



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks. RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre at 8.00 pm, or on the rising of the Woodley Memorial Recreation Ground Charity meeting if this is later, on Tuesday 11 February 2014, at which your attendance is requested.

Deborah Mander
Town Clerk

Town Forum

The first 30 minutes of the meeting will be set aside for members of the public to pose questions to the Council.

If there are no questions, the Council will commence business forthwith.

A G E N D A

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING 10 DECEMBER 2013**

To approve the Minutes of the Council Meeting held 10 December 2013 and that they be signed by the Chairman.

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4. **COMMITTEE REPORTS**
To receive reports from the following:

4.1	Plans Committee	17 December 2013	Page 13
4.2	Leisure Services Committee	7 January 2014	Page 21
4.3	Plans Committee	21 January 2014	Page 27
4.4	Community Services Committee	28 January 2014	Page 35
4.5	Strategy and Resources Committee	4 February 2014	Page 41

5. **WOKINGHAM BOROUGH COUNCIL GREENSPACE RECREATION AND SPORTS STRATEGY**
To note the response to the Town Council's consultation comments. ***(Appendix 5)*** Page 51

6. **SITE OF URBAN LANDSCAPE VALUE JOINT WORKING PARTY**
To note that Earley Town Council's Planning Committee resolved not to hold a meeting of the joint working party at this point. It is understood that a question may be put to the Executive on 20 February by either a Town or a Borough Councillor.

7. **PETITIONS RECEIVED BY WOKINGHAM BOROUGH COUNCIL**
To note that Wokingham Borough Council's Constitution Working Party will be recommending that its petition protocol include a requirement that parish/town clerks be informed of any petitions relating to their parish that are received by the Borough Council. This matter will be considered by Wokingham Borough Council at its meeting on 20 February 2014.

8. **REPRESENTATIVES ON OUTSIDE BODIES**
 - a) **Wokingham Traffic+ Forum**
To consider appointing a representative to attend meetings of this forum led by Shinfield Parish Council.

 - b) To receive any reports from Town Council representatives on outside bodies. ***(Appendix 8)*** Page 52

9. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.

10. **TOWN MAYOR'S ENGAGEMENTS**
To receive a report from Councillor Bill Soane on his engagements as Town Mayor. ***(Appendix 10)*** Page 53

11. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 10 December 2013 at 8 pm**

Present: *Councillors W. Soane (Chairman); K. Baker; T. Barker; A. Chadwick; P. Challis; J. Cheng; A. Downes; R. Duncan; B. Franklin; K. Gilder; L. Hayward; L. Higgs; M. Holmes; C. Lawley; D. Mills; R. Neall; S. Outen; S. Rahmouni; E. Rowland; D. Smith; M. Storry; M. Walker*

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

Also present: *12 members of the public*

Before the start of the meeting:

- *The Town Mayor presented grant cheques to representatives of local community groups and other organisations, as reported in Appendix A.*
- *A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in Appendix A.*

57. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors N. Cox and K. Haines.

58. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

59. **MINUTES OF THE COUNCIL MEETING OF 25 JUNE 2013**

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 25 June 2013 and that they be signed by the Mayor as a correct record.

60. **MINUTES OF THE COUNCIL MEETING OF 24 SEPTEMBER 2013**

Minute 50: Open Space, Sports and Recreation Strategy

In response to a question, the Town Clerk reported that a response to the Council's submission had been received and would be circulated to all councillors. Councillor Baker reported that Wokingham Borough Council had amended the strategy in response to the comments from Woodley Town Council.

Minute 51: Site of Urban Landscape Value Joint Working Party

In response to a question the Town Clerk reported that, as agreed by this Council, Earley Town Council had asked a borough councillor to pose a question at a meeting of Wokingham Borough Council. It was understood that the next opportunity for this would not be until April 2014. It was suggested that the joint working party meet to discuss a way forward.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 24 September 2013 and that they be signed by the Mayor as a correct record.

At this point in the meeting the Chairman drew Members' attention to the new meeting layout and requested that when invited to speak Members stand, if able to do so.

61. a) **MINUTES OF THE PLANS COMMITTEE: 15 October 2013**

Councillor Cheng presented the Plans Committee minutes of the meeting of 15 October 2013.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 15 October 2013.

b) **MINUTES OF THE LEISURE SERVICES COMMITTEE: 5 November 2013**

Councillor Franklin presented the Leisure Services Committee minutes of the meeting of 5 November 2013.

Minute 26: Woodford Park

In response to a question the Service Support Manager reported that the invoices for the emergency tree surgery made necessary by the severe storm on 27 October were still awaited and therefore it was not yet known whether there were sufficient reserves in the grounds maintenance budget to proceed with the removal of other trees in this financial year.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 5 November 2013.

c) **MINUTES OF THE COMMUNITY SERVICES COMMITTEE: 12 November 2013**

Councillor Hayward presented the Community Services Committee minutes of the meeting of 12 November 2013.

Minute 40: Allotments Working Party

In response to a question about meetings of the Allotments Working Party Councillor Mills, Chairman of the working party, explained that the Allotment Tenants' Association Committee Chairman was still in hospital and following discussions with another committee member, the working party meeting scheduled for 13 December would now take place on 16 January 2014. This would allow the Tenants' Association Committee to consider various matters that had been discussed informally between the Chairman and the committee member and that would be considered at the January working party meeting. The matters discussed included unworked plots and changes to the tenancy agreement and a note of this meeting had been provided to all members of the working party.

In response to a question on the process for changes to the procedure for dealing with unworked plots, the Chairman of the working party confirmed that the working party would deal with the detail.

Minute 43: Woodley Town Centre Management Initiative

Congratulations were passed to the Town Centre Management Initiative for the Christmas Extravaganza, which had been well attended and well run. The Town Centre Manager was thanked for his work in making the extravaganza a success.

It was noted that there would be free parking in the town centre on the three Saturdays before Christmas to help increase trade.

Minute 45: Highways

In reply to a question the Town Clerk confirmed that the letter regarding the traffic disruption in Woodley had been sent to Wokingham Borough Council, but that a reply had not yet been received.

Minute 46: Community Refuse Vehicle

Councillor Hayward informed the meeting that the community refuse vehicle would be in position at the Airfield Centre, Hurricane Way from 8:00am to 11:00am on 18 January 2014.

Minute 47 b) and c): Citizens Awards Review

Councillor Rowland informed the meeting that she believed that removing the criteria to not make awards to close relatives of town councillors or people involved in political activity had challenged the integrity of the award. Members of her group would not be voting for any nominees to whom these former criteria applied.

Minute 50: Cycle Network

In response to a question the Town Clerk confirmed that a letter had been sent to Wokingham Borough Council requesting the information Members had asked for at the meeting and a reply had been received. It was noted that it would not be appropriate for Woodley Town Council to make further comments on the proposals for Wokingham Road as this was within the parish of Earley.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee meeting held on 12 November 2013.

d) MINUTES OF THE PLANS COMMITTEE: 19 November 2013

Councillor Cheng presented the Plans Committee minutes of the meeting of 19 November 2013.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 19 November 2013.

e) MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE: 26 November 2013

Councillor Baker presented the minutes of Strategy and Resources Committee meeting on 26 November 2013.

Minute 43; Public Toilets Working Party

In response to a question the Town Clerk reported that the Public Toilets Working Party would meet in February to look at the responses to the public consultation and to make any recommendations to the Strategy and Resources Committee. She confirmed that residents were still able to comment on the proposals via the Town Council website and this had been advertised in the local newspaper.

Minute 46: War Memorial / Civic Space

In response to a question the Town Clerk reported that the war memorial liaison group was not a formal working party. The Service Support Manager reported that no decision had yet been made on the exact location of the war memorial and civic space. He had spoken to the landscape architect regarding the alternative locations and would arrange

a meeting early in the new year with the Woodley War Memorial Project group.

Councillor Rhamouni requested clarification that the £10,000 deposit to be paid from the special projects earmarked reserve would be refunded from donations to the Woodley War Memorial Project Group. The Town Clerk confirmed that this was the case, as resolved in minute 46, and that the maximum liability to the Council was estimated to be £5,000. The remainder of the money had already been raised by the Woodley War Memorial Project Group.

In reply to a question the Town Clerk confirmed that although the Town Council did not have a power conferred on it to purchase a war memorial, under Section 137 of the Local Government Act 1972 it did have the power to spend money on this item if it believed it was in the interest of groups and individuals within the town.

Minute 47: Bulmershe Youth and Community Centre

In reply to a question Councillor Baker explained that as the organisation that would be running the youth club had finally been confirmed, the Council had the opportunity to put together a business plan and apply for transition funding from Wokingham Borough Council. The transition funding would be for taking over the running of the youth club, but may also cover the necessary refurbishment of the centre.

RESOLVED:

- ◆ To approve the schedule of meetings for the 2014/15 municipal year, as attached at Appendix B.
- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 26 November 2013.

62. **CAPITAL PROGRAMME**

The Service Support Manager presented Report No. FC 3/13. He explained that it had not been possible to present proposals for the 2013/14 capital programme earlier in the year as reduced capacity had increased the time taken to complete existing projects and assess new projects. Projects included in the 2013/14 programme were those which were urgent and those which could be completed before 31 March 2014.

Proposed items for the 2014/15 capital programme would be provided in the new financial year and it was intended that in future this would form part of the budget setting process.

RESOLVED:

- ◆ To note Report No. FC 3/13.
- ◆ To approve the 2013/14 capital programme, as attached at Appendix C.

63. **PETITIONS TO WOKINGHAM BOROUGH**

Members noted that, following recent discussions at Council and by the Community Services Committee on the matter of the Town Council being made aware of petitions relating to the town being presented to the Borough Council, the Democratic Services Manager at Wokingham Borough Council had agreed to include a proposal to the next meeting of the Constitution Working Group on this matter. The proposal would be to include in the petition protocol a requirement

that town and parish councils, through their clerks, be informed of any petitions relating to their parish received by Wokingham Borough Council committees or officers.

64. **COMMEMORATION OF AVIATION HISTORY**

Members noted that, following the request from a resident at the Town Forum on 24 September 2013 for a commemoration of the town's aviation history at the former Linpac site, the Town Clerk had met with the Chairman of the Museum of Berkshire Aviation Trust. As a result of that meeting, the Town Clerk would be writing to the developer of the site to propose that a plaque and information board be provided within the development. The Chairman of the trust had agreed to provide suitable information and wording for these.

Members also noted that names of aircraft with local connections had been included on the list of suggested street names for future developments in Woodley.

65. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written reports:

- Museum of Aviation Trust by Councillor Outen
- ARC from Mrs Shelagh Flower
- Highwood Conference by Councillor Holmes and Councillor Gilder
- Poors' Land Charity by Councillor Cheng
- NALC Conference and Exhibition 2013 by Councillor Cheng

66. **LEADER'S STATEMENT**

The Leader of the Council made the following statement to the Council:

"I will keep this brief as I am sure you are all waiting for the Mayors mince pies and wine so I won't delay you too long. Since September a huge amount of business has been conducted through the various committees.

I would like to thank all councillors who have helped the respective chairman complete their extensive agendas by acting in a very professional way. I would like to especially thank Deborah and the officers who have had to put in even more effort in putting the agendas and reports together.

The result is that some very important decisions have been made for the direct benefit of residents. I would like to mention a couple of them.

First of all can I report a hugely successful first ever "Festival of Business" dedicated to the small businesses within Woodley. Over 100 individuals attended to network culminating in a key note address from a leading Woodley based businessman who runs a multimillion worldwide operation from Headley Road East. As council leader I was extremely pleased to support this event with the Town Council as a co-sponsor. These businesses need all the support they can get as they are the ones most likely to provide future employment for our residents. The positive coverage for the Town Council was immeasurable.

Next as already reported, a new Youth Club aimed at providing universal provision is currently being put together for Bulmershe. I have met the team from the Vineyard Church who will be responsible for this and I know they are going to provide a fantastic facility for our youth. I intend to drop in when free when it is up and running and I urge all councillors to go and visit at least a

couple of times a year. I think you will be pleasantly surprised over the enthusiasm and credentials of this team.

Discussions regarding the future of Bulmershe Leisure Centre continue and I hope to bring some news back to this council sometime in the future. The staff has been fully briefed on developments as and when there was any and will continue to be fully integrated into those discussions.

We have just started the budget setting process which will come to the private members meeting in January. There are extreme pressures coming from pension changes and of course energy costs. It is going to be a difficult task to set the budget for 2014/15 with some very hard decisions having to be made.

So it simply leaves me to wish everyone a happy Xmas and a prosperous New Year. I hope you all return in January suitably refreshed ready to deal with the challenges of next year."

67. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed the Council of the 12 engagements he had attended since the last meeting.

He thanked the Town Centre Manager for a wonderful weekend of activities and entertainment during the Christmas Extravaganza.

The Town Mayor also suggested that, instead of sending Christmas cards to each other, Members could make a donation to the Mayor's Charity, the Woodley War Memorial Project.

The Deputy Mayor had attended 2 engagements and reported on these.

68. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Meeting closed at 9:25pm

Meeting of the Town Council on 10 December 2013

Before the start of the meeting the Mayor presented grant cheques to representatives of the following local community groups and other organisations:

Berkshire County Blind Society, Cruse Bereavement Care, Reading Spring Gardens Brass Band, St James Church Centre, Woodley Adopt a Street Project (WASP), 1st Woodley Boys Brigade, Woodley Festival of Music and Arts, Woodley Saints Football Club, Woodley United Football Club, Woodley Volunteer Centre. Music Spectrum was regrettably unable to attend to receive their grant cheque and sent their apologies.

There being no members of the public wishing to pose questions to the Council, no Town Forum took place.

TIMETABLE OF MEETINGS - 2014/2015
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Plans Committee meetings start at 7.45pm. All other Council and Committee meetings start at 8 pm (unless otherwise notified) and members of the public are welcome to attend.

PLANS COMMITTEE	LEISURE SERVICES	COMMUNITY SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
2014 20 May 17 June	2014 27 May (SH)	2014 3 June	2014 10 June	2014 Annual Meeting 13 May 24 June
15 July 19 August (SH) 23 September	2 September (SH)	9 September	16 September	30 September
21 October 18 November 16 December	4 November	11 November	25 November	9 December
2015 20 January	2015 6 January	2015 27 January	2015 3 February	2015 Budget Meeting 13 January 10 February
17 February (SH) 17 March 21 April 26 May (SH)	24 March	31 March	14 April (SH)	Town Electors 3 March Annual Meeting 19 May

(SH = School Holidays)

SCHOOL TERM DATES

2014 Tuesday 7 January to Friday 4 April
 Tuesday 22 April to Wednesday 23 July
 Wednesday 3 September to Friday 19 December
 (NOTE: *Training days - to be agreed*)

Half Term: 17 - 21 February
 Half Term: 26 - 30 May
 Half Term: 27 - 31 October

Good Friday: 18 April
 WBC Elections: 22 May 2014

2015 Tuesday 6 January to Thursday 2 April
 Monday 20 April to Wednesday 22 July
 (NOTE: *Training days - to be agreed*)

Half Term: 16 - 20 February
 Half Term: 25 - 29 May

Good Friday: 3 April
 WTC & WBC Elections: 7 May 2015

Capital Programme 2013/14

APPENDIX C

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	2000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000		Annual Allocation	Annual allocation - Improvements to Malone Road play area to supplement Section 106 allocation
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Drainage improvements - Woodford Park	5000	Carried Forward from 2012/13	Revised quotes higher than estimated last year	Works to improve drainage on driveway at entrance to Woodford Park
Replace dividers Woodford Park LC function room	7500	Carried Forward from 2012/13	Revised quotes higher than estimated last year	Replace dividers in function room due to age - poor condition
Improvements to outside Woodford Park Leisure	9250		£750 spent in 2012/13	Improvements to Leisure Centre frontage/approach (Rec from Leisure Services Committee 27/3/12)
Sports Hall Roof - Woodford Park LC	4000			Repairs to guttering, down pipes and replacement of rusted roof panels
Committee Rooms - Woodford Park LC	3000			Decorate/new flooring/ventilation
Sub total	44250			

ROLLING FUNDS		Project Cost (Estimated)	Total in fund	
Woodford Park car park resurfacing	5000	60000	20000	Resurfacing and repair of car park substructure. 4 years allocation

FUNDED BY	
Carry forward balance from 2012/13	83131
Capital Programme Balance	38881

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Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 17 December 2013 at 7:45 pm.

Committee Members Present :- Councillor T. Barker
Councillor J. Cheng (Chairman)
Councillor R. Duncan
Councillor M. Holmes
Councillor R. Neall
Councillor M. Storry
Councillor M. Walker

Also in Attendance :- L. Matthews, Committee Officer

01 APOLOGIES FOR ABSENCE

No apologies for absence were received.

02 DECLARATIONS OF INTEREST

Councillor Holmes - Prejudicial interest : Agenda item 5.5, planning application F/2013/2274: 10 Radcot Close, as the applicant is known to her.
Councillor Holmes took no part in the decision on this item.

03 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 19 November 2013 and for the Chairman to sign them as a true and accurate record.

04 PLANNING DECISIONS

RESOLVED:

To note information on decision notices received from the planning authority since the last meeting. (Appendix 4).

05 CURRENT PLANNING APPLICATIONS

RESOLVED:

To forward comments to the Borough Council as follows:

05- 1	F /2013/0761	Plot Ref :-	Type :-	Full
	Applicant Name :-	Taylor Wimpey West London	Date Received :-	25/11/2013
	Location :-	Land at Sandford Farm Mohawk Way Woodley RG5 4SU	Date Returned :-	18/12/2013
	Proposal :	Application for the erection of 80 residential units with associated access, parking and landscaping. (Received 10/05/2013)		
		Amended plans received 22/10/2013: Application for the erection of 73 residential units with associated access, parking and landscaping.		
		Amended plans received 25/11/2013: Minor alterations to layout, including minor changes to unit types/positions and enhanced parking provision and landscaping throughout the site.		

Observations : REVISED PLANS RECEIVED 25/11/2013:

The application was determined before the committee could meet to consider these revised plans.

REVISED PLANS RECEIVED 22/10/2013:

The committee considered the revised plans received on 22/10/2013 and appreciated that some of their previous concerns had been addressed by the removal of plots 12 to 18; however the committee still had the following concerns:

- Impact on traffic
- Flood risk
- Increased traffic

COMMENTS ON PLANS RECEIVED MAY 2013:

Five residents were present at the meeting to voice their concerns and a letter of concern had been received.

