



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

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

Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; K. Gilder;
T. McCann; M. Nagra; B. Rowland; P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 7:00 pm on Tuesday 15 September 2020, 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

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members relating to the business of the meeting.

3. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal and financial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 4 and 5 on the agenda.

4. **WOODFORD PARK LEISURE CENTRE ROOF**

To consider **Report No. SR 12/20.**

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5. **COUNCIL FINANCES**

To consider **Report No. SR 13/20.**

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Following consideration of the confidential items, the virtual meeting will resume at 8:30pm.

6. **MINUTES OF THE MEETING HELD ON 21 JANUARY 2020** Page 13
To approve the minutes of the Strategy and Resources Committee held on 21 January 2020 and that they be signed by the Chairman as a correct record. *(These minutes were provided in full in the Full Council agenda of 4 February 2020, but are attached to this agenda, without the appendices, for Members' information.)*

7. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 14/20.** Page 19

b) **Payments**

To approve the following payments as set out in **Appendix 7b**, enclosed separately:

	Current account	Imprest account
January 2020	£69,414.69	£53,986.95
February 2020	£64,868.18	£54,938.57
March 2020	£207,495.87	£56,119.83
April 2020	£106,162.89	£51,144.66
May 2020	£75,849.83	£53,991.65
June 2020	£104,853.96	£50,197.82
July 2020	£56,794.22	£48,422.58
August 2020	£67,959.93	£56,478.38

8. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 15/20.** Page 20

9. **CLIMATE EMERGENCY WORKING PARTY**

a) To note **Report No. SR 16/20** of the Climate Emergency Working Party meeting held on 13 August 2020. Page 22

b) To consider the draft Climate Emergency Action Plan, attached at **Appendix 9b.** Page 23

10. **OAKWOOD CENTRE ROOF**

To consider **Report No. SR 17/20.** Page 33

11. **COMMUNITY GRANTS**

To consider **Report No. SR 18/20.** The guidelines for awarding Community Grants to groups and organisations and to individuals are attached to the report. Page 35

12. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

a) To receive the report of the Woodley Town Centre Management Initiative meeting held on 29 January 2020. **(Appendix 12a)** Page 40

b) To receive the report of the Woodley Town Centre Management Initiative meeting held on 21 May 2020. **(Appendix 12b)** Page 42

- c) To receive the report of the Woodley Town Centre Management Initiative meeting held on 22 July 2020. (**Appendix 12c**) Page 44
13. **PROJECTS SCHEDULE 2019/20**
To note the update on Council projects, as given in **Appendix 13**. Page 48
14. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
a) To note that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £88,643.

b) To note that CIL payment of £2,670 received by the Borough Council is due to be paid to the Town Council in October 2020 and a further £134,542 due to the Town Council has been invoiced by the Borough Council but not yet received by them.
15. **CONNECTING COMMUNITIES IN BERKSHIRE**
To consider an invitation to become a member of the Connecting Communities in Berkshire (CCB) charity, attached at **Appendix 15**. Page 53
16. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
17. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

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OMITTED AS THE CONTENT IS
CONFIDENTIAL**

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 21 January 2020 at 8:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; T. McCann; B. Rowland; P. Wicks*

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

Also present: *Councillor M. Doyle
2 members of the public*

59. **APOLOGIES**
Apologies for absence were received from Councillors J. Cheng and K. Gilder.

60. **DECLARATIONS OF INTEREST**
There were no declarations of interest made by Members.

61. **MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2019**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 26 November 2019 be approved and signed by the Chairman as a correct record.

62. **COUNCIL CASUAL VACANCY**

Members noted that a by-election would be held on 27 February 2020 to fill the casual vacancy in Coronation East ward.

63. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/20.

RESOLVED:

- ◆ To note Report No. SR 1/20.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (November) and **Appendix B** (December):

	Current account	Imprest account
November 2019	£90,447.85	£51,281.13
December 2019	£85,658.79	£51,449.35

c) **Council borrowing**

Members noted the schedule of loan repayments provided in the agenda and were pleased to note that the loan in regard to Bulmershe Leisure Centre had been fully paid off in September 2019. Members all agreed that it was very useful for this information to be provided to them when the budget for the following year was being set.

RESOLVED:

- ◆ That a summary of the Council's outstanding loans would be provided to the Committee annually with the budget information.

64. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented report No. 2/20 and informed Members that the installation of solar panels on the Oakwood Centre was complete and the panels were operational.

Members were pleased to note that the seating in the theatre had been reupholstered as part of the improvement plan to upgrade the facility. In reply to a question about the planned upgrading of the audio-visual equipment and connectivity, the Deputy Town Clerk informed Members that advice on the requirements had been sought from hirers and the technicians who had been using the theatre.

The Deputy Town Clerk reported that progress on the Oakwood Centre roof repairs had been slow, partly due to the surveyor assigned to the project having left the company engaged to carry out the next stages of the work. Officers were making arrangements to move the project on as quickly as possible.

RESOLVED:

- ◆ To note Report No. SR 2/20.

65. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented report No. 3/20 of the Catering Partnership meeting held on 17 January 2020. The report was tabled at the meeting, as the Catering Partnership meeting had taken place after the agenda for this meeting had been issued.

RESOLVED:

- ◆ To note Report No. SR 3/20.

66. **RISK MANAGEMENT WORKING PARTY**

a) The Town Clerk presented Report No. SR 4/20 of the Risk Management Working Party meeting held on 19 December 2019. Members considered the risk register and a suggestion was made that it would be easier to scrutinise the register if the number of risk items could be reduced by amalgamating some of the items. It was also suggested that the high-risk items could be emphasised by placing them on the front page of the register, regardless of which risk area they came from. The Town Clerk agreed to report these recommendations to the working party. Members also asked that, in future, particular consideration be given to the items concerning the environmental impact of the Council's actions and the Town Council's target of becoming carbon neutral by 2030.

RESOLVED:

- ◆ To note Report No. 4/20.

b) The Town Clerk presented Report No. SR 5/20 of the Risk Management Working Party meeting held on 9 January 2020.

RESOLVED:

- ◆ To note Report No. SR 5/20.

◆ To recommend that Council adopt the 2020/21 Risk Management Strategy, attached at **Appendix C**.

- ◆ That the Risk Register be presented to Council.

67. **HUMAN RESOURCES AND HEALTH AND SAFETY ADVICE/SUPPORT**

The Town Clerk presented Report No. 6/20.

RESOLVED:

- ◆ To note Report No. 6/20.
- ◆ To continue to engage Ellis Whittam to provide Human Resources and Health and Safety support and services, as set out in the appendix provided with the report, with effect from 28 February 2020 for a period of 5 years at a cost of £5,950 per annum.

68. **CHARGES 2020/21**

a) **Oakwood Centre charges 2020/21**

The Town Clerk presented the Proposed Charges 2020/21 Appendix.

RECOMMENDED:

- ◆ That the 2020/21 charges at the Oakwood Centre, as set out in the Proposed Charges 2020/21 Appendix, be approved.

b) **Leisure Services charges 2020/21**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities. Members thanked the Leisure Services Manager for providing comparison prices for services provided by other facilities, as these were very useful.

RECOMMENDED:

- ◆ That the charges for Leisure Services in 2020/21, as set out in the Proposed Charges 2020/21 Appendix, be approved.

69. **REVISED ESTIMATES 2019/20**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 7/20.

RESOLVED:

- ◆ To note Report No. SR 7/20.
- ◆ To approve the allocation of any balances remaining in the Legal and Professional Expenditure budget code to an earmarked reserve for that purpose at the 2019/20 year end.
- ◆ To approve the 2019/20 Revised Budget Estimates, as set out in the Budget Appendix.

Voting: For: 5 Abstentions: 2

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ To approve the 2019/20 Revised Budget Estimates of the Leisure Services and Planning Committees, as set out in the Budget Appendix.

Voting: For: 5 Abstentions: 2

70. **BUDGET ESTIMATES 2020/21**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 8/20.

RESOLVED:

- ◆ To note Report No. SR 8/20.
- ◆ That the 2020/21 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2020/21 Budget and be presented for approval.

Voting: For: 5 Abstentions: 2

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ That the 2020/21 Budget Estimates for the Leisure Services and Planning Committees, as set out in the Budget Appendix, form part of the 2020/21 Budget and be presented for approval.

Voting: For: 5 Abstentions: 2

c) **Budget and Precept 2020/21**

The Town Clerk presented Report No. SR 9/20.

RESOLVED:

- ◆ To note Report No. SR 9/20.

RECOMMENDED:

- ◆ That the budget for 2020/21 be presented to Council for approval.
- ◆ That a precept level of £1,203,188 for the 2020/21 financial year be presented to Council for approval.

Voting: For: 5 Abstentions: 2

71. **CLIMATE EMERGENCY**

The Deputy Town Clerk presented Report No. SR 10/20, which included an initial calculation of the Council's carbon footprint and an explanation of how the assessment had been made. Members were informed of the initial steps that had already been taken to reduce the Council's carbon footprint and the potential future energy savings to be considered.

Members discussed the proposal to set up a Climate Emergency Working Party and considered the draft Terms of Reference.

RESOLVED:

- ◆ To note Report No. SR 10/20.
- ◆ That a Climate Emergency Working Party be established.
- ◆ To approve the draft Terms of Reference of the Climate Emergency Working Party, attached at **Appendix D**.
- ◆ To appoint Councillors Baker, Jewell and Wicks to the Climate Emergency Working Party.

72. **PROJECTS SCHEDULE 2019/20**

The Deputy Town Clerk presented the updated Projects Schedule 2019/20.

RESOLVED:

To note the information contained in the updated Projects Schedule 2019/20.

73. **COMMUNITY GRANTS**

Due to the lateness of the hour it was

RESOLVED:

- ◆ That the review of the guidelines for awarding Community Grants to groups and organisations and to individuals be deferred until the next meeting on 28 April 2020.

74. It was proposed by the Chairman and

RESOLVED:

- ◆ That as business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.

75. **WOODLEY BUSINESS CLUB**

Members considered a request from Woodley Business Club for free use of the Oakwood Centre for the 2020 Festival of Business and for the monthly committee meetings relating to the Festival in 2020.

RESOLVED:

- ◆ That officers determine all the organisations that are given use of the Oakwood Centre for free, or for a discounted rate, and that this information be provided to the next meeting.

76. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda.

77. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

- a) Members noted that the November Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £72,085.
- b) Members noted that CIL payment of £38,621 received by Wokingham Borough Council was due to be paid to the Town Council in April 2020 and that a further £105,197 due to the Town Council had been invoiced by the Borough Council but not yet received by them.

78. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

79. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The work being undertaken by the Town Council with regard to the Climate Emergency.

80. **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.

81. **YOUTH SERVICES SERVICE LEVEL AGREEMENT**

The Town Clerk presented Report No. SR 11/20.

RESOLVED:

- ◆ To note Report No. SR 11/20.
- ◆ To delay the tendering of the contract for the provision of detached youth work and associated support and activities for young people in Woodley and extend the existing Service Level Agreement provided by Just Around the Corner for a period of one year, to 31 March 2021, at the same rate paid in 2019/20.

The meeting closed at 10:35 pm

EXPENDITURE	Budget 2020/21	Actual Exp as at 31/08/19	Actual Exp as at 31/08/20	Actual Exp as % of Budget	Information
Central Costs	273269	104496	85724	31.4	Phone and equipment over 42%. Other costs under.
Democratic Costs	54560	19813	17516	32.1	All costs under 42%.
Corporate Management	368092	154585	156023	42.4	Affiliation fees, annual insurance and HR & Health and Safety annual charge over 42%. All other costs under.
Capital Programme	45000	45000	45000	100.0	Allocation transferred to Capital Programme fund.
Grants	17000	2100	5417	31.9	WTCMI grant paid monthly. No community grants awarded at this point.
Oakwood Centre	172224	68240	57762	33.5	Cleaning material and rates over 42%. All other costs under.
Maintenance HQ	4500	2119	948	21.1	All costs under 42%.
Woodley TCMI	85700	25805	19687	23.0	NI & pension, office admin ,floral displays, electricity and premises license over 42%. All other costs under.
Capital and Projects	266506	103191	17317	6.5	Loan re lake/ workshop/ Woodford Park LC payable in April. Most other loan payments made in September and March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre yet to be paid to Rathbones portfolio.
TOTAL	1286851	525349	405394	31.5	
INCOME	Budget 2020/21	Actual Inc as at 31/08/19	Actual Inc as at 31/08/20	Actual Inc as % of Budget	
Central Costs	8638	2639	7493	86.7	Furlough income of £5,085 received.
Democratic Costs	0	1174	0	0.0	
Corporate Management	0	2826	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	170256	65839	43108	25.3	Furlough income of £18,089 received. Rent in respect of Police office rec'd. Discussions to take place regarding Theatre agreement. Letting income at 6.7% of budget figure. Includes rent payment for OC offices.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	85700	15245	9211	10.7	TCMI grant contributions and market income received.
Capital and Projects	0	0	0	0.0	
TOTAL	264594	87723	59812	22.6	Total furlough income up to end July 2020
Month 5 = 42%	NET	1022257	437626	345582	33.8

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Catering

A meeting of the Catering Partnership is scheduled for 15 September 2020.

Covid Secure

The centre is now open and taking bookings. The coffee shop is also open and operating in a Covid secure way – with appropriate measures put in place in accordance with the Government rules and advice. Hand sanitiser stations have been installed at key points through the building along with social distancing and hand washing signage. The public access toilets have been changed into single occupancy, unisex toilets to avoid a number of people using the small space at the same time. This has been working well over the past few weeks.

Rooms have been set out to accommodate the maximum numbers possible while maintaining appropriate social distancing and this information has been communicated to regular hirers and has been updated on the website. Signage and hand sanitiser stations have also been installed in each of the rooms.

Garden and waste bags have been made available between 10am and midday on Tuesday and Friday each week. This has worked very well and will be reviewed, along with the office reception opening, as we move toward the end of the Government Job Retention Scheme and furloughed staff return to work.

Office Reception

The Council Office reception remains closed at present with officers working partly from the office and partly at home in order to limit numbers in the office at any one time but maintain links and working relationships. Procedures are in place for social distancing and not sharing equipment or workstations. The office reception operation will be reviewed again before the end of the Government Job Retention Scheme at which time furloughed staff members will return to work. All changes have been implemented on the basis of a Covid risk assessment and will be regularly reviewed as more staff return to the building.

Bookings and room hire

Income from bookings;

April to Aug 2020	£4,520
April to Aug 2019 (for comparison)	£33,790

More information on income across the Council's operations is included elsewhere on the meeting agenda.

It is not expected that there will be a significant change in income over the remainder of the year. An easing of restrictions on social gatherings would enable social bookings to take place and we have been receiving a number of enquiries for these at the centre and the community halls.

Some regular hirers have returned and we have made appropriate changes to enable as many of them as possible to do so. Theatre space freed up by some bookings unable to take place has enabled some other bookings to continue. The Venues Manager has been keeping in regular contact with hirers throughout the lockdown period.

Blood donation sessions continued throughout the lockdown period and provided an opportunity to trial a one-way system through the building and changes to the toilets use.

Officers are continuing to liaise regularly with hirers to maintain confidence in the centre as a covid-safe venue.

<p>Regular Hirers – continuing to book</p> <p>Acupuncture Czech School Fellowship/Turkish School Pilates Blood Donors Nick Martin Photography Weight Watchers Woodley Photographic Bluebird Care ARC Counselling Woodley and Earley Art Group</p>
<p>Regular hirers – currently unable to book at present due to restrictions (These are not expected to book until at least Jan 2021 – depending on restrictions)</p> <p>Adopt Thames Valley Berkshire Family History Energy Share Oddfellows Reading Meditation Jewellery making Ancient Egypt Society Woodley Women’s Club</p> <p><u>Theatre</u> Woodley Theatre Mostly G&S Berserk Productions Woodley Light Operatic</p>

Recommendations:

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

Woodley Town Council

Report of a Meeting of the Climate Emergency Working Party held via video conferencing on Thursday 13 August 2020 at 10 am

Present: *Councillors: K Baker (Chair), C Jewell, P Wicks*

Officers present: *K. Murray, Deputy Town Clerk*

Apologies: *None*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Election of Chairperson

Councillor Baker was elected Chairperson for the municipal year.

