

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 23 November 2021 at 8:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; A. Chadwick; C. Jewell; M. Nagra; B. Rowland; P. Wicks*

Officers present: *K. Murray, Deputy Town Clerk; A. Basra, Finance Officer; M. Filmore, Committee Officer; B. Fennelly, TCMI Manager*

Also present: *Councillor V. Lewis;
1 member of the public*

15. **APOLOGIES**

Apologies for absence were received from Councillor Brindley.

16. **DECLARATIONS OF INTEREST**

Councillor C. Jewell – Pecuniary interest: Agenda item 9: Allotments Rent Review, as she rents an allotment plot from the Town Council.

Councillor Jewell took no part in the discussion or the decision regarding the Allotments rent review.

17. **MINUTES OF THE MEETING HELD ON 14 SEPTEMBER 2021**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 14 September 2021 be approved and signed by the Chairman as a correct record.

18. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 20/21. He explained that expenditure was either on track or below where expected, whilst income was a lot higher. This was because the budget was prepared conservatively with a view to potential Covid lockdowns, and the furlough scheme ran for longer than expected providing additional income.

Following a query, the Finance Officer confirmed that all furlough income had now been received.

RESOLVED:

- ◆ To note Report No. SR 20/21.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
August 2021	£64,722.27	£128,819.73
September 2021	£135,802.65	£52,990.99
October 2021	£94,625.42	£57,448.53

Voting: For: 5 Against: 0 Abstentions: 1

c) **Internal audit**

The Deputy Town Clerk highlighted the recommendations set out in the internal auditors report for the period April 2021 to September 2021.

In relation to the recommendation that the Council's Financial Regulations needed to be reviewed, the Deputy Town Clerk confirmed that this was being progressed and a meeting date was currently being sought for the Standing Orders and Financial Regulations Working Party to meet.

In relation to the recommendation that the Council's risk assessment documentation needed to be approved by Full Council by 31 March 2022, the Deputy Town Clerk confirmed that the Council's risk register and strategy was due to be reviewed in the new year.

Following a query the Deputy Town Clerk confirmed that, in the absence of the Town Clerk, the Deputy Town Clerk was approved to act on the Town Clerk's behalf. Following the internal auditor's recommendation, documentation where this was not stated explicitly would be reviewed and taken to Full Council to be updated.

RESOLVED:

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

19. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 21/21. He stated that business bookings had come back, which was encouraging, and confirmed that a new Bookings Manager had now started at the Council.

RESOLVED:

- ◆ To note Report No. SR 2/21.

20. **INVESTMENTS WORKING PARTY**

Councillor Anderson, as Chairman of the Investments Working Party, presented Report No. SR 22/21 of the working party meeting held on 10 November 2021. It was highlighted that the Council's investments portfolio had now reached £2m, subject to fluctuation, which was the sum originally targeted to repay the loan taken out to build the Oakwood Centre. The original target was to achieve this by 2025.

Councillor Anderson advised that the Investments Working Party had recommended that as soon as it was confirmed that portfolio was over £2m then the money would be taken out as cash to repay the loan, removing any risk associated with the investment. It was also recommended that the Council continue investing £80k per annum up until 2025 as had originally been planned. Councillor Anderson also advised that the portfolio was currently gaining around 6% per annum. Members noted that a final decision would need to be taken by Full Council.

RESOLVED:

- ◆ To note Report No. SR 22/21.

RECOMMENDED:

- ◆ That the investment portfolio be sold as soon as confirmation is received that the value has exceeded £2m, and the funds be placed in cash, in an appropriate rated bank, and that the Council consider whether to continue under a new strategy going forward.

Voting: For: 5 Against: 0 Abstentions: 1

21. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Following a query regarding the town centre garden the Deputy Town Clerk confirmed that the contractor was liaising with Wokingham Borough Council's Landscape Team regarding the soil depth required to be maintained for the trees before commencing with any works.

RESOLVED:

- ◆ To note the a report of the Woodley Town Centre Management Initiative Meeting held on 20 October 2021 would be provided to the next Strategy and Resources Meeting due to be held on 25 January 2022.

22. **COMMUNITY GRANTS**

Following a discussion Members requested that a review be undertaken of the current Community and Individual Grant forms. Councillors Anderson and Rowland offered to work with the Committee Officer to achieve this.

Members considered the requests for grant funding, as set out in Report No. SR 23/21, in line with the community grants criteria and

RESOLVED:

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

Kick Twist Cheerleading	£250	To purchase air track equipment to aid the teaching of beginners teams.
Woodley Adopt a Street Project (WASP)	£250	To purchase additional street cleaning equipment for volunteers.
Wokingham Job Centre Support	£250	To help towards the cost of providing internet access and training / support on how to find an apply for jobs.
Berkshire MS Therapy Centre	£250	To help fund exercise sessions for members.
Berkshire Vision	£250	To help fund a monthly programme of activities for members.
Woodley United FC	£250	To contribute towards the hire cost of additional training facilities.

