

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 November 2022 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; M. Doyle; C. Jewell; B. Rowland;*

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

**Also present:** *2 members of the public*

38. **APOLOGIES**

Apologies for absence were received from Councillors Wicks and Lewis.

39. **DECLARATIONS OF INTEREST**

Councillor C. Jewell – Pecuniary interest: Agenda item 15: 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.

40. **MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2022**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 27 September 2022 be approved and signed by the Chairman as a correct record.

41. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 27/22.

The Deputy Town Clerk confirmed that certain items were becoming more expensive, which was leading to the Council making different procurement choices to offset this. This will be drilled down to more when the revised estimates are provided. He agreed to find out whether increased income on temporary investments was related to higher increased rates and inform Members.

Members noted that a nominal budget of £300 had been provided for Councillor training this year, and suggested that the Council should look to increase this budget in future years. Councillor Anderson agreed to assist in trying to formulate an approach.

**RESOLVED:**

- ◆ To note Report No. SR 27/22.

b) **Payments**

Following discussions regarding payments made during September and October, the Deputy Town Clerk agreed to ascertain and circulate details regarding the following:

- What the three Crystal 60 litre storage boxes, purchased from Yorkshire Trading Company for £34.96 in September, were used for.

- What was purchased for £624.46 from SSE Southern Electric in October, described in the payments list as 'electrical supply columns'.
- What was purchased for £5,358.13 from Facet Technical & Resource Solutions in October, described in the payments list as 'Building/Facilities compliance'.

**RESOLVED:**

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

	Current account	Imprest account
September 2022	£149,056.70	£55,860.21
October 2022	£115,759.28	£56,726.31

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

c) **PSDF Funds**

**RESOLVED:**

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

d) **Public Sector Pay Award**

The Deputy Town Clerk advised that, this year, a fixed sum had been awarded to members of staff, rather than the usual percentage increase.

**RESOLVED:**

- ◆ To note that the National Joint Council (NJC) has agreed the public sector pay award for 2022/23 and this has been actioned by the Town Council. In addition, the NJC has agreed that from 1 April 2023 all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro-rated for part time staff) to their annual leave entitlement.

42. **SUB COMMITTEE & WORKING PARTY MEMBERSHIP**

Members noted that the change to the political composition of the Council following the death of Councillor Rahmouni and resignation of Councillor McCann meant that committees comprising of four Members were no longer viable due to proportionality rules.

Councillor Jewell proposed, seconded by Councillor Baker, and following a vote it was:

**RESOLVED:**

- ◆ To amend the number of places for Councillors on the following sub committees and working parties to 5, creating a place on each for the Labour & Independent group, and to amend the Terms of Reference accordingly:
  - Investments Sub Committee
  - Risk Management Sub Committee
  - Standing Orders & Financial Regulations Sub Committee
  - PR & Marketing Sub Committee
  - Personnel Sub Committee
  - Youth Services Working Party

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

- ◆ To note that, following the resignation of Councillor McCann, Councillor Jewell has been appointed to the vacant Liberal Democrat group place on the PR & Marketing Sub Committee.
- ◆ To note that the Labour & Independent Group will send a list of Members appointed on each sub committee / working group after the meeting, and that these will be appointed immediately and noted at the next meeting of the parent committee.

43. **OAKWOOD CENTRE INCOME UPDATE**

The Deputy Town Clerk presented the Oakwood Centre room hire and catering income updates.

Following a query, the Deputy Town Clerk confirmed that the Catering income chart includes both income from the café and catering for events at the Oakwood Centre.

Members requested that the document was re-formatted in order to make it easier to read.

**RESOLVED:**

- ◆ To note the Bookings and Room Hire income and Catering income charts, as provided in the agenda.

44. **CLIMATE EMERGENCY SUB COMMITTEE**

**RESOLVED:**

- ◆ To note Report No. SR 28/22 of the meeting of the Climate Emergency Sub Committee, held on 4 October 2022.

45. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

Following a query about the potential to install solar panels on the roof of Coronation Hall, the Deputy Town Clerk advised that this had been investigated however it was deemed that the ratio of roof size to power generated, along with the fact that a previous free installation offer was no longer available, meant that this option was not currently deemed viable.

Following an explanation that the priority scoring given to each action was in order to prioritise those actions which have the highest benefit to cost ratio, Members requested that this was explained in the document itself for clarity.

Members requested that previous notes, which were no longer relevant following an update to the action, should be removed.

The Deputy Town Clerk advised that 'low intensity land management' referred to leaving certain areas of grass un-mowed to encourage wildlife. Members requested that this be explained in the action plan for clarity.

