



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

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

Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; M. Doyle;  
K. Gilder; 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 18 April 2023, 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.**

Kevin Murray  
Deputy Town Clerk

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## **AGENDA**

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

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

3. **MINUTES OF THE MEETING HELD ON 24 JANUARY 2023**

To approve the minutes of the Strategy and Resources Committee held on 24 January 2023 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 7 February 2023)*

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 9/23.**

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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 |
|---------------|-----------------|-----------------|
| January 2023  | £102,850.30     | £57,666.92      |
| February 2023 | £114,023.08     | £57,634.46      |
| March 2023    | £145,342.38     | £93,134.43      |

**c) Internal Audit**

To receive the interim internal audit report of the Council's internal auditors for 2022/23. (**Appendix 4c**)

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**d) PSDF Funds**

To note the updated position with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 4d**.

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5. **OAKWOOD CENTRE INCOME UPDATE**

To note the following Oakwood Centre Income updates:

**a) Bookings and Room Hire**

Room hire income for April 2022 to March 2023 was £79,126 against the budget target of £50,000. 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 2022 to February 2023 was £13,826 against the budget target of £9,163. Income against budget is shown at **Appendix 5b**.

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6. **WOODLEY TOWN CENTRE PARTNERSHIP**

To receive the report of the Woodley Town Centre Partnership meeting held on 18 January 2023. (**Appendix 6**)

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7. **PROJECTS SCHEDULE 2022/23**

To note the update on Council projects, as given in **Appendix 7**.

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8. **COMMUNITY GRANTS**

To consider **Report No. SR 10/23**. The guidelines for awarding Community Grants to groups and organisations and to individuals are attached to the report.

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9. **VAT CHANGES FOR SPORTS FACILITIES**

Following a recent court ruling, HMRC has conceded that charges for local authority sports facilities falls outside the scope for VAT. This affects most bookings at the leisure centre and associated facilities.

Officers have looked in detail at the implications for individual hirers, which differ depending on the status of the hirer, the activity being undertaken and the way in which bookings are made. There is very little published guidance at present and there remain questions regarding certain booking types. Officers are obtaining specific advice on this through HALC (Hampshire Association of Local Councils).

The principle being followed is to minimise the impact on hirers in this financial year; e.g. by offering a block booking discount to replace the block booking VAT exemption that regular hirers have been benefitting from, to avoid an instant, significant increase in charges. Other charges will remain as per the charges agreed by the Council, with hirers being advised that the VAT element is no longer part of the charge. This change can then be considered fully when the Council considers the charges for 2024/25.

The Council may be able to claim back VAT paid to HMRC in relation to sports provision, going back four years. On that basis an initial claim has been submitted for the quarter ending March 2019. The amount that may be reclaimable for the 4-year period has not yet been calculated and submissions will be made for each quarter. DCK Accounting Solutions, who provide the Council with accounting support, have been commissioned to provide partial exemption calculations for each quarter in order to assess and collate potential claims to HMRC for repayment of VAT.

Members will be updated as this progresses.

10. **REQUEST FOR FREE HIRE OF THE OAKWOOD CENTRE**

To consider a request from the Woodley Volunteers for our Community group for the free hire of suitable rooms at the Oakwood Centre for approximately 2 hours, on a flexible date / time around mid-May, for an event.

11. **EMERGENCY OUT OF HOURS CONTACT**

To note that the Council can now be contacted in an emergency out of hours via the Wokingham Borough Council Emergency Contact Number – 0800 212 111.

12. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

13. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

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## STRATEGY AND RESOURCES COMMITTEE

## BUDGETARY CONTROL

2022/2023

Report No. SR 9/23

| Expenditure                                                                                                                |                           | Budget<br>2022/23 | Actual Exp<br>as at<br>31/03/2022 | Actual Exp<br>as at<br>31/03/2023 | Actual Exp<br>as % of<br>Budget |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------|-----------------------------------|-----------------------------------|---------------------------------|
| <b>Code</b>                                                                                                                | <b>Description</b>        |                   |                                   |                                   |                                 |
|                                                                                                                            | Central Costs             | 286,625           | 256,859                           | 284,123                           | 99.13%                          |
|                                                                                                                            | Democratic Costs          | 59,274            | 56,062                            | 52,578                            | 88.70%                          |
|                                                                                                                            | Corporate Management      | 409,635           | 366,905                           | 390,005                           | 95.21%                          |
|                                                                                                                            | Capital Projects          | 45,000            | 0                                 | 45,000                            | 100.00%                         |
|                                                                                                                            | Grants -Section 137       | 18,000            | 12,850                            | 13,850                            | 76.94%                          |
|                                                                                                                            | Oakwood Centre            | 173,557           | 143,768                           | 172,265                           | 99.26%                          |
|                                                                                                                            | Maintenance HQ            | 3,400             | 3,004                             | 3,249                             | 95.56%                          |
|                                                                                                                            | Woodley Town Centre Ptshp | 84,937            | 72,444                            | 78,308                            | 92.20%                          |
|                                                                                                                            | Capital and Projects      | 184,982           | 184,980                           | 184,982                           | 100.00%                         |
|                                                                                                                            |                           | <b>1,265,410</b>  | <b>1,096,872</b>                  | <b>1,224,360</b>                  | <b>96.76%</b>                   |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">           Month<br/>12<br/>100%         </div> |                           |                   |                                   |                                   |                                 |

**STRATEGY AND RESOURCES COMMITTEE**

**BUDGETARY CONTROL**

**2022/2023**

| Income       |                           | Budget<br>2022/23 | Actual Inc<br>as at<br>31/03/2022 | Actual Inc<br>as at<br>31/03/2023 | Actual Inc<br>as % of<br>Budget |
|--------------|---------------------------|-------------------|-----------------------------------|-----------------------------------|---------------------------------|
| <b>Code</b>  | <b>Description</b>        |                   |                                   |                                   |                                 |
|              | Central Costs             | 4,855             | 4,156                             | 5,015                             | 103.30%                         |
|              | Democratic Costs          | 0                 | 0                                 | 0                                 | 0.00%                           |
|              | Corporate Management      | 0                 | 0                                 | 0                                 | 0.00%                           |
|              | Capital Projects          | 0                 | 0                                 | 0                                 | 0.00%                           |
|              | Grants -Section 137       | 0                 | 0                                 | 0                                 | 0.00%                           |
|              | Oakwood Centre            | 116,897           | 104,003                           | 139,613                           | 119.43%                         |
|              | Maintenance HQ            | 0                 | 0                                 | 0                                 | 0.00%                           |
|              | Woodley Town Centre Ptshp | 84,937            | 119,655                           | 67,090                            | 78.99%                          |
|              | Capital and Projects      | 0                 | 0                                 | 0                                 |                                 |
| <b>Total</b> |                           | <b>206,689</b>    | <b>227,814</b>                    | <b>211,718</b>                    | <b>102.43%</b>                  |
| <b>Net</b>   |                           | <b>1,058,721</b>  | <b>869,058</b>                    | <b>1,012,642</b>                  | <b>95.65%</b>                   |

Markets/events income down

|                                                   |
|---------------------------------------------------|
| <p><b>Month</b><br/><b>12</b><br/><b>100%</b></p> |
|---------------------------------------------------|

**Woodley Town Council**

**Current Account**

**List of Payments made between 01/01/2023 and 31/01/2023**

| <b>Date Paid</b> | <b>Payee Name</b>                  | <b>Amount Paid</b> | <b>Transaction Detail</b>        |
|------------------|------------------------------------|--------------------|----------------------------------|
| 12-Jan-23        | (Personal Information)             | 440.00             | WTCP Mkt manager                 |
| 26-Jan-23        | Alan Hadley Ltd                    | 450.00             | Refuse collection                |
| 12-Jan-23        | ASAP Computer Services             | 1902.00            | Annual IT support WPLC           |
| 05-Jan-23        | Atkinson Fencing Ltd               | 6529.86            | Building Supplies                |
| 06-Jan-23        | Be Fuelcards Ltd                   | 3.31               | Admin charge                     |
| 20-Jan-23        | Be Fuelcards Ltd                   | 30.16              | Unleaded petrol                  |
| 05-Jan-23        | Berkshire Lowland Search & Rescue  | 575.00             | Xmas Fayre-Marshall service      |
| 19-Jan-23        | Bowak Ltd                          | 716.67             | Cleaning Supplies                |
| 19-Jan-23        | Brewers Decorator Centres          | 53.93              | Decorating supplies              |
| 26-Jan-23        | Brewers Decorator Centres          | 208.80             | Decorating supplies              |
| 26-Jan-23        | Brown Bag Cafe Ltd                 | 322.40             | Monthly catering service         |
| 26-Jan-23        | Broxap Ltd                         | 1597.20            | Cast iron seats                  |
| 05-Jan-23        | Castle Water                       | 14999.46           | Water rates                      |
| 12-Jan-23        | Castle Water                       | 41.78              | Water rates                      |
| 05-Jan-23        | CDK Casting Ltd                    | 101.40             | Bronze plaque                    |
| 03-Jan-23        | CF Corporate Finance Ltd           | 166.32             | Qtrly lease photocopier-WPLC     |
| 19-Jan-23        | Churchill Contract Services Ltd    | 1561.84            | Contract Cleaning                |
| 03-Jan-23        | Club Manager Ltd                   | 94.80              | Gym software monthly fee         |
| 26-Jan-23        | CoolerAid Ltd                      | 30.84              | Bottled water                    |
| 05-Jan-23        | Dejac Associates Ltd               | 1518.00            | Computer support services        |
| 16-Jan-23        | Devonshire Trading Ltd             | 1100.81            | Monthly gym equip hire           |
| 18-Jan-23        | Ecotricity                         | 3490.72            | Electric supply-Depot            |
| 24-Jan-23        | Ecotricity                         | 445.38             | Gas supply-Chapel Hall           |
| 24-Jan-23        | Ecotricity                         | 1224.30            | Gas supply-OC                    |
| 24-Jan-23        | Ecotricity                         | 1561.85            | Gas supply-WPLC                  |
| 24-Jan-23        | Ecotricity                         | 291.46             | Gas supply-Coro Hall             |
| 12-Jan-23        | EDF Energy 1 Ltd                   | 26.70              | Electric supply-Clock            |
| 12-Jan-23        | Epos Now Ltd D/D                   | 30.00              | Monthly EPOS till support        |
| 12-Jan-23        | Ethos Communications Solutions Ltd | 104.16             | Repair/service copier-WPLC       |
| 19-Jan-23        | Eventu                             | 411.00             | Citizens Awards/Projector hire   |
| 26-Jan-23        | Eventu                             | 50.00              | Monthly projector hire           |
| 11-Jan-23        | Global 4 Communications            | 1037.40            | Phone/Mobiles                    |
| 20-Jan-23        | HMRC Cumbernauld                   | 16701.00           | PAYE&NI Deducted from pay        |
| 05-Jan-23        | Imperative Training Ltd            | 67.74              | Defib Adult pads-WPLC            |
| 05-Jan-23        | JMVA Ltd                           | 277.68             | Host Domain&Website              |
| 27-Jan-23        | Les Mills Fitness UK Ltd           | 203.69             | Bodybalance coach-WPLC           |
| 03-Jan-23        | Lloyds Bank D/D                    | 45.24              | Current a/c charges              |
| 16-Jan-23        | Lloyds Bank D/D                    | 465.72             | Cardnet service charge           |
| 31-Jan-23        | Lloyds Bank D/D                    | 50.00              | Current a/c charges              |
| 26-Jan-23        | Lyreco UK Ltd                      | 498.54             | Stationery Supplies              |
| 05-Jan-23        | Mailcoms Ltd D/D                   | 125.82             | Mail franking cartridge          |
| 16-Jan-23        | Merchant Rentals Ltd               | 18.40              | Monthly cardnet charge           |
| 16-Jan-23        | Merchant Rentals Ltd               | 18.40              | Cardnet charge monthly           |
| 12-Jan-23        | PHS Group                          | 2281.90            | Annual Sanitary/waste collection |
| 05-Jan-23        | Pitney Bowes Ltd                   | 150.00             | Postage top up                   |
| 19-Jan-23        | Poztive Energy Ltd                 | 81.03              | Electric supply-Coro Hall        |
| 19-Jan-23        | Poztive Energy Ltd                 | 813.48             | Electric supply-WPLC             |
| 19-Jan-23        | Poztive Energy Ltd                 | 41.87              | Electric supply-Chapel Hall      |
| 19-Jan-23        | Poztive Energy Ltd                 | 2080.14            | Electric supply-OC               |
| 20-Jan-23        | Prudential                         | 307.24             | AVC deducted from pay            |
| 26-Jan-23        | Reading Borough Council            | 205.82             | Annual rent/licence fee          |
| 26-Jan-23        | Reading Community Energy Soc Ltd   | 468.93             | Electric supply OC&WPLC          |
| 26-Jan-23        | Richard Wheeler Signs Ltd          | 7816.85            | 50% deposit - Signs              |

