



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

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; J. Cheng;
K. Gilder; T. McCann; B. Rowland; P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 26 November 2019, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2019**
To approve the minutes of the Strategy and Resources Committee held on 17 September 2019 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 1 October 2019.)*
4. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 26/19.** Page 5
 - b) **Payments**
To approve the following payments as set out in **Appendix 4b:** Page 6

	Current account	Imprest account
September 2019	£181,162.96	£49,792.13
October 2019	£148,891.05	£50,322.41

- c) **Internal audit**
To receive the report of the Council's internal auditors for the period for April – September 2019. (*Appendix 4c*) Page 12
5. **OAKWOOD CENTRE UPDATE**
To receive **Report No. SR 27/19**. Page 16
6. **CATERING PARTNERSHP**
To note **Report No. SR 28/19** of the Catering Partnership meeting held on 15 November 2019. Page 20
7. **INVESTMENTS WORKING PARTY**
To consider **Report No. SR 29/19** of the Investments Working Party Meeting held on 14 November 2019. Page 22
8. **COMMUNITY GRANTS**
To consider **Report No. SR 30/19**. The guidelines for community grants are attached to the report. Page 24
9. **ALLOTMENT RENT REVIEW**
To consider **Report No. SR 31/19**. Page 29
10. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
- a) **Financial arrangements**
To consider **Report No. SR 32/19**. Page 32
- b) To receive the report of the Woodley Town Centre Management Initiative meeting held on 9 October 2019. (*Appendix 10b*) Page 36
11. **PROJECTS SCHEDULE 2019/20**
To note the update on Council projects, as given in *Appendix 11*. Page 39
12. **COUNCIL MEETING DATES 2020/21**
To recommend the proposed schedule of meetings for the 2020/19 municipal year. (*Appendix 12*) Page 44
13. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**
To note the statistics for website views, searches and usage, as given in *Appendix 13*. Page 45
14. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
- a) To note that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £52,706.
- b) To note that CIL payment of £21,219 was paid to the Town Council in October 2019 and a further £143,818 due to the Town Council has been invoiced by the Borough Council but not yet received by them.
15. **BOROUGH/PARISH LIAISON FORUM**
To note the minutes of the Borough/Parish Liaison forum, which took place on 30 September 2019. (*Appendix 15*) Page 46

16. **FUTURE AGENDA ITEMS**

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

17. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

18. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 19 on the agenda.

19. **PERSONNEL SUB COMMITTEE**

To consider **Report No. 33/19.**

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EXPENDITURE	Budget	Actual Exp	Actual Exp	Actual Exp	Information
	2019/20	as at 31/10/18	as at 31/08/19	as % of Budget	
Central Costs	244102	137499	137358	56.3	Expenses, cleaning, stationery, equipment and VAT Partial Exemption cost all over 58%. Other costs under.
Democratic Costs	52535	31023	34599	65.9	External councillor training costs added to this budget. May 2019 elections costs £671 higher than budgeted for. Other costs under 58% apart from staff at 59%.
Corporate Management	345240	189618	207473	60.1	Annual affiliation, HR plus H&S support and insurance paid for the year. All other costs under 58%.
Capital Programme	45000	45000	45000	100.0	Allocation transferred to Capital Programme fund.
Grants	4000	2000	2100	52.5	Grants allocated twice a year. Grants awarded in April presented at Annual Meeting.
Oakwood Centre	167478	90227	99396	59.3	Rates, consumables, repairs and maintenance, refuse and maintenance contracts over 58%. All other costs under.
Maintenance HQ	5100	3481	2570	750.2	Phone and repairs/maintenance costs over 58%. Rates, water and fuel costs not spent.
Woodley TCM I	66540	33227	38258	277.4	All costs apart from purchases under 58%
Capital and Projects	271610	171214	184567	68.0	Loan re Bulmershe Leisure Centre paid in full. Most loan payments made in September and March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre invested in June 2019.
TOTAL	1201605	703289	751321	62.5	
			0		
INCOME	Budget	Actual Inc	Actual Inc	Actual Inc	
	2019/20	as at 31/10/18	as at 31/08/19	as % of Budget	
Central Costs	9205	3527	4318	46.9	Miscellaneous and photocopying income higher than 58%, all other income under.
Democratic Costs	0	0	1174	0.0	Income from organising external training for councillors.
Corporate Management	9180	4703	4850	52.8	Recharge re TCM I NI/pension
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	171349	96900	102624	59.9	Income from room hire at 60%. Other income, apart from misc income, at or lower than 58%.
Maintenance HQ	0	1232	0	0.0	
Woodley TCM I	48000	21917	23549	49.1	TCM I contributions received.
Capital and Projects	0	0	0	0.0	
TOTAL	237734	128279	136515	57.4	
Month 7 = 58%					
NET	963871	575010	614806	63.8	

Woodley Town Council

CURRENT ACCOUNT

Payments made between 01/09/2019 and 30/09/2019

Date	Total Amount	
04-Sep-19	1275.60	WP flat new cylinder
06-Sep-19	3111.60	Water softener repair OC
19-Sep-19	2110.80	New pressurisation unit OC
06-Sep-19	297.00	Refuse collection
12-Sep-19	297.00	Refuse collection
27-Sep-19	2700.00	WTCMI advertising
04-Sep-19	360.00	Annual membership
27-Sep-19	2230.13	Contract Cleaning
04-Sep-19	271.55	Staff/Cllr badges
19-Sep-19	265.69	Cleaning supplies
04-Sep-19	307.42	Vending supplies
06-Sep-19	501.03	Vending supplies
12-Sep-19	230.09	Vending supplies
19-Sep-19	183.47	Vending supplies
27-Sep-19	832.21	Vending supplies
27-Sep-19	1093.68	Building supplies
27-Sep-19	293.84	Catering services
04-Sep-19	2484.90	Contract Cleaning
27-Sep-19	2484.90	Contract Cleaning
04-Sep-19	330.00	Circus skills workshop - picnic Aug 19
27-Sep-19	231.80	Bottled water
12-Sep-19	348.00	Annual firewall renewal
12-Sep-19	14.47	Electrical supply
19-Sep-19	145.72	Photo copier printing
06-Sep-19	61.92	Building supplies
19-Sep-19	136.73	Building supplies
04-Sep-19	90.00	Coach
06-Sep-19	1519.70	Supply end panels Arun bus shelter
20-Sep-19	14054.28	PAYE & NI-employers & employees
06-Sep-19	60.00	Jingle dancers - picnic Aug 18
12-Sep-19	125.00	Window cleaning
06-Sep-19	1822.08	Chairs Coronation/Chapel hall
12-Sep-19	77.46	Staff uniform OC
06-Sep-19	720.00	Inspection xmas lights
12-Sep-19	240.00	Install banner WTCMI
12-Sep-19	8580.00	Removal of asbestos Coronation hall
27-Sep-19	199.82	Repair dishwasher OC
12-Sep-19	5464.88	Electrical repairs Coronation hall
04-Sep-19	180.00	Distribution of Herald newsletter
12-Sep-19	9204.00	New ceiling Coronation hall
12-Sep-19	60.00	Wasp nests treatment
19-Sep-19	2880.00	External Audit fees
27-Sep-19	405.65	Music License
20-Sep-19	307.24	AVC - payment deducted from pay
19-Sep-19	588.00	Surveyor attendance OC
06-Sep-19	122.82	Bags/gloves/glasses depot
12-Sep-19	3111.30	Electrical supply
27-Sep-19	1901.20	Electrical supply
19-Sep-19	42.00	Water safety checks
27-Sep-19	282.00	Water safety checks
20-Sep-19	15906.78	Pension - employers and employees

19-Sep-19 Trade UK - BandQ	322.00 Building supplies
19-Sep-19 Trade UK - Screwfix	842.90 Building supplies
12-Sep-19 Travis Perkins Trading Co	53.76 Building supplies
20-Sep-19 Unison Collection Ac	34.00 Union fees - deducted from pay
27-Sep-19 Veolia ES - UK Ltd	648.81 Refuse collection
19-Sep-19 Winnersh Plant Hire Ltd	572.50 Rental of digger/trailer
06-Sep-19 Be Fuelcards Ltd	30.35 Unleaded fuel-Depot
02-Sep-19 CF Corporate Finance Ltd	166.32 WPLC copier lease rental
02-Sep-19 Club Manager Ltd	80.40 Clubmanager monthly fee - gym
24-Sep-19 Crown Gas & Power	92.55 Gas supply
24-Sep-19 Crown Gas & Power	201.05 Gas supply
24-Sep-19 Crown Gas & Power	219.66 Gas supply
24-Sep-19 Crown Gas & Power	56.60 Gas supply
12-Sep-19 Epos Now Ltd D/D	30.00 EPOS monthly till charge
10-Sep-19 Global 4 Communications	298.92 WTC/WPLC/OC-Phone
02-Sep-19 InTouch	35.99 Web site monthly charge
27-Sep-19 Les Mills Fitness UK Ltd	197.76 Coach-WPLC
04-Sep-19 Lloyds Bank D/D	42.80 Bank charges
13-Sep-19 Lloyds Bank D/D	208.53 Cardnet service charges
16-Sep-19 Mainstream Digital Ltd	0.50 Phone - O/C
16-Sep-19 Merchant Rentals Ltd	15.44 O/C Cardnet machine rental
16-Sep-19 Merchant Rentals Ltd	15.29 WPLC Cardnet machine
12-Sep-19 Plusnet Plc	52.20 Phone
18-Sep-19 Plusnet Plc	52.20 Phone-WPLC
02-Sep-19 Public Works Loan Board	5874.06 PWLB-Capital/Interest
25-Sep-19 Public Works Loan Board	1528.16 PWLB-Capital/Interest
30-Sep-19 Public Works Loan Board	73170.77 PWLB-Capital/Interest
09-Sep-19 SGW Payroll Ltd	172.10 Aug 2019 payroll services
16-Sep-19 Siemens Financial Services	1100.80 Gym equipment rental
27-Sep-19 SWALEC	31.87 New public toilet electricity
02-Sep-19 TV Licensing	154.50 WPLC TV license
18-Sep-19 Vodafone	282.54 Phone
02-Sep-19 Wokingham BC - Rates	2246.00 Rates-WPLC
02-Sep-19 Wokingham BC - Rates	884.00 Rates-Oakwood Centre
02-Sep-19 Wokingham BC - Rates	358.00 Rates-Coronation Hall
02-Sep-19 Wokingham BC - Rates	162.00 Rates-Chapel Hall
02-Sep-19 Wokingham BC - Rates	383.87 Rates-Public Toilet
	181162.96

CLERKS IMPREST A/C

Payments made between 01/09/2019 and 30/09/2019

09-Sep-19 (Personal Information)	15.00 Refund deposit
16-Sep-19 (Personal Information)	100.00 Refund deposit
09-Sep-19 (Personal Information)	50.00 Refund deposit
16-Sep-19 (Personal Information)	50.40 Yoga cancelled - refund
02-Sep-19 (Personal Information)	30.00 Cancelled WPLC course
23-Sep-19 (Personal Information)	45.00 Refund deposit
16-Sep-19 (Personal Information)	15.00 Refund deposit
16-Sep-19 Amazon Mkt Place	53.73 Desk organiser/clock/clipboard
09-Sep-19 Amazon.co.uk	29.99 Black safety shoes-OC
20-Sep-19 Amazon.co.uk	10.95 Headset training adapter twin
12-Sep-19 Cupsdirect	52.62 Clear plastic cups
09-Sep-19 Curry Online	520.00 Swan tall fridge - WPLC
18-Sep-19 Home Shop Catalogue Ltd	554.68 Automatic Water Softener
25-Sep-19 Lloyds Bank	47185.01 Net payroll-Sept 19
13-Sep-19 Lloyds Bank D/D	14.36 Bank charges