Their concerns related to:

- the positioning of plots 12 to 18 are on the boundary line and very close to the existing properties in Lindberg Way and Phillips Close
- the 3 storey houses on the border edge are very high and will result in loss of privacy
- overlooking
- loss of light
- impact on services
- flood risk
- increased traffic on the roads in and around the new development particularly at peak times

The committee supported the residents objections and had the following concerns:

- loss of light and privacy particularly from the three storey properties
- plots 12 to 18 are too close to the boundary of Lindberg Way and Phillips Close
- Flood risk
- Increased traffic

05- 2	F /2013/2220	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr Jon Liddle	Date Received :-	25/11/2013
	Location :-	37 Cypress Road Cypress Road Woodley RG5 4BD	Date Returned :-	18/12/2013
	Proposal :	Proposed erection of a single storey side and rear extension to dwelling, plus pitched roof over existing front bay window. Demolition of existing garage.		
		Amended plans received 25/11/2013: Revised plans show a reduction in the rear projection of the single storey rear extension and changes to the roof design at both the front and rear to hip the roof.		
	Observations :	The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.		
		The committee had no further comments on the revised plans received 25/11/2013.		

05- 3 F /2013/2255 Plot Ref :- Type :- Full
Applicant Name :- Mrs Judith Bennett Date Received :- 18/11/2013
Location :- 330 Headley Road East Date Returned :- 18/12/2013
Headley Road East
Woodley
RG5 4SJ
Proposal : Proposed conversion of loft space with the insertion of 5No. rooflights to create habitable accommodation to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 4 F /2013/2271 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Brown Date Received :- 18/11/2013
Location :- 17 Stonehaven Drive Date Returned :- 18/12/2013
Stonehaven Drive
Woodley
RG5 4DE
Proposal : Proposed erection of a first floor side extension and single storey rear extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 5 F /2013/2274 Plot Ref :- Type :- Full
Applicant Name :- Mr Matthew Key Date Received :- 20/11/2013
Location :- 10 Radcot Close Date Returned :- 18/12/2013
Radcot Close
Woodley
RG5 3BG
Proposal : Proposed two storey rear and first floor side extension to dwelling plus part conversion of garage to habitable accommodation.
Observations : One resident was present at the meeting to voice her concerns. These concerns related to:
- Loss of light
- Loss of privacy
- Concern that any damage to tree roots will weaken the surrounding trees.

Following the resident's comments the committee discussed the application and recommended that the application be refused on the following grounds:
- Loss of light to properties in Western Avenue
- Loss of privacy to properties in Western Avenue
- The house will become overbearing
- The extension is out of keeping with other properties in the area
- Concern that the roots of surrounding trees will be damaged during construction
- Would like the points raised in correspondence from Landscape and Tree to Development Control, dated 1/11/2012, to be taken into consideration as extensive pruning will be required at the time of construction and periodically afterwards to trees which may not respond well to excessive works. The tree survey undertaken only considers the work required to allow construction to take place.

05- 6 F /2013/2279 Plot Ref :- Type :- Full
Applicant Name :- Mr Trevor Spice Date Received :- 21/11/2013
Location :- 1 The Hedgerows Western Avenue
Woodley RG5 3BQ Date Returned :- 18/12/2013
Proposal : Proposed erection of a single storey rear extension and the demolition of the existing conservatory.
Observations : No comment.

05- 7 F /2013/2352 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Kidd Date Received :- 05/12/2013
Location :- 9 Penrose Avenue Penrose Avenue
Woodley RG5 3PA Date Returned :- 18/12/2013
Proposal : Proposed first floor side, two storey rear extension, pitched roof to garage and insertion of roof light.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 8 F /2013/2408 Plot Ref :- Type :- Full
Applicant Name :- Mr Richard Soroko Date Received :- 09/12/2013
Location :- 18 Carlton Close Carlton Close
Woodley RG5 4JS Date Returned :- 18/12/2013
Proposal : Proposed removal of two existing detached sheds and erection of single storey detached outbuilding.
Observations : No comments and no objections.

05- 9 F /2013/2416 Plot Ref :- Type :- Full
Applicant Name :- Mrs Michelle McInnes Date Received :- 10/12/2013
Location :- 22 Nimrod Close Nimrod Close
Woodley RG5 4DW Date Returned :- 18/12/2013
Proposal : Proposed erection of a single storey rear/part side extension to dwelling, following demolition of existing conservatory, plus conversion of existing garage/store to additional habitable accommodation with changes to existing fenestration.
Observations : No objections.

05- 10 F /2013/2437 Plot Ref :- Type :- Full
Applicant Name :- Mr David Barron Date Received :- 09/12/2013
Location :- 32 Butts Hill Road Butts Hill Road
Woodley RG5 4NH Date Returned :- 18/12/2013
Proposal : Proposed single storey front extension to create front entrance porch.

Observations : No comments and no objections.

05- 11 F /2013/2438 Plot Ref :- Type :- Full
Applicant Name :- Mark and Spencer plc Date Received :- 13/12/2013
Location :- 406 London Road Date Returned :- 18/12/2013
London Road
Earley
RG6 1BJ
Proposal : Proposed erection of an acoustic fence as plant enclosure to the side elevation of the store.
Observations : No comments and no objections

06 NEIGHBOUR CONSULTATION SCHEME

RESOLVED:

To note application OFF/2013/2273 for the conversion of existing first floor office (use class B1) to one residential dwelling (use class C3).

Location: Unit 9, Loddon Vale Centre, Hurricane Way, Woodley, RG5 4UX.

07 TREE PRESERVATION ORDERS

RESOLVED:

To note the following:

TPOs 3/1951 and 4/1961, 50 Antrim Road, Woodley.
Consent for the selective pruning of an oak tree.

TPO 753/1995, 1 Windermere Close, Woodley.
Consent for the selective pruning of an oak tree.

TPO 194/1980, 12 Oak Drive, Woodley.
Consent for the selective pruning of a yew tree.

08 READING BOROUGH COUNCIL PLANNING POLICY DOCUMENTS

RESOLVED:

To note that Reading Borough Council is consulting on the following planning policy documents:

- a) Changes to affordable Housing Policies
- b) Draft Statement of Community Involvement
- c) Changes to the Sustainability Appraisal Scoping Report

09 ENFORCEMENT ISSUES

The chairman informed the meeting of four ongoing enforcement matters in the parish.

The Meeting closed at : 8:45pm

Signed : _____ Chairman Date: _____
On behalf of : Woodley Town Council

PLANNING DECISIONS

Plan No.	Description	Address	Decision
F/2013/1149	Joint application for proposed two storey rear extensions to both properties plus front porch extension to No.5.	5 & 6 Rushmere Cottages, Colemans Moor Road	Approved
F/2013/1709	Proposed erection of a first floor side extension, single and two storey rear extensions to dwelling.	16 Willowside	Approved
F/2013/1973	Proposed alteration to roof to form two roof dormers and roof gables.	11 Selsdon Avenue	Refused
F/2013/1983	Application for the change of use to Class B8 (Storage and Distribution) with ancillary trade counter and insertion of glazed door to east elevation. (Retrospective)	Unit 1 Base 329, Headley Road East	Approved
F/2013/1984	Proposed erection of a single storey rear extension to form a conservatory.	12 Brecon Road	Approved
F/2013/2001	Proposed erection of single storey front/side extension and two storey side extension to dwelling.	81 Ravensbourne Drive	Approved
F/2013/2018	Proposed first floor rear extension and single storey rear extension to form conservatory to dwelling.	66 Rochester Avenue	Approved
F/2013/2048	Proposed erection of single storey rear extension and single storey front extension to form porch.	34 Colemans Moor Road	Approved
F/2013/2067	Proposed erection of a part single/part double storey rear extension to dwelling.	3 Nimrod Close	Approved
F/2013/2076	Proposed erection of single storey front, side and rear extensions to the existing dwelling with new integrated garage, following conversion of the existing garage into habitable accommodation and demolition of the existing workshop.	48 Arundel Road	Approved
F/2013/2184	Proposed erection of a single storey rear extension to dwelling.	15 Duncan Road	Approved
F/2013/2229	Proposed extensions to side (south) and rear (east) roof elevations to convert loft to habitable accommodation plus alterations to side (north) roof elevation to incorporate skylight windows.	7 Selsdon Avenue	Refused

Appendix 4 cont'd

Plan No.	Description	Address	Decision
CLP/2013/2233	Certificate of lawfulness for the proposed erection of a single storey side/rear extension to dwelling and partial conversion of garage to a wc.	41 Hawker way	Single storey side/rear extension: Approved Partial conversion of garage to a wc: Refused

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 7 January 2014 at 8.00 pm**

Present: *Councillors B. Franklin (Chairman); T. Barker; A. Chadwick; P. Challis;
N. Cox; S. Outen; S. Rahmouni; M. Willson*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager;
A. Bunn, Leisure Services Manager; L. Matthews, Committee Officer;
E. Whitesmith, Sports Facility Manager – Woodford Park Leisure Centre*

Also present: *Anna Kocerhan and Rob Edwards, Sports Solutions;
Donna Fitzpatrick, Bulmershe Gym Club*

29. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A. Downes.

30. **MINUTES OF THE MEETING HELD ON 27 AUGUST 2013**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 27 August 2013 be approved and signed by the Chairman as a correct record.

31. **MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2013**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 5 November 2013 be approved and signed by the Chairman as a correct record.

32. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

33. **3G ARTIFICIAL GRASS PITCH**

Anna Kocerhan and Rob Edwards, Sports Solutions, were welcomed to the meeting.

Anna Kocerhan thanked the Town Council for inviting them to the meeting and presented the Sports Solutions report on the proposals for installing a 3G artificial pitch at Woodford Park. She reported that a viable proposal for the new pitch had now been reached, meeting the needs of all the potential users, and giving a more accurate indication of the costs involved and how the pitch would be operated. The proposed pitch was a 3G artificial pitch, which was ideal for football. It would not be a full-size pitch, but would be appropriate for new format football (9v9), which was predominantly played by youth teams, and would be ideal for training for all ages and levels of player.

Ms Kocerhan explained that Sports Solutions had already started discussions with the Football Foundation and Sport England regarding funding, but that planning permission would need to be obtained before the grant applications could be submitted. She anticipated that 50% of the total project cost would be recoverable through grants and it was possible that Section 106 money could be available to cover part of the remaining costs. Following discussion with Members, Ms Kocerhan agreed to approach Wokingham Borough Council in the next few weeks to start discussions regarding Section 106 contributions and would liaise with the Service Support Manager about this, dependant on

Council's approval for the next stage. It was noted that further investigation would be required in respect of VAT recovery and charging structures.

Ms Kocerhan also informed Members that construction of the pitch would take 16 weeks and should be scheduled to cause the minimum amount of disruption to users. She suggested that a construction start date of May 2015 would enable work to take place during the "close season" and would not lead to displacement of users.

The next stage would be the preparation and submission of a planning application for the project. Ms Kocerhan believed that the planning authority may require surveys on noise and lighting to be carried out and provided as part of the application and suggested that any funding allocated for this stage include an amount to cover any such requirement. She agreed to speak to the planning authority on this matter and give an indication of the possible costs.

Having considered the information provided and discussed it was

RESOLVED:

- ◆ To recommend to the Strategy and Resources Committee that:
 - The Council proceed with the project to install a 3G artificial grass pitch and associated works at Woodford Park.
 - The Council instruct Sports Solutions to proceed with the preparation and submission of a planning application for the proposed 3G artificial grass pitch and associated works.
 - The Council allocate a sum of £4,500 from the special projects earmarked reserve to cover the costs of the application and possible surveys.
 - Subject to approval of the above recommendations, the Council seek and identify funding to cover the estimated £200,000 required for the project to meet the 50% partnership funding required under the terms of potential grant funders.
 - Subject to approval to allocate funding to prepare and submit a planning application for the project, and subject to sufficient of those funds being available, officers be delegated to commission any surveys required as part of the planning application process.

34. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 1/14.

RESOLVED:

- ◆ To note Report No. LS 1/14.

35. **LEISURE CENTRES**

The Leisure Services Manager presented Report No. LS 2/14.

Healthy Habits Kids

The Leisure Services Manager introduced the Sports Facility Manager at Woodford Park Leisure Centre, who gave a short presentation on the Healthy Habits Kids initiative that would be launched at the end of January 2014. The Sports Facility Manager explained that Healthy Habits Kids would offer a large range of activities for children, with new activities including soccer skills, mini tennis, Zumbini and karate club, and would also incorporate a new children's party structure, which would widen and improve the range of parties on

offer. He reported that improved marketing techniques would be employed based around the new children's logo, which would be used for all activities. Regular hirers had been offered the opportunity to be part of the programme and were interested in taking this up.

Members congratulated the Sports Facility Manager for the introduction and development of the Healthy Habits Kids programme and thanked him for his presentation.

Healthy Habits

The Facility Manager at Woodford Park Leisure Centre reported that the total number of members was currently 743, an increase of 111 members since the last meeting. He informed members that the activity programme on offer was continually growing, with the introduction of Boxercise, Yoga and Stretch planned for January 2014.

Sports Development

Run England

The Leisure Services Manager reported that he had recently met with the regional representative from Run England, and was hoping to introduce three of their projects within Woodley. These projects were:

- Run England Groups – aimed at beginner runners.
- Run England 321 – which aimed to provide a range of permanently marked out running routes across the country for anyone to use.
- Athlefit – which combined athletics with a fitness programme and was particularly popular with older people and disabled groups.

Rounders England

Members noted that a rounders development plan had been submitted to Rounders England for a further grant of £2000 for 2014, and a decision was expected in January.

Physical Activity Work Group

The Leisure Services Manager reported that he hoped that involvement with this group would result in better support for GP referrals at the Council's leisure facilities.

Meeting with Wokingham Health Improvement Officer

The Leisure Services Manager informed Members that the targeted swimming lessons for 14 - 21 year olds from hard to reach families were to start that week, and work on the arrangements for the targeted kick-boxing classes and the healthy habits class for the elderly at Alexandra Place was ongoing. In reply to a question, he explained that it was hoped that the classes at Alexandra Place would encourage residents to make more use of the Council's facilities.

Woodley Sports Week, 19 – 23 May 2014

The Leisure Services Manager reported that the timetable for the 2014 Woodley Sports Week had been finalised and there had already been a lot of interest from local schools.

Bulmershe Leisure Centre

Free swimming for over 60s

Members noted that a total of 923 users have accessed the free swimming sessions since 1 October 2013.

Swim school

Members were pleased to note that the Swim School had achieved its income target by Christmas and there were currently 577 students enrolled, with 95% of the available spaces in classes filled.

Woodford Park Leisure Centre

Cage Cricket

Following a recent meeting with a representative from Cage Cricket, the Leisure Services Manager reported that Cage Cricket had become very popular in parts of the country, with a wide range of participants from across the local communities and had the potential to help develop Woodford Park as a sporting hub within the town. He would produce a business case for the purchase of equipment.

Capital Investment

Members considered a proposal to engage in further discussions with Badminton England and Bulmershe Gym Club regarding the possibility of providing more sports hall space at the centre to help meet the growing demand for these two sports. Members discussed this and were of the view that the provision of sports opportunities could be improved by working in partnership with local sports clubs.

Apprenticeship

Following the success of the apprenticeship scheme which was currently running at Bulmershe Leisure Centre, the Leisure Services Manager asked members to consider including funding in the 2014/15 budget for an apprenticeship post at Woodford Park Leisure Centre.

RESOLVED:

- ◆ To note Report No. LS 2/14.
- ◆ That the Leisure Services Manager hold further discussions with Badminton England and Bulmershe Gym Club regarding sports hall space at Woodford Park Leisure Centre.
- ◆ To support the inclusion of funding in the 2014/15 budget for an apprenticeship post at Woodford Park Leisure Centre.

36.

PARKS AND BUILDINGS

The Service Support Manager presented Report No. LS 3/14.

Woodford Park Leisure Centre

It was reported that the reception area and the function room had been decorated by the Maintenance Team and damaged sections of guttering and some roof panels to the sports hall roof had been replaced. Decoration of the upstairs committee rooms, including replacement of the worn carpet tiles, would be undertaken by the Maintenance Team in January. Replacement of the room partitions in the function room and installation of replacement front doors would be carried out in the coming weeks.

Malone Park

The Service Support Manager reported that consultation on the items of equipment was currently underway and it was expected that the equipment would be installed in Spring 2014.

Western Avenue Access Road

Members noted that Shared Legal Solutions had been unable to establish ownership of the land and had been asked to provide information on the options available to the Council for adopting the area.

Community Orchard

The Service Support Manager reported that a suitable location for the community orchard had been identified at the rear of Coronation Hall and that it was proposed to plant approximately 20 trees. He informed Members that residents of Halstead Close would be consulted on the proposal.

Energy Contracts

Members were pleased to note that new contracts for the supply of gas at the leisure centres and the Oakwood Centre had been agreed and a price rise had been avoided by going through a broker; electricity smart meters had also been installed at all sites at no cost to the Council.

RESOLVED:

- ◆ To note Report No. LS 3/14.

37. **WOODFORD PARK LEISURE CENTRE ENTRANCE IMPROVEMENTS WORKING PARTY**

Councillor Outen presented Report No. LS 4/14, on the meeting of the Woodford Park Leisure Centre Improvements Working Party held on 4 December 2013. He explained that there were two suggested designs for the entrance and that the working party recommended that work should start with the common elements from both design options, and that Option 2, the larger scale works, should be costed and considered at a later date, in conjunction with the 3G artificial pitch project and car park refurbishment project. Following discussion, members agreed that the improvements to the entrance would help to raise the profile of Woodford Park Leisure Centre and make it more accessible. They thanked the Service Support Manager and his team for progressing the design work.

RESOLVED:

- ◆ To note Report No. LS 3/14.

38. **CHARGES 2014/15**

The Chairman presented the draft charges for 2014/15 and invited questions. He explained that the price increases were generally in line with inflation, except for the cost of the Healthy Habits card, which had been increased following a review of the scheme, and a new category of family membership had been introduced. The Chairman also explained that the discounts for 18s and under and pensioners had been standardised at approximately 15%, meaning that some of the concessionary rates had increased.

In response to a question, the Leisure Services Manager reported that although the proposed charges for adult swimming had increased by more than the rate of inflation the cost would still be less than that charged at other facilities in the local area. He also explained that the charges for the cricket nets had been increased to reflect the provision of new facilities.

The Chairman explained that an increase was proposed for the cost of a plaque displayed in the Garden of Remembrance as the price had not changed since the introduction of the plaques in 2006, and in that time the cost of the plaques to the Council had increased significantly. It was agreed that the charges for non Woodley residents be slightly increased in the proposed charges.

RESOLVED:

- ◆ To recommend that the proposed charges for 2014/15, as presented, be approved.
Voting: For: 5 Abstentions: 3

39. **REVISED ESTIMATES 2013/14**

The Town Clerk presented Report No. LS 5/14.

