: **Members of the Strategy & Resources Committee**

Councillors J. Anderson; K. Baker; G. Bello; A. Chadwick; K. Gilder; R. Horskins;
M. Kennedy; M. Nagra; B. Rowland; A. Swaddle

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 13 June 2023, at which your attendance is requested.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

Kevin Murray
Deputy Town Clerk

AGENDA

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**
To appoint the Chairman and Vice Chairman of the Strategy and Resources Committee for the 2023/24 municipal year.
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
4. **MINUTES OF THE MEETING HELD ON 18 APRIL 2023**
To approve the minutes of the Strategy and Resources Committee held on 18 April 2023 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 16 May 2023)

5. **FINANCE**
- a) **Budgetary Control**
To receive **Report No. SR 11/23**. Page 5
- b) **Payments**
To approve the following payments as set out in **Appendix 5b**. Page 7
- | | Current account | Imprest account |
|------------|-----------------|-----------------|
| April 2023 | £82,695.95 | £60,686.78 |
| May 2023 | £122,303.29 | £54,343.14 |
- c) **PSDF Funds**
To note the updated position with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 5c**. Page 11
6. **OAKWOOD CENTRE INCOME UPDATE**
To note the following Oakwood Centre Income updates:
- a) **Bookings and Room Hire**
Room hire income for April to May 2023 was £13,710, which is 26.6% up against the budget target of £10,833. Income against budget is shown at **Appendix 6a**. Page 12
- b) **Catering Income**
Catering income through the contract with Brown Bag for April 2023 was £1,171, which is 6.3% below the budget target of £1,250. Income against budget is shown at **Appendix 6b**. Page 13
7. **YOUTH SERVICE TASK AND FINISH WORKING GROUP**
To consider **Report No. SR 12/23**. Page 14
8. **WOODLEY TOWN CENTRE PARTNERSHIP**
- a) To receive the report of the Woodley Town Centre Partnership meeting held on 19 April 2023. (**Appendix 8a**) Page 18
- b) To consider **Report No. SR 13/23** regarding the proposed installation of CCTV in the town centre by the Woodley Town Centre Partnership. Page 21
9. **PROJECTS SCHEDULE 2023/24**
To note the update on Council projects, as given in **Appendix 9**. Page 26
10. **REDUCED ROOM HIRE FEES**
- a) **Scheme of Delegation**
To consider **Report No. SR 14/23** regarding the introduction of a scheme of delegation for the application of negotiated reduced room hire fees. Page 27

b) Free Hire Requests

To consider the process for considering requests for free hire of the Council's venues / rooms.

Several years ago, the Strategy & Resources Committee resolved for requests for free hire of the Council's venues and rooms to be presented to the Committee for consideration. Three requests have been received in the past 18 months, the last of which was considered at the Committee meeting in April 2023.

When considering recent requests, Members of the Committee have raised concerns about any possible precedent which might be set by allowing organisations to hire the Council's venues / rooms for free. Whilst two requests considered during 2022 were approved, the request considered in April 2023 was not approved; instead, the Committee determined to award a £250 Community Grant to cover the cost of the room hire.

At the Strategy & Resources Committee meeting held on 18 April 2023 (Minutes 90.) Members asked that this process return to the Committee for consideration.

11. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

12. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

13. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

14. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that in line with Standing Order 12.2, 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 15 on the agenda.

15. **SALE OF LAND OFF SILVER FOX CRESCENT (FORMER WOODLEY TENNIS CLUB)**

To consider **Report No. SR 15/23** regarding the proceeds of sale of land off Silver Fox Crescent, previously held in trust by trustees of Woodley Lawn Tennis Club.

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STRATEGY AND RESOURCES COMMITTEE

BUDGETARY CONTROL

2023/24

Report No. SR 11/23

Expenditure Description	Budget 2023/24	Actual Exp as at 31/05/2022	Actual Exp as at 31/05/2023	Actual Exp as % of Budget	Comment where significant variance
Central Costs	303,347	46,570	52,753	17.39%	Software support paid in advance. PR activities. Renewal Purchases
Democratic Costs	100,901	8,196	7,315	7.25%	
Corporate Management	431,682	91,060	103,669	24.02%	Annual insurance. Affiliation Fees. Professional Advice.HR/Safety advice.
Capital Projects	45,000	0	45,000	100.00%	Allocation to Capital Programme
Grants -Section 137	18,000	12,850	17,850	99.17%	Grants paid
Oakwood Centre	198,052	24,460	28,273	14.28%	
Maintenance HQ	3,200	892	437	13.66%	
Woodley Town Centre Ptshp	85,048	10,403	9,453	11.11%	
Capital and Projects	180,977	6,677	6,677	3.69%	
Month 2 2 16.67%	1,366,207	201,108	271,427	19.87%	

STRATEGY AND RESOURCES COMMITTEE

BUDGETARY CONTROL

2023/24

Income	Budget 2023/24	Actual Inc as at 31/05/2022	Actual Inc as at 31/05/2023	Actual Inc as % of Budget		
Description						
Central Costs	4,715	628	1,020	21.63%	Interest received. Copier income	
Democratic Costs	0	0	0	0.00%		
Corporate Management	0	0	0	0.00%		
Capital Projects	0	0	0	0.00%		
Grants -Section 137	0	0	0	0.00%		
Oakwood Centre	124,567	15,557	21,665	17.39%	Letting and rent income.	
Maintenance HQ	0	0	0	0.00%		
Woodley Town Centre Ptshp	85,048	9,919	16,029	18.85%		
Capital and Projects	0	0	0	0.00%		
CCLA Investment	80,000	0	10,085	12.61%		
Total	294,330	26,104	48,799	16.58%		
<table border="1"> <tr> <td>Month 2 16.67%</td> </tr> </table>						Month 2 16.67%
Month 2 16.67%						
Net	1,071,877	175,004	222,628	20.77%		

