



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; M. Doyle;
C. Jewell; V. Lewis; B. Rowland; P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 27 September 2022, at which your attendance is requested.

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

Deborah Mander
Town Clerk

AGENDA

Prior to the commencement of the meeting, the Chairman will ask those in attendance to observe a one minute silence in remembrance of Her Majesty Queen Elizabeth II.

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 7 JUNE 2022**

To approve the minutes of the Strategy and Resources Committee held on 7 June 2022 and that they be signed by the Chairman as a correct record.

(These minutes were provided in the Full Council agenda of 21 June 2022)

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 18/22.**

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b) **Payments**

To approve the following payments as set out in **Appendix 4b:**

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	Current account	Imprest account
May 2022	£131,008.87	£51,501.68
June 2022	£93,648.97	£49,107.79
July 2022	£3,150,041.71	£53,330.81
August 2022	£121,612.52	£51,941.59

c) **PSDF Funds**

i) To note the below update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF):

	Total at account opening - 08/07/2022	Total as at 01/09/2022	£ increase
INVEST 1	£2,000,000	£2,004,219.18	£4,219.18
PWLB	£733,000	£734,546.30	£1,546.30
		TOTAL	£5,765.48

ii) To note an additional £600k has recently been deposited in to the Council's PWLB CCLA account.

d) **External Auditor Appointment**

All authorities require an appointed external auditor. Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA (Smaller Authorities' Audit Appointments) is responsible for appointing external auditors to all applicable opted-in smaller authorities.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Details of the appointments are expected to be received sometime after 28 October 2022.

Whilst every authority has the option to opt-out of the SAAA sector led auditor appointment regime, the recommendation is that the Council continue as part of the scheme. No action is required should the Council continue with the scheme. During the previous 5-year period no authority decided to opt-out.

Further details of this process are provided at **Appendix 4d.**

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Members are asked to consider making a recommendation as to whether to continue with the SAAA sector led auditor appointment, or opt-out of the scheme, to be considered at the next Full Council meeting.

5. **OAKWOOD CENTRE INCOME UPDATE**

To note the following Oakwood Centre Income updates:

a) Bookings and Room Hire

Room hire income for April to August 2022 was £27,701 against the budget target of £20,833. Income against budget is shown at **Appendix 5a**.

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b) Catering Income

Catering income through the contract with Brown Bag for April to August 2022 was £4,627 against the budget target of £3,332. Income against budget is shown at **Appendix 5b**.

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6. **STANDING ORDERS & FINANCIAL REGULATIONS SUB COMMITTEE**

To note **Report No. SR 19/22** of the Standing Orders & Financial Regulations Sub Committee meeting held on 8 June 2022.

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Members are asked to consider the following recommendations made at this meeting:

- i. That revised Standing Orders (**Appendix enclosure 6 i**), updated in line with the changes set out in the report, be approved by the Strategy & Resources Committee and presented to Council for adoption.
- ii. That revised Financial Regulations (**Appendix enclosure 6 ii**), updated in line with the changes set out in the report, be approved by the Strategy & Resources Committee and presented to Council for adoption.

7. **YOUTH SERVICES WORKING PARTY**

a) To note **Report No. SR 20/22** of the Youth Service Working Party meeting held on 16 June 2022.

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There were no recommendations made at this meeting due to be considered by the Committee.

b) To note **Report No. SR 21/22** of the Youth Service Working Party meeting held on 26 July 2022.

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There were no recommendations made at this meeting due to be considered by the Committee.

8. **CLIMATE EMERGENCY SUB COMMITTEE**

To note **Report No. SR 22/22** of the Climate Emergency Sub Committee meeting held on 12 July 2022.

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There were no recommendations made at this meeting due to be considered by the Committee.

9. **PR & MARKETING SUB COMMITTEE**
 To note **Report No. SR 23/22** of the PR & Marketing Sub Committee meeting held on 3 August 2022. Page 56
- Members are asked to consider the following recommendations made at this meeting:
- i. That the draft flag flying policy (**Appendix 9 i**) be approved by the Strategy and Resources Committee. Page 59
 - ii. That the Strategy & Resources Committee consider allocating £3000 from the General Reserve to fund the purchase, installation and planning requirements of a third flagpole on the Memorial Ground, along with the purchase of the flags as identified in the Flag Flying Policy. A Project Assessment is attached at **Appendix 9 ii**. Page 66
10. **TOWN CENTRE PARTNERSHIP**
 To receive the report of the Town Centre Partnership meeting held on 20 July 2022. (**Appendix 10**) Page 69
11. **PROJECTS SCHEDULE 2022/23**
 To note the update on Council projects, as given in **Appendix 11**. Page 72
12. **SIGNANGE**
 To consider **Report No. SR 24/22**. Page 76
13. **WOODLEY BOWLING CLUB**
 To consider **Report No. SR 25/22**. Page 80
14. **COMMUNITY GRANTS**
 To note the letter of thanks received from Woodley Festival of Music and Arts. (**Appendix 14**) Page 85
15. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
 To note the Town and Parish CIL funds Spend and Bids summary, provided by Wokingham Borough Council, as given in **Appendix 15**. Page 86
- The figure for the CIL funds paid to Woodley but not spent, identified as £221,381 in the document, is not up to date as the Council has yet to submit an updated return to Wokingham Borough Council regarding the 2021/22 CIL funds spent. Some CIL funding has also been allocated to other projects.
17. **FUTURE AGENDA ITEMS**
 To consider any future agenda items for the committee to consider.
18. **PUBLICITY AND WEBSITE**
 To consider items to be publicised.
19. **BOROUGH/PARISH LIAISON FORUM**
 To note the minutes of the Borough/Parish Liaison forum, which took place on 23 August 2022. (**Appendix 19**) Page 87

20. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that, in view of the confidential nature of the business about to be transacted in relation to procurement matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 21 on the agenda.

As item 21 on the agenda is the last item, should the public be asked to withdraw from the meeting at this point then the meeting will close at the end of the discussion on the item. Should the order of the agenda be amended through a resolution, members of the public will be able to return to the meeting after the confidential item has been resolved.

21. **APPOINTMENT OF AUDITORS**

To consider **Report No. SR 26/22.**

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STRATEGY AND RESOURCES COMMITTEE**BUDGETARY CONTROL 2022/23****Report No. SR 18/22**

EXPENDITURE	Budget 2022/23	Actual Exp as at 31/08/2021	Actual Exp as at 31/08/2022	Actual Exp as % of Budget	Information
Central Costs	274991	95444	126573	46.0	Most costs at or under 42% - equipment costs, training, postage, stationery & emergency repairs over budget (new boiler installed at WPLC).
Democratic Costs	55932	20145	21372	38.2	Staff costs and room hire for meetings at 42%. Chairmanship training for councillors over budget. Civic costs at 11%.
Corporate Management	374374	167607	172335	46.0	Most costs at 42%, apart from insurance, affiliation fees, legal & professional fees and HR advice/support.
Capital Programme	45000	0	1663	3.7	No capital funds allocated in 2021/22. Expenditure on signs & planters at Garden of Remembrance.
Grants	18000	7017	7250	40.3	Community & Individual grants at 33%, WTCMI grant at 42% - paid monthly.
Oakwood Centre	161548	46283	66743	41.3	All costs apart from rates, repairs, refuse collection, cleaning, equipment & staff costs at 42% or under.
Maintenance HQ	3400	1105	1704	50.1	Phone and vehicle running costs under 42%. Repairs & maintenance at 91%.
Woodley TCM I	80900	23552	27760	34.3	All costs at or under 42%, apart from floral display, general events costs and grant.
Capital and Projects	264979	103191	23191	8.8	Loan re lake/ workshop/ Woodford Park LC payable in April. Most other loan payments made in Sept & March. Sinking fund allocation of £59,698.62 from the £80,000 now allocated to the Public Sector Deposit Fund.
TOTAL	1279124	464344	448591	35.1	
Month 5 = 42%					

INCOME	Budget 2022/23	Actual Inc as at 31/08/2021	Actual Inc as at 31/08/2022	Actual Inc as % of Budget	
Central Costs	4255	9654	1649	38.8	Income at or under 42%.
Democratic Costs	0	0	0	0.0	
Corporate Management	0	0	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	104567	46007	53875	51.5	Letting income from hirers at 56%. Other income at or over 42%, apart from rent income.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	80900	29421	28759	35.5	Overall income at 36% of budgeted income - some events yet to take place.
Capital and Projects	0	0	0	0.0	
TOTAL	189722	85082	84283	44.4	
NET	1089402	379262	364308	33.4	
Month 5 = 42%					

Woodley Town Council**Current Account****List of Payments made between 01/05/2022 and 31/05/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	550.00	Mkt Mgr - WTCMI
AGA Print Ltd	54.34	Vinyl Banners
Alan Hadley Ltd	318.00	Refuse Collection
Alan Hadley Ltd	318.00	Refuse Collection
Alan Hadley Ltd	318.00	Refuse Collection
AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
Be Fuelcards Ltd	45.59	Unleaded fuel-Depot
Be Fuelcards Ltd	136.52	BP Diesel-MW65EHN 44000m
Beyond First Aid	200.00	First Aid Cover
Bowak Ltd	251.14	Cleaning supplies
Brake Bros Foodservice Ltd	637.51	Vending supplies
Brake Bros Foodservice Ltd	583.00	Vending supplies
Brewers Decorator Centres	466.67	Decorating supplies
Broxap Ltd	1383.60	Cast Iron Ripon bench
Broxap Ltd	805.20	Cast Iron Ripon bench
Castle Water	3338.94	Water Rates
CDK Casting Ltd	101.40	Bronze Plaque
CDK Casting Ltd	101.40	Bronze Plaque
CDK Casting Ltd	105.00	Bronze Plaque
Churchill Contract Services Ltd	1561.84	Contract Cleaning-WPLC
Circus Scene	4975.00	Woodley Platinum Jubilee
Club Manager Ltd	80.40	Gym software monthly fee
DCK Accounting Solutions Ltd	356.16	Year End closedown 21/22
Dejac Associates Ltd	1734.00	iMac/solid state/support
Devlet Five Ltd T/A Kall Kwik Reading	30.00	Re-sizing PDF files
Devonshire Trading Ltd	1100.81	Gym monthly equip hire
Ecotricity	179.97	Gas supply-Coro H
Ecotricity	836.68	Gas supply-WPLC
Ecotricity	1369.87	Gas supply-OC
Ecotricity	171.22	Gas supply-Chapel H
Ecotricity Ltd	203.01	Electric supply-Depot
EDF Energy 1 Ltd	26.00	Electric supply-Clock
Energy Electrical Distributors Ltd	84.35	Electrical supplies
Epos Now Ltd D/D	30.00	Epos monthly till support-WPLC
Farol Ltd	401.50	Gardening supplies
Global 4 Communications	884.58	Phone/Mobiles
Hampshire Association of Local Councils	3214.18	Annual BALC membership
Hampshire Association of Local Councils	408.00	CiCLA Training course
HMRC Cumbernauld	15802.49	PAYE&NI Deducted from pay
Lantec Security Ltd	1008.00	Annual Intruder alarm support
Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
Lloyds Bank D/D	42.34	Current bank charges-Apr22
Lloyds Bank D/D	357.67	Cardnet monthly charges
Lloyds Bank D/D	48.91	Current a/c charges
Lyreco UK Ltd	41.30	Stationery supplies
M K Cleaning	47.50	Laundry-Table cloths
Merchant Rentals Ltd	18.40	Monthly Cardnet charge

Merchant Rentals Ltd	18.40	Monthly Cardnet charge
Playsafety Ltd	445.20	Annual Inspection-Wheble Pk
Portable Gas Ltd	157.90	Propane Gas - Jubilee
Poztive Energy Ltd	2307.92	Electric supply-OC
Poztive Energy Ltd	68.95	Electric supply-Coro Hall
Poztive Energy Ltd	717.17	Electric supply-WPLC
Poztive Energy Ltd	38.10	Electric supply-Chapel Hall
Prudential	307.24	AVC deducted from pay
Rialtas Business Solutions Ltd	142.80	Annual Planning support
Robseal Roofing Solutions Ltd	23383.44	Roof repair-WLC
SGW Payroll Ltd	159.86	Payroll services-Apr22
SWALEC	83.47	Electric supply-Toilet
The Berkshire Pension Fund	18052.59	Employee & 'er deducted from pay
Trade UK - Screwfix	165.98	Building supplies
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	509.92	Refuse Collection
Wokingham BC - Rates	2283.00	Rates-WPLC
Wokingham BC - Rates	364.00	Rates-Coro H
Wokingham BC - Rates	165.00	Rates-Chapel H
Wokingham BC - Rates	898.00	Rates-OC
Woodley Newsagent Ltd	45.00	Newspaper-WTC
Woodley Town Council	18785.80	VAT payment regarding WTCMI
Wroxton Ltd	14400.00	Landscaping - Town Centre Garden

Total Payments 131008.87

CLERKS IMPREST A/C**List of Payments made between 01/05/2022 and 31/05/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	12.00	Refund WPLC course
(Personal Information)	98.60	Refund deposit
(Personal Information)	25.00	Refund deposit
(Personal Information)	200.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	70.00	Refund WPLC course
(Personal Information)	49.99	Staff uniform-Depot
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	63.00	Refund WPLC course
(Personal Information)	75.00	Refund deposit
(Personal Information)	200.00	Refund deposit
21 CC Group Ltd	588.00	Platinum Jubilee Beacon
Adobe Systems Software	150.92	Acobat Pro DC
Amazon Mkt place	82.16	Re-chargeable batteries
Amazon Mkt place	8.99	8 bays battery charger
Amazon Mkt Place	17.98	Lusum bean bags for School sports
Amazon Mktplace	102.89	Projector Screen 90 inch
Amazon.co.uk	34.36	Noco Genius smart charger
AmazonMKTplace	86.89	NAQIER Projcter Screen 70 inch
Chemgift Bags	250.00	Grant - May 2022
DVLA	290.00	Vehicle Tax-MW65 EHN
Easy Compsites Ltd	470.49	Glass Cast Epoxy Resin-OC
Ebay.com	47.48	100x Seeds in Paper plantable
Fellowship Education	75.00	Refund deposit
Halfords on line	35.00	Battery charger-Speedwatch
Halfords on line	-35.00	Battery charger-Speedwatch credit
Hicks MOT & Service	316.50	MW65EHN-MOT & Service
Lloyds Bank	45750.54	Net May 2022 payroll
Lloyds Bank D/D	14.31	Imprest bank charges-Apr22
Mastek YK LTD	50.00	Refund deposit
McAfee.com	99.99	Secruity software
McAfee.com	-99.99	Charged in error by McAfee
ME2 Club	250.00	Grant - May 2022
Newitt & Co Ltd	143.01	Play parachute 3.5m & 5m
SLCC Enterprise Ltd	410.00	Qualification CiLCA-KM
Thomson Reuters UK Ltd	100.80	JCT On Demand WPLC Elec works
Wdly Fest of Music	250.00	Grant - May 2022
Woodley Bowling Club	250.00	Grant - May 2022
World of Brass Ltd	2.88	Polished brass number
World of Brass.co.uk	69.31	Door numerals-WP
Zoom US	370.58	Zoom Rooms annual-charge

Total Payments 51501.68

Woodley Town Council**Current Account****List of Payments made between 01/06/2022 and 30/06/2022**

Payee Name	Amount Paid	Transaction Detail
Advanced Maintenance UK Ltd	204.00	Boiler service - WPLC
AGA Print Ltd	116.70	Posters/Vinyl banners
Agile Hospitality Solutions Ltd	2574.00	Annual Booking software charge
Alan Hadley Ltd	318.00	Refuse Collection
ARC	5000.00	Grant 2022/23
AYS Cleaning Contractors Ltd	26.71	Contract Cleaning
AYS Cleaning Contractors Ltd	2612.85	Contract Cleaning
Be Fuelcards Ltd	47.92	Unleaded petrol-Depot
Be Fuelcards Ltd	52.16	Unleaded fuel-Depot
Bowak Ltd	313.84	Cleaning supplies
Brown Bag Cafe Ltd	57.78	Catering services
Castle Water	2574.98	Water rates
CDK Casting Ltd	101.40	Bronze Plaque
CDK Casting Ltd	101.40	Bronze Plaque
Churchill Contract Services Ltd	1561.84	Contract Cleaning
Club Manager Ltd	80.00	Gym monthly software fee
Club Manager Ltd	0.40	Gym monthly software fee
Dejac Associates Ltd	210.00	replace fan TV/Annual email certification
Devonshire Trading Ltd	1100.81	Monthly gym equip hire
Drain Surgeons UK Ltd	195.00	Empty cesspit - Depot
Ecotricity	58.22	Electric supply-Depot
Ecotricity	29.31	Gas supply-Coro hall
Ecotricity	105.55	Gas supply-WPLC
Ecotricity	397.39	Gas supply-OC
Ecotricity	60.26	Gas supply-Chapel hall
EDF Energy 1 Ltd	25.73	Electric supply-Clock
Epos Now Ltd D/D	30.00	EPOS monthly till support fee
Ethos Communications Solutions Ltd	194.12	Printing/Copying
Eventu	50.00	Projector hire
First Days Children's Charity	2000.00	Grant 2022/23
Global 4 Communications	928.34	Phone/Mobiles
Hamblin Watermains	2136.00	Install standpipe unit
Henry Street Garden Centre	160.12	Gardening supplies
HMRC Cumbernauld	15956.88	PAYE&NI Deducted from pay
IBS Office Solutions Ltd	644.22	Printing/ qtrly rental fee
Keep Mobile	500.00	Grant 2022/23
Les Mills Fitness UK Ltd	203.69	Bodybalance-coach-WPLC
Lightatouch	462.58	Year End Internal audit
Link Visiting Scheme	500.00	Grant 2022/23
Lloyds Bank D/D	294.92	Cardnet service charges
Lyreco UK Ltd	119.72	Stationery Supplies
Merchant Rentals Ltd	18.40	Cardnet machine rental
Merchant Rentals Ltd	18.40	Cardnet machine rental
Pitney Bowes Ltd	150.00	Postage top up-Jun 22
Poztive Energy Ltd	76.26	Electric supply-Coro H May22
Poztive Energy Ltd	1561.34	Electric supply-OC May 22
Poztive Energy Ltd	634.92	Electric supply-WPLC
Poztive Energy Ltd	35.74	Electric supply-Chapel Hall

