



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

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To: **Members of the Leisure Services Committee**

Councillors: D. Bragg (Chairman); N. Al-Sanjari; K. Baker; M. Doyle; K. Gilder;  
A. Heap; D. Smith; B. Soane; A. Swaddle.

**NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at 8:00pm on Tuesday 12 January 2021, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.**

Deborah Mander  
Town Clerk

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## AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members on agenda items.

3. **MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2020**

To approve the minutes of the meeting of the Leisure Services Committee held on 17 November 2020 and for the Chairman to sign them as a true and accurate record. ***(These minutes were provided in the Full Council agenda of 8 December 2020.)***

4. **WOODLEY UNITED FOOTBALL CLUB**

To receive an update on the progress of Woodley United Football Club from Mark Rozzier, General Manager of the club, and Colum Moon, Chairman.

5. **JUST AROUND THE CORNER (JAC)**

To receive the report from JAC. ***(Appendix 5)***

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6. **BUDGETARY CONTROL**

To note **Report No. LS 1/21.**

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7. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**  
To receive **Report No. LS 2/21.** Page 6
8. **PARKS AND BUILDINGS**  
To receive **Report No. LS 3/21.** Page 7
9. **CHARGES 2021/22**  
To consider the proposed charges for 2021/22. **Report No. LS 4/21** Page 9
10. **REVISED ESTIMATES 2020/21**  
To consider the Revised Estimates for 2020/21. **Report No. LS 5/21** Page 10
11. **BUDGET ESTIMATES 2021/22**  
To consider the Budget Estimates for 2021/22. **Report No. LS 6/21** Page 11
12. **FUTURE AGENDA ITEMS**  
To propose future agenda items for the Committee's consideration.
13. **PUBLICITY & WEBSITE**  
To consider which items to publicise.
14. **MINUTES OF THE URGENCY COMMITTEE**  
To note the minutes of the Urgency Committee meeting held on 17 November 2020. **(Report No. LS 7/21)** Page 12  
***(These minutes were also provided in the Full Council agenda of 8 December 2020.)***

**JAC Report November and December 2020**

These two months have been quiet on the streets although there was one night in November that we saw 26 people – some in Woodford Park, some at Southlake Crescent and 8 older ones in Ashenbury Park late at night. Other nights we have seen no one during the whole evening.

During the afternoons and early evening, the skate park remains a popular meeting place for both younger ages and older ones, they seem to get along well and are courteous to each other and us. The largest single group tend to meet in the carpark at Southlake shops using the lighted place at the wall for seating area. The bench behind the Woodford Pavilion building and the bench at the far end of the park by Haddon Drive are used by different small groups to meet and hang out. They do not tend to stay long before moving on or going home.

Food parcels were delivered to several Woodley families throughout November and December. The week before Christmas with rising Covid-19 cases there were no detached sessions, with only food parcel deliveries during this time to help keep staff safe.

Generally, the behaviour and attitude of all young people we meet is good, however, there is little adherence to social distancing or wearing of masks when in close contact.

In light of the current national lockdown we would seek guidance from the Committee regarding how we are to proceed over the next few months.

At our Rehoboth Centre plans are being implemented to move most young people to remote sessions whilst still providing face to face sessions for those with an EHCP or who are children of key workers.

## Detached Sessions

| Contacts 20-21 |  | Sessions | Hours session | Man hours | Family visits & food deliveries | Other detached work | Total Contacts |
|----------------|--|----------|---------------|-----------|---------------------------------|---------------------|----------------|
| November       |  | 16       | 29            | 56        | 32                              | 133                 | 165            |
| December       |  | 19       | 36            | 68.5      | 55                              | 97                  | 152            |
| Totals         |  | 35       | 65            | 124.5     | 87                              | 230                 | 317            |