10-Sep-19 MeshDirect	347.98 6ft Fence kit chain link -Rivermead
12-Sep-19 PETTY CASH A/C	103.18 Top up - petty cash
18-Sep-19 PETTY CASH A/C	158.68 Top up - petty cash
13-Sep-19 Solopress	70.80 4x Gloss posters OC
02-Sep-19 Somerville Glass & W	60.00 Clears safety glass
25-Sep-19 Stagedepot.co.uk	62.40 15 Amp black plastic plugs
19-Sep-19 Wickes Building	262.35 Heavy duty tarpaulin/ties
	49792.13

Woodley Town Council

CURRENT ACCOUNT

Payments made between 01/10/2019 and 31/10/2019

Date	Total Amount	
11-Oct-19	960.00	A Star Signs Ltd WPLC signage/installation
04-Oct-19	4020.00	Advanced Maintenance UK Ltd New Combi boiler Coronation Hall
04-Oct-19	82.20	AGA Print Ltd Signage boards - WTCMI
11-Oct-19	297.00	Alan Hadley Ltd Refuse collection
18-Oct-19	138.00	ASAP Computer Services Annual antivirus software
18-Oct-19	50.30	AYS Cleaning Contractors Ltd Contract cleaning
18-Oct-19	2230.13	AYS Cleaning Contractors Ltd Contract cleaning
04-Oct-19	134.71	Be Fuelcards Ltd Diesel/unleaded petrol
11-Oct-19	26.62	Be Fuelcards Ltd Unleaded fuel-depot
18-Oct-19	437.40	Bowak Ltd Cleaning supplies
11-Oct-19	291.03	Brake Bros Foodservice Ltd Vending supplies
18-Oct-19	436.27	Brake Bros Foodservice Ltd Vending supplies
18-Oct-19	162.31	Brake Bros Foodservice Ltd Vending supplies
18-Oct-19	134.58	Brewers Decorator Centres Building supplies
18-Oct-19	2336.36	Brown Bag Cafe Ltd Catering services
11-Oct-19	3272.98	Castle Water Water rates
11-Oct-19	96.60	CDK Casting Ltd Bronze plaque
18-Oct-19	599.40	Central Sports UK Ltd Badminton shuttle cocks
18-Oct-19	2484.90	Churchill Contract Services Ltd Contract cleaning
18-Oct-19	240.00	Clifton Ingram LLP Legal services
01-Oct-19	80.40	Club Manager Ltd Club manager membership
18-Oct-19	187.42	CoolerAid Ltd Bottled water
23-Oct-19	466.56	Crown Gas & Power Gas supply-OC
23-Oct-19	195.99	Crown Gas & Power Gas supply-WPLC
23-Oct-19	99.02	Crown Gas & Power Gas supply-Chapel hall
23-Oct-19	66.42	Crown Gas & Power Gas supply-Coronation Hall
11-Oct-19	240.00	Dejac Associates Ltd Software/installation
11-Oct-19	200.00	Dudley College of Technology Staff training
11-Oct-19	11.85	EDF Energy 1 Ltd Electrical supply
10-Oct-19	30.00	Epos Now Ltd D/D EPOS till monthly charge
11-Oct-19	729.48	Fencing Products Ltd Building supplies
18-Oct-19	161.78	Fencing Products Ltd Building supplies
18-Oct-19	253.20	Fenland Leisure Products Ltd Zip line & springs - play equipment
18-Oct-19	337.75	Fiddes & Son Ltd - Bowcom Building supplies
18-Oct-19	18.85	Fraser Office Supplies Ltd Stationery supplies
18-Oct-19	46.80	Furniture@work Ltd Oak framed noticeboard WPLC
09-Oct-19	294.46	Global 4 Communications Phone WPLC/OC
18-Oct-19	250.09	Hampshire Flag WTC flag design
18-Oct-19	14343.98	HMRC Cumbernauld PAYE & NI Employers and employees
16-Oct-19	6388.14	HMRC VAT 2nd Qtr VAT return
04-Oct-19	96.00	IMAGE BOX WPLC reception vinyl
18-Oct-19	96.00	IMAGE BOX WPLC reception vinyl
01-Oct-19	35.99	InTouch Website fee
18-Oct-19	120.00	John Willis Window cleaning
11-Oct-19	6338.00	Just Around The Corner Grant
18-Oct-19	600.00	Keep Mobile Grant
18-Oct-19	3174.00	Lamps-Tubes Luminations Ltd Repairs to lights in town centre WTCMI
18-Oct-19	29.90	Laundry Depot Laundry table cloths
28-Oct-19	197.76	Les Mills Fitness UK Ltd Coach-Body Balance
01-Oct-19	40.70	Lloyds Bank D/D Bank charges 10/8 to 9/9
14-Oct-19	372.36	Lloyds Bank D/D Cardnet Machine-service

29-Oct-19 Lloyds Bank D/D	40.40 Bank service charges
18-Oct-19 Lyreco UK Ltd	314.07 Stationery supplies
14-Oct-19 Mainstream Digital Ltd	61.56 Qtrly rental/phone
15-Oct-19 Merchant Rentals Ltd	15.44 Cardnet machine rental
15-Oct-19 Merchant Rentals Ltd	15.29 Cardnet machine rental
18-Oct-19 MKR Electrical Services Ltd	447.46 Electrical supplies
18-Oct-19 Mrs K Vevers	585.00 Delivery of Herald newsletter
09-Oct-19 Pitney Bowes Ltd	150.00 Postage topup
14-Oct-19 Plusnet Plc	52.20 Phone - OC
18-Oct-19 Plusnet Plc	52.20 Phone - WPLC
18-Oct-19 Power P & F Ltd	3708.00 Replacement - power pack Auto roller
18-Oct-19 Pro-Tar Surfacing Ltd	36931.68 Repair & overlay pathway lake project
18-Oct-19 Prudential	307.24 AVC payment deducted from pay
01-Oct-19 Public Works Loan Board	6676.72 Loan repayment
18-Oct-19 Readibus	9380.50 Grant
04-Oct-19 Richard Wheeler Signs Ltd	69.64 Public toilet - Graphics panel
18-Oct-19 Rigby Taylor	694.30 Gardening supplies/seeds
11-Oct-19 Round & About Publications Ltd	571.20 WTCMI-full page advert
18-Oct-19 Scott & Sons	100.00 Hire digger-allotments
07-Oct-19 SGW Payroll Ltd	178.22 Payroll services
15-Oct-19 Siemens Financial Services	1100.80 Gym equipment rental
18-Oct-19 Spaldings Ltd	201.72 Decorating supplies
18-Oct-19 SSE Southern Electric	2076.93 Electrical supply
18-Oct-19 St John Ambulance	324.00 First Aid course
28-Oct-19 SWALEC	30.59 Electric supply
11-Oct-19 Technical Surfaces Ltd	360.00 MatchFit 3G pitch service
18-Oct-19 Technical Surfaces Ltd	480.00 3G pitch rubber infill
11-Oct-19 Thames Valley Water Services Ltd	288.00 Water safety checks
18-Oct-19 The Berkshire Pension Fund	16059.59 Pension - employers and employees
18-Oct-19 Token Security Solutions Ltd	278.40 Staffing support OC
18-Oct-19 Trade UK - Screwfix	918.56 Building supplies
18-Oct-19 Trade UK - Screwfix	207.19 Building supplies
11-Oct-19 Travis Perkins Trading Co	232.74 Building supplies
18-Oct-19 Travis Perkins Trading Co	15.02 Building supplies
18-Oct-19 Unison Collection Ac	34.00 Union fees deducted from pay
18-Oct-19 Vail Williams LLP	1320.00 Professional fees
18-Oct-19 Veolia ES - UK Ltd	579.99 Refuse collection
18-Oct-19 Vodafone	281.46 Phone
18-Oct-19 Windowflowers Ltd	1368.00 WTCMI planters
18-Oct-19 Windowflowers Ltd	540.00 Winter planting - WTCMI
01-Oct-19 Wokingham BC - Rates	2246.00 Rates-WPLC
01-Oct-19 Wokingham BC - Rates	162.00 Rates-Chapel Hall
01-Oct-19 Wokingham BC - Rates	884.00 Rates-Oakwood Centre
01-Oct-19 Wokingham BC - Rates	386.00 Rates-Public toilet
01-Oct-19 Wokingham BC - Rates	358.00 Rates-Coronation Hall
18-Oct-19 Wokingham-Citizens Advice	3310.00 Grant
11-Oct-19 Wyevale Garden Centres Ltd	112.00 Gardening supplies
11-Oct-19 Zapkam Ltd	451.25 Staff uniform
	148891.05

CLERKS IMPREST A/C

Payments made between 01/10/2019 and 31/10/2019

07-Oct-19 (Personal Information)	200.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
02-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	24.99 Refund gym membership

02-Oct-19 (Personal Information)	89.00 Damaged jacket refunded
21-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
07-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
16-Oct-19 247Curtains.co.uk	223.00 New curtains - Coronation Hall
30-Oct-19 AAT-Org.uk	99.00 Annual membership
04-Oct-19 Amazon.co.uk	152.69 2 x Microwaves WPLC
16-Oct-19 Amazon.co.uk	30.92 20m Ethernet Cable
25-Oct-19 Argos Retail Group	399.99 Hitachi 55 in Smart TV Oakwood Centre
18-Oct-19 Eurooffice.co.uk	23.44 Footrest tilting
01-Oct-19 Kaspersky.uk	54.99 Internet security software
23-Oct-19 Lloyds Bank	46609.32 Net Oct 2019 payroll
11-Oct-19 Lloyds Bank D/D	13.66 10 Aug-9 Sept 19 bank charges
17-Oct-19 Poles Direct.com	282.68 New-Curtain poles
09-Oct-19 Solopress	232.82 Signage boards
09-Oct-19 Solopress	81.22 Flyers & leaflets
14-Oct-19 Solopress	137.77 Flyers & leaflets
17-Oct-19 Solopress	81.22 Flyers & leaflets
29-Oct-19 Starmaker Theatre	760.10 Credit note/refund dep-Starmaker
30-Oct-19 Viking.uk	525.60 Tall Tambou capboards x2
	50322.41

LIGHTATOUCH

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Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

21 November, 2019

The Town Clerk

Woodley Town Council

The Oakwood Centre,

Headley Road, Woodley,

Berkshire,

RG5 4JZ

Dear Deborah

Interim Internal Audit Report

Woodley Town Council – April to October 2019

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, considering public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2019-20 Annual Governance and Accounts Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2019
- The Accounts and Audit (England) Regulations 2015 (as amended).



Background

Woodley Town Council has income and expenditure of between £2,000,000 to £3,000,000 and is subject to review by the external auditor, PKF Littlejohn. The Council had a clean annual report from the external auditor for 2018-19.

The Council is a sole managing trustee.

