



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

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman) J. Anderson; G. Bello; A. Chadwick; K. Gilder;
R. Horskins; M. Kennedy; M. Nagra; B. Rowland; A. Swaddle

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 21 November 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
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2023**
To approve the minutes of the Strategy and Resources Committee held on 12 September 2023 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 26 September 2023)*
4. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of the committee.

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5. **FINANCE**
a) Budgetary Control
 To receive **Report No. SR 23/23**. Page 7
- b) Payments**
 To approve the following payments as set out in **Appendix 5b**. Page 9

	Current account	Imprest account
September 2023	£82,051.55	£55,361.70
October 2023	£201,409.71	£59,833.80

- c) CCLA 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 5c**. Page 14
6. **OAKWOOD CENTRE INCOME UPDATE**
 To note the following Oakwood Centre Income updates:

- a) Bookings and Room Hire**
 Room hire income for April to October 2023 was £55,994 against the budget target of £37,917. Income against budget is shown at **Appendix 6a**. Page 15

- b) Catering Income**
 Catering income through the contract with Brown Bag for April to October 2023 was £9,952 against the budget target of £8,750. Income against budget is shown at **Appendix 6b**. Page 16

7. **PR & MARKETING SUB COMMITTEE**
 To note **Report No. SR 25/23** of the PR & Marketing Sub Committee meeting held on 5 October 2023. Page 17

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

- i. To change the publication frequency of the Herald from 3 to 2 issues per year and to increase the document size from 4 pages to 8 pages.
- ii. To adopt the Guidelines for Woodley Town Council Communications. **(Appendix 7 ii)** Page 20
- iii. To adopt the Community Engagement Policy. **(Appendix 7 iii)** Page 22

8. **SOFR SUB COMMITTEE**
 To note **Report No. SR 26/23** of the Standing Orders & Financial Regulations Sub Committee meeting held on 8 November 2023. Page 27

Members are asked to consider the following recommendation/s made at this meeting:

- i. That revised Standing Orders, as updated in line with the approved changes set out in **Report No. SR 26/23 – APPENDIX A**, be approved by the Strategy and Resources Committee and presented to Council for adoption. Page 29
- ii. That updated Financial Regulations, as set out in **Report No. SR 26/23 – APPENDIX B**, be approved by the Strategy and Resources Committee and presented to Council for adoption. Page 33
9. **WOODLEY TOWN CENTRE PARTNERSHIP**
To receive the report of the Woodley Town Centre Partnership meeting held on 18 October 2023. (*Appendix 9*) Page 50
10. **PROJECTS SCHEDULE 2023/24**
To note the update on Council projects, as given in *Appendix 10*. Page 53
11. **COMMUNITY GRANTS**
To consider **Report No. SR 27/23**. The guidelines for awarding Community Grants to groups and organisations and to individuals are attached to the report. Page 54
12. **ALLOTMENTS RENT REVIEW**
To consider **Report No. SR 28/23**. Page 58
13. **COUNCIL MEETING DATES 2024/25**
To recommend the proposed schedule of meetings for the 2024/25 municipal year. (*Appendix 13*) Page 61
14. **YOUTH GRANT APPLICATIONS**
To consider the recommendation from Leisure Services (7 November 2023 – Minute 36) to award the following youth grants:
- Me2 Club - £2,500
 - Berkshire Renegades - £2,500
- Minute 36, along with the scoring matrix documents associated with both applications, are included for Members reference at **Appendix 14**. Page 62
15. **TOWN COUNCILLOR EXPENSES**
To consider **Report No. SR 29/23**. Page 65
16. **CLIMATE EMERGENCY ACTION PLAN UPDATE**
To note the updated Climate Emergency Action Plan, set out at **Appendix 16**. Page 75
17. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
18. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

19. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to personnel matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 20 on the agenda.

20. **PERSONNEL SUB COMMITTEE**

To note **Report No. SR 30/23** of the Personnel Sub Committee meeting held on 14 November 2023. Page 91

Members are asked to consider the recommendations as set out in the report.

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date: 13 June 2023			
Minute	Action	Progress Update	Last Updated
7	The Leisure Services Committee to revisit, review and establish an appropriate SLA for the provision of Youth Services in Woodley by November 2023.	The Leisure Services Committee meeting held on 5 September appointed a Task & Finish Working Group which is meeting as required in order to complete the tasks set out in the agreed Terms of Reference. Recommendations will be made as this work progresses.	16/11/23
8	Members requested that more information, including a full business case, be provided by the Town Centre Manager regarding the implementation of CCTV, with the matter being deferred to the next meeting.	At the Committee meeting held on 12 September, the Deputy Town Clerk advised that this matter had moved on and an update would be provided in due course.	16/11/23
15.2	To proceed with Action 2, as set out in Report No. SR 15/23.	COMPLETE This was actioned on 14 June.	16/11/23
15.3	Deputy Town Clerk to identify any parcels of land owned by the Town Council and leased to other organisations.	COMPLETE The Council leases land to Woodley Preschool and Woodley Bowling Club.	16/11/23

Meeting Date: 12 September 2023			
Minute	Action	Progress Update	Last Updated
25 b)	Finance Manager agreed to include location / venue descriptions against energy payments.		
25 c)	Report from the Finance Manager requesting approval to transfer funds to the CCLA to be presented at a future Committee meeting.	COMPLETE Due to spending on capital projects, there is now no requirement to transfer additional money to the CCLA at the current time.	16/11/23

Meeting Date:		12 September 2023	
Minute	Action	Progress Update	Last Updated
26	To reclaim incorrectly charged VAT from HMRC, and reimburse invoiced customers incorrectly charged VAT during the claimable period.	The claim is currently being progressed with HMRC following advice from the Council's accounting advisors.	16/11/23
28	Town Centre Manager and/or consultant to attend future meeting of the Committee to provide a presentation on the BID.	COMPLETE A presentation of the BID was provided in October, to which all Councillors were invited.	16/11/23
29	To consider the matter of requesting to take over ownership of Wheble Park from Reading Borough Council at a future meeting of the Committee.	At the Leisure Services meeting, held on 14 November, it was resolved to proceed with contacting Reading Borough Council to consider whether it would be possible to take over ownership of Wheble Park, with the recommendation that a nominal £1 charge apply.	16/11/23
31	Produce a scoring matrix, based on the grant guidelines, against which youth grants applications can be scored, and circulate to Members of S&R and LS Committees for comments.	COMPLETE Scoring matrix drafted and circulated to Members on 13 September; one response received. Final version presented in LS Committee agenda (14 November) in relation to youth grant applications.	16/11/23
31	Produce a project plan, including a publicity schedule, and circulate to Members.	COMPLETE Circulated with Scoring Matrix on 13 September.	16/11/23
32	To undertake Noise Impact Assessment	COMPLETE Noise Impact Assessment took place, with report presented at last meeting of the LS Committee.	16/11/23

Once reported as complete, actions / follow ups will be removed from future reports.

STRATEGY AND RESOURCES COMMITTEE

<p>Month 7 58.33%</p>

2023/24

Report No. SR 23/23

BUDGETARY CONTROL

Expenditure	Budget 2023/24	Actual Exp as at 31/10/2022	Actual Exp as at 31/10/2023	Actual Exp as % of Budget	
Description					
Central Costs	297,847	162,284	189,535	63.64%	Staff costs and software licences over 58%
Democratic Costs	100,901	29,523	25,564	25.34%	
Corporate Management	431,682	229,207	252,030	58.38%	
Capital Projects	45,000	0	45,000	100.00%	Capital Programme Allocation to EMR
Grants -Section 137	3,000	1,000	1,250	41.67%	
Grants -WTCP	25,000	8,750	14,583	58.33%	
Oakwood Centre	198,052	90,207	95,704	48.32%	Staff costs, cleaning & repairs over 58%
Woodley Town Centre Ptshp	85,048	39,709	44,625	52.47%	
Capital and Projects	184,977	99,166	99,165	53.61%	
	1,371,507	659,846	767,456	55.96%	

STRATEGY AND RESOURCES COMMITTEE

<p>Month 7 58.33%</p>

2023/24

BUDGETARY CONTROL

Income	Budget 2023/24	Actual Inc as at 31/10/2022	Actual Inc as at 31/10/2023	Actual Inc as % of Budget	
Description					
Central Costs	4,715	2,969	4,525	95.97%	Interest - deposit account
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	124,567	69,266	90,344	72.53%	Room hire income over 58%
Woodley Town Centre Ptshp	85,048	38,382	45,825	53.88%	
Capital and Projects	0	0	0	0.00%	
CCLA Investment	80,000	9,957	89,267	111.58%	Interest on CCLA held funds
Total	294,330	120,574	229,961	78.13%	
Net	1,077,177	539,272	537,495	49.90%	

Woodley Town Council**Current Account****List of Payments made between 01/09/2023 and 30/09/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
21-Sep-23	(Personal Information)	440.00	WTCP Mkt Manager
21-Sep-23	Advanced Maintenance UK Ltd	216.00	Service boiler-Coro Hall
06-Sep-23	Agrovista UK Ltd	2,388.06	Gardening supplies
06-Sep-23	Alan Hadley Ltd	450.00	Refuse collection
07-Sep-23	Be Fuelcards Ltd	59.35	Unleaded fuel
21-Sep-23	Bowak Ltd	407.11	Cleaning supplies
06-Sep-23	Brake Bros Foodservice Ltd	362.97	Vending supplies
06-Sep-23	Brake Bros Foodservice Ltd	598.86	Vending supplies
14-Sep-23	Brake Bros Foodservice Ltd	531.32	Vending supplies
21-Sep-23	Brake Bros Foodservice Ltd	757.69	Vending supplies
27-Sep-23	Brake Bros Foodservice Ltd	304.21	Vending supplies
06-Sep-23	Brewers Decorator Centres	38.33	Decorating supplies
27-Sep-23	Brewers Decorator Centres	278.07	Decorating supplies
06-Sep-23	Brown Bag Cafe Ltd	62.40	Food-First Aid course
21-Sep-23	Brown Bag Cafe Ltd	395.16	Monthly catering service Aug 23
14-Sep-23	Broxap Ltd	1690.80	Cast Iron benches
06-Sep-23	Castle Water	4116.98	Water rates
27-Sep-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
01-Sep-23	Club Manager Ltd	94.80	Monthly Gym software fee
06-Sep-23	Dejac Associates Ltd	1538.16	HP Pro desktop/Monitor/MS office
15-Sep-23	Devonshire Trading Ltd	1100.81	Monthly gym equip hire
14-Sep-23	Drain Surgeons UK Ltd	252.00	Empty cesspit-Depot
28-Sep-23	Ecotricity	154.12	Electric supply-Jul23 Depot
06-Sep-23	EDF Energy 1 Ltd	53.46	Electric Supply-Clock WTCP
12-Sep-23	Epos Now Ltd D/D	30.00	Monthly EPOS till fee
21-Sep-23	Ethos Communications Solutions Ltd	104.18	Printing/photocopying-WPLC
06-Sep-23	Eventu	50.00	Monthly Projector Hire-Aug23
21-Sep-23	Eventu	50.00	Monthly Projector Hire
14-Sep-23	Fiddes & Son Ltd - Bowcom	414.00	Quantum line marking paint
11-Sep-23	Global 4 Communications	1050.23	Mobile/phone-Aug 23
27-Sep-23	GRC (Legal Services) Ltd	5172.00	Eviction of travellers
21-Sep-23	HMRC Cumbernauld	16011.86	PAYE&NI Deducted from pay
14-Sep-23	IBS Office Solutions Ltd	245.35	Printing/photocopying-May23
21-Sep-23	IBS Office Solutions Ltd	147.69	Printing/photocopying-OC
06-Sep-23	Lantec Security Ltd	2537.78	CCTV installation
27-Sep-23	Les Mills Fitness UK Ltd	213.88	Gym Coach-WPLC
14-Sep-23	Lloyds Bank D/D	435.44	Cardnet-1-31 Aug 23 charge
06-Sep-23	Lyreco UK Ltd	57.56	Stationery supplies
27-Sep-23	Lyreco UK Ltd	114.33	Stationery supplies
06-Sep-23	M K Cleaning	289.95	Laundry - Table cloths
06-Sep-23	Mailcoms Ltd D/D	264.00	Annual franking support post
15-Sep-23	Merchant Rentals Ltd	18.40	Monthly cardnet-rental
15-Sep-23	Merchant Rentals Ltd	18.40	Monthly cardent-rental
27-Sep-23	MKR Electrical Services Ltd	105.84	Electrical supplies
06-Sep-23	Mr D J Penny	300.00	Routine pest control
22-Sep-23	Pitney Bowes Ltd	100.00	Postage topup-Sept23
18-Sep-23	Poztive Energy Ltd	69.46	Electric Supply-Coro H Aug23
18-Sep-23	Poztive Energy Ltd	894.82	Electric supply-OC Aug23
06-Sep-23	PPL PRS Ltd	1250.55	Music licence-OC
21-Sep-23	Prudential	300.00	AVC deducted from pay
11-Sep-23	SecureHeat	250.20	Monthly service - Sept23
14-Sep-23	SecureHeat Ltd	1715.58	Replace heat exchanger
21-Sep-23	Select Environmental Services Ltd	951.86	Refuse collection-OC&Depot&WPLC
13-Sep-23	SGW Payroll Ltd	155.78	Monthly payroll-Aug 23
29-Sep-23	SWALEC	85.69	Electric supply-Toilet Aug23

14-Sep-23	Thames Valley Water Services Ltd	552.00	Monthly water temp checks
21-Sep-23	The Berkshire Pension Fund	20261.37	Employee & 'er deducted from pay
21-Sep-23	Trade UK - Screwfix	288.38	Building supplies
21-Sep-23	Tudor Environmental	751.31	Gardening supplies
06-Sep-23	Turfleet Hire	1,324.80	Seed/top dresser hire
01-Sep-23	TV Licensing	159.00	TV Licence - WPLC 23/24
21-Sep-23	Veolia ES - UK Ltd	77.74	Bin removal-OC&WPLC
01-Sep-23	Wokingham BC - Rates	2637.00	Rates-WPLC
01-Sep-23	Wokingham BC - Rates	382.00	Rates-Coro H
01-Sep-23	Wokingham BC - Rates	173.00	Rates - Chapel H
01-Sep-23	Wokingham BC - Rates	1033.00	Rates - OC
27-Sep-23	Woodley Carnival Committee	3000.00	WTC Carnival donation 23/24
Total Payments		82051.55	

CLERKS IMPREST A/C

List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Sep-23	(Personal Information)	75.00	Refund deposit
04-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	75.00	Refund deposit
08-Sep-23	(Personal Information)	26.00	Refund room hire
08-Sep-23	(Personal Information)	15.00	Refund key deposit
15-Sep-23	(Personal Information)	71.00	Refund 3G pitch hire
15-Sep-23	(Personal Information)	75.00	Refund deposit
22-Sep-23	(Personal Information)	50.00	Refund deposit
25-Sep-23	(Personal Information)	84.00	Refund WPLC hire
25-Sep-23	(Personal Information)	75.00	Refund deposit
25-Sep-23	(Personal Information)	75.00	Refund deposit
29-Sep-23	(Personal Information)	200.00	Refund deposit
29-Sep-23	(Personal Information)	75.00	Refund deposit
29-Sep-23	(Personal Information)	89.60	Refund deposit
21-Sep-23	Amazon Business Account	10.98	5L Pump dispenser
21-Sep-23	Amazon Business Account	15.59	Lusum Bean bags
22-Sep-23	Amazon Business Account	48.94	Carnvil games set
25-Sep-23	Amazon Business Account	16.80	Sylvania starter x2 fly zapper
25-Sep-23	Amazon Business Account	36.08	15W 18in bug zapper
25-Sep-23	Amazon Business Account	25.98	2x 8W 12in Bug zapper lamps
29-Sep-23	Amazon Business Account	24.46	AA 1.5V batteries x100
29-Sep-23	ASLAM	150.00	Refund deposit
06-Sep-23	Berks Muslim Arab	75.00	Refund deposit
29-Sep-23	Berkshire Keep Fit	75.00	Refund deposit
05-Sep-23	Fuel/Petrol Petty cash	200.00	Topup Petty Cash petrol
21-Sep-23	just for schools	149.06	Zown Circular table
27-Sep-23	Lloyds Bank	52593.24	Sept 2023 - net payroll
08-Sep-23	Lloyds Bank D/D	13.60	Monthly fees-Imprest Aug23
05-Sep-23	PETTY CASH A/C	224.25	Topup petty cash
29-Sep-23	Stage Depot Ltd.	117.12	5L black stage paint
Total Payments		55361.70	