Woodley Town Council**Current Account****List of Payments made between 01/04/2023 and 30/04/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Apr-23	(Personal Information)	440.00	Market Mgr - WTCP
20-Apr-23	(Personal Information)	281.64	Market Mgr - WTCP 22/23 bonus
21-Apr-23	4 Minutes Training Ltd	750.00	First Aid training at work
12-Apr-23	AGA Print Ltd	121.18	Posters/Vinyl banners
12-Apr-23	Alan Hadley Ltd	900.00	Refuse collection
12-Apr-23	April Skies Accounting Ltd	299.30	3rd Internal Audit 22/23
06-Apr-23	Be Fuelcards Ltd	6.61	Admin charge-Fuelcards
20-Apr-23	Bowak Ltd	492.50	Cleaning supplies
12-Apr-23	Brake Bros Foodservice Ltd	627.97	Vending supplies
20-Apr-23	Brown Bag Cafe Ltd	485.70	Catering Service
21-Apr-23	Broxap Ltd	1618.80	Cast iron Rippon seats
12-Apr-23	Castle Water	2829.69	Water Rates
12-Apr-23	CDK Casting Ltd	101.40	Bronze Plaque
03-Apr-23	CF Corporate Finance Ltd	166.32	Qtrly Photocopier lease
21-Apr-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
12-Apr-23	Circus Scene	995.00	Circus Acts-Coronation
03-Apr-23	Club Manager Ltd	94.80	Monthly software charge
12-Apr-23	CoolerAid Ltd	98.40	Cooler maintenace
21-Apr-23	CoolerAid Ltd	24.67	Bottled water
12-Apr-23	DANFO UK Ltd	522.00	Repair town centre toilet
12-Apr-23	DCK Accounting Solutions Ltd	216.00	Pre Yearend health check
21-Apr-23	DCK Accounting Solutions Ltd	536.16	Yearend closedown 22/23
12-Apr-23	Dejac Associates Ltd	1938.00	Annual cloud back-up/Desktop/Software
17-Apr-23	Devonshire Trading Ltd	1100.81	Gym monthly equip hire
13-Apr-23	Ecotricity	274.06	Gas supply-Chapel Hall
14-Apr-23	Ecotricity	1260.92	Gas supply-OC
19-Apr-23	Ecotricity	1297.10	Gas supply-Chapel Hall
12-Apr-23	EDF Energy 1 Ltd	27.17	Electric supply-Clock
12-Apr-23	Encore Technologies Ltd	805.00	
14-Apr-23	Epos Now Ltd D/D	30.00	Monthly till support fee
12-Apr-23	Eventu	50.00	Monthly projector hire
12-Apr-23	Fenland Leisure Products Ltd	308.00	Net hooks
12-Apr-23	Global 4 Communications	1051.38	Phone/Mobiles
12-Apr-23	Hampshire Flag	1819.95	Flag pole/flags
21-Apr-23	HMRC Cumbernauld	17556.15	PAYE&NI Deducted from pay
20-Apr-23	J P Lennard Ltd	139.56	Badminton match nets
12-Apr-23	Keep Britian Tidy	442.80	Green Flag Award application 23/24
27-Apr-23	Les Mills Fitness UK Ltd	407.38	Gym bodybalance-Mar 23
04-Apr-23	Lloyds Bank D/D	41.25	Current a/c charges
18-Apr-23	Lloyds Bank D/D	277.06	Monthly cardnet serv fee
06-Apr-23	Mailcoms Ltd D/D	83.94	Postage software & Update
12-Apr-23	Mammoth Site Storage & Toilt Hire Ltd	306.00	Toilet hire-Coronation
12-Apr-23	McFarlane Telfer Ltd	711.29	Call out/repair OC doors
17-Apr-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee
17-Apr-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee
24-Apr-23	Pitney Bowes Ltd	150.00	Postage top up-Apr 23
13-Apr-23	Poztive Energy Ltd	1944.17	Electric supply-OC
13-Apr-23	Poztive Energy Ltd	87.25	Electric supply-Coro Hall
13-Apr-23	Poztive Energy Ltd	41.87	Electric supply-Chapel Hall
21-Apr-23	Prudential	307.24	AVC deducted from pay
03-Apr-23	Public Works Loan Board	6676.72	PW507873 Capital/Interest
20-Apr-23	Round & About Publications Ltd	312.00	Publication-Twyford/Woodley
20-Apr-23	Select Environmental Services Ltd	391.20	Refuse collection
12-Apr-23	SGW Payroll Ltd	159.86	Monthly payroll service
12-Apr-23	Technical Surfaces Ltd	798.00	3G Matchfit service
12-Apr-23	Thames and Chiltern in Bloom	100.00	Entry fee-Britian in Bloom

12-Apr-23	Thames Valley Water Services Ltd	204.00	Monthly water/temp checks
21-Apr-23	The Berkshire Pension Fund	21891.00	Employee & 'er deducted from pay
20-Apr-23	Trade UK - Screwfix	86.23	Building supplies
20-Apr-23	Tudor Environmental	375.48	Gardening supplies
21-Apr-23	Unison Collection Ac	22.50	Union fee deducted from pay
12-Apr-23	Universal Services	126.00	Trampoline service
21-Apr-23	Veolia ES - UK Ltd	471.62	Refuse collection
12-Apr-23	Vesey UK Limited	117.11	WPLC sports equipment
20-Apr-23	VideoCentric Ltd	826.80	Annual maintenance link fee
03-Apr-23	Wokingham BC - Rates	2635.00	Rates-WPLC
03-Apr-23	Wokingham BC - Rates	386.84	Rates-Coro Hall
03-Apr-23	Wokingham BC - Rates	172.04	Rates-Chapel Hall
03-Apr-23	Wokingham BC - Rates	1032.30	Rates-OC
12-Apr-23	Woodley Newsagent Ltd	91.50	Weekly newspapers

Total Payments

82695.95

CLERKS IMPREST A/C

List of Payments made between 01/04/2023 and 30/04/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
11-Apr-23	(Personal Information)	15.00	Refund Deposit
06-Apr-23	(Personal Information)	360.00	Profess fee-Counselling
14-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
21-Apr-23	(Personal Information)	14.00	Refund WPLC course
24-Apr-23	(Personal Information)	75.00	Refund Deposit
11-Apr-23	(Personal Information)	200.00	Refund Deposit
04-Apr-23	(Personal Information)	200.00	Refund Deposit
11-Apr-23	Amazon Mkt Place	9.90	Glow in the dark signs
27-Apr-23	Amazon Mkt Place	89.88	Seedling plant pots
27-Apr-23	Amazon Mkt Place	71.77	12oz Ripple 3-ply cups
27-Apr-23	Amazon Mkt place	54.24	Microfibre cleaning cloths
12-Apr-23	Create Your World	704.00	Plastic vinyl wrap film
04-Apr-23	Davies Blunden & Evans	1200.00	Profess fee-Wdly Lawn Tennis
26-Apr-23	Lloyds Bank	54543.01	Net payroll-April 2023
14-Apr-23	Lloyds Bank D/D	13.60	Imprest a/c charges
19-Apr-23	Microsoft Office	59.99	WTCP-Microsoft office 365
17-Apr-23	Nationwide Platforms	-79.98	Refund credit - hire charge
28-Apr-23	Sir Whipply Ltd	450.00	Ice Cream Van hire-Coronation
13-Apr-23	SP Yehlex.co.uk	722.50	Yehlex grade shuttlecocks
21-Apr-23	Staples-online.co.uk	28.97	Tea Bags + delivery
21-Apr-23	Wokingham.gov	21.00	Licensing Act - fee
12-Apr-23	Wonderwall Commercial	645.00	Wonderwall 2.3m2 kit-Green
24-Apr-23	Zoom.us	838.90	Annual software fee-Zoom

