



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 27 June 2017 at 8:00pm.

Deborah Mander
Town Clerk

Before the start of the meeting Gordon Holmes, Age Concern Twyford & District, will speak about the Give&TakeCare initiative to improve social care for older adults across the UK.

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

The Mayor will ask for a minute's silence in memory of Jeff Llewelin, a former member of the Council.

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **COMMEMORATION OF THE END OF WORLD WAR 1**
To receive a presentation from Colin Lott.

4. **MINUTES OF COUNCIL MEETING HELD ON 9 MAY 2017** Page 4
To approve the minutes of the Annual Meeting held on 9 May 2017, and that they be signed by the Chairman.
5. **COMMITTEE REPORTS**
To receive reports from the following:
- | | | | |
|-----|----------------------------------|--------------|---------|
| 5.1 | Planning Committee | 23 May 2017 | Page 15 |
| 5.2 | Leisure Services Committee | 6 June 2017 | Page 23 |
| 5.3 | Strategy and Resources Committee | 13 June 2017 | Page 27 |
| 5.4 | Planning Committee | 20 June 2017 | Page 45 |
6. **2016/17 YEAR END**
To note the 2016/17 year end outturn figures, in summary and by committee. ***(Appendix 6)*** Page 55
7. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2016/17**
- a) To approve the Financial Statements for 2016/17 and authorise the signing of the statements by the Mayor and the Town Clerk. Appendix Page 1
- The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 2 of the Annual Return.
- b) To approve the Annual Governance Statement for 2016/17 as set out in Section 1 of the Annual Return, and authorise the signing of the document by the Mayor and the Town Clerk. Appendix Page 14
- Supporting information to the Annual Governance Statement is provided, including the Council's internal auditor's annual report. Appendix Pages 19 – 32
- c) To approve the Accounting Statements for 2016/17, as set out in Section 2 of the Annual Return, and authorise the signing of the statements by the Mayor. Appendix Page 15
- Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Pages 33 - 34
- Please note that the documents for this agenda item are enclosed separately in the Financial Statements and Annual Return 2016/17 Appendix.***
8. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
9. **CAPITAL PROGRAMME**
To consider **Report No. FC 3/17**. Page 59
10. **COUNCIL SEAL**
To approve the use of the Council's seal on a lease with Wokingham Borough Council in respect of land in Woodley Town Centre for the location of a public toilet.

11. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) To appoint 2 representatives to the Woodley and North Earley Neighbourhood Action Group.
- b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 11)**
- c) To note that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2016 has been received.

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12. **TOWN MAYOR'S ENGAGEMENTS**

- a) To receive a report from Councillor Jenny Cheng on her engagements as Town Mayor. **(Appendix 12)**
- b) To receive a report from Councillor Sam Rahmouni on his engagements as Deputy Mayor. **(Appendix 12)**

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13. **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 9 May 2017 at 8 pm**

Present: Councillors J. Cheng (Chairman); T. Barker; S. Brindley; A. Chadwick;
C. Dixon; R. Dolinski; P. Etherington; M. Forrer; D. Fradley; B. Franklin;
K. Gilder; M. Green; R. Horskins; J. MacNaught; D. Mills; S. Rahmouni;
S. Smith; W. Soane; 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
Jason McMahon, Launchpad
3 members of the public

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

Chemogiftbags, Me2 Club, Sport in Mind, Wokingham District Veteran Tree Association, Woodley Retired People's Club, Woodley United Football Club, Adrian Wakelin and Daniel Wakelin. A representative from Revitalise Respite Holidays was unable to attend.

The Town Mayor then presented a cheque to Jason McMahon from Launchpad, which had been the Mayor's charity during her term of office.

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 there were no members of the public wishing to address the Council the Town Forum did not take place.

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 a wide variety of events during the year and had met many interesting people 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 2017/18.

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

RESOLVED:

- ◆ To elect Councillor Cheng to the office of Town Mayor of Woodley for the 2017/18 municipal year.

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

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

Councillor Cheng said that it was an honour to be elected for a second term of office as Mayor and she was sure she would enjoy the coming year just as much as the past year.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Baker and Lay.

4. **DECLARATIONS OF INTEREST**

Councillor Mills	Agenda Item 11.1 c	Prejudicial pecuniary interest as
	Appointment of Working	he is employed by Brown Bag
	Parties and Sub Committees:	
	Catering Partnership	

Councillor Mills left the room for the discussion and vote on this item.

5. **ELECTION OF DEPUTY TOWN MAYOR**

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

RESOLVED:

- ◆ To elect Councillor Rahmouni to the office of Deputy Mayor for the 2017/18 municipal year

6. **COMPOSITION OF THE COUNCIL**

RESOLVED:

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

7. **POLITICAL GROUP LEADERS**

RESOLVED:

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

8. **LEADERSHIP OF THE COUNCIL**

8.1 It was proposed by Councillor Dolinski, seconded by Councillor Rahmouni and

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2017/18 municipal year.

8.2 It was proposed by Councillor Brindley, seconded by Councillor Walker and

RESOLVED:

- ◆ To elect Councillor Dolinski as Deputy Leader of the Council for the 2017/18 municipal year.

9. **STANDING COMMITTEES**

9.1 **Strategy and Resources Committee**

RESOLVED:

- ◆ That there be 9 places on the Strategy and Resources Committee for the 2017/18 municipal year.
- ◆ To appoint Councillors Baker, Brindley, Chadwick, Cheng, Dolinski, Mills, Smith, Stares and Walker to the Strategy and Resources Committee for the 2017/18 municipal year.

9.2 **Leisure Services Committee**

RESOLVED:

- ◆ That there be 9 places on the Leisure Services Committee for the 2017/18 municipal year.
- ◆ To suspend Standing Order 4 a (iii) in order to propose that the Liberal Democrat Member be appointed to the Leisure Services Committee.
- ◆ To appoint Councillors Barker, Franklin, Gilder, Green, Lay, Rahmouni, Soane, Stares and Willson to the Leisure Services Committee for the 2017/18 municipal year.

9.3 **Planning Committee**

RESOLVED:

- ◆ That there be 13 places on the Planning Committee for the 2017/18 municipal year.
- ◆ To appoint Councillors Barker, Brindley, Cheng, Dolinski, Forrer, Fradley, Franklin, MacNaught, Mills, Rahmouni, Walker, Wicks and Willson to the Planning Committee for the 2017/18 municipal year.

10. **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:

10.1 **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 Cheng, seconded by Councillor Walker and

RESOLVED:

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

10.2 **Leisure Services Committee**

a) **Chairman:**

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

RESOLVED:

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

10.3 **Planning Committee**

a) **Chairman:**

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

RESOLVED:

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

b) **Vice Chairman:**

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

RESOLVED:

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

11. **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:

11.1 **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 2017/18 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 2017/18 municipal year.
- ◆ To appoint Councillors Green, Horskins, Lay 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, subject to the amendment that the Catering Partnership would meet at two-monthly intervals instead of monthly, as reported to the Strategy and Resources Committee (18 April 2017, minute number 93).
- ◆ That there be 5 places on the Catering Partnership for the 2017/18 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 2017/18 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 2017/18 municipal year.
- ◆ To appoint Councillors Baker, Brindley, Cheng 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 2017/18 municipal year.
- ◆ To appoint Councillors Cheng, Dolinski, Rahmouni and Soane to the Personnel Sub Committee for the municipal year.

11.2 **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 8 places on the Woodford Park Regeneration Task and Finish Group for the 2017/18 municipal year.
- ◆ To appoint Councillors Baker, Barker, Brindley, Cheng, Lay, Mills, Soane and Stares to the Woodford Park Regeneration Task and Finish Group for the municipal year.

11.3 **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 2017/18 municipal year, together with up to 10 representatives from the voluntary sector.
- ◆ To suspend Standing Order 4 f in order to propose that the Liberal Democrat 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), Natalie Yorke (Girlguiding), Trina Farrance (Bulmershe Gym Club), Paul Cassidy (ARC) and Sam Mutton (Emmanuel and St James Churches).

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 2017/18 municipal year.
- ◆ To appoint Councillors Lay, Soane and Stares to the 3G Pitch Steering Group for the municipal year.

11.4 **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 2017/18 municipal year with Councillor Cheng as the substitute.

12. **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 Forrer

C-Salt Community Forum – 1 place
Councillor Baker

Highwood Management Conference – 2 places
Councillor Gilder and Mrs M. Holmes

Mid and West Berks Local Access Forum – 1 place

No representative

Museum of Berkshire Aviation Trust – 1 place

Councillor Green

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 bodies was noted:

Poor's Land Charity – 4 places

Councillor Mills and Mr Laurie Day serving to 2018

Councillor Cheng and Mrs S. Flower serving to 2020

Robert Palmer Almshouse Charity

Councillor Rahmouni serving to 2020

13. **CHEQUE SIGNATORIES 2016/17**

RESOLVED:

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

14. **MINUTES OF THE COUNCIL MEETING HELD ON 7 FEBRUARY 2017**

The Town Mayor presented the minutes of the Council Meeting held on 7 February 2017.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 7 February 2017 and that they be signed by the Mayor as a correct record.

15. **COMMITTEE REPORTS**

15.1 **Minutes of the Planning Committee: 28 February 2017**

Councillor Dolinski presented the Planning Committee minutes of the meeting of 28 February 2017.

Minute 210 c: Highways: Traffic calming measures: Waingels Road

In reply to a question Councillor Barker reported that no more had been heard of this matter to date.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 28 February 2017.

15.2 **Minutes of the Planning Committee: 28 March 2017**

Councillor Barker presented the Planning Committee minutes of the meeting of 28 March 2017.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 28 March 2017.

15.3 **Minutes of the Leisure Services Committee: 11 April 2017**

Councillor Soane presented the Leisure Services Committee minutes of the meeting of 11 April 2017.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 11 April 2017.

15.4 **Minutes of the Strategy and Resources Committee: 18 April 2017**

Councillor Dolinski presented the Strategy and Resources Committee minutes of the meeting of 18 April 2017.

Minute 99: Public Toilet Update

In reply to a question Councillor Dolinski reported that Danfo had confirmed that the proposed new public toilet would have full disabled access and would conform with the required standards.

RESOLVED:

- ◆ To adopt the Risk Management Strategy 2017/18.
- ◆ To receive the minutes of the Strategy and Resources Committee held on 18 April 2017.

15.5 **Minutes of the Planning Committee: 25 April 2017**

Councillor Barker presented the Planning Committee minutes of the meeting of 25 April 2017.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 25 April 2017.

16. **DEPUTY LEADER'S STATEMENT**

The Deputy Leader of the Council made the following statement:

"Thank you, Madam Mayor, and may I congratulate you on your second term as the Mayor of Woodley. Congratulations to our new Deputy Mayor, Cllr Sam

Rahmouni who I understand will be kept very busy this coming year. Sam, you have a tough act to follow in Cllr Anne Chadwick, thank you for your work too.

May I take the opportunity to express my gratitude to all the committee chairman for their work and to all the councillors who have contributed to what has proved to be an exceptionally progressive year. Also, to thank each and every one of you for volunteering to continue serving on our various committees and outside bodies.

I would also like to go on record in thanking Cllr Keith Baker for his leadership and for his work for the council and the residents of Woodley.

This is an ambitious Council. It's a Council that demonstrates sound business acumen. It's a responsible Council, fully aware of its duty to the residents of Woodley. It's a Council that listens and delivers on what it promises.

A promise to deliver large projects like the 3G pitch, which despite its critics has proved to be a great success. The Gym on the Park which has equally proved to be an excellent investment and is delivering a growing membership and a healthy return as is the Brown Bag, which has become a popular cafe. In fact, the Oakwood Centre is attracting new users and is very much a community hub.

Despite the criticism that we hear that Woodley is a poor relative of Wokingham, the Town Centre refurbishment is a prime example of the continuing investment into Woodley. I have no doubt that the refurbished space will flourish and will attract multiple uses. The stage is already taking bookings even before its official opening on the Saturday 20th May. I do hope that everyone here tonight will join our Mayor at the opening event. I believe there will be a jazz band playing on stage.

This coming year we will embark on yet more ambitious projects including, refurbishing our Lake and the environs, which for far too long have lacked investment. The Woodford Park Lake should be the jewel in the crown and I'm pleased to report that the public consultation is well on its way with preliminary designs having already been produced. The scale of the project cannot be underestimated, it will demand new ways of working and I have no doubt will involve the help of volunteers. The Council is already fortunate to have the support of volunteers through The Friends of Woodford Park whose work has already attracted much praise. Our ambition is for Woodford Park to be accredited with the a Green Flag Award, a national scheme that recognises and rewards well managed parks and green spaces.

However, none of our projects or indeed the successes we have enjoyed would be possible without our exceptional Woodley Town Council employees led by our excellent Town Clerk, Deborah and her Deputy, Kevin. Thank you, your work is very much appreciated.

My final thanks must go to the residents of Woodley for their continued trust they have placed in each and every one of us. With exciting projects on the horizon I'm thinking we will have another good year to look forward to in Woodley."

17. **MINUTES OF THE URGENCY COMMITTEE – 20 APRIL 2017**

RESOLVED:

- ◆ To note Report No. FC 2/16 and receive the minutes of the Urgency Committee of 20 April 2017.

18. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) Members noted the following written report:
- Sonning and District Welfare & Educational Trust report from Councillor Smith.

Councillor Rahmouni gave a verbal report on matters relating to the Robert Palmer Almshouses and informed Members that one resident had recently passed away.

- b) Members noted that a copy of the Sonning and District Welfare & Educational Trust's audited accounts for the year ended 31 December 2016 had been received.

19. **TOWN MAYOR'S ENGAGEMENTS**

- a) Councillor Cheng informed the Council of the 12 events she had attended as Town Mayor since the last meeting.

Councillor Cheng also informed Members that her chosen charity for the coming year would be the First Days charity, which collected used baby clothes, toys, equipment and furniture and redistributed them to those in need.

- b) Councillor Chadwick informed the Council of the 1 engagement she had attended as Deputy Town Mayor since the last meeting.

The meeting closed at 9:15pm

Town Mayor

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 23 May 2017 at 7:00 pm**

Present: *Councillors: T. Barker (Chairman); M. Forrer; D. Fradley; B. Franklin;
J. MacNaught; S. Rahmouni; M. Walker; P. Wicks*

Also present: *Councillor K. Baker
Rebecca Brooks, Wokingham Borough Council
Dave Wilby, Wokingham Borough Council
1 member of the public*

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

1. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, J. Cheng, R. Dolinski and D. Mills.

2. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to financial 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.

3. **BUS ROUTES**

Rebecca Brooks, Wokingham Borough Council, spoke to Members about options for the future of the 19A and 19C bus routes.

Following discussion of the usage data, which showed where passengers boarded the buses, Members asked whether data could be collected to show where people alighted from the buses. Rebecca Brooks agreed to investigate this, and to forward to the Town Clerk the most recent data, collected 12 months previously, and further information on funding issues.

The Chairman thanked Rebecca Brooks for her presentation and said that the Town Council would consider the options put forward.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

5. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 25 APRIL 2017**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 25 April 2017 be approved and signed by the Chairman as a true and accurate record.

6. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

7. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. **(Appendix B)**

8. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 171183
Location: 3 South Lake Parade, Kingfisher Drive, Woodley, RG5 3NA.
Proposal: Application for prior approval for the proposed change of use of building from Office use (Class B1) to 1 No. single C3 residential dwelling house.

9. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 24 Bideford Close, Woodley, RG5 3SE.
Consent for the felling of a beech and the selective pruning of a sycamore.

TPO 3/1951: 58 Campbell Road, Woodley, RG5 3NB.
Consent for the felling and replacement of an oak.

TPO 3/1951: 41 Manners Road, Woodley, RG5 3EA.
Consent for the felling of a red oak and replacement with a more suitable species.

TPO 3/1951: 47 Roslyn Road, Woodley, RG5 3HT.
Consent for the felling of a cherry tree.

TPO 3/1953: 46 Fairwater Drive, Woodley, RG5 3JB.
Consent for the felling and replacement of a silver birch.

TPO 170/1980: 4, 5 and 6 Peel Close, Woodley, RG5 4SR.
Consent for the selective pruning of a 5 lime trees.

10. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 25 April 2017.

11. **COMMUNITY SPEED WATCH**

The Town Clerk reported on the information she had received from Councillor Steve Bromley at Finchampstead Parish Council regarding the effect of their speed watch programme on driving behaviour in the parish, which had been tabled at the meeting. Members noted that Finchampstead reported that it was very difficult to assess the overall effectiveness of the scheme on improving overall driving behaviour, but that in the sixteen months since records had been kept two individuals had been visited by the police to talk about speeding incidents. Members noted that this had only been possible because the Finchampstead scheme had the full co-operation of the police.

Following further discussion of the possible options for operating a speed watch scheme in Woodley, which had been identified at the last meeting (Planning Committee, 25 April 2017,

minute number 248), the time required, the number of volunteers that would be necessary and the outcomes that might result, it was

RESOLVED:

- ◆ Not to join the community speed watch scheme at this time.

12. **SCHOOL CROSSING PATROLS**

Members noted the report produced by Wokingham Borough Council following the public consultation on its proposal that school crossing patrols located on pedestrian crossings should cease in July 2017, at the end of the academic year

13. **READING BOROUGH COUNCIL: CONSULTATION ON THE DRAFT LOCAL PLAN**

Members noted information received from Reading Borough Council regarding the consultation on the Reading Borough Draft Local Plan.

14. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Wokingham Borough Council News Release – Carnival Phase 2 Proposals Unveiled*

15. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

16. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

17. **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.

18. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of thirteen ongoing enforcement matters and seven enforcement investigation closure notifications.

The meeting closed at 9:00 pm

Chairman

Woodley Town Council

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Date :- 24/05/2017

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;				
171007	24/04/2017	Daniel Ray	Mr Neil Jones	Highwood Primary School Fairwater Drive Woodley RG5 3JE
<p>Proposal : A full application for a single storey extension for the creation of six classrooms to the north side of the existing car park and a new Speech and Language building adjacent to the existing hall to allow for a 2 form entry school. Additional staff parking bays and cycle canopy provision. New pedestrian route from Woodlands Avenue and a new Reception classroom garden to the north of existing Nursery/Reception block.</p> <p>Observations : The Committee had no objections to the proposals to expand the school, but noted that there was concern among local residents, particularly in Fairwater Drive, regarding the increased number of cars that would be parking in the area at school drop-off and pick-up times, and the additional congestion this would cause.</p> <p>The Committee suggested that perhaps the car parks in the local area could be utilised for use by parents at the start and end of the school day.</p>				
171026	08/05/2017	Dariusz Kusyk	Mr Jerzy Zaremba	205 Hurricane Way Hurricane Way Woodley RG5 4UH
<p>Proposal : Householder application for part-retrospective erection of a two storey rear extension; first floor side extension; part conversion of existing double garage; conversion of loft space to additional habitable accommodation with insertion of roof lights and flat roof rear dormers plus changes to fenestration.</p> <p>Observations : No objections.</p>				
171061	26/04/2017	Stefan Fludger	Greene King plc	Bull and Chequers Woodley Green Woodley RG5 4QP
<p>Proposal : Application for advertisement consent for the proposed replacement of existing external signage scheme to include 1 illuminated fascia sign, 1 non-illuminated hanging sign plus 7 No. other signs as shown on the plans.</p> <p>Observations : No objections.</p>				
171062	26/04/2017	Stefan Fludger	Greene King Plc	Bull and Chequers Woodley Green Woodley RG5 4QP
<p>Proposal : Listed building consent for the proposed replacement of existing external signage scheme to include 1 illuminated fascia sign, 1 non-illuminated hanging sign plus 7 No. other signs as shown on the plans.</p> <p>Observations : No objections.</p>				

Date :- 24/05/2017

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>
171096	24/04/2017	Omar Sharif	Mr R Jones	33 Campbell Road Campbell Road Woodley RG5 3NB
Proposal : Householder application for the proposed erection of two single storey side extensions to dwelling, and conversion of existing garage to additional habitable accommodation.				
Observations : No objections.				
171108	26/04/2017	Ade Balogun	Mr & Mrs Dan Fisher	26 Cartmel Drive Cartmel Drive Woodley RG5 3NG
Proposal : Householder application for proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
171119	25/04/2017	Christine Phillips	Mr and Mrs Beasley	146 Butts Hill Road Butts Hill Road Woodley RG5 4NY
Proposal : Householder application for the proposed erection of a two storey side and rear extension to dwelling, following demolition and removal of existing garage.				
Observations : No objections.				
171138	25/04/2017	Omar Sharif	Mr P Martin	213 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BP
Proposal : Householder application for the proposed erection of two storey side and part single storey extensions to dwelling and raising of the existing roof to create additional habitable accommodation, demolition and removal of existing garage.				
Observations : The Committee had no objections to this application, but noted that the drawings did not show any windows to the attic rooms.				
171139	25/04/2017	Nuno Fernandes	Mr Gadd & Miss McAtavie	8 Rivermead Road Rivermead Road Woodley RG5 4DH
Proposal : Householder application for the proposed erection of single storey rear extension, part first floor rear/side extension and single storey extensions to existing porch.				
Observations : No objections.				
171148	28/04/2017	Chris Kempster	Mr & Mrs Smith	28 Lavenham Drive Lavenham Drive Woodley RG5 4PP
Proposal : Householder application for the proposed erection of a single storey rear extension to dwelling and part conversion of existing garage to additional habitable accommodation.				
Observations : No objections.				

Date :- 24/05/2017

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>
171155	02/05/2017	Senjuti Manna	Mr S Ryles	14 Kittiwake Close Kittiwake Close Woodley RG5 4UF
Proposal : Householder application for the proposed erection of a single storey side extension and part conversion of garage to create habitable accommodation to dwelling.				
Observations : No objections.				
171208	04/05/2017	Christine Phillips	Mr & Mrs Burnitt	33 Lunds Farm Road Lunds Farm Road Woodley RG5 4PZ
Proposal : Householder application for proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
171214	04/05/2017	Janeske Delpont	Mr & Mrs Hulbert	12 Scott Close Scott Close Woodley RG5 4UP
Proposal : Householder application for proposed erection of single storey rear extension to dwelling				
Observations : No objections.				
171285	15/05/2017	Janeske Delpont	Ms Gill Gardner	49 Highgate Road Highgate Road Woodley RG5 3ND
Proposal : Householder application for proposed single storey rear extension following partial demolition of existing single storey rear extension.				
Observations : No objections.				
171313	18/05/2017	Christine Phillips	Mr & Mrs Mahmoud Shirwan	2 Retford Close Retford Close Woodley RG5 4TP
Proposal : Householder application for proposed erection of 3No. replacement windows to front elevation (2No. ground floor bys and 1No. first floor bedroom).				
Observations : No objections.				

Date :- 24/05/2017

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;**171067**

26/04/2017	Stefan Fludger	Mr Daniel Willmott	6 Selcourt Close Selcourt Close Woodley RG5 3AS
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Proposal : Householder application for the proposed erection of a two storey rear extension, single storey front extension, single storey side extension to provide entrance porch following demolition of existing lean-to plus conversion of existing loft space to habitable accommodation.

Observations : Three letters of concern had been received for this application.

The Committee considered the proposal and recommended that the application be refused on the following grounds:

- The proposed extension is out of scale with the existing property.
- Overbearing.
- Out of keeping with other properties in the street.
- The proposed velux windows in the roof overlook the neighbouring properties.

The Committee also commented that no dimensions were given on the drawings.

171085

05/05/2017	Christine Phillips	Mrs Meng Wang	192A Kingfisher Drive Kigfisher Drive Woodley RG5 3LQ
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Proposal : Application to vary conditions 8 and 9 of planning consent F/2008/0498 to allow conversion of existing garage to be used as habitable accommodation.

Observations : The Committee's view was that conditions 8 and 9 of planning consent F/2008/0498 had been imposed to ensure that sufficient vehicle parking was provided at the property and therefore should be retained.

171244

15/05/2017	Omar Sharif	Mr Perupkar Panesar	25 Selsdon Avenue Selsdon Avenue Woodley RG5 4PQ
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Proposal : Householder application for the proposed part two storey / part single storey side extension, single storey front extension, single storey rear extension to dwelling plus rear dormer extension and conversion of existing garage to habitable accommodation.

Observations : After considering the proposal the Committee recommended the application be refused on the following grounds:

- The proposed side extension would have a terracing effect.
- Massing effect of the large extension.
- Overbearing.
- Concerns that the parking provided may be inadequate.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 18 May 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 163229	Approved	74 Western Avenue
170103	Approved	8 Armstrong Way
E 170263	Approved	8 Sandford Drive
E 170537	Approved	56 Haddon Drive
170545	Approved	25 Tennyson Road
E 170594	Approved	54 Haddon Drive
E 170682	Approved	19 Beechwood Avenue
E 170751	Approved	108 Loddon Bridge Road
E 170752	Approved	4 Brandon Avenue
E 170759	Approved	18 Cornfield Road
E 170877	Approved	21 Walmer Road
E 170881	Approved	5 Duffield Road
E 170953	Approved	3 Maple Grove
E 170967	Approved	1 Buckden Close
E 171054	Approved	4 Portrush Close

REFUSED PLANNING PERMISSIONS

C 170803	Refused	20 Tippings Lane Local COMMENT No objections.
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Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 6 June 2017 at 8:00 pm

Present: *Councillors W. Soane (Chairman); B. Franklin; K. Gilder; D. Stares*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
E. Whitesmith, Leisure Services Manager
T. Gough, Grounds Maintenance Manager*

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor T. Barker.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 11 APRIL 2017**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 11 April 2017 be approved and signed by the Chairman as a correct record.

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

Members noted the written report from the charity. In response to a question it was also noted that JAC were intending to have a presence at Loddon Mead open space/area under the A3290 site once a week from late June and through the summer in order to progress the proposed parkour project.

5. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. LS 14/17.

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

The Leisure Services Manager presented Report No. LS 15/17.

Members were pleased to note that this year's Schools' Sports Week had proved a very positive event with 2,400 children taking part from all 9 local primary schools. The Dance Festival and the Swimming Gala, with an exciting final, had been the highlights of the week. Forty-five reading University students had volunteered to help out on one of the days. The Leisure Services Manager reported that he was investigating alternative venues for the gala while Bulmershe Leisure Centre was being rebuilt. The Town Clerk reminded the meeting that part of the agreement, at the time that the centre had transferred from the Council to 1Life, included a commitment from Wokingham Borough Council that both the Borough Council and its leisure contractor will work and liaise with the Town Council to promote sports and health activities in the town.

The 10K and children's 2.5K runs had both gone well and had raised £800 for Launchpad, the Mayor's charity. It was noted that the runs may require rolling road closures next year, which would increase the events' costs.

Members noted the £1,000 funding that had been awarded to fund a pilot under 21s football league at the 3G pitch over the summer. Feedback had been good and there was a

further plan to set up a workshop for participants to receive training on running a football team.

Following an annual maintenance check it has been advised that the high usage of the 3G pitch means that the pitch needs brushing 3 times a week, rather twice a week, which is the current regime. The Leisure Services Manager is looking at ways of meeting this requirement without incurring additional staff costs.

Members were also pleased to note the successful funding bids to Sportivate, estimated at £2,000.

The Leisure Services Manager also presented a proposal for a project to increase the volume of grass football at the centre, following a decline locally (and nationally) for which matched funding of up to £10,000 from the Premier League and FA Facilities Fund Small Grant Scheme could be available. The project would include the refurbishment of the changing rooms and equipment and the centre developing a strong link with a local home team for the 2018/19 football season. The Leisure Services Manager was in the process of investigating whether any local clubs would be interested in basing their teams at Woodford Park; their submissions would need to be evaluated and a selection made.

After discussing this proposal Members agreed to support a funding bid to increase weekend grass football and:

RESOLVED:

- ◆ To note Report No. LS 15/17.
- ◆ To recommend to the Strategy and Resources Committee that matched funding of up to £10,000 be allocated for the project to increase football at Woodford Park, subject to receiving grant funding for this purpose.
- ◆ To appoint Councillors Soane, Lay and Stares to a panel to evaluate submissions from local football teams and appoint a home team.

7. **PARKS AND BUILDINGS**

The Deputy Town Clerk Presented Report No. LS 16/17.

The paddling pool was opened for the late May Bank Holiday, following considerable work by the Grounds and Maintenance Teams to install a new entrance and pathway and make the area neat and tidy.

Members noted that the retention being held in respect of the 3G pitch project was due for payment. The annual support meeting with FA and Football Foundation had reviewed the usage plan and the football development plan and found the project to be on track financially and usage wise.

The Deputy Town Clerk updated Members on Woodley Pre-School plans to construct their own premises near to the Haddon Drive entrance to Woodford Park. Their deadline had been extended by 10 months and lease terms would be considered by the Strategy and Resources Committee at its next meeting. In response to questions about the relocation of the Maintenance Team the Deputy Town Clerk confirmed that there had been a long-term project to improve conditions for both the Grounds and Maintenance teams by combining the teams at the existing grounds depot. The project would require the Council to investigate drainage at the proposed site.

The meeting noted the responses to the lake and park consultation days and that this would be a useful annual exercise.

Members recognised the work carried out by the Friends of Woodford Park and Sage employees to create more planted beds near to the Oakwood Centre. Also noted was the group's intention to carry out another survey in August of dog mess left in the park. There was some discussion about dogs being kept on leads, however, this was a complicated procedure and it was felt there was already better awareness through the Friends group and social media.

The annual allotment site clean-up had taken place that week, with the Council providing skips for rubbish at the site to be taken away. Arrangements had also been made for planings to be distributed for the roads to be repaired by tenants during the August Bank Holiday weekend. In response to a question Councillor Stares explained that there was a rolling waiting list and that generally people on the waiting list did not have to wait a long time for a plot.

RESOLVED:

- ◆ To note Report No. LS 16/17.

8. **COMMUNITY YOUTH PARTNERSHIP**

The Town Clerk drew Members' attention to the decision of the partnership to aim to arrange and host a one-day conference in Woodley to raise awareness of emotional health and wellbeing. The partnership would be seeking approval from the Strategy and Resources Committee for free use of the Oakwood Centre, if this was preferred venue for the event. Other items on the agenda were not discussed and would be picked up at the next partnership meeting.

RESOLVED:

- ◆ To note Report No. LS 17/17

9. **3G PITCH STEERING GROUP**

The Deputy Town Clerk presented Report No. LS 18/17.