It is proper practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on RBS Omega Software.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Town Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

During this visit we checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Petty cash
- Investments
- Income and expenditure
- Contracts with Suppliers and Contractors
- VAT claims
- Insurance
- Budgets and reserves
- Payroll
- Transparency of the Council Website.

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council maintains its books and records on RBS Omega software
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Details of total payments authorised at meetings are recorded in the Minutes
- All records were up to date and easy to follow
- Income is receipted, recorded, banked and entered on the financial ledger on a regular basis
- The budgeting process is detailed and thoroughly monitored throughout the year



- Bank reconciliations were carried out promptly each month and were accurate
- The Strategy and Resources Committee takes an active scrutiny role
- The insurance cover is appropriate for the size of the Town Council
- Payroll records were accurate to information recorded on the Contracts of Employment
- Payments are made regularly to HMRC and to the Berkshire Pension Fund.
- VAT reimbursement claims are made regularly
- The Council has a stamp on all invoices that records date received, posting to the nominal codes, authorisation for payment and date paid
- Action has been taken, or is underway on all the recommendations in the last internal audit report

Recommendations

Woodford Park sales invoices

- Sales invoice information should be cross-referenced to income received on the Woodford Park Leisure Centre daily taking sheet. This will allow the Finance Officer to post details of sales invoices in the financial ledger on the Omega system and these will remain pending to clear until the income is shown on the bank statement. It is recommended that the change in this process should be implemented from the next financial year on 1 April 2020.

Other matters to be brought to the Council's attention

- The Deputy Town Clerk is currently updating the Contract information held on Suppliers and Contractors and will ensure that the updated information will be shown on the Town Council Website to ensure that compliance with the Transparency Code 2015 is maintained.
- The Town Clerk is currently reviewing Financial Regulations and Standing Orders and will adapt the new NALC template versions to ensure that they reflect the operations in practice by the Town Council. These should be available for 2020/2021.
- The issues relating to Malone Park were discussed with the Town Clerk and it was confirmed that after protracted discussions with Wokingham Borough Council the Town Council will be taking ownership of the Park at a consideration to be agreed between the two parties.
- It was noted that the Town Clerk has produced a report which will be taken to the Strategy and Policy Committee meeting on the 26 November 2019 to recommend that the current budget and reserves held by the Woodley Town Centre Management Initiative (WTCMI) are transferred to the Town Council. This is supported through an independent consultancy report and summarised by the Town Clerk in her report. The Council will set up a separate cost centre for WTCMI and the latter will close its own bank account and transfer its assets to the Council. The Council will pay all invoices relating to WTCMI, including VAT invoices, and reclaim any such VAT as an established Section 33 body. The Council will ensure that any income on which VAT should be paid is properly accounted for. It is noted that this will have the potential for some increase in workload, but this can be absorbed by current levels of resources. When facilities are returned to the Town Council the transfer of any Assets should be recorded on the Town Council Assets Register.

Conclusion

Based on the tests we have carried out at this interim internal audit visit, in our view, the internal control procedures in operation are good to meet the needs of Woodley Town Council except where recommendations have been made in this report.

Next visit

The next internal audit visit has been arranged for 3 and 4 March 2020.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Petty Cash
- Income and expenditure
- Woodford Park Leisure Centre income
- VAT claims
- Asset Register
- Financial Risk Assessment

Next Steps

This report should be noted and taken to the next meeting of the Strategy and Resources Committee.

They should decide what action will be taken on the recommendations we have made.

Tim Light FMAAT and Paul Reynolds FMAAT

Internal auditors

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current and planned marketing activities and operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Catering

Notes of the Catering Partnership meeting held on 15 November 2019 are appended elsewhere in the meeting agenda. Income through the catering contract is provided at **APPENDIX A (Confidential item – enclosed separately)**. The partnership continues to meet bi-monthly.

Solar Panels

The installation of solar panels on the Oakwood Centre will be carried out week commencing 2 December. The installation should be completed within one week with the system being commissioned and operation shortly after. A structural survey has been carried out to confirm that the roof is suitable for the installation. The installation will maintain access to all roof areas and will not interfere with the planned roof repairs. The solar panel project generates green energy back to the grid while offering a lower unit rate cost for daytime electricity, which will not increase over the 20-year contract period. Panel were installed on Woodford Park Leisure Centre in January 2019 under the scheme.

Roof Repairs

RAM Building Consultancy has been commissioned to provide a specification for the required works as resolved at the meeting of the Committee on 17 September. This information will be presented to the Committee when it is received. The Maintenance Team is attending to minor repairs.

Theatre works

The Maintenance spent a week in the theatre in October addressing numerous issues that had been highlighted by hirers as well as compliance issues flagged up during the electrical and safety inspections carried out previously. All winches, lighting bars, power sockets and lighting stock has now been returned to use, ready for a busy December.

Room Hire

Income from room hire is shown in **APPENDIX B**.

Hirer information since last report:

Regular Hirers lost

Lymphoma Action x1 per month – continuing to book ad-hoc

New Regular Hirers

Bluebird Care – x4-5 per month

New one-off hirers

Wokingham Send Voices (training)

We Love Pets

Wallace Cameron (training)

Event Travel Management (training)

Social/public events

Funeral reception x2 - October
Berkshire Cricket league – AGM

Recommendations:

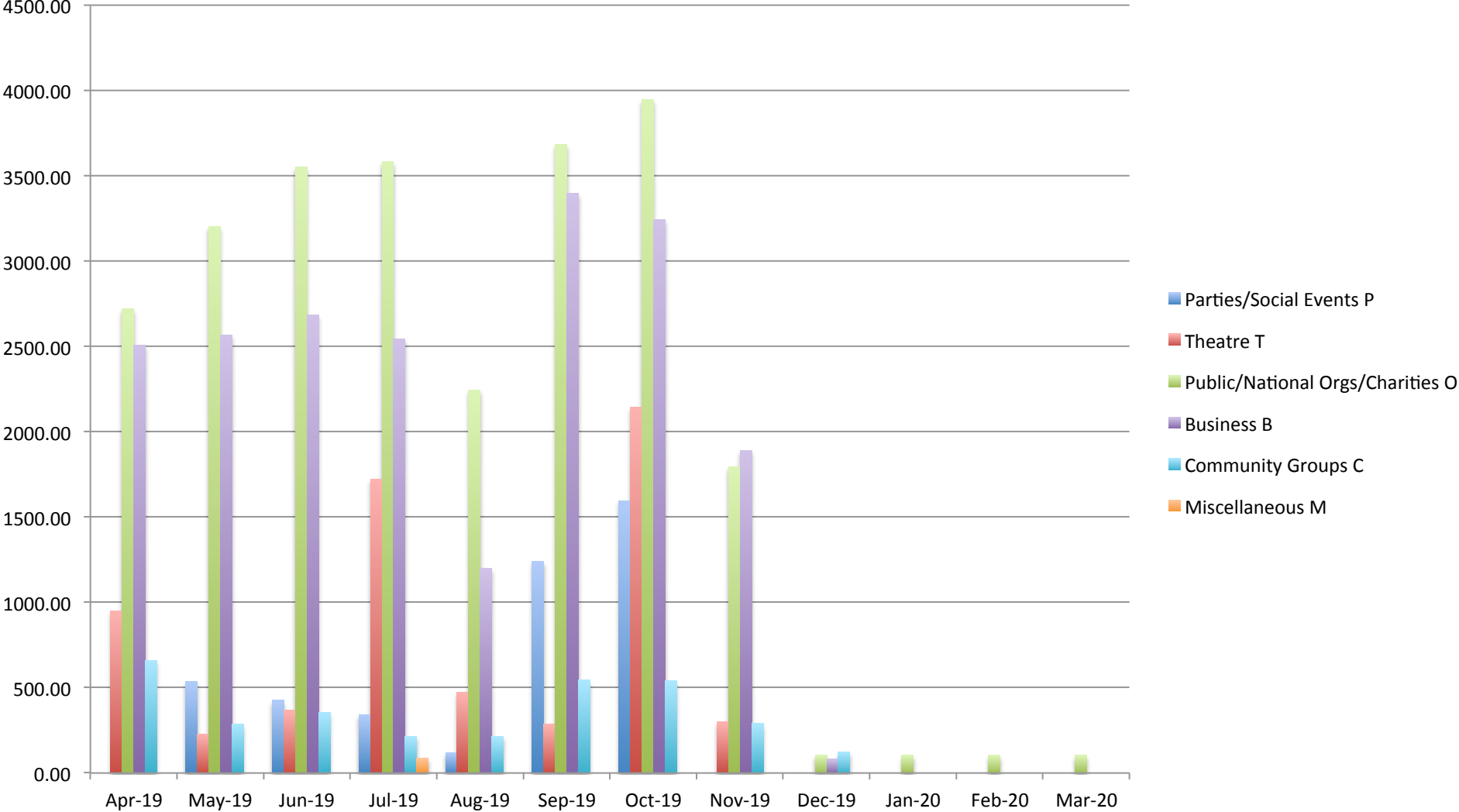
- ◆ **That Members note the information contained in the report.**

