

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 13 June 2023 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); J. Anderson; G. Bello; A. Chadwick; K. Gilder; R. Horskins; M. Kennedy; M. Nagra; B. Rowland*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer; B. Fennelly, Town Centre Manager;*

**Also present:** *1 member of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Deputy Town Clerk asked for nominations for the position of Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

It was proposed by Councillor Gilder, seconded by Councillor Anderson, and

**RESOLVED:**

- ◆ That Councillor Baker be appointed to the position of Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

Voting: For: 7 Against: 0 Abstentions: 2 No Vote Recorded: 1

It was proposed by Councillor Baker, seconded by Councillor Anderson, and

**RESOLVED:**

- ◆ That Councillor Swaddle be appointed to the position of Vice Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

Voting: For: 7 Against: 0 Abstentions: 2 No Vote Recorded: 0

2. **APOLOGIES**

Apologies for absence were received from Councillor Swaddle.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **MINUTES OF THE MEETING HELD ON 18 APRIL 2023**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 18 April 2023 be approved and signed by the Chairman as a correct record.

5. **FINANCE**

**a) Budgetary Control**

The Deputy Town Clerk presented Report No. SR 11/23.

The Deputy Town Clerk advised that two budgeted expenditure figures had been incorrectly stated on the report; against Central Costs and Grants – Section 137, as well as a corresponding change to the expenditure figures against Grants – Section 137. A revised report was provided and circulated to all Members prior to the meeting, with printed copies available to those attending.

Members noted that, historically, the Grants – Section 137 budget code included two items; the Woodley Town Centre Partnership grant and an additional grant sum. The Deputy Town Clerk confirmed the format of the report would be changed in future to separate these items for clarity.

The Deputy Town Clerk identified that expenditure against Corporate Management appeared high because a number of fees, particularly insurance and affiliation costs, were paid out at the beginning of the financial year.

In response to a query, the Deputy Town Clerk advised Members that Democratic Costs relate to election costs.

**RESOLVED:**

- ◆ To note the updated Budgetary Control report, provided at **Appendix A**.

**b) Payments**

In relation to a payment of circa £2,400 made to AJGIBL in May 2023, the Deputy Town Clerk advised that this was due to an adjustment made to the buildings insurance premium following the re-valuation of the Council's buildings; a task which was completed after the annual insurance payment was paid in April.

Following a query, the Deputy Town Clerk confirmed it was normal for grant payments to be paid from the Clerks Imprest account, and the account from which grants were paid was decided based on the timing of the payment.

The Deputy Town Clerk confirmed the £213 payment to Les Mills Fitness UK Ltd for Body Balance coaching was a licence payment to allow the Leisure Centre to use the Les Mills Body Balance package.

In response to a query, the Deputy Town Clerk confirmed that Officers regularly ensure that the Council is paying the best possible price for items and services. He explained that how often costs were reviewed was dependent on the values being spent; larger sums, such as for capital works over the applicable procurement value, would be subject to full tender, whilst other contracts were usually reviewed every 3 years, and no longer than 5 years. Smaller costs, such as for paper supplies, were tested periodically to find the best price.

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix B** (April) and **Appendix C** (May):

	Current account	Imprest account
April 2023	£82,695.95	£60,686.78
May 2023	£122,303.29	£54,343.14

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

**c) PSDF Funds**

Members noted that the sum which had been invested in the CCLA PSDF fund related to the repayment of the original loan taken out to build the Oakwood Centre, which is £2m and due to be repaid by 2025.

Members asked that the dates and repayment sums for the Oakwood Centre loan be published on the report in future.

**RESOLVED:**

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

**6. OAKWOOD CENTRE INCOME UPDATE**

The Deputy Town Clerk presented the Oakwood Centre room hire and catering income updates.

Members noted that the report no longer provided details of pre-pandemic levels of income, although it was explained that the report provides the last three years of income figures. Members asked that the pre-pandemic figures be circulated to Members for their information.

**RESOLVED:**

- ◆ To note the Bookings and Room Hire income and Catering income charts, as provided in the agenda.

**7. YOUTH SERVICE TASK AND FINISH WORKING GROUP**

The Deputy Town Clerk presented Report No. SR 12/23, which included a report of the Youth Service Task & Finish Working Group which took place on 17 April 2023.

Members noted the recommendation from the Working Group that the Youth Support funding for 2023/24, which stood at £27k, should be placed in an earmarked reserve so that the money did not fall back into the general reserve as the unspent allocation in 2022/23 had.

