

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 12 September 2023 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); J. Anderson; G. Bello; A. Chadwick; K. Gilder; M. Kennedy; M. Nagra; B. Rowland; A. Swaddle;*

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

**Also present:** *1 member of the public*

21. **APOLOGIES**

Apologies for absence were received from Councillor Horskins. Councillor Nagra advised that he would be late.

22. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

23. **MINUTES OF THE MEETING HELD ON 13 JUNE 2023**

With regards to minute 15.3, it was noted this should read "Members requested that ... the Deputy Town Clerk identify any other parcels of land owned by the Council...".

Following a query regarding the matter of CCTV in the town centre, which the minutes reflected would be presented again to the Committee at this meeting with further information, the Deputy Town Clerk confirmed that the matter had moved on and an update would be provided in due course.

Members repeated the request, contained in minute 6, that the Oakwood Centre income reports contain pre-pandemic data. It was agreed this would be circulated to Members prior to the next meeting.

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 13 June 2023 be approved and signed by the Chairman as a correct record.

24. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 JULY 2023**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 27 July 2023 be approved and signed by the Chairman as a correct record.

25. **FINANCE**

**a) Budgetary Control**

Councillor Nagra entered the meeting.

The Deputy Town Clerk presented Report No. SR 17/23.

Following a query, the Deputy Town Clerk confirmed that the hire of rooms for Council meetings was included in the figures for democratic costs.

Members noted that income for the Oakwood Centre was up around £5k-£6k from this time last year. The Deputy Town Clerk confirmed this was mainly due to an increase in social bookings. It was also noted that expenditure was higher than this time last year due, in part, to reinstating £45k capital programme funding which was halted during the pandemic.

**RESOLVED:**

- ◆ To note Report No. SR 17/23.

**b) Payments**

Following a query regarding the variation in monthly payments made to Ecotricity for the provision of gas, it was confirmed that the sum paid was calculated on a metered basis, so related to actual usage rather than a split, annual cost. The Finance Manager agreed to include location / venue descriptions against energy payments.

The Deputy Town Clerk and Finance Manager confirmed that the VAT partial exemption payment related to the previous financial year, and included, in part, activities of the Woodley Town Centre Partnership.

With regards to the payment made in August to replace a heat exchanger-boiler, it was confirmed this was located in the flat at Woodford Park Leisure Centre.

**RESOLVED:**

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

	Current account	Imprest account
June 2023	£98,645.93	£68,856.16
July 2023	£83,784.93	£59,936.53
August 2023	£89,434.76	£58,965.58

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

**c) PSDF Funds**

Members noted the return on the Council's investments held in the CCLA Public Sector Deposit Fund (PSDF) accounts, as set out in the agenda.

The Finance Manager advised Members that he would seeking approval to add a further £150k from the deposit account, which current holds around £235k, into appropriate PSDF account. It was also noted that the next pre-cept payment, of around £597k, was due to be received by the Council shortly. Whilst a suggestion was made that the day-to-day handling of investments should be left in the hands of officers, it was noted that the Financial Regulations put limits on this and that transfers of large funds would need to be formally approved. It was agreed this request would come to a future meeting of the Committee.

**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.

26. **VAT CHARGES FOR SPORTS FACILITIES UPDATE**

The Deputy Town Clerk presented Report No. SR 18/23.

Members noted that the proposal contained in the report was to reclaim all wrongly charged VAT, and to return those sums attributed to invoiced leisure activities to the relevant hirers. It was acknowledged that it would not be possible to return sums to individual hirers who paid for un-invoiced services; for example, individuals who book for individual sessions, such as badminton courts, in person. It was also acknowledged that it would not be possible to return sums relating to gym membership due to the fluctuation of membership rates for members, and the turnover of memberships. Any sums unable to be returned would be held in an earmarked reserve, specifically to be used for improvements to the leisure facilities at Woodford Park Leisure Centre. The Deputy Town Clerk advised that, in this manner, and due to the fact the Council subsidises leisure services, the reclaiming of VAT could not be seen as unjust enrichment of the Council's finances, which was in line with National Association of Local Councils advice.

Following queries, the Deputy Town Clerk advised that the process of identifying those to whom reimbursement was appropriate was able to be undertaken within the Council's existing resources, and would take approximate one week of Officer time to undertake, although this was dependent on what came back from HMRC once claims had been submitted and processed for the 4-year period. It was confirmed that the Council was only permitted to reclaim VAT up to 4 years prior.

With regards to future charges, the Deputy Town Clerk confirmed VAT would not be paid to HMRC for the applicable leisure services, with charges considered in line with the outturn for this year.