This had been a useful meeting. The clubs were all happy with the pitch and how the time slot arrangements worked. The Football Development Plan had been revised and would be a more useful document going forward. It included a particular issue for clubs – that of the negative behaviour of players and parents during matches – and the Council agreed it would host an event to raise awareness to support football officials.

RESOLVED:

- ◆ To note Report No. LS 18/17

10. **TOWN CENTRE PUBLIC TOILET UPDATE**

Members noted that the Strategy and Resources Committee would be considering the proposed terms of a lease relating to the site and other terms at a meeting on 13 June. Once the lease terms are agreed an order for the toilet unit will be placed. This will have a 10 - 12 week lead in time.

11. **2018 COMMEMORATION OF THE END OF WORLD WAR 1**

Members noted that Colin Lott, formerly of the Woodley War Memorial Committee would be making a presentation at the Council meeting on 27 June regarding a possible event in 2018 to commemorate the end of World War 1. It was also noted that 11 November would fall on a Sunday and how this might affect the arrangements, given that the service would be held at St John's Church.

12. **FUTURE AGENDA ITEMS**
WW1 Commemoration, depending on arrangements

13. **PUBLICITY & WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - School Sports Week
 - Green Flag application for Woodford Park

The meeting closed at 9:10 pm

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 13 June 2017 at 8:00 pm

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

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

Also present: *Councillor K. Gilder
2 members of the public*

1. **APOLOGIES**

Apologies for absence were received from Councillor D. Stares.

2. **DECLARATIONS OF INTEREST**

Councillor Walker	Agenda item 9 Woodley Town Centre New Stage Area	Prejudicial – Councillor Walker is a member of Woodley Women’s Club, which will hire the new stage area.
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Councillor Walker withdrew from the meeting and was not present for the discussion or the vote on the hire charges for the new stage area.

3. **MINUTES OF THE MEETING HELD ON 18 APRIL 2017**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 18 April 2017 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 20/17.

RESOLVED:

- ◆ To note Report No. SR 20/17.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (March), **Appendix B** (April) and **Appendix B** (May):

	Current account	Imprest account
March 2017	£194,858.68	£43,062.24
April 2017	£95,635.49	£48,427.83
May 2017	£66,906.66	£47,581.09

5. **OAKWOOD CENTRE UPDATE**
The Town Clerk presented Report No. SR 21/17.

RESOLVED

- ◆ To note Report No. SR 21/17.

6. **CATERING PARTNERSHIP**
Members noted the report of the Catering Partnership meeting held on 19 May 2017 and asked the Town Clerk to find out whether Sean Rolfe from Brown Bag had spoken to the Bookings and Venues Manager about raising the profile of catering services offered to theatre hirers, and also whether he had requested a hygiene inspection from Wokingham Borough Council with a view to obtaining a 5 star rating for the Oakwood Centre cafe. The Town Clerk agreed to email this information to all members of the Committee.

RESOLVED:

- ◆ To note Report No. SR 22/17.

7. **PR/MARKETING WORKING GROUP**
The Chairman presented Report No. SR 23/17 of the PR/Marketing Working Group meeting held on 7 June 2017.

The Chairman asked Members for their views on the information that should be provided by the new website and there was a lengthy discussion about whether Council information or news and promotional items should have priority on the first page. Given the views of Members and residents present at the meeting the Chairman suggested that the PR/Marketing Co-ordinator work on a hybrid front page for the website. The Chairman stated that there was a strong viewpoint among Councillors who were members of the PR/Marketing Working Group that they should be more engaged as the website was developed, through regular meetings, which had been scheduled for July and September.

Members considered the recommendation from the PR/Marketing Working Group that JMVA be appointed to progress the design and build of the Woodley Town Council websites and that the cost be funded from the bookings system earmarked reserve.

Members then discussed the current and planned marketing activities, which had been reported to the PR/Marketing Working Group. The working group's suggestion that open days could be held at the Oakwood Centre allow local businesses to see the facilities on offer, including the parkland, was noted and Councillor Dolinski encouraged members of the Committee to be involved in these. Following a suggestion of open days at Woodford Park Leisure Centre the Chairman stated that this could be considered by the Leisure Services Committee.

The use of social media for marketing and news releases was discussed and it was recognised that, with limited resources available, the new website would have to be the immediate priority, but that increased use of social media would follow.

RESOLVED:

- ◆ To note Report No. SR 23/17.
- ◆ To approve the appointment of JMVA to progress the design and build of the Woodley Town Council websites.
- ◆ That the cost of producing the new websites be funded from the bookings system earmarked reserve.

8. **RISK MANAGEMENT WORKING PARTY**

Councillor Mills presented Report No. SR 24/17 of the Risk Management Working Party meeting held on 30 May 2017 and informed Members that there had only been minor changes made to the risk register since the previous year. The main categories remained the same and only one additional risk had been identified.

In response to a question about a timescale for initial work on a disaster recovery plan to protect the Council's IT systems, the Town Clerk stated that she believed that could be achieved over the next six months.

RESOLVED:

- ◆ To note Report No. SR 24/17.
- ◆ That the Risk Register be presented to Council.

9. **WOODLEY TOWN CENTRE NEW STAGE AREA**

The Town Clerk presented Report No. SR 25/17, which listed suggested names for the new stage area that had been received from the Woodley Town Centre Management Initiative and from the Woodley Over 50s groups, and also set out the proposed terms and conditions for the use of the new stage area by fundraising organisations.

Members noted that the chosen name might be changed in the future if a local business wished to sponsor the stage area.

In reply to a question the Town Clerk confirmed that the charge could be reduced for smaller organisations and that the proposed terms and conditions were for the hire of the area for fundraising events; other events would usually be organised by the Town Centre Manager and relevant arrangements agreed.

RESOLVED:

- ◆ To note Report No. SR 25/17.
- ◆ That the stage be named Centre Stage.
- ◆ To approve the terms and conditions for the hire of Centre Stage, including amendments requested by the Committee, attached at **Appendix D**.

10. **ENVIRONMENTAL POLICY**

Before this item was discussed the Chairman asked the Town Clerk to circulate a note to all members of the Strategy and Resources Committee to explain why the heating in the Oakwood Centre was on in the summer and to inform Members how the problem with the heating system was being addressed.

The Town Clerk presented Report No. SR 26/17 and explained that the Council did not currently have an environmental policy document that outlined the principles under which it operated with regard to the environment.

Members considered the proposed environmental policy document, which could be used as a basis upon which more detailed, service specific procedures and objectives could be developed and implemented.

RESOLVED:

- ◆ To note Report No. SR 26/17.
- ◆ To adopt the proposed environmental policy, as attached at **Appendix E**.
- ◆ That periodic reports on environmental matters be provided to the Strategy and Resources Committee.

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

RESOLVED:

- ◆ To note the Report of the Woodley Town Centre Management Initiative meeting held on 26 April 2017.

Under this item Councillor Gilder asked whether there was any reason why the ends of the shopping precinct could not be reinforced in some way to prevent unauthorised access by vehicles as had been seen in recent terror attacks in London. The Chairman asked Mrs Mary Holmes, Chairman of the WTCMI, who was present at the meeting, to present this suggestion at the next WTCMI meeting, as the town centre was managed by the WTCMI. The WTCMI could then formally submit any proposal to the Town Council, for discussion with Wokingham Borough Council.

12. **EXTERNAL FUNDING PROJECT LIST**

Members noted that there had been no changes to the external funding project list since the last meeting.

RESOLVED:

- ◆ To note the external funding project list.

13. **REQUEST FROM THE COMMUNITY YOUTH PARTNERSHIP**

Members considered a request from the Community Youth Partnership for free use of the Oakwood Centre if it was identified as the preferred venue for a one-day conference to raise awareness of the growing need for mental and emotional health and wellbeing support for young people.

At this point in the meeting Councillor Dolinski declared a disclosable prejudicial interest as the Deputy Executive Member for Adult Services, Health, Wellbeing and Housing at Wokingham Borough Council and the matter relating to the proposed one day conference on mental and emotional health and wellbeing was not discussed.

RESOLVED:

- ◆ To agree to the free use of the Oakwood Centre to hold a one-day conference to raise awareness of the growing need for mental and emotional health and wellbeing support for young people and require the Council's logo to be used in promotional material.

14. **REQUEST FROM THE LEISURE SERVICES COMMITTEE**

Members noted the information provided in the agenda regarding an opportunity for matched grant funding from the Premier League and FA Facilities Fund Small Grant Scheme towards a project to refurbish the changing rooms for the 2018/19 season. A funding bid would be strongly linked to forming a relationship with a local home team/club and this would also form part of the project.

Members considered allocating up to £10,000 from reserves for this purpose.

RESOLVED:

- ◆ To allocate up to £10,000 from reserves to an earmarked reserve for the purpose of match funding for a grant to refurbish the football changing rooms at Woodford Park Leisure Centre, subject to a successful grant application.

15. **PROPOSED WOODLEY AND NORTH EARLEY NEIGHBOURHOOD ACTION GROUP/COMMUNITY FORUM**

Members considered a proposal from Mary Bather, of the Whitegates Residents' Association, that a Woodley and North Earley Neighbourhood Action Group/Community Forum be established and that the Town Council support this by appointing representatives and providing a room at the Oakwood Centre, free of charge, for meetings.

RESOLVED:

- ◆ To provide a room, free of charge, for meetings of the proposed Neighbourhood Action Group, subject to the meetings being on a day when a room was available and not required for a paying hirer.
- ◆ That Councillors Baker and Dolinski represent the Town Council at the first meeting of the Woodley and North Earley Neighbourhood Action Group on 21 June, with Councillor Walker as a substitute.

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

Members noted that the April Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £53,579.

17. **BOROUGH/PARISH LIAISON FORUM**

Members noted the minutes of the Borough/Parish Liaison Forum held on 3 April 2017.

18. **FUTURE AGENDA ITEMS**

The following suggestions were made for future agenda items:

- A report on the condition of the public toilets at the Oakwood Centre.
- An update on the plans for the refurbishment/extension of Woodford Park Leisure Centre.

The Chairman requested that the Committee be kept up to date on any significant maintenance matters affecting Council buildings.

19. **PUBLICITY AND WEBSITE**

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

20. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal, commercial and third party financial 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.

21. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**

Members noted the confidential gym membership and financial information provided at the meeting.

In response to a question the Town Clerk agreed to provide a report on the Council's earmarked reserves to the next meeting.

22. **WOODLEY THEATRE AGREEMENT REVIEW**

The Town Clerk presented Report No. SR 27/17.

Councillor Dolinski thanked the Town Clerk for a very well written review of the Council's relationship with Woodley Theatre.

RESOLVED:

- ◆ To note Report No. SR 27/17.
- ◆ To approve the proposed agreement with Woodley Theatre for the period 2016-21, as provided in the agenda.

23. **PUBLIC TOILET – LEASE HEADS OF TERMS**

The Town Clerk presented Report No. SR 28/17 regarding the Heads of Terms of the proposed lease with Wokingham Borough Council.

RESOLVED:

- ◆ To note Report No. SR 28/17.
- ◆ To approve the Heads of Terms of the proposed lease between the Town Council and Wokingham Borough Council for use of land at Crockhamwell Road for a public toilet, as provided in the agenda and direct the Town Clerk to finalise the lease.

24. It was proposed by the Chairman and

RESOLVED:

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

25. **WOODLEY PRE-SCHOOL**

The Town Clerk presented Report No. SR 29/17.

Members discussed the proposed lease term of 30 years and it was further proposed that this be reduced to 20 years with a break clause in the tenth year. The Town Clerk agreed to establish whether this would meet any Department of Education requirements in this matter.

RESOLVED:

- ◆ To note Report No. SR 29/17.
- ◆ To approve the proposed general terms of agreement for the lease of land to Woodley Pre-School as set out in the report, with a proviso that the term of the lease be 20 years, with a break clause in the tenth year, subject to this being sufficient for Department of Education requirements as grant funder.

26. **THAMES VALLEY POLICE – LEASE AGREEMENT**

Members noted that the 5-year lease agreement between the Council and Thames Valley Police (TVP) for the use of the police office at the Oakwood Centre would come to an end on 8 July 2017. Members considered a request from TVP that the existing lease terms roll over beyond this date in order that the LPA Commander, who would be in post from the middle of June 2017, could consider the renewal of the lease.

RESOLVED:

- ◆ To agree that the existing terms of the lease agreement between the Council and Thames Valley Police for the use of the police office at the Oakwood Centre roll over beyond the end date of the agreement, to allow the new LPA Commander to consider the renewal of the lease.
- ◆ To charge quarterly in advance for the use of the police office until the lease is agreed or otherwise.
- ◆ To add a clause into a new lease agreement with Thames Valley Police to permit a roll over, if required, in future.

27. **POTENTIAL YOUTH PROJECT AT LODDON MEAD/AREA UNDER A3290**
The Town Clerk informed Members that Heads of Terms of a lease between the Council and Wokingham Borough Council, relating to the area under the A3290 at Loddon Bridge Road, were still under discussion.
28. **WOODLEY AIRFIELD CENTRE**
The Town Clerk gave a verbal report on matters relating to its agreement with Wokingham Borough Council with regard to Woodley Airfield Centre.

RESOLVED:

- ◆ That the Town Clerk write to Wokingham Borough Council as directed by the Committee.