In relation to the possibility of providing recycling bins in the park, the Deputy Town Clerk advised that he had yet to source a suitable solution which provided suitable segregation of waste without contamination.

The Deputy Town Clerk confirmed that the Climate Emergency section of the website was in need of updating, and this would be looked into.

**RESOLVED:**

- ◆ To note the updated Climate Emergency Action Plan, as provided in the agenda.

**STANDING ORDERS AND FINANCIAL REGULATIONS SUB COMMITTEE****RESOLVED:**

- ◆ To note Report No. SR 29/22 of the meeting of the Standing Orders and Financial Regulations Sub Committee, held on 12 October 2022.

**RECOMMENDED:**

- ◆ That Council adopt the updated Standing Orders, as set out in the agenda.
- ◆ That Council adopt the updated Financial Regulations, as set out in the agenda.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

47. **RISK MANAGEMENT SUB COMMITTEE**

The Deputy Town Clerk advised Members that at the meeting held on 13 October, the Risk Manager Sub Committee reviewed the Risk Register. He confirmed that the Risk Strategy was due to be considered at the next meeting, which would be when the Sub Committee consider each risk in more detail.

Members requested that the document be provided in a larger format in future to make it readable. It was also agreed to add a column showing the direction of travel of each risk score and to add the date each risk had been added to the register.

It was suggested that, in future, the Sub Committee might only resolve to send details of the high level risks to Strategy & Resources Committee, rather than the entire document.

Members noted that the responsibility for reviewing the register had been delegated to the Sub Committee, but were concerned the notes did not provide enough information to assure Members that this had been done. The Deputy Town Clerk agreed to review the information contained in the report of meetings of this Sub Committee in future.

With regards to risks SR01 and SR08, which relate to staff training, the Deputy Town Clerk confirmed there was still more to do on staff training, but he confirmed that all leisure staff had attended appropriate safeguarding training.

In relation to risks PA01 and PA03, the Deputy Town Clerk confirmed that the Amenities Manager and Maintenance Officer will be renewing their ROSPA certification with regards to playground equipment safety.

The Deputy Town Clerk agreed that reference to a panel undertaking regular meetings with the catering provider, stated against risk MB20, needed to be removed as this was not taking place.

**RESOLVED:**

- ◆ To note Report No. SR 30/22 of the meeting of the Risk Management Sub Committee, held on 13 October 2022.

48. **YOUTH SERVICE WORKING PARTY**

Members discussed how best to proceed with the provision of Youth Services after no submissions were received in response to the Council's procurement exercise.

Members concurred that, whilst it didn't seem wise to make any decisions regarding the provision of Youth Services in Woodley so close to the election of new Council, it was vital that further exploratory investigations take place now to provide the new Council with as much information as possible to continue with this project in the new municipal year. Members agreed that three areas should be investigated.

It was suggested that the Council should contact Earley Town Council, who currently have a Youth Care Team and a number of youth workers in place, to gain an understanding of their youth service provision.

It was also recommended that the Council investigate the potential conversion of a room at Woodford Park Leisure Centre, currently used as a cricket storage and changing room, as a space for young people to meet at certain times, for example in the evenings. A part time youth worker could then be provided to support the children who attend. The space could also be used for other purposes at other times, for example as a café or a meeting place for the elderly, or even a base to be used by other services, such as integrated care.

Members noted that Wokingham Borough Council have gone into partnership with Emmanuel Church to provide some youth work. It was suggested that another option might be for the Town Council to consider joint funding this or a similar partnership / project providing youth work in the area.

In response to a query as to whether the Council's SLA had been pitched right, it was noted that the Working Party had developed the specification following helpful informal conversations with youth providers. Whilst the tender document had been fairly specific as to what the Council was looking for, it had also built-in flexibility to allow potential providers to offer alternatives.

Members agreed that the Youth Services Working Party should arrange to meet again as quickly as possible to determine the next steps in order to investigate the suggestions which had been raised, and recommended the Working Party should invite other experts to join in the discussion.

**RESOLVED:**

- ◆ To note Report No. SR 31/22 of the Youth Service Working Party meeting held on 10 October 2022.
- ◆ To note that no submissions were received in response to the Youth Services procurement exercise.

49. **WOODLEY TOWN CENTRE PARTNERSHIP**

The Town Centre Manager updated the Committee as to the current financial position of the Town Centre Partnership. He advised that there were concerns about the future viability of the Partnership.