PPL PRS Ltd	454.90	Annual music licence
Prudential	307.24	AVC deducted from pay
Public Works Loan Board	10640.58	Capital/Interest Loan payment
Readibus	8250.00	Grant 2022/23
SGW Payroll Ltd	157.82	Monthly payroll service charge
Shred-it Ltd	437.40	Document shredding
Technical Surfaces Ltd	360.00	3G matchfit service
Thames Valley Water Services Ltd	348.00	Monthly water checks
The Berkshire Pension Fund	18214.74	Employee & 'er deducted from pay
The Big Display Co	305.93	Medal engraving
The Sign Maker	208.92	Signs - Play Area
The Wokingham Volunteer Centre	300.00	Grant 2022/23
Trade UK - BandQ	576.88	Building supplies
Trade UK - Screwfix	99.15	Building supplies
Tudor Environmental	177.45	Irrigation water/pots
Ukactive	324.17	Annual music licence WPLC
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	651.39	Refuse Collection
Wokingham BC - Rates	2283.00	Rates-WPLC
Wokingham BC - Rates	364.00	Rates-Coro Hall
Wokingham BC - Rates	165.00	Rates-Chapel Hall
Wokingham BC - Rates	898.00	Rates-OC
Wokingham-Citizens Advice	3500.00	Grant 2022/23

Total Payments 93648.97

CLERKS IMPREST A/C**List of Payments made between 01/06/2022 and 30/06/2022**

Payee Name	Amount Paid	
(Personal Information)	26.00	Clearcoat Aerosol x2
(Personal Information)	118.00	Refund credit on a/c S Moores
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	15.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
Amazon Mkt Place	12.72	Wall Clock quartz 12 inch
Amazon Mkt Place	63.60	Wall clock quartz 12 inch x5
Amazon Mkt Place	37.50	Kitchen storage boxes x3
Amazon-Nagier	-86.89	Refunded projector - small
Amazon.co.uk	51.19	Swizzel variety mix/mixed swee
Czech School Berks	75.00	Refund deposit
Easy Composites Ltd	248.90	GlassCast clear epoxy resin
Grabloader Ltd	312.00	Remove soil/hardcore WP
Lidl GB Reading	4.17	Biscuit selection x3
Lloyds Bank	46081.17	Net June 2022 - payroll
Lloyds Bank D/D	13.60	Imprest a/c charges
PETTY CASH A/C	244.98	Top up petty cash
Project Twenty Eight	100.00	Refund deposit
Royal Mail Group Ltd	855.14	Door to Door delivery fee
SLCC for Local Council	467.00	Annual membership fee-DM
Waitrose & Partners	81.71	Selection of food-OC
Total Payments	49170.79	

Woodley Town Council**Current Account****List of Payments made between 01/07/2022 and 31/07/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	440.00	WTCM Mkt manager
(Personal Information)	440.00	WTCM Mkt manager
AGA Print Ltd	24.34	Posters
Alan Hadley Ltd	868.80	Refuse collection
Alan Hadley Ltd	434.40	Refuse collection
AYS Cleaning Contractors Ltd	2554.45	Contract cleaning
Be Fuelcards Ltd	53.66	Unleaded fuel -Depot
Be Fuelcards Ltd	3.31	Admin charge-Depot/Main Team
Be Fuelcards Ltd	54.22	Unleaded petrol-Depot
Bowak Ltd	556.24	Cleaning supplies
Brake Bros Foodservice Ltd	603.80	Vending supplies
Brake Bros Foodservice Ltd	368.63	Vending supplies
Brake Bros Foodservice Ltd	678.65	Vending supplies
Brake Bros Foodservice Ltd	307.95	Vending supplies
Brewers Decorator Centres	206.67	Decorating supplies
Brown Bag Cafe Ltd	603.66	Catering services
Business Stream	71.95	Water rates-Toilet
Castle Water	3492.91	Water rates
CDK Casting Ltd	101.40	Bronze plaque
Centurian Services	10005.25	Resurfacing path-WP
CF Corporate Finance Ltd	166.32	Qtrly photocopier lease fee
Club Manager Ltd	94.80	Gym club manager software
CoolerAid Ltd	39.46	Bottled water
Devonshire Trading Ltd	1100.81	Gym equip rental
Ecotricity	53.06	Electric supply-Shed Depot
Ecotricity	25.89	Gas supply-Coro Hall
Ecotricity	117.48	Gas supply-WPLC
Ecotricity	104.95	Gas supply-OC
Ecotricity	41.57	Gas supply-Chapel Hall
EDF Energy 1 Ltd	25.73	Electric supply-Clock
Epos Now Ltd D/D	30.00	Monthly WPLC till support
F/Flow HSBC - CCLA	200000.00	CCLA-WOODLEY TC-Investment
F/Flow HSBC - CCLA	733000.00	CCLA-WOODLEY TC-Investment
Fenland Leisure Products Ltd	1153.24	Basket swing repair-WP
Global 4 Communications	865.14	Phone/Mobiles
Henry Street Garden Centre	189.76	Gardening supplies
HMRC Cumbernauld	15995.60	PAYE&NI Deducted from pay
Impress Print Services Ltd	704.00	Print mailing leaflets
John Stacey - Sons Ltd	552.00	Refuse collection
John Stacey - Sons Ltd	684.00	Refuse collection
Les Mills Fitness UK Ltd	203.69	Body balane-Coach WPLC
Light Credit Ltd - Granmore	5667.84	Rockfon Pacific ceiling tiles
Lloyds Bank	30.00	F/Flow payment fee-PWLB
Lloyds Bank	30.00	F/Flow payment fee-INVEST1
Lloyds Bank D/D	44.24	Current account service fee

Lloyds Bank D/D	308.16	Cardnet service fees
Lyreco UK Ltd	92.59	Stationery Supplies
M K Cleaning	42.50	Laundry-Cloths OC
Masters Bookbinding	390.00	WTC Minutes book binding
Maxium Doors Ltd	5945.40	Install new doors-WPLC
Merchant Rentals Ltd	18.40	Cardnet monthly charge
Merchant Rentals Ltd	18.40	Cardnet monthly charge
PBT Electrical & Maintenance Ltd	14186.92	Electrical work-WPLC
Pitney Bowes Ltd	150.57	Postage top up
Poztive Energy Ltd	726.56	Electric supply-OC
Poztive Energy Ltd	64.01	Electric supply-Coro hall
Poztive Energy Ltd	607.27	Electric supply-WPLC
Poztive Energy Ltd	34.16	Electric supply-Chapel hall
Proludic Ltd	291175.28	New Play Area Rebuild
Prudential	307.24	AVC deducted from pay
R.E.S. Systems Ltd	92.40	Call out - Fire alarm WPLC
Reading Community Energy Soc Ltd	1736.52	Electric supply-WPLC&OC
SGW Payroll Ltd	157.82	Payroll services-June 22
Simon P Holmes Ltd T/A Tree Surveys	3270.00	WP/Malone park-surveys
Sports and Play Consulting Ltd	5000.00	Sports & Play area consultation
SWALEC	80.50	Electric supply-Toilet
SWALEC	72.78	Electric supply-Toilet
Technical Surfaces Ltd	399.00	3G matchfit service
Thames Valley Water Services Ltd	380.40	Monthly water checks
Thames Valley Water Services Ltd	204.00	Monthly water checks
The Berkshire Pension Fund	19005.76	Employee & 'er deducted from pay
Trade UK - BandQ	199.00	Building supplies
Trade UK - Screwfix	135.39	Building supplies
Tudor Environmental	796.16	Building supplies
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	563.75	Refuse collection
VideoCentric Ltd	11305.20	Install Video conference equip-OC
Windowflowers Ltd	5983.20	Town Centre flowers
Wokingham BC - Rates	2283.00	Rates - WPLC
Wokingham BC - Rates	364.00	Rates - Coro H
Wokingham BC - Rates	165.00	Rates - Chap H
Wokingham BC - Rates	898.00	Rates - OC
Wokingham Borough Council	70.00	Premises Licence - WTCM

Total Payments 3150041.71

CLERKS IMPREST A/C**List of Payments made between 01/07/2022 and 31/07/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	75.00	Refund deposit
(Personal Information)	15.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	25.00	Flowers KW-WPLC
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	-329.19	Wrong a/c number returned
Amazon Mkt Place	75.82	1000x Kraft ripple cups+lids
Amazon Mkt Place	29.98	Doff ant bait station x2
Amazon Mkt Place	11.90	Lead converter 16a plug-WPLC
Amazon Mkt Place	19.98	16a 2 way plug splitter
ASLAM	150.00	Refund deposit
DVLA Vehicle Tax	290.00	Car Tax-KD51 WTW - depot
Epos Now Ltd	167.38	Thermal receipt printer
Euroloos Ltd	864.00	Hire of portable loos - WP
Grabloader Ltd	312.00	Remove soil/Hardcore WP
Grabloader Ltd	312.00	Reove soil/hardcore-WP
Lloyds Bank	50562.13	Net July 2022 payroll
Lloyds Bank D/D	14.51	Imprest account service fee
Safelincs	108.30	HeartSine Adult pad-pak
UK Madawala	123.00	Refund deposit
Wickes Building	54.00	Tristar Air cooler-OC
Total Payments	53330.81	

Woodley Town Council
Current Account
List of Payments made between 01/08/2022 and 31/08/2022

Payee Name	Amount Paid	Transaction Detail
Advanced Maintenance UK Ltd	10741.20	Replace water heater WPLC
AGA Print Ltd	24.34	Posters
Airquee Ltd	553.20	Call out/on-site inspection
Alan Hadley Ltd	434.40	Refuse Collection
Alan Hadley Ltd	434.40	Refuse Collection
AYS Cleaning Contractors Ltd	6.86	Contract Cleaning
AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
Be Fuelcards Ltd	3.31	Admin charge-BE fuelcards
Be Fuelcards Ltd	48.30	Unleaded petrol-Depot
Be Fuelcards Ltd	63.65	Diesel - MW65EHN 50000m
Berkshire Tree Care	1260.00	Gardening service-Depot
Bowak Ltd	509.00	Cleaning supplies
Bowak Ltd	125.41	Cleaning supplies
Brake Bros Foodservice Ltd	440.46	Vending supplies
Brake Bros Foodservice Ltd	742.42	Vending supplies
Brake Bros Foodservice Ltd	518.50	Vending supplies
Brown Bag Cafe Ltd	128.70	Catering services
Brown Bag Cafe Ltd	792.78	Catering services
Castle Water	3598.72	Water rates
CDK Casting Ltd	101.40	Bronze Plaque
Churchill Contract Services Ltd	1561.84	Contract Cleaning
Churchill Contract Services Ltd	1561.84	Contract Cleaning
Club Manager Ltd	94.80	Gym club manager software
CoolerAid Ltd	80.15	Bottled Water
Devonshire Trading Ltd	1100.81	Hire gym equip-aug22
Ecotricity	4.88	Electric supply-Shed Depot
Ecotricity	113.13	Gas supply-WPLC
Ecotricity	100.12	Gas supply-OC
Ecotricity	28.01	Gas Supply-Chapel Hall
Ecotricity	29.62	Gas supply-Coro all
EDF Energy 1 Ltd	26.59	Electric supply-Clock
Epos Now Ltd D/D	30.00	WPLC monthly till charge
Eventu	50.00	Projector hire
Eventu	182.00	Projector hire/Projecter
Eventu	50.00	Projector hire
Fenland Leisure Products Ltd	364.80	Swing hanger-WPLC
Global 4 Communications	3405.86	Phone/Mobiles
Go2Dave Ltd	349.58	
HMRC Cumbernauld	15662.33	PAYE&NI Deducted from pay
Information Commissioner's Off	35.00	Information Rights Certificate
Les Mills Fitness UK Ltd	203.69	Body balance-Coach WPLC
Lloyds Bank	20.00	Chaps payment-Proludic
Lloyds Bank D/D	46.16	Bank charges-Current a/c
Lloyds Bank D/D	276.01	Cardnet service charge
Lloyds Bank D/D	46.96	Current a/c charges to 9/8/22
Lyreco UK Ltd	307.33	Stationery Supplies
M K Cleaning	47.50	Laundry-Cloths OC
Mark Clifford Surveys Ltd (AV Asbestos)	60.00	AV Asbestos sample test
Merchant Rentals Ltd	18.40	Cardnet rental charge-WPLC
Merchant Rentals Ltd	18.40	Cardnet rental charge-WTC

MKR Electrical Services Ltd	6363.55	Install new lighting
Mr Jonathan W A Palterman	550.00	WTCM Mkt manager
PBT Electrical & Maintenance Ltd	14576.92	Electrical work-WPLC
PBT Electrical & Maintenance Ltd	4087.20	Electrical work-WPLC
Pest Control Wokingham	80.00	Wasp nest treatment
PHS Group	440.48	Qtrly dust mat hire
Poztive Energy Ltd	955.86	Electric supply-OC
Poztive Energy Ltd	62.75	Electricity supply-Coro H
Poztive Energy Ltd	622.15	Electric supply-WPLC
Poztive Energy Ltd	35.29	Electric supply-Chapel H
Prudential	307.24	AVC deducted from pay
Public Works Loan Board	5874.06	PW505314-Capital/Interest
R.E.S. Systems Ltd	1489.27	6m service fire alarm/lights
Reading Community Energy Soc Ltd	1736.52	Electric supply-WPLC&OC
Select Environmental Services Ltd	510.00	Disposal of pallets-Depot
SGW Payroll Ltd	159.86	Payroll service fees-July 22
SSE Southern Electric	643.47	Unmeterd electric supply
SWALEC	74.07	Electric supply-Toilet
Technical Surfaces Ltd	480.00	3G matchfit service
Thames Valley Water Services Ltd	288.00	Monthly water checks
The Baikie-Wood Consultancy Ltd	1020.00	Cllr Chairing skills event
The Berkshire Pension Fund	18734.82	Employee & 'er deducted from pay
The Widsor Forest Colleges Group	490.00	Tree maintenance staff training
Trade UK - BandQ	2013.00	Building supplies
Trade UK - Screwfix	223.79	Building supplies
Tudor Environmental	582.61	Building supplies
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	18.50	Refuse Collection
Veolia ES - UK Ltd	503.30	Refuse Collection
Wokingham BC - Rates	2283.00	Rates-WPLC
Wokingham BC - Rates	364.00	Rates-Coro Hall
Wokingham BC - Rates	165.00	Rates-Chapel Hall
Wokingham BC - Rates	898.00	Rates-OC
Woodley Carnival Committee	6000.00	Donation

Total Payments 121612.52

CLERKS IMPREST A/C**List of Payments made between 01/08/2022 and 31/08/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	329.19	Net July 2022 pay
(Personal Information)	200.00	Refund Deposit
(Personal Information)	15.00	Refund Deposit
(Personal Information)	50.97	Gym member refund
(Personal Information)	75.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	15.00	Refund Deposit
(Personal Information)	200.00	Refund Deposit
(Personal Information)	200.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	25.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	15.00	Refund Deposit
(Personal Information)	15.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
Amazon Mkt Place	59.96	Silicone toilet brush/holder
Amazon Mkt Place	3.24	SS Toilet sign-Female
Amazon Mkt Place	3.76	SS Toilet sign-Disabled
Amazon Mkt Place	3.84	SS Toilet sign-Male
Amazon.co.uk	14.99	Huggies swim nappies-WPLC
Avon Scientific Ltd	260.00	Multi function cholrine tablet
BCA College	890.00	Staff training-Aaron Rogers
Chaircover.co.uk	129.00	10x Rectangular tablecloths
Chew Valley Trees	258.00	Maidenhair Tree-WP
Kingspan Water & Energy Ltd	121.14	Automatic fuel pump-Depot
Lloyds Bank	47822.20	August 2022 net payroll
Lloyds Bank D/D	13.82	Bank charges-Imprest a/c
MLM Concerts Ltd	180.90	Refund Deposit
Next Day Catering	109.38	10oz Stacking mugs
Nextdatcatering.co.uk	-109.38	Credit refund-table cloth
SafetySigns4Less	7.88	Fire exit sign
Shinfield Players Theatre	200.00	Refund Deposit
Viking Raja Group	35.81	14x Grey wasre bins
You Garden.com	121.89	Flower/bulbs-WP
Total Payments	51941.59	