RESOLVED:

- ◆ To note Report No. LS 5/14.
- ◆ To recommend that the Strategy and Resources Committee that the Revised Budget Estimates for 2013/14, as presented, be approved.

40. **BUDGET ESTIMATES 2014/15**

The Town Clerk presented Report No. LS 6/14.

RESOLVED:

- ◆ To note Report No. LS 6/14.
- ◆ To recommend that the Budget Estimates for 2014/15, as presented, be approved.
Voting: For: 5 Abstentions: 3

41. **WOKINGHAM SPORTS AWARDS 2013**

Members noted the information enclosed regarding the Wokingham Sports Award categories and winners.

42. **FUTURE AGENDA ITEMS**

The Chairman invited the committee to suggest future items for consideration by the committee.

RESOLVED:

- ◆ To include the following future items for consideration by the committee:
 - Update on the entrance into Woodford Park from Western Avenue.
 - Update on progress regarding the 3G pitch.
 - Update on progress of discussions with Badminton England and Bulmershe Gym Club.

43. **PUBLICITY AND WEBSITE**

No items were identified.

The meeting closed at 10:05 pm

Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 21 January 2014 at 7:45 pm.

Committee Members Present :- Councillor T. Barker
Councillor J. Cheng (Chairman)
Councillor R. Duncan
Councillor M. Holmes
Councillor R. Neall
Councillor M. Walker

Also in Attendance :- Councillor K. Baker
L. Matthews, Committee Officer

01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N. Cox and M. Storry.

02 DECLARATIONS OF INTEREST

Councillor M. Holmes - Non-prejudicial interest : Agenda item 05.4, planning application F/2013/2493: Waitrose, Crockhamwell Road, as she is chairman of the Woodley Town Centre Management Initiative.

03 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 17 December 2013 and for the Chairman to sign them as a true and accurate record.

04 PLANNING DECISIONS

RESOLVED:

To note information on decision notices received from the planning authority since the last meeting. (Appendix 4).

05 CURRENT PLANNING APPLICATIONS

RESOLVED:

To forward comments to the Borough Council as follows:

05- 1 A /2013/2315 Plot Ref :- Type :- Advertise
Applicant Name :- Mr Matthew Finch, Finch Group Date Received :- 19/12/2013
Location :- 53A Crockhamwell Road Date Returned :- 22/01/2014
Crockhamwell Road
Woodley
RG5 3JP
Proposal : Application for advertisement consent for 1 No. fascia advertisement sign.
Observations : No objections.

05- 2 F /2013/2478 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs A Perry Date Received :- 16/12/2013
Location :- 30 Tippings Lane Date Returned :- 22/01/2014
Tippings Lane
Woodley
RG5 4RY
Proposal : Proposed conversion of garage to create habitable accommodation with bay window and erection of single storey front entrance porch extension with pitched roof over. Demolition of existing porch.

Observations : No comment.

05- 3 F /2013/2480 Plot Ref :- Type :- Full
Applicant Name :- Mrs Lucy Faulkner Date Received :- 19/12/2013
Location :- 12 Jerome Road Date Returned :- 22/01/2014
Jerome Road
Woodley
RG5 3NH
Proposal : Proposed erection of a two storey side and rear extension to dwelling plus new front porch with integral wc.
Observations : The committee agreed to make no comment on the proposals, but particularly asked that any neighbours' concerns be taken into account and would like to ensure that the block paving to the front garden conforms with guidelines regarding drainage.

05- 4 F /2013/2493 Plot Ref :- Type :- Full
Applicant Name :- Mr Jamie Charlesworth Date Received :- 23/12/2013
Location :- Waitrose Date Returned :- 22/01/2014
Crockhamwell Road
Woodley
RG5 3JW
Proposal : Proposed installation of external horticulture units to the front of store and associated works.
Observations : One letter of concern had been received. These concerns related to:
- The proposed units are close to the bicycle racks and the seating area for Costa and will restrict passage for pedestrians and cause a bottleneck
- The units will restrict access for vehicles on market day
- There seems to be insufficient room provided to park the shopping trolleys
Following these comments the committee discussed the proposals and recommended that the application be refused on the following grounds:
- Due to the proximity of the bicycle racks and the seating area for Costa, the units will cause a bottleneck and restrict the passage of pedestrians
- Due to the proximity of the bicycle racks and the seating area for Costa the units will restrict access for vehicles on market day
- Concern that insufficient space will be provided to park the shopping trolleys
- The proposed units are inappropriate for the street scene due to their height
- The drawings are misleading as the existing street scene is not shown (bicycle racks and Costa seating area).

05- 5 F /2013/2510 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Mark Borthwick Date Received :- 23/12/2013
Location :- 6 Rushmere Cottages Date Returned :- 22/01/2014
Colemans Moor Road
Woodley
RG5 4BZ
Proposal : Proposed erection of a replacement double length garage to side of house, following demolition and removal of existing timber garage.
Observations : No objections.

05- 6 F /2013/2511 Plot Ref :- Type :- Full
Applicant Name :- Mr Oliver Hermes Date Received :- 03/01/2014
Location :- Woodley House, 65-73 Date Returned :- 22/01/2014
Crockhamwell Road
Woodley
RG5 3JP
Proposal : Proposed change of use of second floor from B1 (office use) to C3
(dwellings) to provide 6 self contained flats with associated parking, bin
store and cycle storage.
Observations : No objections.

05- 7 F /2013/2574 Plot Ref :- Type :- Full
Applicant Name :- Mr Kenneth Craig Date Received :- 10/01/2014
Location :- 1 Alderley Close Date Returned :- 22/01/2014
Alderley Close
Woodley
RG5 4TG
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that
any neighbours' concerns be taken into account.

05- 8 F /2013/2577 Plot Ref :- Type :- Full
Applicant Name :- Mr Leigh Maher Date Received :- 13/01/2014
Location :- Land to the rear of, 95 Date Returned :- 22/01/2014
Lodden Bridge Road
Woodley
RG5 4SH
Proposal : Erection of a three bedroom chalet style bungalow with associated drive.
Observations : Two residents were present at the meeting to voice their concerns and
one letter of concern had also been received.
Their concerns related to:
- proximity of proposed new dwelling to boundary with 93 Loddon Bridge
Road
- Loss of hedgerow and trees
- Loss of privacy
- Additional traffic on Windermere Close and Loddon Bridge Road
- Additional cars will exacerbate parking problems and congestion in
Windermere Close
Following the residents' comments, the committee discussed the
application and recommend that the planning application be refused on
the following grounds:
- Loss of mature trees and hedgerow
- Loss of privacy
- Increased parking congestion which will result in access problems,
including access for emergency vehicles
- Overbearing due to excessive size of the proposed dwelling
- Approval for this application could set a precedent and encourage
further back garden development

05- 9 F /2014/0011 Plot Ref :- Type :- Full
Applicant Name :- Mrs M Pachu Date Received :- 16/01/2014
Location :- 119 Headley Road Date Returned :- 22/01/2014
Headley Road
Woodley
RG5 4JD
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : The applicant and her representative were present at the meeting to speak in favour of the application.
Following these comments, the committee discussed the application and had no objections to the proposals.

05- 10 RM/2013/2411 Plot Ref :- Type :- Res Matter
Applicant Name :- Cala Homes (South) Ltd Date Received :- 18/12/2013
Location :- Faculty of Ed & CS, UoR Date Returned :- 22/01/2014
Woodlands Avenue
Earley
RG5 4RY
Proposal : Reserved Matters application pursuant to Outline Planning Consent O/2012/0155 (Phase 1) for the erection of 34 dwellings with associated parking comprising of 5 x 3 bed dwellings, 24 x 4 bed dwellings and 5 x 5 bed dwellings on land in the north west corner of Bulmershe Campus.
Observations : The committee had the following concerns:
- Insufficient parking provided for the total number of bedrooms proposed
- Overlooking of properties in Church Road due to the height of the proposed three-storey dwellings
- The access for one house onto Church Road is very close to the junction with Woodlands Avenue
- Concern that the access provided onto Woodlands Avenue will not be sufficient for the completed development, although it seems adequate for this part of the development.

06 PLANNING APPEALS

RESOLVED:

To note the following appeal decisions:

Appeal Ref: APP/X0360/D/13/2207413

Location: 41 Rowan Drive, Woodley, RG5 4LN

Proposed development: Demolition of existing garage and erection of a rear and side extension.

Decision: Appeal allowed

Appeal Ref: APP/X0360/A/13/2198036

Location: Woodley Tennis Club, Silver Fox Crescent, Woodley, RG5 3JA

Proposed development: Erection of 5 x detached houses with garages, formation of new access and provision of 2 x parking spaces to 40 Silver Fox Crescent. Demolition of existing pavilion and removal of tennis courts.

Decision: Appeal dismissed

07 TREE PRESERVATION ORDERS

RESOLVED:

To note the following:

Woodland 2 of TPO 3/1951: 44 Wheble Drive, Woodley.

Consent for the felling of an ash tree.

Woodland 3 of TPO 3/1951 and Area 1 of TPO 4/1961: 122 Antrim Road, Woodley.

Consent for the selective pruning of an oak, 2 silver birches and a sycamore.

TPO 141/1977: 18 and 20 Radcot Close, Woodley.
Consent for the selective pruning of 3 oak trees.

TPO 256/1984: 17 Mannock Way, Woodley.
Consent for the felling and replacement of 2 silver birches and an alder.

TPO 832/1996: 9 Highcliffe Close, Woodley.
Consent for the felling and replacement of an ash tree and the selective pruning of an oak.

08 ENFORCEMENT ISSUES

The Chairman informed the meeting of five enforcement investigation closure notices received, two ongoing enforcement matters in the parish and one prosecution.

The Meeting closed at : 9:00 pm

Signed : _____

Chairman

Date: _____

On behalf of : Woodley Town Council

PLANNING DECISIONS

Plan No.	Description	Address	Decision
F/2013/0866	Proposed erection of a single storey front and side extension, erection of a single storey rear extension, conversion of garage to habitable room and addition of a new pitched roof in place of existing flat roof to rear of property.	10 Wyndham Crescent	Approved
F/2013/1149	Joint application for proposed two storey rear extensions to both properties plus front porch extension to No.5.	5 & 6 Rushmere Cottages, Colemans Moor Road	Approved
F/2013/1682	Proposed erection of a single storey rear extension to dwelling	5 Buccaneer Close	Withdrawn
F/2013/1983	Application for the change of use to Class B8 (Storage and Distribution) with ancillary trade counter and insertion of glazed door to east elevation. (Retrospective)	Unit 1 Base 329, Headley Road East	Approved
F/2013/2058	Proposed single storey rear and side extensions plus conversion of garage to habitable accommodation.	68 Crockhamwell Road	Approved
F/2013/2062	Erection of single storey detached outbuilding in rear garden. (Retrospective)	35 Selsdon Avenue	Approved
F/2013/2096	Proposed erection of a single storey front extension.	33 Rivermead Road	Approved
F/2013/2142	Proposed erection of a single storey rear extension and conservatory, part demolition of existing roof and replacement with new rear gable wall and two side dormers on either side of existing roof, conversion of loft to habitable accommodation.	25 Crockhamwell Road	Withdrawn
F/2013/2220	Proposed erection of a single storey side and rear extension to dwelling, plus pitched roof over existing front bay window. Demolition of existing garage.	37 Cypress Road	Approved
F/2013/2271	Proposed erection of a first floor side extension, single storey rear extension to dwelling. Front extension to existing garage and alteration of roof form over existing front porch.	17 Stonehaven Drive	Approved
F/2013/2274	Proposed erection of two storey rear and first floor side extensions to dwelling plus part conversion of garage to habitable accommodation.	10 Radcot Close	Refused

Plan No.	Description	Address	Decision
F/2013/2279	Proposed erection of a single storey rear extension and the demolition of the existing conservatory.	1 The Hedgerows, Western Avenue	Approved
F/2013/2416	Proposed erection of a single storey rear/part side extension to dwelling, following demolition of existing conservatory, plus conversion of existing garage/store to additional habitable accommodation with changes to existing fenestration.	22 Nimrod Close	Approved
F/2013/2437	Proposed single storey front extension to create front entrance porch.	32 Butts Hill Road	Approved

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Woodley Town Council

Minutes of a Meeting of the Community Services Committee held at the Oakwood Centre on Tuesday 28 January 2014 at 7:30 pm

Present: *Councillors: L. Hayward (Chairman); M. Holmes; C. Lawley; D. Mills; D. Smith; W. Soane; M. Walker*

Also present: *S. Milligan, Just Around The Corner Charity*

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

56. **APOLOGIES**

Apologies for absence were received from Councillors L. Higgs and R. Neall.

57. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

58. **EXCLUSION OF THE 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 item.

59. **CITIZENS AWARDS**

Following consideration of each of the nominations it was

RESOLVED:

- ◆ To award a total of six Citizens Awards.

60. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 12 NOVEMBER 2013**

Minute 50: Cycle Network

Councillor Lawley pointed out that he had not been included in the list of attendees at the meeting with the Wokingham Borough Council Senior Transport Planner.

RESOLVED;

- ◆ That the minutes of the meeting held on 12 November 2013 be approved and signed by the Chairman as a correct record after minute 50 had been amended to include Councillor Lawley in the list of attendees at the meeting with the Wokingham Borough Council Senior Transport Planner.

61. **JUST AROUND THE CORNER**

- a) Sam Milligan, Just Around The Corner charity, was welcomed to the meeting and presented the JAC report. He reported that the atmosphere within Woodley currently seemed very positive with very little anti-social behaviour taking place and he hoped that JAC would be able to build on this in the future. In reply to a question Sam Milligan reported that the opening of the Bosco Lounge in Woodley Town Centre did not seem to have had a

quantifiable effect on the numbers of youngsters in the town centre at night, but the situation was certainly no worse that it had previously been.

Sam Milligan informed Members that youth workers from JAC were now able to take groups of young people to the new Friday night youth club at Bulmershe Leisure Centre and were starting to build relationships with the new personnel at the youth club. The facilities available at the youth club would enable JAC to give more extensive help to some young people in need. He also reported that in addition to the equine and horticultural activities available at the Rehoboth centre, they were hoping to add bee-keeping.

- b) Members noted that the three-year Service Level Agreement with JAC for the provision of outreach youth work in the town ends in March 2014 and the Town Clerk presented Report No. CS 1/14, which set out proposals for a new Service Level Agreement for a further three years.

The Chairman thanked Sam Milligan for coming to the meeting and Sam Milligan invited Members to visit the Rehoboth centre and take part in an equine assisted therapy session.

RESOLVED:

- ◆ To note the report from the Just around the Corner charity.
- ◆ To note Report No. CS 1/14.
- ◆ To approve the proposed Service Level Agreement with JAC for the provision of outreach youth work in the town for a further three year period ending in March 2017.

62. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. CS 2/14.

63. **REVISED ESTIMATES 2013/14**

The Town Clerk presented Report No. CS 3/14.

RESOLVED:

- ◆ To note Report No. CS 3/14.
- ◆ To recommend that the Strategy and Resources Committee that the Revised Budget Estimates for 2013/14, as presented, be approved.

64. **BUDGET ESTIMATES 2014/15**

The Town Clerk presented Report No. CS 4/14.

RESOLVED:

- ◆ To note Report No. CS 4/14.
- ◆ To recommend that the Budget Estimates for 2014/15, as presented, be approved.
Voting: For: 5 Abstentions: 2

65. **YOUTH WORKING PARTY**

The Chairman informed Members that she had visited the Friday night youth club at Bulmershe and was pleased to report that it had been well attended and the young people were very enthusiastic about the club.

In reply to questions about the possible early surrender of the lease at Bulmershe Leisure Centre, the future of the youth club and whether decisions had already been made about the lease when plans were being made to set up the youth club, the Chairman said that she understood these to be recent negotiations and the Town Clerk explained that the Council had not yet made any decision about the lease and Wokingham Borough Council had yet to agree the proposal on the lease. The matter of the youth club would need to be considered as part of any future discussions, should the proposals be agreed.

RESOLVED:

- ◆ To note Report No. CS 5/14.

66. **ALLOTMENTS WORKING PARTY**

Councillor Mills explained that the Allotments Working Party meeting on 16 January 2014 had been inquorate, but that an informal meeting had been held by those attending. In reply to a question he reported that the working party was trying to build a relationship between the Council and the Tenants Committee on a basis that both would be happy with.

RESOLVED:

- ◆ To note Report No. CS 6/14.

67. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Members noted that the next meeting of the Woodley Town Centre Management Initiative would be held on 29 January 2014.

68. **HIGHWAYS**

a) Members noted that a letter had been sent to Wokingham Borough Council expressing concern over the scheduling of road works in Woodley and the disruption caused to local road users as resolved at the Community Services Committee meeting held on 12 November 2013, but that no reply has been received. Following discussion, Members asked for an email to be sent requesting a reply.

b) **Road Works/Street Works Major Project Co-ordination meetings**

Members noted the reports from Councillor Walker on the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 19 November 2013, 17 December 2013 and 20 January 2014 and thanked Councillor Walker for her monthly updates, which they found very useful.

69. **COMMUNITY REFUSE VEHICLE**

Members were disappointed to note that, although an additional community refuse vehicle was being provided at the Airfield Centre on one Saturday a month in January, February and March 2014, unfortunately Wokingham Borough Council was unable to supply a vehicle to continue the service after March 2014.

The Chairman explained that there was a contingency sum of £1,000 in the budget for 2014/15 to allow the service to be reinstated if a vehicle became available.

Following discussion, Members agreed not to vary the existing service at Drovers Way and Southlake Crescent and asked that an explanation be requested from Wokingham Borough Council as to how this situation had arisen. Members also requested that a notice be posted on the Town Council website to explain that the additional service would not be provided after March and to reiterate where the remaining sites were.

70. **CYCLE NETWORK**

Members noted the information received from the Wokingham Borough Council Senior Transport Planner following a meeting to review the plans for the proposed cycle network, but were concerned that the proposals would have a negative impact on road safety due to the confusing layout of the cycleways on Wokingham Road and the reduction in the number of crossing points.

RESOLVED:

- ◆ That a letter be sent to the Borough Council expressing the concerns of the Community Services Committee.

71. **FOOTPATH LIGHTING**

RESOLVED:

- ◆ To note the following:
 - Wokingham Borough Council had installed an extra lighting column by the footbridge from Early Station to Nightingale Road, as a result of some reported incidents where pedestrians had slipped and fallen in the dark.
 - Column 1 on the footpath around Southlake, which had not been working for some time, had been repaired.
 - One lighting column in Woodford Park had been replaced due to age and poor condition. Several other lights in the park had been repaired.