3. Climate Emergency Action Plan

Members went through the draft Climate Emergency Action Plan, discussing the content and agreeing several amendments and additions. It was noted that the draft plan would be presented to the Leisure Services Committee for information prior to being submitted to the Strategy and Resources Committee for approval/adoption.

Recommendation

That the amended draft Climate Emergency Action Plan be submitted to the Strategy and Resources Committee for approval.

4. Meeting with Wokingham Borough Council

It was noted that a meeting was being arranged with the working party members and climate officers from Wokingham Borough Council to discuss the borough wide initiatives and how the Town Council can support and avoid duplication of these.

Meeting closed 11.00

DRAFT CLIMATE EMERGENCY ACTION PLAN

July 2020

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DRAFT CLIMATE EMERGENCY ACTION PLAN

Background

- Council meeting on 1 October 2019 adopted a motion to declare a climate emergency and to become a carbon neutral organisation by 2030.
- S&R 21 January established a Climate Emergency Working Party and agreed the terms of reference.
- An initial calculation of the Council's carbon footprint has been made – although not definitive, it does provide a measure against which some mitigations can be measured e.g. green gas offset
- Progress has been made in the areas of energy provision carbon offset, LED lighting and rainwater reuse.
- The Climate Emergency Action Plan will be a living document that sets out principles, targets and measures progress against these.

Progress so far

The following initial steps have been taken to reduce the Council's carbon footprint;

Action	Reduction/offset kgCO ₂ e
Installation of solar panels - Woodford Park Leisure Centre	7,210
Installation of solar panels – The Oakwood Centre (estimated)	5,495
Renewal of gas supply contracts with 100% carbon neutral gas	99,713
Annual Total kgCO₂e offset	112,418
Annual Total kgCO₂e after reductions	38,437

Energy supply contracts

The current electricity supply contract provides 23% electricity from renewable sources. These contracts are due for renewal from April 2021 and this will be an opportunity to consider a move to 100% electricity from renewable sources.

Gas consumption for heating and hot water across the buildings has the largest influence on the Council's carbon footprint.

The gas supply contracts for the Council's building have been renewed from 1 February 2020. A 36-month contract has been put in place with Ecotricity who supply carbon neutral gas to the grid. The supply of carbon neutral gas and 'green' gas is growing but not yet offered by all suppliers and the costs can vary, although all are more expensive than natural gas as there is higher demand than supply at present. 100% 'green' biomethane gas is considerably more expensive but these costs are likely to reduce in the coming years as the industry invests in the technology. Carbon neutral gas is fed into the gas grid and can be generated either entirely from organic matter (biomethane from anaerobic digestion), or natural gas from a supplier who offsets the carbon emissions of the gas through investment in carbon reduction schemes elsewhere. Ecotricity offer a combination of the two with a move toward an entirely biomass supply.

This gas is certified carbon neutral by the supplier and represents a reduction through offsetting of the Council's carbon footprint of 99,713 kgCO₂e.

Solar Panels

The solar panels installed on the Oakwood Centre and Woodford Park Leisure Centre generate renewable electricity and return it to the grid. This renewable energy can be used to offset the Council's carbon footprint. The Woodford Park Leisure Centre installation has been in place for one year and has generated 28,207 kWh – an annual carbon saving of 7,210 kgCO₂e. The Oakwood Centre installation has been operational since the start of January 2020. The estimated generation from this installation is around 21,500 kWh – an annual carbon saving of 5,495 kgCO₂e.

There is a potential for further solar panel installations on Coronation Hall and the grounds depot building. These are being explored with Reading Community Energy Society under a similar arrangement to the existing installations, and also directly with solar panel providers.

LED Lighting

All new lighting installed in and around the buildings uses LED to reduce energy consumption and cost. All lighting in Coronation Hall was replaced with LED as part of the refurbishment carried out in 2019. All street lighting stock was upgraded to LED in 2017. There is a potential to upgrade all lighting within the buildings to LED and this could represent a good return on investment in terms of energy costs and carbon reduction.

Rainwater Harvesting

We are collecting and reusing rain water at the grounds depot and looking at the potential to do this at the Oakwood Centre to provide water for the planted beds. Officers have a design for modular rainwater storage units that could be used at the allotments – subject to available funding.

--- ACTION PLAN ---**Principles**

- A. Reduce the Council's carbon footprint to zero by 2030.**
- B. Encourage carbon reduction in the wider Woodley community.**
- C. Participate in and promote local and national environmental and carbon reduction initiatives where possible.**

Approach

- identify opportunities to reduce energy consumption and use renewable energy where possible
- assess carbon impact of purchasing/goods & services/travel/other elements not currently considered.
- identify opportunities and initiatives for carbon offsetting
- identify opportunities to take part in and provide information to residents and businesses on local and national green initiatives.
- support local initiatives involving schools, businesses and other organisations to reduce energy consumption and carbon emissions.
- Identify opportunities for the 3Rs – reduce, reuse, recycle
- identify funding requirements and progress these through the Committee process.
- work and coordinate with partners to contribute to Borough wide Climate Emergency Plans.
- liaise with other Councils and organisation implementing similar initiatives.
- monitor progress against carbon reduction targets.

Progress and Targets

1	Switch all energy accounts to 100% renewable sourced energy	
Progress	<p>All gas accounts have changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral – the energy is only partially sourced from renewable sources – the remainder is carbon offset through projects elsewhere.</p> <p>Solar panel installations are operational at the Oakwood Centre and Woodford Park Leisure Centre. A further installation at Coronation Hall is being investigated.</p>	
Target	<p>Move to 100% 'green' gas – from renewable sources when the contracts come up for renewal.</p> <p>Move to 100% renewable or offset electricity contracts when these come up for renewal.</p> <p>Investigate potential to move away from air conditioning units at Woodford Park Leisure Centre – consider fan banks.</p>	<p>Feb 2023</p> <p>April 2021</p>
2	Upgrade all lighting to LED throughout the Council's buildings and facilities	
Progress	<p>LED lighting now installed in;</p> <p>Coronation Hall</p> <p>Woodford Park Leisure Centre (gym/reception/refurbished offices)</p> <p>Grounds depot tractor shed</p> <p>All street lights now LED</p>	
Target	<p>LED lighting not yet installed / to be costed;</p> <ul style="list-style-type: none"> • WPLC sports hall (price received – funding to be considered) • WPLC Flood lights • Chapel Hall • The Oakwood Centre 	
Current Actions	<ul style="list-style-type: none"> • Maintenance Manager – obtaining quote to convert Chapel Hall lighting to LED. • Maintenance Manager obtaining quotes for upgrading Oakwood Centre lighting on a zoned/phased basis. Some other electrical works already required. • Quote received to convert sports hall lighting – funding to be considered – report to S&R/Council. • Football wing/Optalis/Function Room could be done in house. Maintenance Manager costing project. 	
3	Harvest rainwater from Council buildings and facilities	
Progress	<p>Rainwater is being harvested and stored for reuse at the grounds depot. This will be used for watering plants/trees, jet washing bus shelters, cleaning down the yard and washing vehicles.</p>	

Target	Options to be investigated for; <ul style="list-style-type: none"> • Oakwood Centre initially – as there is a requirement in that area for watering shrubs and wildflowers. • All other buildings. • Modular units for the allotment site – has been costed / consider viability • Use of grey water for flushing toilets, irrigation etc. 	
Current Actions	<ul style="list-style-type: none"> • Maintenance Manager costing up harvesting system for North end of Oakwood Centre initially. (Area of most use) • Maintenance Manager costing up similar for Coronation Hall. • Maintenance Manager costing/assessing feasibility of water butt installation on bowls club building. • Second water storage tank to be installed when new vehicle storage building is installed. (Grounds Maintenance Manager) • Funding of water storage at allotments to be considered by the working party. 	
4	Reduce petrol/diesel consumption of grounds maintenance machinery/operation	
Progress	Options being investigated / potential for electric powered machinery and vehicles. No green waste is burned – all is reused on site or disposed of in green waste skip.	
Target	Investigate further low intensity land management areas	
Current Actions	<ul style="list-style-type: none"> • Grounds Manager investigating viability and cost of electric machinery – trimmers/mowers. Initial concerns about power/reliability/battery life to be considered. • Vehicles replacement to be considered when current vehicles come to the end of their life. Leasing of electric or hybrid electric vehicles may be a good option. 	
5	Reduce carbon from staff commuting to work by car	
Progress	The Coronavirus situation has shown that some staff can work effectively from home for some or most of the time. This has reduced commuting to work for several staff. The carbon benefit of this has not yet been measured.	
Target	Investigate long term potential for; <ul style="list-style-type: none"> • home working/reduced/flexible office working • cycle to work scheme • members to walk, cycle or car share to meetings 	
Current Actions	<ul style="list-style-type: none"> • Current situation necessitating home working of office staff is likely to continue for the foreseeable future. • Deputy Town Clerk to canvass staff and assess potential take up of cycle to work scheme for staff that drive to work. 	
6	Tree planting	

Progress	170 trees (mix of hedging, sapling, small copse trees) to be planted winter 2020 – sourced through Woodland Trust initiative. Opportunities to be investigated;	
Target	Investigate potential for; <ul style="list-style-type: none"> • further tree planting on Council land • green/living walls & lamp columns • individuals/organisations in the community to plant trees – through WBC or Woodland Trust / sponsorship. • Re-wilding, long grassing and other low intensity land management • Use of moss for carbon capture 	
Current Actions	<ul style="list-style-type: none"> • Working Party to propose tree planting policy/update to the environmental policy, for committee approval. Policy to be based on the principle of planting more trees than are removed in any one year and consider opportunities for more planting e.g. memorial trees. Opportunities for mass planting are very limited. 	
7	Reduce waste sent to landfill	
Progress	Office waste recycling in place Recycling in place for plastics and cardboard at Oakwood Centre and Woodford Park Leisure Centre.	
Target	<ul style="list-style-type: none"> • Develop plan by service/building to move toward zero waste to landfill • Introduce recycling points in the parks – outside Council buildings • Use segregated litter bins in parks and buildings 	
Current Actions	<ul style="list-style-type: none"> • DTC to review waste from Leisure Centre with Leisure Services Manager. • Ground Manager/Maintenance Manager to ensure that all purchased public litter bin / dog bin liner bags are produced from 100% recycled material. Bag use is currently unavoidable but should be from recycled sources. 	
8	Reduce/eradicate single use plastics throughout Council operation and service areas.	
Progress	Plastic cups provided for clients are recycled. Recycling bins are located in the office areas and plastics recycled with cardboard (mixed recycling)	
Target	<ul style="list-style-type: none"> • Identify and Investigate areas for reduction • Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach • Educate staff/customers to change practices/habits • Provide internal / external water points for refilling water bottles 	
Current Actions	<ul style="list-style-type: none"> • DTC to review plastics use with Venues Manager and Leisure Services Manager. • DTC/Venues Manager to discuss with catering provider. 	

9	Carbon Neutral Events	
Progress		
Target	<ul style="list-style-type: none"> • Liaise with Town Centre Manager to develop plan for reducing/offsetting carbon related to running events including markets. • Develop carbon checklist for events booking. • Consider possible carbon offsets in relation to funfairs etc 	
10	Encourage behaviour change	
Progress	<p>Council website has page dedicated to Climate Emergency Relevant news releases/social media posts e.g. from Wokingham Borough Council are reposted.</p> <p>Officers are looking at opportunities to provide more recycling in the parks and around the public buildings.</p>	
Target	<ul style="list-style-type: none"> • Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement. • Enhance WTC webpage to include Borough and nationwide initiatives and information. • Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference. 	<p>Aug 2020</p> <p>Aug 2020</p>
Current Actions	<ul style="list-style-type: none"> • DTC/Communications Manager to review website page/presence. Include link to WBC climate press releases and information and government initiatives. • All managers to request environment policy from suppliers and contractors. • All tender invitations to contain climate emergency statement and require submissions to address this. 	
11	Eradicate carbon release from burning/bonfires	
Progress	<p>No green or other waste burned as part of Council service deliver/operations.</p> <p>Bonfires at the allotment site restricted in the summer months. but could be prohibited entirely. This will require education and consultation with tenants and the Tenant's Committee.</p>	
Target	<ul style="list-style-type: none"> • Prohibit bonfires at the allotment site entirely. This will require education and consultation with tenants and the Tenant's Committee, along with promotion of composting alternatives. 	
12	Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan	
Progress	Town Council has a representative on the WBC Climate Action Working Group	

	Town Council has set up a Cycling in Woodley Working Party	
Target	Consider promoting a cycle to school/work scheme/campaign Work with TCMI on local business initiatives and involvement <i>See – Encourage Behaviour Change target</i>	
Current Actions	<ul style="list-style-type: none"> • DTC/Working party to agree date for meeting with WBC climate officers. 	
13	Assess and reduce carbon impact of purchasing goods and services;	
Progress	Officers are reviewing purchasing in terms of items and suppliers to achieve carbon savings and offsetting. <ul style="list-style-type: none"> • Carbon neutral office paper is now used. • Printing is being reduced where possible through changes in practices and more effective electronic working. • Environmental policies are sought from key suppliers and contractors and form part of the selection process. 	
Target	Investigate potential for ; <ul style="list-style-type: none"> • Plastic free procurement • Procurement from local suppliers or lowest carbon suppliers • Paper free office 	
	<ul style="list-style-type: none"> • All managers to request environment policy from suppliers and contractors. • All tender invitations to contain climate emergency statement and require submissions to address this. 	
14	Ensure on-going commitment and consistent approach	
Progress	Climate Emergency declared in October 2019. Climate Emergency Working Party appointed – reporting to the Leisure Services Committee. Climate/environmental impact notes on project reports presented to the Committee.	
Target	<ul style="list-style-type: none"> • Approve the Climate Emergency Action Plan through the Leisure Services Committee. • Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Working Party/Leisure Services Committee. • Involve all staff in the process and make aware of the content of the Action Plan. Consider and include staff suggestions and feedback where appropriate as part of the on-going process. • Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process. • Consider a Councillors ‘Sign Up’ to gain active support of the plan from individual Town Councillors. 	

OAKWOOD CENTRE ROOF

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To update Members on the situation regarding works required to resolve issues of water ingress into the Oakwood Centre.

Background

Water ingress into the centre has been an issue for some time. Various patch repairs to roofing, guttering and windows have addressed some localised issues but water ingress has remained a problem. Further investigations and professional surveys have established that there are numerous issues – all of which are contributing to water ingress in various parts of the building. Some of these are design issues, others are due to poor construction/installation and wear and tear since construction.

Current situation

Summary of issues

A mix of design, workmanship and wear & tear issues have been identified;

- Failures in the gulley/flat roof area membrane
- Inadequate gulley/downpipe capacity
- Incorrect falls on roof sections leaving permanent lying water in gullies
- Failures in window and door seals
- Failures in flashings and joints
- Absence of sills and drip details to windows and doors
- Poorly designed/installed cladding detail
- Absence of a protective breather membrane behind the timber cladding

RAM Building Consultancy was commissioned to carry out specialist surveys into these issues and to produce a specification for repairs to be used as a basis for tendering the work. An estimate for carrying out the full remedial work to fully address all identified issues has been provided by RAM Building Consultancy and is around £325,000. This may be considered prohibitively expensive at this point, with the financial pressure the Council is facing due to the Coronavirus pandemic.

Proposal

There are measures that can be taken in the meantime to greatly improve the situation in the shorter term and it is proposed that £5,000 be allocated from the available CIL funding to enable the Council's Maintenance Team to carry out these works. This work will include the installation of a vinyl gully membrane across the length of the building, with sealing of joints and spot repairs across the rest of the roof. It is considered that this work would have a significant impact in eliminating water ingress into the building and stop further deterioration within the building fabric for a period of time (estimated 3 – 5 years) while options for funding more extensive works are considered.

Resources		
<u>Costs to date</u>		
Hallas & Co	Aerial survey & report	£1,050
RAM Building Consultancy	Initial survey & review	£1,176
RAM Building Consultancy	Dynamic Leak Detection/report	£5,914
RAM Building Consultancy	Intrusive Investigation survey/report	£5,392
RAM Building Consultancy	Detailed specification/tender documentation	£7,379
	Total	£20,911
<u>Proposed works</u>		
In house	Gully membrane installation, joint sealing and patch repairs	£5,000
	Available CIL funding (including as yet unpaid amounts due)	£247,768
Environmental		
Contractors environmental policy required Appropriate contractor risk assessments and method statements Materials sourced from sustainable means where required/appropriate Appropriate waste management on site Explore potential for reuse/storage of rainwater Completion of works will enable progression of solar panel installation		
Equality		
Any alterations to comply with building regulations Any replacement/altering of doors/thresholds to maintain current accessibility.		

