



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 on Tuesday 24 June 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 HELD ON 13 MAY 2014** Page 5
To approve the Minutes of the Council Meeting held 13 May 2014 and that they be signed by the Chairman.

4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Plans Committee	20 May 2014	Page 19
4.2	Leisure Services Committee	27 May 2014	Page 31
4.3	Community Services Committee	3 June 2014	Page 37
4.4	Strategy and Resources Committee	10 June 2014	Page 43
4.5	Plans Committee	17 June 2014	To follow

5. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2013/14**

- a) To approve the Financial statements for 2013/14 and authorise the signing of the statements by the Mayor and the Town Clerk (**Appendix 5a**). The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 1 of the Annual Return (**Appendix 5b**).
- b) To approve the Accounting Statements for 2013/14 as set out in Section 1 of the Annual Return (**Appendix 5b**) and authorise the signing of the statements by the Mayor. Attached at **Appendix 5c**, for Members' information is a letter from the Council's internal auditor confirming the completion of his internal audit review for 2013/14 and an explanation of the variances which has been prepared for the external audit.
- c) To approve the Annual Governance Statement for 2013/14, as set out in section 2 of the Annual Return (**Appendix 5b**), and authorise the signing of the document by the Mayor and the Town Clerk. Supporting information is provided at **Appendix 5(i)**.

Please note that the documents for this agenda item are enclosed separately.

6. **POWERS AND DUTIES OF COMMITTEES**

To consider the recommendations from each of the standing committees on the Powers and Duties of the

a)	Strategy and Resources Committee (Appendix 6a)	Page 49
b)	Leisure Services Committee (Appendix 6b)	Page 51
c)	Community Services Committee (Appendix 6c)	Page 53
d)	Plans Committee (Appendix 6d)	Page 54
e)	Town Clerk's Powers (Appendix 6e)	Page 55

7. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

8. **BULMERSHE LEISURE CENTRE – REPLACEMENT OF FILTERS**

To consider **Report No. FC 2/14**.

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9. **COUNCIL TAX SUPPORT FUNDING**

To note the reply received from the Department for Communities and Local Government to the letter sent by the Town Clerk. (**Appendix 9**)

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10. **GRANTS**

To note that letters of thanks have been received from Berkshire Multiple Sclerosis Therapy Centre and Wokingham & District CAB for the grants awarded by the Council.

11. **REPRESENTATIVES ON OUTSIDE BODIES**

a) To consider the invitation received from The Bulmershe School for the Council to nominate a school governor. ***(Appendix 11a)***

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b) To receive any reports from Town Council representatives on outside bodies. ***(Appendix 11b)***

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12. **TOWN MAYOR'S ENGAGEMENTS**

To receive a report from Councillor Brian Franklin on his engagements as Town Mayor. ***(Appendix 12)***

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13. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

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Woodley Town Council

**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre
on Tuesday 13 May 2014 at 8 pm**

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

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

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

Berkshire Multiple Sclerosis Therapy Centre, Earley and Woodley Stroke Club, Woodley Town Football Club, Hope Davies, Aleasha Lunn and Adrian Wakelin,

Following the presentation of the grant cheques 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.

Before opening the meeting the outgoing Town Mayor, Councillor Soane, asked for a minute's silence in memory of Mrs Joyce Wise, a former member of the Council.

1. **ELECTION OF TOWN MAYOR**

It was proposed by Councillor Baker, seconded by Councillor Haines and

RESOLVED:

- ◆ to elect Councillor Franklin to the office of Town Mayor of Woodley for the 2014/15 municipal year.

Councillor Franklin then made and signed the Declaration of Acceptance of Office of Town Mayor and took the chair.

Councillor Franklin said that the position of Town Mayor was an honour and a privilege given to very few people and he would represent the town with dignity and enjoyment.

Councillor Franklin thanked the outgoing Mayor, Councillor Soane, and his wife for the time and effort they had spent representing Woodley over the past year. When presenting Councillor Soane with the Past Mayor's Badge, Councillor Franklin said that he would like past Mayors to be able to wear their badge on a ribbon around the neck and he intended to enquire if this could be arranged.

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Downes and Councillor Storry.

3. **DECLARATIONS OF INTEREST**

Councillor Holmes Agenda Item 18.1
Notice of Motion

Personal interest as Chairman of
Woodley Town Centre
Management Initiative

Councillor Holmes did not take part in the discussion or the vote on Item 18.1.

4. **ELECTION OF DEPUTY TOWN MAYOR**

It was proposed by Councillor Franklin, seconded by Councillor Soane and

RESOLVED:

- ◆ to elect Councillor Mills to the office of Deputy Mayor for the 2014/15 municipal year

5. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ to note the current composition of the Council:
11 Conservative, 2 Independent and 12 Liberal Democrat Members.

6. **POLITICAL GROUP LEADERS**

RESOLVED:

- ◆ to note the appointment of Councillor Rowland as Leader and Councillor Challis as Deputy Leader of the Liberal Democrat Group.
- ◆ to note the appointment of Councillor Cheng as Leader and Councillor Mills as Deputy Leader of the Conservative Group.
- ◆ to note the appointment of Councillor Hayward as Leader and Councillor Cox as Deputy Leader of the Independent Group.

7. **LEADERSHIP OF THE COUNCIL**

7.1 It was proposed by Councillor Cheng, seconded by Councillor Haines and

RESOLVED:

- ◆ to elect Councillor Baker as Leader of the Council for the 2014/15 municipal year.

7.2 It was proposed by Councillor Cheng, seconded by Councillor Baker and

RESOLVED:

- ◆ to elect Councillor Haines as Deputy Leader of the Council for the 2014/15 municipal year.

8. **STANDING COMMITTEES 2014/15**

It was proposed by Councillor Baker, seconded by Councillor Haines and

RESOLVED:

- ◆ that there be nine places on each of the standing committees for the 2014/15 municipal year.

8.1 **Strategy & Resources Committee**

RESOLVED:

- ◆ to appoint Councillors Baker, Challis, Cheng, Haines, Hayward, Lawley, Mills, Outen and Rowland to the Strategy and Resources Committee for the 2014/15 municipal year.

8.2 **Leisure Services Committee**

RESOLVED:

- ◆ to appoint Councillors Barker, Chadwick, Challis, Cox, Downes, Franklin, Outen, Rahmouni and Soane to the Leisure Services Committee for the 2014/15 municipal year.

8.3 **Community Services Committee**

RESOLVED:

- ◆ to appoint Councillors Hayward, Higgs, Holmes, Lawley, Mills, Neall, Smith, Soane and Walker to the Community Services Committee for the 2014/15 municipal year.

8.4 **Plans Committee**

RESOLVED:

- ◆ to appoint Councillors Barker, Cheng, Duncan, Hayward, Holmes, Neall, Rahmouni, Walker and Willson to the Plans Committee for the 2014/15 municipal year.

9. **CHAIRMEN AND VICE CHAIRMEN OF STANDING COMMITTEES**

Under Standing Order 4.d) members of the standing committees appointed the Chairmen and Vice Chairmen of the standing committees as follows:

9.1 **Strategy and Resources Committee**

a) **Chairman:**

It was proposed by Councillor Cheng, seconded by Councillor Mills and

RESOLVED:

- ◆ to appoint Councillor Baker Chairman of the Strategy & Resources Committee for the municipal year.

b) **Vice Chairman:**

Councillor Haines was proposed by Councillor Cheng and seconded by Councillor Baker.

Councillor Rowland was proposed by Councillor Challis and seconded by Councillor Lawley.

On being put to a vote it was:

RESOLVED:

- ◆ to appoint Councillor Haines Vice Chairman of the Strategy & Resources Committee for the municipal year.

9.2 **Leisure Services Committee**

a) **Chairman:**

It was proposed by Councillor Franklin, seconded by Councillor Barker and

RESOLVED:

- ◆ to appoint Councillor Soane Chairman of the Leisure Services Committee for the municipal year.

b) **Vice Chairman:**

Councillor Barker was proposed by Councillor Franklin and seconded by Councillor Soane.

Councillor Challis was proposed by Councillor Outen and seconded by Councillor Rahmouni.

On being put to the vote it was:

RESOLVED:

- ◆ to appoint Councillor Barker Vice Chairman of the Leisure Services Committee for the municipal year.

9.3 **Community Services Committee**

a) **Chairman:**

It was proposed by Councillor Walker, seconded by Councillor Soane and

RESOLVED:

- ◆ to appoint Councillor Smith Chairman of the Community Services Committee for the municipal year.

b) **Vice Chairman:**

Councillor Hayward was proposed by Councillor Smith and seconded by Councillor Soane.

Councillor Lawley was proposed by Councillor Holmes and seconded by Councillor Higgs.

On being put to a vote it was:

RESOLVED:

- ◆ to appoint Councillor Hayward Vice Chairman of the Community Services Committee for the municipal year.

9.4 **Plans Committee**

a) **Chairman:**

It was proposed by Councillor Walker, seconded by Councillor Neall and

RESOLVED:

- ◆ to appoint Councillor Cheng Chairman of the Plans Committee for the municipal year.

b) **Vice Chairman:**

Councillor Duncan was proposed by Councillor Holmes and seconded by Councillor Neall.

Councillor Barker was proposed by Councillor Walker and seconded by Councillor Hayward.

On being put to a vote it was:

RESOLVED:

- ◆ to appoint Councillor Barker Vice Chairman of the Plans Committee for the municipal year.

10. **APPOINTMENT OF WORKING PARTIES AND SUB COMMITTEE**

Under Standing Order 4 e) members of the parent standing committee appointed places and members to the working parties as follows:

10.1 **Strategy and Resources Committee**

a) **Investments Working Party:**

RESOLVED:

- ◆ to approve the terms of reference of the Investments Working Party.
- ◆ to suspend Standing Order 4 f) in order to propose that all three groups be represented on the Investments Working Party for the municipal year.
- ◆ that there be 6 places on the Investments Working Party for the 2014/15 municipal year.
- ◆ to appoint Councillors Baker, Challis, Cox, Franklin, Outen and Rowland to the Investments Working Party for the municipal year.

b) **Risk Management Working Party:**

RESOLVED:

- ◆ to approve the terms of reference of the Risk Management Working Party.
- ◆ that there be 4 places on the Risk Management Working Party for the 2014/15 municipal year.
- ◆ to appoint Councillors Challis, Haines, Mills and Outen to the Risk Management Working Party for the municipal year.

c) **Catering Partnership Management Panel:**

RESOLVED:

- ◆ to approve the terms of reference of the Catering Partnership Management Panel.
- ◆ that there be 4 places on the Catering Partnership Management Panel for the 2014/15 municipal year.
- ◆ to appoint Councillors Chadwick, Challis, Haines and Rowland to the Catering Partnership Working Party for the municipal year.

d) **Standing Orders and Financial Regulations Working Party:**

RESOLVED:

- ◆ to approve the terms of reference of the Standing Orders and Financial Regulations Working Party.
- ◆ to suspend Standing Order 4 f) in order to propose that all three groups be represented on the Standing Orders and Financial Regulations Working Party for the municipal year.
- ◆ that there be 3 places on the Standing Orders and Financial Regulations Working Party for the 2014/15 municipal year.

- ◆ to appoint Councillors Baker, Challis and Hayward to the Standing Orders and Financial Regulations Working Party for the municipal year.

e) **Public Toilets Working Party:**

RESOLVED:

- ◆ to approve the terms of reference of the Public Toilets Working Party.
- ◆ to suspend Standing Order 4 f) in order to propose that all three groups be represented on the Public Toilets Working Party for the municipal year.
- ◆ that there be 4 places on the Public Toilets Working Party for the 2014/15 municipal year.
- ◆ to appoint Councillors Haines, Hayward, Outen and Rowland to the Public Toilets Working Party for the municipal year.

f) **Personnel Sub Committee:**

RESOLVED:

- ◆ to approve the terms of reference of the Personnel Sub Committee.
- ◆ that there be 4 places on the Personnel Sub Committee for the 2014/15 municipal year.
- ◆ to appoint Councillors Baker, Challis, Haines, and Rowland to the Personnel Sub Committee for the municipal year.

10.2 **Leisure Services Committee**

a) **Woodford Park Leisure Centre Entrance Improvements Working Party:**

RESOLVED:

- ◆ to approve the terms of reference of the Woodford Park Entrance Improvements Working Party.
- ◆ that there be 4 places on the Woodford Park Leisure Centre Entrance Improvements Working Party for the 2014/15 municipal year.
- ◆ to appoint Councillors Baker, Barker, Challis and Outen to the Woodford Park Leisure Centre Entrance Improvements Working Party for the municipal year.

10.3 **Community Services Committee**

a) **Allotments Working Party:**

RESOLVED:

- ◆ to approve the terms of reference of the Allotments Working Party.
- ◆ that there be 4 places on the Allotments Working Party for the 2014/15 municipal year.
- ◆ to appoint Councillors Downes, Haines, Mills and Storry to the Allotments Working Party for the municipal year.

b) **Keep Woodley Clean Working Party:**

RESOLVED:

- ◆ to approve the terms of reference of the Keep Woodley Clean Working Party.
- ◆ that there be 4 places on the Keep Woodley Clean Working Party for the 2014/15 municipal year.
- ◆ to appoint Councillors Chadwick, Downes, Higgs and Walker to the Keep Woodley Clean Working Party for the municipal year.

- ◆ To co-opt Mrs S. Flower to the Keep Woodley Clean Working Party for the municipal year.

c) **Youth Working Party:**

RESOLVED:

- ◆ to approve the terms of reference of the Youth Working Party.
- ◆ that there be 6 places on the Youth Working Party for the 2014/15 municipal year.
- ◆ to appoint Councillors Cheng, Gilder, Haines, Rahmouni, Rowland and Walker to the Youth Working Party for the municipal year.

11. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Having being duly nominated it was

RESOLVED:

- ◆ to appoint the following:

Berkshire Association of Local Councils (BALC)

Councillor Haines

Wokingham District Association of Local Councils

Councillors Haines and Franklin

Ambleside Neighbourhood Partnership Committee – 1 place

Councillor Gilder

Woodley Airfield Centre Management Committee – 2 places

Councillors Challis and Soane

Woodley Bowling Club Management Committee – 1 place

Councillors Hayward and Neall were nominated to be the representative on this committee.

On being put to the vote it was:

RESOLVED:

- ◆ to appoint Councillor Hayward as the Town Council's representative on this committee.

Citizens Advice Bureau – 1 place

Councillors Challis and Cheng were nominated to be the representative on this body.

On being put to the vote it was:

RESOLVED:

- ◆ to appoint Councillor Cheng as the Town Council's representative on this body.