APPENDIX B

OAKWOOD CENTRE INCOME 2019/20

Hirer	Band	Apr-19		May-19		Jun-19		Jul-19		Aug-19		Sep-19		Oct-19		Nov-19		Dec-19		Jan-20		Feb-20		Mar-20					
		Room		Room		Room		Room		Room		Room		Room		Room		Room		Room		Room		Room					
		No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£				
		150	6839.97	165	6824.09	160	7389.10	173	8490.49	86	4248.36	200	9148.70	233	11472.07	106	4272.93	18	0.00	12	104.16	12	104.16	12	104.16	12	104.16		
Summary of Bookings																													
Band A	A	40	764.13	26	564.52	24	499.93	48	1208.65	22	492.09	31	782.06	36	699.14	20	364.61	15	226.68	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16
Band B	B	2	77.50	4	332.90	4	474.58	3	204.57	2	167.91	5	421.25	8	730.42	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Band C	C	75	4191.69	83	3246.29	79	3507.95	60	3707.73	38	2189.20	120	5728.32	128	7134.20	45	2075.84	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Band D	D	33	1806.65	52	2680.38	53	2906.64	62	3369.54	24	1399.16	44	2217.07	61	2908.31	41	1832.48	3	82.08	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Miscellaneous	M	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
		150	6839.97	165	6824.09	160	7389.10	173	8490.49	86	4248.36	200	9148.70	233	11472.07	106	4272.93	18	308.76	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16
Band A	A	40	764.13	66	1328.65	90	1828.58	138	3037.23	160	3529.32	191	4311.38	227	5010.52	247	5375.13	262	5601.81	274	5705.97	286	5810.13	298	5914.29	298	5914.29	298	5914.29
Band B	B	2	77.50	6	410.40	10	884.98	13	1089.55	15	1257.46	20	1678.71	28	2409.13	28	2409.13	28	2409.13	28	2409.13	28	2409.13	28	2409.13	28	2409.13	28	2409.13
Band C	C	75	4191.69	158	7437.98	237	10945.93	297	14653.66	335	16842.86	455	22571.18	583	29705.38	628	31781.22	628	31781.22	628	31781.22	628	31781.22	628	31781.22	628	31781.22	628	31781.22
Band D	D	33	1806.65	85	4487.03	138	7393.67	200	10763.21	224	12162.37	268	14379.44	329	17287.75	370	19120.23	373	19202.31	373	19202.31	373	19202.31	373	19202.31	373	19202.31	373	19202.31
Miscellaneous	M	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
		150	6839.97	315	13664.06	475	21053.16	648	29543.65	734	33792.01	934	42940.71	1167	54412.78	1273	58685.71	1291	58994.47	###	59098.63	1315	59202.79	1327	59306.95	1327	59306.95	1327	59306.95
Type of Booking																													
Parties/Social Events	P	0	0.00	6	537.06	3	426.25	4	342.49	1	119.58	14	1239.14	14	1596.25	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Theatre	T	10	950.84	2	229.17	3	367.50	36	1722.67	6	472.49	3	285.84	22	2142.94	2	298.34	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Public/National Orgs/Charities	O	64	2721.69	93	3203.38	89	3553.78	69	3582.11	49	2242.12	101	3683.77	106	3946.68	53	1795.00	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16
Business	B	48	2506.15	53	2565.71	54	2684.89	57	2543.21	24	1200.41	67	3396.15	68	3243.23	42	1889.98	3	82.08	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Community Groups	C	28	661.29	11	288.77	11	356.68	6	213.76	6	213.76	15	543.80	23	542.97	9	289.61	3	122.52	0	0.00	0	0.00	0	0.00	0	0.00		
Miscellaneous	M	0	0.00	0	0.00	0	0.00	1	86.25	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
		150	6839.97	165	6824.09	160	7389.10	173	8490.49	86	4248.36	200	9148.70	233	11472.07	106	4272.93	18	308.76	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16
Cumulative Income																													
Parties/Social Events	P	0	0.00	6	537.06	9	963.31	13	1305.80	14	1425.38	28	2664.52	42	4260.77	42	4260.77	42	4260.77	42	4260.77	42	4260.77	42	4260.77	42	4260.77	42	4260.77
Theatre	T	10	950.84	12	1180.01	15	1547.51	51	3270.18	57	3742.67	60	4028.51	82	6171.45	84	6469.79	84	6469.79	84	6469.79	84	6469.79	84	6469.79	84	6469.79	84	6469.79
Public/National Orgs/Charities	O	64	2721.69	157	5925.07	246	9478.85	315	13060.96	364	15303.08	465	18986.85	571	22933.53	624	24728.53	636	24832.69	648	24936.85	660	25041.01	672	25145.17	672	25145.17	672	25145.17
Business	B	48	2506.15	101	5071.86	155	7756.75	212	10299.96	236	11500.37	303	14896.52	371	18139.75	413	20029.73	416	20111.81	416	20111.81	416	20111.81	416	20111.81	416	20111.81		
Community Groups	C	28	661.29	39	950.06	50	1306.74	56	1520.50	62	1734.26	77	2278.06	100	2821.03	109	3110.64	112	3233.16	112	3233.16	112	3233.16	112	3233.16	112	3233.16		
Miscellaneous	M	0	0.00	0	0.00	0	0.00	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25				
		150	6839.97	315	13664.06	475	21053.16	648	29543.65	734	33792.01	934	42940.71	1167	54412.78	1273	58685.71	1291	58994.47	###	59098.63	1315	59202.79	1327	59306.95	1327	59306.95		

Type of Booking



Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 13 September 2019 at 10 am**

Present:	<i>Councillors: M. Green, S. Brindley</i>
Officers present:	<i>K. Murray, Deputy Town Clerk A. Mulvany - Venues and Bookings Manager A. Ransley – Communications Manager</i>
Also present:	<i>S. Rolfe – Brown Bag</i>
Apologies:	<i>Councillor: R. Skegg, J. Cheng</i>

The meeting was not quorate

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Actions from previous meeting

- Fly traps – SR reported that the unit was still not working although had been replaced. SR to forward list of small maintenance items to KM by email - KM to follow up with Maintenance Team

3. Update on catering operation

- SR circulated the turnover information for the month.
- SR advised that the Library Parade store was no longer a Brown Bag store and had reopened as a coffee shop.
- SR gave the following update following suggestions/ideas submitted by Councillor Skegg;
 - Ice cream cart in summer – will review this nearer to the time but could work well.
 - Booked tables – wouldn't work at present due to potential for no-shows etc. There is potential to have some kids games for customers.
 - Loyalty card – SR to meet with Ed Whitesmith at the leisure centre and discuss possibilities.
- SR reported that they would be reviewing the menu offer, seating, décor in the new year.
- SR reported that they had received very positive feedback from the recent social bookings in the centre and that the bar had been profitable.

4. Marketing

- SR reported that a permanent notice board would be preferable to an A board at the front of the Centre. KM agreed to look at the location for this and consider a dual use board for the centre and coffee shop.
- SR and AR had met and agreed that a focus on social functions in the new year was a priority – with the aim of achieving x2 per month.
- AR circulated a leaflet with an offer for free tea/coffee on arrival for promotion of business bookings.
- It was agreed that some lit Christmas trees in the planters at the front of the centre would be a good idea over the festive period. AR to contact local supplier.

5. Actions

- KM to follow up maintenance issues.
- AR to contact funeral directors.
- AR / SR / AM to meet to discuss social booking marketing plan.

6. Upcoming Events

Woodley Theatre
Woodley Light Operatic
Berzerk

7. Date of next meeting

Friday 17 January 2019 at 10am

Meeting closed 11.00

**Report of a meeting of the Investments Working Party held at the Oakwood Centre
on Thursday 14 November 2019 at 6.30pm**

- Present:** Councillors: S. Brindley (Chairman); K. Baker; E. Rowland
- Officers present:** D. Mander, Town Clerk; A. Basra, Finance Officer
- Also present:** R. Baron and C. Sargent, Rathbones Investment Management
- Apologies:** Councillor J. Anderson

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

To appoint Councillor Brindley as Chairman for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **INVESTMENTS**

- i) Rupert Baron and Charles Sargent presented the annual report on the Council's investment portfolio. Mr Baron talked through the mandate for the management of the portfolio which included the council's attitude to risk as low. The asset allocation strategy for the period of the investment is provided at page 2 of the report from Rathbones Investment Management (see **Appendix B** to the Draft Treasury Management Strategy 2020/21 provided separately). The asset allocation is adjusted each year when the annual allocation is paid into the fund. At this point lower risk assets held totalled 75.81% of the portfolio with higher risk assets at 24.19%. The changes in asset allocation are displayed on page 4 of the report.

With regard to the Council's investment performance on pages 5 and 6 of the report it was noted that the fund was ahead of the benchmark and compared well against the Retail Price Index and the other benchmark index, the Consumer Price Index + 2%. Mr Baron reported that the last year had been a good year, given how much of the fund was invested in fixed interest assets, and that government bonds had had an extraordinary performance over the past few months, with higher demand causing prices to go up. Overall the fund had achieved an 8% return in the year and Mr Baron believed that although the fund may track sideways in 2020 the Council's fund was in a good position. It was noted that the growth of the increase in the fund would slow as the target loan repayment dates approached because more funds would be held in cash or gilts (lower risk assets), in line with the asset allocation plan.

The fund included new holdings with CG Portfolio Fund PLC (a dollar hedge fund) and RWC Asset Management LLP (Gbl Convertables) other funds include trackers and actively managed funds, which have benefitted from investment brilliance and favourable currency rates.

Under this item the working party's attention was drawn to other work that Rathbones are involved with through its ethical research team set up 15 years ago which has been working on environmental, social and governance matters. Among other things the company has taken action against fossil fuel companies, helped draft the Modern Slavery

Act and looked to ensure that governments can demonstrate good governance. More information was provided in the September 2019 Investment Report "Responsible Capitalism", copies of which were provided to members of the working party and the Town Clerk.

- ii) Members noted the investment monitoring sheet as at 30 September 2019.
- iii) Members noted the quarterly reports from December 2018 and April, June and September 2019.

4. **DRAFT TREASURY MANAGEMENT STRATEGY**

- i) Members considered the level of the annual contribution the Council will make to the fund over the next three years (2020/21, 2021/22, 2022,23) and

RESOLVED TO RECOMMEND:

- ◆ **That the level of annual contributions to the fund in 2020/21, 2021/22 and 2022/23 be set at £80,000.**

- ii) Members agreed the amendments set out in the Draft Treasury Management Strategy and agreed that the information on the year's performance and anticipated increase in portfolio value be included in the draft to be presented to the Strategy and Resources Committee and Council (**APPENDIX 1**).

Under this item there was some discussion about the limit on temporary investments, set at £250,000, and the way in which the payments of the £2M loan to the Public Works Loan Board would be made. It was suggested by the Rathbones representatives that the payment could be made directly by Rathbones on the Council's behalf, rather than moving the funds to the Council's bankers to make the payment, which could involve risk.

Following a request at the meeting for information regarding the loan payment dates it is confirmed that one has to be made on 31 March 2025 (when repayment of £775,000 is due) and the other on 30 March 2026 (when the final £1,225,000 is due).

RESOLVED TO RECOMMEND:

- ◆ **That the Strategy and Resources Committee recommend to Council that the Draft Treasury Management Strategy 2020/21, as presented, be adopted.**

Meeting closed at 7.25pm

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 the second round of awards in 2019/20 is £1,900.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Amount requested	Members/ Staff/Volunteers	Purpose grant required	Additional information
Berkshire Multiple Sclerosis Therapy Centre <i>(55 members/users from Woodley (4.5%))</i>	Fundraising events and street collections; donations from individuals, trusts and local authorities	£250	11 paid staff, 100 voluntary staff	To help fund the costs of a range of treatments such as physiotherapy, oxygen therapy and complementary therapies to allow sufferers to manage their condition. These treatments help to improve mobility, bladder function and fatigue, with the aim of helping people to stay independent for as long as possible.	In 2018 the Centre provided 417 treatments for Woodley members. A voluntary donation towards treatment is requested, where possible, and the Centre makes up the shortfall.
Kick Twist Cheerleading <i>(52 members/users from Woodley (90%))</i>	Membership fees; fundraising events	£250	No paid staff, 3 voluntary staff	To contribute towards the cost of additional safety mats – required because the team’s success in recent years has led to an increase in the number of girls wishing to join the club.	The team are currently the Regional and National Cheerleading Champions and have qualified for the European Championships in France in 2020.
The Link Visiting Scheme <i>(51 members/users from Woodley (25%))</i>	Local authority grants; fundraising; donations	£250	5 paid staff, 193 voluntary staff	Towards the transport costs of visiting Woodley members in their homes and running community activities (singing club, lunch club, bowls, computer classes etc.).	The Scheme sends volunteers to visit older people who feel lonely and isolated in their homes, and also provides transport to enable them to join in weekly activities to help relieve the sometimes devastating impact of loneliness.
Ward and Wickham Ensemble <i>(20 members from Woodley (100%))</i>	Fundraising and donations	£250	2 voluntary staff	Towards the cost of providing free weekly performing arts classes for Woodley children, aged 4-12, at Chapel Hall – leading to a performance for friends and family in the Alan Cornish Theatre.	The company aims to make this extra-curricular activity accessible to all, irrespective of ability to pay. In addition to singing, dance and drama experience the children will gain confidence and social skills.

