



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;
C. Jewell; 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 8:00pm on Tuesday 14 September 2021, at which your attendance is requested.

Kevin Murray
Deputy Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 27 APRIL 2021**
To approve the minutes of the Strategy and Resources Committee held on 27 April 2021 and that they be signed by the Chairman as a correct record. Pages 11
- 24
(These minutes are provided in Appendix 5)
4. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 3 AUGUST 2021** Page 3
To approve the minutes of the Extraordinary Strategy and Resources Committee held on 3 August 2021 and that they be signed by the Chairman as a correct record.
5. **BRIEFING NOTE – 8 JUNE 2021**
To note the contents of the Briefing Note, circulated in lieu of the cancelled Strategy and Resources Committee Meeting scheduled for 8 June 2021, set out in **Appendix 5**. Page 9

6. **FINANCE**
 a) **Budgetary Control**
 To receive **Report No. SR 18/21.** Page 38
- b) **Payments**
 To approve the following payments as set out in **Appendix 6b:** Page 39

	Current account	Imprest account
June 2021	£90,779.32	£59,185.85
July 2021	£57,004.29	£50,911.60

7. **OAKWOOD CENTRE UPDATE**
 To receive **Report No. SR 19/21.** Page 43
8. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
 To receive the report of the Woodley Town Centre Management Initiative meeting held on 14 July 2021. (**Appendix 8**) Page 45
9. **CLIMATE EMERGENCY ACTION PLAN UPDATE**
 To receive an update on the Climate Emergency Action Plan, attached at **Appendix 9.** Page 47
10. **FUTURE AGENDA ITEMS**
 To consider any future agenda items for the committee to consider.
11. **PUBLICITY AND WEBSITE**
 To consider items to be publicised.

Minutes of an Extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 3 August 2021 at 7:30 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; K. Gilder; M. Nagra; P. Wicks*

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

Also present: *1 member of the public*

1. **APOLOGIES**

Apologies for absence were received from Councillor Rowland.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **EXCLUSION OF PUBLIC AND PRESS**

In response to a query the Chairman confirmed that the recommendation to exclude members of the public and press from the single agenda item was being made in line with Standing Order 1 c) in view of the confidential nature of the business about to be transacted in relation to personal information, as set out in the agenda.

RESOLVED:

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

Voting: For: 6 Against: 1 Abstentions: 0

4. **PERSONNEL MATTER**

The Deputy Town Clerk set out the proposed changes to the Venues Team structure as detailed in Report No. SR 18/21.

Following a series of questions and requests for clarification which were answered by the Deputy Town Clerk, it was

RESOLVED:

- ◆ To approve the proposed changes to the Venues Team structure as detailed in Report No. SR 18/21, namely:
 - Replace the existing Venues Manager role (SO2 / scp26-28) with a Bookings Manager role (SO1 / scp23-25) - job description set out in **Appendix A**
 - Replace one existing Venues Assistant role (Scale 3 / scp6-5) with a Venues Supervisor role (Scale 4 / scp 7-11) – job description set out in **Appendix B**

Voting: For: 7 Against: 0 Abstentions: 0

Meeting closed at 7:54 pm

WOODLEY TOWN COUNCIL

JOB DESCRIPTION

Post: **BOOKINGS MANAGER**

Grade: **NJC SO1 / SCP 23 -25**

Responsible to: **Deputy Town Clerk**

Responsible for:

Normal Hours of Work: 37 hours – full time

Job Scope: To be responsible for the administration, procedures and arrangements for bookings of the Council's facilities and the sales ledger.

To work with the Venues Supervisor, Venues Assistant(s), Admin Officer and Deputy Town Clerk to ensure that the Oakwood Centre and Community Halls are ready and presentable for clients and the public.

To liaise with the Council's Catering Partner on operational and strategic matters, attending meetings of the Catering Partnership as required.

To work with the Marketing Coordinator to maximise income opportunities at the Council's Venues.

Main duties:

- To be responsible for all the administrative and clerical tasks involved in the hiring of the Council's facilities at the Oakwood Centre, Chapel Hall, Coronation Hall and the Memorial Ground, in accordance with the Council's procedures
- To liaise with relevant officers to ensure bookings may be accommodated, coordinating caretaking, cleaning and other booked activities
- To liaise with the Council's contracted caterers for events at the Oakwood Centre
- To meet clients when required to discuss their requirements in more detail and give them tours of Council premises
- To liaise with the Communications Officer in identifying opportunities to market and publicise the Council's venues, and to contribute to the on-going marketing and improvement of the Venues business

- To be responsible for maintaining and updating the Council's booking procedures, including condition of hire
- To collect payments for the Council's facilities and prepare and input all relevant invoices
- To maintain spreadsheets, databases and the financial and booking systems in connection with hirers and their bookings
- To seek feedback from hirers on their experience of using the Council's facilities
- To liaise with hirers of the facilities on any changes to booking arrangements or conditions
- To deal with complaints, in the first instance, about the service provided to hirers
- To be able to operate the Council's financial system and provide day to day cover of this part of the Finance Officer's responsibilities, when required.
- To ensure hirers are promptly invoiced, where appropriate, and payments received are monitored regularly to ensure invoices are paid within the terms set by the Council, following up those that are overdue
- Assist other officers with running of the Council Offices and services to the public as required.

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BOOKINGS MANAGER

PERSON SPECIFICATION

EXPERIENCE

Essential:

- Experience of financial administration and control
- Good policy implementation and management skills
- Good organisational and planning skills
- Good communication skills – both oral and written
- Well developed interpersonal skills and team working skills
- Ability to prioritise
- Knowledge of basic Health and Safety legislation
- Good self motivation
- Computer skills (Microsoft Word, Excel and Outlook)

Desirable:

- Experience/knowledge of local government decision making and procedures
- Supervisory experience in venues, conferencing, hospitality, public or commercial buildings
- Experience of community based operations
- Successful record of providing services to the public
- Experience of supervising staff

WOODLEY TOWN COUNCIL

JOB DESCRIPTION

Post: **VENUES SUPERVISOR**

Grade: **SCALE 4 / NJCP SCP 7 - 11**

Responsible to: **Deputy Town Clerk**

Responsible for:

Normal Hours of Work: 37 hrs per week (hours variable to cover daytime/evening/weekend as required). Additional hours may be available/required during busy times, sickness/holiday cover.

Job Scope: To supervise the work of the Venues Team and ensure that the Oakwood Centre and Coronation Hall are ready and presentable for clients and the public.

Main duties:

- Ensure that the Oakwood Centre and Coronation Hall are clean, ready and presentable for clients and the public.
- Supervise the work of the Venues Assistant(s) at the Oakwood Centre and allocate tasks as required.
- Draw up the monthly Venues Assistants duty rota in accordance with centre bookings.
- Cover Venues Assistant shifts as required.
- Manage own working hours to best suit the needs of the business.
- Liaise with the Bookings Manager regarding bookings, set ups and operation of the Oakwood Centre and Coronation Hall.
- Liaise with the Catering Partner as required.
- Supervise functions and larger events as required.
- Meet with clients and the Bookings Manager for function bookings.
- Order stock as required.
- Report maintenance issues as required.

VENUES SUPERVISOR

PERSON SPECIFICATION

EXPERIENCE

Essential:

- Experience of supervising a team
- Experience in a customer-facing role
- Good organisational, interpersonal and communication skills
- Basic computer literacy.

Desirable:

- Experience of managing a team
- Experience of working with the general public
- Some knowledge of health and safety principles

OTHER

Essential:

- Ability to be flexible in hours worked
- Ability to manage own workload and adjust working hours as required
- Ability to supervise the work of others
- To work well in a team
- To be able to work on own initiative
- To be enthusiastic and hard working
- Be physically able to move furniture/equipment and access levels at different heights.



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C. Jewell; M. Nagra; B. Rowland; P. Wicks

BRIEFING NOTE
Issued in lieu of scheduled meeting -
8 June 2021

1. **MINUTES OF THE MEETING HELD ON 27 APRIL 2021** Page 3
2. **FINANCE**
 - a) **Budgetary Control**
Report No. SR 16/21. Page 17
 - b) **Payments**
(Appendix 2b) Page 18

	Current account	Imprest account
April 2021	£66,799.54	£81,535.19
May 2021	£73,723.19	£48,780.94

3. **OAKWOOD CENTRE UPDATE**
Report No. SR 17/21. Page 22
4. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
Report of the Woodley Town Centre Management Initiative meeting held on
21 April 2021. **(Appendix 4)** Page 23
5. **PROJECTS SCHEDULE 2021/22**
Update on Council projects. **(Appendix 5)** Page 26
6. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
 - a) The April Neighbourhood CIL Proportion (Transfer to Parish/Town
Councils) Report identifies potential CIL funds to the Town Council of
£61,576.
 - b) There are no current CIL payments due to be paid to the Town Council.

7. **COMMUNITY GRANTS**

Messages of thanks received from:

- First Days Children’s Charity
- Friends of Woodford Park
- Me2 Club
- Promise Inclusion Ltd
- South Lake Primary School PTFA
- Woodley Festival of Music & Arts
- Holly Smith

8. **WOODFORD PARK LEISURE CENTRE ROOF UPDATE**

Solicitors acting for the contractor have now made payment to the Town Council’s solicitors in the amount of £33,274.56 in full and final settlement of the claim. A breakdown is shown below:

Detail	Amount	VAT	Total
Damages	£24,780.00	£4,956.00	£29,736.00
Costs	£3,000.00	-	£3,000.00
Inspections	£448.80	£89.76	£538.56
		£5045.76	£33,274.56

Tender submissions will now be sought for the required roof works as previously approved by the Strategy and Resources Committee.

**Minutes of a meeting of the Strategy & Resources Committee held remotely
on Tuesday 27 April 2021 at 8:00 pm**

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

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

Also present: *Councillors M. Doyle; R. Skegg;
Chris Moore (ACL Consultancy Solutions Ltd);
1 member of the public*

Before opening the meeting, the Chairman asked attendees to observe a minute's silence in memory of Councillor Dave Mills.

73. **APOLOGIES**

Apologies for absence were received from Councillor M. Nagra.

74. **DECLARATIONS OF INTEREST**

Councillor B. Rowland – Prejudicial interest: Agenda item 10: Community Grants, as she is Chairman of Governors at South Lake Primary School.

Councillor Rowland took no part in the discussion or the decision regarding the community grant application from South Lake Primary School PTFA, discussed in agenda item 10.

75. **MINUTES OF THE MEETING HELD ON 19 JANUARY 2021**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 19 January 2021 be approved and signed by the Chairman as a correct record.

76. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 2 MARCH 2021**

RESOLVED:

- ◆ That the minutes of the Extraordinary Strategy and Resources Committee meeting of 2 March 2021 be approved and signed by the Chairman as a correct record.

77. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 10/21. Actual expenditure came in at 97% of the revised budget figure; all costs were under budget with the exception of Democratic Costs, due to a handover period between the previous and new Committee Officers. In terms of income, the Council benefitted from receiving Furlough payments and a Tier 4 LRSO grant in respect of the buildings which had to close during the January to April 2021 lockdown period.

Prior to discussing this item, Councillor McCann sought clarification as to why Councillors were referred to as 'Panellists' in the Zoom meeting invite they received for this Committee meeting, and wished to receive confirmation that they were indeed elected members of the Council. The Deputy Town Clerk clarified that Zoom refers to participants in webinars as 'Panellists', and uses this terminology in the invites it creates.

Members enquired as to why the Town Council was eligible for a Tier 4 LRS grant during the most recent lockdown, but not in respect of previous lockdowns. The Town Clerk agreed to find the specific legislative detail regarding the provision of grants and provide this information to Committee members after the meeting.

RESOLVED:

- ◆ To note Report No. SR 10/21.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (January), **Appendix B** (February), and **Appendix C** (March):

	Current account	Imprest account
January 2021	£76,408.21	£48,622.14
February 2021	£75,728.11	£47,173.89
March 2021	£135,330.58	£51,905.66

Voting: For: 8 Against: 0 Abstentions: 0

c) **Internal audit**

The Town Clerk advised that the internal audit, which took place remotely, went well. Auditors were happy with the way the Council were working and had adapted to lockdown restrictions. They noted that extensive due diligence had been carried out by the Town Clerk which had provided the Council with sufficient information to consider the budget and Precept setting for 2021/22. The audit identified 16 areas of good practice, and had no formal nor informal recommendations.