|           |                                   |          |                                  |
|-----------|-----------------------------------|----------|----------------------------------|
| 19-Jan-23 | Select Environmental Services Ltd | 279.00   | Refuse collection                |
| 10-Jan-23 | SGW Payroll Ltd                   | 159.86   | Monthly payroll service fee      |
| 12-Jan-23 | SSE Southern Electric             | 588.00   | Electric supply                  |
| 05-Jan-23 | Technical Surfaces Ltd            | 480.00   | 3G Matchfit service              |
| 19-Jan-23 | Technical Surfaces Ltd            | 480.00   | 3G Matchfit service              |
| 20-Jan-23 | The Berkshire Pension Fund        | 20527.40 | Employee & 'er deducted from pay |
| 19-Jan-23 | Trade UK - BandQ                  | 87.00    | Building Supplies                |
| 19-Jan-23 | Trade UK - Screwfix               | 937.93   | Building Supplies                |
| 05-Jan-23 | Tudor Environmental               | 850.08   | Gardening supplies               |
| 19-Jan-23 | Tudor Environmental               | 518.40   | Bags of rock salt                |
| 20-Jan-23 | Unison Collection Ac              | 22.50    | Union fee deducted from pay      |
| 26-Jan-23 | Veolia ES - UK Ltd                | 247.09   | Refuse collection                |
| 26-Jan-23 | Willis & Anisworth                | 126.00   | Brown rock salt                  |
| 03-Jan-23 | Wokingham BC - Rates              | 2283.00  | Rates-WPLC                       |
| 03-Jan-23 | Wokingham BC - Rates              | 364.00   | Rates-Coro Hall                  |
| 03-Jan-23 | Wokingham BC - Rates              | 165.00   | Rates-Chapel Hall                |
| 03-Jan-23 | Wokingham BC - Rates              | 898.00   | Rates-OC                         |

**Total 102850.30**

### CLERKS IMPREST A/C

#### List of Payments made between 01/01/2023 and 31/01/2023

| Date Paid | Payee Name                | Amount Paid | Transaction Detail        |
|-----------|---------------------------|-------------|---------------------------|
| 09-Jan-23 | (Personal Information)    | 15.00       | Refund key deposit        |
| 09-Jan-23 | (Personal Information)    | 75.00       | Refund deposit            |
| 10-Jan-23 | (Personal Information)    | 7.25        | Refund WPLC course        |
| 13-Jan-23 | (Personal Information)    | 15.00       | Refund key deposit        |
| 16-Jan-23 | (Personal Information)    | 75.00       | Refund deposit            |
| 16-Jan-23 | (Personal Information)    | 27.00       | Refund Allotment overpaid |
| 23-Jan-23 | (Personal Information)    | 30.00       | Refund key deposit        |
| 23-Jan-23 | (Personal Information)    | 100.00      | Refund deposit            |
| 23-Jan-23 | (Personal Information)    | 75.00       | Refund deposit            |
| 30-Jan-23 | (Personal Information)    | 75.00       | Refund deposit            |
| 31-Jan-23 | (Personal Information)    | 75.00       | Refund deposit            |
| 16-Jan-23 | 1st Woodley Scout Grp     | 75.00       | Refund deposit            |
| 26-Jan-23 | Adobe Acropro             | 291.17      | Adobe software            |
| 04-Jan-23 | Amazon Mkt Place          | 24.68       | Window hinge kit          |
| 11-Jan-23 | Amazon Mkt Place          | 19.78       | Dustpan and brush set     |
| 27-Jan-23 | Amazon Mkt Place          | 10.84       | Birchwood stirrers-WPLC   |
| 27-Jan-23 | Amazon Mkt Place          | 40.77       | Kraft 12oz Ripple cups    |
| 27-Jan-23 | Amazon Mkt Place          | 26.32       | Monitor stand riser-OC    |
| 23-Jan-23 | B&Q Market Place          | 275.94      | 6x Industrial fan heaters |
| 13-Jan-23 | Awards of Distinction Ltd | 255.60      | Awards engraving          |
| 30-Jan-23 | Willis & Ainsworth        | 846.12      | 22 ton type 1 limestone   |
| 11-Jan-23 | Dunston Graphics          | 25.00       | Lease plan update-WP      |
| 18-Jan-23 | Gravelmaster.co.uk        | 825.00      | Play Sand                 |
| 30-Jan-23 | Home-Start Wokingham      | 250.00      | Grant Jan 2023            |
| 18-Jan-23 | Janitorial Direct         | 255.14      | Cleaning supplies-Depot   |
| 25-Jan-23 | Lloyds Bank               | 53328.58    | January 23 - payroll      |
| 13-Jan-23 | Lloyds Bank D/D           | 14.95       | Monthly Imprest a/c fees  |
| 31-Jan-23 | PETTY CASH A/C            | 265.07      | Top up - petty cash       |
| 17-Jan-23 | Powerland Battery Centre  | 108.71      | 2x Vechile batteries      |
| 19-Jan-23 | TV Licensing              | 159.00      | TV License - OC           |

**Total 57666.92**



**Woodley Town Council****Current Account****List of Payments made between 01/02/2023 and 28/02/2023**

| <b>Date Paid</b> | <b>Payee Name</b>                    | <b>Amount Paid</b> | <b>Transaction Detail</b>        |
|------------------|--------------------------------------|--------------------|----------------------------------|
| 16-Feb-23        | (Personal Information)               | 330.00             | WTCP Mkt Manager                 |
| 01-Feb-23        | Advanced Maintenace UK Ltd           | 156.00             | Annual boiler service            |
| 23-Feb-23        | Agile Hospitality Solutions Ltd      | 1194.00            | Events 500 training - Bookings   |
| 08-Feb-23        | Alan Hadley Ltd                      | 492.00             | Refuse collection                |
| 16-Feb-23        | Allder Glass Ltd                     | 10459.02           | Supply & Fit Bi-Fold doors       |
| 16-Feb-23        | April Skies Accounting Ltd           | 598.60             | Internal audit 22/23             |
| 10-Feb-23        | Be Fuelcards Ltd                     | 88.15              | BP Diesel-47200m                 |
| 01-Feb-23        | Blandy & Blandy LLP                  | 1803.60            | Professional services            |
| 16-Feb-23        | Bowak Ltd                            | 197.44             | Cleaning supplies                |
| 01-Feb-23        | Brake Bros Foodservice Ltd           | 428.19             | Vending supplies                 |
| 23-Feb-23        | Brewers Decorator Centners           | 53.93              | Decorating supplies              |
| 23-Feb-23        | Brown Bag Cafe Ltd                   | 316.50             | Monthly catering service         |
| 08-Feb-23        | Castle Water                         | 2617.49            | Water rates                      |
| 23-Feb-23        | Churchill Contract Services Ltd      | 1561.84            | Contract cleaning                |
| 01-Feb-23        | Club Manager Ltd                     | 94.80              | Gym software monthly fee         |
| 08-Feb-23        | Dejac Associates Ltd                 | 276.00             | Install wireless router          |
| 23-Feb-23        | Dejac Associates Ltd                 | 1269.00            | Annual mail server charge        |
| 15-Feb-23        | Devonshire Trading Ltd               | 1100.81            | Monthly Gym equip hire           |
| 16-Feb-23        | Ecotricity                           | 340.86             | Gas supply-Coro Hall             |
| 16-Feb-23        | Ecotricity                           | 1711.03            | Gas supply-WPLC                  |
| 23-Feb-23        | EDF Energy 1 Ltd                     | 26.70              | Electric supply-Clock            |
| 10-Feb-23        | Epos Now Ltd D/D                     | 30.00              | Epos till monthly support        |
| 23-Feb-23        | Facet Technical & Resource Solutions | 8893.34            | Fire safety checks               |
| 08-Feb-23        | Farol Ltd                            | 43.41              | Vechile supplies                 |
| 16-Feb-23        | Fiddes & Son Ltd - Bowcom            | 378.00             | Quantum 10 ltr tubs line mark    |
| 16-Feb-23        | Fraser Office Supplies Ltd           | 60.17              | Stationery supplies              |
| 09-Feb-23        | Global 4 Communications              | 1038.24            | Phone/mobiles                    |
| 23-Feb-23        | Henley Theatre Services Ltd          | 55.99              | Second hand colour frame         |
| 16-Feb-23        | HMRC Cumbernauld                     | 17930.44           | PAYE&NI Deducted from pay        |
| 08-Feb-23        | Lamps-Tubes Luminations Ltd          | 1116.00            | Remove xmas lights               |
| 27-Feb-23        | Les Mills Fitness UK Ltd             | 203.69             | Bodybalance-Gym coach            |
| 08-Feb-23        | Lister Wilder Ltd                    | 249.52             | Garden supplies                  |
| 16-Feb-23        | Lister Wilder Ltd                    | 600.49             | Vechile supplies/repair blades   |
| 14-Feb-23        | Lloyds Bank D/D                      | 359.09             | Cardnet monthly charge service   |
| 23-Feb-23        | Lyreco UK Ltd                        | 102.01             | Stationery supplies              |
| 16-Feb-23        | M K Cleaning                         | 50.40              | Laundry-Cloths                   |
| 15-Feb-23        | Merchant Rentals Ltd                 | 18.40              | Monthly cardnet charge           |
| 15-Feb-23        | Merchant Rentals Ltd                 | 18.40              | Monthly cardnet charge           |
| 01-Feb-23        | PHS Group                            | 440.48             | Qtrly dust matt charges          |
| 23-Feb-23        | Pitney Bowes Ltd                     | 150.00             | Postage top up                   |
| 15-Feb-23        | Poztive Energy Ltd                   | 78.59              | Electric supply-Coro Hall        |
| 15-Feb-23        | Poztive Energy Ltd                   | 1919.69            | Electric supply-OC               |
| 16-Feb-23        | Prudential                           | 307.24             | AVC deducted from pay            |
| 28-Feb-23        | Public Works Loan Board              | 5874.06            | PW505314-Capital/Interest        |
| 16-Feb-23        | Richard Wheeler Signs Ltd            | 7816.85            | Info Notice Signs                |
| 08-Feb-23        | SAS Land Services Ltd                | 840.00             | Hire - excavator                 |
| 20-Feb-23        | SGW Payroll Ltd                      | 159.86             | Payroll service-Jan 23           |
| 16-Feb-23        | SWALEC                               | 273.80             | Electric supply-Toilet           |
| 16-Feb-23        | T H White Ltd                        | 282.55             | Vechile supplies                 |
| 08-Feb-23        | Thames Valley Water Services Ltd     | 1476.00            | Monthly water/legionella checks  |
| 16-Feb-23        | The Berkshire Pension Fund           | 21189.09           | Employee & 'er deducted from pay |
| 16-Feb-23        | Thorngate Upholstery & Curtains      | 3008.00            | Supply & Fit curtains            |
| 16-Feb-23        | Trade UK - Screwfix                  | 697.20             | Building supplies                |