The Chairman provided new Members with the background to Woodley's Youth Service provision. It was noted that, when the SLA with the Council's previous provider finished, the Council had sought to develop a new Youth Service SLA but that, following a tendering exercise, no providers had applied. The Chairman advised that the project had been running since 2019, and that the Working Group had worked extremely hard to try to secure a new SLA, but it had not been possible.

Members noted that the principal purpose of the £27k Youth Support funding was to try to reach those children and young people in Woodley who were hard to reach; ie not those already accessing other services.

The Chairman proposed that, as the Working Group had finished its task to attempt to secure an SLA, albeit had been unable to, the Working Group should be disbanded. He also stated that the funds should not be allowed to drop back into the general reserve, and so supported the Working Group's recommendation that the money be put in an earmarked reserve to be specifically used for services supporting young people in Woodley. The Chairman also recommended that £3k, currently budgeted for the Community Youth Partnership to provide as a grant award to organisations but which, historically, had gone unspent, could be added to make a £30k pot.

Members noted that the proposal was for the Leisure Services Committee to consider the appropriate criteria against which to assess grant applications. Leisure Services would then consider applications against these criteria, before recommending grant awards to the Strategy & Resources Committee for approval.

Following a comment that grants might be awarded to individuals, where appropriate, a query was raised as to whether the Council had the General Power of Competency, which the Deputy Town Clerk confirmed it did not. Members noted that, without the General Power of Competency, the Council was only permitted to award grants where this benefitted some or all of the residents of Woodley, and so it was commented that awarding grants to individuals may not be permitted. However, it was also commented that, by awarding an individual a grant, it could be argued that this would ultimately benefit the community. It was agreed the Deputy Town Clerk would review this matter.

Members discussed the matter of youth service provision, highlighting how disappointing it was that the Council had been unable to support the provision of youth services for some time, and the importance of doing so as soon as possible. Members noted the impact the pandemic had had on children and young people, and that mental health concerns were more prevalent now than ever.

Consensus was that, whilst the provision of grants seemed a sensible way forward for 2023/24, the Committee would still like to see the Council providing a more sustainable youth provision in Woodley, and that Leisure Services should be tasked with considering this matter further. It was commented that Leisure Services could set up a working group to achieve this, if they wished, and it might be helpful to involve the Community Youth Partnership as well as local organisations, such as JAC and ARC, in discussions. Members suggested Leisure Services should seek to resolve the matter in time for the November round of standing committee meetings, in order that the matter does not roll over into the next financial year.

**RESOLVED:**

- ◆ To note Report No. SR 12/23, including the report of the Youth Services Task & Finish Working Group meeting which took place on 17 April 2023.
- ◆ To place the £27k youth support fund and the £3k Community Youth Partnership grant fund budgeted 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 made to the Strategy & Resources Committee for approval.
- ◆ To disband the Youth Service Task & Finish Working Group.
- ◆ That the Leisure Services Committee be tasked with revisiting, reviewing and establishing an appropriate SLA for the provision of Youth Services in Woodley by November 2023.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

8. **WOODLEY TOWN CENTRE PARTNERSHIP**

The Town Centre Manager presented the report of the meeting of the Woodley Town Centre Partnership, which took place on 19 April 2023, along with Report No. SR 13/23.

Following a query, the Town Centre Manager explained that the DISC initiative, presented at the WTCP meeting in April by PCSO Towse, was a system supported by the Police which enabled shopkeepers and traders in the Town Centre to share messages and pictures with each other, with the potential to share information on crimes such as shoplifting.

The Town Centre Manager noted that, at present, shopkeepers use a Whatsapp messaging group to achieve the same purpose, but it was felt the new DISC system was more appropriate as it was GDPR compliant and supported by the Police.

Members noted that there was a charge of £95 per month for the DISC system, covering any user involved, but that the system was only available to those who had signed up. Members were concerned that the system appeared to offer no additional benefits to the existing Whatsapp messaging group, noting the benefit of using Whatsapp in that it was free and anyone could join in. The Town Centre Manager advised that the benefit of DISC was that the Police supported the initiative and it was GDPR compliant, although there was not a good appetite from shopkeepers to get involved.

Members suggested it might be helpful for the Town Council to provide some educational training to those using the existing Whatsapp group, relating to data protection, and equality and diversity training, to ensure it was being used appropriately. It was also suggested that the WTCP might want to run an anti-shoplifting campaign.

This discussion led on to Report No. SR 13/23, regarding the partial funding of a new CCTV system within the Town Centre. The Town Centre Manager advised that £5k was being sought towards the cost of implementing three new CCTV cameras in the town centre, piggy backing on the existing Wokingham Borough Council car park CCTV system. Members noted that £5k funding had already been provided by Thames Valley Police, and the total cost of the system was just over £15k.

