



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 26 June 2018 at 8:00pm.

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 8 MAY 2018** Page 4
To approve the minutes of the Annual Meeting held on 8 May 2018, and that they be signed by the Chairman.
4. **COMMITTEE REPORTS**
To receive reports from the following:

4.1	Planning Committee	22 May 2018	Page 17
4.2	Leisure Services Committee	5 June 2018	Page 25
4.3	Strategy and Resources Committee	12 June 2018	Page 29
4.4	Planning Committee	19 June 2018	Page 37

5. **2017/18 YEAR END**
To note the 2017/18 year end outturn figures, in summary and by committee. **(Appendix 5)** Page 45
6. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18** Appendix Pages 1 - 12
- a) To approve the Financial Statements for 2017/18 and authorise the signing of the statements by the Mayor and the Town Clerk.
- The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 2 of the Annual Governance and Accountability Return.
- b) To receive and note the Annual Internal Audit Report (as set out in the Annual Governance and Accountability Return 2017/18). Appendix Page 15
- c) To approve the Annual Governance Statement for 2017/18 as set out in Section 1 of the Annual Governance and Accountability Return, and authorise the signing of the document by the Mayor and the Town Clerk. Appendix Page 16
- Supporting information to the Annual Internal Audit Report and Annual Governance Statement is provided. Appendix Pages 19 – 31
- d) To approve the Accounting Statements for 2017/18, as set out in Section 2 of the Annual Governance and Accountability Return, and authorise the signing of the statements by the Mayor. Appendix Page 17
- Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Pages 32 - 33
- Please note that the documents for this agenda item are enclosed separately in the Financial Statements and Annual Governance and Accountability Return 2017/18 Appendix.**
7. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
8. **CAPITAL PROGRAMME**
To consider **Report No. FC 2/18.** Page 49
9. **PROJECTS FUNDING 2018/19**
To consider **Report No. FC 3/18.** Page 52
10. **OUTSIDE BODIES**
- a) To appoint 2 representatives to the Woodley and North Earley Community Forum.
- b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 10)** Page 54
- c) To note that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2017 has been received.

11. **TOWN MAYOR'S ENGAGEMENTS**

a) To note the list of engagements undertaken by Councillor Sam Rahmouni as Town Mayor. ***(Appendix 11)***

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b) To note that the Mayor's charity for 2018/19 is the Multiple Sclerosis Society, Reading, Wokingham & Districts.

c) To receive a report from Councillor David Stares on his engagements as Deputy Mayor. ***(Appendix 11)***

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12. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre
on Tuesday 8 May 2018 at 8 pm**

Present: *Councillors J. Cheng (Chairman); K. Baker; D. Bragg; S. Brindley;
R. Dolinski; M. Forrer; D. Fradley; B. Franklin; K. Gilder; J. MacNaught;
D. Mills; S. Rahmouni; D. Smith; D. Stares; J. Trick; M. Walker; P. Wicks*

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

Also present: *Recipients of grant cheques
Mrs Mary Holmes, WTCMI
Mr Laurie Day
1 member of the public*

*Before the start of the meeting, the Town Mayor presented grant cheques to representatives of local community groups, organisations and individuals, as reported in **Appendix A.***

*Following the presentation of the 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 B.***

1. **ELECTION OF TOWN MAYOR**

The outgoing Mayor, Councillor Cheng, addressed the Council and said that she had very much enjoyed the past year as Town Mayor. She had attended many engagements and each one had been interesting and rewarding. Councillor Cheng said that she had endeavoured to carry out her duties to the best of her ability and it had been an honour to represent the people of Woodley.

The outgoing Mayor then called for nominations for the office of Town Mayor for 2018/19.

After being duly proposed and seconded it was

RESOLVED:

- ◆ To elect Councillor Rahmouni to the office of Town Mayor of Woodley for the 2018/19 municipal year.

2. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

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

Councillor Rahmouni said that it was an honour to be presented with the chain of office by Councillor Cheng and he looked forward to serving the people of Woodley as Town Mayor for the next twelve months. He thanked Councillor Cheng for her hard work over the past two years.

Past Mayor Councillor Franklin offered a vote of thanks to Councillor Cheng, saying that being Mayor of Woodley was not an easy task and Councillor Cheng had done an excellent job of carrying out her duties for two years.

3. **WOODLEY TOWN COUNCIL CASUAL VACANCY ELECTIONS 2018**

RESOLVED:

- ◆ To note the election of Councillor David Bragg and Councillor Jean-Jacques Ellis to the Town Council at the election held on 3 May 2018.

4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Town Clerk reported that she was awaiting the Declaration of Acceptance of Office from Councillor Ellis, who was not able to be at the meeting, and that this would be signed as soon as possible.

RESOLVED:

- ◆ To note that Councillor Bragg had signed the Declaration of Acceptance of Office as required by law.

5. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Barker, Dixon, Ellis, Horskins and Willson.

6. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

7. **ELECTION OF DEPUTY TOWN MAYOR**

After being duly proposed and seconded it was

RESOLVED:

- ◆ To elect Councillor Stares to the office of Deputy Mayor for the 2018/19 municipal year

8. **COMPOSITION OF THE COUNCIL**

- 8.1 Councillor Gilder addressed the meeting and informed Members that she had resigned from the Liberal Democrat party and would continue as an Independent councillor. Councillor Gilder said that she had been a councillor for 23 years and her actions had never been politically motivated. She wanted to be able to listen to members of the public and to represent them without being allied to a political party.

RESOLVED:

- ◆ To note that Councillor Gilder had resigned from the Liberal Democrat party and was now an Independent councillor.

- 8.2 The Town Clerk notified the meeting of the composition of the Council following the Casual Vacancy elections on 3 May 2018.

RESOLVED:

- ◆ To note the current composition of the Council:
24 Conservative Members and 1 Independent Member.

9. **POLITICAL GROUP LEADERS**

RESOLVED:

- ◆ To note the appointment of Councillor Cheng as Chairman and Councillor Dolinski as Deputy Chairman of the Conservative Group.

10. **LEADERSHIP OF THE COUNCIL**

10.1 It was proposed by Councillor Dolinski, seconded by Councillor Cheng and

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2018/19 municipal year.

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

RESOLVED:

- ◆ To elect Councillor Dolinski as Deputy Leader of the Council for the 2018/19 municipal year.

11. **STANDING COMMITTEES**

11.1 **Strategy and Resources Committee**

RESOLVED:

- ◆ That there be 9 places on the Strategy and Resources Committee for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Brindley, Chadwick, Cheng, Dolinski, Mills, Smith, Stares and Walker to the Strategy and Resources Committee for the 2018/19 municipal year.

11.2 **Leisure Services Committee**

RESOLVED:

- ◆ That there be 9 places on the Leisure Services Committee for the 2018/19 municipal year.
- ◆ To suspend Standing Order 4 a (iii) in order to propose that the Independent Member be appointed to the Leisure Services Committee.
- ◆ To appoint Councillors Barker, Bragg, Ellis, Franklin, Gilder, Green, Rahmouni, Soane and Stares to the Leisure Services Committee for the 2018/19 municipal year.

11.3 **Planning Committee**

RESOLVED:

- ◆ That there be 12 places on the Planning Committee for the 2018/19 municipal year.
- ◆ To appoint Councillors Barker, Bragg, Cheng, Dolinski, Forrer, Fradley, Franklin, MacNaught, Mills, Rahmouni, Walker and Wicks to the Planning Committee for the 2018/19 municipal year.

12. **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:

12.1 **Strategy and Resources Committee**

a) **Chairman:**

It was proposed by Councillor Dolinski, seconded by Councillor Brindley and

RESOLVED:

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

b) **Vice Chairman:**

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

RESOLVED:

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

12.2 **Leisure Services Committee**

a) **Chairman:**

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

RESOLVED:

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

b) **Vice Chairman:**

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

RESOLVED:

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

12.3 **Planning Committee**

a) **Chairman:**

It was proposed by Councillor Fradley, seconded by Councillor Wicks and

RESOLVED:

- ◆ To appoint Councillor Barker Chairman of the Planning Committee for the municipal year.

b) **Vice Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Dolinski Vice Chairman of the Planning Committee for the municipal year.

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

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

13.1 **Strategy and Resources Committee**

a) **Investments Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Investments Working Party.
- ◆ That there be 4 places on the Investments Working Party for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Barker, Brindley and Mills 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 2018/19 municipal year.
- ◆ To appoint Councillors Bragg, Green, Horskins and Mills to the Risk Management Working Party for the municipal year.

c) **Catering Partnership:**

RESOLVED:

- ◆ To approve the terms of reference of the Catering Partnership.
- ◆ That there be 5 places on the Catering Partnership for the 2018/19 municipal year.
- ◆ To appoint Councillors Brindley, Dolinski, Green, MacNaught and Rahmouni 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.
- ◆ That there be 3 places on the Standing Orders and Financial Regulations Working Party for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Franklin and Smith to the Standing Orders and Financial Regulations Working Party for the municipal year.

e) **PR/Marketing Working Group:**

RESOLVED:

- ◆ To approve the terms of reference of the PR/Marketing Working Group.
- ◆ That there be 4 places on the PR/Marketing Working Group for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Brindley, Ellis and Smith to the PR/Marketing Working Group 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 2018/19 municipal year.
- ◆ To appoint Councillors Cheng, Dolinski, Rahmouni and Soane to the Personnel Sub Committee for the municipal year.

13.2 **Strategy and Resources Committee and Leisure Services Committee**

Woodford Park Leisure Centre Regeneration Task and Finish Group:

RESOLVED:

- ◆ To approve the terms of reference of the Woodford Park Regeneration Task and Finish Group.
- ◆ That there be 6 places on the Woodford Park Regeneration Task and Finish Group for the 2018/19 municipal year.
- ◆ To appoint Councillors Baker, Barker, Brindley, Ellis, Soane and Stares to the Woodford Park Regeneration Task and Finish Group for the municipal year.

13.3 **Leisure Services Committee**

a) **Community Youth Partnership:**

RESOLVED:

- ◆ To approve the terms of reference of the Community Youth Partnership.
- ◆ That there be 5 places on the Community Youth Partnership for the 2018/19 municipal year, together with up to 10 representatives from the voluntary sector.
- ◆ To suspend Standing Order 4 f in order to propose that the Independent Member be appointed to the Community Youth Partnership.
- ◆ To appoint Councillors Cheng, Dolinski, Forrer, Gilder and Stares to the Community Youth Partnership for the municipal year.
- ◆ To appoint the following voluntary sector representatives to the Community Youth Partnership for the municipal year:
Sam Milligan (Just Around the Corner charity), Graham Sumbler (Woodley Baptist Church), Steve Outen (Woodley United FC), Natalie Yorke (Girlguiding), Trina Farrance (Bulmershe Gym Club) and Paul Cassidy (ARC).

b) **3G Pitch Steering Group:**

RESOLVED:

- ◆ To approve the terms of reference of the 3G Pitch Steering Group.
- ◆ That there be 3 places on the 3G Pitch Steering Group for the 2018/19 municipal year.
- ◆ To appoint Councillors Rahmouni, Soane and Stares to the 3G Pitch Steering Group for the municipal year.

13.4 **Full Council**

Bulmershe Site of Urban Landscape Value (SULV) Joint Working Party

RESOLVED:

- ◆ To note the terms of reference of the Bulmershe SULV Joint Working Party.
- ◆ To appoint Councillors Baker and Stares to the Bulmershe SULV Joint Working Party for the 2018/19 municipal year with Councillor Ellis as the substitute.

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

Having being duly nominated it was

RESOLVED:

- ◆ To appoint the following:

Berkshire Association of Local Councils (BALC) – 2 places

Councillor Barker

Wokingham District Association of Local Councils – 2 places

No representative

ARC – 2 places

Councillor Gilder and Mrs S. Flower

Campaign Against Waste – 1 place (plus 1 deputy)

Councillor Walker

Citizens Advice Wokingham – 1 place

Councillor Bragg

Highwood Management Conference – 2 places

Councillor Gilder and Mrs M. Holmes

Museum of Berkshire Aviation Trust – 1 place

Councillor Green

Poor's Land Charity – 4 places

Councillor Mills and Mr L. Day were appointed to serve until 2022

It was noted that the Council's other representatives on this body were Councillor Cheng and Mrs S. Flower serving until 2020.

ReadiBus – 1 place

Councillor MacNaught

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

Councillor Walker with Councillor Cheng as deputy

Sonning & District Welfare & Education Trust – 1 place

Councillor Smith

The Bulmershe School: Governor – 1 place

No representative

Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)

Councillor Mills with Councillor Walker as deputy

Woodley Airfield Centre Management Committee – 2 places

Councillors Soane and Gilder

Woodley Bowling Club Management Committee – 1 place

Councillor Stares

Woodley Town Centre Management Initiative – 2 places

Councillor Mills and Mrs M. Holmes

Woodley Volunteer Centre – 1 place

Councillor MacNaught

Representation on the following outside body was noted:

Robert Palmer Almshouse Charity

Councillor Rahmouni serving to 2020

15. **CHEQUE SIGNATORIES 2018/19**

RESOLVED:

- ◆ To appoint Councillors Baker, Horskins, MacNaught, Mills and Stares as signatories to sign cheques and transfers on behalf of the Council.

16. **MINUTES OF THE COUNCIL MEETING HELD ON 6 FEBRUARY 2018**

The Town Mayor presented the minutes of the Council Meeting held on 6 February 2018.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 6 February 2018 and that they be signed by the Mayor as a correct record.

17. **COMMITTEE REPORTS**

17.1 **Minutes of the Planning Committee: 27 February 2018**

Councillor Cheng presented the Planning Committee minutes of the meeting of 27 February 2018.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 27 February 2018.

17.2 **Minutes of the extraordinary meeting of the Strategy and Resources Committee: 27 March 2018**

Councillor Dolinski presented the Strategy and Resources Committee minutes of the extraordinary meeting of 27 March 2018.

RESOLVED:

- ◆ To receive the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 27 March 2018.

17.3 **Minutes of the Planning Committee: 27 March 2018**

Councillor Dolinski presented the Planning Committee minutes of the meeting of 27 March 2018.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 27 March 2018.

17.4 **Minutes of the Leisure Services Committee: 10 April 2018**

Councillor Stares presented the Leisure Services Committee minutes of the meeting of 10 April 2018.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 10 April 2018.

17.5 **Minutes of the Strategy and Resources Committee: 17 April 2018**

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 17 April 2018.

RESOLVED:

- ◆ To adopt the Risk Management Strategy 2018/19.
- ◆ To make an application to the Public Works Loan Board for a loan to cover the costs of improvement projects at Woodford Park Leisure Centre, once established, and that an application for loan approval could include the loan request, already agreed in principle, for the lake and maintenance workshop costs, depending on timing.
- ◆ To permit My Journey to install a bike hub in the identified location close to the tennis court in Woodford Park and that a formal agreement between Wokingham Borough Council and the Town Council be required.
- ◆ To receive the minutes of the Strategy and Resources Committee held on 17 April 2018.

17.6 **Minutes of the Planning Committee: 24 April 2018**

Councillor Dolinski presented the Planning Committee minutes of the meeting of 24 April 2018.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 24 April 2018.

18. **LEADER'S STATEMENT**

The Leader of the Council welcomed Councillor Bragg and Councillor Ellis to the Council and said that the Council had many plans for the coming year and that there was much work to be carried out.

19. **WOODFORD PARK LEISURE CENTRE - PROJECTS**

Following the approval given earlier in the meeting to make an application to the Public Works Loan Board for a loan to cover the costs of improvement projects at Woodford Park Leisure Centre (minute number 17.5), Members considered giving approval to spend £20,000 in advance of the receipt of the loan in order to install new ladies' toilets at the leisure centre, as these works were regarded as urgent.

RESOLVED:

- ◆ To spend £20,000 on the installation of new ladies' toilets at Woodford Park Leisure Centre in advance of the receipt of the loan from the Public Works Loan Board.