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| 08-Feb-23 Tudor Environmental       | 397.78 Garden supplies              |
| 16-Feb-23 Tudor Environmental       | 2312.38 Garden/building supplies    |
| 23-Feb-23 Tudor Environmental       | 284.40 Lawn grass seed              |
| 16-Feb-23 Unison Collection Ac      | 22.50 Union fee deducted from pay   |
| 23-Feb-23 Veolia ES - UK Ltd        | 624.21 Refuse collection            |
| 08-Feb-23 Wingfield Engineering Ltd | 241.26 Vechile service & repair     |
| 08-Feb-23 Wokingham Borough Council | 1378.00 Street trading consent-WTCP |
| 08-Feb-23 WorkNest Ltd              | 7985.59 Health & Safety 2023/24     |

**Total 114023.08**

### CLERKS IMPREST A/C

#### List of Payments made between 01/02/2023 : (Personal Information)

| Date Paid | Payee Name                | Amount Paid | Transaction Detail       |
|-----------|---------------------------|-------------|--------------------------|
| 06-Feb-23 | (Personal Information)    | 75.00       | Refund deposit           |
| 08-Feb-23 | (Personal Information)    | 40.50       | Refund 3G charge         |
| 08-Feb-23 | (Personal Information)    | 15.00       | Refund deposit           |
| 08-Feb-23 | (Personal Information)    | 30.00       | Refund WPLC course       |
| 10-Feb-23 | (Personal Information)    | 75.00       | Refund deposit           |
| 10-Feb-23 | (Personal Information)    | 16.20       | Refund Allot rent        |
| 14-Feb-23 | (Personal Information)    | 15.00       | Refund Allot key deposit |
| 14-Feb-23 | (Personal Information)    | 75.00       | Refund deposit           |
| 17-Feb-23 | (Personal Information)    | 75.00       | Refund deposit           |
| 20-Feb-23 | (Personal Information)    | 75.00       | Refund deposit           |
| 24-Feb-23 | (Personal Information)    | 75.00       | Refund deposit           |
| 02-Feb-23 | Amazon Mkt Place          | 9.98        | Cleaning supplies        |
| 10-Feb-23 | Amazon Mkt Place          | 52.83       | 1/2" drive torque wrench |
| 17-Feb-23 | Amazon Mkt Place          | 119.31      | 3x Table cloths - OC     |
| 17-Feb-23 | Amazon Mkt Place          | 119.32      | 3x Table cloths - OC     |
| 02-Feb-23 | Bullseye Awards&Garments  | 18.00       | Engraving-Award          |
| 02-Feb-23 | Chew Valley Trees         | 666.00      | Magnolia/cherry trees    |
| 24-Feb-23 | Chew valley Trees         | 444.00      | Memorial trees           |
| 01-Feb-23 | Colour Confidence.co.uk   | 53.95       | Colour card fan deck     |
| 23-Feb-23 | Hicks Holdings Ltd        | 482.64      | Van service/repair       |
| 22-Feb-23 | Lloyds Bank               | 53522.00    | Feb 2023 - net payroll   |
| 10-Feb-23 | Lloyds Bank D/D           | 13.60       | Imprest a/c charges      |
| 21-Feb-23 | Norris Steam Services Ltd | 387.00      | Jiffy J-4000 steamer OC  |
| 14-Feb-23 | Products4Pool.com         | 673.52      | Speck Badu pool pump     |
| 17-Feb-23 | Rotary Club of Loddan     | 75.00       | Refund deposit           |
| 08-Feb-23 | The Pink House            | 212.40      | Wrought Iron tree guard  |
| 24-Feb-23 | Waitrose.com              | 160.97      | Wine - Awards enevt      |
| 16-Feb-23 | WWW.SMDD.co.uk            | 57.24       | 3/4" Brass float valve   |

**Total 57634.46**

**Woodley Town Council****Current Account****List of Payments made between 01/03/2023 and 31/03/2023**

| <b>Date Paid</b> | <b>Payee Name</b>                    | <b>Amount Paid</b> | <b>Transaction Detail</b>        |
|------------------|--------------------------------------|--------------------|----------------------------------|
| 08-Mar-23        | (Personal Information)               | 440.00             | WTCP Mkt Manager                 |
| 01-Mar-23        | 1st Direct Pools                     | 1169.00            | Triton pressure valve            |
| 16-Mar-23        | AGA Print Ltd                        | 44.32              | Poster/Banners                   |
| 30-Mar-23        | BACS P/L Pymnt Page 5125             | 0.08               | BACS P/L Pymnt Page 5125         |
| 03-Mar-23        | Be Fuelcards Ltd                     | 123.34             | Diesel/Unleaded fuel             |
| 02-Mar-23        | BNP Paribas Leasing Solutions        | 577.20             | Qtrly Photocopy lease rental     |
| 16-Mar-23        | Bowak Ltd                            | 363.83             | Cleaning supplies                |
| 23-Mar-23        | Bowak Ltd                            | 339.84             | Cleaning supplies                |
| 01-Mar-23        | Brake Bros Foodservice Ltd           | 418.68             | Vending supplies                 |
| 16-Mar-23        | Brake Bros Foodservice Ltd           | 302.57             | Vending supplies                 |
| 23-Mar-23        | Brewers Decorator Centres            | 71.86              | Decorating supplies              |
| 23-Mar-23        | Brown Bag Cafe Ltd                   | 1564.56            | Monthly catering service         |
| 16-Mar-23        | Business Stream                      | 55.46              | Water rates-toilet               |
| 08-Mar-23        | Castle Water                         | 2610.95            | Water rates                      |
| 23-Mar-23        | Churchill Contract Services Ltd      | 1561.84            | Contract cleaning                |
| 01-Mar-23        | Club Manager Ltd                     | 94.80              | Gym software monthly fee         |
| 23-Mar-23        | CoolerAid Ltd                        | 18.50              | Bottled water                    |
| 01-Mar-23        | Dejac Associates Ltd                 | 1230.00            | Synology digital drives          |
| 15-Mar-23        | Devonshire Trading Ltd               | 1100.81            | Monthly gym equip hire           |
| 16-Mar-23        | Drain Surgeons UK Ltd                | 234.00             | Empty Cesspit-Depot              |
| 20-Mar-23        | Ecotricity                           | 750.49             | Gas supply                       |
| 20-Mar-23        | Ecotricity                           | 2896.26            | Electric supply-Depot            |
| 21-Mar-23        | Ecotricity                           | 3489.07            | Gas supply-WPLC                  |
| 08-Mar-23        | EDF Energy 1 Ltd                     | 24.14              | Electric supply-clock            |
| 16-Mar-23        | Energieo Ltd                         | 475.46             | Instal-Christmas tree-WTCP       |
| 10-Mar-23        | Epos Now Ltd D/D                     | 30.00              | Epos till monthly charge         |
| 23-Mar-23        | Ethos Communications Solutions Ltd   | 237.61             | Printing/copying-WPLC            |
| 01-Mar-23        | Eventu                               | 50.00              | Projector hire                   |
| 16-Mar-23        | Facet Technical & Resource Solutions | 840.00             | Extra work on Fire alarm-OC      |
| 01-Mar-23        | Farol Ltd                            | 102.42             | Gardening supplies               |
| 01-Mar-23        | FR Jones and Son Ltd                 | 899.00             | Petrol lawn mower                |
| 09-Mar-23        | Global 4 Communications              | 1036.53            | Phone/Mobiles                    |
| 01-Mar-23        | Henry Street Garden Centre           | 317.30             | Gardening supplies               |
| 17-Mar-23        | HMRC Cumbernauld                     | 16289.57           | PAYE&NI Deducted from pay        |
| 08-Mar-23        | IBS Office Solutions Ltd             | 356.81             | Printing/copying-OC              |
| 01-Mar-23        | Lantec Security Ltd                  | 593.10             | Replace fire door                |
| 08-Mar-23        | LAX Events Ltd                       | 533.00             | Equip hire-Events                |
| 07-Mar-23        | Lloyds Bank D/D                      | 55.72              | Current a/c-Charges              |
| 14-Mar-23        | Lloyds Bank D/D                      | 284.96             | Monthly Cardnet fees             |
| 23-Mar-23        | Lyreco UK Ltd                        | 116.97             | Stationery supplies              |
| 08-Mar-23        | M K Cleaning                         | 42.00              | Laundry-Cloths                   |
| 23-Mar-23        | M K Cleaning                         | 269.70             | Laundry-Cloths                   |
| 08-Mar-23        | McFarlane Telfer Ltd                 | 1296.00            | Major service-Catering Equipment |
| 15-Mar-23        | Merchant Rentals Ltd                 | 18.40              | Cardnet machine rental           |
| 15-Mar-23        | Merchant Rentals Ltd                 | 18.40              | Cardnet machine rental           |
| 07-Mar-23        | Poztive Energy Ltd                   | 859.06             | Electric supply-WPLC             |
| 07-Mar-23        | Poztive Energy Ltd                   | 43.73              | Electric supply-Chapel Hall      |
| 22-Mar-23        | Poztive Energy Ltd                   | 76.47              | Electric supply-Coro Hall        |
| 28-Mar-23        | Poztive Energy Ltd                   | 39.52              | Electric supply-Chapel Hall      |
| 28-Mar-23        | Poztive Energy Ltd                   | 388.30             | Electric supply-WPLC             |
| 28-Mar-23        | Poztive Energy Ltd                   | 410.09             | Electric supply-WPLC             |
| 31-Mar-23        | Poztive Energy Ltd                   | 1740.23            | Electric supply-OC               |
| 17-Mar-23        | Prudential                           | 307.24             | AVC deducted from pay            |
| 30-Mar-23        | Public Works Loan Board              | 29093.75           | PWLB-485970 interest             |
| 31-Mar-23        | Public Works Loan Board              | 40204.33           | PB- Capital/Interest             |
| 08-Mar-23        | R.E.S. Systems Ltd                   | 1440.00            | 6 monthly fire check             |
| 01-Mar-23        | Rialtas Business Solutions Ltd       | 543.11             | Annual Booking fee               |
| 08-Mar-23        | Rialtas Business Solutions Ltd       | 298.98             | Annual Allot fee                 |

