

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 26 November 2019 at 8:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; A. Chadwick; K. Gilder; P. Wicks*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer*

Also present: *1 member of the public*

40. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, J. Cheng and B. Rowland.

41. **DECLARATIONS OF INTEREST**

Councillor Chadwick	Agenda item 8: Community Grants	Prejudicial – Councillor Chadwick is a member of the Wokingham District Veteran Tree Association
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Councillor Chadwick left the room and was not present for the discussion or decision on agenda item 8: Community Grants

Councillor Baker	Agenda item 10a: Woodley Town Centre Management Initiative: Financial arrangements	Prejudicial – Councillor Baker is a committee member of the Woodley Town Centre Management Initiative
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Councillor Baker left the room and was not present for the discussion or decision on agenda item 10a: Woodley Town Centre Management Initiative: Financial arrangements

42. **MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2019**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 17 September 2019 be approved and signed by the Chairman as a correct record.

43. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 26/19 and informed Members that the loan relating to Bulmershe Leisure Centre had now been fully repaid. The Chairman asked whether a summary of the Council's outstanding loans could be provided periodically and the Town Clerk agreed to provide this information annually.

RESOLVED:

- ◆ To note Report No. SR 26/19.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
September 2019	£181,162.96	£49,792.13
October 2019	£148,891.05	£50,322.41

c) **Internal audit**

RESOLVED:

- ◆ To receive the report of the Council's internal auditors for the period from April to September 2019

44. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 27/19. He informed Members that the installation of solar panels on the Oakwood Centre roof would be carried out in the week commencing 2 December and the work was expected to be completed within one week. The installation would maintain access to all roof areas and would not interfere with the planned roof repairs. Members noted that RAM Building Consultancy had been commissioned to provide a specification for the roof repairs and that this would be presented to the Committee when it was available.

The Deputy Town Clerk reported that he was looking at ways of reporting the amount of carbon saving that would be achieved by the solar panels and was also investigating the potential for making further savings. The Chairman requested that an item on climate change be included in future agendas and that a regular update on carbon savings be reported to the Committee. The Deputy Town Clerk said that he was also looking at ways of making residents aware of the steps they could take to make carbon savings and it was agreed that there should be a communication plan in place to pass on information about climate change and carbon saving. Councillor Wicks stressed the importance of also encouraging residents to reduce the use of single use plastic and suggested that the Council sign up to the Surfers for Sewage initiative and advertise this to residents.

Members noted the work that had been carried out in the theatre by the Maintenance Team and discussed the need to make further improvements, such as upgrading the sound box and reupholstering the seating, to ensure that the facilities were of a high enough standard to attract hirers. The Deputy Town Clerk reported that, following discussions with a hirer who had complained about the poor state of the stage floor, the Maintenance Team would in future repaint the floor before the vinyl flooring was re-laid for the next hirer. Members suggested that hirers of the theatre could be contacted and asked for suggestions of improvements that could be made to the theatre. It was also suggested that potential hirers who did not proceed with a booking could be asked what improvements would make them consider booking in the future. The Deputy Town Clerk reported that upgrading the equipment would enable the Council to market the theatre for more business and conference use.

RESOLVED:

- ◆ To note Report No. SR 27/19.

45. **CATERING PARTNERSHIP**
The Deputy Town Clerk presented Report No. SR 28/19 of the Catering Partnership meeting held on 15 November 2019.

RESOLVED:

- ◆ To note Report No. SR 28/19.

46. **INVESTMENTS WORKING PARTY**
The Town Clerk presented Report No. SR 29/19 of the Investments Working Party meeting held on 14 November 2019.

RESOLVED:

- ◆ To note Report No. SR 29/18.
- ◆ That the level of annual contributions to the fund in 2020/21, 2021/22 and 2022/23 be set at £80,000.

RECOMMENDED:

- ◆ That the Draft Treasury Management Strategy 2020/21, as presented, be adopted.

47. **COMMUNITY GRANTS**
Members considered the requests for grant funding, as set out in Report No. SR 30/19, in line with the community grants criteria. The total amount of grant applications received exceeded the available budget by £700. After lengthy consideration, it was agreed grants would be given to all applicants, but that some would be given a reduced amount, and that £450 would be transferred from the Youth Budget to enable the individual grants to young people to be paid in full. It was suggested that the criteria for awarding grants to community groups and organisations be reviewed at the next meeting of the Committee.