The meeting closed at 10:10 pm

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
08-Mar-17	Allen's Design & Print Ltd	1707.00	Town centre advertising banners
16-Mar-17	Allen's Design & Print Ltd	1836.00	Town centre advertising banners
08-Mar-17	Anthony Stiff Associates Ltd	3480.00	Video - town centre improvements
10-Mar-17	Arkell - Hurcombe-Bronzeworks	93.60	Bronze plaque
23-Mar-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
23-Mar-17	BCM Group Plc	41.38	Service & maint photocopier WPLC
10-Mar-17	BE Fuelcards Ltd	1.52	Admin charge
17-Mar-17	BE Fuelcards Ltd	28.97	BP unleaded petrol Depot
31-Mar-17	BE Fuelcards Ltd	64.97	Diesel-RY54DBU-34882
23-Mar-17	Bowak Ltd	118.60	Cleaning supplies
23-Mar-17	Brake Bros Foodservice Ltd	418.51	Vending supplies
23-Mar-17	Brown Bag Cafe Ltd	1527.66	Catering services
09-Mar-17	BT Group Plc	158.88	Phone
23-Mar-17	Came & Company IBA	30254.68	Insurance
13-Mar-17	Castle Water	122.78	Water rates
20-Mar-17	CF Corporate Finance	364.32	Qtrly Photocopier charge
23-Mar-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
23-Mar-17	CoolerAid Ltd	137.46	Bottled water
16-Mar-17	Country Garden Buildings Ltd	3108.00	Bowls club fencing
22-Mar-17	Crown Gas & Power	141.79	Gas supply
22-Mar-17	Crown Gas & Power	261.38	Gas supply
22-Mar-17	Crown Gas & Power	788.40	Gas supply
22-Mar-17	Crown Gas & Power	1153.39	Gas supply
10-Mar-17	EDF Energy 1 Ltd	7.67	Electric for clock tower
10-Mar-17	Ellis Whittam Ltd	5760.00	HR - H&S support & insurance
23-Mar-17	Energy Electrical Distributors Ltd	42.54	Electrical supplies
23-Mar-17	Eurodec Ltd	247.90	Decorating supplies
23-Mar-17	Fraser Office Supplies Ltd	187.64	Stationery supplies
10-Mar-17	Fuel Fitness Ltd	150.00	Coaching - Karate camp
01-Mar-17	G Wheadon	300.00	Service & maint lawn mower - Depot
01-Mar-17	Go Cardless Ltd	80.40	Club manager membership
10-Mar-17	Go Cardless Ltd	30.00	EPOS monthly till charge
23-Mar-17	HMRC Cumbernauld	12673.37	PAYE & NI - employers and employees
16-Mar-17	IMAGE BOX	168.00	Oakwood Centre leaflet design
16-Mar-17	John Willis	120.00	Window cleaner
06-Mar-17	Lamps & Tubes Luminations Ltd	5070.04	Town centre Christmas lights
14-Mar-17	Lloyds Bank	133.78	Cardnet monthly service charge
23-Mar-17	Lyreco UK Ltd	71.16	Stationery supplies
16-Mar-17	Mailcoms Ltd	281.53	Annual franking service charge
14-Mar-17	Mainstream Digital	0.28	Phone
23-Mar-17	Margaret Macknelly Design	297.00	Woodley Herald design
15-Mar-17	Merchant Rentals	35.23	Cardnet machine monthly charge
08-Mar-17	MKR Electrical Services Ltd	583.06	Electrical supplies
23-Mar-17	MKR Electrical Services Ltd	228.54	Electrical supplies
10-Mar-17	New Neighbours Ltd	60.00	WTCMI distribution of leaflets
23-Mar-17	New Neighbours Ltd	60.00	WTCMI distribution of leaflets
08-Mar-17	P&H Direct Van Sales Ltd	50.47	Vending supplies
10-Mar-17	P&H Direct Van Sales Ltd	135.49	Vending supplies
16-Mar-17	P&H Direct Van Sales Ltd	252.91	Vending supplies
23-Mar-17	P&H Direct Van Sales Ltd	103.72	Vending supplies
29-Mar-17	Pitney Bowes	250.00	Postage franking top up
10-Mar-17	Plusnet	52.20	Phone
17-Mar-17	Plusnet	38.40	Phone
23-Mar-17	Prudential	30.00	AVC payment deducted from pay

27-Mar-17	Public Works Loan	1528.16	Public Works Loan
30-Mar-17	Public Works Loan	29093.75	Public Works Loan
31-Mar-17	Public Works Loan	44076.93	Public Works Loan
23-Mar-17	R and J Services	804.00	Gym construction/setup & repair wall Chapel Hall
06-Mar-17	Rathbones	2311.21	VAT reclaimed on fees to Rathbones Investment
08-Mar-17	Rialtas Business Solutions Ltd	324.00	Annual WPLC bookings software maintenance
10-Mar-17	Rialtas Business Solutions Ltd	135.60	Annual allotment software maintenance
10-Mar-17	Ridd Wood Partnership Ltd	918.00	WPLC roof advice & remedial work services
16-Mar-17	SGW Payroll Ltd	158.78	Payroll services
23-Mar-17	SGW Payroll Ltd	158.78	Payroll services
30-Mar-17	SGW Payroll Ltd	158.78	Payroll services
15-Mar-17	Siemens Fin Service	1100.80	Gym equipment monthly charge
16-Mar-17	Siemens Financial Services Ltd	720.00	Qtrly Photocopier charge
23-Mar-17	SLCC Enterprises Ltd	222.00	Staff training - Allotments
16-Mar-17	Thames Valley Temperature Control Ltd	19398.00	Gym construction/setup
23-Mar-17	Thames Valley Temperature Control Ltd	355.50	Hot water cylinder repair WPLC
08-Mar-17	Thames Valley Water Services Ltd	156.00	Water sample checks
23-Mar-17	The Berkshire Pension Fund	11218.49	Pension - employers and employees
10-Mar-17	The Reindeer Centre	1680.00	Reindeer & sleigh charge - Extravaganza
16-Mar-17	Tracks 2000 International Ltd	950.00	Purple flex roll matts
23-Mar-17	Trade UK - Screwfix	201.10	Building supplies
23-Mar-17	Traditional Local Cleaning Ltd	1524.60	Contract cleaning
23-Mar-17	Travis Perkins Trading Co	98.13	Building supplies
23-Mar-17	Unison Collection Ac	32.20	Union fees deducted from pay
23-Mar-17	Veolia ES - UK Ltd	776.03	Refuse collection
22-Mar-17	Vodafone Ltd	222.56	Phone
23-Mar-17	Wokingham Borough Council	956.76	Legal services Gym

194858.68

CLERKS IMPREST A/C

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
01-Mar-17	(Personal Information)	50.00	Refund deposit
13-Mar-17	(Personal Information)	45.00	Refund deposit
13-Mar-17	(Personal Information)	150.00	Refund deposit
20-Mar-17	(Personal Information)	180.00	Refund deposit
10-Mar-17	Amazon.co.uk	3.65	Leather case - mini iPad
03-Mar-17	Buyer Direct Ltd	248.00	Explorer Gazebo
17-Mar-17	John Lewis.com	23.45	Targus case for mini iPad
22-Mar-17	Lloyds Bank	41462.02	Net March 2017 payroll
17-Mar-17	Matalan	10.95	Long sleeve shirt
08-Mar-17	McEvoy & Rowley	108.99	Bosch Freestanding Microwave
27-Mar-17	Stageability Berks	600.00	Refund deposit
23-Mar-17	Waitrose	62.59	Wine for Civic Awards
23-Mar-17	Waitrose	142.26	Wine for Civic Awards
23-Mar-17	Waitrose	15.00	Germini bouquet Civic Awards
30-Mar-17	Waitrose	-79.67	Wine returned - Civic Awards
24-Mar-17	Winnersh Garden	40.00	Flower arrangement - Civic awards

43062.24

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
06-Apr-17	B & S Chains (Midlands) Ltd	91.15	Swing replacement for WP playground
21-Apr-17	Be Fuelcards Ltd	24.26	BP unleaded petrol Depot
11-Apr-17	Berkshire Tree Care	504.00	Tree works
21-Apr-17	Bowak Ltd	520.17	Cleaning supplies
28-Apr-17	Bowak Ltd	38.54	Cleaning supplies
11-Apr-17	Brown Bag Cafe Ltd	759.24	Catering services
28-Apr-17	Brown Bag Cafe Ltd	1614.60	Catering services
06-Apr-17	Bullseye Awards & Garments Ltd	83.60	Engraving of Mayors Award shield
06-Apr-17	CCTV Direct Ltd	341.61	Cameras x2 & LED monitor
03-Apr-17	Club Manager Ltd	80.40	Club Manager membership
11-Apr-17	Commercial Washrooms	58.08	Locks for washrooms O/C
21-Apr-17	CoolerAid Ltd	60.00	Bottled water
28-Apr-17	CoolerAid Ltd	109.02	Bottled water
21-Apr-17	Crown Gas & Power	252.52	Gas supply
21-Apr-17	Crown Gas & Power	1030.54	Gas supply
21-Apr-17	Crown Gas & Power	609.06	Gas supply
21-Apr-17	Crown Gas & Power	242.70	Gas supply
06-Apr-17	Dawes Engineering Ltd	588.00	Service to cricket roller
28-Apr-17	DCK Beavers Ltd	437.40	Accountancy services
06-Apr-17	Dejac Associates Ltd	744.00	Computer support & service
28-Apr-17	Drews Ltd	76.33	Building supplies
12-Apr-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
06-Apr-17	Eurodec Ltd	92.66	Building supplies
21-Apr-17	Eventu	95.00	Sound equipment Citizens Award evening
11-Apr-17	Fencing Products Ltd	56.16	Half round stakes - Depot
11-Apr-17	Fiesta	74.40	Glasses for Citizens Award evening
11-Apr-17	Fraser Office Supplies Ltd	183.40	Stationery supplies
21-Apr-17	Fraser Office Supplies Ltd	148.88	Stationery supplies
21-Apr-17	Fuel Fitness Ltd	75.00	Coaching - Karate camp
28-Apr-17	Fuel Fitness Ltd	115.00	Coaching - Karate camp
28-Apr-17	Gymnastics Enterprises Ltd	88.94	Badges/Certificates for WPLC courses
21-Apr-17	H F Newberry	13.20	WTCMI Easter chicks competition
11-Apr-17	Hire Depot Ltd	102.85	Hire of De-Humidifier WPLC
28-Apr-17	HMRC Cumbernauld	14952.65	PAYE & NI - employers and employees
11-Apr-17	IMAGE BOX	84.00	Gym signs
21-Apr-17	IMAGE BOX	198.00	Lake project consultation boards
28-Apr-17	InTouch	35.99	Monthly website charge
28-Apr-17	John Willis	120.00	Window cleaner
28-Apr-17	Just Around The Corner	5986.75	Grant
21-Apr-17	Keep Britian Tidy	376.80	Grant
11-Apr-17	Lamps-Tubes Luminations Ltd	670.80	WTCMI banners/tree light repairs
21-Apr-17	Laundry Depot	194.00	Washing O/C tablecloths
06-Apr-17	Lightatouch	350.00	Internal Audit service
04-Apr-17	Lloyds Bank D/D	30.63	Monthly bank service charge
18-Apr-17	Lloyds Bank D/D	231.19	Monthly cardnet service charge
28-Apr-17	Lyreco UK Ltd	120.11	Stationery supplies
11-Apr-17	M J & K A Collions	380.00	Water softener salt tablets
18-Apr-17	Mainstream Digital Ltd	61.72	Phone
06-Apr-17	Margaret Macknelly Design	108.00	Design & prep of advert - Carnival booklet
18-Apr-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
21-Apr-17	MKR Electrical Services Ltd	666.86	Electrical supplies
21-Apr-17	P&H Direct Van Sales Ltd	433.67	Vending supplies
28-Apr-17	P&H Direct Van Sales Ltd	177.20	Vending supplies

11-Apr-17	Plusnet Plc	52.20	Phone
19-Apr-17	Plusnet Plc	38.40	Phone
06-Apr-17	PPL	31.84	Music licence
21-Apr-17	PPL	361.88	Music licence
28-Apr-17	Prudential	30.00	AVC payment deducted from pay
21-Apr-17	Queensbury Shelters Ltd	4879.20	Supply & install Cantilever bus shelter
21-Apr-17	Qwerty Ltd	614.40	WTC advert in Earley TC guide
28-Apr-17	R and J Services	5280.00	Supply & install steel bollards WPLC
21-Apr-17	Rialtas Business Solutions Ltd	330.00	Annual Bookings software charge
11-Apr-17	Serviceline	326.76	Oven service contract - Café
03-Apr-17	SGW Payroll Ltd	-158.78	Payroll services (refund for incorrect DD)
18-Apr-17	Siemens Finanial Services	1100.80	Gym equipment monthly rental
21-Apr-17	Southern Electric Contracting Ltd	676.57	Electricity supply
21-Apr-17	SSE Southern Electric	533.57	Electricity supply
21-Apr-17	T H White Ltd	357.46	Garden supplies
11-Apr-17	Thames Valley Temperature Control Ltd	480.00	Extra gym works
28-Apr-17	The Berkshire Pension Fund	13189.62	Pension - employers and employees
21-Apr-17	Trade UK - Screwfix	470.55	Building supplies
21-Apr-17	Traditional Local Cleaning Ltd	1885.67	Contract cleaning
21-Apr-17	Travis Perkins Trading Co	173.51	Building supplies
28-Apr-17	Travis Perkins Trading Co	180.00	Building supplies
28-Apr-17	Unison Collection Ac	32.20	Union fees deducted from pay
28-Apr-17	Veolia ES - UK Ltd	1078.02	Refuse collection
18-Apr-17	Vodafone	233.06	Phone
21-Apr-17	WhiteKnights	460.80	WPLC flat tenancy agreement
03-Apr-17	Wokingham BC	40.76	Rates
03-Apr-17	Wokingham BC	151.80	Rates
03-Apr-17	Wokingham BC	341.80	Rates
03-Apr-17	Wokingham BC	837.00	Rates
03-Apr-17	Wokingham BC	2123.00	Rates
11-Apr-17	Wokingham Borough Council	24949.09	Electricity supply 2016/2017
		95635.49	

CLERKS IMPREST A/C

List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
10-Apr-17	(Personal Information)	50.00	Refund deposit
10-Apr-17	(Personal Information)	22.00	Refund deposit
10-Apr-17	(Personal Information)	15.00	Refund deposit
18-Apr-17	(Personal Information)	49.98	Gym refund
24-Apr-17	(Personal Information)	12.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
28-Apr-17	Angel Springs Ltd	24.00	Environmental charge - water boiler WPLC
13-Apr-17	Catering Appliance.com	599.94	SS Upright Freezer
04-Apr-17	Cats Protection	100.00	Refund deposit
30-Apr-17	Gilbert Thompson	527.00	Newsletter delivery
26-Apr-17	Lloyds Bank	46046.13	Net payroll - April 2017
18-Apr-17	Lloyds Bank D/D	8.67	Monthly bank service charge
10-Apr-17	Me2Club	50.00	Refund deposit
19-Apr-17	Microsoft	59.99	WTCMI Office 365 renewal
10-Apr-17	Officefurniture.co.uk	266.40	Fabric Draughtsman Chair
18-Apr-17	Officefurniture.co.uk	319.20	Freestanding partition screens
04-Apr-17	PETTY CASH A/C	127.52	Top up petty cash
		48427.83	

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
05-May-17	Alamo Blinds	1263.60	Blinds - Oakwood Centre
26-May-17	ARC	5200.00	Grant
19-May-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque - Garden of Remembrance
12-May-17	Be Fuelcards Ltd	30.53	BP unleaded petrol Depot
19-May-17	Bowak Ltd	99.32	Cleaning supplies
05-May-17	Brake Bros Foodservice Ltd	316.12	Vending supplies
19-May-17	Brake Bros Foodservice Ltd	228.86	Vending supplies
26-May-17	Brown Bag Cafe Ltd	500.60	Catering services
23-May-17	BT Telephone Payment Centre	136.56	Phone
24-May-17	BT Telephone Payment Centre	88.68	Phone
24-May-17	BT Telephone Payment Centre	98.64	Phone
24-May-17	BT Telephone Payment Centre	1032.34	Phone
24-May-17	BT Telephone Payment Centre	98.64	Phone
24-May-17	BT Telephone Payment Centre	88.68	Phone
08-May-17	Castle Water Ltd D/D	662.93	Water rates
25-May-17	Castle Water Ltd D/D	130.22	Water rates
25-May-17	Castle Water Ltd D/D	345.83	Water rates
05-May-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
19-May-17	Circus Scene	225.00	Woodley Town centre - New stage opening
02-May-17	Club Manager Ltd	80.40	Club Manager membership
26-May-17	CoolerAid Ltd	23.70	Bottled water
22-May-17	Crown Gas & Power	940.03	Gas supply
22-May-17	Crown Gas & Power	296.91	Gas supply
22-May-17	Crown Gas & Power	192.78	Gas supply
22-May-17	Crown Gas & Power	185.20	Gas supply
26-May-17	David Provins	207.31	Grant (Friends of Woodford Park)
19-May-17	DCK Beavers Ltd	527.40	Accountancy services
05-May-17	EDF Energy 1 Ltd	11.83	Electricity supply
19-May-17	EDF Energy 1 Ltd	10.53	Electricity supply
11-May-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
05-May-17	Eurodec Ltd	45.94	Building supplies
19-May-17	Fraser Office Supplies Ltd	39.72	Stationery supplies
26-May-17	Fraser Office Supplies Ltd	125.78	Stationery supplies
19-May-17	HMRC Cumbernauld	12592.55	PAYE & NI - Employers and employees
05-May-17	IMAGE BOX	180.00	Design & artwork - signs
12-May-17	InTouch	179.95	Monthly website charge
26-May-17	InTouch	143.96	Monthly website charge
26-May-17	John Willis	120.00	Window cleaner
26-May-17	Keep Mobile	500.00	Grant
26-May-17	Lend & Play Toy Library	500.00	Grant
19-May-17	Lister Wilder Ltd	466.95	Garden supplies
02-May-17	Lloyds Bank D/D	31.41	Monthly bank service charge
15-May-17	Lloyds Bank D/D	289.50	Monthly cardnet service charge
30-May-17	Lloyds Bank D/D	32.24	Monthly bank service charge
22-May-17	Mailcoms Ltd D/D	83.94	Franking - annual software update
15-May-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
12-May-17	Norman J Mouldsley	50.00	Photo of Mayor
26-May-17	Office Depot International UK Ltd	44.24	Stationery supplies
05-May-17	P&H Direct Van Sales Ltd	157.91	Vending supplies
12-May-17	P&H Direct Van Sales Ltd	171.84	Vending supplies
19-May-17	P&H Direct Van Sales Ltd	41.97	Vending supplies
26-May-17	P&H Direct Van Sales Ltd	175.43	Vending supplies
05-May-17	PHS Group	287.14	Qtly mat charges OC / WPLC
11-May-17	Plusnet Plc	52.20	Phone
17-May-17	Plusnet Plc	38.40	Phone