- ◆ That, under Section 137 of the Local Government Act 1972, the following grant be provisionally awarded subject to satisfactory clarification of the details as to how this grant will specifically benefit residents of Woodley:

Assisting Berkshire Children to Read	£250	To fund the recruitment of an additional volunteer to open up the service into a Woodley school.
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Voting: For: 6 Against: 0 Abstentions: 0

23. **ALLOTMENTS RENT REVIEWS**

The Deputy Town Clerk presented Report No. 24/21, setting out the proposed allotment charges from January 2023. The Deputy Town Clerk confirmed that legislation requires that rates are set at least 12 months in advance of any change.

Members noted that the lease rate was incorrectly stated as £7,500 within the 'Background' section of Report No. SR24/21. The rate was £7,300 as stated within the budget tables.

RESOLVED:

- ◆ To note Report No. SR 24/21.
- ◆ To increase the allotment plot charges from January 2023 by 4.9% in line with the Retail Price Index figure in September 2021.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2023:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£50.00	£4	£54.00	Woodley Resident – State pensioner	£38.00	£4	£42.00
	Non Woodley	£76.00	£4	£80.00	Non Woodley – State pensioner	£57.00	£4	£61.00
5	Woodley Resident	£25.00	£2	£27.00	Woodley Resident – State pensioner	£19.00	£2	£21.00
	Non Woodley	£38.00	£2	£40.00	Non Woodley – State pensioner	£28.00	£2	£30.00

Voting: For: 4 Against: 0 Abstentions: 1

24. **COUNCIL MEETING DATES 2022/23**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2022/23 municipal year, as attached at **Appendix D**, be approved.

Voting: For: 6 Against: 0 Abstentions: 0

25. **TOWN ELECTORS WORKING PARTY**

The Chairman highlighted that it had been agreed that a Town Electors Working Party would be set up annually to review and consider potential improvements to the Town Electors Meeting. Members noted the excellent work achieved earlier in the year in respect of the 2021 Town Electors meeting.

RESOLVED:

- ◆ To approve the draft terms of reference of the working party set out in the agenda.

Voting: For: 5 Against: 0 Abstention: 1

- ◆ To suspend Standing Order 4f.

Voting: For: 5 Against: 0 Abstention: 1

At this point Councillor Nagra reminded members that the Chairman had committed at a previous meeting not to suspend Standing Order 4f in order to provide the Labour group with a place on this Working Party. Following a request for confirmation from the Chairman, Councillor Nagra confirmed that the Labour and Independent Party did not want a place on the Town Electors Working Party.

Members then revisited the terms of reference and, following a vote:

RESOLVED:

- ◆ To amend the draft terms of reference of the working party to reduce the number of Members from four to three.
- ◆ To approve the amended terms of reference of the working party, as attached at **Appendix E**.
- ◆ To appoint members to the Town Elector's Working Party as follows:
2 Conservative, 1 Liberal Democrat, 0 Labour & Independent.

Voting: For: 5 Against: 0 Abstention: 0

- ◆ To note that Councillors Anderson, Brindley and Skegg have been appointed to the Town Elector's Working Party.

26. **WOKINGHAM BOROUGH COUNCIL BOROUGH/PARISH LIAISON FORUM**

Members noted that this was the second year in a row that an appointed Town Council representative had not been present at the meeting of the Borough/Parish Liaison forum.

The Committee Officer confirmed that the appointed representative, Councillor Nagra, had sent his apologies and indicated he would be stepping down from this position, with a replacement due to be appointed at the next Full Council meeting. The Committee Officer also confirmed that an invite had been extended to the appointed deputy, Councillor McCann.

RESOLVED:

- ◆ To note the minutes of the Borough/Parish Liaison forum, which took place on 4 October 2021.

27. **WOODLEY TOWN COUNCIL YOUTH STRATEGY**

Members noted that the draft Strategy for Youth Services, set out in Report No. SR 25/21, had been created following several meetings, facilitated by a consultant, at which lively debate had taken place. It was noted that final strategy document was created by the Deputy Town Clerk, who had condensed a larger document with useful references produced by the consultant into a shorter, more digestible document.

It was also noted that both the Community Youth Partnership and Leisure Services Committee had approved the draft document.

RESOLVED:

- ◆ To note Report No. SR 25/21.

RECOMMENDED:

- ◆ To recommend to Full Council that the draft Strategy for Youth Services 2022-2027 be adopted.

Voting: For: 5 Against: 0 Abstentions: 1

28. **MALONE PARK PLAY AREA FENCING**

The Deputy Town Clerk advised Members that the previous timber/chainlink fencing surrounding the play area at Malone Park had been vandalised on 23/24 October 2021. The fencing was coming to the end of its expected lifespan and, whilst the Council had hoped to get up to 2 years more use from the fencing, it was due to be replaced shortly.

RESOLVED:

- ◆ To approve the allocation of £12,000 funding from the General Reserve to fund the installation of bow-top railings and self-closing gates at Malone Park.

Voting: For: 6 Against: 0 Abstentions: 0

29. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE – VAT REPORT**

The Deputy Town Clerk presented Report No. 26/21.

Members noted that concern had been raised some time ago at a Strategy and Resources Meeting over the manner in which the Town Centre Management Initiative (TCMI) had been treated for VAT. The Deputy Town Clerk advised that the Council had engaged the Parkinson Partnership to review this matter, stating that they are a consultant specialising in Council VAT processing and budgeting matters and were recommended by the Council's internal auditors.