RESOLVED:

- ◆ To transfer £450 from the Youth Budget to the Community Grants budget to enable the individual grants to young people to be paid in full.
- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Berkshire Multiple Sclerosis Therapy Centre	£250	Towards the cost of providing a range of treatments and therapies.
Kick Twist Cheerleading	£200	Towards the cost of extra safety mats.
The Link Visiting Scheme	£250	Towards the transport costs of visiting Woodley members in their homes and running community activities.
Ward and Wickham Ensemble	£200	Towards the cost of providing free weekly performing arts classes for Woodley children.
Wokingham District Veteran Tree Association	£100	Towards the cost of replacing IT and audio visual equipment.

Wokingham Job Support Centre	£200	Towards the cost of providing internet access, training and support for job seekers.
Wokingham Volunteer Centre	£250	Towards the cost of providing the Green'n'Tidy gardening service and finding volunteers for many charities within Woodley.
Woodley Adopt A Street Project (WASP)	£200	To purchase additional equipment for the volunteers to use.
Woodley Photographic Club	£200	Towards the cost of a new, larger projector screen.
<u>Individuals</u>		
William Cowen (Gymnastics: GB Tumbling squad)	£100	Towards the costs of GB kit and travelling and accommodation for the World Championships in Tokyo.
Chelsea Allong (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the European Cheerleading Championships in Paris.
Amber Burman (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the European Cheerleading Championships in Paris.
Ellena Burman (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the European Cheerleading Championships in Paris.
Summer Close (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the European Cheerleading Championships in Paris.

48. **ALLOTMENT RENT REVIEW**

The Deputy Town Clerk presented Report No. SR 31/19, setting out the proposed allotment charges from January 2021.

RESOLVED:

- ◆ To note Report No. SR 31/19.
- ◆ To increase the allotment plot charges from January 2021 by 2.4% in line with the Retail Price Index figure in September 2019.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2021:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£47.60	£4	£51.60	Woodley Resident – State pensioner	£35.70	£4	£39.70
	Non Woodley	£71.40	£4	£75.40	Non Woodley – State pensioner	£53.60	£4	£57.60
5	Woodley Resident	£23.80	£2	£25.80	Woodley Resident – State pensioner	£17.85	£2	£19.85
	Non Woodley	£35.70	£2	£37.70	Non Woodley – State pensioner	£26.80	£2	£28.80

49. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)**

The Chairman left the room for part a) of this item, as he had declared a prejudicial interest. As the Vice Chairman of the Committee was not present, Councillor Gilder took the chair.

a) **Financial arrangements**

The Town Clerk presented Report No. SR 32/19.

RESOLVED:

- ◆ To note Report No. SR 32/19.
- ◆ That the Town Council undertake all financial operations relating to the Woodley Town Centre Management Initiative's financial activities as part of the Town Council's financial arrangements with effect from 1 April 2020, subject to the agreement of the WTCMI Management Committee.

At this point, the Chairman returned to the meeting and resumed the chair.

b) **RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 9 October 2019.

50. **PROJECTS SCHEDULE 2019/20**

The Deputy Town Clerk presented the updated Projects Schedule 2019/20 and informed Members that the equality and environmental impacts of each project had been added to the schedule.

Members noted that the seating around the trees in the town centre was due to be replaced by Wokingham Borough Council in March 2020. As part of this project, the problem of raised paving slabs caused by the tree roots would be addressed and Members stressed the importance of completing this project without delay as there had been many reports of people falling over due to the uneven paving slabs.

RESOLVED:

- ◆ To note the information contained in the updated Projects Schedule 2019/20.

51. **COUNCIL MEETING DATES 2020/21**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2020/21 municipal year, as attached at **Appendix C**, be approved.

52. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**
Members noted the statistics for website views, searches and usage given in the agenda.
53. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
a) Members noted that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £52,706.
b) Members noted that CIL payment of £21,219 had been paid to the Town Council in October 2019 and that a further £143,818 due to the Town Council had been invoiced by the Borough Council but not yet received by them.
54. **BOROUGH/PARISH LIAISON FORUM**
Members noted the minutes of the Borough/Parish Liaison Forum held on 30 September 2019.
55. **FUTURE AGENDA ITEMS**
There were no suggestions for future agenda items.
56. **PUBLICITY AND WEBSITE**
No additional items were put forward to be publicised or added to the website.
57. **EXCLUSION OF PUBLIC AND PRESS**
RESOLVED:
◆ That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.
58. **PERSONNEL SUB COMMITTEE**
The Town Clerk presented Report No. SR 33/19.
RESOLVED:
◆ To note Report No. SR 33/19.
◆ To approve the proposed establishment of a new permanent Assistant Administrative Officer post on the recommended scale of the local government pay scales with effect from 10 December 2019.
◆ To appoint the current Administrative Apprentice to the Assistant Administrative Officer post with effect from 10 December 2019 and to approve the job description for this post.
◆ To increase the hours worked by the Communications Manager from 18 to 30 hours a week, with effect from 1 December 2019.