**LEISURE SERVICES COMMITTEE****BUDGETARY CONTROL 2020/21****Report No. LS 1/21**

| <b>EXPENDITURE</b>                         | <b>Budget<br/>2020/21</b> | <b>Actual Exp<br/>as at<br/>31/12/19</b> | <b>Actual Exp<br/>as at<br/>31/12/20</b> | <b>Actual Exp<br/>as % of<br/>Budget</b> | <b>Information</b>   |
|--|---------------------------|--|--|--|--|
| <b>Woodford Park LC &amp;<br/>3G pitch</b> | 402610                    | 268737                                   | 231429                                   | 57.5                                     | Rates, water rates, phone & certification over 75%, all other costs under.           |
| <b>Grounds Maintenance</b>                 | 31605                     | 20519                                    | 20661                                    | 65.4                                     | PPE, cleaning (Covid) phone, repairs and tree works over 75%, all other costs under. |
| <b>Football</b>                            | 22474                     | 14605                                    | 14840                                    | 66.0                                     | Low expenditure on horticultural supplies at this point.                             |
| <b>Cricket</b>                             | 12428                     | 9027                                     | 8397                                     | 67.6                                     | No expenditure on horticultural supplies, water rates over 75%.                      |
| <b>Bowling Green</b>                       | 15338                     | 10187                                    | 10289                                    | 67.1                                     | No expenditure on horticultural supplies at this point.                              |
| <b>Woodford Park</b>                       | 35992                     | 25229                                    | 25425                                    | 70.6                                     | All costs at or under 75%, apart from water rates.                                   |
| <b>Memorial Ground</b>                     | 9717                      | 6921                                     | 7021                                     | 72.3                                     | All costs at or under 75%.   |
| <b>Garden of<br/>Remembrance</b>           | 7274                      | 5145                                     | 5305                                     | 72.9                                     | Inscription costs at 142% - all other costs under.                                   |
| <b>Play areas and open<br/>spaces</b>      | 12468                     | 9571                                     | 9146                                     | 73.4                                     | All costs at or under 75%. Lease payment not yet charged.                            |
| <b>Coronation Hall</b>                     | 28837                     | 21572                                    | 18968                                    | 65.8                                     | Rates and washroom services over 75%, all other costs under.                         |
| <b>Chapel Hall</b>                         | 21720                     | 16715                                    | 14896                                    | 68.6                                     | Rates and washroom services over 75%, all other costs under.                         |
| <b>Allotments</b>                          | 19946                     | 12936                                    | 14085                                    | 70.6                                     | Water rates and repairs over 75%, all other costs under.                             |
| <b>Amenities</b>                           | 4784                      | 2622                                     | 2492                                     | 52.1                                     | Street lighting costs at 77%, all other costs under.                                 |
| <b>Events</b>                              | 12930                     | 7221                                     | 1081                                     | 8.4                                      | No Woodley Carnival or PR/promotions costs incurred.                                 |
| <b>Public toilet</b>                       | 10501                     | 4464                                     | 6161                                     | 58.7                                     | Rates higher than 75%, all other costs under.  |
| <b>Youth Services</b>                      | 29000                     | 19464                                    | 19014                                    | 65.6                                     | Three quarterly payments made to Just Around the Corner charity.                     |
| <b>TOTAL</b>                               | <b>677624</b>             | <b>454935</b>                            | <b>409210</b>                            | <b>60.4</b>                              |  |
| <b>Month 9 - 75%</b>                       |                           |  |  |  |  |