|              |                                   |                  |                                  |
|--------------|-----------------------------------|------------------|----------------------------------|
| 23-Mar-23    | Richard Wheeler Signs Ltd         | 60.40            | Defib Signs                      |
| 16-Mar-23    | Select Environmental Services Ltd | 488.04           | Refuse collection                |
| 17-Mar-23    | SGW Payroll Ltd                   | 157.82           | Monthly payroll fee-Feb 23       |
| 23-Mar-23    | St John Ambulance                 | 630.00           | Health & Safety training         |
| 23-Mar-23    | Suregreen Ltd                     | 554.40           | Feather edge boards              |
| 17-Mar-23    | SWALEC                            | 84.57            | Electric supply-toilet           |
| 27-Mar-23    | SWALEC                            | 116.59           | Electric supply-toilet           |
| 08-Mar-23    | Thames Valley Water Services Ltd  | 252.00           | Monthly water checks             |
| 17-Mar-23    | The Berkshire Pension Fund        | 20403.35         | Employee & 'er deducted from pay |
| 23-Mar-23    | Trade UK - BandQ                  | 231.12           | Building supplies                |
| 16-Mar-23    | Trade UK - Screwfix               | 36.12            | Building supplies                |
| 23-Mar-23    | Trade UK - Screwfix               | 21.99            | Building supplies                |
| 16-Mar-23    | Tudor Environmental               | 625.14           | Wildflower/football seed         |
| 17-Mar-23    | Unison Collection Ac              | 22.50            | Union fee deducted from pay      |
| 01-Mar-23    | Veolia ES - UK Ltd                | 89.27            | Refuse collection                |
| 23-Mar-23    | Veolia ES - UK Ltd                | 491.47           | Refuse collection                |
| 08-Mar-23    | WorkNest Ltd                      | 630.00           | Professional/legal service       |
| 01-Mar-23    | Zaros Trading Ltd                 | 1658.24          | Slitter/Tractor                  |
| <b>Total</b> |                                   | <b>145342.38</b> |                                  |

### CLERKS IMPREST A/C

List of Payments made between 01/03/2023 and 31/03/2023

| Date Paid    | Payee Name             | Amount Paid     | Transaction Detail          |
|--------------|------------------------|-----------------|-----------------------------|
| 10-Mar-23    | (Personal Information) | 75.00           | Refund deposit              |
| 10-Mar-23    | (Personal Information) | 50.00           | Refund deposit              |
| 13-Mar-23    | (Personal Information) | 75.00           | Refund deposit              |
| 13-Mar-23    | (Personal Information) | 200.00          | Refund deposit              |
| 14-Mar-23    | (Personal Information) | 75.00           | Refund deposit              |
| 17-Mar-23    | (Personal Information) | 15.00           | Refund key deposit          |
| 21-Mar-23    | (Personal Information) | 50.00           | Refund deposit              |
| 24-Mar-23    | (Personal Information) | 100.00          | Refund deposit              |
| 24-Mar-23    | (Personal Information) | 50.00           | Refund deposit              |
| 27-Mar-23    | (Personal Information) | 100.00          | Refund deposit              |
| 27-Mar-23    | (Personal Information) | 67.50           | Refund deposit              |
| 27-Mar-23    | (Personal Information) | 75.00           | Refund deposit              |
| 30-Mar-23    | AJGIBL GBP CLIENT      | 39795.3         | Insurance                   |
| 08-Mar-23    | Amazon mkt Place       | 11.94           | WTCP-x30 yellow chicks      |
| 10-Mar-23    | Amazon Mkt Place       | 49.98           | Garden lawn aerator spike   |
| 15-Mar-23    | Amazon Mkt Place       | 6.99            | Garden Hose connectors      |
| 15-Mar-23    | Amazon Mkt Place       | 12.70           | Reinforced garden hose      |
| 15-Mar-23    | Amazon Mkt Place       | 46.64           | Water pump/Clock            |
| 20-Mar-23    | Amazon Mkt Place       | 12.90           | Glow in Dark matte vinyl    |
| 21-Mar-23    | Amazon Mkt Place       | 50.24           | Signs/lights gels filter    |
| 21-Mar-23    | Amazon Mkt Place       | 16.98           | Clock-WPLC                  |
| 24-Mar-23    | Amazon Mkt Place       | 41.97           | Stationery supplies-Depot   |
| 27-Mar-23    | Amazon Mkt Place       | 38.48           | Stationery supplies-Depot   |
| 27-Mar-23    | Amazon Mkt Place       | 33.55           | Stationery supplies-Depot   |
| 30-Mar-23    | AXXESS IDENTIFICAT     | 69.06           | ID Cards                    |
| 20-Mar-23    | Createyourworld.co.uk  | 4.30            | Sticky back plastic samples |
| 21-Mar-23    | Direct sports.co.uk    | 113.70          | Badminton shuttlecocks      |
| 24-Mar-23    | Encore Technologies    | 380.00          | Deposit musician fee        |
| 30-Mar-23    | G M IMBER & SONS L     | 232.28          | Insurance                   |
| 08-Mar-23    | J Parker.co.uk         | 397.39          | Gardening supplies          |
| 22-Mar-23    | Lloyds Bank            | 50556.00        | March 2023 net payroll      |
| 17-Mar-23    | Lloyds Bank D/D        | 14.57           | Imprest a/c-Charges         |
| 08-Mar-23    | Parkinson Partners     | 10.00           | Zoom mtg - VAT              |
| 20-Mar-23    | PETTY CASH A/C         | 231.96          | Petty cash topup            |
| 13-Mar-23    | Woodley Central WI     | 75.00           | Refund deposit              |
| <b>Total</b> |                        | <b>93134.43</b> |                             |

# April Skies

## Accounting

Kevin Murray

Woodley Town Council

24 March 2023

Dear Kevin

### **Woodley Town Council**

#### **Interim Internal Audit Report 2022-23**

Following the third interim audit completed on 23 March , I attach my updated report for consideration by the Council. This contains findings from the first three of four audits I intend to carry out to support my opinion on the 22-23 Annual Governance and Accountability Return (AGAR). To date I have reviewed the following:

- Review of opening balances and reporting of 21-22 audit opinion
- Testing of expenditure first 11 months of financial year
- Risk assessments
- Budget monitoring and setting of 23-24 budgets
- Salaries and wages
- Income - Woodford Park Leisure Centre
- Income from hires of halls and sports pitches
- Petty Cash
- Arrangements for inspection of accounts
- Bank reconciliations.

I am able to report that I have identified no matters to date that would prevent me from signing off the internal audit report in the AGAR. I have set out a number of recommendations for improvement at Appendix A ( 1<sup>st</sup> and 2<sup>nd</sup> Interim Audits ) and Appendix B ( 3<sup>rd</sup> interim audit)

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

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### **A: Books of Account**

#### **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

The Council uses the RBS Omega accounting system, an industry specific accounting package to record accounting transactions. Woodley also uses the following modules supplied by RBS that feed directly into the accounting system:

- allotments,
- bookings, although testing is under way on a new package, Events 500.
- purchase ledger
- sales ledger

The Town Clerk is the Proper Officer and RFO for WTC. Currently this role is fulfilled by the Deputy Clerk, as acting Town Clerk. Day to day accounting is carried out by the Finance Officer, who is an experienced user of the Omega accounting system

The Omega system is used to report and record the financial transactions of the Council. A review of the cashbook shows that all data fields are being entered, supporting documentation is easily located from references recorded on the general ledger. Reconciliations tested were up to date at the time of the audit.

I have tested the brought forward balances against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 21-22 was £3,293,068. This agrees to the period 0 balance sheet on Omega.

The Council is VAT registered, necessary because of the income generating activities at the Council. I have confirmed that the Council's VAT returns were up to date, with the claim for the 3 months to 30 September 2022 submitted to HMRC on 4 October 2022. I checked that balances in the return could be agreed to schedules produced by the accounting system. The VAT refund of £53,462 was received in the Council bank account on 11 October 2022.

I checked access controls to the Council's Accounting system. I was able to confirm that all access levels were appropriate for the officers concerned, and that there are no issues with ex staff still having access to the system. There is however, a degree of over reliance on the Finance Officer, with no other officer having his level of access, together with the RBS system installed on their computer. Should the Finance Officer be unavailable, the Council could face problems in carrying out key tasks, such as submitting the VAT return. I recommend that the Council considers mirroring the Finance Officer's access to another user, and ensures that user has the RBS accounting system installed on their PC.

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### **B: Financial Regulations & Payments** **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

Financial Regulations and Standing Orders were reviewed at Full Council in October 2022. The Financial Regulations are based on the NALC template, with local amendments to match controls in place at WTC.

The Council gives authority to spend via the annual budget process. The budget is published annually in the budget book. Service managers are permitted to place orders for goods and services against approved budgets. Purchase orders must be raised for all orders where a contract is not in place.

Invoices are sent to the Finance Officer. Once confirmation of receipt of goods or service has been confirmed, these invoices are loaded on to the purchase ledger and coded to the relevant cost centre. The Finance Officer prepares the weekly payment run. All invoices are scanned attached to a batch schedule and sent to the Deputy Clerk for review. The invoice batch is then sent to 2 from a panel of 4 councillors, who authorise invoices for payment. The payments are set up at the bank by the Finance Officer and authorised by the Deputy Clerk (or back up bank signatories). Invoice batch and evidence of authorisation is filed by the Finance Officer.

The Council has a robust procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of 15 transactions from cashbook for the first 9 months of the financial year and tested the following:

- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Deputy Clerk had certified the invoice as ready for payment
- Payment approval slip was on file, authorized by 2 councillors,
- VAT accounting correct
- Expenditure appropriate for the Council

I was able to confirm that the Council is following financial regulations in ordering and payment for goods and services. My testing identified the following matters :

- On a payment to MKR Electrics with a value of £2906, the purchase order had been signed off by the Amenities Manager. All orders above £1000 should be authorised by the Town Clerk ( Financial Regulation 3 a))
- Evidence of batch payment authorisation by councillors is not routinely stored in the invoice batch file. These documents should be stored with the invoices.
- There was no goods received note (GRNs) available for one transaction (sports equipment). GRNs should be filed with invoices to demonstrate receipt of goods.

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- Direct Debits and Standing Orders are not currently authorised in advance at a Council meeting. It is recommended that a schedule of all such payments, together with an estimate of payments to be made should be authorised at a meeting in advance of each financial year.

Purchase orders are currently issued using paper pads of controlled stationery. The Council should consider modernising this process as :

- Purchase orders cannot readily be issued to suppliers - they are handwritten and not always presentable externally
- The purchase order is not linked to the accounting system, and therefore does not generate a commitment on the ledger, which would be useful for management accounting.

I recommend that the Council considers installing the RBS purchase order module. This would require the system to be made available to all officers who order goods and services from suppliers

### **3<sup>rd</sup> Interim Audit**

I selected a further small sample of expenditure transactions from month 10 and 11 cashbooks. For all transactions tested I was able to confirm

- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Deputy Clerk had certified the invoice as ready for payment
- Payment approval slip was on file, authorized by 2 councillors,
- VAT accounting correct
- Expenditure appropriate for the Council
- Payment set up by Finance Officer, and authorised at bank by Deputy Town Clerk.

### **C: Risk Management & Insurance** **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

The Council is in year three of a 3-year deal with Ecclesiastical Insurance, arranged by Gallaghers. I have seen the insurance policy; insurance was in date at the time of my audit with an expiry date of 31 March 2023. Asset updates are provided to the insurers as new assets are purchased. I confirmed coverage was increased to insure the new play area in Woodley. Asset cover appeared consistent with the asset register.