**RESOLVED:**

- ◆ To note Report No. SR 18/23.
- ◆ To reclaim incorrectly charged VAT from HMRC, and to reimburse invoiced customers who were incorrectly charged VAT during the claimable period.
- ◆ To place any reclaimed VAT relating to un-invoiced activities, which is unable to be returned to customers, into an earmarked reserve for improvements to leisure facilities at Woodford Park Leisure Centre

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

27. **OAKWOOD CENTRE INCOME UPDATE**

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

**RESOLVED:**

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

28. **WOODLEY TOWN CENTRE PARTNERSHIP**

Members noted in the report of the Woodley Town Centre Partnership (WTCP) meeting, held on 19 July 2023, that the Police report had indicated reports of shoplifting in the area had been low during 2023. It was highlighted that this was contrary to the comments of the Town Centre Manager at the meeting of the Committee in June, who had indicated that one reason for needing CCTV in the town centre was an increase in the number of incidents of shoplifting. Whilst Members acknowledged this, it was suggested the Police report may relate purely to those incidents reported, with the Town Centre Manager referring to incidents which may go un-reported.

Members were concerned about the lack of retailers attending the WTCP meeting. It was pointed out that representatives from two independent retailers often attended, but there was no longer attendance from larger store representatives, such as Waitrose and Boots.

Following a suggestion that the WTCP's terms of reference and constitution may need reviewing, Members were advised of the WTCP's plan to bid for Business Improvement District status. Members noted that, were the bid to be successfully supported by 75% of businesses within the defined area, then all businesses in that area would pay a surcharge on their rates to the group. It was acknowledged that this would likely increase business engagement, and be a more modern approach to managing the town centre.

Members requested the Town Centre Manager or consultant involved in drafting the bid attend a future meeting of Full Council to provide a presentation on this for all Councillors.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Partnership meeting held on 19 July 2023.

29. **CAPITAL PROGRAMME 2023/24**

The Deputy Town Clerk presented Report No. SR 19/23.

Members noted that all the projects being proposed in the report were deemed essential investment in the Council's income generating facilities.

It was highlighted that the internal audit report had stated that the Council's earmarked reserves were considered low in respect of the assets the Council owns, albeit in the context of a large general reserve. Members noted that this would be reassessed moving forward, with the aim to plan further into the future than currently. It was also acknowledged that this request was being made in the context of the general reserve increasing by £124k in the last financial year.

Following a query, it was acknowledged that all projects were deemed achievable within the current financial year. The Deputy Town Clerk confirmed other projects could still be considered, but that those being considered in this request were deemed the most urgent.

Following a request that the Council consider seeking to take over land ownership of Wheble Park from Reading Borough Council, the Chairman stated this could be considered at a future meeting.

**RESOLVED:**

- ◆ To note Report No. SR 19/23.
- ◆ To allocate £140,000 from the general reserve to the Capital Programme to fund the 2023/24 capital projects, as set out **Appendix D**.
- ◆ To release £38,377 of unused earmarked reserve funds back to the general reserve, as set out in the report.
- ◆ To allocated £30,000 from the available Community Infrastructure Levy (CIL) funds to fund a project to replace boilers at the Oakwood Centre.
- ◆ To allocate £27,978 from the available Play Area Earmarked Reserve to fund a project to replace play area surfacing at Malone Park.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

Members noted their thanks to officers for managing the finances so brilliantly, thus enabling the Council to consider such projects.

30. **REQUEST FOR FREE HIRE OF COUNCIL VENUES**

The Committee Officer presented Report No. SR 20/23.

Following discussion, the consensus was that ad hoc requests for free use of Council venues should continue to be presented to the Committee for consideration. In relation to the recommendation of the introduction of criteria to filter such requests, Members felt this was a good idea but requested that, in reference to the suggested criteria in the report, the setting of a maximum hire time / space allocation, and the setting of a limit to the number of requests approved for individual organisations be removed. It was also agreed to permit the provision of equipment, such as projectors and PA systems, which come at no additional cost to the Council, but to restrict the provision of items such as table cloths and chair covers.

**RESOLVED:**

- ◆ To note Report No. 20/23.
- ◆ To approve that requests for free use of the Council's venues, where received, continue to be presented to the Strategy & Resources Committee for consideration.
- ◆ To introduce the following criteria, against which officers may filter requests:
  - Requests restricted to charity / not-for-profit organisations.
  - Requests restricted to Woodley based organisations, or those based outside Woodley where their work directly impacts Woodley residents.
  - Requests restricted to one-off events.
  - Free hire covers venue hire and the provision of equipment, such as projectors and pa system, but does not cover the cost of hire price equipment, such as table cloths and chair covers.
  - Hirers are permitted to use free hire to raise money for their organisation.

Voting: For: 8 Against: 0 Abstentions: 1 No Vote Recorded: 0

31. **YOUTH SUPPORT SERVICE GRANT GUIDELINES**

Members considered the recommendation from the Leisure Services Committee to adopt the youth support service grant award guidelines and criteria, as determined at their meeting held on 5 September 2023.

The Deputy Town Clerk confirmed that the Leisure Services Committee would consider grant requests and make a recommendation to the Strategy & Resources Committee for their approval.

It was noted that the guidelines do not define a specific age range for 'young people'. The Deputy Town Clerk advised that the target audience for youth support services was not currently defined in the Youth Strategy, and that the Leisure Services Committee were asking the newly formed Youth Support Service Task & Finish Working Group to consider this. Following discussion, it was agreed that the grant guidelines should state that 'young people' would cover those aged 21 and under.