Total Payments

60686.78

Woodley Town Council**Current Account****List of Payments made between 01/05/2023 and 31/05/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
11-May-23	(Personal Information)	550.00	Market Mgr - WTCP
25-May-23	(Personal Information)	212.79	Set up costs-Pest Control
04-May-23	AGA Print Ltd	464.61	Signage boards
18-May-23	AGA Print Ltd	57.36	Signage boards
18-May-23	AJGIBL GBP Client NST Account	2,401.79	Revised insurance update
25-May-23	ARC	5,000.00	Grant - May 2023
09-May-23	Be Fuelcards Ltd	101.02	Unleaded fuel
22-May-23	BNP Paribas Leasing Solutions	367.20	Qtrly photocopier lease rental
18-May-23	Bowak Ltd	596.13	Cleaning supplies
04-May-23	Brake Bros Foodservice Ltd	670.70	Vending supplies
18-May-23	Brake Bros Foodservice Ltd	345.20	Vending supplies
25-May-23	Brake Bros Foodservice Ltd	339.67	Vending supplies
25-May-23	Brewers Decorator Centres	1,193.99	Decorating supplies
25-May-23	Brown Bag Cafe Ltd	739.62	Catering service
04-May-23	Business Stream	49.69	Water rates
04-May-23	Castle Water	3,306.26	Water rates
18-May-23	CDK Casting Ltd	117.00	Bronze Plaque
25-May-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
11-May-23	Circus Scene	1,200.00	Childrens Fun day-WTCP
02-May-23	Club Manager Ltd	94.80	Gym software monthly fee
04-May-23	Commercial Leisure Supplies	87.43	Pool Chlorine tablets
18-May-23	Dejac Associates Ltd	5,904.00	Annual maintenance support
25-May-23	Dejac Associates Ltd	880.80	Computer/Firewall router
15-May-23	Devonshire Trading Ltd	1,100.81	Monthly Gym equip hire
03-May-23	Ecotricity	3,240.35	Gas supply-Feb 23 OC
03-May-23	Ecotricity	703.73	Gas supply Mar 23 Coro H
03-May-23	Ecotricity	1,136.33	Elec supply Mar 23 Depot
03-May-23	Ecotricity	881.98	Gas supply-Mar 23 Chap H
12-May-23	Epos Now Ltd D/D	30.00	Monthly till support-WPLC
25-May-23	Eventu	50.00	Monthly projector hire
25-May-23	First Days Children's Charity	2,550.00	Grant - May 2023
11-May-23	Global 4 Communications	1,051.42	Phone/Mobile April 23
04-May-23	Henry Street Garden Centre	230.39	Garden supplies
11-May-23	Henry Street Garden Centre	44.68	Garden supplies
19-May-23	HMRC Cumbernauld	16,427.43	PAYE&NI Deducted from pay
11-May-23	Imperative Training Ltd	150.00	Defib child pads
18-May-23	JMVA Ltd	150.00	WTCP Web hosting charge
25-May-23	Keep Mobile	1,050.00	Grant - May 2023
11-May-23	Lantec Security Ltd	1,008.00	Annual maintenance fee
11-May-23	LAX Events Ltd	1,300.00	PA & Stage elec - Coronation
30-May-23	Les Mills Fitness UK Ltd	213.88	Bodybalance-Coaching
25-May-23	Link Visiting Scheme	750.00	Grant - May 2023
18-May-23	Lister Wilder Ltd	355.25	Garden supplies
02-May-23	Lloyds Bank D/D	37.76	Current a/c-Charge Apr23
16-May-23	Lloyds Bank D/D	425.19	Monthly cardnet service
30-May-23	Lloyds Bank D/D	48.01	Current a/c-Charge May23
04-May-23	LSW Secure Ltd	438.60	Allot keys cut
25-May-23	Lyreco UK Ltd	317.94	Stationery supplies
11-May-23	M K Cleaning	94.80	Laundry - table cloths
15-May-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
15-May-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
11-May-23	Mr D R Baldwin	25.00	WTCP - Advert
25-May-23	PBT Electrical & Maintenance Ltd	4,788.00	Carry out-Electrical service

04-May-23	PHS Group	440.48	Qtrly dust mat charge
25-May-23	Playsafety Ltd	640.80	Annual Inspection-WP Pool
03-May-23	Poztive Energy Ltd	804.05	Electric supply-WPLC
19-May-23	Poztive Energy Ltd	69.18	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	657.30	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	81.55	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	1,446.98	Electric supply
19-May-23	Prudential	307.24	AVC deducted from pay
25-May-23	Readibus	8,662.50	Grant - May 2023
04-May-23	Reading Community Energy Soc Ltd	493.68	Solar Electric supply
04-May-23	Rialtas Business Solutions Ltd	167.74	Annual Planning support
11-May-23	Rialtas Business Solutions Ltd	524.26	Upgrade software/Annual MTD support
25-May-23	Roadware Ltd	484.68	120 ltr playground litter bin
25-May-23	Royal Mail Group Ltd	896.26	Hearld delivery-residents
25-May-23	Select Environmental Services Ltd	422.69	Refuse collection
04-May-23	SGW Payroll Ltd	196.58	Payroll Yearend service 22/23
24-May-23	SGW Payroll Ltd	161.90	Monthly payroll service-Apr23
11-May-23	Shred-it Ltd	201.60	14x bags shredded
11-May-23	SSE Southern Electric	597.72	Unmetered electric supply
18-May-23	St John Ambulance	210.00	First Aid training
02-May-23	SWALEC	179.49	Electric supply
30-May-23	SWALEC	150.14	Electric supply-Toilet
18-May-23	Thames Valley Water Services Ltd	228.00	Monthly water/temp checks
19-May-23	The Berkshire Pension Fund	21,085.06	Employee & 'er deducted from pay
25-May-23	The Wokingham Volunteer Centre	500.00	Grant - May 2023
04-May-23	Thorngate Upholstery & Curtains	3,012.00	Replace OC curtains
18-May-23	Trade UK - Screwfix	2,674.30	Building supplies
18-May-23	Tudor Environmental	2,241.40	Garden supplies
19-May-23	Unison Collection Ac	22.50	Union fee deducted from pay
04-May-23	Universal Services	1,438.68	Trampoline service/supply&fit guards
25-May-23	Veolia ES - UK Ltd	546.66	Refuse collection
02-May-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
02-May-23	Wokingham BC - Rates	382.00	Rates-Coro Hall
02-May-23	Wokingham BC - Rates	173.00	Rates-Chapel Hall
02-May-23	Wokingham BC - Rates	1,033.00	Rates-OC
25-May-23	Wokingham-Citizens Advice	3,500.00	Grant - May 2023
	Total Payment	122,303.29	