The meeting closed at 9:55 pm

Woodley Town Council

CURRENT ACCOUNT

Payments made between 01/09/2019 and 30/09/2019

Date	Total Amount	
04-Sep-19	1275.60	WP flat new cylinder
06-Sep-19	3111.60	Water softener repair OC
19-Sep-19	2110.80	New pressurisation unit OC
06-Sep-19	297.00	Refuse collection
12-Sep-19	297.00	Refuse collection
27-Sep-19	2700.00	WTCMI advertising
04-Sep-19	360.00	Annual membership
27-Sep-19	2230.13	Contract Cleaning
04-Sep-19	271.55	Staff/Cllr badges
19-Sep-19	265.69	Cleaning supplies
04-Sep-19	307.42	Vending supplies
06-Sep-19	501.03	Vending supplies
12-Sep-19	230.09	Vending supplies
19-Sep-19	183.47	Vending supplies
27-Sep-19	832.21	Vending supplies
27-Sep-19	1093.68	Building supplies
27-Sep-19	293.84	Catering services
04-Sep-19	2484.90	Contract Cleaning
27-Sep-19	2484.90	Contract Cleaning
04-Sep-19	330.00	Circus skills workshop - picnic Aug 19
27-Sep-19	231.80	Bottled water
12-Sep-19	348.00	Annual firewall renewal
12-Sep-19	14.47	Electrical supply
19-Sep-19	145.72	Photo copier printing
06-Sep-19	61.92	Building supplies
19-Sep-19	136.73	Building supplies
04-Sep-19	90.00	Coach
06-Sep-19	1519.70	Supply end panels Arun bus shelter
20-Sep-19	14054.28	PAYE & NI-employers & employees
06-Sep-19	60.00	Jingle dancers - picnic Aug 18
12-Sep-19	125.00	Window cleaning
06-Sep-19	1822.08	Chairs Coronation/Chapel hall
12-Sep-19	77.46	Staff uniform OC
06-Sep-19	720.00	Inspection xmas lights
12-Sep-19	240.00	Install banner WTCMI
12-Sep-19	8580.00	Removal of asbestos Coronation hall
27-Sep-19	199.82	Repair dishwasher OC
12-Sep-19	5464.88	Electrical repairs Coronation hall
04-Sep-19	180.00	Distribution of Herald newsletter
12-Sep-19	9204.00	New ceiling Coronation hall
12-Sep-19	60.00	Wasp nests treatment
19-Sep-19	2880.00	External Audit fees
27-Sep-19	405.65	Music License
20-Sep-19	307.24	AVC - payment deducted from pay
19-Sep-19	588.00	Surveyor attendance OC
06-Sep-19	122.82	Bags/gloves/glasses depot
12-Sep-19	3111.30	Electrical supply
27-Sep-19	1901.20	Electrical supply
19-Sep-19	42.00	Water safety checks
27-Sep-19	282.00	Water safety checks
20-Sep-19	15906.78	Pension - employers and employees