20. **WOODFORD PARK PADDLING POOL**

RESOLVED:

- ◆ To approve the allocation of £10,000 from the Building and Facilities fund to pay for the replacement liner to the paddling pool in Woodford Park.

21. **WOODLEY TOWN CENTRE – REPLACEMENT SEATING**

Members discussed the information given in the agenda regarding a proposal from Wokingham Borough Council that both councils jointly fund the cost of new seating, and installation, around the trees in the town centre that currently had wooden seating around them. Councillor Baker explained that this was the third phase of work to regenerate the town centre and the installation of new circular seating with a slightly larger circumference than the existing seats would allow some paving to be removed from around the base of the trees and would prevent further root damage to the paving. In reply to a question about whether the problem of root damage to the paving would recur in the future, Councillor Baker said that the advice from Wokingham Borough Council was that the current problem had happened because the paving had been positioned too close to the base of the trees, and by removing this paving the problem would be prevented for a number of years.

Members questioned whether Wokingham Borough Council should be asked to pay more towards the cost of the work, but Councillor Baker explained that the Borough Council had been generous with other items in the town centre and were unable to contribute more than £11,000 towards the replacement seating.

Members noted that there was likely to be a balance of Section 106 funds from the original allocation of £100,000 for the town centre public toilet. These funds related to the Sandford Farm development and were classified as for community use

RESOLVED:

- ◆ To allocate a sum of up to £19,000 from the Section 106 funds (community use, Sandford Farm development) towards the provision of seating in the town centre.

22. **GENERAL DATA PROTECTION REGULATION**

Members considered the information given in the agenda regarding the appointment of a Data Protection Officer (DPO) to advise and support the Council in undertaking its obligations under the General Data Protection Regulation, which would come into force on 25 May 2018.

RESOLVED:

- ◆ To appoint the Assistant Director Governance, Wokingham Borough Council, to act as the Town Council's DPO.

23. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written reports:

- Readibus report from Councillor MacNaught.
- Sonning and District Welfare & Educational Trust report from Councillor Smith.

Councillor Smith reported that the Sonning and District Welfare & Educational Trust was struggling to find applicants for grants and he urged Members to encourage any residents in need to apply to the Trust.

Mr Laurie Day gave a verbal report on the history of the Poor's Land charity and the work carried out by the charity.

Following a brief discussion it was

RESOLVED:

- ◆ That links to organisations providing grants to residents should be provided on the Town Council's website and application forms should be held in the Council offices.

24. **TOWN MAYOR'S ENGAGEMENTS**

- a) Councillor Cheng informed the Council of the 7 engagements she had attended as Town Mayor since the last meeting.
- b) Councillor Rahmouni informed the Council of the 2 engagements he had attended as Deputy Town Mayor since the last meeting.

Before the end of the meeting Councillor Rahmouni presented Councillor Cheng with a Past Mayor's Badge.

The meeting closed at 9:45pm

Town Mayor

Meeting of the Town Council on 8 May 2018

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

Friends of Woodford Park
Me2 Club
Woodley Festival of Music and Arts
Woodley Netball Club
Woodley United Football Club
Woodley Women's Club

Individuals:
Emily Phillips
Adrian Wakelin
Daniel Wakelin

A representative from Revitalise Respite Holidays was unable to attend.

TOWN FORUM

8 May 2018

Mrs Mary Holmes attended the meeting on behalf of the Woodley Town Centre Management Initiative and asked whether a decision had been made about reducing the charge for hiring the Centre Stage. The Town Clerk explained that the fee for hiring the Centre Stage was £30 per day, but that the Council had agreed this could be reduced to £20 per day, at the Town Clerk's discretion, for small and local charities. The reduced rate had so far been applied to bookings by 3 local charities.

Mary Holmes then asked whether the Town Council could replace the area of seating that was missing in the vicinity of the mushroom news point. The Deputy Town Clerk replied that this area of seating had been removed because it had been damaged and it would be replaced at some point in the future.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 22 May 2018 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); D. Bragg; J. Cheng; R. Dolinski;
M. Forrer; B. Franklin; J. MacNaught; D. Mills; S. Rahmouni; M. Walker;
P. Wicks*

Also present: *20 members of public*

Officer present: *L. Matthews, Committee Officer*

1. **APOLOGIES**

Apologies for absence were received from Councillor D Fradley.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 24 APRIL 2018**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 24 April 2018 be approved and signed by the Chairman as a true and accurate record.

Before considering the current planning applications, the Chairman welcomed newly elected Town Councillor David Bragg to the Planning Committee.

4. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

5. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

6. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 181265.
Location: 31 Telford Crescent, Woodley, RG5 4QT.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.3m, for which the maximum height would be 2.7m and the height of the eaves 2.6m.

- ◆ To note application 181337.
Location: 27 Willowside, Woodley, RG5 4HJ.
Proposal: Application for the prior approval of 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 3.95m and the height of the eaves 2.5m
- ◆ To note application 181404.
Location: 2 Leyburn Close, Woodley, RG5 4PX.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.5m, for which the maximum height would be 3m and the height of the eaves 2.2m

7. **PLANNING APPEAL**

RESOLVED:

- ◆ To note that the following appeal against refusal of planning permission had been lodged with the Planning Inspectorate:

Application: 173178
Location: 67 Malone Road, Woodley, RG5 3NL.
Proposal: Householder application for the proposed erection of two-storey side extension and single storey front and rear extensions following demolition of existing garage.

8. **COMMUNITY SPEED WATCH**

The Chairman reported that an order had been placed for the speed detection data logger and necessary software, battery charger and brackets, as had been agreed at the meeting of the Planning Committee held on 27 March 2018 (minute number 210). He noted that a demonstration for Committee members of the previously purchased Sentinel equipment had been held immediately prior to this meeting.

The Chairman informed Members that Finchampstead Parish Council's speed watch team had invited Woodley Members to accompany them while they were monitoring vehicles so that they could observe the process in operation. The Chairman would send the operation dates to the Committee Officer for circulation to Committee members.

It was agreed that the setting up and operation of the Woodley speed watch scheme should now be considered and Councillors Barker, MacNaught and Mills agreed to meet to plan the way forward and report back to the Committee. Councillor Dolinski suggested that progress in setting up the speed watch scheme could be reported to the next meeting of the Woodley and North Earley Community Forum and the Chairman reported that he had already written to the chairman of the Community Forum saying that he would like to attend.

9. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: GAMBLING ACT 2005: REVIEW OF STATEMENT OF GAMBLING PRINCIPLES**

RESOLVED:

- ◆ To send a "no comment" response to the Wokingham Borough Council consultation on the review of the Statement of Gambling Principles under the Gambling Act 2005.

10. **WOKINGHAM BOROUGH COUNCIL CONSULTATION:
LICENSING ACT 2003: REVIEW OF STATEMENT OF LICENSING POLICY**

RESOLVED:

- ◆ To send a "no comment" response to the Wokingham Borough Council consultation on the review of the Statement of Licensing Policy under the Licensing Act 2003.

11. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Community Council for Berkshire E-Bulletin - May 2018*

12. **FUTURE AGENDA ITEMS**

The following item was requested for inclusion in the next agenda:

- Community Speed Watch update

13. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

14. **EXCLUSION OF 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.

15. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of two ongoing enforcement matters.

The meeting closed at 9:15 pm

Woodley Town Council

Page 1

Date :- 23/05/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
180828	25/04/2018	Mark Croucher	Unknown	Bulmershe Leisure Centre Woodlands Avenue Woodley RG5 3EU
Proposal : Full application for the proposed erection of replacement leisure centre that includes a 6-lane swimming pool and teaching pool (with moveable floor), 75 No. unit gymnasium, 4 No. court sports hall, 2 No. studios, ancillary cafe, parking, access and landscaping along with the provision of an extension to the existing Bulmershe School car park; following the demolition of the existing leisure centre and caretaker house.				
Observations : No objections.				
180868	16/05/2018	Christine Phillips	Mr Wes Seaman	35 Rose Close Rose Close Woodley RG5 4UR
Proposal : Householder application for the proposed single storey rear extension plus pitched roof over existing flat roof garage.				
Observations : No objections.				
180870	30/04/2018	Nesha Burnham	Mrs Hardish Deol	34 Rowan Drive Rowan Drive Woodley RG5 4LW
Proposal : Householder application for the proposed erection of single storey side/rear extension to dwelling.				
Observations : No objections.				
180940	23/04/2018	Simon Taylor	Unknown	Loddon Vale House Loddon Vale Centre Woodley RG5 4UX
Proposal : Full planning application for the proposed external alterations plus addition of new balconies.				
Observations : No objections.				
180950	30/04/2018	Senjuti Manna	Mrs A Barker	76 Redwood Avenue Redwood Avenue Woodley RG5 4DR
Proposal : Householder application for the proposed conversion of existing storage to create habitable accommodation plus raising the roof on the existing storage.				
Observations : No objections.				
180981	30/04/2018	Christine Phillips	Mr & Mrs Mike Hurst	136 Butts Hill Road Butts Hill Road Woodley RG5 4NR
Proposal : Householder application for the proposed erection of single storey side and rear extensions following the demolition of existing conservatory plus conversion of existing detached garage to create habitable accommodation.				

Date :- 23/05/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Observations : No objections.				
181108	25/04/2018	Rosie Rogers	Mr & Mrs P Thomas	22 Dowding Close Dowding Close Woodley RG5 4NL
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling plus conversion of existing garage to create habitable accommodation.				
Observations : No objections.				
181123	26/04/2018	Charenjit Braich	Mr S Parker	26 Victor Way Victor Way Woodley RG5 4UZ
Proposal : Householder application for the proposed erection of part single, part two storey side extension plus single storey rear extension to dwelling.				
Observations : No objections.				
181126	30/04/2018	Nesha Burnham	Mrs Butchart	71 Vauxhall Drive Vauxhall Drive Woodley RG5 4EB
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
181140	03/05/2018	Charenjit Braich	Mr & Mrs Christopher Webb	1 Austin Road Austin Road Woodley RG5 4EJ
Proposal : Householder application for the proposed erection of single storey side/rear extension to dwelling plus erection of new fence along the side boundary.				
Observations : No objections.				
181146	24/04/2018	Christine Phillips	Mr Ben Watson	Headley Park Industrial Estate Headley Road East Woodley RG5 4SA
Proposal : Permitted development notification for proposed replacing 3 of existing 6 antennas along with cabling and associated ancillary equipment plus internal works within the existing equipment cabin.				
Observations : No objections.				
181191	01/05/2018	Rasha Khoja	Mr & Mrs Harper	38 Silver Fox Crescent Silver Fox Crescent Woodley RG5 3JA
Proposal : Householder application for the proposed erection of part single, part two storey side/rear extension to dwelling plus erection of front porch canopy.				
Observations : Four local residents, including the applicants, were present for the discussion on this application.				

Date :- 23/05/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
The Committee considered the proposal and had no objections to the application, but asked that the neighbour's concerns about possible loss of light be taken into consideration.				
181204	16/05/2018	Stefan Fludger	Mr Andrew Walker	4 Wroxham Road Wroxham Road Woodley RG5 3AT
Proposal : Householder application for the proposed demolition of existing garage and single storey rear extension. Construction of two storey side extension and part two storey, part single storey rear extension.				
Observations : The Committee had no objections to the proposed extension, but had concerns about possible overlooking of the neighbouring property by the proposed rooflights to the side.				
181249	10/05/2018	Senjuti Manna	Mr M James	17 Hawker Way Hawker Way Woodley RG5 4PF
Proposal : Householder planning application for the proposed erection of part single, part two storey side and rear extension to dwelling.				
Observations : No objections.				

Date :- 23/05/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**181053**

30/04/2018	Mandeep Chaggar	Bronwins Ltd	Woodley Tennis Club Silver Fox Crescent Woodley RG5 3JA
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Proposal : Full planning application for the proposed erection of 4 No. detached dwelling houses with attached garages, bike stores, landscaping and access road.

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

After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused on the following grounds:

- The access to the site is along a narrow lane that can only be widened by purchasing a strip of land from an adjacent property. This would be classed as back garden development and would not conform with Wokingham Borough Council's development policy.
- Concerns about the narrow access road resulting in emergency vehicles being unable to access the site, especially as there have previously been such problems in Silver Fox Crescent.
- The access to the site is situated close to a blind bend and on a road where there are existing parking problems, which will make access difficult and unsafe.
- There is no provision for visitor parking, which could exacerbate the existing parking problems in Silver Fox Crescent.
- Two of the proposed houses are located very close to the boundary with the properties in Woodlands Avenue and will overlook these houses and gardens, as there are windows proposed to all elevations.
- This land is currently used as amenity land by dog-walkers.
- Concerns about whether construction vehicles will be able to access the site along the narrow lane.

The Committee agreed to ask the local borough councillor to list this application for determination by the Borough Council Planning Committee.

Date :- 23/05/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**181018**

10/05/2018	Senjuti Manna	Mr A Sokhi	167 Colemans Moor Road Colemans Moor Road Woodley RG5 4DD
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Proposal : Full planning application for the proposed single storey front extension, two storey side extension, single storey rear extension to dwelling plus relocation of existing side boundary fence to incorporate existing amenity space within rear garden.

Observations : Four local residents, including the applicant, were present for the discussion on this application.

The Committee considered the proposal and had no objections to the proposed extension to the house; however the Committee did object to the relocation of the fence at the side of the property as this would result in the loss of amenity land.

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 5 June 2018 at 8:00 pm**

Present: *Councillors W. Soane (Chairman); T. Barker; D. Bragg; J.J. Ellis; D. Stares*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer
A. Ransley, PR/Marketing Co-ordinator*

Also present: *Councillor M. Willson
Sam Milligan, Just Around the Corner charity*

Before the start of the meeting, the Chairman welcomed the two newly elected Members, Councillor Bragg and Councillor Ellis, to the Committee.

The new PR/Marketing Co-ordinator, who had started in post that day, was also welcomed to the meeting.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S. Rahmouni.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 10 APRIL 2018**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 10 April 2018 be approved and signed by the Chairman as a correct record.

4. **JUST AROUND THE CORNER (JAC)**

Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting and presented the JAC report.

Sam Milligan reported that the JAC team continued to be well received by young people in Woodley and the atmosphere in the town was generally very good. JAC continued to work with the schools in Woodley and had received referrals from primary and secondary schools.

Sam Milligan was very pleased to inform Members that JAC had been chosen as one of the nominated charities for Woodley Carnival in 2018.

In reply to a question about the plans for the Loddon Mead site, Sam Milligan informed Members that a decision had been made to appoint a planning consultant to obtain planning permission for the siting of a container café on the Council's land at Loddon Mead. He also confirmed that there would only be pedestrian access for users of the site.

5. **COMMUNITY YOUTH PARTNERSHIP**

Sam Milligan presented Report No. LS 12/18 of the Community Youth Partnership meeting held on 30 May 2018. He explained that, following the success of the recent conference on anxiety in young people and the feedback received from parents, the Partnership proposed to facilitate further work to support parents and young people by the development of parent self-help groups and parenting courses. The Partnership had recommended that £2,000 be allocated from the Youth Projects budget for this purpose and if this was agreed by the Committee discussions would be held with ARC and the Create Hope charity to establish costs and arrange an initial meeting with people interested in supporting the project.

RESOLVED:

- ◆ To note Report No. LS 12/18.
- ◆ To allocate £2,000 from the Youth Projects budget to enable further work to be undertaken to support parents and young people by developing parent self-help groups and running parenting courses.

The Chairman thanked Sam Milligan for coming to the meeting.

6. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 13/18 and pointed out that the note indicating that some of the income at Woodford Park Leisure Centre had come from tennis was an error.

RESOLVED:

- ◆ To note Report No. LS 13/18.

7. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

The Leisure Services Manager presented Report No. LS 14/18 and reported on the success of the 2018 Woodley Schools Sports Week, with particular highlights being the opening ceremony dance festival, attended by an estimated 200 spectators, and the Kwik Cricket tournament. It was estimated that 1,350 children took part during the week of activities, which was a reduction on previous years due to the closure of Bulmershe Leisure Centre. The closure of Bulmershe Leisure Centre had also resulted in the swimming gala being relocated to Bluecoat School and, despite the additional logistical and staffing problems this had caused, the event had been a success.

The Leisure Services Manager informed Members that, following the heavy usage of the 3G pitch, it had been necessary to purchase new goal nets, and although the goal posts were still in good condition, the wheels attached to the goalposts were in urgent need of repair. Members were of the opinion that the wheels should not need replacing yet and asked that the warranty be investigated and that replacements be requested from the manufacturer free of charge.

Members noted that the new liner had been installed to the padding pool and the pool was now open for public use. Members were concerned to learn that increasingly low water pressure was likely to result in problems with refilling the pool after heavy usage on very hot days and suggested that Thames Water should be asked to carry out a pressure test to make sure that minimum standards were being met.

Members were pleased to note that the NERF activities continued to do well and that the Wokingham Schools Orienteering Competition had once again been successfully held in Woodford Park in May.

The Leisure Services Manager informed Members that he had received a small number of requests for free use of the gym by young athletes training for high level competitions in

their chosen sports. The Committee was asked to consider implementing a free pass system at the gym for nationally recognised sports people.

RESOLVED:

- ◆ To note Report No. LS 14/18.
- ◆ That a detailed proposal for free use of the Gym on the Park by nationally recognised sports people be submitted for consideration by the Committee at the next meeting.

8. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 15/18 and reported that the work to install new steel joists and replace the flat roofing at Woodford Park Leisure Centre had been completed and a new suspended ceiling and lighting had been installed in the reception area. He informed Members that there was currently no hot water at the leisure centre as the heat exchanger had broken down. A new servicing company would be working at the leisure centre the following week to solve the scaling problem that had caused the break-down and it was hoped that hot water would be available again by the end of that week.

Members noted that Woodley Pre-School was awaiting an Ofsted inspection of its new premises, as this was necessary before they could start operating from the new building. The Deputy Town Clerk reported that the Town Council was installing a path from the overflow car park in Woodford Park to the school building.

The Deputy Town Clerk informed Members that that the Friends of Woodford Park had been working with volunteers from SAGE to thin out the copse area near the Garden of Remembrance and to dig out and plant shrub beds in the Rotary Garden. Members received a report on improvements that had been carried out in Woodford Park during the past year and were notified that new signage would be erected prior to the visit of the Green Flag judges on 8 June.

Members were informed that the application to the Landfill Communities Trust for £50,000 towards the cost of the lake project had been unsuccessful, due to the large number of competing projects for limited available funding. It would therefore be proposed that the Council consider including an additional £50,000 as part of a loan application to the Public Works Loan Board at its next meeting.

Members also received an update on matters relating to the allotments and noted that the new inclusive play area in the town centre was complete and being well used, and that a section of the flooring to the Centre Stage had been vandalised and had been temporarily repaired by the maintenance team while the materials necessary for a permanent repair were awaited. In reply to a question, the Deputy Town Clerk confirmed that the possibility of installing cctv in the town centre had already been considered by the WTCMI but that the logistics of operating, managing and monitoring the cameras had proved problematic. It was suggested that the Council could engage with the local shopkeepers and ask them to report unruly behaviour on the Centre Stage.

RESOLVED:

- ◆ To note Report LS 15/18.

9. **TOWN CENTRE PUBLIC TOILET UPDATE**

The Town Clerk informed Members that the semi-automatic public toilet was under construction and she was awaiting notification of the delivery date. Danfo would then prepare the site in time for the delivery.

10. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

11. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Kwik Cricket tournament during School Sports Week
 - Information about the Green Flag application and the management plans for Woodford Park

12. **EXCLUSION OF 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 following agenda item.

13. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK AND FINISH GROUP**

Members noted the information presented in Report No. SR 16/18, which had already been considered and approved by the Strategy and Resources Committee and by Council.

The meeting closed at 9:05 pm

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 12 June 2018 at 8:00 pm

Present: *Councillors R. Dolinski (Chairman); A. Chadwick; J. Cheng; D. Mills; D. Smith; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk; L. Matthews, Committee Officer; A. Ransley, PR/Marketing Co-ordinator*

Also present: *Councillor K. Gilder
1 member of the public*

The Chairman welcomed the newly appointed PR/Marketing Co-ordinator to the meeting.

1. **APOLOGIES**

Apologies for absence were received from Councillors K. Baker and S. Brindley.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 17 APRIL 2018**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 17 April 2018 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 19/18.

RESOLVED:

- ◆ To note Report No. SR 19/18.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A:**

	Current account	Imprest account
April 2018	£199,705.26	£47,408.40

c) **Paddling pool liner**

Members noted that the total cost of the new paddling pool liner and installation had been £6,911. The Council had approved the allocation of £10,000 from the Building and Facilities fund for this item, £3,089 of which was not required and remained in the fund.

The Town Clerk informed Members that there had been some problems with the new liner after installation which had resulted in the paddling pool being closed for a few

days after it had opened for the summer. It was hoped that these problems had been resolved by the supplier. Members asked the Town Clerk to ensure that, when problems occurred, notices were displayed to inform members of the public what was happening. It was noted that the Leisure Services Manager had posted information about the paddling pool closure on social media.

5. **OAKWOOD CENTRE UPDATE**

The Town Clerk presented Report No. SR 20/18.

RESOLVED:

- ◆ To note Report No. SR 20/18.

6. **CATERING PARTNERSHIP**

The Chairman presented Report No. SR 21/18 of the Catering Partnership meeting held on 18 May 2018 and confidential information on the monthly catering income was tabled.

A suggestion was made that Brown Bag might consider working with the library, to provide refreshments there, and the Chairman agreed to pass this suggestion on to Brown Bag.

RESOLVED:

- ◆ To note Report No. SR 21/18.

7. **LAKE PROJECT FUNDING**

Members were disappointed to note that the application to the Landfill Communities Fund for £50,000 towards the lake project had not been successful. The project met all the criteria but had lost out to other competing projects. The Town Clerk informed Members that a proposal would be made at the Full Council meeting on 26 June 2018 to include this amount in any loan application made to the Public Works Loan Board for capital projects. It was anticipated that the works would start in September 2018.

8. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 25 April 2018.

9. **PROJECTS UPDATE**

The Town Clerk presented the updated Projects Schedule 2018/19. She informed Members that Woodley Pre-School had received notification that the Ofsted inspection of their new premises, which was required before they could move in, was imminent. The new pathway from the car park to the pre-school was still to be completed by the Town Council.

In reply to a question about the progress of the refurbishment of the Gents toilets in the Oakwood Centre, the Town Clerk reported that some causes of the damp problems had been identified and rectified and the area was still drying out. This problem would need to be completely resolved and dried out before the refurbishment could start.

As the Maintenance Team were currently in temporary accommodation until progress was made on the construction of a new maintenance workshop, Members wanted to ensure that the tools were being stored securely. The Town Clerk said she would investigate this and would email committee members with the information.

The Chairman reported that there had been many positive comments about the new signage in Woodford Park and the general appearance of the park and he asked for thanks

to be passed to the Council's staff for their hard work and the fantastic results they were achieving in the park.

Members noted that a great deal of work had been done by the Town Clerk and her team to ensure that the Town Council complied with the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018. Some compliance works, such as the writing of procedures and the creation of a retention policy, were still to be done and some work would be ongoing, to ensure continued compliance. In response to a question the Town Clerk advised that some information about managing personal information had been provided in advice sent to all Councillors along with the councillor privacy notice. It was hoped that training for Councillors on the GDPR requirements would be organised. In the meantime the Town Clerk stressed the importance of gaining consent from residents for their details to be forwarded to a third party.

RESOLVED:

- ◆ To note the information contained in the updated Projects Schedule 2018/19.

10. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda.

11. **PUBLIC TOILET UPDATE**

The Town Clerk informed Members that a delivery date for the semi-automatic public toilet was still awaited and when the date was known, Danfo would prepare the site in advance for its installation.

12. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

- a) Members noted that the first CIL payment of £4,583 had been received and had been transferred to the CIL earmarked reserve.
- b) Members noted that the April Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £53,967.

13. **FUTURE AGENDA ITEMS**

The following suggestions were made for future agenda items:

- An update on the work to the public toilets in the Oakwood Centre.
- An update on the work undertaken to ensure compliance with the General Data Protection Regulation.

Under this item Councillor Chadwick asked for officers to investigate the possibility of having a ReadyBike station in Woodley. It was agreed that this would be reported to the Planning Committee.

14. **PUBLICITY AND WEBSITE**

No items were put forward to be publicised or added to the website.

15. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

16. **CONVEYANCE RELATING TO LAND IN WOODLEY**

The Town Clerk presented Report No. SR 22/18.

RESOLVED:

- ◆ To approve the proposed action set out in the report.

17. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE**

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

RESOLVED:

- ◆ To write to Wokingham Borough Council regarding this matter and the terms of dissolution of the agreement, in response to recent correspondence.

18. **RECEPTION/ADMINISTRATION – COUNCIL OFFICES**

The Town Clerk presented Report No. SR 24/18.

RESOLVED:

- ◆ To create a reception/administration apprenticeship placement at the Council offices and that funds from the staff contingencies allocation be used to cover this cost.

The meeting closed at 8:55pm

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
12-Apr-18	A1 Locksmiths(Berkshire) Ltd	19.01	Keys cut
03-Apr-18	A1 Locksmiths(Berkshire) Ltd	47.95	Keys cut
06-Apr-18	A1 Loo Hire	132.00	Toilet hire depot
26-Apr-18	Alan Hadley Ltd	286.80	Refuse collection
06-Apr-18	Allen's Design & Print Ltd	432.00	WTCMI banners/posters
26-Apr-18	Awards of Distinction Ltd	122.40	Glass trophies/engraving Citizens Awards
06-Apr-18	Axminster Tool Centre Ltd	764.10	Building supplies
26-Apr-18	Axminster Tool Centre Ltd	199.96	Building supplies
03-Apr-18	B & S Chains (Midlands) Ltd	35.40	Building supplies
12-Apr-18	B and S Roofing	2190.00	WPLC roof
03-Apr-18	Be Fuelcards Ltd	26.48	Petrol - depot
03-Apr-18	Be Fuelcards Ltd	0.76	Admin charge
20-Apr-18	Be Fuelcards Ltd	52.76	Diesel - van
18-Apr-18	Berkshire Tree Care	216.00	Gardening services
26-Apr-18	Berkshire Tree Care	6144.00	Gardening services
18-Apr-18	Bowak Ltd	517.04	Cleaning supplies
12-Apr-18	Brake Bros Foodservice Ltd	454.26	Vending supplies
06-Apr-18	Brown Bag Cafe Ltd	352.50	Catering services
18-Apr-18	Brown Bag Cafe Ltd	25.20	Catering services
26-Apr-18	Brown Bag Cafe Ltd	777.44	Catering services
30-Apr-18	Castle Water Ltd	1776.05	Water rates
06-Apr-18	Churchill Contract Services Ltd	2260.33	Contract cleaning
26-Apr-18	Churchill Contract Services Ltd	2188.82	Contract cleaning
03-Apr-18	Club Manager Ltd	80.40	Club Manager membership
26-Apr-18	CoolerAid Ltd	99.54	Bottled water
20-Apr-18	Crown Gas & Power	201.34	Gas supply
20-Apr-18	Crown Gas & Power	259.85	Gas supply
20-Apr-18	Crown Gas & Power	1142.66	Gas supply
20-Apr-18	Crown Gas & Power	1159.59	Gas supply
12-Apr-18	DCK Accounting Solutions Ltd	317.40	Accountancy service - year end
03-Apr-18	Ellis Whittam Ltd	6292.80	HR & H & S support 2018/19
03-Apr-18	Energy Electrical Distributors Ltd	115.56	Electrical supplies
18-Apr-18	Energy Electrical Distributors Ltd	105.78	Electrical supplies
26-Apr-18	Energy Electrical Distributors Ltd	21.16	Electrical supplies
06-Apr-18	Envidia Ltd	100.00	Coach
12-Apr-18	Envidia Ltd	100.00	Coach
12-Apr-18	Epos Now Ltd D/D	30.00	EPOS till monthly charge
03-Apr-18	Eurodec Ltd	70.99	Building supplies
18-Apr-18	Eurodec Ltd	159.95	Building supplies
06-Apr-18	Eventu	210.00	Citizens Awards - sound system
06-Apr-18	Exotherm	1140.00	Roof works WPLC
18-Apr-18	Fraser Office Supplies Ltd	339.03	Stationery supplies
26-Apr-18	Fraser Office Supplies Ltd	69.81	Stationery supplies
06-Apr-18	Fuel Fitness Ltd	25.00	Coach
12-Apr-18	Fuel Fitness Ltd	25.00	Coach
18-Apr-18	Fuel Fitness Ltd	25.00	Coach
26-Apr-18	Gap Group Ltd	119.04	Gardening services
18-Apr-18	Gilbert Thompson	530.00	Newsletter delivery
10-Apr-18	Global 4 Communications	606.66	Phone

03-Apr-18	HMRC Cumbernauld	12759.59	Employers and Employees PAYE & NI
30-Apr-18	HMRC Cumbernauld	15225.61	Employers and Employees PAYE & NI
26-Apr-18	InTouch	35.99	Monthly website charge
06-Apr-18	John Willis	120.00	Window cleaner
18-Apr-18	Julia A Lancaster	217.50	Work on CYP conference
03-Apr-18	Just Around The Corner	5986.75	Grant
26-Apr-18	Just Around The Corner	6187.00	Grant
18-Apr-18	Key Industrial Equip Ltd	46.80	Sundry items
18-Apr-18	Krowmark Ltd	75.36	Staff uniform
12-Apr-18	Lamps-Tubes Luminations Ltd	114.00	WTCMI lighting repair
06-Apr-18	Lantec Security Ltd	480.00	Fire/intruder alarm
26-Apr-18	Laundry Depot	50.40	Laundry table cloths
27-Apr-18	Les Mills Fitness UK Ltd	192.00	Coach
12-Apr-18	Lister Wilder Ltd	88.47	Building supplies
03-Apr-18	Lloyds Bank D/D	28.71	Monthly bank service charges
16-Apr-18	Lloyds Bank D/D	221.97	Monthly cardnet service charge
16-Apr-18	Mainstream Digital Ltd	61.57	Phone
06-Apr-18	Margaret Macknelly Design	587.14	Design work - Herald and conference
26-Apr-18	Margaret Macknelly Design	30.00	Carnival advert
18-Apr-18	McVeigh Parker & Co Ltd	1017.00	Depot gates
16-Apr-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
12-Apr-18	Office Depot International UK Ltd	58.94	Stationery supplies
13-Apr-18	Pitney Bowes Ltd	100.00	Postage topup
11-Apr-18	Plusnet Plc	52.20	Phone
17-Apr-18	Plusnet Plc	38.40	Phone
03-Apr-18	Prudential	30.00	AVC payment deducted from pay
30-Apr-18	Prudential	30.00	AVC payment deducted from pay
03-Apr-18	Public Works Loan Board	73170.68	Loan payments
26-Apr-18	Rialtas Business Solutions Ltd	342.00	Annual licence
06-Apr-18	Riso UK Ltd	247.51	Photocopier OC
06-Apr-18	Serviceline	327.76	Kitchen maintenance cover OC
12-Apr-18	SGW Payroll Ltd	163.10	Payroll services
16-Apr-18	Siemens Financial Services	1100.80	GYM equip monthly rental
26-Apr-18	SLCC Enterprises Ltd	72.00	Webinar training
12-Apr-18	Spaldings Ltd	84.85	Repair items grounds maintenance
26-Apr-18	Springfield Supplies & Projects Ltd	206.40	Leg sets for business tables OC
26-Apr-18	SSE Southern Electric	21.97	Electricity supply
30-Apr-18	Staysure Ltd	456.00	New tractor tyres
12-Apr-18	Technical Surfaces Ltd	840.00	3G pitch service/purchase rubber crumb
18-Apr-18	Thames Valley Water Services Ltd	798.00	Water sample testing
26-Apr-18	Thames Valley Water Services Ltd	234.00	Water sample testing
03-Apr-18	The Berkshire Pension Fund	12226.43	Pension - employers and employees
30-Apr-18	The Berkshire Pension Fund	14756.18	Pension - employers and employees
06-Apr-18	The Letterworks Ltd	707.00	Newsletter printing
23-Apr-18	Total Gas & Power Ltd	1404.60	Electricity supply
03-Apr-18	Trade UK - BandQ	164.65	Building supplies
03-Apr-18	Trade UK - Screwfix	1166.29	Building supplies
18-Apr-18	Trade UK - Screwfix	314.70	Building supplies
26-Apr-18	Trade UK - Screwfix	173.70	Building supplies
26-Apr-18	Traditional Local Cleaning Ltd	1615.12	Contract cleaning
18-Apr-18	Travis Perkins Trading Co	332.10	Building supplies
26-Apr-18	Unipar Services LLP	3590.40	Speedwatch equipment
03-Apr-18	Unison Collection Ac	34.00	Union fees deducted from pay
30-Apr-18	Unison Collection Ac	34.00	Union fees deducted from pay
06-Apr-18	Value Products Ltd	41.04	Sundry items
26-Apr-18	Veolia ES - UK Ltd	468.37	Refuse collection