Footfall in the town centre had not yet returned to pre-covid levels, and was below where it had expected to be; anecdotally it was suggested this had reduced by 25%, which was comparable to a 30% drop nationally. This had had a knock-on effect to the Partnerships income, with some traders no longer trading or choosing to trade elsewhere. Several events had been cancelled during the year due to this, including a proposed International Dance Competition and a Halloween event.

It was noted that the Partnership could raise the fees it charges traders next year, and the Town Centre Manager confirmed this would be reasonable and probably accepted by traders in light of the rise in prices. However, it was still envisaged there would be a shortfall of around £10k.

Members asked the Town Centre Manager to put a plan together for what he would ideally like to achieve and the events he would like to run next year, showing that he had been through every budget line and thought of every way to reduce expenditure and increase income. It was also suggested he may consider requesting a one-off lump sum to account for the loss of income whilst there is a continued recovery from the pandemic, rather than an on-going increase to budgets.

Members also suggested it may be appropriate to seek the support of residents who may be willing to support or run events in the town centre for free as a way of increasing footfall without additional costs.

**RESOLVED:**

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

50. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the updated Projects Schedule for 2022/23.

He noted that a number of projects had now been completed, and that these would drop off the list when reported to the next meeting.

Following a query the Deputy Town Clerk confirmed that, whilst a new liner had been installed at the paddling pool a few years ago, the pump which was due to be replaced was very old. He agreed to find out when the pump was due to be delivered in the Spring, and stated the intention was for it to be installed before the paddling pool re-opens next May.

**RESOLVED:**

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

51. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 32/22, in line with the community grants criteria.

Members noted that the application from Wokingham Job Centre Support indicated that only 5% of its users were from Woodley. Members unanimously concurred not to award a grant to Wokingham Job Centre Support.

**RESOLVED:**

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

Berkshire MS Therapy Centre	£250	To help fund sessions to provide specialist therapies to MS sufferers.
Berkshire Vision	£250	To support the organisation to continue to offer a wide range of events and activities for visually impaired and blind people in Berkshire.
Friends of Woodford Park	£250	To restock shrubs and plants for Woodford Park.

Three C's	£150	To pay for refreshments and food items provided for by the free café to users, providing a place for those who may be lonely or need advice.
Woodley Adopt a Street Project (WASP)	£250	To purchase additional equipment for volunteers, such as litter picker bag holders and hi-viz jackets.
Woodley Schools Cluster	£200	To fund the purchase of materials needed to run two cluster projects for school students from within Woodley.
Woodley United FC	£250	To contribute towards the costs of additional volunteers required to support an increase to the number of female participants, including to pay towards DBS checks, safeguarding and coaching training and qualifications.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

#### 52.1 **ALLOTMENTS RENT REVIEWS**

The Deputy Town Clerk presented Report No. 33/22, setting out the proposed allotment charges from January 2024.

Due to a pecuniary interest, Councillor Jewell took not part in the discussion regarding this matter.

Members questioned why an increase had not been applied to the water charge. The Deputy Town Clerk advised that in the past there had been a single charge to tenants, but that a nominal water charge had been separated out which had never been subject to an increase.

It was noted that there was still a large waiting list for plots, and so there should be no concern that increased rates would lead to vacant plots. It was also noted that the Council currently subsidises the cost of operating the allotments by around £5k.

52.2. It was proposed by the Chairman, seconded by Councillor Jewell, and

#### **RESOLVED:**

- ◆ That as the business would not be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Registered: 0

52.3 Following a query, the Deputy Town Clerk agreed to find out and circulate details of the split of Woodley resident and non-Woodley resident allotment tenants.

The Committee recommended that the possibility of increasing water rates should be looked into in future years.

#### **RESOLVED:**

- ◆ To note Report No. SR 33/22.
- ◆ To increase the allotment plot charges from January 2024 by 12.6% in line with the Retail Price Index figure in September 2022.

- ◆ That the following charges be made for allotment plots at the Reading Road site in 2024:

<b>Poles</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>
10	Woodley Resident	£56.30	£4	<b>£60.30</b>	Woodley Resident – State pensioner	£42.20	£4	<b>£46.20</b>
	Non Woodley	£84.40	£4	<b>£88.40</b>	Non Woodley – State pensioner	£63.30	£4	<b>£67.30</b>
<b>Poles</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>
5	Woodley Resident	£28.15	£2	<b>£30.15</b>	Woodley Resident – State pensioner	£21.10	£2	<b>£23.10</b>
	Non Woodley	£42.20	£2	<b>£44.20</b>	Non Woodley – State pensioner	£31.065	£2	<b>£33.65</b>

Voting: For: 4 Against: 1 Abstentions: 2 No Vote Recorded: 0

53. **COUNCIL MEETING DATES 2023/24**

**RECOMMENDED:**

- ◆ That the schedule of meetings for the 2023/24 municipal year, as attached at **Appendix C**, be approved.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

54. **MALONE PARK PATHWAY FUNDING**

The Deputy Town Clerk set out the request for £6k from the Capital Programme funds to pay for the installation of pathways and knee rail fencing at Malone Park.