CLERKS IMPREST A/C

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-May-23	(Personal Information)	195.00	Entertainment - Coronation Event
02-May-23	(Personal Information)	75.00	Refund Deposit
05-May-23	(Personal Information)	250.00	Grant - May 2023
05-May-23	(Personal Information)	75.00	Refund Deposit
22-May-23	(Personal Information)	50.00	Refund Deposit
22-May-23	(Personal Information)	100.00	Refund Deposit
30-May-23	(Personal Information)	75.00	Refund Deposit
30-May-23	(Personal Information)	75.00	Refund Deposit
31-May-23	(Personal Information)	103.50	Refund WPLC Party
05-May-23	1st Woodley Boys	250.00	Grant - May 2023
24-May-23	Adobe Acropro	198.96	Adobe Acropro Subscription
03-May-23	Amazoc Mkt Place	61.53	Coronation bunting
09-May-23	Amazon Mkt Place	77.95	A1 snap frame holders
12-May-23	Amazon Mkt Place	19.98	Marking Flags-Bowls
05-May-23	Community Hopeline	250.00	Grant - May 2023
16-May-23	DVLA Vehicle Tax	320.00	MW65 EHN - Vehicle tax
24-May-23	Lloyds Bank	51,414.83	Net May 2023 payroll
12-May-23	Lloyds Bank D/D	14.47	Imprest a/c-Charge Apr23
18-May-23	PETTY CASH A/C	221.92	Topup petty cash
05-May-23	Sport in Mind	15.00	Refund Deposit
05-May-23	Wdly Fest of Music	250.00	Grant - May 2023
05-May-23	Woodley Bowling	250.00	Grant - May 2023
	Total Payments	54,343.14	

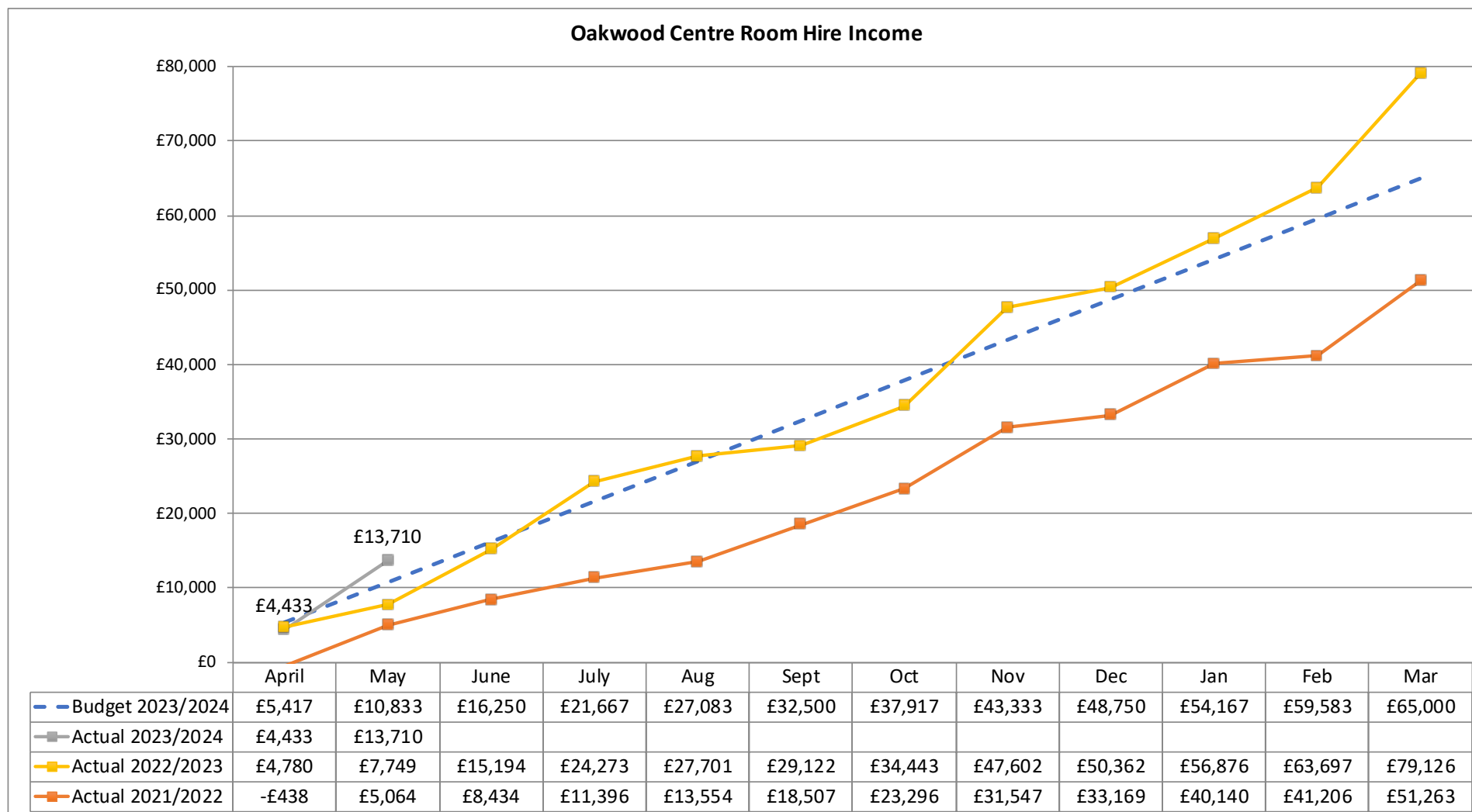
THE PUBLIC SECTOR DEPOSIT FUND 2023-2024