Councillor Rowland congratulated the Town Clerk for receiving such a good report, highlighting that this is not easy when receiving a remote audit. However she was disappointed that the report indicated that the introduction of the Urgency Committee was a good idea, highlighting that she felt it had in fact kept most members and one party in the dark.

Councillor McCann made a series of enquires regarding VAT issues. The Town Clerk confirmed that VAT is reclaimed for both Town Council and Woodley Town Centre Management Initiative activities. The Council undertakes quarterly VAT returns; these work well and there is no demand to move to monthly returns. Further enquires were made as to which specific regulations allow the Town Council to reclaim VAT on money spent by another organisation, especially one which the Town Council awards grants to. The Town Clerk agreed to find out and provide this information to Committee members after the meeting.

RESOLVED:

- ◆ To receive the report of the Council's internal auditors for the period from September 2020 to February 2021.

78. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 11/21. The Oakwood Centre remains closed, including the Café. The Café are looking to re-open when lockdown restrictions ease to allow people to sit indoors, currently 17 May on the Government's roadmap. At this point the Centre will re-open for people more generally, for example to use the toilet facilities, and consideration will be taken to re-opening the Town Council reception and for staff to return to the office more regularly.

Vaccination clinics and blood donations have continued and have worked well, providing much needed income for the Council. From 12 April a number of regular hirers have returned, including the Czech school, Weight Watchers and toddler groups. Individual organisations are required to undertake and submit a risk assessment prior to bookings being confirmed to ensure relevant social distancing measures are being undertaken.

The Deputy Town Clerk confirmed that, whilst a maximum capacity has been identified for rooms and venues to provide for social distancing, capacity can vary depending on the activity being undertaken. Capacity information is not publicised widely, with tailored discussions taking place with individual hirers instead.

The Town Clerk confirmed that opening the building for vaccinations and blood donations did not impact the Tier 4 LRGS grant, awarded for the enforced closure of buildings during lockdown, as these activities were permitted exemptions. She also confirmed that Wokingham Borough Council pay £25 per hour for use of the venue for vaccinations. The Deputy Town Clerk confirmed that weekly discussions are taking place with the vaccinations team with regards to their ongoing use of the building.

RESOLVED:

- ◆ To note Report No. SR 2/21.

79. **TOWN ELECTORS WORKING PARTY**

Councillor Brindley reported on the meetings which had taken place. The group discussed the previous format of Town Electors' meetings which they felt were dry and unengaging. The group identified a number of ideas for improving the meeting and enticing greater participation, and developed a proposed new format which provided the Town Council and selected local organisations the opportunity to present on their achievements over the past year. Members of the public would be able to send in questions prior to the meeting and pose questions in person in an open format at the end of the meeting. A communications strategy has been prepared to promote the meeting which is proposed to take place virtually on 25 May 2021, should the new format be approved. Feedback will also be sought from members of the public to help shape future Town Electors' meetings.

Members of the working party noted that the group had been a joy to work on, with open participation and positive contributions from all Councillors and Officers in attendance. The Chairman thanked all members of the working party for their efforts.

The Town Clerk confirmed that Standing Orders do not cover the Town Electors' meeting.

RESOLVED:

- ◆ To note Report No. SR 12/21 – the minutes of the Town Electors' Task and Finish Working Party meeting held on 11 March 2021.
- ◆ To note Report No. SR 13/21 – the minutes of the Town Electors' Task and Finish Working Party meeting held on 18 March 2021.
- ◆ To note Report No. SR 14/21 – the minutes of the Town Electors' Task and Finish Working Party meeting held on 15 April 2021.

- ◆ To approve the draft Terms of References of the Town Electors' Task and Finish Working Party, attached at **Appendix D**.

Voting: For: 8 Against: 0 Abstentions: 0

80. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Members received the report of the Woodley Town Centre Management Initiative (WTCMI) Meeting held on 20 January 2021.

Councillor McCann made a series of enquiries in relation to the VAT affairs of the WTCMI, both prior to and following their incorporation into the Town Council, which the Town Clerk confirmed took place in April 2020. Members noted that the Town Clerk could not answer these queries at this time as she was not a VAT expert and would need to seek advice. The Chairman suggested the Town Clerk may need to engage a consultant to provide this advice, and proposed a vote to permit the Town Clerk to seek quotes for this if the information is not available free of charge.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative Meeting held on 20 January 2021.
- ◆ To permit the Town Clerk to seek quotes for the engagements of a VAT expert to provide advice on the VAT affairs of the WTCMI, should this be required, and to provide these quotes to the Committee prior to the next meeting

Voting: For: 8 Against: 0 Abstentions: 0

During agenda item 10, it was noted that a seconder had not been received for this vote. The vote was returned to, Councillor Brindley seconded, and the result of the vote repeated.

The Chairman reminded Members that, where possible, queries that are going to be raised at Committee meetings can be submitted to the Town Clerk prior to the meeting in order to best enable answers to be provided.

81. **PROJECTS SCHEDULE 2020/21**

The Deputy Town Clerk presented the updated Projects Schedule 2020/21. Installation of a new electrical supply to the maintenance yard is close to completion; cabling and trenching works have been completed, and the contractor is returning to connect the supply by mid-May. A timeline is being created for the Woodford Park destination play area project and will be circulated to all councillors once finalised.

The Deputy Town Clerk advised that the planting of the Town Centre garden was on hold pending works to trees on the land; Wokingham Borough Council have advised they intend to undertake these works in early Summer.

It was highlighted that wooden planters in the Memorial Garden appeared to be rotten and were not looking good; the Deputy Town Clerk noted this and would look into it with the Ground Maintenance team.

RESOLVED:

- ◆ To note the information contained in the updated Projects Schedule 2020/21.

82. **COMMUNITY GRANTS**

The Committee Officer agreed to include details of previous grant awards provided to the organisations and individuals in future grant application reports.

Members considered the requests for grant funding, as set out in Report No. SR 15/21, in line with the community grants criteria and

RESOLVED:

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

First Days Children's Charity	£250	To fund the set up costs for a new school uniform 'hub' in Woodley.
Friends of Woodford Park	£250	To purchase plants for the annual planting of the beds in the Memorial Ground.
Me2 Club	£250	To recruit and screen 5 new volunteers who can be matched to children in Woodley requiring support.
Promise Inclusion Ltd	£250	To help towards the costs of running a Youth Group at Addington School for young people with learning disabilities / autism
Woodley Festival of Music & Arts	£250	To help towards the costs of running a virtual music and arts festival, providing young people in Woodley with the opportunity to perform and entertain.
<u>Individual</u> Holly Smith (Ballet)	£100	Towards the cost of new pointe and ballet shoes to ensure attendance at Tring Park School for the Performing Arts.

Voting: For: 8 Against: 0 Abstentions: 0

- ◆ That, under Section 137 of the Local Government Act 1972, the following grant be awarded:

South Lake Primary School PTFA	£250	To help towards the costs of purchasing new reading books for the school which reflect an improved level of diversity.
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Voting: For: 7 Against: 0 Abstentions: 0

As noted in minute number 74: Declarations of interest, Councillor Rowland did not take part in the discussion or vote on this application.

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

- Members noted that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £61,576.
- Members noted that CIL payment of £55,143 received by Wokingham Borough Council was due to be paid to the Town Council in April 2021, giving a total of £290,156 of CIL payments made.

84. **DEVELOPING A YOUTH STRATEGY AND SERVICE LEVEL AGREEMENT TO SUPPORT YOUNG PEOPLE**

Chris Moore (ACL Consultancy Solutions Ltd) was welcomed to the meeting. He reported on a meeting which took place between himself, Members of the Town Council and the CYP, and summarised details of his proposal to develop a new youth strategy and revised SLA to shape the future of youth provision within Woodley, as set out in the agenda.

Members noted a key element of the proposal was consulting with young people to better understand what they want. Chris stated it was important to keep all options under consideration whilst developing a strategy; this includes existing suggestions from Members regarding the potential provision of a static or mobile youth centre or hub.

Members queried whether this proposal would lead to a reduction of grant funding to ARC. It was noted that whilst no long term guarantee could be made, there was no intention to reduce funding to ARC in the short term.

The Town Clerk confirmed that, due to the likely annual value of any SLA, there would be a legal requirement to go out to tender. Funding was confirmed as being available to employ ACL Consultancy Solutions Ltd to undertake this work; £3k pa is allocated within the Leisure Services budget to provide youth work, £27k pa has been budgeted for the provision of someone to provide this work which won't have been spent for April, May and potentially June, or money could be made available from reserves.

The Chairman acknowledged the hierarchy of decision making in relation to this work with the CYP reporting to Leisure Services, but felt this decision was important enough that it should be determined at Full Council.

RESOLVED:

- ◆ To note provision of the notes of the meeting of 18 March 2021 between Members of the Town Council and the Community Youth Partnership, facilitated by Chris Moore (ACL Consultancy Solutions Ltd).
- ◆ To approve the proposal to employ ACL Consultancy Solutions Ltd to work with the Council to develop a new youth strategy and revised SLA to shape future youth provision within Woodley, and to present the final proposed strategy and SLA to Full Council for approval.

Voting: For: 8 Against: 0 Abstentions: 0

85. **LOCAL AUTHORITY REMOTE MEETINGS: CALL FOR EVIDENCE**

Members noted the Government's call for evidence, seeking views on the use of virtual meetings during the Covid-19 pandemic, and

RESOLVED:

- ◆ To circulate the documentation to all Councillors, encouraging individuals to respond to the call for evidence.

86. **WOODFORD PARK LEISURE CENTRE ROOF - UPDATE**

The Deputy Town Clerk confirmed that acceptance of the Part 36 settlement offer had been communicated to B&S Roofing's solicitors. Further questions had been received from the solicitors which had been responded to, and the Council is now awaiting payment.

The Deputy Town Clerk also confirmed that the reason previous discussions regarding this matter had been deemed confidential at meetings was due to the fact that Members had not yet made a decision on the matter, and therefore to publicise their deliberations would not be appropriate as it had the potential to compromise the Town Council's position.

RESOLVED:

- ◆ To note the update provided in the agenda regarding the Part 36 settlement offer made by B&S roofing in relation to the Woodford Park Leisure Centre roof works.

85. **FUTURE AGENDA ITEMS**

Due to the lateness of the hour, the Chairman requested members forward any potential future agenda items directly to the Committee Officer.

86. **PUBLICITY AND WEBSITE**

Due to the lateness of the hour, the Chairman requested members forward any potential publicity and website items directly to the Committee Officer.

