

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

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

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

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

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

73. **APOLOGIES**

Apologies for absence were received from Councillor M. Nagra.

74. **DECLARATIONS OF INTEREST**

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

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

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

RESOLVED:

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

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

RESOLVED:

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

77. **FINANCE**

a) **Budgetary Control**

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

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

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

RESOLVED:

- ◆ To note Report No. SR 10/21.

b) **Payments**

RESOLVED:

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

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

Voting: For: 8 Against: 0 Abstentions: 0

c) **Internal audit**

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

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

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

RESOLVED:

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

78. **OAKWOOD CENTRE UPDATE**

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

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

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

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

RESOLVED:

- ◆ To note Report No. SR 2/21.

79. **TOWN ELECTORS WORKING PARTY**

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

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

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

RESOLVED:

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

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

Voting: For: 8 Against: 0 Abstentions: 0

80. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

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

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

RESOLVED:

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

Voting: For: 8 Against: 0 Abstentions: 0

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

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

81. **PROJECTS SCHEDULE 2020/21**

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

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

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

RESOLVED:

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

82. **COMMUNITY GRANTS**

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

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

RESOLVED:

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

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

Voting: For: 8 Against: 0 Abstentions: 0

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

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

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

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

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

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

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

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

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

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

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

RESOLVED:

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

Voting: For: 8 Against: 0 Abstentions: 0

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

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

RESOLVED:

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

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

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

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

RESOLVED:

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

85. **FUTURE AGENDA ITEMS**

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

86. **PUBLICITY AND WEBSITE**

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

The meeting closed at 9:59 pm

Woodley Town Council

Current Account

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

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

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

76408.21

CLERKS IMPREST A/C

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

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

48622.14

Woodley Town Council

Current Account

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

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

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

75728.11

CLERKS IMPREST A/C

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

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

Woodley Town Council

Current Account

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

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

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

CLERKS IMPREST A/C

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

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

TOWN ELECTORS TASK AND FINISH WORKING PARTY

DRAFT TERMS OF REFERENCE

Parent Committee: Strategy & Resources Committee

Overall purpose

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

Membership of the working party

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

Meetings

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

Terms of operation

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

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

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

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