20-Apr-18	Vodafone	245.22	Phone
03-Apr-18	Wokingham BC	43.80	Rates
03-Apr-18	Wokingham BC	162.00	Rates - Chapel Hall
03-Apr-18	Wokingham BC	354.00	Rates - Coronation Hall
03-Apr-18	Wokingham BC	864.00	Rates - Oakwood
03-Apr-18	Wokingham BC	2196.00	Rates - WPLC
06-Apr-18	Yarnold Heating and Plumbing Ltd	3991.45	Building supplies
26-Apr-18	Yarnold Heating and Plumbing Ltd	521.34	Building supplies

199705.26

CLERKS IMPREST A/C

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
09-Apr-18	(Personal Information)	100.00	Refund deposit
03-Apr-18	(Personal Information)	50.00	Refund deposit
30-Apr-18	(Personal Information)	50.00	Refund deposit
23-Apr-18	(Personal Information)	50.00	Refund deposit
09-Apr-18	(Personal Information)	50.00	Refund deposit
23-Apr-18	(Personal Information)	61.00	Refund deposit
30-Apr-18	(Personal Information)	85.50	Refund deposit
09-Apr-18	(Personal Information)	50.00	Refund deposit
09-Apr-18	(Personal Information)	4.50	Refund deposit
26-Apr-18	Allcolourenvel.co.uk	96.48	Coloured envelopes
27-Apr-18	Amazon eu-uk	22.24	Foam bullet darts refill
03-Apr-18	Amazon.co.uk	-17.98	credit-MAC keyboard
04-Apr-18	Amazon.co.uk	-2.00	Credit MAC keyboard
25-Apr-18	Birmingham Telecom	61.14	Panasonic handset - WPLC
24-Apr-18	Buyitdirect co uk	89.92	Acer 24" HD monitor
16-Apr-18	Carters Entert Ltd	100.00	Refund deposit
25-Apr-18	Lloyds Bank	45900.11	Net April 2018 payroll
13-Apr-18	Lloyds Bank D/D	11.88	Bank charges
20-Apr-18	Microsoft Office	59.99	WTCMI - MS office software
20-Apr-18	Newitts.com	18.50	First aid ice packs
04-Apr-18	PETTY CASH A/C	98.45	Top up - petty cash
23-Apr-18	PETTY CASH A/C	118.01	Top up - Petty cash
11-Apr-18	Showcase giftcard	30.00	Showcase giftcard
24-Apr-18	Waitrose 180	150.25	Wine - Civic Awards
25-Apr-18	Waitrose 180	38.41	Wine for Civic Awards
25-Apr-18	Winnersh Garden Centre	32.00	Flowers for Civic Awards
03-Apr-18	Youshine Theatre	100.00	Refund deposit
		47408.40	

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 19 June 2018 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); D. Bragg; J. Cheng; R. Dolinski;
M. Forrer; J. MacNaught; D. Mills; S. Rahmouni*

Also present: *1 member of public*

Officers present: *L. Matthews, Committee Officer; A. Ransley, PR/Marketing Co-ordinator*

16. **APOLOGIES**

Apologies for absence were received from Councillors D. Fradley, B. Franklin, M. Walker and P. Wicks.

17. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

18. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 22 MAY 2018**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 22 May 2018 be approved and signed by the Chairman as a true and accurate record.

19. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

20. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

21. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 181510.
Location: 198 Kingfisher Drive, Woodley, RG5 3LQ.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.05m, for which the maximum height would be 2.8m and the height of the eaves 2.35m.

22. **PLANNING APPEAL**

RESOLVED:

- ◆ To note the following appeal decision:

Application: 173178
Location: 67 Malone Road, Woodley, RG5 3NL.
Details: Appeal against the refusal of planning permission for the erection of a two-storey side extension and single storey front and rear extensions.
Decision: The appeal was dismissed.

23. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order without modification:

TPO 1611/2017: Relating to trees on land at and adjacent to the Sandford Farm development and Beggars Hill Road, Woodley, and to the north and east of Phillips Close, Woodley, and to the south and east of Briley Cottage and Temple Cottage, Charvil, and adjacent to Beggars Hill Road, Charvil.

24. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 2/18.

25. **COMMUNITY SPEEDWATCH**

The Chairman informed Members that he had met with Councillors MacNaught, Mills and Rahmouni and a local resident to discuss how to progress the speedwatch scheme, as agreed at the last meeting (Planning Committee, 22 May 2018, minute number 8). It had been agreed that Councillor MacNaught would liaise with the Wokingham Borough Council Highways department and Thames Valley Police to obtain agreement for the deployment of the data logging equipment on lamp posts and for teams to conduct speedwatch sessions at the roadside. Councillor Mills had agreed to trial the data logging equipment when it was delivered and to produce a guide on the installation, operation and removal of the device and the retrieval and analysis of data. Councillor Barker would produce a guide for the use of the Sentinel equipment. Following their meeting, Councillors Barker, MacNaught, Mills and Rahmouni and a local resident had attended a roadside speedwatch session with Finchampstead Parish Council and Thames Valley Police.

Councillor MacNaught informed the meeting that he had met with both the Wokingham Borough Council Highways department and Thames Valley Police and had been told that there would be no objections to Woodley operating a scheme in a similar manner to Finchampstead. Councillor Barker reported that the PCSOs had expressed an interest in being involved with the scheme and would like to be kept informed of where the equipment was being deployed.

The Chairman then informed Members that the data logging equipment had been delivered that day and he demonstrated the equipment to the meeting. It was noted that the data logger could be left in position for up to a week and would operate 24 hours a day and would therefore be able to determine whether speeding was occurring at specific times of the day.

In reply to a question the Chairman said that it was the intention that Woodley residents and Councillors would be able to request that the speedwatch equipment be deployed in specific

roads. Once the scheme was in operation, requests would be able to be made via the website and problem locations could also be reported by the police and by the Woodley and North Earley Community Forum.

The need to publicise the scheme was discussed and it was agreed that an article would be posted on the website and the scheme would also be publicised on social media. Flyers had been handed out at the Carnival and a small number of volunteers had already come forward.

26. **WOKINGHAM BOROUGH COUNCIL – HOUSING NEEDS ANALYSIS**

Members noted the correspondence received from Wokingham Borough Council regarding the production of a new Housing Strategy and considered the survey questions that had been enclosed.

RESOLVED:

- ◆ To respond to the survey saying that Woodley Town Council had not carried out any research into these matters and was unable to answer the survey questions.

27. **NHS ENGLAND – CONTROLLED LOCALITY DETERMINATION OF READING**

RESOLVED:

- ◆ To note the correspondence received from NHS England regarding the result of the recent controlled locality determination in relation to Reading.

28. **WOODLEY AND NORTH EARLEY COMMUNITY FORUM**

Members noted the report of the Woodley and North Earley Community Forum meeting held on 12 April 2018.

29. **FUTURE AGENDA ITEMS**

The following item was requested for inclusion in the next agenda:

- Community Speed Watch update

30. **PUBLICITY/WEBSITE**

There were no further suggestions for items to be publicised.

Notification of the following item had been received after the agenda was issued:

31. **SCHOOL CROSSINGS**

Members noted a press release from Wokingham Borough Council announcing the locations of eight permanent pedestrian crossings at school sites across the borough where school crossing patrollers were being removed. Zebra crossings would be installed at the following three sites in Woodley:

- Woodley C of E Primary School
- Willow Bank Infant and Junior Schools
- South Lake Primary School

The following item was raised in the meeting by Councillor Bragg:

32. **NOTICE BOARD OUTSIDE BULMERSHE LEISURE CENTRE**

Councillor Bragg had been notified by several residents that the notice board outside Bulmershe Leisure Centre was inside the hoarding that had been erected around the site prior to the demolition and construction work that was to take place. The Committee Officer agreed to investigate who owned the notice board and whether it could be moved.

33. **EXCLUSION OF 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.

34. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of nine ongoing enforcement matters and two enforcement investigation closure notifications.

The meeting closed at 8:50 pm

Woodley Town Council

Page 1

Date :- 20/06/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Approved on the following applications;**180940**

05/06/2018	Simon Taylor	Unknown	Loddon Vale House Loddon Vale Centre Woodley RG5 4UX
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Proposal : Full planning application for the proposed external alterations plus addition of new balconies.

REVISED PLANS RECEIVED 05/06/2018:

The revised plans show changes to the bin/recycling store and the cycle store, some additional doors to provide access to private terrace areas and the provision of obscure glass screens between some of the terrace areas for privacy.

Observations : No objections.

Following receipt of revised plans on 05/06/2018, the Committee considered the application again at a meeting on 19/06/2018 and had no objections to the proposals.

181208

18/05/2018	Rosie Rogers	Mr & Mrs Smith	19 Vauxhall Drive Vauxhall Drive Woodley RG5 4EA
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Proposal : Householder application for the proposed erection of a two storey side extension, single storey rear extension, additional window, roof lights and alterations to front elevation at first floor level.**Observations :** No objections.**181280**

21/05/2018	Fiona Sullivan	Ms N Dearing	9 Fosters Lane Fosters Lane Woodley RG5 4HH
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Proposal : Householder application for the proposed erection of a single storey rear extension to the existing dwelling.**Observations :** No objections.**181309**

24/05/2018	Dariusz Kusyk	Mr & Mrs Green	16 Nightingale Road Nightingale Road Woodley RG5 3LS
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Proposal : Full planning application for the proposed erection of a single storey rear extension following demolition of existing conservatory; changes to fenestration on the front elevation; internal alterations to the existing detached dwelling to form 2 semi-detached dwellings plus provision of additional driveway.**Observations :** No objections.**181326**

18/05/2018	Stefan Fludger	Mr David Holden	3 Copse Mead Copse Mead Woodley RG5 4RP
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Proposal : Householder application for the proposed erection of a part single storey, part two storey rear extension; part single storey front extension including rear and front dormers plus first floor side extension to the existing dwelling.**Observations :** Three letters of concern about this application had been received from local residents.

Date :- 20/06/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
After noting the residents' concerns the Committee considered the proposal and had no objections to the application.				
181359	18/05/2018	Charenjit Braich	Mr and Mrs Geary	27 Reading Road Reading Road Woodley RG5 3DA
Proposal : Householder application for the proposed erection of part single, part two storey rear extension plus first floor side/rear extension to dwelling.				
Observations : No objections.				
181380	21/05/2018	Rasha Khoja	Mr & Mrs Tyler	104 Millbank Crescent Millbank Crescent Woodley RG5 4ER
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling plus single storey front extension to form porch.				
Observations : No objections.				
181385	24/05/2018	Nesha Burnham	Mr N Looby	1 Windermere Close Windermere Close Woodley RG5 4EZ
Proposal : Householder application for the proposed erection of single storey extension to the existing detached garage to create store room.				
Observations : No objections.				
181416	23/05/2018	Charenjit Braich	Mr & Mrs Sharp	13 Malone Road Malone Road Woodley RG5 3NL
Proposal : Householder application for proposed erection of single storey rear conservatory extension to dwelling.				
Observations : No objections.				
181449	25/05/2018	Dariusz Kusyk	Mr J Dunster	44 Caldbeck Drive Caldbeck Drive Woodley RG5 4LA
Proposal : Householder application for the proposed erection of single storey side and rear extension to dwelling following the demolition of the existing garage.				
Observations : No objections.				
181455	29/05/2018	Simon Taylor	Nick Crossley	Unit 1 Englefield Place Earley RG6 1FR
Proposal : Application for advertisement consent for the proposed 1 No. illuminated projecting sign, 7 No. non-illuminated wall signs, 7 No. non-illuminated post signs, plus 1 No. non-illuminated totem sign.				
Observations : No objections.				

Date :- 20/06/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
181523	01/06/2018	Nesha Burnham	Mr Mansfield	41 Fosters Lane Fosters Lane Woodley RG5 4HH
Proposal : Householder application for the proposed erection of single storey side extension to dwelling, single storey front extension to form porch plus loft conversion to create habitable accommodation.				
Observations : No objections.				
181524	01/06/2018	Senjuti Manna	Mr David Quevillart	39 Buccaneer Close Buccaneer Close Woodley RG5 4XP
Proposal : Householder application for the proposed erection of 2m high timber fence.				
Observations : No objections.				
181543	04/06/2018	Nesha Burnham	Mr K Longworth	45 Hawker Way Hawker Way Woodley RG5 4PF
Proposal : Householder application for proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
181546	05/06/2018	Christine Phillips	Mr & Mrs Chen	14 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BU
Proposal : Householder application for the proposed erection of single storey side/rear extension to increase the existing garage plus erection of a detached outbuilding.				
Observations : No objections.				
181559	06/06/2018	Dariusz Kusyk	Mr R Allan	18 Harris Close Harris Close Woodley RG5 4XH
Proposal : Householder application for the proposed erection of single storey side/rear extension to dwelling.				
Observations : No objections.				
181615	11/06/2018	Christine Phillips	Mrs Marilyn Stanley	10 Silver Fox Crescent Silver Fox Crescent Woodley RG5 3JA
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling plus erection of two rear dormers to increase the existing loft space.				
Observations : No objections.				

Date :- 20/06/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
181664	14/06/2018	Rasha Khoja	Mr & Mrs Keshari	31 Telford Crescent Telford Crescent Woodley RG5 4QT
Proposal : Householder application for the proposed erection of single storey side extension to dwelling plus conversion of the existing garage to create habitable accommodation.				
Observations : No objections.				
<hr/>				
181693	13/06/2018	Charenjit Braich	Mr Gary McIlvenna	22 Sherbourne Drive Sherbourne Drive Woodley RG5 4QY
Proposal : Householder application for the proposed erection of a single storey side and rear extension to dwelling.				
Observations : No objections.				

