

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 19 April 2022 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; C. Jewell; V. Lewis; B. Rowland; P. Wicks*

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

Also present: *2 members of the public*

55. **APOLOGIES**

Apologies for absence were received from Councillors J. Anderson and M. Nagra.

56. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

57. **MINUTES OF THE MEETING HELD ON 25 JANUARY 2022**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 25 January 2022 be approved and signed by the Chairman as a correct record.

58. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 22 MARCH 2022**

RESOLVED:

- ◆ That the minutes of the extraordinary Strategy and Resources Committee meeting of 22 March 2022 be approved and signed by the Chairman as a correct record.

59. **MEMBERS QUESTIONS**

Following a query, the Deputy Town Clerk confirmed that the defibrillator case has now been received and installation will take place as part of the leisure centre electrical works.

RESOLVED:

- ◆ To note the answers provided by the Deputy Town Clerk in response to questions raised by Members during and subsequent to the Leisure Services and Strategy & Resources Committee meetings held in January 2022, as circulated to Members via email on the 1 February 2022.

60. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 11/22, noting that income and expenditure at the end of the year had been close to the revised estimates. Members congratulated Officers for managing such a difficult year.

RESOLVED:

- ◆ To note Report No. SR 11/22.

b) **Payments**

Following a query regarding the 3rd quarter VAT payment made to HMRC, the Deputy Town Clerk stated that he believed this was simply a regular VAT payment but would check with the Finance Officer and confirm.

Following a query regarding the payment of £5k to Sports and Play Consulting Ltd the Deputy Town Clerk confirmed this was for the provision of a clerk of works to manage the Woodford Park play area installation project. Members requested that a report be provided by the clerk regarding the progress of the installation.

RESOLVED:

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

	Current account	Imprest account
January 2022	£135,677.19	£50,885.10
February 2022	£75,629.38	£51,513.70

Voting: For: 6 Against: 0 Abstentions: 0

61. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. 12/22. Members noted that the return of bookings, room hire and the Woodley Festival of Music and Arts was testament to the hard work of Officers. Members also noted how well the Citizens' Awards had been organised and congratulated all Officers involved.

With regards to positive feedback received from hirers, Members asked for this to be circulated to Members and publicised where possible, for example on social media or the website.

RESOLVED:

- ◆ To note Report No. SR 12/22.

62. **TOWN ELECTORS' WORKING PARTY**

Councillor Brindley provided Members with an update on the meeting of the Town Electors' Working Party which took place on 7 April 2022.

Members supported the rebranding of the Town Electors' Meeting, now to be known as the Annual Town Meeting. Members noted that Borough Councillor Gregor Murray was to be invited to provide an introduction to the meeting, but Councillor Jewell commented that she felt it was important for the Town Council to push their own achievements with regard to the declared Climate Emergency, and stated that she did not want the meeting to be taken over by Wokingham Borough Council detailing their achievements. Councillor Brindley advised the Working Party had felt it would be helpful for Councillor Murray to provide details of the wider context of the Climate Emergency, but that she would feedback Councillor Jewell's comments to the Working Party.

RESOLVED:

- ◆ To note Report No. SR 13/22.

63. **TOWN CENTRE PARTNERSHIP**

Following a query regarding lighting in the Town Centre Garden, Members noted that there was a desire to remove the two existing lampposts within the garden and to replace these with uplighters lighting the trees.

The Deputy Town Clerk also confirmed that installation of a water supply to the garden was imminent.

Members noted a concern about rats in and around the car parks and businesses in the Town Centre. The Chairman stated this was a constant complaint which had been fed back to Wokingham Borough Council. It was noted that the problem of rats in public places was the responsibility of Wokingham Borough Council's Environment Health team, but where rats are located at the rear of business or residential properties then it is the landlord's duty to resolve the matter.

RESOLVED:

- ◆ To note the report of the Town Centre Partnership Meeting held on 19 January 2022.

64. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the Projects Schedule for 2022/23, advising that this had been whittled down from previous versions to contain only active projects. The Deputy Town Clerk also advised that the list of potential projects at the end of the report would be included in a full report later in the year for consideration to be included in the capital programme.

Following a query, the Deputy Town Clerk confirmed that the installation of the Woodford Park Play Area was currently on track, and that planning permission had now been received for the one item of play equipment which required this.

The Deputy Town Clerk also advised Members that the flat roof works at Woodford Park Leisure Centre were progressing well, with the largest section of roofing complete and looking good. Again, the works were on track for completion as expected.