Dear Clerk/RFO/Chairman

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

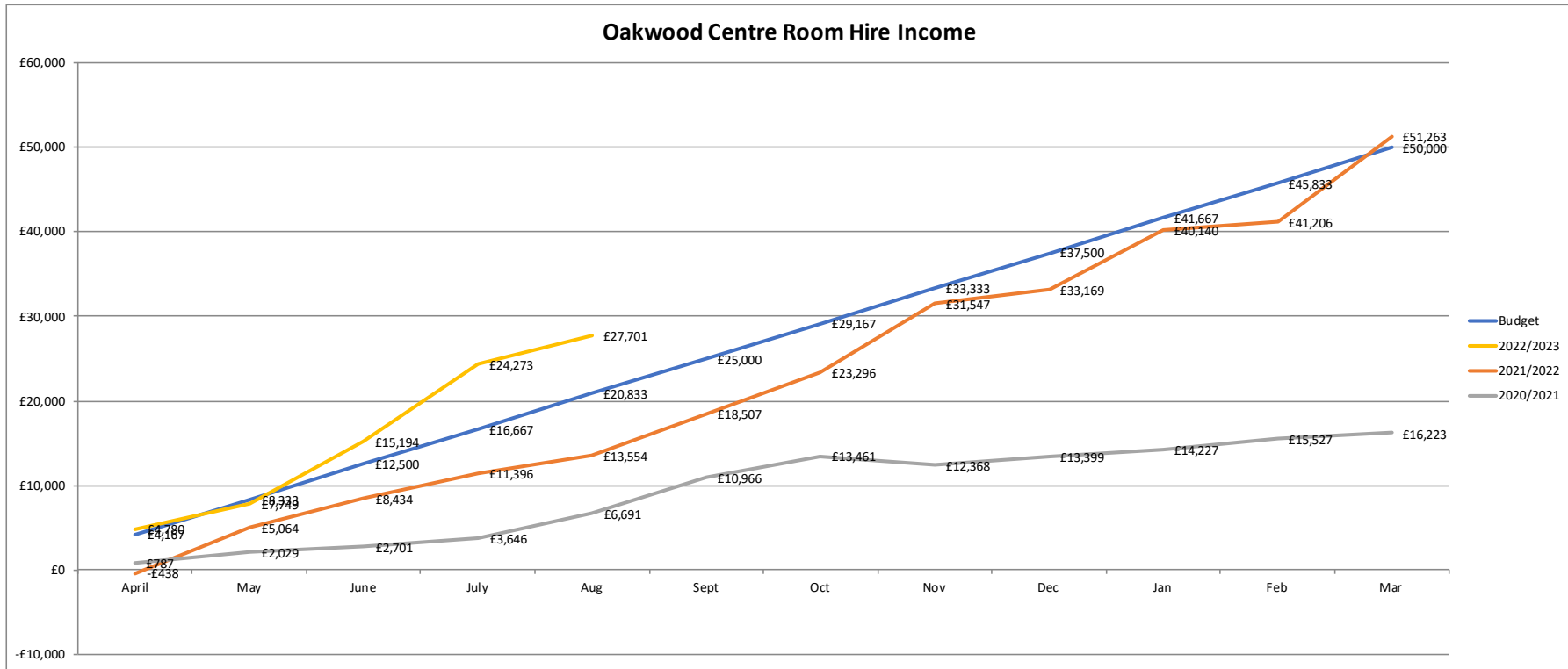
Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

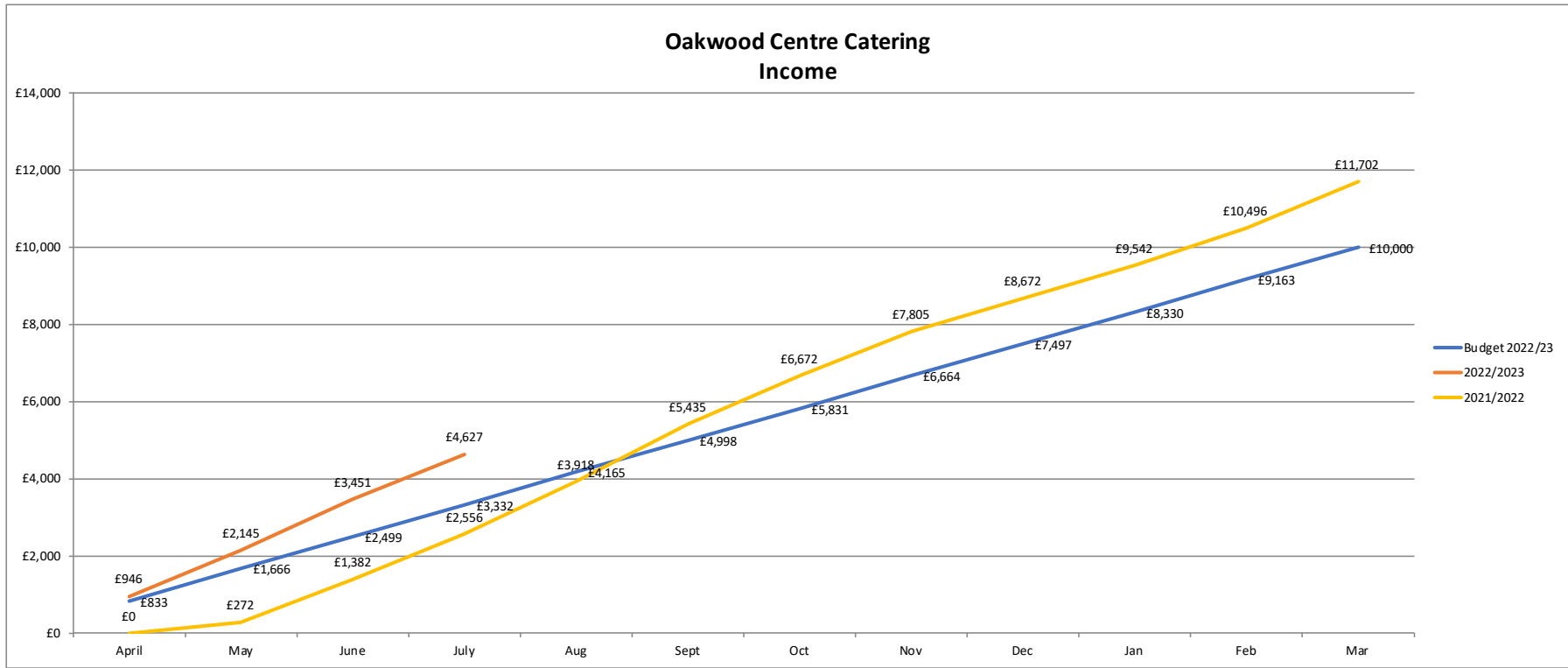
An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;

- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**





Report of a virtual Meeting of the Standing Orders and Financial Regulations Sub Committee held on Wednesday 8th June 2022 at 5.00pm

Present: *Councillors K. Baker – Chairman, D. Bragg, A. Heap, A. Swaddle*

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

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Baker as Chairman of the Standing Orders and Financial Regulations Sub Committee for the 2022/23 municipal year.

2. **APOLOGIES**

No apologies were received from Members.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **STANDING ORDERS**

- 4.1 Members considered the proposed changes to the Standing Orders set out in **Appendix A**. Councillor Swaddle gave her apologies and left the meeting after consideration of Issue 22.

Members considered and voted on each recommended change individually. Members unanimously:

RESOLVED:

- ◆ to agree to the proposed changes with the following exceptions:

Issue 13: Members approved the recommendation with the inclusion of additional wording to advise that all proposed changes to Standing Orders should be made using the prescribed pro-forma set out at **Appendix B**.

Issue 15: Members did not consider this recommendation as it became redundant following the approval of the recommendation contained in Issue 24.

Issue 16: Members approved the recommendation with the inclusion of additional wording to exclude those removed from a Committee due to an approved leave of absence, who would be permitted to re-join a Committee on their return from absence.

Issue 23: Members approved the principle of the change but recommended that, instead of placing a sentence at the end of SO 4.2.1 b) and c) to indicate the SO does not apply to Sub Committees, Working Parties and Partnerships, a new Standing Order at the beginning of section 4.2.1 be added to confirm this.

- 4.2 With regards to an email sent out by the Committee Officer on 18 May 2022, asking all Councillors to provide any comments or issues they may have in relation to the Standing Orders and Financial Regulations for consideration by the Sub Committee by the 25 May, Members noted that no responses were received.

4.3 Members:

RECOMMENDED:

- ◆ **that revised Standing Orders, updated in line with the approved changes set out above, be approved by the Strategy and Resources Committee and presented to Council for adoption.**

Voting: For: 3 Against: 0 Abstentions: 0 No Vote Recorded: 0

5. **Standing Orders**

5.1 Members considered the proposed changes to the Financial Regulations as set out in the agenda. Members noted that these changes were being proposed following receipt of updated advice from the National Association of Local Councils (NALC) regarding Legal Topic Note (LTN) 87 - Procurement.

Following a vote it was:

RESOLVED:

- ◆ to agree to the recommendations to update the Financial Regulations to:
 - Add wording stating that 'Procurement is a niche area for which councils may need to take specialist advice when dealing with procurement matters.'
 - Update EU references with regards to tenders (section 14 c))
 - Add reference to the upper procurement limit (£1.2m)

Voting: For: 3 Against: 0 Abstentions: 0 No Vote Recorded: 0

5.2 Members:

RECOMMENDED:

- ◆ **that revised Financial Regulations, updated in line with the approved changes set out above, be approved by the Strategy and Resources Committee and presented to Council for adoption.**

Voting: For: 3 Against: 0 Abstentions: 0 No Vote Recorded: 0

Meeting closed at 6.12 pm

STANDING ORDERS – RECOMMENDED CHANGES

1	Issue	<p>SO 15.1 b) states that “All motions, regardless of type, require both a Proposer and a Seconder...”.</p> <p>SO 16.2 a) states that the rules of debate apply to all types of Motions, regardless of whether they require written notice or not.</p> <p>SO 15.5 lists the Motions which can be moved without notice. These include receiving or adopting reports from Committees (15.5.a vi)) and employees, professional advisors, experts or consultants (15.5.a vii).</p> <p>Historically, when reports have been received or adopted from these sources they have not been proposed and seconded; in the case of recommendations in officer reports, they have simply been discussed and then voted on. They have not been subject to formal debate.</p>
	To Consider	<p>Whether it is necessary to seek a proposer and seconder for all Motions.</p> <p>Whether the same formal debating rules should apply to these recommendations.</p>
	Recommended SO Change/s	<p>See Appendix 1 for recommended changes to SO to implement a change of process for Recommendations.</p>
2	Issue	<p>SO 15.1 b) states that “All motions, regardless of type, require both a Proposer and a Seconder...”.</p> <p>SO 13.3 a) states that the “Chairman ... or ... Councillors acting as a Proposer and Seconder” can propose a motion to vary the order of business. There is no reference in this SO to a Chairman needing a seconder, suggesting the Chairman may be able to propose this motion without a seconder.</p> <p>These appear to contradict each other.</p>
	To Consider	<p>Whether the Chairman can propose a motion to vary the order of business without needing a seconder?</p>
	Recommended SO Change/s	<p>If it is agreed that the Chairman can propose a motion to vary the order of business without needing a seconder, then replace SO 13.3 a) with the following:</p> <p>13.3 ORDER OF BUSINESS</p> <p>a. With the exception of the Annual Meeting, a proposal can be made to vary the order of business as set out in the agenda for a Full Council or Standing Committee meeting, including an Extraordinary meeting. A proposal can be made either by:</p> <p>i. the Chairman OR</p>

		<p>ii. two Members of the Committee acting as a proposer and seconder</p> <p>In either case the proposer, only, may speak for up to three minutes to explain the reasoning behind the proposal. No other questions or speeches are permitted and, following the proposers speech, the proposal will proceed straight to a vote, using normal voting rules (see section 17).</p>
3	Issue	<p>There is some contradiction within the SOs regarding whether Motions are subject to debate or not.</p> <p>SO 3.6.2 e) and f) state that both Motions requiring and not requiring written notice 'will be debated'. There is no caveat in this SO suggesting any motion will not be debated.</p> <p>SO 3.6.2 g states, when defining 'Proposals', that they are often referred to as Motions not requiring written notice. This goes on to state that Proposals will proceed straight to a vote unless otherwise specified, therefore not subject to a debate.</p> <p>SO 13.3 a) states that, with the exception of the Annual Meeting, a motion can be moved to vary the order of business on the grounds of urgency at any meeting of Full Council, and that this should be put to the vote without discussion, therefore not subject to a debate</p> <p>SO 15.5.a vii) lists adopting recommendations from employees as a Motion without Notice. SO 16.3 says recommendations from Officer's reports or other sources (SO 16.3 b) are 'not debated' (SO 16.3 c).</p> <p>There is a contradiction between SO 3.6.2 a) and f), which suggests all Motions are subject to a debate, and the other SOs highlighted which reference motions but say they are not subject to a debate.</p>
	To Consider	<p>Should all motions / actions be subject to debate (SO 3.6.2.e) and f)), or should there be exceptions?</p> <p>If there are exceptions, which motions are suitable to not be subject to a debate; ie only a certain number of those motions that don't require written notice?</p> <p>Should the SOs more clearly define 'Proposals', and could 'Proposals' differ from Motions by way of the fact they are not subject to a debate?</p>
	Recommended SO Change/s	<p>Split 'actions' into 'Motions requiring written notice', 'Motions not requiring written notice', and 'Proposals'. 'Motions' are subject to debate, 'Proposals' are not. If agreed, then...</p> <p>Amend SO 3.6.s2 g) to state:</p> <p>a. <u>PROPOSAL</u>, often referred to as a "Motion not requiring written notice", is where a Proposer and Secunder put forward a particular any action which is</p>

not defined as a Motion, either requiring or not requiring written notice (see 15.3 and 15.5). Unless specified otherwise, such proposals will proceed straight to the vote.

Change Section 15 title to:

Motions and Proposals

Amend SO 15.5, Motions without Notice, to remove the following SOs, and renumber the Motions remaining in SO 15.5 accordingly.

- ~~i. To appoint the Mayor or Chairman of the meeting at which the Motion is moved;~~
- ~~iii. To change the order of business in the Agenda;~~
- ~~vi. To receive reports or adopt recommendations of Committees, regardless of type (see 6.1.b), and any resolutions following from them;~~
- ~~vii. To receive reports or adopt recommendations made by an employee, professional advisor, expert or consultant;~~
- ~~viii. To authorise legal deeds to be sealed by the Council's common seal and witnessed (see 22.2);~~
- ~~ix. To withdraw a Motion;~~
- ~~x. To amend a Motion in accordance with 15.6;~~
- ~~xi. To proceed to the next business on the Agenda;~~
- ~~xii. That the question be now put;~~
- ~~xiii. To adjourn a debate;~~
- ~~xiv. To adjourn a meeting;~~
- ~~xv. To continue a meeting beyond 10pm;~~

Set up new section – 15.8 Proposals, and include the following (previously removed from SO 15.5)

15.8 PROPOSALS

- i. To appoint the Mayor or Chairman of the meeting at which the Motion is moved;
- ii. To change the order of business in the Agenda;
- iii. To authorise legal deeds to be sealed by the Council's common seal and witnessed (see 22.2);
- iv. To withdraw a Motion;
- v. To amend a Motion in accordance with 15.6;
- vi. To proceed to the next business on the Agenda;
- vii. That the question be now put;
- viii. To adjourn a debate;
- ix. To adjourn a meeting;
- x. To continue a meeting beyond 10pm;

Amend other sections of SOs where references to 'Motions' need to ensure they include or exclude 'Proposals'.

4	Issue	<p>SO 15.3.4 b states ‘A Motion included in an Agenda and not moved at the meeting by the Councillor who proposed it, will be treated as withdrawn’. This appears to relate to Motions which require written notice, as the motion is included in the agenda, and the reference to a motion “not [being] moved” by the “Councillor who proposed it” would appear to be referencing the Councillor who submitted the written motion.</p> <p>However, SO 15.3.5 says that a motion requiring written notice can be proposed by another Councillor if the original Councillor who proposed the motion is unable to attend and has confirmed, in writing, to the Chairman the name of the Councillor to whom the Motion has been delegated.</p> <p>The SOs could be considered to contradict each other, or at least lead to confusion.</p>
	To Consider	
	Recommended SO Change/s	<p>Add wording to SO 15.3.4 b) as follows:</p> <p>A Motion included in an Agenda and not moved at the meeting by the Councillor who proposed it, or an approved substitute Councillor (see SO 15.3.5 a), will be treated as withdrawn.</p>
5	Issue	<p>SO 16.2. d) states that, after a motion has been proposed and seconded, the Chairman will ask if anyone wishes to speak against the motion.</p> <p>SO 16.2.1 c) covers almost exactly the same point, but instead states that the Chairman will ask if any Councillor wishes to speak against the motion <u>after</u> the proposer has made their speech.</p> <p>These SOs contradict each other.</p>
	To Consider	<p>Decide whether proposers should make speech before or after other Members have indicated whether they wish to speak against the motion or not.</p> <p>To save time, the recommendation would be that the Chairman asks if anybody wishes to speak against the motion <u>before</u> the proposer’s speech. If the motion is clear, and everyone agrees with it, then the speech does not necessarily add value.</p>
	Recommended SO Change/s	<p>SO wording appears to sit better in section 16.2.1.</p> <p>If recommendation followed (as above), replace SO 16.2.1 c) with wording from SO 16.2 d). If recommendation not followed, retain SO 16.2.1 c).</p>
6	Issue	<p>SO 15.6 e) states that amendments must be submitted to the Town Clerk at any time prior to the Secunder of the Motion speaking and after the proposer speaking.</p> <p>As written, this section relates to all motions, regardless of whether they require written notice or not.</p>

		If the Seconder does not reserve the right to speak, and speaks immediately after the Proposer, then this SO would prevent an amendment being submitted.
	To Consider	Whether an amendment can be 'proposed' at any time. Whether the requirement for an amendment to be 'submitted to the Town Clerk' should actually only relate to motions requiring written notice, ie where the specific motion wording is likely to be important, rather than motions which do not require written notice which are more common actions.
	Recommended SO Change/s	Amend SO 15.6 e) to state: Amendments must be submitted to the Town Clerk at any time prior to the Seconder of the Motion speaking and after the Proposer has spoken commencement of the debate in relation to the applicable original or substantive motion.
7	Issue	SO 15.6 f) states that, in relation to proposed amendments, before any person speaks the proposed amendment must've been circulated to all Councillors. 'Circulated' indicates a physical circulation of the amendment. Reference to 'all Councillors' also does not restrict this to only those in attendance at the meeting. Recently, amendments have been proposed verbally, with the wording then clarified and read out to members at the meeting by the Committee Officer.
	To Consider	Whether it is sufficient to simply note the amendment wording, if it is clear enough, or if physical distribution of a written amendment is needed. Whether the SO should be limited to those in attendance at the meeting.
	Recommended SO Change/s	Amend SO 15.6 f) to state: Before any person speaks the proposed Amendment must have been circulated to all Councillors in attendance at the meeting.
8	Issue	SO 15.6 g) states that <u>multiple amendments can be moved</u> and, where this occurs, the amendments will be taken in the order they were received by the Town Clerk. SO 15.6 h) states that, where multiple amendments exist, once one has been resolved the next amendment will commence, and so on until all have been resolved. SO 15.6 j) says <u>only one amendment may be moved</u> and discussed at any one time, and no further amendment may be moved until the amendment under discussion has been disposed of.