Woodley Volunteer Centre – 1 place

Councillors Hayward and Higgs were nominated to be the representative on this body.

On being put to the vote it was:

RESOLVED:

- ◆ to appoint Councillor Hayward as the Town Council's representative on this body.

Sandford Farm Liaison Group – 1 place (plus 1 deputy)

Councillor Franklin with Councillor Chadwick as the deputy representative.

Age Concern (Woodley) – 1 place

Councillor Gilder

Highwood Management Conference – 2 places

Councillors Gilder and Holmes

ReadiBus – 1 place

Councillor Haines

Museum of Berkshire Aviation Trust – 2 places

Councillors Franklin and Outen

Woodley Town Centre Management Initiative – 2 places

Councillors Haines and Holmes

ARC – 2 places

Mrs S. Flower and Mrs N. Quinnell

Woodley War Memorial Project – 2 places

Councillors Rahmouni and Soane

Mid and West Berkshire Local Access Forum – 1 place

Councillor Mills

Road/Street Works Major Projects Meeting – 1 place (plus 2 deputies)

Councillor Walker with Councillors Cheng and Holmes as the deputy representatives.

Campaign Against Waste – 3 places

Councillors Neall, Rahmouni and Walker

Wokingham Traffic+ Forum – 1 place

Councillor Mills

Woodley Football Forum Project Steering Group – 1 place

Councillors Baker and Outen were nominated and, following discussion, the Town Clerk agreed to request that the Council be allocated two places on this body.

[Town Clerk's note: It is the understanding of the Woodley Town Football Club Chairman that Councillor Baker is to be nominated to represent Wokingham Borough Council on the steering group and therefore the Town Council does not require two places on this body.]

Poor's Land Charity – 2 places

Mr L. Day and Councillor Mills were appointed to serve until 2018.

In addition to these appointments, it was noted that Councillor Cheng and Mrs S. Flower were the Council's other representatives, serving until 2016.

Sonning & District Welfare & Education Trust – 1 place

Councillors Outen and Smith were nominated to be the representative on this body.

On being put to the vote it was:

RESOLVED:

- ◆ to appoint Councillor Smith as the Town Council's representative on this body.

Wokingham Borough/Parish Working Group – 1 place

Councillor Mills

Representation on the following outside body was noted:

Robert Palmer Almshouse Charity – 1 place

Representative is Councillor Rahmouni (serving to 2016)

12. **CHEQUE SIGNATORIES 2014/15**

RESOLVED:

- ◆ to appoint Councillors Baker, Challis, Franklin, Haines, Lawley, Mills and Rowland, as signatories to sign cheques and transfers on behalf of the Council.

13. **MINUTES OF THE COUNCIL MEETING - 11 FEBRUARY 2014**

The Town Mayor presented the minutes of the meeting held on 11 February 2014.

Minute 72e): Minutes of the Strategy and Resources Committee: 4 February 2014: Minute 66: Budget estimates 2014/15, b) Leisure Services and Community Services Committees

Councillor Challis asked for minute 72e to be amended to show that he had challenged the accuracy of minute 66 and that the Town Clerk agreed to amend the minute.

Minute 72e): Minutes of the Strategy and Resources Committee: 4 February 2014: Minute 66: Budget estimates 2014/15, c) Budget and precept 2014/15

Councillors Challis and Rowland asked for this minute to be expanded to reflect more of the discussion points.

RESOLVED:

- ◆ to approve the minutes of the Council meeting held on 13 February 2014, with the requested amendments, and that the amended minutes be signed by the Mayor as a correct record.

14. **COMMITTEE REPORTS**

14.1 **Minutes of the Plans Committee: 18 February 2014**

Councillor Cheng presented the Plans Committee minutes of the meeting of 18 February 2014.

RESOLVED:

- ◆ to receive the minutes of the Plans Committee held on 18 February 2014.

14.2 Minutes of the Plans Committee: 18 March 2014

Councillor Cheng presented the Plans Committee minutes of the meeting of 18 March 2014.

RESOLVED:

- ◆ to receive the minutes of the Plans Committee held on 18 March 2014.

14.3 Minutes of the extraordinary meeting of the Strategy and Resources Committee: 26 March 2014

Councillor Baker presented the minutes of the extraordinary meeting of the Strategy and Resources Committee of 26 March 2014.

Minute 83: Public Toilets Working Party

In reply to a question about the progress of the tender process for the public toilet the Town Clerk explained that the tender documents had not yet been produced as other items, such as the war memorial project, had taken precedence and that Section 106 funding for the public toilet had not yet been received. When asked whether the project could be forward funded Councillor Baker replied that he had spoken to Wokingham Borough Council about forward funding the war memorial project as this was more urgent if the memorial was to be installed before the centenary of the start of the first world war in August.

RESOLVED:

- ◆ to receive the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 26 March 2014.

14.4 Minutes of the Leisure Services Committee: 9 April 2014

Councillor Franklin presented the Leisure Services Committee minutes of the meeting of 8 April 2014.

RESOLVED:

- ◆ to receive the minutes of the Leisure Services Committee held on 8 April 2014.

14.5 Minutes of the Plans Committee: 15 April 2014

Councillor Cheng presented the Plans Committee minutes of the meeting of 15 April 2014.

RESOLVED:

- ◆ to receive the minutes of the Plans Committee held on 15 April 2014.

14.6 Minutes of the Community Services Committee: 22 April 2014

Councillor Hayward presented the Community Services Committee minutes of the meeting of 22 April 2014.

Minute 90: Bus shelter in Fairwater Drive

When asked about progress on this matter the Service Support Manager reported that the money for the replacement bus shelter had finally been received and the order for the new bus shelter could now be placed.

Minute 91: Air quality in Woodley

Councillor Challis requested that the report referred to in this item be made available to Members and the Town Clerk agreed to distribute the link to the

Wokingham Borough Council website so that Members could view the report.

Minute 93: Future agenda items

Councillor Rowland requested that a letter be sent to the Chief Executive Officer of Reading Buses about the lack of consultation with the Council on the changes to bus routes in Woodley.

RESOLVED:

- ◆ to receive the minutes of the Community Services Committee held on 22 April 2014.
- ◆ To write to the Chief Executive Officer of Reading Buses.

14.7. **Minutes of the Strategy and Resources Committee: 29 April 2014**

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 29 April 2014.

Minute 88: Minutes of the extraordinary meeting of the Strategy and Resources Committee held on 26 March 2014

Councillor Challis asked for this minute to be amended to show that he had requested that the document he had submitted to the meeting be attached as it was referred to in the minutes.

RESOLVED:

- ◆ to receive the minutes of the Strategy and Resources Committee held on 29 April 2014.

15. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"By the time I rise to make this statement the wider group of Independents and Conservatives will have retained control of the Town Council.

When we took control last year I said that we wanted to do things differently from the 40 years of Liberal Democrat control. I am pleased to say that we have been quite successful in our first year and look to repeat this in the second year.

The highlights of the year have been:

1. The first reduction in council tax for at least 8 years
2. Taken the first steps to return Bulmershe Leisure Centre back to its owners, Wokingham Borough Council
3. A new budget process which allows the opposition to see and debate the draft budget for the first time ever
4. Reduction in number of working parties
5. Changed the "winner takes all" mentality of the last 40 years by agreeing a certain number of opposition councillors into key roles such as chairmanship of the Youth Working Party

Now we will be in charge for the next year we will continue the targets we set ourselves including the completion of the return of Bulmershe Leisure Centre; full implementation of the 3G pitch and the continuing review of working practices.

Before I sit down I would like to pay tribute to Deborah and her staff for the patience and support they have given Kate and I. It has been a massive learning

curve for both of us and they have been most helpful. We look forward to continuing this successful working relationship.”

16. **BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT WORKING PARTY**

16.1 **RESOLVED:**

- ◆ to note the questions posed to the Executive Member for Strategic Planning and Highways at the Wokingham Borough Council Executive meeting on 20 February 2014 and the responses given.

16.2 Councillor Baker reported that Earley Town Council had notified him that it no longer wished to continue this working party and he therefore proposed that no representatives be appointed from Woodley Town Council. This was seconded by Councillor Haines. Councillor Challis stated that he felt this was a bad move as both councils had gained by working together to defend the green space.

RESOLVED:

- ◆ that no representatives be appointed to the Site of Urban landscape Value Joint Working Party

17. **3G ARTIFICIAL GRASS PITCH PROJECT – FUNDING**

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

RESOLVED:

- ◆ that the Council make an application for borrowing approval for a sum of £255,000 to fund the 3G artificial grass pitch and associated improvements project and, subject to receiving this, make an application for a loan from the Public Works Loan Board at a fixed interest rate payable over a period of 15 years.

18. It was proposed by the Chairman and

RESOLVED:

- ◆ that as the business was unlikely to be completed by 10pm the meeting continue until 10:30pm in order to complete the business set out in the agenda.

19. **NOTICES OF MOTION**

19.1 The following motion was proposed by Councillor Challis and seconded by Councillor Lawley:

“Woodley Town Council refuses to accept the recent decision taken by Woodley Town Centre Management Initiative (WTCMI) to attempt to restrict the gathering of religious and political groups in the town centre.

Woodley Town Council’s reasons for refusing to accept this decision by WTCMI include:

- i) Woodley TCMCI is a partnership between Woodley Town Council, Wokingham Borough Council and local traders and no consultation was undertaken with Woodley Town Council prior to its introduction,
- ii) There is no legal basis for the WTCMI to either take or enforce this decision,
- iii) There was no public announcement of this policy or associated procedures that would place all political parties and independents on an equal footing,
- iv) There has never been an issue with religious groups gathering in the town centre.

Woodley Town Council notes the national trend of a decline of public involvement with politics and consequently this Council will:

- a) Seek an immediate public statement by WTCMI reversing the policy to limit access.
- b) Support any actions that promote the engagement of residents in the political process.
- c) Object to any actions which restrict the efforts of political parties to engage with the public."

Councillors Challis, Lawley and Rowland spoke in favour of the motion. Councillors Baker, Haines and Cox spoke against the motion.

Following a vote, the motion was defeated.

Voting: For: 9 Against: 11 Abstentions: 1

- 19.2 The following motion was proposed by councillor Baker and seconded by Councillor Haines:

"The Members' Code of Conduct requires Members to ensure that the Council's resources are not used improperly for political purposes.

This Council notes that there are no existing guidelines regarding photographs being taken inside Council buildings for political purposes.

With this in mind and to avoid any confusion for Council employees all political parties wishing to take photographs for political purposes inside Council run/owned buildings will require prior written permission from the Town Clerk in order to do so."

Councillors Baker and Haines spoke in favour of the motion. Councillors Challis and Lawley spoke against the motion.

Following a vote it was

RESOLVED:

- ◆ that the motion be carried.

Voting: For: 11 Against: 9 Abstentions: 1

20. It was proposed by the Chairman that as business had not been completed by 10:30pm the meeting continue in order to complete the business set out in the agenda.

Following a vote the proposal was not carried.

The meeting closed at 10:30pm

Town Mayor

TOWN FORUM

13 May 2014

One Woodley resident was present at the Town Forum.

Mr Greg Bellow said he had come to the forum as he had an interest in local democracy and he requested clarification regarding the recent decision taken by the Woodley Town Centre Management Initiative (WTCMI) to attempt to restrict the gathering of religious and political groups in the town centre. Mr Bellow asked if the Town Council was going to review the situation.

Councillor Baker explained that the decision had been taken by the WTCMI, which is an independent organisation, but that following legal advice the policy was no longer active. Councillor Challis commented that the decision had not been withdrawn, but was on hold and as the WTCMI is funded by the Town Council, the Council had an interest in the decisions made by the WTCMI.

Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 20 May 2014 at 7:45 pm.

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

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

01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T. Barker, L. Hayward and M. Walker.

02 DECLARATIONS OF INTEREST

Councillor J. Cheng - Personal interest: Agenda item 06.4, planning application F/2014/0713: 29 Copse Mead, as she used to live in the neighbouring property and still has family connections to that property.
Councillor Cheng took no part in the discussion or decision on this item.

03 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 15 April 2014 and for the Chairman to sign them as a true and accurate record.

04 TO APPOINT THE VICE-CHAIRMAN OF THE PLANS COMMITTEE

Councillor R. Duncan was nominated by Councillor J. Cheng, seconded by Councillor M. Holmes and it was

RESOLVED:

To appoint Councillor R. Duncan as the Vice-Chairman of the Plans Committee.

05 PLANNING DECISIONS

RESOLVED:

To note information on decision notices received from the planning authority since the last meeting. (Appendix 5).

06 CURRENT PLANNING APPLICATIONS

Councillor R. Duncan took the chair for item 06.4, planning application F/2014/0713: 29 Copse Mead.

RESOLVED:

To forward comments to the Borough Council as follows:

06- 1	F /2014/0693	Plot Ref :-	Type :-	Full
	Applicant Name :-	Kevin Alden	Date Received :-	15/04/2014
	Location :-	94 Butts Hill Road Butts Hill Road Woodley RG5 4NR 94 Butts Hill Road Butts Hill Road Woodley RG5 4NR	Date Returned :-	21/05/2014
	Proposal :	Proposed erection of a single storey rear and side extension to dwelling.		

Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

06- 2 F /2014/0695 Plot Ref :- Type :- Full
Applicant Name :- Mrs Julie Critchley Date Received :- 15/04/2014
Location :- 60 Butts Hill Road Date Returned :- 21/05/2014
Butts Hill Road
Woodley
RG5 4NP
Proposal : Proposed erection of a single storey rear and side extension plus front porch extension.
Observations : No objections and no comments.

06- 3 F /2014/0711 Plot Ref :- Type :- Full
Applicant Name :- Mr J Hall Date Received :- 22/04/2014
Location :- 28 Nimrod Close Date Returned :- 21/05/2014
Nimrod Close
Woodley
RG5 4UW
28 Nimrod Close
Nimrod Close
Woodley
RG5 4UW
Proposal : Proposed erection of two storey side and single storey rear extension to dwelling.
Observations : No objections and no comments.