RESOLVED:

- ◆ To note the information contained in the Projects Schedule 2022/23.

65. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 14/22, in line with the community grants criteria and

RESOLVED:

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

Chemogiftbags	£250	To purchase items for gift bags to be given to breast cancer patients, and to market the charity to raise awareness.
Me2 Club	£250	To recruit and screen 5 new volunteers who can be matched to children in Woodley requiring support.
Woodley Bowling Club	£250	To purchase new bowling mats, invest in a contactless payment machine, and pay towards new digital honours boards.
Woodley Festival of Music & Arts	£250	To help towards the costs of running a music and arts festival, providing young people in Woodley with the opportunity to perform and entertain.

Voting: For: 6 Against: 0 Abstentions: 0

66. **BOROUGH/PARISH LIAISON FORUM**

RESOLVED:

- ◆ To note the minutes of the Borough/Parish Liaison forum which took place on 7 February 2022.

67. **WOODFORD PARK LEISURE CENTRE ELECTRICS**

The Deputy Town Clerk presented Report No. SR 15/22, explaining that the works were required to replace redundant and outdated wiring and fuse boards at the Leisure Centre.

The Deputy Town Clerk confirmed that the Council went out to open tender on the government's procurement website and are now considering the responses. The Deputy Town Clerk also advised that money for the project could come from a combination of CIL funds and / or the General Reserve, confirming that available CIL funds currently stand at just over £60k.

RESOLVED:

- ◆ To note Report No. SR 15/22
- ◆ To approve the allocation of £70,000 from available CIL monies and / or the General Reserve to fund the replacement of the Woodford Park Leisure Centre electrics.

Voting: For: 6 Against: 0 Abstentions: 0

68. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

RESOLVED:

- ◆ To note that the meeting of the Climate Emergency Sub Committee, scheduled to take place on 6 April 2022, has been postponed until 24 May 2022.

69. **FUTURE AGENDA ITEMS**

The Chairman advised that he has asked Officers that the Town Council take part in the Queen's Platinum Jubilee Beacons. The Council will be required to purchase a beacon, the cost of which was under £500, and the aim will be for the beacon to be placed on a hill within Woodford Park and lit at 9:45pm on Thursday 2nd June 2022, when approximately 1,500 other beacons will be lit across the country to commemorate the Queen's Platinum Jubilee.

The Chairman also advised that he has asked Officers to set up regular quarterly meetings of the PR & Marketing Sub Committee which has not met since 2018.

70. **PUBLICITY AND WEBSITE**

Members recommended that the lighting of the Queen's Platinum Jubilee Beacon be publicised.