The meeting closed at 9:59 pm

Woodley Town Council

Current Account

List of Payments made between 01/01/2021 and 31/01/2021

Date Paid	Payee Name	Amount Paid	
14-Jan-21	(Personal Information)	240.00	Town Centre Managers cost
14-Jan-21	ACL Consultancy Solutions Ltd	2160.00	Consultancy advice - Youth Services
07-Jan-21	Advanced Maintenance UK Ltd	171.60	Call out - boiler WPLC
28-Jan-21	Advanced Maintenance UK Ltd	3816.00	WPLC - Boiler repairs
07-Jan-21	ASAP Computer Services	1902.00	Annual IT support WPLC
07-Jan-21	AYS Cleaning Contractors Ltd	39.93	Contract cleaning
21-Jan-21	AYS Cleaning Contractors Ltd	1450.07	Contract cleaning
28-Jan-21	AYS Cleaning Contractors Ltd	1858.58	Contract cleaning
04-Jan-21	Be Fuelcards Ltd	29.86	BP Unleaded - Depot
29-Jan-21	Be Fuelcards Ltd	35.28	BP unleaded-Depot
21-Jan-21	Bowak Ltd	47.21	Cleaning supplies
14-Jan-21	Brewers Decorator Centres	31.02	Building supplies
28-Jan-21	Castle Water	82.08	Water rates
28-Jan-21	Churchill Contract Services Ltd	1415.87	Contract cleaning
04-Jan-21	Club Manager Ltd	80.40	Monthly software fee
07-Jan-21	DCK Accounting Solutions Ltd	650.16	Budget setting support 20/21
14-Jan-21	DCK Accounting Solutions Ltd	468.00	VAT Partial Exemption calculation 19/20
25-Jan-21	Ecotricity	1113.35	Gas supply - WPLC
25-Jan-21	Ecotricity	1429.68	Gas supply - OC
25-Jan-21	Ecotricity	571.10	Gas supply - Chapel Hall
25-Jan-21	Ecotricity	298.54	Gas supply- Coro Hall
21-Jan-21	EDF Energy 1 Ltd	16.15	Electric supply
12-Jan-21	Epos Now Ltd D/D	30.00	WPLC-till support license fee
07-Jan-21	Fraser Office Supplies Ltd	20.23	Stationery supplies
11-Jan-21	Global 4 Communications	691.38	Phone & Mobiles
21-Jan-21	HMRC Cumbernauld	15177.88	Tax & NI Employer/employee
14-Jan-21	JMVA Ltd	249.40	Web site design & set up
14-Jan-21	Just Around The Corner	6338.00	Grant - Youth Services
27-Jan-21	Les Mills Fitness UK Ltd	101.84	Bodybalance - Coach WPLC
15-Jan-21	Lloyds Bank D/D	118.49	Monthly cardnet charge fee
28-Jan-21	Lyreco UK Ltd	93.59	Stationery supplies
14-Jan-21	Mainstream Digital Ltd	61.16	Phone - OC + Qtrly rental
15-Jan-21	Merchant Rentals Ltd	15.44	Cardnet mthly rental fee
15-Jan-21	Merchant Rentals Ltd	18.40	Cardnet mthly rental fee
08-Jan-21	PHS Group	2097.12	Annual washroom fees
28-Jan-21	PHS Group	383.76	Qtrly dust mat charge
12-Jan-21	Plusnet Plc	52.20	Phone - Oakwood Centre
18-Jan-21	Plusnet Plc	52.20	Phone - Woodford Park Leisure Centre
21-Jan-21	Prudential	307.24	AVC deducted from pay
14-Jan-21	Reading Borough Council	3650.00	Allotment site rental lease
06-Jan-21	SGW Payroll Ltd	145.58	Payroll services - Dec 2020
15-Jan-21	Siemens Financial Services	1100.80	Gym monthly rental fee
08-Jan-21	SSE Southern Electric	1597.13	Electric supply
14-Jan-21	SSE Southern Electric	1007.20	Electric supply
29-Jan-21	SWALEC	88.67	Electric supply - Public toilet
14-Jan-21	Thames Valley Water Services Ltd	210.00	Monthly water checks
21-Jan-21	The Berkshire Pension Fund	17162.27	Employer/employee pension
21-Jan-21	Trade UK - Screwfix	650.28	Building supplies
08-Jan-21	Travis Perkins Trading Co	54.11	Building supplies
21-Jan-21	Unison Collection Ac	22.50	Union fee deducted from pay
28-Jan-21	Veolia ES - UK Ltd	459.86	Refuse collection

04-Jan-21	Wokingham BC - Rates	2283.00	Rates-WPLC
04-Jan-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
04-Jan-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
04-Jan-21	Wokingham BC - Rates	898.00	Rates-Oakwood
04-Jan-21	Wokingham BC - Rates	245.00	Rates-Toilet
28-Jan-21	Wokingham Borough Council	2589.60	Legal fees - Malone Park & Airfield Centre

76408.21

CLERKS IMPREST A/C

List of Payments made between 01/01/2021 and 31/01/2021

Date Paid	Payee Name	Amount Paid	
07-Jan-21	(Personal Information)	29.99	Smith & Locke Post box - WPLC
08-Jan-21	(Personal Information)	21.33	Brita Max 6x cartridges
12-Jan-21	(Personal Information)	67.96	Gym fee refund
12-Jan-21	(Personal Information)	56.25	WPLC hire refund
12-Jan-21	(Personal Information)	111.60	WTC refund cancelled activity
12-Jan-21	(Personal Information)	81.90	WTC refund cancelled activity
20-Jan-21	Adobe PS Creative	364.03	Annual charge - Photoshop WTC
26-Jan-21	Chemogift bags	250.00	Grant - Jan 2021
04-Jan-21	Indeed.com	50.91	Staff advert - recruitment
27-Jan-21	Lloyds Bank	46995.97	Net Jan 2021 - Payroll
08-Jan-21	Lloyds Bank D/D	13.50	10 Nov - 9 Dec 20 Bank charges
11-Jan-21	The Right Training Co	273.00	WTC refund cancelled activity
20-Jan-21	TVlicensing.co.uk	157.50	TV License - Oakwood Centre
11-Jan-21	Umbrella Equality Services	43.20	WTC refund cancelled activity
11-Jan-21	Yeldall Christian Centres	105.00	3G booking cancelled

48622.14

Woodley Town Council

Current Account

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Amount Paid	
18-Feb-21	Advanced Maintenance UK Ltd	660.00	Repair - WPLC water calorifier
24-Feb-21	Advanced Maintenance UK Ltd	260.40	WP Flat-Call out & repair boiler
04-Feb-21	Alan Hadley Ltd	297.00	Refuse collection
24-Feb-21	AYS Cleaning Contractors Ltd	1463.03	Contract cleaning
12-Feb-21	Be Fuelcards Ltd	45.50	Unleaded fuel/Annual card fee
26-Feb-21	Be Fuelcards Ltd	32.94	BP Unleaded fuel-Depot
04-Feb-21	Blandy & Blandy LLP	900.00	Legal fees
24-Feb-21	BT Telephone Payment Centre	333.72	Broadband fees-Woodford Pk LC
04-Feb-21	Castle Water	1831.76	Water rates
11-Feb-21	CDK Casting Ltd	96.60	Bronze plaque
24-Feb-21	Churchill Contract Services Ltd	1415.87	Contract cleaning-Woodford PK LC
01-Feb-21	Club Manager Ltd	80.40	Monthly software fee
11-Feb-21	EDF Energy 1 Ltd	16.16	Electric supply-Clock Tower
11-Feb-21	Ellis Whittam Ltd	7282.80	Annual HR & H & S fees
11-Feb-21	Epos Now Ltd D/D	30.00	Monthly till support fee-WPLC
24-Feb-21	Fencing Products Ltd	81.12	Building supplies
08-Feb-21	Global 4 Communications	691.38	Phones & Mobiles
18-Feb-21	HMRC Cumbernauld	14625.81	Tax & NI Employer/employee
11-Feb-21	Lamps-Tubes Luminations Ltd	1011.00	Xmas 2020 lights installation
26-Feb-21	Les Mills Fitness UK Ltd	101.84	Coach-Body balance-WPLC
02-Feb-21	Lloyds Bank D/D	33.46	Bank charges-Current a/c
12-Feb-21	Lloyds Bank D/D	30.00	Cardnet service charges
05-Feb-21	Mailcoms Ltd D/D	83.94	Postage franking support
15-Feb-21	Mainstream Digital Ltd	0.80	Phone
15-Feb-21	Merchant Rentals Ltd	15.44	Monthly cardnet machine fees
15-Feb-21	Merchant Rentals Ltd	18.40	Monthly cardnet machine fees
11-Feb-21	(Personal Information)	400.00	Town Centre Managers cost
24-Feb-21	(Personal Information)	650.00	Leaflet delivery
12-Feb-21	Plusnet Plc	52.20	Phone-Woodley TC
18-Feb-21	Plusnet Plc	52.20	Phone-Woodford Pk LC
18-Feb-21	Prudential	307.24	AVC deducted from pay
11-Feb-21	R.E.S. Systems Ltd	1140.00	Fire alarm service fees
15-Feb-21	Rathbones Investment	2942.24	Rebate VAT 2020/2021
04-Feb-21	Reading Borough Council	170.03	Annual Wheble Park rent
04-Feb-21	Reading Community Energy Soc Ltd	281.32	Electric supply-Woodford PK LC
24-Feb-21	Rialtas Business Solutions Ltd	355.20	Annual Booking support fees
18-Feb-21	SGW Payroll Ltd	147.62	Monthly payroll-Jan21
26-Feb-21	SGW Payroll Ltd	149.66	Monthley payroll service fee
15-Feb-21	Siemens Financial Services	1100.80	Monthly Gym rental fees
16-Feb-21	Southern Electric Contracting Ltd	76.26	Repair lighting column-South Lake
16-Feb-21	Southern Electric Power Distribution	14518.14	Repair power supply to Depot
11-Feb-21	SSE Southern Electric	1475.85	Electric supply
16-Feb-21	SSE Southern Electric	147.29	Electric supply-Coro Hall
26-Feb-21	SWALEC	110.32	Electric supply- Public toilet
24-Feb-21	Technical Surfaces Ltd	360.00	3G Matchfit service
04-Feb-21	Thames Valley Water Services Ltd	204.00	Monthly water checks
18-Feb-21	The Berkshire Pension Fund	16889.67	Employer/employee pension
18-Feb-21	Trade UK - BandQ	485.64	Building supplies
18-Feb-21	Trade UK - Screwfix	580.03	Building supplies
18-Feb-21	Unison Collection Ac	22.50	Union fee deducted from pay
24-Feb-21	Veolia ES - UK Ltd	245.68	Refuse collection

11-Feb-21	West Berkshire Council	1370.00	WTCMI-Street trading permit
18-Feb-21	Wingfield Engineering Ltd	54.85	MOT KD51 WTW-Depot

75728.11

CLERKS IMPREST A/C

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Amount Paid	
01-Feb-21	(Personal Information)	70.48	Allot keys cut/Ink cartridges
11-Feb-21	Amazon.co.uk	17.53	Wall calender-Depot
05-Feb-21	Czech School Berks	513.56	WTC refund cancelled activity
01-Feb-21	EE Top up	20.00	Top up WTC mobile phone
26-Feb-21	Fellowship Educational	520.00	WTC refund cancelled activity
24-Feb-21	Lloyds Bank	45922.96	Net February 21 payroll
12-Feb-21	Lloyds Bank D/D	13.50	Bank charges-Imprest a/c
03-Feb-21	PETTY CASH A/C	95.86	Top up petty cash
		47173.89	

Woodley Town Council**Current Account****List of Payments made between 01/03/2021 and 31/03/2021**