06- 4 F /2014/0713 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs R Chand Date Received :- 06/06/2014
Location :- 29 Copse Mead Date Returned :- 21/05/2014
Copse Mead
Woodley
RG5 4RP
Proposal : Proposed erection of part two storey, part single storey rear extension and two storey side extension on west elevation and part first floor side extension on east elevation (including change in roof form from twin rear gable to crown roof design). In addition, proposed front gable extension, demolition of existing detached garage, removal of existing chimney stack and changes to existing fenestration.
Observations : One resident was present at the meeting to voice his concerns and three letters of concern had been received. Cllr Baker was present to speak on behalf of residents. The residents' concerns related to:
- Gross overdevelopment of the plot.
- Overbearing
- Loss of light to adjacent properties.
- The large number of bedrooms and bathrooms suggest a high occupancy, which could result in parking problems.
- There are no waste pipes or vents shown to the bathrooms situated on the boundary wall so it is not possible to ascertain whether these will be intrusive to the neighbouring property.
- The new roof appears to overhang the neighbouring property.
Following the residents' comments, the Committee discussed the application and recommended the planning application be refused on the following grounds:
- Overdevelopment of the plot.
- Overbearing.
- Massing effect on neighbouring properties.

- Loss of light to adjacent properties.
- Loss of privacy to adjacent properties.

If planning permission is granted, the Committee would like there to be a condition stating that the house cannot be used as a house of multiple occupation.

06- 5 F /2014/0716 Plot Ref :- Type :- Full

Applicant Name :- Mr Rajiv Kakar Date Received :- 22/04/2014

Location :- 25 Crockhamwell Road Date Returned :- 21/05/2014
 Crockhamwell Road
 Woodley
 RG5 3LE
 25 Crockhamwell Road
 Crockhamwell Road
 Woodley
 RG5 3LE

Proposal : Proposed erection of single storey extension and conservatory to dwelling, part demolition of existing roof and replacement with new 45 degree pitched roof and erection of rear dormer.

Observations : Two residents were present at the meeting to voice their concerns and two letters of concern had been received. The concerns related to:

- The proposed gable wall on the boundary will result in extreme loss of light to the kitchen in the neighbouring property.
- The loss of light will be exacerbated by the proposed rear extension.

Following the residents' comments the Committee discussed the application and recommended that the application be refused on the following grounds:

- Unneighbourly development.
- Loss of light to 23 Crockhamwell Road.
- Out of keeping with neighbouring properties.

06- 6 F /2014/0724 Plot Ref :- Type :- Full

Applicant Name :- Mr Ron Hayes Date Received :- 17/04/2014

Location :- 111 Haddon Drive Date Returned :- 21/05/2014
 Haddon Drive
 Woodley
 RG5 4LY

Proposal : Proposed erection of single storey front extension, single storey rear extension and new garage following demolition of existing garage.

Observations : One letter of objection had been received, relating to loss of light to the neighbouring property.

The Committee discussed the application and had the following concerns:

- Unneighbourly development.
- Unclear drawings.
- Loss of light to the property at 113 Haddon Drive if the proposed garage is larger than the present one, but this cannot be ascertained from the drawings.

06- 7 F /2014/0730 Plot Ref :- Type :- Full

Applicant Name :- Ms S Goodworth Date Received :- 23/04/2014

Location :- Farriers Date Returned :- 22/05/2014
 Farriers Close
 Woodley
 RG5 3DD

Proposal : Proposed erection of a new detached 2-bay garage.

Observations : Two letters of concern had been received and two residents were present at the meeting. Cllr Baker was present to speak on behalf of residents and Cllr Lawley was present to voice his concerns as a resident of Farriers Close.
The residents' concerns related to:
- The size of the proposed garage, particularly the height of the roof, will be overbearing for the neighbours whose gardens back onto it.
- Loss of light to neighbouring properties.
- Concern that the iconic feeling of the Farriers site will be marred.
- Would like to ensure that the adjacent holly tree is protected as it will mask part of the garage.

Following the residents' concerns, the Committee discussed the plans and recommended that the planning application be refused on the following grounds:

- Overbearing.
- Loss of light.
- Out of character with the property.

If planning permission is granted, would like a condition that the adjacent holly tree must be preserved.

Cllr Cheng will speak on behalf of Woodley Town Council if this application is considered by the Wokingham Borough Council Planning Committee.

06- 8	F /2014/0746	Plot Ref :-	Type :-	Full
	Applicant Name :-	Derek Parsons	Date Received :-	28/04/2014
	Location :-	12 The Ridgeway The Ridgeway Woodley RG5 3QD	Date Returned :-	22/05/2014
	Proposal :	Proposed erection of single storey extension to side of dwelling plus a loft conversion with front and rear dormers.		
	Observations :	One resident was present at the meeting to voice his concerns which related to: - The proposed extension is very close to the boundary wall. - The proposed extension is very extensive. - 2 large trees will need to be removed.		
		Following the resident's comments, the Committee discussed the plans and recommended that the planning application be refused on the following grounds: - Extension will be out of scale with the existing dwelling. - Unneighbourly development. - Out of character with the street scene.		
		If planning permission is granted, the Committee would like there to be a condition that the extension must not be used as a separate dwelling.		

06- 9	F /2014/0756	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr Khawar Hussain	Date Received :-	23/04/2014
	Location :-	85 Bruce Road Bruce Road Woodley RG5 3DY	Date Returned :-	22/05/2014
	Proposal :	Proposed erection of a two storey rear extension to dwelling.		
	Observations :	The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.		

06- 10 F /2014/0758 Plot Ref :- Type :- Full
Applicant Name :- Mrs K Hallisey Date Received :- 25/04/2014
Location :- 11 Pearson Way Date Returned :- 22/05/2014
Pearson Way
Woodley
RG5 3QH
11 Pearson Way
Pearson Way
Woodley
RG5 3QH
Proposal : Proposed erection of single storey rear extension, changes to existing fenestration and provision of new ramped access to rear/side of dwelling.
Observations : No objections and no comments.

06- 11 F /2014/0775 Plot Ref :- Type :- Full
Applicant Name :- Mr R Kakar Date Received :- 25/04/2014
Location :- 31 Crockhamwell Road Date Returned :- 21/05/2014
Crockhamwell Road
Woodley
RG5 3LE
Proposal : Proposed erection of two storey rear extension, single storey side extension, single storey porch and loft conversion with side facing dormers. Demolition of existing garage and conservatory.
Observations : One resident was present at the meeting and one letter of concern had been received. Two representatives of the applicant were present. The resident's concern related to the loss of light that would be caused to the neighbouring property.

The Committee discussed the application and recommended the planning application be refused on the following grounds:
- Loss of light to the neighbouring property.

06- 12 F /2014/0803 Plot Ref :- Type :- Full
Applicant Name :- Mr Daniel Bandhu Date Received :- 13/05/2014
Location :- 83 Colemans Moor Road Date Returned :- 22/05/2014
Colemans Moor Road
Woodley
RG5 4DG
Proposal : Proposed erection of new monopitch roof to replace flat roof on existing outbuilding and alterations to openings.
Observations : No objections and no comments.

06- 13 F /2014/0816 Plot Ref :- Type :- Full
Applicant Name :- Mr Ahmed Aleshaiker Date Received :- 02/05/2014
Location :- 16 Duffield Road Date Returned :- 22/05/2014
Duffield Road
Woodley
RG5 4RN
Proposal : Proposed erection of first floor side extension and single storey front extension and conversion of existing garage to habitable accommodation.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

06- 14 F /2014/0819 Plot Ref :- Type :- Full
Applicant Name :- Alan Collis Date Received :- 28/04/2014
Location :- 176 Loddon Bridge Road Date Returned :- 22/05/2014
Loddon Bridge Road
Woodley
RG5 4AA
Proposal : Proposed erection of a part single/part two storey front, side and rear extension with front and rear dormers and roof lights, plus part conversion of garage to habitable accommodation, rear juliet balcony and repositioning of front door.
Observations : The Committee recommended the planning application be refused on the following grounds;
- Loss of light.
- Loss of privacy due to the velux windows and the juliet balcony.
- If permission is granted, would recommend a condition that obscure glazing should be used in the velux windows to the side elevation.

06- 15 F /2014/0860 Plot Ref :- Type :- Full
Applicant Name :- Ms Sally Goodworth Date Received :- 01/05/2014
Location :- Farriers Date Returned :- 22/05/2014
Farriers Close
Woodley
RG5 3DD
Proposal : Proposed erection of part two storey part single storey extension to rear following demolition of existing rear extensions.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

06- 16 F /2014/0874 Plot Ref :- Type :- Full
Applicant Name :- DPGS Ltd Date Received :- 07/05/2014
Location :- 145 Crockhamwell Road Date Returned :- 22/05/2014
Crockhamwell Road
Woodley
RG5 3JP
Proposal : Proposed change of use from Use Class A2 (Financial and Professional Services) to Use Class A5 (Hot Food Takeaway); and installation of extraction/ventilation equipment.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

06- 17 F /2014/0875 Plot Ref :- Type :- Full
Applicant Name :- CALA Homes (South) Ltd Date Received :- 06/05/2014
Location :- Bulmershe Campus Date Returned :- 22/05/2014
Woodlands Avenue
Earley
RG6 1HY
Proposal : Application for the erection of 257 dwellings with associated garaging and parking, 60 x 1 & 2 bed Extra Care unit and A1 retail shop, including public open space, children's play area, accesses from Woodlands Avenue, tree protection, affordable housing and landscaping.
Observations : One resident was present at the meeting but did not wish to speak. Cllr Gilder was present at the meeting to speak on behalf of local residents. Cllr Gilder had received two letters of concern from residents, which she

read out at the meeting.

The residents' concerns related to:

- Increased traffic on Woodlands Avenue.
- Lack of affordable housing.
- The effect on local GP surgeries, schools, buses and the leisure centre.
- Loss of green spaces.
- Concerns regarding heavy plant and construction traffic.
- Protection of the adjacent woods and associated wildlife.
- Concern that the historic wall, which is listed and must be protected, is not shown on the drawings.

The Committee discussed the residents' concerns and considered the plans, and had the following observations:

- Concern that the historic, listed wall is not shown on the drawings as this must be protected.
- Ensure there is an effective barrier to prevent access to the woods, to protect the woods and the wildlife. Both a fence and a prickly hedge should be provided.
- There should only be one access point into the woods, to protect the woods and the wildlife.
- Ensure there is adequate surface water drainage from the development into the woods, to maintain the water table in the woods and prevent flooding on the development.
- There should be a condition that heavy plant must not use the local roads during the rush hour.
- There should be a condition that construction traffic must use recommended routes.
- The Committee would like consideration to be given to the use of Section 106 money for improvement and upgrading of Woodlands Avenue and the junction of Woodlands Avenue with Church Road.
- Ensure that Section 106 money is still to be made available to Highwood.

CLr Duncan will speak on behalf of Woodley Town Council when this application is considered by the Wokingham Borough Council Planning Committee.

06- 18	F /2014/0897	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr & Mrs Simon Amos	Date Received :-	12/05/2014
	Location :-	19 Blanchard Close Blanchard Close Woodley RG5 4XQ	Date Returned :-	22/05/2014
	Proposal :	Proposed erection of rear conservatory following demolition of existing conservatory.		
	Observations :	The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.		

06- 19	F /2014/0936	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr K Murray, Woodley T C	Date Received :-	06/05/2014
	Location :-	Memorial Ground, Woodford Park Haddon Drive Woodley RG5 4JZ Memorial Ground, Woodford Park Haddon Drive Woodley RG5 4JZ	Date Returned :-	22/05/2014
	Proposal :	Proposed creation of a paved area with central war memorial on existing		

pathway, resurfacing of existing tarmac path with bonded gravel and stone set paving around the proposed memorial, erection of replacement gate posts, one pedestrian gate and double vehicular gates.

Observations : Woodley Town Council is the applicant and therefore made no comment.

06- 20 F /2014/0984 Plot Ref :- Type :- Full
Applicant Name :- Wokingham Borough Council Date Received :- 02/05/2014
Location :- Beechwood Primary School Date Returned :- 22/05/2014
Ambleside Close
Woodley
RG5 4JJ
Proposal : Proposed erection of enclosed PE store to the rear of existing garage facilities.
Observations : One resident was present to speak at the meeting and had also sent a letter.
The resident had been concerned that intruders would be able to gain access to her property from the roof of the proposed building, but had been informed by the Site Controller at Beechwood Primary School that the building was to be located 1 metre away from the garden fence, although this was not shown on the drawing. She had also been assured that the fascia below the roof would be green or brown, so as not to be visually intrusive.
Following the resident's comments, the Committee discussed the application and had no objections to the proposal, but made the following observations:
- There should be a condition that the building must be 1 metre away from the fence to the rear of the neighbouring gardens.
- The fascia below the roof should be green or brown to minimise the visual effect on the neighbours.

06- 21 VA/2014/0889 Plot Ref :- Type :- Variation
Applicant Name :- Taylor Wimpey West London Date Received :- 13/05/2014
Location :- Land at Sandford Farm Date Returned :- 22/05/2014
Mohawk Way
Woodley
Proposal : Application to vary conditions 8, 10, 13 and 18 of planning consent F/2011/1278 (remediation works to remove contaminated material from former landfill site) to enable the re-use of materials on the site as part of the remediation of the site.
Observations : Two residents were present at the meeting, but did not wish to speak.
The Committee discussed the proposals and had the following observations:
- Concern that re-used material may be contaminated.

07 NEIGHBOUR CONSULTATION SCHEME

RESOLVED:

To note application HH/2014/0841.

Location: 77 Arundel Road, Woodley, RG5 4JR.

Proposal: Application for the prior approval for the erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.8m, for which the maximum height would be 3.72m, and for which the height of the eaves would be 2.25m.

To note application OFF/2014/0974.

Location: 2 Southlake Parade, Kingfisher Drive, Woodley.

Proposal: Prior approval submission for the proposed change of use from a retail (Use Class A1) use to a self-contained residential flat (Use Class C3).

To note application HH/2014/0982.

Location: 10 Wyndham Crescent, Woodley, RG5 3AZ.

Proposal: Application for the prior approval for the erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5m, for which the maximum height would be 2.50m, and for which the height of the eaves would be 3.80m.

08 TREE PRESERVATION ORDERS

RESOLVED:

To note the following:

TPO 213/1982, 94 Walmer Road, Woodley.

Consent for the felling and replacement of a silver birch.

09 STREET NAMING AND NUMBERING

a) RESOLVED:

To forward to Wokingham Borough Council the following suggestions for street names for the development at Bulmershe Campus:

The Orangery (for the north west area of the site)
Campus
Collegiate
Diploma
Freshers
Graduation
Semester
Student
Thesis
Tutor

b) RESOLVED:

To note that the following street names:

Gemini Road
Martinet Road
Messenger Road

have passed screening by Royal Mail and will be used in the new development on the former Linpac Metal Packaging Site.

10 POWERS AND DUTIES OF THE PLANS COMMITTEE

Members considered the draft Powers and Duties of the Plans Committee document and amended references to "the planning authority" to "the local planning authority".

RESOLVED:

To recommend the amended draft Powers and Duties of the Plans Committee document be adopted.