**RESOLVED:**

- ◆ To allocate £6,000 from the available Capital Programme funds for the installation of pathways across the grass, from Malone Road and Jerome Road, to provide better access to the play area, and to install knee rail fencing to prevent unauthorised access onto the site.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

55. **COMMUNITY INFRASTRUCTURE LEVY**

The Chairman advised Members that he had been given a mandate by the Planning & Community Committee to attend a meeting with other Parish councils regarding the proposal by Wokingham Borough Council to utilise Parish CIL funds to refurbish California Lakeside, and to indicate that the Town Council would not agree to provide funding.

**RESOLVED:**

- ◆ To note the Town and Parish CIL funds Spend and Bids summary, provided by Wokingham Borough Council and included as part of the agenda.
- ◆ To refuse the co-funding request from Wokingham Borough Council for £25,000 from Woodley's available CIL funds to contribute towards the costs of a project to refurbish California Lakeside.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

56. **CODE OF CONDUCT**

The Chairman advised Members that the appropriate process to consider changes to the Code of Conduct, which forms part of the Standing Orders, is to raise concerns or suggestions for change with the Committee Officer for inclusion to be considered by the Standing Orders & Financial Regulations Sub Committee. The Committee Officer agreed to send an email to all Councillors requesting any comments or suggested changes regarding the Code of Conduct.

Members raised a number of comments regarding the Code of Conduct pages which were noted by the Committee Officer for inclusion in the next Sub Committee agenda.

57. **TOWN COUNCILLOR EXPENSES**

Members noted that it was important to consider whether certain expenses should be paid to Councillors, especially for matters such as childcare, in order to encourage younger people to consider becoming Councillors. It was felt this matter needed detailed exploration, to see what and if additional expense payments would be appropriate and affordable.

It was suggested that this matter might be deferred to the new municipal year for new Councillors to consider, although it was noted that this would not help those who might consider becoming a Councillor at the next elections.

**RESOLVED:**

- ◆ For the matter of Town Councillor Expenses to be considered at the first meeting of the Strategy & Resources Committee in the new municipal year, with recommendation of setting up a working party to consider this in more detail.

Voting: For: 5 Against: 1 Abstentions: 1 No Vote Recorded: 0

58. **VENUE HIRE RATES**

The Deputy Town Clerk advised members that several years ago it had been agreed that ad hoc requests for free use of Council rooms would come to the Strategy & Resources Committee for consideration. It was noted that these requests were rare, with only three recalled within recent memory.

**RESOLVED:**

- ◆ To continue with the current process of requests for free hire of Council rooms being considered by the Strategy & Resources Committee as and when requested.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

59. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

60. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity and website items.

Councillor Baker reminded Members that publicity matters can be raised with Officers at any time, and need not wait for meetings.