Members noted that there was a concern that existing shoplifting levels were high and, should this continue, and there be no attempt from the Council to try and help prevent or reduce the rate, then shop owners may decide to leave the town centre. It was commented that, should additional funding not be secured, the Council may be willing to provide the rest of the funding required as there was support for implementing CCTV in the town centre.

The Deputy Town Clerk advised Members that funding was being sought from the Capital Programme funds which, including a carry forward of just over £11k from 2022/23, stood at just over £56k for 2023/24.

Members commented that CCTV had previously been installed in the town centre but had been removed as it had been deemed ineffective. The Town Centre Manager advised that technology had improved since then, meaning CCTV images were clearer and more capable to be used for prosecutions.

Following a query, the Town Centre Manager confirmed that installation costs provided did include the provision of appropriate signage across the town. Members noted that the report did not provide details of any potential ongoing revenue costs, although the Town Centre Manager advised that the system would include 3 years warranty meaning revenue costs would not become applicable until after this period. Following a query, the Town Centre Manager also advised Members that he believed Wokingham Borough Council were also yet to consider revenue costs of the system, which was only implemented for car parks last year.

Members were concerned that due diligence had not taken place to ensure that the quote provided and system proposed was indeed the best option for the Council. It was commented that the quote appeared cheap and there was a concern that, were the system to be implemented and found not to be appropriate, further funding would be needed to replace it.

The Town Centre Manager advised that the quote was likely to be cheaper than alternatives because the proposal was to piggy back onto Wokingham Borough Council's existing car park CCTV system. Members felt that more information was needed, including details of any due diligence undertaken by Wokingham Borough Council when they implemented the system, and any subsequent review of the effectiveness of the system undertaken by the Borough Council.

Following a query, it was noted that a full GDPR review would be needed prior to the implementation of any CCTV system by the Council, particularly around the matter of data sharing.

With regards to the potential for the system to reduce anti-social behaviour, it was noted that Wokingham Borough Council have already set up a task force and employed staff to achieve this. It was suggested the Town Council Manager may wish to contact the Borough Council officer involved to see how the Council can work with them on this.

It was also suggested that, if the implementation of CCTV was being considered as a deterrent, the placing of signage without the installation of cameras, or with the installation of cheaper dummy cameras, may achieve the same effect.

Members requested that more information, including a full business case, be provided by the Town Centre Manager, and that the matter be deferred to the next meeting of the committee.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Partnership meeting held on 19 April 2023.
- ◆ To note Report No. SR 13/23.
- ◆ To defer the decision on allocating funds from the available Capital Programme funds to support the project to introduce three new CCTV cameras into Woodley Town Centre, until the next meeting of the committee in September.

9. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the updated Projects Schedule for 2022/23, advising Members that a schedule for 2023/24 was currently being prepared but not yet available due to capacity issues.

Members requested that the current potential project list be circulated to Members of the committee for their attention.

**RESOLVED:**

- ◆ To note the updated information contained in the Projects Schedule 2022/23.

10. **REDUCED ROOM HIRE FEES**

- 10.1 The Deputy Town Clerk presented Report No. SR 14/23 regarding the introduction of a scheme of delegation for the application of negotiated reduced room hire fees.

Members noted that the introduction of a scheme of delegation had been recommended by the Council's internal auditors as a way providing transparency, regarding the application of room hire discounts and how they are applied, and a clear process for officers to follow.

It was highlighted that the intention of the scheme was to permit officers to apply discounts to bookings of up to 20%, against a set of approved criteria as set out in the report, and that any discount above 20% which was deemed appropriate by officers would need to be brought to the Strategy & Resources Committee for approval.

Members noted that discounted rates had previously been applied at officers' discretion and had not been reported back to Members. The Deputy Town Clerk advised that it was proposed that officers would review pre-existing rates exceeding the 20% suggested in the scheme of delegation, with the intention of bring these down, in line with the scheme, over a period of time. Any pre-existing discounts which officers felt should remain above 20% would be brought to the committee for approval.

Members noted that the criteria listed should include a discount for block or long-term bookings. The Deputy Town Clerk agreed this should be included.

Members noted that the 20% discount figure had been proposed as this matched the existing discount applied to block bookings by Woodford Park Leisure Centre.

Following a concern raised about the potential for discounts to be incorrectly applied to friends or family members by officers, the Deputy Town Clerk confirmed that decisions will need to be documented and clear as to which criteria had been met for the discount to be applied.