72. **BUS SHELTER IN FAIRWATER DRIVE**

RESOLVED:

- ◆ To note that the bus shelter opposite 98 Fairwater Drive, damaged by a bus in January 2013, had been removed as it had become unsafe and that officers were continuing to liaise with Reading Buses' insurers regarding the replacement of the shelter.

73. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Swan Lifeline Newsletter – Summer 2013
 - Wokingham Borough Business Bulletin – November 2013
 - Wokingham Station Link Road Newsletter – November 2013
 - Thames Valley Environmental Records Centre Newsletter – Winter 2013
 - My Journey Wokingham Newsletter – December 2013
 - Wokingham CAB winter Bulletin – December 2013
 - Windows of Opportunity – Newsletter from Faith in the Community – December 2013
 - Community Digital – CCB Newsletter – Winter 2014

74. **FUTURE AGENDA ITEMS**

Under this item it was requested that an item regarding the air quality in Woodley be included in a future agenda.

75. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The community refuse vehicle at the Airfield Centre.
 - To notify the press of the new Service Level Agreement with Just Around The Corner charity.

The meeting closed at 9:25 pm

Chairman

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 4 February 2014 at 8.00 pm

Present: *Councillors K. Baker (Chairman); P. Challis; J. Cheng; K. Haines; L. Hayward; C. Lawley; D. Mills; S. Outen; E. Rowland*

Also present: *Councillor M. Walker*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager; A. Bunn, Leisure Services Manager; L. Matthews, Committee Officer*

60. **APOLOGIES**

There were no apologies for absence.

61. **DECLARATIONS OF INTEREST**

Councillor Hayward	Agenda item 7b, Budget Estimate 2014/15, in relation to grants	Prejudicial – Councillor Hayward is a Citizens Advice Bureau Trustee
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Councillor Hayward abstained from voting on the amendment regarding the CAB grant.

Councillor Baker	Agenda item 16, WBC consultation on the draft CIL charging structure	Prejudicial – Councillor Baker is a member of the Executive and CIL is within his area of responsibility
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Councillor Baker handed over the Chair and withdrew from the room during the consideration of agenda item 16.

62. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 26 NOVEMBER 2013**

Minute 48: Friday night youth club at Bulmershe Centre

Concern was expressed by Councillors Challis and Lawley that a decision had been taken to set up a new Friday night youth club at Bulmershe Leisure Centre without some Members being aware of discussions regarding the future of the centre. The Chairman explained that at that stage there had not been much progress, that the matter had been confidential because of commercial matters and had been retained within the officer and leadership core; and he believed this was no different to the way the leadership at the Council had worked in the past. In response to a further question, the Chairman confirmed that proposals on the future of the centre were not on the agenda for decision that evening and would come to the committee once all the facts were available to all councillors.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 26 November 2013 be approved and signed by the Chairman as a correct record.

63. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 1/14.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
November 2013	£107,183.03	£56,212.17
December 2013	£79,199.38	£57,244.97

c) **Short term investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 27 December 2013 for a period of 3 months at a rate of 0.6% interest.

d) **HMRC**

The Service Support Manager reported that the Council had had a routine visit from HMRC which had identified some areas, including the employee status of some individuals and taxable employee benefits, which required clarification and adjustments to how they were implemented in future. In response to questions he confirmed that the employee benefit matters related to mileage and accommodation and that these were not related to the functions carried out by the Council's payroll service company. The Chairman confirmed that the Council was co-operating fully with HMRC.

64. **CHARGES 2014/15**

a) **Oakwood Centre charges 2014/15**

An amendment to the charges was proposed by Councillor Challis:

- To reduce the charges at the Oakwood Centre for Woodley residents and community groups by 20% from the 2013/14 rates, on weekday evenings from 5pm and all day on Saturdays and Sundays.

This was seconded by Councillor Rowland.

Councillor Challis referred to the aim that daytime business bookings subsidise residents' use in the evenings and at weekends and the healthy state of the Council's finances. He also believed that reducing rates could promote use and the impact may be lower than the £2,000 estimated cost of this proposal.

During discussion of this amendment, Members referred to the reasonable rates at the centre, the increasing costs of delivering services and some of the restrictions at the centre, as well as the need to make the centre more available to community groups.

After being put to the vote the amendment was lost.

Voting: For: 4 Against: 5

RECOMMENDED:

- ◆ That the 2014/15 charges at the Oakwood Centre, as set out in the Proposed Charges 2014/15 Appendix, be approved.

Voting: For: 5 Abstentions: 4

b) **Leisure Services charges 2014/15**

Councillor Challis proposed the following amendments to the Leisure Services charges:

- To limit concessionary charges to a 3% increase except where the non-concessionary rate increase was higher than 3%, in which case the concessionary increase be set at the same rate of increase as the non-concessionary rate.
- To retain the 2013/14 charges for plaques at the Garden of Remembrance.

The amendment was seconded by Councillor Rowland.

Councillor Challis referred to the recently proposed increases for over 60 year olds at the allotments, which had not been agreed by Council, and believed that younger and older citizens in particular should not have to pay above inflation increases. The estimated cost to the Council of these amendments would be £400.

The Chairman responded that there were very few concessionary increases over 3% and that the Leisure Services Manager had carried out price comparisons to ensure the charges were competitive.

On being put to the vote the amendments were lost.

Voting: For: 4 Against: 5

RECOMMENDED:

- ◆ That the 2014/15 charges for Leisure Services, as set out in the Proposed Charges 2014/15 Appendix, be approved.

Voting: For: 5 Abstentions: 4

65. **REVISED ESTIMATES 2013/14**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 2/14. Members thanked the Town Clerk for the work carried out to produce the budget figures.

On being put to the vote, it was unanimously

RESOLVED:

- ◆ To note the contents of Report No SR 2/14.
- ◆ To approve the 2013/14 Revised Estimates Budget, as set out in the Budget Appendix

b) **Leisure Services and Community Services Committees**

On being put to the vote, it was unanimously

RESOLVED:

- ◆ To approve the 2013/14 Revised Estimates Budget of the Leisure Services and Community Services Committees, as set out in the Budget Appendix.

66. **BUDGET ESTIMATES 2014/15**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 3/14. In response to a question it was confirmed that the budget figures included funding for three Woodley Herald newsletters in the year, rather than the four currently published.

RESOLVED:

- ◆ That the 2014/15 Budget Estimates for the Strategy and Resources Committee form part of the 2014/15 Budget and be presented for approval.

Voting: For: 5 Abstentions: 4

b) **Leisure Services and Community Services Committees**

Councillor Challis proposed the following amendments to the proposed grants awards:

- To fully fund the grant of £5,940 requested by the Citizens Advice Bureau.
- To reduce the proposed grant funding to the Lend and Play Toy Library to £570.

Councillor Rowland seconded the amendments.

In support of the amendments Councillor Challis referred to the CAB's request for funding, the level of which was linked to their activity in Woodley, and believed that this service was valuable to many people. He noted that the Lend and Play Library had been established after a similar group had lost funding from the Borough Council and that over the past year only 57 of the users were Woodley residents. It was his view that the CAB provided a more important service to Woodley residents than the Lend and Play Library. The increase to the budget figures overall would be £707.

The Chairman responded that the CAB's grant had increased in line with inflation and there had been no change in approach by the Council, although this was challenged by Councillor Challis who believed that last year's grant request had been submitted in line with usage in Woodley. The Chairman said he believed it was important to support the Woodley-based Lend and Play Toy Library and that the CAB would still be receiving a large sum from the Council.

On being put to the vote the amendments were lost on the casting vote of the Chairman.

Voting: For: 4 Against: 4 Abstentions: 1

Councillor Challis proposed the following amendment to the Amenities budget:

- To remove the £1,000 allocation for a community refuse vehicle.

The amendment was seconded by Councillor Rowland.

Councillor Challis referred to the budget information on this allocation which indicated this had been included as a contingency, should a refuse vehicle become available to provide a monthly service at the Airfield Centre. He believed that should the service be able to be provided, funding could be requested and approved as it had been this year.

On this matter Councillor Hayward reported that further information on the reasons for the community refuse service not being available in 2014/15 had been sought. The Town Clerk informed Members that having contacted the Waste Services Manager he had explained that the service being provided at the Airfield Centre in January, February and March this year was being covered by a vehicle that was not entirely suitable and that this couldn't be used on a long term basis. Unfortunately he had over-committed the service when initially responding to the Council's request.

On being put to the vote it was

RESOLVED:

- ◆ To remove the £1,000 contingency allocation for a community refuse vehicle in the Community Services amenities budget.
- ◆ That the 2014/15 Budget Estimates for the Leisure Services and Community Services Committees, as amended, form part of the 2014/15 Budget and be presented for approval.

Voting: For: 8 Abstentions: 1

c) **Budget and Precept 2014/15**

The Town Clerk presented Report No. SR 4/14. Concern was expressed at the decision by Wokingham Borough Council not to pass on the full level of precept grant from government to town and parish councils this year, and that it proposed to reduce the grant by 50% in 2015/16 and make no grant in the year after.

In response to questions about his role as a member of the Executive at Wokingham Borough Council and this matter, the Chairman reported that this had not been a matter voted on by the Executive. His understanding was that the sum was not ring fenced and had been rolled into the general fund, the allocation of which he had not been privy to.

The loss of this grant funding and the use of reserves to fund the Council's activities was questioned. The Chairman believed that the proposed budget was prudent and that the Council should have a more robust multi-year budget plan to encompass the concerns expressed and he intended to work on developing such a plan.

At this point in the discussion Councillor Challis proposed the following amendment:

- That the £30,000 allocated to an earmarked reserve to fund a bookings system be transferred to revenue.

This amendment was seconded by Councillor Rowland.

Councillor Challis believed that the funding allocated for a bookings system would not be required if proposals in respect of Bulmershe Leisure Centre were agreed and that this sum should be used to support revenue expenditure.

The Chairman said he understood the points being made about this earmarked reserve and that he believed that consideration of the capital programme would be the appropriate time to re-evaluate earmarked reserves, including the one allocated for a bookings system.

On being put to the vote the amendment was lost.

Voting: For: 4 Against: 5

RESOLVED:

- ◆ To note the contents of Report No. SR 4/14.

RECOMMENDED:

- ◆ That the budget for 2014/15 be presented to Council for approval
- ◆ That a precept level of £1,030,349 for the 2014/15 financial year be presented to Council for approval.

Voting: For: 5 Abstentions: 4

67. **RECOMMENDATION FROM THE LEISURE SERVICES COMMITTEE**

Members considered the recommendation from the Leisure Services Committee meeting held on 7 January 2014, minute No. 33 and

RESOLVED:

- ◆ That the Council proceed with the project to install a 3G artificial grass pitch and associated works at Woodford Park.
- ◆ That the Council instruct Sports Solutions to proceed with the preparation and submission of a planning application for the proposed 3G artificial grass pitch and associated works.
- ◆ That the Council allocate a sum of £4,500 from the special projects earmarked reserve to cover the costs of the application and possible surveys.
- ◆ That the Council seek and identify funding to cover the estimated £200,000 required for the project to meet the 50% partnership funding required under the terms of potential grant funders.
- ◆ To allocate funding to prepare and submit a planning application for the project, and subject to sufficient of those funds being available, officers be delegated to commission any surveys required as part of the planning application process.

68. **INVESTMENTS WORKING PARTY**

The Chairman presented Report No. SR 5/14 of the Investments Working Party meeting held on 23 January 2014, and drew Member's attention to the recommendations in respect of the 2014/15 Treasury Management Strategy

RESOLVED:

- ◆ To note Report No. SR 5/14.

RECOMMENDED:

- ◆ That the Treasury Management Strategy 2014/15 (enclosed) be recommended to Council for approval.

69. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**

The Chairman presented Report No. SR 6/14 and explained that some of the revisions being proposed related to clarification of matters that were identified in the run up to the last Annual Meeting of the Council.

Councillor Challis, a member of the working party, reported that he had not been in agreement with one revision on which the working party had voted and in relation to that item he proposed the following amendment to the draft standing orders:

- That Standing Order 1 s vii, "To receive such communications as the Leader of the Council may wish to lay before the Council" be deleted from the draft standing orders.

This amendment was seconded by Councillor Rowland.

Councillor Challis believed that the inclusion of this standing order would have the effect of creating an executive leader role and give the Leader the opportunity to speak before other reports were considered by Council at its meetings.

The Chairman informed the committee that there would be no recommendations in the Leader's report and that, unlike the previous administration, he used it as an opportunity to report on his activities as Leader and aid transparency.

On being put to the vote the amendment was lost.

Voting: For: 4 Against: 5

RESOLVED:

- ◆ To note Report No. SR 6/14.

RECOMMENDED:

- ◆ That the Standing Orders (enclosed) be adopted.
- ◆ That the revised protocol for attendance at meetings by Councillors who are not members of those bodies, attached to the Standing Orders, be approved.

70. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Councillor Haines presented Report No. SR 7/14. She reported that the back rent owed was soon to be paid in full and that the parasols were due to be installed that week.

RESOLVED:

- ◆ To note Report No. SR 7/14.

71. **PUBLIC TOILETS WORKING PARTY**

Members noted that the next meeting of the Public Toilets Working Party would be held on 20 February 2014.

72. **WAR MEMORIAL/CIVIC SPACE**

The Service Support Manager presented Report No. SR 8/14 and reported that revised costings for a smaller project costing between £35,000 - £45,000 had been received. In order to meet the very tight deadline for the installation of the memorial and civic space it was proposed that officers be delegated to decide on the design detail while liaising with the Council representatives appointed to the Woodley War Memorial Project group (WWMP).

The WWMP group now estimated that their fundraising would reach £24,000 - £26,000. The actual cost of the memorial will be £25,772 and an order would be placed that week.

In response to a question the Service Support Manager confirmed that following contact with planning officers the memorial and civic space would require a certificate of lawful development, rather than having to go through the planning application process.

RESOLVED:

- ◆ To note Report No. SR 8/14.
- ◆ That the Service Support Manager progress the project in liaison with the Chairman of the Woodley War Memorial Project group and the Council's representatives on that group and update the committee on progress.
- ◆ That £8,400 be allocated from the special projects earmarked reserve to commission works from Emma Bramhill Design as detailed in the report.

73. **SECTION 106 DEVELOPERS CONTRIBUTIONS**

The Service Support Manager presented Report No. SR 9/14. The Council was still waiting for a response to a request for funds for the civic space and the Service Support Manager reported that he had liaised with Sports Solutions regarding potential Section 106 monies for the proposed 3G artificial grass pitch.

In response to a question regarding the consultation on the play equipment at Malone Park the Service Support Manager said this would end the following week. The consultation forms had been placed on the website with printed copies available for completion at the Oakwood Centre and the leisure centres. Schools had also been contacted about the consultation. The Service Support Manager apologised for not informing councillors directly about the consultation and believed this had been included in his report to the Leisure Services Committee. It was requested that in future all councillors be directly informed of consultations being undertaken

In response to a question regarding the lack of a closing mechanism on a gate at Malone Park, the Service Support Manager agreed to investigate this matter.

RESOLVED:

- ◆ To note the information contained in Report No. SR 9/14.

74. **BULMERSHE LEISURE CENTRE**

In opening the discussion on the proposals for the future of Bulmershe Leisure Centre, which had now been agreed by Wokingham Borough Council, the Chairman drew the Committee's attention to the third recommendation in the Executive Report provided. In his view, if there was no satisfactory outcome on discussions regarding dilapidations the proposed arrangement could not be agreed.

In response to points raised, the Chairman informed the meeting that he had declared a prejudicial interest and retired from the meeting when this item had been considered by the Executive.

Concern was expressed by some Councillors at the wording in the report which appeared to indicate that the Town Council had already agreed to the proposals, when this was not the case.

Councillors Challis and Rowland expressed their disappointment that the Chief Executive of Wokingham Borough Council had not delivered on an undertaking he had made, during their discussions with him on the future of the centre, that a joint briefing be issued to all parties before any actions were taken.

It was proposed by Councillor Rowland, seconded by Councillor Challis and

RESOLVED:

- ◆ That the Town Clerk write to the Chief Executive, Wokingham Borough Council, expressing the Council's concerns regarding this matter, the content of which to be agreed by the Leader and Deputy Leader of the Council and the Leader and Deputy Leader of the Liberal Democrat Group.

In concluding the discussion, the Chairman informed Members that an extraordinary meeting of the committee would be arranged to discuss the proposals on the future of Bulmershe Leisure Centre, once more information had been received on the implications and intentions of the proposals. The Town Clerk would arrange this extraordinary meeting on a date when all members of the committee were able to attend.

75. **WOKINGHAM BOROUGH COUNCIL CONSULTATION ON THE DRAFT CIL CHARGING STRUCTURE**

Councillor Haines took the Chair for this item. Members' attention was drawn to the reference on the level of CIL allocation to town and parish councils and the lateness of this process to establish arrangements in respect of the CIL.

RESOLVED:

- ◆ To make no response to the consultation, but that clarification be sought on the cap to be applied to the allocation of CIL funds to town and parish councils with no Neighbourhood Plan.

76. **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

Members noted the briefing on VAT and asked the Town Clerk to report on any further information received.

77. **BOROUGH PARISH CONFERENCE 2013**

Members noted the minutes and workshop reports from the Borough Parish Conference held on 6 November 2013.

78. **FUTURE AGENDA ITEMS**

It was requested that an agenda item regarding the provision of the new Friday night youth club should be included if it is decided that the lease on Bulmershe Leisure Centre is to be given up.

Following discussion, Members agreed that the special meeting to be held regarding the future of Bulmershe must include full consideration of all the issues, such as the future of the youth club and school use. The Chairman asked all Members to notify the Town Clerk of the issues they believe should be addressed in the meantime.

79. **PUBLICITY AND WEBSITE**

It was agreed that information be displayed on the website stating that no decision has yet been made regarding the future of Bulmershe Leisure Centre.

The meeting closed at 9:40pm

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Public Consultation on the Wokingham Borough Council Open Spaces, Sports and Recreation Strategy (Draft)

Response from Wokingham Borough Council to Woodley Town Council's comments on the strategy:

WBC accepts that additional work is required to clarify that Town and Parish Council facilities are included in the audit and that new facilities or contribution towards them can be directed towards Town and Parish Councils. The final draft has been changed to reflect this approach.

WBC accepts that additional work is required to cover the open space, sports and recreation facilities that will be required to support the development proposed for the Woodley area. However it should be noted that almost all of the development concerned has already secured planning permission. The open space, sports and recreation requirements for these permissions are already agreed and have not been calculated on the basis of the policy TB08 Open Space, sport and recreational facilities standards for residential development of the Council's Managing Development Delivery Development Plan Document (Local Plan) (MDD DPD). The final draft has been changed to reflect this approach.