Members noted that a significant change to the running the TCMI had taken place in April 2020 when all financial and budgeting functions had been taken in house by the Council.

The Deputy Town Clerk advised that the Parkinson Partnership had identified that the Town Council had not managed the reclaiming of VAT correctly in relation to the TCMI's since its inception until the change of operation in April 2020, although even then the matter was not black and white. The Deputy Town Clerk highlighted that the key factor was not how the Council viewed the TCMI but more the operation practices which impact on how VAT matters should've been handled.

As the TCMI had Trustees, the Deputy Town Clerk confirmed that the TCMI should've been deemed as a separate entity and, as such, VAT should not have been reclaimed. The Deputy Town Clerk stated that liability for any error only goes back 4 years. Every financial transaction had been reviewed, and a form had been submitted to HMRC highlighting the error, calculating the underpayment to be £20,026. The Council is currently awaiting a response from HMRC and once a response is received, should calculations be accepted, payment will be made which will rectify this error.

The Deputy Town Clerk advised that, since April 2020, the TCMI had ceased to be a separate organisation and the Council had been compliant with VAT requirements since this time. However it was noted there were some housekeeping issues which would need to be resolved. The TCMI currently appoints individuals and has a constitution, and the Deputy Town Clerk suggested the operation of the TCMI should be more akin to a sub committee which appoints external members, like the Community Youth Partnership.

The Deputy Town Clerk confirmed that the £20,041 figure quoted in the Parkinson Partnership report as the VAT due to be repaid was an estimated figure. The final calculations undertaken by the Finance Office had calculated the exact repayment to be £22,026.

Following a query the Deputy Town Clerk confirmed that TCMI income now needs to be taken into account when performing partial exemption calculations. However it was noted that, since April 2020, TCMI income has not impacted this calculation.

The Deputy Town Clerk also confirmed that any items purchased by the TCMI would fall under the Council's responsibility with regards to repair and insurance.

The Town Centre Manager advised that, whilst the TCMI were doing okay financially, the requirement to pay VAT would put pressure on the TCMI budget. The TCMI had wished to put on more activities in 2022 but this would need to be reviewed.

Following a discussion Members noted that a lack of independence would be negative for the TCMI. The Town Centre Manager also advised that TCMI members would like to be independent. The Chairman formally requested that the Deputy Town Clerk look into the process and cost of disengaging the TCMI from the Town Council in order for it to become an independent organisation. It was agreed that, when available, details would be circulated via email to Members of the Committee in order to avoid a potential delay which would be caused by waiting for the next Strategy and Resources Committee meeting.

RESOLVED:

- ◆ To note Report No. SR 26/21.

30. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

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

Members noted that the Deputy Town Clerk and Maintenance Manager had recently met with the Wokingham Borough Council Energy Officer. It had been identified that there was the potential to work with the Borough in order to utilise their knowledge, partnerships and buying power when looking to de-carbonise buildings.

Members noted a suggestion that the Town Council could look to assist individuals and organisations wishing to plant a tree for the Queen's platinum jubilee by helping find suitable locations.

In relation to a project to plant up to 250,000 trees across the Borough by Wokingham Borough Council the Deputy Town Clerk advised that the Council were in discussions with the Borough to identify any possible locations within Woodley which might be used. Members suggested the planting of a small copse in memory of those who have died of Covid during the pandemic.

Members noted that the Climate Emergency Working Party had still not met, and it was agreed that the Deputy Town Clerk would set quarterly dates ahead of time throughout 2022 in order to ensure these take place.

Members also noted that whilst the Council was taking steps to reduce its own carbon footprint, less was being done to encourage other Woodley residents and business to do the same. Members requested that carbon reduction advice be publicised by the Town Council, specifically on the website and in the Herald. Members also requested that the next edition of the Herald be dedicated to Climate Emergency, and that any other items that are not time sensitive be pushed to a later edition.

RESOLVED:

- ◆ To note the Climate Emergency Action Plan Update.

31. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

32. **PUBLICITY AND WEBSITE**

Councillor Nagra requested that the Publicity and Website item, which is currently only regularly included on Standing Committee agendas, be added as an item to the end of all Full Council meetings.

The Chairman advised that a resident had been in contact about the fact the Union flag was not flown on Remembrance Day, and had offered to pay, and raise and lower a flag. The Chairman confirmed that he had requested the Deputy Town Clerk convene a meeting of the PR and Marketing Working Party to review the matter of flag flying more widely, as there are other flags which would also be appropriate to be flown for different events during the year.

The Chairman also advised the Committee that there had been negative feedback that the Town Council had not organised a remembrance event on Remembrance Sunday at the Woodley War Memorial. Members noted that traditionally the Council had only arranged an event at the Way Memorial on Armistice Day, with Councillors attending a local Church Service on Remembrance Sunday. An event at the War Memorial on Remembrance Sunday had previously been arranged by a local resident, but the resident had passed away a couple of years ago and nothing had happened since.

Members acknowledged the demand for a community led, non-religious memorial event, and noted that this would be reviewed for future years.