Meeting closed at 8:47 pm

Current Account

List of Payments made between 01/01/2022 and 31/01/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Jan-22	(Personal Information)	300.00	Mkt Mgr - WTCMI
20-Jan-22	(Personal Information)	800.00	Kubota tractor repair
20-Jan-22	AGA Print Ltd	102.39	Leaflets & Banners
06-Jan-22	Alan Hadley Ltd	306.00	Refuse Collection
13-Jan-22	ASAP Computer Services	1902.00	Annual IT support WPLC
20-Jan-22	AYS Cleaning Contractors Ltd	2338.05	Contract cleaning
07-Jan-22	Be Fuelcards Ltd	1.52	Admin charges-
21-Jan-22	Be Fuelcards Ltd	1.10	Unleaded Petrol-Depot
21-Jan-22	Be Fuelcards Ltd	40.00	Unleaded Petrol-Depot
13-Jan-22	Berkshire Tree Care	5400.00	Gardening services
20-Jan-22	Bowak Ltd	171.52	Cleaning supplies
13-Jan-22	Brake Bros Foodservice Ltd	292.37	Vending supplies
27-Jan-22	Brewers Decorator Centres	141.96	Decorating supplies
20-Jan-22	Brown Bag Cafe Ltd	86.40	Catering services
27-Jan-22	Business Stream	84.26	Water rates-Toilet
13-Jan-22	Castle Water	3011.78	Water rates
27-Jan-22	Churchill Contract Services Ltd	320.52	Contract cleaning
04-Jan-22	Club Manager Ltd	80.40	Gym software monthly fee
20-Jan-22	Ecotricity	327.22	Gas supply-Coro Hall
26-Jan-22	Ecotricity	1181.84	Gas supply-WPLC
26-Jan-22	Ecotricity	1841.75	Gas supply-OC
13-Jan-22	EDF Energy 1 Ltd	17.18	Electric supply-Clock
06-Jan-22	Enerveo Ltd	279.47	Christmas Tree 21-Precinct
12-Jan-22	Epos Now Ltd D/D	30.00	WPLC till support License
11-Jan-22	Global 4 Communications	897.83	Mobile/Phones
21-Jan-22	HMRC Cumbernauld	12838.05	PAYE&NI Deducted from pay
14-Jan-22	HMRC VAT	1763.42	3rd Qtr VAT payment
27-Jan-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Gym coach
13-Jan-22	Lister Wilder Ltd	836.53	Blades - Depot
20-Jan-22	Lister Wilder Ltd	169.01	Blades - Depot
04-Jan-22	Lloyds Bank D/D	41.32	Current-Bank charges
17-Jan-22	Lloyds Bank D/D	180.38	Monthly cardnet service charge
27-Jan-22	Lyreco UK Ltd	202.79	Stationery supplies
05-Jan-22	Mailcoms Ltd D/D	125.82	Mailstart ink-cartridges
17-Jan-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WPLC
17-Jan-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WTC
06-Jan-22	PHS Group	2136.68	Sanitary/Waste disposal
14-Jan-22	Poztive Energy Ltd	62.67	Electric supply-Coro Hall
14-Jan-22	Poztive Energy Ltd	3250.31	Electric supply-OC
18-Jan-22	Poztive Energy Ltd	865.81	Electric supply-WPLC
18-Jan-22	Poztive Energy Ltd	44.55	Electric supply-Chapel Hall
21-Jan-22	Prudential	307.24	AVC deducted from pay
27-Jan-22	Reading Community Energy Soc Ltd	430.61	Electric supply-WPLC/OC
27-Jan-22	South East Employers	763.20	Associate membership 21/22
27-Jan-22	Sports and Play Consulting Ltd	5000.00	Advice Playground project
13-Jan-22	SSE Southern Electric	350.69	Electric supply
31-Jan-22	SWALEC	110.43	Electric supply-Toilet
10-Jan-22	Thames Valley Water Services Ltd	326.40	Monthly water checks
21-Jan-22	The Berkshire Pension Fund	16626.50	Employee& 'er deducted from pay
20-Jan-22	Trade UK - Screwfix	85.96	Building supplies

13-Jan-22 Tudor Environmental	255.54 Safety clothing-Depot
21-Jan-22 Unison Collection Ac	22.50 Union fee deducted from pay
27-Jan-22 Universal Services	114.00 Trampoline service-WPLC
27-Jan-22 Veolia ES - UK Ltd	503.61 Refuse Collection
04-Jan-22 Wokingham BC - Rates	2283.00 Rates-WPLC
04-Jan-22 Wokingham BC - Rates	364.00 Rates-Coro Hall
04-Jan-22 Wokingham BC - Rates	165.00 Rates-Chapel Hall
04-Jan-22 Wokingham BC - Rates	898.00 Rates-OC
20-Jan-22 Workwear Express Ltd	104.29 OC staff uniform

Total Payments

135677.19

CLERKS IMPREST A/C

List of Payments made between 01/01/2022 and 31/01/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Jan-22	(Personal Information)	67.50	Refund deposit
10-Jan-22	(Personal Information)	45.00	Refund deposit
11-Jan-22	(Personal Information)	15.00	Refund key deposit
17-Jan-22	(Personal Information)	67.50	Refund deposit
17-Jan-22	(Personal Information)	15.00	Refund key deposit
24-Jan-22	(Personal Information)	75.00	Refund deposit
24-Jan-22	(Personal Information)	5.00	Refund key deposit
24-Jan-22	(Personal Information)	75.00	Refund deposit
31-Jan-22	(Personal Information)	75.00	Refund deposit
31-Jan-22	(Personal Information)	67.50	Refund deposit
27-Jan-22	Adobe Systems Software	182.02	Acrobat Pro DC
20-Jan-22	Amazon co.uk	111.81	Secteurs/folding pruning saw
06-Jan-22	Amazon Mktplace	19.99	Post hole diggers - WP
06-Jan-22	Amazon Mktplace	39.97	Long life ant-graffitti coatin
06-Jan-22	Amazon Mktplace	22.98	Polishing/Buffering pads
21-Jan-22	Amazon Mktplace	75.00	Black plastic plant potsx10
21-Jan-22	Amazon.co.uk	32.63	S & J Bypass Loppers
14-Jan-22	Devonshire Trading Ltd	1100.81	Gym equip monthly hire fee
21-Jan-22	Fraser Aggregate Services	1536.00	4x Tons top soil
20-Jan-22	Light Credit Ltd-Granmore	655.68	Artic flat ceiling tiles
18-Jan-22	Currys online	179.00	Undercounter fridge-Flat WPLC
24-Jan-22	Ecclesiastical Insurance	250.00	Excess insur payment-Clm427191
24-Jan-22	Fuel Fitness Ltd	99.75	Room /Sports hall hire-Refund
07-Jan-22	Grabloader	204.00	Haulage of soil - Finchamstead
26-Jan-22	Lloyds Bank	44684.50	Jan 2022 net payroll
14-Jan-22	Lloyds Bank D/D	14.41	Imprest-Bank charges
10-Jan-22	Prostate Cancer Charity	441.00	Charity donation money collect
17-Jan-22	UK Planning Maps	22.80	Location map-WP/MG play area
10-Jan-22	Whiteknights Estate	192.00	Letting fees-WPLC flat
20-Jan-22	Wickes.co.uk	135.00	Multi-purpose compostx30
07-Jan-22	Wokingham B C	300.00	Pre-Application advice-WPLC
10-Jan-22	Wokingham BC	78.25	Council Tax - 2021/22 Flat WPL

