

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 14 September 2021 at 8:00 pm

Present: *Councillors K. Baker (Chairman); A. Chadwick; M. Nagra; B. Rowland*

Also Present: *Councillors V. Lewis; T. McCann*

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

Also present: *1 member of the public*

5. **APOLOGIES**

Apologies for absence were received from Councillors Anderson, Brindley, Gilder, Jewell and Wicks.

In response to a question as to whether the meeting was quorate, the Chairman confirmed the meeting needed three members attending and there were four, naming those in attendance. At this point Councillor Nagra stated he was not a Committee member and was attending as a member of the public. The Chairman and Deputy Town Clerk both confirmed that Councillor Nagra was indeed a member of the Committee.

6. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

7. **MINUTES OF THE MEETING HELD ON 27 APRIL 2021**

Councillor McCann requested permission to speak. The Chairman confirmed that, in line with the Standing Orders, he would not be giving permission for Councillors that were not members of the Committee to ask questions.

Councillor McCann went on to state that; "If you are precluding me from talking ... I will make this council rue the day it tried to enforce that standing order." He went on to state "I will be a pain in the arse" and "I constructively suggest you let me ask the questions". He said "I'll be more difficult than ever" and that if the Chairman thought he'd been disruptive previously "you've seen nothing yet".

The Chairman requested that the threat to the running of the Council be noted in the minutes.

Councillor McCann again asked if the Chairman would permit him to ask a question, to which the Chairman denied the request.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 27 April 2021 be approved and signed by the Chairman as a correct record.

Voting: For: 3 Against: 0 Abstentions: 0

8. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 3 AUGUST 2021**

The Committee Officer clarified to Members that a change had been made to the minutes as presented in the agenda; the 'Confidential' heading at the top of Appendix A and B had been removed. These documents had been taken from the meeting's agenda, at which point the documents were confidential. However following the meeting, and in the minutes, the documents no longer need to be confidential.

Following a discussion it was agreed that future versions of the Venues Supervisor job description should include greater detail on the job tasks involved.

RESOLVED:

- ◆ That the minutes of the Extraordinary Strategy and Resources Committee meeting of 3 August 2021 be approved and signed by the Chairman as a correct record.

Voting: For: 3 Against: 0 Abstentions: 0

9. **BRIEFING NOTE – 8 JUNE 2021**

RESOLVED:

- ◆ To note the contents of the Briefing Note, circulated in lieu of the cancelled Strategy and Resources Committee Meeting scheduled for 8 June 2021.

Voting: For: 3 Against: 0 Abstentions: 0

10. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 18/21. He confirmed that expenditure had been kept under or in line with the budget, whilst income was slightly above due to the fact the Council had been prudent with their estimates. He explained the Council was over where they anticipated they would be, which is good. Whilst the furlough scheme is due to end, enquiries for social bookings are increasing, so these trends are expected to continue.

Councillor McCann asked whether, if he asked a question, this would be allowed. The Chairman confirmed the question would not be allowed.

RESOLVED:

- ◆ To note Report No. SR 18/21.

Voting: For: 3 Against: 0 Abstentions: 0

b) **Payments**

Following a query the Deputy Town Clerk confirmed that the contract cleaning transaction made to AYS Cleaning Contractors Ltd related to cleaning the Oakwood Centre and the public toilet, whilst the transaction made to Churchill Contract Services Ltd related to cleaning Woodford Park Leisure Centre. The new payments to Pozitive Energy Ltd relate to the new energy contract which now provides electricity from 100% renewable sources. The Deputy Town Clerk also confirmed that the Depot Floor work had been completed.

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (June) and **Appendix B** (July):

	Current account	Imprest account
June 2021	£90,779.32	£59,185.85
July 2021	£57,004.29	£50,911.60

Voting: For: 3 Against: 0 Abstentions: 0

11. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 19/21. Following a query the Deputy Town Clerk confirmed that further use of the Oakwood Centre for vaccinations had yet to be confirmed; the Council was in regular conversations with the vaccination teams but nothing had been confirmed.

At this point in the meeting a member of the public joined.

Councillor McCann asked the Chairman if he was continuing to refuse to allow him to ask a question. The Chairman confirmed that he would not permit a question in line with the Standing Orders.

RESOLVED:

- ◆ To note Report No. SR 2/21.

Voting: For: 3 Against: 0 Abstentions: 0

12. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Members received the report of the Woodley Town Centre Management Initiative (WTCMI) meeting held on 14 July 2021.

Councillor McCann stated that he wished to ask a question. The Chairman stated, in line with section 6, page 27, of the Standing Orders he would not permit the question. Councillor McCann replied to state that the Chairman was continually refusing to allow a Member of the Council to ask a question.