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I tested procedures for the backup of computer data with the assistance of the Council's IT provider. The Finance Officer backs up the RBS system daily, this is supplemented by an automatic daily back up. The back up file is copied to the server held in the archive room and to cloud storage each day. Back up arrangements appear to be satisfactory.

### **3<sup>rd</sup> interim audit**

My interim audit report is due to be presented at the Strategy and Resources Committee on 18 April, and after that will be reported at the next Full Council meeting. This must be done to ensure that the Council can demonstrate to external audit that it acts on the recommendations of audit. I followed up my previous recommendations, responses from the Council are set out in Appendix A.

The Council has a Risk Management Sub Committee that meets 4 times per year. This group is responsible for updating and amending the risk register, and reviewing the risk strategy. I have confirmed that this process has been followed for 22-23 and the risk management strategy and the risk register were reviewed at the Full Council meeting on 7 February 2023 – agenda item 4.1. I discussed this document with the Deputy Town Clerk, and he confirmed a number of areas of work for the forthcoming year have been identified as a result of the risk management process. In addition external consultants Worknest have recently completed a health and safety risk assessment, which will feed into the risk assessment process for 23-24.

I am satisfied that the Council has met its obligations in this area for 2023-24.

## **D. Budget, Precept & Reserves**

### **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

The Council was in the process of finalising the 23-24 budget at the time of my second audit, with review due at the Full Council meeting on 7 February, after review at Strategy and Resources Committee on 24 January. I will review next year's budget at my next visit in March.

Budget Monitoring reports are produced for each meeting of the Strategy and Resources and Leisure Services Committees I reviewed minutes and confirmed that the report was included in agenda papers for the June and November meetings of these Committees.

### **Third Interim audit**

The Council approved the 23-24 budget and precept at the Full Council meeting on 7 Feb 2023 – agenda item 4.5 and 4.6. Precept was set at £1,195,649. The approved 23-24 budget sets out the following:

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- Net Revenue Expenditure - £1.085m
- Capital Expenditure - £0.225m
- Precept - £1.196m
- Transfer from Reserves -£0.115m

The Council currently only prepares budgets on an annual basis. It is my recommendation that the Council should start to develop a 3-5 financial plan as part of the budget setting process for 24-25. This would allow the Council to plan its finances more effectively and allow for

- Projects and strategy goals
- Loans and borrowing repayments
- CIL and grants
- Asset management plan

I will review Council reserve balances as part of my year end audit

### **E. Income**

#### **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

Income is generated from the following sources:

Woodford Park Leisure Centre – Gym membership and leisure centre users

Oakwood Centre – room hire

Café – rental

Coronation Hall – room hire

Chapel Hall - room hire

CCLA / Lloyds investments

Allotments

#### Woodford Park Leisure Centre

I selected a sample of Woodford Park income transactions from the cashbook at my January audit. For all transactions tested I was able to agree cashbook entry back to

- Till receipt for casual sales
- Invoice for booking income
- Direct debit for gym membership.

I confirmed with the Manager at Woodford Park that there is procedure in place for non-payment of gym memberships. Any failed or cancelled direct debits result in the membership access card being cancelled.

I also confirmed there is sufficient separation of duties in cash and banking arrangements at the Leisure Centre. Each day the till is cashed up by Leisure Centre staff, and the count is signed off as accurate by a supervisor. Banking is then carried out by the Council's Finance Officer, who enters records of the Leisure Centre income on to the RBS accounting system, and retains banking and till records.

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The Deputy Clerk has confirmed that fees and charges at the Leisure Centre are reviewed annually, as required by financial regulations.

### Review of Sales Ledger

I reviewed balances on the Council's sales ledgers at 19 January 2023. Details are set out below.

|                                   | Current Debt | Up to 30 days | Up to 60 Days | Over 60 days | Other | TOTAL    |
|-----------------------------------|--------------|---------------|---------------|--------------|-------|----------|
| <b>General Sales Ledger</b>       | 5126.07      | 1975.8        | 1566.36       | -300.6       | -45.3 | 8322.33  |
| <b>Woodford Park Sales Ledger</b> | 0            | 7524.97       | 7146.5        | 117          | 0     | 14788.47 |

This review suggests that the Council is managing debt collection successfully. There is a debt of £6,390 owed by WLDDS which is now more than 30 days old, this should be monitored closely to ensure it is collected in full.

### Third Interim audit

I tested a sample of invoices relating to room and facility hire at my third interim audit. I selected a sample of 10 credits from the general ledger, and attempted to confirm

- Cashbook entry back to invoice
- Invoice back to approved fees and charges for 22-23 financial year.

I have identified recommendations for improvement in this area

One invoice was for room rental by Optalis limited. I note from discussion with the Deputy Town Clerk, that Optalis have not signed a new lease, and are invoiced as a room hirer. However, I was not able to agree the rate invoiced to approved fees or charges, or a minute of a council meeting confirming the amount to be paid by Optalis. I therefore recommend that:

- The room hire rate charged to Optalis is approved at a Council meeting
- The Council seeks to finalise the lease with Optalis. At present this company is able to end the hire with no notice.

I selected a number of invoices, where reduced hire rates were charged. These were for longer term hirers. However, I have not been able to locate any approval for reduced rates to be charged. I therefore recommend that the Deputy Town Clerk sets out details of any reduced hire rates charged by WTC and seeks approval at the next available Council meeting.

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### **F. Petty Cash**

#### **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

The Council holds petty cash balance of £250 at the Town Council and £50 at Woodford Park. Petty cash is reconciled and counted each month by the Finance Officer. I recommend that this cash count is checked and countersigned twice a year by the Deputy Town Clerk.

### **F. Payroll**

#### **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

The Council uses an external payroll provider, Safeguard. The Finance Officer collates data on all changes ( timesheets / salary changes ) This is sent to Safeguard who prepare the monthly payroll. Payments are set up at bank, authorised by the Deputy Clerk and the Finance Officer posts the payroll journal to the accounting system.

I tested the August 2022 payroll in detail. I was able to confirm the payroll posted to the general ledger back to the payroll document prepared by Safeguard. I agreed pay for 5 officers back to payslips, rates of pay were checked back to appropriate NJC scales. I have one recommendation to raise:

At present the Finance Officer is sent a spreadsheet by the Leisure Centre Officer with details of hours worked for staff employed. This is not evidenced at all. It is recommended that the Leisure Centre Manager signs off a monthly payroll schedule, confirming that all hours claimed by staff have been worked, and that timesheets are in place to support this.

I checked the Council's HMRC account on line. The Council has no liabilities outstanding with HMRC.

### **H. Assets and Investments**

#### **3<sup>rd</sup> Interim Audit**

The fixed asset register is maintained on an excel spreadsheet. This document does not appear sufficient to enable the Council to maintain a proper asset register, and is not compliant with best practice set out in the NALC Practitioners' Guide. There are a number of assets with unclear descriptions, so it is not obvious what they are, and there are no locations.

I recommend that the Council updates the asset register in 23-24. Actions required include

- adopt a fixed asset policy setting out what should and should not go on the asset register
- verify the existing asset register to ensure assets listed still exist, and there are no assets missing from the register.

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I have agreed with the Deputy Town Clerk that the existing asset register should be brought up to date before the end of the financial year, but that this needs to be replaced in 23-24. An asset management system or the RBS Omega fixed asset module should be considered.

### **I: Bank Reconciliations**

#### **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

The Council operates 7 cashbooks on the Omega accounting system. Each day the Finance officer logs on to Lloyds Bank and downloads bank statements. The bank statement and RBS cashbook are brought into balance on a daily basis. This is necessary at WTC, given the large number of low value transactions on the bank account, generated by the Leisure Centre.

Monthly bank reconciliations for all bank accounts are promptly after each month end. This is clearly evidenced in the Council's bank reconciliation file. The September 2022 bank reconciliation was tested in detail. I confirmed the following for all 7 cashbooks:

- The face of the bank statements and the bank reconciliations had been signed off by the reviewing councillor and the Finance Officer
- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Arithmetic checked for accuracy

The Council has recently moved £ 3.3 million into CCLA investment funds. These accounts are not currently included in the batch of bank reconciliations reviewed by Councillors.

It is recommend that statements are obtained each month and these accounts are included in monthly bank reconciliations.

The Council has an investment strategy place, as required by statute. I have discussed this with the Clerk, and agree that this should be reviewed before year end. This is necessary as:

- The Council has recently changed its investment strategy, and has moved monies into CCLA
- Increased rates of return on investment accounts mean a more proactive approach should be considered for Councils with deposits balances.

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### **3<sup>rd</sup> Interim Audit**

I reperformed the bank reconciliation for February 2023. All balances on the bank reconciliation were agreed back to bank statements / cashbooks, and arithmetic was checked for accuracy. I was pleased to note that the Council now obtains monthly statements for deposit account balances, and these are held on the reconciliation file. The February reconciliation was awaiting councillor review at the time of my audit.

### **J. Year-end accounts**

Year-end test

### **L: Exercise of Public Rights - Inspection of Accounts**

Inspection periods for 2021-22 accounts were set as follows

| Inspection - Key date                                  | 2021-22 Actual      |
|--------------------------------------------------------|---------------------|
| <b>Accounts approved at Full Council</b>               | 21 June             |
| <b>Date Inspection Notice Issued and how published</b> | 23 June             |
| <b>Inspection period begins</b>                        | 23 June             |
| <b>Inspection period ends</b>                          | 3 August            |
| <b>Correct length</b>                                  | Yes 30 working days |

The Council met regulatory requirements in this regard.

**L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements**

### **1<sup>st</sup> and 2<sup>nd</sup> Interim Audits**

As a larger Council, with income / expenditure in excess of £200K, WTC is required to follow the 2015 Transparency Code (the Code) . It meets requirements by publishing information on the Financial tab of the Council website. I reviewed the following information to check that the Council is keeping up information up to date:

I was able to confirm that data required by the Code could be located at various pages on the Council website, and specifically confirmed that the following information was up to date

- Contracts – this appeared up to date and complete

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- Payments to Suppliers – a spreadsheet of all transactions is published on the website £500. This was updated to the end of August 2022 at the time of the first interim audit, so Code requirements had been met
- Grants Details of grants paid are not currently published on the website. Details of all grants paid, together with the purpose of the grant should be added to the financials tab on the website

I am satisfied the Council has met obligations in this regard, but grants information should be brought up to date.

There is scope to improve presentation of Transparency Code data, a template can be found at the following hyperlink:

[Transparency Information - Windlesham Parish Council \(windleshampc.gov.uk\)](https://www.windleshampc.gov.uk/transparency-information)

### **N: Publication requirements 2022 AGAR**

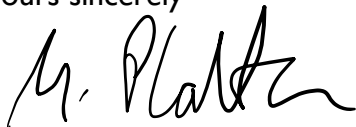
The Council has published the Accounts ,Annual Governance Statement and the external audit certificate on the Council website. The Council received a clear external audit certificate, dated 6.9.22. The Conclusion of Audit Certificate was published 21 September 2022, before the statutory deadline of 30 September. The Council has complied with regulatory requirements. The external audit certificate was reported to Full Council at 11 October 2022, minute 43.