Meeting closed at 10:21 pm

**Woodley Town Council****Current Account****List of Payments made between 01/09/2022 and 30/09/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
15-Sep-22	(Personal Information)	440.00	Mkt Manager - WTCM
15-Sep-22	AJGIBL GBP Client NST Account	655.61	Insurance
07-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
14-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
22-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
22-Sep-22	AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
09-Sep-22	Be Fuelcards Ltd	2.54	Admin charge-Depot
16-Sep-22	Be Fuelcards Ltd	53.03	BP Diesel MW65 EHN
30-Sep-22	Be Fuelcards Ltd	47.58	Unleaded fuel-Depot
15-Sep-22	Bowak Ltd	97.38	Cleaning supplies
22-Sep-22	Bowak Ltd	125.41	Cleaning supplies
07-Sep-22	Brake Bros Foodservice Ltd	616.31	Vending supplies
14-Sep-22	Brake Bros Foodservice Ltd	797.20	Vending supplies
22-Sep-22	Brake Bros Foodservice Ltd	306.43	Vending supplies
22-Sep-22	Brewers Decorator Centres	43.76	Decorating supplies
07-Sep-22	Broxap Ltd	1496.40	Cast Iron bench
15-Sep-22	Circus Scene	400.00	Santa gifts-Extravaganza
02-Sep-22	Club Manager Ltd	94.80	Monthly - Gym clubmanager
22-Sep-22	CoolerAid Ltd	74.02	Bottled Water
14-Sep-22	DCK Accounting Solutions Ltd	360.00	Consult-Zoom mtg accounts
15-Sep-22	DCK Accounting Solutions Ltd	492.00	VAT Partial exemption
15-Sep-22	Devonshire Trading Ltd	1100.81	Gym equip monthly charge
15-Sep-22	Drain Surgeons UK Ltd	195.00	Empty Cesspit-Depot
26-Sep-22	Ecotricity	95.50	Gas supply-WPLC
15-Sep-22	EDF Energy 1 Ltd	26.59	Electric supply-Clock
12-Sep-22	Epos Now Ltd D/D	30.00	Monthly till charge-WPLC
22-Sep-22	Eventu	50.00	Projector hire
15-Sep-22	Fiddes & Son Ltd - Bowcom	397.20	Bowgrass/Atom Nozzle
09-Sep-22	Global 4 Communications	999.54	Phone/Mobiles
22-Sep-22	HMRC Cumbernauld	15542.34	PAYE&NI Deducted from pay
15-Sep-22	IBS Office Solutions Ltd	698.40	Photocopier rental/printing
30-Sep-22	Les Mills Fitness UK Ltd	203.69	Body balance-Gym coach
14-Sep-22	Lloyds Bank D/D	268.57	Monthly cardnet charge
15-Sep-22	M K Cleaning	162.50	Table cloth laundry
06-Sep-22	Mailcoms Ltd D/D	264.00	Mailcare extra 5 annual charge
15-Sep-22	Merchant Rentals Ltd	18.40	Cardnet machine rental
15-Sep-22	Merchant Rentals Ltd	18.40	Cardnet machine rental
22-Sep-22	PBT Electrical & Maintenance Ltd	12000.00	Electrical work-WPLC

15-Sep-22	PKF Littlejohn LLP	3840.00	External Audit 2021/2022
26-Sep-22	Poztive Energy Ltd	45.80	Electric supply-Coro hall
26-Sep-22	Poztive Energy Ltd	585.91	Electric supply-WPLC
26-Sep-22	Poztive Energy Ltd	33.87	Electric supply-Chapel hall
26-Sep-22	Poztive Energy Ltd	931.82	Electric supply-OC
15-Sep-22	Proludic Ltd	2246.59	Re-installation of Cableway
22-Sep-22	Prudential	307.24	AVC deducted from pay
30-Sep-22	Public Works Loan Board	69298.08	PWLB - Captial/Interest
07-Sep-22	Richard Wheeler Signs Ltd	357.52	Stainless steel plaque
09-Sep-22	SGW Payroll Ltd	157.82	Aug 22 payroll service
15-Sep-22	Suregreen Ltd	1637.56	Gravel board/timber sleepers
29-Sep-22	SWALEC	74.07	Electric supply-Toilet
15-Sep-22	Thames Valley Water Services Ltd	528.00	Monthly water/temp check
22-Sep-22	Thames Valley Water Services Ltd	84.00	Paddling pool water check
22-Sep-22	The Berkshire Pension Fund	18792.33	Employee & 'er deducted from pay
14-Sep-22	Total Door Services Ltd	162.00	Oakwood door-service repair
22-Sep-22	Trade UK - Screwfix	223.26	Building supplies
15-Sep-22	Travis Perkins Trading Co	188.64	Building supplies
22-Sep-22	Tudor Environmental	191.26	Staff boots/Cuprinol spray paint
01-Sep-22	TV Licence	159.00	TV Licence-WPLC
22-Sep-22	Unison Collection Ac	22.50	Union fee deducted from pay
15-Sep-22	Veolia ES - UK Ltd	404.94	Refuse Collection
22-Sep-22	Veolia ES - UK Ltd	345.37	Refuse Collection
15-Sep-22	WFL UK Ltd	2682.00	ULS Diesel fuel-Depot
01-Sep-22	Wokingham BC - Rates	2283.00	Rates - WPLC
01-Sep-22	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Sep-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Sep-22	Wokingham BC - Rates	898.00	Rates-OC
15-Sep-22	Workwear Express Ltd	16.06	Sample staff uniform