[C.O. Note – Section 6 (pg 27) of the 'Protocol for attendance at committee, sub committee or working party meetings by councillors who are not members of the committee, sub committee or working party confirmed' states:

6. Speaking at meetings

Councillors who attend meetings at which they are not members may, with the express permission of the Chairman:

- *Speak at the meeting*
- *Explain a motion that has been referred to the committee/sub committee*
- *Ask questions of the committee/sub committee/working party members, officers and members of the public present]*

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative Meeting held on 14 July 2021.

Voting: For: 3 Against: 0 Abstentions: 0

13. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk provided an update on the Climate Emergency Action Plan.

He highlighted that the new electricity contracts were now providing electricity from 100% renewable sources for all buildings. Existing lights in the kitchen at the Oakwood Centre have been replaced with new LED lighting, and the Maintenance Manager is working with an electrician to cost the replacement of all lights with LED lighting. It was believed that to replace circular (non-strip) lighting would cost circa £6k.

The Deputy Town Clerk will be meeting with the Wokingham Borough Council Energy Officer in the near future to discuss options relating to the Oakwood Centre and Woodford Park Leisure Centre. A rainwater harvesting tank has been installed at the Oakwood Centre which is now filling up. This adds to the two already installed at the maintenance yard. Other possible locations for tanks are being considered.

Following a query, the Deputy Town Clerk confirmed that the Action Plan will be updated to include completion dates for complete projects where these were not included.

The Deputy Town Clerk confirmed the action to investigate moving away from air conditioning units and considering the use of fan banks at Woodford Park Leisure Centre was at the recommendation of Wokingham Borough Council. It was noted that consideration would have to be made to the effect this might have on those with respiratory issues.

It was agreed that more actions included in the action plan needed to be picked up now we are coming out of the pandemic. It was also noted that there was no community engagement included in the action plan, and it was agreed more should be done to communicate Town, Borough and national climate change initiatives.

Councillor McCann asked the Chairman if he was refusing to allow him to ask a question. The Chairman confirmed he would not give permission to ask a question.

RESOLVED:

- ◆ To note the Climate Emergency Action Plan Update.

Voting: For: 3 Against: 0 Abstentions: 0

14. **FUTURE AGENDA ITEMS**

It was agreed that the Climate Emergency should be included as an item on all agendas moving forward, and also that further publicity should be done about the matter.

The Chairman advised all Members, including those that are not Members of the Committee, that they do not have to wait for the meeting to put forward suggestions and can email these to the Deputy Town Clerk at any time.

Councillor McCann advised that he had three agenda items which he wished to put forward. The Chairman asked that he put these in writing via email to the Deputy Town Clerk. Councillor McCann stated he did not have to put items in writing in an email, and wished for it to be noted that the Chairman had refused to allow him to say what he wished to say. The Chairman advised again that the Standing Orders state that non-members of the Committee may only speak with the express permission of the Chairman.

Meeting closed at 8:29 pm

After the meeting had been closed by the Chairman, Councillor McCann pointed out that agenda item 11, Publicity and Website, had not been discussed. The Chairman accepted this and attempted to raise the item but Councillor McCann asserted that the Chairman could not re-open the meeting once it was closed. He then departed stating that the Chairman was "rubbish" and "can't even run a meeting properly".