Members requested that a scoring matrix, based on the grant guidelines, be produced, against which grants would be scored, and that a draft of this be circulated, via email, to Members of both the Strategy & Resources and Leisure Services Committee for consideration to avoid delay. It was also requested that a project plan, including a communications schedule, be pulled together and circulated.

**RESOLVED:**

- ◆ To adopt the youth support service grant award guidelines and criteria, as set out in **Appendix E**.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

32. **3G PITCH NOISE IMPACT ASSESSMENT**

Members noted that the funding request to undertake a noise impact assessment in relation to the 3G pitch at Woodford Park Leisure Centre was being made following discussions at the last Leisure Services Committee meeting, at which Members considered seeking planning approval to increase the operational times of the pitch by 30 minutes on Tuesday, Wednesday & Thursday evenings. It was noted that a previous planning application to extend the operating hours had not been progressed, in part, because Wokingham Borough Council planning officers had required a noise impact assessment.

Members noted the increased income from extending the operating hours was estimated at £2k-£3k per annum, depending on uptake. The Deputy Town Clerk advised that the request to increase by 30 minutes only was at the suggestion of the user clubs, who felt this was sufficient to meet demand. Members suggested, when determining whether to submit a planning application, the Leisure Services Committee consider seeking approval to extend by an hour to future proof the request.

**RESOLVED:**

- ◆ To allocate £2,000 from the general reserve for the undertaking of a noise impact assessment in relation to the 3G sports pitch at Woodford Park Leisure Centre.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

33. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

With the Chairman's permission, a statement was read out from Councillor Jewell expressing disappointment at the lack of progress on the climate emergency action plan, although acknowledging that all significant action to date had been down to the hard work of officers. In the statement, it was suggested the remit should be wider, involving the whole community, and should be encouraging behaviour changing, highlighting the sections of the action plan which identified the need to work with Wokingham Borough Council and the Woodley Town Centre Partnership. It also suggested that, in light of the recent disbanding of the Climate Emergency Sub Committee, discussion of strategies works better in a smaller group.

Following a query regarding the possible installation of solar panels at Coronation Hall, the Deputy Town Clerk advised that an assessment was undertaken on this previously and, whilst feasible, it was deemed at the time to not be cost effective. However, he advised that this would remain on the action plan as changes in technology may make this more viable in future.

**RESOLVED:**

- ◆ To note the progress made against the targets set out in the Climate Emergency Action Plan since it was last reviewed by the Committee, as set in the agenda.

34. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

35. **PUBLICITY AND WEBSITE**

Members requested that the Youth Support Service Grants be publicised.

36. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to contractual and legal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.

Voting: For: 8 Against: 1 Abstentions: 0 No Vote Recorded: 0

37. **GYM EQUIPMENT LEASE**

Members considered the contents of Report No. SR 21/23 in relation to the tender for the provision of new gym equipment at Woodford Park Leisure Centre, with the current lease due to expire in December 2021.

Following a query, the Deputy Town Clerk confirmed that all equipment provided would be new.

**RESOLVED:**

- ◆ To note Report No. SR 21/23.
- ◆ To approve acceptance of the preferred tender from Pulse Fitness for the provision of gym equipment and support under a 5-year initial term lease agreement, at a lease cost of £1,008 per month, as set out the report.

Voting: For: 8 Against: 0 Abstentions: 1 No Vote Recorded: 0

38. **LAND AT SILVER FOX CRESCENT – WOODLEY LAWN TENNIS CLUB**

The Deputy Town Clerk provided Members with an update with regards to the land at Silver Fox Crescent, on which Woodley Lawn Tennis Club was previously located.

**RESOLVED:**

- ◆ To note Report No. SR 22/23.