Total Payments

50885.10

Current Account

List of Payments made between 01/02/2022 and 28/02/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Feb-22	(Personal Information)	400.00	Mkt Mgr - WTCMI
09-Feb-22	AGA Print Ltd	44.06	Leaflets & Banners
09-Feb-22	Alan Hadley Ltd	700.80	Refuse Collection
17-Feb-22	Alan Hadley Ltd	306.00	Refuse Collection
24-Feb-22	Alan Hadley Ltd	306.00	Refuse Collection
10-Feb-22	Alarm Response	660.00	Key Holding service-WPLC/OC
24-Feb-22	AYS Cleaning Contractors Ltd	2420.26	Contract cleaning-OC&Toilet
04-Feb-22	Be Fuelcards Ltd	110.29	Diesel-MW65EHN-46000m
11-Feb-22	Be Fuelcards Ltd	0.77	Admin charge
25-Feb-22	Be Fuelcards Ltd	36.13	Unleaded fuel-Depot
24-Feb-22	Berkshire Tree Care	1296.00	Gardening services
17-Feb-22	Bowak Ltd	368.38	Cleaning supplies
09-Feb-22	Brake Bros Foodservice Ltd	288.87	Vending supplies
09-Feb-22	Brown Bag Cafe Ltd	54.00	Catering services
24-Feb-22	Brown Bag Cafe Ltd	117.30	Catering services
24-Feb-22	Castle Water	48.23	Water rates
10-Feb-22	CDK Casting Ltd	101.40	Bronze plaque
24-Feb-22	Churchill Contract Services Ltd	320.52	Contract cleaning-WPLC
01-Feb-22	Club Manager Ltd	80.40	Gym software monthly fee
24-Feb-22	CoolerAid Ltd	59.18	Bottled water
15-Feb-22	Devonshire Trading Ltd	1100.81	Gym equip monthly hire fee
02-Feb-22	Ecotricity	413.15	Gas supply-Chap hall
16-Feb-22	Ecotricity	341.53	Gas supply-Chapel Hall
16-Feb-22	Ecotricity	1703.22	Gas supply-OC
16-Feb-22	Ecotricity	1343.39	Gas supply-WPLC
16-Feb-22	Ecotricity	281.15	Gas supply-Coro Hall
10-Feb-22	EDF Energy 1 Ltd	17.18	Electric supply-Clock
10-Feb-22	Ellis Whittam Ltd	7428.46	Annual Health&Safty fee
10-Feb-22	Epos Now Ltd D/D	30.00	Support license - till WPLC
09-Feb-22	Fraser Office Supplies Ltd	3.59	Woodtown-WTC
09-Feb-22	Global 4 Communications	896.05	Phones/Mobiles
17-Feb-22	Henry Street Garden Centre	699.22	Gardening supplies
17-Feb-22	HMRC Cumbernauld	13182.51	PAYE&NI Deducted from pay
09-Feb-22	Lamps-Tubes Luminations Ltd	1617.96	Christmas Lighting-WTCMI
28-Feb-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
01-Feb-22	Lloyds Bank D/D	47.99	Bank charges-Current
14-Feb-22	Lloyds Bank D/D	447.71	Monthly cardnet service fee
24-Feb-22	LSW Secure Ltd	266.30	Master keys cut-OC
24-Feb-22	Lyreco UK Ltd	48.12	Stationery supplies
15-Feb-22	Merchant Rentals Ltd	18.40	Cardnet machine rental-WPLC
15-Feb-22	Merchant Rentals Ltd	18.40	Cardnet machine reantal-OC
09-Feb-22	MKR Electrical Services Ltd	730.49	Electrical supplies
09-Feb-22	PHS Group	403.74	Qtrly dust matt charge
11-Feb-22	Pitney Bowes Ltd	150.00	Postage topup-WTC
09-Feb-22	Poztive Energy Ltd	941.17	Electric supply-WPLC
10-Feb-22	Poztive Energy Ltd	68.20	Electric supply-Coro Hall
14-Feb-22	Poztive Energy Ltd	2895.74	Electric supply-OC
17-Feb-22	Poztive Energy Ltd	46.60	Electric supply-Chapel Hall