Current Account

List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-Jun-21	(Personal Information)	500.00	WTCMI-Mkt Manager
09-Jun-21	ACL Consultancy Solutions Ltd	3510.00	Professional fees - Tender youth services
17-Jun-21	Agile Hospitality Solutions Ltd	2574.00	Events500-Booking license fee
03-Jun-21	Alan Hadley Ltd	297.00	Refuse collection
24-Jun-21	Alan Hadley Ltd	297.00	Refuse collection
17-Jun-21	AYS Cleaning Contractors Ltd	25.78	Contract cleaning - OC
04-Jun-21	Be Fuelcards Ltd	31.69	BP Unleaded-Cans Depot
18-Jun-21	Be Fuelcards Ltd	34.21	BP Unleaded fuel-Depot
03-Jun-21	Blandy & Blandy LLP	2160.00	Professional fees B&S Roofing
17-Jun-21	Bowak Ltd	94.57	Cleaning supplies
17-Jun-21	Brown Bag Cafe Ltd	11.55	Catering service fee
09-Jun-21	Castle Water	7657.40	Water rates
03-Jun-21	CDK Casting Ltd	101.40	Bronze Plaque
17-Jun-21	CDK Casting Ltd	101.40	Bronze Plaque
03-Jun-21	Central Sports UK Ltd	699.50	Sports Equip-WPLC
01-Jun-21	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental
24-Jun-21	Churchill Contract Services Ltd	1456.93	Contract cleaning - WPLC
02-Jun-21	Club Manager Ltd	80.40	monthly software fee
09-Jun-21	Dejac Associates Ltd	90.00	Annual renewal email certification
17-Jun-21	Drain Surgeons UK Ltd	185.00	Empty cesspit-Depot
09-Jun-21	Earley Town Council	36.00	Supply of netting for lake-WP
16-Jun-21	Ecotricity	148.38	Gas supply-Coro Hall
16-Jun-21	Ecotricity	175.73	Gas supply-Chapel Hall
17-Jun-21	Ecotricity	855.67	Gas supply-WPLC
25-Jun-21	Ecotricity	908.59	Gas supply-OC
03-Jun-21	EDF Energy 1 Ltd	33.28	Electric supply-Clock tower
10-Jun-21	Epos Now Ltd D/D	30.00	Monthly WPLC till support fee
24-Jun-21	Ethos Communications Solutions Ltd	108.00	Rental/Printing copier-WPLC
09-Jun-21	Global 4 Communications	698.65	Phone/Mobiles
24-Jun-21	Henry Street Garden Centre	315.60	Gardening supplies
18-Jun-21	HMRC Cumbernauld	14929.47	Tax & NI Employer/employee
09-Jun-21	IMAGE BOX	120.00	Create childs party cartoon
03-Jun-21	Lamps-Tubes Luminations Ltd	1680.00	Remove lights - Town centre
09-Jun-21	Lantec Security Ltd	1008.00	Annual intruder alarm fee-OC/WPLC
28-Jun-21	Les Mills Fitness UK Ltd	142.58	Body balance-Coach-Gym
17-Jun-21	Lister Wilder Ltd	61.13	Rat bait blocks-Depot
01-Jun-21	Lloyds Bank D/D	32.51	Current a/c monthly fee
14-Jun-21	Lloyds Bank D/D	113.69	Monthly cardnet service fee
29-Jun-21	Lloyds Bank D/D	40.88	Bank charges-Current a/c
17-Jun-21	Mailcoms Ltd	89.88	Pro-ink cartridge-franking machine
14-Jun-21	Mainstream Digital Ltd	17.57	Phone call charges
15-Jun-21	Merchant Rentals Ltd	18.40	Monthly Cardnet rental
15-Jun-21	Merchant Rentals Ltd	15.44	Monthly cardnet rental
03-Jun-21	MKR Electrical Services Ltd	1240.79	Electrical supplies
17-Jun-21	MKR Electrical Services Ltd	493.91	Electrical supplies
14-Jun-21	Plusnet Plc	52.20	Phone-WTC
18-Jun-21	Plusnet Plc	52.20	Phone - WPLC
09-Jun-21	Poztive Energy Ltd	704.66	Electric supply
17-Jun-21	Poztive Energy Ltd	106.94	Electric supply
18-Jun-21	Prudential	307.24	AVC deducted from pay
28-Jun-21	Public Works Loan Board	10640.58	Public Works Loan Board
09-Jun-21	Readibus	9711.00	Grant
10-Jun-21	SGW Payroll Ltd	145.58	Monthly payroll service
15-Jun-21	Siemens Financial Services	1100.80	Monthly Gym equip rental
24-Jun-21	SLCC Enterprises Ltd	453.00	Full membership fee
01-Jun-21	SWALEC	70.60	Electric supply-Toilet
28-Jun-21	SWALEC	48.85	Electric supply-Toilet
03-Jun-21	Technical Surfaces Ltd	480.00	1 ton rubber in 25kg bags

17-Jun-21	Technical Surfaces Ltd	360.00	3G Matchfit service
09-Jun-21	Thames Valley Water Services Ltd	326.40	Monthly water checks
18-Jun-21	The Berkshire Pension Fund	17678.52	Employer/employee pension
17-Jun-21	Trade UK - Screwfix	785.25	Building supplies
18-Jun-21	Unison Collection Ac	22.50	Union fee deducted from pay
24-Jun-21	Veolia ES - UK Ltd	389.70	Refuse collection
01-Jun-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Jun-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Jun-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Jun-21	Wokingham BC - Rates	898.00	Rates-OC
01-Jun-21	Wokingham BC - Rates	245.00	Rates-Toilet
		90779.32	