<p>Wokingham District Veteran Tree Association <i>(10 members from Woodley (7.5%))</i></p>	<p>Mainly from grants and a small income from running tree related talks and events</p>	<p>£100</p>	<p>No staff</p>	<p>Towards the cost of replacing IT and audio visual equipment. People and organisations from across the borough regularly contact WDVTA with queries about local trees, especially where development plans or tree pruning and felling are involved. Responding to these enquiries is becoming a much bigger part of the WDVTA role and they are requesting similar contributions from town and parish councils across the borough to enable them to continue their work.</p>	<p>WDVTA surveys and records the veteran and significant trees in the borough and ensures that they are properly identified, protected and managed, and also increases public awareness of the trees' beauty and contribution to the heritage and amenity of the borough.</p>
<p>Wokingham Job Support Centre <i>(3% of users from Woodley)</i></p>	<p>Grants from parish, town and borough councils</p>	<p>£250</p>	<p>2 part-time paid staff, 10 voluntary staff</p>	<p>Towards the cost of providing internet access and training & support on how to find and apply for jobs. Coaching & advice is provided on CV writing, interview skills and the use of social media, with specific workshops for job seekers in the over 50 age group.</p>	<p>The charity was set up because there is no Job Centre in Wokingham Borough. In the past year at least 5 Woodley residents were helped, at a cost of approx. £833.</p>
<p>Wokingham Volunteer Centre <i>(supporting many charities operating within Woodley)</i></p>	<p>Funding from WBC, parish councils and local organisations</p>	<p>£250</p>	<p>8 part-time paid staff, 128 voluntary staff</p>	<p>Towards the cost of providing the Green 'n' Tidy gardening service, which tends the gardens of 22 vulnerable elderly Woodley residents and also finding volunteers for many charities operating within Woodley, eg. CAB, Me2Club, Link Visiting, First Days, Stroke Association, Alzheimers Society, Woodley Volunteers and many more.</p>	<p>The Volunteer Brokerage supports local charities and community groups, finding volunteers with the required skills, experience and availability needed to deliver their services in Woodley and other local areas.</p>
<p>Woodley Adopt A Street Project (WASP) <i>(200 members, 99% from Woodley)</i></p>	<p>No regular source of income other than previous community grants and a grant from Waitrose.</p>	<p>£250</p>	<p>No staff</p>	<p>To purchase additional equipment for the volunteers to use (such as litter picker bag holders and hi-viz safety jackets) and for publicity material.</p>	<p>Volunteers litter pick over 300 roads and community spaces in Woodley, and also support community events such as the Carnival, the Winter Extravaganza and the Britain in Bloom competition.</p>
<p>Woodley Photographic Club <i>(36 members, 90% from Woodley)</i></p>	<p>Members' fees</p>	<p>£250</p>	<p>No staff</p>	<p>To contribute towards the cost of a new, larger projector screen to be used at the Club's meetings. The balance of the cost will be funded from members' fees.</p>	<p>The growing membership of the club means that many people have to sit at some distance from the screen and cannot see the screen clearly. A larger screen will solve this problem.</p>

Individuals:					
William Cowen (Gymnastics: GB Tumbling squad)		£100		To help towards the costs of GB kit, travelling and accommodation for the World Championships in Tokyo.	William has been World Champion in his age group 3 times. He has recently become National Champion for the 6 th year. He has been selected to represent GB at the World Championships in Tokyo.
Chelsea Allong (Kick Twist Cheerleading)		£100		To help towards the costs of travelling and accommodation for the European Cheerleading Championships in Paris in March 2020.	Kick Twist Cheerleading, based in Woodley, has been selected to represent England at the European Cheerleading Championships.
Amber Burman (Kick Twist Cheerleading)		£100		To help towards the costs of travelling and accommodation for the European Cheerleading Championships in Paris in March 2020.	Kick Twist Cheerleading, based in Woodley, has been selected to represent England at the European Cheerleading Championships.
Ellena Burman (Kick Twist Cheerleading)		£100		To help towards the costs of travelling and accommodation for the European Cheerleading Championships in Paris in March 2020.	Kick Twist Cheerleading, based in Woodley, has been selected to represent England at the European Cheerleading Championships.
Summer Close (Kick Twist Cheerleading)		£100		To help towards the costs of travelling and accommodation for the European Cheerleading Championships in Paris in March 2020.	Kick Twist Cheerleading, based in Woodley, has been selected to represent England at the European Cheerleading Championships.

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

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

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

In considering the applications preference will be given to:

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

The Council will not normally award grants for costs:

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

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques 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 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 by cheque.

Approved 17/4/12

Woodley Town Council

COMMUNITY GRANTS TO INDIVIDUALS

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

Successful applicants:

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

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

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

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

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

The payment of grants will be made electronically.

Approved 17/4/18

ALLOTMENTS RENT REVIEW

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Background

In November 2018 the following were agreed to take effect from January 2020;

- 3.3% increase in the allotment rent rate for Woodley residents in line with Sept 2018 RPI, plus an additional 5% (8.3% overall) to offset the impact of the increase in lease cost.

There are currently 372 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 is charged at the rate of 40p per pole per annum for all tenants. The non-resident rent rate is set at 50% above the rate for residents. The pensioner rate offers a 25% discount on the standard rate.

The lease with Reading Borough Council for the site was renewed for 10 years in 2018 with an annual cost of £7,500.

Financial

Budget Exp/Inc (Actual) 2018/19

Expenditure	Staff	£7,055
	Water Rates	£8,570*
	Lease	£7,300
	Repairs	£1,637
	TOTAL	£24,562
Income	Rents (inc water charge)	£12,040
	Net cost	£12,522

**High water rates in 2018/19 due to undiscovered leak*

Budget Estimate 2019/2020

Expenditure	Staff	£8,149
	Water Rates	£2,000
	Lease	£7,500
	Repairs	£1,750
	TOTAL	£19,399
Income	Rents (inc water charge)	£12,252
	Net cost	£7,147

Allotment Rent Charges

Agreed charges from **January 2020**

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£46.50	£4	£50.50	<i>Pensioner Woodley Resident</i>	£34.90	£4	£38.90
	Non Woodley	£69.80	£4	£73.80	<i>Pensioner Non Woodley</i>	£52.30	£4	£56.30
5	Woodley Resident	£23.25	£2	£25.25	<i>Pensioner Woodley Resident</i>	£17.45	£2	£19.45
	Non Woodley	£34.90	£2	£36.90	<i>Pensioner Non Woodley</i>	£26.15	£2	£28.15

- Projected Income 2020/21 £13,268

**Projected income is an estimate and does not take account of plot turnover during the year due to tenancy terminations without reimbursement of rents paid. The allotment charging year is January to December so variances can fall into consecutive financial years.*

Proposal

Proposed charges for consideration from **January 2021** including:

- **2.4%** increase in allotment rent for Woodley residents - in line with September 2019 RPI
- Water charge remaining at 40p per pole, per year.
- Projected income £13,586

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£47.60	£4	£51.60	<i>Pensioner Woodley Resident</i>	£35.70	£4	£39.70
	Non Woodley	£71.40	£4	£75.40	<i>Pensioner Non Woodley</i>	£53.60	£4	£57.60
5	Woodley Resident	£23.80	£2	£25.80	<i>Pensioner Woodley Resident</i>	£17.85	£2	£19.85
	Non Woodley	£35.70	£2	£37.70	<i>Pensioner Non Woodley</i>	£26.80	£2	£28.80

Comparison Charges

Below is a list of current allotment charges for residents (per pole) from other Councils in the area based on 2019/20 charges.

	Standard charge per pole 2019/20 (inc water)	Discount rates available
Woodley	£4.69	25% pensioner reduction
Wokingham	£9.32	25% pensioner reduction
Earley	£6.88 - £10.00	Price per pole dependent on plot size
Bracknell	£4.40	None
Newbury	£8.69	Non residents pay resident rate x2
Henley	£4.45	35% pensioner reduction
Thatcham	£6.00	50% reduction for residents receiving various benefits/allowances

Recommendation:

- ◆ **That Members note the contents of the report.**

- ◆ **That Members consider an increase in allotment plot charges from January 2021 of 2.4% - to reflect the Retail Price Index at September 2019.**

Woodley Town Council

FINANCIAL ARRANGEMENTS - WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE/WOODLEY TOWN COUNCIL

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To propose that the Town Council undertake all financial operations relating to the Woodley Town Centre Management Initiative's financial activities within the town council's financial arrangements in future.

BACKGROUND

The Woodley Town Centre Management Initiative (WTCMI) was set up in 1995/6. The WTCMI's mission is "To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public." The WTCMI's Management Committee is made up of appointed representatives from the Town Council, Wokingham Borough Council and traders in Woodley. The Committee meets four times a year and these meetings are public, with residents welcome to attend. There is an Executive Sub Committee that considers matters, as necessary in between Management Committee meetings, to which matters are reported. The Town Centre Manager is employed by the Town Council on the WTCMI's behalf and is based in the Town Council offices.

INFORMATION

The Town Council has sought guidance on the matter of the financial arrangements of the Town Council and the WTCMI, including those relating to VAT arrangements, from ACL Consultancy Solutions Ltd. Attached at **Appendix A** is a report outlining the financial arrangements in place at present.

The Town Council is a key partner of the WTCMI; the Town Council employs the Town Centre Manager and the WTCMI's cheque book clearly shows the connection with the Town Council - cheques are printed with "Woodley Town Council - WTCMI". However, although the relationship is evidently close (and explains the practice of the Town Council reclaiming VAT on WTCMI expenditure) this may not be the best arrangement for the future.

The paper from ACL Consulting Ltd recommends that the WTCMI should transfer its budget and reserves to the Town Council and that this is the simplest option that is fully compliant, scalable and simplest to administer. The WTCMI would retain its own brand and working arrangements and its funds would be ringfenced.

Under the arrangement proposed the Town Council would set up a separate cost centre for WTCMI, with WTCMI closing its bank account and transferring its assets and resources to the Town Council, which would take responsibility for the payment of all invoices relating to WTCMI, including VAT invoices and would ensure that any such VAT is reclaimed as an established Section 33 body. The Town Council would also ensure that any income from WTCMI activities on which VAT is paid is properly accounted for.

WTCMI's Executive Sub Committee has considered this matter and has agreed that the proposed future arrangement relating to its finances would be a better arrangement and this matter will be considered by the WTCMI's Management Committee at its meeting in January 2020.

RESOURCES

The Finance Officer will have some additional workload as a result of this proposed arrangement, if agreed. However, this is not regarded as excessive and can be met within the existing workload.

The timing of the change in these financial arrangements, if agreed, are planned to take place at the beginning of the 2020/21 financial year.

PUBLIC SECTOR EQUALITY DUTY

There are no implications with regard to the Public Sector Equality Duty requirements.