| <b>INCOME</b>                              | <b>Budget<br/>2020/21</b> | <b>Actual Inc<br/>as at<br/>31/12/19</b> | <b>Actual Inc<br/>as at<br/>31/12/20</b> | <b>Actual Inc<br/>as % of<br/>Budget</b> | <b>Information</b>                                  |
|--|---------------------------|--|--|--|---|
| <b>Woodford Park LC &amp;<br/>3G pitch</b> | 387763                    | 343401                                   | 164914                                   | 42.5                                     | Includes Furlough Inc to end Dec of £67,851         |
| <b>Grounds Maintenance</b>                 | 512                       | 410                                      | 1932                                     | 377.3                                    | Includes Furlough inc to end Dec of £1,654          |
| <b>Football</b>                            | 5940                      | 8060                                     | 4916                                     | 82.8                                     | Includes Furlough Inc to end Dec of £3,145          |
| <b>Cricket</b>                             | 2600                      | 2573                                     | 3179                                     | 122.3                                    | Includes Furlough Inc to end Dec of £1,572          |
| <b>Bowling Green</b>                       | 8181                      | 7640                                     | 6082                                     | 74.3                                     | Includes Furlough Inc to end Dec of £1,922          |
| <b>Woodford Park</b>                       | 6750                      | 7597                                     | 5917                                     | 87.7                                     | Includes Furlough Inc to end Dec of £4,855          |
| <b>Memorial Ground</b>                     | 241                       | 236                                      | 1519                                     | 630.3                                    | Includes Furlough Inc to end Dec of £1,519          |
| <b>Garden of<br/>Remembrance</b>           | 520                       | 360                                      | 1906                                     | 366.5                                    | Includes Furlough Inc to end Dec of £1,048          |
| <b>Play areas and open<br/>spaces</b>      | 0                         | 0  | 1913                                     | 0.0                                      | Includes Furlough Inc to end Dec of £1,913          |
| <b>Coronation Hall</b>                     | 36000                     | 29797                                    | 9587                                     | 26.6                                     | Includes Furlough Inc to end Dec of £6,673          |
| <b>Chapel Hall</b>                         | 35000                     | 26218                                    | 13053                                    | 37.3                                     | Includes Furlough Inc to end Dec of £5,114          |
| <b>Allotments</b>                          | 13586                     | 3513                                     | 5631                                     | 41.4                                     | Includes Furlough Inc to end Dec of £1,158          |
| <b>Amenities</b>                           | 0                         | 0  | 406                                      | 0.0                                      | Includes Furlough Inc to end Dec of £406            |
| <b>Events</b>                              | 0                         | 0  | 244                                      | 0.0                                      | Includes Furlough Inc to end Dec of £244            |
| <b>Public toilet</b>                       | 600                       | 250                                      | 135                                      | 22.5                                     | Toilet closed during lockdowns                      |
| <b>Youth Services</b>                      | 0                         | 0  | 0  | 0.0                                      |   |
| <b>TOTAL</b>                               | <b>497693</b>             | <b>430055</b>                            | <b>221334</b>                            | <b>44.5</b>                              | <b>Total Furlough Income: £99,074</b>               |
|  |                           |  |  |  | <b>Other income from Leisure Services: £122,260</b> |
| <b>NET</b>                                 | <b>179931</b>             | <b>24880</b>                             | <b>187876</b>                            | <b>104.4</b>                             |   |
| <b>Month 9 - 75%</b>                       |                           |  |  |  |   |

**WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

**REPORT OF THE LEISURE SERVICES MANAGER**

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**PURPOSE OF REPORT**

To inform and update Members on developments at Woodford Park Leisure Centre.

**CLOSURE**

As of Tuesday 5 January the Leisure Centre and all associated facilities closed, in line with the latest national lockdown. All gym memberships have been suspended, bookings have been put on hold and the majority of staff have been furloughed again.

As during the first national lockdown we will now plan as best we can for the reopening of the Leisure Centre, with the expectation that we will again be placed in one of the four tiers and have to adapt to the various restrictions within each tier (see below for basic overview of what can and cannot happen in each tier):

| Activity                    | Tier |   |   |   |
|-----------------------------|------|---|---|---|
|                             | 1    | 2 | 3 | 4 |
| Under 18 - Outdoor Activity | ✓    | ✓ | ✓ | ✓ |
| Under 18 - Indoor Activity  | ✓    | ✓ | ✓ | X |
| The Gym                     | ✓    | ✓ | ✓ | X |
| Outdoor Exercise Classes    | ✓    | ✓ | ✓ | X |
| Indoor Exercise Classes     | ✓    | ✓ | X | X |
| Badminton (mixed singles)   | ✓    | ✓ | X | X |
| Badminton (mixed doubles)   | ✓    | X | X | X |

It is important to note that the above can change and that various exemptions apply throughout each tier for each different activity, and also that some bookings and activities often fall under multiple categories.

**First Days Children's Charity**

During the November lockdown we acted as a drop off point for the First Days Children's Charity. By the end of the first week the office at Woodford Park Leisure Centre was completely full of toys and other presents and so the campaign seemed to be a huge success. The Charity has since posted a "thank you" video on their social media platforms with some further information relating to how the donations helped local families. It is likely that we will offer to be a drop off point next year too (should the charity wish to work with us again).

**RECOMMENDATIONS**

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

## **PARKS AND BUILDINGS**

### **REPORT OF THE DEPUTY TOWN CLERK**

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#### **Purpose of Report**

To inform Members of matters concerning the Town Council's buildings and maintenance of the facilities.

#### **Woodford Park Leisure Centre**

The tier 4 restrictions and subsequent lockdown have meant that activity in the centre has been very limited and the building remains closed. Some essential maintenance works to the heating system have are being scheduled to take place during this period.

#### **Parks**

Woodford Park remains very busy and the Council staff teams are continuing to carry out essential duties here and at the other open spaces and play areas.

#### **Friends of Woodford Park**

The Friends volunteers continue to maintain the beds in the park along with other tasks around the park and in the Garden of Remembrance.

