



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

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 6 February 2018 at 8:00pm.

Deborah Mander
Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF COUNCIL MEETING HELD ON 12 DECEMBER 2017** Page 3
To approve the minutes of the Council meeting held on 12 December 2017, and that they be signed by the Chairman.
4. **COMMITTEE REPORTS**
To receive reports from the following:

4.1	Planning Committee	9 January 2018	Page 9
4.2	Leisure Services Committee	16 January 2018	Page 19
4.3	Strategy and Resources Committee	23 January 2018	Page 25
4.4	Planning Committee	30 January 2018	Page 39

5. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

6. **WOODFORD PARK LAKE PROJECT – PROGRESS AND FUNDING**

To consider **Report No. FC 1/18.**

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7. **COUNCIL SEAL**

To approve the use of the Council's seal on a lease with Reading Borough Council in respect of the Reading Road Allotment and Town Lane Fields site.

8. **WOODLEY PRE-SCHOOL**

To note that the lease granted by the Town Council to Woodley Pre-School was completed on 30 January 2018.

9. **TOWN CENTRE PUBLIC TOILET**

To note that a purchase order has been submitted for the supply and installation of a public toilet in Woodley town centre. The lead-in time is estimated to be 10 – 12 weeks.

10. **OUTSIDE BODIES**

To receive any reports from Town Council representatives on outside bodies.

11. **TOWN MAYOR'S ENGAGEMENTS**

a) The Town Mayor has been unable to undertake any engagements since the last meeting as she has been recovering from an accident.

b) To receive a report from Councillor Sam Rahmouni on his engagements as Deputy Mayor. **(Appendix 11)**

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12. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 12 December 2017 at 8 pm**

Present: Councillors S. Rahmouni (Chairman); K. Baker; T. Barker;
A. Chadwick; C. Dixon; R. Dolinski; P. Etherington; M. Forrer;
D. Fradley; M. Green; J. MacNaught; D. Mills; D. Smith;
W. Soane; D. Stares; J. Trick; M. Walker; P. Wicks; M. Willson

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

Also present: 1 member of the public

The Deputy Town Mayor informed Members that he would be deputising for the Town Mayor as she was recovering from an accident. He wished the Mayor a quick recovery and hoped that she would have a happy Christmas.

Before the start of the meeting:

- *The Deputy Town Mayor presented grant cheques to representatives of local community groups and other organisations and individuals, as reported in **Appendix A**.*
- *A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.*

44. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley, J. Cheng, B. Franklin, K. Gilder, R. Horskins and R. Lay.

45. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

46. **MINUTES OF COUNCIL MEETING HELD ON 3 OCTOBER 2017**

The Deputy Town Mayor presented the minutes of the Council meeting held on 3 October 2017.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 3 October 2017 and that they be signed by the Deputy Mayor as a correct record.

47. **COMMITTEE REPORTS**

47.1 **Minutes of the Planning Committee: 10 October 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 10 October 2017.

Minute number 98: Local Plan update – Site assessment engagement

Councillor Baker said that although the Planning Committee did not send a representative to attend the site assessment meeting held by Wokingham Borough Council, he and Councillor Dolinski had attended as borough councillors. Councillor Baker gave a brief report on the assessment of the two Woodley sites.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 10 October 2017.

47.2 **Minutes of the Planning Committee: 7 November 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 7 November 2017.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 7 November 2017.

47.3 **Minutes of the Leisure Services Committee: 21 November 2017**

Councillor Barker presented the minutes of the Leisure Services Committee meeting held on 21 November 2017.

Minute number 35: Town centre public toilet update

In reply to a question the Deputy Town Clerk informed Members that the licence agreement from Wokingham Borough Council was expected the following day and he hoped to be able to place the order for the toilet unit by the end of the week.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 21 November 2017.

47.4 **Minutes of the Strategy and Resources Committee: 28 November 2017**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 28 November 2017.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 28 November 2017.
- ◆ To approve the recommendation of the Strategy and Resources Committee that the Town Council applies for a loan of £100,000 from the Public Works Loan Board to fund the workshop building, depot/lake area boundary fencing and lake pathways, with the exact amount of the loan to be formally approved by the Urgency Committee.
- ◆ To approve the schedule of meetings for the 2018/19 municipal year, as attached at **Appendix B**.

47.5 **Minutes of the Planning Committee: 5 December 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 5 December 2017.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 5 December 2017.

48. **COMMITTEE MEMBERSHIP**

Members noted that Councillor Lay had resigned from the Leisure Services Committee due to increased work commitments.

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

RESOLVED:

- ◆ To appoint Councillor Walker to the vacant position on the Leisure Services Committee.