**Total**

**149056.70**

**CLERKS IMPREST A/C****List of Payments made between 01/09/2022 and 30/09/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
02-Sep-22	(Personal Information)	200.00	Refund deposit
13-Sep-22	(Personal Information)	40.00	Flowers-Memorial
16-Sep-22	(Personal Information)	50.00	Refund deposit
16-Sep-22	(Personal Information)	50.00	Refund deposit
16-Sep-22	(Personal Information)	15.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	200.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
28-Sep-22	(Personal Information)	23.39	BSS Reading-Unequal tee
30-Sep-22	(Personal Information)	50.00	Refund deposit
15-Sep-22	Amazon Mkt place	5.80	Black mesh nylon sack
16-Sep-22	Amazon Mkt place	9.49	Plastic storage bucket
16-Sep-22	Amazon Mkt place	10.99	100x Garden ground pegs
16-Sep-22	Amazon Mkt place	20.77	Cable ties/basket ball hoop ne
22-Sep-22	Amazon Mkt place	13.98	Tate & Lyle sugar sachets
28-Sep-22	Amazon Mkt Place	40.46	20V Cordless glue gun
28-Sep-22	Amazon Mkt Place	43.60	Bubble wrap 750mm x 50m
28-Sep-22	Amazon Mkt Place	53.01	Waterproof tarp cover 9m x 12m
29-Sep-22	Amazon Mkt Place	3.99	H&S 50 hot glue sticks
29-Sep-22	Amazon Mkt Place	7.99	Beeway 55 glue sticks
27-Sep-22	BACS P/L Pymnt Page 4966	250.00	BACS P/L Pymnt Page 4966
26-Sep-22	Chaircover4wedding	-116.50	CR 70x144 Table cloth
13-Sep-22	Chew Valley Trees	894.00	Memorial trees-Queen
28-Sep-22	Chew Valley Trees	258.00	Memorial Tree-WP
28-Sep-22	Deltapoint Ltd T/A Cupsdirect	46.68	7oz paper cups - OC
14-Sep-22	Ebay.com	18.65	Vertical blind chain
21-Sep-22	Gear4Music	442.47	PA system/wireless microphone
16-Sep-22	Genpower Ltd	219.99	Hyundai hole borer
20-Sep-22	J Bower & A Bulbec	19.50	Refund inv CN17240-Bower
26-Sep-22	Kaspersky.co.uk	54.99	Software security
28-Sep-22	Lloyds Bank	48581.60	Sept 2022 net payroll
09-Sep-22	Lloyds Bank D/D	13.76	Imprest a/c charge to 9 Aug
28-Sep-22	Nextday Catering	102.46	10oz stacking cups
29-Sep-22	PETTY CASH A/C	190.39	Petty cash topup
21-Sep-22	Pitchcare.com	2217.60	Top dressing & Loam
08-Sep-22	ProjectDrains	187.80	Clear blocked toilet
23-Sep-22	Shaws.co.uk	122.40	Book of condolence
27-Sep-22	SportsDirect.com	654.99	Carlton shuttle cocks-WPLC
28-Sep-22	Usports	378.00	Refund W7340-Usports
30-Sep-22	Yorkshire Trading Company	34.96	3x Crystal 60l storage box
	<b>Total</b>	<b>55860.21</b>	