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider allocating £5,000 from available CIL funding to fund in house repairs to the roof as detailed in the report.**

Woodley Town Council

Community Grants

The Council considers the award of Community Grants twice a year, in April and November. Due to the cancellation of meetings scheduled for April and June, the first round of award applications for 2020 are being considered in September. The guidelines to qualify for a grant are attached. The total budget available for awards in 2020/21 is £4,000. A second round of award applications will be considered in November 2020.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Amount requested	Members/ Staff/Volunteers	Purpose grant required	Additional information
2nd Woodley Scout Group <i>(105 members from Woodley (95%))</i>	Fund raising	£250	14 voluntary staff	Towards the cost of purchasing camping equipment and essential activity equipment.	Scouting contributes to the development of young people in achieving their full physical, intellectual, social and spiritual potential.
Berkshire Vision <i>(10 members from Woodley (1.7%))</i>	Limited statutory funding, fundraising activities and grants	£250	18 paid staff (8 full-time, 10 part-time)	Towards the cost of providing home visits, activities and social clubs for both adult and young Members, including sports. The activities take place throughout the region and the Society has a minibus to transport Members to venues and return them home. The activities and clubs provide respite from the isolation and loneliness that being blind or partially sighted can bring.	The Society provides a broad range of services and resources to support blind and partially sighted children and adults to live more independent lives and develop their self-esteem.
Home-Start Wokingham District <i>(60 service users from Woodley (16%))</i>	Support from WBC, individual donations and grants. A 4 year grant from the Big Lottery for the "Tools for Life" project.	£250	5 paid staff, 67 voluntary staff	Towards the cost of training new volunteers and supervising and mentoring current volunteers in order to continue to support vulnerable families within the community. The training includes the new "Tools for Life" school readiness programme, which ensures that young children are 'school ready'.	Home-Start recruits and trains volunteers to support parents with young children who are experiencing difficulties such as disability, illness, isolation, family breakdown, bereavement and multiple births. The volunteers visit families at home for 2-3 hours at least once a week to provide emotional support and practical help.

Kick Twist Cheerleading <i>(52 members from Woodley (90%))</i>	Membership fees	£250	No paid staff, 3 voluntary staff	As the team is now training at international championship level, they require some training sessions at a gymnastics centre with similar flooring to the competition venues. The grant would go towards the cost of 4 sessions at the Bulmershe Gymnastics Club, which charges more than 4 times the hourly rate the club pays at Woodford Park Leisure Centre.	The team are currently the Regional and National Cheerleading Champions and have qualified for the European Championships in France in 2020. They also received the Team Performance of the Year award from Get Berkshire Active 2020.
Me2 Club <i>(33 service users from Woodley (21%))</i>	Grants from local and national trusts and foundations, corporate support and community fundraising events	£250	5 paid staff, approx. 138 voluntary staff	Towards the cost of recruiting and screening 5 new volunteers within Woodley, who can then be matched with 5 Woodley children who are waiting for support to enable them to attend a local activity (eg. Scouts, Brownies, youth club, sports club, drama group).	Volunteers provide 1:1 support to children and young people who have disabilities and additional needs to enable them to attend local mainstream activities, thereby helping to build confidence and self-esteem and prevent feelings of isolation. Volunteers attend the young person's chosen weekly activity alongside them.
Woodley Festival of Music & Arts <i>(approx. 20% of users from Woodley: approx. 400 users)</i>	Fees from entrants, grants, sponsorship, advertising revenue, programme sales, admissions	£250	11 voluntary committee members and approximately 40 other volunteers	To enable them to continue running a competitive music and arts festival, open to all. They run classes in music, speech and drama at the Oakwood Centre for 3 weekends in March. 3 other venues are also used. Professional adjudicators provide constructive criticism on each performance and awards are given on merit.	Over 85% of performers are of school age, though the age of entrants ranges from 5 to the elderly. In 2018, over 2,000 entrants took part in 950 performances.
Woodley United FC <i>(More than 330 players from Woodley (>50%))</i>	Members' fees, fundraising and sponsorship	£250	80 voluntary staff	Towards the cost of enabling 4 volunteers to obtain the FA Level 1 Football Coaching qualification in order to help run the girls (u6-u10) section and the boys mini-kickers – u8 teams. The volunteers include 3 players from the club's Ladies teams, who will provide very important role models for the girls.	The Club aims to offer everyone in the community the opportunity to play, develop and grow through football, regardless of race, gender, age or ability.

Individuals:					
Millie Burne		£100		To help towards the costs of travelling and accommodation for the European Cheerleading Championships in Paris in March 2020.	Kick Twist Cheerleading, based in Woodley, has been selected to represent England at the European Cheerleading Championships.
Leah Povey		£100		To help towards the costs of travelling and accommodation for the European Cheerleading Championships in Paris in March 2020.	Kick Twist Cheerleading, based in Woodley, has been selected to represent England at the European Cheerleading Championships.

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grants are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

Woodley Town Council

COMMUNITY GRANTS TO INDIVIDUALS

Community grants of up to £100 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- will be expected to make their best efforts to attend the Full Council meeting at which the grants are presented by the Mayor, failure to attend may influence future awards.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £100 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

Community grants to individuals will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants for individuals will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made electronically.

Approved 17/4/18

Minutes of the meeting of the Woodley Town Centre Management Initiative Committee, held at 6pm on 29th January 2020 at the Oakwood Centre, Headley Road, Woodley RG5 4JZ.

PRESENT

B Fennelly	Town Centre Manager	J Palterman	Sat. M't Manager
M Holmes	Chairman & Woodley Resident	M Perry	Woodley Resident
S Frasinski	Vice Chairman & Woodley Resident	S Smith	Woodley Resident
Cllr K Baker	WTC & WBC Councillor	P Birt	Woodley Resident
Cllr K Gilder	Woodley Town Mayor	C Lawley	Woodley Resident
Cllr B Rowland	WTC Councillor	I Hills	Woodley Resident
H Beilby	WTC Administration Officer	M Millard	Woodley Resident
G Cranford	WBC Economic Development Officer	J Wright	Woodley Resident
Cllr S Boyt	WBC Councillor	S Green	Woodley Resident
T Mills	TV Police Officer	A Gillett	Woodley Resident
J Hutchinson	Waitrose Manager	P Green	Woodley Resident

ITEM 1 APOLOGIES & WELCOME

Chairman MH welcomed all, who in turn introduced themselves.

Apologies received from Cllr J Cheng and S Flower.

ITEM 2 TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 9th OCTOBER 2019

With reference to Item 2, BR would like to amend 'accessible shopping trolleys' to be 'storage of shopping trolleys'. This issue has now been resolved, with the permanent fixture outside HSBC. Mary thanked JH – Waitrose - for her help in this matter.

With reference to Item 9, Lloyds Chemist closure, this has now been confirmed and will close on the 9th March 2020. It was also confirmed that the Thomas Cook unit is now trading as Hays Travel.

It was agreed to approve the minutes of this meeting with the above amendments.

ITEM 3 TO APPROVE THE MINUTES OF THE EXECUTIVE MEETING HELD ON 08 01 20 AND SUBSEQUENT AMENDMENT TO WTCMI's CONSTITUTION

It was agreed the minutes be approved and the motion passed, with a positive vote from the six attendees with voting rights.

ITEM 4 POLICE REPORT

TVP Officer TM addressed the following issues.

Begging in the Town Centre

TVP are working alongside the Borough Council and the Social Behaviour Officer to solve this issue. They are preparing to issue the relevant notices, to those who are persistent, in order to get them to move on and ideally, housed.

Unless there is intimidation or signage asking for money, this issue is a grey area with regards to legality.

Some are legitimately homeless, but they have to work at helping themselves.

All needs should be reported so something can be done.

Residents must report their concerns to the TVP, either online, telephone 101 or to a PCSO.

Cycling in Town Centre

Incidents are not being reported to TVP and therefore not being flagged as a priority.

MH had written to the Police Commissioner, but hasn't yet received a satisfactory reply.

TM suggested a copy should be sent to the Police Rep and she will look into it further.

TM is not aware of any bye laws with regards to this issue, but will confirm this is the case.

Security in Town Centre

TM confirmed that the recent reports of lost wallets are being investigated and they are trying to establish whether the culprits are known locally or whether this is part of the same problem in Wokingham, also in the process of being investigated. However, personal vigilance is very important and the Police are doing what they

can to make visitors to the town centre, more aware with the issue of leaflets and bells. It is also helpful that the banks are quicker at picking up unusual behaviour regarding cards and their cancellation. KG was concerned that the disabled parking bays were being abused - again these incidents are not being reported and therefore don't appear as a priority as far as TVP are concerned. CL pointed out that, officially, there is still a road running through the town centre, which is the responsibility of the highways department at Wokingham Borough Council. He wondered if amending this would be helpful. KB commented that all consequences of this should be considered and it was agreed, this matter should be put on the next Agenda, to give the committee time to do this and make an informed decision.

ITEM 5 FINANCIAL UPDATE

BF presented the Finance Report and reported that although likely to have overspent, having had several exceptional and unbudgeted costs, the budget is pretty much on track and work is being done on events to increase income.

ITEM 6 TOWN CENTRE MANAGER'S REPORT

BF presented his report

Thanks were given to Lidl, Waitrose and 'Woodley Adopt a Street' for their contributions and help to the TCMI. This year's events to include:

Classic Car event on Good Friday 10th April, along with stalls.

Easter Chick Hunt, which aids the footfall in shops.

VE Day celebration on Friday 8th May to include an input from the local schools and possibly our very own Woodley beer (any profits, going to the Mayors Charity).

Children's Fun Day on Monday 25th May – usually makes a loss, but looking at ways to amend this.

French market - booked in for Sunday 26th April.

Halloween – Saturday 31st October – we're hoping to attract specific traders, to start at 4pm until 7pm.

MH thanked BF for all his achievements so far.

ITEM 7 SATURDAY MARKET MANAGER'S REPORT

JP reported that there had been two or three very good markets in December and is expecting new traders, to come in the new year.

BF & JP working closely together, with JP doing a lot of work in the background to source new stalls.

ITEM 8 QUESTION THROUGH THE CHAIR

The vacant units in the town centre were discussed and BF reiterated that although he has tried to contact the relevant landlords, there has been a poor response. However, it was pointed out that the national average of vacant premises is double that of Woodley.

It was noted that the telephone box in the town centre will not be removed as BT have confirmed it is still economically viable.

ITEM 9 ANY OTHER BUSINESS – none.

Meeting finished at 7.40 pm.

Dates of next Management Committee meetings for 2020 starting at 6 pm.

Wednesday 22nd April 2020

Wednesday 22nd July 2020

Wednesday 7th October 2020

**Minutes of the meeting of the Woodley Town Centre Initiative Committee, held at 10am on 21st May 2020
via Zoom**

PRESENT

B Fennelly	Town Centre Manager	A Loyes	WBC Councillor
M Holmes	Chairman & Woodley Resident	A Jutson	Woodley and Earley Lions
Z Frasinski	Vice Chairman	J Palterman	Saturday Market Manager
Cllr K Baker	WTC & WBC Councillor		
Cllr K Gilder	Woodley Town Mayor	C Lawley	Woodley Resident
Cllr J Cheng	WTC Councillor	I Hills	Woodley Resident
Cllr R Dolinski	WBC Councillor	P Birt	Woodley Resident
A Croy	WBC Councillor	T Edwards	Brown Bag
G Cranford	WBC Economic Development Officer	G Thornton	Wokingham Borough Council
H Beilby	WTC Administration Officer		

ITEM 1 APOLOGIES & WELCOME

Apologies received from S Flower and Cllr B Rowland.

ITEM 2 TO APPROVE THE MINUTES OF THE MEETING HELD ON Wednesday 29th January 2020

No comments were made, however, it was agreed these would be officially approved at the next meeting.

ITEM 3 FINANCIAL UPDATE

BF presented his amended post lock down budget (2020 – 21) to date and hopes to provide a complete version at the next meeting if possible.

Income

A big hit on income is expected, due to COVID 19 issues. A decision with regards to the Christmas Extravaganza and carol service will be made a little later in the year, in the event social distancing has too big an impact.

Expenditure

Although the Britain in Bloom competition has been cancelled this year, flowers around the town centre are still to be installed.

There have been some savings on marketing as much of this has been / will be done by ourselves on websites and social media.

Halloween event funds may be saved if unable to go ahead.

It was agreed that some of the reserve fund could be used as and when needed.

BF invited comments from the committee:

PB suggested an event could be organised around VJ Day, which BF agreed would be a great idea if possible.

BF hopes that the Community Garden will enhance Britain in Bloom entry next year.

BF confirmed that the rise in the Market Manager salary was due to now having a new manager for the Artisan weekly market.

BF to confirm situation with regards to the bottles of beer ordered for VE Day, but does expect a refund or delivery of the beer.

AJ suggested that we proceed with any expenditure for events, on the basis it will go ahead and providing no loss incurred in the event it has to be cancelled, due to COVID-19 issues.

BF reported the reserve at present totals £32000.00 cash, but to be confirmed once the changeover of accounts to WTC has been completed.

Report accepted.

TOWN CENTRE MANAGER'S REPORT

BF presented his report.

Event cancellations- As the VE Day event was a joint venture between WTCMI and Woodley Town Council, it is hoped that any losses made will be shared between the two.

Markets - the fruit & veg and butcher have managed to maintain a regular presence and now the deli stall too. The Artisan Market will be reopening on a weekly basis as of 3rd June, the Saturday Market as of 6th June and the Vegan Market, on Sunday 21st June, all with the same number of stalls once safe to do so.

Future Activity- It is hoped that VJ Day can be celebrated if possible.

Halloween – there has been a successful and positive reaction from traders, prepared to stay on longer for this event and it is hoped that the Centre Stage could be used for some kind of music booking, specialist stalls invited and fancy dress, if able to go ahead.

Christmas Events – Very possible the Extravaganza will be on much smaller scale this year, if possible.

Community Garden - BF reported that although the planting of the tree garden will be on hold for the time being, the TCMI will be involved with draught proposals, along with WBC and WTC.

PB suggested that plants etc could be sponsored by small local businesses to show support for the town centre ZF asked to be updated with any further information about the community garden.

KB suggested that sponsorship not be restricted to the community garden, but perhaps the flower arrangements in the town centre also. This may be a good way to obtain donations from traders instead of asking contributions.

KB confirmed that young people being involved with the garden, is being looked at.

AJ suggested that local garden centres may wish to contribute to the garden.

It was pointed out that there is no water supply to the garden, however, KB confirmed that it is possible to transport water as required.

MH thanked BF for all he has done at such a difficult time.

SATURDAY MARKET MANAGER'S REPORT

JP reported that although only a few isolated negative comments, in general was overwhelmed with comments that valued the attendance of the two stalls present on a regular basis.

The fruit and veg trader, very effectively, changed the layout of his stall to ensure social distancing was met. very effectively and any queues have been very well behaved, which has been much appreciated by the traders and himself.

Contact is being maintained with non-essential traders, who are just waiting for the opportunity to come back when possible.

List of traders attending on the 6th June to BF in order to get the information out there on social media /websites.

MH thanked JP for keeping the market going under the circumstances.

RECOVERING AFTER LOCKDOWN PLANS

BF trying to be positive about the situation and thinking about anything we may be able to do differently, with this opportunity to rebuild, perhaps even better than before.

The Community Garden will be an enhancement, bright and cheerful with community engagement and coming at the right time, a great centrepiece for re invigoration of the town centre.

This is also a chance to perhaps re design the markets for the better, a good opportunity to reshape and refresh.

BF intends to incorporate music, with the markets, to create a more vibrant atmosphere, with a busking plan initially, as this would also incur no costs. The children at local schools may also be interested in singing / music using the centre stage.

BF confirmed that traders would be consulted with regards any moves to avoid any unnecessary disruption.

RD suggested that the good practice exercised by traders and management so far, should be advertised, to instil confidence in the general public to return to the town centre.

JP confirmed that vehicle access for market traders will now be through the north / Reading Road end of the town centre due to the installation of the Community Garden.

ANY OTHER BUSINESS

RD thanked all involved for the work that has been going on.

MH We can but hope for a good future.