Woodley Town Council**Current Account****List of Payments made between 01/10/2023 and 31/10/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Oct-23	(Personal Information)	300.00	Routine pest control - Sept 23
19-Oct-23	(Personal Information)	660.00	Monthly WTCP Mkt Mgr
05-Oct-23	AGA Print Ltd	40.63	Posters/banners
06-Oct-23	AGA Print Ltd	54.85	Posters
19-Oct-23	AGA Print Ltd	28.81	Posters
26-Oct-23	AGA Print Ltd	124.69	Posters/banners
20-Oct-23	Agile Hospitality Solutions Ltd	5,886.00	Events 500 support license
06-Oct-23	Alan Hadley Ltd	450.00	Refuse collection
06-Oct-23	ASAP Computer Services	196.27	Annual software WPLC 23/24
26-Oct-23	Berkshire Tree Care	7008.00	Tree service/removal
19-Oct-23	Bowak Ltd	328.07	Cleaning supplies
05-Oct-23	Brake Bros Foodservice Ltd	1315.06	Vending supplies
19-Oct-23	Brake Bros Foodservice Ltd	326.09	Vending supplies
26-Oct-23	Brown Bag Cafe Ltd	335.64	Monthly catering service
05-Oct-23	Castle Water	3741.71	Water rates
06-Oct-23	Castle Water	60.36	Water rates
02-Oct-23	CF Corporate Finance Ltd	166.32	Qtrly photocopier lease
26-Oct-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
06-Oct-23	Circus Scene	300.00	Santa gifts-Extravaganza 23
26-Oct-23	Circus Scene	100.00	Childrens poster competition-WTCP
02-Oct-23	Club Manager Ltd	94.80	Monthly Gym software fee
26-Oct-23	CoolerAid Ltd	86.35	Bottled water
06-Oct-23	Dejac Associates Ltd	180.00	Logitech Webcams OC
16-Oct-23	Devonshire Trading Ltd	1,100.81	Monthly gym equip hire-Oct23
06-Oct-23	Earth Anchors Ltd	247.20	Red bin liners
04-Oct-23	Ecotricity	58.40	Gas supply-Jul23 Chapel H
11-Oct-23	Ecotricity	799.36	Gas supply-WPLC Aug23
24-Oct-23	Ecotricity	388.34	Gas supply-WPLC Sept23
24-Oct-23	Ecotricity	571.46	Gas supply-OC Sept23
24-Oct-23	Ecotricity	131.92	Gas supply-Chapel H Sept23
24-Oct-23	Ecotricity	236.17	Electric supply-Depot Sept23
12-Oct-23	Epos Now Ltd D/D	30.00	Monthly till fee-Oct23
26-Oct-23	Eventu	50.00	Monthly projector hire
06-Oct-23	First Days Children's Charity	2550.00	Grant-WTC
10-Oct-23	Global 4 Communications	1,052.42	Mobile/Phone-Sept23
05-Oct-23	GRC (Legal Services) Ltd	4980.00	Eviction of travellers WP
06-Oct-23	Henry Street Garden Centre	246.22	Gardening supplies
19-Oct-23	Henry Street Garden Centre	155.17	Gardening supplies
20-Oct-23	HMRC Cumbernauld	16499.09	PAYE&NI Deducted from pay
12-Oct-23	HMRC VAT	3,296.91	2nd qtr VAT payment 23/24
19-Oct-23	IMAGE BOX	598.80	Gym plastic entry cards
19-Oct-23	Janitorial Direct Ltd	93.55	Hand towels white c-fold-Depot
06-Oct-23	Keep Mobile	1050.00	Grant-WTC
26-Oct-23	Lamps-Tubes Luminations Ltd	14355.00	Service-Light columns/WTCP xmax lights
27-Oct-23	Les Mills Fitness UK Ltd	213.88	Gym coach-WPLC
06-Oct-23	Link Visiting Scheme	750.00	Grant-WTC
03-Oct-23	Lloyds Bank D/D	44.39	Current a/c-Sept23
13-Oct-23	Lloyds Bank D/D	331.06	Monthly cardnet service fee
31-Oct-23	Lloyds Bank D/D	43.37	CB1 bank charges-10/9-9/10 23
05-Oct-23	Mailcoms Ltd D/D	83.94	Postage franking support
16-Oct-23	Merchant Rentals Ltd	18.40	Monthly Cardnet charge
16-Oct-23	Merchant Rentals Ltd	18.40	Monthly Cardnet charge
06-Oct-23	PBT Electrical & Maintenance Ltd	2240.04	5% Retention fee paid 22/23
12-Oct-23	Poztive Energy Ltd	1,326.97	Electric supply-WPLC Aug23

20-Oct-23	Prudential	300.00	AVC deducted from pay
02-Oct-23	Public Works Loan Board	75,974.80	PWLB-Interest/Capital
06-Oct-23	Readibus	8662.50	Grant-WTC
26-Oct-23	Reading Community Energy Soc Ltd	1437.25	Electric supply-WPLC&OC
05-Oct-23	SecureHeat	250.20	Monthl service electrical
26-Oct-23	SecureHeat Ltd	2637.01	Boiler-Chapel Hall
05-Oct-23	Select Environmental Services Ltd	1467.25	Refuse collection
26-Oct-23	Select Environmental Services Ltd	242.94	Refuse collection
19-Oct-23	SGW Payroll Ltd	153.74	Monthly payroll fee-Sept23
31-Oct-23	SWALEC	87.15	Electric supply-Toilet Sep23
06-Oct-23	Technical Surfaces Ltd	921.00	3G rubber infill bags/Match fit service
19-Oct-23	Thames Valley Water Services Ltd	256.80	Monthly water temp checks
20-Oct-23	The Berkshire Pension Fund	20032.35	Employee & 'er deducted from pay
19-Oct-23	Total Door Services Ltd	732.00	Service doors - WPLC/OC
19-Oct-23	Trade UK - BandQ	632.40	Building supplies
19-Oct-23	Trade UK - Screwfix	5.14	Building supplies
02-Oct-23	Wokingham BC - Rates	2,637.00	Rates - WPLC
02-Oct-23	Wokingham BC - Rates	382.00	Rates - Coro Hall
02-Oct-23	Wokingham BC - Rates	173.00	Rates - Chapel Hall
02-Oct-23	Wokingham BC - Rates	1,033.00	Rates - OC
06-Oct-23	Wokingham-Citizens Advice	3500.00	Grant-WTC
05-Oct-23	Woodley Newsagent Ltd	28.60	Weekly newspaper Apr to Sept 23
19-Oct-23	Zoo Signs & Design Ltd	2802.20	Signs&Panels/Room divider panels

Total Payments

201,409.71

CLERKS IMPREST A/C

List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Oct-23	(Personal Information)	75.00	Refund deposit
02-Oct-23	(Personal Information)	75.00	Refund deposit
09-Oct-23	(Personal Information)	200.00	Refund deposit
09-Oct-23	(Personal Information)	75.00	Refund deposit
10-Oct-23	(Personal Information)	50.00	Basking-WTCP
19-Oct-23	(Personal Information)	75.00	Refund deposit
20-Oct-23	(Personal Information)	30.00	Refund WPLC course
20-Oct-23	(Personal Information)	200.00	Refund deposit
20-Oct-23	(Personal Information)	75.00	Refund deposit
20-Oct-23	(Personal Information)	75.00	Refund deposit
20-Oct-23	(Personal Information)	200.00	Refund deposit
23-Oct-23	(Personal Information)	50.00	Refund deposit
23-Oct-23	(Personal Information)	75.00	Refund deposit
23-Oct-23	(Personal Information)	200.00	Refund deposit
23-Oct-23	(Personal Information)	75.00	Refund deposit
26-Oct-23	(Personal Information)	37.99	Staff uniform-Depot
27-Oct-23	(Personal Information)	200.00	Refund deposit
18-Oct-23	ADOBE	198.96	Acrobap Pro-KMU
23-Oct-23	Adobe Systems Software Ireland	596.33	Creative Cloud all apps softwa
27-Oct-23	Age UK Berkshire	75.00	Refund deposit
02-Oct-23	Amazon Business Account	150.00	Garden plastic planter
03-Oct-23	Amazon Business Account	10.88	Ceramic tube fuses
05-Oct-23	Amazon Business Account	14.99	Foolscap document wallets
05-Oct-23	Amazon Business Account	39.96	Slow blow glass fuses

06-Oct-23	Amazon Business Account	12.95	2 way gang plug
06-Oct-23	Amazon Business Account	94.99	Folding shower screen
06-Oct-23	Amazon Business Account	30.94	Square toilet seat
06-Oct-23	Amazon Business Account	36.10	Acidic toilet cleaner
10-Oct-23	Amazon Business Account	95.19	Fluorescent light lamp
12-Oct-23	Amazon Business Account	187.08	Wooden fence rails
12-Oct-23	Amazon Business Account	30.05	Neon pink aerosol paint
16-Oct-23	Amazon Business Account	26.97	Halloween witches hats
24-Oct-23	Amazon Business Account	102.45	Smoke detector kits
26-Oct-23	Amazon Business Account	17.89	Wax crayons-WTCP
27-Oct-23	Amazon Business Account	32.49	TP-Link Modem router
19-Oct-23	Apple Distribution Internation	1529.00	AR Apple MacBook Air 15"
04-Oct-23	Badgemaster Limited	330.42	Staff & Cllr name badges
17-Oct-23	Canva	99.99	Annual subscription WTC
25-Oct-23	Canva	99.99	Annual subscription-WTCP
25-Oct-23	Circus Scene	1200.00	Halloween events-WTCP
19-Oct-23	G & R Electrical Direct Trade	143.81	Recessed LED panel
16-Oct-23	Grabloader Ltd	300.00	16 Tonnes top soil
05-Oct-23	Harringtons Reading LLP	88.99	6kg Propane Cylinder
24-Oct-23	HSS Hire Service Group	357.41	Mobile Pasma training course
25-Oct-23	Lloyds Bank	49364.65	October 23-net payroll
13-Oct-23	Lloyds Bank D/D	15.23	Imprest a/c -Sept23
03-Oct-23	NWT Supplies Limited	432.22	Large rock salt packs
25-Oct-23	Paints 4 Trade	298.95	Various Metal colours paint
17-Oct-23	PETTY CASH A/C	256.93	Topup petty cash
05-Oct-23	Promain UK Limited	763.02	Road marking paint
05-Oct-23	Road craft safety products lim	164.40	Thermoplastic disabled logo
02-Oct-23	Storm Family Martial Arts	20.40	Refund credit on account
18-Oct-23	Total Tyre Company	117.60	2x tyres-MW65EHN
03-Oct-23	Wybone Limited	729.58	Never rust recycling bin

Total Payments

59833.80

THE PUBLIC SECTOR DEPOSIT FUND 2023-2024

INTEREST CARRIED

FORWARD £62,143.35

INTEREST CURRENT

YEAR £89,267.30

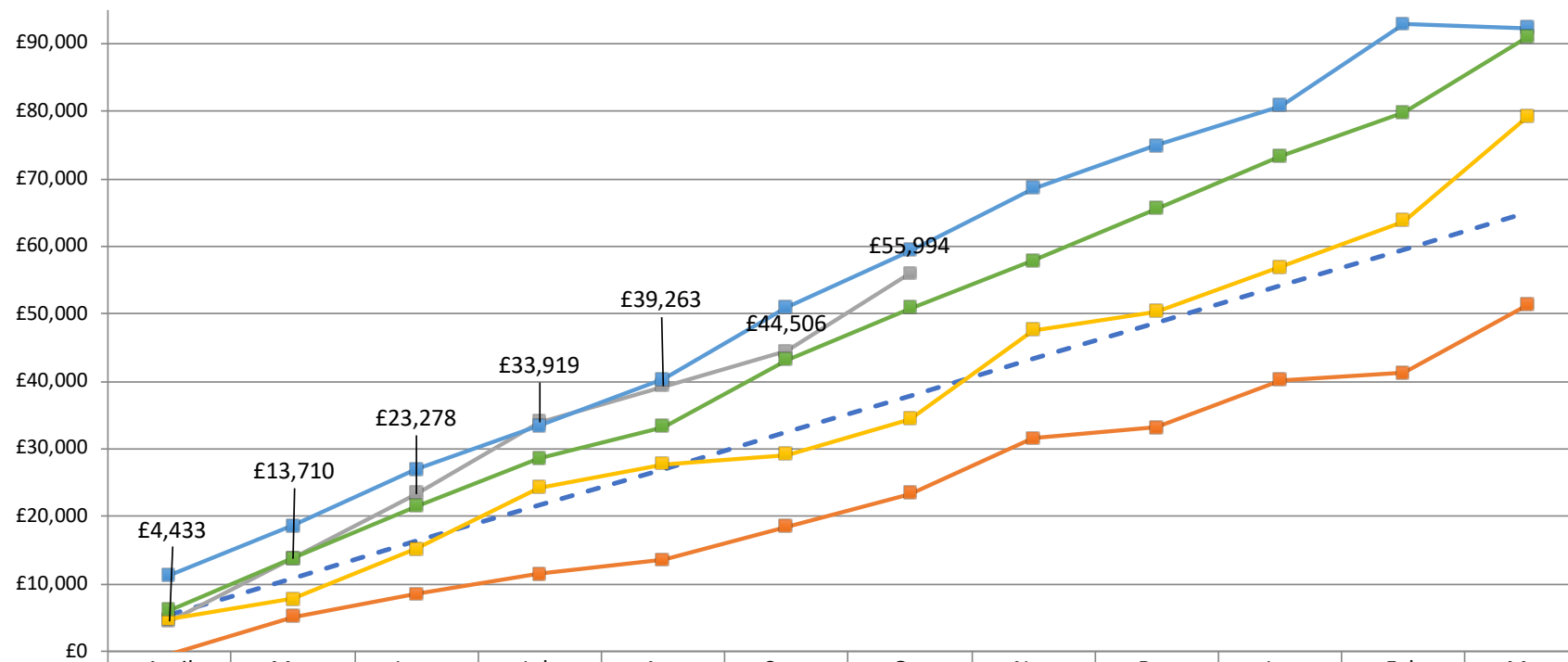
TOTAL INVEST INCOME £151,410.65 Re-invested

Woodley TC - PWLB	A/C 0144630002PC	Dividend	CB6 Investment	1096/702 Balance
Balance Brought Forward				
				2,039,180.57
30 April 2023	1 Apr to 30 Apr 23	£6,538.80		2,045,719.37
31 May 2023	1 May to 31 May 23	£8,070.65		2,053,790.02
30 June 2023	1 June to 30 June 23	£7,707.25		2,061,497.27
31 July 2023	1 July to 31 July 23	£8,536.07		2,070,033.34
31 August 2023	1 Aug to 31 Aug 23	£8,966.82		2,079,000.16
30 September 2023	1 Sept to 30 Sept 23	£8,510.43		2,087,510.59
31 October 2023	1 Oct to 31 Oct 23	£9,547.33		2,097,057.92
30 November 2023	1 Nov to 30 Nov 23			2,097,057.92
31 December 2023	1 Dec to 31 Dec 23			2,097,057.92
31 January 2024	1 Jan to 31 Jan 24			2,097,057.92
29 February 2024	1 Feb to 29 Feb 24			2,097,057.92
31 March 2024	1 Mar to 31 Mar 24			2,097,057.92
Total		57,877.35	0.00	57,877.35
Total re-investment to date		£97,057.92		
Original Investment		£2,000,000.00		
Percentage increase on original investment		4.8529%		
Payment of Loan	31 March 2025	275,000		
Payment of Loan	31 March 2025	500,000	2,000,000	
Payment of Loan	31 March 2026	1,225,000		

Woodley TC - INVEST	A/C 0144630001PC	Dividend	CB7 Investment	1097/702 Balance
Balance Brought Forward				
				1,105,962.78
30 April 2023	1 Apr to 30 Apr 23	£3,546.34		1,109,509.12
31 May 2023	1 May to 31 May 23	£4,377.19		1,113,886.31
30 June 2023	1 June to 30 June 23	£4,180.03		1,118,066.34
31 July 2023	1 July to 31 July 23	£4,629.57		1,122,695.91
31 August 2023	1 Aug to 31 Aug 23	£4,863.24		1,127,559.15
30 September 2023	1 Sept to 30 Sept 23	£4,615.67		1,132,174.82
31 October 2023	1 Oct to 31 Oct 23	£5,177.91		1,137,352.73
30 November 2023	1 Nov to 30 Nov 23			1,137,352.73
31 December 2023	1 Dec to 31 Dec 23			1,137,352.73
31 January 2024	1 Jan to 31 Jan 24			1,137,352.73
29 February 2024	1 Feb to 29 Feb 24			1,137,352.73
31 March 2024	1 Mar to 31 Mar 24			1,137,352.73
Total		31,389.95	0.00	31,389.95
Total re-investment to date		£54,352.73		
Original Investment		£1,083,000.00		
Percentage increase on original investment		5.02%		