11 ADDITIONAL ITEM: APPEALS

RESOLVED:

To note that the appeal against refusal of planning permission for the following application has been dismissed:

F/2013/2274: 10 Radcot Close

Proposed erection of two storey rear and first floor side extensions to dwelling plus part conversion of garage to habitable accommodation.

12 ADDITIONAL ITEM: NON-MATERIAL AMENDMENT OF PLANNING CONSENT

RESOLVED:

To note that the following proposed amendments to planning consent F/2013/1136, Former Linpac Site, Headley Road East, have been accepted as non-material amendments:

1. Affordable housing units increased in size to comply with s106 Lifetime Homes requirement.

2. House type on Plot 39 amended to a Shaftesbury with a double garage between 39 & 40 instead of 2 x single garages.
3. Relocation of 3 visitor car parking spaces as requested by the highway authority.

13 ENFORCEMENT ISSUES

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

The Meeting closed at : 10:25pm

Signed : _____ Chairman Date: _____

On behalf of :- Woodley Town Council

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
CLP/2014/0556	1 st Woodley Scout Group Hut, The Close	Application for a certificate of lawfulness for the use of one storage room within the Scout Hut as a Scout Shop for 6 hours per week.	Approved
DEM/2014/0588	Fosters home for the Elderly, Fosters Lane	Application for a determination as to whether prior approval is required for the method of demolition and any proposed restoration of the site.	Not required
F/2013/2610	4 Bosworth Gardens	Proposed erection of a two-storey rear extension including balcony and a new pool house and summer house to the rear.	Approved
F/2014/0009	22b South Lake Crescent	Proposed conversion of loft space to create habitable accommodation to dwelling with flat roof dormer to rear elevation.	Approved
F/2014/0028	Beechwood Primary School, Ambleside Close	Proposed erection of a covered concrete PE store.	<i>Withdrawn</i>
F/2014/0080	7 Carrick Gardens	Proposed single storey rear extension, first floor side extension and conversion of garage to form habitable accommodation.	Approved
F/2014/0106	55 Nightingale Road	Proposed erection of a first floor side and rear extension, part single storey front extension, two storey rear extension and conversion of existing garage to additional habitable accommodation.	Approved
F/2014/0112	7-10 The Parade, Brecon Road	Erection of 2-storey block of 4 x flats (part retrospective, with amendments to the roof form of the single storey side wings).	REFUSED
F/2014/0166	340 Kingfisher Drive	Proposed erection of a front porch and canopy with brick pillars (part retrospective)	REFUSED
F/2014/0362	5 Mitchell Way	Proposed conversion of garage to create habitable accommodation to dwelling, plus a single storey side extension to form garage/utility room.	Approved
F/2014/0381	Farriers, Farriers Close	Proposed erection of a single storey rear extension and first floor rear bathroom extension to dwelling following removal of existing extension. Installation of front and rear dormer windows to outbuilding, plus repositioning of chimney and farrier's kiln.	<i>Withdrawn</i>
F/2014/0396	27 Tennyson Road	Proposed single storey side & rear extension to dwelling.	Approved

Plan No.	Address	Proposal	Decision
F/2014/0433	34 Hawker Way	Proposed conversion of garage to create habitable accommodation to dwelling, plus widening of driveway.	Approved
F/2014/0498	12 Harris Close	Proposed erection of a two storey side and rear extension to dwelling, plus conversion of existing garage to create habitable accommodation with replacement roof.	Approved
F/2014/0500	52 Campbell Road	Proposed erection of a single storey rear extension to dwelling.	Approved
F/2014/0513	8 Brecon Road	Proposed erection of a single storey rear extension to dwelling.	Approved
F/2014/0519	64 Haddon Drive	Proposed erection of a single storey side extension and first floor side extension to dwelling	Approved
F/2014/0520	42 Rowan Drive	Proposed erection of single storey rear and side extensions to dwelling and partial conversion of garage to habitable accommodation.	Approved
F/2014/0525	32 Wyndham Crescent	Proposed erection of a part ground floor rear and side extension, first floor side extension and conversion of existing loft with a rear dormer extension to additional habitable accommodation. (Amendment to planning consent F/2013/1670)	Approved
F/2014/0532	10 Willowside	Proposed erection of a single storey rear extension, single storey front extension and conversion of existing garage to additional habitable accommodation, changes to existing flat roof on dormer to pitched roof, installation of new roof light and changes to existing fenestration.	Approved
F/2014/0567	93 Loddon Bridge Road	Proposed erection of a single storey building in rear garden to form home office.	Approved
NMT/2014/0852	110 Colemans Moor Road	Application for a non-material amendment to planning consent F/2013/0460 to allow a change of rear window on kitchen extension to bi-fold doors, reduction in the number of rooflights and removal of side door of kitchen extension.	Approved
TL/2014/0384	Junction of Waingels Road and Beggars Hill Road	Application for prior determination for the proposed base station upgrade.	Permitted Development

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 27 May 2014 at 8.00 pm**

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

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

Also present: *Donna Kirkpatrick and Trina Farrance, Bulmershe Gym Club
Councillor K. Baker*

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A. Downes and W. Soane.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 8 APRIL 2014**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 8 April 2014 be approved and signed by the Chairman as a correct record.

4. **BULMERSHE GYM CLUB**

Donna Kirkpatrick and Trina Farrance, from Bulmershe Gym Club, were welcomed to the meeting.

The presenters explained that the gymnastics club had been based in Woodley for over 40 years and provided gym classes for all ages and abilities, from pre-school to adult recreational classes and elite squads competing at regional, national and international level. The club currently operated from a purpose built training facility in the grounds of Bulmershe School, but required more space were now running satellite classes at Woodford Park Leisure Centre.

There was currently a waiting list of more than 400 for children's classes, with children waiting over a year for places to become available and this situation could be alleviated if extra facilities could be provided. At an elite level, 37 members of the club were currently in the GB aerobic gymnastics squad, including national champions and two world silver medallists, and these gymnasts were training on a floor that was not suitable for their requirements. An extra training facility could provide a floor suitable for aerobic gymnastics. The club had funding, with a committed endorsement from British Gymnastics and were looking to work in partnership with another facility. The presenters talked about the club's plans to further their links with the local community and possible partnerships that had been identified.

Members questioned the presenters about the club's membership and how to balance the demands of the elite squad with community use. The presenters informed members that the club would be interested in any space that could be made available and was keen to be involved in the development of a facility, and had funding to make this possible.

The Chairman thanked Donna Kirkpatrick and Trina Farrance for coming to the meeting and making their presentation.

5. **BUDGETARY CONTROL**

- a) The Town Clerk presented Report No. LS 10/14.

RESOLVED:

- ◆ To note Report No. LS 10/14.

- b) The Town Clerk presented Report No. LS 11/14, the draft 2013/14 year end expenditure and income accounts. Members noted that the income for the year was greater than had been estimated in the budget, with the income from the football pitches being 10% higher than anticipated, and thanked officers for the very good results.

RESOLVED:

- ◆ To note Report No. LS 11/14.

6. **LEISURE CENTRES**

The Leisure Services Manager presented Report No. LS 12/14.

Healthy Habits

Members were pleased to note that the number of Healthy Habits members had increased to 843.

August Bank Holiday

Members were asked to approve the proposed opening hours at the leisure centres for the August bank holiday, as follows:

Date: 25 August

Bulmershe Leisure Centre: Closed

Woodford Park Leisure Centre: 9am – 5pm

Sports Development

Cardiac Rehabilitation

The Leisure Services Manager reported that Wokingham Borough Council had finally found an instructor to lead the cardiac rehabilitation sessions at Woodford Park Leisure Centre, and these would commence on 4 June. Due to high demand there would be two sessions each week. When asked if there was a defibrillator on site, the Leisure Services Manager explained that the team running the cardiac sessions would bring a defibrillator with them.

Woodley Sports Week, 19 – 23 May 2014

The Leisure Services Manager reported that all sessions at Sports Week had been well attended and approximately 2,700 children had taken part. Many schools had commented that this year had been better than last year. Councillor Franklin had attended many of the sessions in his role as Town Mayor and reported that all the events had been very well organised, and he congratulated the Leisure Services Manager and his team.

Bulmershe Leisure Centre

Members were pleased to note that the free swimming for 16s and under would be operating at Bulmershe Leisure Centre again during the school summer holidays, and that the first term of Swim School for the year had been very successful, with an increase in income of £6,000 compared with the previous year's figure at this point.

Woodford Park Leisure Centre

New Bookings

The Leisure Services Manager informed Members that Bulmershe Gym Club had recently transferred their booking from Bulmershe to Woodford Park Leisure Centre and would be training there two evenings a week. In reply to a question the Leisure Services Manager confirmed that the gym club bookings had not displaced any other bookings. Discussions were also underway with three or four other hirers at Bulmershe who were interested in transferring to Woodford Park.

Berkshire Lawn Tennis Association

Members were informed that Berkshire Lawn Tennis Association would be leaving their offices at Woodford Park at the beginning of June to move to smaller premises, due to the reorganisation of the Lawn Tennis Association. Discussions were underway with Optalis, who were keen to move from their current base at Bulmershe and into the space vacated by Berkshire Lawn Tennis Association.

Family Bike Rides

In reply to a question the Leisure Services Manager confirmed that he was hoping to encourage people to travel to the start of the bike rides on their bikes as car parking was difficult.

3G Football Pitch – Woodford Park Leisure Centre

The Leisure Services Manager updated Members on the progress of the 3G artificial grass football pitch project and reported that all was proceeding according to plan. Wokingham Borough Council had responded to the pre-application advice request and nothing had emerged that was not already being considered.

Bulmershe Gym Club and Berkshire Badminton Association

The Leisure Services Manager informed Members that Bulmershe Gym Club and Berkshire Badminton Association both had funds to invest in new training facilities and were keen to work with the Town Council to investigate the possibility of building an extension at Woodford Park Leisure Centre. Albatross Diving Club, who used Bulmershe Leisure Centre as their dry land training centre, also had funds to invest and had asked to be kept informed of any future building project.

The Leisure Services Manager had met with Alliance Leisure and Createability to discuss the possibility of providing a new facility for these clubs, and had asked them to investigate the costs involved and possible income generation ideas. It was agreed to invite the company to report on their findings at the next meeting.

RESOLVED

- ◆ To note Report No. LS 8/14.
- ◆ To approve the proposed bank holiday hours.

7. PARKS AND BUILDINGS

The Service Support Manager presented Report No. LS 13/14.

Vandalism

Members noted that the metalwork to the zip wire at Woodford Park Leisure Centre had recently been damaged and the door at Chapel Hall had been damaged during a break-in.

Woodford Park Leisure Centre

The Service Support Manager reported that the room partitions in the function room had been replaced and the paddling pool had been cleaned and serviced in preparation for the

summer. He also reported on the work that had been undertaken as part of the Woodford Park Leisure Centre Entrance Improvements project.

Bulmershe Leisure Centre

Members were informed that the sand filters were scheduled for replacement in the following weeks, but that the work was not expected to affect the operation of the pool.

Woodford Park

The Service Support Manager informed Members that the wild flower beds had been prepared and planted around the park and that the large sycamore tree that had been in poor condition had been removed. Further tree works would be carried out in the following weeks, including the removal of several dead trees and some that were damaged during storms earlier in the year.

Civic Space

The Service Support Manager reported that planning permission for the project was still awaited, but that the tenders were due to be returned the following day and it was hoped that work could begin the week after Carnival.

Malone Park

Members were informed by the Service Support Manager that installation of the new play equipment had commenced that week.

Woodley Garden Competition 2014

The Service Support Manager reported that advertising flyers were currently being distributed and the closing date for entries would be Friday 11 July.

RESOLVED:

- ◆ To note Report No LS 13/14.

8. POWERS AND DUTIES OF THE LEISURE SERVICES COMMITTEE

Members reviewed the draft Powers and Duties of the Leisure Services Committee document and made the following amendments:

- i. Point 1 should read: "To provide, manage and promote..." instead of "To manage and promote..."
- ii. Point 3 should read: "To manage and promote the use of Bulmershe Leisure Centre and Woodford Park Leisure Centre by the general public."
- iii. Point 13 should read: "To co-operate and liaise with other local authorities and organisations..." instead of "To co-operate and liaise with other bodies and organisations..."
- iv. Point 16 should read: "To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and recommend to the Strategy and Resources Committee where appropriate."

RESOLVED:

- ◆ To recommend that the amended draft Powers and Duties of the Leisure Services Committee document be adopted.

9. FUTURE AGENDA ITEMS

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

RESOLVED:

- ◆ That the following be considered as future agenda items:
 - An update on the future of Bulmershe Gym Club be included in the Leisure Service Manager's report for every meeting.
 - The costed options for building an extension at Woodford Park Leisure Centre to provide new training facilities for Bulmershe Gym Club, Berkshire Badminton Association and Albatross Diving Club be included as a separate item in the next agenda.

10. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To post photographs from Sports Week on the Town Council website.
- ◆ To advertise any future events on the Town Council website.

11. **EXCLUSION OF THE PUBLIC AND THE PRESS**

RESOLVED:

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

12. **BULMERSHE LEISURE CENTRE**

The Town Clerk presented a confidential update on negotiations on the terms of an early surrender of the lease on Bulmershe Leisure Centre.

The meeting closed at 9:25 pm

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Minutes of a Meeting of the Community Services Committee held at the Oakwood Centre on Tuesday 3 June 2014 at 8:00 pm

Present: *Councillors: D. Smith (Chairman); L. Hayward; L. Higgs; M. Holmes; C. Lawley; D. Mills; R. Neall; M. Walker*

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

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

1. **APOLOGIES**

Apologies for absence were received from Councillor W. Soane.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 22 APRIL 2014**

RESOLVED:

- ◆ That the minutes of the meeting held on 22 April 2014 be approved and signed by the Chairman as a correct record.

4. **JUST AROUND THE CORNER**

Sam Milligan, Just Around the Corner charity, was welcomed to the meeting and presented the JAC report. He reported that the atmosphere around Woodley was still generally good with the numbers at all sessions increasing as the weather got warmer, especially at Woodford Park and particularly on Friday evenings. JAC were taking sports equipment to the park to encourage young people to get involved in football, cricket and rounders.

Sam Milligan reported that the sessions at Rehoboth were already fully booked for the summer and he explained that the majority of the mentoring work at the stables was tending to be on a one to one basis, whereas previously they had mostly worked with larger groups. In response to a question Sam Milligan confirmed that this seemed to be a general trend rather than a short-term anomaly, and would result in a drop in the annual mentoring figures. The official opening of Rehoboth by Zara Tindall on 13 May had been a great success and had been attended by more than 150 people, including the Mayor of Woodley. Zara Tindall had shown a genuine interest in the work undertaken at the centre.