#### **Allotments**

Rent letters and agreements were sent out in December in a new format, which does not require tenants to return a copy to the offices. Payments are being facilitated by way of cheque, card payment over the phone and electronic transfer while the Council Offices are closed.

#### **Maintenance Depot**

A complete power outage to the depot buildings and footway lights in this area of the park occurred shortly before Christmas and has been identified as a cable fault beneath the ground somewhere between the leisure centre and the depot site. The cable route travels beneath the 3G pitch and the only viable solution to this is the installation of a new supply cable from the substation near the leisure centre. Quotes have been received for this work and proposal will be submitted shortly to Full Council for consideration of the allocation of funds for this purpose.

#### **Woodford Park Play Area**

Tenders have been received from 8 play companies for the new play area project in Woodford Park. These are being evaluated and consultation methods and opportunities considered. The Leisure Services Committee will be provided access to the designs and asked to input into the process.

#### **Environmental/wildlife**

Information on wildlife and environmental initiatives is attached at **APPENDIX A**. This information is updated as initiatives progress or are added.

#### **Recommendations**

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

**Wildlife in Woodley**

| <b>Project</b>                  | <b>Progress/current situation</b>  |
|---------------------------------|--|
| <b>Allotments</b>               |  |
| Bee hives                       | <ul style="list-style-type: none"> <li>• Bee keepers agreement / application process in place.</li> <li>• 11 active hives on site.</li> <li>• Tenants Committee managing day to day.</li> </ul>  |
| Wild flowers                    | Wildflowers have been sewn in an area of the site – near to the bee hive enclosure. Wild flowers will encourage pollinators – bees/beetles/butterflies/moths/flies.  |
| Wildlife pond                   | The pond has been dug out by the Council's Grounds Team. The tenants committee has not yet installed a liner as the pond filled very quickly during wet weather. Additional drainage work in this area of the site is required which will also allow for flood drainage from the pond during very wet periods.                         |
| Flowers on plots                | Many tenants plant flowers and flowering plants on their plots in addition to vegetable crops.   |
| Natural margins                 | The natural margins around the perimeter of the site provide habitat for insects, birds, etc   |
| <b>Parks</b>                    |  |
| Lake Regeneration               | This project included reshaping the banks of the lake and the introduction of native flowering pond, marginal planting and reeds to encourage insect populations and provide nesting habitat for birds. Shallower areas also provide habitat for amphibians.   |
| Bird nesting boxes              | The Friends of Woodford Park have installed some nesting boxes near the Garden of Remembrance. We are intending to install more around Woodford Park and other park areas – along with bat nesting boxes. The Grounds Team are intending to install nesting boxes – this work has been delayed due to the Covid-19 lockdown situation. |
| Friends Group flower beds       | Flower and shrubs planted and maintained by the Friends group encourage pollinators and insects.   |
| Natural margins                 | The natural margins around the perimeter of the site provide habitat for insects, birds, etc   |
| Community Orchard / fruit trees | Fruit from the orchard provides food for a variety of insects and birds. Wildflowers will be planted adjacent to the orchard to encourage insects and pollinators.   |
| Limited pesticide use           | Pesticide use is limited to areas where persistent weeds are prevalent and for maintenance of the fine turf on the bowls green.  |
| Bug habitat                     | Logs from felled/damaged trees are left on site to rot and provide habitat for beetles and bugs.<br>A large bug hotel is planned for the island in the lake and will be constructed by the Grounds Team – this work has been delayed due to the Covid-19 lockdown situation.   |
| Wildflowers                     | Wildflowers are an attractive addition to the park and also encourage pollinators and other insects. We are looking to add additional wild flower areas at all of the Council's open spaces.   |
| Crocus                          | 600+ from WI<br>100 from WI (FOWP)<br>4000 from Rotary (FOWP)  |



**Woodley Town Council**

**PROPOSED CHARGES 2021/22**

**REPORT OF THE TOWN CLERK**

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**Purpose of Report**

To recommend the Leisure Services Committee's charges for the 2021/22 financial year.

**Information**

Income levels for most of the Council's income raising activities have been severely impacted by the Coronavirus pandemic which has resulted in extremely low levels of income received in the 2020/21 financial year.

In the light of the virus' impact on the Town Council's income levels in 2020/21 and to keep the Council's facilities affordable for residents, businesses and other organisations as we hopefully come through the pandemic, it is proposed that all charges and costs be kept at the same levels as last year.