Meeting closed at 9:38 pm

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**Woodley Town Council**

**Current Account**

**List of Payments made between 01/06/2023 and 30/06/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01-Jun-23	(Personal Information)	150.00	Singing in Town Ctre-WTCP
01-Jun-23	(Personal Information)	300.00	6 wkly pest control check
15-Jun-23	(Personal Information)	440.00	Market Mgr - WTCP
23-Jun-23	AGA Print Ltd	41.18	Posters/banners
15-Jun-23	Alan Hadley Ltd	450.00	Refuse collection
07-Jun-23	Be Fuelcards Ltd	115.45	Unleaded fuel-Depot
23-Jun-23	Bowak Ltd	701.62	Cleaning supplies
07-Jun-23	Brake Bros Foodservice Ltd	420.14	Vending supplies
15-Jun-23	Brake Bros Foodservice Ltd	329.55	Vending supplies
23-Jun-23	Brake Bros Foodservice Ltd	312.57	Vending supplies
29-Jun-23	Brake Bros Foodservice Ltd	497.93	Vending supplies
23-Jun-23	Brewers Decorator Centres	222.19	Decorating supplies
23-Jun-23	Brown Bag Cafe Ltd	259.20	Catering service
07-Jun-23	Castle Water	4,601.68	Water rates
29-Jun-23	Churchill Contract Services Ltd	1,716.46	Contract Cleaning
02-Jun-23	Club Manager Ltd	94.80	Monthly gym software charge
23-Jun-23	CoolerAid Ltd	92.52	Bottled water
15-Jun-23	Devonshire Trading Ltd	1,100.81	Monthly gym equip hire
15-Jun-23	Drain Surgeons UK Ltd	252.00	Empty Cesspit-Depot
06-Jun-23	Ecotricity	654.46	Gas supply-May 23 Chapel Hall
06-Jun-23	Ecotricity	404.29	Gas supply-May23 Coro Hall
06-Jun-23	Ecotricity	608.32	Electric supply-May23 Depot
19-Jun-23	Ecotricity	5,277.07	Gas supply - April/May 23
19-Jun-23	Ecotricity	5,363.79	Gas supply - April/May 23
07-Jun-23	EDF Energy 1 Ltd	52.42	Electric supply-Apr&May23 Clock
12-Jun-23	Epos Now Ltd D/D	30.00	WPLC Till support fee
23-Jun-23	Ethos Communications Solutions Ltd	290.59	Printing/photocopying-WPLC
23-Jun-23	Farol Ltd	41.47	Gardening supplies
29-Jun-23	Fenland Leisure Products Ltd	808.00	Play Area equipment
09-Jun-23	Global 4 Communications	1,050.76	Phone/Mobiles-May23
23-Jun-23	Hampshire Association of Local Councils	3,239.22	Berks ALC Subscription
01-Jun-23	Henry Street Garden Centre	145.45	Gardening supplies
23-Jun-23	Henry Street Garden Centre	129.92	Gardening supplies
26-Jun-23	HMRC Cumbernauld	20,469.88	PAYE&NI Deducted from pay
01-Jun-23	IMAGE BOX	354.00	Flyers/Posters A5
29-Jun-23	Impress Print Services Ltd	757.00	Woodley Hearld printing
29-Jun-23	John Stacey - Sons Ltd	732.00	Refuse collection
23-Jun-23	Lantec Security Ltd	126.00	Callout service alarm
29-Jun-23	Les Mills Fitness UK Ltd	213.88	Gym Coach-Bodybalance
14-Jun-23	Lloyds Bank D/D	350.94	Cardnet service-May23
01-Jun-23	M K Cleaning	42.00	Table cloth - Laundry
23-Jun-23	M K Cleaning	94.80	Table cloth - Laundry
23-Jun-23	Mark Harrod Ltd	106.50	White knotted nets-WPLC
15-Jun-23	Merchant Rentals Ltd	18.40	Monthly cardnet fee-Jun23
15-Jun-23	Merchant Rentals Ltd	18.40	Monthly Cardnet fee-Jun23
15-Jun-23	Pat Pals Ltd	519.15	Electrical PAT testing
26-Jun-23	Poztive Energy Ltd	77.32	Electric supply-May 23
26-Jun-23	Poztive Energy Ltd	1,120.64	Electric supply-May 23
28-Jun-23	Poztive Energy Ltd	602.06	Electric supply-May 23
28-Jun-23	Poztive Energy Ltd	69.80	Electric supply-May 23
26-Jun-23	Prudential	300.00	AVC deducted from pay
26-Jun-23	Public Works Loan Board	10,640.58	PW504186 Capital/Interest
07-Jun-23	Rialtas Business Solutions Ltd	480.00	Annual support Booking
07-Jun-23	SAS Land Services Ltd	960.00	Enlarging allotment site



15-Jun-23	SGW Payroll Ltd	159.86	May 2023 - payroll service
07-Jun-23	Sportsmark Group Ltd	1,050.00	Bowling side access steps
29-Jun-23	St John Ambulance	126.72	First Aid cover-Coronation
01-Jun-23	Technical Surfaces Ltd	399.00	3G Matchfit service
07-Jun-23	Thames Valley Water Services Ltd	554.40	Monthly water/temp checks
26-Jun-23	The Berkshire Pension Fund	19,654.78	Employee & 'er deducted from pay
23-Jun-23	Trade UK - Screwfix	255.31	Building supplies
23-Jun-23	Tudor Environmental	122.22	Gardening supplies
29-Jun-23	Ukactive	356.90	Annual MPLC Licence
23-Jun-23	Veolia ES - UK Ltd	639.01	Refuse collection
23-Jun-23	Volker Highways Ltd	408.85	Repair light columns
15-Jun-23	WFL UK Ltd	2,321.82	Uls Diesel-Depot
23-Jun-23	Wingfield Engineering Ltd	54.85	MOT test - MW65 EHN
01-Jun-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
01-Jun-23	Wokingham BC - Rates	382.00	Rates-Coro Hall
01-Jun-23	Wokingham BC - Rates	173.00	Rates-Chapel Hall
01-Jun-23	Wokingham BC - Rates	1,033.00	Rates - OC
01-Jun-23	Wokingham Borough Council	70.00	Annual Premises Licence-WTCP