Finally Sam Milligan informed Members that JAC had recently had meetings with Woodley Town FC and Reading FC as both clubs were keen to improve their football and sports initiatives within the community, and were investigating the possibility of co-ordinating football sessions with JAC outreach sessions.

The Chairman thanked Sam Milligan, saying that he found the regular report from JAC very useful.

RESOLVED:

- ◆ To note the report from the Just Around the Corner charity.

5. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. CS 11/14.

6. **YOUTH WORKING PARTY**

In response to a question about whether it would be beneficial for the Friday night youth club at Bulmershe Leisure Centre to stay open until 10:30pm, the Town Clerk reported that the club opened from 7:30pm until 10pm and the volunteers who ran it felt that two and a half hours was long enough and that 10:30pm would be too late for the younger people who attended.

RESOLVED:

- ◆ To note Report No. CS 12/14.

7. **ALLOTMENTS WORKING PARTY**

Members noted that it was anticipated that the next meeting of the Allotments Working Party would take place in June.

8. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Members were pleased to note that information on the locations of the defibrillators had been circulated to all the shops in the town centre.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management initiative meeting held on 16 April 2014.

9. **HIGHWAYS**

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

Members noted the report from Councillor Walker on the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 29 April 2014.

b) **Cycleway on Wokingham Road (and A329 corridor)**

Members noted the publicity material regarding the route and its delivery.

10. **STREET WORKS PERMIT SCHEME**

Members discussed the street works permit scheme proposed by Wokingham Borough Council and

RESOLVED:

- ◆ To respond to Wokingham Borough Council in support of the scheme, but to suggest that a review be undertaken in the future to monitor the benefits of the scheme.

11. **TELECOMMUNICATIONS INSTALLATION UPGRADES**

RESOLVED:

- ◆ To note the revised drawings received regarding the proposed upgrade to the existing telecommunications installation on land adjacent to Mays Lane Cemetery, Earley.

12. **BUS SHELTER IN FAIRWATER DRIVE**
Members noted that a new bus shelter had been ordered to replace the one in Fairwater Drive that had been damaged and subsequently removed.
13. **LIGHTING COLUMN IN DROVERS WAY FOOTPATH**
Members noted that Column 10 in Drovers Way footpath had been damaged and badly bent, but had been inspected and was safe and secure in the ground. The Service Support Manager was investigating who was responsible for the damage.
14. **AIR QUALITY IN WOODLEY**
Members noted that an officer from Environmental Health at Wokingham Borough Council had been invited to provide an update on air quality matters in the borough and would attend the next meeting of the Community Services Committee.
15. **CHANGES TO BUS ROUTES IN WOODLEY**
Members considered the correspondence received from Reading Buses regarding the changes to the bus routes in Woodley and

RESOLVED:

- ◆ To invite James Freeman, Chief Executive Officer of Reading Buses, and Tom Beck, from Wokingham Borough Council, to attend the next meeting of the Community Services Committee to explain why there had been a reduction to the bus network in Woodley.
- ◆ To start the meeting on 3 September at 7:30pm if the above representatives were able to attend the meeting.

16. **READIBUS**
Members noted that the General Manager of Readibus had confirmed the year-end figures for the number of journeys provided in 2013/14, as follows:

As at 31 March 2014, 247 residents were registered to use the service and in the year 1 April 2013 to 31 March 2014, 10,269 journeys were made, an increase on the previous year of 9.1%.

17. **WAITROSE, WOODLEY – APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE**
Information regarding this item had been circulated to Members in advance of the meeting as a response had been required by Wokingham Borough Council by 21 May 2014.

RESOLVED:

- ◆ To note the proposal by Waitrose, Woodley to reduce the number of double, manned checkouts by 0.5, to introduce a bank of quick pay/self-scanning tills and to relocate the customer welcome desk.
- ◆ To note that a "no comments" response was sent to the Licensing Officer, Wokingham Borough Council, in accordance with the replies received from four Committee members.

18. **POWERS AND DUTIES OF THE COMMUNITY SERVICES COMMITTEE**
Members reviewed the draft Powers and Duties of the Community Services Committee document and made the following amendments:

- i. Point 11 should read: "To monitor and manage the Committee's budgets..." instead of "To manage the Committee's budgets..."
- ii. Point 16 should read: "To work with other organisations, agencies and charities..." instead of "To work with other organisations and agencies..."

RESOLVED:

- ◆ To recommend that the amended draft Powers and Duties of the Community Services Committee document be adopted.

19. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Wokingham Volunteer Centre Newsletter – Spring 2014

20. **FUTURE AGENDA ITEMS**

Under this item it was requested that an update on progress regarding the provision of a public toilet in the town centre be included in the next agenda.

21. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

The following items were notified to Councillors after the agenda had been published.

22. **WOKINGHAM BOROUGH COUNCIL CONSULTATION – PARKING ON VERGES, FOOTWAYS AND FOOTPATHS**

Members were pleased to receive information on this subject and welcomed the clarification of the legal position. The consultation document was discussed and it was

RESOLVED:

- ◆ To respond to the consultation as follows:
 - The cycleway must not be allowed to become a parking area
 - Enforcement of the regulations should be the responsibility of the Borough Council

23. **WOODLEY CARNIVAL**

Members considered a request from the Carnival Committee that the Council sponsor the provision of Inflatable World on Carnival Day.

RESOLVED:

- ◆ To recommend to the Strategy and Resources Committee that the budget allocation to the Carnival Committee be increased by £311 to cover the sponsorship of Inflatable World.

24. **CONDITION OF ROADS IN WOODLEY**

Members noted correspondence received from a Woodley resident regarding the condition of the road surfaces in Woodley, particularly Fairwater Drive and Wallace Close.

RESOLVED:

- ◆ To write to Wokingham Borough Council requesting that consideration be given to the resurfacing of Fairwater Drive and Wallace Close.

- ◆ To reply to the resident informing him that the Town Council is not responsible for maintaining the roads but that representation will be made to the Borough Council regarding the resurfacing of Fairwater Drive and Wallace Close.
- ◆ That Councillor Walker will raise this issue at the next Road Works/Street Works Major Project Co-ordination meeting.

The meeting closed at 9:15 pm

Chairman

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 10 June 2014 at 8.00 pm

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

Councillor K. Baker arrived after the start of the meeting.

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

1. **APOLOGIES**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 29 APRIL 2014**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 29 April 2014 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 19/14.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
April 2014	£82,618.40	£60,643.28

c) **Transfer Limit**

RESOLVED:

- ◆ To increase the transfer limit of funds from the Council's current bank account to the imprest account from £55,000 to £65,000 per transaction.

- d) Members noted that Section 150(5) of the Local Government Act 1972 had been repealed, allowing town and parish councils to make online payments. The Town Council confirmed that the arrangements for making online payments securely would be brought to the Committee for approval as part of the Financial Regulations Review.

5. **APPOINTMENT OF INTERNAL AUDITOR**

The Town Clerk presented Report No. 20/14. Although four quotes had been sought, only two had been received. Members noted the difference in charging rates and discussed the qualification levels of the personnel at both companies. Following discussion, in which both

quotes were reviewed, it was agreed that the cheaper company was the preferred quote as they proposed to spend more days visiting the Council offices; however, before the appointment was made information on any knowledge the Council's accountant had about the company would be sought.

RESOLVED:

- ◆ To appoint Lightatouch Internal Audit Services, subject to any information received from the Council's accountant.
- ◆ To review the performance of the internal auditor after 12 months.

6. **SECTION 106 PROJECT LIST**

The Service Support Manager presented Report No. SR 21/14.

Members were pleased to note that the installation of the new play equipment at Malone Park, which was funded by a Section 106 grant, had been completed.

The Service Support Manager reported that he had been informed by Wokingham Borough Council that there was currently no Section 106 funding available for the 3G pitch project at Woodford Park. Members were concerned that the Town Council had still not received clarification on the revised application process for the Section 106 grants. It was noted that the Town Clerk was arranging to invite a speaker on the new process.

RESOLVED:

- ◆ To note Report No. SR 21/14.

7. **WAR MEMORIAL / CIVIC SPACE**

- 7.1 The Service Support Manager presented Report No. SR 22/14 (Part A). He informed Members that planning approval had been received for the project subject to arboricultural method statements and planting schedules being submitted for approval. This information would be submitted the following day.

The Service Support Manager informed Members that the provisional date for the opening ceremony was 15 July; this date being governed by the availability of a high profile dignitary to attend and unveil the monument. He reported that the Woodley War Memorial Project group did not have a budget for the opening ceremony and requested that the Committee consider allocating funds for this. Following discussion regarding appropriate expenditure for the opening ceremony, and in order to allow arrangements to proceed, Members agreed to allocate up to £1,000 and requested that officers ensure that the level of expenditure was appropriate.

RESOLVED:

- ◆ To note Report No. SR 22/14 (Part A)
- ◆ To allocate up to £1,000 from the General Reserve to fund arrangements for the opening ceremony of the Civic Space and War Memorial.

7.2 **EXCLUSION OF THE PUBLIC AND PRESS:**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the confidential matters in Report No. SR 22/14 (Part B).

- 7.3 The Service Support Manager presented a confidential report, Report No. SR 22/14 (Part B), regarding the tenders received for the installation of the Civic Space project. Members considered the information provided and

RESOLVED:

- ◆ To approve the appointment of PP Construction Ltd to carry out the installation of the Civic Space project.

- 7.4 Members noted that following the awarding of a Heritage Lottery Grant, which the Council agreed to support, arrangements were being made to take part in the plans for a borough-wide Heritage Memorial Trail, which in Woodley would include the new memorial, the stained glass window at the Oakwood Centre and the memorial at St. John's Church.

8. **CAPITAL PROGRAMME**

The Service Support Manager presented Report No. SR 23/14.

RESOLVED:

- ◆ To note Report No. SR 23/14.

- ◆ To recommend approval of the 2014/15 Capital Programme as set out in the schedule at Appendix A.

9. **LOCAL GOVERNMENT PENSION SCHEME – EMPLOYER'S DISCRETIONARY AND RECOMMENDED STATEMENT OF POLICY**

The Town Clerk presented Report No. SR 24/14, and explained that the Council was required to decide on certain discretionary policies under the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions and savings) Regulations 2014.

Members considered the report and discussed the merits of the policy options and

RESOLVED:

- ◆ That where discretionary policies adopted by the Council were in place from 2008, these would remain unchanged.
- ◆ That under no circumstances will the Council agree to 'switch on' the 85 year rule.
- ◆ That no regular lump sum payments will ever be included in the calculation of assumed pensionable pay.
- ◆ That the document will be reviewed every three years, and may also be reviewed in the event of any unforeseen circumstances occurring.

10. **LOCAL GOVERNMENT (DISCRETIONARY PAYMENTS) (INJURY ALLOWANCE) REGULATIONS 2012**

The Town Clerk presented Report No. SR 25/14, and explained that the Council must adopt a policy in line with the Local Government (Discretionary Payments) (Injury Allowances) Regulations.

Members considered the policy options contained in the report and

RESOLVED:

- ◆ To adopt policy option B.

11. **POWERS AND DUTIES OF THE STRATEGY AND RESOURCES COMMITTEE AND POWERS DELEGATED TO THE TOWN CLERK**

11.1 Members reviewed the draft Powers and Duties of the Strategy and Resources Committee document and made the following amendments:

i. Point 5: Amend the wording "... each budget head within a location ..." to read "... each budget heading ..."

ii. Point 6 should read: " To authorise expenditure on capital schemes approved by the Council."

RESOLVED:

◆ To recommend that the amended draft Powers and Duties of the Strategy and Resources Committee document be adopted.

11.2 Members reviewed the draft Powers Delegated to the Town Clerk document and made the following amendment:

i. Point 10 should read: "... Leader/Deputy Leader of the Council and appropriate committee Chairman." instead of ... Leader/Deputy of the Council or appropriate committee Chairman."

RESOLVED:

◆ To recommend that the amended draft Powers Delegated to the Town Clerk document be adopted.

12. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Members noted that the meeting scheduled for 9 May 2014 had been cancelled, and that the next meeting would be held on 13 June 2014.

13. **PUBLIC TOILETS WORKING PARTY**

Members noted that a meeting of the Public Toilets Working Party would be arranged to report on progress.

In response to a question the Town Clerk reported that a consultant had been found to produce the tender documents, but that work on these could not start until the Section 106 funding had been confirmed as approved. She was awaiting a response from the relevant officer. When the funding was confirmed, a meeting of the Working Party would be arranged. Members then discussed the possibility of forward funding the cost of the consultant in order to allow work to proceed.

RESOLVED:

◆ To approve the allocation of up to £3,000 to forward fund the cost of a consultant to proceed with the production of tender documents for the installation of a public toilet in the town centre.

14. **RESIDENTS SURVEY 2013/14**

Members noted the Residents Survey 2013/14 report and requested that the Town Clerk issue a press release covering the main points of the survey.

15. **LOCAL GOVERNMENT TRANSPARENCY CODE**

Members noted the advice note from the National Association of Local Councils.

16. **STAFFING RESOURCES**

The Town Clerk gave a verbal report on this item. She informed Members that if the early surrender of the lease on Bulmershe Leisure Centre was agreed, it would be necessary to employ someone on a short-term contract to look at contractual and financial matters

associated with this. There should be a period of review once the lease had ended to assess the effect of this change in the organisation. The Town Clerk was also considering looking at an apprentice post for the position of receptionist, allowing the current receptionist/administration assistant to take on new duties.

17. **RECOMMENDATION FROM COMMUNITY SERVICES COMMITTEE**

Members considered a recommendation from the Community Services Committee for additional funding of £311 to enable the Council to sponsor the free Inflatable World event on Carnival Day 2014.

RESOLVED:

- ◆ To increase the budget allocation for grant funding to the Carnival Committee by £311 to cover the sponsorship of Inflatable World.

18. **FUTURE AGENDA ITEMS**

No future agenda items were suggested.

19. **PUBLICITY AND WEBSITE**

It was agreed to publicise the results of the Residents Survey 2013/14.

20. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED:

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

21. **BULMERSHE LEISURE CENTRE**

The Town Clerk presented a confidential report, Report No. SR 26/14, giving an update on negotiations on the terms of an early surrender of the lease on Bulmershe Leisure Centre.

During the discussion on this item it was proposed by the Chairman and

RESOLVED:

- ◆ That as business was unlikely to be completed by 10pm the meeting continue in order to complete the business as set out in the agenda.