19-Sep-19 Trade UK - BandQ	322.00 Building supplies
19-Sep-19 Trade UK - Screwfix	842.90 Building supplies
12-Sep-19 Travis Perkins Trading Co	53.76 Building supplies
20-Sep-19 Unison Collection Ac	34.00 Union fees - deducted from pay
27-Sep-19 Veolia ES - UK Ltd	648.81 Refuse collection
19-Sep-19 Winnersh Plant Hire Ltd	572.50 Rental of digger/trailer
06-Sep-19 Be Fuelcards Ltd	30.35 Unleaded fuel-Depot
02-Sep-19 CF Corporate Finance Ltd	166.32 WPLC copier lease rental
02-Sep-19 Club Manager Ltd	80.40 Clubmanager monthly fee - gym
24-Sep-19 Crown Gas & Power	92.55 Gas supply
24-Sep-19 Crown Gas & Power	201.05 Gas supply
24-Sep-19 Crown Gas & Power	219.66 Gas supply
24-Sep-19 Crown Gas & Power	56.60 Gas supply
12-Sep-19 Epos Now Ltd D/D	30.00 EPOS monthly till charge
10-Sep-19 Global 4 Communications	298.92 WTC/WPLC/OC-Phone
02-Sep-19 InTouch	35.99 Web site monthly charge
27-Sep-19 Les Mills Fitness UK Ltd	197.76 Coach-WPLC
04-Sep-19 Lloyds Bank D/D	42.80 Bank charges
13-Sep-19 Lloyds Bank D/D	208.53 Cardnet service charges
16-Sep-19 Mainstream Digital Ltd	0.50 Phone - O/C
16-Sep-19 Merchant Rentals Ltd	15.44 O/C Cardnet machine rental
16-Sep-19 Merchant Rentals Ltd	15.29 WPLC Cardnet machine
12-Sep-19 Plusnet Plc	52.20 Phone
18-Sep-19 Plusnet Plc	52.20 Phone-WPLC
02-Sep-19 Public Works Loan Board	5874.06 PWLB-Capital/Interest
25-Sep-19 Public Works Loan Board	1528.16 PWLB-Capital/Interest
30-Sep-19 Public Works Loan Board	73170.77 PWLB-Capital/Interest
09-Sep-19 SGW Payroll Ltd	172.10 Aug 2019 payroll services
16-Sep-19 Siemens Financial Services	1100.80 Gym equipment rental
27-Sep-19 SWALEC	31.87 New public toilet electricity
02-Sep-19 TV Licensing	154.50 WPLC TV license
18-Sep-19 Vodafone	282.54 Phone
02-Sep-19 Wokingham BC - Rates	2246.00 Rates-WPLC
02-Sep-19 Wokingham BC - Rates	884.00 Rates-Oakwood Centre
02-Sep-19 Wokingham BC - Rates	358.00 Rates-Coronation Hall
02-Sep-19 Wokingham BC - Rates	162.00 Rates-Chapel Hall
02-Sep-19 Wokingham BC - Rates	383.87 Rates-Public Toilet
	181162.96

CLERKS IMPREST A/C

Payments made between 01/09/2019 and 30/09/2019

09-Sep-19 (Personal Information)	15.00 Refund deposit
16-Sep-19 (Personal Information)	100.00 Refund deposit
09-Sep-19 (Personal Information)	50.00 Refund deposit
16-Sep-19 (Personal Information)	50.40 Yoga cancelled - refund
02-Sep-19 (Personal Information)	30.00 Cancelled WPLC course
23-Sep-19 (Personal Information)	45.00 Refund deposit
16-Sep-19 (Personal Information)	15.00 Refund deposit
16-Sep-19 Amazon Mkt Place	53.73 Desk organiser/clock/clipboard
09-Sep-19 Amazon.co.uk	29.99 Black safety shoes-OC
20-Sep-19 Amazon.co.uk	10.95 Headset training adapter twin
12-Sep-19 Cupsdirect	52.62 Clear plastic cups
09-Sep-19 Curry Online	520.00 Swan tall fridge - WPLC
18-Sep-19 Home Shop Catalogue Ltd	554.68 Automatic Water Softener
25-Sep-19 Lloyds Bank	47185.01 Net payroll-Sept 19
13-Sep-19 Lloyds Bank D/D	14.36 Bank charges

10-Sep-19 MeshDirect	347.98 6ft Fence kit chain link -Rivermead
12-Sep-19 PETTY CASH A/C	103.18 Top up - petty cash
18-Sep-19 PETTY CASH A/C	158.68 Top up - petty cash
13-Sep-19 Solopress	70.80 4x Gloss posters OC
02-Sep-19 Somerville Glass & W	60.00 Clears safety glass
25-Sep-19 Stagedepot.co.uk	62.40 15 Amp black plastic plugs
19-Sep-19 Wickes Building	262.35 Heavy duty tarpaulin/ties
	49792.13