Woodley Town Council

CLERKS IMPREST A/C

List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
21-Jun-21	(Personal Information)	15.00	Refund key deposit
21-Jun-21	(Personal Information)	16.99	Refund gym member fee
29-Jun-21	(Personal Information)	75.00	Refund deposit
17-Jun-21	AGA Print-Solopress	17.23	WTCMI-Business cards
25-Jun-21	Amazon Mkt place	42.95	Web cam - WPLC
28-Jun-21	Berkshire Royals Cricket	127.00	Cancelled cricket booking
29-Jun-21	BNSRetail-City Cleaning Product	171.40	16x One shot drain cleaner-WPLC
11-Jun-21	Bourne Amenity Ltd	832.50	Wrong a/c entered
21-Jun-21	City Cleaning Products	113.87	10x One shot drain cleaner
16-Jun-21	Commercial Leisure	84.43	Lovibond water test tablets
03-Jun-21	Current Account	1326.00	Building supplies-Depot
10-Jun-21	Easy Concrete	1105.00	Building supplies-Depot
15-Jun-21	Easy Concrete	1496.00	Building supplies-Depot
17-Jun-21	Easy Concrete	122.40	Building supplies-Depot
22-Jun-21	Easy Concrete	1326.00	Building supplies-Depot
25-Jun-21	Easy Concrete	153.00	Building supplies-Depot
10-Jun-21	EE Top up	20.00	EE phone top up
23-Jun-21	Lloyds Bank	46344.99	Payroll BACS-June 21 net
11-Jun-21	Lloyds Bank D/D	13.82	Imprest a/c monthly fee
17-Jun-21	Lloyds Pharmacy	35.98	Digital Thermometer
08-Jun-21	McAfee	69.99	Security software-online
09-Jun-21	Oxfordshire County Council	3626.00	Paid WTC in error - refunded
10-Jun-21	Poolwarehouse.uk.com	87.00	Chlorine tablets-WPLC
25-Jun-21	Solopress	618.07	Invoice amend Z VAT
29-Jun-21	Solopress	20.00	Sample proof of Herald News
18-Jun-21	Springwell Microelectronics	167.94	Springwell smart flush-OC
01-Jun-21	Wickes Building	560.74	Building supplies-Depot
10-Jun-21	Wokingham.gov.uk	546.55	Building Regularisation fee
09-Jun-21	WTCMI	50.00	Petty cash-WTCMI
		59185.85	

Woodley Town Council**Current Account****List of Payments made between 01/07/2021 and 31/07/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Jul-21	(Personal Information)	400.00	WTCMI Market Manager
01-Jul-21	(Personal Information)	650.00	Hearld delivery charge
01-Jul-21	Airquee Ltd	412.85	Call out/PIPA annual inspection
08-Jul-21	AYS Cleaning Contractors Ltd	1526.17	Contract Cleaning
15-Jul-21	AYS Cleaning Contractors Ltd	60.65	Contract Cleaning
22-Jul-21	AYS Cleaning Contractors Ltd	1461.07	Contract Cleaning
02-Jul-21	Be Fuelcards Ltd	39.32	BP Unleaded fuel-Depot
09-Jul-21	Be Fuelcards Ltd	29.51	BP Unleaded fuel-Depot
16-Jul-21	Be Fuelcards Ltd	95.84	BP Diesel-MW65EH 47000m
30-Jul-21	Be Fuelcards Ltd	7.71	BP Unlead fuel-Depot
30-Jul-21	Be Fuelcards Ltd	20.00	BP Unlead fuel-Depot
01-Jul-21	Blandy & Blandy LLP	216.00	Professional fees B & S Roofing
22-Jul-21	Bowak Ltd	146.96	Cleaning supplies
15-Jul-21	Castle Water	2494.04	Water rates
15-Jul-21	CDK Casting Ltd	101.40	Bronze plaque
22-Jul-21	Churchill Contract Services Ltd	1456.93	Contract Cleaning
01-Jul-21	Club Manager Ltd	80.40	Gym Clubmanager Software fee
15-Jul-21	Dejac Associates Ltd	474.00	Annual Firewall Subscription
27-Jul-21	Ecotricity	110.02	Gas supply-Coro Hall
27-Jul-21	Ecotricity	159.58	Gas supply-WPLC
27-Jul-21	Ecotricity	106.34	Gas supply-OC
27-Jul-21	Ecotricity	65.78	Gas supply-Chapel Hall
08-Jul-21	EDF Energy 1 Ltd	16.62	Electric supply-Clock tower
22-Jul-21	Energy Electrical Distributors Ltd	84.60	Electrical supplies
12-Jul-21	Epos Now Ltd D/D	30.00	Monthly EPOS till support fee
22-Jul-21	Fiddes & Son Ltd - Bowcom	342.00	Bow grass Quantum 10L
09-Jul-21	Global 4 Communications	698.65	Phone & Mobiles
22-Jul-21	HMRC Cumbernauld	15282.96	Tax & NI Employer/employee
22-Jul-21	IMAGE BOX	391.20	ID pvc plastic cards-WPLC
01-Jul-21	John Stacey - Sons Ltd	348.00	Refuse collection
27-Jul-21	Les Mills Fitness UK Ltd	183.32	Bodybalnce-Coach-WPLC
01-Jul-21	Lightatouch	216.66	EOY Internal Audit 20/21
08-Jul-21	Lightatouch	150.00	EOY Internal Audit 20/21
01-Jul-21	Lister Wilder Ltd	61.38	Blade shaver-Depot
14-Jul-21	Lloyds Bank D/D	211.03	June 21 cardnet service charge
08-Jul-21	Lyreco UK Ltd	132.67	Stationery supplies-WPLC
22-Jul-21	Lyreco UK Ltd	78.60	Stationery supplies-WPLC
14-Jul-21	Mainstream Digital Ltd	60.48	Qtrly line rental fee
15-Jul-21	Merchant Rentals Ltd	15.44	Cardnet machine rental
15-Jul-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
22-Jul-21	PHS Group	403.74	Qtrly charge - Matts O/C & WPLC
12-Jul-21	Plusnet Plc	56.32	Business Fibre-broadband-OC
19-Jul-21	Plusnet Plc	56.81	Business Fibre-Broadband-WPLC
01-Jul-21	Poztive Energy Ltd	1925.25	Electric supply
08-Jul-21	Poztive Energy Ltd	8.84	Electric supply-Coro Hall
15-Jul-21	Poztive Energy Ltd	703.43	Electric supply
22-Jul-21	Prudential	307.24	AVC deducted from pay
08-Jul-21	Reading Community Energy	310.02	Electric supply-OC
15-Jul-21	Rialtas Business Solutions Ltd	30.00	Software transfer to PC
19-Jul-21	SGW Payroll Ltd	147.62	Monthly payroll service fee