After discussion of the matters set out in the report it was

RESOLVED:

- ◆ To approve an early surrender of the lease on Bulmershe Leisure Centre subject to satisfactory terms being reached and approved.
- ◆ That on the ending of the Bulmershe Leisure Centre lease the post of Leisure Services Manager be retained within the Council's establishment.

The meeting closed at 10:05pm

Draft Capital Programme 2014/15

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	1000		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
Malone Park	5000		Works complete but to be paid in 2014/15	Improvements to Malone Road play area identified 2012/13
Playgrounds	5000		Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Improvements to outside Woodford Park Leisure Centre	462	C/F from 2013/14		Improvements to Leisure Centre frontage/approach (Rec from Leisure Services Committee 27/3/12)
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	1000	C/F from 2013/14		Install window blinds. New flooring and decoration was completed 2013/14.
Replace dividers Woodford Park LC function room	5935	C/F from 2013/14	Works complete but to be paid in 2014/15	Replace dividers in function room due to age - poor condition. Works complete but paid for in 2014/15 financial year
Dividing Curtain - Function Room WPLC	2000			To increase functionality/flexibility of room
Chapel Hall - replacement flooring	7000			Replace current flooring - poor condition
CCTV WPLC	2000			Upgrade CCTV system
Reception area flooring - WPLC	10000			Replace current flooring - poor condition
Ventilation - Ladies & Gents toilets - WPLC	3000			Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	5000			Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000			Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9000			Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400			Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
Function Room Windows - replace - WPLC	8000			Replace function room windows
Water Softener - Oakwood Centre	3300			Install water softener to decrease limescale damage to heating and water systems caused by hard water.
Sub total	85597			

ROLLING FUNDS		Total in fund	Project Cost (Estimated)	
Woodford Park car park resurfacing	5000	25000	60000	Resurfacing and repair of car park substructure. 5 years allocation
Replacement roof - WPLC	5000	5000	35000	

FUNDED BY	
Carry forward balance from 2013/14	59289
2014/15 allocation	45000
Total funds available 2014/15	104289
Capital Programme Balance	18692

Draft Powers and Duties of the Strategy and Resources Committee

1. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
2. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
3. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that committee's estimates, providing that savings cannot be found within the requesting committee's estimates and that funds are available.
4. To inform and advise the Council on the annual capital programme projects.
5. To manage the committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the committee.
6. To authorise expenditure on capital schemes approved by the Council.
7. To recommend to Council the borrowing of funds and the raising of loans.
8. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
9. To give guidance and instructions to spending committees and officers for the formulation of forward programmes and financial guidelines.
10. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
11. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
12. To oversee the management and development of The Oakwood Centre.
13. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
14. To deal with all leases and licences.
15. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.

16. To supervise communications between the Council and the public.
17. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
18. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
19. To oversee the administration of the Council's offices and depots.
20. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
21. To make appointments to the posts reporting directly to the Town Clerk (as at June 2014: Service Support Manager, Committee Officer, Leisure Services Manager, Head Groundsman,)
22. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
23. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
24. To liaise and foster good relations with local authority associations.
25. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one committee on a particular matter differ[s] from the recommendation of another committee on the same matter.
26. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
27. To consider, where appropriate, the environmental impact on decisions being made by the committee.
28. To award grants in line with Section 137 of the Local Government Act 1972.

Reviewed 24 June 2014

Draft Powers and Duties of the Leisure Services Committee

1. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
2. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
3. To provide, manage and promote the use of Bulmershe Leisure Centre and Woodford Park Leisure Centre by the general public.
4. To recommend the fees and charges for the use of the facilities within the Committee's remit.
5. To approve terms and conditions for the use of any of the facilities within the Committee's remit.
6. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
7. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
8. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
9. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
10. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
11. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
12. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
13. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
14. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
15. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.

16. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
17. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
18. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
19. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
20. To consider, where appropriate, the environmental impact on decisions being made by the committee.

Reviewed 24 June 2014

Draft Powers and Duties of the Community Services Committee

1. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards in accordance with the approved estimates and to advise the Council on future requirements.
2. To organise and work with other groups on events which promote the identity and community activity within Woodley.
3. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
4. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
5. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
6. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
7. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
8. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
9. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
10. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
11. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
12. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
13. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
14. To consider, where appropriate, the environmental impact on decisions being made by the committee.
15. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.
16. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.

Draft Powers and Duties of the Plans Committee

1. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
2. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
3. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
4. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
5. To propose new street names and maintain and review a list for that purpose.
6. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
7. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 25/6/14 Min No 31) that such a presentation be undertaken by a town councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will make the presentation.
8. To receive notification of:
 - planning applications
 - planning decisions
 - planning appeals
 - consent for tree works
 - enforcement matters
 - neighbour consultations
 - permitted development certificates
 - other matters relating to the planning process

Reviewed 24 June 2014

Draft Powers delegated to the Town Clerk

1. To be head of the Council's paid service, with authority over all employees for ensuring the efficient management of the use of the Council's resources.
2. To be the "Proper Officer" of the Council for the purposes of the Local Government Act, 1972 and for all other statutory purposes.
3. To be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act, 1972, the Audit and Account Regulations and other relevant financial regulations.
4. To act as the Council's principal advisor on matters of general policy and for the co-ordination of advice on matters affecting such policy.
5. To be empowered to seek any required planning or building control permission in pursuance of any resolution or objective of the Council.
6. To be responsible for the day-to-day maintenance of all Council property, equipment and machinery.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, permission, consent or approval which may be required under any enactment or by virtue of any contract, covenant or agreement in the presence of two Members of the Council.
8. To be the holder of any licences in respect of any of the Council's public buildings and, whilst such licences are in operation, to have overall responsibility for such buildings or area for which the licence is granted.
9. To administer meetings of the Council, its committees and sub-committees; preparing such notices, agendas, reports and minutes as are needed to comply with the relevant statute.
10. To have authority to deal with all enquiries, petitions and complaints from members of the public and referring those that cannot be resolved to the Leader/Deputy Leader of the Council and appropriate committee Chairman.
11. To be authorised to issue press statements on behalf of the Council in accordance with approved activities and pursuant with the objectives of the Council.
12. To be authorised to liaise with other public authorities, statutory and voluntary bodies and to attend the necessary meetings.
13. To be responsible for all staff matters, the appointment of all staff other than the posts that report directly to the Town Clerk. (As at June 2014 these are; Service Support Manager, Committee Officer, Leisure Services Manager, Head Groundsman,.) If necessary to be the Proper Officer for dealing with grievance matters, disciplinary procedures and, in the appropriate cases, for the dismissal of staff. A report to be submitted to the Strategy and Resources Committee where staff are dismissed.

14. To be authorised to place orders on behalf of the Council in accordance with the approved estimates, policies of the Council and the Standing Orders.

15. To be authorised to make payments for:

Staff salaries and wages.

Staff expenses/training fees/conference fees.

Refund of deposits held

Grants

Goods and services which require payment in advance or where payment is a matter of urgency

reporting to the Strategy and Resources Committee on all payments made.

16. To be authorised to delegate duties to the staff, providing full control measures exist, and during absence through leave, sickness, or for any other authorised reason, to delegate to the appropriate Managers.

17. To be authorised in extreme urgency to take such action as necessary to protect the Council, the general public, staff or property, where it would be impracticable or impossible to obtain prior authority from the Council or its committees.

18. To be authorised to make short-term investments to a maximum of the precept at any one time. Such investments shall meet the requirements set out in the Council's Treasury Management Strategy with either reputable banks or building societies and on terms best beneficial to the Council. To report to the Strategy and Resources Committee all investments made, the institutions used and the rates of interest obtained.

Woodley Town Council

BULMERSHE LEISURE CENTRE – REPLACEMENT OF FILTERS

REPORT OF THE TOWN CLERK

Purpose of report

To advise Members of action taken by the Town Clerk under powers delegated in extreme urgency to protect the Council, the general public, staff or property where it is impracticable or impossible to obtain prior authority from Members and to seek approval for an increase in the Bulmershe Leisure Centre repairs budget estimate to meet the resulting additional expenditure.

Background

The Town Council has managed the leisure centre area of the building since 1995 under a lease agreed with the then Berkshire County Council, continued with its successor, Wokingham Borough Council. This followed a refurbishment of the leisure facilities funded jointly by the County Council, Wokingham District Council and the Town Council.

The Lease includes the following repair terms for the Town Council:

- to maintain the premises, carrying out internal repairs, redecoration etc – Wokingham BC to be responsible for the building envelope for which the Town Council is liable for a 'due and fair' proportion of any repair cost.

The 20 year leases come to an end on 26 March 2015.

The Council has agreed to proceed with an early surrender of the lease, subject to satisfactory terms being agreed and approved. This proposal was made by Wokingham Borough Council which intends to transfer the management of the centre to its leisure operator, when the lease ends.

Information

This year's Bulmershe Leisure Centre repairs budget estimate (£20,000) anticipated expenditure on the replacement of the sand in the pool's water filters. Three quotes were received and Broadwater Technologies, with the lowest quote, were appointed and the work was scheduled to take place from 16 June 2014. Once on site the contractors discovered that the seal joining the two halves of one of the filters had deteriorated and that the whole filter required replacing. Repairing the seal is not a practical option because of the age of the filters and the time and cost factors if a repair failed. It is likely that the other filter will be in a similar condition. The Maintenance Manager has been advised that filters have an estimated life of 12 – 15 years. We believe that these filters were fitted during the 1994 refurbishment.

New filters of the type required are available and can be provided within 10 days of ordering. The total cost for the works has been quoted at £26,500, this includes the work carried out during the first two days of the contractor being on site. The original quote for the replacement of the sand in the filters was quoted at £6,950.

One filter out of operation is not ideal for a long period but it is understood that the pool water quality can be maintained on one filter while the works to replace both filters, one at a time, take place. The pool water quality has to be sufficient to be able to keep the pool open.

In the circumstances, with no planned meetings for this matter to be considered, and to ensure that the repairs are carried out as soon as possible to reduce the potential threat of a pool closure the quote from Broadwater Technologies for the replacement of the filters has been accepted and an order for the works was issued by the Town Clerk on 18 June 2014. The Leader and Deputy Leader were made aware of the situation and the decision to proceed with the filter replacements.

Resources

The Bulmershe repairs budget estimate is £20,000, with a balance of £15,859 funds unspent as at 18 June.

It is proposed that the Council approve an additional allocation of £20,000 to the budget from the general reserve to cover the replacement of the filters as well as other repairs costs up to the potential early surrender of the lease. This would leave a balance of £9,055 available. The general reserve stands at £442,404 as at 18 June 2014.

Recommendation

- ◆ **That Members approve the proposal to allocate £20,000 from the general reserve to the Bulmershe Leisure Centre repairs budget to cover the additional cost of installing new pool filters.**



Department for
Communities and
Local Government

Deborah Mander
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4LY

Our Ref: ER/72/014070/14

10 June 2014

Woodley Town Council
13 JUN 2014

Dear Deborah Mander

Thank you for your letter of 6 May to the Rt Hon Eric Pickles about the element of localised council tax support funding provided to local authorities which should be passed down to town and parish councils. The Secretary of State is grateful for your correspondence. I have been asked to reply on his behalf.

Minister's have made it clear that it is the Government's intention that the element of localised council tax support funding provided to local authorities which reflects reductions in town and parish tax bases should be passed down to those councils. It is for billing authorities and parish and town councils to engage in constructive and collaborative dialogue and agree what level should be passed down. I am afraid the Government does not have a role in such discussions.

Where funding is not passed down or passed down in part, it is for the billing authority to justify to local council taxpayers why they have taken such a decision.

Yours sincerely

Richard McDonagh
Council Tax Division



The
**Bulmershe
School**
INSPIRING POTENTIAL.
ACHIEVING TOGETHER.

05 June 2014

Ms Deborah Mander
Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

Chequers Way, Woodley, Reading, RG5 3EL
• Tel: 0118 9353 353 • Fax: 0118 935 2929
• Email: office@bulmershe.wokingham.sch.uk
• www.thebulmersheschool.com

Dear Ms Mander

Invitation to Woodley Town Council to Nominate a School Governor

The Bulmershe School Governors feel it is important that the school should improve its links with the local community. Therefore, they have decided to ask Woodley Town Council to make a nomination for someone to serve on the school's Governing Body. Richard Tyndall, our Chair of Governors, has spoken to Councillor Baker about this. The appointment would be as a Co-opted Governor and the person would serve for a period of four years.

The Governing Body would need to approve the nominee at its meeting on 17 July 2014 and therefore we would like the nomination to be made by no later than 09 July 2014. The appointee would begin their service from 01 September 2014.

New government regulations oblige the governing bodies of maintained schools to appoint governors with 'the skills required to contribute to the effective governance and success of the school.' Therefore, I am attaching to this letter a document, which sets out the particular skills and experience we require from the nominee.

If there are questions or if the Council requires further information, please contact me. The best way is by email: <mailto:dcook@bulmershe.wokingham.sch.uk>

David Cook
Clerk to the Governors
The Bulmershe School

Governor Job Description and Person Specification

The job of the school governor

The purpose of the school governing body is to ensure high standards of educational achievement. Its core functions are:

Maintaining clarity of vision, ethos and strategic direction: setting a long-term vision and agreeing strategic priorities, aims and objectives for the school.

Holding the Headteacher to account: questioning, supporting and strengthening the school leadership (but with no direct involvement in operational matters).

Overseeing financial performance: making sure the school's money is well spent and ensuring that resources are allocated in line with strategic priorities.

Governors are accountable to:

- The school's students for the quality of their education
- The Government, the local authority and the public for the use of public funds;
- The local community for a local resource.

Governors do not act as representatives of a constituency (for instance parents or the local authority) but work only in the interests of the students.

Person specification for a co-opted governor nominated by Woodley Town Council

Core Requirements

The nominee should be able to demonstrate:

- An active interest in education
- Integrity, objectivity, honesty and a willingness to act in the public interest
- A commitment to
 - improving quality and raising standards
 - the ethos of the school and a willingness to promote it within the community
 - promoting equality and diversity
 - developing your knowledge and understanding of the role by attending training courses and briefings
- A willingness to:
 - get to know the school: its needs, strengths and areas for development
 - visit the school during teaching hours and to attend evening meetings
 - work positively with others and to contribute as a member of a team
 - work to common values within a framework of collective decision-making.

Specific skills, expertise and experience

The Bulmershe School Governing Body is looking for a co-opted governor with the following specific skills, expertise or experience:

- Questioning skills; ability to ask thought-provoking questions in order to challenge and stimulate a creative problem solving approach from school leaders
- Decision Making; experience of taking decisive action in the interests of an organisation, even when it has difficult consequences for one or more individual
- Community Relationships; knowledge of, and contacts with, one or more significant community business or other organisation active in the school's catchment area.