26-May-17	PRS for Music	458.42	Music Licences - Oakwood Centre
19-May-17	Prudential	30.00	AVC payment deducted from pay
26-May-17	Readibus	8740.00	Grant
19-May-17	Rialtas Business Solutions Ltd	139.20	Annual Planning software maintenance
08-May-17	SGW Payroll Ltd	201.02	Payroll services
12-May-17	SGW Payroll Ltd	163.10	Payroll services
19-May-17	SHL Group Ltd	974.16	Recruitment reports
15-May-17	Siemens Finanical Services	1100.80	Gym equip monthly rental
19-May-17	Smart Signs Group Ltd	54.78	Garden of Remembrance sign
19-May-17	South East Employers	690.00	Annual subscription
12-May-17	Stationery UK Ltd	35.17	Flipchart pads
19-May-17	The Berkshire Pension Fund	12318.14	Pension - employers and employees
19-May-17	Traditional Local Cleaning Ltd	1600.13	Contract cleaning
19-May-17	Unison Collection Ac	32.20	Union fees deducted from pay
26-May-17	Veolia ES - UK Ltd	951.81	Refuse collection
18-May-17	Vodafone	233.06	Phone
02-May-17	Wokingham BC	40.00	Rates
02-May-17	Wokingham BC	154.00	Rates
02-May-17	Wokingham BC	340.00	Rates
02-May-17	Wokingham BC	839.00	Rates
02-May-17	Wokingham BC	2120.00	Rates
26-May-17	Wokingham-Citizens Advice	3159.00	Grant
05-May-17	XL Displays Ltd	496.80	Fabric exhibition stand
26-May-17	XN Media Ltd	240.00	WTCMI full page advert
		66906.66	

CLERKS IMPREST A/C

List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-May-17	(Personal Information)	50.00	Refund deposit
08-May-17	(Personal Information)	50.00	Refund deposit
08-May-17	(Personal Information)	15.00	Refund deposit
09-May-17	Daniel Wakelin	100.00	Grant - May 2017
15-May-17	(Personal Information)	5.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
23-May-17	(Personal Information)	15.00	Refund deposit
23-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	100.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
25-May-17	Adobe System Software	150.92	APCC software
11-May-17	Amersham & Wycombe	50.00	Staff training - exam
09-May-17	Chemogiftbags	250.00	Grant - May 2017
02-May-17	Gumtree.com	11.99	OC room to rent advert
05-May-17	Launchpad	276.00	Mayors Charity payment
18-May-17	LAX Events Ltd	240.00	Woodley Town centre - New stage opening
24-May-17	Lloyds Bank	43078.84	May 2017 net payroll
11-May-17	Lloyds Bank D/D	8.04	Monthly bank service charge
09-May-17	ME2 Club	250.00	Grant - May 2017
26-May-17	PETTY CASH A/C	191.20	top up petty cash
09-May-17	Revitalise	250.00	Grant - May 2017
16-May-17	SLCC Enterprises	356.00	Annual membership subscription

09-May-17	Sport in Mind	250.00	Grant - May 2017
05-May-17	Stage Depot	133.10	Theatre lamps
15-May-17	The Autism Group	100.00	Refund deposit
18-May-17	The Jazz Team	550.00	Woodley Town centre - New stage opening
09-May-17	Wdly Retired People	250.00	Grant - May 2017
09-May-17	Wdly United FC	250.00	Grant - May 2017
09-May-17	Woking Dist Vetern Tree Assoc	50.00	Grant - May 2017

47581.09

TERMS AND CONDITIONS OF THE HIRE OF THE CENTRE STAGE BY ORGANISATIONS AND OTHER GROUPS USING THE STAGE FOR FUNDRAISING PURPOSES

1. In these conditions:

"THE HIRER" means the individual signing the application form to book the new stage area and/or the organisation, association, charity, society or other group on whose behalf it is signed.

"THE COUNCIL" means Woodley Town Council and includes any officer, employee or agent of the Council.

"PERIOD OF HIRE" means the time under the agreement for which the hirer is entitled to use the facility, which will be between 8am and 6pm on the date so booked.

"FEE" means the payment for the hire of the Centre Stage, currently £30 for each date booked. (Income from fees will be used to cover insurance, administrative and maintenance costs.)

2. Application and payment

All applications for hire must be made on the official booking form, which will form part of the contract between the Council and the hirer.

The hirer must complete and sign the booking form and pay the fee at least 14 days before the booking is to take place.

The responsible officer may use her discretion to agree a discount to the fee charged.

The hirer must be over 18 years of age.

3. Cancellations

By the Council:

The Council reserves the right to withdraw permission to use the facility. The Council will repay the booking fee on cancelling the booking. The Council shall not be under any liability for any expense incurred or loss sustained by the hirer as a result of the cancellation.

By the hirer:

In the case of a cancellation of a booking 14 days, or earlier, before the date of the booking the full fee, minus an administrative charge of 10% of the fee, will be refunded. Where notice of cancellation is received less than 14 days before the booking the full fee will remain due except that the responsible officer may at her discretion waive all or part of the fee for that cancelled booking.

4. Refusal of booking

The Council through the responsible officer reserves the right to refuse any application for the hiring of the facility without being required to give any reason for such refusal.

Applications will not be accepted from political organisations or commercial organisations wishing to display products or services with a view to gaining custom.

5. Conduct and control

The hirer undertakes with the Council:

a) To ensure compliance by all those using the facility with all reasonable requirements for the use of the facility.

b) Not to use the facility or any part thereof for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance to the Council, or to tenants or occupiers of the centre or any owner or occupier of any property in the vicinity.

c) Not to attach any notices, coat hangers or any other items to the decorative panel at the rear of the stage area, not to use any sticky tape or blutac type substances on the panel or of any of the stage structure.

d) To repay the Council the costs of making good all damage suffered to the facility during the period of hire (except fair wear and tear and damage caused by any risk of the Council's insurance and damage by the Council).

e) No collections, games of chance, sweep stakes or lotteries or any betting of any kind may be conducted at the facility.

f) At the end of the booking to remove all the hirer's goods and waste and leave the facility clean and tidy, in particular not to leave behind any unsold items or clothing and on no circumstances dispose of such items outside any of the charity shops in the town centre.

g) Any damage discovered by the hirer or made to the stage structure during a booking must be reported to the Council.

6. Assignment

The right to use the facility under the agreement shall not be sublet, assigned or otherwise transferred by the hirer.

7. Liability

The Council is not responsible and will not accept liability for any loss, damage, injury or death, however or whoever caused this, whether to either property or person, a person or persons using the facility, except where such loss, damage, injury or death is caused by the Council's negligence or any defect in the premises.

8. Indemnity

Hirers will be required to state on the booking form whether they have public liability insurance cover. In the case where a hirer does not have public liability cover the Council will advise the hirer whether this is required and any other conditions that must be adhered to.

9. Objectionable articles

No person shall bring onto the facility any article of an inflammable or explosive character, including fireworks or any article producing an offensive smell or oil, electrical or gas or other apparatus or bring, place or erect any furniture, structure or place or fix any additional or decorative lighting in any part of the premises without the previous consent of the Council's responsible officer.

10. Variations to the agreement

The Council reserves the right to vary the conditions of the agreement at any time on seven days notice. Any variation shall be deemed to be incorporated in these conditions.

11. Violations of the agreement

The Council reserves the right to terminate any booking of the facility if it appears to the Council's responsible officer that any of the conditions of hire have been or are being violated or if for any other reason it appears to be in the public interest to do so. In these cases the Council shall be entitled to retain the booking fee paid by the hirer.

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

Tel 0118 9690356
Email admin@woodley.gov.uk



ENVIRONMENTAL POLICY

Policy Statement

Woodley Town Council recognises its environmental responsibilities in its many roles including;

- Consumer of goods and services
- Employer
- Service provider
- Landowner and manager
- Custodian of community assets
- Public body

The environmental objectives of the Council are:

- a) To conserve energy and other resources
- b) To reduce the amount of waste generated by the Council
- c) To increase the amount of Council waste that is recycled
- d) To provide information to the public on environmental issues and promote environmental initiatives
- e) To work with partners e.g. Wokingham Borough Council in delivering environmental improvements and initiatives
- f) To encourage environmental best practice amongst contractors, employees and the community

Examples of how these objectives will be met:

- Operating within all appropriate legislation and regulatory requirements
- Considering environmental impacts and sustainability in procurement and operational decisions
- Developing and maintaining links with partner organisations e.g. Wokingham Borough Council
- Regularly reviewing energy and water consumption, waste generation and use of pesticides and seeking alternatives to limit environmental impact
- Using only licensed waste contractors for waste disposal
- Reusing and recycling materials on site wherever possible and practical to do so
- Minimising the potential for release of pollutants into the environment through review of the risk register / risk assessments and working practices
- Using drought resistant planting alternatives where appropriate
- Encouraging reuse of rain water at the allotment site
- Considering and prioritising biodiversity and ecosystem health in park projects operations
- **Detailed environmental objectives will be developed for specific areas of operation in line with the principles of this policy.**

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 20 June 2017 at 7:45 pm**

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

Also present: *Councillors K. Baker; D. Stares
5 members of the public*

Officer present: *L. Matthews, Committee Officer*

19. **APOLOGIES**

Apologies for absence were received from Councillor P. Wicks.

20. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

21. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 23 MAY 2017**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 23 May 2017 be approved and signed by the Chairman as a true and accurate record.

22. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

23. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. (**Appendix B**)

24. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 171487
Location: 16 Butts Hill Road, Woodley, RG5 4NH.
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 8m, for which the maximum height would be 3.3m and the height of the eaves 2.7m.

25. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

Woodland 3 of TPO 3/1951: 14 Highgate Road, Woodley, RG5 3QR.
Consent for the removal of two damaged limbs to a Scots pine.

Woodland 3 of TPO 3/1951: 4 Sycamore Close, Woodley, RG5 3RY.
Consent for the selective pruning of three weeping willows.

26. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 25 May 2017.

27. **STREET NAMING AND NUMBERING**

Members noted that the following street names had been chosen by Wokingham Borough Council for use in Phase 5 and part of Phase 6 of the Sandford Farm development:

- Forest Road
- Elm Drive
- The Beeches

28. **CENTRAL & EASTERN BERKSHIRE AUTHORITIES – JOINT MINERALS AND WASTE PLAN: REGULATION 18 ISSUES AND OPTIONS CONSULTATION**

Members considered the information received from Hampshire County Council, on behalf of the Central and Eastern Berkshire Authorities, regarding the Central & Eastern Berkshire Authorities Joint Minerals and Waste Plan: Regulation 18 Issues and Options consultation.

RESOLVED:

- ◆ To make a “no comment” response to the consultation.

29. **REVIEW OF CITIZENS ADVICE SERVICE 2016/17 FOR WOODLEY**

Members noted the Review of the Citizens Advice Service 2016/17 for Woodley and commented that the information contained in the review was very interesting and useful, and showed how valuable the Citizens Advice service was in Woodley

RESOLVED:

- ◆ To receive the Review of the Citizens Advice Service 2016/17 for Woodley.

30. **WOODLEY SHOPS PARKING PETITION**

Members noted the reply sent to a Woodley resident by Wokingham Borough Council in response to a petition about car park charges in Woodley Town Centre.

31. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Community Council for Berkshire Newsletter – May 2017*

32. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

33. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

34. **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.

35. **ENFORCEMENT ISSUES**

The Chairman informed the meeting that no enforcement notifications had been received since the last meeting.

The meeting closed at 9:05 pm

Chairman

Woodley Town Council

Page 1

Date :- 21/06/2017

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;				
171232	12/06/2017	Janeske Delport	Mr Shane Stevens	66 Crockhamwell Road Crockhamwell Road Woodley RG5 3LD
Proposal : Householder application for the conversion of garage to habitable accommodation plus alteration to fenestration to front elevation. (Retrospective)				
Observations : The Committee had no objections to the proposal but asked that, if permission is granted, a condition be imposed to prevent this property being turned into two separate dwellings in the future.				
171243	19/05/2017	Graham Vaughan	Antler Homes	The Courtyard Offices Sandford Farm Woodley RG5 4TE
Proposal : Application to vary condition 41 of planning consent O/2012/1863 (erection of 27 residential dwellings with associated access, parking, landscaping and open space following demolition of existing buildings (Access and Layout to be considered)) to allow changes to the implementation date of vehicular access to the Country Park.				
Observations : No objections.				
171310	23/05/2017	Dariusz Kusyk	Mr Martin Cooper	7-8 Ashwood Ashwood Woodley RG5 3RX
Proposal : Householder application for the proposed erection of a single storey rear extension and part garage conversion of existing garage at No.7 Ashwood and erection of a single storey front extension across 7 & 8 Ashwood.				
Observations : No objections.				
171357	23/05/2017	Ade Balogun	Ms M Kelly	38 Malone Road Malone Road Woodley RG5 3NJ
Proposal : Householder application for proposed two storey front and side extensions and single storey rear extension to dwelling.				
Observations : No objections.				
171362	13/06/2017	Omar Sharif	Mrs Hegarty	10 Mulberry Close Mulberry Close Woodley RG5 3LR
Proposal : Householder application for proposed erection of single storey side extension to dwelling.				
Observations : No objections.				