15-Jul-21	Siemens Financial Services	1100.80	Gym Equip rental
01-Jul-21	SSE Southern Electric	547.29	Electric supply-Toilet
26-Jul-21	SWALEC	33.45	Electric supply-Toilet
22-Jul-21	The Berkshire Pension Fund	17926.07	Employer/employee pension
01-Jul-21	The Big Display Co	155.90	Trophy for Bowling
22-Jul-21	Trade UK - BandQ	370.00	Building Supplies
01-Jul-21	Ukactive	206.60	MPLC music Licence-WPLC
22-Jul-21	Unison Collection Ac	22.50	Union fee deducted from pay
22-Jul-21	Veolia ES - UK Ltd	545.83	Refuse collection
01-Jul-21	Wokingham BC - Rates	2283.00	Rates - WPLC
01-Jul-21	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01-Jul-21	Wokingham BC - Rates	364.00	Rates - Coro Hall
01-Jul-21	Wokingham BC - Rates	898.00	Rates - OC
	Total Payments	57004.29	

CLERKS IMPREST A/C

List of Payments made between 01/07/2021 and 31/07/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
05-Jul-21	(Personal Information)	32.41	PC World cartridge/Postage
12-Jul-21	(Personal Information)	12.50	Badmin paid in error refund
21-Jul-21	(Personal Information)	11.00	WPLC sports Hall refund
26-Jul-21	(Personal Information)	11.00	Refund WPLC course
27-Jul-21	(Personal Information)	190.00	Refund deposit/Invoice
12-Jul-21	Affixit Adhesive Tapes	499.90	EPDM Contact adhesive-OC roof
07-Jul-21	Avon Scientific	174.00	Multi function chlorine tablet
12-Jul-21	DVLA	275.00	Vehicle Tax-KD51 WTW
12-Jul-21	Janitorial Direct Ltd	110.32	Refuse sacks/H towels green
26-Jul-21	Link Visiting Scheme	50.00	Refund deposit
28-Jul-21	Lloyds Bank	48400.21	Net July 2021 payroll
12-Jul-21	Lloyds Bank D/D	14.56	Bank charges-Imprest a/c
07-Jul-21	Rdg Spring Gdn Brass Band	75.00	Refund deposit
26-Jul-21	Roofing suppliers	581.70	Classic Bond glue/Cover tape
22-Jul-21	Water Butts Direct	474.00	Rainwater Tank OC
	Total Payments	50911.60	