RECOMMENDATION:

- ◆ **That Members consider the proposal that the Town Council undertake all financial operations relating to the Woodley Town Centre Management Initiative's financial activities as part of the Town Council's financial arrangements with effect from 1 April 2020, subject to the agreement of the WTCMI Management Committee.**

WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE

- FINANCIAL ARRANGEMENTS

1 Background

- 1.1 Woodley Town Council ('WTC') provides a regular grant (c£13k) for the Woodley Town Centre Management Initiative ('WTCMI'). WTCMI's Mission is 'To maintain a vibrant and successful Town Centre in Woodley, making it attractive for retailers, residents and the general public.' WTC is taking this opportunity to ensure that the structures are interacting appropriately with regards to finance, especially around VAT.
- 1.2 WTC is a local authority and can reclaim VAT expended. WTCMI is not currently registered for VAT. WTCMI brings together representatives from Woodley Town Council, Wokingham Borough Council, local traders and residents, and describes itself as Not for Profit ('NFP'). Wokingham Borough Council has a Service Level Agreement ('SLA') with WTCMI (value c£15k). WTCMI generates a further c£57k per annum from its markets and other activities. All income is spent on activities for the Town Centre, in line with its mission (on marketing, a Saturday market, a monthly artisan and produce market, staffing and on building its reserve in case of redundancies, critical events and so on). Reserves currently stand at c£47k.
- 1.3 WTCMI purchases a range of goods and services. The current practice is that when these include VAT then invoices are raised with WTC and they pay the gross amount (which is reclaimed by them as a VAT-exempt local authority). The value (excluding VAT) of all the invoices paid by WTC on WTCMI's behalf is c£18k (net of VAT, approximately £3,600).
- 1.4 WTC is a key partner in the initiative. At present, WTC employs the Town Centre Manager and WTCMI's cheque book clearly shows the connection with the Town Council (cheques are printed with "Woodley Town Council - WTCMI"). In our view, however, and although the relationship is evidently close (and explains the practice of WTC reclaiming VAT on WTCMI expenditure) this may not be the best arrangement going forward.

2 Solution

- 2.1 We have considered the widest range of alternative arrangements for WTCMI's VAT, including doing nothing, operating all finances through WTC, claiming refunds without registering for VAT, claiming refunds before reaching the VAT threshold,

registering for VAT in its own right, becoming part of a VAT Group, changing constitution to pursue tax exemption and so on.

- 2.2 It is recommended that the WTCMI should transfer its budget and reserves to the Town Council. In our view, this is the simplest option that is fully compliant, scale-able and simplest to administer. WTCMI would retain its own brand and working arrangements.
- 2.3 WTC can set up a separate cost centre for WTCMI and the latter should then close its own bank account and transfer its assets to WTC. WTC would take responsibility for the payment of all invoices relating to WTCMI, including VAT invoices, and reclaim any such VAT as an established Section 33 body. WTC will also ensure that any income on which VAT should be paid is properly accounted for.
- 2.4 Budget under- and over- spends at the year's end would be adjusted to a zero balanced budget using the WTCMI's earmarked reserves (also held by WTC), apart from any grant made by WTC to support the WTCMI's activities.

3. Next Steps

- 3.1 This arrangement can be put in place quickly, and be managed to ensure that
 - WTCMI continues to benefit from a degree of autonomy to deliver its services and operate cost-effectively
 - The engagement of community stakeholders (business owners, retailers) continues: WTCMI maintains its own outward-facing brand
 - Arrangements with other stakeholders (such as Wokingham Borough Council) are not affected

Chris Moore
ACL Consultancy Solutions Ltd
November 5th, 2019

Minutes of the meeting of the Woodley Town Centre Initiative Committee, held at 6pm on Wednesday 9th October 2019 at the Oakwood Centre, Headley Road, Woodley RG5 4JZ.

PRESENT

B Fennelly	Town Centre Manager	J Hutchinson	Waitrose Manager
M Holmes	Chairman & Woodley Resident	M Perry	Woodley Resident
S Frasinski	Vice Chairman	S Smith	Woodley Resident
Cllr K Baker	WTC & WBC Councillor	P Birt	Woodley Resident
Cllr K Gilder	Woodley Town Mayor	C Lawley	Woodley Resident
Cllr B Rowland	WTC Councillor	I Hills	Woodley Resident
H Beilby	WTC Administration Officer	M Millard	Woodley Resident
M Flaherty & Caroline Holland	Landlord	M Risby	Woodley Resident

ITEM 1 APOLOGIES & WELCOME

Chairman MH welcomed all, who in turn introduced themselves.

Apologies received from J Cheng, J Wright, R Hayes, G Cranford, R Lethem, J Palterman.

ITEM 2 TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 3RD JULY 2019

With reference to item 3, BR commented that there has been no progress with regards to accessible shopping trolleys in the Waitrose car park and feels this discriminates against disabled shoppers.

JH will look into again, with the suggestion of a trolley, permanently in place, which would solve the issue of needing a long chain.

BR suggested that documents brought to the meeting should be printed double sided, to save on printing costs to which BF agreed.

It was agreed the minutes of this meeting be approved.

ITEM 3 PROPOSED AMENDMENTS TO OUR CONSTITUTION

It was agreed to amend the wording of the WTCMI Constitution, with the words 'A Not for Profit Organisation' being inserted immediately under the main heading.

It was clarified that only Woodley residents, organisations and traders were able to attend meetings unless otherwise invited.

The wording of the Constitution was approved.

ITEM 4 ELECTIONS & APPOINTMENTS

1) Mary Holmes was elected as the WTCMI Chairman

Zofia Frasinski was elected as the WTCMI Vice Chairman

2) Jayne Hutchinson (Waitrose) was elected as a trader representative, with one position left vacant.

3) Sheila Smith, Marguerite Risby, Pat Birt & Cllr Beth Rowland were co-opted, with voting rights to the management committee.

Cllr B Soane & Cllr J Cheng were elected as the two Wokingham Borough Council representatives, with voting rights, along with Cllr A Loyes as the deputy.

Cllr K Baker & Mrs M Holmes were elected as the two Woodley Town Council reps, with voting rights.

ITEM 5 FINANCIAL REPORT / BUDGET REPORT

BF presented the Budget Report to 31st August – Week 22, and the Budget Revision as of 12th September for 2019/2020.

He did feel that the original budget was ambitious and thought it prudent, to expect a little less. Although it could not be guaranteed, he did hope there may be more sponsorship to come from traders.

There is an outstanding payment due from the Public Information Pillars – BF to arrange more regular payments rather than just twice a year. An application by the PIP company to install a 6th one, had been made, which would increase the monthly income from these. It was noted that care should be taken in choosing the new location. The pillars are due to be painted and it was agreed to keep the colour as dark green.

KB advised that although the matter of the trees in the town centre was a Wokingham Borough Council issue, there was to be a consultation for local residents with regards to this matter. As yet, the seating is still to be addressed.

Adjustments made to the expenditure and income of the original budget, were noted.

ITEM 6 SATURDAY MARKET MANAGER'S REPORT

BF presented the Woodley Saturday Market Managers report, as JP was unable to attend.

BF stated that although JP is unable to manage the Artisan Market in future, he has done a lot of work behind the scenes and has worked very hard to build it up, for which we thank him.

BF confirmed that Dominic Chappell, who is a stallholder at the Saturday Market, will be taking over the management of the Artisan Market.

ITEM 7 SECURITY IN THE TOWN CENTRE

No Police attendance / report.

ITEM 8 TOWN CENTRE MANAGER'S REPORT

BF presented his report.

Britain in Bloom Competition – BF felt the award was very positive and there was real potential for the future. There had been great feedback from visitors and residents with regards to the flowers in the town centre and BF thanked the members of WASP for all their help, going beyond the call of duty.

BF to work on involving more of the local community, for example: the schools.

Christmas Events - All supporters, helpers & volunteers will be thanked on the reverse of our carol sheet and on the night.

MH thanked BF for all the work he has done so far.

ITEM 9 QUESTIONS THROUGH THE CHAIR

A question was asked about a rumour that Lloyds Chemists was closing. BF confirmed that he hadn't heard anything official and would be surprised if the rumour were true. Brown Bag has left the premises in Library Parade, to concentrate on their café in the Oakwood Centre and a new coffee shop, Crumbs has recently opened in their vacant unit. Unfortunately, William Hills, the bookmaker has closed recently, in line with their company policy of reducing their presence on Britain's High Streets in general. IH commented that it was amazing what BF has done since his arrival and asked if there was anything to be done to get new business, into the town centre shops.

BF advised that this was entirely down to the landlords of the premises but is hoping to have a conversation with those he can. There had been some interest in the empty units; however the costs being very expensive, together with long leases do not help. However, it is hoped that Thomas Cook may re-open with new owners.

BR commented that Woodley is a great town for events etc, and we need to continue playing to our strengths and our independence.

ZF wished to acknowledge the cleaning of the town centre by Wokingham Borough Council.

ITEM 10 ANY OTHER BUSINESS – none.

Meeting finished at 7:45 pm.

Dates of next Management Committee meetings in 2020 – 6pm

Wednesday	29 th January	2020
Wednesday	22 nd April	2020
Wednesday	22 nd July	2020
Wednesday	7 th October	2020

DRAFT

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

ID	Project update	Delivery
1	<p>Woodford Park Green Flag Award application and works Green Flag awarded July 2018 COMPLETE Green Flag awarded July 2019 COMPLETE Green Flag Award 2020 – application due January 2020. Judging carried out April – June 2020</p>	Apr-Jun 2020
	<p>Equality Impacts Award criteria includes sections on inclusivity, audience development, access and community involvement and diversity.</p>	
	<p>Environmental Impacts Award criteria includes sections on sustainability, enhancing habitats, wildlife initiatives, tree management, waste management, pesticide use.</p>	
2	<p>Construction of new maintenance workshop and welfare building Planning approved January 2019 Costings for building construction and fit out being prepared Electrical supply from existing building deemed to be inadequate - Costings received for new electrical supply are high. Officers are investigating alternatives and seeking alternative quotes. One option being explored is to upgrade the supply and fuse boards at the leisure centre to increase capacity for the future as well as the feed to the grounds yard for the existing and proposed buildings. WTC staff would be able to trench and install a new cable which will keep costs down. The electrical installation at the centre will require investment in the near future due to changes in regulations.</p> <p><i>Timing factors</i> Establish costs for electrical supply Tendering for electrical works Tendering for building construction Contractor lead time</p>	May 2020
	<p>Equality Impacts Building will be accessible and compliant with DDA regulations. Unisex toilets.</p>	
	<p>Environmental Impacts Energy consumption: Solar energy and air source heat pumps being investigated. It is hoped that the building could be energy self sufficient through the summer months, only needing mains power through the winter. Building to be insulated in accordance with current regulations. Electric vehicle charging point to be included for future use. Contractors to have appropriate environmental policy and procedures.</p>	

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

5	<p>Woodford Park Leisure Centre Regeneration Works to convert storeroom into ladies toilets COMPLETE. Works to create new reception area and back office COMPLETE. Re-flooring of entrance area and corridors COMPLETE.</p> <p>Next stages; Improvements to the rear of the building and patio area Upgrade of electrical system / building rewire</p> <p><i>Timing factors</i> <i>Staff capacity</i> <i>Minimising impact on activities and operation of the Centre</i> <i>Agreement on project elements and funding</i></p>	Jan – Apr 2020
	<p>Equality Impacts <i>Building to be accessible and compliant with DDA regulations.</i> <i>Toilets also compliant with DDA and building regulations.</i> <i>Portable audio loop at reception.</i> <i>Signage to be high contrast for visually impaired.</i></p>	
	<p>Environmental Impacts <i>Energy efficient LED lighting installed in refurbished areas. Programme of replacement of old lighting stock with LED over coming months.</i> <i>All works to consider reduction in waste and energy consumption.</i></p>	
6	<p>Oakwood Centre toilets refurbishment New cubicles, sanitary wear, flooring and decoration.</p> <p><i>Timing factors</i> <i>Funding – project being reassessed to include ladies toilets. Request to Full Council for increased funding inclusion in Capital Programme.</i> <i>Staff capacity – Maintenance Team</i> <i>Project previously delayed due to issues with moisture in the walls in this area – now resolved.</i> <i>Minimise impact on bookings in the Centre.</i></p>	Jan – Mar 2020
	<p>Equality Impacts <i>Toilets to be fully compliant with DDA and building regulations.</i></p>	
	<p>Environmental Impacts <i>Spec to consider;</i> <i>Automatic taps</i> <i>Automatic LED lighting</i> <i>Water saving flushing</i></p>	
7	<p>Oakwood Centre roof repairs Professional surveys have been carried out and a number of issues identified as needing repair or further investigation.</p> <p>Costings for remedial works being developed with specialist building envelope contractor.</p> <p>Specialist contractor instructed to produce specification or works, carry out tendering and oversee implementation.</p>	Jan - 2020 (work start)