**Total Payments**

**98,645.93**

**CLERKS IMPREST A/C**

**List of Payments made between 01/06/2023 and 30/06/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
05-Jun-23	(Personal Information)	15.00	Refund Key deposit
05-Jun-23	(Personal Information)	100.00	Refund deposit
16-Jun-23	(Personal Information)	275.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	200.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
21-Jun-23	(Personal Information)	25.00	Refund deposit
26-Jun-23	(Personal Information)	15.00	Refund Key deposit
26-Jun-23	(Personal Information)	101.00	Refund deposit
27-Jun-23	(Personal Information)	15.00	Refund Key deposit
27-Jun-23	(Personal Information)	75.00	Refund deposit
06-Jun-23	Amazon Mkt Place	156.99	10x Ant traps
07-Jun-23	Amazon Mkt Place	34.98	Digital Light meter
12-Jun-23	Amazon Mkt Place	16.99	Wide shower curtain liner
12-Jun-23	Amazon Mkt Place	63.99	U shaped curtain rod rails
23-Jun-23	Amazon Mkt Place	8.98	Curtian hooks
06-Jun-23	Create Your World	-600.00	Refunded invoice overcharge
02-Jun-23	Current Account	8,662.50	Readibus Grant-May23
28-Jun-23	Lloyds Bank	58,791.85	Net June 2023 payroll
09-Jun-23	Lloyds Bank D/D	13.60	Imprest a/c charges-May23
16-Jun-23	Midas Theatre Ltd	100.00	Refund deposit
21-Jun-23	Percussion Play Ltd	138.00	2x Mallets
20-Jun-23	PETTY CASH A/C	231.53	Petty cash topup
14-Jun-23	VITA Point.co.uk	40.75	Ambi-pur air freshener

**Total Payments**

**68,856.16**

**Woodley Town Council****Current Account****List of Payments made between 01/07/2023 and 31/07/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
14-Jul-23	(Personal Information)	300.00	6 wkly pest control check
14-Jul-23	(Personal Information)	225.00	Photos of OC
20-Jul-23	(Personal Information)	440.00	WTCP Mkt Manager
20-Jul-23	Advanced Maintenance UK Ltd	204.00	Call out-Boiler
20-Jul-23	AGA Print Ltd	142.08	Posters/signs
14-Jul-23	Alan Hadley Ltd	450.00	Refuse collection
14-Jul-23	April Skies Accounting Ltd	275.00	Internal Audit
06-Jul-23	Be Fuelcards Ltd	96.28	Unleaded fuel/Admin
20-Jul-23	Bowak Ltd	337.61	Cleaning supplies
06-Jul-23	Brake Bros Foodservice Ltd	574.31	Vending supplies
14-Jul-23	Brake Bros Foodservice Ltd	771.91	Vending supplies
20-Jul-23	Brake Bros Foodservice Ltd	717.55	Vending supplies
27-Jul-23	Brake Bros Foodservice Ltd	821.89	Vending supplies
20-Jul-23	Brewers Decorator Centres	345.26	Decorating supplies
20-Jul-23	Brown Bag Cafe Ltd	644.58	Monthly catering service
20-Jul-23	Cardinus Risk Management Ltd	2,100.00	Building valuations
06-Jul-23	Castle Water	4,807.51	Water rates
27-Jul-23	CDK Casting Ltd	117.00	Bronze plaque
03-Jul-23	CF Corporate Finance Ltd	166.32	Qtrly Photocopier fee
27-Jul-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
03-Jul-23	Club Manager Ltd	94.80	Gym software charge-Monthly
20-Jul-23	CoolerAid Ltd	61.68	Bottled water
14-Jul-23	Dejac Associates Ltd	1,596.00	HP Pro computer/Monitor/software
17-Jul-23	Devonshire Trading Ltd	1,100.81	Monthly Gym Equip-July23
04-Jul-23	Ecotricity	432.96	Gas supply-WPLC
04-Jul-23	Ecotricity	868.46	Gas supply-OC
04-Jul-23	Ecotricity	175.35	Gas supply-Chapel Hall
18-Jul-23	Ecotricity	175.48	Electric supply-Depot
06-Jul-23	EDF Energy 1 Ltd	24.98	Electric supply-Clock
12-Jul-23	Epos Now Ltd D/D	30.00	Epos till support-Monthly
27-Jul-23	Eventu	50.00	Monthly projector hire
11-Jul-23	Global 4 Communications	1,051.18	Phone/Moblies
21-Jul-23	HMRC Cumbernauld	15,293.56	PAYE&NI Deducted from pay
20-Jul-23	Kim Bedford	285.00	Councillor training
27-Jul-23	Les Mills Fitness UK Ltd	213.88	Coach-Gym
20-Jul-23	Lister Wilder Ltd	2,121.62	Dennis mower/gloves/belt/bulbs
04-Jul-23	Lloyds Bank D/D	47.09	CB1 current a/c-Jun23
14-Jul-23	Lloyds Bank D/D	348.44	Cardnet service - June 23
06-Jul-23	LSW Secure Ltd	205.80	Padlock/keys
20-Jul-23	Lyreco UK Ltd	606.96	Stationery supplies
14-Jul-23	M K Cleaning	46.20	Laundry - table cloths
17-Jul-23	Merchant Rentals Ltd	18.40	Monthly Cardnet machine
17-Jul-23	Merchant Rentals Ltd	18.40	Monthly Cardnet machine
20-Jul-23	Pat Pals Ltd	565.70	Electrical testing
24-Jul-23	Pitney Bowes Ltd	250.58	Postage topup-July23
04-Jul-23	Poztive Energy Ltd	1,709.59	Electric supply-May 23
21-Jul-23	Poztive Energy Ltd	70.66	Electric supply-June23
21-Jul-23	Poztive Energy Ltd	782.64	Electric supply-June23
27-Jul-23	PPL PRS Ltd	495.07	Music licence
21-Jul-23	Prudential	300.00	AVC deducted from pay
27-Jul-23	Reading Community Energy Soc Ltd	1,701.57	Solar Electric supply
06-Jul-23	Rialtas Business Solutions Ltd	330.00	Consultancy software-OC
20-Jul-23	Rialtas Business Solutions Ltd	1,466.12	Purchase order/Assets software
20-Jul-23	Select Environmental Services Ltd	570.43	Refuse collection
27-Jul-23	Seton	34.67	Bin stickers
19-Jul-23	SGW Payroll Ltd	161.90	Monthly payroll-June23
06-Jul-23	SLCC Enterprises Ltd	423.00	Joining & Membership fees