Date :- 21/06/2017

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>
171372	19/05/2017	Rosie Rogers	Mr and Mrs Murray	3 Hawker Way Hawker Way Woodley RG5 4PF
Proposal : Householder application for the proposed erection of a part two storey and part single storey rear extension to dwelling.				
Observations : No objections.				
171397	23/05/2017	Rosie Rogers	Unknown	15 Fitzroy Crescent Fitzroy Crescent Woodley RG5 4EU
Proposal : Householder application for proposed erection of first floor side extension and single storey front porch extension to dwelling.				
Observations : No objections.				
171434	01/06/2017	Rasha Khoja	Mr Michael Gibbins	72 Drovers Way Drovers Way Woodley RG5 3PN
Proposal : Householder application for the proposed erection of a single storey rear extension to the existing dwelling.				
Observations : No objections.				
171489	12/06/2017	Christine Phillips	Unknown	64 Pitts Lane Pitts lane Earley RG6 1BU
Proposal : ADJOINING PARISH CONSULTATION				
Householder application for proposed erection of single storey rear extension following demolition of existing conservatory and erection of 3No. roof dormers.				
Observations : No comment.				
171536	12/06/2017	Omar Sharif	Mr & Mrs Wood	9 Renault Road Renault Road Woodley RG5 4EY
Proposal : Householder application for proposed erection of single storey side extension following demolition of existing single storey rear extension and garage.				
Observations : No objections.				
171552	12/06/2017	Rosie Rogers	Mr Kevin Ringrose	75 Haddon Drive Haddon Drive Woodley RG5 4LY
Proposal : Householder application for proposed erection of single storey front extension.				
Observations : No objections.				

Date :- 21/06/2017

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>
171588	14/06/2017	Dariusz Kusyk	Mr 7 Mrs Shafi	5 Corbett Gardens Corbett Gardens Woodley RG5 4JY
Proposal : Householder application for proposed erection of part single, part two storey rear/side extension to dwelling.				
Observations : No objections.				
171634	13/06/2017	Rasha Khoja	Mrs A Ishtiaq Chechi	16 Butts Hill Road Butts Hill Road Woodley RG5 4NH
Proposal : Householder application for the proposed two storey side, first floor rear and single storey front extension to form porch.				
Observations : One resident was present at the meeting to voice concerns about this application and one letter of concern had been received.				
The Committee considered the application and had no objections to the proposal, but asked that the concerns of the neighbour to the south, regarding loss of light to their north facing kitchen, be taken into consideration. The Committee requested that the planning officer visit the neighbouring property at No.18 to determine whether the proposed two storey extension to No.16 will adversely affect the light to the kitchen.				

Date :- 21/06/2017

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>
-----------------------	------------------	---------------------	-----------------------	-----------------

Concerns on the following applications;**171375**

02/06/2017	Dariusz Kusyk	Mr Ben Newman	8 Armstrong Way Armstrong Way Woodley RG5 4NW
------------	---------------	---------------	--

Proposal : Full application for proposed erection of part two storey, part single storey side extension to create one 2 bedroom terraced dwelling.

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

The Committee considered the application and were concerned that the proposed new dwelling would have a very small garden and asked that this be checked to ensure that it met the minimum requirements.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 15 June 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 163388	Approved	19 Fawcett Crescent
E 170714	Approved	301a-303 Headley Road East
E 170747	Approved	Greyholme
E 170867	Approved	160 Crockhamwell Road
E 170882	Approved	26 Blanchard Close
E 170937	Approved	21 Malvern Close
E 170940	Approved	41 Manners Road
E 170952	Approved	19 Colemans Moor Lane
E 170988	Approved	8 Herald Way
E 171005	Approved	39 Reading Road
E 171022	Approved	7 Shackleton Way
E 171026	Approved	205 Hurricane Way
E 171061	Approved	Bull and Chequers
E 171062	Approved	Bull and Chequers
E 171081	Approved	35 Malone Road
E 171108	Approved	26 Cartmel Drive
E 171119	Approved	146 Butts Hill Road
E 171138	Approved	213 Loddon Bridge Road
E 171139	Approved	8 Rivermead Road
E 171155	Approved	14 Kittiwake Close
E 171208	Approved	33 Lunds Farm Road

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 15 June 2017

' C ' Contrary to Borough

Page No : 2

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 171214	Approved	12 Scott Close
E 171285	Approved	49 Highgate Road

REFUSED PLANNING PERMISSIONS

C 170364	Refused	Land know as 7 - 10 The Parade
District COMMENT		Local COMMENT Three letters of concern had been received for this application.

After reading the letters the Committee considered the application and had no objection to the proposal. However, in view of the history of this site, the Committee stressed the need to ensure compliance with the permitted working hours during construction and to ensure that the necessary building inspections are carried out.

C 171096	Refused	33 Campbell Road
District COMMENT		Local COMMENT No objections.

OTHER PLANNING DETAILS

171267	Withdrawn	Bull and Chequers
171268	Withdrawn	Bull and Chequers

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Woodley Town Council**BUDGET SUMMARY 2016/17**

	<u>2015/16</u>	<u>2016/17</u>	<u>2016/17</u>	<u>2016/17</u>	
	Actual	Budget	Revised Budget Estimates	Actual	
REVENUE EXPENDITURE					
Strategy & Resources	749363	779669	762079	761900	
Leisure Services	480686	529666	529780	525097	
Planning	31000	30481	30481	30481	
	1261049	1339816	1322340	1317478	
INCOME					
Strategy & Resources	239610	217653	202407	215572	
Leisure Services	311182	351716	377060	395339	
Planning	0	0	0	0	
	550792	569369	579467	610911	
NET REVENUE EXPENDITURE					
	710257	770447	742873	706567	
CAPITAL & PROJECT EXPENDITURE					
Strategy & Resources	Capital Programme	45000	45000	57906	57906
	Capital & Projects	184940	184940	184940	184940
Leisure Services	Capital & Projects	75015	75700	81575	81573
Planning	Capital & Projects	0	0	0	0
		304955	305640	324421	324419
TOTAL NET EXPENDITURE					
	1015212	1076087	1067294	1030986	
Financed as follows					
Precept Support Grant (from WBC)	43220	34576	34576	34576	
Precept	1010532	1039607	1039607	1039607	
Precept and grant funding	1053752	1074183	1074183	1074183	
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	-38540	1904	-6889	-43206	
TOTAL NET FUNDING	1053752	1074183			
TAX BASE					
	9564.9	9840.1	9840.1	9840.1	
£ Band D pa	105.65	105.65	105.65	105.65	
RESERVES - General Reserves					
Reserves at 1st April	384897	423442	423442	423442	
2016/17 - 106 Grant rec'd £41,800 (3G), 50K grant pd- regen town centre, Net:			-8200	-8200	
2016/17 - release of earmarked reserve £570			570	570	
General reserve at 31st March	423442	421538	422701	459018	

STRATEGY AND RESOURCES COMMITTEE - YEAR END 2016/17

STRATEGY AND RESOURCES COMMITTEE - YEAR END 2016/17					
Expenditure		Actual	Estimate	Revised Est	Actual
		2015/16	2016/17	2016/17	2016/17
Code	Description				
	Central Costs	219061	225045	220773	212571
	Democratic Costs	46092	47748	47240	46922
	Corporate Management	255112	280653	275561	275284
	Capital Projects	45000	45000	57906	57906
	Grants -Section 137	3925	4000	3850	3850
	Inn on the Park	6685	0	0	0
	Oakwood Centre	143659	150888	147300	147023
	Maintenance HQ	5907	6716	6616	6359
	Woodley Town Centre Man Init	68922	64619	60739	69891
	Capital and Projects	184940	184940	184940	184940
Total		979303	1009609	1004925	1004746
Income		Actual	Estimate	Revised Est	Actual
		2015/16	2016/17	2016/17	2016/17
Code	Description				
	Central Costs	6584	6525	6868	7206
	Democratic Costs	0	0	0	0
	Corporate Management	7826	10088	7843	8501
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Inn on the Park	23823	0	0	0
	Oakwood Centre	145087	149054	142490	145504
	Maintenance HQ	0	0	0	0
	Woodley Town Centre Man Init	56290	51986	45206	54361
	Capital and Projects	0	0	0	0
Total		239610	217653	202407	215572
Net		739693	791956	802518	789174

LEISURE SERVICES COMMITTEE - YEAR END 2016/17					
Expenditure		Actual	Estimate	Revised Est	Actual
		2015/16	2016/17	2016/17	2016/17
Code	Description				
	Woodford Park Leisure Centre	271136	280667	290555	288867
	3G Pitch	0	18500	14188	13866
	Grounds Maintenance-Depot	26021	23628	25954	27593
	Football	16423	16951	15472	13371
	Cricket	8448	8491	8501	7938
	Bowling Green	10384	10562	10535	10229
	Woodford Park	26042	27093	25792	23950
	Memorial Ground	7313	7522	7211	6983
	Garden of Remembrance	5155	5244	5462	5462
	Play Areas /Open Spaces	11397	12616	10813	10464
	Coronation Hall	29958	30309	32427	34128
	Chapel Hall	17769	19464	19303	19674
	Allotments	15975	16805	16040	15096
	Amenities	7599	10438	9373	9421
	Events	3811	6692	11836	11837
	Public toilet	0	7864	0	0
	Youth services	23255	26820	26318	26218
	Capital and Projects	75015	75700	81575	81573
Total		555701	605366	611355	606670
Income		Actual	Estimate	Revised Est	Actual
		2015/16	2016/17	2016/17	2016/17
Code	Description				
	Woodford Park Leisure Centre	213008	215961	238997	250870
	3G Pitch	0	40500	39422	46049
	Grounds Maintenance-Depot	1215	1237	1000	955
	Football	9496	10500	6500	6024
	Cricket	3214	3375	3478	3778
	Bowling Green	6770	6848	6935	6935
	Woodford Park	6558	3000	4358	4358
	Memorial Ground	109	111	272	272
	Garden of Remembrance	900	800	1083	1190
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	30441	28000	31000	30301
	Chapel Hall	30836	30090	33500	34264
	Allotments	8635	10566	10515	10337
	Amenities	0	0	0	0
	Events	0	0	0	6
	Public toilet	0	728	0	0
	Youth services	0	0	0	0
	Capital and Projects	0	0	0	0
Total		311182	351716	377060	395339
Net		244519	253650	234295	211331

PLANNING COMMITTEE YEAR END 2016/17					
Expenditure		Actual	Estimate	Revised Est	Actual
		2015/16	2016/17	2016/17	2016/17
Code	Description				
	Grants	31000	30481	30481	30481
Total		31000	30481	30481	30481
Income		Actual	Estimate	Revised Est	Actual
		2015/16	2016/17	2016/17	2016/17
Code	Description				
Total		0	0	0	0
Net		31000	30481	30481	30481

CAPITAL PROGRAMME 2017/18

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 2017/18 capital programme.

Background

Each year the Council approves a programme of capital projects to be funded from the Capital Programme fund. The 2017/18 proposed budget includes an allocation of £45,000 to the Capital Programme. 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 current expenditure of projects in the 2016/17 Capital Programme are shown in **Appendix A**.

The Capital Programme fund is showing a balance of £48,412 taking into account all expenditure in 2016/17 as at 31 March 2017. An allocation of £45,000 for the 2017/18 fund gives a total project fund of £93,412.

Proposed items for inclusion in the 2017/18 capital programme and an explanation for their inclusion are provided in **Appendix B**.

Proposed project items for the 2017/18 programme (excluding Woodford Park Leisure Centre roofing works) total an estimated £90,900 leaving an estimated carry forward into 2018/19 of £2,512.

Woodford Park Leisure Centre roof

The roof at the centre requires urgent repairs to replace failed timber joists and also to replace the remaining areas of old flat roofing. The cost of this work is estimated at £30,000. It is proposed that the works be funded from the Buildings and Facilities fund* which has a balance of £60,000 - subject to approval of the £10,000 allocation to the fund included in the proposed allocations in **Appendix B**.

** The Buildings and Facilities fund replaces the previous separate sinking funds for Woodford Park Leisure Centre car park and roof works, with the balances combined into a general fund.*

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members approve the 2017/18 Capital Programme as set out in Appendix B.**
- ◆ **That Members approve funding for the roofing works at Woodford Park Leisure Centre from the buildings and facilities fund.**

Capital Programme 2016/17

APPENDIX A

CAPITAL PROJECTS	Allocation	Expenditure	Status	Comment	Works Required
Signs	1,000	883		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1,000	1,752		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300	0		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200	28		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	5,000	4,400		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds refurbishment		190			Balance of costs paid in 2016/17
Bowling Green fencing	4,500	2,590	Carry Forward	Deposit paid. £5200 - revised quote	Tree root damage to paths green/irrigation system. Removal of trees to be funded from tree works budget. Replace with steel weldmesh fencing to match east boundary installed last year.
Banquet chairs - Oakwood Centre	4,500	0	Remove from programme	To be funded from repairs & renewals budget	Replace x150 banquet chairs - existing ones are 12 years old and worn/damaged
Heating system - Oakwood Centre	6,000	0	Carry Forward		New primary pumps required to heating system, install automatic air vents
Scaffold tower	2,000	1,917	Completed		
Lighting columns	25,000	3,657	Carry Forward		Replacement of columns and lantern under Wokingham Borough contract awaiting completion and invoicing. Estimated total cost including that already spent £11,000
Leaf collector	1,200	1,500	Completed		Walk behind collector for car park, tennis court and 3G perimeter areas.
WPLC Ladies toilets refurb	3,000	0	Carry Forward		Refurbishment - toilets, sinks, flooring, lighting, décor
WPLC alarm system	3,300		Completed	Included in Gym project	extend system to other areas of the building
Bowling Green gulley matting	1,000	0	Carry Forward		To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gulley around green.
Green Flag Award	5,000	314	Carry Forward		Funds in support of Green Flag Award application for Woodford Park. F/C 27/9/16
Bus Shelter - Beechwood Avenue	5,000	4,066	Completed		Replace old damaged shelter with new S&R 22/11/16
Playground Equipment - fund allocation	5,000	5,000	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Replacement roof WPLC - fund allocation	10,000	10,000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Sub total	83,000	36,298			

FUNDED BY	
Carry forward balance from 2015/16	39,710
2016/17 budget allocation	45,000
Total funds available 2016/17	84,710
Capital Programme Balance	48,412

SINKING FUNDS	Total in fund	Project Cost (Estimated)
Woodford Park car park resurfacing	30,000	Project completed
Replacement roof - WPLC	20,000	35000
Playground equipment	7,662	New Play Equipment

Draft Capital Programme 2017/18

APPENDIX B

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
Heating system works - Oakwood Centre	6,000			New primary pumps required to heating system, install automatic air vents
Toilets refurbishment - Oakwood Centre	5,000			Replace cubicles & panels, redecorate, tiling, hand dryers
Bowling Green fencing	5,200			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			Refurbishment - toilets, sinks, flooring, lighting, décor
WPLC - Extend CCTV	2,000			Extend CCTV coverage to include new car park areas
Sports Hall Floor - sanding & remarking	8,200			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 gulley matting	1,000			To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gulley around green.
Green Flag Award	5,000			Funds in support of Green Flag Award application for Woodford Park. F/C 27/9/16
Ride-on front rotary mower	18,000			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	10,000			Enable on site chipping to reduce manual handling/contractor/waste costs and enable more frequent tree/foilage works.
Chapel Hall - replace guttering	5,000			Replace old damaged guttering which is beyond repair in several places.
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	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Sub total	90,900			

FUNDED BY	
Carry forward balance from 2015/16	48,412
2016/17 budget allocation	45,000
Total funds available 2016/17	93,412
Capital Programme Balance	2,512

SINKING FUNDS	Expenditure	Total in Fund
Buildings & Facilities fund	30,000	60,000
Playground equipment fund		12,662
WPLC roof work est £30,000. Replace failed roof joists and re-cover flat roofing.		