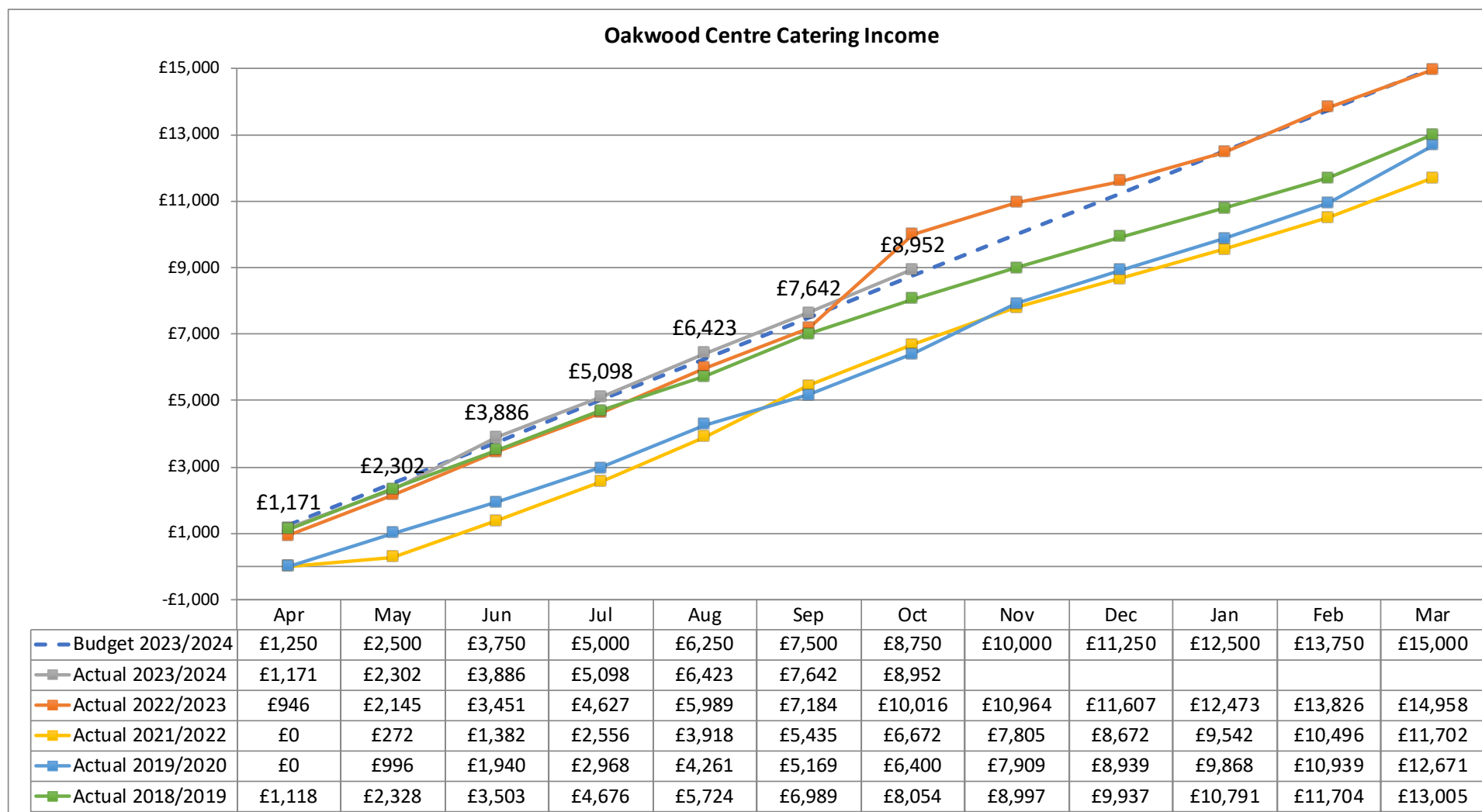
APPENDIX 6a

Oakwood Centre Room Hire Income



	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
— Budget 2023/2024	£5,417	£10,833	£16,250	£21,667	£27,083	£32,500	£37,917	£43,333	£48,750	£54,167	£59,583	£65,000
— Actual 2023/2024	£4,433	£13,710	£23,278	£33,919	£39,263	£44,506	£55,994					
— Actual 2022/2023	£4,780	£7,749	£15,194	£24,273	£27,701	£29,122	£34,443	£47,602	£50,362	£56,876	£63,697	£79,126
— Actual 2021/2022	£-438	£5,064	£8,434	£11,396	£13,554	£18,507	£23,296	£31,547	£33,169	£40,140	£41,206	£51,263
— Actual 2019/2020	£11,270	£18,607	£26,919	£33,393	£40,261	£50,855	£59,307	£68,517	£74,873	£80,742	£92,925	£92,283
— Actual 2018/2019	£6,055	£13,774	£21,505	£28,500	£33,248	£43,186	£50,813	£57,777	£65,549	£73,347	£79,773	£90,945

APPENDIX 6b



**Report of a meeting of the PR & Marketing Sub Committee held virtually on
Thursday 5 October 2023 at 6pm**

Present: *Councillors; K Baker (Chair), D Errawalla, A Swaddle, J Taylor*

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

1. APPOINTMENT OF CHAIRMAN

Councillor Baker proposed, seconded by Councillor Swaddle, and following a vote it was;

RESOLVED:

- ◆ To appoint Councillor Baker as Chairman of the Sub Committee for the remainder of the municipal year.

2. APOLOGIES

No apologies were received.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. TERMS OF REFERENCE

Members noted the terms of reference. In response to a question the Town Clerk confirmed that the Strategy and Resources Committee was responsible for governance in relation to the Council's PR and Marketing output.

5. MARKETING UPDATE

Members received the marketing update and the Communications Manager provided a summary and outline of key points within the update. In response to a question, the Town Clerk confirmed that there was now a specific budget for Oakwood Centre Marketing and for Council events, and that this would be the case going forwards, with budgets being reviewed as part of the annual budget setting process.

In response to a question the Town Clerk confirmed that there was not currently an adopted Marketing and Public Relations Strategy document and that this was something to be developed – encompassing the proposed Public Engagement Policy, proposed guidelines for Council publications and other relevant documents. It was agreed that a simple policy statement could achieve this and would also provide the Council with a measure against success and guide future activities. In response to a question the Town Clerk confirmed that there is not currently an electronic subscription option for the Herald, but that this was an option being looked at going forwards. It was suggested and agreed that the Annual Town Meeting be added to the events list for reference.

6. Proposed changes to the Woodley Herald.

Members considered proposed changes to the production and distribution of the Woodley Herald. The Communications Manager explained the process of designing, editing and producing the Herald and the benefits of reducing the publication to 2 documents per year, while increasing the size from 4 pages to 8.

It was considered that a more substantial document may provide an opportunity to deliver more information and be a more useful document for residents; e.g. a full list of events, more space for advertising the Council's services and facilities. It was noted that the current delivery cost via the Royal Mail is very competitive.

Members discussed the benefits of the changes and following a vote agreed that the proposals should be submitted as a recommendation to the Strategy and Resources Committee. It was agreed that Heralds could be issued in Spring and Autumn to best capture the Council's events and activities. The potential to ask residents for their views, via the Herald, was also discussed, however the committee felt that this was not necessary and that it was more appropriate to make a recommendation to the Strategy and Resources Committee.

It was noted that a full residents survey had not been carried out since 2019 and that it may be an appropriate time to look at this with a view to carrying out a residents' survey that could capture views on potential significant projects going forwards. It was agreed to bring this to a future meeting of the sub committee.

7. Publicity Code and Publication Guidance.

The Recommended Code of Practice for Local Authority Publicity was noted.

The Guidelines for Town Council Publicity as presented were discussed and following a vote it was agreed to make a recommendation to the Strategy and Resources Committee on adoption of the guidelines.

It was noted that the marketing for Woodford Park Leisure Centre is carried out largely by the Leisure Services Manager and that the publicity output is subject to the same principles and guidelines as the marketing for other areas of the Council. It was agreed that information on marketing for the leisure centre be provided for information to the sub committee going forwards.

8. Community Engagement Policy

Members received the draft Community Engagement Policy and the Town Clerk outlined the purpose of the document. It was agreed that wording be added to the policy to state the purpose of 'building communities' and encouraging community engagement in general. It was also agreed to include groups that do not have access to electronic media in Section 5 as a hard-to-reach group.

Following a vote, it was agreed to make a recommendation to the Strategy and Resources Committee to adopt the Community Engagement Policy.

It was noted that the Council's notice boards could be better used and that notice boards in doctors surgeries and other locations could also be considered when looking at distribution of information. It was suggested that engaging volunteers to look after a specific notice board near them might be a way to improve things and, in itself, improve community engagement. It was also suggested that some Councillors may wish to assist with this within their wards. The Town Clerk agreed to look at potential for improving the use of notice boards.

In response to a question, it was noted that the Council does use QR codes on published information relating to events and consultations, and that there was a potential to increase this to include other published information.

9. Newspaper Article Archiving

The Town Clerk explained that this agenda item had been requested in relation to the archiving of newspaper articles and whether there was any benefit to doing this. It was noted that at present a placement is provided for an individual with additional needs to attend once a week, with a carer, to carry out some shredding and cutting out newspaper articles for archiving.

It was noted that the archiving of articles in this way is of little benefit to the Council, although did provide an activity for the individual who was limited in the tasks that could be carried out. The Town Clerk agreed to look at some alternative activities.

RECOMMENDED:

- ◆ That the Strategy and Resources Committee approve the following;
 - To change the publication frequency of the Herald from 3 to 2 issues per year and to increase the document size from 4 pages to 8 pages.
 - To adopt the Guidelines for Woodley Town Council Communications.
 - To adopt the Community Engagement Policy

Voting: For: 4 Against: 0 Abstentions: 0 No Vote: 0

The meeting closed at 7.02pm



Guidelines for Woodley Town Council publications

Including but not limited to:

- The Herald
- E-newsletters
- Precept leaflet
- Other printed newsletters

Woodley Town Council publications follow the Code of Recommended Practice on Local Authority Publicity (Publicity Code), as set out by the UK government.

The **Publicity Code** is grouped into seven principles that publicity by local authorities should follow:

1. be lawful – an authority’s publicity should comply with statutory provisions and advises that any paid-for advertising published by a local authority should comply with the Advertising Standards Authority’s Advertising Codes.
2. be cost-effective – local authorities should be able to confirm that consideration has been given to the value for money that the publicity is achieving, while recognising that in some circumstances this will be difficult to quantify.
3. be objective – local authority publicity needs to be politically impartial. The Publicity Code acknowledges that a council has to be able to explain its decisions and justify its policies, but this should not be done in a way that can be perceived as a political statement or a commentary on contentious areas of public policy.
4. be even-handed – local authority publicity can address matters of political controversy in a fair manner and may contain links to other political sites, or contain political logos on material hosted for third parties. But local authorities should ensure that publicity about the council does not seek to affect support for a single councillor or group. The Publicity Code does, however, recognise that at times it is acceptable to associate publicity with a single member of the council.
5. be appropriate – local authorities should refrain from retaining the services of lobbyists, i.e. political professionals whose job it is to bring their client’s message to those in a position to influence policy. Appropriate use of publicity is also about the frequency, content and appearance of council newsletters in order to prevent unfair competition with local newspapers. It sets out that generally the frequency of council newsletters should be no more than quarterly, with parish councils being able to issue newsletters on a monthly basis.
6. have regard to equality and diversity – publicity by local authorities may seek to influence positively the attitudes of local people in relation to matters of health, safety and other issues where publicity can have a positive influence on the behaviour of the public.
7. be issued with care during periods of heightened sensitivity, particularly during periods of elections and referendums, both national and local (please see Woodley Town Council’s guidance on publicity during a pre-election period).

Following this guidance, **Woodley Town Council's publications** seek to:

1. Inform local residents of the Council's news and updates
2. Inform local residents of the Council's events
3. Inform and seek engagement from local residents of the Council's consultations on Woodley Town Council projects and services
4. Inform local residents of the Council's subsidiaries news, updates and events (Oakwood Centre, Alan Cornish Theatre, Woodford Park Leisure Centre)
5. Inform local residents of the Council's partnership's news, updates and events (Woodley Town Centre Partnership & Community Youth Partnership)
6. Inform local residents of Wokingham Borough Council's news, updates, alerts, consultations and events where applicable and relevant to residents of Woodley
7. Inform local residents of news, updates, alerts, consultations and events from central government, where applicable and relevant to residents of Woodley
8. Inform local residents of local and national news, updates, alerts and events, where applicable and relevant to residents of Woodley
9. Inform local residents of local community news, updates and events, where applicable and relevant to residents of Woodley.



Community Engagement Policy

DRAFT

Version	1.2 – Amended draft following PR Sub Committee
Created by	Kevin Murray – Town Clerk
Date approved	

1. Introduction

1.1 This document forms the Woodley Town Council Community Engagement Policy.

It sets out:

- The role of community engagement and its importance
- How Woodley Town Council engages the wider community and identifies the needs and aspirations of the community.
- How Woodley Town Council can improve community engagement.

1.2 The objectives of the policy are to;

- Encourage effective local community engagement
- Ensure that embedded throughout the council there is clear understanding of the need to engage with communities about decisions that affect them
- Enable aspirations/comments/suggestions obtained from community engagement to have an impact on decision making and the way services are being delivered

Identify how the council can enhance its profile by improving engagement with the wider community - with specific reference to hard to reach groups.

2. Community Engagement

2.1 Community engagement is giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations as well as other public sector bodies.

It provides opportunity for local people to talk to the council about their aspirations and needs within their community. It allows the council to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well its performing.

2.2 The term stakeholder refers to a wide range of people and groups (these might include, residents, visitors, businesses, government, voluntary organisations and public service organisations), all of which have an interest in the council's services and projects.

Hard to Reach groups refers to those who experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people,

physical disability, language barriers, financial constraints, cultural differences or social expectations. The Town Council will put effort into seeking their views, but it also recognises that sometimes they have excluded themselves through personal choice.

2.3 The key aspects of community engagement include:

- Development of a network of relationships between council, individuals, voluntary and community groups.
- Clear and open communication to ensure that information is made accessible to all groups.
- Listening and understanding from a range of people to identify aspirations, needs and problems of local people and groups.

2.4 Effective and meaningful community engagement can provide several benefits:

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities / services can be provided.
- Those participating feel empowered by being involved in decision making in their local community.
- This may result in enhanced leadership and greater interest in elections and standing for council.

3. What will we do?

3.1 The Town Council will facilitate community engagement in the following ways:

- Make available information on what decisions are being considered and how residents can influence or contribute to the discussions in good time. Methods used to ensure engagement will be - through the Town Council website, noticeboards, the Woodley Herald newsletter, social media channels and word of mouth.
- All meetings of the Town Council and its standing committees are open to the public and press. There is a period set aside at the beginning of every Full Council meeting for residents to speak, in line with the Council's standing orders.
- Residents can access agendas for meetings via the Town Council website and notice boards. Public agendas are also made available at the meetings of the council and its committees.
- The Town Council website, noticeboards and agendas explain the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written or verbal reports or present petitions to councillors.
- Planning applications are considered at Council meetings held monthly. The opportunities for people to speak applies equally to these agenda items. Equal

opportunity is given to applicants/supporters, objectors and local community groups.

- Officers at all levels are required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support.
- Details of how to contact the Town Clerk/Council Office will be displayed on noticeboards, council website, social media channels. Details of how to contact Councillors will be displayed on notice boards and the Town Council web site.
- A list of annual council and committee dates including the start times of the meetings and agenda distribution dates can be found on the council website.
- The Town Council will be open and accountable in its dealing with residents and the community. It will make information on its policies and procedures freely available.
- The Town Council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but also to other organisations.
- This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report to be considered by the Town Council.
- The Town Council will, operate a “gateway” service to ensure local people and communities are referred to the correct organisation, officer or Town Councillor.
- Town councillors will continue to represent the Council on various outside bodies, to ensure that they are kept informed of the communities’ needs.
- The Council will engage fully and as appropriate in consultations carried out by the Borough Council and other organisations, on matters that affect residents in Woodley. In addition to providing a response on behalf of the Council this may also include requesting extensions in order to provide a response, distributing and publicising consultations more widely via notice boards, website and social media – including consultation outcomes, requesting clarifications and additional information, inviting organisations to attend council or committee meetings. Consultations are normally considered through the Planning and Community Committee but can be considered by whichever committee is deemed most appropriate.