		SO 15.6 j) appears to be contradictory to the other two SOs so much as it suggests only one amendment may be moved at any one time, when SO 15.6 states multiple amendments can be moved.
	To Consider	Whether multiple amendments can be submitted at the same time, or if amendments can only be submitted one at a time. Depending on the previous recommendation regarding removing the requirement for amendments to be 'submitted to the Town Clerk', it may be suitable to remove the reference to the amendment being received 'by the Town Clerks'.
	Recommended SO Change/s	Amend SO 15.6 g) to state: Multiple Amendments can be moved proposed with regards to the applicable original or substantive motion. If this occurs then the Amendments will be taken in the order they were received by the Town Clerk. Amend SO 15.6 j) to state: Only one Amendment may be moved and discussed debated at any one time. No further Amendment may be moved until the Amendment under discussion has been disposed of.
9	Issue	SO 16.2.3 a) states that, when seconding a Motion, a Councillor may reserve their right to speak. Previous SOs (SO 14b) specifically detailed that those seconding an amendment could reserve the right to speak. Whilst an amendment is defined as a Motion in the new SOs, so SO 16.2.3 is not inaccurate, the current SO could be clearer that this also relates amendments, as it stated in the previous SOs.
	To Consider	Whether greater clarity would aid the SO.
	Recommended SO Change/s	Amend SO 16.2.3 a) to state: When seconding a Motion or an amendment, a Councillor may reserve their right to speak until later in the debate.
10	Issue	SO 16.2.6 a) states that the mover of a Motion has a right of reply at the end of the debate on that motion. SO 16.2.6 c) states that the mover of an Amendment has no right of reply. SO 15.5 x) defines an amendment as a motion without notice. As such, SO 15.2.6 a) and c) appear to contradict each other.

		Previous SOs (SO 14k) gave the mover of an amendment the right of reply.
	To Consider	Whether the mover of an Amendment should have a right of reply? If not, whether additional caveat wording needs to be added to SO 16.2.6 a) to clarify that this does not relate to amendment.
	Recommended SO Change/s	If agreed that the mover of an amendment <u>should have</u> a right of reply, then delete SO 16.2.6 c). If agreed that the mover of an amendment <u>should not have</u> a right of reply, then amend SO 16.2.6 a) to state: The mover of a Motion has a right of reply at the end of the debate on that Motion, immediately before it is put to the vote, unless the Motion moved was to amend an original or substantive motion (see SO 16.2.6 c)).
11	Issue	SO 1.2 states that changes to the SOs can only be approved at Full Council, either debated as a special motion (SO 1.2 b) or via a recommendation from the Standing Orders and Financial Regulations Sub Committee (SO 1.2 c). This appears to cover all changes; there is no caveat to suggest this only covers material changes, nor does it state that any part of the SOs can be updated without approval at Full Council. To extreme, this could be taken to limit the ability to make simple formatting or spelling changes, although that is unlikely to cause any concern. However, more importantly, this could also prohibit certain substantial changes which are required and so should not be subject to debate; ie making updates required by law, updating certain appendices, such as Terms of Reference, or names of roles / committees etc, which have already been approved via another process.
	To Consider	Whether to update the SOs to permit certain changes without Full Council approval by Special Motion and, if so, what changes those might be.
	Recommended SO Change/s	Update SO 1.2 b) to state: Material changes to the Standing Orders, taken to mean any change which alters the manner in which Standing Orders are applied, can only be approved at Full Council and will be debated as a Special Motion with written notice (see 15.4). Add new SO (within 1.2) to state: Non-material changes to Standing Orders may be made at any time by Officers where the change does not alter the application of the Standing Orders. These are limited to the following: <ul style="list-style-type: none"> - Formatting changes - Spelling corrections - Reference changes - Changes required by law

		<ul style="list-style-type: none"> - Updates to terminology or job titles which have been approved through other means - Changes to the Frequently Asked Questions, Appendix F - Changes to Terms of Reference / Powers and Duties, included in Appendix H, which have been approved by the relevant Parent Committee (see 8.6 c) - Adding Terms of Reference / Powers and Duties, where a new committee is set up by a Parent Committee - Removing Terms of Reference / Powers and Duties where a committee has been disbanded by the relevant Parent Committee
12	Issue	<p>SO 1.2 c) states that the Standing Orders and Financial Regulations Sub Committee can recommend changes to the Standing Orders.</p> <p>The recommendation to Full Council will come via the Strategy & Resources Committee, but the SOs do not currently make this clear.</p>
	To Consider	Whether there is a need to provide additional clarity.
	Recommended SO Change/s	<p>Amend SO 1.2 c) to state:</p> <p>The Standing Orders and Financial Regulations Sub-Committee can also recommend changes. These will be presented to the Parent Committee, the Strategy & Resources Committee, for debate and, if approved, a recommendation from the Strategy & Resources Committee will then be presented to Full Council. In this case it will be dealt with as an Agenda item and not a Motion.</p>
13	Issue	<p>SO 1.2 c) states that the Standing Orders and Financial Regulations Sub Committee can recommend changes to the Standing Orders.</p> <p>SO 15.4.2 states that proposed changes to SOs should be made via a Special Motion. This does not reference the ability for the Standing Orders and Financial Regulations Sub Committee to recommend changes.</p>
	To Consider	Whether there is a need to provide additional clarity.
	Recommended SO Change/s	<p>Amend 15.4.2 a) to state:</p> <p>Subject to the limitations specified in 1.2.a, any proposed changes should be by a Special Motion (see 15.4.a) and submitted to the Town Clerk, other than changes recommended by the Strategy & Resources Committee (see 1.2.c).</p>
14	Issue	<p>Appendix H provides the Terms of Reference / Powers and Duties of Standing Committees, Sub Committees, Working Parties and Partnerships.</p> <p>At the time of issuing the SOs, Appendix H did not include all Terms of Reference, and also included some Terms of Reference for committees which had disbanded.</p>

		<p>New working parties / sub committees could be set up or disbanded at any time. This could mean the SOs require regularly updating to add / remove Terms of Reference.</p> <p>A number of updated Terms of Reference / Powers and Duties were agreed at Full Council, meaning Appendix H is now out of date.</p> <p>As, currently, the SOs require any changes to be made via a Special Motion at Full Council, these require updating formally.</p>
	To Consider	Need to update SOs to match current ToR. However, also could consider whether Appendix H might only contain the Powers and Duties / Terms of Reference of those Committees without an end date (ie not Task and Finish Working Parties) so as to reduce the number of times the SOs need to be amended.
	Recommended SO Change/s	Update Appendix H with updated Terms of Reference and Powers and Duties.
15	Issue	<p>SO 8.3 b) states that Full Council will confirm by resolution the size of Standing Committees at the Annual Meeting.</p> <p>SO. 8.4 b) states that Full Council will confirm by resolution both the Terms of Reference and size of Sub Committees, Working Parties and Partnerships at the Annual Meeting.</p> <p>The size of each Standing Committee is specified in the Powers and Duties. Were Full Council to change this at the Annual Meeting they would, by effect, be changing the Powers and Duties.</p> <p>In 2022, Full Council approved both Powers and Duties and Size of the Standing Committee at Full Council.</p>
	To Consider	Whether to amend SO 8.3 b) to match SO 8.4 b), so far as to include approval of both Powers and Duties and Size of Standing Committees.
	Recommended SO Change/s	<p>Amend SO 8.3 b) to state:</p> <p>Every Annual Meeting of the Council will confirm by resolution the Powers and Duties and the size of all Standing Committees for the forthcoming municipal year.</p>
16	Issue	<p>SO 9.5.b, in relation to Members nominated to all Committees, states that changes to nominations can only take place at a meeting of the Full Council.</p> <p>Whilst appointments to Sub Committees, Working Parties and Partnerships are initially made at the Full Council's Annual Meeting each year, the committees are officially the responsibility of the relevant Parent Committee, which is normally a Standing Committee.</p>

		<p>The current SOs do not permit changes to nominations to be made at Standing Committees, only at Full Council. Waiting for the next Full Council meeting could lead to a delay in appointing a new Member to a Committee.</p> <p>Political Groups are responsible for appointing members to Committee, and this is not subject to debate. The SOs do not permit changes at any time other than at Full Council. Even if the SOs were to change to permit appointments at Parent Committees, this could still cause a delay.</p> <p>As an example, were a member to resign from the Planning & Community Committee, there could be several meetings of that Committee before the next Full Council meeting.</p>
To Consider		<p>Whether to amend the SOs to permit changes to also take place at Parent Committees for Sub Committees, Working Parties and Partnerships.</p> <p>Whether, as appointments are only noted, Political Groups should be able to change Members whenever they want so as to ensure places are taken up wherever possible. If this is deemed appropriate, consideration may need to be made as to whether changes can be endless or any restrictions need to be put in place. If there are no restrictions, a Political Group could merely swap appointment members to cover someone’s absence from a meeting, and then swap back. A large number of changes would cause administrative issues.</p>
Recommended SO Change/s		<p>Amend SO 9.5 a) to state:</p> <p>The Council shall note, without a vote, the nNominations for any Committee, regardless of type (see 6.1.b), will be noted without a vote, at either the Annual Meeting or a Full Council Meeting a the first meeting of the relevant parent committee when the political balance has changed (see 2.2.d).</p> <p>Amend SO 9.5 b) to state:</p> <p>Groups can ONLY change any of their Councillors who have been previously nominated are currently appointed to a Committee, regardless of type (see 6.1.b), at a meeting of either the Full Council or the relevant Parent Committee/s. Any such change needs to be submitted to the Town Clerk at least three clear days before that meeting where they will be nominated and noted. Any Councillor removed from a Committee in this way will not be able to be re-appointed to the applicable Committee again until the next municipal year.</p>
17	Issue	<p>SO 15.3. is titled ‘Motion requiring written notice’.</p> <p>A number of the SOs within section 15.3 refer to ‘Motions’. Due to the section title, it can be assumed the SOs are only relevant to Motions requiring written notice.</p> <p>However, some of the SOs within section 15.3 state that motions without written notice are excluded. The mix of these two approaches adds confusion as</p>

		to whether the SOs in this section which do not specifically excluded motions without written notice cover ALL motions or not.
	To Consider	Would it be helpful for references to 'Motions' in section 15.3 to be updated to state 'Motions requiring written notice'? Is it correct that all SOs in this section only relate to Motions requiring written notice?
	Recommended SO Change/s	Add wording under title of section 15.3 to state: Any reference to 'Motion' within section 15.3 refers to Motions requiring written notice (see 3.6.2.e) which have been submitted in writing to the Town Clerk. Amend SO 15.3.2.a) to state: Except for Motions which can be moved without notice (see 15.5), written notice of every Motion, All motions to be included in the agenda of a meeting must be submitted in writing (or by email), to the Town Clerk at least 14 clear days before that meeting. Remove any reference to excluding Motions without notice from section SO 15.3.
18	Issue	SO 13.3.1 iv states that Full Council meetings will 'receive the minutes of committees and determine any recommendations from the committees'. SO 13.3.1 ix. states that Full Council meetings will 'receive and consider reports and minutes of Standing Committees'. These appear to merely repeat each other, although ix specifically states 'Standing Committees' whereas iv merely states 'committees'.
	To Consider	Remove one of these references.
	Recommended SO Change/s	Remove 13.3.1. ix)
19	Issue	SO 13.3.1 iv states that Full Council meetings will 'receive the minutes of committees and determine any recommendations from the committees'. SO 13.3.1 ix. states that Full Council meetings will 'receive and consider reports and minutes of Standing Committees'. (May be removed if resolved in Issue 18) Neither of these SOs indicate a requirement for Full Council to approve minutes of other Committees. SO 18.3.2 b backs this up, stating that 'whilst all minutes of Standing Committees will be presented to Full Council meetings to note, the relevant Standing Committee has to formally approve these minutes'.

	<p>However, these SOs are contradicted by SO 18.3 a) which states that draft minutes of any committee will be presented to the next Parent Committee for <u>approval</u>, and SO 18.3.3 b which states that, in relation to Full Council, all Standing Committee minutes will be included in the Agenda for <u>approval</u>.</p> <p>This doesn't define what 'All' means, when it probably should indicate All minutes from meetings which have taken place since the last Full Council meeting.</p> <p>Also, in the case of Full Council meetings, all minutes, whether they are draft or approved, are presented to be received, not just draft minutes.</p>
To Consider	<p>Changing the SOs to ensure only the relevant Committee can 'approve' minutes for accuracy.</p> <p>Whether it is right for a parent committee to approve the minutes of a child committee.</p> <p>Changing the SOs to clarify that only draft minutes are presented to the next meeting of the relevant Committee.</p> <p>Changing the SOs to clarify that only minutes of meeting which took place since the last meeting of the Parent Committee will be presented to the Parent Committee for noting.</p>
Recommended SO Change/s	<p>Amend SO 18.3 a to state:</p> <p>All draft minutes of any committee meeting, regardless of type (see 6.1.b), which have taken place since the last meeting of the Parent Committee will be presented to the next Parent Committee, or Committees in the case of Joint Committee, for approval noting.</p> <p>Add new SO 18.3.1 d) to state:</p> <p>All Officer reports of any committee meetings which have taken place since the last meeting of the Parent Committee will be presented to the next Parent Committee, or Committees in the case of Joint Committee, for noting.</p> <p>Amend SO 18.3.2 a) to state:</p> <p>Standing Committees agendas will include any draft minutes of its previous meetings for approval.</p> <p>Amend 18.3.3 a) to state:</p> <p>Full Council, including both Annual and Extraordinary meetings, will include any draft minutes of its previous meetings for approval.</p> <p>Amend SO 18.3.3 b) to state:</p> <p>All Standing Committee minutes relating to meeting which have taken place since the last Full Council meeting will be included in the Agenda of all Full</p>

		<p>Council meetings for review and approval noting.</p> <p>Amend 18.4 c) to state:</p> <p>Any There will be no discussion on accuracy of any Standing Committee draft minutes at a Full Council meeting is restricted to members of the Standing Committee in question. This will be for discussion by members of the Standing Committee in question at the next meeting of the Standing Committee.</p>
20	Issue	<p>The SOs stipulate a length of time for discussing motions as 30 minutes (SO 16.2 c)).</p> <p>The SOs stipulate a length of time for discussing reports as 20 minutes (SO 16.3 e)). Although, if the earlier recommendation to update Section 16.3 was agreed, then this limit will be replaced with a time limit of 30 minutes for asking questions on Recommendations included in Reports.</p> <p>There is currently no time limit set for the presentation of minutes.</p> <p>There is currently no time limit set for other agenda items which require noting.</p>
	To Consider	<p>Whether there needs to be a time limit for the discussion of minutes when presented.</p> <p>Whether there needs to be a time limit for the discussion on any agenda item for noting?</p>
	Recommended SO Change/s	<p>Add new SO 18.3 b. to state:</p> <p>There will be a time limit of 10 minutes for any questions around draft minutes which are presented at a meeting. This does not include a motion regarding the accuracy of the minutes which shall adhere to the debate process (see 16.2.c).</p> <p>If agreed there is a need to set a time limit for discussion agenda items to note, then may need to add wording / amend the new SO 16.3 wording recommended earlier (Appendix A).</p>
21	Issue	<p>SO 18.3.3 a states that, in relation to Full Council, minutes of previous meetings will be included.</p> <p>Whilst the SO goes on to state ‘for approval’, which would indicate that the minutes to be included must be draft (although this may change depending on the decision above), the SO doesn’t specifically state that. This means it could be interpreted as requiring <u>all</u> previous minutes to be included, when only those yet to be approved need to be.</p> <p>Similarly, SO 18.3.3 b states that, in relation to Full Council, all standing committee minutes will be included in the Agenda. Where this says ‘All’ it does not restrict this to all minutes from meetings which have taken place since the last Full Council meeting. Again, this could be clearer.</p>

	To Consider	Amend SOs for clarity
	Recommended SO Change/s	Amend SO 18.3.3 a to state: Full Council, including both Annual and Extraordinary meetings, will include any draft minutes of its previous meetings for approval. Amend SO 18.3.3. b to state: All Standing Committee minutes, whether in draft or approved, from meetings which have taken place since the last Full Council meeting took place will be included in the Agenda of all Full Council meetings for review and approval noting.
22	Issue	SO 19.8.4.a requires that any concerns with the conduct, behaviour or performance of an Officer should be brought up with their Manager or, in the case of the Town Clerk, with the Mayor or Leader of the Council. In recent meetings, questions over Officers' conduct have been raised on multiple occasions. Employees of the Council should reasonably expect not to have their professional conduct scrutinised in a public forum. This does not impact on a Councillors ability to question an Officer on a report or recommendation, nor to ask the rationale behind certain decision, but this should not, either specifically nor inadvertently, call into question their conduct, behaviour or performance.
	To Consider	Whether the current SOs go far enough when setting the standards expected of Councillors regarding their treatment of Councillors during meetings. Whether a reference should be included regarding relevant employment law.
	Recommended SO Change/s	Adding existing SO 19.8 to expressly state that Councillors should not call into question the performance or conduct of an Officer of the Council in a public forum. Consider adding references to employment law.
23	Issue	At the Full Council Meeting of 10 May 2022, it was agreed to hold all future Sub Committee and Working Party meetings virtually, where practical and where no decision making is due to be made. SO 4.2.1 b) stipulates that Councillors attending virtually will not be counted when considering if a meeting is quorate or not. This means a virtual meeting of a Sub Committee or Working Party would currently not be considered quorate. SO 4.2.1 c) stipulates that a meeting cannot be chaired by a Councillor who is participating virtually at a meeting. This means a virtual meeting of a Sub Committee or Working Party would currently not be able to be formally chaired.