Woodley Town Council**BUDGET SUMMARY 2018/19**

	<u>2016/17</u>	<u>2017/18</u>	<u>2017/18</u> <u>Revised</u>	<u>2018/19</u> <u>Projected</u>	<u>2017/18</u> <u>Actual</u>
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u> <u>Estimates</u>	<u>Budget</u> <u>Estimates</u>	
REVENUE EXPENDITURE					
Strategy & Resources	761900	799503	802013	841455	787865
Leisure Services	525097	568465	575399	619998	570397
Planning	30481	31498	31498	31662	31498
	<u>1317478</u>	<u>1399466</u>	<u>1408910</u>	<u>1493115</u>	<u>1389760</u>
INCOME					
Strategy & Resources	215572	225688	225734	229634	236978
Leisure Services	395339	408091	439141	445251	466479
Planning	0	0	0	0	
	<u>610911</u>	<u>633779</u>	<u>664875</u>	<u>674885</u>	<u>703457</u>
NET REVENUE EXPENDITURE					
	<u>706567</u>	<u>765687</u>	<u>744035</u>	<u>818230</u>	<u>686303</u>
CAPITAL & PROJECT EXPENDITURE					
Strategy & Resources	Capital Programme	57906	45000	45000	45000
	Capital & Projects	184940	184940	184940	184940
Leisure Services	Capital & Projects	81573	77489	77489	77489
Planning	Capital & Projects	0	0	0	0
		<u>324419</u>	<u>307429</u>	<u>307429</u>	<u>307429</u>
TOTAL NET EXPENDITURE					
	<u>1030986</u>	<u>1073116</u>	<u>1051464</u>	<u>1125658</u>	<u>993732</u>
Financed as follows					
Precept Support Grant (from WBC)	34576	25932	25932	17288	25932
Precept	1039607	1081303	1081303	1101119	1081303
Precept and grant funding	<u>1074183</u>	<u>1107235</u>	<u>1107235</u>	<u>1118407</u>	<u>1107235</u>
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	-43206	-34119	-55771	7251	-113503
TOTAL NET FUNDING	<u>1074183</u>	<u>1107235</u>	<u>1107235</u>	<u>1118407</u>	<u>1107235</u>
TAX BASE	9840.1	10133.1	10133.1	10318.8	10133.1
£ Band D pa	105.65	106.71	106.71	106.71	106.71
RESERVES - General Reserve					
General Reserve at 1st April	423442	459018	459018	427851	459018
2016/17 - Sec106 gntd £41,800 (3G), 50K gnt TC net	-8200				
2016/17 - release of earmarked reserve £570	570				
2017/18 - 1% incr precept - allocation to special projects		-10741	-10741		-10741
2017/18 releases to general reserve			15503		15503
2017/18 GR to EMR-mayoral £4.7K, lake £70K, WPLC 10K, SpeedW £7K			-91700		-91700
General reserve at 31st March	459018	482396	427851	420600	485583

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2018/19

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2018/19						
Expenditure		Actual	Estimate	Revised Est	Estimate	Actual
		2016/17	2017/18	2017/18	2018/19	2017/18
Code	Description					
	Central Costs	212571	227296	232338	237117	211821
	Democratic Costs	46922	48225	47994	50227	48647
	Corporate Management	275284	305934	300434	326005	296351
	Capital Projects	57906	45000	45000	45000	45000
	Grants -Section 137	3850	4000	3400	4000	3400
	Oakwood Centre	147023	149365	151664	154436	156783
	Maintenance HQ	6359	6601	6101	6100	7807
	Woodley Town Centre Man Init	69891	58082	60082	63570	63056
	Capital and Projects	184940	184940	184940	184940	184940
Total		1004746	1029443	1031953	1071395	1017805
Income		Actual	Estimate	Revised Est	Estimate	Actual
		2016/17	2017/18	2017/18	2018/19	2017/18
Code	Description					
	Central Costs	7206	5825	6425	7346	9917
	Democratic Costs	0	0	0	0	1053
	Corporate Management	8501	8828	8686	9180	8990
	Capital Projects	0	0	0	0	0
	Grants -Section 137	0	0	0	0	0
	Oakwood Centre	145504	165586	165174	167171	166590
	Maintenance HQ	0	0	0	0	0
	Woodley Town Centre Man Init	54361	45449	45449	45937	50428
	Capital and Projects	0	0	0	0	0
Total		215572	225688	225734	229634	236978
Net		789174	803755	806219	841761	780827

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2018/19						
Expenditure		Actual	Estimate	Revised Est	Estimate	Actual
		2016/17	2017/18	2017/18	2018/19	2017/18
Code	Description					
	Woodford Park Leisure Centre	288867	314921	333509	340300	330577
	3G Pitch	13866	17511	21229	15300	19903
	Grounds Maintenance-Depot	27593	25839	29088	30365	29577
	Football	13371	16622	14082	20671	13900
	Cricket	7938	8681	7686	10886	7771
	Bowling Green	10229	10788	10459	13569	11175
	Woodford Park	23950	27372	26780	33242	27776
	Memorial Ground	6983	7635	7198	9612	7143
	Garden of Remembrance	5462	5667	5340	7017	5445
	Play Areas /Open Spaces	10464	12474	12767	14684	12792
	Coronation Hall	34128	32040	32032	28312	32184
	Chapel Hall	19674	20196	20243	20209	19542
	Allotments	15096	16929	16131	19032	15612
	Amenities	9421	7417	7617	7972	5757
	Events	11837	6640	6790	10443	6798
	Public toilet	0	10718	0	10718	0
	Youth services	26218	27015	24448	27666	24445
	Capital and Projects	81573	77489	77489	77488	77489
Total		606670	645954	652888	697486	647886
Income		Actual	Estimate	Revised Est	Estimate	Actual
		2016/17	2017/18	2017/18	2018/19	2017/18
Code	Description					
	Woodford Park Leisure Centre	250870	266249	297168	299160	316587
	3G Pitch	46049	40500	41625	42041	50385
	Grounds Maintenance-Depot	955	1000	600	600	523
	Football	6024	6500	6729	6729	5606
	Cricket	3778	3547	2500	2500	2467
	Bowling Green	6935	7017	7040	7319	7040
	Woodford Park	4358	3500	6597	6250	6710
	Memorial Ground	272	226	282	292	226
	Garden of Remembrance	1190	1092	1100	1100	970
	Play Areas /Open Spaces	0	0	0	0	0
	Coronation Hall	30301	32000	29000	30000	29390
	Chapel Hall	34264	34000	35500	36200	35273
	Allotments	10337	11000	11000	11600	11302
	Amenities	0	0	0	0	0
	Events	0	0	0	0	0
	Public toilet	0	1460	0	1460	0
	Youth services	0	0	0	0	0
	Capital and Projects	0	0	0	0	0
Total		395333	408091	439141	445251	466479
Net		211337	237863	213747	252235	181407

PLANNING COMMITTEE BUDGET SUMMARY 2018/19						
Expenditure		Actual	Estimate	Revised Est	Estimate	Actual
		2016/17	2017/18	2017/18	2018/19	2017/18
Code	Description					
	Grants and Service Level Agreements	30481	31498	31498	31662	31498
Total		30481	31498	31498	31662	31498
Income		Actual	Estimate	Revised Est	Estimate	Actual
		2016/17	2017/18	2017/18	2018/19	2017/18
Code	Description					
Total		0	0	0	0	0
Net		30481	31498	31498	31662	31498

CAPITAL PROGRAMME 2018/19

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information on capital projects/works and to recommend projects for inclusion in the 2018/19 capital programme.

Background

Each year the Council approves a programme of capital projects to be funded from the Capital Programme fund. The 2018/19 budget includes an allocation of £45,000. Projects are generally completed within the funding year although some may run into a subsequent financial year, with the balance of allocated funding carried forward.

Projects Status

The status and expenditure of projects in the 2017/18 Capital Programme are shown in **Appendix A**.

The Capital Programme fund is showing a balance of £37,879 taking into account all expenditure in 2017/18 as at 31 March 2018. An allocation of £45,000 for the 2018/19 fund gives a total project fund of £82,879.

Proposed project items for the 2018/19 programme total an estimated £77,400 leaving an estimated carry forward into 2019/20 of £5,479.

Proposed items for inclusion in the 2018/19 capital programme and an explanation for their inclusion are provided in **Appendix B**.

Recommendations:

- ◆ **That Members note the information contained in the report.**

- ◆ **That Members approve the 2018/19 Capital Programme as set out in Appendix B.**

Capital Programme Expenditure 2017/18
APPENDIX A

CAPITAL PROJECTS	Allocation £	Exp as at 31/3/2018	Status	Comment	Works Required
Signs	1,000	2,205		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1,000	0		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200	54		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	5,000	3,450		Annual Allocation	Repair work to council pathways - annual allocation
Heating system works - Oakwood Centre	6,000	3,542	Complete		New primary pumps required to heating system, install automatic air vents
Toilets refurbishment - Oakwood Centre	5,000	0	C/F		Replace cubicles & panels, redecorate, tiling, hand dryers
Bowling Green fencing	5,200	2,707	C/F 3200	Works completed 2018/19	Removal of trees where roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget. Replace with steel weldmesh fencing to match east boundary installed last year.
Street Lighting Columns	8,000	556	C/F	Works completed 2018/19	
WPLC Ladies toilets refurb	3,000	0	C/F		Refurbishment - toilets, sinks, flooring, lighting, décor
WPLC - Extend CCTV	2,000	0	C/F	Works completed 2018/19	Extend CCTV coverage to include new car park areas
Sports Hall Floor - sanding & remarking	8,200	0			Sand and remark sports hall flooring in Woodford Park Leisure Centre. The existing flooring was installed in 2007 and is showing significant signs of wear.
Bowling Green gully matting	1,000	0	C/F		To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gully around green.
Green Flag Award	5,000	319			Funds in support of Green Flag Award application for Woodford Park. F/C 27/9/16 - x3 Notice board /
Ride-on front rotary mower	18,000	16,400			Enable safer & more effective cutting of smaller and sloped areas that cannot be cut with the tractor mounted cutters. This will considerably reduce manual handling, strimming and pedestrian mowing time and allow for more frequent cutting as required.
Chipper / shredder & trailer	10,000	11,000			Enable on site chipping to reduce manual handling/contractor/waste costs and enable more frequent tree/foliage works.
Chapel Hall - replace guttering	5,000	0	C/F 3500	Works completed 2018/19	Replace old damaged guttering which is beyond repair in several places.
Playground equipment fund allocation	5,000	5,000	Sinking Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Buildings & Facilities Fund allocation	10,000	10,000	Sinking Fund	Annual Allocation	Major planned repairs/renovation of Council buildings and facilities
Sub total	98,900	55,533			

FUNDED BY

Carry forward balance from 2016/17	48,412
2017/18 budget allocation	45,000
Total funds available 2017/18	93,412
Capital Programme Balance	37,879

SINKING FUNDS	Total in Fund	Expenditure		
Buildings & Facilities fund	60,000	31,459		WPLC flat roof work completed in 2018/19.
Playground equipment fund	12,662			

CAPITAL PROJECTS	Allocation £	Status	Comment	Works Required
Signs	1,000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1,000		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	5,000		Annual Allocation	Repair work to council pathways - annual allocation

Toilets refurbishment - Oakwood Centre	5,000	Carried forward		Replace cubicles & panels, redecorate, tiling, hand dryers
Bowling Green fencing	3,200	Carried forward	Works completed and invoiced in 2018/19	Removal of trees where roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget. Replace with steel weldmesh fencing to match east boundary installed last year.
WPLC Ladies toilets refurb	3,000	Carried forward		Refurbishment - toilets, sinks, flooring, lighting, décor
WPLC - Extend CCTV	2,000	Carried forward	Works completed and invoiced in 2018/19	Extend CCTV coverage to include new car park areas
Sports Hall Floor - sanding & remarking	8,200	Carried forward		Sand and remark sports hall flooring in Woodford Park Leisure Centre. The existing flooring was installed in 2007 and is showing significant signs of wear.
Green Flag Award	7,000	Carried forward	Works completed and invoiced in 2018/19	Funds in support of Green Flag Award status for Woodford Park.
Street Lighting Columns	8,000	Carried forward	Works completed and invoiced in 2018/19	
Bowling Green gulley matting	2,000	Carried forward		To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gulley around green.
Chapel Hall - replace guttering	3,500	Carried forward	Works completed and invoiced in 2018/19	Replace old damaged guttering which is beyond repair in several places.
Flail mower attachment	4,500			Replace old unit - no longer serviceable. Used for allotments/park margins/wild flowers
Fine Turf Mower - Bowling Green	5,000			Existing machine serviceable this year but chasis rotten - needs replacement
Side panels - bus shelter Beechwood Avenue	1,500			
Relocation of Christmas Tree in Town Centre	2,000			To provide a ground socket and power to site the Christmas Tree in the Northern end of the shopping precinct.
Playground equipment fund allocation	5,000	Sinking Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Buildings & Facilities Fund allocation	10,000	Sinking Fund	Annual Allocation	Major planned repairs/renovation of Council buildings and facilities
Sub total	77,400			

FUNDED BY	
Carry forward balance from 2017/18	37,879
2018/19 budget allocation	45,000
Total funds available 2018/19	82,879
Capital Programme Balance	5,479

	Total in Fund as at 1/4/18	Allocation to fund		
SINKING FUNDS				
Buildings & Facilities fund	28,541	10,000	38,541	WPLC flat roof work completed in 2018/19.
Playground equipment fund	12,662	5,000	17,662	

PROJECTS FUNDING 2018/19

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information on the proposed funding for planned projects and request that Members consider the principle of a loan of £240,00 for the projects identified.

Projects ready to start

Woodford Park Leisure Centre Regeneration (Phase 1)	New Ladies toilet area New reception area and flooring Creation of new back office	£60,000
	Exterior improvements including cladding, replacement windows, new patio area to the rear of the centre.	£20,000
	Sports Hall Lighting/décor/wall repairs/	£10,000
Maintenance Workshop	New workshop building/drainage etc	£80,000
Lake Regeneration	Desilting/wildlife area/boardwalk/bank/pathway works. £60,000 already allocated from general reserve.	£70,000
	Total	£240,000

It is proposed that these projects be funded through a loan from the Public Works Loan Board in the amount of £240,00. The cost of such a loan is shown in **APPENDIX A**.

The Council has two loans maturing in 2019/2020 which currently cost £10,800 p.a. The loan repayments on the new loan would be £13,000 p.a. The Council would therefore need to fund 1 ½ years payment of the new loan (£19,500) from the general reserve.

Projects in development

Woodford Park Leisure Centre – Phase 2 Improvements

A project is being evaluated and a business plan will be considered by the Woodford Park Leisure Centre Regeneration Task & Finish Group at its next meeting.

Recommendation:

- ◆ **That Members note the contents of the report.**

- ◆ **That Members consider making an application for a loan of £240,000 from the PWLB to fund the workshop building, lake regeneration and Phase 1 Woodford Park Leisure Centre Regeneration projects as detailed in the report.**

Appendix A

Proposed loan payment arrangements

Existing loans	Payments 2017/18		2018/19		2019/20		2020/21		2021/22		Notes	
	Mar-17	Sep-17	Mar-18	Sep-18	Mar-19	Sep-19	Mar-20	Sep-20	Mar-21	Sep-21		
Bulmershe Leisure Centre	3872.73	3872.73	3872.73	3872.73	3872.73	3872.73	0	0			Loan taken out to contribute to refurbishment of the leisure centre before being leased to Woodley TC by Berks County Council	
Woodford Park	1528.12	1528.12	1528.12	1528.12	1528.12	1528.12	1528.12	1528.12			Purchase of area of Woodford Park	
Proposed loan of £240k over 25 years (indicative figure - actual cost set by PWLB rates on the day of loan)				6473.86	6473.86	6473.86	6473.86	6473.86	6473.86	6473.86	6473.86	Proposed loan over 25 years
Total	5400.85	5400.85	5400.85	11874.71	11874.71	11874.71	8001.98	8001.98	6473.86	6473.86		
Additional funds required to cover proposed new loan/reduction in loan costs				6473.86	6473.86	6473.86	2601.13	2601.13	1073.01	1073.01		Assumes loan taken out in September 2018
				Total additional costs = 19421.58 over 1.5 years			Reduction in loan costs					

REPORTS FROM OUTSIDE BODIES

Citizens Advice Wokingham

Report on meeting held on 30th May 2018

This meeting covered a variety of items covering New Business Plan, Training, Staffing Issues, Fund Raising, Accounts and New Systems.