INTEREST CARRIED FORWARD	£62,143.35
INTEREST CURRENT YEAR	£22,532.98
TOTAL INVEST INCOME	£84,676.33 Re-invested

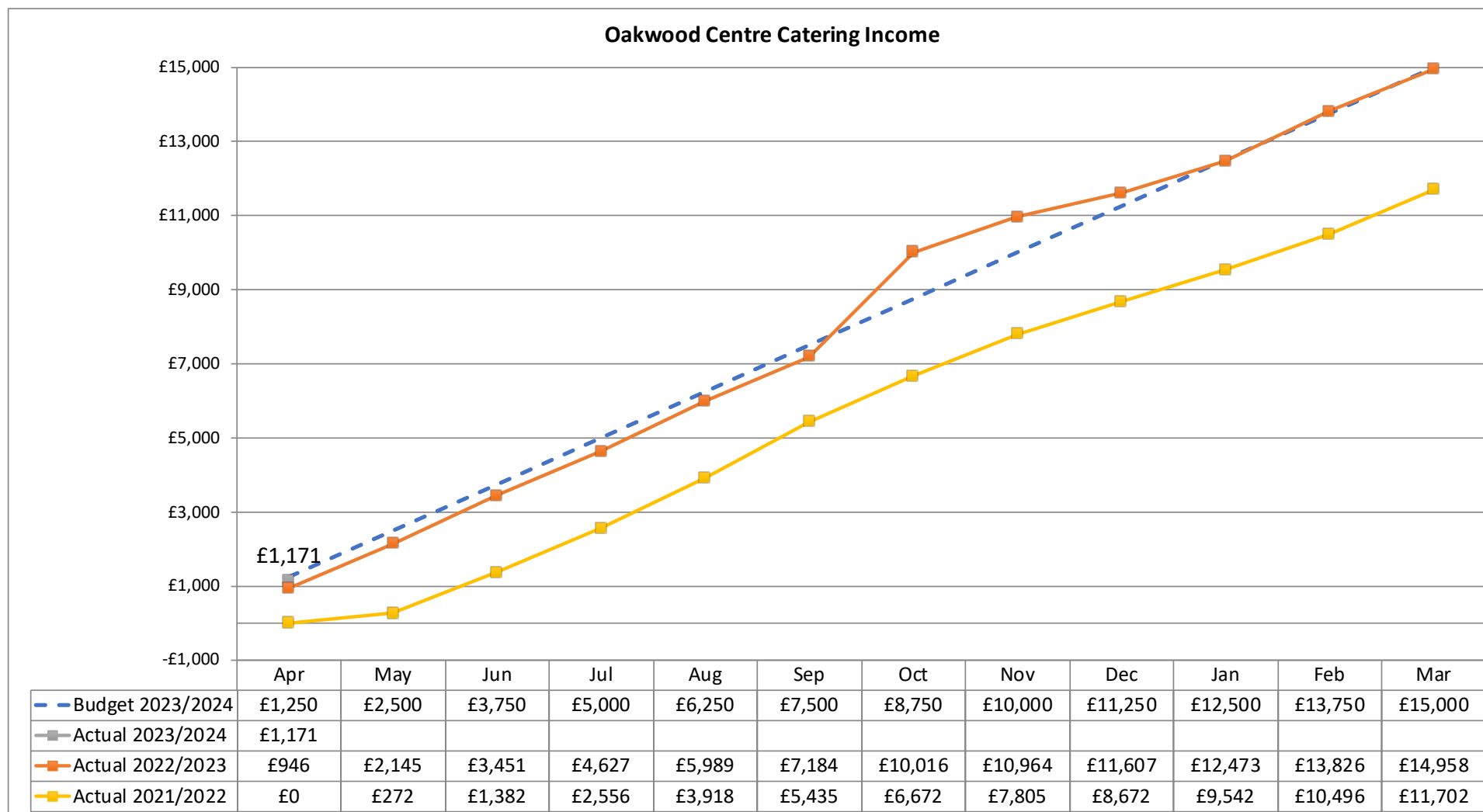
Woodley TC - PWLB	A/C 0144630002PC	Dividend	CB6 Investment	1096/702 Balance
Date				
Balalance Brought Forward				2,039,180.57
01 May 2023	1 Apr to 30 Apr 23	£6,538.80		2,045,719.37
01 June 2023	1 May to 31 May 23	£8,070.65		2,053,790.02
01 July 2023	1 June to 30 June 23			2,053,790.02
01 August 2023	1 July to 31 July 23			2,053,790.02
01 September 2023	1 Aug to 31 Aug 23			2,053,790.02
01 October 2023	1 Sept to 30 Sept 23			2,053,790.02
01 November 2023	1 Oct to 31 Oct 23			2,053,790.02
01 December 2023	1 Nov to 30 Nov 23			2,053,790.02
01 January 2024	1 Dec to 31 Dec 23			2,053,790.02
01 February 2024	1 Jan to 31 Jan 24			2,053,790.02
01 March 2024	1 Feb to 28 Feb 24			2,053,790.02
01 April 2024	1 Mar to 31 Mar 24			2,053,790.02
Total		14,609.45	0.00	14,609.45
Percentage increase on original investment		2.6895%		

Woodley TC - INVEST	A/C 0144630001PC	Dividend	CB7 Investment	1097/702 Balance
Date				
Balalance Brought Forward				1,105,962.78
01 May 2023	1 Apr to 30 Apr 23	£3,546.34		1,109,509.12
01 June 2023	1 May to 31 May 23	£4,377.19		1,113,886.31
01 July 2023	1 June to 30 June 23			1,113,886.31
01 August 2023	1 July to 31 July 23			1,113,886.31
01 September 2023	1 Aug to 31 Aug 23			1,113,886.31
01 October 2023	1 Sept to 30 Sept 23			1,113,886.31
01 November 2023	1 Oct to 31 Oct 23			1,113,886.31
01 December 2023	1 Nov to 30 Nov 23			1,113,886.31
01 January 2024	1 Dec to 31 Dec 23			1,113,886.31
01 February 2024	1 Jan to 31 Jan 24			1,113,886.31
01 March 2024	1 Feb to 28 Feb 24			1,113,886.31
01 April 2024	1 Mar to 31 Mar 24			1,113,886.31
Total		7,923.53	0.00	7,923.53

APPENDIX 6a



APPENDIX 6b



YOUTH SERVICE TASK AND FINISH WORKING GROUP

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider recommendations for the use of funds allocated for youth support services in the 2023/24 budget.

Background

The Youth Services Task and Finish Working Group was set up in 2022 to develop a service level agreement document for tendering, in line with the Youth Strategy developed by Leisure Services, and make a recommendation to the Strategy and Resources Committee on the appointment of a service provider under that service level agreement.

Although some initial expressions of interest were received, following an open tendering process no tenders were submitted.

The working group met on 17 April to consider the position and the notes of that meeting are attached at **APPENDIX A**.

It was noted at that meeting that appointing a service provider under the service level agreement would not be achievable in the 2023/24 financial year and that some provision should be made to ensure that the funds budgeted for this purpose were used for the benefit of young people in Woodley and did not go unspent.

Proposal

It is proposed that the budgeted funding be made available on a grant award basis to organisations that carry out youth support work in Woodley. Grant award criteria should include details of the organisation, the activities being funded and the expected outcomes - in the same manner as other grants awarded by the Council - and the criteria should be considered by the Leisure Services Committee, with a recommendation to the Strategy and Resources Committee for approval. Grant applications can then be considered by the Leisure Services Committee at any time through the year and a recommendation made to the Strategy and Resources Committee for the grant award.

It is also proposed that, in light of the failure to appoint a service provided under the SLA to date, the Strategy & Resources Committee consider whether this is actually achievable in the foreseeable future and, if not, consider disbanding the Youth Services Task & Finish Working Group and reverting the matter back to Leisure Services to consider the next steps.