Date Paid	Payee Name	Amount Paid	
04-Mar-21	(Personal Information)	400.00	Town Centre Managers cost
18-Mar-21	Advanced Maintenance UK Ltd	825.41	WPLC-call out/repair thermostat
25-Mar-21	AYS Cleaning Contractors Ltd	1486.79	Contract cleaning
05-Mar-21	Be Fuelcards Ltd	20.82	BP Unleaded fuel-Depot
12-Mar-21	Be Fuelcards Ltd	20.17	BP unleaded-Depot
25-Mar-21	Brewers Decorator Centres	186.19	Building supplies
25-Mar-21	Came & Company	32393.17	Insurance 2021/22
18-Mar-21	Castle Water	145.93	Water rates-Pitts Lane
04-Mar-21	CDK Casting Ltd	96.60	Bronze plaque
18-Mar-21	CDK Casting Ltd	96.60	Bronze plaque
01-Mar-21	CF Corporate Finance Ltd	214.32	Photocopier lease/annual s/fee
25-Mar-21	Churchill Contract Services Ltd	1415.87	Contract cleaning
01-Mar-21	Club Manager Ltd	80.40	Monthly gym software fee
04-Mar-21	Dejac Associates Ltd	972.00	Annual mail server fees
18-Mar-21	Dejac Associates Ltd	924.00	iMac/keyboard/mouse/MS office
08-Mar-21	Ecotricity	165.84	Gas supply-Coronation Hall
08-Mar-21	Ecotricity	1650.23	Gas supply-Oakwood
08-Mar-21	Ecotricity	82.80	Gas supply-Chapel Hall
15-Mar-21	Ecotricity	34.38	Gas supply-Chapel Hall
15-Mar-21	Ecotricity	21.27	Gas supply-Coronation Hall
15-Mar-21	Ecotricity	129.13	Gas supply-Woodford Park LC
15-Mar-21	Ecotricity	1394.72	Gas supply-Oakwood
18-Mar-21	EDF Energy 1 Ltd	14.96	Electric supply-Clock Tower
11-Mar-21	Epos Now Ltd D/D	30.00	License support-WPLC till
25-Mar-21	Ethos Communications Solutions Ltd	108.00	Qtrly photocopier rental fee-Woodford Park LC
04-Mar-21	Fencing Products Ltd	66.60	Building supplies
04-Mar-21	Fraser Office Supplies Ltd	7.92	Stationery supplies
09-Mar-21	Global 4 Communications	691.38	Phone & Mobiles
18-Mar-21	HMRC Cumbernauld	15403.80	Tax & NI Employer/employee
18-Mar-21	IBS Office Solutions Ltd	575.54	Printing/copier/Qtrly rental fee
04-Mar-21	iRecruit Partners Ltd	5481.18	Staff recruitment fees
30-Mar-21	Les Mills Fitness UK Ltd	101.84	Coach - bodybalance gym
31-Mar-21	Les Mills Fitness UK Ltd	101.84	Coach payment taken in error credit in April
25-Mar-21	Lightatouch	1300.00	Internal Audit
02-Mar-21	Lloyds Bank D/D	20.72	Bank service fees-Current
12-Mar-21	Lloyds Bank D/D	3.04	Cardnet service fee-Feb 21
30-Mar-21	Lloyds Bank D/D	26.92	Current bank charges
18-Mar-21	Lyreco UK Ltd	55.44	Stationery supplies
08-Mar-21	Mailcoms Ltd D/D	328.34	Annual franking support/servic
15-Mar-21	Mainstream Digital Ltd	3.22	Phone - Oakwood Centre
15-Mar-21	Merchant Rentals Ltd	15.44	Monthly cardnet rental fee
15-Mar-21	Merchant Rentals Ltd	18.40	Monthly cardnet rental fee
12-Mar-21	Plusnet Plc	52.20	Phone-Oakwood Centre
18-Mar-21	Plusnet Plc	52.20	Phone-Woodford Park LC
18-Mar-21	Prudential	307.24	AVC deducted from pay
01-Mar-21	Public Works Loan Board	5874.06	Public Works Loan Board
30-Mar-21	Public Works Loan Board	29093.75	Public Works Loan Board
31-Mar-21	Public Works Loan Board	40204.33	Public Works Loan Board
04-Mar-21	R.E.S. Systems Ltd	180.00	6 monthly service fire alarm
04-Mar-21	Rialtas Business Solutions Ltd	206.40	Annual allotment software fee
18-Mar-21	Rialtas Business Solutions Ltd	807.60	Annual Omega service support fee

04-Mar-21	Rigby Taylor	2288.56	Seed/fertilizer supplies
15-Mar-21	Siemens Financial Services	1100.80	Monthly gym equip rental fee
04-Mar-21	Spaldings Ltd	222.00	Falco secateurs-Depot
18-Mar-21	SSE Southern Electric	1196.17	Electric supply
04-Mar-21	Thames Valley Water Services Ltd	204.00	Monthly water checks
18-Mar-21	The Berkshire Pension Fund	17614.29	Employer/employee pension
18-Mar-21	Trade UK - BandQ	45.00	Building supplies
18-Mar-21	Trade UK - Screwfix	592.98	Building supplies
18-Mar-21	Unison Collection Ac	22.50	Union fee deducted from pay
04-Mar-21	Vaughtons	79.63	Black mitred ribbons
25-Mar-21	Veolia ES - UK Ltd	245.68	Refuse collection
04-Mar-21	WEL Medical Ltd	223.14	Disposable battery
31-Mar-21	Woodley Town Council (Came & Co)	-32393.17	Insurance to be paid in April
		135330.58	

CLERKS IMPREST A/C

List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Amount Paid	
22/03/2021	(Personal Information)	64.50	Timpson/Asda-Keys cut/Cable/
31/03/2021	(Personal Information)	92.00	WTC refund cancelled activity
19/03/2021	(Personal Information)	50.00	Refund deposit
22/03/2021	(Personal Information)	102.00	WPLC course refund
08/03/2021	(Personal Information)	120.00	WPLC course refund
19/03/2021	(Personal Information)	18.99	Gym paid in error refund
22/03/2021	Amazonmktplace	34.99	Electric warning tape-Depot
03/03/2021	AO Retail Ltd	339.00	Beko white cooker-WPLC flat
22/03/2021	Emiter Limited	297.60	Large3 phase electric meter box
19/03/2021	H Neale Business	75.50	Refund deposit
30/03/2021	Lakeside Hire	2676.00	200x Temporary fencing hire
24/03/2021	Lloyds Bank	47598.01	Payroll - March 2021
12/03/2021	Lloyds Bank D/D	13.70	Imprest bank charges
22/03/2021	Royal Berks NHS Foundation	30.00	WTCMI refund
26/03/2021	SWALEC	88.03	Electric supply-Toilet
22/03/2021	United Civil Supplies	305.34	Depot power supplies
		51905.66	

TOWN ELECTORS TASK AND FINISH WORKING PARTY

DRAFT TERMS OF REFERENCE

Parent Committee: Strategy & Resources Committee

Overall purpose

The task and finish working party's role is to review the arrangements that have been in place in holding the Town Electors meeting each year and to consider new arrangements going forward in order to attract more residents to attend the meeting.

Membership of the working party

There will be four places for members of Council appointed to the working party.

Meetings

The meetings of the working party shall take place in the run up to the 2021 Town Electors meeting (date yet to be confirmed)

Terms of operation

To review how the Town Electors has operated in past years.

To consider ideas/arrangements/alternative structures to attract more residents to attend the 2021 Town Electors meeting and future meetings.

To consider how, for future Town Electors meetings, residents could be involved in suggesting/identifying items of interest relating to the town which could be discussed at the meetings.

To make recommendations to the Strategy and Resources Committee at its meeting on 27 April 2021 and to present a final proposal to Full Council on 11 May 2021 on proposals for the 2021 Town Electors meeting and future Town Electors meetings.

STRATEGY AND RESOURCES COMMITTEE

BUDGETARY CONTROL 2020/21

Report No. SR 16/21

EXPENDITURE	Budget 2021/22	Actual Exp as at 31/05/2020	Actual Exp as at 31/05/2021	Actual Exp as % of Budget	Information
Central Costs	271876	35334	37515	13.8	Most costs under 16.7% - equipment costs at 53%.
Democratic Costs	53759	6227	7687	14.3	Most costs at or under 16.7%.
Corporate Management	360795	78864	48475	13.4	All costs under 16.7% apart from leagal and professional fees at 52%.
Capital Programme	0	45000	0		No capital funds allocated in 2021/22.
Grants	17000	2167	3767	22.2	Community & Individual grants at 40%, WTCMI grant paid monthly.
Oakwood Centre	137253	22731	15627	11.4	All costs, apart from rates, under 16.7%.
Maintenance HQ	2645	316	656	24.8	Phone and maintenance costs at 23% and 45% respectively.
Woodley TCMi	68967	2167	12055	17.5	All expenditure under 16.7% apart from cost of floral displays (81%)
Capital and Projects	264980	6677	6677	2.5	Loan re lake/ workshop/ Woodford Park LC payable in April. Most other loan payments made in Sept & March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre not yet paid to Rathbones portfolio.
TOTAL	1177275	199483	132459	11.3	

Month 2 = 16.7%

INCOME	Budget 2021/22	Actual Inc as at 31/05/2020	Actual Inc as at 31/05/2021	Actual Inc as % of Budget	Information
Central Costs	8455	3050	3170	37.5	Income from WTCMI office costs paid. Furlough Inc: £2,523
Democratic Costs	0	0	0		
Corporate Management	0	0	0		
Capital Programme	0	0	0		
Grants	0	0	0		
Oakwood Centre	76667	22731	16054	20.9	All costs at 16.7%, apart from letting income at 20%. Furlough Inc: £3,703
Maintenance HQ	0	0	0		
Woodley TCMi	68967	7198	10497	15.2	Income from grants at 16.7%. Income from concessions and variety markets at 12% & 13%. Saturday Market and promotional stands income at 16% and 31% respectively.
Capital and Projects	0	0	0		
TOTAL	154089	32979	29721	73.7	Total Furlough income: £6,226
NET	1023186	166504	102738	10.0	

Month 2 = 16.7%

Furlough Income in 2020/21 up to May 2020: £12,622

Woodley Town Council**Current Account****List of Payments made between 01/04/2021 and 30/04/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
13-Apr-21	(Personal Information)	400.00	Town Centre Market Managers cost
29-Apr-21	(Personal Information)	210.98	Town Centre Market Managers cost
22-Apr-21	(Personal Information)	25.00	Data Protection support
13-Apr-21	Alan Hadley Ltd	676.80	Refuse collection
22-Apr-21	Alan Hadley Ltd	297.00	Refuse collection
22-Apr-21	AYS Cleaning Contractors Ltd	1472.93	Contract cleaning
06-Apr-21	Be Fuelcards Ltd	28.55	BP unleaded - Depot
09-Apr-21	Be Fuelcards Ltd	0.77	BP Plus card admin fee
16-Apr-21	Be Fuelcards Ltd	123.96	BP Diesel/Unleaded
15-Apr-21	Bowak Ltd	47.21	Cleaning supplies
29-Apr-21	Business Stream	63.71	Water rates - Public Toilet
15-Apr-21	Came & Company	319.20	Insurance
13-Apr-21	Castle Water	98.81	Water rates
13-Apr-21	CDK Casting Ltd	193.20	Bronze Plaque
29-Apr-21	Churchill Contract Services Ltd	1456.93	Contract cleaning-WPLC
01-Apr-21	Club Manager Ltd	80.40	Gym software monthly fee
22-Apr-21	CoolerAid Ltd	62.40	Annual Cooler service fee
29-Apr-21	DCK Accounting Solutions Ltd	422.16	Year End close down support
13-Apr-21	Dejac Associates Ltd	288.00	Annual Cloud service fee
22-Apr-21	Earth Anchors Ltd	201.54	Red Bin bags
27-Apr-21	Ecotricity	25.86	Gas supply-Chapel Hall
27-Apr-21	Ecotricity	1273.38	Gas supply-Oakwood
27-Apr-21	Ecotricity	431.77	Gas supply-WPLC
27-Apr-21	Ecotricity	89.69	Gas supply-Coro Hall
13-Apr-21	EDF Energy 1 Ltd	16.70	Electric supply-Clock Tower
12-Apr-21	Epos Now Ltd D/D	30.00	Monthly support license fee
09-Apr-21	Global 4 Communications	698.65	Mobiles/Phones
22-Apr-21	HMRC Cumbernauld	15770.92	Tax & NI Employer/employee
13-Apr-21	iHasco Ltd	3600.00	Annual H & S renewal fee
13-Apr-21	InTouch	72.00	Media domian fee
13-Apr-21	Keep Britian Tidy	394.80	Green Flag Award charge
27-Apr-21	Les Mills Fitness UK Ltd	101.84	Coach bodybalance - WPLC
22-Apr-21	Lister Wilder Ltd	680.85	Machinery supplies-Depot
16-Apr-21	Lloyds Bank D/D	59.17	Monthly cardnet service fee
22-Apr-21	Lyreco UK Ltd	53.64	Stationery supplies
14-Apr-21	Mainstream Digital Ltd	65.92	Phone/Qtrly line charge
22-Apr-21	Margaret Macknelly Design	270.00	Precept leaflet & March Woodley Herald
15-Apr-21	Merchant Rentals Ltd	15.44	Monthly cardnet rental fee
15-Apr-21	Merchant Rentals Ltd	18.40	Monthly cardnet rental fee
29-Apr-21	PHS Group	383.76	Qtrly dust mat hire
13-Apr-21	Plusnet Plc	52.20	Phone-OC
19-Apr-21	Plusnet Plc	52.20	Phone-WPLC
22-Apr-21	Prudential	307.24	AVC deducted from pay
01-Apr-21	Public Works Loan Board	6676.72	Public Works Loan Board payment
15-Apr-21	Rialtas Business Solutions Ltd	355.20	Annual Booking software charge
16-Apr-21	SGW Payroll Ltd	151.70	March 21 - payroll services
26-Apr-21	SGW Payroll Ltd	190.46	Year end payroll service
13-Apr-21	Shred-it Ltd	343.20	Documents shredding
15-Apr-21	Siemens Financial Services	1100.80	Monthly Gym equip rental fee