The Council accepts that it may need to commence a review of this audit before 2023 in order to have a robust and up to date evidence base for the next local plan document. The final draft has been changed to reflect this approach.

The purpose of section 4 of the Strategy is to provide guidance on the specifications and types of new facilities that are acceptable and does not deal at all with specific sites or areas.

REPORTS OF OUTSIDE BODIES

ARC Report

By Shelagh Flower

I am unable to attend the ARC meeting in February but in December, all appeared to be well. There are on-going financial negotiations with Wokingham Borough Council and we are hopeful that funding will be forthcoming for next year.

The waiting list is between 2 – 4 weeks.

9 new counsellors have been recruited.

There are stress levels within the schools which ARC is trying to support the pupils and staff with.

Poor Lands Charity

By Shelagh Flower

The charity continues to provide much needed funds for those who fit the criteria. We have one vacant flat due to the death of one of our residents, however this is shortly to be filled.

APPENDIX 10

Town Mayor's engagements – 11 December 2013 to 11 February 2014

December	15	John Nike Bracknell Ice Rink for Dick Whittington pantomime
	16	Waingels College presentation evening
	18	Earley Town Council Mayor's Reception
	20	Wokingham Borough Council Carol Concert, Shute End
January	23	Bulmershe College presentation evening
February	2	Woodley Library, first table top sale

Deputy Town Mayor's engagements

December	20	Wokingham Borough Council Carol Concert, Shute End
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Woodley Town Council

Budget Appendix

Revised Budget Estimates 2013/14
Budget Estimates 2014/15

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2014/15

Expenditure		Actual	Budget	Revised	Budget
		2012/13	2013/14	Budget Est	Estimate
Code	Description			2013/14	2014/15
	Central Costs	229858	240051	236728	238883
	Democratic Costs	42592	44172	40001	43725
	Corporate Management	225142	234149	239942	261118
	Capital Projects	40000	45000	45000	45000
	Grants -Section 137	9259	4000	4000	4000
	Inn on the Park	11333	11957	11644	11262
	Oakwood Centre	128696	145699	139161	141931
	Maintenance HQ	6938	7515	8338	7292
	Capital and Projects	184939	184940	184940	184940
Total		878757	917483	909754	938151
Income		Actual	Budget	Revised	Budget
		2012/13	2013/14	Budget Est	Estimate
Code	Description			2013/14	2014/15
	Central Costs	7912	6733	5461	6647
	Democratic Costs	0	0	0	0
	Corporate Management	0	0	0	0
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Inn on the Park	53999	35481	40730	40800
	Oakwood Centre	134032	135452	137730	140646
	Maintenance HQ	0	0	0	0
	Capital and Projects	0	0	0	0
Total		195943	177666	183921	188093
Net		682814	739817	725833	750058

Central Costs 101						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff costs	122245	127053	124030	127098	
4007	Health and Safety training	754	2500	2500	2000	2013/14 Pool plant operators course
4008	Training	4314	5000	4300	5000	for all duty officers and Maintenance Team
4010	Expenses	4691	5000	4500	4500	
4013	Oakwood Centre rent	31627	32418	32418	33455	3.2% increase (September RPI)
4016	Cleaning materials/1st aid	0	30	30	30	
4020	Publications	32	200	200	200	
4021	Telephone & Internet	2403	2550	2550	2600	
4022	Postage	2492	3000	3000	2800	Assumes no price inc 2014 & electronic payment of bills
4023	Stationery	3787	4000	3800	3900	
4030	Advertising - staff	1131	1500	2400	1500	
4031	Public Relations	7508	8700	8700	7000	3 newsletters a year & leisure leaflets
4042	Office equipment & maint	9980	9600	9800	9800	
4045	Repairs and renewals	12000	12000	12000	12000	
4046	Emergency repairs	4618	3500	3500	3500	
4522	VAT partial exemption	22276	23000	23000	23500	
Total		229858	240051	236728	238883	
Income		Actual	Budget	Revised	Budget	
		2012/13	2013/14	Budget Est	Estimate	
Code	Description			2013/14	2014/15	
1090	Misc income	230	50	75	75	
1091	Printing/photocopier	54	80	30	30	
1096	Bank/other interest	4846	4000	2453	3522	Lower income from temporary deposits - Treasury Management Strategy - policy on temporary investments.
1171	TCMI office costs	2782	2603	2903	3020	
Total		7912	6733	5461	6647	
Net		221946	233318	231267	232236	

Democratic costs 102						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	34377	35496	31525	34911	2 months post vacancy in 2013
4008	Members exp/training	568	1000	600	800	
4201	Civic costs/allowance	1000	1000	1200	1300	Citizens awards costs
4211	Election expenses	5500	5500	5500	5500	Reserve being built up for 2015 elections
4213	Room Hire - Council meetings	1147	1176	1176	1214	
Total		42592	44172	40001	43725	
Income		Actual	Budget	Revised	Budget	
		2012/13	2013/14	Budget Est	Estimate	
Code	Description			2013/14	2014/15	
Total		0	0	0	0	
Net		42592	44172	40001	43725	

Corporate management 103						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	54081	55163	54622	55168	
4002	NI	43263	46000	43000	39000	Lower Employers NI rate for staff auto enrolled in 2014/15
4005	Superannuation	63795	66000	70400	77000	2013/14 employees joined scheme part way through the year; assumes 16.3% employers costs - pension actuaries yet to announce actual %
4024	Affiliation fees	2855	3000	2849	2900	Subscriptions: NALC, Community Council for Berkshire and South East Employers
4025	Insurance	38100	41336	45121	45000	Aim to keep cost similar to 2013/14
4051	Bank charges	8083	7300	8700	8700	
4056	Legal & prof exp	2240	2000	2000	3000	Bowling licence, BLC and WLC leases
4057	Accounts/Audit	11500	11600	11500	11500	
4320	Residents survey	1225	1750	1750	0	No survey to be carried out in 2014/15
	potential employers pension liability				15850	Automatic enrolment - employers costs of employees required to be auto enrolled who are not already in pension scheme
	potential employers pension liability				3000	Estimate of coaches/leisure attendants who may take up offer of joining pension scheme
Total		225142	234149	239942	261118	
				Revised	Budget	
Income		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
Total		0	0	0	0	
Net		225142	234149	239942	261118	

Capital programme 104						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4720	Revenue to Capital	40000	45000	45000	45000	Allocation to Capital Programme projects
Total		40000	45000	45000	45000	
				Revised	Budget	
Income		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
Total		0	0	0	0	
Net		40000	45000	45000	45000	

Grants - Section 137 - 105						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4601	Grants	4000	4000	4000	4000	For community grants up to £250
4602	Diamond Jubilee	5259				
Total		9259	4000	4000	4000	
				Revised	Budget	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		9259	4000	4000	4000	

Inn on the Park 106						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4001	Staff costs	1046	1165	977	1128	
4011	Rates	2748	2827	2827	3073	
4012	Water rates	354	270	255	273	
4014	Lighting and heating	5024	5500	5500	4512	2013 costs lower - 10% incr in elec anticipated
4016	Cleaning/other materials	0	10	10	10	
4017	Cleaning contract	1232	1200	1210	1276	3% increase - credits in 2013/14
4021	Telephone	208	210	210	220	
4036	Repairs	231	420	300	400	
4037	Alarm maintenance	310	320	320	330	
4038	Fire equipment	180	35	35	40	
Total		11333	11957	11644	11262	
				Revised	Budget	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1101	Contract fee	53333	34751	40000	40000	Rent review in 2013 higher than budgeted.
1102	Lighting/heating - flat	666	730	730	800	
Total		53999	35481	40730	40800	
Net		-42666	-23524	-29086	-29538	

Oakwood Centre 107						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	54038	72761	56940	59320	Vacant posts funding used for Venues Sup post
4004	Coaching			2150	2150	Tai Chi instructor
4006	First Aid	9	40	20	40	
4011	Rates	8100	8478	8316	8478	
4012	Water rates	2711	2500	3500	3770	Anticipated 7.5% increase
4014	Lighting and heating	17278	16230	22745	21385	2013/14 includes payment relating to year before. 2014/15 10% increase in elec anticipated, gas cost lower.
4016	Cleaning/other materials	3127	4300	3700	3750	
4017	contract cleaning	16389	16600	16400	17100	3% increase anticipated
4021	Telephone incl payphone	771	760	760	765	
4022	Postage	150	230	230	268	
4023	Stationery/printing	200	200	200	200	
4026	Certification/Inspection costs	1581	4000	5000	5300	2013 Marriage licence 2013-16 & replacement of all fire equipment. 2014/15 fixed wire and winches testing required.
4032	Promotion/publicity	2201	2000	500	1500	
4036	Repairs, materials, decorations	10519	5500	7000	6000	2013 Heating repairs
4038	Fire equipment	97	100	100	105	
4041	skip hire	2600	2800	2700	2800	
4042	Equipment	1331	1200	1200	1500	
4048	Maintenance contracts	4211	5000	5200	5000	2013/14 includes payments relating to 2012/13
4170	Catering arrangements	3035	3000	2500	2500	
	Catering set up costs	348				
Total		128696	145699	139161	141931	
Income		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
1001	Rent	8361	8558	8636	8876	
1002	Room Hire	76771	76900	76900	78400	
1019	Catering concession	8183	8400	9000	9000	
1090	Other income	6098	6000	6000	6100	
1099	In house activities	1845	2000	3600	3600	Tai Chi income
1791	Rent (offices)	31627	32418	32418	33455	
1792	Room hire - WTC	1147	1176	1176	1215	
Total		134032	135452	137730	140646	
Net		-5336	10247	1431	1285	

Maintenance HQ 108						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4011	Rates	387	405	405	417	
4014	Lighting and heating	1947	2160	1500	1575	
4021	Telephone	1243	1500	1350	1500	
4036	Repairs/maintenance	1898	1800	1800	1800	
4043	Vehicle costs	1463	1650	3283	2000	Significant repairs to both vehicles in 2013
Total		6938	7515	8338	7292	
Income		Actual	Budget	Revised	Budget	
		2012/13	2013/14	Budget Est	Estimate	
Code	Description			2013/14	2014/15	
1090	Miscellaneous income	0	0	0	0	
Total		0	0	0	0	
Net		6938	7515	8338	7292	

Capital and projects - Strategy and Resources Committee - 109						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4737	Oakwood sinking fund	80000	80000	80000	80000	
4955	Oakwood - loan interest	96938	96938	96938	96938	
4956	Oakwood -fixed rate - interest	4543	4381	4381	4210	
4956	Oakwood -fixed rate - capital	3458	3621	3621	3792	
Total		184939	184940	184940	184940	
Income		Actual	Budget	Revised	Budget	
		2012/13	2013/14	Budget Est	Estimate	
Code	Description			2013/14	2014/15	
Total		0	0	0	0	
Net		184939	184940	184940	184940	

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2014/15

Expenditure		Actual	Budget	Revised	Budget
Code	Description	2012/13	2013/14	Budget Est	Estimate
				2013/14	2014/15
	Woodford Park Leisure Centre	246012	256247	246897	259920
	Bulmershe Leisure Centre	443678	466841	473370	482271
	Grounds Maintenance-Depot	21750	22303	23520	21903
	Football	15524	16367	16238	16369
	Cricket	7424	8304	8219	8371
	Bowling Green	10528	10358	11059	11268
	Woodford Park	23991	25230	24799	25593
	Memorial Ground	6348	6648	6481	6635
	Garden of Remembrance	4680	4729	4954	4842
	Play Areas /Open Spaces	9538	10436	9072	10289
	Coronation Hall	35236	37010	32151	32542
	Chapel Hall	18630	21392	20351	18522
	Capital and Projects	55900	55900	55900	55900
Total		899239	941766	933011	954425

Income		Actual	Budget	Revised	Budget
Code	Description	2012/13	2013/14	Budget Est	Estimate
				2013/14	2014/15
	Woodford Park Leisure Centre	169058	174646	170833	178101
	Bulmershe Leisure Centre	370452	361901	394578	407003
	Grounds Maintenance-Depot	2306	2430	2430	2470
	Football	8639	8600	10700	11000
	Cricket	2352	3000	2689	2772
	Bowling Green	6353	6505	7095	7588
	Woodford Park	2414	2500	6564	3500
	Memorial Ground	297	200	200	220
	Garden of Remembrance	420	300	500	440
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	31501	32940	30400	31310
	Chapel Hall	24968	24400	25275	26033
	Capital and Projects	0	0	0	0
Total		618760	617422	651264	670437
Net		280479	324344	281747	283988

Woodford Park Leisure Centre 201						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	117598	124936	123504	132081	Includes new apprentice post £4680
4004	Coaching/Leisure Att	36533	35685	34200	38638	2014/15 - 4 new Healthy Habits kids clubs
4006	First aid	58	80	80	80	
4009	Uniforms	142	500	500	500	
4011	Rates	14427	14837	14837	15002	
4012	Water rates	2836	1500	2040	2183	
						2012/13 budget based on estimated bills. 2014/15 electricity increase of 10% anticipated, new gas contract will be lower than existing - but standing charge higher.
4014	Lighting and heating	25184	30000	21450	22029	
4016	Cleaning/other materials	1585	1500	1500	1500	
4017	Contract cleaning	16084	16410	16410	16917	3% increase from April 2014; credits 2013/14
4021	Telephone incl payphone	2084	2250	2250	2250	
4023	Stationery/printing	1859	1800	1800	1800	
4035	Certification costs	3539	5300	5300	5300	
4036	Repairs	10101	7000	7000	7000	
4037	Alarm maint	791	850	850	800	
4038	Fire equipment	512	400	400	400	
4040	Equipment hire	775	1200	1200	1390	
4041	Skip hire	3013	3200	3200	3300	
4042	Equipment	1892	2000	1750	1750	
4114	Lighting HAS	0	100	0	0	
4231	Playscheme costs	150	0	0	0	
4233	WDS Club costs	656	0	626	0	
4251	Vending supply	6193	6700	8000	7000	
Total		246012	256247	246897	259920	
Income		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
1001	Rent	6626	6799	6799	6985	BLTA leaving - new arrangement anticipated
1002	Public charges - rooms	34827	34850	35447	36580	
1201	Sports hall charges	57213	60185	60185	63126	
1203	Courses/activities	56564	57400	51101	55500	2014/15 Healthy Habits for Kids activities
1204	Football - H.S.A	134	500	700	800	
1205	Tennis - H.S.A	2265	3500	3500	3600	
1206	Netball - H.S.A.	576	800	200	210	
1210	Sports equipment hire	228	230	275	300	
1220	Other sales (ice creams)	3621	3741	5900	5000	
1233	WDS Sports income	656	0	626	0	
1251	Vending- drinks + snacks	6348	6641	6100	6000	
Total		169058	174646	170833	178101	
Net		76954	81601	76064	81819	

Bulmershe Leisure Centre 301						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4001	Staff costs	144664	156957	156957	157824	
4003	Leisure attendants	43907	48860	48860	49841	Public swimming programme to stay the same
4004	Coaches	63304	64224	65753	69330	4 new Swim School classes and new courses planned
4006	First aid	36	170	100	150	
4009	Uniforms	386	600	600	500	
4010	Expenses	510	800	500	500	
4011	Rates	41907	43097	43097	44103	
4012	Water rates	7140	8055	7416	11100	2013 set payments lower than usage, made up in 2014/15
4014	Lighting and heating	58457	62000	69900	68200	2013/14 includes 1 payment relating to previous year. 2014/15 10% incr in electricity anticipated, gas lower than existing contract.
4016	Cleaning materials	712	850	850	1000	
4017	Contract cleaning	33004	33700	33700	34742	
4019	Other materials	0	200	0	0	
4020	Other supplies	3393	3992	3992	4115	
4021	Telephone	2480	2730	2730	2730	
4022	Postage	150	150	100	100	
4023	Stationery and printing	2519	2000	2500	2500	
4036	Repairs	25154	20000	20000	20000	
4040	Equipment rental	2426	4000	3500	3750	Includes costs for sanitary services upstairs
4041	Refuse/skip hire	1143	966	966	995	
4042	Equipment	5584	5500	5500	5000	
4044	Grounds maintenance	1200	1230	1230	1270	
4049	Performance rights	322	350	350	400	
4050	Pool chemicals	3559	4300	4000	4000	
4121	Payphone	71	110	110	120	
4123	Y/C Lettings	1650	2000	659	0	Assumes upstairs arrangements as proposed are agreed
Total		443678	466841	473370	482271	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1001	Rent	2912	2926	2926	2926	
1077	Grant	845	0	0	0	
1251	Vending - cold drinks	873	1000	800	1000	
1301	Y and C Maint. contribution	13907	14185	14311	0	Assumes upstairs arrangements as proposed are agreed
1302	School contribution	78619	75210	81454	83177	
1303	Y and C Sports hall hire	5041	5167	5188	0	Assumes upstairs arrangements as proposed are agreed
1312	Pool-public	33588	32500	36401	37449	
1313	Pool-exclusive	7352	8000	7352	8000	
1314	Pool-courses and activities	131730	127000	137000	148000	New Swim School classes and price increase
1315	Pool-clubs	17442	15916	16904	17426	
1316	Sports hall-casual/public	3193	3000	2424	2538	
1317	Sports hall-courses/hol activities	19066	20000	22000	26000	
1318	Sports hall-clubs/In advance	52346	53597	54418	56982	
1351	Counter sales	3538	3400	3400	3505	
1252	Income from add hire (upstairs)	0	0	10000	20000	2013/14 part year - 2014/15 assumes council takes over the management of upstairs on terms proposed.
Total		370452	361901	394578	407003	
Net		73226	104940	78792	75268	

Depot - grounds maintenance 401						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4101	Staff	6669	6913	6739	6901	
4106	First aid	0	15	15	15	
4009	Protective clothing	238	360	360	360	
4012	Water rates	425	225	306	327	
4116	Cleaning materials	303	250	250	250	
4120	Other supplies	0	200	200	200	
4121	Telephone	193	210	220	220	
4036	Repairs	195	300	300	200	
4038	Fire equipment	99	30	30	30	
4041	Skip hire	3486	2900	2900	3000	
4042	Machinery maint/repairs	3286	3500	3500	3500	
4144	Petrol/oil	2266	2400	3700	1900	Diesel tank to be filled twice in 2013/14
4145	Tree maintenance	4590	5000	5000	5000	
Total		21750	22303	23520	21903	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1401	Income BLC	1200	1230	1230	1270	
1402	Income Bulmershe Pk, external	1106	1200	1200	1200	
Total		2306	2430	2430	2470	
Net		19444	19873	21090	19433	