### **0. Trusteeship**

The Council is sole managing trustee of Woodley Memorial Recreation Ground, Charity number 300098. I have checked on the Charity Commission website and the Council does not appear as a trustee of any other charities. The 21-22 return was submitted to the Charity Commission in November 2022.

I attach my invoice for your consideration. Thanks for your help with the audit and please do not hesitate to contact me if I can be of any assistance. I look forward to seeing you again on 6 June for the year end audit.

Yours sincerely



Mike Platten CPFA

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## APPENDIX A

### Points Forward – Action Plan - First and Second Interim Audits

| Matter Arising                                                                                                   | Recommendation                                                                                                                                                                | Council Response                                                                                                     |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| There is a degree of over reliance on the Finance Officer, with no other officer having his level of access      | I recommend that the Council considers mirroring the Finance Officer's access to another user, and ensures that user has access to the RBS system.                            | <b>Being looked into, specifically with Deputy Town Clerk to provide support. Internal audit to check next year.</b> |
| Payment to MKR Electrics with a value of £2906, the purchase order had been signed off by the Amenities Manager. | All orders above £1000 should be authorised by the Town Clerk ( Financial Regulation 3 a))                                                                                    | <b>Noted.</b>                                                                                                        |
| Evidence of batch payment authorisation by councillors is not routinely stored in the invoice batch file.        | These documents should be stored with the invoices.                                                                                                                           | <b>Control now in place</b>                                                                                          |
| There was no goods received note ( GRNs) available for one transaction ( sports equipment).                      | GRNs should be filed with invoices to demonstrate receipt of goods.                                                                                                           | <b>To be addressed, internal audit to retest in 24-25.</b>                                                           |
| Direct Debits and Standing Orders are not currently authorised in advance at a Council meeting.                  | It is recommended that a schedule of all such payments, together with an estimate of payments to be made should be authorised at a meeting in advance of each financial year. | <b>This has been addressed - schedule of DDs was taken to February meeting of Full Council.</b>                      |
| Purchase orders are currently issued using paper pads of controlled                                              | I recommend that the Council considers installing the RBS purchase order module. This                                                                                         | <b>To be investigated in 23-24.</b>                                                                                  |

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# April Skies

## Accounting

|                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| stationery. The Council should consider modernising this process                                                                                                                | would require the system to be made available to all officers who order goods and services from suppliers                                                                                                                                                                                                                                                         |                                                                                    |
| At present the Finance Officer is sent a spreadsheet by the Leisure Centre Officer with details of hours worked for staff employed. This is not evidenced at all.               | It is recommended that: <ul style="list-style-type: none"> <li>- The Council ensures that a system of approved timesheets is in place at the Leisure Centre</li> <li>- The Leisure Centre Manager signs off a monthly payroll schedule, confirming that all hours claimed by staff have been worked, and that timesheets are in place to support this.</li> </ul> | <b>Implemented – Deputy Town Clerk now providing sign off on staff timesheets.</b> |
| The council has recently moved £ 3.3 million into CCLA investment funds. These accounts are not currently include in the batch of bank reconciliations reviewed by Councillors. | It is recommend that statements are obtained each month and these accounts are included in monthly bank reconciliations.                                                                                                                                                                                                                                          | <b>Now being obtained monthly and included in the bank reconciliation.</b>         |
| Details of grants paid are not currently published on the website.                                                                                                              | Details of all grants paid, together with the purpose of the grant should be added to the financials tab on the website                                                                                                                                                                                                                                           | <b>To be rectified before year end closedown.</b>                                  |
| Petty cash is reconciled and counted each month by the Finance Officer                                                                                                          | I recommend that this cash count is checked and countersigned twice a year by the Deputy Town Clerk                                                                                                                                                                                                                                                               | <b>Agreed</b>                                                                      |

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## APPENDIX B

### Points Forward – Action Plan - Third Interim Audit

| Matter Arising                                                                                                                                                                                                                                                                                                                                         | Recommendation                                                                                                                                                                                                                                                                                       | Council Response |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| The Council currently only budgets on an annual basis                                                                                                                                                                                                                                                                                                  | It is my recommendation that the Council should start to develop a 3-5 financial plan as part of the budget setting process for 24-25.                                                                                                                                                               |                  |
| One invoice tested was for room rental by Optalis limited. I note from discussion with the Deputy Town Clerk, that Optalis have not signed a new lease, and are invoiced as a room hirer. However, I was not able to agree the rate invoiced to Council fees or charges, or a minute of a council meeting confirming the amount to be paid by Optalis. | I therefore recommend that: <ul style="list-style-type: none"> <li>- The room hire rate charged to Optalis is approved at a Council meeting</li> <li>- The Council seeks to finalise the lease with Optalis. At present this company are able to end the rental agreement with no notice.</li> </ul> |                  |
| I also selected a number of invoices, where reduced hire rates were charged. These were for longer term hirers. However, I have not been able to locate any approval for reduced rates to be charged. next available Council meeting.                                                                                                                  | I therefore recommend that the Deputy Town Clerk sets out details of any reduced hire rates charged by WTC and seeks approval at the                                                                                                                                                                 |                  |
| The fixed asset register is maintained on an excel spreadsheet. This                                                                                                                                                                                                                                                                                   | I recommend that the Council updates the asset register in                                                                                                                                                                                                                                           |                  |

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|                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>document does not appear sufficient to enable the Council to maintain a proper asset register.</p> | <p>23-24. Actions required include</p> <ul style="list-style-type: none"> <li>- adopt a fixed asset policy setting out what should and should not go on the asset register</li> <li>- verify the existing asset register to ensure assets listed still exist, and there are no assets missing from the register.</li> <li>- Identify a system that can record assets in sufficient detail to allow them to be located and records maintained</li> </ul> |  |
| <p>There is scope to improve presentation of Transparency Code data.</p>                              | <p>A template can be found at the following hyperlink:</p> <p><a href="http://windleshampc.gov.uk">Transparency Information - Windlesham Parish Council (windleshampc.gov.uk)</a></p>                                                                                                                                                                                                                                                                   |  |

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## THE PUBLIC SECTOR DEPOSIT FUND