4. Engagement Standards

The Town Council will adhere to the following standards:

Inclusion

- Use plain language
- Take into account the particular needs of people, especially in hard-to-reach groups, to enable them to participate
- Listen to, and respect, all opinions received

Clarity and Transparency

- Be clear about what we are asking the public to comment on when seeking people's views
- Only use engagement and consultation processes when there is a real opportunity for people to influence decision-making and services
- Provide feedback whenever possible

Visibility

- Ensure that those directly affected by decisions, policies and plans are aware of the opportunity to engage

5. Hard to reach groups

It is recognised that some individuals and groups may not wish to engage with the Council. It is also recognised that there are groups who may be under-represented in the established organisations in the community – including the Council. In addition to the measures set out above, the Council will endeavour to engage with these groups through the following;

- Assessing and identifying potential hard to reach groups as part of the early stages of project planning or policy development.
- Engaging partners who may have more access/influence with hard to reach groups e.g. youth charities/workers, churches, faith groups.
- Continue to seek out opportunities to build and develop trust between the Council and the community it serves.

This can be broken down into the following principles;

1. Build trust – show that we're listening by inviting people to be involved in surveys and focus groups.
2. Strive for representation – look to build diversity of background and mind on key committees, not just with engagement but also at the point of decision.
3. Engage with respected community leaders – work with those who are most able to engage and use their influence.
4. Learn about the groups – take time to understand the dynamics of the groups and shift approach accordingly where appropriate.
5. Find a form of engagement that works for different groups and individuals – consider a wide range of potential channels including visual, audio, online and face to face engagement.
6. Go beyond digital engagement – consider the digital divide and what this means for our community. Specifically, to consider older people and those with limited or no access/ability to use electronic forms of communication.
7. Ensure the engagement is beneficial and consider these benefits at the outset.

6. Review

This policy will be reviewed annually.

Report of a virtual Meeting of the Standing Orders and Financial Regulations Sub Committee held on Wednesday 8 November 2022 at 7.30pm

Present: *Councillors K. Baker – Chairman; M. Kennedy; A. Swaddle*

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

1. **APPOINTMENT OF CHAIRMAN**

Councillor Swaddle proposed, seconded by Councillor Kennedy, and it was:

RESOLVED:

- ◆ To appoint Councillor Baker as Chairman of the Standing Orders & Financial Regulations Sub Committee for the remainder of the 2023/24 municipal year.

Voting: For: 3 Against: 0 Abstain: 0 No Vote: 0

2. **APOLOGIES**

Apologies were received from Councillor Nagra.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **STANDING ORDERS**

Members considered each recommended change to the Standing Orders in turn, as set out in **Appendix A**.

Issue 1

Following discussion, it was understood the intention of this change was to cover the scenario where, following disqualification of a Councillor, the allocation of places on a committee is not workable in line with political balance because the number of places does not split appropriately when applying mathematical rounding. In this scenario, there is a requirement for the parent committee to amend the number of places to appoint to, as set in the terms of reference.

If it was felt the suggested change in wording was not clear enough on this matter, so the Committee Officer agreed to re-work this.

Issue 3

Members felt it was important to allow the proposer of a motion to speak on the matter. As such, it was suggested standing order 17.1. c) should be removed.

Issue 5

It was suggested that standing order 20.3.a.iii was intended to give a Councillor with a pecuniary interest in an item the same rights as a Member of the public to remain in a meeting for the discussion of said item, unless the public and press had been excluded. It was recommended that, in this scenario, it would be appropriate for a Member to raise the interest with the Chairman of the appropriate Committee prior to the meeting, and for the Chairman to approve the extent to which the Member is involved in any discussion prior to the meeting, although the Member would not be entitled to vote.

Members requested the Committee Officer re-consider the wording on this item.

Issue 6

Members asked that consideration is made to including appropriate wording regarding linking co-option applications / appointments to wards when future changes to the standing orders are considered.

Otherwise, Members unanimously:

RESOLVED:

- ◆ To approve the recommended wording changes with regards to Issue 2, 4, 6, 7, 8, 9 and 10, set out at **Appendix A**.
- ◆ To approve the removal of standing order 17.1. c).

RECOMMENDED:

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

4. **FINANCIAL REGULATIONS**

Members acknowledged the proposed changes to the Financial Regulations followed the decision earlier in the year to replace the existing Finance Officer role with that of Finance Manager, and to split the RFO responsibilities from the Town Clerk’s job description and incorporate into the new Finance Manager role.

RESOLVED:

- ◆ To approve the updated Financial Regulations, as set out in **Appendix B**.

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

RECOMMENDED:

- ◆ **that updated Financial Regulations be approved by the Strategy and Resources Committee and presented to Council for adoption.**

Meeting closed at 8.46 pm

STANDING ORDERS – CHANGES APPROVED AT SOFR MEETING 8 NOVEMBER 2023

2	Issue	<p><u>SO 12.2a) – Exclusion of Public & Press</u></p> <p>Recommendation to add reference to the Public Bodies (Admission to Meetings) Act 1960, to provide greater emphasis.</p>
	To Consider	N/A
	Recommended SO Change/s	<p>Change SO 12.2a) to state:</p> <p>All Full Council and Standing Committee meetings shall be open to the Public and the Press unless. However, in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and the press may be excluded where their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. This exclusion from part or all of a meeting will be through a resolution at that meeting.</p>
4	Issue	<p><u>Voting – “Majority” Definition</u></p> <p>The SOs do not define a “majority” vote; there are also references to both a “majority” vote, and a “simple majority” vote.</p> <p>HALC guidance has confirmed that a ‘majority’ vote refers to a comparison between those voting for and against a resolution, and should not include any abstentions.</p> <p>Providing a definition and consistency of wording will help improve clarity.</p>
	To Consider	
	Recommended SO Change/s	<p>Amend the following SOs:</p> <p>SO 18.1 j)</p> <p><i>Subject to the meeting being Quorate (see 12.3), all Statutory Questions (see 3.6.2.j) and any other vote taking place at a meeting, with the exception of Special Motions (see 16.2.d), shall be decided by a majority of the Councillors present eligible to vote and voting thereon. For this purpose, Councillors who abstain from a vote will not be considered to have voted thereon.</i></p> <p>SO 16.2 a)</p> <p><i>With the exception of Special Motions (see 16.4) all Motions will be decided by a simple majority vote in favour of the Motion of those Councillors present (see Section 18 – Voting).</i></p>

6	Issue	<p><u>Section 21 – Co-option</u></p> <p>In 2022/23, the Council had two simultaneous vacancies which it needed to co-opt to. During the process, it was recognised that the existing SOs are not sufficiently detailed to set out the co-option process. Also, the co-option section is written from the perspective of there being one vacancy, and provides no guidance as to how to process multiple, simultaneous vacancies.</p> <p>Guidance was sought at the time from both WBC Democratic Services and HALC as to how to appropriately manage the co-option process, where there was an absence of detail in the SOs.</p> <p>WBC advised that:</p> <ul style="list-style-type: none"> • Rule 5 (5) of The Local Elections (Parishes and Communities) (England and Wales) Rules 2006, states that any casual vacancy must be filled (unless the vacancy occurred within 6 months of the date the previous councillor would have retired in which case co-option is optional), and suggested that the word ‘must’ implies to them that, where a council has less or the same number of candidates as vacancies, there is no need to interview or take a vote. • <p>HALC advised that:</p> <ul style="list-style-type: none"> • When co-opting new members, Councillors need to partake in the usual voting process to agree the successful candidates. • In relation to the advice received from WBC regarding the Local Elections Rules 2006, HALC advised that a council needs to vote on co-opting new councillors, highlighting that every decision a council makes must be open and transparent, and therefore any co-option should be on an agenda; Councillors can then choose how to vote at the meeting in light of the evidence they have received. • Candidates must be nominated (i.e. proposed & seconded) to be considered for co-option. • A Councillor may nominate / vote for one candidate per vacancy. • There is nothing that enforces a council to co-opt an individual where they do not deem the person to be appropriate, and can agree to leave a vacancy open until a suitable candidate comes forward. <p>Following the advice received, Officers determined to use the following process to manage the co-option that took place in 2022/23:</p> <ul style="list-style-type: none"> • Require co-options to be considered at Full Council, regardless of whether the number of candidates exceeded the number of vacancies or not • Undertake a separate vote for each vacancy - Councillors could only nominate / vote for one candidate for each vacancy, meaning Councillors should back their preferred candidate in the first vote, and their second preferred candidate in the second. • Require that candidates be nominated to be considered for each vote.
	To Consider	Whether to follow WBC or HALC advice regarding the need to consider when the number of candidates does not exceed the number of vacancies.

	Recommended SO Change/s	<p>Recommended to follow HALC advise.</p> <p>Suggest adding the following points into SO 21.4:</p> <p>All co-options must be considered and approved at a meeting of Full Council, regardless of whether the number of candidates exceeds the number of vacancies or not.</p> <p>To be considered, candidates must be suitably nominated by Councillors at the meeting (proposed and seconded) and must receive a majority of votes of those Councillors present and voting.</p> <p>Where multiple vacancies exist, a separate vote will be undertaken for each vacancy. Members may nominate and vote for one candidate for each vacancy.</p>
7	Issue	<p><u>Town Clerk / RFO role split</u></p> <p>At the extraordinary S&R Committee in July 2023, the Committee determined to split the Responsible Financial Officer role out of the Town Clerk’s job description, and cite it with a new Finance Manager role (upgrading the previous Finance Officer role)</p> <p>Section 27 of the SOs list the power’s delegated to the Town Clerk.</p> <p>27.1. c. states:</p> <p><i>“To be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act, 1972, the Audit and Account Regulations and other relevant financial regulations.”</i></p>
	To Consider	
	Recommended SO Change/s	Remove point 27.1. c.
8	Issue	<p><u>Outside Bodies / Organisations</u></p> <p>Full Council agendas refer to ‘Outside Bodies’, as do certain SOs. But SO 9.6 / 9.6a) refers to ‘Outside Organisations’. There needs to be consistency</p>
	To Consider	Whether to refer to these as ‘Bodies’ or ‘Organisations’?
	Recommended SO Change/s	<p>Recommend using ‘Outside Bodies’ as this is the term which tends to be used at meetings.</p> <p>Amend SO 9.6 title, and wording of 9.6 a) accordingly.</p>
9	Issue	<p><u>Substitute Appointments to Outside Bodies</u></p> <p>Where an outside body permits a substitute representative to be named, the SOs do not cover the process by which the Council determines which nominated individual may be appointed as the main representative and which the substitute.</p>
	To Consider	

	Recommended SO Change/s	Add new SO 9.6 g) Some outside bodies allow the appointment of a substitute representative, to cover when the main representative is unavailable. Where this is the case, clear, separate votes will take place, where required, to appoint the main and the substitute representatives.
10	Issue	<u>Reference to Council Policies / Protocols</u> The SOs do not currently reference the need for Councillors to adhere to other policies implemented by the Council; for example the Data Protection Policy / Information Security Policy / Equality & Diversity Policy etc.
	To Consider	
	Recommended SO Change/s	Add new SO into 20.7. BEHAVIOUR Councillors should have regard, and adhere to relevant Council policies, where they apply to Councillors. This includes, but is not limited to, the Data Protection Policy, Equality & Diversity Policy, and Information Security Policy.

FINANCIAL REGULATIONS

Woodley Town
Council

1) GENERAL

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- c) The Council's accounting control systems must include measures:
- for the timely production of accounts
 - that provide for the safe and efficient safeguarding of public money
 - to prevent and detect inaccuracy and fraud and
 - identifying the duties of officers
- d) At least once a year, before approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in line with proper practices.
- e) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The ~~Town Clerk~~ Finance Manager has been appointed as RFO for this Council and these regulations will apply accordingly.
- f) In the absence of the ~~Town Clerk~~ Finance Manager, the ~~Deputy~~ Town Clerk shall act as the ~~Proper Officer and~~ RFO.
- g) Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- h) Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.
- i) The ~~RFO~~ Finance Manager:
- acts under the policy direction of the Council and the Strategy and Resources Committee
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems
 - ensures the accounting control systems are observed
 - ensures that the accounting records of the Council are maintained and kept up to date in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources and

- produces financial management information as required by the Council.
- j) The accounting records determined by the RFO-Finance Manager shall be sufficient to show and explain the Council's transactions and to enable the RFO-Finance Manager to ensure that any income and expenditure account and statement of balances, or records of receipts and payment and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- k) The accounting records determined by the RFO-Finance Manager shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and those matters to which the income and expenditure or receipts and payments relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- l) The accounting control systems determined by the RFO-Finance Manager shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval having been approved by the RFO-Finance Manager and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- m) The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or precept
 - approving accounting statements
 - approving an annual governance statement
 - borrowing
 - writing off bad debts
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.
- n) In addition the Council must determine and keep under regular review the bank mandate for all Council bank accounts.
- o) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Audit Commission Act 1998 or any superseding legislation, and then in force, unless otherwise specified.
- p) In these financial regulations the term 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – A Practitioners Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.

- q) The Town Clerk shall be responsible for the accountability and control of staff and the security, custody and control of all other resources, including plant, buildings, materials, cash and stores appertaining to their consent, and shall also be responsible for the observance of the Council's Financial Regulations.

2) ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- a) Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO-Finance Manager in the form of a budget to be considered by the Council.
- b) Each committee shall formulate and submit to the Strategy and Resources Committee a programme of expenditure and income for the following financial year not later than the end of January/beginning of February each year.
- c) The Strategy and Resources Committee shall consider the uses of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year. The RFO-Finance Manager shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- d) The annual budgets shall form the basis of financial control for the ensuing year.
- e) The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments and operational impact which may be prepared at the same time as the annual budget.
- f) Contingencies
- i) Provision for salary and wages pay awards – there shall be included in the revenue budget such provision for salary and wages as may be considered necessary.
 - ii) Reserves – the Strategy and Resources Committee may approve expenditure from reserves on unforeseen items without reference to the Council.
 - iii) Delegation to the Town Clerk – there shall be delegated to the Town Clerk a special fund for carrying out emergency repairs subject to:
 - (1) being satisfied that the expenditure is necessary;
 - (2) there not being adequate provision within the specified detailed expenditure head concerned.
 - iv) Provision for inflation – there shall also be included in the revenue estimates a provision for inflation based on the best information available at the time.

3) BUDGETARY CONTROL AND AUTHORITY TO SPEND

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to be determined by:
- The Town Clerk for all items over £1,000
 - Budget holding managers for items up to and including £1,000

Such authority is to be evidenced by a signed purchase order. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- b) Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget of a committee or when it is likely to result in overspending in the year unless a request for a supplementary estimate has been submitted to the Strategy and Resources Committee. This regulation shall apply where such event would result in an increase in net cost of a committee's budget within the financial year. However, it is recognised that some costs are outside the control of the budget holder including, but not limited to, utility and repairs costs. It is the Council's practice to adjust these items of expenditure in the setting of revised estimates for the current year as part of the next year's budget setting process.
- c) The Strategy and Resources Committee shall be delegated to regulate and control the estimates of the spending committees during the financial year and to approve the spending committees' revised estimates for that year.
- d) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Strategy and Resources Committee.
- e) The Town Clerk may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Leader of the Council and the Town Mayor. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
- f) Where expenditure is incurred in accordance with 3e) above and the sum required cannot be met from savings made elsewhere within the committee's approved budget it shall be subject to the provisions of a supplementary estimate approved by the Strategy and Resources Committee or the Council.
- g) At each meeting of a budget holding committee the [RFO-Finance Manager](#) shall provide the committee with a summary of receipts and payments to date under each head of the budgets, comparing actual expenditure to the previous year's expenditure at the same point in the year and showing the percentage of the total budget spent or income received. Commentary on income and expenditure shall be provided and Members' attention drawn to any anticipated or actual increases in expenditure of 50% or more over the budget estimate for an item.
- h) Revenue savings may not be used to meet additional capital spending, nor any capital savings be used to meet additional revenue spending without the approval of Council.
- i) The Town Clerk shall maintain a Repairs and Renewals Fund and shall issue guidelines and advice as necessary.
- j) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained.
- k) All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

- l) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4) ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- a) All accounting procedures and financial records of the Council shall be determined by the RFO-Finance Manager in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- b) The RFO-Finance Manager shall complete the annual financial statements, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- c) The Council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO-Finance Manager, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- d) The internal auditor shall be appointed by the Strategy and Resources Committee and shall carry out the work required by the Council in accordance with proper practices.
- e) The Internal Auditor shall:
- be competent and independent of the operations of the Council;
 - report to the Strategy and Resources Committee or Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year;
 - demonstrate competence, objectivity and independence and be free from any actual or perceived conflicts of interest and have no involvement in the financial decision making, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- f) Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- g) For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- h) The RFO-Finance Manager shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations, or any superseding legislation.

