



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks, RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 28 June 2016 at 8:00pm.

Deborah Mander
Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF COUNCIL MEETING HELD ON 10 MAY 2016** Page 4
To approve the Minutes of the Annual Meeting held 10 May 2016 and that they be signed by the Chairman.

4. **COMMITTEE REPORTS**
To receive reports from the following:
- | | | | |
|-----|----------------------------------|--------------|---------|
| 4.1 | Planning Committee | 17 May 2016 | Page 15 |
| 4.2 | Leisure Services Committee | 31 May 2016 | Page 25 |
| 4.3 | Planning Committee | 7 June 2016 | Page 31 |
| 4.4 | Strategy and Resources Committee | 14 June 2016 | Page 41 |
5. **COMMITTEE MEMBERSHIP**
To note that Councillor Soane has resigned from the Planning Committee following his appointment to the Borough Council Planning Committee and to consider appointing a replacement.
6. **2015/16 YEAR END** Page 51
To note the 2015/16 year end outturn figures, in summary and by committee. (**Appendix 6**)
7. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2015/16**
- a) To approve the Financial statements for 2015/16 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 2015/16 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 2015/16, 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 2015/16 Appendix.**
8. **LEADER'S STATEMENT**
To receive a statement from the Deputy Leader of the Council.
9. **CAPITAL PROGRAMME** Page 55
To consider **Report No. FC 3/16**.
10. **WOKINGHAM BOROUGH COUNCIL - 21 CENTURY PROGRAMME** Page 58
To consider the letter from the Leader and Chief Executive of Wokingham Borough Council. (**Appendix 10**)

11. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) To consider appointing Town Council representatives to the following vacancies on outside organisations and bodies:

| | |
|--|----------------------|
| Berkshire Association of Local Councils (BALC) | 1 vacancy |
| Wokingham District Association of Local Councils (WDALC) | 2 vacancies |
| Campaign Against Waste | 2 vacancies |
| Citizens Advice Bureau | 1 vacancy |
| Mid and West Berks Local Access Forum | 1 vacancy |
| Museum of Berkshire Aviation Trust | 1 vacancy |
| Readibus | 1 vacancy |
| Road/Street Works Major Projects Meetings | Vacancy for 1 deputy |
| The Bulmershe School Governor | 1 vacancy |
| Wokingham Borough/Parish Working Group | Vacancy for 1 deputy |
| Woodley Airfield Centre Management Committee | 1 vacancy |

b) **Highwood Conference**

To consider a proposal to support the amendment of the Highwood Conference's constitution to allow nominating bodies to appoint non councillor representatives. At present the constitution does not allow the Council to appoint representatives to the Conference who are not serving Members. At the Annual Meeting on 10 May 2016 the Council appointed Mary Holmes, who will be able to represent the Council if this constitutional change is agreed by the partner bodies.

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

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- d) To note that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2015 has been received.

12. **TOWN MAYOR'S ENGAGEMENTS**

- a) To note the list of engagements attended by Councillor Jenny Cheng since her election as Town Mayor. **(Appendix 12)**

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- b) To receive a report from Councillor Anne Chadwick on her engagements as Deputy Town Mayor. **(Appendix 12)**

13. **MAYOR'S CHARITY 2015/16**

To note that a letter of thanks has been received from DrugFAM for the money collected during Councillor Mills' term of office as Mayor.

14. **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 10 May 2016 at 8 pm**

Present: Councillors D. Mills (Chairman); K. Baker; T. Barker; S. Brindley;
J. Cheng; C. Dixon; R. Dolinski; M. Forrer; D. Fradley; B. Franklin;
K. Gilder; J. MacNaught; S. Rahmouni; W. Soane; D. Stares; 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
Elizabeth Burton-Phillips, DrugFAM
1 member 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:

1st Woodley Boys Brigade, Berkshire Multiple Sclerosis Therapy Centre, Emmanuel Church, Woodley United Football Club and Adrian Wakelin. Representatives from HomeStart Wokingham District, Kick Twist Cheerleading and Woodley Adopt a Street Project were unable to attend.

The Town Mayor then presented a cheque to Elizabeth Burton-Phillips from DrugFAM, which had been the Mayor's charity during his 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.

Before opening the meeting the outgoing Town Mayor, Councillor Mills, asked for a minute's silence in memory of Mr Tony Mattingley, a former Town Mayor and member of the Council for 8 years from 2003 to 2011.

1. ELECTION OF TOWN MAYOR

The outgoing Mayor, Councillor Mills, addressed the Council and said that he had very much enjoyed his year as Town Mayor. He had attended a wide variety of events during the year, but he would particularly remember the prestigious occasions, such as the presentation of British Empire Medals and the Opening of the Court, and the school performances, which had all been fantastic and the result of tremendous amounts of work by the students and their teachers.

The outgoing Mayor then called for nominations for the office of Town Mayor for 2016/17.

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

RESOLVED:

- ◆ To elect Councillor Cheng to the office of Town Mayor of Woodley for the 2016/17 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 a pleasure and an honour to be presented with the chain of office by Councillor Mills. She looked forward to meeting many new people through the year and would carry out her duties to the best of her ability. She then presented Councillor Mills with a Past Mayor's Badge.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Chadwick, Etherington, Green, Horskins, Lay, Smith and Trick.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

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

RESOLVED:

- ◆ To elect Councillor Chadwick to the office of Deputy Mayor for the 2016/17 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 Mills, seconded by Councillor Dolinski and

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2016/17 municipal year.

8.2 It was proposed by Councillor Mills, seconded by Councillor Stares and

RESOLVED:

- ◆ To elect Councillor Dolinski as Deputy Leader of the Council for the 2016/17 municipal year.

9. **STANDING COMMITTEES**

9.1 **Strategy and Resources Committee**

RESOLVED:

- ◆ To approve the powers and duties of the Strategy and Resources Committee.
- ◆ To note the revised budget for the Strategy and Resources Committee, and the Budget Summary, following the committee review.
- ◆ That there be 9 places on the Strategy and Resources Committee for the 2016/17 municipal year.
- ◆ To appoint Councillors Baker, Brindley, Chadwick, Cheng, Dolinski, Mills, Smith, Stares and Walker to the Strategy and Resources Committee for the 2016/17 municipal year.

9.2 **Leisure Services Committee**

RESOLVED:

- ◆ To approve the powers and duties of the Leisure Services Committee.
- ◆ To note the revised budget for the Leisure Services Committee following the committee review.
- ◆ That there be 9 places on the Leisure Services Committee for the 2016/17 municipal year.
- ◆ To appoint Councillors Barker, Franklin, Gilder, Green, Lay, Rahmouni, Soane, Stares and Willson to the Leisure Services Committee for the 2016/17 municipal year.

9.3 **Planning Committee**

RESOLVED:

- ◆ To approve the powers and duties of the Planning Committee.
- ◆ To note the budget for the Planning Committee following the committee review.
- ◆ That there be 13 places on the Planning Committee for the 2016/17 municipal year.
- ◆ To appoint Councillors Barker, Brindley, Cheng, Dolinski, Forrer, Franklin, MacNaught, Mills, Rahmouni, Soane, Walker, Wicks and Willson to the Plans Committee for the 2016/17 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 Mills, seconded by Councillor Dolinski and

RESOLVED:

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

b) **Vice Chairman:**

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

RESOLVED:

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

b) **Vice Chairman:**

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

RESOLVED:

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

10.3 **Planning Committee**

a) **Chairman:**

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

RESOLVED:

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

11. **APOINTMENT 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 2016/17 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 2016/17 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.
- ◆ That there be 5 places on the Catering Partnership for the 2016/17 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 2016/17 municipal year.
- ◆ To appoint Councillors Baker, Franklin and Smith to the Standing Orders and Financial Regulations Working Party for the municipal year.

e) **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 2016/17 municipal year.
- ◆ To appoint Councillors Cheng, Dolinski, Rahmouni and Soane to the Personnel Sub Committee for the municipal year.

f) **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 2016/17 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.

11.2 **Leisure Services Committee**

At this point in the meeting Councillor Gilder declared a prejudicial interest in this item as her daughter, Trina Farrance was to be proposed as a voluntary sector representative to the Community Youth Partnership.

Councillor Gilder left the room for the discussion and the votes regarding the Community Youth Partnership.

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 2016/17 municipal year.
- ◆ 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).

11.3 **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 2016/17 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 – 3 places

Councillor Walker

Citizens Advice Bureau – 1 place

No representative

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 – 2 places

Councillor Soane

Poor's Land Charity

Councillor Cheng and Mrs S. Flower were appointed to serve until 2020.

It was noted that the Council's other representatives on this body are Councillor Mills and Mr L. Day, serving until 2018.

ReadiBus – 1 place

No representative

Robert Palmer Almshouse Charity – 1 place

Councillor Rahmouni (to serve until 2020)

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

Councillor Walker with Councillor Cheng as a deputy.

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

Councillor Dolinski

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

Woodley Airfield Centre Management Committee – 2 places

Councillor Soane

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

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 9 FEBRUARY 2016**
The Town Mayor presented the minutes of the Council Meeting held on 9 February 2016.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 9 February 2016 and that they be signed by the Mayor as a correct record.

15. **COMMITTEE REPORTS**

15.1 **Minutes of the Plans Committee: 16 February 2016**

Councillor Barker presented the Plans Committee minutes of the meeting of 16 February 2016.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 16 February 2016.

15.2 **Minutes of the Plans Committee: 15 March 2016**

Councillor Barker presented the Plans Committee minutes of the meeting of 15 March 2016.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 15 March 2016.

15.3 **Minutes of the Leisure Services Committee: 5 April 2016**

Councillor Barker presented the Leisure Services Committee minutes of the meeting of 5 April 2016.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 5 April 2016.

15.4 **Minutes of the Community Services Committee: 12 April 2016**

Councillor Cheng presented the Community Services Committee minutes of the meeting of 12 April 2016.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee held on 12 April 2016.

As these were the last minutes of the Community Services Committee, following the committee structure review, Councillor Baker thanked all Members who had served on this committee over many years for the sterling work they had carried out.

15.5 **Minutes of the Plans Committee: 19 April 2016**

Councillor Barker presented the Plans Committee minutes of the meeting of 19 April 2016.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 19 April 2016.

15.6 **Minutes of the Strategy and Resources Committee: 26 April 2016**

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 26 April 2016.

RESOLVED:

- ◆ To adopt the Risk Management Strategy 2016/17.
- ◆ To receive the minutes of the Strategy and Resources Committee held on 26 April 2016.

16. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"It was a year ago when this council first got together with nearly half of its councillors experiencing the brave new world of politics. I think they have learnt a lot over this first year and some are even enjoying it.

Over the last year we have frozen the council tax, almost finished the 3G pitch, started (at last) the Town Centre north end regeneration, started the planning for refurbishment of the lake and planning for the old pub area in Woodford Park Leisure Centre.

On Sunday we saw the return of the Woodley 10K road race start up again which was hugely successful and will return. The lead runner completed the course in 34 minutes and in that heat. What an amazing feat (apologies for the pun!). We have seen commemorative coins for the Queen's 90th birthday, to be given to the school children of Woodley.

AND we have finally seen the toilets project start, albeit in the slow lane unlike that runner.

We have seen staff changes and re-organisations. We have merged one of the so called "spending" committees to free up valuable time for us all. We have seen the planning committee finally join the 21st Century by using technology. I want to personally thank Cllr Barker on "nursing" this change through.

We have also stepped in and sponsored the fireworks for the carnival bringing the Town Council right into the heart of this fantastic event, which is where we deserve to be.

It is true to say Deborah and her team are kept busy with our requests and I would like to take this opportunity, on behalf of all councillors, to thank them for all their efforts.

I have enjoyed working with you all this last year and look forward to continue that in the coming year."

17. **WOODFORD PARK LEISURE CENTRE REFURBISHMENT - FUNDING**

The Town Clerk presented Report No. FC 2/16.

RESOLVED:

- ◆ To note Report No. FC 2/16.
- ◆ To make an application for borrowing approval for a sum of £110,000 to fund building works to the former bar area at Woodford Park Leisure Centre to make this into a useable space at the centre and, subject to receiving this, make an application for an annuity loan from the Public Works Loan Board, at a fixed interest rate, payable over a period of 10 years.

18. **COUNCIL SEAL**

RESOLVED:

- ◆ To approve the use of the Council's seal on the contractual agreement between the Town Council and Brown Bag for the catering provision at the Oakwood Centre.

19. **SCHEDULE OF MEETINGS 2016/17**

RESOLVED:

- ◆ To note the amended schedule of council and committee meetings for the municipal year 2016/17, following the review of the committee structure and its endorsement by the Plans Committee, attached at **Appendix A**.

20. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written reports:

- ARC report from Mrs S Flower
- Robert Palmer Almshouse Charity report from Councillor Rahmouni

21. **TOWN MAYOR'S ENGAGEMENTS**

- a) Councillor Mills informed the Council of the 10 events he had attended as Town Mayor since the last meeting. He said that he would never forget the pleasure on the faces of the students at Addington School as they took part in the school production of Oliver! and it had been a great privilege to attend the performance.

Councillor Mills thanked the Committee Officer for her help during his term of office and presented her with a box of chocolates.

- b) Councillor Cheng informed the Council of the 4 events she had attended as Deputy Town Mayor since the last meeting and said that at the finale concert of the Woodley Festival of Music and Arts the organisers had asked for their thanks to be passed to all members of the Town Council staff who had helped to make the festival such a success.

The meeting closed at 9:25pm

Town Mayor

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|--|
| TIMETABLE OF MEETINGS - 2016/17 |
|--|

All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

| PLANNING COMMITTEE | LEISURE SERVICES | STRATEGY & RESOURCES | FULL COUNCIL |
|--|---------------------|-------------------------|---|
| <u>2016</u> | <u>2016</u> | <u>2016</u> | <u>2016</u> |
| 17 May 7 June | 31 May (SH) | 14 June | Annual Meeting: 10 May 28 June |
| 5 July 26 July (SH) 23 August (SH) 20 September | 6 September | 13 September | 27 September |
| 18 October 15 November | 8 November | 22 November | 6 December |
| 13 December <u>2017</u> | <u>2017</u> | <u>2017</u> | <u>2017</u> |
| 10 January 31 January | 17 January | 24 January | 7 February |
| 28 February 28 March 25 April | 11 April (SH) | 18 April | Town Electors: 7 March Annual Meeting: 9 May |

(SH = School Holidays)

SCHOOL TERM DATES

2016 Monday 11 April to Wednesday 20 July
Monday 5 September to Tuesday 20 December
(NOTE: Training days - to be agreed)

Half Term: 30 May - 3 June
Half Term: 24- 28 October

Good Friday: 25 March 2016
WBC Elections: 5 May 2016

2017 Wednesday 4 January to Friday 31 March
Tuesday 18 April to Tuesday 25 July
(NOTE: Training days - to be agreed)

Half Term: 13 - 17 February
Half Term: 29 May - 2 June

Good Friday: 14 April 2017
WBC Elections: None in 2017

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 17 May 2016 at 7:45 pm**

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

Also present: *1 member of the public*

Officer present: *L. Matthews, Committee Officer*

1. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng, R. Dolinski, M. Forrer, W. Soane and P. Wicks.

2. **DECLARATIONS OF INTEREST**

Councillor D. Mills – Prejudicial pecuniary interest: Agenda item 5, planning application 161197: 72 Reading Road, as he owns property and lives in Reading Road.
Councillor Mills took no part in the discussion or decision on this application.

3. **MINUTES OF THE PLANS COMMITTEE MEETING HELD ON 19 APRIL 2016**

RESOLVED:

- ◆ That the minutes of the Plans Committee meeting held on 19 April 2016 be approved and signed by the Chairman as a true and accurate record.

4. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 12 APRIL 2016**

RESOLVED:

- ◆ That the minutes of the Community Services Committee meeting held on 12 April 2016 be approved and signed by the Chairman as a true and accurate record.

5. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

6. **PLANNING DECISIONS**

RESOLVED:

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

7. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 161282
Location: 34 Warren Road, Woodley, RG5 3AR.
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 6.0m, for which the maximum height would be 3.95m and the height of the eaves 2.5m.

8. **PLANNING APPEALS**

8.1 **RESOLVED:**

- ◆ To note that the following appeal has been lodged with the Planning Inspectorate:
Application: 160128
Location: 17 Master Close, Woodley, RG5 4UB.
Proposal: Householder application for a proposed erection of a two storey side extension to existing dwelling.

8.2 **RESOLVED:**

- ◆ To note the following appeal decision:
Application: 151160
Location: 123 Loddon Bridge Road, Woodley, RG5 4AG.
Proposal: Proposed demolition of existing bungalow and erection of detached two storey dwelling.
Decision: The appeal was dismissed.

9. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. P 1/16.