BF it was agreed that the next meeting would again be at 10am if via Zoom.

Meeting ended 11.15am

Next meeting to be held on Wednesday 22nd July 2020

Meeting of the Woodley Town Centre Initiative Committee, held on 22 July 2020 at 6pm to 8pm – remotely via Zoom

PRESENT

B Fennelly	Town Centre Manager	J Palterman	Market Manager
M Holmes	Chairman & Woodley Resident	Alan Jutson	Woodley Lions
S Frasinski	Vice Chairman	M Kennedy	Woodley Lions
CLlr K Baker	WTC & WBC Councillor	M Risby	Woodley Resident
CLlr K Gilder	WTC Councillor	C Lawley	Woodley Resident
CLlr B Rowland	WTC Councillor	S Smith	Woodley Resident
G Cranford	WBC Economic Development Officer	M Millard	Woodley Resident
CLlr S Boyt	WBC Councillor	P Creighton	Wokingham Paper
K Murray	WTC Deputy Town Clerk	M Rozzier	Woodley Resident
CLlr J Cheng	WTC Councillor	H Beilby	WTC Admin Officer
CLlrA Loyes	WBC Councillor		

ITEM 1 APOLOGIES & WELCOME

MH welcomed all.

Apologies received from I Hills, R Dolinski

ITEM 2 TO NOTE THE APPOINTED REPRESENTATIVES TO WTCMI FOR THIS MUNICIPAL YEAR 2020/21:

-CLlr Bill Soane and CLlr Jenny Cheng are the two Wokingham Borough Council appointed representatives to WTCMI, with CLlr Abdul Loyes, being the substitute for Wokingham Borough Councillor.

-CLlr Keith Baker and Mrs Mary Holmes are the two Woodley Town Council appointed representatives to WTCMI

ITEM 3 TO OFFICIALLY APPROVE THE MINUTES OF THE MEETING HELD ON 29TH JANUARY 2020 AND THE MINUTES OF THE MEETING HELD THURSDAY 21ST MAY 2020

Both sets of minutes approved.

ITEM 4 MATTERS ARISING FROM THE MINUTES

CL expressed his concern with regards the role allocated to the Chair, as he felt that KB had increasingly been taking this on. MH disagreed and felt that everyone was able to have their say. KB denied ever having spoken on behalf of the TCMI, but added, as Leader of the Council, he had the right to speak about Town Centre matters and stated CLs perception was wrong.

CL also questioned the recently appointed representatives from Wokingham Borough Council being the same as last year, when they have never been available to attend, in the previous year.

SB who was standing in for AC this evening, reported that invites to the meeting had not been received, but as a Borough Councillor, whose Woodley Ward, encompasses the Town Centre, she would be very keen to come along to meetings, along with AC, when possible.

BF to ensure the matter of invites is rectified.

CL questioned as to why, although a big issue, there had been no mention of the new walled community garden in the Town Centre at the January meeting – to be discussed later in the meeting as per Item 9.

ITEM 5 POLICE REPORT

No report had been received.

ITEM 6 FINANCIAL REPORT / BUDGET REPORT

CL was concerned, looking at the latest figures, that the WTCMI could be in trouble with the reserves. BF stated that there had been a lot of unexpected expenses the previous year and having not committed any funds to events, having been cancelled this year, expenditure would be much less, with reserves not being hit so hard.

It was confirmed that any WTCMI reserves were ringfenced, separate to Woodley Town Council reserves, which would not change, this was also written into the constitution. constitution.

CL also questioned as to whether Woodley Town Council would be liable for any loss the WTCMI may incur. KB did not anticipate it would ever come to that, but would need to look into answering the question.

ITEM 7 SATURDAY MARKET MANAGER'S REPORT

JP reported changes in layout due to the new tree garden had occurred, but had not created any problems and all traders appeared to be happy with any changes made and he is looking forward to utilising the north end more. New and regular traders now attending, 15 stalls attending this Saturday and despite current circumstances, all things are going well and there is a reasonable level of optimism, if supported by the residents of Woodley.

There had also been a further 11 new stall enquiries, to which information packs had been sent. The simple notices in the Town Centre, highlighting the social media side of things is providing relatively successful.

MH thanked JP for all he had done over the last six months in such difficult times.

MH also thanked BF for all his work during this period and although challenging, we are hopefully now coming out the other side.

ITEM 8 TOWN CENTRE MANAGER'S REPORT

BF presented his report.

3 Future Events and Activities - BF welcomed the views of the Management Committee, as to cancellation of planned events, other than the Christmas Tree and Lights, which would be in the Town Centre as usual.

AJ was happy with the decision with regards the Christmas Tree, as it meant that the Woodley Lions Tree of Light event could go ahead.

JC agreed that the Extravaganza could not go ahead in any meaningful way.

BF reported that there had been no expenses, committed to the Extravaganza this year as yet.

KB wanted to make the Committee aware that Woodley Town Council provide Christmas tree.

2 Planning for the safe re opening of the Town Centre

BF and JP had worked together throughout this period and maintained safety of our visitors where possible.

Cllr SB enquired as to who had paid for the COVID-19 signage etc, which had been used in the Town Centre and handed out to shops. BF reported the cost was met by the 50million COVID-19 Reopening Fund, which he had been alerted to, by the Town Clerk, to which councils were invited to apply.

BR enquired as to what had happened to the offer to provide signage, from a local company and a local resident wanting to help the town. BF confirmed he had spoken with the resident, who had provided four samples but was under the impression any further supply would be costly and did not feel it was worth the expense. BR believed they could be supplied at no cost as the company was looking for a town to put them down and test them. BF to speak with the resident again to confirm. BF commented that under present circumstances, many were facing unprecedented, big challenges, but felt that there was more of a balance with the WTCMI, with low costs, events being cancelled, which would normally cost, so saving in one sense, reality is the less events the less expenditure. BF - finally, believes that under present circumstances, companies will be wanting to bring their business outside, for the foreseeable future, especially whist the weather is good. Clearly people are still reluctant to go inside and can see us developing a food court area, with social distancing, perhaps some seating in an open space.

MH noted the closure of more shops, Costa, Clarks and Hays Travel Agency.

BF the high street generally lost 7% business to online shopping in 20 years but have since lost 24% in one month due to the change in peoples shopping habits.

ITEM 9 THE NEW WOODLEY WALLED TREE GARDEN – UPDATE & NEXT STEPS

KB asked that BF repeat the report he gave to the Executive Committee meeting earlier, regarding his involvement in this project, so as it could be entered in the minutes and fully understood that the TCM, if not the WTCMI was involved in the project from January 2020.

BF - After spending 30 plus years in the private sector, I was surprised that a serious hazard such as the uneven paving had been allowed to continue for such a long time. A meeting was held at WBC, Shute End on the 22nd January, attended by the Deputy Town Clerk KM, Councillor KB and myself, where the plan we have now seen implemented, was presented. There were concerns around the size and emergency vehicle access, but was assured by the official there, that this would be taken into consideration and would not be an issue. I left the meeting feeling positive, a long running issue being dealt with, but admittedly wondered if the project would really happen.

On the 29th January 2020, our last meeting before the COVID lockdown in the Oakwood, I did have a summary of what was discussed at the meeting and could have discussed this, however, it was what I believed, was very early days. On the 11th February I went on holiday and by my return on the 17th February, I had received emails from WTC to advise things were moving quickly. I emailed JP along with landlords and traders, however, I did inadvertently omit to tell the committee which I do apologise for, not deliberate, there was a lot on and I wanted to get the information out to those it was going to effect, before it hit the newspapers. An article appeared in the newspaper on the 21st February, asking for resident's views. MH contacted me to ask if the TCM were involved, which is when I realised the committee had not been made aware of what was happening..

Hopefully, we can now move on and make a success of the garden.

MH asked KM to discuss the survey which was now going on. KM responded that a banner was in place, on site in garden, with the email address for residents who wished to give feedback. We are asking for suggestions / ideas as to what it could be used for, however the survey is ongoing at present and has no end date. We are now aware of some limitations and the intention is to produce a more focused questionnaire, after taking into account the feedback and what is possible, which had proved very successful, with regards to the play area. Some groups are providing information/help also, and MK offered the support of the Rotary Club.

BR accepted BF gracious apology and added that there was more work needed to be done and the consultation needed to be fuller, to include disability groups and young people.

KM confirmed any volunteers engaged by WTC, would be provisionally covered by insurance, if we were aware of who they were.

KG likes to visit the market early every week and commented that everything is immaculate and feels very safe. As to the new garden, people seem very happy using it as seating and chatting. And suggested BF could speak with them re their views and those that may not be on social media. The interaction of the people in Woodley is not as broad as we would like.

SB advised she had disappointedly, not received an invite to the meeting on the 22nd January, but believed that the planting opportunities will be challenging and suggested that perhaps the opinions of professionals could be obtained before providing any new survey.

CL was disappointed that BF was not provided with more guidance from those with more experience. He agreed something needed to be done regarding the tree roots but felt the project was a disappointment. He is also agreed with previous remarks as to obtaining a wider variety of people and their opinions, not just those who use the internet.

MK introduced himself as the Vice President of the Woodley and Earley Lions Club, a resident and 40 years in local government and went on to congratulate the Town Council on its publication, inviting residents to contribute towards what will happen with the garden. The Lions Club have discussed the garden themselves, want to support the TCM and look for initiatives to find sponsorship for, or facilitate in some way with local organisations, to which they have good contacts.

Personally, he would like to see some form of sculpture or art using residents and groups of Woodley, ideas to include perhaps a sensory garden, smell and touch / braille. He is also very keen to support WTCMI with Britain in Bloom, having had personal experience.

After some discussion relating to the cost of seating KM confirmed that no decision had been made yet as to how much of the £8000.00 allocated to this would now be required. KM to contact the officers at WBC to answer the question of SB, as to how much the garden has cost.

KB also clarified that the Section 106 money of £100000.00 which had been given to WTC, had mostly been used for the public toilet and therefore Section 106 money no longer held by WBC. After some discussion amongst the committee, it was agreed that although the garden will be a positive aspect, there were some concerns regarding its larger than expected size, which could restrict access, impact the market and seating, along with exacerbate the problem we already have with cyclists not dismounting in the town centre.

It was also agreed that as many voices as possible should be heard with regards the survey, to include all ages, disabilities and non-social media users.

KM and BF to join forces to discuss the approach to canvassing opinion ie not just electronic and perhaps narrow the timescale down.

BF noted that it was important to get the communication right, after wrongly assuming WBC were leading this.

CL stated a solution to the cycling problem was required and suggested a red line surrounding the Town Centre to which no cycles should pass over as well as a special place for bike racks on the outskirts of Town Centre itself.

SB agreed this was a good idea in theory, but possibly not for the serial offenders who are the problem.

SS stated that no one takes any notice of the large no cycling signs on the floor, perhaps signs on lampposts would be clearer.

BR suggested that a further look at CL's suggestion should be made.

ITEM 10 ANY OTHER BUSINESS

None

Meeting finished at 20.00

Date of next Management Committee meetings for 2020

Wednesday 18.00 7th October 2020

PROJECTS SCHEDULE 2019/20*Project ID number is identifier only – not indication of priority.*

ID	Project update	Approximate Delivery
1	<p>Woodford Park Green Flag Award application and works Green Flag awarded July 2018 COMPLETE Green Flag awarded July 2019 COMPLETE Green Flag Award 2020 – application due January 2020. Judging and award has been delayed due to Coronavirus. Awards expected to made in September 2020.</p>	Sept 2020
	<p>Equality Impacts Award criteria includes sections on inclusivity, audience development, access and community involvement and diversity.</p>	
	<p>Environmental Impacts Award criteria includes sections on sustainability, enhancing habitats, wildlife initiatives, tree management, waste management, pesticide use.</p>	
2	<p>Construction of new maintenance workshop and welfare building, concreting of yard/install drainage Revised plans produced in order to achieve facilities with existing electrical supply to the site. Planning consent granted. Modular toilet/shower and storage containers no in situ. Drainage installed and concreting of yard area almost complete. Vehicle shed/workshop building ordered and expecting for completion in Sept 2020. Internal works to maximise area to be carried out in house.</p> <p><i>Timing factors</i> Contractor lead time</p>	Sept 2020
	<p>Equality Impacts Building will be accessible and compliant with DDA regulations.</p>	
	<p>Environmental Impacts Energy consumption: Solar energy and air source heat pumps being investigated. Reduced energy requirements with new plan. Building to be insulated in accordance with current regulations. Electric vehicle charging point considered but not viable at this time due to limited electrical supply to the site. Contractors to have appropriate environmental policy and procedures. Rainwater harvesting tanks installed to provide stored water for washing down equipment and watering plants in the park.</p>	
3	<p>Woodford Park lake restoration Tree works COMPLETE. In house preparatory works COMPLETE. Contracted dredging works and construction of boardwalk COMPLETE</p>	Mar 2021

	<p>In house works for access ramp COMPLETE. Initial marginal planting COMPLETE. Pathway resurfacing works to be carried out in August/September 2019 (avoiding bird nesting season) COMPLETE. In house fencing work and hogging path to be completed over winter months.</p> <p><i>Timing factors</i> <i>Bird nesting season</i> <i>Staff capacity</i> <i>Works delayed due to Coronavirus situation</i></p>	
	<p>Equality Impacts <i>Boardwalk and paths DDA complaint.</i> <i>Trip hazards from tree roots in pathways addressed.</i> <i>Alternative routes available - avoiding steps.</i> <i>Open to the public at all times.</i></p>	
	<p>Environmental Impacts <i>Improvements to ecosystem & habitat.</i> <i>Some poor condition trees removed as part of project. This should be offset by tree planting elsewhere in the park.</i> <i>Potential for more visitors and related issues e.g. litter – this will be monitored and addressed as required.</i> <i>Contracted work carried out by appropriate contractor with detailed environmental policy and procedures.</i> <i>No works carried out during the bird-nesting season.</i></p>	
4	<p>Woodford Park destination play area An application for £200,000 from Section 106 developers contributions has been approved. Consultation carried out from April – August 2020. Tender pack/invitations to be advertised in September 2020.</p> <p><i>Timing factors</i> <i>Staff capacity to move project forward</i> <i>Project development/consultation/contractor lead times</i> <i>Delayed due to Coronavirus situation</i></p>	August 2021
	<p>Equality Impacts <i>All equipment selection, landscaping and design will be carried out with inclusivity and play value as a priority. The design brief will allow for access and use by children with as wide a range of mobility and ability as possible and include areas for natural play, planting and sensory areas.</i> <i>Landscape architect with proven experience in designing high quality, inclusive play spaces will be selected. Full assessment to be carried out in the design stage.</i></p>	
	<p>Environmental Impacts <i>Design brief will require the design to compliment the surrounding park environment, make use of sustainably sourced materials and have a positive impact on the park environment through planting, bug areas etc.</i></p>	

5	<p>Woodford Park Leisure Centre Regeneration Works to convert storeroom into ladies toilets COMPLETE. Works to create new reception area and back office COMPLETE. Re-flooring of entrance area and corridors COMPLETE.</p> <p>Next stages; Improvements to the rear of the building and patio area Upgrade of electrical system / building rewire subject to available funding.</p> <p><i>Timing factors</i> <i>Staff capacity</i> <i>Minimising impact on activities and operation of the Centre</i> <i>Agreement on project elements and funding</i> <i>Delayed due to Coronavirus situation</i> <i>Availability of funding</i></p>	Jan – Apr 2021
	<p>Equality Impacts <i>Building to be accessible and compliant with DDA regulations.</i> <i>Toilets also compliant with DDA and building regulations.</i> <i>Portable audio loop at reception.</i> <i>Signage to be high contrast for visually impaired.</i></p>	
	<p>Environmental Impacts <i>Energy efficient LED lighting installed in refurbished areas. Programme of replacement of old lighting stock with LED over coming months.</i> <i>All works to consider reduction in waste and energy consumption.</i></p>	
6	<p>Oakwood Centre toilets refurbishment New cubicles, sanitary wear, flooring and decoration.</p> <p>In house works carried out to greatly improve existing equipment including new skirtings, sinks, decoration and repairs. Previous moisture problems resolved and toilets are in good condition. Full refurbishment not a priority at this time.</p> <p>Environmental improvements to be considered in line with wider building operation changes.</p> <p><i>Timing factors</i> <i>Funding – project being reassessed to include ladies toilets. Request to Full Council for increased funding inclusion in Capital Programme.</i> <i>Staff capacity – Maintenance Team</i> <i>Project previously delayed due to issues with moisture in the walls in this area – now resolved.</i> <i>Minimise impact on bookings in the Centre.</i></p>	COMPLETE
	<p>Equality Impacts <i>Toilets are compliant with DDA and building regulations.</i></p>	
	<p>Environmental Impacts <i>Upgrades to consider;</i> <i>Automatic taps</i> <i>Automatic LED lighting</i> <i>Water saving flushing</i></p>	