RECOMMENDATIONS:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider placing the funds budgeted for youth support in the 2023/24 budget into an earmarked reserve and made available on a grant award basis to organisations supporting young people in Woodley, as set out in the report.**
- ◆ **That the criteria for grant awards be considered by the Leisure Services Committee with a recommendation to the Strategy and Resources Committee for approval.**

- ◆ **To consider, if it is deemed unachievable to appoint a service provider under the Youth Services SLA in the foreseeable future, disbanding the Youth Services Task and Finish Group and reverting the matter back to the Leisure Services Committee for consideration.**

Report of a Meeting of the Youth Services Working Group held via Zoom video conferencing on Monday 17 April 2022 at 6.00pm

Present: *Councillors; N. Al Sanjari; R. Horskins R. Skegg, D. Bragg,*

Officers present: *K. Murray – Deputy Town Clerk;*

Also present:

1. APOLOGIES

Apologies were received from Councillors Gilder and Chadwick.

2. ELECTION OF CHAIRMAN FOR THE MEETING

As the Chairman of the working party was not present;
Councillor Bragg proposed, Councillor Al-Sanjari seconded and it was resolved;

- ◆ To appoint Councillor Horskins as Chairman for the meeting.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. INFORMAL DISCUSSION WITH EARLEY TOWN COUNCIL

Kevin Murray advised that he was contacting Leigh Middleton of the National Youth Agency, along with the other organisations who had previously expressed an interest in providing youth services in Woodley, to invite them to attend an informal meeting with Members from WTC and ETC. A date for this meeting had not yet been agreed.

It was noted that the purpose of the Task & Finish Working Group, as set out in the terms of reference, was to carry out the tendering process and make a recommendation to the Strategy and Resources Committee on the appointment of a provider under a service level agreement, and that this objective had not been achieved and was not likely to be achieved in the coming financial year.

5. COMMUNITY HOPELINE

Kevin Murray reported that unfortunately Karen Smith of Community Hopeline had informed him earlier in the day that she would be unable to attend the meeting.

6. FUNDING FOR YOUTH SUPPORT SERVICES

The potential for the budgeted funding available in the current year to be made available to youth support organisations on a grant basis was discussed. It was considered that the appointment of a contractor to provide youth support services under a service level agreement was unlikely to happen within this financial year and there was a view that the budgeted funds should be ringfenced and used to benefit young people in Woodley, in the absence of a service level agreement. It was noted that the Council does not have a plan for consulting with young people through a survey and that this would need careful consideration if it was to be effective.

The view of the group was that placing the funds into an earmarked reserve to provide grants would provide an opportunity to develop relationships with a number of organisations supporting young people, while supporting multiple, innovative projects through the year.

A concern was raised as to whether there would be a commitment to continue earmarking and using the funds in this way in future years, in the absence of a service level agreement, and that this shouldn't be considered as a 'one off'.

RESOLVED

- ◆ To make a recommendation to the Strategy and Resources Committee that the budgeted funding for youth services in the 2023/24 financial year be placed in an earmarked reserve specifically for use on services supporting young people in Woodley, and that the Committee considers how this money should be made available to organisations supporting young people in Woodley.

Meeting closed at 6:41 pm

Meeting of The Woodley Town Centre Partnership Management Committee

Held at the Oakwood Centre, Headley Road, Woodley, RG5 4JZ on Wednesday 19 04 23 at 6 pm.

M Holmes	Chairman & WTC Rep	M Risby	Woodley Resident
Z Frasinski	Deputy Chairman	M Millard	Woodley Resident
B Fennelly	Town Centre Manager	A Jutson	Woodley & Earley Lions
Cllr K Baker	WTC Representative	J Wright	Woodley Resident
Cllr S Boyt	WBC Representative	C Lawley	Woodley Resident
G Cranford	WBC Economic Development Officer	J Palterman	Saturday Market Manager
M Barber	Police Crime Commissioner	S Botham	TVP - Sergeant
C Towse	TVP - PCSO	H Beilby	WTC Admin Officer

ITEM 1 – APOLOGIES & WELCOME

Cllr A Croy, Cllr K Gilder, I Hills, P Birt, M Dalton

**ITEM 2 – TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 18th JANUARY 2023
MATTERS ARISING FROM THE MINUTES**

ITEM 3

WOCCA - SB confirmed she had been informed that this app will be updated, making it more user friendly.

Flats - Alternative plans were refused and further plans were submitted, taking into account the reason(s) for refusal, with two fewer flats. Although the parking situation will remain unsatisfactory, there appears to be no further reason for refusal.

ITEM 8 & 9

Car Parking Fees - KB suggested that an annual parking ticket can be obtained by residents for Lidl car park, which seems to have worked with the residents in the flats above the supermarket itself. He also confirmed that the new parking charges had been approved and will be implemented in June, inclusive of the market trader's permit.

ITEM 11

Increasing Footfall – BF used some of the suggestions given in his event plan / meeting with Jeanie Satchel. The meeting was unfortunately sparsely attended, requiring more active involvement of traders – there will be a further meeting mid May.

ITEM 12

Extra Bin needed outside The Woodley News shop – this is still ongoing.

Minutes approved.

ITEM 3 – POLICE REPORT

PCC MB briefed the committee on his role and proposed strategy, distributing booklets, also explaining the intended approach. He is aware of the issues faced but unfortunately, they are not unique to Woodley.

- More police Officers and PCSOs – 101 / victim support
- Ensuring resources are available – more PCs & PCSOs for neighbourhood policing.
- Proactive and preventative – provision of an app to report crime easily, along with updates/ intelligence information / refocusing on hotspots / known offenders / development of CCTV with local authorities

PCSO CT to discuss ideas with KB on how to improve / reformat neighbourhood watch

Sgt SB reported that the issues from the previous meeting had greatly improved over the last three months due to the travellers being moved on, however, anti-social behaviour from the school children is an ongoing problem right now. He believes the intended improvements will make a significant improvement.

PCSO CT – presented a new impressive initiative **DISC**, presently being used in Wokingham, to the committee, which could be the perfect system for businesses / traders in the local area, to get communication going again. This is an administered app, where information can be shared with members only, crimes reported (serious

incidents still to be reported through 999) and received **instantly, 24/7** and updates given on local offences and those charged.

It is also accessible through all media and Officers do not need to be in the local area physically, or carry extra equipment as with the SHOPWATCH radio, the use of which has become less and less.

BF believes this could be a very useful asset to all businesses and will set up meetings with them to discuss.

PCC MB is happy to attend this meeting along with the gentleman who set this up in Wokingham.

BF reported the set-up cost of this system is £1000.00 with a monthly fee of £95.00, perhaps the grant received from TVP, could be used for this?

KB suggested it may be something that could be funded by WTC.

PCC MB confirmed it is intended to allocate officers, dedicated to school visits once again and would include dealing with incidents, drama productions and engaging the schools.

KB thanked PCC MB, Sgt SB and PCSO CT on behalf of the committee, for attending the meeting.

PCC MB will email BF with a link to download copies of the information and also stated he would be more than happy to attend future meetings as and when invited.

PCSO CT to email BF with Sergeant's email address.

MH thanked the police for attending this meeting and they then left the meeting.

ITEM 4 - FINANCIAL UPDATE

BF presented his report.