Meeting closed at 21:40 pm

Current Account

List of Payments made between 01/08/2021 and 31/08/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Aug-21	(Personal Information)	500.00	WTCMI-Mkt Manager
06-Aug-21	Alan Hadley Ltd	297.00	Refuse collection
12-Aug-21	Alan Hadley Ltd	297.00	Refuse collection
18-Aug-21	Alan Hadley Ltd	297.00	Refuse collection
25-Aug-21	Alan Hadley Ltd	297.00	Refuse collection
18-Aug-21	AYS Cleaning Contractors Ltd	1732.31	Contract Cleaning
12-Aug-21	BALC	3209.03	Annual subscription-ALC/NALC
20-Aug-21	Be Fuelcards Ltd	32.72	BP Unleaded-Depot
18-Aug-21	Bowak Ltd	241.95	Cleaning supplies
06-Aug-21	Brake Bros Foodservice Ltd	378.59	Vending supplies
18-Aug-21	Brake Bros Foodservice Ltd	723.21	Vending supplies
25-Aug-21	Brewers Decorator Centners	263.44	Decorating supplies
25-Aug-21	Brown Bag Cafe Ltd	337.68	Catering service fee
25-Aug-21	Business Stream	39.77	Water rates-Toilet
12-Aug-21	Castle Water	160.19	Water rates
06-Aug-21	CDK Casting Ltd	101.40	Bronze plaque
18-Aug-21	CDK Casting Ltd	101.40	Bronze plaque
25-Aug-21	Churchill Contract Services Ltd	1456.93	Contract Cleaning
02-Aug-21	Club Manager Ltd	80.40	Monthly gym software fee
25-Aug-21	CoolerAid Ltd	24.66	Bottled water
26-Aug-21	Ecotricity	62.52	Gas supply- Coro Hall
26-Aug-21	Ecotricity	143.67	Gas supply-WPLC
26-Aug-21	Ecotricity	164.99	Gas supply-OC
26-Aug-21	Ecotricity	46.21	Gas supply-Chapel Hall
12-Aug-21	EDF Energy 1 Ltd	17.18	Electric supply-Clock
12-Aug-21	Epos Now Ltd D/D	30.00	Monthly WPLC till charge
10-Aug-21	Global 4 Communications	698.65	Phones & Mobiles
06-Aug-21	Go2Dave Ltd	154.44	Grey poloshirts-Depot
12-Aug-21	Grounds Management Association	158.00	Annual subscription-Depot
18-Aug-21	HMRC Cumbernauld	14941.99	Tax & NI Employer/employee
25-Aug-21	IBS Office Solutions Ltd	446.38	Qtrly Photocopier rental/printing charge
27-Aug-21	ICO	35.00	Information CO
12-Aug-21	John Stacey - Sons Ltd	348.00	Refuse collection
27-Aug-21	Les Mills Fitness UK Ltd	203.69	Body balance-Coach-Gym
18-Aug-21	Lister Wilder Ltd	228.41	Machinery repair-Depot
03-Aug-21	Lloyds Bank D/D	37.75	Bank charges-current a/c
13-Aug-21	Lloyds Bank D/D	198.90	Monthly cardnet service fee
31-Aug-21	Lloyds Bank D/D	41.33	Current a/c bank charges
16-Aug-21	Mainstream Digital Ltd	1.13	Phone-WTC
16-Aug-21	Merchant Rentals Ltd	15.44	Cardnet monthly charge
16-Aug-21	Merchant Rentals Ltd	18.40	Monthly cardnet charge
25-Aug-21	Pat Pals Ltd	636.73	Electrical PAT Testing
12-Aug-21	Pest Control Wokingham	60.00	Wasp nest treatment
12-Aug-21	Plusnet Plc	54.67	Phone-OC
18-Aug-21	Plusnet Plc	42.68	Phone-WPLC
06-Aug-21	Poztive Energy Ltd	60.53	Electric supply
12-Aug-21	Poztive Energy Ltd	706.94	Electric supply
18-Aug-21	Poztive Energy Ltd	665.98	Electric supply
18-Aug-21	Poztive Energy Ltd	40.96	Electric supply
18-Aug-21	Prudential	307.24	AVC deducted from pay
31-Aug-21	Public Works Loan Board	5,874.06	Public Works Loan-Capital/Interest

06-Aug-21	Reading Community Energy Soc Ltd	1479.53	Electric supply
25-Aug-21	Seton	113.93	Masks/dry wipes/markers
18-Aug-21	SGW Payroll Ltd	155.78	Payroll services
16-Aug-21	Siemens Financial Services	1,100.80	Monthly gym equip charge
27-Aug-21	SWALEC	34.58	Electric supply-Toilet
12-Aug-21	Technical Surfaces Ltd	360.00	3G Matchfit service
18-Aug-21	Thames Valley Water Services Ltd	204.00	Monthly water checks
18-Aug-21	The Berkshire Pension Fund	17696.70	Employer/employee pension
18-Aug-21	Trade UK - Screwfix	87.90	Building supplies
12-Aug-21	Tudor Environmental	241.06	Gardening supplies-Depot
18-Aug-21	Unison Collection Ac	22.50	Union fee deducted from pay
25-Aug-21	Vaughtons	1072.85	Mayrol chain supplies
25-Aug-21	Veolia ES - UK Ltd	626.30	Refuse collection
12-Aug-21	Willis & Anisworth	802.79	Sharp sand - Depot
02-Aug-21	Wokingham BC - Rates	2,283.00	Rates-WPLC
02-Aug-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
02-Aug-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
02-Aug-21	Wokingham BC - Rates	898.00	Rates-OC