Due to various technical difficulties, up to date accounts weren't available at this meeting but there is an expected deficit for the current year partly due to deferred revenue from projects going into next year. The CAB have received an Invitation to Tender from Wokingham Borough Council for the services of CAB for a general advice, information and support contract to start on 1st October 2018. This is a complex issue and they have been working closely with the Citizens Advice Commissioning Team on this matter. They are hoping to submit their Tender by the 27th June, against a 29th June deadline. Presentation to WBC will commence in July and final outcome of bid is expected by 27th July.

There have been a number of advisors leave recently, together with three volunteers, but 4 new advisors came onto the rota on 21st May and a new Advisory Session Manager has just been appointed, which will greatly help with the workload. A new integrated cloud-based telephone system has now also been installed.

In the year 2017/2018, the Bureau saw 3615 unique clients with 234 Hard Outcomes. A Hard Outcome is where there has been tangible benefit such as financial gain, keeping their home, or debt written off. Of these 234 outcomes 75 were from Woodley Residents. From 1st April this year until 15th May the CAB have represented 11 clients at Court hearings for repossessions and warrants. Positive outcomes were received in each case, and none of these cases resulted in homelessness.

Overall it has been a positive year for the CAB although resources are being stretched and a fund-raising effort is being made. A number of pop-up/shake-tins have been organised outside Waitrose in Twyford and Wokingham, but as the outside of Waitrose in Woodley is owned by the Borough Council they have not been able to organise one here.

Citizens Advice Wokingham are to hold their AGM at Wokingham Town Hall on Friday 28th September at 12 noon.

Cllr David Bragg

ARC

It is anticipated that ARC will receive funding for this financial year from Wokingham Borough Council; it is understood that the contract will be put out for tender in 2019.

At present there is a waiting list of 3 months for a service from ARC
The waiting list has 15 adults and 73 young people.

The AGM was held on Monday 21st May and included a workshop on self-harm.

Shelagh Flower

Town Mayor's Engagements – 9 May 2018 to 26 June 2018

May	17	Addington School Concert
	18	Schools' Garden Design Challenge at Waingels College
	31	Woodley Volunteer Centre AGM
June	5	Berkshire & Surrey Armed Forces Briefing at the Royal Military Academy, Sandhurst
	9	Woodley Carnival
	26	Reception hosted by the High Sheriff of Berkshire

Deputy Town Mayor's Engagements

May	21	Woodley Sports Week – Presentation to the winners of the Kwik Cricket tournament
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Council meeting 26 June 2018

Agenda item 6

Financial Statements and Annual Governance and Accountability Return (AGAR) 2017/18 Appendix:

Financial Statements 2017/18 pages 1 – 12

Annual Governance and Accountability
Return (AGAR) 2017/18 pages 13 – 18

AGAR Section 1

- Governance information pages 19 - 20
- Internal Auditor's Annual Report pages 21 - 23
- Risk Assessment 2017/18 Pages 24 - 31

AGAR Section 2

- Variances pages 32 - 33

Woodley Town Council

Financial statements for the year ended 31 March 2018

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Councillors

The following were serving Members of the Town Council as at 26 June 2018:

Keith Baker	Tom Barker	David Bragg	Shadi Brindley
Anne Chadwick	Jenny Cheng	Caz Dixon	Richard Dolinski
Jean-Jacques Ellis	Michel Forrer	Doug Fradley	Brian Franklin
Kay Gilder	Mark Green	Robert Horskins	John MacNaught
Dave Mills	Sam Rahmouni	Darren Smith	Bill Soane
David Stares	Jackie Trick	Mary Walker	Philip Wicks
Mark Willson			

Councillor Sam Rahmouni was appointed Town Mayor and Councillor David Stares was appointed Deputy Town Mayor on 8 May 2018.

Town Clerk and Responsible Financial Officer

Deborah Mander

External auditors

PKF Littlejohn LLP (Ref: SBA Team)
1 Westferry Circus
Canary Wharf
London E14 4HD

Contacting the Council

Council Offices
The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ

Telephone (0118) 9690356
Fax: (0118) 9216928
Email: admin@woodley.gov.uk
Website: www.woodley.gov.uk

Woodley Town Council

Financial statements for the year ended 31 March 2018

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 26 June 2018.

The annual return will, in due course, include the external auditor's 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 2018 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 budgeted to fund its activities, contribute £23,378 to the general reserve and boost the special projects fund by £10,741. In the year the Council has allocated from the general reserve: £4,700 for Mayoral regalia, £10,000 to the Woodford Park lake project, £10,000 for possible matched grant funding for changing rooms at Woodford Park Leisure Centre and £7,000 for speedwatch equipment. The Council also released £15,503 from reserves and, in total, allocated a net sum of £16,197 from the general reserve towards Council projects.

At the end of the 2017/18 financial year the Council has been able to make an increased contribution of £26,565 to the general reserve, which now stands at £485,583. This increase in the general fund was achieved by prudent management of expenditure and increases in income from the Gym on the Park, courses at the leisure centre and from Coronation and Chapel Halls and the Oakwood Centre. This level of reserves is regarded as reasonable, given the potential projects and issues facing the Council over the next few years (see below), and the makeup of the Council's annual income, a significant proportion of which is raised through fees and charges (37% in 2017/18) and therefore subject to external economic factors.

Woodley Town Council
Financial statements for the year ended 31 March 2018

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

	<i>Net</i> <i>2018</i> £	<i>Net</i> <i>2017</i> £	<i>Savings (-)/</i> <i>extra costs</i> £	<i>Explanation/information</i>
Woodford Park LC	16,065	32,328	-16,263	Some higher repair costs offset by higher income from courses and fitness gym.
3G Pitch project	0	240,811	-240,811	Project completed in 2016/17.
3G Pitch	-42,482	-44,184	1,702	Income in 17/18 includes one off payments from partner clubs.
Fitness gym capital	-3,980	0	-3,980	Credit on gym project work carried out.
Outdoor sports and recreation	89,323	75,299	14,024	Higher running costs.
Play areas	12,792	10,463	2,329	Higher repair costs.
Oakwood Centre	-16,871	1,519	-18,390	Increase in income from hirers.
Coronation and Chapel Halls	-17,149	-10,761	6,388	Increase in income from hirers.
Allotments	4,052	4,286	-234	Annual increases in rents keeping pace with income.
Partnership projects	37,192	39,154	-1,962	Lower spending in 2017/18 on youth projects.
Grants under 137 LGA 1972	3,400	3,850	-450	Lower number of community grants applied for in 2017/18.
Other grants	31,498	30,481	1,017	Increase in grants to some organisations.
Public amenities	8,750	9,421	-671	Lower repairs and maintenance costs.
Centre Stage	-84	0	-84	Income from first part-year of operation.
Public events	6,798	11,830	-5,032	Queen's 90 th birthday coins presented to school children in 2016/17.
Capital expenditure and receipts	71,991	29,496	42,495	More approved capital projects undertaken in 2017/18.
Loan interest and repayments	171,070	186,513	-15,443	Capital repayment due on 31/3/18 (at a weekend) was made in April 2018.
Loan sinking fund investments	122,916	74,870	48,046	More investments purchased and sold in 2017/18.
Administration and office costs	226,336	219,840	6,496	Increase in staff costs (new PR/marketing post), higher training, phone, emergency repairs costs, offset by decrease in VAT partial exemption charge, lower equipment costs.
Democratic process	42,647	40,922	1,725	Staff costs higher – regrading exercise.
Council wide central costs	287,362	266,782	20,580	Lower insurance costs offset by higher legal, employers' NI and pension costs.
<i>Net cost</i>	<i>1,051,626</i>	<i>1,222,920</i>	<i>-171,294</i>	

Woodley Town Council

Financial statements for the year ended 31 March 2018

The Council holds earmarked reserves which include a special projects reserve which is used to fund start up project costs and a building and facilities reserve to be used to update and repair our buildings. It also has separate reserves for specific projects, for example, for our play areas, to replace the 3G pitch carpet, and the Woodford Park lake project. The elections reserve is added to annually to cover the costs of any by-elections and the next full Town Council elections in May 2019. Other funds are held to fund expenses for which grant funding or other income for a specific purpose has been received, eg youth projects, sports grant funding. In addition, the Council has repairs and renewals and capital programme funds to which amounts are added and spent from each year on equipment, vehicles, fittings and 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 made on every household in the town for the Town Council's services). Initially the Council received funding of £74,858 to support this gap in income, paid through Wokingham Borough Council. This figure has reduced over the past four years and is likely to decrease over the next two years until no grant is paid. This year the Council received a precept support grant of £25,932.

The Council continues to seek ways to increase income from its services, to develop activities and sports in the town and to improve the facilities it provides to its residents:

The project to improve and enhance the lake at Woodford Park is progressing and the final plans are now agreed. Before the nesting season we carried out preparatory works including cutting back the hedge on the eastern end of the lake and, following a professional tree survey, removing trees that were in poor condition or damaging the lake and island banks. The works to improve the habitat, ecosystem and amenity value of the lake will be picked up in September and include a boardwalk across the lake and a dipping platform. Unfortunately, our application to the Landfill Communities Trust for funding towards the works was not successful. During the year the Council has allocated £70,000 from the general reserve towards the project and will be considering how the fund the estimated £50,000 shortfall.

During the year the former Horticultural shed, at the main entrance to Woodford Park, was demolished to make way for Woodley Pre School's new premises which were grant funded by the Department for Education. The school pays groundrent under an agreement with the Town Council. The old shed building had been used by the maintenance team; plans are underway to build a new workshop at the park depot which will be used by both the grounds and maintenance teams.

The Council has also invested in new grounds maintenance machinery, including a ride on mower, a chipper and a trailer tipper. All these items have reduced manual handling for the grounds maintenance team and waste costs reduced this year by using chipped wood for ground cover through areas of the park.

Improvements to the Council's facilities have also been undertaken; the final area of new fencing to the Bowling Green was installed this year and a new flat roof at Woodford Park Leisure Centre was installed.

Member numbers at the new Gym on the Park have increased month on month. This year income from the gym totalled £75,894; in 2016/17 income for the first three months from opening was £11,859. Income at the Oakwood Centre and Coronation and Chapel Halls is also higher than the previous year.

Woodley Town Council
Financial statements for the year ended 31 March 2018

This year the Council worked with Wokingham Borough Council and Woodley Town Centre Management Initiative on a project to replace the old play area in the town centre. This is now complete and very popular with younger children. The Council is also managing a project to provide a public toilet in the town centre, for which developers' contributions have been allocated by Wokingham Borough Council. Planning permission has been granted and the Council has considered and agreed the proposed heads of terms of an agreement to install the toilet unit on the pedestrianised area at the town centre's south end. The new, accessible public toilet is due to be installed in summer 2018.

We also continue to work with the Just Around the Corner charity to investigate a potential youth project under the A3290 and at Loddon Mead open space (on Loddon Bridge Road). Initial plans are to develop a parkour facility. Parkour is the sport of moving from one place to another as quickly and efficiently as possible by jumping, climbing or running. The heads of terms of a licence of the land between Wokingham Borough Council and Just Around the Corner have been agreed and work will be undertaken in 2018/19 to develop the project.

The Council is increasing its public relations and marketing activities and has a part time PR/Marketing Manager to develop this work. This year we have installed new signage at all the Council's facilities and buildings, launched a new, more accessible, website and publicised the Council's activities and events more widely through social media as well as more traditional formats. In the coming year we will be seeking to increase the use of the Centre Stage for entertainment in the town centre.

Our work with the Friends of Woodford Park continues to reap benefits for everyone who visits the park. This year the Friends, with the help of volunteers from SAGE, have carried out further work on the Rotary Garden at the back of the Oakwood Centre and in the Garden of Remembrance. We very much appreciate their help in enhancing areas of the park.

We are currently awaiting the result of an application for Green Flag status for Woodford Park. The Green Flag scheme recognises good practice and standards in public parks and it is hoped this will provide us with a framework for ongoing improvements.

Further information about these Financial Statements is provided in the notes from page 8 onwards.

Signed on behalf of the Council

.....
Deborah Mander, Town Clerk and Responsible Financial Officer
26 June 2018

Woodley Town Council
Financial statements for the year ended 31 March 2018

Income and Expenditure Account for the year ended 31 March 2018

	Note	Year ended 31 March 2018			2017
		Expense £	Income £	Net £	Net £
Leisure activities					
Woodford Park Leisure Centre		331,937	315,872	16,065	32,328
3G Artificial Pitch capital		0	0	0	240,811
3G Pitch		7,903	50,385	-42,482	-44,184
Fitness gym capital		-3,980	0	-3,980	0
Outdoor sports and recreation		112,865	23,542	89,323	75,299
Play areas		12,792	0	12,792	10,463
Community halls					
Oakwood Centre		157,814	174,685	-16,871	1,519
Coronation & Chapel Halls		51,725	68,874	-17,149	-10,761
Allotments		15,704	11,652	4,052	4,286
Community support					
Partnership projects		87,450	50,258	37,192	39,154
Grants under S137 LGA 1972	5	3,400	0	3,400	3,850
Other grants	5	31,498	0	31,498	30,481
Public amenities		8,750	0	8,750	9,421
Centre Stage		86	170	-84	0
Public events		6,798	0	6,798	11,830
Capital expenditure and receipts	6	71,991	0	71,991	29,496
Loan interest and repayments	2	171,070	0	171,070	186,513
Loan sinking fund investments		209,279	86,363	122,916	74,870
Administration & democratic costs					
Administration and office costs		230,545	4,209	226,336	219,840
Democratic process		42,647	0	42,647	40,922
Council-wide central costs		296,352	8,990	287,362	266,782
Net cost of Council services		1,846,626	795,000	1,051,626	1,222,920
Precept on Wokingham Borough Council				1,081,303	1,039,607
Precept support grant				25,932	34,576
Interest and investment income				30,445	27,220
Net income/expenditure (-) for the year				86,054	-121,517
Movements on earmarked reserves					
Transfers from reserves	14	255,316		-59,489	
Transfers to reserves	14	-314,805			157,092
Increase in general fund for the year				26,565	35,575
Balance brought forward				459,022	423,443
General fund balance carried forward				485,587	459,018

Woodley Town Council
Financial statements for the year ended 31 March 2018

Balance Sheet as at 31 March 2018

	<u>Note</u>	<u>31 March 2018</u>		<u>31 March 2017</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Current assets					
Stocks			444		465
Debtors and prepayments					
Amounts due for Council services		14,619		10,209	
VAT recoverable		8,196		15,669	
Revenue grants receivable		2,336		2,336	
Accrued income		14,228		22,649	
Prepaid expenses		44,214		38,274	
			83,593		89,137
Bank and cash balances					
Term deposits		500,000		500,000	
Deposit accounts		6,425		34,600	
Current accounts		465,915		290,852	
Petty cash and cash floats		392		373	
			972,732		825,825
			1,056,769		915,427
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		67,223		57,565	
Other creditors		428		731	
VAT provision (partial exemption)		11,000		11,000	
Loan interest accrued		61,814		0	
Other accruals		40,642		58,313	
Grants received in advance		18,819		18,819	
Income received in advance		39,665		37,879	
			239,592		184,307
Net assets			817,177		731,120
Reserves and balances					
Earmarked reserves					
Capital projects	14		66,420		98,412
Asset replacement	14		26,433		23,306
Other earmarked reserves	14		238,737		150,384
			331,590		272,102
General fund as shown on the Income & Expenditure Account (page 6)			485,587		459,018
			817,177		731,120

These financial statements show a true and fair view of the Council's financial position as at 31 March 2018, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 26 June 2018.