10. **HIGHWAYS**

Road Works/Street Works Major Project Co-ordination meetings

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 22 March and 19 April 2016.

11. **WOKINGHAM BOROUGH COUNCIL DRAFT ECONOMIC DEVELOPMENT STRATEGY**

Members considered the Wokingham Borough Council draft economic development strategy.

RESOLVED:

- ◆ To send a "no comment" response to the informal consultation on the Wokingham Borough Council draft economic strategy.

12. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE: RE-OPENING OF THE CALL FOR SITES**

Members noted the information given in the agenda that Wokingham Borough Council was reopening the call for sites and that this would run until 6 June 2016.

13. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (HELAA) METHODOLOGY**

Members noted the Wokingham Borough Council consultation on the Housing and Economic Land Availability Assessment (HELAA) methodology, for which responses were required by 6 June 2016.

RESOLVED:

- ◆ That Councillor Barker would consider a response to the Wokingham Borough Council HELAA methodology consultation and would forward this to the Committee Officer before 6 June 2016.

14. **WOKINGHAM BOROUGH COUNCIL: GYPSY AND TRAVELLER LOCAL PLAN**

RESOLVED:

- ◆ To note correspondence received from Wokingham Borough Council explaining that the Gypsy and Traveller Local Plan would be incorporated into the Local Plan Update.

15. **FIRE SERVICE CONTACTS FOR PARISHES**

RESOLVED:

- ◆ To note that Wokingham Fire Station had allocated each parish a Fire Service Contact, with the aim of building a working relationship with local communities and carrying out community safety activities, and that the Fire Service Contact for Woodley was Clive Williams.

16. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Swan Lifeline Newsletter – Spring 2016*

17. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

18. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

19. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one ongoing enforcement matter.

The meeting closed at 9:20 pm

Chairman

Woodley Town Council

Page 11

Date :- 18/05/2016

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;

161000

| | | | |
|------------|---------------|-------------------|---|
| 21/04/2016 | Dariusz Kusyk | Mr & Mrs McDonald | 12 Lavenham Drive Lavenham Drive Woodley RG5 4PP |
|------------|---------------|-------------------|---|

Proposal : Householder application for a proposed single storey rear extension to the existing dwelling.
Observations : No objections.

161032

| | | | |
|------------|---------------|------------|--|
| 21/04/2016 | Charlie Snell | Mr Chapman | 206 Hurricane Way Hurricane Way Woodley RG5 4UH |
|------------|---------------|------------|--|

Proposal : Householder application for the proposed single storey rear extension, part conversion of existing garage and relocation of existing conservatory.
Observations : No objections.

161053

| | | | |
|------------|---------------|-------------------|---|
| 25/04/2016 | Charlie Snell | Mr & Mrs John Lee | 4 Rushmere Cottages Colemans Moor Road Woodley RG5 4BZ |
|------------|---------------|-------------------|---|

Proposal : Householder application for the proposed erection of a single storey rear extension following demolition of existing conservatory, and single storey front extension to form porch.
Observations : No objections.

161058

| | | | |
|------------|----------------|--------------------|--|
| 27/04/2016 | Chris Kempster | Mr Gareth Williams | 3 Eastwood Road Eastwood Road Woodley RG5 3PY |
|------------|----------------|--------------------|--|

Proposal : Householder application for the proposed erection of a single storey rear extension following demolition of existing conservatory.
Observations : No objections.

161118

| | | | |
|------------|----------------|---------|--|
| 29/04/2016 | Graham Vaughan | Unknown | Shepherds House Overbridge London Road A4 Reading RG6 1BD |
|------------|----------------|---------|--|

Proposal : ADJOINING PARISH CONSULTATION
 Listed building application to replace coping stones and anti-climb works to comply with electrification regulations.
Observations : No objections.

161138

| | | | |
|------------|---------------|------------------|--|
| 04/05/2016 | Charlie Snell | Mr & Mrs G Slade | 8 Highcliffe Close Highcliffe Close Woodley RG5 4RE |
|------------|---------------|------------------|--|

Proposal : Householder application for the proposed erection of a first floor front extension above existing garage.
Observations : No objections.

Date :- 18/05/2016

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> |
|--|------------------|---------------------|--------------------------|--|
| 161147 | 04/05/2016 | Rosie Rogers | Mr Luke Ford | 130-134 Crockhamwell Road Crockhamwell Road Woodley RG5 3JH |
| Proposal : Application for advertisement consent for the proposed illuminated fascia and projecting signs to front elevation. | | | | |
| Observations : No objections. | | | | |
| 161159 | 04/05/2016 | Dariusz Kusyk | Mr & Mrs Mansi | 9 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LH |
| Proposal : Householder application for proposed erection of single storey side and rear extension to dwelling plus conversion of garage to habitable accommodation. | | | | |
| Observations : No objections. | | | | |
| 161164 | 10/05/2016 | Dariusz Kusyk | Mr & Mrs Faisal Siddiqui | 11 Scott Close Scott Close Woodley RG5 4UP |
| Proposal : Householder application for the proposed conversion of existing garage into habitable accommodation. | | | | |
| Observations : No objections. | | | | |
| 161169 | 04/05/2016 | Dariusz Kusyk | Mr & Mrs Bartlett | 117 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AE |
| Proposal : Householder application for the proposed erection of a single storey rear extension linking main house to existing garden room, following the demolition of existing conservatory. | | | | |
| Observations : One letter of concern had been received for this application. The Committee noted the letter, but had no objections to the proposal. | | | | |
| 161175 | 04/05/2016 | Stephen Thwaites | Mr M Rook | 40 Mannock Way Mannock Way Woodley RG5 4XW |
| Proposal : Householder application for the proposed insertion of a rear facing dormer extension. | | | | |
| Observations : No objections. | | | | |
| 161179 | 06/05/2016 | Brett Beswetherick | Mr & Mrs B Fisher | 76 Woodway Woodway Woodley RG5 3HB |
| Proposal : Householder application for the proposed erection of single storey side and rear extensions and single storey extension to existing garage. Insertion of roof light on side elevation. | | | | |
| Observations : No objections. | | | | |

Date :- 18/05/2016

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> |
|-----------------------|------------------|---------------------|-----------------------|---|
| 161216 | 12/05/2016 | Brett Beswetherick | Mrs Elizabeth Cairney | 57 Western Avenue Western Avenue Woodley RG5 3BL |

Proposal : Householder application for the proposed erection of a single storey rear/side extension, changes in fenestration and insertion of a ramp to the front of the dwelling.

Observations : No objections.

| | | | | |
|---------------|------------|------------|----------------------|---|
| 161264 | 12/05/2016 | Daniel Ray | John Hallett Limited | 86 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AN |
|---------------|------------|------------|----------------------|---|

Proposal : Full application for the proposed erection of 1No. dwelling.

Observations : One letter of concern had been received for this application.

The Committee noted the letter, but had no objections to the proposal.

| | | | | |
|---------------|------------|---------------|-------------------|--|
| 161270 | 12/05/2016 | Charlie Snell | Mr & Mrs Hickmott | 1 Vulcan Close Vulcan Close Woodley RG5 4XB |
|---------------|------------|---------------|-------------------|--|

Proposal : Householder application for a proposed single storey front extension to form entrance porch.

Observations : No objections.

Date :- 18/05/2016

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> |
|-----------------------|------------------|---------------------|-----------------------|-----------------|
|-----------------------|------------------|---------------------|-----------------------|-----------------|

Refused on the following applications;**161073**

| | | | |
|------------|-------------|----------------------------|---|
| 28/04/2016 | Pooja Kumar | Forbury Group of Nurseries | 71 Reading Road Reading Road Woodley RG5 3AE |
|------------|-------------|----------------------------|---|

Proposal : Full application for the proposed change of use from Offices (B1) to Day Nursery (D1) and the proposed erection of a single storey rear extension.

Observations : Although the Committee was in favour of increasing nursery provision in Woodley, they felt that this was not a suitable location for a nursery and recommended that the application be refused on the following grounds:

- The parking provision on the site is not sufficient for parents to drop-off and pick-up their children as it will be needed by the nursery staff.
- The double yellow lines along the road outside this property mean that parents will not be able to park close to the site and any parents stopping on the yellow lines will cause congestion on this very busy road.
- The proximity of the roundabout will make it difficult to cross the road safely with young children if parents park in Western Avenue or at the entrance to Woodford Park.
- The bus service is infrequent and unlikely to be used by parents dropping-off and picking-up their children.

161201

| | | | |
|------------|---------------|----------------------|--|
| 04/05/2016 | Mark Croucher | Mr & Mrs Imran Shafi | 5 Corbett Gardens Corbett Gardens Woodley RG5 4JY |
|------------|---------------|----------------------|--|

Proposal : Householder application for the proposed erection of a part single storey part first floor side extension to include the conversion of existing garage to habitable accommodation and rear Juliet balcony.

Observations : The Committee noted the amendments to the previous application for this property, but recommended refusal on the following grounds:

- This is a large extension and is not subservient to the existing property.
- The proposed 2 parking spaces are insufficient for a 5 bedroom house.

161243

| | | | |
|------------|------------|----------------------|---|
| 10/05/2016 | Daniel Ray | John Hallett Limited | 86 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AN |
|------------|------------|----------------------|---|

Proposal : Full planning application for the proposed change of use and alterations to provide two bedroom flat dwelling.

Observations : The Committee recommended refusal of this application as the drawings were unclear and the proposed alterations did not seem to be shown.

Date :- 18/05/2016

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;**161009**

| | | | |
|------------|------------|-----------------|--|
| 26/04/2016 | Daniel Ray | Mrs Anju Sharma | Highwood Primary School Fairwater Drive Woodley RG5 3JE |
|------------|------------|-----------------|--|

Proposal : Full planning application for the proposed erection of a single temporary accommodation building.

Observations : The Committee had concerns that the proposed additional accommodation at the school would lead to an increase in pupil numbers and a consequent exacerbation of parking problems in the vicinity of the school, particularly in Fairwater Drive and Kingfisher Drive, when parents are dropping-off and picking-up their children.

161197

| | | | |
|------------|------------------|---------------------|---|
| 05/05/2016 | Stephen Thwaites | Mr & Mrs Montgomery | 72 Reading Road Reading Road Woodley RG5 3DB |
|------------|------------------|---------------------|---|

Proposal : Householder application for the proposed two storey extension, first floor rear extension, single storey rear and side extension to dwelling plus a single storey front porch extension and internal alterations.

Observations : One resident was present at the meeting to voice his concerns about the proposal.

After listening to the resident, the Committee discussed the application and had the following concerns:

- The massing effect of the two storey element on the neighbouring property to the south.
- The first floor windows in the side elevation overlook the neighbouring property at No.70 and should have obscure glass.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough CouncilMinute Ref

Thu 12 May 2016

District Ref' C ' Contrary to District 'CD' Contrary Delegated Page No : 1 ' D ' Delegated ' E ' Endorsed by District 'ED' Endorsed Delegated GRANTED PLANNING PERMISSIONS

| | | |
|-----------------------------------|-----------------------------------|---|
| E 153306 <input type="checkbox"/> | Approved <input type="checkbox"/> | 52 Beechwood Avenue <input type="checkbox"/> |
| E 160213 <input type="checkbox"/> | Approved <input type="checkbox"/> | 53 Loddon Bridge Road <input type="checkbox"/> |
| E 160284 <input type="checkbox"/> | Approved <input type="checkbox"/> | 37 Gemini Road <input type="checkbox"/> |
| E 160375 <input type="checkbox"/> | Approved <input type="checkbox"/> | 77 Beechwood Avenue <input type="checkbox"/> |
| E 160403 <input type="checkbox"/> | Approved <input type="checkbox"/> | 5 Carrick Gardens <input type="checkbox"/> |
| E 160407 <input type="checkbox"/> | Approved <input type="checkbox"/> | 14 Colemans Moor Lane <input type="checkbox"/> |
| E 160470 <input type="checkbox"/> | Approved <input type="checkbox"/> | 61 Redwood Avenue <input type="checkbox"/> |
| E 160519 <input type="checkbox"/> | Approved <input type="checkbox"/> | 109 Butts Hill Road <input type="checkbox"/> |
| E 160607 <input type="checkbox"/> | Approved <input type="checkbox"/> | West Warren <input type="checkbox"/> |
| E 160623 <input type="checkbox"/> | Approved <input type="checkbox"/> | 147 Colemans Moor Road <input type="checkbox"/> |
| E 160638 <input type="checkbox"/> | Approved <input type="checkbox"/> | 17 Farriers Close <input type="checkbox"/> |
| E 160647 <input type="checkbox"/> | Approved <input type="checkbox"/> | 6 Nightingale Road <input type="checkbox"/> |
| E 160675 <input type="checkbox"/> | Approved <input type="checkbox"/> | 38 Cartmel Drive <input type="checkbox"/> |
| E 160692 <input type="checkbox"/> | Approved <input type="checkbox"/> | 93 Colemans Moor Road <input type="checkbox"/> |
| E 160725 <input type="checkbox"/> | Approved <input type="checkbox"/> | 68 Norton Road <input type="checkbox"/> |
| E 160750 <input type="checkbox"/> | Approved <input type="checkbox"/> | 55 Walmer Road <input type="checkbox"/> |
| E 160772 <input type="checkbox"/> | Approved <input type="checkbox"/> | 15 Cartmel Drive <input type="checkbox"/> |

REFUSED PLANNING PERMISSIONS

| | | |
|---|----------------------------------|--|
| E 160299 <input type="checkbox"/> | Refused <input type="checkbox"/> | 96 Haddon Drive <input type="checkbox"/> |
| C 160509 <input type="checkbox"/> | Refused <input type="checkbox"/> | 61 - 63 Crockhamwell Road <input type="checkbox"/> |
| District COMMENT <input type="checkbox"/> | | Local COMMENT The Committee had concerns <input type="checkbox"/> about the proposed 24 hour opening because of the <input type="checkbox"/> disturbance that could be caused to residents in the <input type="checkbox"/> surrounding dwellings. If approval is given, the <input type="checkbox"/> Committee would like the opening hours restricted to <input type="checkbox"/> between 6am and midnight. <input type="checkbox"/> |

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Minute Ref

Thu 12 May 2016

District Ref

- ' C ' Contrary to District 'CD' Contrary Delegated
- ' D ' Delegated
- ' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 2

REFUSED PLANNING PERMISSIONS

E 160617 Refused 74 Crockhamwell Road

OTHER PLANNING DETAILS

152372 Withdrawn The Gables

160530 Withdrawn 34 Warren Road

160658 Withdrawn 110 Wheble Drive

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 31 May 2016 at 8.00 pm**

Present: *Councillors T. Barker (Chairman); R. Lay; D. Stares*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*

Also present: *Councillor R. Dolinski
Sam Milligan, Just Around the Corner charity*

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received From Councillors K. Gilder, M. Green and S. Rahmouni.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 5 APRIL 2016**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 5 April 2016 be approved and signed by the Chairman as a correct record.

4. **JUST AROUND THE CORNER**

The Chairman welcomed Sam Milligan, Just Around the Corner charity (JAC), to the meeting. Sam Milligan distributed a written report, which had not been available prior to the meeting, and reported that the atmosphere around Woodley was still generally very good.

Sam Milligan informed Members that the materials for repairing the roof of the youth shelter in Woodford Park had been purchased and the street art wall that had been pushed over had been broken up and removed from the park by a group of young people attending an afternoon session with JAC. The Town Clerk thanked Sam Milligan and the young people for the work they had done, as this had been very helpful for the Council. In reply to a question Sam Milligan said that it appeared that if young people were involved with the maintenance of an area the incidences of vandalism decreased and this was evident in Woodford Park.

Sam Milligan also gave a brief update on the ways in which JAC are engaging with young people to involve them in the plans for the development of the Loddon Mead area.

The Chairman thanked Sam Milligan for his report.

5. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 10/16.

RESOLVED:

- ◆ To note Report No. LS 10/16.

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

The Leisure Services Manager presented Report No. LS 11/16.

Members were very pleased to hear of the success of the Woodley 10km road race, held on 8 May. There had been 600 entries, the maximum that could be accommodated, with over 500 taking part on the day, and no major issues had been reported. Improvements for next year's event were already being planned, including the return of the junior 3km race, and Barnes Fitness had expressed interest in managing the event again. The event had raised £1,200 for the outgoing Mayor's charity, DrugFAM: £1 per entry, matched by a donation from Barnes Fitness.

The Leisure Services Manager reported on Woodley Sports Week, which had taken place the week before and had been another resounding success, with over 2,500 children taking part. Highlights of the week had been the dance festival, in which, for the first time, all Woodley primary school had taken part, the cricket tournament, which had more entries than ever before and went on until 6pm, and the swimming gala, which ended up as a dead heat and had to be decided by a swim-off between the best swimmers from the two leading schools. The Chairman congratulated the Leisure Services Manager on the success of the week and asked for thanks to be passed to all the officers involved.