Football 402						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4001	Staff costs	12640	13047	12918	13049	
4039	Seed/fertilizer	2884	3200	3200	3200	
4042	Equipment	0	120	120	120	
Total		15524	16367	16238	16369	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1003	Pitch charges	8639	8600	10700	11000	2013/14 New hirers
Total		8639	8600	10700	11000	
Net		6885	7767	5538	5369	

Cricket 403						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	6320	6524	6459	6525	
4012	Water rates	709	480	510	546	
4039	Seed/fertilizer	395	1250	1250	1250	
4042	Equipment	0	50	0	50	
Total		7424	8304	8219	8371	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1003	Pitch charges	2352	3000	2689	2772	
Total		2352	3000	2689	2772	
Net		5072	5304	5530	5599	

Bowling green 404						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	7725	7973	7894	7974	
4012	Water rates	1063	560	765	819	
4014	B Club light & heat	0	0	600	650	
4035	Certifications	100	100	100	100	
4039	Seed/fertilizer	1640	1700	1700	1700	
4040	Equipment/equipment hire	0	25	0	25	
Total		10528	10358	11059	11268	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1003	Public fees	239	250	240	250	
1005	Irrigation/water	99	105	105	300	New licence terms
1006	Club licence fee	6015	6150	6150	6388	Estimated 4% RPI increase as at April 2014
1090	Light and heat income			600	650	
Total		6353	6505	7095	7588	
Net		4175	3853	3964	3680	

Woodford Park 405						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	20345	21230	20175	21133	
4012	Water rates	1701	1200	1224	1310	
4020	Other materials	318	450	500	500	
4036	Repairs	53	500	500	500	
4039	Plants/flowers	109	400	400	400	
4047	Play equipment	726	450	1000	750	Repairs required
4151	Tournaments	739	1000	1000	1000	
Total		23991	25230	24799	25593	
Income		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
1004	Fair site	2414	2500	6564	3500	Not likely to have additional fair visit in 2014
Total		2414	2500	6564	3500	
Net		21577	22730	18235	22093	

Memorial Ground 406						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	5966	6188	6021	6175	
4039	Seed/fertilizer	250	260	260	260	
4047	Play equipment	132	200	200	200	
Total		6348	6648	6481	6635	
Income		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
1002	Ground hire	297	200	200	220	
Total		297	200	200	220	
Net		6051	6448	6281	6415	

Garden of Remembrance 407						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	4213	4349	4306	4350	
4039	Planting/pillars/repairs	200	170	220	200	Electricity supply removed 2013/14
4071	Inscription costs	267	210	428	292	
Total		4680	4729	4954	4842	
Income		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
1021	Inscription charges	420	300	500	440	2013/14 one plaque provided FOC to family of Honorary Townsperson
Total		420	300	500	440	
Net		4260	4429	4454	4402	

Play areas and open spaces 408						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	9099	9736	8372	9589	
4013	Rent - ground leases	142	200	200	200	
4047	Play equipment	297	500	500	500	
Total		9538	10436	9072	10289	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		9538	10436	9072	10289	

Coronation Hall 501						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff costs	22860	24926	20500	20846	
4006	First aid	0	10	10	10	
4011	Rates	3285	3438	3372	3439	
4012	Water rates	1740	1300	1300	1365	
4014	Lighting and heating	3220	3850	4475	4612	
4016	Cleaning materials	681	536	536	570	
4021	Telephone	209	0	108	0	
4035	Certification tests	366	500	500	500	
4036	Repairs	883	1000	1000	850	
4040	Sanitary services	336	350	350	350	
4041	Skip hire	1656	1100	0	0	
Total		35236	37010	32151	32542	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1002	Hall hire	31501	32940	30400	31310	Loss of regular hirer
Total		31501	32940	30400	31310	
Net		3735	4070	1751	1232	

Chapel Hall 502						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4001	Staff costs	11895	14918	13199	12448	Cover costs in 2013/14
4006	First aid	0	10	10	10	
4011	Rates	1485	1554	1525	1555	
4012	Water rates	216	375	250	263	
4014	Lighting and heating	2563	3200	2659	2631	
4016	Cleaning materials	84	135	150	130	
4021	Telephone	208	0	108	0	
4035	Certification tests	611	300	300	320	
4036	Repairs	1232	550	1800	800	
4040	Sanitary services	336	350	350	365	Additional service required
Total		18630	21392	20351	18522	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1002	Hall hire	24968	24400	25275	26033	
Total		24968	24400	25275	26033	
Net		-6338	-3008	-4924	-7511	

Capital and projects - Leisure Services Committee - 509						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4951	WPLC Loan Interest	20447	18637	18637	16636	
4952	BLC Loan Interest	3723	3343	3343	2926	
4953	Wdof Pk Loan Interest	2431	2203	2203	1958	
4954	Chapel Loan Interest	4866	4849	4849	4831	
4961	WPLC Loan Capital	17099	18909	18909	20910	
4962	BLC Loan Capital	4022	4403	4403	4819	
4963	Wdof Pk Loan Capital	3174	3401	3401	3647	
4964	Chapel Loan Capital	138	155	155	173	
Total		55900	55900	55900	55900	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		55900	55900	55900	55900	

COMMUNITY SERVICES COMMITTEE - BUDGET SUMMARY 2014/15

Expenditure		Actual	Budget	Revised	Budget
Code	Description	2012/13	2013/14	Budget Est	Estimate
		2013/14			2014/15
	Allotments	14742	16455	21448	16681
	Partnership Projects	33604	34927	34748	37453
	Grants	28120	28014	28014	29659
	Amenities	7552	9248	9968	9499
	Events	6619	6931	7010	3957
	Capital and Projects	8476	8476	8476	8476
Total		99113	104051	109664	105725

Income		Actual	Budget	Revised	Budget
Code	Description	2012/13	2013/14	Budget Est	Estimate
		2013/14			2014/15
	Allotments	6622	7018	7200	7500
	Partnership Projects	0	0	0	0
	Grants	0	0	0	0
	Amenities	0	0	0	0
	Events	0	0	0	0
	Capital and Projects	0	0	0	0
Total		6622	7018	7200	7500
Net		92491	97033	102464	98225

Allotments 601						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	5603	5955	5748	5881	
4012	Water rates	1439	2500	7700	2800	2013 dry summer, leak detected and repaired
4013	Lease	6000	6500	6500	6500	New annual lease rent to 3/2018
4036	Repairs	1700	1500	1500	1500	
Total		14742	16455	21448	16681	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1001	Rents	6622	7018	7200	7500	Based on existing nos of discounted rents
Total		6622	7018	7200	7500	
Net		8120	9437	14248	9181	

Partnership projects 602						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4262	Town Centre Management grant	12342	12663	12633	12633	
4264	Youth Projects	21408	22264	22115	22820	Service Level Agreement with JAC
	WASP costs	-146	0	0	0	
	Bulmershe Youth Club	0	0	0	2000	Support to Bulmershe Youth Club
Total		33604	34927	34748	37453	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		33604	34927	34748	37453	

Grants 603						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4661	Readibus	15649	16056	16056	16538	Increased by 3%
4662	Museum of Berks Aviation	1250	1000	1000	0	Applied for £1000
4663	Citizens Advice Bureau	4000	3692	3692	3803	Applied for £5940; 2013/14 grant incr 3%
4665	Keep Mobile	1721	1766	1766	1819	Applied for £4000; 2013/14 grant incr 3%
4667	ARC	5000	5000	5000	5000	Applied for £5000
4668	Wokingham Job Support Centre	500	500	500	500	Applied for £500
	Lend and Play Toy Library	0	0	0	2000	Applied for £4000
Total		28120	28014	28014	29659	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		28120	28014	28014	29659	

Amenities 604						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	2789	3108	2945	3009	
4014	Street lights - fuel	1656	1640	1764	1940	Anticipate 10% increase
4036	Street lights - repairs	2769	3500	3990	3800	Repairs to columns and lights
4163	Amenities repairs	338	1000	750	750	
	Refuse vehicle - Airfield Centre	0	0	519	0	WBC no capacity to provide service in 2014/15
Total		7552	9248	9968	9499	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		7552	9248	9968	9499	

Events 605						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4001	Staff	2092	2331	2210	2257	
4031	Promotions/materials	927	1000	1200	1000	
4533	Woodley Carnival	3600	1500	1500	700	Towards Carnival Day use of Council's facilities
	Community events		2100	2100	0	Allocated by CS Cttee to support new youth club at Bulmershe in 2013/14
Total		6619	6931	7010	3957	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		6619	6931	7010	3957	

Capital and projects - Community Services Committee - 609						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	Information
Code	Description	2012/13	2013/14	2013/14	2014/15	
4957	Airfield Loan Interest	6835	6671	6671	6491	
4967	Airfield Loan Principal	1641	1805	1805	1985	
Total		8476	8476	8476	8476	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		8476	8476	8476	8476	

Woodley Town Council

Annual Treasury Management Strategy 2014/15

Background

Under the Local Government Act 2003 the Council is required to have regard to the Guidance on Local Government Investments issued on 11 March 2010 by the Department for Communities and Local Government and operative from 1 April 2010. **Appendix A**

In addition there are two codes of practice issued by the Chartered Institute of Public Finance and Accountability (CIPFA) to which the Council should have regard and which contain investment guidance that complements the CLG guidance. These are:

- Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes
- The Prudential Code for Capital Finance in Local Authorities

Local authorities, including town and parish councils, are required to have regard to the current editions of these CIPFA codes by regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146].

The guidance from CLG applies to Woodley Town Council because its investments at any time in the year (temporary and long term) are likely to exceed £500,000.

Investment Strategy

The guidance recommends that for each financial year a council should prepare at least one investment strategy that is prepared and approved by Council before the start of the year. The strategy may be revised during the year, depending on circumstances.

The investment strategy should set out the council's policies for the prudent management of its investments and for giving priority, firstly, to the security of those investments and, secondly, to their liquidity.

The strategy should identify the procedures for monitoring, assessing and mitigating the risk of loss of investment sums and for ensuring that those sums are readily accessible for expenditure whenever needed.

Introduction

The Council acknowledges the importance of prudently investing surplus funds and has structured its strategy and its policies and practices in respect of treasury management on the guidance available.

This strategy complies with the revised requirements set out in the Department for Communities and Local Government's *Guidance on Local Government Investments (operative from 1/4/10)* and has regard to the Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and *The Prudential Code for Capital Finance in Local Authorities*.

This strategy puts in place formal objectives, policies, practices and reporting arrangements for the effective management and control of the Council's treasury management activities.

Policy and practice

The Council defines its treasury management activities as:

The management of the council's cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.

The Council acknowledges that effective treasury management will provide support towards the achievement of its objectives. It is committed to achieving value for money in treasury management and to employing suitable comprehensive performance measurement techniques within the context of effective risk management.

The treasury management strategy, to include the investment strategy, will be prepared and approved before the start of each financial year.

Approval of the treasury management strategy will be considered by full Council. This is in accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (regulation 4(1)(b) and Schedule 4) (SI 2000/2853, as amended by SI 2004/1158).

The Council may revise the treasury management strategy and/or the investment strategy at any point in the year, subject to full Council approval.

Short term investments, approved by the Town Clerk, will be reported to the Strategy and Resources Committee.

The Investments Working Party and/or Strategy and Resources Committee will monitor the performance of long term investments through the year and receive an annual report from the external investment manager in October/November.

Where external investment managers are used they will be contractually required to comply with this strategy.

Investment objectives

To ensure prudent investment of the funds held by the Council on behalf of the community.

In the case of temporary investments, to ensure that the Council's investment priorities are the security of sums invested and the liquidity of those sums, ensuring that money is readily available for expenditure when needed.

In the case of long term investments, to build up sufficient funds to pay the loan principal of £2M by 2025/6 in respect of the loans made by the Public Works Loan Board for the construction of the Oakwood Centre.

Temporary (specified) investments

From time to time the council may have a temporary surplus of cash funds. Such surplus cash funds may be invested for periods of less than 12 months.

For the prudent management of its treasury balances, in order to maintain sufficient levels of security and liquidity, the council will use deposits with reputable banks or building societies.

Counterparties: The choice of institution and length of deposit will be at the discretion of the Town Clerk, but the credit rating from one or more independent credit rating agencies must give a rating judging the institution to be of high quality and subject to low credit risk with a credit rating of at least A. The rating will be reviewed every time there are surplus funds for investment.

In specifying the length of these investments the Council's anticipated expenditure requirement over the proposed investment period will be assessed to ensure sufficient funds remain available.

The level of temporary surplus funds invested with one institution at any one time will not exceed £250,000.

Long term (unspecified) investments

The Council has a fund it is building up to pay the £2M principal of the loans for the construction of the Oakwood Centre by 2025/6 and is making long term investments towards this objective. It is anticipated that funds invested will remain so until payment of the loans is due, in three stages during 2025 and 2026.

It appointed Rathbone Investment Management Ltd in August 2010 to advise on and manage the investment of this fund and has agreed that the investment manager will manage the fund in line with the dynamic asset allocation provided. See **Appendix B**. The portfolio is to be managed on a discretionary basis which will enable the investment manager to take decisions, in line with the agreed fund strategy, without prior referral to the Council.

The Council has instructed Rathbone Investment Management Ltd to manage the fund on a low risk rating.

The Council will encourage the investment manager to consider social, ethical and environmental factors when selecting, retaining or disposing assets.

Period	Target increase in investment value
1 April 2013 – 31 March 2014	£92,769 (revised from £20,311 on 8/11/13)
1 November 2013 – 31 October 2014	£27,018
1 April 2014 – 31 March 2015	£27,343

As at 31 October 2013 the market value of the fund was £858,158.

Overall, the target for the fund is to achieve a fund of £2M with a combination of annual contributions and investment income.

The Council, through the Investments Working Party and/or the Strategy and Resources Committee, will receive an annual report from the investment manager in October/November and review the year on year performance and the annual performance each year in November. *

The Council, through the Investments Working Party and/or the Strategy and Resources Committee, will review its annual contribution to the fund every three years. The next review will take place in November 2016. In 2014/15 the Council will budget to contribute £80,000 to the fund.

The choice of investment manager will be reviewed every 5 years. The next review will take place in 2015. The criteria for this process is attached at **Appendix C**.

The Town Clerk has been approved as the Council's designated person in dealings with Rathbones and is authorised to deal with administrative matters and give instructions on behalf of the Council.

Counterparties:

Rathbone Investment Management Ltd

Rathbone Investment Management Ltd, the wholly owned subsidiary of Rathbone Brothers PLC, has been appointed to provide an investment management service to the Council in line with the objectives set out above. Rathbone Brothers PLC is a FTSE250 quoted company and is regulated by the Prudential Regulation Authority.

Rathbone Investment Ltd has been appointed to operate the Council's investment portfolio on a low risk level. A series of committees filter stocks/funds that the company deems are appropriate for the level of portfolio risk. Rathbones is directed to manage the fund with a low approach to risk and to select investments that meet this level of risk for the portfolio and that are in line with the asset allocation described above.

In its dealings with Rathbone Investment Management Ltd the Council will ensure that:

- clear and comprehensive records of all investments held on its behalf are provided to the Council.
- investments are held in a nominee account, held separately from the company's own assets

Each year the Council will require the investment manager to:

- provide the company's most recent Report on Controls in Operation
- confirm that internal procedures and controls are in place to ensure the security of the Council's assets and that there is adequate segregation of duties in the application of internal procedures.
- confirm that the company's practices and adherence to procedures are subject to regular review as part of both internal and external audit
- confirm that the custodial activities relating to investments are subject to regular review and reconciliation

** There is no index available to compare the fund's strategy (where the portfolio asset mix is constantly moving towards the greater security of gilts) and performance will be measured against a bespoke benchmark.*

LOCAL GOVERNMENT INVESTMENTS

NOTE ON THE REVIEW OF THE GUIDANCE

[This note is not part of the guidance]

BACKGROUND

The CLG Investments Guidance was first published in 2004. Following consultation with local authorities and other interested parties, CLG has issued revised guidance, attached below. It consists of the formal statutory guidance (Part 2) and an informal commentary (Part 1).

APPLICATION

The new guidance becomes operative on 1 April 2010.

CLG SELECT COMMITTEE INQUIRY ON LOCAL AUTHORITY INVESTMENTS

The review of the guidance was undertaken partly in response to the findings of the CLG Select Committee, which has issued these documents:

Evidence: <http://www.publications.parliament.uk/pa/cm/200808/cmselect/cmcomiboc/164/164i.pdf>
Report: <http://www.publications.parliament.uk/pa/cm/200808/cmselect/cmcomiboc/164/164r.pdf>
Responses: <http://www.publications.parliament.uk/pa/cm/200808/cmselect/cmcomiboc/1013/1013.pdf>

MAIN CHANGES

Apart from drafting changes, the key revisions relate to these recommendations:

- a) The revised guidance makes even clearer that the investment priorities should be **security and liquidity**, rather than yield [Part 1 para 7; Part 2 para 4.2]
- b) Investment strategies should still go to the full council at the start of each year, but authorities are encouraged to consider submitting **revised strategies** at other times [Part 1 para 9; Part 2 para 4.5, 4.6]
- c) Strategies should be **published** [Part 1 para 12; Part 2 para 4.7]
- d) Strategies should comment on the use of **credit ratings** and of any additional sources of information on credit risk [Part 1 para 16; Part 2 para 6.1]
- e) Strategies should comment on the use of **treasury management advisers** [Part 1 para 17; Part 2 para 6.2]
- f) Strategies should comment on the investment of **money borrowed in advance of spending needs** [Part 1 para 19; Part 2 para 6.4]

Communities and Local Government

11 March 2010

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GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

[Second edition – 11 March 2010]

**PART 1 of this document provides an informal commentary on Part 2.
PART 2 contains the statutory guidance to which authorities must have regard.**

[PART 1]

INFORMAL COMMENTARY ON THE INVESTMENTS GUIDANCE *[References to paragraphs in the formal guidance are in square brackets]*

POWER UNDER WHICH THE GUIDANCE IS ISSUED [1.1]

1. The Local Government Act 2003, section 15(1), requires a local authority "...to have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify..."
2. The guidance on investments in Part 2 of this document is issued under section 15(1) of the 2003 Act and authorities are therefore required to have regard to it.

3. Two codes of practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) contain investment guidance which complements the CLG guidance. These publications are:

- *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*
- *The Prudential Code for Capital Finance in Local Authorities*

4. Local authorities are required to have regard to the current editions of the CIPFA codes by regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146].

APPLICATION [3.1 - 3.3]

5. This guidance applies with effect from 1 April 2010 – ie to the financial year 2010-11 and subsequent years. It completely supersedes the former guidance issued on 12 March 2004. The guidance applies only in England. It applies to all local authorities. It may also apply to parish councils (and charter trustees), depending upon the level of their investments [3.3]; for parish councils not expecting their investments to exceed £10,000, no action is necessary, but they are of course free to adopt the guidance if they wish. The guidance does not apply to pension and trust funds which are covered by a completely separate regulatory regime.