Total Payments **64,722.27**

CLERKS IMPREST A/C

List of Payments made between 01/08/2021 and 31/08/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Aug-21	(Personal Information)	21.00	Key cut-OC
10-Aug-21	(Personal Information)	75.00	Refund deposit
23-Aug-21	(Personal Information)	75.00	Refund deposit
16-Aug-21	(Personal Information)	157.50	Refund WPLC course
10-Aug-21	(Personal Information)	75.00	Refund deposit
06-Aug-21	Equipmart Ltd	22.87	Brass Tap adapter/reducer
25-Aug-21	Lloyds Bank	46,941.99	Net August 2021 payroll
13-Aug-21	Lloyds Bank D/D	13.60	Bank charges-Imprest a/c
03-Aug-21	Optagon t/a Rubber4Roofs	827.16	ClassicBond 1.5mm tape-OC
18-Aug-21	Rathbone Investment	80,000.00	2021/2022 Investment
10-Aug-21	Rdg Spring Gdn Brass Band	46.00	Refund inv 16740-Rdg Spring Gdn
19-Aug-21	Thames Water Web	120.00	Town Ctre Commu Gdn plans
06-Aug-21	UK Madawala Bazaar	87.00	Refund deposit
06-Aug-21	Wokingham BC	357.61	Aplication fees-WPLC

Total Payments **128,819.73**

Woodley Town Council

Current Account

List of Payments made between 01/09/2021 and 30/09/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
16-Sep-21	(Personal Information)	400.00	WTCMI Market Manager
16-Sep-21	(Personal Information)	50.00	Celilidh band-WTCMI
16-Sep-21	Alan Hadley Ltd	297.00	Refuse collection
23-Sep-21	Alan Hadley Ltd	297.00	Refuse collection
16-Sep-21	AYS Cleaning Contractors Ltd	25.99	Contract cleaning - OC
23-Sep-21	AYS Cleaning Contractors Ltd	929.29	Contract cleaning - OC
10-Sep-21	Be Fuelcards Ltd	0.77	Admin fee-Depot
24-Sep-21	Be Fuelcards Ltd	138.11	BP Diesel/Ult Unleaded-
16-Sep-21	Bourne Amenity Ltd	1664.40	Plus soil - Town Centre Gdn
16-Sep-21	Bowak Ltd	293.63	Cleaning supplies-OC
08-Sep-21	Brake Bros Foodservice Ltd	462.38	Vending supplies
16-Sep-21	Brake Bros Foodservice Ltd	256.36	Vending supplies
23-Sep-21	Brake Bros Foodservice Ltd	250.79	Vending supplies
23-Sep-21	Brewers Decorator Centres	297.67	Decorating supplies
23-Sep-21	Brown Bag Cafe Ltd	149.78	Catering service fee
08-Sep-21	Castle Water	633.57	Water rates
16-Sep-21	Castle Water	4297.94	Water rates
01-Sep-21	CF Corporate Finance Ltd	166.32	Qtrly photocopier rental
23-Sep-21	Churchill Contract Services Ltd	947.00	Contract cleaning - WPLC
02-Sep-21	Club Manager Ltd	80.40	Monthly gym software fee
23-Sep-21	CoolerAid Ltd	24.66	Bottled water
17-Sep-21	DCK Accounting Solutions Ltd	338.16	Pre-year end check 2020/21
16-Sep-21	Drain Surgeons UK Ltd	185.00	Empty Cesspit-Depot
27-Sep-21	Ecotricity	42.17	Gas supply-Coro Hall
27-Sep-21	Ecotricity	146.63	Gas supply-WPLC
27-Sep-21	Ecotricity	111.92	Gas supply-OC
27-Sep-21	Ecotricity	42.57	Gas supply-Chapel Hall
16-Sep-21	EDF Energy 1 Ltd	17.18	Electric supply-Clock
10-Sep-21	Epos Now Ltd D/D	30.00	Monthly WPLC till fee
23-Sep-21	Ethos Communications Solutions Ltd	179.72	Printing/coping - WPLC
16-Sep-21	Fenland Leisure Products Ltd	974.04	Playground supplies
09-Sep-21	Global 4 Communications	735.97	Phones-Mobiles
17-Sep-21	HMRC Cumbernauld	15238.79	Tax & NI Employer/employee
23-Sep-21	IBS Office Solutions Ltd	381.96	Qtrly Photocopier rental/printing charge
27-Sep-21	Les Mills Fitness UK Ltd	203.69	Coach-Bodybalance-WPLC
14-Sep-21	Lloyds Bank D/D	228.80	Cardnet service fee
16-Sep-21	Lyreco UK Ltd	33.50	Stationery supplies
23-Sep-21	Lyreco UK Ltd	42.43	Stationery supplies
24-Sep-21	Mainstream Digital Ltd	41.08	Qtrly rental/Cancel fee
23-Sep-21	McVeigh Parker & Co Ltd	138.24	Geotextile membrane-Town Centre Gdn
15-Sep-21	Merchant Rentals Ltd	15.44	Cardnet machine rental
15-Sep-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
16-Sep-21	MKR Electrical Services Ltd	559.28	Electrical supplies
16-Sep-21	Pat Pals Ltd	176.64	Electrical PAT Testing
23-Sep-21	Pest Control Wokingham	80.00	Wasp nest treatment
23-Sep-21	PKF Littlejohn LLP	2400.00	2020/21 external Audit fees
13-Sep-21	Plusnet Plc	40.27	Phone-OC
13-Sep-21	Poztive Energy Ltd	64.30	Electric supply-Coro Hall
17-Sep-21	Poztive Energy Ltd	2210.36	Electric supply
27-Sep-21	Poztive Energy Ltd	24.46	Electric supply-WPLC
27-Sep-21	Poztive Energy Ltd	1.01	Electric supply-Chapel Hall
16-Sep-21	PPL PRS Ltd	1249.42	Music license-WTC
17-Sep-21	Prudential	307.24	AVC deducted from pay
30-Sep-21	Public Works Loan Board	69298.08	PWLB-Capital/Interest payment