Members were informed of the arrangements for the official opening of the 3G pitch in Woodford Park on 3 June, which would be followed by the "Woodford Park 3G Football Festival". This would be a series of football matches between local supporters and partner clubs and would include a tournament for under 11s teams. The Leisure Services Manager informed Members that it was hoped that the Woodford Park 3G Football Festival would become a yearly event and would act as an end of season celebration for partner clubs, regular hirers and supporters.

Members were also pleased to note the information provided on the summer bookings for the 3G pitch and the funding that had been secured to run a number of Sportivate projects for 2016/17.

RESOLVED:

- ◆ To note Report No. LS 11/16.

7. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. 12/16.

Members were informed of the damage that had been done to the youth shelter and the street art wall in Woodford Park. As had previously been noted in the JAC report (Minute No. 4), JAC and a group of youth volunteers had removed the debris from the art wall and were intending to repair the youth shelter in the coming weeks.

The Deputy Town Clerk reported that there had been repeated incidences of fly tipping of domestic waste in the car parks in Woodford Park and at Coronation Hall and that these were considered a form of vandalism. The expansion of the cctv system was being considered as a deterrent. In reply to a question the Town Clerk confirmed that the Town Council Grounds Team pick up litter in Woodford Park every day except Sundays and Bank Holidays.

The Deputy Town Clerk informed Members of the progress of the project to refurbish the ground floor space at Woodford Park Leisure Centre that was formerly the bar area: quotes for the work had been received and were being considered, and a contractor would be appointed when the loan approval had been confirmed.

Members were pleased to note that the handover of the 3G pitch had taken place on 18 May, two weeks ahead of schedule, enabling the pitch to be used during Sports Week. In reply to a question the Deputy Town Clerk reported that there were still a few minor outstanding items of work to be completed from the snagging list. Officers had met with the Football Foundation and the Football Association to discuss the pre-opening conditions, which included a service level agreement with partner clubs, a football development plan and the creation of a steering group. The Council's Grounds, Leisure and Maintenance teams would be attending a course on the maintenance of 3G surfaces.

Members were informed that the Strategy and Resources Committee had allocated funds for the development of a project plan for the lake in Woodford Park and Landshape Design had been allocated to carry out the work. Scientific surveys of the water, silt and fish would be undertaken in the coming weeks. The Deputy Town Clerk reported that the potential for volunteer involvement in the development and implementation stages of the work was being investigated.

Members discussed at length the future of the annual garden competition, which had only attracted three entries last year, and five the year before, despite advertising the event in the local press, on the website and by extensive distribution of flyers. It was suggested that ways of revitalising the competition should be investigated, possibly incorporating some benefit to a local charity.

In addition Members were informed of work that had been carried out to the paddling pool in Woodford Park and were very pleased to note that the Queen's Birthday garden had been completed by the Friends of Woodford Park and would be formally opened on Saturday 4 June.

RESOLVED:

- ◆ To note Report No. LS 12/16.
- ◆ That the garden competition will not be run in 2016.
- ◆ To write to the Friends of Woodford Park thanking them for all the work they have done and for creating such a beautiful garden area.

8. **COMMUNITY YOUTH PARTNERSHIP**

Councillor Stares presented Report No. LS 13/16 of the Community Youth Partnership meeting held on 18 May 2016.

Members were particularly pleased with the suggestion that a link could be built between the Friends of Woodford Park and young people, as this could encourage young volunteers to become engaged with work being undertaken in the park.

RESOLVED:

- ◆ To note Report No. LS 13/16.

9. **ALLOTMENTS UPDATE**

Members noted the update on matters relating to the allotments that had been provided in the agenda. In particular, the possible need for more skips to be provided later in the year to assist in the general clearing of the site was noted.

10. **3G PITCH STEERING GROUP**

The Deputy Town Clerk tabled a revised copy of the terms of reference for the 3G Pitch Steering Group.

Members considered the terms of reference and asked for the word "elected" to be inserted to make it clear that the meetings would be chaired by one of the elected members of Woodley Town Council.

RESOLVED:

- ◆ To approve the amended terms of reference of the 3G Pitch Steering Group, as attached at **Appendix A**.

- ◆ To appoint Councillors Lay, Soane and Stares to the 3G Pitch Steering Group.

11. **FUTURE AGENDA ITEMS**

It was requested that the following item be included as a future agenda item:

- Consideration of the future of the annual garden competition.

12. **PUBLICITY & WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The cancellation of the garden competition for 2016 due to lack of entrants in recent years.
 - The success of Woodley Sports Week.
 - The opening of the 3G pitch.
 - Young volunteers removing the vandalised art wall in Woodford Park and helping to replace the youth shelter roof.
 - Update on the plans for Loddon Mead.

The meeting closed at 9:25 pm

3G Pitch Steering Group -Terms of Reference

Parent Committee: Leisure Services Committee

Overall Purpose

The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

Membership of the steering group

There shall be at least 3 Councillors from Woodley Town Council appointed to the steering group. It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the partner clubs.

Members from the partner clubs may send a representative if they are unable to attend a meeting.

Officers will be in attendance at all meetings.

The Leisure Services Committee may co-opt additional members from specialist areas as deemed necessary.

Meetings

The steering group shall meet three times each year – around the beginning, middle and end of the football season.

Meetings of the group shall be chaired by one of the elected Members from Woodley Town Council as the grant holding organisation.

Terms of Operation

To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.

To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.

To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

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**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 7 June 2016 at 7:45 pm**

Present: *Councillors: R. Dolinski (Chairman); J. Cheng; M. Forrer; D. Mills;
S. Rahmouni; M. Walker*

Also present: *4 members of the public*

Officer present: *L. Matthews, Committee Officer*

20. **APOLOGIES**

Apologies for absence were received from Councillors T. Barker, S. Brindley, B. Franklin, J. MacNaught and P. Wicks.

21. **COMMITTEE MEMBERSHIP**

RESOLVED:

- ◆ To note that Councillor Soane had resigned from the Committee following his appointment to the Wokingham Borough Council Planning Committee and that a replacement appointment to the Committee would be considered by Council on 28 June 2016.

22. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

23. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 17 MAY 2016**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 17 May 2016 be approved and signed by the Chairman as a true and accurate record.

24. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

25. **PLANNING DECISIONS**

RESOLVED:

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

26. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 161353
Location: 92 Reading Road, Woodley, RG5 3AD.
Proposal: Application for the prior approval of the erection of a single storey rear conservatory, which would extend beyond the rear wall of the original house by 4.25m, for which the maximum height would be 3.4m and the height of the eaves 3.1m.

- ◆ To note application 161489
Location: 113 Woodlands Avenue, Woodley, RG5 3HQ.
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 6.0m and 3.3m, for which the maximum height would be 2.9m and the height of the eaves 2.7m.

27. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. P 2/16.

28. **HIGHWAYS**

Road Works/Street Works Major Project Co-ordination meetings

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 17 May 2016. Following a short discussion about the scheduled 3 week closure of Loddon Bridge Road between Coppice Road and Wokingham Road in September/October 2016, Councillor Walker agreed to request details of contingency plans at the next co-ordination meeting.

29. **APPLICATION FOR A GOODS VEHICLE OPERATORS LICENCE:
185 VISCOUNT WAY, WOODLEY**

Members noted the following application for a Goods Vehicle Operator's Licence, which had been received by Wokingham Borough Council:

Operator: Lee Marley Brickwork Ltd
Operating Centre: 185 Viscount Way, Woodley, RG5 4DZ
Authorisation: 7 vehicles, 10 trailers

RESOLVED:

- ◆ Not to raise any objections to this application.

30. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: HOUSING AND ECONOMIC
LAND AVAILABILITY ASSESSMENT (HELAA) METHODOLOGY**

As resolved at the Planning Committee meeting held on 17 May (Minute No. 13), Councillor Barker had considered a response to the Wokingham Borough Council consultation on the HELAA methodology on behalf of the Committee.

RESOLVED:

- ◆ To note that a response had been sent to Wokingham Borough Council advising that the Town Council had no comments on the HELAA methodology.

31. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: LAND DRAINAGE BYELAWS**

Members considered the Land Drainage Byelaws proposed by Wokingham Borough Council.

RESOLVED:

- ◆ To send a response to Wokingham Borough Council stating that the Town Council had no comments on the proposed Land Drainage Byelaws, but pointing out the typographical error in paragraph 9.

32. **CONSULTATION BY ROYAL BERKSHIRE FIRE AND RESCUE SERVICE: RESPONSE
STANDARDS**

Members considered the consultation by Royal Berkshire Fire and Rescue Service on response standards.

RESOLVED:

- ◆ To send a response to Royal Berkshire Fire and Rescue Service commenting that all four proposals seemed to be sensible.

33. **WOKINGHAM BOROUGH COUNCIL'S GROUNDS MAINTENANCE SERVICE**

RESOLVED:

- ◆ To note the information received from Wokingham Borough Council regarding the new Grounds Maintenance Service.

34. **GRANTS**

RESOLVED:

- ◆ To note that letters of thanks had been received from Citizens' Advice Wokingham, Readibus and the Lend and play Toy Library for the grants awarded by the Town Council.

The following two items were received from Wokingham Borough Council after the agenda had been issued:

35. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 9 Penrose Avenue, Woodley, RG5 3PA.
Consent for the felling and replacement of a pine.

TPO 3/1951: 56 Nightingale Road, Woodley, RG5 3LU.
Refusal of consent for the felling of a silver birch and a Scots pine.

36. **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE:
WAITROSE, 108 CROCKHAMWELL ROAD, WOODLEY**

Members considered the application by Waitrose, Woodley for a minor variation of the premises licence to permit small alterations to the layout of the till area at the front of the store.

RESOLVED:

- ◆ Not to raise any objections to the application.

37. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

38. **PUBLICITY/WEBSITE**

The following items were suggested by Members:

- Publicising the work of the Committee on the website.
- Including a link to information about Wokingham Borough Council's grounds maintenance service from the Town Council's website.

39. **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.

40. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of four ongoing enforcement matters.

The meeting closed at 9:25 pm

Chairman

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Approved on the following applications;

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Date :- 08/06/2016

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> |
|--|------------------|---------------------|-------------------------------|---|
| 161304 | 16/05/2016 | Katie Herrington | Mrs V Chen | 4 Messenger Road Messenger Road Woodley RG5 4TR |
| Proposal : Householder application for proposed erection of conservatory to rear of dwelling. | | | | |
| Observations : No objections. | | | | |
| 161325 | 20/05/2016 | Brett Beswetherick | Mr & Mrs Robert Timms | 21 Tiger Close Tiger Close Woodley RG5 4UY |
| Proposal : Householder application for the proposed erection of a part single storey, part two storey and part first floor side extension. | | | | |
| Observations : No objections. | | | | |
| 161326 | 20/05/2016 | Charlie Snell | Mr Sailesh Tailor | 146 Howth Drive Howth Drive Woodley RG5 3DL |
| Proposal : Householder application for the proposed erection of a single storey rear extension following demolition of existing conservatory. | | | | |
| Observations : The Committee had no objection to the proposed extension, but if permission is granted would like there to be a condition that the property must not be used as a house of multiple occupation. | | | | |
| 161348 | 23/05/2016 | Charlie Snell | Mrs Margaret Massey | 58 Campbell Road Campbell Road Woodley RG5 3NB |
| Proposal : Householder application for the proposed erection of a single storey side extension to include the connection of existing garage to main dwelling. | | | | |
| Observations : The applicant was present at the meeting. The Committee had no objections to the proposal. | | | | |
| 161387 | 23/05/2016 | Daruisz Kusyk | Executors of the late M Isles | 37 Crockhamwell Road Crockhamwell Road Woodley RG5 3LE |
| Proposal : Householder application for the proposed erection of a single storey rear extension to include habitable loft space and the conversion of existing loft space to create additional habitable accommodation, side dormer extensions and roof lights, following the demolition of existing conservatory. | | | | |
| Observations : No objections. | | | | |
| 161390 | 23/05/2016 | Stephen Thwaites | Mrs Julie Freebody | 47 Colemans Moor Road Colemans Moor Road Woodley RG5 4DG |
| Proposal : Householder application for the proposed erection of a single storey rear extension following the demolition of existing conservatory. | | | | |
| Observations : No objections. | | | | |

Date :- 08/06/2016

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> |
|---|------------------|---------------------|-----------------------|---|
| 161404 | 31/05/2016 | Daniel Hay | Punch Taverns | The Chequers, 198 Crockhamwell Crockhamwell Road Woodley RG5 3JH |
| Proposal : Full application for the proposed erection of a retractable awning and elevational material changes. Removal of existing canopy. | | | | |
| Observations : No objections. | | | | |
| 161426 | 01/06/2016 | Daniel Hay | Punch Taverns | The Chequers, 198 Crockhamwell Crockhamwell Road Woodley RG5 3JH |
| Proposal : Advertisement consent for the erection of 2No. illuminated and 1No. non-illuminated fascia signs, 4No. non-illuminated hoarding signs and 4No. illuminated cast aluminium lanterns. | | | | |
| Observations : No objections. | | | | |
| 161484 | 01/06/2016 | Charlie Snell | Mr John Newton | 189 Faiwater Drive Fairwater Drive Woodley RG5 3JQ |
| Proposal : Householder application for the proposed erection of a single storey extension to dwelling to form a rear conservatory. | | | | |
| Observations : No objections. | | | | |

□

Date :- 08/06/2016

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> |
|-----------------------|------------------|---------------------|-----------------------|-----------------|
|-----------------------|------------------|---------------------|-----------------------|-----------------|

Refused on the following applications;**161410**

| | | | |
|------------|------------------|-------------------|---|
| 31/05/2016 | Stephen Thwaites | Mr & Mrs Ferozdin | 36 Malone Road Malone Road Woodley RG5 3NJ |
|------------|------------------|-------------------|---|

Proposal : Householder application for the proposed two storey side and rear extension to existing dwelling.

Observations : One resident was present at the meeting to voice concerns.

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

- The proposed extension is not subservient to the existing property.
 - Loss of light to the adjacent property at No.38.
 - Loss of privacy to the adjacent property at No.38.
-

Date :- 08/06/2016

Observations on the following Planning Applications

Application No Date Recd Case Officer Applicant Name Location

Concerns on the following applications;

161306

16/05/2016 Brett Beswetherick Ms Anne Coakeley 46 Harvard Close
Harvard Close
Woodley
RG5 4UJ

Proposal : Householder application for the proposed erection of a single storey rear extension.

Observations : The Committee had no objection to the principle of the extension, but were concerned that the drawing showed the extension extending over the boundary with the adjacent property at No.47.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Minute Ref

Thu 2 June 2016

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

GRANTED PLANNING PERMISSIONS

| | | |
|-----------------------------------|-----------------------------------|---|
| E 152641 <input type="checkbox"/> | Approved <input type="checkbox"/> | 17 Concorde Way <input type="checkbox"/> |
| E 160062 <input type="checkbox"/> | Approved <input type="checkbox"/> | Bungalow, Waingels College <input type="checkbox"/> |
| E 160126 <input type="checkbox"/> | Approved <input type="checkbox"/> | 4 Lindberg Way <input type="checkbox"/> |
| E 160699 <input type="checkbox"/> | Approved <input type="checkbox"/> | 179 Colemans Moor Road <input type="checkbox"/> |
| E 160760 <input type="checkbox"/> | Approved <input type="checkbox"/> | 53 Lysander Close <input type="checkbox"/> |
| E 160879 <input type="checkbox"/> | Approved <input type="checkbox"/> | 11 Pitford Road <input type="checkbox"/> |
| E 160882 <input type="checkbox"/> | Approved <input type="checkbox"/> | 11 Pitford Road <input type="checkbox"/> |
| E 160905 <input type="checkbox"/> | Approved <input type="checkbox"/> | 43 Buccaneer Close <input type="checkbox"/> |
| E 160954 <input type="checkbox"/> | Approved <input type="checkbox"/> | 46 Redwood Avenue <input type="checkbox"/> |
| E 160957 <input type="checkbox"/> | Approved <input type="checkbox"/> | Land at A329 sliproad <input type="checkbox"/> |
| E 160964 <input type="checkbox"/> | Approved <input type="checkbox"/> | 22 Western Avenue <input type="checkbox"/> |

OTHER PLANNING DETAILS

| | | |
|---------------------------------|------------------------------------|---|
| 152878 <input type="checkbox"/> | Withdrawn <input type="checkbox"/> | 26 Willowside <input type="checkbox"/> |
| 152926 <input type="checkbox"/> | Withdrawn <input type="checkbox"/> | 21 Duffield Road <input type="checkbox"/> |

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 14 June 2016 at 8:00 pm

Present: *Councillors J. Cheng (Chairman); S. Brindley; A. Chadwick; D. Stares; M. Walker*

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

Also present: *Councillors B. Franklin and K. Gilder
1 member of the public*

1. **APOLOGIES**

Apologies for absence were received from Councillors R. Dolinski and D. Mills.