17-Feb-22 Prudential	307.24 AVC deducted from pay
28-Feb-22 Public Works Loan Board	5874.06 PW505314-Capital/Interest
10-Feb-22 R.E.S. Systems Ltd	1621.16 6 monthly Fire service
24-Feb-22 Rialtas Business Solutions Ltd	355.20 Annual Booking software fee
17-Feb-22 Seton	145.90 First aid supplies
24-Feb-22 Seton	421.20 Cleaning supplies
04-Feb-22 SGW Payroll Ltd	159.86 Monthly payroll service charge
28-Feb-22 SWALEC	140.18 Electric supply-Toilet
17-Feb-22 Technical Surfaces Ltd	360.00 3G Match fit service
17-Feb-22 Thames Valley Water Services Ltd	624.00 Risk assess review/log book
24-Feb-22 Thames Water Utilities Ltd	3014.00 Excavation&Water connection
17-Feb-22 The Berkshire Pension Fund	16628.05 Employee& 'er deducted from pay
17-Feb-22 Trade UK - Screwfix	710.94 Building supplies
17-Feb-22 Unison Collection Ac	22.50 Union fee deducted from pay
24-Feb-22 Veolia ES - UK Ltd	527.61 Refuse Collection
09-Feb-22 West Berkshire Council	1378.00 Street Trading consent-WTCMI
17-Feb-22 Wingfield Engineering Ltd	276.12 Mazda pickup service/MOT

Total Payments

75629.38

CLERKS IMPREST A/C

List of Payments made between 01/02/2022 and 28/02/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Feb-22	(Personal Information)	15.00	Refund key Deposit
04-Feb-22	(Personal Information)	67.50	Refund Deposit
07-Feb-22	(Personal Information)	75.00	Refund Deposit
09-Feb-22	(Personal Information)	75.00	Refund Deposit
15-Feb-22	(Personal Information)	74.50	Refund Deposit
16-Feb-22	(Personal Information)	200.00	Refund Deposit
21-Feb-22	(Personal Information)	75.00	Refund Deposit
18-Feb-22	(Personal Information)	654.74	Staff advice service
17-Feb-22	Amazon Mktplace	3.97	Mini DVI to VGA connector
24-Feb-22	Amazon mktplace	4.48	Twist ties with dispenser/cutt
15-Feb-22	Chew Valley Trees	240.00	Gardening supplies-WPLC
02-Feb-22	Dance Reality Ltd	100.00	Refund dep-D Reality OC-23571
28-Feb-22	Fraser Aggregates	1932.00	Border bark x 23 Lt
16-Feb-22	Glasdon UK Ltd	913.66	Litter bins-Green
17-Feb-22	Glasdon UK Ltd	-36.40	Cr-Litter Bins Green
04-Feb-22	Harlstone Group.co.uk	984.30	Fence posts/postmix
23-Feb-22	Lloyds Bank	44574.66	correct-Net Feb 22 payroll
11-Feb-22	Lloyds Bank D/D	13.82	Bank charges-Imprest
25-Feb-22	Primrose.co.uk	104.85	Gardening supplies-WP
10-Feb-22	Street Solutions UK	159.96	Cone chain barrier kit
14-Feb-22	Thomson Reuters UK	88.80	JCT on demand-WPLC
02-Feb-22	TV Licensing	159.00	TV Licensing-OC
15-Feb-22	Wickes Building	717.96	Aerated blocks x364-WPLC&Bowli
24-Feb-22	Wickes Building	315.90	Overlap fence panels-Chapel H

Total Payments

51513.70