Woodley Town Council

CURRENT ACCOUNT

Payments made between 01/10/2019 and 31/10/2019

Date	Total Amount	
11-Oct-19	960.00	WPLC signage/installation
04-Oct-19	4020.00	New Combi boiler Coronation Hall
04-Oct-19	82.20	Signage boards - WTCMI
11-Oct-19	297.00	Refuse collection
18-Oct-19	138.00	Annual antivirus software
18-Oct-19	50.30	Contract cleaning
18-Oct-19	2230.13	Contract cleaning
04-Oct-19	134.71	Diesel/unleaded petrol
11-Oct-19	26.62	Unleaded fuel-depot
18-Oct-19	437.40	Cleaning supplies
11-Oct-19	291.03	Vending supplies
18-Oct-19	436.27	Vending supplies
18-Oct-19	162.31	Vending supplies
18-Oct-19	134.58	Building supplies
18-Oct-19	2336.36	Catering services
11-Oct-19	3272.98	Water rates
11-Oct-19	96.60	Bronze plaque
18-Oct-19	599.40	Badminton shuttle cocks
18-Oct-19	2484.90	Contract cleaning
18-Oct-19	240.00	Legal services
01-Oct-19	80.40	Club manager membership
18-Oct-19	187.42	Bottled water
23-Oct-19	466.56	Gas supply-OC
23-Oct-19	195.99	Gas supply-WPLC
23-Oct-19	99.02	Gas supply-Chapel hall
23-Oct-19	66.42	Gas supply-Coronation Hall
11-Oct-19	240.00	Software/installation
11-Oct-19	200.00	Staff training
11-Oct-19	11.85	Electrical supply
10-Oct-19	30.00	EPOS till monthly charge
11-Oct-19	729.48	Building supplies
18-Oct-19	161.78	Building supplies
18-Oct-19	253.20	Zip line & springs - play equipment
18-Oct-19	337.75	Building supplies
18-Oct-19	18.85	Stationery supplies
18-Oct-19	46.80	Oak framed noticeboard WPLC
09-Oct-19	294.46	Phone WPLC/OC
18-Oct-19	250.09	WTC flag design
18-Oct-19	14343.98	PAYE & NI Employers and employees
16-Oct-19	6388.14	2nd Qtr VAT return
04-Oct-19	96.00	WPLC reception vinyl
18-Oct-19	96.00	WPLC reception vinyl
01-Oct-19	35.99	Website fee
18-Oct-19	120.00	Window cleaning
11-Oct-19	6338.00	Grant
18-Oct-19	600.00	Grant
18-Oct-19	3174.00	Repairs to lights in town centre WTCMI
18-Oct-19	29.90	Laundry table cloths
28-Oct-19	197.76	Coach-Body Balance
01-Oct-19	40.70	Bank charges 10/8 to 9/9
14-Oct-19	372.36	Cardnet Machine-service

29-Oct-19 Lloyds Bank D/D	40.40 Bank service charges
18-Oct-19 Lyreco UK Ltd	314.07 Stationery supplies
14-Oct-19 Mainstream Digital Ltd	61.56 Qtrly rental/phone
15-Oct-19 Merchant Rentals Ltd	15.44 Cardnet machine rental
15-Oct-19 Merchant Rentals Ltd	15.29 Cardnet machine rental
18-Oct-19 MKR Electrical Services Ltd	447.46 Electrical supplies
18-Oct-19 Mrs K Vevers	585.00 Delivery of Herald newsletter
09-Oct-19 Pitney Bowes Ltd	150.00 Postage topup
14-Oct-19 Plusnet Plc	52.20 Phone - OC
18-Oct-19 Plusnet Plc	52.20 Phone - WPLC
18-Oct-19 Power P & F Ltd	3708.00 Replacement - power pack Auto roller
18-Oct-19 Pro-Tar Surfacing Ltd	36931.68 Repair & overlay pathway lake project
18-Oct-19 Prudential	307.24 AVC payment deducted from pay
01-Oct-19 Public Works Loan Board	6676.72 Loan repayment
18-Oct-19 Readibus	9380.50 Grant
04-Oct-19 Richard Wheeler Signs Ltd	69.64 Public toilet - Graphics panel
18-Oct-19 Rigby Taylor	694.30 Gardening supplies/seeds
11-Oct-19 Round & About Publications Ltd	571.20 WTCMI-full page advert
18-Oct-19 Scott & Sons	100.00 Hire digger-allotments
07-Oct-19 SGW Payroll Ltd	178.22 Payroll services
15-Oct-19 Siemens Financial Services	1100.80 Gym equipment rental
18-Oct-19 Spaldings Ltd	201.72 Decorating supplies
18-Oct-19 SSE Southern Electric	2076.93 Electrical supply
18-Oct-19 St John Ambulance	324.00 First Aid course
28-Oct-19 SWALEC	30.59 Electric supply
11-Oct-19 Technical Surfaces Ltd	360.00 MatchFit 3G pitch service
18-Oct-19 Technical Surfaces Ltd	480.00 3G pitch rubber infill
11-Oct-19 Thames Valley Water Services Ltd	288.00 Water safety checks
18-Oct-19 The Berkshire Pension Fund	16059.59 Pension - employers and employees
18-Oct-19 Token Security Solutions Ltd	278.40 Staffing support OC
18-Oct-19 Trade UK - Screwfix	918.56 Building supplies
18-Oct-19 Trade UK - Screwfix	207.19 Building supplies
11-Oct-19 Travis Perkins Trading Co	232.74 Building supplies
18-Oct-19 Travis Perkins Trading Co	15.02 Building supplies
18-Oct-19 Unison Collection Ac	34.00 Union fees deducted from pay
18-Oct-19 Vail Williams LLP	1320.00 Professional fees
18-Oct-19 Veolia ES - UK Ltd	579.99 Refuse collection
18-Oct-19 Vodafone	281.46 Phone
18-Oct-19 Windowflowers Ltd	1368.00 WTCMI planters
18-Oct-19 Windowflowers Ltd	540.00 Winter planting - WTCMI
01-Oct-19 Wokingham BC - Rates	2246.00 Rates-WPLC
01-Oct-19 Wokingham BC - Rates	162.00 Rates-Chapel Hall
01-Oct-19 Wokingham BC - Rates	884.00 Rates-Oakwood Centre
01-Oct-19 Wokingham BC - Rates	386.00 Rates-Public toilet
01-Oct-19 Wokingham BC - Rates	358.00 Rates-Coronation Hall
18-Oct-19 Wokingham-Citizens Advice	3310.00 Grant
11-Oct-19 Wyevale Garden Centres Ltd	112.00 Gardening supplies
11-Oct-19 Zapkam Ltd	451.25 Staff uniform
	148891.05