The charges are set out in the ***Budget Appendix (enclosed)*** and include the previous charges in 2019/20, 2020/21 as well as the proposed charges for this year - retained at last year's rates.

The proposed charges relate to the following facilities/buildings:

- *Woodford Park Leisure Centre – room hire*
- *Woodford Park LC – indoor sports*
- *Woodford Park - outdoor sports*
- *Halls, playgroups, Memorial Ground and Garden of Remembrance*

**Recommendations**

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the charges for 2021/22, as set out in the Budget Appendix, be approved.**

## **REVISED BUDGET ESTIMATES – 2020/21**

### **REPORT OF THE TOWN CLERK**

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#### **Purpose of Report**

To inform and advise Members of the recommendations for the Leisure Services Committee's Revised Budget Estimates for the 2020/21 financial year.

#### **Information**

The Revised Budget Estimates for 2020/21, **Budget Appendix (enclosed)**, have been drawn up taking into account any additional factors or information from officers that are expected to affect income and expenditure for the year. The largest impact on the Leisure Services Committee expenditure and income in 2020/21 has been the Coronavirus pandemic; income is anticipated to be 27% of the original estimate of £497,693 for the year and expenditure 87% of the original estimate of £677,624.

#### **Expenditure**

The total budget expenditure for 2020/21 is estimated to decrease by £88,097 overall.

Savings have been achieved during lockdowns including:

- Lower use of utilities; heating and lighting in all buildings/facilities
- Lower expenditure on consumables for washrooms
- Lower expenditure on stationery and other items that weren't necessary
- Events such as the Carnival and the Citizens Awards did not take place

In addition, the cleaning contract at Woodford Park Leisure Centre has been renegotiated and is lower than the original budget.

#### **Income**

The Committee's revised income estimates are likely to be £362,408 lower than the original budget for 2020/21.

The lockdowns and guidance on the use of community halls have significantly reduced income. Similarly, income at Woodford Park Leisure Centre and the 3G pitch, grass football and cricket were also affected by the lockdowns and ongoing guidance relating to the pandemic.

#### **Net Expenditure**

The net revised estimate of expenditure is anticipated to be £274,311 over the original budget figure for 2020/21.

#### **Job Retention Scheme**

The Council also furloughed staff where appropriate to do so. The estimated total income for the year from furlough payments to the Council is £186,179. This figure is not included in the Leisure Services Committee figures and appears on the Precept Budget Summary which will be included in the budget and precept reports to the Strategy and Resources Committee meeting on 19 January and provided to Full Council on 9 February.

#### **Recommendations**

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the Revised Budget Estimates for 2020/21, as set out in the Budget Appendix, be approved.**

**Woodley Town Council**

**BUDGET ESTIMATES 2021/22**

**REPORT OF THE TOWN CLERK**

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**Purpose of Report**

To inform Members of the recommendations for the Leisure Services Committee's Budget Estimates for the 2021/22 financial year.

**Information**

The budget estimates for the 2021/22 financial year, ***Budget Appendix (enclosed)***, have been drawn up taking into account the previous year's figures, information from officers in respect of operational costs, activities and income, along with the expectation that, for a significant part of the year, use of the Council's sports and community facilities will be limited because of the Coronavirus pandemic.

**Net Expenditure**

The net expenditure to deliver the committee's services in 2021/22 is estimated to be £397,840, an increase of £217,909 over the original estimate for 2020/21, and a net decrease of £56,402 on the 2020/21 revised budget estimate of £454,242.

**Expenditure**

It is anticipated that the cost of delivering leisure services in 2021/22 will increase by £34,167 over the 2020/21 revised estimates.

The estimates for 2021/22 include:

- funding for wild flowers in Woodford Park
- lower staff costs at Woodford Park Leisure Centre to run courses and classes to continue to attract users
- an increase in the cost of a Service Level Agreement to support young people in Woodley
- a decrease in the contract cleaning costs at Woodford Park Leisure Centre
- no increase in business rates
- no staff pay award in 2021/22

**Income**

An estimated increase in income of £90,569 over the 2020/21 revised estimates income has been planned for.

Income figures are based on anticipated levels of activity and the charge rates. The charge rates are anticipated to remain at the same level as in 2020/21.

At Woodford Park Leisure Centre income in 2021/22 is lower than the original estimate for 2020/21 due to the impact of the Coronavirus pandemic.