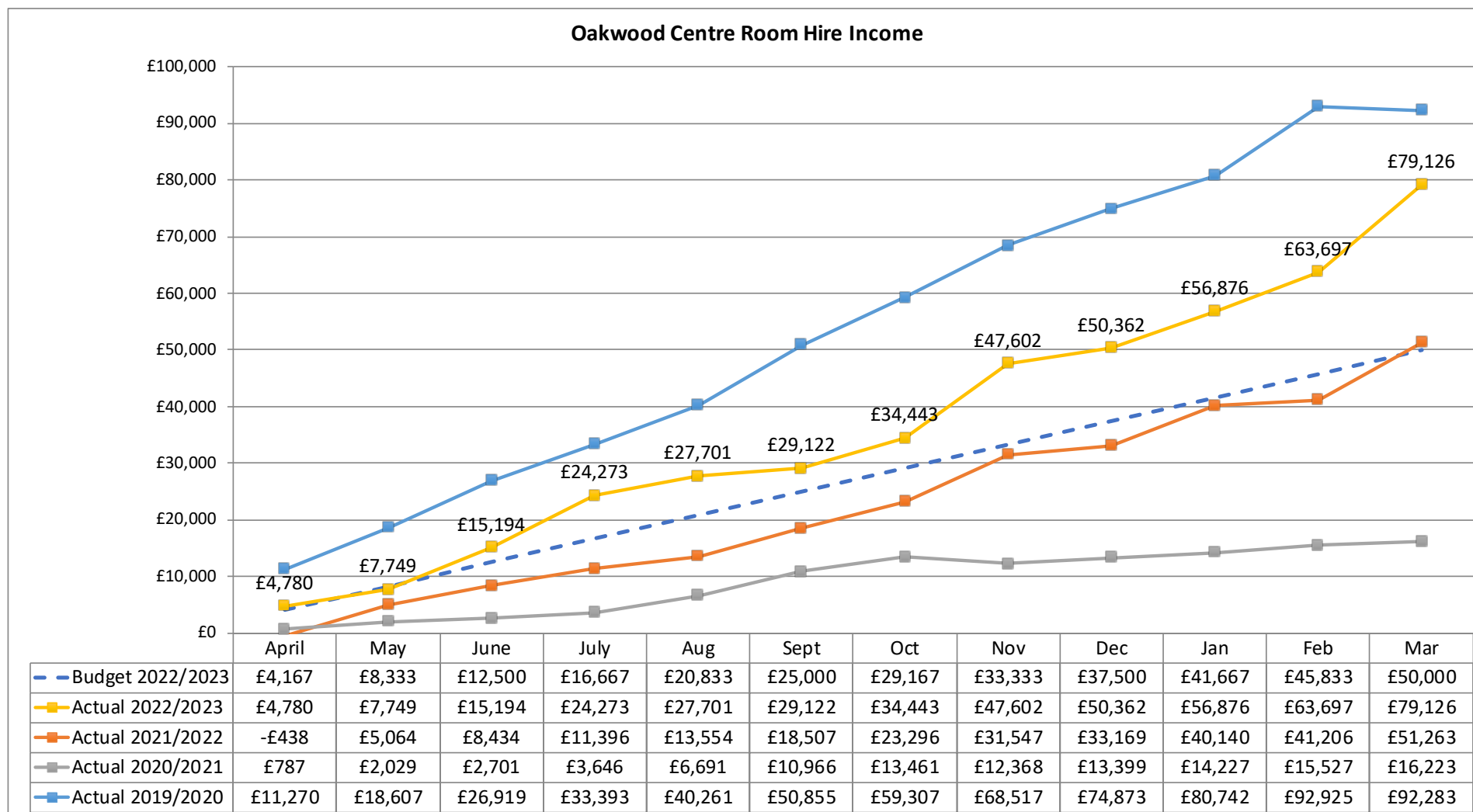
2022-2023

**TOTAL INVEST INCOME** £62,143.35 Re-invested

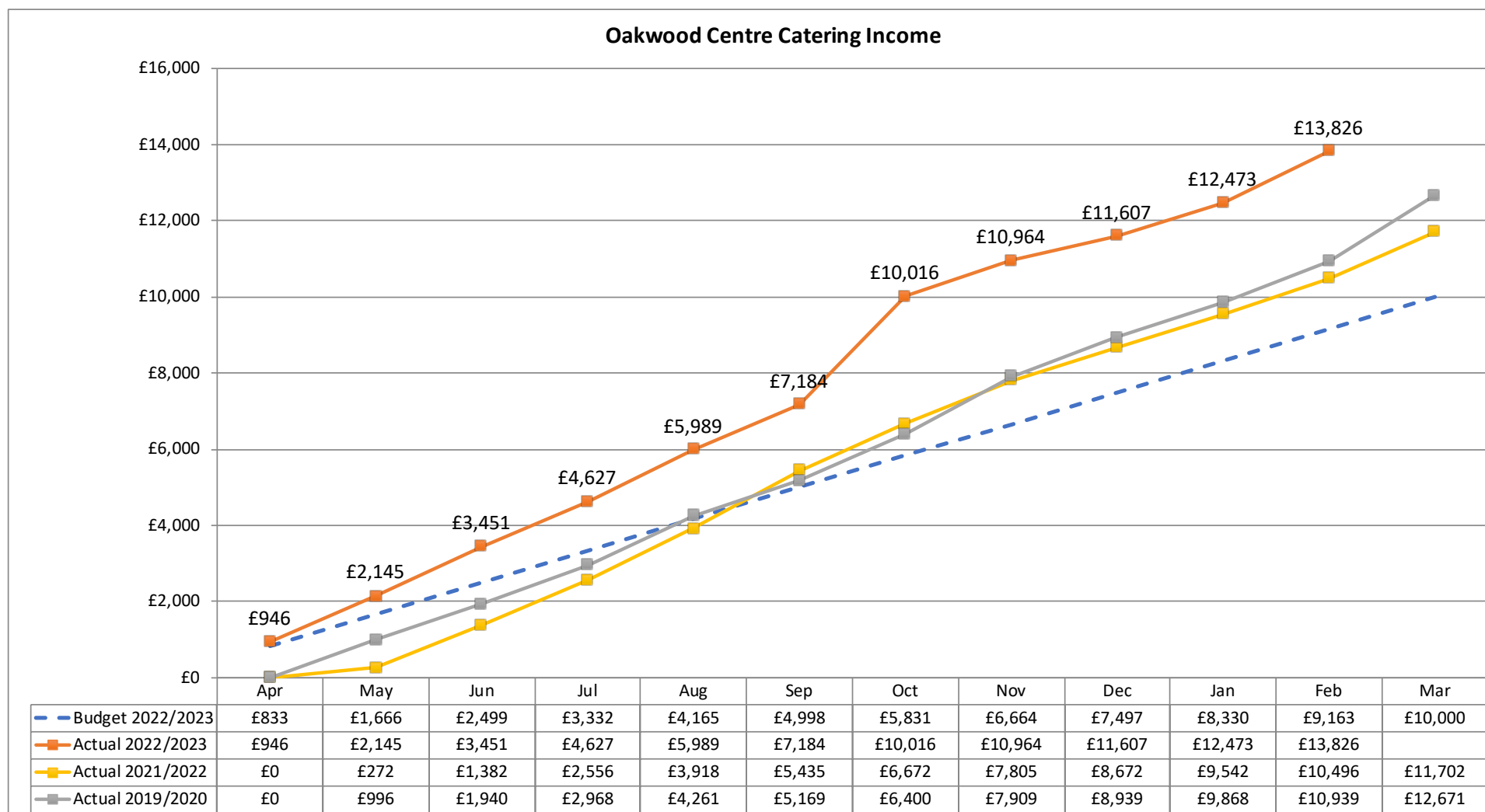
| Woodley TC - PWLB                          | A/C 0144630002PC     |                  | CB6<br>1096/702       |
|--------------------------------------------|----------------------|------------------|-----------------------|
| Date                                       |                      | Dividend         | Investment<br>Balance |
| 08 July 2022                               | Period of Income     |                  | 2,000,000.00          |
| 01 August 2022                             | 8 July to 31 July 22 | 1,472.30         | 2,001,472.30          |
| 01 September 2022                          | 1 Aug to 31 Aug 22   | 2,746.88         | 2,004,219.18          |
| 01 October 2022                            | 1 Sept to 30 Sept 22 | 2,880.59         | 2,007,099.77          |
| 01 November 2022                           | 1 Oct to 31 Oct 22   | 3,456.85         | 2,010,556.62          |
| 01 December 2022                           | 1 Nov to 30 Nov 22   | 4,435.36         | 2,014,991.98          |
| 01 January 2023                            | 1 Dec to 31 Dec 22   | 5,203.76         | 2,020,195.74          |
| 01 February 2023                           | 1 Jan to 31 Jan 23   | 6,128.48         | 2,026,324.22          |
| 01 March 2023                              | 1 Feb to 28 Feb 23   | 5,981.33         | 2,032,305.55          |
| 01 April 2023                              | 1 Mar to 31 Mar 23   | 6,875.02         | 2,039,180.57          |
| <b>Total</b>                               |                      | <b>39,180.57</b> | <b>2,039,180.57</b>   |
| Percentage increase on original investment |                      | <b>1.9590%</b>   |                       |

| Woodley TC - INVEST                        | A/C 0144630001PC     |                  | CB7<br>1097/702       |
|--------------------------------------------|----------------------|------------------|-----------------------|
| Date                                       |                      | Dividend         | Investment<br>Balance |
| 08 July 2022                               | Period of Income     |                  | 733,000.00            |
| 01 August 2022                             | 8 July to 31 July 22 | 539.58           | 733,539.58            |
| 01 September 2022                          | 1 Aug to 31 Aug 22   | 1,006.72         | 734,546.30            |
| 23 September 2022                          |                      |                  | 600,000.00            |
| 01 October 2022                            | 1 Sept to 30 Sept 22 | 1,311.15         | 1,334,546.30          |
| 01 November 2022                           | 1 Oct to 31 Oct 22   | 2,300.80         | 1,335,857.45          |
| 01 December 2022                           | 1 Nov to 30 Nov 22   | 2,952.00         | 1,338,158.25          |
| 01 January 2023                            | 1 Dec to 31 Dec 22   | 3,463.42         | 1,341,110.25          |
| 01 February 2023                           | 1 Jan to 31 Jan 23   | 4,078.92         | 1,344,573.67          |
| 24 February 2023                           | Transferred to CB1   |                  | -250,000.00           |
| 01 March 2023                              | 1 Feb to 28 Feb 23   | 3,581.49         | 1,098,652.59          |
| 01 April 2023                              | 1 Mar to 31 Mar 23   | 3,728.70         | 1,102,234.08          |
| 01 April 2023                              | 1 Mar to 31 Mar 23   | 3,728.70         | 1,105,962.78          |
| <b>Total</b>                               |                      | <b>22,962.78</b> | <b>1,105,962.78</b>   |
| Percentage increase on original investment |                      | <b>1.7226%</b>   |                       |

## APPENDIX 5a



## APPENDIX 5b



**Meeting of The Woodley Town Centre Partnership Management Committee  
held at the Oakwood Centre, Headley Road, Woodley, RG5 4JZ at 6 pm on Wednesday 18th January 2023.**

|               |                      |              |                         |
|---------------|----------------------|--------------|-------------------------|
| M Holmes      | Chairman & WTC Rep   | J Wright     | Woodley Resident        |
| B Fennelly    | Town Centre Manager  | A Jutson     | Woodley & Earley Lions  |
| Cllr K Baker  | WTC Representative   | J Palterman  | Saturday Market Manager |
| Cllr S Boyt   | WBC Representative   | P Birt       | Woodley Resident        |
| Clr K Gilder  | WTC Councillor       | M Dalton     | Woodley Trader          |
| I Hills       | Woodley Resident     | C Lawley     | Woodley Resident        |
| H Beilby      | WTC Admin Officer    | M Millard    | Woodley resident        |
| Sgt. S Botham | Thames Valley Police | PCSO C Towse | Thames Valley Police    |

Also present were:

|              |                           |             |                           |
|--------------|---------------------------|-------------|---------------------------|
| A Allen      | Woodley Resident / Trader | J Arding    | Woodley Resident          |
| V Bebbington | Woodley Trader            | J Seal      | Woodley Resident / Trader |
| E Payne      | Woodley Resident / Trader | M Makepeace | Woodley Resident / Trader |
| G Singh      | Woodley Trader            | M Barker    | Woodley Trader            |
| C Giancone   | Woodley Trader            |             |                           |

**ITEM 1 - APOLOGIES**

J Bowley, Cllr A Croy, M Risby, G Cranford, S Flower.

The charman welcomed everybody who then introduced themself around the table.

**ITEM 2 - TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 19<sup>TH</sup> OCTOBER 2022**

Item 4 – should have included the following:

M Risby, P Birt, A Jutson and Cllr K Gilder were also co- opted as members with voting rights.

Minutes approved.

**ITEM 3 - MATTERS ARISING FROM THE MINUTES**

Item 8 - It would appear that the WOCCA app may be discontinued due to cost and it isn't currently being updated. SB to pursue this, if it has proved beneficial to traders.

Item 10 - Alternative plans have been re submitted and are out to consultation at WBC.

**ITEM 4 - ANTI-SOCIAL BEHAVIOUR IN WOODLEY TOWN CENTRE**

Nine Woodley residents and/or traders attended the meeting to express their frustration, fear and feeling ignored with regards to the constant anti-social behaviour, shoplifting and other thefts over the last 6 weeks or so, which became far worse upon the arrival of a traveller community within the town before Christmas. All expressed the frustration of having very little support from not only the Police, but also Woodley Town Councillors, having made no contact until recently and Wokingham Borough Council, whose ASB team were unable to deal with the type of problems arising.

The Whatsapp group set up by the traders, to warn each other what was happening live, proved invaluable and it was agreed this should continue with just the one nominated spokesperson to report issues arising to the relevant authorities and BF, who will work with PCSO Towse.

Sergeant S Botham - His team were very aware of the impact of this situation, which was being monitored but had to be guided by legislation / regulations and responded the best they could with very limited resources across the Thames Valley. If Police powers could have been enacted earlier, they (the traveller community) would have been removed sooner, however he accepted it was not enough.

Traders / residents reported that the ASB problems with school children continues in the town centre after school and in Woodford Park, particularly at weekends.

Sergeant S Botham – Aware they need to identify the culprits and engage with their parents / schools, he believes a dedicated officer is key and is something they hope to review.

SB will go back to the ASB - Head of Service at Wokingham for an explanation as to why it does not appear to be working.

KB thanked the members of the public who had attended, who then left the meeting, along with the police.

#### **ITEM 5 - FINANCIAL UPDATE**

BF presented the latest financial update for 31<sup>st</sup> December 2022 and reported that although a tough year and in a precarious position, there was some money left in the bank.

KB - The Town Council are proposing to make a £6000.00 contribution to the TCP, which would absorb the cost of the Christmas light expenses. In addition, the £15,000.00 grant, there is also a proposal for an additional grant of £10,000.00, which would provide a cushion. This supplementary amount would be monitored, managed and gradually reduced over the following few years.

BF – Very re-assuring and good to know the town council has confidence in TCP.

SB – Will look into pursuing funds from WBC.

BF – Would like to provide extra events in the coming year and he’s looking at cost effective ways to advertise.

BF – Intends to make further plans once the above proposals have been confirmed. Costs for the Coronation Celebrations of King Charles 111 in May will be shared with WTC.

MD – suggested that all advertising social media posts go to all traders, who in turn share these.

MD & BF to discuss accordingly.

#### **ITEM 6 - TOWN CENTRE MANAGERS REPORT**

BF presented his report.

*Christmas* – delighted with the turnout and he’s had some great feedback.

*Remembrance Day* – a small event but amazed by the media interest which also helps footfall.

*Meeting with Wokingham Borough Council* – disappointing the WBC Councillor could not attend, however, early days and looking to engage with WBC in future events. It was suggested a third TCP representative should attend, other than BF and SB.

Minutes to be distributed by SB.

BF to request permission for a further rep from TCP to support SB & BF objections at the meeting.

MH thanked BF in these difficult times.

#### **ITEM 7 - SATURDAY MARKET MANAGERS REPORT**

JP thanked the WTCP for the letter of the thanks he’s received from MH and BF, it was very much appreciated.

JP reported a quiet start to the year, possibly down to just the weather but traders may also be looking to see what happens this year, we shall see what the next few months hold.

It has become a challenge to find new stalls and maybe worth paying out to advertise as well as highlighting this on social media.

There has also been an issue with anti-social behaviour, particularly with the public toilet, but he was partially successful in encouraging culprits to leave.