2. **DECLARATIONS OF INTEREST**

| | | |
|-------------------|--|--|
| Councillor Stares | Agenda item 7 Bowling Club Rent Review | Prejudicial – Councillor Stares is the Town Council representative on the Bowling Club Management Committee. |
|-------------------|--|--|

Councillor Stares left the room and was not present for the discussion or the vote on the Bowling Club rent review.

3. **MINUTES OF THE MEETING HELD ON 26 APRIL 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 26 April 2016 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 23/16.

RESOLVED:

- ◆ To note Report No. SR 23/16.

b) **Payments**

The payments list for May 2016 was tabled at the meeting as it had not been available when the agenda was issued.

In response to a question the Town Clerk explained that the payments to Brown Bag were for the catering at the Civic Reception in April and also for the catering booked by room hirers, which is invoiced and collected by the Council and then forwarded to Brown Bag.

When questioned about the payment for a music licence, the Deputy Town Clerk confirmed that all the Council venues had a music licence.

RESOLVED:

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

| | Current account | Imprest account |
|------------|-----------------|-----------------|
| April 2016 | £133,444.71 | £44,704.46 |
| May 2016 | £642,598.02 | £42,055.07 |

c) **Short term investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Lloyds Bank Deposit Account on 12 May 2016 for a period of 6 months at a rate of 0.8%.

5. **CATERING PARTNERSHIP**

Councillor Brindley presented Report No. SR 24/16 of the Catering Partnership meeting held on 20 May 2016.

The Deputy Town Clerk reported that the partnership was working very well and the meetings had been very constructive.

RESOLVED:

- ◆ To note Report No. SR 24/16.

6. **OAKWOOD CENTRE**

The Deputy Town Clerk presented Report No. SR 25/16 and informed Members that the Council was currently advertising for a part-time Venues Assistant, required due to the increased number of weekend bookings at the Oakwood Centre. Members were pleased to note that the new Marketing/PR Coordinator had started in post and was focussing initially on the development of a marketing plan for the Oakwood Centre.

RESOLVED:

- ◆ To note Report No. SR 25/16.

7. **BOWLING CLUB RENT REVIEW**

The Town Clerk presented Report No. SR 26/16.

As the Bowling Club had not yet had time to respond to the proposal, due to the short timescale, Members were asked to approve the proposed ground rent charge subject to the agreement of Woodley Bowling Club.

RESOLVED:

- ◆ To note Report No. SR 26/16.
- ◆ To approve the revised annual ground rent charge of £684 to Woodley Bowling Club, as applied under the lease terms, subject to agreement by Woodley Bowling Club.

8. **WOODFORD PARK LAKE**

The Deputy Town Clerk presented Report No. SR 27/16.

Members were pleased to note that the project was underway and was currently at the Project Planning stage. The Deputy Town Clerk reported that environmental and hydrological surveys would be undertaken in the next few weeks, when the necessary licences had been obtained from the Environment Agency, and he was currently

investigating sources of funding for the next stage of the project. Members were also informed that officers had been in contact with The Conservation Volunteers and Berkshire Biodiversity Action Team to explore the potential for volunteer work as part of the project.

Councillor Gilder asked if there were any notices at the lake warning people not to wade in the lake, as there had recently been an occurrence at South Lake of a large number of people wading into the lake for a mass baptism ceremony. The Deputy Town Clerk replied that there were not currently any notices to that effect, but he noted the incident.

RESOLVED:

- ◆ To note Report No. SR 27/16.

9. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM**

The Deputy Town Clerk presented Report No. SR 28/16, which updated Members on the progress of the fitness gym project.

Members noted that pre planning advice had confirmed that the operation of a fitness gym would not constitute a change of use of the building and therefore planning permission was not required, and that a Certificate of Lawful Development would be obtained to formalise this.

The Deputy Town Clerk reported that tenders for the building refurbishment had been received and were currently under consideration. Members were also informed that a tender process would be required for the leasing of the gym equipment and the tender document and specification was tabled at the meeting, for Member's information.

RESOLVED:

- ◆ To note Report No. SR 28/16.
- ◆ To proceed with the tendering process for the provision of gym equipment, subject to advance distribution of the documentation to Members of the Committee and the Woodford Park Leisure Centre Regeneration Task and Finish Group for comment.

10. **3G PITCH PROJECT**

The Deputy Town Clerk presented Report No. SR 29/16.

Members were pleased to note that practical completion had been achieved more than two weeks ahead of schedule and the formal opening of the pitch had been held on 3 June, as part of a "Festival of Football", and had been well attended. The Deputy Town Clerk reported that officers had met with the Football Foundation and the FA to discuss the pre-opening conditions, required under the terms of the grant received from the Football Foundation, and the Football Foundation had been very pleased with the arrangements, particularly with the mix of partner organisations represented on the steering group.

Several Members reported that they had received a lot of good comments from members of the public about the new facility and also about the work to the car park and the entrance driveway.

RESOLVED:

- ◆ To note Report No. SR 29/16.

11. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

The Town Clerk reminded Members that, following the reorganisation of the committee structure, matters relating to the Woodley Town Centre Management Initiative would now be reported to this Committee.

RESOLVED :

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 13 April 2016.

12. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and noted that there had been no changes since the last meeting.

RESOLVED:

- ◆ To note the external funding project list.

13. **PUBLIC TOILET UPDATE**

Members noted the update on the public toilet, which had been provided in the agenda. The Town Clerk informed Members that a quote had been requested from Danfo for the supply of a unit to be sited in the precinct area adjacent to the Crockhamwell Road car park. If a unit suitable for that location could be supplied, an application for planning permission would be submitted.

14. **WOODLEY TOWN CENTRE REGENERATION**

The Town Clerk presented the information provided in the agenda and informed Members that the project steering group had agreed the design for the regeneration of the north end of Woodley town centre, which would include the removal of the pagoda, a new shelter positioned next to the pub car park, a new play space for children and seating around the whole area. In reply to a question the Town Clerk confirmed that the new shelter would be available for charities and other organisations to use.

Members were informed that the steering group had agreed that a video showing the proposed design should be produced to publicise the project, at an estimated cost of £2,900, excluding VAT. Members considered allocating funds to cover the cost of producing the video if this cost could not be met within the project budget available.

RESOLVED:

- ◆ To allocate £2,900 from the general reserve to fund the cost of producing a video to publicise the proposed design for the north end of Woodley town centre, if this cost cannot be met within the available project budget.

15. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

16. **PUBLICITY AND WEBSITE**

Members suggested that the plans for the Woodford Park lake should be publicised. The Town Clerk informed Members that this was already on the website and updates on the progress of the project would be included in the newsletter.

The meeting closed at 8:52pm

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/04/2016 and 30/04/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | |
|------------------|------------------------------------|---------------|------------------------------------|
| | | <u>Paid</u> | |
| 22-Apr-16 | A1 Locksmiths Berkshire Ltd | 11.99 | Keys cut - WP flat |
| 29-Apr-16 | Awards of Distinction Ltd | 192.00 | Trophies - engraving |
| 29-Apr-16 | BALC | 3222.98 | NALC & BALC affiliation |
| 22-Apr-16 | BCM Group Plc | 77.50 | Service & maint photocopier WPLC |
| 08-Apr-16 | BE Fuelcards Ltd | 1.25 | Admin fee |
| 29-Apr-16 | BE Fuelcards Ltd | 31.06 | BP Unleaded - Depot |
| 22-Apr-16 | Berkshire Youth | 90.00 | Staff training |
| 18-Apr-16 | Bowak Ltd | 183.40 | Cleaning supplies |
| 22-Apr-16 | Bowak Ltd | 442.87 | Cleaning supplies |
| 18-Apr-16 | Brake Bros Foodservice Ltd | 352.58 | Vending supplies |
| 29-Apr-16 | British Gas | 5339.16 | Electricity supply |
| 22-Apr-16 | Brown Bag Cafe Ltd | 1505.45 | Catering services |
| 29-Apr-16 | Brown Bag Cafe Ltd | 836.69 | Catering services |
| 01-Apr-16 | CF Corporate Finance | 166.37 | Qtrly Photocopier charge |
| 29-Apr-16 | Churchill Contract Services Ltd | 2325.47 | Contract cleaning |
| 22-Apr-16 | CoolerAid Ltd | 60.00 | Bottled water |
| 18-Apr-16 | Crown Gas & Power | 259.23 | Gas supply |
| 18-Apr-16 | Crown Gas & Power | 288.41 | Gas supply |
| 18-Apr-16 | Crown Gas & Power | 856.16 | Gas supply |
| 18-Apr-16 | Crown Gas & Power | 1150.69 | Gas supply |
| 18-Apr-16 | Dejac Associates Ltd | 396.00 | Laptop - OC |
| 22-Apr-16 | Dejac Associates Ltd | 108.00 | Secure disposal/keyboard |
| 30-Apr-16 | Earley Town Council | 291.12 | Playground inspection course |
| 29-Apr-16 | Energy Electrical Distributors Ltd | 37.68 | Electrical supplies |
| 22-Apr-16 | Eurodec Ltd | 64.25 | Decorating supplies |
| 22-Apr-16 | Fraser Office Supplies Ltd | 140.18 | Stationery supplies |
| 29-Apr-16 | Fraser Office Supplies Ltd | 107.60 | Stationery supplies |
| 18-Apr-16 | Gilbert Thompson | 615.00 | Delivery of newsletter |
| 22-Apr-16 | HMRC Cumbernauld | 13649.29 | PAYE & NI |
| 29-Apr-16 | Just Around The Corner | 5804.50 | Service Level Agreement |
| 18-Apr-16 | Lamps-Tubes Luminations Ltd | 300.00 | WTCMI - lighting |
| 30-Apr-16 | Lantec Security Ltd | 1716.00 | Emergency /Fire maintenance |
| 18-Apr-16 | Laundry Depot | 42.10 | Cleaning OC tablecloths |
| 18-Apr-16 | Lightatouch | 507.50 | Internal Audit |
| 22-Apr-16 | Lister Wilder Ltd | 238.80 | Garden supplies |
| 14-Apr-16 | Lloyds Bank | 233.09 | Monthly cardnet service charge |
| 14-Apr-16 | Mainstream Digital | 55.70 | Phone |
| 18-Apr-16 | Margaret Macknelly Design | 378.00 | Newsletter/Precept artwork |
| 15-Apr-16 | Merchant Rentals | 35.23 | Monthly cardnet machine rentals |
| 18-Apr-16 | MKR Electrical Services Ltd | 760.44 | Electrical supplies |
| 29-Apr-16 | MKR Electrical Services Ltd | 125.10 | Electrical supplies |
| 30-Apr-16 | P H Direct Van Sales Ltd | 268.61 | Vending supplies |
| 18-Apr-16 | PHS Group Plc | 24.00 | Environmental charge |
| 29-Apr-16 | PHS Group Plc | 261.34 | Rental dust mats |
| 11-Apr-16 | Plusnet | 24.60 | Phone |
| 29-Apr-16 | PPL | 357.10 | Music licence |
| 22-Apr-16 | Prudential | 30.00 | AVC payment deducted from pay |
| 30-Apr-16 | RBS Invoice Finance Ltd | 800.75 | Optoma projector/wireless mic |
| 18-Apr-16 | Rialtas Business Solutions Ltd | 324.00 | Annual bookings system maintenance |
| 22-Apr-16 | Robinson Low Francis | 2674.50 | 3G pitch costs surveyor services |
| 18-Apr-16 | SGW Payroll Ltd | 152.66 | Payroll services |
| 29-Apr-16 | SHL Group Ltd | 345.60 | Online recruitment questionnaire |
| 18-Apr-16 | Southern Electric Contracting Ltd | 685.49 | Electricity supply |
| 29-Apr-16 | Southern Electric Contracting Ltd | 202.36 | Electricity supply |
| 18-Apr-16 | SSE Southern Electric | 549.48 | Electricity supply |

| | | | |
|-----------|----------------------------------|----------|-----------------------------------|
| 18-Apr-16 | Thames Valley Water Services Ltd | 516.00 | Water testing - OC/WPLC |
| 22-Apr-16 | The Berkshire Pension Fund | 11872.40 | Pension - employers and employees |
| 22-Apr-16 | Tiger Turf UK Ltd | 63801.19 | 3G pitch costs |
| 22-Apr-16 | Trade UK - Screwfix | 176.82 | Building supplies |
| 18-Apr-16 | Traditional Local Cleaning Ltd | 1822.62 | Contract cleaning |
| 29-Apr-16 | Trinity Mirror PublishING Ltd | 360.00 | WTCMI - Advertising |
| 22-Apr-16 | Unison Collection Ac | 32.20 | Union fees deducted from pay |
| 22-Apr-16 | Veolia ES - UK Ltd | 1514.42 | Refuse collection |
| 29-Apr-16 | Veolia ES - UK Ltd | 184.80 | Refuse collection |
| 01-Apr-16 | Wokingham BC | 38.24 | Rates |
| 01-Apr-16 | Wokingham BC | 157.20 | Rates |
| 01-Apr-16 | Wokingham BC | 356.20 | Rates |
| 01-Apr-16 | Wokingham BC | 891.00 | Rates |
| 01-Apr-16 | Wokingham BC | 1861.50 | Rates |
| 22-Apr-16 | Yarnold Heating and Plumbing Ltd | 113.49 | Repair WPLC radiator |
| 18-Apr-16 | Zoe Agar | 32.70 | Social media maintenance |
| 22-Apr-16 | Zoe Agar | 14.60 | Social media maintenance |

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CLERKS IMPREST A/C

List of Payments made between 01/04/2016 and 30/04/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | <u>Paid</u> |
|------------------|------------------------------|---------------|--------------------------------|
| 05-Apr-16 | (Personal Information) | 24.00 | Refund WPLC course |
| 29-Apr-16 | (Personal Information) | 1169.38 | Net April 2016 payroll |
| 05-Apr-16 | (Personal Information) | 20.00 | Refund WPLC course |
| 04-Apr-16 | (Personal Information) | 50.00 | Refund deposit |
| 06-Apr-16 | (Personal Information) | 7.00 | Refund WPLC course |
| 08-Apr-16 | (Personal Information) | 25.00 | Refund WPLC course |
| 26-Apr-16 | (Personal Information) | 50.00 | Refund deposit |
| 08-Apr-16 | (Personal Information) | 45.00 | Refund WPLC course |
| 26-Apr-16 | (Personal Information) | 50.00 | Refund deposit |
| 20-Apr-16 | (Personal Information) | 50.00 | Refund deposit |
| 08-Apr-16 | (Personal Information) | 15.00 | Refund WPLC course |
| 08-Apr-16 | (Personal Information) | 15.00 | Refund WPLC course |
| 15-Apr-16 | Amazon UK Retail | 47.45 | 100m Powerwinder tape Depot |
| 08-Apr-16 | Badminton England | 191.52 | Refund WPLC booking |
| 15-Apr-16 | Berties Direct | 99.84 | White Swantex Banquet rolls |
| 18-Apr-16 | Buy A Plan.co.uk | 15.00 | Plan of WPLC |
| 22-Apr-16 | Fiesta Catering | 81.60 | Hire of glasses - Civic Awards |
| 22-Apr-16 | Hearing dogs for deaf people | 50.00 | Refund deposit |
| 27-Apr-16 | Lloyds Bank | 41668.76 | Net April 2016 payroll |
| 13-Apr-16 | Officestone | 12.86 | Date stamp - Invoices |
| 08-Apr-16 | PETTY CASH A/C | 161.68 | Petty cash topup |
| 26-Apr-16 | RG Aerials Ltd | 100.00 | Rewire aerial - WP flat |
| 25-Apr-16 | Theatre Train | 100.00 | Refund deposit |
| 25-Apr-16 | Tool Net.co.uk | 31.46 | 100m Fiberglass tape - Depot |
| 21-Apr-16 | UK CraftFair | 36.00 | Annual subscription fee |
| 19-Apr-16 | Vodafone | 206.33 | Phone |
| 22-Apr-16 | Waitrose | 220.70 | Wine for Civic Awards |
| 06-Apr-16 | White Knights | 113.00 | Letting fee WP flat |
| 20-Apr-16 | Winnersh Garden Ctre | 47.88 | Flowers for Civic Awards |