**Woodley Town Council****Current Account****List of Payments made between 01/10/2022 and 31/10/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
06-Oct-22	(Personal Information)	440.00	Mkt Manager - WTCM
07-Oct-22	(Personal Information)	100.00	Singing at Extravaganza-WTCM
06-Oct-22	AGA Print Ltd	93.16	Posters
20-Oct-22	AGA Print Ltd	60.34	Posters
06-Oct-22	Alan Hadley Ltd	444.00	Refuse Collection
20-Oct-22	Alan Hadley Ltd	450.00	Refuse Collection
07-Oct-22	ASAP Computer Services	154.80	Annual antivirus charge-WPLC
07-Oct-22	AYS Cleaning Contractors Ltd	58.56	Contract Cleaning
20-Oct-22	AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
07-Oct-22	Be Fuelcards Ltd	2.54	Admin charge-Depot/Maintenance
14-Oct-22	Be Fuelcards Ltd	36.37	Unleaded fuel-Depot
27-Oct-22	Berkshire Tree Care	5508.00	Gardening service-Depot
07-Oct-22	Boston Seeds	240.50	Gardening supplies-seeds
20-Oct-22	Boston Seeds	270.50	Gardening supplies-seeds
20-Oct-22	Bowak Ltd	113.92	Cleaning supplies
27-Oct-22	Bowak Ltd	124.58	Cleaning supplies
06-Oct-22	Brake Bros Foodservice Ltd	317.36	Vending supplies
20-Oct-22	Brake Bros Foodservice Ltd	268.26	Vending supplies
06-Oct-22	Brown Bag Cafe Ltd	57.60	Catering services
20-Oct-22	Brown Bag Cafe Ltd	904.86	Catering services
03-Oct-22	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental-WPLC
07-Oct-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
27-Oct-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
03-Oct-22	Club Manager Ltd	94.80	Gym software monthly fee
27-Oct-22	CoolerAid Ltd	12.34	Bottled Water
07-Oct-22	Dejac Associates Ltd	1466.40	HP Pro desk computer/support
17-Oct-22	Devonshire Trading Ltd	1100.81	Gym equip monthly rental
27-Oct-22	Don Ruffles Ltd	146.17	Adult/child Defib pads
07-Oct-22	Earth Anchors Ltd	247.20	Red bin sacks
05-Oct-22	Ecotricity	23.42	Gas supply-Coro Hall
05-Oct-22	Ecotricity	99.86	Gas supply-OC
05-Oct-22	Ecotricity	28.27	Gas supply-Chapel Hall
07-Oct-22	Ecotricity	233.31	Electric supply-Depot
17-Oct-22	Ecotricity	157.16	Gas supply-WPLC
17-Oct-22	Ecotricity	115.30	Gas supply-OC
26-Oct-22	Ecotricity	39.28	Gas supply-Coro Hall
26-Oct-22	Ecotricity	77.06	Gas supply-Chapel Hall
06-Oct-22	EDF Energy 1 Ltd	25.84	Electric supply-Clock
12-Oct-22	Epos Now Ltd D/D	30.00	Monthly EPOS till support
07-Oct-22	Facet Technical & Resource Solutions	5358.13	Building/Facilities compliance
07-Oct-22	Farol Ltd	71.68	Chain loop/wooden file/sharpening tool
06-Oct-22	First Days Children's Charity	2000.00	Grant-WTC
11-Oct-22	Global 4 Communications	999.54	Phone/mobiles
06-Oct-22	Henry Street Garden Centre	125.55	Gardening supplies
24-Oct-22	HMRC Cumbernauld	15552.24	PAYE&NI Deducted from pay
06-Oct-22	Keep Mobile	500.00	Grant-WTC
20-Oct-22	Lamps-Tubes Luminations Ltd	2952.00	Electrical repairs-WTCM
31-Oct-22	Les Mills Fitness UK Ltd	203.69	Bodybalance coach-WPLC
06-Oct-22	Link Visiting Scheme	500.00	Grant-WTC
20-Oct-22	Lister Wilder Ltd	66.91	Blades/screen wash/coolant
04-Oct-22	Lloyds Bank D/D	43.00	Bank charges-Current a/c
14-Oct-22	Lloyds Bank D/D	324.74	Monthly cardnet service fee
27-Oct-22	Lyreco UK Ltd	207.70	Stationery Supplies
17-Oct-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WPLC

17-Oct-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WTC
06-Oct-22	MKR Electrical Services Ltd	3488.00	Electrical work-WPLC
20-Oct-22	PBT Electrical & Maintenance Ltd	8098.73	Electrical work-WPLC
19-Oct-22	Poztive Energy Ltd	62.10	Electric supply-Coro Hall
19-Oct-22	Poztive Energy Ltd	632.59	Electrical supply-WPLC
19-Oct-22	Poztive Energy Ltd	35.03	Electric supply-Chapel Hall
26-Oct-22	Poztive Energy Ltd	1222.15	Electric supply-OC
20-Oct-22	PPL PRS Ltd	1308.64	Music Licence
27-Oct-22	PPL PRS Ltd	2836.32	Music Licence
24-Oct-22	Prudential	307.24	AVC deducted from pay
03-Oct-22	Public Works Loan Board	6676.72	PW507873-Capital/Interest Payment
06-Oct-22	Readibus	8250.00	Grant-WTC
27-Oct-22	Reading Community Energy Soc Ltd	1195.86	Electrical supply-WPLC&OC
20-Oct-22	Richard Wheeler Signs Ltd	189.52	Stainless steel plaque
06-Oct-22	Select Environmental Services Ltd	190.92	Refuse Collection
20-Oct-22	Select Environmental Services Ltd	521.76	Refuse Collection
12-Oct-22	SGW Payroll Ltd	161.90	Payroll service charge-Sept 22
06-Oct-22	Simply Vintage	330.00	Mayor morning coffee/tea
26-Oct-22	Simply Vintage	-315.00	Mayor morning coffee/tea refund
20-Oct-22	SSE Southern Electric	624.46	Electrical supply-columns
31-Oct-22	SWALEC	77.18	electric supply-Toilet
20-Oct-22	Technical Surfaces Ltd	399.00	3G matchfit service
24-Oct-22	The Berkshire Pension Fund	18808.23	Employee & 'er deducted from pay
07-Oct-22	Total Door Services Ltd	732.00	Oakwood door-service repair
27-Oct-22	Total Door Services Ltd	641.88	Oakwood door-service repair
20-Oct-22	Trade UK - BandQ	1217.93	Building supplies
06-Oct-22	Trade UK - Screwfix	16.46	Building supplies
20-Oct-22	Trade UK - Screwfix	520.96	Building supplies
07-Oct-22	Tudor Environmental	75.78	Hand lifting tong/dressing kit
07-Oct-22	Tudor Environmental	144.29	Dustbin liner bags/lifting tongs
24-Oct-22	Unison Collection Ac	22.50	Union fee deducted from pay
27-Oct-22	Veolia ES - UK Ltd	377.94	Refuse Collection
20-Oct-22	Windowflowers Ltd	1411.20	Large square planters-WTCM
03-Oct-22	Wokingham BC - Rates	2283.00	Rates-WPLC
03-Oct-22	Wokingham BC - Rates	364.00	Rates - Coro Hall
03-Oct-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
03-Oct-22	Wokingham BC - Rates	898.00	Rates-OC
06-Oct-22	Wokingham-Citizens Advice	3500.00	Grant-WTC
20-Oct-22	Zapakam Ltd	397.99	Staff uniform-WPLC