16-Sep-21	R.E.S. Systems Ltd	1260.00	6 monthly fire alarm testing
16-Sep-21	Seton	27.58	Toilet roll dispensers-WPLC
13-Sep-21	SGW Payroll Ltd	153.74	August payroll services
15-Sep-21	Siemens Financial Services	1100.80	Gym equip rental
23-Sep-21	SSE Southern Electric	275.42	Electric supply
16-Sep-21	Staysure Ltd	202.20	Repair puncture/wheels-Depot
27-Sep-21	SWALEC	40.43	Electric supply-Toilet
16-Sep-21	Technical Surfaces Ltd	1560.00	FA register testing-WPLC
23-Sep-21	Technical Surfaces Ltd	480.00	3G Matchfit service fee
17-Sep-21	The Berkshire Pension Fund	17941.18	Employer/employee pension
16-Sep-21	Trade UK - BandQ	218.25	Building supplies
16-Sep-21	Trade UK - Screwfix	32.75	Building supplies
16-Sep-21	Travis Perkins Trading Co	235.25	Building supplies
23-Sep-21	Travis Perkins Trading Co	133.92	Building supplies
16-Sep-21	Tudor Environmental	412.28	Gardening supplies-Depot
01-Sep-21	TV Licence DDA	159.00	TV Licence-WPLC
17-Sep-21	Unison Collection Ac	22.50	Union fee deducted from pay
23-Sep-21	Veolia ES - UK Ltd	617.54	Refuse collection
01-Sep-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Sep-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Sep-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Sep-21	Wokingham BC - Rates	898.00	Rates-OC

Total Payments

135802.65

CLERKS IMPREST A/C

List of Payments made between 01/09/2021 and 30/09/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
17-Sep-21	(Personal Information)	27.00	Refund WPLC course
17-Sep-21	(Personal Information)	75.00	Refund deposit
17-Sep-21	(Personal Information)	60.30	Refund deposit
17-Sep-21	(Personal Information)	50.00	Refund deposit
20-Sep-21	(Personal Information)	15.00	Refund allot key deposit
22-Sep-21	(Personal Information)	44.10	Refund WPLC course
27-Sep-21	(Personal Information)	75.00	Refund deposit
27-Sep-21	(Personal Information)	75.00	Refund deposit
27-Sep-21	(Personal Information)	75.00	Refund deposit
16-Sep-21	Agrovista UK Ltd	1797.66	Seed/fertilizer-
15-Sep-21	Amazon Mkt place	169.99	White Larder fridge-Coro Hall
16-Sep-21	Amazon Mkt place	229.00	Electric Twin Cavity cooker
24-Sep-21	Amazon Mkt Place	24.94	Extra large Tablecloth
28-Sep-21	Amazon Mkt Place	8.50	Wooden Coffee stir sticks
28-Sep-21	Amazon Mkt Place	41.99	12oz Ripple paper cups
29-Sep-21	Amazon.co.uk	51.06	Fire Assembly point signs
30-Sep-21	Amazon.co.uk	89.00	Fire Assembly Point signs
28-Sep-21	BT Telephone Payment Centre	205.46	Finial phone bill-WPLC
17-Sep-21	Helpful Hirings Ltd	747.36	Seed top dresser-
24-Sep-21	Kaspersky Lab	54.99	Internet Security-WTC
22-Sep-21	Lloyds Bank	47735.60	Sept 2021 - Payroll
10-Sep-21	Lloyds Bank D/D	13.60	Imprest a/c bank charges
23-Sep-21	Solopress.com	44.38	WTCMI-posters
29-Sep-21	Solopress.com	59.52	WTCMI-Banners
17-Sep-21	Stageability	100.00	Refund deposit
20-Sep-21	Wokingham BC	1121.54	Council tax-19/20 & 20/21 flat