29-Apr-21	SLCC Enterprises Ltd	144.00	Staff training
13-Apr-21	Spaldings Ltd	170.76	Secateurs/Rat bait-Depot
13-Apr-21	SSE Southern Electric	1118.86	Electric supply
15-Apr-21	SSE Southern Electric	336.72	Electric supply
15-Apr-21	Staysure Ltd	115.98	Depot trailer tyre repair
30-Apr-21	SWALEC	75.19	Electric supply - Public Toilet
29-Apr-21	Technical Surfaces Ltd	360.00	3G Matchfit service
15-Apr-21	Thames Valley Water Services Ltd	204.00	Monthly water checks
22-Apr-21	The Berkshire Pension Fund	18291.49	Employer/employee pension
22-Apr-21	The Letterworks Ltd	752.00	Print March 21 Woodley Herald
22-Apr-21	Trade UK - BandQ	400.00	Building supplies
15-Apr-21	Trade UK - Screwfix	117.74	Building supplies
22-Apr-21	Trade UK - Screwfix	474.67	Building supplies
22-Apr-21	Unison Collection Ac	22.50	Union fee deducted from pay
22-Apr-21	Veolia ES - UK Ltd	281.44	Refuse collection
13-Apr-21	Winnersh Plant Hire Ltd	192.00	Hire Excavator/bucket-Depot
01-Apr-21	Wokingham BC - Rates	2282.25	Rates-WPLC
01-Apr-21	Wokingham BC - Rates	366.70	Rates-Coro Hall
01-Apr-21	Wokingham BC - Rates	161.70	Rates-Chapel Hall
01-Apr-21	Wokingham BC - Rates	900.00	Rates-OC
01-Apr-21	Wokingham BC - Rates	240.10	Rates-Toilet
15-Apr-21	Wokingham Borough Council	39.38	Inv W6326-refund
		66799.54	

CLERKS IMPREST A/C

List of Payments made between 01/04/2021 and 30/04/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
01-Apr-21	Came & Company	32393.17	2021/2022 Insurance
07-Apr-21	EE Top up	25.00	Mobile EE top up
09-Apr-21	G M Imber & Sons Ltd	183.00	Insurance-BounceInsure
09-Apr-21	Lloyds Bank D/D	13.60	Imprest Bank services fees
13-Apr-21	(Personal Information)	75.00	Refund deposit
15-Apr-21	(Personal Information)	50.00	Refund deposit
15-Apr-21	B.E.S Ltd	61.28	Straight universal fitting-Depot
19-Apr-21	Microsoft Office	59.99	WTCMI-MS Office renewal
26-Apr-21	Zoom Video Communications	527.88	Annual renewal of Zoom
28-Apr-21	Lloyds Bank	47972.88	Net April 21-payroll
28-Apr-21	Cartridge Discount	5.59	Epson blank Ecotank ink bottle
30-Apr-21	UK Planning Maps	22.80	3G Pitch map
30-Apr-21	WWW.Planning.co	145.00	Application fee - WPLC
		81535.19	

Woodley Town Council**Current Account****List of Payments made between 01/05/2021 and 31/05/2021**

Date Paid	Payee Name	Amount Paid	
13-May-21	(Personal Information)	400.00	Town Centre Managers cost
27-May-21	Advanced Maintenance UK Ltd	171.60	Call out-Heating circuit-WPLC
13-May-21	Alan Hadley Ltd	297.00	Refuse collection
19-May-21	ARC	5000.00	Grant-WTC
19-May-21	AYS Cleaning Contractors Ltd	1450.14	Contract cleaning
07-May-21	Be Fuelcards Ltd	39.98	BP unlead fuel-Depot
14-May-21	Be Fuelcards Ltd	48.36	BP Unleaded fuel-Depot
28-May-21	Be Fuelcards Ltd	23.69	BP Unleaded-MW65EHN 43000m
27-May-21	Bourne Amenity Ltd	832.50	Plus Top soil - Depot
19-May-21	Bowak Ltd	329.87	Cleaning supplies
24-May-21	BT Telephone Payment Centre	354.36	Phone-WPLC
19-May-21	Castle Water	117.36	Water rates
13-May-21	CDK Casting Ltd	96.60	Bronze plaque
27-May-21	Churchill Contract Services Ltd	1456.93	Contract cleaning WPLC
04-May-21	Club Manager Ltd	80.40	Monthly gym software fee
13-May-21	Dejac Associates Ltd	4806.00	Annual Maintenance/HP mini server
25-May-21	Ecotricity	122.26	Gas supply-Coro Hall
25-May-21	Ecotricity	71.49	Gas supply-Chapel Hall
25-May-21	Ecotricity	703.55	Gas supply-WPLC
25-May-21	Ecotricity	1223.45	Gas supply-OC
12-May-21	Epos Now Ltd D/D	30.00	Monthly WPLC till support fee
11-May-21	Global 4 Communications	698.65	Phones & Mobiles
19-May-21	HMRC Cumbernauld	14949.32	Tax & NI Employer/employee
19-May-21	Keep Mobile	500.00	Grant-WTC
27-May-21	Les Mills Fitness UK Ltd	101.84	Coach-Body Balance-WPLC
19-May-21	Link Visiting Scheme	500.00	Grant-WTC
19-May-21	Lister Wilder Ltd	110.40	Shear/Shaver blades-Depot
27-May-21	Lister Wilder Ltd	24.30	Rat Bait pack boxes
10-May-21	Lloyds Bank	-25.00	Returned S/O in error charge
04-May-21	Lloyds Bank D/D	26.77	Current a/c service charge
17-May-21	Lloyds Bank D/D	38.34	Cardnet monthly service fee
14-May-21	Mainstream Digital Ltd	1.51	Phone
17-May-21	Merchant Rentals Ltd	18.40	Monthley cardnet rental-WPLC
17-May-21	Merchant Rentals Ltd	15.44	Monthly cardnet rental
27-May-21	Playsafety Ltd	531.00	Annual Inspection-Play Areas
12-May-21	Plusnet Plc	52.20	Phone-OC
18-May-21	Plusnet Plc	52.20	Phone-WPLC
19-May-21	Prudential	307.24	AVC deducted from pay
19-May-21	Reading Community Energy Soc Ltd	345.15	Electric supply
19-May-21	Rialtas Business Solutions Ltd	142.80	Annual Planning software fee
18-May-21	SGW Payroll Ltd	149.66	Monthly payroll service fee
17-May-21	Siemens Financial Services	1100.80	Monthly gym equip rental
19-May-21	SSE Southern Electric	825.02	Electric supply
19-May-21	The Berkshire Pension Fund	17743.61	Employer/employee pension
19-May-21	Trade UK - BandQ	761.84	Building supplies
19-May-21	Trade UK - Screwfix	426.14	Building supplies
13-May-21	Turfleet Hire	420.00	Dekota digger hire
19-May-21	Unison Collection Ac	22.50	Union fee deducted from pay
27-May-21	Veolia ES - UK Ltd	396.32	Refuse collection

19-May-21	West Berkshire Council	70.00	Premises Licence renewal
13-May-21	Willis & Anisworth	802.00	Sharp sand - Depot
13-May-21	Windowflowers Ltd	5856.00	WTCMI-Town Centre flowers
13-May-21	Winnersh Plant Hire Ltd	684.00	Hire Mini excavator/bucket
04-May-21	Wokingham BC - Rates	2283.00	Rates-WPLC
04-May-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
04-May-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
04-May-21	Wokingham BC - Rates	898.00	Rates-OC
04-May-21	Wokingham BC - Rates	245.00	Rates - Public Toilet
13-May-21	Wokingham Borough Council	900.00	Legal fees - lease Woodley Bowling Club
19-May-21	Wokingham-Citizens Advice	3500.00	Grant-WTC
27-May-21	Woodley Newsagent Ltd	64.20	Newspaper-WTC
		73723.19	

CLERKS IMPREST A/C

List of Payments made between 01/05/2021 and 31/05/2021

Date Paid	Payee Name	Amount Paid	
14-May-21	(Personal Information)	100.00	Grant - May 2021
23-May-21	Adobe Systems Software	150.92	Acrobat Pro software
13-May-21	Amazon Mkt Place	89.97	3x Wireless keyboard/mouse
17-May-21	DVLA Vehicle Tax	275.00	Vehicle Tax - MW65 EHN
14-May-21	Fisrst Days Child Charity	250.00	Grant - May 2021
14-May-21	Friends of WOODford Pk	250.00	Grant - May 2021
07-May-21	Hicks MOT & Service	202.67	New tyres/MOT - MW65EHN
26-May-21	Lloyds Bank	46255.02	Net May 2021 payroll
14-May-21	Lloyds Bank D/D	13.60	Imprest a/c service charge
14-May-21	ME2 Club	250.00	Grant - May 2021
28-May-21	PETTY CASH A/C	136.06	Petty cash topup
14-May-21	Promise Inclusion Ltd	250.00	Grant - May 2021
17-May-21	Solopress	57.70	Signage Boards
14-May-21	Southlake Primary Sch PTFA	250.00	Grant - May 2021
14-May-21	Wdly Fest of Music	250.00	Grant - May 2021
		48780.94	

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Oakwood Centre Update

Re-opening

Brown Bag reopened in the centre on 17 May and customers have begun to return. The toilets in the centre are now also open and available to the public. The operation of the toilets remains unisex/single occupancy at present to allow for social distancing – this will be kept under regular review.

Office based staff continue to work from home where possible, in line with the current guidance. Numbers visiting and working from the offices are kept to a minimum to ensure social distancing and minimise potential for virus transmission.

Vaccinations

Vaccination sessions are continuing to run weekly on Fridays and Saturdays and adjustments have been made to the entry/exit points now that the café is open, to avoid queuing in busy areas.

Blood Donation

Blood donation sessions are continuing in the centre while observing the covid-safe rules.

Returning Bookings

As previously reported some bookings have now returned to the Centre as permitted under the revised guidance and restrictions. Czech School, Weight Watchers and the toddler groups in the halls have now resumed. Covid risk assessments are required from each hirer in order to establish that they have appropriate procedures in place for their specific activities - in accordance with the prevailing restrictions and guidance. We are now receiving enquiries for social functions and theatre bookings for July onwards and will continue to accommodate the bookings that we can, subject to the restrictions in place and risk assessments carried out.

Meeting of the Woodley Town Centre Management Initiative Committee, held on 21 April 2021 at 6pm – remotely via Zoom.**PRESENT**

B Fennelly	Town Centre Manager	A Jutson	Woodley Lions
M Holmes	Chairman & Woodley Resident	S Smith	Woodley Resident
S Frasinski	Vice Chairman	C Lawley	Woodley Resident
Cllr K Baker	WTC & WBC Councillor	P Birt	Woodley Resident
Cllr B Rowland	WTC Councillor	M Millard	Woodley Resident
G Cranford	WBC Economic Development Officer	I Hills	Woodley Resident
Cllr B Soane	WBC & WTC Councillor	M Risby	Woodley Resident
Cllr J Cheng	WBC & WTC Councillor	H Beilby	WTC Admin Officer
Cllr S Boyt	WBC Councillor		

At the start of tonight's WTCMI meeting, our chairman Mary Holmes announced the very sad passing of Cllr Dave Mills, our Woodley Town Mayor, on 24th March.