REPORTS FROM OUTSIDE BODIES

Campaign for Cleaner and Greener Environment - Thursday 15th June

The meeting began with an update from Anna Fowler from Re3.

She was highlighting the amount of money that could be saved if every family threw away even a small amount less of food each week.

They are promoting their Love Food Hate Waste campaign and are willing to attend meetings of various groups such as councils, women's groups, scouts, schools etc. to promote the campaign. Give-aways included!!

Mike Pullen from ISS, the grounds maintenance contract team, then gave an update on the grass cutting contract. They are a week and a half behind on grass cutting but hope to be back on track by next week. The hot, dry weather helps as it slows down the growth. There are over 2million sq.ft of grass in the borough that needs to be cut regularly.

Wokingham Veteran Tree Association gave an insight into their work and the importance of saving our veteran native species. It was pointed out that trees often try to grow in hedgerows – specifically Oak – and these need to be preserved. A number of saplings were rescued and replanted by schoolchildren at Cantley Park, Wokingham.

The Borough Litter Pick in April had the highest turnout ever with approx. 1000 people taking part. More than 10tons of rubbish was collected. Next year's dates are 24th and 25th March.

We then had a presentation from the Waste and Recycling team. This was mainly about the borough's push to encourage recycling in blocks of flats and the work that has been done to cut down on waste in these areas. In some areas (Magnolia Court in Woodley being one that was highlighted) the management company for the complex was against introducing recycling facilities!!!!!!

The incidence of fly tipping was raised – Peter Baveystock said that there was no noticeable increase of fly tipping since the introduction of charges at the dumps, in fact, over the last few months it has decreased.

Cllr Mary Walker

Town Mayor's Engagements – 10 May 2017 to 27 June 2017

May	17	CommuniTrees Project exhibition at the Oakwood Centre
	18	Berkshire & Surrey Armed Forces Briefing at the Royal Military Academy, Sandhurst
	20	Official opening of the refurbished north end of Woodley Town Centre
	22	Woodley Sports Week – Dance Festival
	22	Woodley Sports Week – Presentation to the winners of the Kwik Cricket tournament
June	5	Just Around the Corner Charity public meeting at Rehoboth
	8	Reception hosted by the High Sheriff of Berkshire
	10	Woodley Carnival
	10	Unveiling of car presented to First Responders by Woodley Lions Club
	20	Visit to Me2 Club fundraising stall at Centre Stage

Deputy Town Mayor's Engagements

May	11	Wokingham, Bracknell & Districts Mencap AGM
	17	Woodley Volunteer Centre AGM
	22	Woodley Sports Week – Dance Festival
	24	Woodley Sports Week – Presentation to winners of the swimming gala
	26	Woodley Sports Week – Aquasplash and Goals soccer
June	3	Visit to Aisha Mosque & Islamic Centre

Council meeting 28 June 2016

Agenda item 7

Financial Statements and Annual Return 2015/16 Appendix:

Financial Statements 2015/16	pages 1 – 12
Annual Return 2015/16	pages 13 – 18
Annual Return Section 1	
• Governance information	pages 19 - 20
• Internal Auditor's Annual Report And Risk Assessment 2015/16	pages 21 - 32
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Woodley Town Council
Financial statements for the year ended 31 March 2017

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Councillors

The following were serving Members of the Town Council as at 27 June 2017:

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

Councillor Jenny Cheng was appointed Town Mayor and Councillor Sam Rahmouni was appointed Deputy Town Mayor on 9 May 2017.

Town Clerk and Responsible Financial Officer

Deborah Mander

External auditors

Mazars LLP
Aykley Heads
Durham
DH1 5TS

Contacting the Council

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Woodley Town Council

Financial statements for the year ended 31 March 2017

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 27 June 2017.

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 2017 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 and use £1,904 from general reserve funds to do so. At the end of the 2016/17 financial year the Council has been able to make a contribution of £43,206 to the general reserve, which now stands at £459,018. This increase in the general fund was achieved by prudent management of expenditure and an increase in income from activities where two new income streams (the 3G pitch and fitness gym) have been added to the Council's income generation activities. This level of reserves is regarded as a reasonable level of general reserve, 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 2016/17) and therefore subject to external economic factors.

Woodley Town Council
Financial statements for the year ended 31 March 2017

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

	<i>Net</i> <i>2017</i> £	<i>Net</i> <i>2016</i> £	<i>Savings (-)/</i> <i>extra costs</i> £	<i>Explanation/information</i>
Woodford Park LC	32,328	61,900	-29,572	Additional income from new fitness gym and courses.
3G Pitch project capital	240,811	-227,346	468,157	Loan received in 2015/16. Project undertaken February – June 2016.
3G Pitch	-44,184	0	-44,184	Pitch completed and opened June 2016.
Fitness gym capital	0	-	0	Fitness gym construction carried out in year funded by loan of £110,000 from Public Works Loan Board.
Outdoor sports and recreation	75,299	71,532	3,767	No exceptional variances
Play areas	10,463	18,735	-8272	Higher cost in 2016 due to refurbishment works at Woodford Park play area – none undertaken in 2017.
Oakwood Centre	1,519	4,073	-2,554	Income higher and costs lower than budgeted for.
Coronation and Chapel Halls	-10,761	-13,551	2790	Additional income offset by higher than anticipated licensing costs.
Inn on the Park	0	-17,139	17,139	Inn on the Park closed 30/10/15.
Allotments	4,286	7,041	-2,755	Increase in income.
Partnership projects	39,154	35,959	3,195	Increase in expenditure over previous year.
Grants under 137 LGA 1972	3,850	3,925	-75	
Other grants	30,481	31,000	-519	Small changes in grant levels.
Public amenities	9,421	7,599	1,822	Higher street lighting repairs costs.
Public events	11,830	3,811	8,019	Woodley Carnival grant plus funding for medals to school children marking the Queen's 90 th birthday in 2017.
Capital expenditure and receipts	29,496	37,827	-8,331	Lower capital expenditure, net of external funding.
Loan interest and repayments	186,513	179,956	6,557	Interest and repayments on new loans for 3G pitch project and fitness gym.
Loan sinking fund investments	74,870	97,541	-22,671	Net investment higher, less income from disposals.
Administration and office costs	219,840	227,436	-7,596	Staff and training costs lower than budgeted for.
Democratic process	40,922	62,227	-21,305	Additional costs for full Council election in 2015.
Council wide central costs	266,782	247,284	19,498	Increase in employers pension and NI contributions, additional insurance cover costs for new facilities in 2016/17.
<i>Net cost</i>	<u>1,222,920</u>	<u>839,801</u>	<u>383,110</u>	

Woodley Town Council

Financial statements for the year ended 31 March 2017

The Council holds earmarked reserves which include a special projects reserve which is used to fund start up project costs and a new building and facilities reserve to be used to update and repair our buildings. It also has separate reserves for specific projects, for example, a reserve for our play areas, the World War 1 information boards reserve and the Woodford Park lake reserve. 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. There is also a fund for a bookings system for all the Council's facilities. Other funds are held to fund expenses for which grant funding or other income for a specific purpose has been received, eg youth projects, community badminton.

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 £34,576.

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:

In June 2016 work on the 3rd Generation pitch project at Woodford Park was completed and the pitch opened to the public and our partner football clubs. The project included the refurbishment of a tennis/netball court, the resurfacing of the drive and main car park at Woodford Park Leisure Centre and an additional 50+ parking spaces at the Centre. The Council invested £255,000 in the project, which it raised through a loan from the Public Works Loan Board, and received grant funding of £277,200 from the Premier League and Football Association Facilities Fund.

Following the closure of the Inn on the Park pub (at Woodford Park Leisure Centre) in October 2015 the Council took the decision to establish and run a fitness gym at the centre. Tenders for the works required were sought and the Council agreed to invest in the project through raising a loan of £110,000 from the Public Works Loans Board to cover the building and set up costs. The new gym opened on 1 January 2017 and has proved successful, with member numbers considerably higher than anticipated at this point in our business plan.

The Council has also embarked on a project to improve and enhance the lake at Woodford Park. Members approved an allocation of £9,820 from the special projects reserve to commission designs for the works, with the aim of improving the health and biodiversity of the area and to make the lake a more interesting place to spend time. Project plans have been drawn up and used as a basis for consultation with park users. The Council is now refining the designs in more details and looking at funding opportunities.

This year the Council joined with Wokingham Borough Council and Woodley Town Centre Management Initiative on a project to improve the northern end of the town centre by removing the old pagoda, opening the area out and installing new street furniture and a covered stage area. The Council made a contribution of £50,000 towards the works.

Woodley Town Council
Financial statements for the year ended 31 March 2017

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. We hope that the new, accessible public toilet will be in situ in the Autumn.

We are also working 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 activity or sport of moving from one place to another as quickly and efficiently as possible by jumping, climbing or running. A lease of the land, which belongs to Wokingham Borough Council, is under discussion.

The Council is increasing its public relations and marketing activities and has appointed a part time PR/Marketing Manager to develop this work. Plans are underway for new signage at all the Council's facilities and buildings, for a new, more accessible, website and to publicise the Council's activities and events more widely through social media as well as more traditional formats.

Our work with the Friends of Woodford Park continues to reap benefits for everyone who visits the park. In the last year the volunteers have created beautifully planted beds to commemorate the Queen's 90th birthday, tamed the Rotary Garden at the back of the Oakwood Centre and helped us tackle the very real problem of dog fouling in the park. We have also welcomed a voluntary Park Warden who is talking to park users on site and helping to keep the park clean and tidy.

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, Responsible Financial Officer
27 June 2017

Woodley Town Council
Financial statements for the year ended 31 March 2017

Income and Expenditure Account for the year ended 31 March 2017

	Note	Year ended 31 March 2017			2016
		Expense £	Income £	Net £	Net £
Leisure activities					
Woodford Park Leisure Centre		285,461	253,133	32,328	61,900
3G Artificial Pitch capital		482,815	242,004	240,811	-227,346
3G Pitch		1,866	46,050	-44,184	0
Fitness gym capital		110,000	110,000	0	0
Outdoor sports and recreation		98,812	23,513	75,299	71,523
Play areas		10,463	0	10,463	18,735
Community halls					
Oakwood Centre		147,024	145,505	1,519	4,073
Coronation & Chapel Halls		53,804	64,565	-10,761	-13,551
Inn on the Park		0	0	0	-17,139
Allotments		15,094	10,808	4,286	7,041
Community support					
Partnership projects		93,515	54,361	39,154	35,959
Grants under S137 LGA 1972	5	3,850	0	3,850	3,925
Other grants	5	30,481	0	30,481	31,000
Public amenities		9,421	0	9,421	7,599
Public events		11,836	6	11,830	3,811
Capital expenditure and receipts	6	71,296	41,800	29,496	37,827
Loan interest and repayments	2	186,513	0	186,513	179,956
Loan sinking fund investments		102,667	27,797	74,870	97,541
Administration & democratic costs					
Administration and office costs		223,880	4,040	219,840	227,438
Democratic process		40,922	0	40,922	62,227
Council-wide central costs		275,284	8,502	266,782	247,284
Net cost of Council services		2,255,004	1,032,084	1,222,920	839,801
Precept on Wokingham Borough Council				1,039,607	1,010,532
Precept support grant				34,576	43,220
Interest and investment income				27,220	29,879
Net income/expenditure (-) for the year				-121,517	243,829
Movements on earmarked reserves					
Transfers from reserves	14	817,833			
Transfers to reserves	14	-660,741		157,092	-205,284
Increase in general fund for the year				35,575	38,545
Balance brought forward				423,443	384,899
General fund balance carried forward				459,018	423,443

Woodley Town Council
Financial statements for the year ended 31 March 2017

Balance Sheet as at 31 March 2017

	<u>Note</u>	<u>31 March 2017</u>		<u>31 March 2016</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Current assets					
Stocks			465		470
Debtors and prepayments					
Amounts due for Council services		10,209		10,529	
VAT recoverable		15,669		13,504	
Revenue grants receivable		2,336		37,533	
Accrued income		22,649		18,938	
Prepaid expenses		<u>38,274</u>		<u>43,387</u>	
			89,137		123,891
Bank and cash balances					
Term deposits		500,000		872,942	
Deposit accounts		34,600		21,002	
Current accounts		290,852		9,152	
Petty cash and cash floats		<u>373</u>		<u>354</u>	
			<u>825,825</u>		<u>903,450</u>
			915,427		1,027,811
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		57,565		14,884	
Other creditors		731		20,742	
VAT provision (partial exemption)		11,000		11,000	
Loan interest accrued		0		0	
Other accruals		58,313		86,079	
Grants received in advance		18,819		18,819	
Income received in advance		<u>37,879</u>		<u>23,651</u>	
			184,307		175,175
Net assets			<u>731,120</u>		<u>852,636</u>
Reserves and balances					
Earmarked reserves					
Capital projects	14		98,412		79,709
Asset replacement	14		23,306		19,200
Other earmarked reserves	14		<u>150,384</u>		<u>330,284</u>
			272,102		429,193
General fund as shown on the Income & Expenditure Account (page 6)			<u>459,018</u>		<u>423,443</u>
			<u>731,120</u>		<u>852,636</u>

These financial statements show a true and fair view of the Council's financial position as at 31 March 2017, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 27 June 2017.

.....
Councillor Jenny Cheng
Town Mayor

.....
Deborah Mander
Responsible Financial Officer

Woodley Town Council

Financial statements for the year ended 31 March 2017

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 2017

	<u>2017</u>	<u>2016</u>
	<u>£</u>	<u>£</u>
2. Interest and loan repayments		
Interest payable	135,110	134,521
Loan repayments	51,403	45,435
	<u>186,513</u>	<u>179,956</u>

3. Employee costs and numbers		
Salaries and wages	620,186	619,963
Employer National Insurance contributions	49,776	37,887
Employer pension contributions (see below)	100,604	97,991
	<u>770,566</u>	<u>755,841</u>

Employer pension contributions were paid at 18.7% of employees' pensionable earnings in the year (2016: 18.2%) as determined in the actuarial valuation as at 31 March 2014.

The average monthly no. of employees during the year was:	<u>Number</u>	<u>Number</u>
Full time	21	22
Part time	30	25
	<u>51</u>	<u>47</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	18,136	18,000
Counselling and advisory services	11,345	12,000
Cultural services	1,000	1,000
	<u>30,481</u>	<u>31,000</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 £155,590 based on an electorate of 20,969 in the 2016/17 register of electors.

6. Tangible fixed assets		
The net increase in tangible fixed assets was as follows:		
Play and sports equipment	0	8,588
Other equipment	15,326	12,043
3G pitch/car park/tennis project	482,815	62,849
Fitness gym	110,000	0
	<u>608,141</u>	<u>83,480</u>
Less amount deleted for assets replaced	-4,068	-75,086
Net increase in tangible fixed assets	<u>604,073</u>	<u>8,394</u>

The amount of £71,296 shown in the Income and Expenditure Account comprises additions to the Tangible Fixed Assets amounting to £15,326 plus other items within the capital budget that did not create new assets and the contribution of £50,000 towards the town centre refurbishment.