Total Payments

52990.99

Woodley Town Council

Current Account

List of Payments made between 01/10/2021 and 31/10/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
07-Oct-21	(Personal Information)	400.00	WTCMI Mkt Manager
28-Oct-21	(Personal Information)	650.00	Hearald delivery - Woodley
07-Oct-21	ACL Consultancy Solutions Ltd	1755.00	Professional fees-Youth strategy
14-Oct-21	Advanced Maintenance UK Ltd	4200.00	Annual service boiler check
28-Oct-21	Alan Hadley Ltd	297.00	Refuse collection
06-Oct-21	ASAP Computer Services	154.80	Anti-virus fee - WPLC
22-Oct-21	AYS Cleaning Contractors Ltd	1461.07	Contract cleaning - OC
28-Oct-21	AYS Cleaning Contractors Ltd	44.25	Contract cleaning - OC
22-Oct-21	Be Fuelcards Ltd	39.12	Unleaded fuel-Depot
28-Oct-21	Boston Seeds	246.99	Gardening supplies
06-Oct-21	Bourne Amenity Ltd	1664.40	Plus soil-Community Garden
07-Oct-21	Bowak Ltd	132.36	Cleaning supplies-OC
14-Oct-21	Bowak Ltd	47.04	Cleaning supplies-OC
22-Oct-21	Bowak Ltd	153.33	Cleaning supplies-OC
14-Oct-21	Brewers Decorator Centres	117.78	Decorating supplies
22-Oct-21	Brewers Decorator Centres	63.90	Decorating supplies
14-Oct-21	Brown Bag Cafe Ltd	36.00	Catering service fee
22-Oct-21	Brown Bag Cafe Ltd	90.30	Catering service fee
14-Oct-21	Business Stream	226.43	Water rates-Toilet
07-Oct-21	Castle Water	482.34	Water rates
14-Oct-21	Central Sports UK Ltd	629.55	Sports equip supplies
22-Oct-21	Churchill Contract Services Ltd	320.52	Contract cleaning - WPLC
01-Oct-21	Club Manager Ltd	80.40	Monthly Gym software fee
22-Oct-21	CoolerAid Ltd	19.73	Bottled water
07-Oct-21	DCK Accounting Solutions Ltd	492.00	20/21 VAT Partial Exemption fee
07-Oct-21	Dejac Associates Ltd	306.00	Modem/router-WPLC
06-Oct-21	Earth Anchors Ltd	130.74	Red bin sacks
12-Oct-21	Ecotricity	42.85	Gas supply-OC
12-Oct-21	Ecotricity	17.49	Gas supply-Chapel Hall
25-Oct-21	Ecotricity	149.18	Gas supply-OC
25-Oct-21	Ecotricity	147.39	Gas supply-WPLC
25-Oct-21	Ecotricity	25.16	Gas supply-Coro Hall
25-Oct-21	Ecotricity	56.72	Gas supply-Chapel Hall
07-Oct-21	EDF Energy 1 Ltd	16.61	Electric supply-Clock
07-Oct-21	Energy Electrical Distributors Ltd	19.44	Electrical supplies
12-Oct-21	Epos Now Ltd D/D	30.00	Monthly WPLC till support fee
07-Oct-21	Fraser Office Supplies Ltd	11.02	Stationery supplies
11-Oct-21	Global 4 Communications	1557.20	Phone/Mobiles/Broadband
22-Oct-21	HMRC Cumbernauld	17074.37	Tax & NI Employer/employee
11-Oct-21	HMRC VAT	5309.07	Qtr 2 July-Sep21 VAT
06-Oct-21	ID Card Supplies	145.20	Magnetic ID card supplies
22-Oct-21	Keep Mobile	500.00	Grant 2021/2022
14-Oct-21	Lamps-Tubes Luminations Ltd	2064.00	Lights town centre-WTCMI
27-Oct-21	Les Mills Fitness UK Ltd	203.69	Coach-Bodybalance-WPLC
22-Oct-21	Lightatouch	1387.50	Internal Audit 2021/2022
22-Oct-21	Link Visiting Scheme	500.00	Grant 2021/2022
05-Oct-21	Lloyds Bank D/D	43.91	Current a/c service fees
14-Oct-21	Lloyds Bank D/D	338.87	Cardnet Service fees
22-Oct-21	Lyreco UK Ltd	48.61	Stationery supplies
15-Oct-21	Merchant Rentals Ltd	15.44	Cardnet machine rental
15-Oct-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
14-Oct-21	MKR Electrical Services Ltd	407.66	Electrical supplies
06-Oct-21	Pest Control Wokingham	60.00	Wasp nest treatment
22-Oct-21	Pest Control Wokingham	160.00	Wasp nest treatment
26-Oct-21	Pitney Bowes Ltd	100.00	Postage topup
12-Oct-21	Plusnet Plc	43.98	Phone broadband-OC
18-Oct-21	Poztive Energy Ltd	837.90	Electric supply-OC
21-Oct-21	Poztive Energy Ltd	542.34	Electric supply-WPLC
22-Oct-21	Poztive Energy Ltd	65.13	Electric supply-Coro Hall