<p>7</p>	<p>Oakwood Centre roof repairs Professional surveys have been carried out and a number of issues identified as needing repair or further investigation.</p> <p>Costings for remedial works being developed with specialist building envelope contractor.</p> <p>Specialist contractor to be engaged to produce specification or works, carry out tendering and oversee implementation.</p> <p>In house repair works proposed in order to address as many issues as possible and delay more significant and expensive works for 3 – 5 years.</p> <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Potentially phased work</i> <i>Tendering process</i> <i>Contractor lead times</i> <i>Availability of funding. Current financial situation prohibits full remedial works.</i></p>	
	<p>Equality Impacts <i>No changes to access or building use.</i></p>	
	<p>Environmental Impacts <i>Design spec to consider energy saving opportunities.</i> <i>Contractors to have appropriate environmental policy and procedures.</i> <i>Include rainwater harvesting in design spec where possible.</i></p>	
<p>8</p>	<p>Town Centre Garden Planting options considered by Leisure Services Committee – Sept 2020 Consultation carried out on uses/planting options Offers of financial and volunteer support received. Full Council approval of Section 106 finding from available monies once scheme agreed. Seating to be considered and consultation carried out to ensure inclusivity and appropriateness for the site.</p> <p><i>Timing Factors</i> <i>Development of project plan/design/consultation</i> <i>Planting / establishment of planting scheme</i></p>	<p>Sep 2020 – Mar 2021</p>
	<p>Equality Impacts <i>Seating will be DDA compliant – consultation with disability groups to be carried out as part of project.</i> <i>Works have addressed issues of uneven paving causing problems – particularly for older people and those with vision impairment.</i> <i>Opportunity for planting to provide sensory elements.</i> <i>Access to the garden for volunteers carrying out works to be considered and addressed as required going forwards – access at present over top of wall only.</i></p>	

	<i>Environmental Impacts</i> <i>WBC Tree Officer will assess any works required to trees.</i> <i>Opportunities for planting to encourage pollinators.</i> <i>Planting selection to consider minimising watering requirement.</i>	

Subject: Invitation to support local charity Connecting Communities in Berkshire

Good afternoon,

We hope this e-mail finds you safe and well.

We are writing to Woodley Town Council to invite you to support our charity [Connecting Communities in Berkshire \(CCB\)](#) by becoming a member of our organisation. Becoming a member of CCB is an effective and rewarding route to building connections, accessing information and support, and helping to ensure communities like yours are strong, successful and well represented.

Please take a moment to read the attached 2020 Annual Review which gives a snapshot of all that we have been able to deliver as a charity over the course of the last year.

Lockdown has seen us adapt our training delivery to be able to deliver training online, via a webinar, on subjects such as Improving Your Funding bid, Re-opening Community Buildings Post Covid-19 and Community Led Housing. We've reached out to other practitioners that support families that may be at risk of fuel poverty in **Berkshire** so that we can provide energy advice and help families save money at this difficult time remotely through support offered via Zoom or the phone.

Our Community Buildings Advisor Kate has been kept very busy over the last few months providing reassurance and expertise on a variety of questions from village hall and community building volunteers and trustees keen to adhere to government guidelines whilst remaining financially viable. We have continued to write monthly e-bulletins packed with events, advice, Berkshire and rural based news and funding opportunities.

The summer will be spent delivering all of our projects mentioned in the attached Annual Review 2020 and focusing our efforts on how we may progress our Rural Isolation and Loneliness project whilst adapting to the fact that currently many face-to-face events may not be able to take place for a while.

Our membership is always at the core of what we do and benefits to our members can be found below:

Benefits of Membership

Specific membership benefits you can expect to receive include:

- Free or discounted training opportunities at our wide range of courses that ultimately focus on strengthening communities.
- The opportunity to become a CCB Trustee and to nominate and elect members to our Board.
- An invitation to attend our training conference and Annual General Meeting (1 vote per membership)
- Monthly e-bulletins which include a variety of funding opportunities, local Berkshire based news and events and training workshops that may be of benefit to you, your colleagues and community.
- The opportunity to market your community events, news or local facilities via our e-bulletin and website.
- Prompt access to the CCB team who will be available to discuss issues affecting your community.

By Woodley Town Council becoming a member you are helping to support a small, local charity that has been working at the heart of communities in Berkshire for over 45 years – helping Berkshire communities thrive by identifying, raising awareness of and helping tackle local issues and priorities. The cost of annual membership for 2020 is **£35** for parish council and voluntary or community organisations or **£18** for individuals. Please find attached a membership form or [please click here to complete an online one.](#)

We thank you for reading this email and hope you have a lovely summer whilst continuing to stay safe and well.

With warm regards and best wishes,
Gemma

Gemma Pearce
Office & Communications Manager, Connecting Communities in Berkshire LTD



Strategy and Resources Committee

15 September 2020

Appendix 7b

Payments: January - August 2020

**Woodley Town Council
Current Account**

List of Payments made between 01/01/2020 and 31/01/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
17/01/2020	2nd Woodley Scout Group	5.60	Xmas post deliveries
17/01/2020	Alan Hadley Ltd	297.00	Refuse collection
17/01/2020	ASAP Computer Services	1902.00	Annual IT support
24/01/2020	AYS Cleaning Contractors Ltd	2257.69	Cleaning supplies
03/01/2020	Be Fuelcards Ltd	105.47	Diesel
31/01/2020	Be Fuelcards Ltd	9.23	BP Plus card
17/01/2020	Berkshire Upholstery Services Ltd	5994.00	Theatre seating upholstered
24/01/2020	Bowak Ltd	119.08	Cleaning supplies
31/01/2020	Bowak Ltd	69.62	Cleaning supplies
17/01/2020	Brake Bros Foodservice Ltd	225.25	Vending supplies
24/01/2020	Brown Bag Cafe Ltd	556.64	Catering services
17/01/2020	Castle Water	1862.33	Water rates
24/01/2020	Castle Water	102.18	Water rates
24/01/2020	Churchill Contract Services Ltd	2484.90	Cleaning WPLC
02/01/2020	Club Manager Ltd	80.40	Clubmanager monthly fee
20/01/2020	Crown Gas & Power	270.25	Gas supply
20/01/2020	Crown Gas & Power	275.10	Gas supply
20/01/2020	Crown Gas & Power	1187.02	Gas supply
20/01/2020	Crown Gas & Power	1192.11	Gas supply
24/01/2020	D J Mace & Son Ltd	735.36	Electrical works
17/01/2020	EDF Energy 1 Ltd	14.47	Electric supply
17/01/2020	Energy Electrical Distributors Ltd	59.40	Electrical supplies
10/01/2020	Epos Now Ltd D/D	30.00	Monthly Epos till charge
10/01/2020	Global 4 Communications	289.54	Phone
24/01/2020	HMRC Cumbernauld	14512.89	PAYE & NI
17/01/2020	InTouch	82.05	Web site support/2 yearly domain renewal
24/01/2020	Lamps-Tubes Luminations Ltd	1101.00	Christmas lighting works in town centre
17/01/2020	Laundry Depot	31.90	Laundry/pressing
27/01/2020	Les Mills Fitness UK Ltd	203.69	Body balance coach
15/01/2020	Lloyds Bank D/D	238.90	Cardnet charges
24/01/2020	Lyreco UK Ltd	178.65	Stationery supplies
14/01/2020	Mainstream Digital Ltd	61.90	Qtrly rental/phone
15/01/2020	Merchant Rentals Ltd	15.44	Cardnet Machine rental
15/01/2020	Merchant Rentals Ltd	15.29	Cardnet Machine rental
31/01/2020	PHS Group	364.74	Dust mats rental
20/01/2020	Pitney Bowes Ltd	150.00	Postage topup
13/01/2020	Plusnet Plc	52.20	Phone
20/01/2020	Plusnet Plc	52.20	Phone
24/01/2020	Prudential	307.24	AVC payment deducted from pay
31/01/2020	Reading Borough Council	3650.00	Part payment - lease of allotment site
06/01/2020	SGW Payroll Ltd	168.02	Payroll services
31/01/2020	SGW Payroll Ltd	172.10	Payroll services
15/01/2020	Siemens Financial Services	1100.80	Gym Equip rental
17/01/2020	SSE Southern Electric	4644.13	Electric supply
27/01/2020	SWALEC	72.34	Electric supply-Public toilet
31/01/2020	Technical Surfaces Ltd	480.00	3G pitch maintenance- rubber crumb
24/01/2020	The Berkshire Pension Fund	16269.41	Pension - employers & employees
24/01/2020	Trade UK - Screwfix	207.17	Various maintenance items
24/01/2020	Unison Collection Ac	34.00	Union fees deducted from pay
31/01/2020	Universal Services	111.60	Trampoline service
24/01/2020	Veolia ES - UK Ltd	694.93	Waste collection
20/01/2020	Vodafone	281.46	Moblie phones

02/01/2020	Wokingham BC - Rates	2246.00	Rates-WPLC
02/01/2020	Wokingham BC - Rates	358.00	Rates-Coro Hall
02/01/2020	Wokingham BC - Rates	386.00	Rates-Public toilet
02/01/2020	Wokingham BC - Rates	162.00	Rates-Chapel Hall
02/01/2020	Wokingham BC - Rates	884.00	Rates-OC
		69414.69	

CLERKS IMPREST A/C

List of Payments made between 01/01/2020 and 31/01/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
31/01/2020	(Personal Information)	300.00	Photography of OC for Website
20/01/2020	(Personal Information)	200.00	Grant-Dec 2019
13/01/2020	(Personal Information)	15.00	Refund key deposit
03/01/2020	(Personal Information)	15.00	Refund key deposit
20/01/2020	(Personal Information)	50.00	Refund deposit
20/01/2020	(Personal Information)	50.00	Refund deposit
27/01/2020	(Personal Information)	50.00	Refund deposit
27/01/2020	(Personal Information)	50.00	Refund deposit
27/01/2020	(Personal Information)	50.00	Refund deposit
27/01/2020	(Personal Information)	50.00	Refund deposit
20/01/2020	(Personal Information)	50.00	Refund deposit
27/01/2020	(Personal Information)	40.50	Refund wplc
20/01/2020	(Personal Information)	200.00	Refund deposit
20/01/2020	(Personal Information)	50.00	Refund deposit
20/01/2020	(Personal Information)	50.00	Refund deposit
27/01/2020	(Personal Information)	50.00	Refund deposit
20/01/2020	(Personal Information)	50.00	Refund deposit
03/01/2020	(Personal Information)	15.00	Refund key deposit
20/01/2020	(Personal Information)	45.00	Refund deposit
07/01/2020	(Personal Information)	15.00	Refund key deposit
27/01/2020	(Personal Information)	40.50	Refund WPLC
20/01/2020	Adobe PS Creative	364.03	Photoshop software charge
24/01/2020	Amazon.co.uk	4.48	Blackanti-slip mouse pad
24/01/2020	Amazon.co.uk	36.34	13 inch clock/stapler
24/01/2020	Amazon.co.uk	290.00	Sundeala notice pinboard
27/01/2020	Amazon.co.uk	6.95	VE day in colour DVD
27/01/2020	Amazon.co.uk	25.23	A3 Foam boards/3M spray adhesi
31/01/2020	Amazon.co.uk	41.86	Laptop holder/keyboard
15/01/2020	Concrete.co.uk	2500.00	Concrete - Depot
17/01/2020	Firstaid.co.uk	8.38	Fabric/Stretch plasters
20/01/2020	Hampshire Assoc Local Councils	108.30	Paid inv 16110 twice in error
20/01/2020	Janitorial Direct	44.05	4x Washing up liquid
13/01/2020	Lloyds Bank D/D	14.10	Bank charges
22/01/2020	Lloyds Banks	47265.36	Net January 2020 payroll
22/01/2020	One Direct	163.19	2x Motorola walkie talkies
27/01/2020	Prostate Cancer UK	857.71	Donations paid (Mayor's charity)
27/01/2020	Solopress	18.78	Poster - WTCMI
27/01/2020	U3A Woodley & District	50.00	Refund dep-U3A Wdly & District
07/01/2020	Wickes Building	444.00	Tarmac/bitumen sealer
27/01/2020	Wickes.co.uk	308.19	Timber post/Postcrete /Plywood
		53986.95	

Woodley Town Council**Current Account****List of Payments made between 01/02/2020 and 29/02/2020**

Date Paid	Payee Name	Amount Paic	Transaction Detail
14/02/2020	Alan Hadley Ltd	297.00	Skip collection
21/02/2020	Alan Hadley Ltd	297.00	Skip collection
28/02/2020	Alan Hadley Ltd	297.00	Skip collection
14/02/2020	All Glass Window Cleaning	30.00	Window cleaning - Chapel Hall
28/02/2020	AYS Cleaning Contractors Ltd	2230.13	Contract cleaning
07/02/2020	Be Fuelcards Ltd	1.52	Admin fee-fuel card
28/02/2020	Be Fuelcards Ltd	32.22	Unleaded fuel-Depot
07/02/2020	Blandy & Blandy LLP	1062.00	Legal advice
21/02/2020	Bowak Ltd	353.34	Cleaning supplies
07/02/2020	Brake Bros Foodservice Ltd	291.73	Vending supplies
21/02/2020	Brake Bros Foodservice Ltd	191.46	Vending supplies
28/02/2020	Brewers Decorator Centres	531.81	Paint supplies
21/02/2020	Brown Bag Cafe Ltd	1304.72	Catering services
24/02/2020	BT Telephone Payment Centre	329.40	Phone-Broadband WPLC
14/02/2020	Castle Water	1312.64	Water rates
14/02/2020	CDK Casting Ltd	96.60	Plaque for Garden of Remembrance
21/02/2020	Central Sports UK Ltd	410.68	Badminton supplies
28/02/2020	Churchill Contract Services Ltd	2484.90	Cleaning contract WPLC
03/02/2020	Club Manager Ltd	80.40	Gym software monthly fee
28/02/2020	CoolerAid Ltd	143.02	Bottled water
17/02/2020	Crown Gas & Power	1227.31	Gas supply-Oakwood
17/02/2020	Crown Gas & Power	1135.98	Gas supply-WPLC
17/02/2020	Crown Gas & Power	268.28	Gas supply-Coro Hall
17/02/2020	Crown Gas & Power	282.26	Gas supply-Chapel Hall
21/02/2020	Direct Soccer	84.93	Football equipment
07/02/2020	EDF Energy 1 Ltd	14.47	Electricity supply
12/02/2020	Epos Now Ltd D/D	30.00	Monthly Epos till charge
11/02/2020	Global 4 Communications	290.96	Phone
07/02/2020	Harlequin Marquee Hire	120.00	For planned summer event
27/02/2020	HMRC Cumbernauld	15171.02	PAYE & NI
14/02/2020	IBS Office Solutions Ltd	1222.54	Photocopier rental
07/02/2020	John Willis	125.00	Window cleaning
28/02/2020	John Willis	125.00	Window cleaning
28/02/2020	Lamps-Tubes Luminations Ltd	132.96	WTCMI re lighting
21/02/2020	Laundry Depot	49.90	Laundry - tablecloths
27/02/2020	Les Mills Fitness UK Ltd	203.69	Bodybalance-coach
04/02/2020	Lloyds Bank D/D	45.35	Bank service charges
14/02/2020	Lloyds Bank D/D	336.08	Monthly cardnet service charge
28/02/2020	Lyreco UK Ltd	294.59	Stationery supplies
14/02/2020	Mainstream Digital Ltd	0.61	Phone
17/02/2020	Merchant Rentals Ltd	15.44	Cardnet machine rental
17/02/2020	Merchant Rentals Ltd	15.29	Cardnet machine rental
12/02/2020	Plusnet Plc	52.20	Phone
18/02/2020	Plusnet Plc	52.20	Phone-WPLC
14/02/2020	PNC FS UK Ltd-Arnold Laver & Co	37.62	Purchase of wood
21/02/2020	PNC FS UK Ltd-Arnold Laver & Co	43.03	Purchase other materials
27/02/2020	Prudential	307.24	AVC payment deducted from pay
03/02/2020	Rathbones Invest Mge Ltd	2893.48	VAT reclaimed paid to Rathbone
21/02/2020	Reading Borough Council	167.85	Lease payment - allotments
14/02/2020	Reading Community Energy Soc LI	333.12	Electricity supply WPLC & OC
28/02/2020	Rialtas Business Solutions Ltd	348.00	Bookings software support