Following a suggestion, there was consensus amongst Members that any proposed discounts above 20% should not have to wait for approval at a Strategy & Resources meeting but, instead, that written approval from two Members of the committee, not to include the Chairman and Vice-Chairman, would suffice. Members agreed that Councillors Anderson and Rowland would be appointed for this purpose. It was agreed this would be added to the scheme of delegation.

**RESOLVED:**

- ◆ To note Report No. 14/23.
- ◆ To approve the scheme of delegation, with the additions highlighted above, as set out in **Appendix D**.
- ◆ To approve for Officers to review pre-existing discounted rates in line with the proposal set out in the report.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

- 10.2 Members agreed to defer consideration of the process for requesting free hire of the Council's venues and rooms, and requested a full report on the matter be provided to the next meeting of the committee.

11. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk advised that the only update currently was that a new waste contract was now in place, and that there has been a push on increasing recycling levels at the Oakwood Centre and Woodford Park Leisure Centre. Members also noted that environmental aspects would also be reviewed for those projects being considered under the Capital Programme for funding. Members requested that a written action plan needed to be included in future.

The Chairman advised Members that the Climate Emergency Sub Committee was originally set up when the Climate Emergency was initially declared by the Council, and had worked well in helping to develop the climate emergency action plan. It was noted, however, that the sub committee had not met recently and it was felt that, as the action plan was now reported back to at every Strategy & Resources meeting, the matter had now migrated from the sub committee to this committee, meaning there was no need for the sub committee to continue.

**RESOLVED:**

- ◆ To disband the Climate Emergency Sub Committee.

Voting: For: 8 Against: 0 Abstentions: 1 No Vote Recorded: 0

12. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

13. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

14. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

15. **LAND AT SILVER FOX CRESCENT – WOODLEY LAWN TENNIS CLUB**

- 15.1 In view of the lateness of the hour, and following a concern from a Member that discussion on this matter should not be rushed, it was proposed by the Councillor Baker, seconded by Councillor Chadwick, and

**RESOLVED:**

- ◆ That as the business would not be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

Voting: For: 6 Against: 3 Abstentions: 0 No Vote Registered: 0

- 15.2 Members were happy with the proposal set out by the Council's solicitors, with no concerns or comments raised, and following a vote it was:

**RESOLVED:**

- ◆ To note Report No. SR 15/23.
- ◆ To instruct the Council's solicitors to proceed with option 2, as advised by them, and set out in the report.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

- 15.3 Members requested that, in light of the matter highlighted in Report No. SR 15/23, the Deputy Town Clerk identify any other parcels of land owned by the Council which may encounter that same issue.



Meeting closed at 9:58 pm

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## STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2023/24

Expenditure Description	Budget 2023/24	Actual Exp as at 31/05/2022	Actual Exp as at 31/05/2023	Actual Exp as % of Budget
Central Costs	297,847	46,570	52,753	17.71%
Democratic Costs	100,901	8,196	7,315	7.25%
Corporate Management	431,682	91,060	103,669	24.02%
Capital Projects	45,000	0	45,000	100.00%
Grants -Section 137	28,000	12,850	5,417	19.35%
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%
<b>Total</b>	<b>1,370,707</b>	<b>201,108</b>	<b>258,994</b>	<b>18.89%</b>

Month 2 16.67%
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## STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2023/24

Income Description	Budget 2023/24	Actual Inc as at 31/05/2022	Actual Inc as at 31/05/2023	Actual Inc as % of Budget
Central Costs	4,715	628	1,020	21.63%
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%
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%
<b>Total</b>	<b>294,330</b>	<b>26,104</b>	<b>48,799</b>	<b>16.58%</b>

Month 2 16.67%
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<b>Net</b>	<b>1,076,377</b>	<b>175,004</b>	<b>210,195</b>	<b>19.53%</b>
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**Woodley Town Council****Current Account****List of Payments made between 01/04/2023 and 30/04/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
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 maintenace 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**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
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**

## APPENDIX C

### 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
	<b>Total Payment</b>	<b>122,303.29</b>	

#### 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
	<b>Total Payments</b>	<b>54,343.14</b>	

**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
6. Block / Long-term bookings

**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.

Where a discounted rate exceeding 20% is considered appropriate by Officers, written approval will be sought from two Members of the Strategy & Resources Committee (not to include the Chairman or Vice-Chairman of the committee). Currently, those appointed to consider approval are Councillors Juliet Anderson and Beth Rowland (appointed at SR Committee – 13 June 2023).

**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.