- i) The ~~RFO~~ Finance Manager shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5) BANKING ARRANGEMENTS

- a) The Council's banking arrangements, including the Bank Mandate, shall be made by the ~~Town Clerk~~ Finance Manager and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- b) The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.
- c) A current account shall be used for the payment of the Council's bills by cheque, direct debit, BACS and other orders drawn on this account and will require the signature of two Members of Council, authorised as bank signatories by the Council, on the payment schedules presented by the Finance ~~Officer or RFO~~ Manager.
- d) A deposit account shall be used to transfer funds to and from the current account and shall be carried out automatically by the bank. Signatories to this account are determined by Council.
- e) A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the deposit account to this imprest account in any one transfer shall be set by the Strategy and Resources Committee. Transfers require the signature of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk, the Deputy Town Clerk, the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.
- f) Bank reconciliations for all operating bank accounts shall be prepared by the Finance ~~Officer~~ Manager as soon as practicable after the end of each month.

6) AUTHORISATION OF PAYMENTS

- a) All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.
- b) All invoices for payment shall be examined, verified and certified by authorised officers who are budget managers. The officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The officer shall also satisfy him/herself that the account has not been previously passed for payment and is a proper liability of the Council and then allocate expenditure to the appropriate budget expenditure heading.
- c) The Finance ~~Officer~~ Manager shall examine invoices in relation to arithmetical accuracy. The Finance ~~Officer~~ Manager shall take all steps to settle all invoices submitted within 30 days.
- d) At least twice monthly the Finance ~~Officer~~ Manager shall provide-collate, review and sign schedules of supplier cheque or BACS payments required, together with the relevant

invoices and other supporting information. The ~~RFO (or Deputy Town Clerk~~ will review and sign the schedule(s) in the RFO's absence) ~~will review and sign the schedule(s)~~.

- e) In the case of a schedule for cheque payments, authorisation will be indicated by the signature of two councillors who are authorised bank signatories on the face of the schedule(s) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- f) Cheques drawn on the account in accordance with 6 d) shall be signed by two of the bank signatories authorised by Council.
- g) In the case of a schedule for BACS payments authorisation will be indicated by the signature of two Council appointed bank signatories on each of the payments from the bank account listed on the BACS schedules in accordance with 6d) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- h) Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- i) Payments from the imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the imprest account from the current account.
- j) The Finance ~~Officer~~ Manager may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance ~~Officer~~ Manager with a claim for reimbursement.
 - i) The Finance ~~Officer~~ Manager shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept to substantiate the payment.
 - ii) Income received must not be paid into the petty cash float but must be banked separately.
 - iii) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
 - iv) Petty cash floats at the Leisure Centre are maintained by the Finance ~~Officer and the~~ RFO Manager.
- k) If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two appointed bank signatories.
- l) All payments in each month from the Council's current and imprest accounts shall be provided to the Strategy and Resources Committee for ratification.

7) INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- a) The Council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation 6 above, the ~~RFO~~ Finance Manager shall give instruction that a payment shall be made.

- c) Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Strategy and Resources Committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/ or permissible to be a signatory to the transaction in question.
- d) The ~~RFO~~ Finance Manager shall take all possible steps to settle invoices within 30 days of the date on the invoice.
- e) Payments may be made by BACS or CHAPS processes provided that the instructions for each payment are signed by two authorised bank signatories, are retained and that payments made are presented to the Strategy and Resources Committee for ratification.
- f) No employee shall disclose any pin or password relating to the working of the Council or its bank accounts to any person not authorised by the Council or a duly delegated committee.
- g) Regular back-up copies of the financial and other relevant records on any computer shall be made and shall be maintained off site.
- h) The Council shall ensure that anti virus, anti spyware and firewall software with automatic updates are installed and operating.
- i) Where BACs or any other internet banking arrangements are made with any bank, the Finance ~~Officer~~ Manager shall be appointed as the service administrator and will prepare the payments for authorisation. Once authorised, one of either the Town Clerk, Deputy Town Clerk, Leisure Services Manager or Committee Officer will process the payments that have been duly authorised by two bank signatories,
- j) Access to any internet banking accounts will be directly to the Bank's home/access page - which must be saved under 'favourites' - and not through a search engine or email link. Saved passwords functions must not be used on any computer used for banking arrangements/payments. Any breach of this regulation will be treated as a serious matter.
- k) Changes to account details of suppliers which are used for internet banking may only be made after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the newly amended account details will be signed by the ~~RFO~~ Finance Manager. A programme of regular checks of suppliers' data will be followed.

8) DEBIT CARD PAYMENTS

- a) Debit card payments from the imprest account are only made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made.
- b) The debit card is never to be used for anything other than proper business use.
- c) ~~Only one~~ Two debit cards ~~is to~~ will be issued to Woodley Town Council, with the Town Clerk and the Finance Manager as the authorised signatories, and ~~this is~~ these are to be kept in a locked drawer at all times when ~~it is~~ not in use.

- d) Debit card payments for goods made by officers other than the Town Clerk or Finance Manager must be approved by the Town Clerk ~~/ RF~~Finance Manager. Approval will be shown by the Town Clerk / Finance Manager counter signing the purchase order for the expenditure.
- e) The limit for expenditure by debit card is set at £2,500 per month.
- f) Any expenditure by debit card is to be supported by a purchase order and invoice/receipt and authorised in the same way as other payments from the imprest account.
- g) The payments made by debit card from the imprest account are to be checked by the Finance ~~Officer~~Manager, included in the imprest payments list and in the list provided to the Strategy and Resources Committee for ratification.

9) PAYMENT OF SALARIES

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating; any necessary deductions will be made as required.
- b) Payment of salaries and payment of deductions from salary as required e.g. tax, National Insurance, pension contributions, union dues must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- c) All time records or other pay documents shall be certified as to accuracy by the individual's manager and retained by the Finance ~~Officer~~Manager.
- d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000, or other current legislation, or otherwise other than:
 - by any councillor who can demonstrate a need to know
 - by the internal auditor
 - by the external auditor, or
 - by any person authorised under the Audit Commission Act 1998, or any superseding legislation
- e) All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council.
- f) No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the approval of the Strategy and Resources Committee, apart from progression through the points of an employee's payscale which requires confirmation from an employee's line manager.
- g) Any termination payments shall be supported by a clear business case and reported confidentially to the Strategy and Resources Committee for approval.
- h) Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the ~~Town Clerk~~Finance

Manager upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.

- i) The certification by an officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.

10) LOANS AND INVESTMENTS

- a) All investments of money under the control of the Council shall be in the name of the Council.
- b) All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. An application for borrowing approval and subsequent arrangements for the loan shall only be approved by Full Council.
- c) Matters relating to Council investments and treasury management are set out in the Council's Treasury Management Strategy and reviewed annually by Full Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO Finance Manager, apart from the Council's investment portfolio, managed by the Council's appointed investment management professionals, who hold such documents and certificates on the Council's behalf.

11) TRANSFER OF FUNDS

- a) The Town Clerk shall be authorised to make short-term investments of the maximum sum in one transaction, as set out in the Council's Treasury Management Strategy, at any one time in financial institutions approved by the Council. All other transfers shall be authorised by Members as approved by the Council.

12) INCOME

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO Finance Manager.
- b) The Council will agree all fees and charges annually, following a report of the Town Clerk.
- c) Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy and Resources Committee. Strategy and Resources Committee may recommend that the Council write-off any amount due to be paid to the Council.
- d) All sums received on behalf of the Council shall be banked intact as directed by the RFO Finance Manager. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO Finance Manager considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The RFO Finance Manager shall ensure that VAT Returns are promptly submitted and that that any repayment claims are made and received. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the [RFØ Finance Manager](#).
- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the [RFØ Finance Manager](#) will ensure that appropriate care is taken in the security and safety of individuals banking such cash.
- i) The Town Council is permitted to sell any excess electricity generated by its solar panels back to our supplier under the incidental power in section 111 of the 1972 Act to reduce the liability to the supplier.

13) ORDERS FOR WORK, GOODS AND SERVICES

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. Copies of orders shall be retained.
- b) Order books shall be controlled by the [RFØ Finance Manager](#).
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £1,000 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

14) CONTRACTS

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
 - i) for the supply of gas, electricity, water, sewerage, IT and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are specialist or proprietary articles and/or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations. Procurement is a niche area, and the Council may need to take specialist advice when dealing with procurement matters.

- c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the World Trade Organisation's Government Procurement Agreement (GPA) (which may change from time to time). As at 1 January 2022, these thresholds are:

Type of contract	Threshold
Public works contracts	£5,336,937
Public Service Contracts	£213,477
Public supply contracts	£213,477

- d) Very few contracts awarded by the Council will exceed the thresholds above, and any that do will be detailed and complex. If the Council were to consider such a high value contract, it is likely the Council would require technical and or legal advice from those who specialise in public procurement. Set out below is a very brief overview of the full requirement of the 2015 Regulations – where they apply.

- Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure, and competitive procedure with negotiation;
- Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate;
- There is a pre-qualification stage;
- Councils will need to comply with the requirements in respect of tenders;
- Contracts should be awarded on the "most economically advantageous tender (Regulation 67);
- Contracts can be varied without going through a new procurement exercise in specific situations (Regulation 72); and
- Contracts should be advertised on the Find a Tender / Contracts Finder website (Regulation 106).

- e) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embedded in a recommendation to the Strategy and Resources Committee or the Council.

- f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk and sent by post. Each tendering firm shall mark the envelope with the words "Tender Submission" and the tenders are to remain sealed until the prescribed date for opening tenders for that contract.

- g) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.

- h) Any invitation to tender issued under this regulation shall be subject to Standing Order 23.1.c and shall refer to the terms of the Bribery Act 2010.

- i) When it is to enter into a contract of less than £25,000 (excluding VAT) in value for the supply of goods or materials or for the execution of works or specialist services, other than ~~such goods, materials, works or specialist services as are excepted contracts relating to items~~ as set out in 14 a), the ~~Town Clerk/RFO/other~~ appropriate budget holder shall obtain

~~3 quotations (priced descriptions of the proposed supply); Where it is not possible to obtain three quotations, then where the value is below £3,000 and above £1,000, the Town Clerk/RFO/appropriate budget holder shall strive to obtain 3 estimates proceed in line with - Otherwise Regulation 132 c) above shall apply, and where the value is over £3,000 the Town Clerk or Finance Manager is authorised to accept the quote.~~

- j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. However, a tender other than the lowest tender, if payment is to be made by the Council, or the highest, if payment is to be received by the Council, shall not be accepted until the Strategy & Resources Committee has considered a written report from the Town Clerk.
- k) Should it occur that the Council, or duly elected committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, providing that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was undertaken.
- l) Any tender submitted in competition received after the specified time shall be returned promptly to the tenderer by the Town Clerk. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed. A later tender may be considered when the Town Clerk is satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post and the other tenders have not been opened.
- m) Where examination of tenders reveals errors or discrepancies which would affect the tender figures in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of withdrawing or confirming the offer.
- n) If the tenderer withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, and on behalf of, the committee concerned, after consideration of a report by the Town Clerk.
- o) The Town Clerk is authorised to accept tenders, providing tenders are within the budget provision.
- p) All contracts shall be in writing and shall specify:
 - i) the work, materials, matters or things to be furnished, had or done, including any appropriate technical specification(s);
 - ii) the price to be paid with a statement of discounts or other deductions;
 - iii) the time, or times, within which the contract is to be performed.

No work shall commence until the Town Clerk is satisfied that any necessary contract documents have been completed in a form approved by him/her.

- q) It shall be a condition of the engagement of the services of any architect, engineer, surveyor or other consultant [not being an officer of the Council] who is responsible to the Council for the supervision of a contract on its behalf, that in relation to that contract he/she shall:
 - i) comply with these Standing Orders as though he/she were an officer, subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the Town Clerk;

- ii) at any time during the carrying out of the contract, produce to the Town Clerk, or his/her representative, on request, all the records maintained by him/her in relation to the contract;
 - iii) on completion of a contract, transmit such records to the Town Clerk, or other appropriate officer, as required.
- r) All tenders for the execution of works or the supply of goods or materials shall, except to the extent that the Council in a particular case or specified categories or contract otherwise decides, be based on a definite specification.
- s) Payments under contracts for building or other construction works
- i) Payments on account of the contract sum shall be made within the time specified in the contract by the RFO-Finance Manager upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding, usually in the form of a retention of 5% of the contract value retained for 6 months after completion/certificate of completion is issued, as may be agreed in the contract).
 - ii) Where contracts provide for payment by instalments the RFO-Finance Manager shall maintain a record of all such payments and report to Council where it is estimated that the cost of the works will exceed the contract sum.
 - iii) Any variation to a contract or addition to or omission from a contract must be approved by the officer managing or overseeing the contract, in consultation with the chairman and vice chairman of the appropriate committee and by the the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.
 - iv) The Chairman of the appropriate committee shall consider whether the variation is material and therefore requires committee approval.

15) STORES AND EQUIPMENT

- a) The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- c) Stocks shall be kept at minimum levels consistent with operational requirements.
- d) The Finance Officer-Manager will be responsible for arranging periodic checks of stocks and stores by persons other than those responsible (at least annually) and will report on these to the appropriate committee.

16) ASSETS PROPERTIES AND ESTATES

- a) The Town Clerk shall make arrangements for the custody of all title deeds of properties owned by the Council. The RFO-Finance Manager shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- b) No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permission and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- d) No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- e) The RFO-Finance Manager shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Strategy and Resources Committee.
- f) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific instructions issued by the Town Clerk.

17) INSURANCE

- a) The RFO-Finance Manager shall effect all insurances and negotiate all claims on the Council's insurers in line with its Risk Management Strategy.
- b) The RFO-Finance Manager shall ensure that all new risks, properties, vehicles which require insurance or any alterations affecting existing insurances are promptly added included in the Council's insurance policies.
- c) The RFO-Finance Manager shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it,
- d) The RFO-Finance Manager shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Committee/Council at the next available meeting.
- e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

18) RISK MANAGEMENT

- a) The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare for approval by the Council a Risk Management Strategy and risk register in respect of all activities of the Council. These shall be reviewed by the Council annually.

19) CHARITIES

- a) Where the Council is sole trustee of a charitable body, the ~~Town Clerk~~Finance Manager shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The ~~RFO~~Finance Manager shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

20) SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- a) It shall be the duty of the Council to review the Financial Regulations of the Council every three years or at the request of Full Council. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

- a)b) _____ The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these financial regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Reviewed ~~Summer 2022~~September 2023

Approved by Full Council – ~~11 October 2022~~DD MMMM YYYY

**Meeting of The Woodley Town Centre Partnership Management Committee
Held at the Oakwood Centre, Headley Road, Woodley, RG5 4JZ On Wednesday 18 10 23.**

CLlr M Holmes	Chairman & WTC Rep	CLlr A Croy	WBC Representative
CLlr K Baker	WTC Representative	CLlr K Gilder	WBC Representative
B Fennelly	Town Centre Manager	J Palterman	Saturday Market Manager
M Dalton	Woodley Trader – Woodley Pets	M Millard	Woodley Resident
Pat Birt	Woodley Resident	Ian Hills	Woodley Resident
Colin Lawley	Woodley Resident		

Also Present:

Harpal Singh Dhillon	Woodley Trader –HK Superstore	CLlr Carol Jewell	WTC
Suyashi Prrasad Dhillon	Woodley Trader – HK Superstore	Jenny Jones	Local Development Officer, WBC
Yvonne Edwards	Addington School	Tracey Bowler	Car Boot Leader
CLlr June Taylor	WTC	M Barber	Police Crime Commissioner
Jane Drake	Woodley Resident	Mr & Mrs Hannington	– Woodley Residents

ITEM 1 – APOLOGIES & WELCOME

J Bowley

**ITEM 2 – TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 19th JULY 2023
MATTERS ARISING FROM THE MINUTES**

Car boot sale – electric bikes still causing issues with buyers and sellers, and car parking charges have also impacted on attendance.

ITEM 6 – KB confirmed the costs of Christmas lights and tree from WBC budget.

Minutes approved.

ITEM 5 - SATURDAY MARKET – JP

JP apologies for previous attendance. New stalls will be starting and have started recently. Recently well attended. More social media and other platforms to advertise the market would be advantageous. Civil engineering works taking place on a Saturday has impacted performance recently. BF to monitor. JP requested avoidance of works on a Saturday.

BF addressed this to JJ and highlighted the importance of trading and livelihoods to avoid jeopardising income and consideration of works are around market trading, be that car boot, Saturday market, or Artisan market. JJ will report back to BF.

Build up to Christmas is anticipated to incorporate new traders

MH thanked JP for his input in the market as always.

ITEM 4 – ELECTION OF TOWN CENTRE REPRESENTATIVES

CLlr Croy and CLlr Tony Skuse have voting rights as WBC representatives. Beth Rowland is nominated as a reserve by Wokingham Borough.

Nominations were requested for Chairman and KB nominated MH, seconded by KG. MH continues as Chair. Vice chair was Z Fransinski and she is thanked for her support. KB nominated Mark Ashwood as Vice Chair. He is a business operator and heavily involved in the business improvement bid. AC seconded and it was agreed he would be appointed.