	<p><i>Timing factors</i></p> <p><i>Discussions with contractor regarding extent and detail of works</i></p> <p><i>Potentially phased work</i></p> <p><i>Tendering process</i></p> <p><i>Contractor lead times</i></p>	
	<p>Equality Impacts</p> <p><i>No changes to access or building use.</i></p>	
	<p>Environmental Impacts</p> <p><i>Design spec to consider energy saving opportunities.</i></p> <p><i>Contractors to have appropriate environmental policy and procedures.</i></p> <p><i>Include rain water harvesting in design spec where possible.</i></p>	
8	<p>Installation of solar panels</p> <p>Woodford Park Leisure Centre installation COMPLETE (January 2019).</p> <p>Oakwood Centre installation scheduled for December 2019</p> <p>Coronation hall installation will not be carried out as part of this current project due to changes in the feed in tariff and the criteria under the current business model offered by RCES via Energy-4-All. It is possible that this may be included in a future project through RCES using a different business model which they are currently working on.</p> <p>Officers are exploring the potential for solar energy on the new maintenance building (not yet constructed) to aim for as self-sufficient a building as possible.</p> <p><i>Timing Factors</i></p> <p><i>Completion of repair works to the Oakwood Centre.</i></p> <p><i>Timing and funding of Reading Community Energy Society annual project round and development of new business model to fund new projects.</i></p>	DEC 2019
	<p>Equality Impacts</p> <p><i>There are no equality impacts identified.</i></p>	
	<p>Environmental Impacts</p> <p><i>Renewable energy created by the scheme offsets energy used in the buildings. Measured energy generation under the scheme will be used to help assess the reduction in the Council's carbon footprint going forwards.</i></p>	
9	<p>Seating in Town Centre</p> <p>Proposed replacement of seating around trees in the Town Centre (WBC led project)</p> <p>Tree roots are causing issues with raised areas of paving. Wokingham Borough Council as the Highways Authority own the site and are looking at potential solutions to this issue.</p> <p>Town Council Officers are continuing to liaise with colleagues at Wokingham Borough Council regarding the project design/specification.</p> <p><i>Timing Factors</i></p> <p><i>Investigation of issues by WBC</i></p> <p><i>Development of project plan/design/consultation</i></p>	Mar 2020

	<i>Scheduling of contractor</i>	
	<p>Equality Impacts <i>Seating and paving will be DDA compliant. Works will address issues of uneven paving causing problems – particularly for older people and those with vision impairment.</i></p>	
	<p>Environmental Impacts <i>WBC Tree Officer will assess any works required to trees and any planting to be included.</i></p>	

SCHEDULE OF MEETINGS - 2020/21

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>2020</u> 19 May 16 June	<u>2020</u> 2 June	<u>2020</u> 9 June	<u>2020</u> Annual Meeting: 12 May 23 June
14 July 11 August (SH) 8 September	1 September	15 September	29 September
6 October 3 November 1 December	17 November	24 November	8 December
<u>2021</u> 5 January 26 January	<u>2021</u> 12 January	<u>2021</u> 19 January	<u>2021</u> 9 February
23 February 23 March 20 April	13 April (SH)	27 April	Town Electors: 2 March Annual Meeting: 11 May

(SH = School Holidays)

SCHOOL TERM DATES

2020 Monday 20 April to Tuesday 21 July
Tuesday 1 September to Friday 18 December
(NOTE: Training days - to be agreed)

Half Term: 25 May - 29 May
Half Term: 26 October - 30 October

Good Friday: 10 April 2020
WBC Elections: 7 May 2020

2021 Monday 4 January to Thursday 1 April
Monday 19 April to Wednesday 21 July
(NOTE: Training days - to be agreed)

Half Term: 15 - 19 February
Half Term: 31 May - 4 June

Good Friday: 2 April 2021
No WBC Elections in 2021

APPENDIX 13

Website statistics

Sessions	2018						2019		
	Mar	May	Jul	Aug	Oct	Dec	Mar	May	August
Total	2991	3136	4374	4316	4407	3934	5942	4268	4769
Users	2147	2416	3248	3345	3293	2992	4771	3231	3626
Page views	7242	7011	9794	8288	8384	7705	10556	8712	9306
Means of access									
Mobile	1381	1709	2522	2455	2378	2165	3471	2392	2806
Desktop	1190	1116	1419	1389	1458	1375	1737	1475	1488
Tablet	420	311	433	472	571	394	734	401	475
Searches									
Organic (from general web search)	2240	2386	3378	2715	2646	2877	3075	2934	3261
Direct (where user knows web address)	526	534	660	745	683	509	845	737	846
Referral (from another website)	133	119	154	188	122	85	82	99	54
Social Media (from a social media page)	92	96	182	668	956	463	1940	498	608
Page views - selection of key pages									
WPLC			2113	1425	1157	1222	1308	1302	1677
Gym on the Park			723	744	695	856	788	681	909
Hire rooms & halls			226	268	347	321	345	338	338
Town Councillors			121	105	105	116	202	347	97
Meetings/committees			89	94	93	98	117	164	74
The Oakwood Centre			76	84	92	90	104	102	98
Allotments			115	129	79	75	114	165	116
Parks			133	153	111	54	81	89	129
Council Officers			48	41	47	31	69	44	35
Hire Centre Stage			16	13	14	13	28	20	13

**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 30 SEPTEMBER 2019 AT 7.00 - 9.00 PM**

Councillors Present

Michael Firmager (Chairman), Stephen Conway, Dianne King, Gregor Murray and Ian Pittock

Parish/Town Council Representatives

Roland Cundy	Finchampstead Parish Council
Liz Halson	Clerks Forum
Shaun Hanna	Winnersh Parish Council
Geoff Littler	Earley Town Council
Roy Mantel	Twyford Parish Council
Adrian Mather	Wokingham Town Council
John Merkel	Remenham Parish Council
Pam Stubbs	Barkham Parish Council
Steve Bromley	Finchampstead Parish Council
John Bowley	Twyford Parish Council
Jane Hartley	Charvil Parish Council
Alistair Neal	Earley Town Council
Lesley Foxwell	Wokingham Without Parish Council
Margaret McDonald	Swallowfield Parish Council
Angela King	Swallowfield Parish Council
Jan Nowecki	Clerks Forum

Officers

Neil Carr (Democratic and Electoral Services Specialist) and Mark Redfearn (Lead, Localities Service)

13. APOLOGIES

Apologies for absence were submitted from John Anderson, Tony Farnese and Ken Newland.

14. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Forum, held on 1 July 2019, were confirmed as a correct record and signed by the Chairman.

15. MATTERS ARISING

Neil Carr referred to the Local Transport Plan 4 (LTP4) briefing at the previous meeting (Minute 9 refers). Neil confirmed that there was still time for Town and Parish Councils to complete the LTP4 questionnaire circulated after the meeting. It was also confirmed that there would be further opportunities to comment as LTP4 was developed.

16. DECLARATION OF INTEREST

There were no declarations of interest.

17. DECLARING A CLIMATE EMERGENCY

The Forum considered a report, set out at Agenda pages 13 to 16, which gave details of progress following the Borough Council's declaration of a Climate Emergency in July 2019.

Gregor Murray (the Borough Council's Executive Member for Climate Emergency) introduced the report and answered questions from the Forum. At the end of the Q&A session members of the Forum carried out an exercise to generate ideas for tackling Climate Emergency.

Gregor stated that, in order to develop the Borough Council's approach, work was underway to produce a Climate Emergency Action Plan. This involved working with Council departments, residents, Town and Parish Councils community groups, schools and the business community. The Action Plan would explore potential methods to reduce carbon emissions, including ways to generate renewable energy, carbon offsetting through tree planting and the application of new and emerging technologies.

The Action Plan would seek to achieve some quick wins with a phased approach to initiatives which required longer term planning and implementation. In order to support the development of the Action Plan the Council was in the process of recruiting a dedicated Officer.

A cross-party Member steering group had also been established in order to monitor progress and support the development of the Action Plan, which would be submitted to the Council at its meeting in January 2020.

Gregor stated that the Climate Emergency Action Plan would focus on four key areas:

Structure and Governance – establishment of a cross-party Climate Emergency Working Group which would meet for the first time on 14 October 2019. The working group would include representatives from Town and Parish Councils and the Borough's Youth MP. Representatives from Earley, Wokingham and Woodley Town Councils had already been identified and Forum members were asked to identify representatives from Parish Councils.

Establishing the Borough's carbon footprint – the most recent Government figures on emissions in the Borough (2017) indicated carbon dioxide emissions of 771 thousand tonnes (kt). Discussions were ongoing with scientists at Reading University and other local authorities to establish an up-to-date assessment of the Borough's total carbon footprint. Similar calculations would be carried out for the Borough's Town and Parish areas. The impact of new housing development would be added into the carbon footprint calculations.

Climate Emergency Action Plan – work on the Action Plan was underway with over 200 potential points already under consideration. It was hoped that, in addition to the Town and Parish Councils, a wide range of residents, community groups, schools and local businesses would submit ideas for inclusion. The next Wokingham Borough News would also include information about the steps that residents could take to help on the journey to carbon neutrality.

Communications – a Communications Plan was being developed which would be turned into a 12 month rolling plan. The aim was to be clear and transparent with residents and local stakeholders about the science, the steps being taken to tackle climate change and the associated costs. A public consultation on Climate Emergency had started on 26 September and would run, initially, to the end of 2019. The consultation would then roll forwards as the Action Plan was progressed.

In the ensuing discussion, members of the Forum made the following points:

In relation to traffic travelling through the Borough, what steps were being taken to work with neighbouring authorities? It was confirmed that discussions were ongoing with Bracknell Forest and Reading Borough Councils in relation to transient traffic, e.g. traffic using the M4. It was possible to identify the carbon footprint for motorways and other roads and identify potential measures to reduce or offset the impact. It was recognised, however, that reducing the impact of motorway emissions would be difficult.

It was important to measure the financial impacts of this work (costs and savings) as well as the reduction in carbon footprint. There were also significant business opportunities relating to the move away from carbon. It was confirmed that the next Fit for Business Forum would be looking at ideas for moving to carbon neutrality. These included initiatives such as car clubs where small electric vehicles could be rented for local journeys.

A key issue was the development of more effective public transport networks. For example, the development of the North Wokingham SDL was resulting in more traffic movements to Twyford station, where parking was already an issue. The solution could include a shuttle bus service but how could such a service be funded and made sustainable. It was confirmed that a key part of the Action Plan would be the exploration of more sustainable modes of transport including flexible public transport initiatives.