Dave's funeral was held on Friday 16th April.

Dave had served the town as its Mayor in 2015/2016 and again in 2020/2021.

He was also one of the two Woodley Town Council representatives on our Executive Committee in 2017/2018.

Mary then asked the members of this committee to pause for a minute's silence to remember Dave's life and think of all his family and friends at this sad time.

1 APOLOGIES AND WELCOME

MH welcomed all.

Apologies received from J Palterman – Saturday Market Manager - (who has very sadly recently lost his father)

2 TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 20th January 2021

It was confirmed the BT phone box would be staying in the town centre and a suggestion was made that the WTCMI should think about how it could be maintained to keep it looking respectable. It was also suggested that it could be used for WTCMI advertising.

BF confirmed that the defibrillator under the clock in the town centre has had its battery replaced.

AJ confirmed no training is required, machine instructs the user accordingly once opened.

KB advised a press release and update regarding the walled garden would be released shortly. The planting will take place as soon as the WBC tree surgeons have completed their work, although no has been date confirmed as yet. The plants already in there have been planted by a gentleman's own initiative.

WTC Deputy Town Clerk, Kevin Murray has assured KB that they will be responsible for watering the garden via mobile water tanks.

BF is still to approach traders / retailers with regards to sponsorship of planting / seating.

BF confirmed plans for the 5G mast in the Chequers Pub car park should be going ahead, but there may be some delay, as planning for it's 'partner mast' in Vauxhall Park has been refused.

KB reported that residents, retailers, traders and WTCMI would be consulted regarding the planning for any new seating around the walled garden in the town centre.

3 FINANCIAL UPDATE BUDGET MONITOR / DRAFT BUDGET 2020/21**FINANCIAL UPDATE / BUDGET MONITOR**

BF presented his reports.

Although optimistic and income looking promising for the year ahead, there is still a concern and finances will be monitored on a monthly basis.

There are no plans for financial commitment until end of June and things are a little clearer and we can move forward with a little more confidence

We are looking at creative ways to encourage more stall traders to use the north end of the town centre.

Charity and community groups are to be contacted with regards use of the centre stage, which remains free to these groups.

Cozze were asked if they would like to use the centre stage for outside seating, but were not interested.

BF to pursue the idea of extra power sockets at the centre stage with Kevin Murray (WTC).

It was agreed that the WTC Communications Officer, Anuszka Ransley would not need to attend the meetings, but will continue to liaise with BF.

In view of a hanging basket falling last year, and although the company is aware, BF to ask that they are checked this year also.

4 TOWN CENTRE MANAGER'S REPORT

BF presented his report.

TCM REPORT

Still very keen for any events to continue, and although provisional right now, he is working towards them going ahead where possible.

August bank holiday event is being planned, to possibly include a dog / pet show with Woodley Pets involved and a farm animal petting area.

Although floral displays will go ahead in the town centre, it was agreed to forgo the 'Britain in Bloom' competition this year as it wouldn't be appropriate.

By next year, it is hoped that there will be an attractive feature, inside the walled garden.

BF reported there had been lots of enquiries with regard to the empty units in the town centre, with no definite take-ups as yet.

Pop up shops are a valuable source of income and with landlords attitudes towards them changing, we may see more of these making use of the empty units.

MH thanked Brian for all his work at this difficult time.

5 SATURDAY MARKET MANAGERS REPORT

BF reported on the markets in Jonathan's absence.

Income has had a big hit over the last year, with only essential stalls being able to trade.

Safety has been of paramount importance and we have maintained a good relationship with the WBC covid marshals and there have been no issues.

There was an encouraging restart of the market on Saturday, with it being the first normal market back and it did very well.

A flower stall and fish stall will be joining the traders shortly.

We are looking at ways to use the north end of the centre on a Saturday to provide a more comfortable space for shoppers, and there have had some positive responses.

MH asked that BF pass on our condolences to Jonathan.

6 ANY OTHER BUSINESS

-The public toilet is not generally used as much as was hoped and it is heavily subsidised. However, it has recently been used more due to the usual facilities inside the cafes being closed during lockdown.

KB responded that if the public toilet was to be free and left open, it was highly possible it would be used for other purposes and become unusable.

-SB to speak with WBC with regards the morning clean / sweep of the town centre and whether this is supposed to be done every day. BF is to be advised of the outcome.

-A lot of our retail units have closed, but the town centre is in a healthy position compared with the national average. There is a lot of optimism and, although encouraging, there is a huge challenge for every high street in the country.

-SF thanked BF for all the work he has done in lockdown.

BF to liaise with Kevin Murray (WTC) because WBC needs to trim back the trees inside the walled garden and we have lengths of Christmas lights installed within them!

MEETING FINISHED AT 7.25 pm

Dates of next Management Committee meetings for 2021 at 6pm (on Zoom until further notice).

Wednesday 14th July 2021

Wednesday 20th October 2021

PROJECTS SUMMARY 2021/22*Project ID number is identifier only – not indication of priority.*

ID	Project update	Approximate Delivery
1	Woodford Park Green Flag Award application and works Green Flag awarded 2018 COMPLETE Green Flag awarded 2019 COMPLETE Green Flag awarded 2020 COMPLETE	COMPLETE
	Equality Impacts <i>Award criteria includes sections on inclusivity, audience development, access and community involvement and diversity.</i>	
	Environmental Impacts <i>Award criteria includes sections on sustainability, enhancing habitats, wildlife initiatives, tree management, waste management, pesticide use.</i>	
2	Construction of new maintenance workshop and welfare building, concreting of yard/install drainage <ul style="list-style-type: none"> • Revised plans produced in order to achieve facilities with existing electrical supply to the site - COMPLETE • Planning consent granted - COMPLETE • Modular toilet/shower and storage containers COMPLETE • Surface drainage installation – COMPLETE • Buildings Maintenance workshop space - COMPLETE • Vehicle storage building construction – Almost complete – <i>doors to be installed.</i> • Concreting of yard area – 75% complete <p><i>Timing factors</i> <i>Weather issues for concreting</i> <i>In house works progressing well - to be completed as time allows</i> <i>Delays due to electrical supply issues and changes to working practices due to covid-safe working requirements.</i></p>	May 2021
	Equality Impacts <i>Building will be accessible and compliant with DDA regulations.</i>	
	Environmental Impacts <i>Energy consumption: Solar energy and air source heat pumps being investigated. Reduced energy requirements with new plan.</i> <i>Building to be insulated in accordance with current regulations.</i> <i>Electric vehicle charging point considered but not viable at this time due to limited electrical supply to the site.</i> <i>Contractors to have appropriate environmental policy and procedures.</i> <i>Rainwater harvesting tanks installed to provide stored water for washing down equipment and watering plants in the park.</i>	

3	<p>Install new electrical supply to maintenance yard Loss of power to site due to underground cable fault. Project involves installation of a new, separately metered supply cable from the sub-station near the tennis courts to the site.</p> <ul style="list-style-type: none"> • Quotes obtained for the installation COMPLETE • Funding request to Council. Report required to Full Council to allocate funding from available CIL funds COMPLETE • In-house work (trenching) COMPLETE • Contractor cable installation COMPLETE <p><i>Timing factors</i> <i>Contractor lead time for final connection</i></p>	May 2021
	<p>Equality Impacts <i>Building will be accessible and compliant with DDA regulations.</i></p>	
	<p>Environmental Impacts <i>All works will be carried out in accordance with relevant legislation and other requirements. SSE is licenced to carry out electrical installation works.</i></p>	
4	<p>Woodford Park destination play area</p> <ul style="list-style-type: none"> • An application for £200,000 from Section 106 developers contributions has been approved. COMPLETE • Initial consultation carried out from April – August 2020. COMPLETE • Tender pack/invitations to be advertised in September 2020. COMPLETE • Tenders received Dec 2020 COMPLETE • Assessment of tenders COMPLETE • Consultation with public/children's groups/disability groups - UNDERWAY <p><i>Timing factors</i> <i>Project development/consultation/contractor lead times</i> <i>Difficulty in carrying out consultation while under lockdown restrictions</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. 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>	TBC
	<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 roof repairs</p> <ul style="list-style-type: none"> • Professional surveys have been carried out and a number of issues identified as needing repair or further investigation. • Costings for remedial works being developed with specialist building envelope contractor. • Specialist contractor to be engaged to produce specification or works, carry out tendering and oversee implementation. • In house repair works to address as many issues as possible and delay more significant and expensive works for 3 – 5 years. <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>	April 2021
	<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>	

7	<p>Town Centre Garden</p> <ul style="list-style-type: none"> 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. Leisure Services Committee 17 Nov 2020 approved basic planting schedule Date for tree works confirmed for 21/22 June 2021 <p><i>Timing Factors</i> <i>Tree works to be carried out by WBC prior to planting</i> <i>Planting / establishment of planting scheme</i></p>	Sept 2021
	<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>	
	<p>Environmental Impacts <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></p>	

STRATEGY AND RESOURCES COMMITTEE**BUDGETARY CONTROL 2021/22****Report No. SR 18/21**

EXPENDITURE	Budget 2021/22	Actual Exp as at 31/08/2020	Actual Exp as at 31/08/2021	Actual Exp as % of Budget	Information
Central Costs	271876	85724	95444	35.1	Most costs at or under 41.7% - equipment costs at 89% & payment for H&S training modules over 3 years costing £3,600.
Democratic Costs	53759	17516	20145	37.5	Costs at 41.7% for training and room hire for meetings, other costs at zero. Additional cost for Past Mayor & Mayoress/consort badges with new logo.
Corporate Management	360795	156023	167607	46.5	Most costs at 41.7%, apart from insurance, affiliation fees, legal & Professional fees and HR advice/support.
Capital Programme	0	45000	0	0.0	No capital funds allocated in 2021/22.
Grants	17000	5417	7017	41.3	Community & Individual grants at 40%, WTCMI grant at 41.7% - paid monthly.
Oakwood Centre	137253	57762	46283	33.7	All costs apart from rates & stationary at 41.7% or under.
Maintenance HQ	2645	948	1105	41.8	Phone and repairs costs higher than 41.7%, other costs under.
Woodley TCM I	68967	19687	23552	34.1	All costs at or under 41.7%, apart from floral display costs.
Capital and Projects	264980	17317	103191	38.9	Loan re lake / workshop / Woodford Park LC payable in April. Most other loan payments made in Sept & March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre paid.