Wednesday market is struggling, especially with the loss of Grays Farms.

It was suggested if the demand is not there, that a monthly market may work better, or perhaps not at all.

MH thanked JP for his continued hard work.

#### **ITEM 8 - STALLHOLDERS’ PERMITS AND THE PROPOSED INCREASE IN CAR PARKING FEES**

JP clarified that the market trader’s parking permit of £35.00 would be an annual charge, on top of the usual hourly parking fee. This may not affect our traders as most park within the town centre.

SB to clarify further.

JP to confirm with SB, number of trader vehicles attending and where they park.

#### **ITEM 9 - THE IMMINENT PROPOSED INCREASE IN CAR PARKING CHARGES IN WOODLEY**

The consultation ends on the 29<sup>th</sup> January, any comments should be submitted by this date.

KB explained car parking funds are ring fenced and therefore any deficit would only affect highway projects and money would not be taken from other reserves to make up for this.

BF to submit WTCP’s objection by 29th January.



## **ITEM 10 - WOKINGHAM BOROUGH COUNCIL REPRESENTATIVES REPORT**

None

## **ITEM 11 - INCREASING FOOTFALL IN WOODLEY TOWN CENTRE**

BF reported conflicting messages as some traders are saying they have no problem, car parks are full and we only have 2 vacant units. We need to measure the footfall somehow.

SB to obtain a report from Andy Croy.

Numerous ideas to create a greater footfall were noted:

Children activities, celebrity visits, treasure trove quiz, concerts, exhibitions, blanket senior 10% off senior days, Morris Dancers, May Day, dog shows

## **ITEM 12 - ANY OTHER BUSINESS**

It was noted that electric charging was scheduled for Woodley, to be sited in Waitrose car park.

AJ – The Lions are prepared to provide defibrillator training for up to 12 traders / Oakwood Centre staff.

BF to confirm numbers and names.

SB – extra bin for the walled garden is still ongoing, WBC to visit and discuss. KB suggested the bin between bike racks could be relocated to outside the Woodley News shop.

MD - The original planning application to build on top of the Library Parade shops has been refused at WBC but a slightly revised one has since been submitted with a new deadline for any comments and objections.

MD said that she has again objected to this revised plan. The inevitable construction traffic and then the future parking for the flats will seriously impact on access to the rear of the shops within the service areas.

MH mentioned the unarmed bank raid at Lloyds Bank in Woodley which took place earlier in the day.

As investigations are obviously ongoing, we hadn't discussed this serious turn of events further with the police at this meeting.

## **Meeting finished at 8.45pm**

Date of next Management Committee meetings for 2023 at 6pm

Wednesday 19<sup>th</sup> April

Wednesday 19<sup>th</sup> July

Wednesday 18<sup>th</sup> October

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

|    |                                                                      |                         |                                                   |
|----|----------------------------------------------------------------------|-------------------------|---------------------------------------------------|
| ID | <b>Project</b>                                                       |                         | <b>Approximate Delivery/ Completion</b>           |
| 1  | <b>OAKWOOD CENTRE – Replace fuse boards, RCBOs, RCD mains switch</b> |                         | <b>Nov/Dec 2022</b>                               |
|    |                                                                      | <b>Funding</b>          | <b>£4,000<br/>Buildings &amp; Facilities Fund</b> |
|    | <b>Project Element/Phase</b>                                         | <b>Status/ Progress</b> | <b>Comment</b>                                    |
|    | Obtain quotes                                                        | In progress             |                                                   |
|    | Appoint contractor                                                   |                         |                                                   |
|    | Installation                                                         |                         | Aug 2023                                          |
| ID | <b>Project</b>                                                       |                         | <b>Approximate Delivery/ Completion</b>           |
| 2  | <b>REPLACE KNEE RAIL FENCING IN WOODFORD PARK</b>                    |                         | <b>Summer 2023</b>                                |
|    |                                                                      | <b>Funding</b>          | <b>£4,500<br/>Capital Programme</b>               |
|    | <b>Project Element/Phase</b>                                         | <b>Status/ Progress</b> | <b>Comment</b>                                    |
|    | Works to be carried out in house                                     | Scheduled               | Summer 2023                                       |
| ID | <b>Project</b>                                                       |                         | <b>Approximate Delivery/ Completion</b>           |
| 3  | <b>OAKWOOD CENTRE – New fire detection on existing system</b>        |                         | <b>Nov/Dec 2022</b>                               |
|    |                                                                      | <b>Funding</b>          | <b>£7,200<br/>Buildings &amp; Facilities Fund</b> |
|    | <b>Project Element/Phase</b>                                         | <b>Status/ Progress</b> | <b>Comment</b>                                    |
|    | Obtain quotes                                                        | COMPLETE                |                                                   |
|    | Appoint contractor                                                   | COMPLETE                |                                                   |
|    | Installation                                                         | COMPLETE                | <b>PROJECT COMPLETE</b>                           |
| ID | <b>Project</b>                                                       |                         | <b>Approximate Delivery/ Completion</b>           |
| 4  | <b>REPLACE PATIO DOORS – FRONT OF OAKWOOD CENTRE</b>                 |                         | <b>November 2022</b>                              |
|    |                                                                      | <b>Funding</b>          | <b>£6,000<br/>Capital Programme</b>               |
|    | <b>Project Element/Phase</b>                                         | <b>Status/ Progress</b> | <b>Comment</b>                                    |
|    | Obtain quotes                                                        | COMPLETE                |                                                   |
|    | Appoint contractor                                                   | COMPLETE                |                                                   |
|    | Installation                                                         | COMPLETE                | <b>PROJECT COMPLETE</b>                           |

|    |                                            |                         |                                         |
|----|--------------------------------------------|-------------------------|-----------------------------------------|
| ID | <b>Project</b>                             |                         | <b>Approximate Delivery/ Completion</b> |
| 5  | <b>EXTEND LAKE PATHWAY</b>                 |                         | <b>Summer 2023</b>                      |
|    | <b>Funding</b>                             |                         | <b>£3,000<br/>Capital Programme</b>     |
|    | <b>Project Element/Phase</b>               | <b>Status/ Progress</b> | <b>Comment</b>                          |
|    | Works to be carried out in house           | COMPLETE                | <b>PROJECT COMPLETE</b>                 |
| ID | <b>Project</b>                             |                         | <b>Approximate Delivery/ Completion</b> |
| 6  | <b>REPLACE PADDLING POOL PUMP</b>          |                         | <b>Spring 2023</b>                      |
|    | <b>Funding</b>                             |                         | <b>£3,000<br/>Capital Programme</b>     |
|    | <b>Project Element/Phase</b>               | <b>Status/ Progress</b> | <b>Comment</b>                          |
|    | Obtain quotes                              | COMPLETE                |                                         |
|    | Installation                               | COMPLETE                | <b>PROJECT COMPLETE</b>                 |
| ID | <b>Project</b>                             |                         | <b>Approximate Delivery/ Completion</b> |
| 7  | <b>NEW IRRIGATION SYSTEM – BOWLS GREEN</b> |                         | <b>Spring 2023</b>                      |
|    | <b>Funding</b>                             |                         | <b>£7,500<br/>CIL</b>                   |
|    | <b>Project Element/Phase</b>               | <b>Status/ Progress</b> | <b>Comment</b>                          |
|    | Obtain quotes                              | COMPLETE                |                                         |
|    | Installation                               | COMPLETE                | <b>PROJECT COMPLETE</b>                 |
|    |                                            |                         |                                         |

**Woodley Town Council**

**Community Grants**

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for awards in 2023/24 is £4,000. A second round of award applications will be considered in November 2023.

The committee is asked to consider the following grant applications:

| <b>Organisation</b>                                                            | <b>Usual source of funding</b>                                         | <b>Amount requested</b> | <b>Members / Staff / Volunteers</b> | <b>Purpose grant required</b>                                                                                                                                                                                                                             | <b>Additional information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Previous Grant Award Details (Last 10 years)</b> |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>1<sup>st</sup> Woodley Boys' Brigade</b><br>(25 members – 95% from Woodley) | Subscription fees from parents, gift aided, and income from tuck shop. | £250                    | No paid staff<br>18 volunteers      | To update / replace aging sports and camping equipment                                                                                                                                                                                                    | The Boys' Brigade is a uniformed youth organisation; 1 <sup>st</sup> Woodley are based at Christ Church. The organisation provides young people with access to activities and experiences they might otherwise not.                                                                                                                                                                                                                                            | 2013/14 - £250<br>2016/17 - £250<br>2019/20 - £250  |
| <b>Woodley Bowling Club</b><br>(99 members - 90% / 90 from Woodley)            | Members subscriptions, match fees, social events and donations.        | £250                    | No paid staff<br>13 volunteers      | To pay towards the purchase of 4 additional acrylic frames to display competition winner, the replacement of some old light fittings with LED lighting, and new metal shutters for the wooden double door entrance, required following a recent break in. | The bowling club is self-funded, with profits used to maintain and update the clubhouse. Membership rose slight last year, following a decline in recent years, due mainly to the pandemic. Subscriptions no longer cover the total running costs despite being increased. The club has to raise additional funds from social events. The club also had a break in in December which resulted in damage the club being liable for an insurance excess payment. | 2022/23 - £250                                      |

|                                                                                                                   |                                                                                                              |             |                                                               |                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Community Hopeline CIC</b><br/>(4 members currently)</p>                                                    | <p>Self-funded</p>                                                                                           | <p>£250</p> | <p>No paid staff<br/>5 volunteers</p>                         | <p>To help towards the purchase of promotional material to be used across Woodley to highlight the community services and projects to local people. This includes roller banners, promotional giveaways, posters and postcards.</p> | <p>Community Hopeline is a newly formed CIC which exists to inspire, educate and partner with people to forge strong, resilient and engaging communities. Positive mental health and community engagement is the spotlight for their purpose. As professional mental health, mentoring and coaching specialists, they acknowledge that young people are impacted by feeling a disconnect to their communities, and the organisation aims to provide a YouthScope programme to enable, empower and elevate young people to be more engaged in the community whilst learning new skills.</p> | <p>None</p>                                                                                                                                                                                      |
| <p><b>Woodley Festival of Music &amp; Arts</b><br/><i>(approx. 20% of entrants from Woodley: approx. 400)</i></p> | <p>Fees from entrants, grants / sponsorship, advertising revenue, on-the-door admissions and programmes.</p> | <p>£250</p> | <p>11 voluntary committee members<br/>50 other volunteers</p> | <p>To help towards the costs of venue hire, adjudicator and other professional fees, printing / publicity, and piano hire for the Woodley Festival of Music and Arts.</p>                                                           | <p>The organisation runs a competitive music and arts festival, open to all, with classes in music, speech and drama held over three weekends at the Oakwood Centre. 85% of performers are school age, whilst 3% are adults. Entrants have the opportunity to perform and entertain, with adjudicators providing constructive criticism, and awards given based on merit.</p>                                                                                                                                                                                                              | <p>2012/13 - £250<br/>2013/14 - £250<br/>2014/15 - £250<br/>2015/16 - £250<br/>2016/17 - £250<br/>2018/19 - £250<br/>2019/20 - £250<br/>2020/21 - £250<br/>2021/22 - £250<br/>2022/23 - £250</p> |

## Woodley Town Council

### COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

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

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

In considering the applications preference will be given to:

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

The Council will not normally award grants for costs:

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

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

Successful applicants will:

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

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

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

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

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

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

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