The involvement of young people in tackling Climate Emergency was vital. How could we ensure that schools were actively involved and young people were able to submit ideas? It was confirmed that the Borough Council had appointed an Officer to work with schools to generate ideas and greater networking in relation to Climate Emergency. This could include the development of campaigns and engagement with other projects in the Action Plan.

In relation to new housing, could the Planning Authority insist that new houses were built to be carbon neutral? It was confirmed that the ongoing review of the Borough's Local Plan would include a focus on measures to reduce the carbon impact of development and protect the environment wherever possible. This would include a review of the current Planning Regulations.

Would the review of Council regulations include a review of licensing regulations to ensure that businesses and events include a focus on carbon reduction? It was confirmed that this idea would be included in the Action Plan process. It was expected that major events such as the Borough's Winter Carnival would move towards carbon neutrality.

The Forum then carried out a practical exercise aimed at generating new ideas for consideration as part of the development of the Climate Emergency Action Plan.

Forum members generated 81 ideas as follows:

1. Signs for switch off engine must be further back in queue - at level crossing queue about 800 yards.
2. Shuttle bus for direct routes to town and back.
3. Ease congestion so there is less opportunity for the vehicle to be idle.
4. Educational one day festival (in term time) dedicated to climate change.
5. Set targets for schools on reducing their energy bills based on historic data.
6. Solar panels part of mandatory planning on all new builds.
7. Work with parishes to agree all community buildings move to carbon neutrality.

8. At events (sporting, etc.) security do not allow plastic bottles in. Insist on water containers and have fill stations around the event.
9. Promote school champions who will meet up and share ideas and innovation. Awareness spokesperson.
10. Plant all highway verges with appropriate height/depth plants to support the environment and retain natural habitat.
11. Evaluate whether some Council meetings, etc. could be carried out by video conferencing to reduce cars going to/from Council offices.
12. We cannot force eco-housing on developers. But WBC can build more houses itself using its own housing company - this can build eco-housing.
13. Towns and Parishes could help to support school competitions in own areas - often have good contacts.
14. Where towns and parishes procure could/should also be seeking best providers from this perspective. May not be the cheapest but might be local or reducing carbon footprint
15. Wokingham in Bloom working hard with this agenda. Could other parishes become involved as a vehicle to promote the agenda?
16. As part of establishing Carbon Footprint could this be dis-aggregated to towns and parishes so they do not have to do this independently?
17. Re-introduce collection of large rubbish items, monthly truck parked up for a few hours in local areas.
18. Funding commitment to public transport - especially buses to transport hubs like Wokingham and Twyford station.
19. Greater awareness that more houses = more car journeys and therefore more carbon emissions. Carbon neutral houses produce little benefit if their owners emit large quantities of carbon by travelling in their cars.
20. Getting children in schools to question their parents about ceasing the 'school run' in vehicles (i.e. walking, cycling instead).
21. We have already planted 1,000 trees - considering more - it is important to look across the Borough re green spaces, woodland etc.
22. Solar panels on every south facing roof.
23. Make initiative bite sized. In Dublin recently there was a sign on the beach asking you to pick up 3 pieces of plastic - anyone can do that.
24. More secure / dry cycle storage.
25. Working with local businesses to help fund environmental improvements. The green wall or walls in Twyford could be funded this way.
26. Provide support for smaller parish councils - how do we put in charging points.
27. Working with local groups set up to encourage reduced consumption of single use plastics. In Twyford the group Twyford Recycles its Plastics (TRIP); similar groups could be encouraged to emerge elsewhere.
28. Grants / rent schemes for solar panels.
29. Re-instate the rights of way that were lost when the M4 was built as cycle/pedestrian bridges, e.g. Forest Road.
30. Cycle racks outside shops e.g. Co-op in Wokingham Road Earley.
31. Carbon neutral planning conditions on new houses.
32. Road pricing on the M4 through the Borough.
33. New railway station at Thames Valley Park.
34. Expand a delivery idea to cover groceries.
35. Take trash and recycling to your street corner for collection.
36. Funding for school initiatives – town/parish/WBC to fund.
37. It's very difficult to keep young trees alive and get wild flower seeds to grow, especially during droughts. How will we manage this?

38. Food waste - excellent collection.
39. Green Bins wonderful.
40. Better enclosed recycling bins.
41. Electric cars available for all volunteer drivers.
42. We need shuttle buses to Wokingham from parishes.
43. How will busy families manage to separate items for disposal? Where will they put these? Who will collect them?
44. Is the Borough constantly bringing to the Government's attention that all new houses should be carbon neutral?
45. Integrate with health services initiatives to give the same coherent message.
46. Pick up of Christmas Trees from all.
47. Single-use plastics, we need more local centres to keep and recycle plastic - too exhausting to find places for it.
48. Event traffic monitoring.
49. Votes for 16 year olds on parish issues. More youth representation in meetings such as the liaison forum.
50. Climate Emergency in Neighbourhood Plans, several now under development.
51. Climate Emergency issues, identification of potential 'green spaces' easy development.
52. Install more electric car recharging points.
53. Extend the air pollution monitoring some of our busier junctions. California crossroads is about to be redeveloped. Shouldn't we monitor it before and after to track any improvements we can make?
54. Intelligent traffic lights.
55. Close roads in town for more events / reduce pollution.
56. Make WBC a power generator.
57. Recycle glass, rather than having to drive to recycling points.
58. In order to reduce congestion and emissions, introduce congestion charging - use the money raised for public transport and cycleways.
59. Schools have great restrictions, Ofsted etc. but children do need to be involved. Hard for teachers.
60. More safer cycle routes, encourage cyclists to use these rather than roads.
61. Evening and Sunday bus services.
62. Stop pandering to motorists. Apart from the southern distributor road, no new roads. Help pedestrianise Wokingham Town Centre. Huge increase in cycleways using direct routes rather than indirect greenways. Use highways funds not just Government grants. Take space from roads, from footways if on both sides. Make car driving difficult to ensure people take responsibility for decisions re work and home locations.
63. Food waste collections for schools.
64. Recycle a greater range of plastic.
65. A maintenance grant for gas boiler replacement.
66. Make green waste recycling free to end users / householders.
67. Electric car charging points to be on houses as part of planning regulations.
68. Increase public information on electric vehicles, put in supporting infrastructure.
69. Transport is key. Cannot get to Wokingham by public transport from Swallowfield.
70. Bottle and glass collection.
71. Children's ideas need to be made really important, a priority.
72. Cutting light pollution and reduce energy consumption.
73. Banning of diesel cars.
74. Liaison with Bracknell for transport (buses) between Bracknell station and Crowthorne station.

75. Where does capitalism fit in these lovely plans?
76. Drinking fountains to refill bottles. Encourage in bars, clubs, shops etc.
77. Find out how charities recycle everything. Naomi House make this a claim so others must do so too.
78. Turn all street lights off at midnight.
79. Create a best ideas competition for schools with good prizes.
80. Kerb side collection for small electrical goods including PCs, mobile phones, toasters, kettles etc.
81. Plant trees around all of our farms and new greenways.

Finally, the Forum considered the request to identify Parish representatives to join the Climate Emergency Working Group.

RESOLVED That:

- 1) Gregor Murray be thanked for leading the discussion on Climate Emergency and answering questions from Forum members;
- 2) the Forum supports the work undertaken by the Borough Council to date in declaring a Climate Emergency and developing a Climate Emergency Action Plan;
- 3) further ideas for tackling Climate Emergency be submitted via the online consultation or directly to Gregor Murray;
- 4) Roland Cundy, Lesley Foxwell and Pam Stubbs be appointed as the Parish Council representatives on the Borough's Climate Emergency Working Group;
- 5) Gregor Murray provide a further update on Climate Emergency to the next meeting of the Forum on 20 February 2020.

18. ASSET REVIEW AND COMMUNITY ASSET TRANSFERS

The Forum considered a presentation, set out at Agenda pages 17 to 28, which provided an update on the Borough Council's review of property assets and the process for asset transfers to the Town and Parish Councils.

Dee Maddox-Hinton, Strategic Surveyor (Commercial Property) attended the meeting to deliver the presentation and answer questions from members of the Forum.

The report stated that, since 2014, over 500 assets had been identified and listed in the Council's Property Management System and could be viewed on the website.

The presentation reminded the Forum of the process for transferring control of local assets to Towns and Parishes using the Community Asset Transfer process. The benefit of Community Asset Transfers was a longer lease (up to 30 years) which provided greater certainty and potential for investment and income generation.

The presentation listed the Community Asset Transfers completed to date, viz:

- East Park Farm Pavilion and Park – Charvil;
- Burnmoor Allotments, Finchampstead;
- Church Hill open space – Hurst;
- Martineau Lane Park and Play Area Hurst

- Tape Lane Allotments – Hurst.

The presentation also gave details of the process for reporting and addressing land encroachments across the Borough. In the event that any asset transferred by way of a Community Asset Transfer was subject to encroachment, the Borough Council would work with the lessee (Town or Parish Council) to resolve the matter.

In the ensuing discussion, the following points were made.

Was it possible to see a definitive list of community assets within each Town and Parish Council area? It was confirmed that information was available on the Borough Council website. But it was also advisable to contact Dee Maddox-Hinton to ensure that any recent changes were included. It was also noted that there were always pieces of land where ownership was unclear and not registered.

In relation to encroachments, was it possible to focus resources on key projects? It was confirmed that the Borough Council had resources to tackle encroachment issues. It was suggested that Town and Parish Councils contact Dee Maddox-Hinton with any ongoing issues or concerns.

In relation to allotment sites, what were the benefits to the Town and Parish Councils in taking on these assets? It was confirmed that a 30 year lease would provide more certainty and allow investment to the site for the benefit of local residents.

Was it possible to transfer strips of land to individuals rather than Towns and Parishes? It was confirmed that the Borough Council did not generally transfer freehold land to individuals due to the disproportionate amount of work involved. However, it was possible to consider a garden or maintenance licence. Dee Maddox-Hinton would be able to provide advice on particular local issues.

RESOLVED That:

- 1) Dee Maddox-Hinton be thanked for attending the meeting to deliver the presentation and answer questions;
- 2) progress on the Borough Council's Asset Review be noted;
- 3) Towns and Parishes seeking further information on the issues covered in the presentation contact Dee Maddox-Hinton at the Borough Council.

19. FUTURE AGENDA ITEMS AND URGENT ISSUES

The Forum considered future Agenda items and the effectiveness of the current format. It was felt that the format of the Forum meetings should be reviewed in order to attract greater attendance and ensure that matters of local importance were discussed.

In addition to the list of items set out in the Minutes of the previous meeting it was suggested that the following items be added:

- Youth Provision across Berkshire – invite a representative from Berkshire Youth.
- Climate Emergency – to be considered further at the next meeting.

- Measures to improve engagement with residents – learning from best practice across the Borough.
- Linkages between the Forum and the issues considered at Neighbourhood Action Groups.

The Chairman also confirmed that he would be visiting each of the Town and Parish Councils to discuss local issues and ideas for adding value through the work of the Forum.

RESOLVED That:

- 1) the items set out above be added to the list of future Agenda items;
- 2) further consideration be given to the format and effectiveness of Forum meetings.

20. DATES OF FUTURE MEETINGS

The Forum confirmed the dates for meetings in the remainder of the 2019/20 Municipal Year.

RESOLVED: That the Forum meet on 10 February and 6 April 2020.