		<p>4.2.2 b) states that Councillors wishing to take part virtually must submit a request to the Town Clerk. This means Councillors would have to make a request, even when a Sub Committee or Working Party meeting is only being held virtually.</p> <p>4.2.2 d) states that Councillors participating virtually are not permitted to vote on, propose or second a recommendation or motion. This would prohibit Members on Sub Committees and Working Parties from making recommendations and voting on them – whilst the ‘recommendations’ would not be formal, the principals of discussion / debate / voting should still be used.</p>
To Consider		How to update the SOs to ensure the SOs apply, where necessary, to Sub Committees and Working Parties.
Recommended SO Change/s		<p>Add new SO 4.1 c) to state:</p> <p>On 10/5/22 Full Council resolved to hold all future meetings of sub committees, working parties and partnerships entirely virtually where no formal decision making is required.</p> <p>Amend SO 4.2.1 b) to state:</p> <p>For a meeting to be quorate the requirements under Standing Order 12.3 shall apply. For Full Council (of all types) and Standing Committee meetings, Councillors participating virtually at a meeting will not be considered as present for this purpose. For meetings of sub committees, working parties and partnerships, virtual participation will be considered.</p> <p>Amend SO 4.2.1 c) to state:</p> <p>A meeting of Full Council (of all types) and Standing Committees cannot be chaired by a Councillor who is participating virtually at a meeting. This does not apply to meetings of sub committees, working parties or partnerships.</p> <p>Amend SO 4.2.2 b) to state:</p> <p>Councillors who wish to participate virtually at a meeting of Full Council (of all types) and Standing Committees must submit a request to the Town Clerk or Deputy Town Clerk as soon as possible after notice of the meeting has been issued, and by no later than 4pm on the day of the meeting. A link will then be sent to enable virtual participation.</p> <p>Amend SO 4.2.2 d) to state:</p> <p>Councillors participating virtually at a meeting of Full Council (of all types) and Standing Committees are not permitted to vote on, nor propose or second any recommendation or motion. This does not apply to meetings of sub committees, working parties or partnerships.</p>

24	Issue	<p>SO 13.3.2 a), which covers the business to be included in the Annual Council Meeting, includes</p> <ul style="list-style-type: none"> - Deciding which Standing Committees to be formed, and the number of places on each committee - Appointing members to the Standing Committees - Appointing members to other Committees - Appointing representatives to external organisations. <p>SO 8.3 b) states that every Annual Meeting of the Council will confirm by resolution the size of all Standing Committees for the forthcoming municipal year.</p> <p>SO 8.4 b) states that every Annual Meeting of the Council will confirm by resolution both the Terms of Reference and size of all Sub Committees, Working Parties and Partnerships.</p> <p>The requirement within the SOs for these appointments and resolutions to be made at the annual meeting are non-statutory.</p> <p>The SOs permit changes to Terms of Reference and membership of Committees at any other time by an appropriate resolution of the Parent Committee. Changes to appointed Chairman or Members appointed to outside organisations is also not prohibited at any other time.</p> <p>The Annual Meeting is highly procedural and time consuming in the manner in which Full Council has to re-approve all terms of references, and re-appoint to all Committees. Time could be saved by removing these requirements from the Annual Meeting, which would be permitted as they are non-statutory. This wouldn't prohibit changes to take place as the SOs permit changes to be made at any time, with appropriate notice.</p>
	To Consider	<p>Whether to amend the relevant SOs to remove the requirement at the Annual Meeting to formally determine which Standing Committees are formed and the number of places on each, to approve the Terms of Reference and size of Sub Committees / Working Parties / Partnerships, the appointment of members to Committees and the appointment of outside body representations.</p>
	Recommended SO Change/s	<p>If agreed, remove SO 13.3.2 vii, viii, ix, x, SO 8.3 b), SO 8.4 b).</p> <p>Ensure sufficient references are included to cover making all these changes at other times.</p>

AMEND SO 14.4 (As below)**14.1. OFFICER REPORTS**

- a. Any Councillor who is a member of the Committee, whatever type (see **6.1.b**), can ask questions of the officer or their substitute on the content of a report submitted to it (see section **16.3**).
- b. At the discretion of the Chairman, Councillors who are members of the Committee can ask multiple questions if time permits (see section **16.3**).

REMOVE SO 15.5.a.vi & vii**AMEND SO 16.2 (As below)****16.2 MOTIONS**

- a. These Rules of Debate apply, to all types of Motions and any Amendments, both with notice and without notice. They do not apply to any agenda item that require a decision on a recommendation (see **16.3**)

REMOVE SO 16.3**ADD NEW SECTION WITH THE FOLLOWING****???.? RECOMMENDATIONS**

- a. The following apply, without exception, to any of the following agenda items which have one or more recommendations:
 - i. Recommendations from Committees, regardless of type (see **6.1.b**)
 - ii. Recommendations made by an employee, professional advisor, expert or consultant
 - iii. Recommendations from other sources
- b. Any agenda item that has no recommendations will only require noting.
- c. A maximum period of 30 minutes will be allowed for each report to reviewed unless the Chairman considers more time is required. This includes introduction, questions, statements and possible amendments to the recommendations.
- d. At the expiry of the 30-minute period, or extended period as agreed by the Chairman, or all questions have been asked and all statements made whichever is the lesser period the Chairman will call for a vote on the recommendations either individually or collectively.
- e. Such agenda items will not require a proposer or a seconder.
- f. Councillors who are members of the committee where the debate is taking place, regardless of type (see **6.1.b**), reviewing the recommendations can
 - i. Ask questions for clarification **OR**
 - ii. Make statements giving their views
- g. The Chairman will first ask for any questions from Councillors.
- h. Only after all questions have been asked and answered will the Chairman then move onto any

statements.

i. At the discretion of the Chairman, a Councillor who is not a member of that committee may also be permitted to ask questions and make statements, although there is no duty on the chairman to do so.

???.? FROM A COMMITTEE

a. The agenda item will be introduced by the Chairman or Vice Chairman of the Committee making the recommendations or, if neither are available and with the agreement of the Chairman of the Committee considering the recommendations, another member of the Committee making the recommendations.

b. The expectation will be that the person introducing the item will answer and questions. However, if that is not possible then the question can be referred to the Town Clerk, Deputy Town Clerk or another suitable Officer to answer.

???.? FROM ANOTHER SOURCE

a. The author of the report making the recommendations will introduce the item.

b. If the author is not available then the Town Clerk, Deputy Town Clerk or another suitable Officer will introduce the item.

???.? QUESTIONS

a. All questions must adhere to the restrictions detailed in **14.1** without exception.

b. In rare circumstances it may not be possible to provide the answer. In which case the Committee Officer will note the question and arrange for a response to be provided to the whole committee within 14 working days.

c. At the beginning of the debate the Chairman will ask Councillors to indicate if they have questions. A list will be made and the Chairman will then call the Councillors on that list to ask their question. Note:

- i. Councillors will only be able to ask one question initially. This is to allow every councillor the opportunity to ask a question.
- ii. Councillors should not use the opportunity to ask a question as an opportunity to make a speech (see **14.1.e**).
- iii. Councillors are limited to speaking for 2 minutes when asking a question (see **14.1.g**)
- iv. Questions will be put and answered **without discussion** (see **14.1.h**)
- v. A Councillor may not ask a supplementary questions immediately following their question (see **14.1.h**) but can ask an additional question after all Councillors have asked their question.

d. When that initial list of questions has been exhausted the Chairman will repeat the process until all questions have been asked or the time limit on the agenda item has been reached.

e. Unless the Chairman agrees otherwise, there will be a maximum limit of 3 questions per councillor to facilitate the participation of all committee members in that agenda item.

f. Whilst acknowledging that last minute questions will always arise, Councillors are urged to email

any questions they may have to the Committee Officer prior to the meeting which will be considering the recommendation. This will enable Officers to ascertain the answers to questions, where they are not known, prior to the meeting. This should enable a more effective debate and also provide the opportunity for greater participation of Councillors. It also allows the Councillor who has emailed that question to ask additional questions at the meeting if needed.

g. Any questions submitted this way and their associated answers will be provided to all Members of the Committee either at the meeting, or prior to the meeting where this is possible.

???.? STATEMENTS

a. After all questions have been asked the Chairman will ask Councillors to indicate if they wish to make a statement. A list will be made and the Chairman will then call the councillors on that list to ask to speak. Note:

- i. Councillors can only speak once on the original recommendation
- ii. Councillors are limited to speaking for 3 minutes when making a statement
- iii. Speeches must **only** be on the recommendation under discussion

???.? ADDING OR AMENDING RECOMMENDATIONS

a. At any time after **all** questions have been asked and answered, any Councillor who is a Member of the Committee where the recommendation is being considered can propose an amendment to an existing recommendation or a new recommendation.

b. Such a proposal will need a seconder to be considered.

c. **Only** the proposer will be given 3 minutes to explain the rationale behind the proposal.

d. There will be no debate on the proposal and the Chairman will move straight to the vote on it.

e. The debate will then continue with the amended set of recommendations.

STANDING ORDERS – RECOMMENDED CHANGES PRO FORMA

Issue	<i>(Please provide details of the issue / omission within the Standing Orders that you believe needs resolving)</i>
To Consider	<i>(Please provide details of what the Standing Orders and Financial Regulations Sub Committee may need to consider when determining this change)</i>
Recommended SO Change/s	<p><i>(Please provide specific details of the changes you believe need to happen to the existing Standing Orders to resolve this.</i></p> <p><i>Where existing Standing Orders need to change, please provide the wording from the existing Standing Orders in blue text and strike through any words which you believe need to removing / add in red text any words you believe need adding.</i></p> <p><i>Where new Standing Orders need to be added, please provide proposed wording in red text and details of where you believe this should be included within the existing Standing Orders.)</i></p>

EXAMPLE

Issue	<p>SO 1.2 states that changes to the SOs can only be approved at Full Council, either debated as a special motion (SO 1.2 b) or via a recommendation from the Standing Orders and Financial Regulations Sub Committee (SO 1.2 c).</p> <p>This appears to cover all changes; there is no caveat to suggest this only covers material changes, nor does it state that any part of the SOs can be updated without approval at Full Council.</p> <p>To extreme, this could be taken to limit the ability to make simple formatting or spelling changes, although that is unlikely to cause any concern. However, more importantly, this could also prohibit certain substantial changes which are required and so should not be subject to debate; ie making updates required by law, updating certain appendices, such as Terms of Reference, or names of roles / committees etc, which have already been approved via another process.</p>
To Consider	Whether to update the SOs to permit certain changes without Full Council approval by Special Motion and, if so, what changes those might be.

<p>Recommended SO Change/s</p>	<p>Update SO 1.2 b) to state:</p> <p>Material changes to the Standing Orders, taken to mean any change which alters the manner in which Standing Orders are applied, can only be approved at Full Council and will be debated as a Special Motion with written notice (see 15.4).</p> <p>Add new SO (within 1.2) to state:</p> <p>Non-material changes to Standing Orders may be made at any time by Officers where the change does not alter the application of the Standing Orders. These are limited to the following:</p> <ul style="list-style-type: none"> - Formatting changes - Spelling corrections - Reference changes - Changes required by law - Updates to terminology or job titles which have been approved through other means - Changes to the Frequently Asked Questions, Appendix F - Changes to Terms of Reference / Powers and Duties, included in Appendix H, which have been approved by the relevant Parent Committee (see 8.6 c) - Adding Terms of Reference / Powers and Duties, where a new committee is set up by a Parent Committee - Removing Terms of Reference / Powers and Duties where a committee has been disbanded by the relevant Parent Committee
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FINANCIAL REGULATIONS – RECOMMENDED CHANGES

1	Issue	<p>New legal guidance has been issued from the National Associate of Local Councils (Appendix B), which says:</p> <p><i>We have updated the procurement thresholds in Legal Topic Note (LTN) 87 (Procurement). The UK government has issued these thresholds for the first time since Brexit and we have also removed EU references that are now not relevant to the content. While the LTN gives a basic overview, procurement is niche area for which councils may need to take specialist advice when dealing with procurement matters. And we have also published a new LTN 89 (Sustainable energy and electric vehicle (EV) charging), an area I know is causing much interest to local councils. The LTN gives a broad overview and sets out the position for local councils and their powers in respect of generating or selling electricity, providing EB charging points on council premises including car parks and selling electricity back to the National Grid. Both LTNs can be found in the member’s area of the NALC website (login required).</i></p>
	To Consider	<p>Adding the reference to councils needing to take specialist advice when dealing with procurement matters (highlighted in yellow above).</p> <p>Updating EU references with regards to Tenders (section 14 c))</p> <p>Adding reference to the upper procurement limit (£1.2m)</p>
	Recommended FR Change/s	

Report of a Meeting of the Youth Services Working Party held via Zoom video conferencing on Thursday 16 June 2022 at 4.00pm

Present: *Councillors K. Gilder, (Chairman); D. Bragg; A. Chadwick; R. Skegg*

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

Also present: *Councillor N. Al-Sanjari*

1. **APPOINTMENT OF CHAIRMAN**

Councillor Bragg proposed, seconded by Councillor Chadwick, and it was

RESOLVED:

- ◆ To appoint Councillor Gilder as Chairman of the Youth Services Working Party for the remainder of the 2022/23 municipal year

2. **APPOINTMENT OF DEPUTY CHAIRMAN**

Councillor Gilder proposed, seconded by Councillor Chadwick, and it was

RESOLVED:

- ◆ To appoint Councillor Bragg as Deputy Chairman of the Youth Services Working Party for the remainder of the 2022/23 municipal year

3. **APOLOGIES**

There were no apologies for absence from Members.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

5. **EXPRESSIONS OF INTEREST RECEIVED**

The Deputy Town Clerk introduced the item, explaining the background, the process and the tasks required of the Working Party under its terms of reference.

Councillor Al-Sanjari expressed concern regarding a lack of detailed information provided during the previous contract, in respect of the actual cost of sessions and activities carried out. It was noted that this level of information should be included as a requirement in the tender documentation and in the reports provided to the Council from the provider of the service.

The Deputy Town Clerk advised that the request for expressions of interest had been published on the Government Contract Finder website, the Town Council website and that four organisations had been contacted directly and provided with the information. It was noted that only one expression of interest form has been received.

Members agreed that it would be preferable to have discussions with more than one potential provider prior to tendering, and that further actions should be taken to seek expressions of interest from other potential providers. The Deputy Town Clerk agreed to pursue this with a deadline of one month from the date of this meeting, for further expressions of interest to be received.

6. DRAFT SERVICE LEVEL AGREEMENT

Members considered the draft terms of the Service Level Agreement as set out in the information provided with the agenda.

It was suggested that the Council may need some advice to ensure that the policy documents (e.g. safeguarding policy) required to be submitted by potential service providers as part of the tender process, are appropriate and satisfactory.

The Deputy Town Clerk suggested that Members consider the term of the Service Level Agreement and it was agreed that this should be an initial period of 3 year with a potential to extend by a maximum of a further 2 years.

Members discussed whether publicising specific detached youth sessions would be beneficial. It was agreed that the approach to this could be covered in the questions asked to potential providers.

It was noted that the draft terms of the Service Level Agreement would be reviewed again in the context of the conversations with potential service providers.

7. DATE OF NEXT MEETING

It was agreed that the next meeting should take place at the end of July and that the Deputy Town Clerk would circulate details of the date and time.

RESOLVED:

- ◆ **that the Deputy Town Clerk would attempt to contact more potential providers of youth support work with a view to them submitting an expression of interest in providing the service, with a deadline of one month from the date of this meeting.**
- ◆ **that the Town Clerk draft and circulate some questions that can be used as the basis for informal discussions with potential service providers, prior to the publication of the tender.**
- ◆ **that the Deputy Town Clerk amend the draft terms of the Service Level Agreement as per the suggestions made by the Members of the Working Party.**

Meeting closed at 5:20 pm

Report of a Meeting of the Youth Services Working Party held via Zoom video conferencing on Thursday 26 July 2022 at 5.00pm

Present: *Councillors K. Gilder, (Chairman); D. Bragg; A. Chadwick; R. Skegg*

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

Also present: *Councillor M. Doyle*

Councillor Gilder advised those present that in the interests of expediency the Members of the Sub Committee would be permitted to speak first on agenda items, with non-members of the Sub Committee invited to contribute at the end of each item before moving on.

1. APOLOGIES

There were no apologies for absence from Members.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

3. POTENTIAL PROVIDERS / EXPRESSIONS OF INTEREST

Members noted that 2 expressions of interest had been received.

4. ARRANGEMENTS FOR INFORMAL MEETINGS WITH INTERESTED PROVIDERS

Councillor Skegg enquired as to whether these meetings would be considered to be informal, or whether there was an opportunity for these to be more formal, with set questions, in order that responses could be weighted in respect of formal tenders received later.

It was noted that at this stage, discussions remained informal – pending a formal tendering process, and that the meetings would be a two-way conversation.

The Deputy Town Clerk advised that David Seward of Berkshire Youth and Leigh Middleton of the National Youth Agency had said they would be prepared to come to an informal meeting to provide advice to the Sub Committee.

It was agreed that the Deputy Town Clerk should contact Leigh Middleton of the National Youth Agency to arrange this and to include Berkshire Youth in the informal discussions with potential providers.

It was noted that the draft SLA was still in the ownership of the Sub Committee and that this could be updated following the conversations with interested providers and other advisers.