27-Jul-23	SLCC Enterprises Ltd	144.00	Themed Summit events
14-Jul-23	SSE Southern Electric	790.44	Electric supply-Columns
07-Jul-23	SWALEC	97.67	Electric supply-Toilet
31-Jul-23	SWALEC	92.78	Electric supply-June23
14-Jul-23	Technical Surfaces Ltd	399.00	3G Matchfit service
20-Jul-23	Technical Surfaces Ltd	522.00	3G Matchfit service
06-Jul-23	Thames Valley Water Services Ltd	288.00	Monthly water temp checks
21-Jul-23	The Berkshire Pension Fund	19,308.21	Employee & 'er deducted from pay
20-Jul-23	Trade UK - BandQ	677.20	Building supplies
20-Jul-23	Trade UK - Screwfix	168.28	Building supplies
20-Jul-23	Tudor Environmental	223.28	Gardening supplies
20-Jul-23	Veolia ES - UK Ltd	516.53	Refuse collection
20-Jul-23	Waltham St Lawrence Band	500.00	Music in Town centre
14-Jul-23	Windowflowers Ltd	5,968.80	WTCP Flowers/planters
03-Jul-23	Wokingham BC - Rates	2,637.00	Rates-July 23 WPLC
03-Jul-23	Wokingham BC - Rates	382.00	Rates-july23 Coro H
03-Jul-23	Wokingham BC - Rates	173.00	Rates-July23 Chapel H
03-Jul-23	Wokingham BC - Rates	1,033.00	Rates-July 23-OC
14-Jul-23	WorkNest Ltd	882.00	Health/pension assessments

**Total Payments**

**83,784.93**

### CLERKS IMPREST A/C

#### List of Payments made between 01/07/2023 and 31/07/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Jul-23	(Personal Information)	100.00	Refund deposit
04-Jul-23	(Personal Information)	200.00	Refund deposit
12-Jul-23	(Personal Information)	75.00	Refund deposit
14-Jul-23	(Personal Information)	200.00	Refund deposit
17-Jul-23	(Personal Information)	100.00	Refund WPLC course
21-Jul-23	(Personal Information)	75.00	Refund deposit
28-Jul-23	(Personal Information)	34.48	Replacement cushion
31-Jul-23	(Personal Information)	75.00	Refund deposit
12-Jul-23	AIRQUEE LIMITED	3,073.20	Party play/Play pond WPLC
02-Jul-23	Amazon Business Account	8.98	2x Salt tablets
03-Jul-23	Amazon Business Account	36.28	Dishwasher rinseaid/tablets
05-Jul-23	Amazon Business Account	423.90	Hisense Dishwahr
05-Jul-23	Amazon Business Account	64.48	Water butt pump
05-Jul-23	Amazon Business Account	72.50	Hozelock hose reel
06-Jul-23	Amazon Business Account	14.95	No Fishing - sign
06-Jul-23	Amazon Business Account	35.24	2.5 ltr yellow paint
06-Jul-23	Amazon Business Account	80.39	Clean up dog stickers
07-Jul-23	Amazon Business Account	94.99	Tree stakes/fence posts
07-Jul-23	Amazon Business Account	27.16	Outdoor time delay switch
11-Jul-23	Amazon Business Account	38.16	First Aid kits
14-Jul-23	Amazon Business Account	162.00	Double-sided Whiteboard
14-Jul-23	Amazon Business Account	-423.90	Refund - Dishwasher
21-Jul-23	Amazon Business Account	6.98	10x Coat hooks/screws
27-Jul-23	Amazon Business Account	79.23	Steel shelf-Kitchens
20-Jul-23	AO.com	509.00	Dishwasher
24-Jul-23	Czech School Berkshire	99.00	Refund WPLC course
11-Jul-23	DVLA Vehicle Tax	320.00	KD51 WTW-Vehicle Tax
03-Jul-23	Janitorial Direct	306.54	Dolly bin set
26-Jul-23	Lloyds Bank	49,144.68	Net July 2023 payroll
14-Jul-23	Lloyds Bank D/D	14.44	CB2 Imprest a/c-Jun23
07-Jul-23	Peacock Insurance Services	348.45	Insurance-Inflatables
18-Jul-23	Pool Warehouse	193.00	Tablets/Skimmer baskets
12-Jul-23	ULTIMA FURNITURE S	4,347.40	Kitchen units