06-Oct-21	PPL PRS Ltd	443.23	Music license-Coro Hall
22-Oct-21	Prudential	307.24	AVC deducted from pay
01-Oct-21	Public Works Loan Board	6676.72	PWLB-Capital/Interest payment
22-Oct-21	Readibus	9711.00	Grant 2021/2022
15-Oct-21	SGW Payroll Ltd	159.86	Sept 2021-Payroll service fee
15-Oct-21	Siemens Financial Services	1100.80	Gym equipment rental
28-Oct-21	SSE Contracting Ltd	124.26	Electrical repair-Amenities
14-Oct-21	SSE Southern Electric	304.31	Electric supply
28-Oct-21	SWALEC	40.09	Electric supply-Toilet
22-Oct-21	Technical Surfaces Ltd	360.00	3G Matchfit service fee
22-Oct-21	Thames Valley Water Services Ltd	282.00	Water checks-Monthly
22-Oct-21	The Berkshire Pension Fund	19002.01	Employer/employee pension
22-Oct-21	The Parkinson Partnership LLP	500.00	Professional fees-WTCMI
22-Oct-21	Trade UK - BandQ	925.36	Building supplies
22-Oct-21	Trade UK - Screwfix	667.23	Building supplies
14-Oct-21	Tudor Environmental	5.40	Wooden pegs-Depot
22-Oct-21	Unison Collection Ac	22.50	Union fee deducted from pay
22-Oct-21	Veolia ES - UK Ltd	603.23	Refuse collection
01-Oct-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Oct-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Oct-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Oct-21	Wokingham BC - Rates	898.00	Rates-OC
22-Oct-21	Wokingham-Citizens Advice	3500.00	Grant 2021/2022

Total Payments

94625.42

**Woodley Town Council
CLERKS IMPREST A/C**

List of Payments made between 01/10/2021 and 31/10/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Oct-21	(Personal Information)	28.00	Refund WPLC course
12-Oct-21	(Personal Information)	75.00	Refund deposit
15-Oct-21	(Personal Information)	103.20	Refund WPLC course
15-Oct-21	(Personal Information)	31.68	Postage stamps
18-Oct-21	(Personal Information)	21.00	Refund deposit
18-Oct-21	(Personal Information)	75.00	Refund deposit
18-Oct-21	(Personal Information)	60.00	Refund credit invoice
22-Oct-21	(Personal Information)	15.00	Refund deposit
26-Oct-21	(Personal Information)	15.00	Refund allot key deposit
29-Oct-21	(Personal Information)	150.00	Refund deposit
11-Oct-21	Amazon Mkt Place	27.98	Witches hats with hooks-WTCMI
18-Oct-21	ASLAM	150.00	Refund deposit
26-Oct-21	Berks Muslim Arab	74.70	Refund deposit
25-Oct-21	Canva Pty Ltd	99.99	Annual subscription-Canva Pro
22-Oct-21	Cupsdirect	45.48	7oz water paper cup-OC
04-Oct-21	Entertainments Ltd	100.00	Refund deposit
12-Oct-21	Fellowship Educational	75.00	Refund deposit
19-Oct-21	Harlequin Floors	68.17	PVC Floor tape-OC
27-Oct-21	Lloyds Bank	50,441.29	Net October 2021 payroll
15-Oct-21	Lloyds Bank D/D	13.60	Imprest a/c charges
22-Oct-21	LSW Secure Ltd	3,614.40	Padlocks & keys - Allot/WPLC
06-Oct-21	Mailcoms Ltd	1,098.00	Postage machine replacement
12-Oct-21	Merchant Rentals	72.00	Exchange cardnet to GPRS
26-Oct-21	Mrs Shaheen Akhtar CO-23690	75.00	Refund deposit
21-Oct-21	PETTY CASH A/C	203.38	Top up petty cash
27-Oct-21	Solopress - AGA Print Ltd	715.66	Folded Leaflets & Flyers

Total Payments

57448.53

SCHEDULE OF MEETINGS - 2022/23

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>2022</u> 17 May 14 June	<u>2022</u> 31 May (SH)	<u>2022</u> 7 June	<u>2022</u> Annual Meeting: 10 May 21 June
12 July 9 August (SH) 6 September	30 August (SH)	13 September	27 September
4 October 1 November 29 November	15 November	22 November	6 December
<u>2023</u> 3 January (SH) 31 January	<u>2023</u> 17 January	<u>2023</u> 24 January	<u>2023</u> 7 February
28 February 28 March 25 April	11 April (SH)	18 April	Town Electors: 21 March Annual Meeting: 16 May

(SH = School Holidays)

SCHOOL TERM DATES

2022 Monday 25 April to Wednesday 20 July
Friday 2 September to Tuesday 20 December

Half Term: 30 May - 3 June
Half Term: 24 October - 28 October

Good Friday: 15 April 2022

2023 Wednesday 4 January to Friday 31 March
Monday 17 April to Friday 21 July

Half Term: 13 - 17 February
Half Term: 29 May - 2 June

Good Friday: 7 April 2023
Elections: 4 May 2023

APPENDIX E

Town Electors Task and Finish Working Party - Terms of Reference

Parent Committee: Strategy & Resources Committee

Overall purpose

The task and finish working party's role is to review the arrangements that were in place for holding the Town Electors meeting in 2021 and to consider any new arrangements which might be appropriate to attract more residents to attend the meeting in 2022.

Membership of the working party

There will be three 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 2022 Town Electors meeting, due to take place on 8 March 2022.

Terms of operation

To review how the Town Electors meeting operated in 2021.

To consider ideas/arrangements/alternative structures to attract more residents to attend the 2022 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 25 January 2022 on proposals for the 2022 Town Electors meeting and future Town Electors meetings.