44704.46

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/05/2016 and 31/05/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount Paid</u> | |
|------------------|---------------------------------|--------------------|-----------------------------------|
| 27-May-16 | ADT Fire & Security Plc | 500.57 | Annual BT redcare charge |
| 20-May-16 | Angel Springs Ltd | 699.78 | Annual charge for WPLC water unit |
| 31-May-16 | ARC | 5000.00 | Grant |
| 27-May-16 | Arkell - Hurcombe-Bronzeworks | 93.00 | Bronze plaque |
| 31-May-16 | Arkell - Hurcombe-Bronzeworks | 90.00 | Bronze plaque |
| 20-May-16 | Axminster Tool Centre Ltd | 472.91 | Building supplies |
| 27-May-16 | BCM Group Plc | 30.58 | Service & maint photocopier WPLC |
| 06-May-16 | BE Fuelcards Ltd | 0.62 | Admin Charge |
| 20-May-16 | BE Fuelcards Ltd | 41.50 | Diesel RY54DBU-32897 |
| 20-May-16 | Berkshire Training CIC | 96.00 | Chairmanship training |
| 20-May-16 | Bowak Ltd | 190.20 | Cleaning supplies |
| 27-May-16 | Bowak Ltd | 128.88 | Cleaning supplies |
| 31-May-16 | Brake Bros Foodservice Ltd | 332.79 | Vending supplies |
| 20-May-16 | Brown Bag Cafe Ltd | 1020.24 | Catering services |
| 27-May-16 | Brown Bag Cafe Ltd | 574.68 | Catering services |
| 25-May-16 | BT Direct Debits | 660.15 | Phone |
| 25-May-16 | BT Direct Debits | 870.81 | Phone |
| 23-May-16 | BT Group Plc | 122.76 | Phone |
| 24-May-16 | BT Group Plc | 80.28 | Phone |
| 24-May-16 | BT Group Plc | 80.28 | Phone |
| 24-May-16 | BT Group Plc | 94.54 | Phone |
| 31-May-16 | Bubblertubs Ltd | 43.72 | Paddling pool repairs |
| 27-May-16 | Churchill Contract Services Ltd | 2325.47 | Contract cleaning |
| 27-May-16 | CoolerAid Ltd | 56.88 | Bottled water |
| 27-May-16 | Crown Gas & Power | 189.79 | Gas Supply |
| 27-May-16 | Crown Gas & Power | 210.45 | Gas Supply |
| 27-May-16 | Crown Gas & Power | 666.18 | Gas Supply |
| 27-May-16 | Crown Gas & Power | 951.26 | Gas Supply |
| 13-May-16 | DCK Beavers Ltd | 527.40 | Accountants fees year end support |
| 20-May-16 | Dejac Associates Ltd | 826.80 | Cabinet for computer network |
| 31-May-16 | Dejac Associates Ltd | 714.00 | Hard-drive & software for backup |
| 13-May-16 | EDF Energy 1 Ltd | 11.17 | Electric for clock tower |
| 20-May-16 | EDF Energy 1 Ltd | 12.18 | Electric for clock tower |
| 20-May-16 | Eurodec Ltd | 166.25 | Decorating supplies |
| 27-May-16 | Eurodec Ltd | 26.49 | Decorating supplies |
| 20-May-16 | Eventu | 80.00 | Radio kit hire |
| 20-May-16 | Fraser Office Supplies Ltd | 129.56 | Stationery supplies |
| 31-May-16 | HC Slingsby Plc | 34.18 | Anti climb paint |
| 27-May-16 | HMRC Cumbernauld | 12036.88 | PAYE & NI |
| 13-May-16 | IMAGE BOX | 814.00 | WPLC summer programme leaflets |
| 20-May-16 | InTouch | 35.99 | Monthly website charge |
| 27-May-16 | InTouch | 35.99 | Monthly website charge |
| 13-May-16 | John Willis | 120.00 | Window cleaner |
| 27-May-16 | Keep Mobile | 500.00 | Grant |
| 20-May-16 | Laundry Depot | 105.80 | Grant |
| 27-May-16 | Lend and Play Toy Library | 500.00 | Grant |
| 16-May-16 | Lloyds Bank | 414.08 | Cardnet service charge |
| 27-May-16 | Lyreco UK Ltd | 186.56 | Stationery supplies |
| 19-May-16 | Mailcoms Ltd | 71.94 | Franking machine update |
| 17-May-16 | Mainstream Digital | 3.70 | Phone |
| 27-May-16 | Maintel Europe Ltd | 316.91 | Annual phone maintenance WPLC |
| 27-May-16 | Margaret Macknelly Design | 54.00 | Amend design to Carnival advert |
| 16-May-16 | Merchant Rentals | 35.23 | Monthly cardnet machine charge |
| 31-May-16 | New Neighbours Ltd | 60.00 | WTCMI - leaflet delivery |
| 31-May-16 | P-H Direct Van Sales Ltd | 324.47 | Vending supplies |

| | | | |
|-----------|--------------------------------|-----------|-----------------------------------|
| 13-May-16 | Pitney Bowes | 250.00 | Postage top up |
| 31-May-16 | Playsafety Ltd | 520.80 | Annual playground inspections |
| 11-May-16 | Plusnet | 24.60 | Broadband-Phone |
| 31-May-16 | PRS for Music | 272.66 | Music Licence |
| 27-May-16 | Prudential | 30.00 | AVC payment deducted from pay |
| 13-May-16 | R and J Services | 9876.00 | Refurbishment WP playground |
| 31-May-16 | Readibus | 8568.00 | Grant |
| 20-May-16 | Rialtas Business Solutions Ltd | 135.60 | Annual planning software charge |
| 27-May-16 | Robinson Low Francis | 2479.50 | 3G pitch costs surveyor services |
| 31-May-16 | Security Control Systems Ltd | 113.40 | Annual maintenance charge |
| 13-May-16 | SGW Payroll Ltd | 195.98 | Payroll services |
| 20-May-16 | SGW Payroll Ltd | 154.70 | Payroll services |
| 31-May-16 | SLCC Enterprises Ltd | 429.40 | Leadership in Action training |
| 13-May-16 | Smart Signs Group Ltd | 128.33 | Theatre sign OC |
| 13-May-16 | South East Employers | 678.00 | Annual membership |
| 03-May-16 | Thames Water | 31.01 | Water rates |
| 03-May-16 | Thames Water | 36.89 | Water rates |
| 03-May-16 | Thames Water | 280.81 | Water rates |
| 11-May-16 | Thames Water | 2068.53 | Water rates |
| 27-May-16 | The Berkshire Pension Fund | 10710.88 | Pension - employers and employees |
| 31-May-16 | Tiger Turf UK Ltd | 554335.30 | 3G pitch project costs |
| 20-May-16 | Token Security Solutions Ltd | 365.40 | Staff cover OC |
| 27-May-16 | Trade UK - Screwfix | 70.48 | Building supplies |
| 31-May-16 | Trade UK - Screwfix | 227.19 | Building supplies |
| 20-May-16 | Traditional Local Cleaning Ltd | 1460.65 | Contract cleaning |
| 31-May-16 | Traditional Local Cleaning Ltd | 1466.64 | Contract cleaning |
| 20-May-16 | Travis Perkins Trading Co | 43.87 | Building supplies |
| 27-May-16 | Trinity Mirror PublishING Ltd | 384.00 | WTCMI - Advertising |
| 20-May-16 | Ukactive | 347.51 | Music Licence |
| 27-May-16 | Unison Collection Ac | 32.20 | Union fees deducted from pay |
| 27-May-16 | Veolia ES - UK Ltd | 830.90 | Refuse collection |
| 18-May-16 | Vodafone | 238.89 | Phone |
| 31-May-16 | Windowflowers Ltd | 5556.00 | WTCMI - flower boxes |
| 03-May-16 | Wokingham BC | 42.00 | Rates |
| 03-May-16 | Wokingham BC | 160.00 | Rates |
| 03-May-16 | Wokingham BC | 353.00 | Rates |
| 03-May-16 | Wokingham BC | 895.00 | Rates |
| 03-May-16 | Wokingham BC | 1864.00 | Rates |
| 31-May-16 | Wokingham-Citizens Advice | 3172.00 | Grant |

642598.02

CLERKS IMPREST A/C

List of Payments made between 01/05/2016 and 31/05/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount Paid</u> | |
|------------------|-------------------------------|--------------------|-------------------------|
| 05-May-16 | (Personal Information) | 100.00 | Grant |
| 12-May-16 | (Personal Information) | 5.00 | Refund deposit |
| 12-May-16 | (Personal Information) | 50.00 | Refund deposit |
| 12-May-16 | (Personal Information) | 50.00 | Refund deposit |
| 12-May-16 | (Personal Information) | 50.00 | Refund deposit |
| 20-May-16 | (Personal Information) | 50.00 | Refund deposit |
| 31-May-16 | (Personal Information) | 50.00 | Refund deposit |
| 31-May-16 | (Personal Information) | 216.50 | Refund deposit |
| 05-May-16 | 1st Wdly Boys Brigade | 250.00 | Grant |
| 05-May-16 | Berks Multi Sclerosis Therapy | 250.00 | Grant |
| 05-May-16 | DrugFAM | 85.00 | Mayors donation-2015/16 |
| 05-May-16 | Emmanuel Church | 250.00 | Grant |
| 24-May-16 | Equip Logistics | 247.00 | Armorgard SafeStor 3G |
| 05-May-16 | Homestart Wokingham Dist | 250.00 | Grant |

| | | | |
|-----------|-----------------------------|----------|-------------------------------------|
| 16-May-16 | HSS hire | 33.20 | Light duty tiller hire |
| 17-May-16 | HSS Hire | 0.02 | undercharged on 16/5/16 |
| 05-May-16 | Kick Twist Cheerleading | 250.00 | Grant |
| 25-May-16 | Lloyds Bank | 38564.03 | Net May 2016 payroll |
| 04-May-16 | PETTY CASH A/C | 108.67 | Top up petty cash |
| 27-May-16 | PETTY CASH A/C | 203.46 | Petty cash top up |
| 16-May-16 | Pool and Space centre | 36.12 | Boxer adhesive/leak sealer |
| 31-May-16 | Pool and Space centre | 122.93 | Spare parts - pool pump |
| 25-May-16 | Sticky Things | 148.20 | Labels for Queen's 90th b'day coins |
| 25-May-16 | UK Point of Sale | 39.83 | Business card holders |
| 16-May-16 | Waitrose | -54.89 | Credit refund Civic Awards - Wine |
| 05-May-16 | Wdly Adopt a Street Project | 250.00 | Grant |
| 25-May-16 | Wdly Lgt Opera Society | 100.00 | Refund deposit |
| 31-May-16 | Wdly Whitegate Labour | 100.00 | Refund deposit |
| 05-May-16 | Woodley United FC | 250.00 | Grant |

42055.07

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Woodley Town Council

2015/16 YEAR END

| | <u>2014/15</u> | <u>2015/16</u> | <u>2015/16</u> Revised Budget Estimates | <u>2015/16</u> Actual |
|--|--------------------|----------------|--|--------------------------|
| REVENUE EXPENDITURE | | | | |
| Strategy & Resources | 701065 | 695723 | 687808 | 680441 |
| Leisure Services | 771569 | 448763 | 442718 | 430046 |
| Community Services | 151368 | 112606 | 150857 | 150562 |
| | 1624002 | 1257092 | 1281383 | 1261049 |
| INCOME | | | | |
| Strategy & Resources | 200818 | 203210 | 186721 | 183320 |
| Leisure Services | 546280 | 285644 | 287438 | 302547 |
| Community Services | 64042 | 9848 | 60213 | 64925 |
| | 811140 | 498702 | 534372 | 550792 |
| NET REVENUE EXPENDITURE | 812862 | 758390 | 747011 | 710257 |
| CAPITAL & PROJECT EXPENDITURE | | | | |
| Strategy & Resources | Capital Programme | 45000 | 45000 | 45000 |
| | Capital & Projects | 184940 | 184940 | 184940 |
| Leisure Services | Capital & Projects | 55900 | 55900 | 66540 |
| Community Services | Capital & Projects | 8476 | 8476 | 8475 |
| | | 294316 | 294316 | 304956 |
| TOTAL NET EXPENDITURE | | 1107178 | 1052706 | 1051967 |
| Financed as follows | | | | |
| Precept Support Grant (from WBC) | 43232 | 43220 | 43220 | 43220 |
| Precept | 1030349 | 1010532 | 1010532 | 1010532 |
| Precept and grant funding | 1073581 | 1053752 | 1053752 | 1053752 |
| Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves) | 33597 | -1046 | -1785 | -38540 |
| TOTAL NET FUNDING | | 1107178 | 1052706 | 1051967 |
| | TAX BASE | 9459.9 | 9564.9 | 9564.9 |
| | £ Band D pa | 108.92 | 105.65 | 105.65 |
| RESERVES - General Reserves | | | | |
| Reserves at 1st April | 445075 | 384897 | 384897 | 384897 |
| 2014/15 -General Reserve allocated-HMRC, Memorial unveilin | 26577 | | | |
| 2016/17 - release of eramarked reserve no longer required | | | | |
| Reserves at 31st March | 384897 | 385943 | 386682 | 423443 |

| STRATEGY AND RESOURCES COMMITTEE - 2015/16 YEAR END | | | | | |
|--|----------------------|----------------|-----------------|--------------------|----------------|
| | | Actual | Estimate | Revised Est | Actual |
| Expenditure | | 2014/15 | 2015/16 | 2015/16 | 2015/16 |
| Code | Description | | | | |
| | Central Costs | 233342 | 233194 | 219379 | 219061 |
| | Democratic Costs | 47887 | 44931 | 46561 | 46092 |
| | Corporate Management | 258195 | 245180 | 258911 | 255112 |
| | Capital Projects | 45000 | 45000 | 45000 | 45000 |
| | Grants -Section 137 | 2300 | 4000 | 4000 | 3925 |
| | Inn on the Park | 11677 | 12426 | 6685 | 6685 |
| | Oakwood Centre | 141265 | 149079 | 145959 | 143659 |
| | Maintenance HQ | 6399 | 6913 | 6313 | 5907 |
| | Capital and Projects | 184940 | 184940 | 184940 | 184940 |
| | | | | | |
| Total | | 931005 | 925663 | 917748 | 910381 |
| | | | | | |
| | | | | | |
| Income | | Actual | Estimate | Revised Est | Actual |
| | | 2014/15 | 2015/16 | 2015/16 | 2015/16 |
| Code | Description | | | | |
| | Central Costs | 6673 | 5140 | 6507 | 6584 |
| | Democratic Costs | 0 | 0 | 0 | 0 |
| | Corporate Management | 8600 | 9112 | 9341 | 7826 |
| | Capital Projects | 0 | 0 | 0 | 0 |
| | Grants -Section 137 | 0 | 0 | 0 | 0 |
| | Inn on the Park | 40800 | 40840 | 23823 | 23823 |
| | Oakwood Centre | 144745 | 148118 | 147050 | 145087 |
| | Maintenance HQ | 0 | 0 | 0 | 0 |
| | Capital and Projects | 0 | 0 | 0 | 0 |
| | | | | | |
| Total | | 200818 | 203210 | 186721 | 183320 |
| | | | | | |
| Net | | 730187 | 722453 | 731027 | 727061 |

| LEISURE SERVICES COMMITTEE - 2015/16 YEAR END | | | | | |
|--|------------------------------|----------------|-----------------|--------------------|----------------|
| Expenditure | | Actual | Estimate | Revised Est | Actual |
| | | 2014/15 | 2015/16 | 2015/16 | 2015/16 |
| Code | Description | | | | |
| | Woodford Park Leisure Centre | 247633 | 280772 | 279547 | 271136 |
| | Bulmershe Leisure Centre | 361667 | 0 | 0 | 0 |
| | Grounds Maintenance-Depot | 24179 | 25597 | 26301 | 26021 |
| | Football | 15326 | 17208 | 17208 | 16423 |
| | Cricket | 8338 | 9555 | 8724 | 8448 |
| | Bowling Green | 10919 | 11353 | 10437 | 10384 |
| | Woodford Park | 26467 | 28320 | 27299 | 26042 |
| | Memorial Ground | 6280 | 7494 | 7458 | 7313 |
| | Garden of Remembrance | 5270 | 5203 | 5203 | 5155 |
| | Play Areas /Open Spaces | 10689 | 12044 | 11727 | 11397 |
| | Coronation Hall | 31923 | 31194 | 30076 | 29958 |
| | Chapel Hall | 22878 | 20023 | 18738 | 17769 |
| | Capital and Projects | 55900 | 55900 | 66540 | 66540 |
| | | | | | |
| Total | | 827469 | 504663 | 509258 | 496586 |
| | | | | | |
| Income | | Actual | Estimate | Revised Est | Actual |
| | | 2014/15 | 2015/16 | 2015/16 | 2015/16 |
| Code | Description | | | | |
| | Woodford Park Leisure Centre | 190896 | 200478 | 202917 | 213008 |
| | Bulmershe Leisure Centre | 272590 | 0 | 0 | 0 |
| | Grounds Maintenance-Depot | 2271 | 1227 | 1227 | 1215 |
| | Football | 10184 | 9677 | 10316 | 9496 |
| | Cricket | 1888 | 2268 | 3214 | 3214 |
| | Bowling Green | 6785 | 6955 | 6770 | 6770 |
| | Woodford Park | 2799 | 1830 | 5085 | 6558 |
| | Memorial Ground | 104 | 109 | 109 | 109 |
| | Garden of Remembrance | 818 | 800 | 800 | 900 |
| | Play Areas /Open Spaces | 0 | 0 | 0 | 0 |
| | Coronation Hall | 29680 | 32800 | 27500 | 30441 |
| | Chapel Hall | 28265 | 29500 | 29500 | 30836 |
| | Capital and Projects | 0 | 0 | 0 | 0 |
| | | | | | |
| Total | | 546280 | 285644 | 287438 | 302547 |
| | | | | | |
| Net | | 281189 | 219019 | 221820 | 194039 |