Income - These are challenging times and the drop in income has been driven by the performance of markets and promotional stands. This is reflected nationally for outdoor markets, as the cost of living bites, particularly for the artisan markets, this is in addition to traders finding it difficult to sustain their business since Covid.

Expenditure – Slightly more than anticipated but pretty much in line with the budget and going forward grateful to WTC for the increase in funding to £25,000.000, which is very much appreciated. KB clarified that the extra funding is to be used only if required and may not be available next year.

Due to damage and the age of our lights, repairs and replacements will be required at a cost along with an increase in Extravaganza costs.

The floral displays in Library Parade were reduced this year, partly due to the proposed construction work planned. BF to discuss and KB suggested that perhaps a contribution from the new flat owners could be asked to contribute in future.

The £5000.00 cheque from TVP has been ring fenced for CCTV and will be included in our budget. We have a year to use this.

It is hoped that £5000.00 will remain in the reserve.

BF confirmed that the TCP figures had been passed to WTC for auditing purposes.

ITEM 5 – TOWN CENTRE MANAGERS REPORT

BF presented his report.

Although mindful of challenges to come, such as the proposed increase in car parking charges, the Town Centre is in a positive, strong and healthy position.

BF has been liaising with potential traders for Spanish and Italian markets.

BF confirmed the challenges faced by McEvoy & Rowley have now been resolved and that there was no suggestion that Waitrose is going to close.

BF will be attending a meeting with Geoff Hislop, WBC, to discuss the option of linking up with the car park CCTV. A further option to combat anti-social behaviour would be to sign up to the DISC as discussed in the Police report.

GC discussed his role in promoting and delivering grants to small businesses. Training, with tailored programmes available to help them proceed. The Business Matters Bulletin will be available as of 2nd May and will include subjects such as driving footfall and promoting what is happening within Wokingham, Woodley and Twyford.

ITEM 6 – SATURDAY MARKET MANAGER'S REPORT

JP reported although reasonably steady, the number of traders is down and recruitment is ongoing.
MH thanked Jonathan and his wife for their continued hard work.

ITEM 7 – ANY OTHER BUSINESS

AJ confirmed that after the CPR / defibrillator training had to be cancelled, due to the very disappointing attendance, it has been re-scheduled for Thursday 18th May, 9.30 – 12.30, with 12 places available to take part or to view only. BF to distribute the information to traders / retailers and ensure those signing up are aware that if they do so, they must attend or at least to confirm if unable to.

SB has objected to an application by Papa Johns Pizzas to extend their operating license to close, from 11pm to 4am on the grounds of noise and litter at such an unsociable hour.

BF to speak with WTC Committee Officer for further information and subsequently comment / object to this application.

Meeting finished at 7:50 pm

Date of next Management Committee meetings for 2023 at 6pm

Wednesday 19th July

Wednesday 18th October

Woodley Town Council

INSTALLATION OF CCTV IN WOODLEY TOWN CENTRE REPORT OF TOWN CENTRE MANAGER

Purpose of Report

To ask Members to consider allocating £5,000 from the Capital Programme as a contribution to the estimated total cost of £15,000 for an extension of the current car park CCTV system operated by Wokingham Borough Council. The project would introduce three new cameras to the town centre and wireless transmission back to the existing WBC system. We have been successful in bidding for £5k from the Police Community Fund as a contribution to the total cost and we have also approached retailers in the town centre for contributions.

Background

Theft from town centre shops and anti social behaviour in the town centre has increased significantly over the past three years. It is clear that these issues are not confined to Woodley and many towns are reporting similar challenges. However, the combination of stagnating sales, increasing costs, and increasing stock loss through theft is unlikely to be sustainable long term and the risk of businesses leaving Woodley town centre if they feel that they are not being supported is, in my view, very real.

The Benefits of CCTV

In 2010 the House of Commons Home Affairs select committee cited a report that calculated CCTV resulted in a 16% decrease in crime, compared to areas with no CCTV. Although this may appear a modest reduction it is nonetheless significant. To put this into context it would mean large stores in Woodley reducing theft by around £30,000 per annum. Clearly businesses cannot sustain high levels of stock loss indefinitely and anything we can do to support business is likely to improve confidence and maintain the current excellent level of store occupancy in the town centre.

The presence of CCTV means that criminals are less likely to commit premeditated crimes with the knowledge that their actions are being recorded. Data gathered by the police between 2012 and 2015 drew a positive correlation between the presence of CCTV and successfully solved crimes. Issues of vandalism and fly tipping in the town centre are therefore likely to reduce.

Where crimes are not prevented, CCTV footage allows for advanced post crime investigation. By consulting evidence police can identify criminals with much greater speed and accuracy than they can at the moment. Identification techniques have been aided by the growth of facial recognition and analytical software.

We currently have very poor data on our activities and events in the town centre. Potential stallholders and sponsors of our events are increasingly asking for details of footfall and pedestrian flows before they commit financially. The potential to link CCTV with other data gathering systems should give us a competitive advantage over other towns when it comes to making our events more attractive.

Woodley Town Council contribution to the Woodley Town Centre Partnership

It is acknowledged that Woodley Town Council have been very supportive of the Woodley Town Centre Partnership for many years. Funding was increased from an annual £13k per annum to £15k in 2022/23 and an additional £10k was allocated for the current financial year, as an emergency contingency to account for the financial challenges we have had since the COVID period. We are very appreciative of the continued support from Woodley Town Council. However, this contingency funding has been built into our current budget which does not include the introduction of CCTV. If we are to progress this initiative, we will need either additional funding or have to cut back significantly on the events plan for the current year.

Impacts

Resource Impacts
Supply cost £5,000 (as a contribution to the estimated total installation cost of £15,000) Proposed funding from the Capital Programme - we do not intend to commit any funds until the full installation costs have been raised
Equality Impacts
See project assessment – APPENDIX A
Environmental Impacts
See project assessment – APPENDIX A

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the allocation of £5,000 from the available Capital Programme funds to support the project as set out in the report.**

Project Assessment

Date:	26 th May 2023
Project/policy/service:	CCTV SYSTEM FOR THE TOWN CENTRE
Priority	2
Cost	£5,000
Completed by:	Brian Fennelly, Town Centre Manager

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

Please see attached report

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

A quote has been obtained from Chroma Vision (attached) This is the same company that installed the current cctv systems in Wokingham Borough Council Car Parks. Chroma Vision have confirmed that building onto the current scheme is viable. We have sought quotes for a bespoke system from other providers, but they have been clear that a new system would cost considerably more than the Chroma Vision option. The proposed work will be carried out by Chroma Vision as per the quote. It is noted that the quote is valid for only 30 days, and we would seek to confirm costs before any commitment is made.

The scheme would be operated by Wokingham Borough Council following their current policies and procedures for operating CCTV.