It was agreed that potential providers attending informal conversations should be provided with a summary of the services the Council is looking to acquire under the SLA and the value of the contract.

It was noted that the services provided under the SLA were not statutory and would not duplicate those provided by others e.g. WBC.

Members discussed potential questions to be included as follows;

- Is this appealing? Why?
- What would you do with the available budget? – blank sheet of paper
- Scaling up if required / circumstances change
- How would you approach this?
- Where have you made a difference in the past? How?
- What does success look like to you in terms of the services you provide and the impacts on young people?
- How do they measure success?
- What are you doing elsewhere that's comparable?
- How would they deploy the services? Geographically/time/intelligence/mobility
- How will you maximise your outreach?
- How quickly could they deploy services? Set up/promotion / marketing/ awareness / engagement with families & young people
- How will they engage with young people?
- How would they staff unsocial hours outreach sessions / flexibility?
- How many staff are paid staff or volunteers
- Can you tell us about your equality and environmental policies?
- What changes have they made pre and post Covid?
- What impacts did Covid have on their service provision, organisation and young people.
- What sort of pointers / referrals processes and links do they have? Who with?
- What things your work achieve?
- How do you measure this objectively?
- Capacity – what proportion of youth workers are employed/volunteers and safeguarding checked?
- What ages will the youth workers be?
- What other specific agencies do they work with and how? What are the
- What are the referral mechanisms and how are these recorded? Data protection? Safeguarding procedures.

Councillor Doyle commented that he had had discussions with Berkshire Youth and that they had concerns about providing detached youth work in Woodley without there being a hub involved.

It was noted that the informal meetings between the Sub Committee and potential providers would take place in person.

RESOLVED:

- ◆ **That the Deputy Town Clerk contact Leigh Middleton of the National Youth Agency and invite him to meet with the Sub Committee to provide some informal advice and information.**

- ◆ **That the Deputy Town Clerk look at dates for meetings with potential service providers and make arrangements for this.**

Meeting closed at 5:45 pm

Report of a Meeting of the Climate Emergency Sub Committee held on Tuesday 12 July 2022 at 6.00pm

Present: *Councillors K. Baker - Chairman, C. Jewell, and P. Wicks*

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

1. **APPOINTMENT OF CHAIRMAN**

Councillor Baker proposed, seconded by Councillor Wicks, and it was

RESOLVED:

- ◆ To appoint Councillor Baker as Chairman of the Climate Emergency Sub Committee for the remainder of the 2022/23 municipal year.

2. **APOLOGIES**

There were no apologies for absence from Members.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. Before moving onto the agenda items, Councillor Baker suggested Members review the existing terms of reference for the sub committee. Members did not suggest any changes.

5. **CLIMATE EMERGENCY ACTION PLAN**

Members recommended that the action plan should include a traffic light system to show the priority of actions. It was also suggested that, once actions had been completed, they were moved into a separate section, possibly at the end of the document, in order to be able to focus attention on the outstanding actions.

In response to a query regarding item 1, regarding investigating the potential to move away from air conditioning to cold air banks at Woodford Park Leisure Centre, the Deputy Town Clerk confirmed that it had been decided not to proceed with this, but the Council would keep abreast of new technology.

With regards to item 2 and the exploration of working with Wokingham Borough Council to speed up decarbonisation, the Deputy Town Clerk advised that discussions had taken place with Ian Gough (WBC) with regards to possible joint projects and ideas. However, it was determined that joining up with WBC would more likely restrict the Council's opportunities, and would take control away from the Town Council so this was not proceeded with.

With regards to item 6, the Deputy Town Clerk confirmed that he had been in touch with Freely Fruity regarding tree planting, and they were due to be in touch again towards the end of the summer regarding autumn planting.

The Deputy Town Clerk confirmed that, in relation to item 8, the Council is still investigating the opportunity to install external water points, potentially in the Town Centre and at the Oakwood Centre.

It was recommended that against item 9, the reference to considering possible carbon offsets in relation to funfairs should be expanded to refer to all events.

In relation to item 12 and plastic free procurement, the Deputy Town Clerk confirmed that the Council has changed a few things, highlighting that the Herald is now printed on recycled, plastic free paper, creating a carbon neutral publication. Members noted that plastic free would also need to be considered for the ink, and not just the paper.

RESOLVED

- ◆ To update the Climate Emergency Action Plan in line with the suggested format changes and updates highlighted during the discussion and circulate to the sub committee.

6. **CLIMATE EMERGENCY**

Councillor Wicks suggested that the Planning & Community Committee needed to pay more attention to the loss of green space when considering planning applications, and felt the Council needed a policy decision on this, although he suggested this may not cover changes such as covering over front lawns to create parking provision.

Councillor Wicks also suggested more needed to be done in response to transport companies who apply to increase their number of heavy goods vehicles, including writing to companies to ask how they intend to minimise the environmental impact of the increase.

It was suggested that the Council could operate a 'roll of honour' for local companies who are working towards environmentally friendly measures and policies, such as carbon offsets. The Council would provide a list of requirements to promote environmental initiatives, such as reduction of plastic, waste and recycling initiatives, and energy efficiency. Companies would then be awarded a particular rating from the Town Council depending on how well they are currently meeting those requirements.

In response to a suggestion, it was noted that the new Community Heroes Awards did include a Climate Champion category. It was suggested three awards could be made in this category; to a school, individual and an organisation, although it was noted that the Council did not want to have too many awards.

Members noted that it was not possible to measure how well an organisation is doing unless there is some sort of measure, for example, measuring carbon footprint. The Deputy Town Clerk advised that there was a basic assessment conducted initially for the Council's activities. It was recognised that the Council's largest carbon footprint impact by far was energy consumption. He noted that different companies had a different assessment of carbon usage for different activities which made it difficult to know which assessment was accurate. It can also cost a lot of money to engage a company to assess the Council's carbon footprint. Members suggested it was essential to get a measure in order to be able to review the Council's progress and in order to publicise this to residents. It was also suggested that 'do it yourself' carbon footprint calculations were possible.

Councillor Jewell suggested information on climate emergency initiatives could be provided to residents at a conference hosted by the Council, and that we need to do more to involve residents.

Councillor Baker suggest the Council may want to create a separate website for promoting climate emergency initiatives and information. The Deputy Town Clerk suggested this could be achieved without the need for creating a separate website by making the climate emergency information more prominent on the website, and by improving the layout and information contained within it. Councillor Jewell suggested case studies could be included of any local companies with success stories regarding climate initiatives. She also highlighted that Earley Town Council appear to have good information on their website.

In response to a query as to whether the Council has measured the impact of any of the initiatives it has introduced, the Deputy Town Clerk confirmed that the Council has; for example, the installation of solar panels and the change to a carbon neutral energy supplier.

However, he advised that whilst carbon reduction for those individual projects had been calculated and published, this hadn't fed into any measure of the Council's overall carbon footprint. The Deputy Town Clerk stated that it must be remembered that the Council's carbon footprint is relatively small due to the size of the organisation, especially if you take out energy use. But it is about the Council showing to residents what is possible and the things they can do to contribute positively to climate initiatives.

The Deputy Town Clerk confirmed that the Council does ask larger suppliers and contractors to provide environmental strategies and policies when procuring their services, however this was more difficult when it came to engaging smaller contractors. He also noted there was more work to be done to educate Council staff with regards to carbon usage reduction.

The Deputy Town Clerk updated Members to advise that lighting at Woodford Park Leisure Centre will be 100% LED by September. The Oakwood Centre would also be 80% LED by September, and it was noted that lighting in the Theatre was more complex to change. He also advised that Chapel Hall would be 100% LED by October, and Coronation Hall has is already 100% LED.

It was noted that the Council was looking at the possibility of installing additional rainwater harvesting tanks at the depot and Coronation Hall, following the success of installing a tank at the Oakwood Centre.

The Deputy Town Clerk advised further work needed to be done regarding waste contractors. Currently investigations are taking place with a company which reports to be able to recycle 90% of waste traditionally thrown away in general waste bins, although the Deputy Town Clerk states that more information was needed with regards to this.

A suggestion was made that the Council should have a display in the Oakwood Centre which shows the amount of energy produced by solar panels at the Oakwood Centre. The Deputy Town Clerk advised that, when the panels were initially installed, there was some discussion regarding this but that there was difficulty with installing cabling to a suitable display unit which meant it wasn't easy to achieve at the time, but that this could be looked into again.

7. Members noted that the next meeting of the sub committee was due to take place on Tuesday 4th October 2022.

Meeting closed at 6.41pm

**Report of a meeting of the PR and Marketing Sub Committee held virtually on
Wednesday 3 August 2022 at 4pm**

Present: Councillors A Swaddle (Chairman), K Baker, S Brindley

Officer present: Kevin Murray – Deputy Town Clerk
Anuszka Ransley – Communications Manager
Matthew Filmore – Committee Officer

1. APPOINTMENT OF CHAIRMAN

Councillor Baker proposed, seconded by Councillor Brindley, and it was

RESOLVED:

- ◆ To appoint Councillor Swaddle as Chairman of the PR and Marketing Sub Committee for the remainder of the 2022/23 municipal year.

2. APOLOGIES

No apologies had been received.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. FLAG FLYING POLICY

Kevin Murray introduced the draft Flag Flying Policy and explained that this had been drafted largely in line with the policies of Wokingham Borough and Wokingham Town councils, and guidance from central government.

Kevin confirmed that Councillor Swaddle should be reimbursed for the flags that she had purchased on the Council's behalf and he would make arrangements for this.

It was noted that the Green Flag should be displayed as part of the requirements for taking part in the scheme. Kevin advised that the policy had been drafted on the basis of the two flagpoles that the Council currently has installed in Woodford Park.

It was agreed that installing an additional flag pole would remove the requirement to change flags as frequently, as the Union Flag could be flown at all times, alongside the Green Flag and Ukraine Flag/House Flag. A change to the flags flown would only be on a limited number of days through the year.

The potential for additional community group flags was discussed. It was agreed that flags representing specific religious groups should be avoided. It was agreed that there may be other events that could be considered in future where flying specific flags might be appropriate, and that these could be considered as required.

It was agreed that the protocol for flying flags in the event of the death of the Monarch, which is stated in the Council's London Bridge protocol, should be referenced in the flag flying policy.

It was agreed that the policy be amended to only fly the flag at half mast in the event of the death of a past Mayor of Woodley, or as per central government advice e.g. London Bridge protocol.

It was noted that, should there be unforeseen circumstances requiring the purchase and flying of an additional flag, these could be purchased from the PR/Marketing budget and agreed between the Town Clerk and the Chairman of the PR & Marketing Sub Committee.

It was agreed that the Ukraine flag would fly instead of the WTC house flag for the duration of the conflict in Ukraine.

It was agreed to make the following amendments to the draft policy:

Agreed Flags:

- Woodley Town Council - House Flag
- Union Flag
- Commonwealth Flag
- St George's Flag
- Armed Forces' Flag
- Ukraine Flag
- Green Flag

Additional flag flying events:

- Significant National Sporting event success – fly St Georges flag
- Half mast in the event of the death of a past Mayor of Woodley

5. MARKETING ACTIVITIES

Anuszka Ransley went through the events and marketing activities set out in the appendix and it was noted that the current budget is limited. It was agreed that the budget could be adjusted to meet needs where these are identified. Anuszka advised that this may also include additional help / hours in order achieve some of the objectives and events.

The Committee expressed its appreciation for Anuszka's on-going efforts and accepted that more resources should be made available as required.

It was agreed that a costed list of marketing activities should be presented to the Strategy and Resources Committee to request further funding if this was required. Anuszka and Kevin agreed to look at this and prioritise any items that may require additional funding in this year. It was noted that the budget had been reduced during the pandemic and that additional funding will be required going forwards.

The cost and benefit of publishing the Herald was discussed and it was agreed that some options could be considered by this Sub Committee going forwards. These may include producing some issues electronically, with a limited number of printed copies available, and varying the number of issues produced in a year. It was agreed that this should be an agenda item for the next meeting of the Sub Committee. It was suggested that the members of the PR & Marketing Sub Committee should receive a copy of the Herald before publication.

Anuszka advised that the Oakwood Centre would benefit from its own marketing budget in order to focus on maximising income.

It was noted that at present the marketing for Woodford Park Leisure Centre is managed by the Leisure Services Manager separately and that this should be looked at in the context of the Council's overall marketing strategy and budgets.

Maximising the use of the Council's notice boards was discussed. Anuszka advised that the notice boards are currently used for Council notices and marketing purposes. It was noted that information in some of the locked notice boards in Woodford Park was very out of date and needed updating and managing regularly.

It was noted that the 'Mushroom' advertising pillar in the Woodley precinct had a notice board available for use by the Town Council in addition to the Woodley Town Centre Partnership.

It was agreed that a marketing plan was required for the Oakwood Centre that would be regularly reviewed. It was agreed that the Bookings Manager could attend the next meeting to provide information on the Oakwood Centre business and the plan going forwards.

Kevin advised that the Bookings Manager was looking at customer survey options which would include questions to help measure the effectiveness of marketing activities.

It was noted that activities should always give consideration to the Council's Climate Emergency policy.

Anuszka advised that the Council Website was being reviewed with regard to accessibility. It was suggested that Jack White may be happy to help with this in terms of visual impairment accessibility.

It was noted that the next scheduled meeting of this Sub Committee was 23 November.

RESOLVED:

- ◆ To amend the draft Flag Flying Policy in line with the recommendations made at the meeting, and then present to the Strategy & Resources Committee for approval.
- ◆ To submit a proposal to the Strategy & Resources Committee for the procurement of an additional flag pole and flags to be installed in Woodford Park.

Recommendations for the Strategy and Resources Committee

- That the flag flying policy, as amended, be approved by the Strategy and Resources Committee.
- That the Strategy & Resources Committee consider the proposal for funding for an additional flag pole and flags to be installed in Woodford Park.

Woodley Town Council

Flag Flying Policy

Version 1 - July 2022

DRAFT

Revision History

REVISION	DATE	NAME	DESCRIPTION
Original 1.0		K Murray	
V 1.1	4/8/2022	K Murray	Amended following PR/Marketing Sub Committee consideration

Woodley Town Council Flag Flying Policy

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Woodley Town Council Flag Flying Policy

Introduction

The national flag of the United Kingdom is the Union Flag.

Since 2008, Councils have had the discretion to fly the Union Flag at all times, if they wish.

The Town Council currently has two flagpoles, located on the Memorial Ground. Historically one flagpole was used to fly the Green Flag Award flag for the park, which is a requirement of entry to the scheme. The other flagpole initially flew the Woodley Town Council flag and subsequently the Union Flag.

As of February 2022 the flag of Ukraine has been flown, alongside the Green Flag and subsequently alongside the Union Flag, flown in celebration of the Platinum Jubilee.

This policy is based on the installation of an additional flagpole being installed adjacent to the existing flag poles on the Memorial Ground.

Flag flying in UK is informed by the calendar on the Flag Institute website www.flaginstitute.org and guidance from central government. A consistent approach is taken with Wokingham Borough Council, where possible.

Woodley Town Council Flag Flying Policy

General Precedence for Flag Flying

The only flag that takes precedence over the Union Flag is the Royal Standard which is flown when a member of the Royal family is on the premises, being hoisted on their arrival and lowered following their departure. If the Royal person is to be present in a building, the Lord Chamberlain's Department or the Royal person's private secretary should be consulted. They will advise on the flag to be flown. The Royal Standard is never hoisted when the Royal person is passing in procession.

The order of precedence is as follows:

The Royal Standards

The Union Flag

The National Flag of the host Country (St. George's Flag)

The White Ensign of the Royal Navy

The Ensign of the Royal Air Force

The Blue and Red Ensigns

The Civil Air Ensign

The national flags of Scotland, Wales, the Crown Dependencies and the British Overseas Territories

The national flags of other nations

The United Nations Flag

The Commonwealth Flag

The British Army Flag (Non-Ceremonial)

Flags of counties and metropolitan cities

Flags of other cities and towns

Banners of Arms (both personal and corporate)

House flags

Specific and additional flags to mark certain events, locations or occasions.

Woodley Town Council Flag Flying Policy

House Flag

The House Flag will normally be flown daily.

The House Flag may be replaced with a specific flag e.g. the National Flag of Ukraine for the duration of the current conflict.

Green Flag

The Green Flag will normally be flown daily.

Woodford Park has Green Flag status and part of the requirement for this is that the Green Flag is flown in the park.

The Green Flag may be replaced with a specific flag in accordance with the Flag Flying Schedule.

Union Flag

The Union Flag will normally be flown daily.

Flag Flying – General Principles

In general the House Flag, Union Flag and Green Flag shall be flown daily. The House Flag shall be substituted for National Flag of Ukraine for the duration of the current conflict. The Green Flag will continue to be flown throughout the year except on Commonwealth Day, St George’s day and Armed Forces Day, where it shall be substituted by the appropriate flag in accordance with the Flag Flying Schedule.

The green flag may be substituted for the St Georges Cross in the event of a significant national sporting event success.

Stock Flags

The Council shall purchase and maintain in good condition at all times the following flags;

Flag sizes shall be an appropriate size, normally 6’ x 4’

Flag
House Flag – Woodley Town Council
Green Flag
Union Flag
Commonwealth Flag
St George’s Cross
Armed Forces Day Flag
National Flag of Ukraine

Woodley Town Council Flag Flying Policy

Flag Flying Schedule

Below is the Council’s annual schedule for the raising of flags other than the House Flag, Green Flag and Union Flags that are normally flown daily.

Date	Occasion	Flag
March	Commonwealth Day (Second Monday in March)	Commonwealth Flag
23 April	St George’s Day	St George’s Cross
June	Armed Forces Day (last Saturday of month)	Armed Forces Day Flag

- In addition to the above dates, the St George’s Cross may be flown to celebrate a significant national sporting success.
- In the event of unforeseen circumstances that may require the purchase and flying of an additional flag, this will be agreed between the Town Clerk and the Chairman of the PR and Marketing Sub Committee.