**Total Payments**

**59,936.53**

**Woodley Town Council****Current Account****List of Payments made between 01/08/2023 and 31/08/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
14-Aug-23	(Personal Information)	550.00	WTCP Mkt Manager
24-Aug-23	Advanced Maintenance UK Ltd	1,170.00	Replace heat exchanger-boiler
09-Aug-23	Airquee Ltd	3,073.20	Bouncy Castle service
17-Aug-23	Alan Hadley Ltd	450.00	Refuse collection
07-Aug-23	Be Fuelcards Ltd	63.67	Unleaded fuel
21-Aug-23	BNP Paribas Leasing Solutions	367.20	Qtrly photocopier rental
17-Aug-23	Bowak Ltd	833.33	Cleaning supplies
14-Aug-23	Brake Bros Foodservice Ltd	467.16	Vending supplies
17-Aug-23	Brake Bros Foodservice Ltd	282.79	Vending supplies
24-Aug-23	Brewers Decorator Centres	726.06	Decorating supplies
24-Aug-23	Brown Bag Cafe Ltd	575.46	Monthly catering service
14-Aug-23	Business Stream	31.41	Water rates-Toilet
14-Aug-23	Castle Water	4,049.85	Water rates
09-Aug-23	CDK Casting Ltd	117.00	Bronze plaque
24-Aug-23	CDK Casting Ltd	117.00	Bronze plaque
24-Aug-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
01-Aug-23	Club Manager Ltd	94.80	Gym club software fee-monthly
24-Aug-23	CoolerAid Ltd	30.84	Bottled water
17-Aug-23	DCK Accounting Solutions Ltd	540.00	VAT Partial Exemption charge 2022/2023
17-Aug-23	Dejac Associates Ltd	294.00	Draytek access point-Café
15-Aug-23	Devonshire Trading Ltd	1,100.81	Monthly rental Gym equip
04-Aug-23	Ecotricity	169.70	Electric supply-Depot
29-Aug-23	Ecotricity	396.39	Gas supply-OC
29-Aug-23	Ecotricity	328.15	Gas supply-WPLC
29-Aug-23	Ecotricity	71.66	Gas supply-Chap H
10-Aug-23	Epos Now Ltd D/D	30.00	EPOS till support monthly
09-Aug-23	Global 4 Communications	1,050.23	Phone/Mobiles
18-Aug-23	HMRC Cumbernauld	21,160.70	PAYE&NI Deducted from pay
30-Aug-23	Information Commissioner's Off	35.00	GDPR annual charge
24-Aug-23	J P Lennard Ltd	83.88	Table Tennis balls/bats
09-Aug-23	Lantec Security Ltd	846.00	Fire detection system service
29-Aug-23	Les Mills Fitness UK Ltd	213.88	Gym coach-WPLC
01-Aug-23	Lloyds Bank D/D	43.30	Current a/c -charges Jul23
14-Aug-23	Lloyds Bank D/D	314.84	Cardnet service-July23
29-Aug-23	Lloyds Bank D/D	44.60	Monthly fees-Current Aug23
15-Aug-23	Merchant Rentals Ltd	18.40	Cardnet monthly rental
15-Aug-23	Merchant Rentals Ltd	18.40	Cardnet monthly rental
09-Aug-23	PHS Group	489.36	Qtrly dust mat hire
11-Aug-23	Poztive Energy Ltd	70.22	Electric supply-Chap H June 23
11-Aug-23	Poztive Energy Ltd	1,542.78	Electric supply-WPLC June 23
14-Aug-23	Poztive Energy Ltd	45.10	Electric supply-Chap H July 23
17-Aug-23	Poztive Energy Ltd	1,542.78	Electric supply-WPLC June 23 in error
18-Aug-23	Poztive Energy Ltd	75.55	Electric supply-Coro H July 23
18-Aug-23	Poztive Energy Ltd	3.42	Electric supply-Chap H July 23
18-Aug-23	Poztive Energy Ltd	1,467.47	Electric supply-OC July 23
14-Aug-23	PPL PRS Ltd	3,075.80	Music licence
18-Aug-23	Prudential	300.00	AVC deducted from pay
31-Aug-23	Public Works Loan Board	5,874.06	PW505314 Capital/Interest
17-Aug-23	R.E.S. Systems Ltd	1,440.00	Fire/Lighting testing
09-Aug-23	Reading Ladies Barbershop Singers	150.00	WTCP Singing performance
17-Aug-23	Rialtas Business Solutions Ltd	147.64	Google Calendar intergration
14-Aug-23	Select Environmental Services Ltd	754.61	Refuse collection
17-Aug-23	Select Environmental Services Ltd	177.48	Refuse collection
11-Aug-23	SGW Payroll Ltd	161.90	Payroll service-July23