**Total**

**115759.28**

**CLERKS IMPREST A/C****List of Payments made between 01/10/2022 and 31/10/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
03-Oct-22	(Personal Information)	53.98	WPLC Gym refund
03-Oct-22	(Personal Information)	53.98	WPLC Gym refund
05-Oct-22	(Personal Information)	65.25	WPLC refund
07-Oct-22	(Personal Information)	75.00	Refund deposit
12-Oct-22	(Personal Information)	75.00	Refund deposit
12-Oct-22	(Personal Information)	200.00	Refund deposit
19-Oct-22	(Personal Information)	50.00	Refund deposit
19-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	73.85	Staff uniform-shoes
24-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	75.00	Refund deposit
25-Oct-22	(Personal Information)	75.00	Refund deposit
25-Oct-22	(Personal Information)	75.00	Refund deposit
28-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	Asda Groceries	51.65	Mayor Coffee food charity
24-Oct-22	Asda Groceries	6.00	Mayor Coffee food charity
24-Oct-22	Asda Groceries	-2.50	Refund Mayor Coffee food charity
24-Oct-22	Asda Groceries	-0.40	Refund Mayor Coffee food charity
17-Oct-22	Canva.com	99.99	Subscription service-WTCM
24-Oct-22	Canva.com	99.99	Software subscription
10-Oct-22	Direct Hygiene.co.uk	68.64	10 Litre hot water urn
31-Oct-22	Gardeners Dream	203.97	2x Christmas trees
26-Oct-22	Granmore.com	329.81	Artic flat ceiling tiles
04-Oct-22	Hortech Systems Ltd	6236.40	Hortech Systems Ltd
26-Oct-22	Lloyds Bank	47915.86	Net Oct 22 payroll
14-Oct-22	Lloyds Bank D/D	13.60	Bank charges-Imprest a/c
05-Oct-22	Paperstone	37.93	Heavy duty - paper OC
27-Oct-22	PETTY CASH A/C	201.33	Topup petty cash
28-Oct-22	Photobox Ltd	4.58	Photo of Mayor
24-Oct-22	Rhys & Nicola Davies	75.00	Refund deposit
20-Oct-22	The Pink House/Ultimate One Lt	212.40	Wrought Iron tree guard
	<b>Total</b>	<b>56726.31</b>	

**SCHEDULE OF MEETINGS - 2023/24**

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>2023</u> 23 May 20 June	<u>2023</u> 6 June	<u>2023</u> 13 June	<u>2023</u> 16 May (Annual Meeting) 25 May (Town Electors) 27 June
25 July 29 August (SH) 19 September	5 September	12 September	26 September
17 October 14 November 12 December	7 November	21 November	5 December
<u>2024</u> 9 January 30 January	<u>2024</u> 16 January	<u>2024</u> 23 January	<u>2024</u> 6 February
27 February 26 March 23 April	12 April (SH)	16 April	7 May (Annual Meeting)

(SH = School Holidays)

**SCHOOL TERM DATES**

2023 Monday 17 April to Friday 21 July  
Friday 1 September to Friday 15 December

Half Term: 29 May - 2 June  
Half Term: 23 October - 27 October

Elections: 4 May 2023

2024 Tuesday 2 January to Thursday 28 March  
Monday 15 April to Tuesday 23 July

Half Term: 12 - 16 February  
Half Term: 27 May - 31 May

Good Friday: 29 March 2023  
Elections: 2 May 2024