Income estimates at Coronation and Chapel Halls have been prudently set as the Coronavirus restrictions have not allowed many activities to take place and it may take a while for former and new hirers to feel safe using the halls. Some income has been included for the Carnival, should it go ahead this year, and for fairs which may be allowed later in 2021. It is also estimated that allotment income will increase by just over £300. Income from the public toilet is estimated at £500 for the year.

**Recommendations:**

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the Budget Estimates for 2021/22, as set out in the Budget Appendix, be approved.**

**Minutes of the Urgency Committee - held via video conferencing on  
Tuesday 17 November 2020 at 5:00pm.**

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**Present:** *Councillors K. Baker (Chairman); D. Bragg; C. Jewell; D. Mills;  
P. Wicks*

**Officers Present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk  
L. Matthews, Committee Officer*

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2020**

Members noted the minutes of the meeting held on 9 November 2020.

4. **PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

The Town Clerk informed Members that she had contacted the person dealing with the loan extension at Communities.gov and had asked for confirmation that no fees would be payable if the seven annuity loans were to be extended by 24 months, i.e. that no interest would be accruing during the payment holiday. This confirmation had not yet been received.

The Town Clerk agreed to circulate the completed application form to members of the Urgency Committee before it was submitted, and noted that the deadline for application to be submitted was Friday 20 November.

The Town Clerk confirmed that for each 12 month period that the loans were extended, the Council's expenditure for that period would be reduced by £88,000. It was noted that acceptance of the loan extension application was not guaranteed, and it was also possible that an extension of only 12 months might be offered.

Members considered whether it would be preferable to continue paying some of the high interest loans and not to request a payment holiday for those loans.

**RESOLVED:**

- ◆ To apply for a 24 month extension on the Council's seven annuity loans.

Councillor Jewell asked for her concern to be recorded that decisions regarding the Council's loans were being taken by the Urgency Committee, as she believed that this was in contravention of the Council's Financial Regulations, specifically Regulations 1j and 9b, and that these matters should be considered by the Strategy and Resources Committee or Full Council. Councillor Baker replied that the Urgency Committee had the authority to make these decisions under Standing Order 8a and that the financial regulations referred to by Councillor Jewell applied to arrangements for taking out new loans.

5. **DRAFT REPORT ON THE CONSULTATION ON WOODLEY TOWN COUNCIL TAX**

Members noted the confidential draft report on the results of the household survey carried out to gauge residents' responses to an increase in the council tax precept in 2021/22. The draft report was attached at Agenda Appendix C. The Town Clerk noted that, as the deadline for responses to be returned was the day before this meeting, there were a few more responses to be added to the report.

Members were very pleased to note that there had been a large response rate to the survey (21%) and commented that this was a credit to the residents of Woodley.

**RESOLVED:**

- ◆ To ask Helen Masey to proceed with the full analysis of the survey results, including a post code analysis.

Meeting closed at 5:25pm



The Oakwood Centre, Headley  
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Tel: 0118 9690356  
www.woodley.gov.uk

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To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

**NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 5 pm on Tuesday 17 November 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.**

A handwritten signature in black ink that reads 'Deborah Mander'.

Deborah Mander  
Town Clerk

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## **A G E N D A**

### **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 9 NOVEMBER 2020.**

To note the minutes of the meeting held on 9 November (**attached**). These minutes will be included in the agendas of the Planning and Community and Strategy and Resources Committees and Full Council on 8 December, as well as the Leisure Services Committee meeting in January 2021.

### **4. PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

To provide further information to Members at the meeting regarding an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's Annuity Loans (seven in total) by two years. This is because of the nature of the Council's income and the impact that Covid is having on activities where people are in close proximity to each other, which is likely to be the case for another year or so. It is not proposed that the Council seek to extend the three loans relating to the £2M. borrowed to build the Oakwood Centre (these are maturity loans payable from 2025/6 in two tranches).

Attached at **Appendix A** is the letter and form from MHCLG giving details of the process. The application from the Council has to be made by 20 November 2020.

Attached at **Appendix B** is a spreadsheet showing the Council's existing loans and payment amounts and expiry dates.

Members are asked to consider submitting an application to extend the payment dates of the Council's seven annuity loans and to also consider the length of the payment extension dates.

### **5. DRAFT REPORT ON THE CONSULTATION ON WOODLEY TOWN COUNCIL TAX**

To receive the draft report of the consultation with residents on the 2021/22 level of Town Council tax is attached at **Appendix C**.