Eligibility:

The criteria that would prevent someone from becoming a school governor are set out below.

Governors are required to make an annual declaration of eligibility and of interests and The Bulmershe School Governing Body requires governors to agree to Criminal Records Bureau (CRB) checks on appointment and to agree to a Code of Conduct.

Criteria for Disqualification: you may not be a parent governor if you are:

- a registered pupil or aged under 18.
- the subject of a bankruptcy restrictions order or interim order; debt relief restrictions order or interim order, or your estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986: a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)

You may not be a governor if you have been:

- removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- barred from any regulated activity relating to children
- subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- disqualified from working with children or from registering for child-minding or providing day care
- disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- given a prison sentence of two years or more in the 20 years before becoming a governor or at any time received a prison sentence of five years or more
- fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor

You may not be a governor if you refuse a request to make an application to the Criminal Records Bureau for a criminal records certificate (the Bulmershe School Governing Body expects all governors to undertake such a check).

REPORTS OF OUTSIDE BODIES

ARC Report

By Shelagh Flower

The AGM, held on 12th May, was successful and the new Constitution was approved. As a result, Thames Valley Police and Churches Together in Berkshire have been asked if they would like to join the Management Committee.

ARC is still waiting to receive the confirmed funding from Wokingham Borough Council.

Leighton Park School raised £2,200 for ARC and Woodley branch of Waitrose donated £369.

ARC will re-open on Wednesday evenings to respond to present need including from people who come to ARC from outside the borough. ARC is currently recruiting 8 new counsellors to respond to increased demand and requests from schools. The CCG (Care Commissioning Group) has asked for ARC to base a youth counsellor at one of the GP surgeries. ARC is also considering working with partners to offer stress reduction workshops for young people facing exams.

A staff training day has been arranged on 28th June at Cantley Lodge and the annual residential training weekend will be at Bournemouth on 11th/12th October

WASP Report

By Shelagh Flower

WASP is continuing to grow and we recruited another 11 members at the Carnival, which makes our total 113 members, covering at least 150 streets in Woodley.

Town Mayor's Engagements – 17May 2014 to 23 June 2014

May	17	Woodley Baptist Church – Induction of Rev. Andy Baker
	19	Woodley Sports Week Opening Ceremony and Dance Festival
	19	Kwik Cricket Festival
	20	Paralympic Festival – Woodford Park Leisure Centre
	20	Paralympic Festival – Bulmershe Leisure Centre
	21	Swimming Gala
	21	Multi Skills Event – Woodford Park Leisure Centre
	22	Tennis and Athletics – Woodford Park
	22	Aquasplash
June	14	Woodley Carnival Opening Ceremony
	17	Addington School Sports Day – morning session
	18	Addington School Sports day – morning session
	20	Bulmershe School – Presentation of 1 st Aid awards
	21	St. James' Church Pre-School 40 th year celebrations

Deputy Town Mayor's Engagements

June	18	Addington School Sports Day – afternoon session
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Woodley Town Council
Financial statements for the year ended 31 March 2014

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Councillors

The following have served as Councillors between 1 April 2013 and 24 June 2014:

Keith Baker	Tom Barker	Anne Chadwick	Phil Challis
Jenny Cheng	Nicholas Cox	Amanda Downes	Ray Duncan
Brian Franklin	Kay Gilder	Kate Haines	Lesley Hayward
Linda Higgs	Mary Holmes	Coling Lawley	David Mills
Roy Neall	Steve Outen	Sam Rahmouni	Beth Rowland
Darren Smith	Malcolm Storry	Mary Walker	Mark Willson
Bill Soane			

Councillor Brian Franklin was appointed Town Mayor on 13 May 2014.

Town Clerk and Responsible Financial Officer

Deborah Mander

External auditors

Mazars LLP
8 New Fields
2 Stinsford Road
Nuffield
Poole
BH17 0NH

Contacting the Council

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Woodley Town Council

Financial statements for the year ended 31 March 2014

Explanatory foreword

Accounting and audit

Following legislative changes that became effective from 31 March 2011, the Council is no longer subject to a full external audit as its income and expenditure is below £6.5 million. Instead, the Council now falls within the limited assurance audit regime.

The Council's statutory accounts are now included in the annual return for external audit purposes and comprise a brief summary of income and expenditure, reserves and bank balances and long-term assets and liabilities. The amounts in the statutory accounts represent a summary of the related information presented in more detail within these unaudited financial statements. The annual return and these financial statements were approved at a Council meeting on 24 June 2014.

The annual return will, in due course, include the external auditors' opinion and will be advertised when received and available for inspection.

Financial responsibilities

The Council is required to (a) make arrangements for the proper administration of its financial affairs; (b) appoint a Responsible Financial Officer (RFO) to have responsibility for the Council's financial affairs; and (c) manage its affairs to ensure economic, efficient and effective use of resources, and to safeguard its assets.

The RFO is responsible for ensuring that the financial statements are (a) prepared in accordance with the Code of Practice on Local Authority Accounting, so far as applicable to the Council; and (b) present fairly the financial position of the Council as at 31 March 2014 and its income and expenditure for the year then ended. The RFO has selected suitable accounting policies and ensured that they were applied consistently; made judgements and estimates that were reasonable and prudent; and complied with the Code.

The RFO has also ensured that proper accounting records were maintained throughout the year, and that reasonable procedures were in place for the prevention of fraud and other irregularities.

Commentary on the financial outturn for the year

This year the Council has added funds to its general reserve by managing budget expenditure and increasing income from its leisure and recreation facilities. The original budget forecast the use of £24,490 of reserves to support spending; at the year end the general reserve has increased by £56,717 and now stands at £445,075. This is considered a reasonable sum given the issues facing the Council over the next few years (see below) and the makeup of the Council's revenue, nearly half of which is raised through fees and charges and therefore subject to external economic factors.

The following table provides further information and explanations for the variations between this and the previous year's net figures.

Woodley Town Council
Financial statements for the year ended 31 March 2014

	<i>Net</i> 2014	<i>Net</i> 2013	<i>Savings (-)/</i> <i>extra costs</i>	<i>Explanation/information</i>
	£	£	£	
Woodford Park LC	63,681	87,036	-23,355	Income increased, staff costs lower.
Bulmershe LC	47,989	70,849	-22,860	Increase in running costs exceeded by additional income from Swim School, club hire and activities in former youth centre.
Outdoor sports and recreation	65,922	67,042	-1,120	Increases in costs offset by higher income from fair visits and football.
Play areas	9,011	12,023	-3,012	Capital programme expenditure in 2013.
Oakwood Centre	-5,150	-14,782	9,632	Increased fuel and certification costs in 2014
Coronation and Chapel Halls	-2,330	-2,604	274	
Inn on the Park	-29,986	-42,665	12,679	Rent review in October 2012 resulted in a rent reduction. Full year impact in 2013/14.
Allotments	13,399	8,154	5,245	Water costs higher and lease rent increased in 2013/14. Income from tenants slightly down in 2013/14.
Partnership projects	34,861	26,022	8,839	Contractual bonus payments (Town Centre Management Initiative) for 2012/13 paid in 2013/14.
Grants under 137	4,000	9,259	-5,259	In 2012/13 funding for commemorative mugs to all primary school children to mark the Queen's reign of 60 years.
Other grants	28,014	28,120	-106	Small changes in grant levels.
Public amenities	9,556	7,552	2,004	Higher street lighting repairs costs and funding for additional, temporary community refuse vehicle.
Public events	5,549	6,619	-1,070	Grant to Carnival higher in 2012/13.
Capital expenditure and receipts	57,882	10,917	46,965	More capital projects completed in 2013/14, grant funding received in 2012/13.
Loan interest and repayments	183,392	168,080	15,312	Loan payments for 2012/13 due on 31 March 2013 (a weekend) paid in 2013/14.
Loan sinking fund investments	81,515	114,285	-32,770	More sales and purchases of investments in 2012/13.
Administration and office costs	251,338	245,075	6,263	Small increases in costs in 2014
Democratic process	34,059	37,092	-3,033	Vacant post for 2.5 months.
Council wide central costs	237,083	227,354	9,729	Employer's pension and insurance costs higher in 2013/14.
<i>Net cost</i>	<u>1,089,785</u>	<u>1,065,428</u>	<u>24,357</u>	

The Council holds earmarked reserves, which include a special projects fund, that this year has been used to engage consultants to provide a business case report on the 3rd Generation Artificial Grass Pitch project at Woodford Park and which is supported by all the local football teams. A planning application is due to be submitted in 2014. The Council has agreed to seek borrowing

Woodley Town Council

Financial statements for the year ended 31 March 2014

approval from the Government for half of the costs (£255,000) and will be applying for a grant from the Football Foundation for the remainder. The elections fund is being built up to cover the costs of the Town Council elections in 2015. Other funds are held to fund expenses for which grant funding or other income for a specific purpose has been received, eg basketball/youth projects, swimming teacher development. This year the Council has also allocated £30,000 to fund a bookings system for all the Council's facilities. It has also released back into the general reserve funds that were being held for Woodley 2020 and the allotment 5 year review because they were no longer required.

In addition, the Council has a repairs and renewals fund and a capital programme fund to which funds are added and spent from each year on fittings/furniture and on the refurbishment of Council property.

The Council has been affected by the changes in the Council Tax benefit scheme. These have had the effect of reducing the income the Council raises through the precept, the charge for the Town Council's services made on every household in the town. Government funding to support this gap in income was paid through Wokingham Borough Council in 2013/14. However, the Borough Council has informed the Council that this will decrease in stages to nil over the next three years because of its reductions in Government funding. In 2013/14 the Council received £74,858.

The Council's lease with Wokingham Borough Council on Bulmershe Leisure Centre comes to an end in March 2015. An early surrender of the lease has been offered by the landlord, whose intention is to transfer the management of the centre to its leisure operator. The Town Council has agreed to an early surrender, subject to agreement on final terms. This facility has been a source of increasing income year on year. The full impact of this change is not known; some budget savings are likely, eg pension and insurance costs. The matter of dilapidations due under the lease terms has yet to be finalised and depends on the outcome of negotiations and Wokingham Borough Council's plans for the future of the site. The options are understood to be refurbishment or a new build and plans are due to be made public later on in 2014.

The Council has also been informed by HMRC that some National Insurance and PAYE issues have to be revised and brought into line with required practice. These have now been addressed. There are understood to be some costs relating to past years as a result of these matters, although the final liability on the Council is not yet known. Reserves will be required to fund these and any interest or penalty costs that may be due.

The Council is seeking other ways of continuing to increase income from its services, for example the 3G AGP project business case has indicated a good new income stream will be achievable from this facility.

Further information about these Financial Statements is provided in the notes from page 7 onwards.

Signed on behalf of the Council

.....
Deborah Mander, Responsible Financial Officer
24 June 2014

Woodley Town Council
Financial statements for the year ended 31 March 2014

Income and Expenditure Account for the year ended 31 March 2014

	Note	Year ended 31 March 2014			2013
		Expense £	Income £	Net £	Net £
Leisure activities					
Woodford Park Leisure Centre		240,098	176,417	63,681	87,036
Bulmershe Leisure Centre		466,245	418,256	47,989	70,849
Outdoor sports and recreation		107,370	41,448	65,922	67,042
Play areas		9,011	0	9,011	12,023
Community halls					
Oakwood Centre		133,303	138,453	-5,150	-14,782
Coronation & Chapel Halls		51,300	53,630	-2,330	-2,604
Inn on the Park		10,738	40,724	-29,986	-42,665
Allotments		20,590	7,191	13,399	8,154
Community support					
Partnership projects		97,855	62,994	34,861	26,022
Grants under S137 LGA 1972	5	4,000	0	4,000	9,259
Other grants	5	28,014	0	28,014	28,120
Public amenities		9,556	0	9,556	7,552
Public events		5,549	0	5,549	6,619
Capital expenditure and receipts	6	58,265	383	57,882	10,917
Loan interest and repayments	2	183,392	0	183,392	168,080
Loan sinking fund investments		88,414	6,899	81,515	114,285
Administration & democratic costs					
Administration and office costs		254,556	3,218	251,338	245,075
Democratic process		34,059	0	34,059	37,092
Council-wide central costs		237,083	0	237,083	227,354
Net cost of Council services		2,039,398	949,613	1,089,785	1,065,428
Precept on Wokingham Borough Council				1,059,676	1,132,983
Precept support grant				74,858	0
Interest and investment income				31,867	24,870
Net income/expenditure (-) for the year				76,616	92,425
Movements on earmarked reserves					
Transfers from reserves	14		27,856		205,516
Transfers to reserves	14		-47,755	-19,899	-220,742
Increase/decrease (-) in general fund for the year				56,717	77,199
Balance brought forward				388,358	311,159
General fund balance carried forward				445,075	388,358

Woodley Town Council
Financial statements for the year ended 31 March 2014

Balance Sheet as at 31 March 2014

	Note	<u>31 March 2014</u>		<u>31 March 2013</u>	
		£	£	£	£
Current assets					
Stocks			1,162		902
Debtors and prepayments					
Amounts due for Council services		31,791		27,507	
VAT recoverable		16,763		17,746	
Revenue grants receivable		3,089		5,366	
Accrued income		14,787		558	
Prepaid expenses		45,428		16,010	
			111,858		67,187
Bank and cash balances					
Term deposits		810,769		762,052	
Deposit accounts		14,007		8,063	
Current accounts		-40,521		-60,810	
Petty cash and cash floats		716		633	
			784,971		709,938
			897,991		778,027
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		88,651		6,125	
Other creditors		12,923		15,634	
VAT provision (partial exemption)		23,500		22,552	
Loan interest accrued		0		69,054	
Other accruals		35,408		17,376	
Grants received in advance		20,077		18,819	
Income received in advance		61,413		49,064	
			241,972		198,624
Net assets			656,019		579,403
Reserves and balances					
Earmarked reserves					
Capital projects	14		79,290		64,595
Asset replacement	14		17,864		21,599
Other earmarked reserves	14		113,790		104,851
			210,944		191,045
General fund as shown on the Income & Expenditure Account (page 5)			445,075		388,358
			656,019		579,403

These financial statements show a true and fair view of the Council's financial position as at 31 March 2014, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 24 June 2014.

.....
Councillor Brian Franklin
Town Mayor

.....
Deborah Mander
Responsible Financial Officer

Woodley Town Council

Financial statements for the year ended 31 March 2014

Notes to the Financial Statements

1. Principal accounting policies

Accounting convention

These financial statements have been prepared in accordance with proper accounting practices as set out in the SLCC Practitioners' Guide for Local Councils, and as such meet the requirements of the Accounts and Audit Regulations 2011.