MD from Woodley Pets appointed as Traders representative, with HSD from HK Superstore also as Trader representative.

PB nominated as voting member. AC nominated Ian Hills. KG will also be voting member. TB nominated and proposed by AC. All appointed for the next year and the Committee is confirmed.

ITEM 6 - POLICE REPORT – MB

Neighbourhood Policing Officers will be doubled by the end of this year and is work in progress, with more PCSOs being recruited.

DISC system was previously proposed to traders and there was a general lack of appetite. MB will procure a similar system and fund it centrally to avoid costs to traders. Local Retailers would be invited with town centre partnership and intelligence reports should assist Policing. Within the next month a system should be available to be implemented.

Shoplifting incidents with threats of violence require officers to be deployed and MB is reviewing the narrative to ensure this occurs.

E-scooters and motorbikes have presented recent safety issues. E-scooters policy is to be reviewed and awareness of usage needs to be highlighted further. Road policing to be made aware of motorbike incidents to elevate this issue.

BF raised a perception gap between traders and Police awareness. Shoplifting reports were previously reported as very low and yet traders reported higher figures. MB referred to incidents on social media and it is anecdotally repeated. MB referred to lack of reporting and that the DISC system should alleviate some of the deterrent to reporting.

CH queried use of E-scooters on pavements. MB highlighted the speed of users and difficulty to identify perpetrators. CH highlighted that some resultant Police action with press attention would be sufficient deterrent to reduce usage. The processing is already being reviewed by the Local Chief Constable as to future tactics and future action. MB will report back to BF.

JD referred to lack of CCTV in the town and asked for assurance that prosecutions would follow any future incidents. Prime opportunity to catch perpetrators would be after school hours.

Mr & Mrs Hannington encountered motorbikes racing across the precinct and suggested security is required paid by town centre and traders. Mrs H posted to Facebook to bring awareness and received 230 comments, some containing details of similar incidents. They have approached the anti-social behaviour team at the Town Hall with little response.

MB sympathises. Enforcement of e-scooter use is down to the Police and there is a requirement for the Council to work together with the Police. Street furniture may assist with prevention to bring physical barriers to use of E-scooters. TB did highlight the intimidation that is a potential backlash to challenging users. MB will follow up with the Council to determine possibilities of changing accessibility to the precinct.

KG highlighted that there are 2 regular individuals with no helmets but balaclavas riding at c. 40 mph on electric bikes. There are also adult users on electric bikes. KG also raised the issue of shoplifting by both children and adults in the precinct.

SPD highlighted that a response from Police comes months after incidents are first reported. They are experiencing a significant amount of shoplifting by children at HK Superstore, for which there are no consequences. There has been limited action or consequence.

MB acknowledges the process needs to speed up, and an assessment investigation unit now deal with incidents to avoid the delay in local officers reverting on incidents. SPD noted that the reporting is lengthy. MB is exploring conditional caution possibilities for prolific offenders. MB also highlighted the spectrum of shoplifting from children to highly organised crime offenders.

KB suggested that Wokingham Borough should also be taking some responsibility for these incidents. A Borough Officer should be invited to participate in discussions and find solutions. AC will invite an appropriate individual to the next meeting. Susan Parsonage, CEO of WBC was suggested as a potential participant to discussions.

Carol suggested the design of our centre is a key element to engineering a solution.

AC queried the result of the CCTV proposal. BF confirmed £5,000 had been given to the town centre. This would have provided an ineffective CCTV system. BF will obtain quotes for an appropriate CCTV system but doubts it will be effective. KB also referred to this being a Borough expense and should be installing CCTV,

potentially to link with the car park cameras. BF confirmed there is no additional budget in the town centre finances for CCTV. Carol suggested BF approaches WBC to determine potential costs of a working system.

ITEM 7 – TOWN CENTRE MANAGERS REPORT

BF presented his report.

The UK prosperity fund of £10k has been allowed by WBC for enhanced Christmas lights and signage. This should assist the Market trading.

There are 2 empty shops in Woodley which is a significant success story for the town as the vacancy rate is well below the national average. Empty units are filled very quickly.

BF updated the meeting on the Business Improvement District and will be discussing this with key retailers. This is work in progress but an exciting development and will reduce restrictions on the current town centre partnership entity. AC queried involvement of MA (Mark Ashwell) and his lead on the BID. BF confirmed that Councillors will not be integrally involved but will provide support. BF will be happy to assist MA and work alongside to support the initiative.

AC referred to record car parking sales. KB requested data from BF which will be circulated.

MD asked Clive Jones & David Cornish at a meeting today for data for September / October for car park sales data. There is a disparity between traders reflections on recent footfall / turnover compared to parking ticket sales reported.

SPD noted that events have been generated to attract customers to the precinct yet weekend parking charges are a deterrent. Lack of advertising could be elevated.

WBC have yet to announce whether there will be a period of free parking to cover the Extravaganza but a decision will be made relatively soon.

ITEM 8 – TOWN CENTRE MANAGER'S FINANCIAL UPDATE

BF highlighted we are dipping into reserves. A BID would change the scalability of funding. There is a minimal budget of £1000 for marketing material. BF welcomed financial support from Woodley traders where possible.

ITEM 9 – QUESTIONS THROUGH THE CHAIR

JJ noted that Wokingham ran a jobs fair recently and would propose one for Woodley and will be in touch with further details.

IH queried over the plans for the recently vacated NatWest building. BF is liaising with the Managing Agent.

BF shared detail of the recent Christmas poster competition. There is a centre stage readily available for free events to increase footfall.

ITEM 7 – ANY OTHER BUSINESS

Meeting finished at 19.55

Date of next Management Committee meetings for 2023 at 6pm

Wednesday 17th January

CURRENT CAPITAL PROJECTS SCHEDULE

PROJECT	ALLOCATION	FUNDED	STATUS	EXPECTED COMPLETION	COMMENT
WPLC Heating System	40,000	Capital Programme	Scheduled	Feb-24	Contractor appointed
Oakwood Centre Toilets	70,000	Capital Programme	Scheduled	Aug-24	Tendering in progress
Line Marking - car parks	6,000	Capital Programme		Summer 2024	Weather dependent
Christmas Lighting	10,000	Capital Programme	Ongoing		EMR set up
Replacement flat bed pickup (used)	5,000	Capital Programme		Summer 2024	
Coronation Hall Kitchen	3,000	Capital Programme		TBC	
Chapel Hall Kitchen	3,000	Capital Programme		TBC	
Grass Reinforcement - Memorial Ground path	7,000	Capital Programme	Scheduled	Apr-24	
Water refill station - WPLC	2,500	Capital Programme		TBC	
Replace Notice Boards	5,600	Capital Programme		TBC	
Coronation Commemorative Seating	6,500	Capital Programme		TBC	Further investigation
Malone Park - replace safety surfacing	22,000	Play Area EMR	COMPLETE		
Boilers Oakwood Centre - replacement	30,000	CIL	COMPLETE		

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. Following the awarding of grants in April, there is £2,750 left in the budget for the current financial year.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Grant Amount	Members / Staff / Volunteers	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
Chemogiftbags (450 beneficiaries per year / approx. 20 recipients in Woodley)	Fundraising, donations and grants.	£250	No paid staff 10 volunteers	Towards the cost of purchasing items for gift bags, provided to individuals undergoing chemotherapy following a diagnosis of breast cancer. The £250 will be ringfenced to pay towards the contents of gift bags for affected individuals residing in Woodley.	The organisation supports breast cancer patients with care packages called 'chemogiftbags'. Each bag costs £65. Bags include, amongst other items, non-alcohol mouthwash, natural lip balm, soft toothbrush, nail Kit, notebook & pen, head scarf.	2017/18 - £250 2020/21 - £250 2022/23 - £250
Me2 Club (125 child members, 20 from Woodley)	Local and national Trusts / Foundations, community fundraising events, corporate partnerships, Town / Parish Councils.	£250	8 paid staff 150 volunteers	To recruit and screen 5 new volunteers within Woodley who can be matched with 5 Woodley children waiting for support from the charity. In order to recruit volunteers, staff give regular talks at local schools, advertise using social media, and attend local community events.	The charity works to address the challenges of isolation and exclusion of children and young people with wide ranging additional needs and disabilities, regardless of a diagnosis, by enabling them to attend a weekly mainstream leisure activity of their choosing. The charity recruits, trains and supports volunteers who are then carefully matched to a child requiring dedicated help. The work also provides family members with regular weekly respite.	2015/16 - £210 2017/18 - £250 2018/19 - £250 2019/20 - £250 2020/21 - £250 2021/22 - £250 2022/23 - £250 <i>NOTE: Me2 Club have been recommended for a Youth Grant of £2,500, due for consideration at this S&R meeting (Nov 2023).</i>

<p>Wokingham Job Support Centre <i>(approx. 200 beneficiaries per year – 9 from Woodley during 2022-23)</i></p>	<p>Grants from Parish, Town and Borough councils</p>	<p>£250</p>	<p>2 part time paid staff 12 volunteers</p>	<p>Towards the cost of providing an office environment with internet access, internet training and support on how to find and apply for jobs. Also to provide a blend of assessment, coaching and advice, with a focus on improving skills through one-to-one support and workshops on CV writing, interview skills, using Social Media and a specific workshop for the over 50 age group.</p>	<p>The organisation aims to provide a free community service to advance the education and training of persons in Wokingham Borough and Bracknell who are in need of, or unable to gain employment, in particular through the supervised provision of services and facilities not otherwise provided by the employment Services.</p> <p>Total cost of project is £27k</p>	<p>£250 – 2015/16 £250 – 2016/17 £250 – 2018/19 £200 – 2019/20 £250 – 2020/21 £250 – 2021/22 2022/23 application rejected</p>
<p>Woodley Adopt A Street Project (WASP) <i>(200+ members, 99% from Woodley)</i></p>	<p>No regular source of income other than grant from the Town Council.</p>	<p>£250</p>	<p>No paid staff 1x volunteer coordinator</p>	<p>To purchase additional equipment for volunteers to use (such as litter picker bag holders and hi-viz safety jackets).</p>	<p>WASP is a community based initiative whose purpose is to encourage volunteers to "adopt" a chosen area to litter pick. The aim is to improve the local environment and make Woodley a cleaner and tidier place to live.</p>	<p>£250 – 2013/14 £250 – 2015/16 £250 – 2016/17 £250 – 2017/18 £250 – 2018/19 £200 – 2019/20 £250 – 2020/21 £250 – 2021/22 £250 – 2022/23</p>
<p>Woodley Schools Cluster <i>(11 Woodley Schools / 24-36 children per project (3x projects))</i></p>	<p>Donations from local businesses, and town council grant.</p>	<p>£250</p>	<p>None – staffing is covered by existing staff within schools</p>	<p>To fund the materials, certificates and small prizes associated with four cluster projects; the Bake Off Challenge, the Tray Garden Challenge, the Coding challenge, and a new History investigators challenge. Funding has previously been provided by local businesses, but donations are becoming more difficult to source. The total cost of the projects is expected to be approx. £311.20.</p>	<p>The Schools Cluster aims to strengthen all aspects of the children's school lives, their education and understanding their position as part of a community. Cluster projects enable children and staff from all the Woodley schools to work together to provide enrichment opportunities for children that would otherwise not be possible within the constraints of schools.</p>	<p>£200 – 2022/23</p>

Woodley United FC <i>(circa 850 members / 730 players - over 50% from Woodley)</i>	Members' fees, fundraising and sponsorship	£250	No paid staff 130 voluntary staff	To pay towards the cost of qualification, training courses and CPD for parents volunteering to help run / coach teams, whose numbers are increasing year by year. Volunteers require a valid DBS, FA safeguarding and FA emergency qualifications, and are also encouraged to undertake FA coaching courses.	The Club aims to offer everyone in the community the opportunity to play, develop and grow through football, regardless of race, gender, age or ability.	£250 – 2013/14 £250 – 2015/16 £250 – 2016/17 £250 – 2017/18 £250 – 2018/19 £250 – 2019/20 £250 – 2020/21 £250 – 2021/22 £250 – 2022/23
Woodley Volunteer Centre (213 beneficiaries, all from Woodley)	Annual grant from Wokingham Borough Council, and occasional donations.	£250	25 volunteers	To pay towards a new Epson printer (cost - £241.98) recently purchased to be used to administer DBS checks in-house, thus reducing some costs.	The organisation, based at Christ Church Woodley, provides free transport to elderly and incapacitated people to help them access hospital, doctors and dentist appointments.	£250 – 2013/14 £250 – 2016/17

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

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

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

In considering the applications preference will be given to:

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

The Council will not normally award grants for costs:

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

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

Successful applicants will:

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

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

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

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

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

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

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

ALLOTMENTS RENT REVIEW

REPORT OF THE TOWN CLERK

Purpose of Report

To provide Members with information in order to consider the charges for allotment plots from January 2025.

Background

Since 2014 the Council has adhered to the following principles in respect of changes to allotment rent charges;

<ul style="list-style-type: none">The standard rate for Woodley residents will be adjusted in line with the published RPI figure for the September preceding the meeting (<i>as published by the Office of National Statistics</i>)*
<ul style="list-style-type: none">The non-resident rent rate is set at 50% above the rate for residents.
<ul style="list-style-type: none">The pensioner rate offers a 25% discount on the standard rate.

** The Council provides a full year's notice of allotment charge changes before they come into effect. Changes agreed at this meeting will come into effect from January 2024.*

There are currently 378 tenanted plots of various sizes at the Reading Road Allotments site. Allotment plots are measured and let in a measurement known as poles. One pole is equal to an area of 25 square metres. Water is provided and accessible to all plots at the site and has been charged at the rate of 40p per pole, per annum for all tenants since 2014.

The lease with Reading Borough Council for the site was renewed for 10 years in 2018. The annual fee under the lease has risen from £7,300 to £9,673, following a rent review in 2023, accordance with the terms of the lease.

Financial

Budget Exp/Inc 2022/2023 (Actual)

Expenditure	Staff	£7,482
	Water Rates	£4,627
	Lease	£7,300
	Repairs	£1,910
	TOTAL	£21,319
Income	Rents (exc water charge)	£13,336
	Toilet/security/Bee hives/misc	£700
	Water Charge	£1,079
	TOTAL	£15,115
	Net cost	£6,204

Budget Estimate 2023/2024

Expenditure	Staff	£7,750
	Water Rates	£5,500
	Lease	£9,673
	Repairs	£2,000
	TOTAL	£24,923
Income	Rents (inc water charge)	£15,016
	Water Charges	£1,020
	Toilet/security/Bee hives/misc	£800
	TOTAL	£16,836
	Net cost	£8,087

Agreed charges from **January 2024** (agreed in November 2022)

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£56.30	£4	£60.30	<i>Pensioner Woodley Resident</i>	<i>£42.20</i>	<i>£4</i>	£46.20
	Non Woodley	£84.40	£4	£88.40	<i>Pensioner Non Woodley</i>	<i>£63.30</i>	<i>£4</i>	£67.30
5	Woodley Resident	£28.15	£2	£30.15	<i>Pensioner Woodley Resident</i>	<i>£21.10</i>	<i>£2</i>	£23.10
	Non Woodley	£42.20	£2	£44.20	<i>Pensioner Non Woodley</i>	<i>£31.65</i>	<i>£2</i>	£33.65

Proposal

The RPI figure for September 2023 is **8.9%**. It is proposed that the standard rate for a Woodley Resident be increased in line with this figure as in previous years. The annual cost of a plot remains low and competitive in relation to charges elsewhere.

It is further proposed that the charge for water provision be increased from 40p to 50p per pole, per year.

This combined proposal would mean an increase of £6 for the year, for a Woodley resident with a 10 pole plot (£3 for a Woodley resident with a 5 pole plot).

Proposed charges for consideration from **January 2025** including:

- **8.9%** increase in allotment rent for Woodley residents - in line with September 2023 RPI* (*figures rounded*) *RPI figure published by Office of National Statistics.
- Water charge increased from 40p to 50p per pole, per year.

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£61.30	£5	£66.30	<i>Pensioner Woodley Resident</i>	<i>£46.00</i>	<i>£5</i>	£51.00
	Non Woodley	£92	£5	£97.00	<i>Pensioner Non Woodley</i>	<i>£69.00</i>	<i>£5</i>	£74.00
5	Woodley Resident	£30.65	£2.5	£33.15	<i>Pensioner Woodley Resident</i>	<i>£23.00</i>	<i>£2.5</i>	£25.50
	Non Woodley	£46.00	£2.5	£48.50	<i>Pensioner Non Woodley</i>	<i>£34.50</i>	<i>£2.5</i>	£37.00

Comparison Charges

Below is a list of current allotment charges for residents (per pole) researched from published website information from other Councils in the area.