CLERKS IMPREST A/C

Payments made between 01/10/2019 and 31/10/2019

07-Oct-19 (Personal Information)	200.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
02-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	24.99 Refund gym membership

02-Oct-19 (Personal Information)	89.00 Damaged jacket refunded
21-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
07-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
16-Oct-19 247Curtains.co.uk	223.00 New curtains - Coronation Hall
30-Oct-19 AAT-Org.uk	99.00 Annual membership
04-Oct-19 Amazon.co.uk	152.69 2 x Microwaves WPLC
16-Oct-19 Amazon.co.uk	30.92 20m Ethernet Cable
25-Oct-19 Argos Retail Group	399.99 Hitachi 55 in Smart TV Oakwood Centre
18-Oct-19 Eurooffice.co.uk	23.44 Footrest tilting
01-Oct-19 Kaspersky.uk	54.99 Internet security software
23-Oct-19 Lloyds Bank	46609.32 Net Oct 2019 payroll
11-Oct-19 Lloyds Bank D/D	13.66 10 Aug-9 Sept 19 bank charges
17-Oct-19 Poles Direct.com	282.68 New-Curtain poles
09-Oct-19 Solopress	232.82 Signage boards
09-Oct-19 Solopress	81.22 Flyers & leaflets
14-Oct-19 Solopress	137.77 Flyers & leaflets
17-Oct-19 Solopress	81.22 Flyers & leaflets
29-Oct-19 Starmaker Theatre	760.10 Credit note/refund dep-Starmaker
30-Oct-19 Viking.uk	525.60 Tall Tambou capboards x2
	50322.41

SCHEDULE OF MEETINGS - 2020/21

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>2020</u> 19 May 16 June	<u>2020</u> 2 June	<u>2020</u> 9 June	<u>2020</u> Annual Meeting: 12 May 23 June
14 July 11 August (SH) 8 September	1 September	15 September	29 September
6 October 3 November 1 December	17 November	24 November	8 December
<u>2021</u> 5 January 26 January	<u>2021</u> 12 January	<u>2021</u> 19 January	<u>2021</u> 9 February
23 February 23 March 20 April	13 April (SH)	27 April	Town Electors: 2 March Annual Meeting: 11 May

(SH = School Holidays)

SCHOOL TERM DATES

2020 Monday 20 April to Tuesday 21 July
Tuesday 1 September to Friday 18 December
(NOTE: Training days - to be agreed)

Half Term: 25 May - 29 May
Half Term: 26 October - 30 October

Good Friday: 10 April 2020
WBC Elections: 7 May 2020

2021 Monday 4 January to Thursday 1 April
Monday 19 April to Wednesday 21 July
(NOTE: Training days - to be agreed)

Half Term: 15 - 19 February
Half Term: 31 May - 4 June

Good Friday: 2 April 2021
No WBC Elections in 2021