| COMMUNITY SERVICES COMMITTEE - 2015/16 YEAR END | | | | | |
|--|----------------------|----------------|-----------------|--------------------|----------------|
| Expenditure | | Actual | Estimate | Revised Est | Actual |
| | | 2014/15 | 2015/16 | 2015/16 | 2015/16 |
| Code | Description | | | | |
| | Allotments | 18462 | 19885 | 16241 | 15975 |
| | Partnership Projects | 91492 | 40754 | 89784 | 92177 |
| | Grants | 29660 | 31000 | 31000 | 31000 |
| | Amenities | 7490 | 16539 | 9910 | 7599 |
| | Events | 4264 | 4428 | 3922 | 3811 |
| | Capital and Projects | 8476 | 8476 | 8476 | 8475 |
| | | | | | |
| Total | | 159844 | 121082 | 159333 | 159037 |
| | | | | | |
| Income | | Actual | Estimate | Revised Est | Actual |
| | | 2014/15 | 2015/16 | 2015/16 | 2015/16 |
| Code | Description | | | | |
| | Allotments | 7881 | 8996 | 9224 | 8635 |
| | Partnership Projects | 56161 | 0 | 50989 | 56290 |
| | Grants | 0 | 0 | 0 | 0 |
| | Amenities | 0 | 852 | 0 | 0 |
| | Events | 0 | 0 | 0 | 0 |
| | Capital and Projects | 0 | 0 | 0 | 0 |
| | | | | | |
| Total | | 64042 | 9848 | 60213 | 64925 |
| | | | | | |
| Net | | 95802 | 111234 | 99120 | 94112 |

CAPITAL PROGRAMME 2016/17

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 2016/17 capital programme.

Background

Each year the Council approves a programme of capital projects to be funded from the Capital Programme fund. The 2016/17 proposed budget includes an allocation of £45,000. Projects are generally completed within the funding year although some may run into a subsequent financial year, with the balance of allocated funding carried forward.

Projects Status

The status and expenditure of projects in the 2015/16 Capital Programme are shown in **Appendix A**.

The Capital Programme fund is showing a balance of £39,710 taking into account all expenditure in 2015/16 as at 31 March 2016. An allocation of £45,000 for the 2016/17 fund gives a total project fund of £84,710.

Proposed project items for the 2016/17 programme total an estimated £73,000 leaving an estimated carry forward into 2017/18 of £11,710. Some funds from the earmarked reserve for the resurfacing of Woodford Park Leisure Centre car park and access road and the creation of new parking spaces will be required to meet the extra costs for this part of the project. The final amount is not yet known. The remaining balances from this fund will be added to the capital programme balance.

Proposed items for inclusion in the 2016/17 capital programme and an explanation for their inclusion are provided in **Appendix B**.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members approve the 2016/17 Capital Programme as set out in Appendix B.**

Capital Programme 2015/16

APPENDIX A

| CAPITAL PROJECTS | Allocation £ | Spent £ | Status | Comment | Works Required |
|---|-----------------|--------------|----------------|-------------------|--|
| Signs | 1000 | 111 | | Annual Allocation | Replacement, new signs, fire signage and new entrance sign for Woodford Park |
| Seats | 1000 | 132 | | Annual Allocation | Replacement/additional seats - annual allocation |
| Litter bins | 300 | | | Annual Allocation | Replacement/additional bins - annual allocation |
| Pathway repairs | 2000 | 242 | | Annual Allocation | Repair work to council pathways - annual allocation |
| Dividing curtain - Sports Hall WPLC | 1000 | 1088 | | | Replace old curtain to match new installed last year. To increase functionality/flexibility of room |
| Dog bins | 200 | | | Annual Allocation | Replacement/additional bins - annual allocation |
| Playgrounds | 5000 | 5156 | Rolling Fund | Annual Allocation | Annual allocation - Improvements to play areas - new equipment |
| Youth shelter | 1500 | | | | Replace wooden roof and refurb |
| Replacement roof WPLC | 5000 | 5000 | Rolling Fund | Annual Allocation | Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating. 16 years old so at end of life span, only running at 70% efficiency compared to 97% on new boilers significant gas wastage (see separate report) |
| Boiler replacement WPLC | 12000 | 13844 | | | Install window blinds. New flooring and decoration was completed 2013/14. |
| Committee Rooms - WPLC | 621 | | c/f from 14/15 | | |
| Ventilation - Ladies & Gents toilets - WPLC | 2644 | 1833 | c/f from 14/15 | | Install extractor ventilation in Ladies & Gents toilets - WPLC |
| Water softener WPLC | 2500 | 1979 | | | Install water softener to decrease limescale damage to heating and water system |
| Football wing ceilings | 2500 | 739 | | | Replace ceilings in football wing and remove asbestos as appropriate |
| Bowling green fencing | 4500 | 4166 | | | Removal old damaged railing and replace with 6' weldmesh fencing system. Tree 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 |
| Changing room refurb - WPLC | 2390 | 3472 | c/f from 14/15 | | Replace flooring, decorate, refurbish bench seating |
| Ladies toilets - refurb - WPLC | 3000 | 111 | c/f from 14/15 | | Refurbish toilets - new toilets, taps, decoration |
| CCTV WPLC | 394 | | c/f from 14/15 | | Upgrade CCTV system |
| Woodford Park car park resurfacing | 5000 | 5129 | Rolling Fund | Annual Allocation | Repair & resurfacing - annual allocation to fund |
| Water softener - Oakwood Centre | 3300 | | c/f from 14/15 | Completed 2014/15 | Install water softener to decrease limescale damage to heating and water systems caused by hard water. |
| Chapel Hall - replacement flooring | 7250 | | c/f from 14/15 | Completed 2014/15 | Replace current flooring - poor condition |
| Replace hot water tank - WPLC | 9200 | 9200 | c/f from 14/15 | | Old tank badly scaled, inefficient, causing problems with system |
| Water storage tanks - Chapel & Coronation Halls | 1400 | 350 | c/f from 14/15 | | Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel |
| Function Room windows - replace - WPLC | 4870 | | c/f from 14/15 | Completed 2014/15 | Replace function room windows |
| Fork lift attachment for tractor | 1500 | | | Completed 2014/15 | Reduce manual handling of bagged soil/dressing etc which is currently offloaded on delivery, reloaded onto trailer and offloaded at site by hand (x600 25kg bags - 2-3 deliveries per year. |
| Road planings - Allotments | 600 | 275 | | | Purchase or road planings for repair of roadways around the site. Works to be carried out by allotment tenant volunteers. |
| Sub total | 80669 | 52827 | | | |

| ROLLING FUNDS | | | Total in fund | Project Cost (Estimated) | |
|------------------------------------|------|--|---------------|-----------------------------|---|
| Woodford Park car park resurfacing | 5000 | | 30000 | 60000 | Resurfacing and repair of car park substructure. 5 years allocation |
| Replacement roof - WPLC | 5000 | | 10000 | 35000 | Replace old Asbestos Roof with steel roof |
| Playground equipment | 5000 | | 10000 | 60000 | New Play Equipment - Woodford Park (Rear of Oakwood Centre) |

| FUNDED BY | |
|------------------------------------|--------------|
| Carry forward balance from 2014/15 | 47537 |
| 2015/16 allocation | 45000 |
| Total funds available 2015/16 | 92537 |
| Capital Programme Balance | 39710 |

Draft Capital Programme 2016/17

APPENDIX B

| CAPITAL PROJECTS | Allocation £ | Status | Comment | Works Required |
|---------------------------------------|-------------------------|---------------|-------------------|---|
| Signs | 1000 | | Annual Allocation | Replacement, new signs, fire signage and new entrance sign for Woodford Park |
| Seats | 1000 | | Annual Allocation | Replacement/additional seats - annual allocation |
| Litter bins | 300 | | Annual Allocation | Replacement/additional bins - annual allocation |
| Dog bins | 200 | | Annual Allocation | Replacement/additional bins - annual allocation |
| Pathway repairs | 5000 | | Annual Allocation | Repair work to council pathways - annual allocation |
| Playgrounds | 5000 | Rolling Fund | Annual Allocation | Annual allocation - Improvements to play areas - new equipment |
| Replacement roof WPLC | 10000 | Rolling Fund | Annual Allocation | Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating. |
| Bowling Green fencing | 4500 | | | 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. |
| Banquet chairs - Oakwood Centre | 4500 | | | Replace x150 banquet chairs - existing ones are 12 years old and worn/damaged |
| Heating system works - Oakwood Centre | 6000 | | | New primary pumps required to heating system, install automatic air vents |
| Scaffold tower | 2000 | | | |
| Lighting columns | 25000 | | | x35 columns @ £700 including installation & services. Procurement through Wokingham Borough Contract at very good rates. Works schedule unknown at this time - may be 2017/18 financial year. |
| Leaf collector | 1200 | | | Walk behind collector for car park, tennis court and 3G perimeter areas. |
| WPLC Ladies toilets refurb | 3000 | | | Refurbishment - toilets, sinks, flooring, lighting, décor |
| WPLC Replace alarm system | 3300 | | | Replace old system - extend system to other areas of the building |
| Bowling Green gulley matting | 1000 | | | To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gulley around green. |
| Sub total | 73000 | | | |

| ROLLING FUNDS | | Total in fund | Project Cost (Estimated) | | |
|------------------------------------|-------|----------------------|-------------------------------------|--|---|
| Woodford Park car park resurfacing | 0 | 30000 | Project completed | Some funding from this reserve will be required to pay towards the resurfacing costs that exceed the total funding from the Premier League and FA Facilities Fund and the council loan for the 3G project. Exact final balance not yet known - this will be added to the capital programme balance, once final figures are available. | |
| Replacement roof - WPLC | 10000 | 20000 | 35000 | | Replace old Asbestos Roof with steel roof |
| Playground equipment | 5000 | 7312 | 60000 | | New Play Equipment - Woodford Park (Rear of Oakwood Centre) |

| FUNDED BY | |
|------------------------------------|--------------|
| Carry forward balance from 2015/16 | 39710 |
| 2016/17 budget allocation | 45000 |
| Total funds available 2016/17 | 84710 |
| Capital Programme Balance | 11710 |

Tel: (0118) 974 6003 (Direct Line)
Email: Andy.Couldrick@wokingham.gov.uk
Date 8 June 2016
My ref: AC/ae
Your ref:
File ref:



**WOKINGHAM
BOROUGH COUNCIL**

Town and Parish Councils

Chief Executive's Office
P.O. Box 150
Shute End, Wokingham
Berkshire RG40 1WN
Tel: (0118) 974 6000
Fax: (0118) 974 6770
Minicom No: (0118) 9746991

Dear Colleagues

Wokingham Borough Council: Our 21 Century Programme

We are writing to you to give you some information about changes we are embarking on in the Borough Council, and to seek to engage with Town and Parish Councils.

You will know that we have been responding, for many years now, to reduced Government funding for Council services. We have lost 80% of our grant funding, while managing increasing demand for Adult Social Care and Children's Services, and escalating costs associated with waste collection and disposal.

In response we have launched a '21st Century Council' programme that has a number of significant elements, all seeking to provide an improved customer experience at a reduced cost to the council tax payer:

- We are reshaping and reorganising the Council, reducing headcount and focusing on improving IT, driving efficient processes and promoting greater customer self-service.
- We will be deploying more staff into localities where they are able, equipped and trained to tackle a range of local issues, from pot-holes to anti-social behavior, with greater efficiency. We see them working closely with town and parish councils locally.
- We are driving work with the NHS to create better integration of health and social care savings to improve the user's experience and be more efficient.
- We are looking hard at all of our assets in terms of their value and use.
- We are a leading partner the national Innovations programme for Children's Services, improving what we do with our most vulnerable children, young people and families.
- We continue to pursue shared service opportunities with other councils, building on the dozen we already have.



- We are examining options around our waste services, to ensure we are able to meet stringent Government targets for recycling and looking for opportunities to save money.
- We have been looking at how we can modernise our library service – extending hours, reducing cost.
- We are reviewing again some of our major contracts to squeeze further savings where we can.
- We are working through all of our services to establish the things that we do now that we may not be able to do in future, if they cannot be done in different ways or by different organisations, at less cost to WBC.

You will see a very different-looking Council going forward. We hope you will experience a Council that is increasingly open to new ways of doing things and to forging new partnerships at local level. We recognise that your local knowledge and expertise is a resource we have failed to make the best use of in the past.

We are keen to work with the town and parish councils that want to work with us, and that see the opportunity, through close working, to improve our collective ability to support strong, self-sufficient and independent residents, families and communities.

We are aware that much discussion has taken place between WBC and the councils affected by CIL, and we think a sensible position has been reached, which we want to support, as we see this as a key plank on which to build greater collaborative endeavour.

You will also know that we are working now on the next Local Plan, where sites for more housing are being promoted and identified. This represents another area where we can either try to work together, or we can fall out spectacularly!

We, as Leader and Chief Executive of Wokingham Borough Council, would be delighted to join you at a meeting of your council if you would like the opportunity to discuss the issues in this letter, and what our future working together might look like. Please contact Amanda Ellison at WBC if you would like to invite us.

We look forward to working with you.

Best wishes

Yours sincerely



Keith Baker
Leader



Andy Couldrick
Chief Executive

REPORTS FROM OUTSIDE BODIES

Poor's Land Charity

As usual, they have been looking after their residents and giving money for Relief in Need.

Jenny Cheng

Town Mayor's Engagements – 11 May 2016 to 28 June 2016

| | | |
|------|--|---|
| May | 14 | Magistrates' Mock Trial Competition Regional Final |
| | 23 | Woodley Sports Week – Dance Festival |
| | 23 | Woodley Sports Week – Presentation to the winners of the Kwik Cricket |
| | 25 | Woodley Sports Week – Athletic activities, Diamond Cricket, Tennis |
| | 26 | Woodley Sports week – Presentation to winners of the swimming gala |
| | 27 | Woodley Sports Week – Aquasplash |
| June | 1 | Woodley Volunteer Centre AGM |
| | 2 | Reception hosted by the High Sheriff of Berkshire |
| | 3 | Official opening of the 3G pitch in Woodford Park |
| | 4 | Official opening of Queen's 90 th Birthday Memorial Gardens in Woodford Park |
| | 6 | Beechwood School – to hand out commemorative medals for the Queen's 90 th birthday |
| | 8 | Willow Bank Junior School & Willow Bank Infant School – to hand out commemorative medals |
| | 9 | South Lake Primary School – to hand out commemorative medals |
| | 10 | St Dominic Savio R C Primary School – to hand out commemorative medals |
| | 11 | Woodley Carnival |
| | 12 | St John's Church – Thanksgiving service and celebration lunch for the Queen's 90 th birthday |
| | 13 | Addington School – to hand out commemorative medals |
| | 16 | Rivermead Primary School – to hand out commemorative medals |
| | 16 | Inner Wheel meeting |
| | 17 | Woodley C of E Primary School – to hand out commemorative medals |
| | 18 | Visit to Aisha Mosque & Islamic Centre |
| 20 | Highwood Primary School – to hand out commemorative medals | |
| 21 | Royal County of Berkshire and Surrey Armed Forces Briefing 2016 at the Royal Military Academy, Sandhurst | |

Deputy Town Mayor's Engagements

| | | |
|-----|----|---|
| May | 28 | Woodley & Earley Volunteer Recruitment Fair |
|-----|----|---|

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 |
| Annual Return Section 2 | |
| • Variances | pages 33 - 34 |

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Woodley Town Council
Financial statements for the year ended 31 March 2016

Table of contents and Council information

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| Explanatory foreword | 2 |
| Income & Expenditure Account | 6 |
| Balance Sheet | 7 |
| Notes to the Financial Statements | 8 |

Councillors

The following were serving Members of the Town Council as at 28 June 2016:

| | | | |
|----------------|-----------------|------------------|------------------|
| 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 Anne Chadwick was appointed Deputy Town Mayor on 10 May 2016.