	Standard charge per pole (inc water)	Year	Discount rates available
Woodley	£6.63 (proposed)	2024/25	25% pensioner reduction
Wokingham	£10.94	2023/24	25% pensioner reduction
Earley	£7.50 - £11.00	2023/24	Price per pole dependent on plot size
Newbury	£11.25	2023/24	Non residents pay resident rate x2
Henley	£5.50 - £9.75	2023/24	Price per pole dependent on plot size. 35% pensioner reduction

Resources

The Council's expenditure is being affected across the board in terms of increased purchase, utility and service costs and an increase in the annual lease charge. The allotment service has a budgeted net cost of around £8,087 for 2023/24.

An 8.9% increase in rent charge will mean an estimated increase in annual rental income of £1,336 (£16,350 total income) in 2024/25.

An increase in water charge of 10p per pole will mean an increase in annual income of around £255 (£1,275 total income)

Equality

The charging structure provides a discounted rate for tenants in receipt of the state pension. Non-residents pay a higher rate, as they do not contribute to the Councils funds through their Council Tax. There are no other equality impacts identified.

Environment

There are no environmental impacts identified in relation to the recommendation in the report.

Legal

The Council has a duty to provide allotments where it considers there to be a demand, and is permitted to do so under the Small Holdings and Allotments Act 1908, s. 23, 26, 42. The proposals allow for 12 months' notice of changes to the tenancy agreement as required under the Allotments Act.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider an increase to the Woodley Resident standard allotment rate of 8.9% from January 2025 - in line with the Retail Price Index at September 2023.**
- ◆ **That Members consider an increase in the rate for provision of water from 40p to 50p per pole, per year, from January 2025.**

SCHEDULE OF MEETINGS - 2024/25

All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2024</u> 21 May 18 June	<u>2024</u> 4 June	<u>2024</u> 11 June	<u>2024</u> 7 May (Annual Meeting) 23 May (Town Electors) 25 June
23 July 27 August (SH) 17 September	3 September	10 September	24 September
15 October 12 November 10 December	19 November	26 November	3 December
<u>2025</u> 7 January 4 February	<u>2025</u> 14 January	<u>2025</u> 21 January	<u>2025</u> 11 February
4 March 1 April 29 April	25 March	22 April	6 May (Annual Meeting)

(SH = School Holidays)

SCHOOL TERM DATES

2024 Monday 15 April to Tuesday 23 July
Tuesday 3 September to Friday 20 December

Half Term: 27 - 31 May
Half Term: 28 October - 1 November

Elections: 2 May 2024

2025 Monday 6 January to Friday 4 April
Tuesday 22 April to Wednesday 23 July

Half Term: 17 - 21 February
Half Term: 26 May - 30 May

Good Friday: 18 April 2025
Elections: 1 May 2025

LEISURE SERVICES MINUTES – 7 NOVEMBER 2023 (EXTRACT)

36. **YOUTH GRANT APPLICATIONS**

The Committee Officer advised that, in a new process, a scoring matrix had been provided for each youth grant application with the agenda with the intention that Members complete the matrix by consensus. It was highlighted that this matrix had been setup following a previous request from Members, and had been circulated to all Town Councillors previously for comment. The Committee Officer also highlighted that the questions included in the scoring matrix directly linked with the grant guidelines previously approved by the Committee.

Members discussed the applications at length, with the Chairman asking each Member in turn to state whether they felt the applications should receive the requested grant or not. Recognising that this was the first time the Committee had considered grants of this nature, it was noted that the decision was difficult, and there was uncertainty as to the use and benefit of the scoring matrix. It was also suggested it would be beneficial for the applications to record organisations overall income / expenditure, so as to allow the Committee to consider the grant request in light of the organisations overall budget.

It was proposed by Councillor Jewell, seconded by Councillor Horskins, and following a vote it was:

RESOLVED:

- ◆ To consider awarding a sum of £2,500 in respect of each application.

Voting: For: 5 Against: 1 Abstain: 0 No Vote: 1

The Committee then proceeded to vote on whether to award each application individually, and it was:

RESOLVED:

- ◆ To recommend to the Strategy & Resources Committee that the following youth grants be awarded:

- Me2 Club - £2,500

Voting: For: 5 Against: 1 Abstain: 0 No Vote: 1

- Berkshire Renegades - £2,500

Voting: For: 2 Against: 1 Abstain: 3 No Vote: 1

Councillor Kennedy requested that it be noted that he voted against these applications due to the fact that he felt neither application met the grant guidelines in respect of the preference which should be given to activities where Woodley residents are the primary beneficiaries.

Youth Grant Application – Scoring Matrix

LS Committee – 7 November 2023

Organisation	Me2 Club		Grant amount requested	£2,500
Does amount exceed normal maximum (£3k)?	No			
No. of Members / Staff / Volunteers				
	155 / 8 / 147			
No. of young people (21 & under) benefitting from service	125 (27 in TeenW&RD)			
% of young people resident in Woodley	14%			
No. of young people resident in Woodley	7 in Teen W&RD			
Purpose Grant Required:				
To continue running TeenW&RD project in 2024 - providing young people aged 13-19 with additional needs with the opportunity to make friends, build independence and life skills, and reduce social isolation. Monthly sessions - 11 times a year - 6pm-7:30pm - alternating between Emmanuel Church (Woodley) & The Acorn Centre (Wokingham). Maximum of 15 young people - ratio of 3 young people to 1 adult. £176 = venue hire / £900 = food & refreshments / £1,200 = 4x activities / £808 = Activities & Volunteer coordinator				
Additional Important Information from application:				
Me2 Club address the significant challenges faced by children with additional needs and disabilities in Reading & Wokingham. TeenW&RD Project began this year following feedback from young people no longer attending weekly mainstream activities who wanted to continue to engage with Me2 Club. Many young people with additional needs have few, if any, activities they can attend with their peers.				
Has applicant provided:				
Most recent statement of annual accounts?	Yes	Up to date bank statement?	Yes	
Statement of income / expenditure?	Yes	Constitution / Set of rules? (if applicable)	Yes	
Do the projects / activities:				
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.			If no, not eligible	
Do the projects / activities:				
Meet the needs of our vulnerable young people			Score:	
Tackle crime and anti-social behavior through supporting young people			Yes = 1	
Assist young people in gaining employment / education / training			No = 0	
Does provision of this grant:				
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?			Score:	
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?			Yes = 1	
Fund a specific item / project, rather than a contribution to running costs?			No = 0	
Make a significant impact on the gross income of the organisation/group?				
TOTAL SCORE (out of 7) - used if needed to prioritise				
Could the project / activity:				
Reasonably be expected to be funded from other sources?			If yes, funding not normally awarded	
Reasonably be expected to be funded from members' subscriptions?				
Seek to promote or oppose a party-political viewpoint				

Youth Grant Application – Scoring Matrix

LS Committee – 7 November 2023

Organisation	Berkshire Renegades		Grant amount requested	£3,000
Does amount exceed normal maximum (£3k)?	No			
No. of Members / Staff / Volunteers	120 / 0 / 14			
No. of young people (21 & under) benefitting from service	40			
% of young people resident in Woodley	15%			
No. of young people resident in Woodley	approx. 6			
Purpose Grant Required:				
To pay towards the continued use of Reading SportsPark for matches, and Woodford Park Leisure Centre for training. To provide more Rookie days, controlled scrimmages with other teams, and publicity for events within Woodley schools by having a more dynamic website and social media presence, online popup, and local advertising. To provide advertising banners. To enable better engagement with schools, colleges, universities, clubs and community centres within Woodley and Berkshire. To purchase better equipment, including flag belts, footballs, bibs, playing jerseys and helmets. To pay for transport to / from games.				
Additional Important Information from application:				
Berkshire Renegades is an amateur, not for profit, American Football club, for anyone aged 7 and up, with their training base at Woodford Park Leisure Centre in Woodley. The sport allows players to improve communication, leadership and social skills, as well as physical fitness and agility. The club are mindful that they have young players struggling with mental health issues, with volunteers there to support them and encourage them. Parents mention that they see improvements in behaviour and confidence from being involved with the club. The club has 7 teams - 5 of which are for children and young people aged 19 or under.				
Has applicant provided:				
Most recent statement of annual accounts?	Yes	Up to date bank statement?	Yes	
Statement of income / expenditure?	Yes	Constitution / Set of rules? (if applicable)	Yes	
Do the projects / activities:				
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.				If no, not eligible
Do the projects / activities:				
Meet the needs of our vulnerable young people				Score: Yes = 1 No = 0
Tackle crime and anti-social behaviour through supporting young people				
Assist young people in gaining employment / education / training				
Does provision of this grant:				
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?				Score: Yes = 1 No = 0
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?				
Fund a specific item / project, rather than a contribution to running costs?				
Make a significant impact on the gross income of the organisation/group?				
TOTAL SCORE (out of 7) - used if needed to prioritise				
Could the project / activity:				
Reasonably be expected to be funded from other sources?				If yes, funding not normally awarded
Reasonably be expected to be funded from members' subscriptions?				
Seek to promote or oppose a party-political viewpoint				

TOWN COUNCILLOR ALLOWANCES

REPORT OF THE COMMITTEE OFFICER

Purpose of Report

To ask Members to consider whether to pay an allowance to Town Councillors and the Town Mayor.

Background

The Local Authorities (Members Allowances) (England) Regulations 2003 (the Regulations) permits local councils (Parish & Town) to 'choose' to pay members an allowance in recognition of the time and effort they put into their parish duties. Local councils may choose to make an allowance available to their chairman (town mayor) only, or to all members, in which case they may choose to pay a different amount to the chairman. However, there is no obligation on a local council to pay such allowances, and any allowance which is paid must not be paid to co-opted councillors. Members may also choose to forego all or part of any allowance to which they are entitled.

Where a local council chooses to pay an allowance to members and / or their chair, they should have regard to the recommendations of their parish remuneration panel.

The Town Council does not currently pay an allowance to members or the Mayor in recognition of their duties, although £1,000 is budgeted to cover any expenses incurred by the Mayor when attending mayoral events which may be claimed for.

Parish and Town Councils' Independent Remuneration Panel

At the Full Council meeting, held on 11 October 2022, members noted the Town Council's response to a survey conducted by Wokingham Borough Council's Independent Remuneration Panel (FC Agenda – Appendix 8a). Members requested that the matter of paying members an allowance be considered at the next meeting of the Strategy & Resources Committee (FC Minutes 11 October 2022 – Minute 45).

At the Strategy & Resources Committee meeting, held on 22 November 2022, it was agreed that the matter should be deferred until the next municipal year for new Councillors to consider, following the Town Council elections in May 2023 (S&R Minutes 22 November 2022 – Minute 57).

In March 2023, Wokingham published a report of the Independent Remuneration Panel; this is provided at **Appendix A**.

The Regulations require local councils to publish the report of their independent remuneration panel as soon as reasonably practical. The Town Council only became aware of the report on 18 October as it was not circulated directly to local councils. As such, the Town Council published notice of the report as a news item on its website, and physically on Town Council notice boards, on 19 October.

Panel's Recommendation

The Regulations state that the recommended amount set by an independent remuneration panel can be any amount up to 100% of the basic allowance paid by the principal authority.

Wokingham's Independent Remuneration Panel's view was that an allowance could actively support councillors and attract individuals from a wider range of backgrounds.

Their report recommends that parish and town councils who feel that a basic allowance would be appropriate for members should pay a maximum amount of up to 5.1% of Wokingham Borough Council's basic allowance, which equates to £400.

With regards to remunerating chairman, the report recommends local councils pay a maximum amount of up to 15.4% of Wokingham Borough Council's basic allowance, which equates to £1,200.

Impacts

The following details the maximum impact were the committee to approve the remuneration of members, in line with the Independent Remuneration Panel's recommendations, and assumes no members forego all or part of any allowance due to them.

Resource Impacts
£10,800 (£9,600 for 24 members @ £400 / £1,200 for Town Mayor) This money would need to be worked into the existing budget for 2023/24.
Equality Impacts
Providing an allowance may, in the future, attract new councillors from a wider range of backgrounds by removing potential barriers, such as any financial burdens associated with taking on the role. This may be especially beneficial for those who face additional difficulties linked to a protective characteristic.
Environmental Impacts
None

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **To note that notice of Wokingham Borough Council's Independent Remuneration Panel report was published by the Town Council on 19 October, on both the website and in Town Council notice boards.**
- ◆ **That Members consider whether to pay an allowance to members and / or the Mayor in recognition of their duties and, if so, the amount to be paid.**



WOKINGHAM
BOROUGH COUNCIL

**REPORT OF THE INDEPENDENT
REMUNERATION PANEL APPOINTED
TO REVIEW THE ALLOWANCES PAID
TO COUNCILLORS OF WOKINGHAM
BOROUGH'S PARISH AND TOWN
COUNCILS FOR 2023/24**

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Report from the Parish and Town Councils Independent Remuneration Panel

March 2023

1. Introduction

Where the legislation refers to 'Parish Councils', this also applies to 'Town Councils'.

The Parish Remuneration Panel was convened by Wokingham Borough Council as the 'Responsible Authority' as so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances or Members of Parish or Town Councils is:

“91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.”

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish and Town Councils regarding:

- Basic Allowance
- Chair's Allowance
- Travel and Subsistence Allowance
- Indexation

The Parish and Town Independent Remuneration Panel

The Parish and Town Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel. The Panel met on 5 occasions to review the allowances for Parish and Town Councils and the members of the panel are set out below:

Diana Anderson is married and has lived in Crowthorne (Wokingham Without) for 40 years and has strong connections with Wokingham. Both her children now live there; her daughter attended The Holt School, her granddaughter is in Year 3 at St Pauls Junior School and her grandson has just started at Walter Infant School. Before retiring Diana was Campus Administrator for 25 years at Imperial College's postgraduate campus at Silwood Park, Ascot, looking after both staff and students. She has been Clerk to the Local Advisors (Governors) at St Crispin's School for nearly nine years and for the last 18 years has been an independent member - and now Chair - of Wokingham's School Admission Appeals.

David Harwood has been living in the Wokingham Borough for seventeen years having moved to Twyford in 2004. He is married with a teenage daughter. He has been working as a company secretary for the past 11 years and previously worked in financial control in the retail and financial services sector.

Bob Nancarrow has lived in Remenham since 1991. At that time and until retirement he was and is still living in the village within the Wokingham Borough. He worked for the University of West London as Principal Lecturer in Management Accounting before retirement. There, he also volunteered for and undertook the role of Treasurer of the local branch of NATFHE, the Lecturers Union for several years. In 1994/5 and 1995/6 he was Berkshire Branch President of the Chartered Institute of Management Accountants. He is qualified as a Chartered Secretary and as a Chartered Management Accountant. He attended King Edward VI School, Bath. He has a BA in Business Studies from the University of Hertfordshire and a teaching Certificate from the University of Roehampton, London. He has also worked for and trained with Lucas Aerospace, Deloitte, Grant Thornton, Interpublic Inc. and Allied Domecq PLC.

Ian Newlove has lived in Crowthorne (Wokingham Without) since 1973. He is married with two grown up daughters who also live in Crowthorne. He is an independent Member and Chairs Education Appeals Panels for Wokingham, Reading and Bracknell since around 2001. Prior to retiring he worked for a major food retailer based in Bracknell for 28 years. His role within the company at various times involved heading the Internal Audit function and also other Financial roles including systems and procedures. He was also a member of a Patient Participation Group in Crowthorne.

Angela Slade has lived in Wokingham since 1980. A graduate of the University of St Andrews, her early career was mostly in procurement with Unilever, 3M and Smithkline Beecham (now Glaxo Smithkline) her final position in the early 1990's involved personal responsibility for a portfolio valued at £13 million. Delighted to be made redundant shortly before her 40th birthday, she set up her own business and remained self-employed for 27 years. Sadly, the sudden unexpected death of her husband on Halloween 2021 has resulted in withdrawal from paid employment.

Callum Wernham, Democratic and Electoral Services Specialist, provided guidance and administrative support to the Panel.

The Panel met both in person and using Microsoft Teams. The Panel meetings were held in private sessions.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire and the opportunity to speak to the Panel in respect of the Parish Basic Allowance, the Chair's Allowance, Travel and Subsistence and Indexation. Nine Parish and Town Councils responded to the questionnaire, whilst two Parish and Town Councils met the Panel as part of the review.

The Panel thanks the nine Councils who responded to the questionnaire and the two Parish and Town Councillors who met with the Panel. The Panel also paid close attention to the Government Guidance.