49. **LEADER'S STATEMENT**

The Leader of the Council stated that the Town Council had produced some amazing achievements for Woodley in the previous 12 months and still had many plans for the future. He noted that these outcomes would not be possible without the drive and determination of the Council's officers and he thanked them all for their hard work.

The Leader of the Council also thanked Councillor Barker for chairing the Planning Committee and Councillor Soane for chairing the Leisure Services Committee and said that both committees were operating well. Finally, he thanked all councillors for participating in meetings and wished everyone a happy Christmas.

50. **WOODLEY PRE-SCHOOL**

The Deputy Town Clerk presented Report No. FC 4/17 and asked Members to formally approve the proposed location in Woodford Park of the new modular building for Woodley Pre-School.

RESOLVED:

- ◆ To note Report No. FC 4/17.
- ◆ To approve the location for the pre-school building, as shown in Report No. FC 4/17.
- ◆ To approve the use of the Council's seal on a lease with Woodley Pre-School for the use of land in Woodford Park to site a modular building from which to operate the school.

51. **OUTSIDE BODIES**

Members noted the written report on ARC submitted by Mrs Shelagh Flower and distributed with the agenda.

Councillor Baker informed Members that the C-Salt Community Forum, which was run by 1Life, had not met as the contract for the provision of the Borough Council's leisure services was out to tender and the future of the forum would not be known until the contract was awarded.

52. **TOWN MAYOR'S ENGAGEMENTS**

- a) Members noted the 14 events attended by Councillor Cheng as Town Mayor.
- b) Councillor Rahmouni reported on the 6 events he had attended as Deputy Town Mayor.

53. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Under this item, Councillor Soane informed Members that he had resigned from the Carnival Committee after 30 years.

Councillor Fradley made a statement about the Remembrance gathering at the war memorial and the refreshments provided afterwards and said that they did not match the standard expected for this event. He said that he had passed his comments on to the Council's officers and hoped that the event would be better organised in future.

Meeting closed at 8:55pm

Meeting of the Town Council on 12 December 2017

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

Berkshire Vision
Home-Start Wokingham District
Wokingham Volunteer Centre
Woodley Adopt A Street Project (WASP)

Individuals:
William Cowen
Alexander Cowen
Rosie Cowen
Hannah Evans

A grant had also been awarded to Berkshire Multiple Sclerosis Therapy Centre, who were unable to send a representative to the meeting and had sent their apologies.

TIMETABLE OF MEETINGS - 2018/19
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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>2018</u> 22 May 19 June	<u>2018</u> 5 June	<u>2018</u> 12 June	<u>2018</u> Annual Meeting: 8 May 26 June
17 July 14 August (SH) 11 September	4 September	18 September	2 October
9 October 6 November 4 December	20 November	27 November	11 December
<u>2019</u> 8 January 29 January	<u>2019</u> 15 January	<u>2019</u> 22 January	<u>2019</u> 5 February
26 February 26 March 23 April	9 April (SH)	16 April (SH)	Town Electors: 5 March Annual Meeting: 14 May

(SH = School Holidays)

SCHOOL TERM DATES

2018 Monday 16 April to Tuesday 24 July
Monday 3 September to Wednesday 19 December
(NOTE: Training days - to be agreed)

Half Term: 28 May - 1 June
Half Term: 22- 26 October

Good Friday: 30 March 2018
WBC Elections: 3 May 2018

2019 Thursday 3 January to Friday 5 April
Tuesday 23 April to Tuesday 23 July
(NOTE: Training days - to be agreed)

Half Term: 18 - 22 February
Half Term: 27 - 31 May

Good Friday: 19 April 2019
WBC & WTC Elections: 2 May 2019

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 9 January 2018 at 7:45 pm**

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

Also present: *3 members of the public*

Officer present: *L. Matthews, Committee Officer*

142. **APOLOGIES**

Apologies for absence were received from Councillors M. Forrer and B. Franklin.

143. **DECLARATIONS OF INTEREST**

Councillor R. Dolinski – Disclosable pecuniary interest: Agenda item 5, planning application 173604: 8 Mannock Way, as he owns the neighbouring property.

Councillor R. Dolinski – Disclosable pecuniary interest: Agenda item 5, planning application 173687: 191 Colemans Moor Road, as he owns a property close to this location.

Councillor Dolinski took no part in the discussion or decision on planning applications 173604 and 173687.

144. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 5 DECEMBER 2017**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 5 December 2017 be approved and signed by the Chairman as a true and accurate record.

145. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

146. **PLANNING DECISIONS**

RESOLVED:

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

147. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decisions:

Application:	171397
Location:	15 Fitzroy Crescent, Woodley, RG5 4EU.
Proposal:	Householder application for the proposed erection of first floor side extension and single storey front porch extension to dwelling.
Appeal details:	The appeal was made against a refusal of planning permission.
Decision:	The appeal was dismissed.