Access to images will though be available to the town centre manager via mobile phone (provide by Woodley Town Centre Partnership) . which again would be compliant with current WBC protocols

Expected outcomes are detailed under "benefits of CCTV" in the attached report.

Outline the main beneficiaries of the project, policy change or service change:

Members of the public, shops and businesses, Woodley Town Centre Partnership and Woodley Town Council. There will be an annual service maintenance fee The SLA for this will need to be negotiated

Impact	Y/N	Detail
Health /Safety Impact	Y	System will provide evidence of assault and violence committed in town centre. it will also capture accidents and details of exactly how they happened and could provide evidence to settle disputes. It can also assist with preventative action
Legal Compliance	Y	Legal requirements under GDPR regulations and appropriate signage will need to be installed

Income Impact	Y	CCTV will improve the safety and therefor eth attractiveness of the town centre. Sponsors, stallholders at our markets and events and potential new businesses are likely to view the introduction of cctv positively .
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	Positive	Evidence of racially motivated harassment of violence can be monitored more effectively
Gender	Positive	Evidence of gender motivated harassment of violence can be monitored more effectively
Disabilities	Positive	Accessibly particularly at busy markets and events can be monitored and improved
Age	Positive	Evidence of intimidation of elderly visitors, particularly by cyclists and electric scooter users can be monitored and used effectively to deter such incidents
Sexual orientation	N/A	
Religion/belief	N/A	

Gender re-assignment	Positive	Evidence of gender motivated harassment of violence can be monitored more effectively
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	N	
Habitat/biodiversity impact	N	
Alternatives considered	N/A	
Other	N/A	

Signed: Brian Fennelly

Print: Brian Fennelly

Date: 26th May 2023

CAPITAL PROJECTS SCHEDULE 2022/23*Project ID number is identifier only – not indication of priority.*

ID	Project	Approximate Delivery/ Completion
1	OAKWOOD CENTRE – Replace fuse boards, RCBOs, RCD mains switch	Nov/Dec 2022
	Funding	£4,000 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress
	Obtain quotes	In progress
	Appoint contractor	
	Installation	Aug 2023
ID	Project	Approximate Delivery/ Completion
2	REPLACE KNEE RAIL FENCING IN WOODFORD PARK	Summer 2023
	Funding	£4,500 Capital Programme
	Project Element/Phase	Status/ Progress
	Works to be carried out in house	Scheduled

SCHEME OF DELEGATION

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider the Scheme of Delegation, attached at **APPENDIX A**, which formalises the process for officers to apply discretionary discounts on room hire, where specific criteria are met.

Background

Historically officers have used discretion to apply discounts for certain hirers, where that discount was considered to be appropriate in maintaining room hire income at the centre. These discounts have been applied where a hire meets certain criteria; e.g. long term/block booking, under-utilised room or booking slot, no set up or additional resource requirements etc.

The Council's Internal Audit Report contains a recommendation that this process be formalised in order that officers have a clear process to follow when applying any discount, and that these arrangements are recorded and reported to Members.

Proposal

The draft Scheme of Delegation sets out the process for applying discounted rates and sets a maximum discretionary discount percentage at 20%. The principle is that any discount considered will be a percentage discount on the applicable hire charge rate.

The criteria allows for promotional / introductory rates within the discount range to aid in marketing and attracting new customers. The scheme also allows for special rates for leisure activities; for example the £1 Racket Attack rate, an under-18 £2 per person 3G pitch rate during school holidays, and introductory gym membership rates.

There are a number of pre-existing discounted rates currently being charged. It is proposed that officers review each of these against the criteria in the new Scheme of Delegation and, where appropriate, adjust these rates in accordance with the criteria set out in the scheme. This may involve phased rate adjustments in order to retain these bookings. Where officers consider it appropriate to continue offering a pre-existing discounted rate which falls outside the discount range set out in the scheme, this will be presented to the appropriate committee for consideration. A list of current historic discounted hire rates is attached at **APPENDIX B**.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the Scheme of Delegation for discounted rates**
- ◆ **That, should Members approve the Scheme of Delegation, Members approve for officers to review pre-existing discounted rates in line with the proposal set out in the report.**

SCHEME OF DELEGATION

Purpose

To provide officers with the authority to negotiate discounted rates for the hire of facilities in order to maximise financial returns and community benefit, taking into account the following discount criteria, as appropriate;

1. Overall demand for the facility at the time; e.g. underutilised rooms / time slots
2. Cost of service provision; e.g. setting up / staffing
3. Other income elements; e.g. café use, catering
4. Wider benefits to the community
5. Wider promotion of the facility; e.g. introductory or promotional rates

Hireable Facilities covered under this scheme

Oakwood Centre
Community Halls
Woodford Park Leisure Centre
Memorial Ground

Negotiated Rates

Discounts may be negotiated up to a maximum of 20% discount from the applicable approved charge band. The basis on which a discounted rate has been calculated and the rationale for this shall be documented, and where a discounted rate continues into a new financial year it shall be adjusted in line with the agreed percentage adjustment for the applicable charge upon which it was based.

Authorised Officers

The Town Clerk, Deputy Town Clerk, Bookings Manager and Leisure Services Manager shall have authorisation to approve discounted bookings. This includes one off adjustments or arrangements in respect of individual bookings, where appropriate, and approval of promotional rates for specific rooms, facilities or leisure activities; e.g. introductory gym membership. This shall also include one off discretionary discounts or other arrangements where a client has been significantly impacted by a problem with the hire; e.g. discount due to a double booking or shortfall in service.

Reporting

A list of hirers receiving discounted rates shall be reported to the appropriate committee overseeing the facility.

Review

Discounted rates shall be reviewed by officers either annually or should the booking no longer match the discount criteria listed above.

Requests for Free Use

Requests for Free Use are not covered under this scheme.

CURRENT NEGOTIATED RATES

The following discounted rates are currently charged, as at June 2023.

Customer	Discounted Rate % from 2023/24 applicable charge	Rationale/comment
Adopt Thames Valley	36%	Regular, long term booking. Additional bookings charges at appropriate standard rate.
Czech School	49%	Regular booking.
Fellowship Educational	32%	Regular, long term booking. Additional bookings charges at appropriate standard rate.
Energy Share	40%	Regular booking. No set up. Under utilised room.
Libra Chiropractic	72%	Regular booking. No set up. Under utilised room.
Oddfellows Reading	15%	Regular, long term booking. Additional bookings charges at appropriate standard rate.
Jan Richardson Jewellery	74%	Regular booking. No set up. Under utilised room.
TVAES	47%	Historic rate for regular bookings. Now not as regular
Weight Watchers	42%	Regular booking. No set up. Under utilised time slot
Woodley Photographic	26%	Historic rate for regular bookings. Now not as regular
Woodley Theatre		Agreement expired. New set rate currently being charged for performances based on previous agreement with percentage increase.
Woodley Carnival		Agreement in place for free use.

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