TOTAL 1177275 405394 464344 39.4

Month 5 = 41.7%

INCOME	Budget 2021/22	Actual Inc as at 31/08/2020	Actual Inc as at 31/08/2021	Actual Inc as % of Budget	Information
Central Costs	8455	7493	9654	114.2	Income at or under 41.7%. Furlough Inc: £7,986
Democratic Costs	0	0	0		
Corporate Management	0	0	0		
Capital Programme	0	0	0		
Grants	0	0	0		
Oakwood Centre	76667	43108	46007	60.0	Letting income from hirers at 54%. Furlough Inc: £11,964
Maintenance HQ	0	0	0		
Woodley TCM I	68967	9211	29421	42.7	Overall income at 41% with Saturday market at 52% of budgeted income.
Capital and Projects	0	0	0		
TOTAL	154089	59812	85082	216.8	Total Furlough income: £19,950
NET	1023186	345582	379262	37.1	

Month 5 = 41.7%

Current Account

List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-Jun-21	(Personal Information)	500.00	WTCMI-Mkt Manager
09-Jun-21	ACL Consultancy Solutions Ltd	3510.00	Professional fees - Tender youth services
17-Jun-21	Agile Hospitality Solutions Ltd	2574.00	Events500-Booking license fee
03-Jun-21	Alan Hadley Ltd	297.00	Refuse collection
24-Jun-21	Alan Hadley Ltd	297.00	Refuse collection
17-Jun-21	AYS Cleaning Contractors Ltd	25.78	Contract cleaning - OC
04-Jun-21	Be Fuelcards Ltd	31.69	BP Unleaded-Cans Depot
18-Jun-21	Be Fuelcards Ltd	34.21	BP Unleaded fuel-Depot
03-Jun-21	Blandy & Blandy LLP	2160.00	Professional fees B&S Roofing
17-Jun-21	Bowak Ltd	94.57	Cleaning supplies
17-Jun-21	Brown Bag Cafe Ltd	11.55	Catering service fee
09-Jun-21	Castle Water	7657.40	Water rates
03-Jun-21	CDK Casting Ltd	101.40	Bronze Plaque
17-Jun-21	CDK Casting Ltd	101.40	Bronze Plaque
03-Jun-21	Central Sports UK Ltd	699.50	Sports Equip-WPLC
01-Jun-21	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental
24-Jun-21	Churchill Contract Services Ltd	1456.93	Contract cleaning - WPLC
02-Jun-21	Club Manager Ltd	80.40	monthly software fee
09-Jun-21	Dejac Associates Ltd	90.00	Annual renewal email certification
17-Jun-21	Drain Surgeons UK Ltd	185.00	Empty cesspit-Depot
09-Jun-21	Earley Town Council	36.00	Supply of netting for lake-WP
16-Jun-21	Ecotricity	148.38	Gas supply-Coro Hall
16-Jun-21	Ecotricity	175.73	Gas supply-Chapel Hall
17-Jun-21	Ecotricity	855.67	Gas supply-WPLC
25-Jun-21	Ecotricity	908.59	Gas supply-OC
03-Jun-21	EDF Energy 1 Ltd	33.28	Electric supply-Clock tower
10-Jun-21	Epos Now Ltd D/D	30.00	Monthly WPLC till support fee
24-Jun-21	Ethos Communications Solutions Ltd	108.00	Rental/Printing copier-WPLC
09-Jun-21	Global 4 Communications	698.65	Phone/Mobiles
24-Jun-21	Henry Street Garden Centre	315.60	Gardening supplies
18-Jun-21	HMRC Cumbernauld	14929.47	Tax & NI Employer/employee
09-Jun-21	IMAGE BOX	120.00	Create childs party cartoon
03-Jun-21	Lamps-Tubes Luminations Ltd	1680.00	Remove lights - Town centre
09-Jun-21	Lantec Security Ltd	1008.00	Annual intruder alarm fee-OC/WPLC
28-Jun-21	Les Mills Fitness UK Ltd	142.58	Body balance-Coach-Gym
17-Jun-21	Lister Wilder Ltd	61.13	Rat bait blocks-Depot
01-Jun-21	Lloyds Bank D/D	32.51	Current a/c monthly fee
14-Jun-21	Lloyds Bank D/D	113.69	Monthly cardnet service fee
29-Jun-21	Lloyds Bank D/D	40.88	Bank charges-Current a/c
17-Jun-21	Mailcoms Ltd	89.88	Pro-ink cartridge-franking machine
14-Jun-21	Mainstream Digital Ltd	17.57	Phone call charges
15-Jun-21	Merchant Rentals Ltd	18.40	Monthly Cardnet rental
15-Jun-21	Merchant Rentals Ltd	15.44	Monthly cardnet rental
03-Jun-21	MKR Electrical Services Ltd	1240.79	Electrical supplies
17-Jun-21	MKR Electrical Services Ltd	493.91	Electrical supplies
14-Jun-21	Plusnet Plc	52.20	Phone-WTC
18-Jun-21	Plusnet Plc	52.20	Phone - WPLC
09-Jun-21	Poztive Energy Ltd	704.66	Electric supply
17-Jun-21	Poztive Energy Ltd	106.94	Electric supply
18-Jun-21	Prudential	307.24	AVC deducted from pay
28-Jun-21	Public Works Loan Board	10640.58	Public Works Loan Board
09-Jun-21	Readibus	9711.00	Grant
10-Jun-21	SGW Payroll Ltd	145.58	Monthly payroll service
15-Jun-21	Siemens Financial Services	1100.80	Monthly Gym equip rental
24-Jun-21	SLCC Enterprises Ltd	453.00	Full membership fee
01-Jun-21	SWALEC	70.60	Electric supply-Toilet
28-Jun-21	SWALEC	48.85	Electric supply-Toilet
03-Jun-21	Technical Surfaces Ltd	480.00	1 ton rubber in 25kg bags

17-Jun-21	Technical Surfaces Ltd	360.00	3G Matchfit service
09-Jun-21	Thames Valley Water Services Ltd	326.40	Monthly water checks
18-Jun-21	The Berkshire Pension Fund	17678.52	Employer/employee pension
17-Jun-21	Trade UK - Screwfix	785.25	Building supplies
18-Jun-21	Unison Collection Ac	22.50	Union fee deducted from pay
24-Jun-21	Veolia ES - UK Ltd	389.70	Refuse collection
01-Jun-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Jun-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Jun-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Jun-21	Wokingham BC - Rates	898.00	Rates-OC
01-Jun-21	Wokingham BC - Rates	245.00	Rates-Toilet
		90779.32	

Woodley Town Council

CLERKS IMPREST A/C

List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
21-Jun-21	(Personal Information)	15.00	Refund key deposit
21-Jun-21	(Personal Information)	16.99	Refund gym member fee
29-Jun-21	(Personal Information)	75.00	Refund deposit
17-Jun-21	AGA Print-Solopress	17.23	WTCMI-Business cards
25-Jun-21	Amazon Mkt place	42.95	Web cam - WPLC
28-Jun-21	Berkshire Royals Cricket	127.00	Cancelled cricket booking
29-Jun-21	BNSRetail-City Cleaning Product	171.40	16x One shot drain cleaner-WPLC
11-Jun-21	Bourne Amenity Ltd	832.50	Wrong a/c entered
21-Jun-21	City Cleaning Products	113.87	10x One shot drain cleaner
16-Jun-21	Commercial Leisure	84.43	Lovibond water test tablets
03-Jun-21	Current Account	1326.00	Building supplies-Depot
10-Jun-21	Easy Concrete	1105.00	Building supplies-Depot
15-Jun-21	Easy Concrete	1496.00	Building supplies-Depot
17-Jun-21	Easy Concrete	122.40	Building supplies-Depot
22-Jun-21	Easy Concrete	1326.00	Building supplies-Depot
25-Jun-21	Easy Concrete	153.00	Building supplies-Depot
10-Jun-21	EE Top up	20.00	EE phone top up
23-Jun-21	Lloyds Bank	46344.99	Payroll BACS-June 21 net
11-Jun-21	Lloyds Bank D/D	13.82	Imprest a/c monthly fee
17-Jun-21	Lloyds Pharmacy	35.98	Digital Thermometer
08-Jun-21	McAfee	69.99	Security software-online
09-Jun-21	Oxfordshire County Council	3626.00	Paid WTC in error - refunded
10-Jun-21	Poolwarehouse.uk.com	87.00	Chlorine tablets-WPLC
25-Jun-21	Solopress	618.07	Invoice amend Z VAT
29-Jun-21	Solopress	20.00	Sample proof of Herald News
18-Jun-21	Springwell Microelectronics	167.94	Springwell smart flush-OC
01-Jun-21	Wickes Building	560.74	Building supplies-Depot
10-Jun-21	Wokingham.gov.uk	546.55	Building Regularisation fee
09-Jun-21	WTCMI	50.00	Petty cash-WTCMI
		59185.85	

Woodley Town Council**Current Account****List of Payments made between 01/07/2021 and 31/07/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Jul-21	(Personal Information)	400.00	WTCMI Market Manager
01-Jul-21	(Personal Information)	650.00	Hearld delivery charge
01-Jul-21	Airquee Ltd	412.85	Call out/PIPA annual inspection
08-Jul-21	AYS Cleaning Contractors Ltd	1526.17	Contract Cleaning
15-Jul-21	AYS Cleaning Contractors Ltd	60.65	Contract Cleaning
22-Jul-21	AYS Cleaning Contractors Ltd	1461.07	Contract Cleaning
02-Jul-21	Be Fuelcards Ltd	39.32	BP Unleaded fuel-Depot
09-Jul-21	Be Fuelcards Ltd	29.51	BP Unleaded fuel-Depot
16-Jul-21	Be Fuelcards Ltd	95.84	BP Diesel-MW65EH 47000m
30-Jul-21	Be Fuelcards Ltd	7.71	BP Unlead fuel-Depot
30-Jul-21	Be Fuelcards Ltd	20.00	BP Unlead fuel-Depot
01-Jul-21	Blandy & Blandy LLP	216.00	Professional fees B & S Roofing
22-Jul-21	Bowak Ltd	146.96	Cleaning supplies
15-Jul-21	Castle Water	2494.04	Water rates
15-Jul-21	CDK Casting Ltd	101.40	Bronze plaque
22-Jul-21	Churchill Contract Services Ltd	1456.93	Contract Cleaning
01-Jul-21	Club Manager Ltd	80.40	Gym Clubmanager Software fee
15-Jul-21	Dejac Associates Ltd	474.00	Annual Firewall Subscription
27-Jul-21	Ecotricity	110.02	Gas supply-Coro Hall
27-Jul-21	Ecotricity	159.58	Gas supply-WPLC
27-Jul-21	Ecotricity	106.34	Gas supply-OC
27-Jul-21	Ecotricity	65.78	Gas supply-Chapel Hall
08-Jul-21	EDF Energy 1 Ltd	16.62	Electric supply-Clock tower
22-Jul-21	Energy Electrical Distributors Ltd	84.60	Electrical supplies
12-Jul-21	Epos Now Ltd D/D	30.00	Monthly EPOS till support fee
22-Jul-21	Fiddes & Son Ltd - Bowcom	342.00	Bow grass Quantum 10L
09-Jul-21	Global 4 Communications	698.65	Phone & Mobiles
22-Jul-21	HMRC Cumbernauld	15282.96	Tax & NI Employer/employee
22-Jul-21	IMAGE BOX	391.20	ID pvc plastic cards-WPLC
01-Jul-21	John Stacey - Sons Ltd	348.00	Refuse collection
27-Jul-21	Les Mills Fitness UK Ltd	183.32	Bodybalnce-Coach-WPLC
01-Jul-21	Lightatouch	216.66	EOY Internal Audit 20/21
08-Jul-21	Lightatouch	150.00	EOY Internal Audit 20/21
01-Jul-21	Lister Wilder Ltd	61.38	Blade shaver-Depot
14-Jul-21	Lloyds Bank D/D	211.03	June 21 cardnet service charge
08-Jul-21	Lyreco UK Ltd	132.67	Stationery supplies-WPLC
22-Jul-21	Lyreco UK Ltd	78.60	Stationery supplies-WPLC
14-Jul-21	Mainstream Digital Ltd	60.48	Qtrly line rental fee
15-Jul-21	Merchant Rentals Ltd	15.44	Cardnet machine rental
15-Jul-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
22-Jul-21	PHS Group	403.74	Qtrly charge - Matts O/C & WPLC
12-Jul-21	Plusnet Plc	56.32	Business Fibre-broadband-OC
19-Jul-21	Plusnet Plc	56.81	Business Fibre-Broadband-WPLC
01-Jul-21	Poztive Energy Ltd	1925.25	Electric supply
08-Jul-21	Poztive Energy Ltd	8.84	Electric supply-Coro Hall
15-Jul-21	Poztive Energy Ltd	703.43	Electric supply
22-Jul-21	Prudential	307.24	AVC deducted from pay
08-Jul-21	Reading Community Energy	310.02	Electric supply-OC
15-Jul-21	Rialtas Business Solutions Ltd	30.00	Software transfer to PC
19-Jul-21	SGW Payroll Ltd	147.62	Monthly payroll service fee

15-Jul-21	Siemens Financial Services	1100.80	Gym Equip rental
01-Jul-21	SSE Southern Electric	547.29	Electric supply-Toilet
26-Jul-21	SWALEC	33.45	Electric supply-Toilet
22-Jul-21	The Berkshire Pension Fund	17926.07	Employer/employee pension
01-Jul-21	The Big Display Co	155.90	Trophy for Bowling
22-Jul-21	Trade UK - BandQ	370.00	Building Supplies
01-Jul-21	Ukactive	206.60	MPLC music Licence-WPLC
22-Jul-21	Unison Collection Ac	22.50	Union fee deducted from pay
22-Jul-21	Veolia ES - UK Ltd	545.83	Refuse collection
01-Jul-21	Wokingham BC - Rates	2283.00	Rates - WPLC
01-Jul-21	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01-Jul-21	Wokingham BC - Rates	364.00	Rates - Coro Hall
01-Jul-21	Wokingham BC - Rates	898.00	Rates - OC
	Total Payments	57004.29	