Application: 171451
Location: 17 Anthian Close, Woodley, RG5 4XA.
Proposal: Full application for the proposed change of use of amenity land to residential including replacement of garden wall with a 2m close boarded fence.
Appeal details: The appeal was made against a refusal of planning permission.
Decision: The appeal was dismissed.

148. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council had made the following Tree Preservation Order:
TPO 1611/2017: Land at and adjacent to the Sandford Farm development and Beggars Hill Road, Woodley, and to the north and east of Phillips Close, Woodley, and to the south and east of Briley Cottage and Temple Cottage, Charvil, and adjacent to Beggars Hill Road, Charvil.

149. **REVISED ESTIMATES 2017/18 AND BUDGET ESTIMATES 2018/19**

The Committee Officer presented Report No. PC 1/18.

Members considered the applications received for grant funding for 2018/19 and it was agreed that grants be awarded to Citizens Advice Wokingham, ARC and Keep Mobile. In addition to the annual grants, Members noted that the service level agreement sum of £18,162 to Readibus would also be included in the Budget Estimates for 2018/19. It was suggested that those organisations whose annual grant application had been unsuccessful be encouraged to apply for a community grant.

RESOLVED:

- ◆ To note Report No. PC 1/18.
- ◆ To recommend that the Revised Budget Estimates for 2017/18, as set out in the budget appendix, be approved.
- ◆ To recommend to the Strategy and Resources Committee that the following annual grants be awarded for 2018/19:

Citizens Advice Wokingham	£7,000
ARC	£5,500
Keep Mobile	£1,000
- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2018/19, as amended to include grants of £7,000 to Citizens Advice Wokingham, £5,500 to ARC and £1,000 to Keep Mobile, be approved.

150. **HIGHWAYS**

Temporary road closures

Members noted the following temporary road closures to enable Wokingham Borough Council contractors to undertake essential highway drainage maintenance works in safety:

- i) **Beggars Hill Road**, closed for its entire length. There would be no alternative route for this restriction. Works requiring this restriction would take place between 29 January 2018 and 29 January 2019.
- ii) **Sandford Lane**, closed between its junctions with B3030 Davis Street and Mohawk Way. The alternative route for all vehicles would be via B3030 Davis Street, B3030 Robinhood Lane, A329 Reading Road, Loddon Bridge/Bader Way Interchange, The

Bader Way and Mohawk Way, or by this route in reverse. Works requiring this restriction would take place between 1 February 2018 and 1 February 2019.

Access for residents and business users within the boundary of the restrictions would be maintained at all times.

151. **COMMUNITY SPEEDWATCH**

Members discussed the information that had been distributed with the agenda regarding operational details of running a Community Speedwatch scheme and the Chairman gave details about the scheme operated by Ivinghoe Parish Council, whose co-ordinator he had spoken to. The equipment required to operate a scheme was also discussed.

It was accepted that speeding in Woodley was perceived to be a problem by local residents and that the police had asked for help from the community to tackle the problem. If Woodley was to participate in a speedwatch scheme Members felt that it would be preferable for the Council to purchase its own equipment and run a scheme specifically for Woodley, to allow residents' speeding concerns to be addressed directly.

It was therefore

RESOLVED:

- ◆ To set up and run a Community Speedwatch scheme for Woodley, with backroom support provided by Thames Valley Police volunteers.
- ◆ To recommend to the Strategy and Resources Committee that £7,000 be allocated from the general reserve to fund the purchase of speed detection equipment and accessories required to set up and run the Community Speedwatch scheme.

152. **HOUSING LAND SUPPLY**

Members noted the response sent by the Right Honourable John Redwood, MP, to Barkham Parish Council following submission of the Barkham Parish Council report on Housing Land Supply, which was supported by Woodley Town Council.

153. **THAMES VALLEY POLICE SURVEY ON A PROPOSED INCREASE IN COUNCIL TAX TO HELP PROTECT OPERATIONAL POLICING**

Members noted information received from Thames Valley Police regarding a proposal to increase the police element of the council tax by £1 a month (for a band D property) to help protect operational policing.

RESOLVED:

- ◆ To respond to the survey stating that the Town Council is in agreement with the proposal to increase the police element of the council tax by £1 a month (for a band D property).

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

Members noted the report of the Woodley and North Earley Community Forum meeting held on 20 November 2017.

155. **BULMERSHE LEISURE CENTRE**

Members noted the press release received from Wokingham Borough Council regarding the proposal to replace Bulmershe Leisure Centre.

156. **RUSCOMBE PARISH NEIGHBOURHOOD AREA DESIGNATION APPLICATION**

Members noted that Ruscombe Parish Council had applied to have the area of Ruscombe designated as a 'Neighbourhood Area' for the purposes of neighbourhood planning and that comments on the application had been requested by Wokingham Borough Council.