14/02/2020	Seton	11.99	Health and safety notices
17/02/2020	Siemens Financial Services	1100.80	Gym equipment rental
07/02/2020	SSE Southern Electric	2138.13	Electricity supply
14/02/2020	SSE Southern Electric	1810.33	Electricity supply
28/02/2020	SSE Southern Electric	2685.32	Electricity supply
21/02/2020	Stackhouse Poland Ltd	112.00	Additional insurance payment - vehicle
28/02/2020	SWALEC	67.80	Electricity supply-Public toilet
07/02/2020	Technical Surfaces Ltd	360.00	3G pitch maintenance
14/02/2020	Thames Valley Water Services Ltd	204.00	Water checks
27/02/2020	The Berkshire Pension Fund	16588.81	Pension - employers and employees
14/02/2020	Token Security Solutions Ltd	330.00	Keyholding - WPLC
21/02/2020	Trade UK - BandQ	155.29	Maintenance items
21/02/2020	Trade UK - Screwfix	103.65	Maintenance items
28/02/2020	Travis Perkins Trading Co	331.43	Grounds depot materials
27/02/2020	Unison Collection Ac	34.00	Union fees deducted from pay
28/02/2020	Veolia ES - UK Ltd	641.97	Waste collection
18/02/2020	Vodafone	281.46	Phone
14/02/2020	Wingfield Engineering Ltd	246.23	Service & MOT
21/02/2020	Wokingham B Sports Council	75.00	Grant towards the annual prize giving
03/02/2020	Wokingham BC - Rates	386.00	Rates-Public Toilet
		64868.18	

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List of Payments made between 01/02/2020 and 29/02/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/02/2020	(Personal Information)	50.00	Refund deposit
05/02/2020	Amazon.co.uk	15.98	2x Tate & Lyle sugar sachets
05/02/2020	Amazon.co.uk	70.79	1000 Kraft 12oz Ripple cups
11/02/2020	Amazon.co.uk	18.47	2x Habor room thermometers
17/02/2020	Artemis Studios Performing	58.00	Refund deposit
12/02/2020	Classic-Car-World.co.uk	30.86	High pressure hose
04/02/2020	Drainage sales	1103.08	Crates/membrane/pipe-Depot
28/02/2020	Easy Concrete Services Ltd	1056.00	Supply & pour C25 concrete
17/02/2020	(Personal Information)	50.00	Refund deposit
05/02/2020	Gentleworks Ltd	261.60	No-touch WC flushvalve-WPLC
17/02/2020	(Personal Information)	50.00	Refund deposit
14/02/2020	Gravelmaster.co.uk	484.00	4 Tonnes play sand
10/02/2020	(Personal Information)	24.99	Refund Gym fee
17/02/2020	(Personal Information)	50.00	Refund deposit
26/02/2020	Lloyds Bank	49322.70	February 2020 payroll net
14/02/2020	Lloyds Bank D/D	14.18	Bank service charges
24/02/2020	(Personal Information)	50.00	Refund deposit
26/02/2020	(Personal Information)	650.00	Woodley Herald delivery
03/02/2020	PETTY CASH A/C	140.86	Top up petty cash
03/02/2020	(Personal Information)	50.00	Refund deposit
17/02/2020	(Personal Information)	50.00	Refund deposit
07/02/2020	Solopress.com	57.70	A1 Signage boards
10/02/2020	Sound Foundation	100.00	Refund dep-Sound Foundation
05/02/2020	TV Licensing	154.50	TV License - Oakwood
14/02/2020	Wickes	624.00	Tarmac/fire door/internal door
25/02/2020	Willis & Ainsworth	350.86	11 Tonnes limestone
24/02/2020	Woodley Womens Club	50.00	Refund deposit
		54938.57	

**Woodley Town Council
Current Account**

List of Payments made between 01/03/2020 and 31/03/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
13/03/2020	Advanced Maintenance UK Ltd	156.00	Service checks on flat WPLC
13/03/2020	Alan Hadley Ltd	297.00	Skip hire
18/03/2020	Alan Hadley Ltd	297.00	Skip hire
13/03/2020	Awards of Distinction Ltd	226.80	Citizens awards
06/03/2020	AYS Cleaning Contractors Ltd	50.34	AYSCC-WTC
27/03/2020	AYS Cleaning Contractors Ltd	2230.13	AYSCC-WTC
06/03/2020	Be Fuelcards Ltd	1.52	Admin charge
18/03/2020	Bowak Ltd	377.48	Repairs to floor cleaner & cleaning supplies
06/03/2020	Brake Bros Foodservice Ltd	175.95	Vending supplies
13/03/2020	Brake Bros Foodservice Ltd	219.58	Vending supplies
27/03/2020	Brake Bros Foodservice Ltd	314.34	Vending supplies
27/03/2020	Brewers Decorator Centres	108.70	WOOD194-WTC
27/03/2020	Brown Bag Cafe Ltd	2396.48	BROWN01
06/03/2020	Business Stream	80.22	BUS01-WTC
27/03/2020	Came & Company	3450.03	Vehicle insurance for 20/21
02/03/2020	CF Corporate Finance Ltd	214.32	Qtrly Lease/annual serv fee
27/03/2020	Churchill Contract Services Ltd	2484.90	Cleaning - WPLC
02/03/2020	Club Manager Ltd	80.40	Monthly Clubmanager software
13/03/2020	CoolerAid Ltd	78.91	Bottled water
27/03/2020	CoolerAid Ltd	212.07	Bottled water
13/03/2020	CP Hire (GB) Ltd	450.00	Digger hire
18/03/2020	CP Hire (GB) Ltd	240.00	Digger hire
27/03/2020	CP Hire (GB) Ltd	240.00	Digger hire
06/03/2020	Dejac Associates Ltd	5646.00	Kerio connect mail server annual fee
18/03/2020	Dejac Associates Ltd	144.00	Purchase - Windows 10
24/03/2020	Ecotricity	358.19	Gas supply-Chapel Hall
24/03/2020	Ecotricity	1350.23	Gas supply-WPLC
24/03/2020	Ecotricity	1452.67	Gas supply-Oakwood
24/03/2020	Ecotricity	349.66	Gas supply - Chapel Hall
13/03/2020	EDF Energy 1 Ltd	13.64	EDF01
06/03/2020	Ellis Whittam Ltd	7140.00	HR and Health & Safety support - annual fee
12/03/2020	Epos Now Ltd D/D	30.00	Monthly WPLC till charge
27/03/2020	Ethos Communications Solutions Ltd	207.29	B3023009-WTC
27/03/2020	Fencing Products Ltd	300.10	Fenc01WoodleyTC
10/03/2020	Global 4 Communications	294.88	Phone
25/03/2020	HMRC Cumbernauld	15088.12	846PV00154888-WTC
18/03/2020	IBS Office Solutions Ltd	637.98	IBS01-WTC
18/03/2020	International Plywood (Importers) Ltd	654.50	INT01-WTC
06/03/2020	Just Around The Corner	6338.00	Just01WoodleyTC
18/03/2020	Laundry Depot	37.90	OakwoodCtre-WTC
27/03/2020	Les Mills Fitness UK Ltd	203.69	Body Balance-Coach
13/03/2020	Lightatouch	1041.66	Light02WoodleyTC
03/03/2020	Lloyds Bank D/D	43.71	Charges 10 Jan to 9 Feb 20
13/03/2020	Lloyds Bank D/D	257.25	Cardnet charges-new
31/03/2020	Lloyds Bank D/D	37.84	Bank service charges
27/03/2020	Lyreco UK Ltd	17.21	60459709-WTC
05/03/2020	Mailcoms Ltd D/D	328.34	Annual Mailcare Franking suppo
16/03/2020	Mainstream Digital Ltd	1.37	Phone
27/03/2020	Margaret Macknelly Design	405.00	Newsletter design
06/03/2020	Mark Harrod Ltd	2092.80	Football goals
16/03/2020	Merchant Rentals Ltd	15.44	Cardnet Machine rental
16/03/2020	Merchant Rentals Ltd	15.29	Cardnet Machine rental

23/03/2020	(Personal Information)	100.00	Refund deposit
27/03/2020	Nationwide CRC Ltd	639.73	VAT on van repairs
12/03/2020	Plusnet Plc	52.20	Phone-OC
18/03/2020	Plusnet Plc	52.20	Phone
25/03/2020	Prudential	307.24	L643AVC deducted from pay
02/03/2020	Public Works Loan Board	5874.06	Public Works Loan Board payment
25/03/2020	Public Works Loan Board	1528.16	Public Works Loan Board payment
30/03/2020	Public Works Loan Board	29093.75	Public Works Loan Board payment
31/03/2020	Public Works Loan Board	40204.33	Public Works Loan Board payment
23/03/2020	Reading Referees Association	80.00	Refund cancelation.
06/03/2020	Rialtas Business Solutions Ltd	202.80	Annual subscription
13/03/2020	SGW Payroll Ltd	170.06	Payroll services
16/03/2020	Siemens Financial Services	1100.80	Monthly gym equip rental
06/03/2020	SSE Southern Electric	92.35	Electricity supply
13/03/2020	SSE Southern Electric	1698.02	Electricity supply
27/03/2020	SSE Southern Electric	1611.61	Electricity supply
13/03/2020	Stackhouse Poland Ltd	29962.42	Insurance - annual
18/03/2020	Thames Valley Water Services Ltd	204.00	Water testing
25/03/2020	The Berkshire Pension Fund	16836.75	Pension - employers and employees
27/03/2020	The Letterworks Ltd	792.00	Delivery of newsletters
13/03/2020	Token Security Solutions Ltd	330.00	Annual key holding contract
18/03/2020	Token Security Solutions Ltd	24.00	Call out to alarm
18/03/2020	Trade UK - BandQ	357.50	Building materials
18/03/2020	Trade UK - Screwfix	665.55	Various maintenance items
27/03/2020	Travis Perkins Trading Co	109.58	Various maintenance items
25/03/2020	Unison Collection Ac	34.00	Union fees deducted from pay
13/03/2020	Universal Services	4781.82	Purchase trampoline
27/03/2020	Universal Services	75.96	trampoline parts
27/03/2020	Veolia ES - UK Ltd	655.12	Waste collection
18/03/2020	Vodafone	282.16	Phone
27/03/2020	Willis & Anisworth	692.77	Skelpings for depot project
23/03/2020	Wokingham Borough Council	10000.00	Transfer of Malone Park to WTC
		207495.87	

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List of Payments made between 01/03/2020 and 31/03/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
31/03/2020	(Personal Information)	22.00	Refund deposit
31/03/2020	(Personal Information)	8.00	Refund deposit
31/03/2020	(Personal Information)	96.00	Refund deposit
09/03/2020	(Personal Information)	50.00	Refund deposit
30/03/2020	(Personal Information)	80.00	Refund deposit
16/03/2020	(Personal Information)	50.00	Refund deposit
23/03/2020	(Personal Information)	120.00	Refund deposit
16/03/2020	(Personal Information)	32.07	Cleaning supplies
31/03/2020	(Personal Information)	16.00	Refund deposit
02/03/2020	(Personal Information)	50.00	Refund deposit
30/03/2020	(Personal Information)	122.00	Refund deposit
16/03/2020	(Personal Information)	50.00	Refund deposit
02/03/2020	(Personal Information)	50.00	Refund deposit
16/03/2020	(Personal Information)	50.00	Refund deposit
23/03/2020	(Personal Information)	50.00	Refund deposit
09/03/2020	(Personal Information)	45.00	Refund deposit
30/03/2020	(Personal Information)	100.00	Refund deposit
23/03/2020	(Personal Information)	200.00	Refund deposit
31/03/2020	(Personal Information)	138.80	Refund deposit

23/03/2020	(Personal Information)	559.50	Refund deposit
31/03/2020	(Personal Information)	102.00	Refund deposit
31/03/2020	(Personal Information)	102.00	Refund deposit
16/03/2020	(Personal Information)	50.00	Refund deposit
31/03/2020	(Personal Information)	12.00	Refund deposit
23/03/2020	(Personal Information)	160.00	Refund
02/03/2020	(Personal Information)	4.00	Refund WPLC - SA Wheeler
31/03/2020	(Personal Information)	7.00	Refund deposit
09/03/2020	(Personal Information)	45.00	Refund deposit
23/03/2020	(Personal Information)	100.00	Refund deposit
31/03/2020	(Personal Information)	122.00	Refund deposit
30/03/2020	(Personal Information)	120.00	Refund deposit
23/03/2020	(Personal Information)	50.00	Refund deposit
09/03/2020	(Personal Information)	45.00	Refund deposit
23/03/2020	(Personal Information)	95.00	Refund deposit
23/03/2020	(Personal Information)	120.00	Refund deposit
16/03/2020	(Personal Information)	50.00	Refund deposit
31/03/2020	(Personal Information)	310.50	Refund deposit
23/03/2020	(Personal Information)	100.00	Refund deposit
06/03/2020	(Personal Information)	15.00	Refund deposit
02/03/2020	Amazon.co.uk	6.99	36x Yellow mini chicks
16/03/2020	Amazon.co.uk	7.28	100x Black cable ties
16/03/2020	Amazon.co.uk	7.99	50x Black cable ties
19/03/2020	Argos Ltd	69.98	Mobile phone/hard drive
12/03/2020	Crystal Awards	70.86	Crystal award engraving-R
23/03/2020	Current Account	80.00	Reading Referees Association
23/03/2020	Current Account	100.00	Mr Nicolas Blake
09/03/2020	Dance Stars CIC	103.50	Refund
05/03/2020	Easy Concrete Service	1756.80	15cm3 wet pour concrete
19/03/2020	EE Top up	10.00	iPhone EE top up
12/03/2020	Ikea.com	139.95	Glasses for Civic Award
13/03/2020	Janitorial Direct	101.66	Hand soap/dispensers
20/03/2020	Leisure Insure Ltd	201.44	Insurance for bouncy castles
25/03/2020	Lloyds Bank	47710.83	March 2020-net payroll
13/03/2020	Lloyds Bank D/D	14.76	Charges 10 Jan to 9 Feb 20
30/03/2020	Mostly G&S	882.50	Refund
03/03/2020	PETTY CASH A/C	133.42	Top up Petty cash
30/03/2020	Wdly Festival Music	960.00	Refund
24/03/2020	White Knights	263.00	Legal fees-WPLC Flat
		56119.83	

Woodley Town Council**Current Account****List of Payments made between 01/04/2020 and 30/04/2020**