Woodley Town Council
Financial statements for the year ended 31 March 2017

	<u>2017</u>	<u>2016</u>
	<u>£</u>	<u>£</u>
The Council received external funding towards capital expenditure:		
Specific grants received	41,800	42,695
7. Long-term investments		
Expenditure on long-term investments during the year was	102,667	207,731
Proceeds from sale of investments was	-27,797	-110,190
Net expenditure on investments	<u>74,870</u>	<u>97,541</u>
Investments held by the Council:		
Purchases in the year	102,667	207,731
Original cost of disposals in the year	-23,553	-102,378
Net increase during the year	79,114	105,353
Cost of investments as at 1 April	941,414	836,061
Cost of investments as at 31 March	<u>1,020,528</u>	<u>941,414</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>1,299,678</u>	<u>1,098,929</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	<u>183,887</u>	<u>183,887</u>
	5,655,398	5,655,398
Vehicles and equipment	469,157	465,956
Light vans (3) and tractors (2) with ancillary equipment		
Grounds maintenance equipment		
Furniture and equipment - Oakwood Centre, halls, offices		
Infrastructure assets	945,791	350,386
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	414,008
Woodford Park		
Children's play areas around Woodley (No 4.)		
Total tangible fixed assets	<u>7,489,821</u>	<u>6,885,748</u>
Investments (see Note 7 above)	1,020,528	941,414
Long-term debtor (see below)	85,000	85,000
Total	<u>8,595,349</u>	<u>7,912,162</u>

Woodley Town Council Financial statements for the year ended 31 March 2017

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.

2017	2016
<u>£</u>	<u>£</u>

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. A loan of £110,000 was taken out in 2016/17 to fund the Council's fitness gym project costs. The amounts repayable at year end are as follows:

Within one year of the balance sheet date	49,572	46,227
Between one and two years	52,250	39,122
Between two and five years	149,045	119,787
Between five and ten years	2,263,606	218,534
More than ten years	150,896	2,183,103
	<u>2,665,370</u>	<u>2,606,773</u>

10. Capital commitments

The Council had no capital commitments at 31 March 2017 not otherwise provided in these financial statements (2016: 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. (2016: 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 2017 were £6,982 (2016: £7,313), to which the Charity contributed its income of £272 (2016: £109).

13. Related party transactions

The Council awards grants to support a number of voluntary or charitable bodies, but it does not attempt to influence through 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 2017

14. Earmarked reserves

	<u>At 1 April</u> <u>2016</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>2017</u>
	£	£	£	£
Capital receipts	-			
Capital projects	39,709	45,000	-36,297	48,412
Capital project - WPLC	30,000	20,000	-50,000	0
Capital project – WPLC roof	10,000	10,000	-20,000	0
Building and facilities fund	0	50,000	0	50,000
Repairs & Renewals fund	19,201	4,105	0	23,306
Other earmarked reserves				
Oakwood Centre marketing reserve	2,291	0	0	2,291
Performance appraisal reserve	1,500	0	-1,500	0
First Aid training reserve	1,100	0	0	1,100
Queen’s 90 th birthday medals	0	5,783	-5,783	0
Special projects fund	24,119	0	-9,820	14,299
Woodford Park Lake project reserve	0	9,820	-3,285	6,535
Oakwood Centre sinking fund	15,271	104,055	-95,177	24,149
Play area reserve	2,662	5,000	0	7,662
Healthy Habits	503	0	0	503
Bookings software reserve	30,000	0	0	30,000
3G Pitch carpet replacement reserve	0	12,000	0	12,000
Youth projects	687	0	0	687
JAC Loddon Mead project reserve	0	3,000	0	3,000
WPLC 3G pitch reserve	227,904	255,231	-483,135	0
Staff regrading reserve	0	7,405	0	7,405
WPLC Community sports grants	4,220	4,123	-1,860	6,483
Council elections reserve	1,729	6,000		7,729
Allotment toilets	845	235	0	1,080
Capital receipts reserve	4,232	8,750	0	12,983
WPLC development reserve	5,000	0	0	5,000
WW1 Info boards reserve	3,921	0	0	3,921
Allotments security	220	235	0	455
Swim teacher development	570	0	-570	0
Town centre clock/pagoda repairs	3,509	0	-406	3,103
Fitness gym reserve	0	110,000	-110,000	0
	330,284	531,636	-711,536	150,384
Total earmarked reserves:	429,194	660,741	-817,833	272,102

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

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

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

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

Send the annual return, together with the bank reconciliation as at 31 March 2017, 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** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

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

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

WOODLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

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

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

WOODLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	608,807	852,636	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	1,010,532	1,039,607	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,032,520	1,093,880	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	-755,841	-770,567	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	-179,956	-186,511	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	-863,426	-1,297,925	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	852,636	731,120	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	903,450	825,825	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	7,912,162	8,595,349	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	2,606,773	2,665,370	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 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

WOODLEY TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

WOODLEY TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller 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 of 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 smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

— N/A —

Name of person who carried out the internal audit

PRINT NAME P. REYNOLDS. F. MAAT.

Signature of person who carried out the internal audit

SIGNATURE *P. Reynolds*

Date

DD/MM 19/6/17.

*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, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

**Annual Governance Statement 2016/17
– Section 1 of the Annual Return**

Item 7 b) 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 2016/17 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 2016/17 year is provided to Members at this meeting of Council (27/6/17).</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 smaller authority to conduct its business or on 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 16 June 2017 on noticeboards and on the website with the period when the books and associated documents are available for public inspection running from 29 June to 9 August 2017.</p>
5. We carried out an assessment of the risks facing this smaller 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 18 April 2017 and approved by the Council on 9/5/17. 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. The Internal Auditor's report of the work carried out over separate visits is provided in the Internal Auditor's Annual Report.
7. We took appropriate action on all matters raised in reports from internal and external audit.	As a result of the 2015/16 internal audit visits and reports the only recommendation has been carried out: <ul style="list-style-type: none"> • The 3 bank accounts with Bank of Ireland were closed.
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 smaller 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 responsibility in relation to the accountability 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 2015/16 this was submitted on 4/8/16.</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 2016/17 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
15 June 2017



Tim Light – trading as LIGHTATOUCH INTERNAL AUDIT SERVICES
7 Hodder Close, Chandlers Ford, Hants, SO53 4QD. Tel: (023) 8026 3791 Email: Tim.Light1@hotmail.co.uk

22 June, 2017

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 2016/17

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 2014/2015 by appointing Lightatouch Internal Audit Services to undertake the work from 1 April 2014.

We visited on five 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 3 to ensure that compliance is maintained.

This final visit also checked the end of year procedures and the information recorded in Section 2 of the Annual Return was accurate and the completion of the Section 4 to confirm that the controls systems are adequate.

During the course of the internal audit visits during 2016/17 a separate financial risk assessment has been carried out and this is reported separately to the Town Clerk in June 2017.

An Internal Audit testing strategy is set out in the current, NALC Accountability and Governance manual. 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, vouchers, documents, minutes, pervious 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 24 January 2017 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 the 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 2016 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 in during the period.
- All direct debits, standing orders, and sweep transactions were checked and accounted for the period 1 April 2016 to 31 March 2017.
- All banks paying in slips were banked and agreed to bank statements for the period 1 April 2016 to 31 March 2017.
- Bank reconciliations for all bank accounts had been carried out between 1 April 2016 to 31 March 2017, 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 2017.
- A series of tests to agree the reimbursements from Cash Book 2 Clerks Imprest Account to Cash Book 4 Petty Cash between, 1 April 2016 to 31 March 2017.
- A series of payment vouchers were checked and agreed, and Cash Book 4 was cross cast up to 31 March 2017.

Income and Expenditure

- All un-presented cheques and un-banked income information at as 31 March 2017 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 2017 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 2017 – 31 March 2017.
- The VAT summary totals shown in Cashbook 1, 2 and 4 from April 2016 to March 2017 agree to the entries detailed on the VAT claims.

Cardnet

- All transactions shown on the Cardnet statements for the period 1 April 2016- 31 March 2017 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 2016 to 31 March 2017 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 on the Purchases Day Book and then subsequently on the VAT claim for the period 1 April 2016 to 31 March 2017.

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 2016 to 31 March 2017.

Town Council Minutes

- We checked the details of Town Council minutes from April 2016 to March 2017 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 2015/16

- 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 between 2015/16 and 2016/17 shown on the Annual Return in Section 2 as required by the External Auditor which is over 15%.
- We are satisfied that the information provided confirms the accuracy of the details to be shown in Section 2 of the Annual Return and therefore have signed Section 4 of the Annual Return.
- All of the internal control statements shown in Section 4 of the Annual Return have been completed to show our opinion that there are adequate internal control systems for the Town Council.

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 2016 to March 2017 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 2016/17
prepared by the Internal Auditor, Town Clerk/RFO and Finance Officer on 23 January 2017 and 19 June 2017.

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 2017. 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?	<p>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.</p> <p>We are pleased to report that the Finance Officer now signs and date 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 should sign and date these Reconciliations on at least a monthly basis to confirm they are accurate as part of the governance and monitoring role.</p>
2a	Standing Orders and Financial Regulations	
2.1	Has the Council formally adopted Standing orders and Financial regulations, & dates approved?	<p>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.</p> <p>Financial Regulations were reviewed by the Town Clerk and adopted by the Town Council in April 2015.</p> <p>Audit Note: It is understood from the Town Clerk that a further review of these documents will be carried out in 2018/2019.</p>
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. 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 £1000 and is under £3000, the Town Clerk will strive to obtain value for money

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		<p>quotations. A £25k level is applied following consultation with the Leader and Town Mayor 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/Deputy Town Clerk) and matched with invoices/delivery notes before being collected twice a week by the Finance Officer/ 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</p>

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		<p>Officer. Reimbursement is made on a quarterly basis and paid direct in to the Current Account.</p> <p>The last VAT claim reimbursement was submitted on the £16,169.11 and for the period covering the period January – March 2017 and paid into Lloyds Bank Business Account 37301260.</p>
2.6	Is S.137 expenditure separately recorded & in limit?	<p>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 2015/16 that payments were in approved limits.</p> <p>There are 29,969 electors in the Woodley Town Council area.</p> <p>Section 137 amount allowed per elector for 2016-17 is £7.42.</p>
3	Risk Management Arrangements	
3.1	Does a scan of the minutes identify any unusual financial activity, projects, events etc.?	<p>All projects and events are risk assessed and minuted accordingly by 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 2016/17 was adopted by the Full Council at its meeting on 9 May 2017.</p>
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/BMX/skateparks regularity of checks & documentation?	<p>The Risk Management Working Party oversees the risk management process and will report to the Strategy and Resources Committee once a year.</p> <p>A full Play areas and the Skatepark check is carried out by ROSPA. Two members of the Maintenance team are due to undertake training for the qualification.</p>
3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? FG cover level correct?	<p>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.</p>
3.4	Are internal financial controls documented and reviewed regularly?	<p>This initial risk assessment for financial systems' internal controls was prepared for 2016/17 and will be updated annually in future.</p>

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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 2017/18 the notification was sent February 2017.
4.2	Is actual expenditure against the budget regularly reported to the Council & minuted?	Budget to actual comparisons are reviewed at 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 Town 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

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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 2016/17 of £103,960.70 was received in April 2016 and a second Precept payment of £415,842.80 was received in May 2016 and paid direct into Lloyds Bank Business Account 37301260. The second half year Precept payment of £519,803.50 was received in September 2016. The Tax Support Grant of £34,576.14 was received on 8 August 2016.
5.3	Are security controls over cash adequate and effective?	Very infrequent cash is received at the Oakwood Centre. 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 £170 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 £170 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

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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 three 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.
7	Assets Controls	
7.1	Does Council keep an asset register of all assets owned	The Council's Maintenance and Grounds Maintenance teams maintain excel

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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 check 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. <i>Recommendation: We recommend that the Town Clerk should sign and date the Asset Register to confirm its appropriateness.</i>
7.2	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 2017
7.3	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	
8.1	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.
8.2	Are Bank reconciliations conducted on receipt of statements & with what frequency?	The current and imprest bank accounts are reconciled weekly, the deposit and Bank of Ireland accounts monthly. Rathbones send quarterly statements.
8.3	Are there any unexplained balancing entries in any reconciliation?	No, all entries were recorded correctly in the cash books.
9	Year-end Procedures	
9.1	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.
9.2	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 2016/17 balances

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		confirm that entries made in the cash book are accurate and agree to all bank accounts held by the Town Council.
9.3	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.
9.4	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 31/3/17) and £272,018 for all earmarked reserves at the end of 2016/17.

Signed _____ Tim Light FMAAT _____

Date ___19/06/2017_____

Internal Auditor

Signed _____ RFO Date _____
RFO

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Action Plan for Recommendations			
No.	Recommendations	Actioned by	Date
7.1	We recommend that the Town Clerk should sign and date the Asset Register to confirm its appropriateness.		

Signed ___Tim Light FMAAT_____ Internal Auditor Date ___19/06/2017_____

Signed _____RFO Date _____

Explanation of significant variances in the accounting statements - Section 2

WOODLEY TOWN COUNCIL

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

Section 1	2016 £	2017 £	Variance (+/-) £	Detailed explanation of variance (please include monetary values (to nearest £10))	£
Box 2 <i>Precept</i>	1,010,532	1,039,607	+29,075		
Box 3 <i>Other income</i>	1,032,520	1,093,880	+61,360	PWLB loan for 3G pitch project in 2016 PWLB loan for fitness gym construction 2017 More grant funding for 3G pitch in 2016 Facilities revenue variances: 3G pitch opened, new income source More income at Woodford Park LC (gym, flat) Less income from grass pitches Grant for artificial cricket wicket 2015 Inn on the Park concession ceased 30/10/15 S106 grant for 3G pitch Precept support grant lower Investment sale proceeds lower Small amounts of other income (aggregated)	-255,000 110,000 206,810 46,049 37,984 -4,749 -7,500 -23,823 41,800 -8,644 -82,393 826 Total 61,360
Box 4 <i>Staff costs</i>	-755,841	-770,567	+14,726	Employer superannuation higher Employer NI rates higher Staff cost variances: Administration & Corporate lower Oakwood Centre higher Community halls higher Maintenance staff vacancy Smaller variances (net)	3,278 12,316 -7,958 7,984 4,784 -3,274 -2,404 Total 14,726
Box 5 <i>Loan interest/ capital</i>	-179,956	-186,511	+6,556	2017 includes interest and capital payments on the new loan re Woodford Park Leisure Centre fitness gym (see box 3 above).	6,556
Box 6 <i>Other payments</i>	-863,426	-1,297,925	+434,499	Capital expenditure in 2017: Cost of completing 3G pitch project Cost of setting up fitness gym at WPLC Contribution to town centre refurbishment Rest of capital programme Capital expenditure in 2016: WPLC boiler & hot water tank replaced Play area refurbishment 3G pitch projects costs Other projects Inn on the Park closed 30/10/15 Investment purchases lower Queen's birthday celebrations Other variances: Higher VAT partial exemption cost Cost of elections May 2015 Smaller amounts (aggregated)	482,415 110,000 50,000 21,296 -23,044 -7,498 -62,849 -24,624 -6,684 -104,705 5,783 5,447 -16,135 5,097 Total 434,499