Appendix A

INVESTMENT STRATEGY [4.1 - 4.7]

6. The preparation each year of an investment Strategy is central to the guidance [4.1]. It encourages the formulation of policies for the prudent investment of the funds that authorities hold on behalf of their communities. In addition, the need for the Strategy to be approved by the full council ensures that these policies are subject to the scrutiny of elected Members: this is particularly important, given that central Government in 2004 ceased its close regulation of local government investment.

7. The guidance defines a prudent investment policy as having two objectives: achieving first of all **security** (protecting the capital sum from loss) and then **liquidity** (keeping the money readily available for expenditure when needed) [4.2]. The generation of investment income is distinct from these prudential objectives and is accordingly not a matter for the guidance. However, that does not mean that authorities are recommended to ignore such potential revenues. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with those priorities. This widely-recognised investment policy is sometimes more informally and memorably expressed as follows:

Security - Liquidity - Yield ...in that order!

8. The Strategy should be approved by the full council (or at equivalent level in authorities without a council) [4.4]. This is in accordance with the *Local Authorities (Functions and Responsibilities) (England) Regulations 2000* (regulation 4(1)(b) and Schedule 4) (S.I. 2000/2853, as amended by S.I. 2004/1158), which provides that the function of "formulating a plan or strategy for the control of the authority's ...investments..." is the responsibility of the authority's full council, not the executive.

9. The guidance as before recommends that an investment Strategy should be prepared and approved before the start of each financial year [4.5]. However, the revised guidance makes even clearer that this need not be a once-a-year event, but that the initial Strategy may be replaced by a revised Strategy, at any time during the year, on one or more occasions, subject to full council approval [4.6]. The initial Strategy may specify a firm timetable for the production of in-year Strategies, or may identify contingencies in the event of which a revised Strategy is to be prepared (for example, significant changes in the risk assessment of a significant proportion of the authority's investments). However, a revised Strategy may be prepared even if it was not foreshadowed in that way. Generally, if there are investment issues which the full council might wish to have brought to their attention, submission of a revised Strategy should always be considered. The CIPFA Treasury Management Code contains guidance on reporting requirements.

10. It should however be possible to incorporate in the Strategy sufficient flexibilities and delegations to avoid the need for a formal submission to the full council being triggered by purely technical circumstances. It is also open to authorities to arrange for in-depth scrutinies of Strategies to be undertaken outside full council meetings, with a view to informing and expediting the formal consideration by full council. Where external investment managers are used, they should be contractually required to comply with Strategies.

11. As noted above, authorities will also need to have regard to the CIPFA Treasury Management Code, which contains guidance on reporting requirements. There is no intention to require authorities to duplicate any of the tasks specified in the CIPFA Treasury Management Code. It is open to authorities to consider whether a single document might conveniently be used to cover both the requirements of the CIPFA code and the Secretary of State's guidance. However, in that case the document should state explicitly where it relates to the guidance by the Secretary of State.

12. Publication of Strategies is now formally recommended [4.7]. Publication on the authority's website is satisfactory. This does not mean that commercially confidential material such as detailed counterparty lists should be published.

INVESTMENT SECURITY [5.1 - 5.3]

13. The idea of **specified investments** [5.1] is to identify options with relatively high security and high liquidity, to which authorities need make only minimal reference in their Strategies. All such investments must be in sterling and with a maturity of no more than a year. Such investments with the UK Government, a local authority or parish council will count as specified investments, as will those with bodies or in investment schemes of "high credit quality". The meaning given by the authority to the latter term is to be stated in the Strategy [5.2] and it is expected that authorities will adopt rigorous standards of definition. If the criteria here refer to credit ratings, the recommendations in paragraph [5.1] of the guidance should be followed.

14. The Strategy should deal in more detail with **non-specified investments** [5.3] given the different levels of potential risk. There is no intention of discouraging authorities from pursuing these options, but the aim is to ensure that proper procedures are in place for assessing and mitigating risk. Therefore the Strategy should identify the types of such investments that may be used during the course of the year and should set a limit to the amounts that may be held in such investments at any time in the year. The limit may be a sum of money or a percentage of total investments or both. The Strategy should also lay down guidelines for making decisions on such investments, for example, on the circumstances in which professional advice is to be sought. Again, if the criteria mentioned refer to credit ratings, the recommendations in paragraph [5.1] of the guidance should be followed.

INVESTMENT RISK [5.1 - 5.4]

15. This is a largely new section in the guidance, addressing issues relating to credit risk and the means of assessing it.

Risk assessment [5.1]

16. Underlying these recommendations is a concern that credit ratings should not be seen as the only means of assessing creditworthiness. The Strategy is therefore to indicate the extent to which the authority's assessment of credit risk depends upon the use of credit ratings. Where they are used, the Strategy is to say how frequently ratings are monitored and what action is to be taken when they change. The Strategy is also to say what other sources of information on credit risk are used; that is particularly

important if a favoured investment option has a low credit rating or is not rated at all. It is not appropriate for the Government to offer guidance on such alternative means of assessing credit risk.

Treasury management advisers [6.2]

17. Sources of information on credit risk may include private-sector treasury management advisers. The Strategy is to make clear how the authority uses such advisers and what measures are in place to maintain an appropriate quality of service. The ultimate aim here is to encourage a constructive and transparent partnership between these contractors and their local authority clients.

Investment training [6.3]

18. The Strategy is to report on the procedures for reviewing and addressing the needs of the authority's treasury management staff for training in investment management. Even where significant reliance is placed upon external advisers, in-house expertise will still be needed to develop the proper kind of working relationship with them. The Government also hopes that elected Members involved in the scrutiny of treasury management issues will avail themselves of relevant training wherever possible. Further guidance on training issues is given in the CIPFA Treasury Management Code.

Investment of money borrowed in advance of need [6.4]

19. Section 12 of the 2003 Act gives a local authority power to invest for "any purpose relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs". CLG cannot offer an authoritative interpretation of the law, but takes the informal view that, while the speculative procedure of borrowing purely to invest at a profit is unlawful, there appears to be no legal obstacle to the temporary investment of funds borrowed for the purpose of expenditure in the reasonably near future. CIPFA's *Prudential Code for Capital Finance in Local Authorities* (2nd edition 2009) makes recommendations about this procedure in the context of prudent borrowing practice. To complement that, the CLG guidance recommends that the Strategy reports the authority's policies relating to the investment of any sums borrowed in advance. The Government considers that elected Members should have an opportunity to scrutinise this aspect of their authorities' investment practices, given that it may expose more money than is strictly necessary to investment risk.

INVESTMENT LIQUIDITY [7.1]

20. The Strategy should set out procedures for determining the maximum periods for which funds may prudently be committed. This is to ensure that the authority has properly assessed the risk of not having immediate access to some of its funds. An investment should be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

[PART 2]

Department for Communities and Local Government

GUIDANCE ON

LOCAL GOVERNMENT INVESTMENTS

Issued under section 15(1)(a) of the Local Government Act 2003 and effective from 1 April 2010

(1) POWER UNDER WHICH THE GUIDANCE IS ISSUED

1.1 The following guidance is issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003.

(2) DEFINITIONS OF TERMS

2.1. In this guidance, **2003 Act** means the Local Government Act 2003.

2.2. **Local authority** (except in paragraph 5.1(d) below) has the meaning given in section 23 of the 2003 Act (and in regulations made under that section). To the extent that this guidance applies to parish councils and charter trustees (see paragraph 3.3), a reference to a "local authority" includes those councils and trustees.

2.3. An **investment** is a transaction which relies upon the power in section 12 of the 2003 Act and is recorded in the balance sheet under the heading of investments within current assets or long-term investments. The term does not include pension fund and trust fund investments, which are subject to separate regulatory regimes and are therefore not covered by this guidance.

2.4. A **long-term investment** is any investment other than (a) one which is due to be repaid within 12 months of the date on which the investment was made or (b) one which the local authority may require to be repaid within that period.

2.5. A **credit rating agency** is one of the following three companies: Standard and Poor's, Moody's Investors Service Ltd, Fitch Ratings Ltd.

(3) APPLICATION

Effective date

3.1 This guidance applies with effect from 1 April 2010 and supersedes the guidance issued on 12 March 2004.

Local authorities

3.2 This guidance applies to all local authorities in England.

is to be prepared, but a revised Strategy may be prepared in other circumstances, if at any time it is considered appropriate.

Publication

4.7 The Secretary of State recommends that the initial Strategy and any revised Strategy should, when approved, be made available to the public free of charge, in print or online.

(5) INVESTMENT SECURITY

Specified investments

5.1 An investment is a **specified investment** if all of the following apply:

- (a) the investment is denominated in sterling and any payments or repayments in respect of the investment are payable only in sterling;
 - (b) the investment is not a *long-term investment* (as defined in paragraph 2.4);
 - (c) the making of the investment is not defined as *capital expenditure* by virtue of regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003* [SI 3146 as amended];
 - (d) the investment is made with a body or in an investment scheme of *high credit quality* (see paragraph 5.2); or with one of the following public-sector bodies:
 - (i) the United Kingdom Government
 - (ii) a local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland
 - (iii) a parish council or community council.
- 5.2 For the purposes of paragraph 5.1(d), the Secretary of State recommends that the Strategy should define *high credit quality* (and where this definition refers to *credit ratings*, paragraph 6.1 is relevant).

Non-specified investments

5.3 With regard to **non-specified investments** (ie those not meeting the definition in paragraph 5.1), the Secretary of State recommends that the Strategy should:

- (a) set out procedures for determining which categories of such investments may prudently be used (and where these procedures involves the use of *credit ratings*, paragraph 6.1 is relevant);
- (b) identify which categories of such investments have so far been identified as prudent for use during the financial year, and
- (c) state the upper limits for the amounts which, at any time during the financial year, may be held in each identified category and for the overall amount which may be held in non-specified investments (the limits being defined by reference

Parish councils and charter trustees

3.3 This guidance applies to parish councils and charter trustees, subject to the following:

- (a) Where the parish council or charter trustee expects its investments at any time during a financial year to exceed £500,000, the guidance should apply in relation to that year.
- (b) Where the parish council or charter trustee expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the guidance in relation to that year.
- (c) Where the parish council or charter trustee expects its investments at any time during a financial year not to exceed £10,000, no part of this guidance need be treated as applying in relation to that year.

(4) INVESTMENT STRATEGY

Preparation

4.1 The Secretary of State recommends that for each financial year a local authority should prepare at least one investment Strategy ("the Strategy") in accordance with the timetable in paragraphs 4.5 and 4.6.

4.2 The Strategy should set out the authority's policies for the prudent management of its investments and for giving priority, firstly, to the security of those investments and, secondly, to their liquidity. It should therefore identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums and for ensuring that such sums are readily accessible for expenditure whenever needed.

4.3 The detailed contents of Strategy should be in accordance with paragraphs 5.1 to 7.1, but may include other matters considered relevant.

Approval

4.4 The Strategy should be approved by the full council. For authorities without a full council, the Strategy should be approved at the closest equivalent level.

Timing

4.5 The Secretary of State recommends that for any financial year an investment Strategy ("the initial Strategy") should be prepared and approved before the start of that year.

4.6 The initial Strategy may be replaced by another Strategy ("the revised Strategy") at any time during the year, on one or more occasions, subject to the same process of approval. The initial Strategy should specify circumstances in which a revised Strategy

to a sum of money or a percentage of the authority's overall investments or both).

(6) INVESTMENT RISK

Risk assessment

6.1 The Secretary of State recommends that the Strategy should state the authority's approach to assessing the risk of loss of investments, making clear in particular:

- (a) to what extent, if any, risk assessment is based upon credit ratings issued by one or more credit rating agencies;
- (b) where credit ratings are used, how frequently credit ratings are monitored and what action is to be taken when ratings change; and
- (c) what other sources of information on credit risk are used, additional to or instead of credit ratings.

Treasury management advisers

6.2 The Secretary of State recommends that the Strategy should state:

- (a) whether and, if so, how the authority uses external advisers offering information, advice or assistance relating to investment; and
- (b) how the authority monitors and maintains the quality of any such service.

Investment training

6.3 The Secretary of State recommends that the Strategy should state what process is adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

Investment of money borrowed in advance of need

6.4 The Secretary of State recommends that the Strategy should state the authority's policies on investing money borrowed in advance of spending needs. This statement should identify any measures to manage the amount of such investments, including any limits on (a) amounts borrowed and (b) periods between borrowing and expenditure. The statement should also comment on the management of the risks involved, including balancing the risk of investment loss against the risk of higher interest rates if borrowing is deferred.

(7) INVESTMENT LIQUIDITY

7.1 The Secretary of State recommends that the Strategy should set out procedures for determining the maximum periods for which funds may prudently be committed.

| 2. Investment strategy

Dynamic asset allocation

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Cash/gilts (%)	44	48	52	56	60	64	68	72	76	80	84	88	92	96	100
Equities /alternatives (%)	56	52	48	44	40	36	32	28	24	20	16	12	8	4	0

Rebalancing annually – timed to coincide with cash injection

Appendix B

Criteria to be met by investment manager/company:

Criteria	
Support arrangements	Online access to investment portfolio (to view), regular valuation reports (at least quarterly), information presented in clear, comprehensive and understandable format.
Attendance at annual review of investment performance and strategy	Meeting usually held in November each year.
Good communication skills	Ability to clearly explain and report investment matters.
Experience in managing local authority funds	Understanding and appreciation of the responsibility of publicly funded organisations, tax issues.
Significant investment experience within reputable firm with corporate stability	
Regulated by the Prudential Regulation Authority	
Portfolio management at the risk level determined by the Council	
Compliance with the Council's treasury management strategy	Investments to be held in a nominee account, separately from the investment company's accounts. Report on controls in operation. Internal procedures and processes in place to ensure the security of council's assets. The company's practices and adherence to procedures are subject to regular review as part of internal and external audit. Custodial activities re investments are subject to regular review and reconciliation.
Consideration of social, ethical and environmental factors when selecting, retaining or disposing of assets	
Fees at a competitive level	

Draft Standing Orders

Woodley Town
Council

February 2014

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Page 3 gives an explanation of terms, bold type items and calculations for allocations of places.

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In these Standing Orders:

The expression 'Mayor' means the Chairman of Council but any duty or power assigned to the Mayor in relation to the conduct of a Council meeting may be exercised by the Member presiding at the meeting

Standing orders in bold type are statutory requirements and cannot be substantively amended unless the relevant legislation changes.

In using the term 'chairman' the Council recognises that this role is and will be undertaken by both male and female councillors.

The terms 'party' or 'parties' includes groups of councillors who are members of a political party registered with the Electoral Commission and groups which include at least 2 councillors who do not belong to a political party and who have informed the Proper Officer that they have formed a group.

The allocation of places to each standing committee, sub committee and working party between parties will be calculated on the percentage of each party's share of the total number of council places that are filled. Normal mathematical rounding will be used, a fraction under 0.5 will be rounded down to 0, if 0.5 or greater it will be rounded up to 1.

1. Full Council meetings

- a **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- b **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d A councillor shall raise his or her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor/Chairman may at any time permit a councillor to be seated when speaking.
- e Only one person is permitted to speak at a time. If more than one councillor wishes to speak the Mayor/Chairman shall direct the order of speaking.
- f **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.**
- g **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- h **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in his absence be done by, to or before the Deputy Town Mayor.**
- i **The Town Mayor, if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

- j **Subject to the meeting being quorate (SO1 (n)), all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**

- k **The Town Mayor/Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not he gave an original vote.** *(See also standing orders 2 (h) and (i) below.)*

- l **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving to the vote on the question.

- m **The minutes of a meeting shall record the names of councillors present.**

- n **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

- o **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**

- p **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present.**

- q **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

- r If the business of a meeting of the Council is not completed by 10pm the Mayor/Chairman shall at that hour, or as soon as practicable thereafter, invite the Council to determine whether or not the meeting continue. In any case the meeting shall finish at 10.30pm at the latest. If a Council meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.

- s At every Council meeting other than the Annual Meeting the first business shall be:
 - i **To appoint a Chairman if the Town Mayor and Deputy Town Mayor are absent**

 - ii **To receive such declarations of acceptance of office as required by law to be made, or if not then received, to decide when they shall be received**

 - iii To confirm the accuracy of the minutes of the last meeting and approve their being signed by the presiding Chairman

- iv To receive the minutes of committees and determine any recommendations from the committees
 - v To deal with business expressly required by statute to be done**
 - vi To receive such communications as the Town Mayor may wish to lay before the Council
 - vii To receive such communications as the Leader of the Council may wish to lay before Council
 - viii To dispose of business, if any, remaining from the last meeting
 - ix To receive and consider reports and minutes of committees and working parties.
 - x To receive and consider reports from officers of the Council
 - xi To authorise the sealing of documents
 - xii To consider motions in the order in which they have been notified and notice of which is given in the summons
 - xiii To receive reports from representatives on outside bodies, as appropriate
 - xiv Any other business specified in the summons
- t A motion to vary the order of business on the grounds of urgency may be proposed by the Town Mayor/Chairman or by any member and, if proposed by the Town Mayor/Chairman, may be put to the vote without being seconded, and shall be put to the vote without discussion.

2. Annual meetings of Council

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.** [Newly elected councillors take office on the fourth day after the date of their election]
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 8pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e The election of the Town Mayor and Deputy Town Mayor of the Council shall be the first business completed at the annual meeting of the Council.**

- f The Town Mayor, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.**

- g The Deputy Town Mayor of the Council, if any, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**

- h In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**

- i In an election year, if the current Town Mayor has been re-elected as a member of the Council, he or she shall preside at the meeting until a new Mayor has been elected and may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.**

- j At each Annual Meeting, the first business shall be**
 - i To elect a Town Mayor for the municipal year**
 - ii To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received**
 - iii In an election year, to receive a report on the membership of Council and declarations of acceptance of office**
 - iv To decide when any declarations of acceptance of office which have not been received as provided by law shall be received**
 - v To elect a Deputy Town Mayor for the municipal year
 - vi To elect a Leader of the Council for the municipal year
 - vii To decide what standing committees shall be formed and the number of places on each committee
 - viii To appoint members to the standing committees so that the membership of each committee shall be divided between the parties or combination of parties in the same proportion as are members of the Council
 - ix To elect the Chairmen and Vice Chairmen of standing committees. This will take place at the Annual meeting by the members appointed to the relevant standing committee
 - x To appoint members to sub committees and working parties for purposes to be specified by the relevant standing committee. This may take place at the Annual meeting by the members appointed to the relevant standing committee
 - xi To appoint representatives to other organisations/bodies

3. Town Forum

- a A Town Forum for members of the public to put questions to the Council, through the Mayor, shall be held before each meeting of the Council at the time advertised for the meeting; provided that a quorum of Town Councillors is present.
- b The Town Forum shall be limited to 30 minutes; provided there are no or insufficient questions to fill the allotted time, the Council shall commence business forthwith.