Flag Flying at Half-Mast

On significant occasions, flags may be flown at Half-mast. This is a position two thirds of the way up the flagpole, and when hoisted, it is appropriate to raise the flag to the top, pausing for a moment, before lowering it to a suitable position. If the Union Flag is at Half-mast all other flags should be at the same position or should not be flown at all.

Flags of other countries should not be flown unless that country is also in a period of mourning. The exception to the above is the Royal Standard, which should never fly at Half-mast, representing the continuous nature of the Monarchy.

A specific national policy is in place in the event of the death of the Monarch – Operation London Bridge. This protocol is in place and ready to implement.

Union Flag

For any unplanned events/occasions that require the Union flag to fly at Half-mast, Woodley Town Council should be guided by directions from Central Government, via Wokingham Borough Council.

House Flag

The Town Council’s House flag will be flown at half-mast on the death of Past Mayor of Woodley.

Woodley Town Council Flag Flying Policy

Publicity

The flying of certain flags, or occasions where flags are flown at half-mast, will always be accompanied by an appropriate press release and/or statement on the Council's website and social media channels.

Reference

The Flag Institute

www.flaginstitute.org

Government website (Department for Digital, Culture, Media & Sport)

<https://www.gov.uk/guidance/designated-days-for-union-flag-flying#designated-days-for-flying-the-union-flag-on-uk-government-buildings-2021>

Wokingham Borough Council Flag Flying Policy & room naming protocol document 23/7/20

Project Assessment

Date:	02 September 2022
Project/policy/service:	FLAGPOLE
Priority	3
Cost	£3,000
Completed by:	Kevin Murray, Deputy Town Clerk

1. Project/policy/service information:

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

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

To install an additional flagpole to compliment the 2 existing poles on the Memorial Ground.

The third flag pole will enable the flying of flags in accordance with the proposed flag flying policy (to be considered by the Strategy & Resources Committee in September 2022). Flying of appropriate flags by councils is encouraged by central Government and guidelines are provided by Government and the Flag Flying Institute. Flag flying can encourage a sense of national pride and also raise awareness of national and international issues and events.

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

The flagpole will be purchased and installed on an appropriate concrete base as per the manufacturers instructions. The Amenities Team will install the base and flagpole. Flags will be flown in accordance with the Council's adopted Flag Flying Policy.

Appropriate planning permission will be obtained prior to installation.

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

Members of the public, visitors.

Impact	Y/N	Detail
Health / Safety Impact	N	Location of proposed flagpole will present no health / safety impact to those using the Memorial Ground.
Legal Compliance	N	No legal requirement to install flagpole. Planning requirements must be observed and health and safety aspects of the installation must be observed.
Income Impact	Y	The Civic Area on the Memorial Ground (which includes the flag poles) contributes to the high quality of the park and the positive experience of visitors. This may encourage people to visit and subsequently use other facilities.
Other	Y	Flag flying can encourage a sense of national pride and also raise awareness of national and international issues and events.

2. Equality Impacts - Protected characteristics:

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

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

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, Negative, or Not Applicable impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

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

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Some impact in respect of production of flagpole and flags. Suppliers are required to provide an appropriate environmental policy in respect of their activities. Flags will be durable with a long-life span.
Habitat/biodiversity impact	N	It is not envisaged that the additional flagpole will have any negative impact on habitat or biodiversity.
Alternatives considered	N/A	
Other	N/A	

Signed:  _____

Print: Kevin Murray

Date: 02/08/22

Minutes of the First Woodley Town Centre Partnership Management Committee Meeting held in the Bader room at The Oakwood Centre, Headley Road, Woodley, RG5 4JZ on Wednesday 20 07 22 at 6 pm.

M Holmes	Chairman & WTC Rep	J Bowley	Woodley Trader
B Fennelly	Town Centre Manager	M Risby	Woodley Resident
Cllr Baker	WTC Representative	P Birt	Woodley Resident
Cllr Boyt	WBC Representative	A Jutson	Woodley & Earley Lions
G Cranford	WBC Economic Development Officer	J Wright	Woodley Resident
Cllr K Gilder	WTC Councillor	I Hills	Woodley Resident
H Beilby	WTC Admin Officer	S Flower	Woodley Resident

ITEM 1 – APOLOGIES

Z Frasinski, Graham Walton, Cllr A Croy, C Towse (PCSO), J Palterman

ITEM 2 – APPOINTED REPRESENTATIVES TO WTCP 2022 / 2023

WBC Cllr Shirley Boyt and Cllr Andy Croy
WTC Cllr K Baker & Mary Holmes

ITEM 3 – TO APPROVE THE MINUTES OF THE FINAL WTCMI MEETING HELD ON WEDNESDAY 20TH APRIL 2022

Minutes approved.

ITEM 4 - MATTERS ARISING FROM THE MINUTES

Spanish Food Stall - IH to re send contact details onto BF re the Spanish food stall

BF is considering a continental or street food market.

Vacant Units - BF reported he had no concerns at the moment that markets and concessionary stalls are taking business away from the unit traders, but it's something he does bear in mind.

Community Garden - KB although an amended planting plan was required, colour is just starting to appear, and any dead plants have been replaced.

BF - The judges for the 'Britain in bloom' competition were impressed with the sensory aspect and we received some very encouraging comments.

Seating – Once all ideas for the seating have been narrowed down, there will be a public consultation to ascertain preferences.

Bins – PB said that a lot of litter currently ends up in the community garden as no are bins provided yet, SB to peak with WBC, specifically in respect to recycling bins, so that recycled waste can be kept separate.

'Chairman' - It was agreed the word Chairman should continue to be used rather than Chair Person as it mirrors the protocol which the Woodley Town Council uses.

Town Centre Map - BF confirmed that an updated Town Centre map has been produced and there are 2 copies displayed inside the mushroom's notice board. A blank template exists in the WTC office so that it will allow any amendments to be made to it in the future.

Clocktower – KB suggested some thought went into painting the tower a colour that would enhance the lighting.

ITEM 5 – POLICE REPORT

No report.

BF is aware they are trying to tackle the problem with electric scooters as best they can, with no legislation.

BF is trying to encourage traders to make more use of Shopwatch radios. JB from the Crumbs café said he was unaware of this system and did point out that it'd not only be useful for shoplifting issues, but also those concerning fake money, abuse and drunken behaviour. BF to provide him with the presentation pack.

BF suggested there was little evidence that security guards make any difference and can be counterproductive.

ITEM 6 - FINANCIAL REPORT TO END OF YEAR

BF presented his report.

Income – as expected, the car boots are doing ok, as are promotional stands. There is some alarm concerning the Saturday Market, but it may pick up over the summer. Weekday trading on Wednesdays is becoming less and there are not so many stall holders around compared with recent years and now there is a current downturn in the financial climate.

SB suggested more information is required on the website for car boot e.g fees, BF to add.

BF confirmed that we decide how much the car boot fees are.

Expenditure – also pretty much as expected, few warning signs so far.

KB confirmed that the WBC fee which was to have been imposed on us, when we had informed WBC that we wanted to close the central disabled car park when events such as the Christmas Extravaganza are being held, had been waived. SB reported that the new administration at WBC had agreed this charge was not justified.

ITEM 7 – SATURDAY MARKET MANAGER'S REPORT

No report due to JP absence.

ITEM 8 - TOWN CENTRE MANAGER'S REPORT

BF presented his report.

Having to look at the three big events this year with the aim of saving some expenditure which could mean a difference between a £12000.000 or £7000.00 balance at the end of the year.

The Extravaganza and Carol Concert are our most important events and cuts may be required to other spending to ensure that these events goes ahead in the usual manner. This could mean cutting the Halloween event this year, along with further savings on a more low-key winter floral display.

BF suggested that now we have the clock tower lights, any further Christmas lights needing replacement around the town centre, be shelved this year to save further spending.

There was a general consensus from the committee that the lighting should be repaired / replaced if required.

BF reported that the free mulled wine was no longer an option from the usual sponsor.

BF to discuss availability of hot drinks with JB at the Crumbs café.

The town centre restaurants appear to be doing a reasonable trade although it's still challenging due to cost of living issues.

AJ believes council car park fees are strangling foot fall and JB suggested a free hour would be beneficial to residents who were visiting for short periods of time. KG commented Henley has free parking between 9.00 & 10.00.

KB commented that car parks are full so it does not suggest people are being put off, especially as the charges had remained the same for many years.

JB suggested it was not the cost but the principal,

ITEM 9 – ANY OTHER BUSINESS

AJ to liaise with BF and Kevin Murray (WTC) regarding the defibrillator on the clock tower.

KB suggested it was time to replace the banners in the town centre as they were becoming faded and worn. BF agreed.

MH and SB had recently succeeded in persuading WBC to repaint the NO ENTRY words and directional arrows on the tarmac inside their Headley Road Car park (beside Lidl), and to erect two official 'No entry' signs on posts to avoid dangerous issues.

Meeting finished at 19.45

Date of the next WTCP Management Committee meeting for 2022 at 6pm

Wednesday 19th October 2022

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

ID	Project		Approximate Delivery/ Completion
1	Woodford Park Destination Play Area		May 2022
	Funding		£200,000 S106 £67,000 CIL
PROJECT COMPLETE			
ID	Project		Approximate Delivery/ Completion
2	Woodford Park Leisure Centre Replacement Flat Roofing Membrane		May 2022
	Funding		£40,000 General Reserve
PROJECT COMPLETE			
ID	Project		Approximate Delivery/ Completion
3	Woodford Park Leisure Centre Electrics / Rewiring		September 2022
	Funding		£70,000 CIL/General Reserve
	Project Element/Phase	Status/Progress	Comment
	Production of design spec	COMPLETE	
	Tender pack/invitations to be advertised in April 2022.	COMPLETE	
	Tenders received April 2022	COMPLETE	
	Tender assessment	COMPLETE	
	Allocate funding	COMPLETE	
	Contractor appointment	COMPLETE	
	Installation	Nearing completion	Works due for completion before end September.
ID	Project		Approximate Delivery/ Completion
4	CHAPEL HALL – Fire Alarm & sounder installation.		October 2022
	Funding		£4,300 Buildings & Facilities Fund
	Project Element/Phase	Status/Progress	Comment
	Obtain quotes	COMPLETE	
	Appoint contractor	COMPLETE	
	Installation	Scheduled	October 2022

ID	Project	Approximate Delivery/ Completion
5	CORONATION HALL – Fire Alarm & sounder installation.	October 2022
	Funding	£6,850 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress
	Obtain quotes	COMPLETE
	Appoint contractor	COMPLETE
	Installation	Scheduled
October 2022		
ID	Project	Approximate Delivery/ Completion
6	Woodford Park Leisure Centre – additional smoke/heat detection to existing system	October 2022
	Funding	£1,100 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress
	Obtain quotes	COMPLETE
	Appoint contractor	COMPLETE
	Installation	Scheduled
October 2022		
ID	Project	Approximate Delivery/ Completion
7	GROUNDS DEPOT – Fire Alarm & sounder installation.	October 2022
	Funding	£3,230 Buildings & Facilities Fund
PROJECT COMPLETE		
ID	Project	Approximate Delivery/ Completion
8	OAKWOOD CENTRE – New fire detection on existing system	Nov/Dec 2022
	Funding	£7,200 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress
	Obtain quotes	COMPLETE
	Appoint contractor	COMPLETE
	Installation	
Nov/Dec 2022		

ID	Project		Approximate Delivery/ Completion
9	OAKWOOD CENTRE – Replace fuse boards, RCBOs, RCD mains switch		Nov/Dec 2022
	Funding		£4,000 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress	Comment
	Obtain quotes	COMPLETE	
	Appoint contractor	COMPLETE	
	Installation		Nov/Dec 2022
ID	Project		Approximate Delivery/ Completion
10	REPLACE PLANTERS – Garden of Remembrance		November 2022
	Funding		£1,500 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Works carried out in house		
	Installation	Works 50% complete	Nov 2022
ID	Project		Approximate Delivery/ Completion
11	REPLACE KNEE RAIL FENCING IN WOODFORD PARK		Summer 2023
	Funding		£4,500 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Works to be carried out in house	Scheduled	Summer 2023
ID	Project		Approximate Delivery/ Completion
12	REPLACE PATIO DOORS – FRONT OF OAKWOOD CENTRE		November 2022
	Funding		£6,000 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Obtain quotes	COMPLETE	
	Appoint contractor	COMPLETE	
	Installation	Scheduled	Nov 2022

ID	Project		Approximate Delivery/ Completion
13	EXTEND LAKE PATHWAY		Summer 2023
	Funding		£3,000 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Works to be carried out in house	Scheduled	Summer 2023
ID	Project		Approximate Delivery/ Completion
14	REPLACE PADDLING POOL PUMP		Spring 2023
	Funding		£3,000 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Obtain quotes	In progress	
	Installation	Scheduled	Spring 2023

Woodley Town Council

SIGNAGE REVIEW

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider allocating £9,000 from the Capital Programme for the supply and installation of new and replacement signage across the Council's venues, facilities and open spaces.

Background

Officers have conducted a review of signage across the Council's facilities, venues and open spaces. There are a large number of signs that are either in poor condition, have out of date information or are absent. The provision of appropriate signage has many essential benefits in providing public information, safety information, and in marketing the Council's hireable facilities.

Appropriate play area signage is required under the Occupiers Liability Act 1957/1984. The proposed signage will also include public information regarding the location of public toilets and public access defibrillators.

Initial quote enquiries show that a budget of around £9,000 is required to supply the signage identified as needing installation/replacement.

Signage will be designed/worded by the Communications Manager and Amenities Manager in accordance with ROSPA guidance, and the Council's branding.

Impacts

Resource Impacts
Supply cost £9,000 Installation to be carried out in-house Proposed funding from the Capital Programme – current balance is £17,246
Equality Impacts
See project assessment – APPENDIX A
Environmental Impacts
See project assessment – APPENDIX A

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the allocation of £9,000 from the available Capital Programme funds for the provision of new and replacement signage as set out in the report.**

Project Assessment

Date:	02 September 2022
Project/policy/service:	SIGNAGE
Priority	2
Cost	£9,000
Completed by:	Kevin Murray, Deputy Town Clerk

1. Project/policy/service information:

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

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

To install new signage across the Council's venues and open spaces.

Some signs are missing and others are out of date or no longer fit for purpose. The replacement signage will follow the Council's branding and contain appropriate contact information. The signage will also include a sign for the Alan Cornish Theatre on the front of the building, as well as signage for toilets and defibrillator locations.

Signage locations:

- The Oakwood Centre
- Alan Cornish Theatre
- Woodford Park
- New play area
- Older play area
- Skate Park
- Coronation Hall
- Chapel Hall
- Wheble Park
- Allotments
- Rivermead Road open space
- Loddon Mead open space
- Malone Park

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

Quotes for the signage are being sought. Design/style is being worked on by the Communications Manager/Amenities Manager and Deputy Town Clerk, and installations will be carried out by the Amenities Team.

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

Members of the public, visitors, clients/hirers

Impact	Y/N	Detail
Health / Safety Impact	Y	Information will include contact information, locations of accessible defibrillators and toilet facilities
Legal Compliance	Y	Legal requirement under the Occupiers Liability Act 1957/1984 for appropriate play area signage
Income Impact	Y	Better signage of facilities will help with marketing activities and encourage usage.
Other		

2. Equality Impacts - Protected characteristics:

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

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

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, Negative, or Not Applicable impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Positive	Signage will be appropriate in style for partially sighted Better information regarding location of toilet facilities

Age	Positive	Better information regarding location of toilet facilities
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	Positive	Better information regarding location of toilet facilities
Marriage & civil partnership	N/A	

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

3. Environmental Impacts

Impact	Y/N	Detail
Carbon impact	Y	Some impact in respect of production of new signage. Suppliers are required to provide an appropriate environmental policy in respect of their activities. Signs will be durable with a long-life span.
Habitat/biodiversity impact	N	The majority of signs will be replacements. It is not envisaged that any new signage installations will have any negative impact on habitat or biodiversity.
Alternatives considered	N/A	
Other	N/A	

Signed:  _____

Print: Kevin Murray

Date: 02/08/22

Woodley Town Council

WOODLEY BOWLING CLUB

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To propose that Members consider allocating a discount to Woodley Bowling Club's license payment this year following loss of income due to the unsatisfactory playing surface, caused by the extreme heat and the existing irrigation system being inoperative.

BACKGROUND

Woodley Bowling Club has been operating since 1964. The most recent agreement to renew the club's lease and licence was signed in 2021. This year the payment has increased significantly as a result of inflation. A sum of £7,955 for the licence and £436 for the ground rent was charged in line with the lease terms; £8,391 in total.

INFORMATION

The Town Council's amenities team maintain the green throughout the season. Unfortunately, this year has been extremely hot and the staff team have struggled to maintain the green to its usual standard. Furthermore, the old watering system has not been operational for some time and is beyond repair. Problems with the electrical set up mean the Council has been unable to look at replacing the system until now as electrical works at the Leisure Centre were required to be carried out first, which are only just being completed now.

As a result, the green has suffered badly and the Hon Secretary and Hon Treasurer contacted the Council to arrange a meeting to discuss the impact of the green not being up to standard. At that meeting the Club reported that two County fixtures had been cancelled and further revenue had been lost from three home fixtures which didn't take place. In addition, there had been a reduction in club members playing internal friendly and competition matches, and the last three months had seen a drop of four players on a Monday night. The representatives from the Bowling Club calculated that they have lost £1,303 this year.

PROPOSALS

The Club are seeking a reduction in the sum charged for the licence payment this year to cover their loss of income, and met with the Town Clerk, Deputy Town Clerk and the Amenities Manger to discuss this matter. They requested that the Council consider a £1,200 reduction in the Club's license fee.