4. Arriving at the Recommendations

The Panel was of the view that whilst Parish and Town Councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was desirable to be able to attract parish and town councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

The Panel reviewed what other Berkshire Unitary Authorities had in place in terms of a remuneration policy for their Parish and Town Councils. After research, the

Panel understood that only West Berkshire Council had such a policy in place. As such, the Panel were minded to apply the same percentage figure (rounded to the nearest £100) to Wokingham Borough Council's basic allowance as West Berkshire Council had applied to their basic allowance when deciding the maximum Parish and Town basic and Chair's allowance. West Berkshire set their Parish basic allowance at up to 5% of their Borough's basic allowance, and their Parish Chair's allowance at up to 15% of their Borough's basic allowance.

The Panel were disappointed to learn that regulations did not allow for a Dependent and Carers Allowance to be paid to Parish and Town Councillors. Both the Panel, and representatives of Parish and Town Councils whom they met with, strongly felt that such an allowance would be hugely beneficial for Parish and Town Councillors, especially with regards to promoting equality and diversity amongst the membership. The Panel has resolved to send a letter to the relevant Government Minister, requesting that this be revised at the earliest possible convenience. Should regulations change prior to the next review by the Panel, the Panel recommends that Parish and Town Council's consider implementing a Dependent and Carers allowance scheme at the same rate as available to Wokingham Borough Council Members.

The Panel were disappointed to learn that regulations did not allow for allowances to be paid to co-opted Parish and Town Councillors. Both the Panel, and representatives of Parish and Town Councils whom they met with, felt that this should be reviewed by Government. The Panel has resolved to send a letter to the relevant Government Minister, requesting that this be reconsidered at the earliest possible convenience. Should regulations change prior to the next review by the Panel, the Panel recommends that Parish and Town Council's consider paying their co-opted Councillors allowances at the same rate as that paid to their elected Councillor's, where applicable.

5. Recommendations

The Panel wishes to make it clear that it is solely at the discretion of Parish and Town Councils as to whether they wish to pay a Basic or Chair's Allowance. The recommendations as set out below are the maximum levels that can be paid if an individual authority wishes to do so.

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Wokingham Borough Council. The Panel is of the view that any decision regarding the payment of a Basic Allowance and the level of that allowance should be left entirely to the discretion of individual Parish and Town Councils, taking into account individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel recommends that those Parishes and Towns who feel that a basic allowance would be appropriate should be able to pay a maximum annual amount of up to 5.1% of Wokingham Borough Council's Basic Allowance.

The Basic Allowance for Wokingham Borough Council for 2023/24 is £7,784; 5.1% of this is **£400**. This allowance should only be paid to Members who are elected not those co-opted.

Chair's Allowance.

The Chair's allowance that can be recommended by the Parish and Town Independent Remuneration Panel can be for any amount up to 100 percent of the Basic Allowance paid by Wokingham Borough Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual Parish and Town Councils, taking into account individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel recommends that those Parishes and Towns who feel that a Chair's would be appropriate should be able to pay a maximum annual amount of up to 15.4% of Wokingham Borough Council's Basic Allowance.

The Basic Allowance for Wokingham Borough Council is £7,784; 15.4% of this is **£1,200**. The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

Travel and Subsistence.

The Panel recommends that travel and subsistence for Parish and Town Councils should be at the same rates paid to Wokingham Borough Council Members. In addition, the Panel recommends that the Parish and Town Councils should pay a mileage allowance in line with HMRC recommendations. Subsistence rates should be paid in line with Wokingham Borough Council rates.

Rates can be found within Section 2 of Wokingham Borough Council's constitution: [SECTION 2 - COUNCILLORS \(moderngov.co.uk\)](https://www.moderngov.co.uk/sections/2-councillors)

Dependent and Carers Allowance

Should regulations change prior to the next review by the Panel, the Panel recommends that Parish and Town Council's consider implementing a Dependent and Carers allowance scheme at the same rate as available to Wokingham Borough Council Members.

Indexation of Allowances

The indexation of the allowances paid to Members of the Parish and Town Councils should be in line with any indexation applied to Members Allowances at Wokingham Borough Council.

Withdrawal of Allowances

The Panel recommends that where a Member is suspended or partially suspended, all or part of their allowance should be withheld. This would also apply to Travel and Subsistence allowances.

Foregoing Allowances

A Parish/Town Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish or Town Council.

Publicity

Regarding the allowances, the Panel recommends that the Parish and Town Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

Publication

The Panel recommends that the Parish/Town Clerk should publicise the allowances scheme to all Parish and Town Councillors.

Implementation

The Panel recommends that the change to the Basic Allowance and Chair’s Allowance should be implemented from April 2023 onwards.

Bob Nancarrow - Chair of the Independent Remuneration Panel, March 2023

Climate Emergency Action Plan - Last Updated 16 November 2023

TARGETS	
1	Switch all energy accounts to 100% renewable sourced energy
2	Upgrade all lighting to LED throughout the Council's buildings and facilities
3	Harvest rainwater from Council buildings and facilities
4	Reduce petrol/diesel consumption of grounds maintenance machinery/operation
5	Reduce carbon from staff commuting to work by car
6	Tree planting
7	Reduce waste sent to landfill
8	Reduce/eradicate single use plastics throughout Council operation and service areas.
9	Carbon Neutral Events
10	Encourage behaviour change
11	Eradicate carbon release from burning/bonfires
12	Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan
13	Assess and reduce carbon impact of purchasing goods and services;
14	Ensure on-going commitment and consistent approach

	PRIORITY SCORING (*)		
	1	2	3
Cost	High (£? - £?)	Med (£? - £?)	Low (£0 - £?)
Achievability / Gain	Hard / Long term	Ok / Medium term	Easy / Short term
Environmental Benefit	Low Impact	Med Impact	High Impact

ACTION	PRIORITY MATRIX <i>(Mark 'X' against appropriate score)</i>		
	1	2	3
Cost			
Achievability			
Environment Benefit			
TOTAL	0		

(auto-populates)

Score	Priority *
8 to 9	High
5 to 7	Medium
3 to 4	Low

** Priority scores are set with the intention of indicating which actions are the Highest priority to undertake; for example, because they provide the best impact (e.g. carbon reduction) to cost ratio.*

The Council should target undertaking the highest priority actions first to make the greatest / easiest gains in terms of reducing the Council's climate impact, before moving onto lower priority actions. However, all priorities remain valid and should provide a benefit.

1. Switch all energy accounts to 100% renewable sourced energy								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score (Auto- populated)				
Move to 100% 'green' gas - from renewable sources - when the contracts come up for renewal.	3	3	3	9		Feb-23	All gas accounts changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral, the energy is only partially sourced from renewable sources. The remainder is carbon offset through projects elsewhere.	
Investigate potential to move away from air conditioning units at Woodford Park Leisure Centre – consider fan banks.	1	2	1	4			No realistic alternatives available at this time. Consider removal of item from the Action Plan	
Investigate potential for installation of Solar Panels at Coronation Hall.	2	2	2	6				
Move to 100% renewable or offset electricity contracts when these come up for renewal.				N/A	Complete	Apr-21	Electricity provided from 100% renewable sources	
Install Solar Panels at the Oakwood Centre				N/A	Complete			
Install Solar Panels at the Oakwood Centre				N/A	Complete			

Priority
High
Medium
Low

2. Upgrade all lighting to LED throughout the Council's buildings and facilities								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Install LED Lighting at The Oakwood Centre	2	2	2	6			Amenities Manager obtaining quotes to upgrade OC lighting on a zoned / phased basis. Some other electrical works already required. Phase 1 works carried out - LED lighting installed in corridors, toilets, café, meeting rooms. Strip lighting in offices, halls and cafe being costed. Theatre lighting will need changes to infrastructure and needs further investigation.	
Install LED Lighting at WPLC (Sports Hall)				N/A	Complete			
Install LED Lighting at WPLC (Flood Lights)				N/A	Complete			
Install LED Lighting at Chapel Hall				N/A	Complete			
Install LED Lighting at Coronation Hall				N/A	Complete			
Install LED Lighting at WPLC (gym / reception / refurbished office)				N/A	Complete			
Convert all Street Lights to LED				N/A	Complete			
Install LED Lighting at Grounds Depot Tractor Shed				N/A	Complete			

Priority
High
Medium
Low

3. Harvest rainwater from Council buildings and facilities								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Install harvesting system at Coronation Hall	2	2	1	5			Amenities Manager costing up	
Install harvesting system at Chapel Hall	2	2	1	5			Limited benefit as no reuse of water in that area/building. Consider removing from Action Plan	
Instal harvesting system at WPLC	2	2	1	5			Need to consider the feasibility / benefit, then cost up	
Install modular units for the allotment site	1	2	1	4			Need to consider the feasibility / benefit, then cost up	
Move to using grey water for flushing toilets, irrigation etc	1	1	2	4			Need to consider the feasibility / benefit, then cost up. Cost likely to be quite high but opportunity to consider potential when as part of toilet refurb in Oakwood Centre.	
Installing water butt at Woodley Bowls Club	2	2	1	5	Complete	Mar-23	Part of new irrigation system project	
Install harvesting system at north end of Oakwood Centre building (Area of most use)				N/A	Complete			
Install harvesting system at Grounds Depot				N/A	Complete		Rainwater is being harvested and stored for reuse at the grounds depot. This will be used for watering plants/trees, jet washing bus shelters, cleaning down the yard and washing vehicles.	
Install harvesting system at new vehicle storage building in Maintenance Yard				N/A	Complete			
Investigate other locations at The Oakwood Centre for potential harvesting systems				0	Suspended	N/A	No other locations considered suitable CE SC agreed (4/10/22) to suspend this action, pending any future review	

Priority
High
Medium
Low

4. Reduce petrol/diesel consumption of grounds maintenance machinery/operation								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Move to electrical trimmers / mowers	2	1	1	4			No suitable machines available fro commercial use on the market at present. Most have very limited power/size/durability. More appropriatae machines likely to become available going forwards.	
Move to electrical maintenance vehicles	2	1	1	4			Viability and cost to be considered as vehicles come to the end of their life - to consider the option for leasing electric / hybrid vehicles.	
Investigate option for low intensity land management areas (ie grass areas which are not mown to encourage wildlife)	3	2	2	7			Need to consider the feasibility / benefit, then cost up. Some areas already managed in this way but requires a more planned approach.	
Cease burning green waste				N/A	Complete		No green waste is burned – all is reused on site or disposed of in green waste skip.	

Priority
High
Medium
Low

5. Reduce carbon from staff commuting to work by car								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Investigate the possibility of introducing cycle to work schemes	3	1	1	5			Deputy Town Clerk to canvass staff and assess potential take up of cycle to work scheme for staff that drive to work.	
Investigate the long term potential for home working / reduced & flexible office working				N/A	Complete		Most staff that are able to effectively work from home are doing so and combining this with office working to suit the needs of the role/business.	

Priority
High
Medium
Low

6. Tree planting								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Plant further trees on Council land	2	2	2	6			A tree planting policy based on the principle of planting more trees than are removed in any one year and taking into consideration the type of trees, locations etc would be beneficial. Opportunities for large scale planting are very limited. We are now offering an option for memorial trees in Woodford Park.	
Encourage individuals / organisations in the community to plant trees (through WBC / Woodland Trust / Sponsorship)	2	2	2	6		Ongoing	Local and national initiatives to be publicised through the Council's media channels.	
Use of moss for carbon capture	2	1	1	4			Need to consider the feasibility / benefit, then cost up	
Create green / living walls & lamp columns				0	Not preceeded with	N/A	High cost/limited benefit. CE SC agreed (4/10/22) to not proceed with this action.	

Priority
High
Medium
Low

7. Reduce waste sent to landfill								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Develop plan by service / building to move toward zero waste to landfill	2	2	2	6			Deputy Town Clerk to review waste from WPLC with Leisure Services Manager. WPLC now has internal segregated recycling bins to encourage more in house recycling. The Council has changed waste contractor and we are working with them to increase our recycling rate.	
Introduce recycling points in the parks - outside Council buildings	2	1	1	4				
Use segregated litter bins in parks and buildings	2	1	1	4		Oct-23	Segregated litter bins will be trialled in 2023	
Plastics / Cardboard recycling at the Oakwood Centre / WPLC				N/A	Complete			
Food waste recycling centre in Council Offices at the The Oakwood Centre				N/A	Complete		Staff implemented - food waste bin installed, food waste taken home to be recycled by staff	
Move to using 100% recycling material for litter bin / dog bin liners				N/A	Complete		All purchased public litter bin / dog bin liner bags are now produced from 100% recycled material. Bag use is currently unavoidable but from recycled sources.	

Priority
High
Medium
Low

8. Reduce/eradicate single use plastics throughout Council operation and service areas.								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Identify and investigate areas for reduction	3	2	2	7		ongoing	DTC to review plastics use with Venues Manager and Leisure Services Manager and Amenities Manager Plastic cups provided for clients are recycled. Recycling bins are located in the office areas and plastics recycled with cardboard (mixed recycling). Segregated recycling bins have been located at WPLC offices.	
Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach	3	2	1	6			DTC / Venues Manager to discuss with catering provider.	
Educate staff / customers to change practices / habits	3	2	2	7				
Provide internal / external water points for refilling water bottles	1	2	2	5		Oct-23	Need to consider the feasibility / benefit, then cost up. Proposal in 2023/24 Capital Programme to install water refill station at WPLC	

Priority
High
Medium
Low

9. Carbon Neutral Events								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Liaise with Town Centre Manager to develop plan for reducing/offsetting carbon related to running events including markets	3	2	1	6				
Develop carbon checklist for events booking.	2	2	1	5				
Consider possible carbon offsets in relation to funfairs etc	2	2	1	5				

Priority
High
Medium
Low

10. Encourage behaviour change								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference.	2	1	1	4				
Enhance WTC webpage to include Borough and nationwide initiatives and information.	2	2	2	6		Ongoing	Climate Emergency Action Plan published on the Council website. DTC/Communications Manager to review website page/presence. Include link to WBC climate press releases and information and government initiatives. Relevant news releases/social media posts e.g. from Wokingham Borough Council are reposted.	
Work with Woodley Town Centre Partnership on local busines initiatives and involvement				0		Ongoing		
Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement.				N/A	Complete	Aug-20		
Promote behaviour change with suppliers				N/A	Complete		All managers now request environment policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.	
Create dedicated Climate Emergency webpage on WTC website				N/A	Complete			
Publish 'Herald' dedicated to the Climate Emergency				N/A	Complete			
Hold Annual Town Meeting dedicate to the Climate Emergency				N/A	Complete	May-22		

Priority
High
Medium
Low

11. Eradicate carbon release from burning/bonfires								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Prohibit bonfires at allotment site	3	2	1	6			Bonfires at the allotment site are restricted in the summer months. but could be prohibited entirely. This will require education and consultation with tenants and the Tenant's Committee, along with promotion of composting alternatives. The Leisure Services Committee of 7 Nov 2023 approved a change to prohibit bonfires on site from January 2025. Information on alternatives will be provided to tenants over the coming months before the rule comes into force.	
No green or other waste burned as part of Council service delivery / operations				N/A	Complete			

Priority
High
Medium
Low

12. Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Consider promoting a cycle to school / work scheme or campaign	3	2	1	6				
Meet with WBC Climate Officers				N/A	Complete		Officers have attended WBC Climate Emergency meetings to make presentations / share information.	
Set up Cycling in Woodley Working Party				N/A	Complete			
Engage with Wokingham Borough Council's Climate Action Working Group				N/A	Complete		WTC has a representatives on the Working Group	

Priority
High
Medium
Low

13. Assess and reduce carbon impact of purchasing goods and services								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Investigate potential for plastic free procurement	2	2	1	5		Ongoing		
Investigate procurement from local / lowest carbon producing suppliers	3	2	1	6		Ongoing	All managers now request environmental policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.	
Move to a paper free office environment	2	2	1	5		Ongoing	Carbon neutral officer paper is now purchased. Printing is being reduced where possible through changes in practices and more effective electronic working.	

Priority
High
Medium
Low

14. Ensure on-going commitment and consistent approach

14. Ensure on-going commitment and consistent approach								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Working Party/Strategy & Resources Committee.	3	2	2	7		Ongoing		
Involve all staff in the process and make aware of the content of the Action Plan. Consider and include staff suggestions and feedback where appropriate as part of the on-going process.	3	2	2	7		Ongoing		
Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process.	2	2	1	5		Ongoing		
Consider a Councillors 'Sign Up' to gain active support of the plan from individual Town Councillors.	3	2	1	6				
Approve the Climate Emergency Action Plan through the Leisure Services Committee.				N/A	Complete			
Declare Climate Emergency				N/A	Complete	Oct-19		
Set up Climate Emergency Working Party				N/A	Complete		Climate Emergency Working Party appointed – reporting to the Leisure Services Committee.	

Priority
High
Medium
Low

**PAGES 91 - 102 HAVE BEEN
OMITTED AS THE CONTENT IS
CONFIDENTIAL**