4. Standing committees, sub committees and working parties

- a The Council shall, at the Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
 - i. shall not appoint any member of a standing committee so as to hold office later than the next Annual Meeting, and may
 - ii. at any time, dissolve or alter the membership of a standing committee
 - iii. shall constitute standing committees so that the membership of each committee shall be divided between the parties or combination of parties in the same proportion as are members of the Council.
 - iv. shall determine the powers and duties of the standing committees
- b The Council shall determine the scheduled meeting dates of the standing committees.
- c The Mayor and Leader of the Council shall be ex-officio members of every standing committee, without voting rights, unless appointed in their own right as a member of the committee.
- d It will be normal practice for members of a standing committee to elect the Chairman and Vice-Chairman of that committee at the Annual Meeting. If, at the first meeting of a committee or sub-committee, the Chairman and Vice Chairman have not been appointed, the committee or sub-committee shall, before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.
- e Every standing committee may appoint sub committees or working parties for the municipal year for purposes to be specified by the standing committee and whose terms of reference shall be determined by resolution of the committee.
- f Every standing committee shall constitute sub committees and working parties so that the councillor membership of the sub committee or working party is divided between the parties or combination of parties in the same proportion as are members of Council. (This does not apply to the Urgency Committee SO 8a)

- g A standing committee may at any time dissolve or alter the membership of a sub committee or working party that it appointed.
- h A standing committee may appoint working parties comprised of a number of councillors and non-councillors. Non councillors will have no right to vote at working party meetings.
- i The quorum of a standing committee or sub-committee shall be three or one-third of its members, whichever is the greater, except where ordered by the Council in the case of a standing committee, or by the Council, or by the appropriate standing committee in the case of a sub-committee.
- j The Standing Orders on rules of debate [except those parts relating to standing and to speaking more than once] and the Standing Order on interests of members in contracts and other matters shall apply to standing committee and sub-committee meetings in so far as they are appropriate.
- k A councillor who has proposed a motion that has been referred to any standing committee of which he/she is not a member, may explain this motion to the committee but shall not vote.

5. Standing committee meetings

- a **Notice of a meeting of a standing committee will be issued in accordance with standing order 1(a)** to all members of Council.
- b **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- c **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the committee's** prior (written) consent.
- d **In accordance with standing order 5(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- e **Subject to the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**

- f **A Chairman of a committee may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his or her casting vote whether or not an original vote was given.**
- g **The minutes of a meeting shall record the names of councillors present.**
- h **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- i **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, shall be recorded in the minutes.**
- j **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- k All questions in standing committees shall be determined by a show of hands by a majority of the Members present and at the request of a councillor the Town Clerk shall record in the report of such committee whether each councillor present either voted for or against the question or abstained from voting.
- l If the business of a meeting of a standing committee is not completed by 10pm the Chairman shall at that hour, or as soon as practicable thereafter, invite the Committee to determine whether or not the meeting continue. In any case the meeting shall finish at 10.30pm at the latest. If a Committee meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.

6. Sub committee meetings

- a **Notice of a meeting of a sub committee will be issued in accordance with standing order 1** and provided to all members of the sub committee and the parent standing committee.
- b **Subject to the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- c **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not an original vote was given.**

- d **The minutes of a meeting shall record the names of councillors present.**
- e **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- f **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- g **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- h All questions in sub-committees shall be determined by a show of hands by a majority of the Members present and at the request of a councillor the Town Clerk shall record in the report of such sub committee whether each councillor present either voted for or against the question or abstained from voting.
- i If the business of a meeting of the sub committee is not completed by 10pm the Chairman shall at that hour, or as soon as practicable thereafter, invite the sub committee to determine whether or not the meeting continue. In any case the meeting shall finish at 10.30pm at the latest. If a sub committee meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.

7. Working parties

- a Notices of working party meetings will be provided to all members of Council , usually by email, with printed copies available for the members of the working party at the meeting.
- b The minutes of a meeting shall record the names of councillors and other members of the working party who are present.
- c **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- d **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**

- e All questions at a meeting shall be decided by a show of hands by a majority of the Councillors present and voting thereon.
- f The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- g The Chairman of a working party may convene a meeting of the working party at any time.
- h One third of all councillors shall constitute a quorum, but at no time can a quorum be less than three.
- i If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

8. Delegated powers

- a The Council delegates full powers to act in all cases of urgency to an Urgency Committee, comprising the Chairmen of the three standing committees with delegated budgetary responsibility (Leisure Services, Community Services and Strategy and Resources Committees), the Mayor and Leader of the Council and the Leader of the largest opposition party.
- b The Town Clerk shall, in every case where a decision is taken under the foregoing powers, provide the minutes of such a committee to the next meeting of the Council/committee for information.
- c In extreme urgency and where it is impractical or impossible to obtain proper authority from the Council the Town Clerk is authorised to take such action as necessary to protect the Council, the general public, staff or property.

9. Recording attendance at meetings

- a Every councillor attending a meeting of the Council, a standing committee, sub committee or working party shall sign the attendance book or sheet provided for the purpose but any omission may be rectified by the Town Clerk prior to the signing of the minutes at the next meeting of that body.

10. Attendance at standing committee, sub committee and working party meetings

- a A councillor shall be entitled to attend any meeting of a standing committee, sub committee or working party and may speak but not vote unless appointed in their own right as a member of that standing committee, sub committee or working party; the Chairman of the meeting and the Proper Officer must be advised in advance of a councillor's intention to attend.
A protocol agreed by the Council on 11/2/14 is attached to these standing orders.

11. Proper Officer

- a The Proper Officer is responsible for a number of duties and responsibilities conferred by statute, regulation or order. The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties conferred on the Proper Officer by statute, regulation or order.

12. Motions requiring written notice

- a No motion (other than those in standing order 13) may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 12 consecutive days before the next meeting.
- b Notices of motion must be received in the Town Council offices by 12 midnight on the twelfth day before the day of the meeting.
- c Notices of motion may be submitted by email to the Proper Officer and must include the name of the councillor proposing the motion.
- d The Proper Officer will confirm receipt of the notice of motion with the councillor or councillors submitting the motion.
- e The Proper Officer may, before including a motion in the agenda received in accordance with standing order 12(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- f If the Proper Officer considers the wording of a motion received in accordance with standing

order 12(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.

- g If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- h Having consulted the Town Mayor/Chairman or councillors pursuant to standing order 12(g) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- i Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- j Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose which shall be open to inspection by all councillors and the mover of the motion advised.
- k Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- l If a motion falls within the terms of reference of a committee, sub committee, or within the delegated powers conferred on an employee, a referral of the same may be made to such committee, sub-committee, or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

13. Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the accuracy of the minutes of the previous meeting.
 - iii. To correct an inaccuracy in the minutes of the previous meeting.
 - iv. To dispose of business, if any, remaining from the last meeting.
 - v. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vi. To proceed to the next business on the agenda.

- vii. To close or adjourn debate.
- viii. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- ix. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
- x. To receive nominations to a committee or sub-committee.
- xi. To dissolve a committee or sub-committee.
- xii. To note the minutes of a meeting of a committee or sub-committee.
- xiii. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- xiv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xv. To authorise legal deeds to be sealed by the Council's common seal and witnessed. *(See standing orders 23(a) and (b) below.)*
- xvi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xvii. To seek leave to withdraw a motion or amendment.
- xviii. To extend the time limit for speeches.
- xix. To exclude the press and public for all or part of a meeting.
- xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxi. To give the consent of the Council if such consent is required by standing orders.
- xxii. To suspend any standing order except those which are mandatory by law.**
- xxiii. To adjourn the meeting.
- xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxv. To answer questions from councillors.

14. Rules of debate

- a No speech during the debate on a motion or amendment shall exceed 5 minutes except with the permission of the Council.

14. A. Rules of debate - motions

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Mayor's/Chairman's direction for reasons of expedience.

- b Subject to a motion being correctly submitted, a motion shall not be considered unless it has been proposed and seconded.
- c A councillor when seconding a motion may declare their intention to reserve the right to speak in support of the motion later in the debate.
- d A motion included in an agenda and not moved at the meeting by the councillor who tabled it, may be treated as withdrawn.
- e The mover of a motion shall have a right of reply, not exceeding 5 minutes.
- f Subject to standing orders 14 B(j) and (k) below, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- g During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he or she considers has been breached or specify the irregularity in the meeting he or she is concerned by.
- h A point of order shall be decided by the Chairman and his/her decision shall be final.
- i With the consent of the seconder or of the meeting, a motion may be withdrawn by the proposer. A councillor shall not speak upon the said motion unless permission for the withdrawal of the motion has been refused.
- j Subject to standing order 14 B(l) below when a councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him/her to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any standing order, except those which are mandatory.
- k In respect of a motion to put the motion under discussion to the vote, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the

vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive the right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

14. B. Rules of debate - amendments

- a A motion to amend an original or substantive motion shall not be considered unless it has been proposed and seconded after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- b A councillor when seconding an amendment may declare their intention to reserve the right to speak in support of the amendment later in the debate.
- c A councillor may move amendments to his or her own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- d Any amendment to a motion shall be either:
 - i to leave out words;
 - ii to add words;
 - iii to leave out words and add other words.
- e A proposed or carried amendment to a motion shall not have the effect of negating the original or substantive motion under consideration.
- f Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- g Subject to standing order 14(e) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- h Pursuant to standing order 14(e) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- i If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- j If an amendment is carried, the original motion, as amended, shall take the place of the original

motion and shall become the substantive motion upon which any further amendment may be moved.

- k The mover of an amendment shall have a right of reply, not exceeding 5 minutes.
- l Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- m With the consent of the seconder or of the meeting, an amendment may be withdrawn by the proposer. A councillor shall not speak upon the said amendment unless permission for the withdrawal of the amendment has been refused.

15. Code of conduct

- a **All councillors shall observe the code of conduct adopted by the Council.**
- b **The Town Clerk shall compile and provide a register of councillors' interests to the Monitoring Officer at Wokingham Borough Council, as required by statute.**
- c **The Town Clerk shall ensure that the register of councillors' interests is published on the Town Council's website, as required by statute.**
- d Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at a meeting of the Council or its committees or sub committees and wish to request a dispensation shall follow the Dispensations Procedure.
A copy of the Dispensations Procedure is attached to the Code of Conduct - provided with these standing orders.
- e Councillors who have a pecuniary interest (disclosable or otherwise) in an item to be considered must withdraw from the meeting during the discussion of and voting on the item. Subject to the Code of Conduct councillors with a pecuniary interest (disclosable or otherwise) may only make a statement of fact about their interest and answer any questions of fact from the Chairman of the meeting relating to the matter which may assist with consideration of the matter prior to the commencement of debate and discussion on the matter, provided that the public are also allowed to attend the meeting for the same purpose. In such instances the councillor(s) with a pecuniary interest (disclosable or otherwise) must leave the room prior to the start of such debate and discussion and during voting on the matter in question.

16. Questions from members of Council

- a A councillor may ask the Mayor any question concerning the business of the Council at a meeting of the Council.
- b A councillor, with or without notice, may ask the Chairman of a committee any question upon the proceedings of the committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
- c Every question shall be put and answered without discussion, but the Chairman to whom a question has been put may decline to answer.
- d A councillor may request that the question and answer be recorded in the minutes.

17. Minutes

- a No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 13(a)(iii) above.
- b Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- c The minutes of the Council shall be open to inspection by any local government elector of the town, without charge.

18. Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 18(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 18(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or may adjourn the meeting.

19. Recission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by:
- a special motion, the written notice whereof bears the names of at least 5 councillors of the Council
 - or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 19(a) above has been disposed of, no similar motion may be moved within a further 6 months.

20. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

21. Cooption to the Council

- a The Council will follow its Cooption Procedure when seeking to coopt a town councillor.
A copy of the Council's Cooption procedure is attached to these standing orders.

22. Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

23. Execution and sealing of legal deeds

See also standing order 13(a)(xv) above

- a The Common Seal of the Council shall be kept in a safe place at the office of the Town Clerk

- b A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution of Council..
- c **In accordance with a resolution made under standing order 23(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.**

24. Extraordinary meetings

See also standing order 1 above

- a **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within 7 consecutive days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a standing committee or a sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.

25. Special meetings

- a A special meeting of a standing committee or sub committee shall also be summoned on the requisition in writing of not less than a third of the members of the standing committee or sub committee to the Proper Officer. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

26. Accounts and Financial Statements

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations.
- b The Responsible Financial Officer shall supply to each councillor the income and expenditure figures against budget estimates for each committee at every scheduled meeting of that committee.

- c The Financial Statements prepared on an income and expenditure basis for a year to 31 March shall be presented to each councillor before the end of the following month of May, or as soon as practicable.
- d The Statements of Accounts of the Council and Annual Return (which are subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

27. Budget estimates/precept

- a **The Council shall approve written estimates for the coming financial year** at its meeting in February and to meet the requirements of the billing authority.

28. Canvassing of and recommendations by councillors

- a Canvassing councillors, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council in respect of an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

29. Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential or in draft before publication, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.
- b Access to personal information held by the Council shall be limited to that information which is necessary for a decision to be made on a specific matter and limited to councillors responsible for making such decisions. No such information shall be disclosed by a councillor to any other person.

30. Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions to an employee of the Council.

31. Confidential business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 31(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

32. Relations with the press/media

- a The Leader and Deputy Leader and Chairmen of the standing committees may make oral or written statements or provide written articles to the press or other media on behalf of the Council.
- b Unless standing order 32(a) above applies councillors shall not provide oral or written statements or articles to the press or other media on behalf of the Council.

33. Matters affecting Council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the meeting has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee.
- c Councillors will form a panel for the recruitment of the Town Clerk and the management posts that report directly to the Town Clerk. (As at February 2014 Service Support Manager,

Leisure Services Manager, Head Groundsman, Oakwood Centre Manager, Committee Officer.)

- d Any papers of a confidential nature which refer to a member of staff or person being considered for appointment to any paid or unpaid post shall on completion of the discussion/interview be returned to the Town Clerk for destroying.

34. Liaison with Wokingham Borough Council

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to Wokingham Borough councillors representing the borough wards within the parish.

35. Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are printed in **bold type** and are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 5 councillors, or by recommendation from a committee.

36. Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his/her declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.

37. Public participation at meetings

- a Subject to the item of business not being of a confidential nature, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- b The period of time which is designated for public participation in accordance with standing order 37(a) above shall not exceed 15 minutes.

- c Subject to standing order 37(b) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.

38. Role of the Town Mayor

- a The Mayor shall, in addition to the role of "First Citizen" of Woodley, be responsible for the conduct of meetings of the Council and interpretation of Standing Orders at the Council meetings.

- b Where the Mayor has concern as to the conduct of an Elected Member, if unable to resolve it with that Member, he/she shall bring this to the attention of the Leader of the appropriate party. If the Leader of the appropriate party is unable, or unwilling, to resolve the issue, the Mayor will bring it to the attention of the full Council, or the Urgency Committee, as appropriate.

39. Role of the Leader of the Council

- a The Leader of the Council shall be the first line of reference for the Town Clerk for all matters of agreed Council policy and direction. In the absence of the Leader, then the Deputy Leader of the Council becomes the first line of reference.

40. Leaders and Deputy Leaders of parties

- a The names of persons appointed as Leader and Deputy Leader by parties shall be notified to the Town Clerk who shall then report accordingly to the Council.

Protocol for attendance at committee and sub committee meetings by councillors who are not members of the committee or sub committee concerned

1. Standing orders

Standing Order 10 states that

“A councillor shall be entitled to attend any meeting of a standing committee, or sub committee or working party and may speak but not vote; the Chairman of the meeting and the Proper Officer must be advised in advance of a councillor’s intention to attend”

The Council delegates most decisions to committees. The Powers and Duties of the four standing committees are attached to the Council’s Standing Orders, of which all councillors have a copy. Only members of a committee may vote on matters delegated to a committee. Only members of a sub committee and a working party may vote on matters within the remit of that sub committee or working party.

This document sets out how Standing Order 10 will operate in practice.

2. Agendas

All Members of Council will receive all agendas for committee meetings.

Sub committee agendas will be sent to members of that sub committee and members of the parent committee.

Working party agendas will be sent to all members of Council, usually by email, with printed copies provided at the meeting for members of the working party.

3. Notice of intention to attend a committee/sub committee/working party meeting

Members of Council who have not been appointed to a committee/sub committee/working party but wish to attend a meeting of that committee/sub committee/working party *must inform the Chairman and the Proper Officer in advance*. For practical reasons (seating numbers) it is preferable that this be done before the date of the meeting but it will be normally be sufficient for the Chairman and the Proper Officer to be informed on the day of the meeting and before the meeting is called to order.

4. Record of attendance

The attendance of councillors at meetings to which they are not members will be recorded in the minutes in the form ‘Also present: Cllrs...’

5. Seating

Councillors who attend meetings at which they are not members may be invited by the Chairman to sit with the committee members. In deciding whether or not to invite non members to sit at the committee table chairmen should take into account:

- The numbers of non members attending – the higher the number the more difficult it will be for the Chairman to identify voting members when necessary.
- Whether members of the public are present and the potential for confusion over which members belong to the committee/sub committee/working party.

The Chairman may:

- request that non members of the committee/sub committee/working party sit away from the meeting table.
- allocate seating at the meeting table to non members to avoid confusion on voting or if the public are present.
- introduce committee members to any members of the public present and clearly indicate which councillors are voting members at the meeting.

6. Speaking at meetings

Councillors who attend meetings at which they are not members may, with the express permission of the Chairman:

- Speak at the meeting
- Explain a motion that has been referred to the committee/sub committee
- Ask questions of the committee/sub committee/working party members, officers and members of the public present

7. Interests

The Council's Code of Conduct rules on personal and prejudicial interests will apply to **all** councillors attending committee, sub committee or working party meetings, whether or not they are members of the committee/sub committee/working party.

Any councillor with a personal or prejudicial interest in the business being considered must make this known to the meeting.

8. Confidential matters

Councillors who are not members of a committee/sub committee/working party may remain at the meeting when confidential matters are discussed. All councillors are bound by the requirement not to disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature (standing order 31).

This protocol will be monitored and reviewed as necessary.

Protocol approved by Council on 11 February 2014

Protocol updated in line with new standing orders February 2014