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/04/2020	Airquee Ltd	376.31	Bouncy castle inspection
01/04/2020	AYS Cleaning Contractors Ltd	2230.13	Contract cleaning
21/04/2020	AYS Cleaning Contractors Ltd	67.18	Contract cleaning
24/04/2020	AYS Cleaning Contractors Ltd	1738.50	Contract cleaning
14/04/2020	Be Fuelcards Ltd	1.52	Admin charge-Fuel cards
24/04/2020	Berkshire Tree Care	4788.00	Tree works
01/04/2020	Binghams Brewery Ltd	840.07	Purchase for summer event
24/04/2020	Bowak Ltd	639.86	Cleaning supplies
01/04/2020	Brake Bros Foodservice Ltd	314.34	Vending supplies
01/04/2020	Brewers Decorator Centres	108.70	Paint
01/04/2020	Brown Bag Cafe Ltd	2396.48	Catering services
24/04/2020	Brown Bag Cafe Ltd	844.70	Catering services
01/04/2020	Came & Company	3450.03	Insurance payment
24/04/2020	Castle Water	3541.85	Water rates
01/04/2020	CDK Casting Ltd	96.60	Plaque - Garden of Remembrance
01/04/2020	Churchill Contract Services Ltd	2484.90	Cleaning contract
24/04/2020	Churchill Contract Services Ltd	578.39	Cleaning contract
01/04/2020	Club Manager Ltd	80.40	Gym monthly software charge
01/04/2020	CoolerAid Ltd	212.07	Bottled water
24/04/2020	CoolerAid Ltd	156.11	Bottled water
01/04/2020	CP Hire (GB) Ltd	240.00	Plant hire
21/04/2020	CP Hire (GB) Ltd	228.00	Plant hire
21/04/2020	Dejac Associates Ltd	288.00	Annual cloud back up charge
24/04/2020	Dejac Associates Ltd	2700.00	Annual support computers OC
28/04/2020	Ecotricity	300.84	Gas supply-Coro Hall
28/04/2020	Ecotricity	1129.07	Gas supply-WPLC
28/04/2020	Ecotricity	1213.75	Gas supply-Oakwood
28/04/2020	Ecotricity	294.37	Gas supply-Chapel Hall
21/04/2020	EDF Energy 1 Ltd	17.03	Electricity supply
14/04/2020	Epos Now Ltd D/D	30.00	EPOS monthly till charge
01/04/2020	Ethos Communications Solutions Ltd	207.29	Photocopier WPLC
01/04/2020	Fencing Products Ltd	300.10	Fencing materials
24/04/2020	Fraser Office Supplies Ltd	16.06	Stationery supplies
09/04/2020	Global 4 Communications	315.80	Phone
24/04/2020	HMRC Cumbernauld	15544.89	PAYE & NI
21/04/2020	JMVA Ltd	17.50	Website support services
01/04/2020	Keep Britian Tidy	394.80	Purchase of notices
27/04/2020	Les Mills Fitness UK Ltd	203.69	Body balance-WPLC
21/04/2020	Lister Wilder Ltd	55.20	Depot - oil
15/04/2020	Lloyds Bank D/D	119.62	Cardnet service charge
01/04/2020	Lyreco UK Ltd	17.21	Stationery supplies
24/04/2020	Lyreco UK Ltd	146.26	Stationery supplies
07/04/2020	Mailcoms Ltd D/D	83.94	Postage franking support
14/04/2020	Mainstream Digital Ltd	63.59	Phone
01/04/2020	Margaret Macknelly Design	405.00	Design of newsletter
15/04/2020	Merchant Rentals Ltd	15.44	Cardnet Machine rental
15/04/2020	Merchant Rentals Ltd	15.29	Cardnet Machine rental
21/04/2020	(Personal Information)	400.00	Market services
01/04/2020	Nationwide CRC Ltd	639.73	Accident repair to vehicle
21/04/2020	Opus Business Systems Ltd	1299.60	Offices telephone system
30/04/2020	PHS Group	364.74	Dust mat rental
15/04/2020	Plusnet Plc	52.20	Phone-OC

15/04/2020	Plusnet Plc	52.20	Phone-WPLC
21/04/2020	Portable Space Ltd	9828.00	Depot - toilet/shower/waste tank
24/04/2020	Prudential	307.24	AVC payment deducted from pay
01/04/2020	Public Works Loan Board	6676.72	Public Works Loan Board loan
24/04/2020	Rialtas Business Solutions Ltd	355.20	Annual support fee
01/04/2020	Seton	87.08	Health and safety items
30/04/2020	Seton	527.74	Health and safety items
06/04/2020	SGW Payroll Ltd	174.14	Payroll services
30/04/2020	SGW Payroll Ltd	231.26	Payroll services
15/04/2020	Siemens Financial Services	1100.80	Monthly gym equip rental
01/04/2020	SSE Southern Electric	1611.61	Electrical supply
21/04/2020	SSE Southern Electric	1559.02	Electrical supply
24/04/2020	SSE Southern Electric	254.49	Electrical supply
24/04/2020	Technical Surfaces Ltd	360.00	3G pitch maintenance
01/04/2020	Thames Valley Water Services Ltd	204.00	Water testing
24/04/2020	The Berkshire Pension Fund	17755.81	Pension - employers and employees
01/04/2020	The Letterworks Ltd	792.00	Printing of newsletter
21/04/2020	Token Security Solutions Ltd	24.00	Call out fee
01/04/2020	Travis Perkins Trading Co	109.58	Maintenance items
01/04/2020	Travis Perkins Trading Co	18.01	Maintenance items
24/04/2020	Unison Collection Ac	34.00	Union fees deducted from pay
01/04/2020	Universal Services	75.96	Sports equipment
01/04/2020	Veolia ES - UK Ltd	655.12	Waste collection
24/04/2020	Veolia ES - UK Ltd	673.00	Waste collection
17/04/2020	Vodafone	2.12	Phone-final bill
01/04/2020	Willis & Ainsworth	692.77	Purchase of aggregates - depot project
01/04/2020	Willis & Ainsworth	1047.47	Purchase of aggregates - depot project
01/04/2020	Wokingham BC - Rates	240.10	Rates-Public Toilet
01/04/2020	Wokingham BC - Rates	2282.25	Rates-WPLC
01/04/2020	Wokingham BC - Rates	366.70	Rates-Coro Hall
01/04/2020	Wokingham BC - Rates	161.70	Rates-Chapel Hall
01/04/2020	Wokingham BC - Rates	900.00	Rates-OC
21/04/2020	Wokingham Borough Council	4937.65	By election costs - Coronation East ward
		106162.89	

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List of Payments made between 01/04/2020 and 30/04/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
24/04/2020	(Personal Information)	102.00	WPLC refund
20/04/2020	(Personal Information)	50.00	Refund deposit
24/04/2020	(Personal Information)	9.60	WPLC refund
24/04/2020	(Personal Information)	50.00	Refund deposit
06/04/2020	(Personal Information)	50.00	Stall holder refund
22/04/2020	(Personal Information)	81.53	Refund deposit
06/04/2020	(Personal Information)	35.00	Stall holder refund
06/04/2020	(Personal Information)	50.00	Refund deposit
06/04/2020	(Personal Information)	50.00	Refund deposit
20/04/2020	(Personal Information)	102.00	WPLC refund
24/04/2020	(Personal Information)	102.00	WPLC refund
27/04/2020	(Personal Information)	122.00	WPLC refund
13/04/2020	(Personal Information)	50.00	Refund deposit
06/04/2020	(Personal Information)	50.00	Refund deposit
13/04/2020	(Personal Information)	30.00	Stall holder refund
06/04/2020	(Personal Information)	20.00	Stall holder refund
27/04/2020	Amazon Business	17.49	Multipurpose white paper

27/04/2020	Argos.co.uk	47.94	WD 1TB hard drive
06/04/2020	Charity Link	600.00	Stall holder-Charity Link
22/04/2020	EE Communications	20.00	Top up-WTC mobile
30/04/2020	Laptops Direct	501.90	Asus Laptop/case/mouse
22/04/2020	Lloyds Bank	48021.33	Net April 2020 payroll
14/04/2020	Lloyds Bank D/D	14.26	Bank charges
06/04/2020	Madda Events	100.00	Stall holder refund-Madda Events
20/04/2020	Microsoft Office	59.99	WTCMI-Annual charge
06/04/2020	Oxfam Reading	35.00	Stall holder refund-Oxfam Reading
13/04/2020	Surrey Ices UK	100.00	Stall holder refund-Surrey Ices UK
24/04/2020	Thames Valley Railway FC	150.00	WPLC refund-Thames Valley Rail
24/04/2020	Zoom Video Communications	143.88	Annual Zoom charge
29/04/2020	Zoom Video Communications	378.74	Zoom Webinar annual
		51144.66	

Woodley Town Council**Current Account****List of Payments made between 01/05/2020 and 31/05/2020**

Date Paid	Payee Name	Amount Paid	Transaction Detail
21/05/2020	Advanced Maintenance UK Ltd	4200.00	Annual service - all boilers
28/05/2020	Alan Hadley Ltd	297.00	Waste collection
01/05/2020	Be Fuelcards Ltd	84.10	Diesel
11/05/2020	Be Fuelcards Ltd	0.77	Admin fee-Depot
26/05/2020	BT Telephone Payment Centre	333.72	WPLC - Phone broadband
01/05/2020	Club Manager Ltd	80.40	Monthly gym software fee
11/05/2020	DCK Accounting Solutions Ltd	984.00	Year end accountancy support
21/05/2020	Dejac Associates Ltd	36.00	SSL VPN license - emails
26/05/2020	Ecotricity	258.10	Gas - Coro Hall
26/05/2020	Ecotricity	965.70	Gas - WPLC
26/05/2020	Ecotricity	1037.52	Gas - OC
26/05/2020	Ecotricity	252.48	Gas - Chapel Hall
28/05/2020	EDF Energy 1 Ltd	15.63	Electricity supply
13/05/2020	Epos Now Ltd D/D	30.00	Monthly WPLC till charge
11/05/2020	Global 4 Communications	622.09	Phone charges
21/05/2020	HMRC Cumbernauld	14687.17	PAYE & NI
11/05/2020	Just Around The Corner	6338.00	SLA payment
28/05/2020	Les Mills Fitness UK Ltd	203.69	Body balance- coach
05/05/2020	Lloyds Bank D/D	23.85	Current a/c service charges
14/05/2020	Mainstream Digital Ltd	0.55	Phone-OC
15/05/2020	Merchant Rentals Ltd	15.44	Monthly cardnet rental
15/05/2020	Merchant Rentals Ltd	15.29	Monthly cardnet rental
28/05/2020	Playsafety Ltd	727.80	Annual inspection play areas
13/05/2020	Plusnet Plc	52.20	Phone
18/05/2020	Plusnet Plc	52.20	Phone-Buisness Fibre-WPLC
21/05/2020	Prudential	307.24	AVC payment deducted from pay
21/05/2020	Reading Community Energy Soc Ltd	946.82	Electricity supply OC/WPLC
15/05/2020	Rialtas Business Solutions Ltd	142.80	Annual fee
11/05/2020	Roof Asset Management	8854.62	Oakwood Centre - roofing survey
15/05/2020	Seton	107.99	Maintenance items
05/05/2020	SGW Payroll Ltd	159.86	Payroll services
15/05/2020	Siemens Financial Services	1100.80	Monthly gym equip rental
21/05/2020	South East Employers	744.00	Annual Membership payment
15/05/2020	SSE Southern Electric	891.92	Electricity supply
21/05/2020	SSE Southern Electric	501.52	Electricity supply
26/05/2020	SWALEC	150.75	Electricity-Public toilet
21/05/2020	The Berkshire Pension Fund	17089.91	Pension - employers and employees
21/05/2020	Trade UK - BandQ	613.20	Maintenance items
21/05/2020	Trade UK - Screwfix	151.45	Maintenance items
15/05/2020	Ukactive	970.20	PPL music licence
21/05/2020	Unison Collection Ac	34.00	Union fees deducted from pay
28/05/2020	Veolia ES - UK Ltd	337.91	Waste collection
21/05/2020	West Berkshire Council	70.00	Premises licence
15/05/2020	WFL UK Ltd	1692.94	Diesel delivery to depot
21/05/2020	Windowflowers Ltd	5713.20	WTCMI flowers/hanging baskets
01/05/2020	Wokingham BC - Rates	245.00	Rates-Public Toilet
01/05/2020	Wokingham BC - Rates	2283.00	Rates-WPLC
01/05/2020	Wokingham BC - Rates	364.00	Rates-Coro Hall
01/05/2020	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01/05/2020	Wokingham BC - Rates	898.00	Rates-Oakwood
		75849.83	

CLERKS IMPREST A/C**List of Payments made between 01/05/2020 and 31/05/2020**

Date Paid	Payee Name	Amount Paid	Transaction Detail
28/05/2020	(Personal Information)	26.09	March 2020-O/t 2.5 hours
18/05/2020	(Personal Information)	340.28	Market services
18/05/2020	(Personal Information)	50.00	Refund deposit
18/05/2020	(Personal Information)	274.70	Refund deposit
18/05/2020	(Personal Information)	50.00	Refund deposit
26/05/2020	Adobe Acropro.com	150.92	Annual Software charge
21/05/2020	Argos.co.uk	48.94	WD hard drive 1TB
05/05/2020	Clean-Hands	124.96	70% Isopropyl Sanitiser
07/05/2020	Clean-Hands	482.91	70% Isopropyl Sanitiser x 8
18/05/2020	Costco Wholesale	45.00	WTCMII purchases
18/05/2020	DVLA	265.00	Vehicle Tax-MW65 EHN
26/05/2020	Electrical Direct	106.20	ABUS Steel shutter padlocks
27/05/2020	Lloyds Bank	51462.95	May 2020-net payroll
15/05/2020	Lloyds Bank D/D	13.98	Imprest service charges
21/05/2020	Solopress.com	24.72	Signage boards-WTCMI
27/05/2020	Weight Watchers Ltd	525.00	Refund
		53991.65	

Woodley Town Council**Current Account****List of Payments made between 01/06/2020 and 30/06/2020**

Date Paid	Payee Name	Amount Paid	Transaction Detail
11/06/2020	Agile Hospitality Solutions Ltd	1086.00	New booking system
25/06/2020	Alan Harland	400.00	Support - year end accounts
04/06/2020	ARC	5500.00	Grant
30/06/2020	AYS Cleaning Contractors Ltd	4595.73	Cleaning contract
05/06/2020	Be Fuelcards Ltd	20.63	BP unleaded-MW65EHN
12/06/2020	Be Fuelcards Ltd	16.18	BP Unleaded-Depot
25/06/2020	Brewers Decorator Centrers	377.64	Paint etc
30/06/2020	Business Stream	14.92	Public toilet water supply
01/06/2020	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental
04/06/2020	Churchill Contract Services Ltd	578.39	Cleaning contract
25/06/2020	Churchill Contract Services Ltd	578.39	Cleaning contract
01/06/2020	Club Manager Ltd	80.40	Monthly gym software charge
30/06/2020	Dejac Associates Ltd	474.00	Computer services
04/06/2020	Easy Invoice Finance Ltd	9368.40	Resealing of WPLC sports hall floor
25/06/2020	Ecotricity	174.76	Gas charges - OC
30/06/2020	Ecotricity	41.60	Gas supply - Chapel Hall
11/06/2020	EDF Energy 1 Ltd	16.15	Electricity supply
11/06/2020	Epos Now Ltd D/D	30.00	Monthly WPLC till charge
25/06/2020	Ethos Communications Solutions Ltd	61.73	Photocopier WPLC
25/06/2020	Fair Account t/a P Reynolds	250.00	Internal audit services
25/06/2020	Fenland Leisure Products Ltd	141.60	Spare parts for play equipment
09/06/2020	Global 4 Communications	561.14	Phone
25/06/2020	Henry Street Garden Centre	155.97	Plants for rose garden
18/06/2020	HMRC Cumbernauld	14365.19	Pension - employers & employees
25/06/2020	Just Around The Corner	6338.00	SLA payment
04/06/2020	Keep Mobile	500.00	Grant
18/06/2020	Lantec Security Ltd	1008.00	Annual intruder alarm support
29/06/2020	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach
18/06/2020	Lightatouch	208.33	Internal audit services
02/06/2020	Lloyds Bank D/D	12.18	Bank service charges
30/06/2020	Lloyds Bank D/D	11.54	Bank service charges
15/06/2020	Mainstream Digital Ltd	0.67	Phone
15/06/2020	Merchant Rentals Ltd	15.44	Monthly cardnet charge-OC
15/06/2020	Merchant Rentals Ltd	15.29	Monthly cardnet charge-WPLC
30/06/2020	(Personal Information)	180.00	Market services
11/06/2020	(Personal Information)	400.00	Market services
25/06/2020	(Personal Information)	500.00	Market services
25/06/2020	(Personal Information)	650.00	Market services
12/06/2020	Plusnet Plc	52.20	Phone
18/06/2020	Plusnet Plc	52.20	Phone - WPLC
11/06/2020	Portable Space Ltd	4128.00	Shipping containers
18/06/2020	Prudential	307.24	AVC payment deducted from pay
26/06/2020	Public Works Loan Board	10640.58	PWLB payments
04/06/2020	Readibus	9605.50	SLA payment
04/06/2020	Revitalise	382.00	Grant payment
04/06/2020	Seton	262.01	Signs OC and WPLC - Covid-19
11/06/2020	Seton	104.90	Sanatising station
18/06/2020	Seton	524.64	Safety signs
25/06/2020	SGW Payroll Ltd	182.30	Payroll services-May 20
15/06/2020	Siemens Financial Services	1100.80	Monthly gym rental charge
18/06/2020	Southern Law Services Ltd	1558.38	Payment for services
11/06/2020	SSE Southern Electric	930.19	Electrical supply