Council Officers informed the Hon Secretary and Hon Treasurer that a proposal to consider the installation a new nine sprinkler automated watering system that could run late in the evening and in the early hours of the morning (except when it was raining) was due to be presented to the Strategy and Resources Committee meeting the following week.

The installation of a new watering system is estimated to cost around £7,500. A full project assessment is attached to this report for Members consideration. **(APPENDIX A)**

In addition, the Hon Secretary also suggested that the Amenities Manager contact the Royal County of Berkshire Bowling Association who he said would be willing to give advice on the green and other matters relating to the management of the green. There was also some discussion on improving access to the green for people with mobility issues and this would be considered jointly by the Amenities Manager and members of the Bowling Club.

It should also be noted that the Bowling Club made a contribution of £4,160 to the Council in 2020, to ameliorate the impact of the Covid pandemic on the Council's finances.

IMPACTS:

Resources
Estimated cost of new sprinkling system: £7,500 - to be funded from CIL/General Reserve. Proposed reduction in lease payment this year of £1,200.
Equality
See project assessment
Environmental
See project assessment

RECOMMENDATIONS:

- ◆ **That Members consider a reduction in the lease payment by the Bowling Club of £1,200.**

- ◆ **That Members allocate £7,500 to purchase and install a new water system as detailed in the report.**

Project Assessment

Date:	02 September 2022
Project/policy/service:	Bowls Green Irrigation System
Priority	1
Cost	£7,500
Completed by:	Kevin Murray, Deputy Town Clerk

1. Project/policy/service information:

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

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

To install a new automated sprinkler irrigation system for the bowls green.

The existing system is old and beyond repair. An interim measure of watering during the day using sprinklers has proved insufficient to maintain the green to the required standard, particularly during prolonged dry periods.

The new system will make use of harvested rainwater using a 10,000 ltr tank. The system will provide x9 sprinkler points with a programmable timer to allow coverage of the entire green and watering to take place at the desired time of day.

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

The equipment will be installed by the Amenities Team, under the direction of the Amenities Manager.

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

Bowls Club members and visiting teams, general public using the public rinks, WTC (through reduced water consumption)

Impact	Y/N	Detail
Health / Safety Impact	N	
Legal Compliance	N	
Income Impact	Y	<ul style="list-style-type: none"> ▪ Improvement to the green is required to maintain the viability of the club and its ability to continue to pay rent for the site. ▪ Reduction in mains water consumption will have a beneficial financial impact. ▪ The system will also be automated and require less manual input/labour than at present.
Other	Y	Environmental impact. Harvested rainwater to be used instead of mains water.

2. Equality Impacts - Protected characteristics:

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

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

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, Negative, or Not Applicable impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	The Bowls Club operates under an equality policy to ensure inclusion in respect of protected characteristics.
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

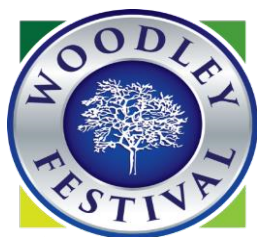
Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	N	The new system will be a direct replacement for the existing, non-operational system. Whilst the system will be newer and, therefore, more efficient to run, the carbon reduction is likely to be minimal.
Habitat/biodiversity impact	N	The installation of the system will bring the bowls green back up to its previous standard. The project does not propose any changes which will impact habitat or biodiversity.
Alternatives considered	Y	Alternative option to water manually is not deemed practical and would be impossible to achieve with current resource levels; new automated system can water at any hour of the day, including during the night.
Other	Y	Significant saving in water consumption as the system will be largely or entirely fed using harvested rainwater.

Signed:  _____

Print: Kevin Murray

Date: 02/08/22



Woodley Festival of Music & Arts

Registered Charity No 276812
<http://www.woodleyfestival.org.uk/>



President: Gillian Reid, JP
Vice President: Denese Gray
Patrons: Colin Singer, Ron McAllister, Rodney Buckland

Email: admin@woodleyfestival.org.uk

Mobile: 07736058835

Saturday 16th July 2022

Cllr Janet Sartorel

Town Mayor

Woodley Town Council

The Oakwood Centre, Headley Road

Woodley, Berkshire, RG5 4JZ

Dear Councillor Sartorel,

On behalf of the committee of the Woodley Festival of Music and Arts I would like to thank you so very much for approving a grant to us of £250.

This will be put to good use as we are in the process of updating our website and social media platforms with the aim of reaching more schools and hopefully attracting more performers. We look to focus especially on attracting young children from the local primary schools and to inspire the teachers to invest too.

The Council's support, and your personal support of our festival has been invaluable, thank you so much – we would love to welcome you back in 2023.

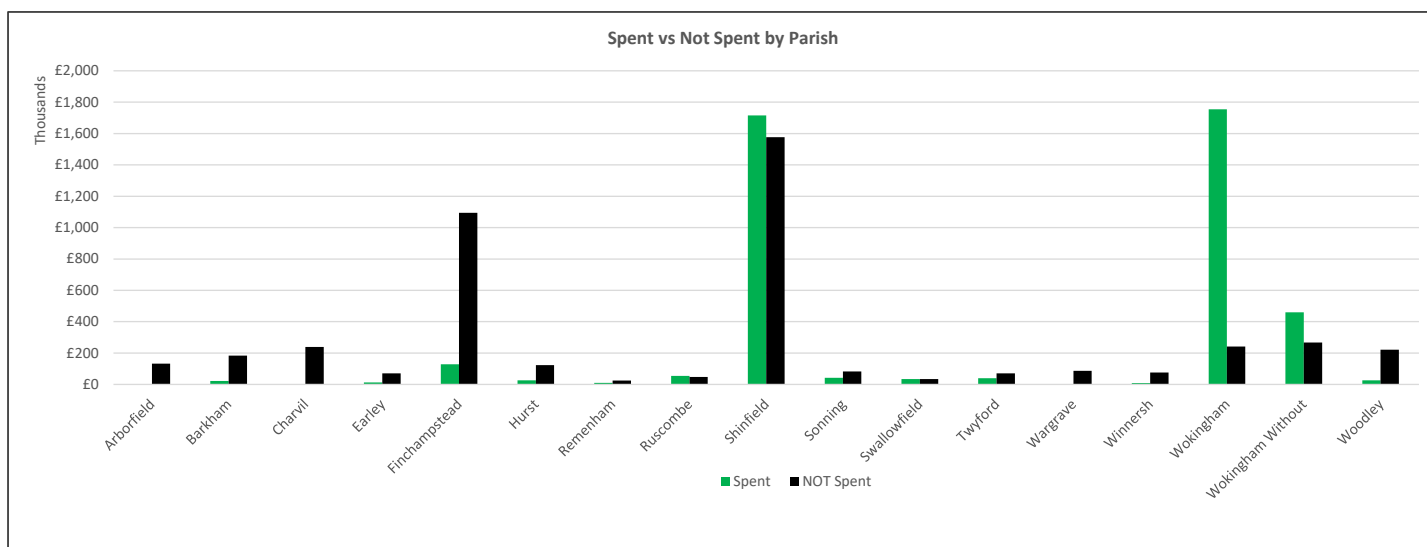
Kind regards

Fiona Fisher

(Co-Chair)

Neighbourhood CIL Proportion (Transfer to Local Parish/Town Council) Report

Month End: June '22



Parish	POTENTIAL CIL	ACTUAL CIL			Activity since last payment Apr '22	
	Potential CIL to be received ¹	Paid to Parish to Date	Paid to Parish and SPENT by Parish (to Date)	Paid to Parish but NOT SPENT by Parish (to Date)	Money Received by WBC since LAST Parish Payment ² (Apr 22)	Money outstanding from Developers (Owed to WBC)
Arborfield	12,708	131,927	-	131,927	-	-
Barkham	76,424	206,167	22,213	183,953	-	82,753
Charvil	-	239,609	-	239,609	-	-
Earley	114,504	84,195	13,282	70,913	455	150
Finchampstead	343,246	1,224,092	129,005	1,095,087	178,775	179,966
Hurst	10,402	149,492	25,950	123,541	-	-
Remenham	51,091	34,889	10,319	24,570	-	-
Ruscombe	19,538	101,331	54,124	47,207	-	-
Shinfield	775,640	3,292,608	1,715,782	1,576,826	-	10,305
Sonning	226,613	125,434	42,535	82,899	-	-
Swallowfield	130,390	68,220	34,497	33,723	16,862	16,862
Twyford	25,674	109,981	39,733	70,248	-	-
Wargrave	90,173	86,796	-	86,796	-	-
Winnersh	48,582	84,175	8,382	75,793	-	-
Wokingham	339,557	1,995,630	1,754,482	241,148	103,697	81,146
Wokingham Without	194,581	727,308	460,183	267,125	-	-
Woodley	105,700	248,177	26,796	221,381	-	-
Total Neighbourhood CIL	2,564,824	8,910,030	4,337,283	4,572,748	299,788	371,181

¹ Liability notice issued

² Payment to Parish: 28th of April & 28th of October

to date = since April 2015

**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 23 AUGUST 2022 AT 7.00 - 9.10 PM**

WBC Councillors Present

David Cornish, David Davies, Michael Firmager, Morag Malvern and Mike Smith

Also Present

Prue Bray, Beth Rowland and Alison Swaddle

Parish/Town Council Representatives

Adrian Mather	Wokingham Town Council
Roland Cundy	Finchampstead Parish Council
Tony Farnese	Sonning Parish Council
Shaun Hanna	Winnersh Parish Council
Carol Jewell	Woodley Town Council
Dawn Peer	Shinfield Parish Council
Aaron Plume	Wokingham Without Parish Council
Pam Stubbs	Barkham Parish Council
Rohana Abeywardana	Twyford Parish Council
Alistair Neal	Earley Town Council
Mike Evans	Ruscombe Parish Council
Jonathan Wheelwright	Swallowfield Parish Council
Al Neal	Woodley Town Council
Jan Nowecki	Clerks Forum

1. ELECTION OF CHAIR

The Forum elected a Chair for the 2022/23 Municipal Year.

RESOLVED: That Mike Smith be elected as Chair of the Forum for the 2022/23 Municipal Year.

2. APPOINTMENT OF VICE-CHAIR

The Forum elected a Vice-Chair for the 2022/23 Municipal Year.

RESOLVED: That Roland Cundy be elected as Vice-Chair for the 2022/23 Municipal Year.

3. APOLOGIES

Apologies for absence were submitted from Richard Fenny, Liz Halson and Geoff Littler.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Forum held on 7 February 2022 were agreed as a correct record and signed by the Chair.

5. MATTERS ARISING

Members of the Forum raised the following issues in relation to the Minutes of the previous meeting:

29 – Planning Application Notifications to Residents – it was confirmed that none of the Town/Parish Councils had raised any further issues or concerns on this matter.

32 – WBC Tree Strategy and 250,000 Tree Planting Project – it was confirmed that WBC officers had visited several Parish Councils to discuss local issues. Ruscombe PC confirmed that two requests to WBC for TPOs had been turned down as the trees in question were “not under threat”. Clarification was sought on this matter.

33 – Future Agenda items – Provision of Public Toilets – this items was on the Agenda for consideration and prioritisation at tonight’s meeting.

6. DECLARATION OF INTEREST

There were no declarations of interest.

7. ELECTORAL COMMISSION PRESENTATION

Paul Kingsley, Review Officer at the Boundary Commission, gave a presentation to the Forum on the upcoming electoral review of the Borough.

The presentation gave details of the content of Electoral Reviews. These were reviews of the electoral arrangements of local authorities: the number of councillors, the names, number and boundaries of wards and electoral divisions and the number of councillors to be elected to each.

Electoral reviews were initiated primarily to improve electoral equality. This meant ensuring, so far as is reasonable, that for any principal council, the ratio of electors to councillors in each electoral ward or division, was the same. However, electoral reviews could also be carried out at a local authority’s request, for example to look at council size (the total number of councillors) or provide for single Member wards or divisions. The Commission was responsible for putting any changes to electoral arrangements into effect and did this by making a Statutory Instrument or order. The local authority then conducted local elections on the basis of the new arrangements set out in the order.

The Electoral Review process was summarised as:

- Phase 1 – Councillor numbers;
- Phase 2 – Warding arrangements;
- Phase 3 – Parliamentary approval;
- Phase 4 – Implementation.

In relation to Phase 2 – warding arrangements – the local community would have at least two opportunities to tell the Electoral Commission their views on how wards should be arranged. The first consultation would run from 30 August to 7 November 2022. The consultation would be seeking views on issues such as shared facilities, issues neighbouring communities have in common and any recent developments which have changed the character of local areas.

Consultation on draft proposals would then run from 7 February to 17 April 2023. Final proposals would be published on 13 June 2023. Occasionally, an additional round of consultation took place in order to test proposals which were very different from the Electoral Commission’s draft proposals.

In looking at warding arrangements, the Electoral Commission used three criteria:

- Electoral equality – achieved when Councillors represent roughly the same number of electors.

- Community identities and interests;
- Effective and convenient local government.

In the ensuing discussion, members of the Forum raised the following points and questions:

When would the proposed number of Members sitting on WBC be published? It was confirmed that the proposed number of Members would be announced on 30 August 2022. Details would be shared with the WBC Chief Executive and the Town and Parish Councils. WBC had made a submission to the Electoral Commission on this issue.

Were there any plans to change parish boundaries? It was confirmed that the redrawing of ward boundaries could result in the need to create a new Parish ward. If any Ward/Parish boundaries were withdrawn, the principle of electoral equality would be followed.

What account was taken of future plans, e.g. proposed new housing developments in an area? It was confirmed that the Electoral Commission worked with WBC's officers to develop forecasts relating to the period five years after the review i.e. 2028.

Was there any specific process for Town and Parish Councils to give feedback? It was confirmed that there was no specific mechanism – all representations would be considered equally. Decisions would be made on the merits of the evidence presented, not on the organisation which submitted the evidence.

Was polling station availability a relevant factor? It was confirmed that this was not a factor in the review process – it was down to the Electoral Services team to resolve any issues relating to the distribution of polling stations.

If uniform three Member wards were implemented, how would residents know which Member to approach with an issue? Prue Bray, Chair of WBC's Electoral Review Working Group gave examples of how Members worked together in existing three Member wards.

What would happen if Parliament rejected the Electoral Commission's proposals? It was confirmed that there were no instances of this happening but, if it did, the current electoral arrangements would continue.

Could the list of stakeholders consulted as part of the review be circulated to the Forum? It was confirmed that this information could be shared. It would also be published by the Electoral Commission.

RESOLVED That:

- 1) Paul Kingsley be thanked for attending the Forum to give the presentation and answer Member questions;
- 2) the presentation slides and other relevant documents be circulated to members of the Forum;
- 3) the Forum receive a further update on the electoral review of the Borough in due course, as the process develops.

8. BOROUGH PARISH LIAISON FORUM - TERMS OF REFERENCE

The Forum considered its existing Terms of Reference, set out on Agenda pages 11 to 14.

The Forum agreed updates and amendments as follows:

1. Purpose

Point e) – messaging and communication.

It was **agreed** that e) is amended to include reference to “consultations”.

Point f) - it was noted that the Wokingham District Association of Local Councils (WDALC) had not met for some time and did not send a representative to the Forum meetings.

It was **agreed** that reference to “WDALC” be removed from the Terms of Reference and be replaced with “any other relevant group”.

2. Membership

It was **agreed** that reference to WDALC be removed (as above) and the term “Standing Deputy” be used consistently in the Forum’ Agenda and reports.

3. Process for Appointment of Representatives

Point c) – WDALC Representative.

It was **agreed** that Point c) be deleted.

Point d) Clerks’ Forum.

It was **agreed** that the Clerks Forum be asked to consider its level of representation and submit proposals for change – to be considered for the 2023/24 Municipal Year.

4. Dual Membership

It was **agreed** that the paragraph be amended to state that the Forum “strongly requests that Parishes/Towns seek to avoid nominating a representative or standing deputy who serves as both a Parish/Town and Borough Councillor”.

7. Chair and Vice-Chair

It was **agreed** that the Chair and Vice-Chair both be open to nominations from the Borough or Parishes/Towns, i.e. the status quo ante.

8. Meetings

It was **agreed** that:

- the Forum meetings remain quarterly;

- Forum meetings be held on different days of the week to maximise attendance for Parishes/Towns;
- Forum meetings use a hybrid format (face-to-face and Microsoft Teams) and continue to be based at Shute End;
- the meeting format and location be reviewed in 2023/24.

RESOLVED: That amended terms of reference for the Forum (as above) be circulated to Members, for confirmation at the next meeting.

9. FUTURE AGENDA ITEMS AND URGENT ISSUES

The Forum considered potential future Agenda items, as set out on Agenda page 15.

It was suggested that the Parishes/Towns review the list of items, make further suggestions and produce a list of their Top 3 items.

It was also suggested that a Task & Finish Group be established to look at the impact of the cost of living crisis and how Parishes/Towns can work with WBC to mitigate the impacts on residents.

RESOLVED That:

- 1) the next meeting of the Forum be held on Tuesday 8 November (7pm) using a hybrid format;
- 2) the next meeting consider further dates for 2022/23;
- 3) the meeting on 8 November include items on:
 - the new WBC Enforcement and Safety Service;
 - Climate Emergency;
 - Local Plan Update;
 - Cost of Living Crisis.
- 4) Parishes and Towns review the Future Agenda Items list and identify the Top 3 priorities (including new items);
- 5) a Cost of Living Task and Finish Group be established – including Councillors Abeywardana, Jewell, Stubbs and Wainwright;
- 6) the Task & Finish Group report initial findings to the meeting on 8 November.

10. DATES OF FUTURE MEETINGS

RESOLVED: That the date of the next meeting of the Forum be 8 November 2022 (7pm).

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**PAGES 93 - 100 HAVE BEEN
OMITTED AS THE CONTENT IS
CONFIDENTIAL**