Fixed assets and associated long-term borrowings

Fixed assets comprise (a) those tangible assets which are considered to yield benefit to the community, or the services which the Council provides, for more than one year; and (b) long-term debtors and investments. These assets are not included in the Council's balance sheet but are disclosed as within Notes to these financial statements. All expenditure on acquiring or enhancing fixed assets is charged to Income & Expenditure Account in the year in which it is incurred.

Tangible fixed assets are stated at cost or (in the case of freehold and leasehold properties) at valuation, less accumulated depreciation to 31 March 2010 where relevant, being the date when accounting and audit requirements were changed and depreciation was no longer required.

Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are therefore stated at nominal values.

Long-term borrowings similarly are not included in the balance sheet but are disclosed in the Notes to these financial statements. Loan repayments are charged to Income & Expenditure Account in the year in which they are incurred.

Capital receipts

Receipts from the sale of fixed assets, and grants or loans advanced for the acquisition or enhancement of fixed assets, are credited to Income & Expenditure Account when received and transferred to capital receipts reserve until used to finance capital expenditure.

Debtors and creditors

These financial statements are prepared on an accruals basis in accordance with Accounts & Audit Regulations. Except for expenditure on fixed assets or capital receipts (see above), income and expenditure therefore includes amounts due to, or payable by, the Council.

Stocks

Stocks of retail items at leisure centres are valued at cost. Other stocks are treated as consumed at the time of purchase because the aggregate value at any time is not material in relation to the Council's financial statements.

Pension contributions

Employer contributions to the Berkshire Superannuation Scheme (which is a defined benefit scheme) on behalf of the Council's staff are charged to Income & Expenditure Account on the accruals basis. Employer contributions are determined by the Scheme's actuaries on a triennial basis and are set to ensure that the Scheme will be funded to meet 100% of its liabilities in accordance with Government regulations for local government pension schemes.

Woodley Town Council
Financial statements for the year ended 31 March 2014

	<u>2014</u>	<u>2013</u>
	<u>£</u>	<u>£</u>
2. Interest and loan repayments		
Interest payable	137,022	139,783
Loan repayments	46,369	28,297
	<u>183,391</u>	<u>168,080</u>

3. Employee costs and numbers		
Salaries and wages	825,711	821,583
Employer National Insurance contributions	45,035	45,148
Employer pension contributions (see below)	74,491	66,856
	<u>945,237</u>	<u>933,587</u>

Employer pension contributions were paid at 16.0% of employees' pensionable earnings in the year (2013: 15.8%) as determined in the most recent actuarial valuation as at 31 March 2010.

The average weekly number of employees during the year was:

	<u>Number</u>	<u>Number</u>
Full time	24	24
Part time	42	31
Temporary staff	39	49
	<u>105</u>	<u>104</u>
	<u>£</u>	<u>£</u>

4. Audit fees		
Fees paid to external auditors for statutory audit services	2,400	2,400

5. Grants to local organisations		
The Council made grants to local organisations to facilitate:		
Transport for the disabled	17,822	17,370
Counselling and advisory services	9,192	9,500
Cultural services	1,000	1,250
	<u>28,014</u>	<u>28,120</u>

The Council made grants under Section 137 of the Local Government Act 1972 where there were no specific enabling powers of	4,000	9,259
--	-------	-------

The maximum available under Section 137 in the year was £141,827 based on an electorate of 20,319 at 1 April 2013.

6. Tangible fixed assets		
Expenditure in the year on tangible fixed assets was as follows:		
Play and sports equipment	-	36,014
Other equipment	7,575	7,424
	<u>7,575</u>	<u>43,438</u>
The Council received external funding towards capital expenditure:		
Specific grants received	-	32,521
	<u>7,575</u>	<u>10,917</u>

Woodley Town Council
Financial statements for the year ended 31 March 2014

	<u>2014</u>	<u>2013</u>
	<u>£</u>	<u>£</u>
7. Long-term investments		
Expenditure on long-term investments during the year was	88,414	138,809
Proceeds from sale of investments/compensation received was	-6,899	-24,524
Net expenditure on investments	<u>81,515</u>	<u>114,285</u>
Investments held by the Council:		
Purchases in the year	88,414	138,809
Original cost of disposals in the year	0	-22,804
Net increase during the year	<u>88,414</u>	<u>116,005</u>
Cost of investments as at 1 April	650,555	534,550
Cost of investments as at 31 March	<u>738,969</u>	<u>650,555</u>

These investments represent a sinking fund set up to meet the amounts repayable on loans amounting to £2M that fall due in 2025 and 2026. The Council takes professional advice on management of the investment portfolio, and the amount precepted annually for the fund is kept under review in conjunction with the investment adviser. In 2014 the Council received compensation in respect of a previous investment (£6,899). This will be added to the sinking fund in 2015.

The investments had a market value at year end of	<u>858,589</u>	<u>749,191</u>
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8. Fixed assets		
Operational freehold land and buildings		
Woodford Park Leisure Centre	1,519,411	1,519,411
Coronation Hall and car park	239,100	239,100
Chapel Hall and car park	196,000	196,000
The Oakwood Centre	3,517,000	3,517,000
Works and maintenance depots	<u>183,887</u>	<u>183,887</u>
	5,655,398	5,655,398
Vehicles and equipment	480,799	473,224
Light vans (3) and tractors (2) with ancillary equipment		
Grounds maintenance equipment		
Furniture and equipment at Oakwood Centre, halls and office		
Infrastructure assets	283,703	283,703
Hard surface sports area, Woodford Park		
Skate spot, Woodford Park		
Equipment in children's play areas		
Street lighting columns (7)		
Community assets	361,645	361,645
Woodford Park		
Children's play areas around Woodley (No 4.)		
Total tangible fixed assets	<u>6,781,545</u>	<u>6,773,970</u>
Investments (see Note 7 above)	738,969	650,555
Long-term debtor (see below)	85,000	85,000
Total fixed assets	<u>7,605,514</u>	<u>7,509,525</u>

The long-term debtor represents the Council's contribution to a joint venture with Wokingham Borough Council in the Woodley Airfield Youth & Community Centre. No income is receivable, and the investment is repayable only on disposal of the Centre.

Woodley Town Council
Financial statements for the year ended 31 March 2014

2014 2013
£ £

9. Long-term liabilities

The Council has borrowed amounts from the Public Works Loans Board on various occasions over past years in connection with various capital schemes to purchase or improve its fixed assets. Some of these loans are repayable by annual instalments through precepted sums. Others are repayable on maturity, and the Council has established a sinking fund with annual contributions to provide for the amount due on maturity. The amounts repayable at year end are as follows:

Within one year of the balance sheet date	35,329	44,118
Between one and two years	38,644	35,113
Between two and five years	83,546	95,088
Between five and ten years	101,251	120,718
More than ten years	<u>2,173,767</u>	<u>2,183,867</u>
2,4	<u>2,432,534</u>	<u>2,478,904</u>

10. Capital commitments

The Council had no capital commitments at 31 March 2014 not otherwise provided in these financial statements (2013: none).

11. Contingent liabilities

The Council is not aware of any contingent liabilities at the date of these financial statements, other than those mentioned in the foreword. (2013: none).

12. Trust funds; Woodley Memorial Recreational Ground Charity

The Council is corporate trustee for this Charity, which is registered in England as number 300098. The Charity owns an area of land in Woodley, known as the Memorial Ground, which is available to the general public for sport, recreation and leisure use, but it has no other assets. The Council maintains this land on behalf of the Charity under its general powers for the maintenance of land and open spaces; and the Charity makes a donation to the Council each year, equivalent to its annual income, in consideration for the Council bearing the costs of maintenance.

The costs incurred in the year ended 31 March 2014 were £6,605 (2013: £6,348), to which the Charity contributed its income of £202 (2013: £297).

13. Related party transactions

The Council awards grants to support a number of voluntary or charitable bodies, but it does not attempt to influence though awarding the grants. Members also represent the Council on various organisations, but the appointments do not place Members in a position to exert undue influence.

No Members have undertaken any declarable, material transactions with the Council, nor vice versa. Details of any such transactions would be recorded in the Register of Members' interests.

The Council has received £80,383 (2013: £78,619) from Wokingham Borough Council towards the operational costs at Bulmershe Leisure Centre.

Woodley Town Council
Financial statements for the year ended 31 March 2014

14. Earmarked reserves

	<u>At 1 April</u> 2013 £	<u>Transfer to</u> reserve £	<u>Transfer</u> from reserve £	<u>At 31 March</u> 2014 £
Capital receipts	-			
Capital projects	64,595		-5,305	59,290
Capital project - WPLC	0		20,000	20,000
Asset replacement; repairs & renewals fund	21,599		-3,735	17,864
Other earmarked reserves				
Special projects	53,385		-6,065	47,319
Oakwood Centre sinking fund	5,880	12,000		17,880
Oakwood Centre flooring	16,850		-16,850	
Allotments security	862	130		992
Allotments five year review	616		-616	0
Allotment toilets	405	125		530
Town centre clock/pagoda repairs	3,509			3,509
Baseball posts/youth projects	687			687
WPLC Eat 4 Health	1,871		-568	1,303
Swim teacher development	570			570
Woodley 2020	640		-640	0
Council elections	5,500	5,500		11,000
Bookings software reserve	0	30,000		30,000
PWLB instalments not taken	14,076		-14,076	0
	104,851	47,755	-38,816	113,790
	191,045	47,755	-27,856	210,944

Local Councils in England

Annual return for the financial year ended 31 March 2014

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2014.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

ENTER **WOODLEY TOWN COUNCIL**

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance		
	31 March 2013 £	31 March 2014 £			
1 Balances brought forward	486978	579403	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.		
2 (+) Annual precept	1132983	1059676	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	1009283	1056338	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	-933587	-945237	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.		
5 (-) Loan interest/capital repayments	-168080	-183391	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	-948174	-910770	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7 (=) Balances carried forward	579403	656019	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)		
8 Total cash and short term investments	709938	784971	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.		
9 Total fixed assets plus other long term investments and assets	7509525	7605514	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March		
10 Total borrowings	2478904	2432534	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Disclosure note Trust funds (including charitable)	yes ✓	no	yes ✓	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

WOODLEY TOWN COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		‘Yes’ means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2013/14

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

WOODLEY TOWN COUNCIL

Council/Meeting

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

Guidance notes on completing the 2013/14 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2014 agreed to Box 8? An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Item 5. c) on the Council agenda

Statements	Information for councillors
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	(Earlier item on agenda) The accounting statements have been prepared in a new format this year by the Responsible Financial Officer and the Finance Officer, and in compliance with statutory guidelines and proper practices. The internal auditor has reviewed and checked these.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Responsibility of managers to maintain internal control and review and can confirm that this has happened this year and a rolling and ongoing programme of training for all staff handling cash has been put in place. Anti Fraud strategy was approved by council in April 2010 and issued to all staff. Internal audit report for the 2013/14 year was provided to Members at Strategy and Resources Committee meeting 29/4/14.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and codes of practice that could have a significant effect on the ability of the council to conduct its business or on its finances.	Town Clerk and management responsibility – council and committees make decisions based on information provided in reports to meetings and have opportunity to question and discuss. Information on regulations and any requirements reported to the council. I believe the council has acted within its codes of practice in terms of financial procedures and controls and that this is borne out by the internal auditor’s work. The matters relating to HMRC advice on NI and PAYE (referred to in the foreword and note 11) have been addressed.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit regulations.	Notice in respect of electors’ rights was displayed from 9 June on noticeboards and on the website with the period when the books and associated documents are available for public inspection running from 23 June to 18 July 2014.
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Risk Management Strategy was reviewed by the Risk Management Working Party Strategy on 15/4/14 and approved by the Strategy and Resources Committee on 29/4/14. The risk register was provided to the working party and committee at those meetings. The register includes the list of items identified, including financial matters, and how the risks are managed and actions taken/to take. Budgetary control reports made to all budget holding standing committees at each meeting. Council signatories can confirm their scrutiny regarding the council’s cheque payments. Insurance cover is reviewed annually. The council has fidelity guarantee insurance and business interruption cover.

<p>6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.</p>	<p>Members approved the internal auditor's plan of work for 2013/4 at the Strategy and Resources Committee meeting on 5/2/2013 and received the Internal Auditor's report of the work carried out over the year at the committee's meeting on 29/4/14.</p>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>2012/13 External Audit – no matters of concern or observations were made</p> <p>In relation to past comments regarding the Standing Orders the Council reviewed its standing orders at its meetings on 12 February 2013 and 11 February 2014 and a review of the financial regulations is planned, in line with the changes in regulations regarding electronic payments.</p>
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end have a financial impact on the council and, where appropriate have included them in the accounting statements.</p>	<p>The foreword refers to the NI and PAYE matters that have been revised after advice from HMRC and that there are understood to be some costs relating to past years as a result of these matters, although the final liability on the Council is not yet known. Reserves will be required to fund these and any interest or penalty costs that may be due.</p> <p>Note 11 Contingent liabilities in the financial statements refers to the foreword.</p>
<p>9. Trust funds (including charitable) - in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the funds/assets, including financial reporting and, if required, independent examination or audit.</p>	<p>The Council as trustee of the Woodley Memorial Recreation Ground is required to make an annual return to the Charity Commission and for 2012/13 this was submitted on 11/10/13.</p> <p>The Council has complied as far as it is able by stating the relevant information in the financial statements, however the ability to make the 2013/14 annual return to the Charity Commission is not yet available.</p> <p>Page 23 Note 12 on page 10 of the accounts sets out the financial information in respect of the charity. The charity has no funds and is therefore not required to be independently examined.</p>

Deborah Mander
Town Clerk
18 June 2014

ALAN J. HARLAND FCA
Accounting and Advisory Services

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Ms Deborah Mander
Clerk to Woodley Town Council
Council Offices
Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4LY

Woodley Town Council
13 JUN 2014

12 June 2014

Dear Deborah

Internal audit, year ended 31 March 2014

Following my visits over the past couple of weeks, I confirm that I have finished my internal audit review for the year. We have agreed the numbers that will be included in the statutory accounts in section 1 of the external audit annual return for approval by the Council on 24 June. These numbers are taken from the unaudited financial statements that will be presented to that meeting.

Provided that the Council's responses to the items in the annual governance statements in section 2 of the annual return are affirmative, my internal audit report will be unqualified. I shall call at the Council offices after 24 June to complete section 4 of the annual return after Council approval.

Yours sincerely



Alan Harland