30/06/2020	SSE Southern Electric	62.12	Electrical supply
26/06/2020	SWALEC	19.93	Electrical supply-Public Toilet
18/06/2020	Technical Surfaces Ltd	360.00	3G pitch maintenance
18/06/2020	The Berkshire Pension Fund	16907.63	Pension - employers and employees
18/06/2020	Trade UK - BandQ	80.00	Maintenance items
18/06/2020	Trade UK - Screwfix	262.41	Maintenance items
04/06/2020	Tudor Environmental	457.20	Gloves/sanitiser/wipes
18/06/2020	Tudor Environmental	45.00	3-ply facemasks
18/06/2020	Unison Collection Ac	34.00	Union fees deducted from pay
25/06/2020	Veolia ES - UK Ltd	241.45	Waste collection
01/06/2020	Wokingham BC - Rates	2283.00	Rates - WPLC
01/06/2020	Wokingham BC - Rates	364.00	Rates - Coro Hall
01/06/2020	Wokingham BC - Rates	245.00	Rates - Public toilet
01/06/2020	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01/06/2020	Wokingham BC - Rates	898.00	Rates - OC
04/06/2020	Wokingham-Citizens Advice	3500.00	Grant payment
		104853.96	

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List of Payments made between 01/06/2020 and 30/06/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/06/2020	(Personal Information)	45.00	WTCMI Marekt refund
15/06/2020	(Personal Information)	387.50	Refund deposit
01/06/2020	(Personal Information)	50.00	Refund deposit
08/06/2020	(Personal Information)	65.00	Refund WPLC
15/06/2020	(Personal Information)	50.00	Refund deposit
08/06/2020	(Personal Information)	50.00	Refund deposit
08/06/2020	(Personal Information)	15.00	Refund key deposit
22/06/2020	(Personal Information)	50.00	Refund deposit
23/06/2020	Amamzon.co.uk	4.51	4x Compatible black ink
23/06/2020	Amazon.co.uk	98.80	20x Gentsy unisex face masks
15/06/2020	Amazon.com	46.34	7x Neon fluor cloth tape
15/06/2020	Amazon.com	88.10	5x Homes amber glass spray bot
15/06/2020	Amazon.com	16.09	Self-adhesive frosted glass
15/06/2020	Amazon.com	16.09	Self-adhesive frosted glass
15/06/2020	Amazon.com	16.09	Self-adhesive frosted glass
15/06/2020	Amazon.com	16.09	Self-adhesive frosted glass
15/06/2020	Amazon.com	16.09	Self-adhesive frosted glass
15/06/2020	Amazon.com	16.09	Self-adhesive frosted glass
15/06/2020	Amazon.com	16.09	Self-adhesive frosted glass
23/06/2020	Clean-Hands.co.uk	302.89	Isopropanol 70% sanitise gel
09/06/2020	Currys online	359.99	Beko Silver-Tall fridge
08/06/2020	Czech School Berkshire	150.00	Refund deposit Czech School
23/06/2020	EE.co.uk	20.00	Top up mobile phone
24/06/2020	Lloyds Bank	47463.58	June 2020 - Net payroll
15/06/2020	Lloyds Bank D/D	13.50	Bank services charges
01/06/2020	McAfee.com	30.99	Security software
03/06/2020	McAfee.com	89.99	Security software
02/06/2020	Simply Plastics	471.92	Clear cast acrylic sheets
15/06/2020	Sizzlingpod	145.00	WTCMI Mkt-Sizzlingpod
08/06/2020	Stinkyink.com	25.99	Ink cartridges
04/06/2020	Total Tyre Co	45.00	Purchase tyre
		50197.82	

Woodley Town Council**Current Account****List of Payments made between 01/07/2020 and 31/07/2020**

Date Paid	Payee Name	Amount Paid	Transaction Detail
09/07/2020	Agile Hospitality Solutions Ltd	4344.00	AGI01-WTC
09/07/2020	Alan Hadley Ltd	297.00	Waste collection
16/07/2020	Alan Hadley Ltd	309.00	Waste collection
17/07/2020	Alan Harland	270.00	Year end finance support
10/07/2020	Be Fuelcards Ltd	0.77	BP Fuel card admin
17/07/2020	Be Fuelcards Ltd	23.10	BP unleaded fuel - Depot
16/07/2020	Bowak Ltd	368.84	Cleaning materials
17/07/2020	Bowak Ltd	130.22	Cleaning materials
09/07/2020	Brake Bros Foodservice Ltd	191.77	Vending services
17/07/2020	Brewers Decorator Centres	655.32	Decorating supplies
16/07/2020	Castle Water	1771.90	Water rates
30/07/2020	Castle Water	26.16	Water rates
17/07/2020	Churchill Contract Services Ltd	578.39	Cleaning contract
02/07/2020	Club Manager Ltd	80.40	Gym monthly software fee
09/07/2020	Earth Anchors Ltd	201.54	Dog waste bin sacks
17/07/2020	Ecotricity	60.59	Gas supply - Chapel Hall
17/07/2020	Ecotricity	122.23	Gas supply - OC
09/07/2020	EDF Energy 1 Ltd	15.61	Electricity supply
10/07/2020	Epos Now Ltd D/D	30.00	Monthly Till charge - WPLC
09/07/2020	Global 4 Communications	576.05	Phone & Mobiles
17/07/2020	HMRC Cumbernauld	14405.62	Pension - employers and employees
09/07/2020	IBS Office Solutions Ltd	441.76	Photocopier OC
09/07/2020	iHasco Ltd	120.00	Online training
16/07/2020	IMAGE BOX	60.00	Design & marketing WPLC
16/07/2020	JMVA Ltd	35.00	Website support
16/07/2020	John Willis	125.00	Window cleaning
27/07/2020	Les Mills Fitness UK Ltd	203.69	Body balance-WPLC coach
16/07/2020	Lister Wilder Ltd	144.70	Depot repair
14/07/2020	Mainstream Digital Ltd	61.72	Qtrly charge & phone OC
15/07/2020	Merchant Rentals Ltd	15.44	Cardnet machine rental
15/07/2020	Merchant Rentals Ltd	15.29	Cardnet machine rental WPLC
09/07/2020	(Personal Information)	240.00	Market services
30/07/2020	PHS Group	383.76	Dust mats
13/07/2020	Plusnet Plc	52.20	Phone OC
20/07/2020	Plusnet Plc	52.20	Phone - WPLC
17/07/2020	Prudential	307.24	AVC payment deducted from pay
09/07/2020	R.E.S. Systems Ltd	1783.78	WOODTOWN-WTC
16/07/2020	R.E.S. Systems Ltd	300.00	WOODTOWN-WTC
30/07/2020	Reading Borough Council	3650.00	Alloment lease payment
09/07/2020	Seton	135.98	Face masks
10/07/2020	SGW Payroll Ltd	172.10	June 2020 - Payroll services
15/07/2020	Siemens Financial Services	1100.80	Gym equip rental
17/07/2020	SLCC Enterprises Ltd	440.00	Town Clerk -membership of SLCC
09/07/2020	SSE Southern Electric	921.53	Electrical supply
16/07/2020	SSE Southern Electric	131.38	Electrical supply
30/07/2020	SSE Southern Electric	27.47	Electrical supply
27/07/2020	SWALEC	20.89	Electric supply - Public Toilet
17/07/2020	The Berkshire Pension Fund	16900.10	Pension - employers and employees
09/07/2020	Trade UK - Screwfix	100.90	Building supplies
16/07/2020	Trade UK - Screwfix	169.74	Building supplies
16/07/2020	Tudor Environmental	65.70	Polycarbonate visor muffs
17/07/2020	Unison Collection Ac	34.00	Union fees deducted from pay

17/07/2020	Veolia ES - UK Ltd	168.34	Wast collection
01/07/2020	Wokingham BC - Rates	245.00	Rates - Public Toilet
01/07/2020	Wokingham BC - Rates	2283.00	Rates - WPLC
01/07/2020	Wokingham BC - Rates	364.00	Rates - Coro Hall
01/07/2020	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01/07/2020	Wokingham BC - Rates	898.00	Rates - OC
		56794.22	

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List of Payments made between 01/07/2020 and 31/07/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
20/07/2020	(Personal Information)	274.50	CN - Lara Collins
03/07/2020	(Personal Information)	50.00	Refund deposit
20/07/2020	Amazon.co.uk	48.99	10x A4 snap frame holders
10/07/2020	DVLA Vehicle Tax	265.00	KD51 WTW - Car tax - Depot
03/07/2020	(Personal Information)	37.00	Refund paid
22/07/2020	Lloyds Bank	47417.28	July 2020 net payroll
13/07/2020	Lloyds Bank D/D	13.50	Bank service charges
10/07/2020	Solopress	49.86	Vinyl Banners
31/07/2020	Solopress	43.85	Signage boards OC
13/07/2020	UK Planning Maps	15.60	Map of Ground Depot
06/07/2020	Wokingham BC	90.00	Planning application-WPLC
10/07/2020	Wokingham.gov.uk	117.00	Planning application-WPLC
		48422.58	

Woodley Town Council**Current Account****List of Payments made between 01/08/2020 and 31/08/2020**

Date Paid	Payee Name	Amount Paid	Transaction Detail
13/08/2020	Alder Glass Ltd	612.00	Window repairs
27/08/2020	AYS Cleaning Contractors Ltd	2366.43	Cleaning contract
13/08/2020	BALC	3186.03	Membership of BALC and NALC
07/08/2020	Be Fuelcards Ltd	28.46	BP Unleaded fuel-Depot
21/08/2020	Be Fuelcards Ltd	95.47	BP Diesel
06/08/2020	Bowak Ltd	100.58	Cleaning materials
21/08/2020	Bowak Ltd	561.14	Cleaning materials
27/08/2020	Brown Bag Cafe Ltd	32.40	Catering services
24/08/2020	BT Telephone Payment Centre	332.72	Broadband-WPLC phone
24/08/2020	BT Telephone Payment Centre	1.00	Broadband-WPLC phone
06/08/2020	Castle Water	5219.95	Water rates
27/08/2020	Churchill Contract Services Ltd	2629.02	Cleaning contract
03/08/2020	Club Manager Ltd	80.40	Clubmanager Software monthly
06/08/2020	Crowd Control Solutions Ltd	236.64	Heras fence/netting
18/08/2020	Ecotricity	55.45	Gas supply-Chapel Hall
18/08/2020	Ecotricity	21.36	Gas supply-Coro Hall
18/08/2020	Ecotricity	151.59	Gas supply-Oakwood
06/08/2020	EDF Energy 1 Ltd	16.15	Electrical supply
12/08/2020	Epos Now Ltd D/D	30.00	Epos support license-WPLC
21/08/2020	Fiddes & Son Ltd - Bowcom	360.00	10 litres bowgrass/markings paint
11/08/2020	Global 4 Communications	582.14	Phone & Mobiles
06/08/2020	Henry Street Garden Centre	137.92	Gardening supplies
21/08/2020	HMRC Cumbernauld	14820.40	Pension - employers & employees
28/08/2020	Information Commissioner's Office	35.00	Annual charge-Info Rights
21/08/2020	John Willis	125.00	Window cleaner
27/08/2020	Les Mills Fitness UK Ltd	203.69	Bodybalance-WPLC
13/08/2020	Lister Wilder Ltd	25.80	Rat poison
04/08/2020	Lloyds Bank D/D	15.27	Bank service charges
14/08/2020	Lloyds Bank D/D	40.66	Cardnet service charges
27/08/2020	Lyreco UK Ltd	137.82	Stationery supplies
14/08/2020	Mainstream Digital Ltd	3.19	Phone
13/08/2020	Margaret Macknelly Design	180.00	Woodley Hersed newsletter design
17/08/2020	Merchant Rentals Ltd	15.44	Monthly Cardnet charge
17/08/2020	Merchant Rentals Ltd	15.29	Monthly Cardnet charge
06/08/2020	MKR Electrical Services Ltd	240.00	Wireless switch replacement
13/08/2020	(Personal Information)	300.00	Market services
06/08/2020	(Personal Information)	800.00	Market services
12/08/2020	Plusnet Plc	52.20	Phone - OC
18/08/2020	Plusnet Plc	52.20	Phone-WPLC
21/08/2020	Prudential	307.24	AVC payment deducted from pay
21/08/2020	Reading Community Energy Soc Ltd	1206.60	Electricity OC & WPLC
06/08/2020	Seton	223.44	Keep safe sign
12/08/2020	SGW Payroll Ltd	172.10	July 20-Payroll services
17/08/2020	Siemens Financial Services	1100.80	Gym monthly rental
13/08/2020	SSE Southern Electric	1212.63	Electrical supply
27/08/2020	SSE Southern Electric	27.67	Electrical supply
28/08/2020	SWALEC	29.83	Electric supply-Public Toilet
06/08/2020	Technical Surfaces Ltd	360.00	3G pitch maintenance
21/08/2020	The Berkshire Pension Fund	17151.65	Pension - employer and employees
21/08/2020	Trade UK - BandQ	1251.15	Building materials
13/08/2020	Trade UK - Screwfix	21.98	Maintenance items
21/08/2020	Trade UK - Screwfix	75.20	Maintenance items

21/08/2020	Unison Collection Ac	34.00	Union fees deducted from pay
27/08/2020	Veolia ES - UK Ltd	409.59	Waste collection
21/08/2020	West Country Steel Buildings Ltd	6522.24	Depot project
03/08/2020	Wokingham BC - Rates	245.00	Rates-Public Toilet
03/08/2020	Wokingham BC - Rates	2283.00	Rates - WPLC
03/08/2020	Wokingham BC - Rates	364.00	Rates - Coro Hall
03/08/2020	Wokingham BC - Rates	165.00	Rates-Chapel Hall
03/08/2020	Wokingham BC - Rates	898.00	Rates - OC
		67959.93	

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List of Payments made between 01/08/2020 and 31/08/2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
10/08/2020	(Personal Information)	108.00	WPLC party refund
03/08/2020	(Personal Information)	200.00	Refund deposit
24/08/2020	(Personal Information)	24.99	Gym refund
10/08/2020	(Personal Information)	15.00	Refund key deposit
24/08/2020	(Personal Information)	24.99	Gym refund
17/08/2020	(Personal Information)	33.98	Gym refund
03/08/2020	(Personal Information)	15.00	Refund key deposit
17/08/2020	(Personal Information)	18.99	Gym refund
03/08/2020	(Personal Information)	75.00	Refund deposit
24/08/2020	(Personal Information)	24.99	Gym refund
03/08/2020	(Personal Information)	120.00	Cancelled party
24/08/2020	(Personal Information)	250.00	Refund deposit
10/08/2020	(Personal Information)	16.99	Gym refund
10/08/2020	1st Wdly Green Brownies	60.00	Extravaganza-Wdly Grn Brownie
04/08/2020	Amazon.co.uk	5.78	Vertical blind chain links
04/08/2020	Amazon.co.uk	169.00	Electra washing machine
21/08/2020	Amazon.co.uk	117.05	Microfibre cloths-WPLC
24/08/2020	Autism at Kingwood	283.05	Refund payment
13/08/2020	AVSfencing.co.uk	250.80	Feather Edge fence boards
10/08/2020	Costco Wholesale	45.00	Extravaganza-Costco WTCMI
03/08/2020	Easy Concrete Services	1440.00	C25 Mix S2 Slump-Depot
07/08/2020	Easy Concrete Services	2880.00	C20 Mix S2 Slump-Depot
27/08/2020	EE Top up	10.00	Mobile phone top up
03/08/2020	Gymcats Ltd	36.00	CN C226 refund-Gymcats Ltd
26/08/2020	Lloyds Bank	48641.94	Net August 2020 payroll
14/08/2020	Lloyds Bank D/D	13.50	Imprest service charges
20/08/2020	Merchant Rentals	72.00	Terminal swap-Cardnet
21/08/2020	Pipestock.com	260.67	Building supplies-Depot
10/08/2020	RNLI Reading branch	30.00	WTCMI-Extravaganza-RNLI
11/08/2020	Stinkyink.co.uk	21.16	Epson ink cartridges
12/08/2020	Wickes.co.uk	1062.00	White casement windows
03/08/2020	Wokingham,Bracknell	30.00	WTCMI-Extravaganza-WB
03/08/2020	Woodley & Earley Arts	62.50	Refund payment
10/08/2020	Woodley Volunteer Centre	60.00	Refund payment
		56478.38	