.....
Councillor David Stares
Deputy Town Mayor

.....
Deborah Mander
Responsible Financial Officer

Woodley Town Council

Financial statements for the year ended 31 March 2018

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 reserves 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 the leisure centre 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 2018

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
2. Interest and loan repayments		
Interest payable	132,855	135,110
Loan repayments	38,215	51,403
	<u>171,070</u>	<u>186,513</u>

3. Employee costs and numbers		
Salaries and wages	658,696	620,186
Employer National Insurance contributions	51,840	49,776
Employer pension contributions (see below)	118,159	100,604
	<u>828,695</u>	<u>770,566</u>

Employer pension contributions were paid at 20.4% of employees' pensionable earnings in the year (2017: 18.7%) as determined in the actuarial valuation as at 31 March 2017.

	<u>Number</u>	<u>Number</u>
The average monthly no. of employees during the year was:		
Full time	21	21
Part time	34	30
	<u>55</u>	<u>51</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 people with limited mobility	18,480	18,136
Counselling and advisory services	11,518	11,345
Cultural services	1,000	1,000
Environmental services	500	-
	<u>31,498</u>	<u>30,481</u>

The Council made grants under Section 137 of the Local Government Act 1972 where there were no specific enabling powers amounting to

The maximum available under Section 137 in the year was £159,712 (electorate: 21,098 in the 2017 register of electors).

6. Tangible fixed assets		
Capital expenditure comprises of:		
Amounts from capital programme	29,990	
Expenditure not resulting in new asset:		
De minimus items	11,891	
Replacement roof at Woodford Park Leisure Centre:	30,510	
	<u>72,391</u>	

The net decrease in tangible fixed assets was as follows:

Purchases from capital programme	29,990
Purchases from other budget heads	9,352
	<u>39,342</u>
Less items deleted on disposal	<u>-83,795</u>
	<u>-44,453</u>

Woodley Town Council
Financial statements for the year ended 31 March 2018

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
The Council received external funding towards capital expenditure:		
Specific grants received	0	41,800
7. Long-term investments		
Expenditure on long-term investments during the year was	209,279	102,667
Proceeds from sale of investments was	-86,363	-27,797
Net expenditure on investments	<u>122,916</u>	<u>74,870</u>
Investments held by the Council:		
Purchases in the year	209,279	102,667
Original cost of disposals in the year	-71,748	-23,553
Net increase during the year	<u>137,531</u>	<u>79,114</u>
Cost of investments as at 1 April	<u>1,020,528</u>	<u>941,414</u>
Cost of investments as at 31 March	<u>1,158,059</u>	<u>1,020,528</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.		
The investments had a market value at year end of	<u>1,415,940</u>	<u>1,299,678</u>
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 (Maintenance depot demolished)	<u>108,887</u>	<u>183,887</u>
	5,580,398	5,655,398
Vehicles and equipment	497,114	469,157
Light vans (2) (1 disposed of in year) and tractors (2) with ancillary equipment		
Grounds maintenance equipment		
Furniture and equipment - Oakwood Centre, halls, offices		
Infrastructure assets	948,381	945,791
Woodford Park		
Skate spot, Woodford Park		
Equipment in children's play areas		
Street lighting columns (7), partial costs 3G pitch/car park/tennis project		
Community assets	419,475	419,475
Woodford Park, children's play areas (No 4.)		
Total tangible fixed assets	<u>7,445,368</u>	<u>7,489,821</u>
Investments (see Note 7 above)	1,158,059	1,020,528
Long-term debtor (see below)	<u>85,000</u>	<u>85,000</u>
Total	<u>8,688,427</u>	<u>8,595,349</u>

Woodley Town Council
Financial statements for the year ended 31 March 2018

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, or dissolution of the agreement.

2018 2017
£ £

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	51,242	49,573
Between one and two years	54,032	52,250
Between two and five years	146,969	149,045
Between five and ten years	2,250,429	2,263,606
More than ten years	124,483	150,896
	2,627,155	2,665,370

10. Capital commitments

The Council had no capital commitments at 31 March 2018 not otherwise provided in these financial statements (2017: 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. (2017: 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 2018 were £7,143 (2017: £6,982), to which the Charity contributed its income of £226 (2017: £272).

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.

Woodley Town Council
Financial statements for the year ended 31 March 2018

14. Earmarked reserves

	<u>At 1 April</u> <u>2017</u>	<u>Transfer</u> <u>to reserve</u>	<u>Transfer</u> <u>from</u> <u>reserve</u>	<u>At 31</u> <u>March</u> <u>2018</u>
	£	£	£	£
Capital projects reserve				
Capital programme fund	48,412	45,000	-56,481	36,931
Building and facilities fund	50,000	10,000	-30,510	29,491
Asset replacement reserves				
Repairs & Renewals fund	23,306	3,127	0	26,433
Other earmarked reserves				
Oakwood Centre marketing reserve	2,291	0	-1,033	1,258
First aid training reserve	1,001	0	-1,100	0
WPLC changing room EMR	0	10,000	0	10,000
Special projects fund	14,299	10,741	0	25,040
Woodford Park lake project reserve	6,535	70,000	-10,080	66,455
Oakwood Centre sinking fund	24,149	115,359	-130,552	8,956
Play area reserve	7,662	5,000	0	12,662
WPLC Healthy Habits	503	0	-503	0
Mayoral regalia	0	4,700	0	4,700
Bookings software reserve	30,000	0	0	30,000
3G Pitch carpet replacement reserve	12,000	12,000	0	24,000
Youth projects	687	0	0	687
JAC Loddon Mead project reserve	3,000	0	0	3,000
Staff regrading reserve	7,405	0	-7,405	0
WPLC Community sports grants	6,483	3,136	-602	9,017
Council elections reserve	7,729	6,000	0	13,729
Allotment toilets	1,080	175	0	1,255
Speedwatch reserve	0	7,000	-2,992	4,008
Capital receipts reserve	12,983	0	-12,983	0
WPLC development reserve	5,000	0	0	5,000
WW1 Info boards reserve	3,921	0	0	3,921
Allotments security	455	175	-91	539
Town centre clock repairs	3,103	0	-119	2,984
Fitness gym reserve	0	951	-865	86
PWLB capital repayment to be paid 2018/19	0	11,357	0	11,357
Centre Stage reserve	0	84	0	84
	150,385	256,678	-168,325	238,737
Total earmarked reserves:	272,103	314,805	-255,316	331,591

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved before 2 July 2018.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, must send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

WOODLEY TOWN COUNCIL (Berkshire)

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

9/10/17, 20-21/2/18, 19/6/18.

Name of person who carried out the internal audit

J. REYNOLDS FMAAT.

Signature of person who carried out the internal audit

J. Reynolds

Date

19/6/18.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

WOODLEY TOWN COUNCIL (Berkshire)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed			*Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>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 this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
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 this authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated

DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

A www.woodley.gov.uk BSITE ADDRESS

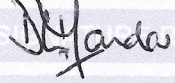
Section 2 – Accounting Statements 2017/18 for

WOODLEY TOWN COUNCIL (Berkshire)

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	852,636	731,120	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. (+) Precept or Rates and Levies	1,039,607	1,081,303	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,093,880	851,380	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-770,567	-828,695	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	-186,511	-171,070	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-1,297,925	-846,861	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	731,120	817,177	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	825,825	972,732	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 long term investments and assets	8,595,349	8,688,427	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,665,370	2,627,155	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer


 Date 20/6/18

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

EP WOODLEY TOWN COUNCIL (Berkshire)

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other 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 authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Governance Statement 2017/18
– Section 1 of the Annual Governance and Accountability Return

Item 6 d) on the Council agenda

Statements	Information for councillors
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<p>Council's internal auditors have confirmed in their 2017/18 annual report that effective financial management is in place.</p> <p>The accounting statements have been prepared by the Responsible Financial Officer and the Finance Officer, in compliance with statutory guidelines and proper practices. The internal auditor has reviewed and checked these.</p>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<p>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.</p> <p>Anti Fraud strategy was approved by council in April 2010 and issued to all staff and was reissued to all staff with the new employee handbook (2016).</p> <p>Internal audit report for the 2017/18 year is provided to Members at this meeting of Council (26/6/18).</p>
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 this authority to conduct its business or manage its finances.	<p>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.</p> <p>Information on regulations and any requirements reported to the council.</p> <p>I believe the council has followed proper practices in its financial procedures and controls and that this is borne out by the internal auditor's work.</p>
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.	<p>Notice in respect of electors' rights was displayed from 26 June 2018 on noticeboards and on the website with the period when the books and associated documents are available for public inspection running from 28 June to 8 August 2018.</p>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<p>Risk Management Strategy was reviewed by the Strategy and Resources Committee on 17 April 2018 and approved by the Council on 8/5/18. The risk register was provided to the working party the Strategy and Resources Committee and Council.</p> <p>The register includes the list of items identified, including financial matters, and how the risks are managed and actions taken/to take.</p> <p>The Council's internal auditor has also carried out a Financial Risk Assessment in the year. This is attached to the internal auditor's annual report.</p> <p>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.</p>

	Insurance cover is reviewed annually. The council has fidelity guarantee insurance and business interruption cover.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Members approved the appointment of internal auditors Lightatouch at the Strategy and Resources Committee meeting on 16/6/15 for a 3 year period and since then has re-appointed the company for a further 3 years from 2018 - 2021. The Internal Auditor's reports of the work carried out over separate visits in the year is provided in the Internal Auditor's Annual Report for the year.
7. We took appropriate action on all matters raised in reports from internal and external audit.	As a result of the 2017/18 internal audit visits and reports the only recommendation - to review the Council's Standing Orders and Financial Regulations - will be undertaken.
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 this authority and, where appropriate, have included them in the accounting statements.	There were no litigation, liabilities, commitments, events or transactions during or after the year end that have a financial effect on the council.
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	<p>The Council as trustee of the Woodley Memorial Recreation Ground is required to make an annual return to the Charity Commission and for 2016/17 this was submitted on 25/9/17.</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 2017/18 annual return to the Charity Commission is not yet available.</p> <p>Note 12 on page 11 of the financial statements 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
19 June 2018



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD. Tel: (023) 8026 3791 Email: Tim.Light1@hotmail.co.uk

20 June, 2018

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

Dear Ms Mander

End of Year Internal Audit Report for Woodley Town 2017/18

The Accounts and Audit Arrangements introduced from 1st April 2002 (lighter touch audit) requires all Town and Parish Councils to implement an independent internal audit examination of their Accounts and Accounting processes annually.

The Council have complied with the requirements in terms of independence from the Council decision making process in 2017/2018 by appointing Lightatouch to undertake the work from 1 April 2017.

We visited on three occasions to check that the Town Council adheres to the requirements set out in the National Association of Local Councils Governance and Accountability Manual Section 5 to ensure that compliance is maintained.

This final visit also checked the end of year procedures and that the information recorded in Section 2 of the Governance and Accountability Annual Return (AGAR) 2017/2018 was accurate and the completion internal audit report on the AGAR to confirm that the controls systems are adequate.

During the course of the internal audit visits during 2017/18 a separate financial risk assessment has been carried out and this is reported separately to the Town Clerk in June 2018.

An Internal Audit testing strategy is set out in the current, Governance and Accountability for Smaller Authorities in England. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

Our Initial discussion with the Town Clerk/Finance Officer established any system/procedure changes to the internal controls from the previous period. A series of independent audit tests were then undertaken using the various financial records,

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vouchers, documents, minutes, previous audit reports, insurance etc. to ascertain the efficiency and effectiveness of these internal controls.

A spot check visit was carried out with the Finance Officer to the Woodford Park Leisure Centre on 20 February 2018 to check that the control systems in place for the receipt of income through the till and the processes for petty cash were sufficient to ensure that they are recorded correctly and then held securely before the collection for banking.

Also as part of the Internal Audit Reviews we checked that:

Bank Reconciliations

- The financial totals as at 31 March 2017 had been brought forward accurately in each Cashbook.
- All un-presented cheques and un-banked income at up to 31 March 2017 were checked to bank statements to verify these were banked during the period.
- All direct debits, standing orders, and sweep transactions were checked and accounted for in the period 1 April 2017 to 31 March 2018.
- All banks paying in slips were banked and agreed to bank statements for the period 1 April 2017 to 31 March 2018.
- Bank reconciliations for all bank accounts had been carried out between 1 April 2017 to 31 March 2018, and totals agreed to those shown in all the appropriate cash books.

Petty Cash

- The Petty Cash totals for the Clerks Imprest were agreed to the cash in hand as at 31 March 2018.
- A series of tests to agree the reimbursements from Cash Book 2 Clerks Imprest Account to Cash Book 4 Petty Cash between, 1 April 2017 to 31 March 2018.
- A series of payment vouchers were checked and agreed, and Cash Book 4 was cross cast up to 31 March 2018.

Income and Expenditure

- All un-presented cheques and un-banked income information at as 31 March 2018 and confirmed that the details are accurate to the records held by Town Council.

VAT

- The totals of VAT shown on the reimbursement claims for the periods up to the 31 March 2018 had been received and the correct sums are shown in the bank account. A further check was made to ensure a VAT reimbursement claim had been submitted for the period between 1 January 2018 – 31 March 2018.
- The VAT summary totals shown in Cashbook 1, 2 and 4 from April 2017 to March 2018 agree to the entries detailed on the VAT claims.

Cardnet

- All transactions shown on the Cardnet statements for the period 1 April 2017-31 March 2018 were accurately recorded in the financial ledger and all the transactions could be traced to the bank statements.

Purchases Day Book

- A sample of payment vouchers for the period 1 April 2017 to 31 March 2018 were checked from the purchase order to the invoice to agree that the original order matched to the invoice paid, and each payment voucher had a remittance advice attached for the correct payment amount.
- A further sample of payment vouchers were checked to ensure that the VAT element had been extracted correctly and entered in the Purchases Day Book and then subsequently on the VAT claim for the period 1 April 2017 to 31 March 2018.

Sales Day Book

- A sample of sales invoice entries shown on the Sales Day Book were checked to ensure the VAT element had been extracted correctly and entered in on the VAT claim for the period 1 April 2017 to 31 March 2018.

Town Council Minutes

- We checked the details of Town Council minutes from April 2017 to March 2018 for any financial approval or decision that affected the budget of the Town Council and to ensure that details were correctly shown in the Financial Ledger.

End of Year Procedures

- A full check was carried out on the End of Year documentation provided by the Town Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2016/17 and 2017/18 shown on Section 2 of the AGAR as required by the External Auditor.
- The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Paul Reynolds.

Therefore I am pleased to report that the various records and procedures in place for the Council provide a good standard of control. All minor queries were resolved during the course of the audit, and therefore no formal recommendations have been made for the period April 2017 to March 2018 for these various transactional elements.

Yours sincerely,

Tim Light FMAAT and Paul Reynolds FMAAT
Internal Auditors

Audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2017/18
Prepared by the Internal Auditor, Town Clerk/RFO and Finance Officer on 9 October 2017, 20 February and 19 June 2018.