Town Clerk and Responsible Financial Officer

Deborah Mander

External auditors

Mazars LLP
The Rivergreen Centre
Aykley Heads
Durham
DH1 5TS

Contacting the Council

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

Telephone (0118) 9690356
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Woodley Town Council

Financial statements for the year ended 31 March 2016

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 28 June 2016.

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 2016 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 contribute £1,046 to general reserve funds. At the year end a contribution of £38,545 was allocated to the general reserve and this now stands at £423,442. The addition to the general fund was achieved by prudent management of expenditure and an increase in income from 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 (35% in 2015/16) and therefore subject to external economic factors.

Woodley Town Council
Financial statements for the year ended 31 March 2016

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

| | <i>Net</i> <i>2016</i> <i>£</i> | <i>Net</i> <i>2015</i> <i>£</i> | <i>Savings (-)/</i> <i>extra costs</i> <i>£</i> | <i>Explanation/information</i> |
|----------------------------------|---------------------------------------|---------------------------------------|---|--|
| Woodford Park LC | 61,900 | 61,647 | 253 | Higher income offset by higher staff and repairs costs. |
| 3G Pitch project | -227,346 | 0 | -227,346 | Loan received in year. Project commenced February 2016. |
| Bulmershe LC | 0 | 89,078 | -89,078 | Leisure centre transferred to 1Life 1/12/14. |
| Outdoor sports and recreation | 71,523 | 71,928 | -405 | No exceptional variances |
| Play areas | 18,735 | 10,689 | 8,046 | Refurbishment works at Woodford Park play area. |
| Oakwood Centre | 4,073 | -3,478 | 7,551 | Engagement of consultant for process to engage new catering partner. |
| Coronation and Chapel Halls | -13,551 | -3,214 | -10,337 | Income higher, staff costs lower. |
| Inn on the Park | -17,139 | -29,125 | 11,986 | Inn on the Park closed 30/10/15. |
| Allotments | 7,041 | 11,558 | -4,517 | Lower running costs. |
| Partnership projects | 35,959 | 35,421 | 538 | Higher staff costs. |
| Grants under 137 LGA 1972 | 3,925 | 2,050 | 1,875 | More grant applications received and grants awarded. |
| Other grants | 31,000 | 29,660 | 1,340 | Small changes in grant levels. |
| Public amenities | 7,599 | 7,489 | 110 | Lower street lighting repairs costs. |
| Public events | 3,811 | 4,264 | -453 | Lower grant to Woodley Carnival in 2015. |
| Capital expenditure and receipts | 37,827 | 46,794 | -8,967 | Lower capital expenditure, net of external funding. |
| Loan interest and repayments | 179,956 | 169,315 | 10,641 | Interest and repayments on new loan for 3G pitch project. |
| Loan sinking fund investments | 97,541 | 92,888 | 4,653 | Net investment higher, less income from disposals. |
| Administration and office costs | 227,436 | 238,320 | -10,884 | VAT Partial Exemption accrual lower. |
| Democratic process | 62,227 | 41,023 | 21,204 | Additional costs for full Council election 2015. |
| Council wide central costs | 247,284 | 275,172 | -27,888 | Reduction in staff numbers following transfer of Bulmershe Leisure Centre to 1Life, offset by increase in pension costs. |
| <i>Net cost</i> | <i>839,801</i> | <i>1,151,479</i> | <i>-311,678</i> | |

Woodley Town Council

Financial statements for the year ended 31 March 2016

The Council holds earmarked reserves, which include a special projects reserve to fund start up project costs. It also has separate reserves for specific projects, for example, the 3rd Generation Artificial Grass Pitch project at Woodford Park, the World War 1 information boards reserve. The elections reserves was increased annually to cover the costs of the Town Council elections in May 2015. 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 for the Town Council's services made on every household in the town. Government funding of £74,858 to support this gap in income was paid through Wokingham Borough Council in 2013/14. However, the Borough Council reduced this sum to £43,220 in 2014/15 and 2015/16 and has reduced the level of funding by 20% for the coming year. This is likely to decrease by a similar percentage over the coming years until no grant is paid.

The Council's 20 year lease with Wokingham Borough Council on Bulmershe Leisure Centre, was surrendered on 1 December 2014. From that date the Borough Council's leisure operator, 1Life, took over the management of the centre. There were some budget savings in 2014/15 and again in 2015/16 as a result of the transfer, for example, staffing, insurance, pension and National Insurance costs.

The Council continues to seek ways to increase income from its services and to develop activities and sports in the town:

In October 2015 the Council took the decision to close the Inn on the Park pub at Woodford Park Leisure Centre. The management company running the pub under an agreement with the Council decided that it would withdraw from the site at the end of the contract term. After careful consideration, and taking into account the diminishing returns from the pub and the increasing incompatibility with the aims of the leisure centre, the Council agreed to close the Inn on the Park and to bring the space it occupied into leisure use. Tenders for the works required have been received and progress on the building works will proceed in 2016/17. The Council will be seeking borrowing approval for £110,000 from the government to carry out the refurbishment and intends to install a fitness gym in the new space.

In February 2016 work began on the 3rd Generation pitch project at Woodford Park. 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 costs are being met by a grant of £277,200 from the Premier League and Football Association Facilities Fund and £255,000 from the Town Council which has been raised through a loan from the Public Works Loan Board.

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. In 2015 the Council sought residents' opinions about the installation of a public toilet in the town centre through its annual residents' survey and an online survey, after doubts had been raised on social media about the costs of such a facility. The results were firmly in favour of continuing with the project and it is

Woodley Town Council
Financial statements for the year ended 31 March 2016

hoped that a suitable space can be confirmed and planning permission be granted to enable the toilet to be installed in 2016/17.

A refurbishment of the north end of Woodley Town Centre is also underway. This is being led by Wokingham Borough Council who are working with the Town Council and the Town Centre Management Initiative to improve the pedestrian area between the disabled parking spaces and Headley Road. It will include the construction of a new shelter to replace the pagoda and an area for children to play and more seating around the space.

This year the Council has also started working with the Friends of Woodford Park, a voluntary group set up to help improve and develop the park. The group members are installing a new garden area near to the war memorial on the Memorial Ground to commemorate the Queen's 90th birthday.

The Council is also planning to undertake a project to improve the lake at Woodford Park in the coming year.

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
28 June 2016

Woodley Town Council
Financial statements for the year ended 31 March 2016

Income and Expenditure Account for the year ended 31 March 2016

| | Note | Year ended 31 March 2016 | | | 2015 |
|---|------|--------------------------|----------------|----------------|------------------|
| | | Expense £ | Income £ | Net £ | Net £ |
| Leisure activities | | | | | |
| Woodford Park Leisure Centre | | 277,318 | 215,418 | 61,900 | 61,647 |
| 3G Artificial Pitch | | 62,849 | 290,195 | -227,346 | 0 |
| Bulmershe Leisure Centre | | 0 | 0 | 0 | 89,078 |
| Outdoor sports and recreation | | 107,285 | 35,762 | 71,523 | 71,928 |
| Play areas | | 18,735 | 0 | 18,735 | 10,689 |
| Community halls | | | | | |
| Oakwood Centre | | 149,160 | 145,087 | 4,073 | -3,478 |
| Coronation & Chapel Halls | | 47,726 | 61,277 | -13,551 | -3,214 |
| Inn on the Park | | 6,684 | 23,823 | -17,139 | -29,125 |
| Allotments | | 15,975 | 8,934 | 7,041 | 11,558 |
| Community support | | | | | |
| Partnership projects | | 92,249 | 56,290 | 35,959 | 35,421 |
| Grants under S137 LGA 1972 | 5 | 3,925 | 0 | 3,925 | 2,050 |
| Other grants | 5 | 31,000 | 0 | 31,000 | 29,660 |
| Public amenities | | 7,599 | 0 | 7,599 | 7,489 |
| Public events | | 3,811 | 0 | 3,811 | 4,264 |
| Capital expenditure and receipts | 6 | 37,827 | 0 | 37,827 | 46,794 |
| Loan interest and repayments | 2 | 179,956 | 0 | 179,956 | 169,315 |
| Loan sinking fund investments | | 207,731 | 110,190 | 97,541 | 92,888 |
| Administration & democratic costs | | | | | |
| Administration and office costs | | 230,962 | 3,526 | 227,436 | 238,320 |
| Democratic process | | 62,227 | 0 | 62,227 | 41,023 |
| Council-wide central costs | | 256,201 | 8,917 | 247,284 | 275,172 |
| Net cost of Council services | | 1,799,220 | 959,419 | 839,801 | 1,151,479 |
| Precept on Wokingham Borough Council | | | | 1,010,532 | 1,030,349 |
| Precept support grant | | | | 43,220 | 43,220 |
| Interest and investment income | | | | 29,878 | 30,698 |
| Net income/expenditure (-) for the year | | | | 243,829 | -47,212 |
| Movements on earmarked reserves | | | | | |
| Transfers from reserves | 14 | 159,833 | | | |
| Transfers to reserves | 14 | -365,117 | | -205,284 | -12,966 |
| Increase/decrease (-) in general fund for the year | | | | 38,545 | -60,178 |
| Balance brought forward | | | | 384,897 | 445,075 |
| General fund balance carried forward | | | | 423,442 | 384,897 |

Woodley Town Council
Financial statements for the year ended 31 March 2016

Balance Sheet as at 31 March 2016

| | Note | 31 March 2016 | | 31 March 2015 | |
|--|------|---------------|-----------------------|---------------|-----------------------|
| | | £ | £ | £ | £ |
| Current assets | | | | | |
| Stocks | | | 470 | | 818 |
| Debtors and prepayments | | | | | |
| Amounts due for Council services | | 10,529 | | 34,878 | |
| VAT recoverable | | 13,504 | | 12,414 | |
| Revenue grants receivable | | 37,533 | | 70,336 | |
| Accrued income | | 18,938 | | 13,271 | |
| Prepaid expenses | | 43,387 | | 47,481 | |
| | | | <u>123,891</u> | | <u>178,380</u> |
| Bank and cash balances | | | | | |
| Term deposits | | 872,942 | | 723,591 | |
| Deposit accounts | | 21,002 | | 23,104 | |
| Current accounts | | 9,152 | | -174,678 | |
| Petty cash and cash floats | | 354 | | 409 | |
| | | | <u>903,450</u> | | <u>572,426</u> |
| | | | <u>1,027,811</u> | | <u>751,624</u> |
| Less current liabilities | | | | | |
| Creditors and income in advance | | | | | |
| Trade supplies and services | | 14,884 | | 19,638 | |
| Other creditors | | 20,742 | | 17,282 | |
| VAT provision (partial exemption) | | 11,000 | | 21,000 | |
| Loan interest accrued | | 0 | | 0 | |
| Other accruals | | 86,079 | | 48,882 | |
| Grants received in advance | | 18,819 | | 18,819 | |
| Income received in advance | | 23,651 | | 17,196 | |
| | | | <u>175,175</u> | | <u>142,817</u> |
| Net assets | | | <u>852,636</u> | | <u>608,807</u> |
| Reserves and balances | | | | | |
| Earmarked reserves | | | | | |
| Capital projects | 14 | | 79,710 | | 77,537 |
| Asset replacement | 14 | | 19,201 | | 18,702 |
| Other earmarked reserves | 14 | | 330,283 | | 127,671 |
| | | | <u>429,194</u> | | <u>223,910</u> |
| General fund as shown on the Income & Expenditure Account (page 6) | | | <u>423,442</u> | | <u>384,897</u> |
| | | | <u>852,636</u> | | <u>608,807</u> |

These financial statements show a true and fair view of the Council's financial position as at 31 March 2016, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 28 June 2016.

.....
Councillor Jenny Cheng
Town Mayor

.....
Deborah Mander
Responsible Financial Officer

Woodley Town Council

Financial statements for the year ended 31 March 2016

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

Pension contributions

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

Woodley Town Council
Financial statements for the year ended 31 March 2016

| | <u>2016</u> | <u>2015</u> |
|--|----------------|----------------|
| | <u>£</u> | <u>£</u> |
| 2. Interest and loan repayments | | |
| Interest payable | 134,521 | 133,988 |
| Loan repayments | 45,435 | 35,327 |
| | <u>179,956</u> | <u>169,315</u> |

| | <u>2016</u> | <u>2015</u> |
|--|----------------|----------------|
| | <u>£</u> | <u>£</u> |
| 3. Employee costs and numbers | | |
| Salaries and wages | 619,963 | 824,930 |
| Employer National Insurance contributions | 37,887 | 42,106 |
| Employer pension contributions (see below) | 97,991 | 107,152 |
| | <u>755,841</u> | <u>974,188</u> |

Employer pension contributions were paid at 18.2% of employees' pensionable earnings in the year (2015: 17.2%) as determined in the most recent 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 | 22 | 25 |
| Part time | 25 | 56 |
| | <u>47</u> | <u>81</u> |

The 2015 staff numbers include the employment of staff at Bulmershe Leisure Centre before the transfer to 1Life 1/12/14.

| | <u>£</u> | <u>£</u> |
|---|----------|----------|
| 4. Audit fees | | |
| Fees paid to external auditors for statutory audit services | 2,400 | 2,400 |

| | <u>£</u> | <u>£</u> |
|---|---------------|---------------|
| 5. Grants to local organisations | | |
| The Council made grants to local organisations to facilitate: | | |
| Transport for the disabled | 18,000 | 18,357 |
| Counselling and advisory services | 12,000 | 9,303 |
| Cultural services | 1,000 | 2,000 |
| | <u>31,000</u> | <u>29,660</u> |

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

| | | |
|--|-------|-------|
| | 3,925 | 2,050 |
|--|-------|-------|

The maximum available under Section 137 in the year was £147,796 based on an electorate of 20,081 at April 2015.

| | <u>£</u> | <u>£</u> |
|---|---------------|----------------|
| 6. Tangible fixed assets | | |
| The net increase in tangible fixed assets was as follows: | | |
| Play and sports equipment | 8,588 | 18,794 |
| Other equipment | 12,043 | 4,068 |
| War memorial | 0 | 82,538 |
| 3G pitch/car park/tennis project | 62,849 | 0 |
| | <u>83,480</u> | <u>105,400</u> |
| Less amount deleted for assets replaced | -75,086 | -23,416 |
| Net increase in tangible fixed assets | <u>8,394</u> | <u>81,984</u> |

The amount of £37,827 shown in the Income and Expenditure Account comprises additions to the Tangible Fixed Assets amounting to £13,131 plus other small items within the capital budget that did not create new assets.

Woodley Town Council
Financial statements for the year ended 31 March 2016

| | <u>2016</u> | <u>2015</u> |
|--|-------------|-------------|
| | £ | £ |
| The Council received external funding towards capital expenditure: | | |
| Specific grants received | 42,695 | 95,367 |

7. Long-term investments

| | | |
|---|---------------|---------------|
| Expenditure on long-term investments during the year was | 207,731 | 117,727 |
| Proceeds from sale of investments/compensation received was | -110,190 | -24,839 |
| Net expenditure on investments | <u>97,541</u> | <u>92,888</u> |

Investments held by the Council:

| | | |
|--|----------------|----------------|
| Purchases in the year | 207,731 | 117,727 |
| Original cost of disposals in the year | <u>102,378</u> | <u>20,635</u> |
| Net increase during the year | 105,353 | 97,092 |
| Cost of investments as at 1 April | <u>836,061</u> | <u>738,969</u> |
| Cost of investments as at 31 March | <u>941,414</u> | <u>836,061</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>1,098,929</u> | <u>1,019,642</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 | 465,956 | 480,245 |
| Light vans (3) and tractors (2) with ancillary equipment | | |
| Grounds maintenance equipment | | |
| Furniture and equipment - Oakwood Centre, halls, offices | | |
| Infrastructure assets | 350,386 | 283,703 |
| 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 | 414,008 | 458,008 |
| Woodford Park | | |
| Children's play areas around Woodley (No 4.) | | |
| Total tangible fixed assets | <u>6,885,748</u> | <u>6,877,354</u> |
| Investments (see Note 7 above) | 941,414 | 836,061 |
| Long-term debtor (see below) | <u>85,000</u> | <u>85,000</u> |
| Total fixed assets | <u>7,912,162</u> | <u>7,798,415</u> |

Woodley Town Council
Financial statements for the year ended 31 March 2016

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.

| <u>2016</u> | <u>2015</u> |
|-------------|-------------|
| <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 was taken out in 2015 to fund the Council's 3G pitch project costs. The amounts repayable at year end are as follows:

| | | |
|---|------------------|------------------|
| Within one year of the balance sheet date | 46,227 | 38,644 |
| Between one and two years | 39,122 | 32,268 |
| Between two and five years | 119,787 | 76,231 |
| Between five and ten years | 218,534 | 391,735 |
| More than ten years | <u>2,183,103</u> | <u>1,858,330</u> |
| | <u>2,606,773</u> | <u>2,397,208</u> |

10. Capital commitments

The Council had no capital commitments at 31 March 2016 not otherwise provided in these financial statements (2015: 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. (2015: 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 2016 were £7,313 (2015: £7,253), to which the Charity contributed its income of £109 (2015: £104).