From: **Parish Borrowing** Parish.Borrowing@communities.gov.uk  
Subject: RE: Woodley Town Council - Loan payments and request for extension of loan terms  
Date: 22 October 2020 at 10:16  
To: Deborah Mander townclerk@woodley.gov.uk  
Cc: Parish Borrowing Parish.Borrowing@communities.gov.uk, PWLB Nilo.PWLB@dmo.gov.uk

Dear Deborah,

Thank you for your enquiry regarding what support can be offered in relation to your current PWLB loan repayment(s). In order to be considered for a waiver of any late fees incurred as a result of going into arrears, you will need to fill out the attached template and meet the criteria which have been set out.

**Please find attached the application form.** All supporting evidences and the application form must be sent to this email.

I would kindly appreciate a reply by **FRI 20 NOVEMBER** in order to proceed with the application.

Your completed application will be used to assess the parish or town council's ability to meet the original repayment date. Where it is evident there is a need for a temporary relief we will look to agree a revised repayment date for your next loan repayment and will advise the DMO to waive the late fees which would normally be incurred in the interim. Please note it is ultimately the decision of the DMO to waive the late fees and that this support will only be considered where a revised date can be identified and met. Moreover, it is the responsibility of the town or parish council to ensure that the terms and conditions of the original loan continue to be met.

If your application is approved, we will confirm a temporary revised repayment with you and advise the PWLB lending facility acting on behalf of HMT to waive the late fees relating to the late repayment in the intervening period.

**Important Information:**

- The terms and conditions of the loan(s) on which they were advanced remain unchanged.
- The DMO will continue to issue repayment notices around 28 calendar days before each repayment as this is an automated process.
- If your application is approved, the DMO will switch off the direct debit process and the authority will be expected to make all repayments manually until such time that it is agreed that the direct debit process can be reinstated.
- Please note that if your next repayment is due within 10 calendar days of the deferred repayment agreement then it may still be collected by direct debit. The DMO cannot halt the process but will not chase the authority if it fails due to lack of funds.
- The authority should note that any repayment successfully collected by direct debit cannot be returned.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Kind regards,  
Nathalia



Ministry of Housing,  
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*Handwritten signature/initials*

**APPLICATION FORM FOR A TEMPORARY REVISED REPAYMENT DATE FOR  
A PARISH OR TOWN COUNCIL IN ENGLAND**

|  |                                      |                         |                                      |  |
|--|--------------------------------------|-------------------------|--------------------------------------|--|
| 1. Name of Council   |                                      |                         |                                      |  |
| 2. Name of Clerk   |                                      |                         |                                      |  |
| Working Address:<br>(inc. Postcode)  |                                      |                         |                                      |  |
| Email address  |                                      |                         |                                      |  |
| Telephone  |                                      |                         |                                      |  |
| 3. Name of Local County Association  |                                      |                         |                                      |  |
| Name of County Association Officer   |                                      |                         |                                      |  |
| Email address  |                                      |                         |                                      |  |
| 4. Details of the loan(s)  | PWLB Borrowing Approval Reference(s) | Amount Borrowed £       | Current loan principal outstanding £ | Loan Repayment (1/2 yearly cost) £               |
|  | 1)                                   | £                       | £                                    | £  |
|  | 2)                                   | £                       | £                                    | £  |
|  | 3)                                   | £                       | £                                    | £  |
|  | 4)                                   | £                       | £                                    | £  |
| 5. Information on the amount(s) that will be delayed for each of the loans | The amount that will be delayed £    | Original repayment date | Preferred deferred repayment date    | Preferred date for reinstating your Direct Debit |
|  | £                                    |                         |                                      |  |
|  | £                                    |                         |                                      |  |
|  | £                                    |                         |                                      |  |
|  | £                                    |                         |                                      |  |





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|   |   |   |                  |
|---|---|---|------------------|
| <p><b>6. Why do you not think you can meet your loan repayment(s)?</b></p>  |   |   |                  |
| <p><b>7. Which income streams have been affected by Covid-19 which have resulted in the inability to meet your upcoming loan repayment(s)?</b></p>                        |   |   |                  |
| <p><b>8. What was your original PLAN B scenario, and have you exhausted all of your options?</b><br/><i>(where applicable to the application which was submitted)</i></p> | <p><b>Outline your PLAN B options</b></p>   | <p><b>Please circle the appropriate boxes below</b></p> |                  |
|   | <p><b>Reserve Balance</b></p>               | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |
|   | <p><b>Reprioritise your expenditure</b></p> | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |
|   | <p><b>Increase precept</b></p>              | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |



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|  |  |           |    |
|--|--|-----------|----|
|  | (other)  | YES       | NO |
|  | (other)  | YES       | NO |
| <b>9. Have you provided the following supporting evidence and explanation?</b>   | <b>Please circle the appropriate boxes below</b> |           |    |
| <b>a) 19/20 Budget</b>   | <b>YES</b>                                       | <b>NO</b> |    |
| <b>b) original 20/21 budget</b>  | <b>YES</b>                                       | <b>NO</b> |    |
| <b>c) revised 20/21 budget</b> <i>(showing any income streams that have been affected by Covid-19)</i>   | <b>YES</b>                                       | <b>NO</b> |    |
| <b>d) reserves statement/projections</b>   | <b>YES</b>                                       | <b>NO</b> |    |
| <b>e) What portion (£ and %) of your expenditure is flexible (uncommitted expenditure)?</b>  | <b>Please write/type your answer below</b>       |           |    |
| <p><b>10.</b></p> <p><b>SIGNED</b> .....(Clerk of the Council)</p> <p><b>NAME</b> .....</p> <p><b>DATE</b> .....</p> <p><b>SIGNED</b> .....(Responsible Financial Officer)</p> <p><b>NAME</b> .....</p> <p><b>DATE</b> .....</p> |  |           |    |

**Woodley Town Council Loans as at 31/3/2021**

| Loan Ref | Amount           | Taken out | Term (yrs) | % interest | Annual payment    | Ends     | Total cost          | Purpose of loan   | Type of loan | Capital Balance  | Unexpired term as at 31/3/21 |
|----------|------------------|-----------|------------|------------|-------------------|----------|---------------------|---|--------------|------------------|------------------------------|
| 485429   | 1,225,000        | 30/03/01  | 25         | 4.75       | 58,187.50         | 30/09/26 | 1,454,687.50        | Oakwood Centre - construction   | Maturity     | 1,225,000        | 5.5 years                    |
| 484459   | 500,000          | 07/07/00  | 25         | 5          | 25,000.00         | 30/09/25 | 625,000.00          | Oakwood Centre - construction   | Maturity     | 500,000          | 4.5 years                    |
| 484069   | 275,000          | 31/03/00  | 25         | 5          | 13,750.00         | 30/09/25 | 343,750.00          | Oakwood Centre - construction   | Maturity     | 275,000          | 4.5 years                    |
| 467556   | 85,000           | 04/10/89  | 40         | 9.75       | 8,475.57          | 30/09/29 | 339,022.80          | Airfield centre construction  | Annuity      | 51,741           | 8.5 years                    |
| 460907   | 200,000          | 16/09/86  | 40         | 9.875      | 20,176.90         | 31/03/26 | 807,076.00          | Extension of sports hall & alterations to leisure centre  | Annuity      | 89,732           | 5 years                      |
| 454569   | 43,000           | 18/07/84  | 60         | 11.625     | 5,004.42          | 31/03/44 | 300,265.20          | Chapel Hall - refurbishment   | Annuity      | 40,189           | 23 years                     |
| 489575   | 120,000          | Jan-05    | 26         | 4.65       | 8,001.78          | 30/09/31 | 208,046.28          | Oakwood Centre - additional costs   | Annuity      | 65,883           | 10.5 years                   |
| 504186   | 255,000          | Jun-15    | 15         | 3.03       | 21,281.16         | 26/06/30 | 319,217.40          | 3G pitch, refurbishment tennis/netball court, new car park and resurfacing of main car park and access road | Annuity      | 190,174          | 9 years, 3 mths              |
| 505314   | 110,000          | Aug-16    | 10         | 1.27       | 11,748.12         | 31/08/26 | 117,481.20          | Gym on the Park WPLC  | Annuity      | 73,074           | 4 years, 5 mths              |
| 507873   | 240,000          | 01-Oct-18 | 25         | 2.76       | 13,353.44         | 01/10/43 | 333,836.00          | Lake project, maintenance workshop, WPLC refurbishment  | Annuity      | 229,766          | 22 years, 6 mths             |
|          | <b>3,053,000</b> |           |            |            | <b>184,978.89</b> |          | <b>4,848,382.38</b> |   |              | <b>2,740,559</b> |                              |

APPENDIX B

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