CLERKS IMPREST A/C

List of Payments made between 01/07/2021 and 31/07/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
05-Jul-21	(Personal Information)	32.41	PC World cartridge/Postage
12-Jul-21	(Personal Information)	12.50	Badmin paid in error refund
21-Jul-21	(Personal Information)	11.00	WPLC sports Hall refund
26-Jul-21	(Personal Information)	11.00	Refund WPLC course
27-Jul-21	(Personal Information)	190.00	Refund deposit/Invoice
12-Jul-21	Affixit Adhesive Tapes	499.90	EPDM Contact adhesive-OC roof
07-Jul-21	Avon Scientific	174.00	Multi function chlorine tablet
12-Jul-21	DVLA	275.00	Vehicle Tax-KD51 WTW
12-Jul-21	Janitorial Direct Ltd	110.32	Refuse sacks/H towels green
26-Jul-21	Link Visiting Scheme	50.00	Refund deposit
28-Jul-21	Lloyds Bank	48400.21	Net July 2021 payroll
12-Jul-21	Lloyds Bank D/D	14.56	Bank charges-Imprest a/c
07-Jul-21	Rdg Spring Gdn Brass Band	75.00	Refund deposit
26-Jul-21	Roofing suppliers	581.70	Classic Bond glue/Cover tape
22-Jul-21	Water Butts Direct	474.00	Rainwater Tank OC
	Total Payments	50911.60	

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

Bookings and room hire

Social booking enquiries have increased over the last few weeks. Although most of these remain provisional at the moment this is an encouraging indication of the venues' business picking back up. A number of regular corporate and community clients are returning from September.

Regular hirers returning in September;

Weight Watchers
Blood Donors
Woodley Womens' Club
Woodley Photographic Club
Libra Pilates
Energy Share
Oddfellows Church
Jewellery making
Woodley & Earley Art Group
Woodley Theatre
Czech School

Regular hirers returning from November;

Thames Valley Ancient Egypt Society
Acorn Acupuncture
Adopt Thames Valley

Vaccination Clinics

We are currently waiting on confirmation of dates for the flu jab / Covid booster programme which is expected to commence from end September / early October.

Decorating

The Venues Team has been continuing with decorating through the halls and backstage of the theatre during quiet periods.

Bookings Manager

The Council will shortly be appointing a new Bookings Manager to take over from Alison Mulvany who leaves the Council at the end of September.

Council Offices

The opening hours of the offices will be returning to normal over the coming weeks and more staff will be returning to work from the offices as we move forward. Appropriate Covid risk assessments are in place for this. Home working for part of the week in some roles has worked well and we are reviewing this in line with the needs of the organisation.

Rainwater harvesting

A rainwater tank has been installed near the north west corner of the building, to the back of the Rotary Garden. A simple adaptation to the guttering means that water from the western elevation of the back of the building can be harvested for use in watering the shrubs and flowers in the garden. This was an action for the Climate Emergency Action Plan as was achieved at low cost within existing budgets. Works were carried out by the Maintenance Team.

Recommendations:

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

Meeting of the Woodley Town Centre Management Initiative Committee held on 14th July 2021 at 6pm – remotely via Zoom

PRESENT

B Fennelly	Town Centre Manager	J Palterman	Saturday Market Manager
M Holmes	Chairman & Woodley Resident	C Lawley	Woodley Resident
Z Frasiniski	Vice Chairman & Woodley Resident	P Birt	Woodley Resident
ClIr K Baker	WTC & WBC Councilor	A Jutson	Woodley & Earley Lions
ClIr B Rowland	WTC Councilor	M Millard	Woodley Resident
G Cranford	WBC Economic Development Officer	I Hills	Woodley Resident
ClIr J Cheng	WBC & WTC Councilor	H Beilby	WTC Admin Officer

1. APOLOGIES & WELCOME

- MH welcomed all.
- Apologies received from ClIr Shirley Boyt (WBC)

2. TO NOTE THE APPOINTED REPRESENTATIVES TO WTCMI FOR THIS MUNICIPAL YEAR 2021/2022

- Wokingham Borough Council appointed representatives to WTCMI - ClIr Bill Soane and ClIr Jenny Cheng, with ClIr Abdul Loyes being the substitute.
- Woodley Town Council appointed representatives to WTCMI – ClIr Keith Baker and Mrs Mary Holmes.

3. TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 21st APRIL 2021

The minutes were approved.

4. MATTERS ARISING FROM THE MINUTES

- Town Centre Garden Project Update - KB confirmed the press release had been done and a documented history of the project was documented on the WTC website, from beginning to end. Any further questions should be addressed to WTC's Deputy Town Clerk, Kevin Murray.
- BT Telephone Box Update – BF advised, BT not planning on cleaning up the phone box, they have a duty to maintain only. BF to ask BT if we are able to do something with it and look at options, once he is more confident with the general financial outlook.
- 5G mast – BF confirmed this is still going ahead, its partner in Vauxhall Park not going up will make no difference.
- Walled Garden Seating – KB stated the priority at the moment was to get the planting done, following that, there will be a consultation by WTC for residents, regards location of seating.
- BF confirmed no further developments regarding pop up shops. However, there is talk of using empty shop windows to display art.
- Extra power sockets to be considered, depending on the 'Welcome Back' (from the Covid pandemic restrictions) funding from WBC.
- BF confirmed all hanging baskets had been safety checked. The unstable bars underneath the clock has meant that there are no baskets hanging there this year.
- KB is assuming that this problem with the clock tower will be sorted out by next year.
- BF is anticipating 'Welcome back' funding from Wokingham Borough Council.

5. POLICE REPORT

- Homelessness - It was reported by PCSO Claire Towse, that they were working with WBC on this issue with some success.
- No serious issues with COVID breaches in Town Centre.
- E Scooters / cycling in Town Centre – Working on this issue, with possible Section 59 warning, plus a number of meetings with various cycling forums

6. FINANCIAL REPORT / BUDGET REPORT

BF presented his reports

Things were starting to get back to normal and our financial situation is getting better. Overall, BF is very encouraged and he is optimistic although we don't know where it's going to go.

- Saturday market has come back stronger than before lockdown and interest has been very strong. Town Centre footfall, in general, is also picking up on Friday and Saturday.
- Contributions from Woodley traders to sponsor planting, have been received, AB Walker, Woodley Pets and ACER been very generous. Contributors to be thanked via plaques and social media. Any contributions are welcome, but £100.00 per planter and £20.00 per lamp post is suggested. Trader contributions to be revisited now that things are on the up.
- Expenditure is as expected but we have spent less on promotion and advertising.

- Car Boot Sales resumed last month, with a great start of 31 cars, and a great new management, to whom we pay a flat fee of £150.00 per event.
- Concessions income - increased to £600.00 due to the new Green Bean coffee stand, which was unexpected. (Concessions cover any permanent trade stall operating in the Town Centre, e.g. burger stand, coffee stall.)
- Shop Watch figures have not been included as they have been a little slow in paying.

MH thanked BF for his hard work.

7. SATURDAY MARKET MANAGER'S REPORT

JP presented his report.

All things considered; it is all going as well as can be expected.

- Traders, new and old attending, and enquiries still coming in.
- North end is being used more, utilizing all space available.

MH thanked JP for his invaluable support

8. TOWN CENTRE MANAGER'S REPORT

BF presented his report.

- Car Boot Sale - delighted with the new operators of the car boot, who are experienced, enthusiastic, very good to work with and with whom he hopes to have a long-term relationship.
- Vegan Market - continues to do well and traders seem to prefer Woodley to Wokingham.
- Extravaganza - will be getting a refresh this year and looking to do something different, to avoid any COVID issues and save on expenditure. It will be more of a street fayre, interacting with stall holders and street entertainment such as jugglers, Morris dancers etc. With no large stage being hired this year and no Santa's Grotto and his reindeer, there would also be more space.
- It was agreed that the name would be changed from Extravaganza to Christmas Fayre. AJ confirmed that he and the Woodley Lions would continue to help with the Carol Concert and Fayre, supporting both events.
- The Carol Concert would be the usual traditional event.
- Wokingham Cultural Alliance - PB of the local Woodley Early & Art Group, would be interested in supporting this initiative and be part of it.
- 'Welcome Back' Funding – any money received will go towards smartening up the Town Centre, but to be confirmed.

MH thanked BF for his help getting the Initiative back up on its feet.

9. THE NEW WOODLEY WALLED TREE GARDEN

- Update from WTC Deputy Town Clerk, Kevin Murray - a lot of work had been happening and a planting plan, recommended by professionals, has been agreed.
- Christmas Lights – WTC paid for the removal and re installation of these lights.
- Concrete breaker – to be hired, to address the concrete below and issue of drainage.
- Tree contractors – once WBC has engaged the contractors and the necessary work done to the trees, plants and top soil will be ordered.
- Volunteers – although WTC will take responsibility, many volunteers have come forward, such as schools and professionals, along with other organizations.

KB left the meeting

- Planting plan to be obtained from WTC by BF, to view, copies to Committee and place on website.

10. ANY OTHER BUSINESS

AJ Woodley Lions are looking at running a virtual market, not in competition with the Town Centre market.

JP believed most traders would be happy to get involved and will organise a survey to get back to JP.

AJ to pass on Lions contacts to JP.

ZF thanked all those who have worked hard.

MH thanked everyone in attendance.

Meeting finished at 7.30

Date of next Management Committee meeting for 2021 at 6pm.

Wednesday 20th October 2021

Climate Emergency Action Plan - Update Sept 2021

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>	
	<i>UPDATE: New electricity supply contracts were set up in April 2021 – providing electricity from 100% renewable sources.</i>	
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. COMPLETE</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. 	

	<ul style="list-style-type: none"> • 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	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.	
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) COMPLETE/INSTALLED • 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) COMPLETE/INSTALLED • Funding of water storage at allotments to be considered by the working party. 	
	<i>UPDATE: Second rainwater storage tank installed in Maintenance Yard and in use.</i>	
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 – strimmers/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. 	
	<i>UPDATE: Successful home working through the pandemic shows that reductions can be achieved and maintained going forwards by reviewing home/office working. This is being reviewed in the context of staff returning from furlough and bookings getting back to normal.</i>	
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. 	

	<ul style="list-style-type: none"> • 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. COMPLETE. 	
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. 	

	<ul style="list-style-type: none"> • 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. 	
	<p><i>UPDATE:</i></p> <ul style="list-style-type: none"> • <i>Climate Emergency Action Plan published on the Council website.</i> • <i>Officers have attended WBC Climate Emergency meetings to make presentations / share information.</i> 	

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	<p>Town Council has a representative on the WBC Climate Action Working Group</p> <p>Town Council has set up a Cycling in Woodley Working Party</p>	
Target	<p>Consider promoting a cycle to school/work scheme/campaign</p> <p>Work with TCMI on local business initiatives and involvement</p> <p><i>See – Encourage Behaviour Change target</i></p>	
Current Actions	<ul style="list-style-type: none"> DTC/Working party to agree date for meeting with WBC climate officers. COMPLETE 	
	<p><i>UPDATE:</i></p> <ul style="list-style-type: none"> <i>Officers have attended WBC Climate Emergency meetings to make presentations / share information.</i> 	
13	Assess and reduce carbon impact of purchasing goods and services;	
Progress	<p>Officers are reviewing purchasing in terms of items and suppliers to achieve carbon savings and offsetting.</p> <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	<p>Climate Emergency declared in October 2019.</p> <p>Climate Emergency Working Party appointed – reporting to the Leisure Services Committee.</p> <p>Climate/environmental impact notes on project reports presented to the Committee.</p>	
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. 	