No.	Internal Control Tests	Findings
1	Proper Bookkeeping	
1.1	Is the cashbook maintained and up to date? Format used?	The cashbook is maintained on the RBS Omega system and was prepared up to 31 March 2018. It was up to date and accurate.
1.2	Is the cashbook arithmetically correct?	The cashbook is analysed into Budget head codes for both receipts and payments and these were arithmetically correct.
1.3	Is the cashbook regularly balanced?	The Cashbook is balanced daily with weekly bank reconciliations for both the Current and Deposits accounts. The Finance Officer will sign the bank statements to confirm that a full Bank Reconciliation has been carried out and agreed to the cashbook. We are pleased to report that the Finance Officer now signs and dates the cash book reconciliation sheet to confirm that the totals agree to the weekly bank reconciliations for both the current and deposit accounts. We also note that the Chairman of Strategy and Resources Committee signs and dates these Reconciliations on at least a monthly basis to confirm they are accurate as part of the governance and monitoring role.
2a	Standing Orders and Financial Regulations	
2.1	Has the Council formally adopted Standing orders and Financial regulations, & dates approved?	Standing orders were approved and adopted on the 11/02/2014, Minute ref 69 and Financial Regulations will be adopted by the Town Council at a special meeting in April 2015. Financial Regulations were reviewed by the Town Clerk and adopted by the Town Council in April 2015. Audit Note: It is understood from the Town Clerk that a further review of these documents will be carried out in 2018/2019.
2.2	Has an RFO been appointed with specific duties noted in both contract & Fin./Regs?	The Town Clerk is the Responsible Finance Officer (RFO) and the duties are detailed in the Financial Regulations.
2.3	Have items or services above a de minimis amount been competitively purchased?	The Town Clerk has delegated power for emergency needs; a £25k level is applied following consultation with the Leader and Town Mayor. Where possible the Town Clerk will obtain three quotes from Suppliers/Contractor for items over £3000. In the reviewed Financial Regulations where the value is above

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		<p>£1000 and is under £3000, the Town Clerk will strive to obtain value for money quotations. The Council also has provisions for an Urgency Committee for urgent items to be considered. A £60k level applies for obtaining three tenders for project work. For items between £3,000 and £60,000 officers will endeavour to obtain three quotations. The Town Council however follow the EU guidelines for Tendering and Contracts.</p> <p>Audit note: Any Town Council project should be confirmed in the minutes of the Town Council and the funds used during the agreed financial years. (Projects and spending/allocation of funds are approved at the time.)</p>
2b	Payments Controls	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	<p>Budget holders are responsible for raising purchase orders. Purchase orders are completed and held locally (Leisure Centre/Council Offices) and matched with invoices/delivery notes before being provided to the Finance Officer.</p> <p>All contracts with Suppliers/Contractors are held by the Deputy Town Clerk, and are signed off as accurate by the Budget Holder.</p> <p>Payments for Utilities: All invoices are passed to the Deputy Town Clerk for checking and confirmation of contract information. If required consultation will take place with the relevant budget holders re the consumption totals, before they are passed to the Finance Officer for processing.</p> <p>Proper invoices support all payments, which are cross-referenced by cheque number, or BACS payments and date paid. All BACS summary sheets are signed by two Councillors to agree the BACS schedules for payment.</p> <p>Monthly payment schedules are prepared by the Finance Officer for the Town Clerk who will present this for retrospective approval at the Strategy and Resources Committee meeting. This is approved and details will be noted in the minutes for the meeting. Currently 5 Councillors are appointed as bank signatories to sign cheques to confirm that details for payment are correct.</p>
2.5	Has VAT on payments been checked, recorded and reclaimed? Frequency, & refunds into which A/c?	<p>Proper VAT invoices are provided, when relevant, with VAT checked and entered in VAT column in Cashbook. VAT elements for reimbursement are listed in the VAT control account and will be checked on a monthly basis by the Finance Officer. Reimbursement is made on a quarterly basis and paid direct in to the</p>

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		Current Account. The latest VAT claim reimbursement for £8,695.83 was submitted on 27/4/18 for the period covering the period January – March 2018 and paid into Lloyds Bank Business Account 37301260.
2.6	Is S.137 expenditure separately recorded & in limit?	The Town Clerk will obtain committee approval for all grant payments. These are coded separately and shown in the cash book. For Section 137 expenditure, the Town Council has set a limit of £4000 for these payments; Community Groups can bid for grants up to £250 and individuals up to £100. We have noted for 2017/18 that payments were in approved limits. There are 21,098 electors in the Woodley Town Council area. Section 137 amount allowed per elector for 2017-18 is £7.57.
3	Risk Management Arrangements	
3.1	Does a scan of the minutes identify any unusual financial activity, projects, events etc.?	All projects and events are risk assessed and minuted accordingly by the Town Council. It was noted that the External Auditors requirements are that Formal Risk Assessments are carried out at least annually and are minuted. The Risk Assessment for the Town Council 2017/18 was adopted by the Full Council at its meeting on 8 May 2018.
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/BMX/skateparks regularity of checks & documentation?	The Risk Management Working Party oversees the risk management process and will report to the Strategy and Resources Committee once a year. A full Play areas and the Skatepark check is carried out by ROSPA annually. Two members of the Maintenance team are due to undertake training for the qualification.
3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? FG cover level correct?	Standard local council policy held with Aviva policy number 25051443 dated 1 April 2017 covering to 31 March 2018. A long term agreement is in place with Aviva to expire on 31 March 2020. Fidelity Guarantee cover is now showing £750,000.
3.4	Are internal financial controls documented and reviewed regularly?	This initial risk assessment for financial systems' internal controls was prepared for 2017/18 and will be updated annually in future.

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		Also RBS desk top procedures are used by the Finance Officer to support the processes used for payments/bank reconciliations and income. Audit note: These should be reviewed if there is a change in key staff or an introduction on a replacement financial system.
4	Budgetary Controls	
4.1	Has the Council prepared an annual budget in support of its precept? Council minute & date?	The Town Clerk prepares the draft total budget for the Town Council following closedown of September which is prepared and discussed with relevant budget holders to ensure that the budget preparation and bids are accurate. This will be ratified and minuted by the Strategy and Resources Committee each February, and subsequently reported to the Town Council, where the precept and budget will be approved. Wokingham District Council will be notified of precept requirements by end of February. For 2018/19 the notification was sent on 15 February 2018.
4.2	Is actual expenditure against the budget regularly reported to the Council & minuted?	Budget to actual comparisons are reviewed monthly and details passed to each budget holder. The results are then reported to Committees at each meeting. Appropriate action is taken by the Town Council if required.
4.3	Are there any significant and unexplained variances on budget?	A process is in place to carry out budget monitoring and to report significant variations to the spending committees Any action required will be assessed by the Town Clerk and approval will be obtained from Strategy and Resources Committee for any additional funds required or other action to be taken.
5	Income Controls	
5.1	Is income properly recorded and promptly banked?	Income sources from Oakwood Centre, community halls and Woodford Park Leisure Centre activities (including hire of courts and pitches), also memorial fees, Allotments, Grant payments, Interest from Investments, VAT refunds, Oakwood Centre Office income is recorded on the till with Z readings and transferred on to daily bank sheets are taken for reconciling to the cash, cheques and credit cards received. The details of income are recorded on Bank Paying in slips. The bank paying in books do not show the bank stamp on the counterfoil as the process for banking is automated through the secure deposit system at the local Lloyds Bank. Audit note: There are compensating controls as the details of the bank slip number are

Audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2017/18
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		<p>recorded in the cash book to maintain and Internal Audit trail.</p> <p>Woodford Park Leisure Centre: Complete a daily taking sheet which summarises the information from the Z reading from the till. Z readings are taken on a daily basis. The cash, cheques and credit card receipts are agree to the Z reading and the cash collection sheet is signed by two members of staff. The summary sheet provides for Net and VAT totals. The Cashier and Duty Manager are required to sign the till rolls to agree that these have been checked and validated to income in the till and Z reading amounts.</p> <p>We confirmed with the Finance Officer's collection of the income from the Leisure Centres is carried out on Monday/Wednesday/Friday. Spot checks are carried out on the Leisure Centre till procedure to ensure that the control systems used are maintained at all times.</p>
5.2	Does the precept recorded in the cashbook agree to the DC's notification? Yearly review of scale of fees?	The first payment Precept for 2017/18 of £108,130.30 was received in 1 April 2017 and a second Precept payment of £432,521.20 was received in 24 April 2017 and paid direct into Lloyds Bank Business Account 37301260. The second half year Precept payment of £540,651.50 was received on 15 September 2017. The Tax Support Grant of £25,932.10 was received on 21 September 2017.
5.3	Are security controls over cash adequate and effective?	Very infrequent cash is received in the Council Offices. This is banked direct to the Lloyds Bank Business Account. At Woodford Park Leisure Centre any cash received is put through the till and then reconciled daily, it will then be kept in the safe awaiting collection from Finance Officer three times a week for banking.
6	Petty Cash Procedures	
6.1	Is all petty cash spent noted in book /sheets with pro forma &/or voucher to support, esp. those with VAT? Imprest basis used?	The Town Council office holds £150 petty cash. Vouchers are completed and attached to the receipts for reimbursement they are signed by the Finance Officer when the reimbursement amount is given to the member of staff. Woodford Park Leisure Centre holds a £30 Petty Cash float. The Finance Officer will check the details and reconcile the amount held on a monthly basis.
6.2	Is petty cash reported to each Council meeting?	Monthly report on expenditure prepared for Strategy and Resources for approval

Audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2017/18
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6.3	Is petty cash reimbursement carried out regularly?	All Petty Cash is reconciled on a monthly basis.
7	Payroll Controls	
7.1	Do staff salaries/wages paid agree with those approved by the Council & what is review frequency?	The Town Clerk is paid on the Local Council scales for Local Government on a grade. All permanent members of staff are paid on National Joint Council for Local Government pay scales, permanent members of staff will be placed on a scale points within the appropriate Local Council scale banding, but coaches (mainly at the Leisure Centre) will be paid on an hourly rate outside the NJC scales. Pay is agreed nationally. Any agreed percentage increases are paid in line with NJC Pay Award negotiations. The payroll function is outsourced to SafeGuard who run the payroll on a monthly basis. The Finance Officer will submit details of the monthly pay information (including timesheet details and adjustments to pay which have been authorised for payment by the Budget Holder) on the third Wednesday of each month and this will be processed by the SafeGuard and returned electronically for checking to the Finance Officer before it is released to the bank for payment.
7.2	Are other expenses to the Clerk/staff reasonable and approved by the Council?	All Town Council staff may claim mileage and reasonable subsistence where applicable for Town Council business (including training) in line with the NJC Local Government Green Book.
7.3	Have PAYE/NIC/ Pensions been properly operated by Council as an employer? Payment frequencies/method?	The Finance Officer will make monthly payments to HMRC for PAYE and NI Contributions where appropriate, he will also make payment to the Berkshire Pension Fund for those staff contributing to a Pension. Further deductions will be made for one member of staff paying AVCs and two members of staff paying Union subscriptions. These are then paid separately to those providers on a monthly basis by cheque as part of the monthly payroll processing by the Finance Officer.
8	Assets Controls	
8.1	Does Council keep an asset register of all assets owned	The Council's Maintenance and Grounds Maintenance teams maintain excel

Audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2017/18
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	incl. serial nos.? Annual physical check noted?	spreadsheets showing asset locations, serial number, cost and date purchased. Property and equipment are subject to recorded, regular checks by these teams at least annually (and sometimes more depending on item eg play areas more often than annually). These records feed into the Asset Register to support the annual financial statements and where only items costing more than £1000 are listed. The list now includes insured value. The Town Clerk signs and dates the Asset Register to confirm its appropriateness.
8.2	Are the Asset/Investments registers up to date, incl. disposals? Note all Investments held with a/c nos.	Yes, the asset register shows all of the current asset items and was last updated in March 2018.
8.3	Do asset insurance valuations agree with those in the asset register?	Yes, Asset Register does currently show any insured values, excluding Buildings.
9	Bank Reconciliation	
9.1	Is there a Bank reconciliation for each account held? Note each A/c with bank/branch & a/c no. If relevant, review Money Market transfers & documentation.	Yes, for Lloyds Bank Business Account 37301260 (cashbook 1), Lloyds Bank Small Business–Clerks Imprest Account 01922961(cashbook 2), Lloyds Business Instant Assess Account Cashbook 3, Santander Time Deposit Account 10212763 and Lloyds Fixed Term Deposit (cashbook 8). Also portfolio of investments held with Rathbones Fund No 159590.
9.2	Are Bank reconciliations conducted on receipt of statements & with what frequency?	The current and imprest bank accounts are reconciled weekly, the deposit and account monthly. Rathbones send quarterly statements.
9.3	Are there any unexplained balancing entries in any reconciliation?	No, all entries were recorded correctly in the cash books.
10	Year-end Procedures	
10.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Income & Expenditure basis. Audit Note: The Chairman of Strategy and Resources should conduct the Executive checklist at year-end as part of self-assessment controls.
10.2	Do the accounts agree with the cashbook codings?	Yes, RBS Omega Final year-end accounts confirm that entries made in cashbook are accurate & agree to Bank accounts held. End of year 2017/18 balances confirm that entries made in the cash book are accurate and agree to all bank

Audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2017/18
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		accounts held by the Town Council.
10.3	Is there an audit trail from underlying financial records to the accounts, for both receipts & payments?	Yes, cross-referencing by cheque payments using cheque numbers, and bankings using paying in slip details to show in the cash book with separate analysis of budget heading for budget monitoring purposes.
10.4	Where appropriate, have debtors and creditors been properly recorded? Are the year-end, General and Earmarked reserves held at reasonable levels?	Debtors, creditors & accruals are all accounted for in the Balance Sheet. Reserves held at year-end were satisfactory (general reserves at £459,018 as at 31/3/18) and 331,592 for all earmarked reserves at the end of 2017/18.

Signed ___Tim Light FMAAT_____ Date ___19/06/2018_____

Internal Auditor

Signed _____ RFO Date _____
RFO

Action Plan for Recommendations			
No.	Recommendations	Actioned by	Date

Signed ___Tim Light FMAAT_____ Internal Auditor Date ___19/06/2018_____

Signed _____ *RFO* Date _____

Explanation of significant variances in the accounting statements - Section 2

WOODLEY TOWN COUNCIL (Berkshire)

Explanation of any variances of more than 15% between the years.

Section 2	2017 £	2018 £	Variance (=/-) £	Detailed explanation of variance	£
Box 2 <i>Precept</i>	1,039,607	1,081,303	41,696	4%	
Box 3 <i>Other income</i>	1,093,880	851,380	-242,500	-22.7% Capital receipts in 2017: PWLB loan for fitness gym in 2017 S106 grant re town centre Grant funding for 3G pitch project Facilities revenue variances 3G pitch bookings higher Higher income at Leisure Centre Higher income at Oakwood Centre Higher income from public halls Investment & financing variances Precept support grant lower Investment sales proceeds higher Investment income higher Smaller variances (aggregated)	-110,000 -41,800 -242,005 4,336 58,566 31,669 4,309 -8,644 58,566 3,630 -1,127 -242,500
Box 4 <i>Staff costs</i>	-770,567	-828,695	58,128	7.5% Employer superannuation rate higher Employer NI higher Staff cost variances: Administration & corporate higher Woodford Park Leisure Centre higher (gym) Allotments, amenities & events higher Smaller variances	17,475 2,064 12,566 21,618 2,036 2,369 58,128
Box 5 <i>Loan interest/ capital</i>	-186,511	-170,070	-15,441	8.3% Repayments due 31 March 2018 made after year end	-15,441
Box 6 <i>Other payments</i>	-1,297,925	-846,861	-451,064	-34.7% Capital expenditure in 2017: Cost of completing 3G pitch project Cost of setting up gym at WPLC Contribution re town centre refurb Rest of capital programme Capital expenditure in 2018: General capital programme Investment purchases higher Queen's birthday medals	-482,415 -110,000 -50,000 -21,298 62,543 106,613 -5,783

				Other variances	
				Lower VAT partial exemption cost	-4,241
				Lower insurance premium	-5,464
				Higher legal/professional fees	7,261
				Lower Town Centre expense reimbursement	-7,357
				Oakwood Centre running costs higher	7,987
				Woodford Park LC maint. costs higher	31,659
				Woodford Park lake projects costs	6,795
				3G pitch project maintenance costs higher	6,437
				Maintenance and depot costs higher	4,328
				Smaller amounts (aggregated)	<u>1,871</u>
					-451,064
Box 7 <i>Balances carried forward</i>	731,120	817,177	+86,054	11.8%	
Box 9 <i>Fixed assets & long term assets</i>	8,595,349	8,688,027	+92,678	1.1%	
Box 10 <i>Total borrowings</i>	2,665,370	2,627,155	-38,215	-1.4%	
Explanation for 'high' reserves	N/A				

Deborah Mander
Town Clerk and Responsible Financial Officer
20/6/18