29-Aug-23	SWALEC	99.03	Electric supply-Toilet
17-Aug-23	Thames Valley Water Services Ltd	312.00	Monthly water temp checks
18-Aug-23	The Berkshire Pension Fund	23,745.15	Employee & 'er deducted from pay
17-Aug-23	Trade UK - Screwfix	2,013.42	Building supplies
14-Aug-23	Travis Perkins Trading Co	21.11	Building supplies
17-Aug-23	Tudor Environmental	224.71	Gardening supplies
01-Aug-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
01-Aug-23	Wokingham BC - Rates	382.00	Rates-Coro H
01-Aug-23	Wokingham BC - Rates	173.00	Rates-Chap H
01-Aug-23	Wokingham BC - Rates	1,033.00	Rates-OC

**Total Payments 89,434.76**

**CLERKS IMPREST A/C**

**List of Payments made between 01/08/2023 and 31/08/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
23-Aug-23	(Personal Information)	50.00	Refund deposit
23-Aug-23	(Personal Information)	67.50	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	200.00	Refund deposit
23-Aug-23	(Personal Information)	200.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
03-Aug-23	Amazon Business Account	137.75	Vending supplies
03-Aug-23	Amazon Business Account	9.44	Vending supplies
09-Aug-23	Amazon Business Account	14.97	1.5 C Cell batteries
17-Aug-23	Fuel/Petrol Petty cash	100.00	To topup Petrol petty cash
23-Aug-23	Lloyds Bank	56,875.26	Net Aug 23-Payroll
11-Aug-23	Lloyds Bank D/D	14.47	Imprest a/c charges-Jul23
25-Aug-23	Timpsons	185.00	Keys cut - WPLC
23-Aug-23	Woodley Bowling Club	88.69	4 Aug 23-Food Bowling event
23-Aug-23	Yehlex UK	722.50	Shuttlecocks-WPLC
<b>Total Payments</b>		<b>58,965.58</b>	

## APPENDIX D

### CAPITAL PROGRAMME 2023/24

### PROPOSED

	Opening balance brought forward	11,077
Transfer from General Reserve		45,000
Additional transfer from General Reserve		140,000
	<i>sub tot</i>	196,077
Transfer to Building & Facilities	10,000	-10,000
Transfer to Playground equipment	5,000	-5,000
	<b>AVAILABLE</b>	<b>181,077</b>

	Priority	Budget
ANNUAL - SIGNS	3	2,000
ANNUAL - SEATS	3	1,200
ANNUAL - WASTE BINS	3	2,000
WPLC Heating System	1	40,000
Oakwood Centre Toilets	2	70,000
Line Marking - car parks	2	6,000
Christmas Lighting	2	10,000
Replacement flat bed pickup (used)	2	5,000
Coronation Hall Kitchen	3	3,000
Chapel Hall Kitchen	3	3,000
Grass Reinforcement - Memorial Ground path	3	7,000
Water refill station - WPLC	3	2,500
Replace Notice Boards	3	5,600
Coronation Commemorative Seating	3	6,500
	Allocated	178,800
<b>Capital Programme Balance</b>		<b>2,277</b>

Buildings & Facilities Fund Balance (including 2023/24 allocation)	15,110
Play Area EMR Balance (including 2023/24 allocation)	27,978

## GRANTS TO GROUPS AND ORGANISATIONS SUPPORTING YOUNG PEOPLE IN WOODLEY



Youth Grants are available to assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.

Organisations are welcome to apply for an amount which will normally be capped at £3,000. However all applications, including those for amounts in excess of this, will be considered on their own merits.

The Council will prioritise the following areas:

- Financially assist services that meet the needs of our vulnerable young people
- Funding initiatives that tackle crime and anti-social behavior through supporting young people
- Funding initiatives that assist young people in gaining employment, education and training

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs that:

- could reasonably be expected to be funded from other sources
- could reasonably be expected to be funded from members' subscriptions
- seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to attend a meeting of the Leisure Services Committee to provide feedback on how the grant funds have achieved the project aims.

Successful applicants will be required to:

- keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, where requested

Organisations receiving a grant will be required to explain in their application how they will inform their organisation's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Youth Grants form which can be found on the Town Council's website: [www.woodley.gov.uk](http://www.woodley.gov.uk).

Grant applications must include the following information for your organisation:

- mission statement, constitution or set of rules signed by the chairman (if you are not able to do this please explain why in the form).
- a copy of the most recent statement of annual accounts
- a recent bank statement
- a statement of income and expenditure for the current year

Youth grants may be considered by the Leisure Services Committee at its scheduled meetings throughout the year, with a recommendation made to the Strategy and Resources Committee for final approval of all grant awards.

Applications must be returned to:-

The Town Clerk  
Woodley Town Council  
The Oakwood Centre  
Headley Road  
Woodley  
Berkshire  
RG5 4JZ

or by email to [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk)

or by pressing the submit button if you are completing the form electronically

The Council will not award youth grants in excess of the annual budget allocated for this purpose. All applicants will be informed of the outcome of their application once the relevant Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.