13. Related party transactions

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

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

Woodley Town Council
Financial statements for the year ended 31 March 2016

14. Earmarked reserves

| | <u>At 1 April</u> <u>2015</u> <u>£</u> | <u>Transfer to</u> <u>reserve</u> <u>£</u> | <u>Transfer</u> <u>from reserve</u> <u>£</u> | <u>At 31 March</u> <u>2016</u> <u>£</u> |
|----------------------------------|--|--|--|---|
| Capital receipts | - | | | |
| Capital projects | 47,537 | 45,000 | -52,827 | 39,710 |
| Capital project - WPLC | 25,000 | 5,000 | 0 | 30,000 |
| Capital project – WPLC roof | 5,000 | 5,000 | 0 | 10,000 |
| Repairs & Renewals fund | 18,702 | 499 | 0 | 19,201 |
| Other earmarked reserves | | | | |
| Oakwood Centre marketing reserve | 0 | 2,291 | 0 | 2,291 |
| Performance appraisal reserve | 0 | 1,500 | 0 | 1,500 |
| First Aid training reserve | 0 | 1,100 | 0 | 1,100 |
| Special projects | 38,119 | 0 | -14,000 | 24,119 |
| Oakwood Centre sinking fund | 21,608 | 0 | -6,337 | 15,271 |
| Play area reserve | 5,002 | 5,000 | -7,340 | 2,662 |
| WPLC Eat 4 Health | 503 | 0 | 0 | 503 |
| Bookings software reserve | 30,000 | 0 | 0 | 30,000 |
| Baseball posts/youth projects | 687 | 0 | 0 | 687 |
| WPLC 3G pitch reserve | 558 | 290,195 | -62,849 | 227,904 |
| WP community badminton fund | 4,493 | 0 | -273 | 4,220 |
| Council elections | 17,864 | 0 | -16,135 | 1,729 |
| Allotment toilets | 695 | 150 | 0 | 845 |
| Capital receipts reserve | 0 | 4,232 | 0 | 4,232 |
| WPLC development reserve | 0 | 5,000 | 0 | 5,000 |
| WW1 Info boards reserve | 3,921 | 0 | 0 | 3,921 |
| Allotments security | 70 | 150 | 0 | 220 |
| Swim teacher development | 570 | 0 | 0 | 570 |
| Town centre clock/pagoda repairs | 3,509 | 0 | 0 | 3,509 |
| WASP reserve | 72 | 0 | -72 | 0 |
| | 127,671 | 309,618 | -107,006 | 330,283 |
| | 223,910 | 365,117 | -159,833 | 429,194 |

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

Annual return for the year ended 31 March 2016

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 Sections 1 and 2 of this annual return no later than 30 June 2016.

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 2016, 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 or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

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' Guides 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 2015/16

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 2016, 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 and recorded as minute reference:

_____ dated _____

Signed by:

Chair _____

dated _____

Signed by:

Clerk _____

dated _____

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

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

WOODLEY TOWN COUNCIL

| | Year ending | | Notes and guidance | | | | |
|---|---|--------------------|---|---|--|--|---|
| | 31 March 2015 £ | 31 March 2016 £ | | | | | |
| 1. Balances brought forward | 656,019 | 608,807 | 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 | 1,030,349 | 1,010,532 | Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received. | | | | |
| 3. (+) Total other receipts | 1,006,689 | 1,032,520 | 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 | -974,188 | -755,841 | 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 | -169,315 | -179,956 | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). | | | | |
| 6. (-) All other payments | -940,747 | -863,426 | 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 | 608,807 | 852,636 | 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 | 572,426 | 903,450 | 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 | 7,798,415 | 7,912,162 | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March | | | | |
| 10. Total borrowings | 2,397,208 | 2,606,773 | 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) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> <tr> <td style="text-align: center; padding: 2px;">✓</td> <td style="padding: 2px;"></td> </tr> </table> | 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. |
| Yes | No | | | | | | |
| ✓ | | | | | | | |

I certify that for the year ended 31 March 2016 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

Date

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 3 – External auditor certificate and report 2015/16 Certificate

We 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 2016 in respect of:

Enter name of
smaller authority here:

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 2016; 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.

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 matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

WOOLEY 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 2016.

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 or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |

| | | | |
|---|-----|----|----------------|
| K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | 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 P. REYNOLDS F.M.A.S.T.

Signature of person who carried out the internal audit *P. Reynolds* Date 20/6/16.

*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 2015/16 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 unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your 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*.
6. 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 complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. 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 2016 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: Practitioners' Guides are 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 2015/16
– 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. | 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. |
| 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 2015/16 year is provided to Members at this meeting of Council (28/6/16).</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. | Notice in respect of electors’ rights was displayed from 16 June on noticeboards and on the website with the period when the books and associated documents are available for public inspection running from 30 June to 10 August 2016. |
| 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 Risk Management Working Party Strategy on 11/4/16 and approved by the Council on 10/5/16. 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> <p>Insurance cover is reviewed annually. The council has fidelity guarantee insurance and business interruption cover.</p> |

| | |
|--|--|
| <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p> | <p>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.</p> |
| <p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p> | <p>In relation to past comments regarding the Standing Orders the Council reviewed its standing orders at its meetings on 12 February 2013 and 11 February 2014 and its financial regulations on 28/4/15.</p> <p>As a result of the 2015/16 internal audit visits and reports the only recommendation is being carried out:</p> <ul style="list-style-type: none"> • The bank accounts with Bank of Ireland are being consolidated to one account.. |
| <p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</p> | <p>There were no litigation, liabilities, commitments, events or transactions during or after the year end that have a financial effect on the council.</p> |
| <p>9. Trust funds (including charitable) - in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the funds/assets, including financial reporting and, if required, independent examination or audit.</p> | <p>The Council as trustee of the Woodley Memorial Recreation Ground is required to make an annual return to the Charity Commission and for 2014/15 this was submitted on 28/7/15.</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 2015/16 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
13 June 2016



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

21 June, 2016

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 2015/16

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 2015/16 a separate financial risk assessment has been carried out and this is reported separately to the Town Clerk in June 2016.

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.

As part of the Internal Audit Reviews we checked that:

Bank Reconciliations

- The financial totals as at 31 March 2015 had been brought forward accurately in each Cashbook.
- All un-presented cheques and un-banked income at up to 31 March 2016 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 2015 to 31 March 2016.
- All banks paying in slips were banked and agreed to bank statements for the period 1 April 2015 to 31 March 2016.
- Bank reconciliations for all bank accounts had been carried out between 1 April 2015 to 31 March 2016, 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 2016.
- A series of tests to agree the reimbursements from Cash Book 2 Clerks Imprest Account to Cash Book 4 Petty Cash between, 1 April 2015 to 31 March 2016.
- A series of payment vouchers were checked and agreed, and Cash Book 4 was cross cast up to 31 March 2016.

Income and Expenditure

- All un-presented cheques and un-banked income information at as 31 March 2016 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 2016 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 2016 – 31 March 2016.
- The VAT summary totals shown in Cashbook 1, 2 and 4 from April 2015 to March 2016 agree to the entries detailed on the VAT claim.

Cardnet

- All transactions shown on the Cardnet statements for the period 1 April - 31 March 2016 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 2015 to 31 March 2016 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 2015 to 31 March 2016.

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 2015 to 31 March 2016.

Town Council Minutes

- We checked the details of Town Council minutes from April 2015 to March 2016 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 2014/15 and 2015/16 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 2015 to March 2016 for these various transactional elements.

Yours sincerely,

Tim Light FMAAT and Paul Reynolds FMAAT
Internal Auditors

**Draft audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2015/16
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2016.**

| 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 2016. 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 2017/2018.</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.</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 Support Services Manager, 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 Manager for processing.</p> <p>Proper invoices support all payments, which are cross-referenced by cheque number and date paid. Monthly payment schedules are prepared by Finance Officer for the Town Clerk who will present this for retrospective approval at the Strategy and Resources Committee meeting. This is approved and details will be noted in the minutes for the meeting. Currently 5 Councillors are appointed as bank signatories to sign cheques to confirm that details for payment are correct.</p> |
| 2.5 | Has VAT on payments been checked, recorded and reclaimed? Frequency, & refunds into which A/c? | <p>Proper VAT invoices are provided, when relevant, with VAT checked and entered in VAT column in Cashbook. VAT elements for reimbursement are listed in the VAT control account and will be checked on a monthly basis by the Finance Officer. Reimbursement is made on a quarterly basis and paid direct in to the Current Account.</p> <p>The last VAT claim reimbursement was submitted on the 18/04/2016 and for the</p> |

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| | | period covering the period January – March 2016 and paid into Lloyds Bank Business Account 37301260. |
| 2.6 | Is S.137 expenditure separately recorded & in limit? | The Town Clerk will obtain committee approval for all grant payments. These are coded separately and shown in the cash book. For Section 137 expenditure, the Town Council has set a limit of £4000 for these payments; Community Groups can bid for grants up to £250 and individuals up to £100. We have noted for 2015/16 that payments were in approved limits. There are 20,531 electors in the Woodley Town Council area. Section 137 amount allowed per elector for 2015-16 is £7.36. |
| 3 | Risk Management Arrangements | |
| 3.1 | Does a scan of the minutes identify any unusual financial activity, projects, events etc.? | All projects and events are risk assessed and minuted accordingly by 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 2015/16 was presented to the Strategy and Resources Committee at its meeting on 10 May 2016. |
| 3.2 | Do the minutes record the Council carrying out any annual risk assessments? Play areas/BMX/skateparks regularity of checks & documentation? | The Risk Management Working Party oversees the risk management process and will report to the Strategy and Resources Committee once a year. A full Play areas and the Skatepark check is carried out by ROSPA. One member of the Maintenance team has a play inspection qualification. This continues to greatly assist the Council with any litigation claims brought for accidents. |
| 3.3 | Is insurance cover appropriate and adequate? Policy nos. & broker/company? FG cover level correct? | Standard local council policy held with Aviva policy number 25051443 dated 1 April 2016 covering to 31 March 2017. A long term agreement is in place with Aviva to expire on 31 March 2017. Fidelity Guarantee cover is now showing £750,000. |
| 3.4 | Are internal financial controls documented and reviewed regularly? | This initial risk assessment for financial systems' internal controls was prepared for 2014/15 and will be updated annually in future. Also RBS desk top procedures are used by the Finance Officer to support the processes used for payments/bank reconciliations and income. |

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| | | 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 2016/17 the notification was sent February 2016 |
| 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 Income is recorded a Till where 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 recorded in the cash book to maintain and Internal Audit trail. |

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| | | <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 2015/16 of £101,261.22 was received in April 2015 and a second Precept payment of £404,212.80 was received in May 2015 and paid direct into Lloyds Bank Business Account 37301260. The second half year Precept payment of £505,266.00 was received in September 2015. The Tax Support Grant of £43,220.17 was received in October 2015. |
| 5.3 | Are security controls over cash adequate and effective? | Very infrequent cash is received at the Oakwood Centre, however the Woodford Park Fair is held once a year and this is now paid by credit card or cheque rather than cash sums that were received in 2014/15. These are 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? | <p>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.</p> <p>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 Manager before it is released to the bank for payment.</p> |
| 7.2 | Are other expenses to the Clerk/staff reasonable and approved by the Council? | <p>In 2014/15 discussions with the Town Clerk indicated that the payment for mileage was included as part of her salary package, however it was confirmed by the Town Clerk that the terms and conditions have been reviewed by the Council and this is no longer the case.</p> <p>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.</p> |
| 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 |

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| | | 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 incl. serial nos.? Annual physical check noted? | The Council's Maintenance and Grounds Maintenance teams maintain excel 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 recommendation 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 2016 |
| 7.3 | Do asset insurance valuations agree with those in the asset register? | Yes, Asset Register does currently show any insured values. |
| 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 Access Account 377769260 (cashbook 10), Bank Of Ireland – Wholesale Money Fund Account 16429274 (cashbook 5), Bank of Ireland – Reserve Wholesale Money Fund Account 17079843 (cashbook 6), Bank of Ireland Project Reserve Account 17079886 (cashbook 7), 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. |

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| 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 2015/16 balances 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 £423443 as at 31/3/16) and £429194 for all earmarked reserves at the end of 2015/16. |

Signed ____Tim Light FMAAT _____ Date ____20/06/2016_____

Internal Auditor

Signed _____ RFO Date _____
RFO

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

Draft audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2015/16 prepared by the Internal Auditor, Town Clerk/RFO and Finance Manager on 15 December 2015, 21 March 2016, 20 June 2016.

Signed ___Tim Light FMAAT_____ Internal Auditor Date ___20/06/2016_____

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 | 2014/15 £ | 2015/16 £ | Variance (+/-) £ | Detailed explanation of variance (please include monetary values (to nearest £10)) | £ |
|---|--------------|--------------|---------------------|--|---|
| Box 2 <i>Precept</i> | 1,030,349 | 1,010,532 | -19,817 | | |
| Box 3 <i>Other income</i> | 1,006,689 | 1,032,520 | 25,831 | PWLB loan for 3G pitch project Grant funding for 3G pitch Facilities revenue variances: No income from Bulmershe Leisure Centre More income at Woodford Park LC More income from pubic halls More outdoor income Inn on the Park concession ceased 30/10/15 Grants etc received in 2015: Contributions for war memorial Section 106 for play equipment Investment sale proceeds higher Small amounts of other income (aggregated) | 255,000 35,195 -272,591 19,831 3,603 10,913 -16,977 -81,565 -13,802 85,351 873 Total 25,831 |
| Box 4 <i>Staff costs</i> | 974,188 | 755,841 | -218,347 | HMRC settlement for PAYE/NI (2015) Lower employers pension costs Lower employers NI Staff cost variances: Administration & Corporate higher Oakwood Centre, lower Woodford Park higher (LSM post transferred) Community halls lower Bulmershe transfer to 1Life 1/12/14 Smaller variances (net) | -25,577 -9,826 -4,646 4,441 -1,573 22,432 -5,899 -199,858 2,159 Total -218,347 |
| Box 5 <i>Loan interest/ capital</i> | 169,315 | 179,956 | 10,641 | 2016 includes interest and capital payments on the new 3G Pitch project loan. | |
| Box 6 <i>Other payments</i> | 940,747 | 863,426 | -77,321 | Capital expenditure in 2015: Malone Rd play area War memorial completed Other projects Capital expenditure in 2016: WPLC boiler & hot water tank replaced Play area refurbishment Other projects Facilities costs variances: Woodford Park LC costs lower Bulmershe LC transferred to 1Life 3G facility works in 2016 Installation of artificial cricket wicket Inn on the Park closed 30/10/15 Allotment running costs lower Investment purchases higher | -18,794 -82,538 -40,829 23,044 7,498 24,624 -2,148 -161,811 62,849 7,500 -4,991 -3,574 90,004 |

| | | | | | |
|--|-----------|-----------|---------|--|--|
| | | | | Other variances: Higher repairs & Equipment costs, central admin Lower VAT partial exemption cost Cost of elections May 2015 Smaller amounts (aggregated) | 10,352 -11,384 18,337 4,540 |
| | | | | Total | <u>-77,321</u> |
| Box 7 <i>Balances carried forward</i> | 608,807 | 852,636 | 243,829 | Reserves per box 7 Less stocks Less debtors Plus creditors Bank balances Box 8 A breakdown of the Council's earmarked reserves is provided on page 12 of the financial statements 2016 | 852,636 -470 -123,891 175,175 <u>903,450</u> |
| Box 9 <i>Fixed assets & long term assets</i> | 7,798,415 | 7,912,162 | 113,747 | Play and sports equipment purchased Other equipment purchased 3G pitch, car park and tennis/netball project Cost of assets disposed: Vehicles and plant Hard surface area replaced by 3G project Long term investments: Purchases in the year Costs of disposals written out | 8,588 12,043 62,849 -31,086 <u>-44,000</u> 8,394 207,731 -102,378 |
| | | | | Total | <u>113,747</u> |
| Box 10 <i>Total borrowing</i> | 2,397,208 | 2,606,773 | 209,565 | Annuity loans annual repayment of capital. PWLB advance re 3G pitch project | -45,435 <u>255,000</u> <u>209,565</u> |

Deborah Mander
Town Clerk and Responsible Financial Officer
13/6/16