RESOLVED:

- ◆ To send a “no comment” response on the Ruscombe Parish Neighbourhood Area Designation application.

157. **READING BOROUGH COUNCIL PRE-SUBMISSION DRAFT LOCAL PLAN**

Members noted that Reading Borough Council was consulting on its Pre-Submission Draft Local Plan.

RESOLVED:

- ◆ To send a “no comment” response on the Reading Borough Council Pre-Submission Draft Local Plan.

158. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Community Council for Berkshire e-bulletin - December 2017*
 - *Launchpad Reading Newsletter – December 2017*

159. **FUTURE AGENDA ITEMS**

An item giving an update on matters relating to the Community Speedwatch Scheme was requested for the next meeting.

160. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

161. **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.

162. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of two ongoing enforcement matters and one enforcement investigation closure notification.

The meeting closed at 9:55 pm

Chairman

Woodley Town Council

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Date :- 10/01/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
171854	04/01/2018	Dariusz Kusyk	Mr & Mrs Fogarty	1 Dunbar Drive Dunbar Drive Woodley RG5 4HA
	Proposal : ORIGINAL APPLICATION RECEIVED 10/07/2017: Householder application for the proposed erection of two storey side extension to dwelling and relocation of side garden wall.			
	REVISED APPLICATION RECEIVED 04/01/2018: Full application for the proposed erection of two storey side extension to dwelling and change of use of amenity land to residential with relocation of side wall.			
	Observations : OBSERVATIONS RETURNED 19/07/2017: No objections.			
	OBSERVATIONS RETURNED 10/01/2018, after receipt of revised description: No further comments.			
173196	22/12/2017	Stefan Fludger	Mr David Holden	3 Copse Mead Copse Mead Woodley RG5 4RP
	Proposal : Householder application for the proposed part single storey, part two storey rear extension, two storey front extension including rear and front dormer extensions, part conversion of the existing garage to habitable accommodation plus changes to fenestration.			
	Observations : No objections.			
173414	11/12/2017	Rasha Khoja	Mr C Kondreddy	1 Gemini Road Gemini Road Woodley RG5 4TF
	Proposal : Householder application for the proposed erection of single storey side extension to dwelling.			
	Observations : No objections.			
173431	01/12/2017	Andrew Parsons	Mr David White	31 Selsdon Avenue Selsdon Avenue Woodley RG5 4PQ
	Proposal : Householder application for the proposed erection of a two storey side and rear extension; front porch extension and a detached garden room to the rear/side of the existing dwelling.			
	Observations : No objections.			
173434	04/12/2017	Andrew Parsons	Mark & Aly Collins	4 Armstrong Way Armstrong Way Woodley RG5 4NW
	Proposal : Householder application for the proposed erection of single storey rear extension to dwelling.			
	Observations : No objections.			

Date :- 10/01/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
173470	04/12/2017	Ade Balogun	Ms Pierro	74 Millbank Crescent Millbank Crescent Woodley RG5 4ER
Proposal : Householder application for the proposed erection of single storey front extension to form porch.				
Observations : No objections.				
173525	11/12/2017	Rasha Khoja	Mr & Mrs A Mokogwu	42 Highgate Road Highgate Road Woodley RG5 3QR
Proposal : Householder application for the proposed erection of single storey rear extension and part first floor rear extension to dwelling.				
Observations : One letter of concern had been received for this application.				
The Committee considered the proposal and had no objections to the application.				
173573	18/12/2017	Christine Phillips	Mr Paul England	5 Herald Way Herald Way Woodley RG5 4PB
Proposal : Householder application for the proposed erection of first floor front and side extensions to dwelling, plus part conversion of existing garage to habitable accommodation and internal alterations.				
Observations : No objections.				
173581	21/12/2017	Stefan Fludger	Mr & Mrs Coakley	118 Kingfisher Drive Kingfisher Drive Woodley RG5 3LQ
Proposal : Householder application for the proposed erection of a single storey rear extension to dwelling.				
Observations : No objections.				
173591	11/12/2017	Ade Balogun	Mrs J Terry	4 Quentin Road Quentin Road Woodley RG5 3NF
Proposal : Householder application for the proposed conversion of part of existing garage to habitable accommodation plus insertion of velux windows to the side elevation.				
Observations : No objections.				
173597	13/12/2017	Rasha Khoja	Mr R & Dr M Gupta	38 Cypress Road Cypress Road Woodley RG5 4BD
Proposal : Householder application for the proposed erection of single storey side extension to dwelling plus conversion of existing garage to habitable accommodation.				
Observations : No objections.				

Date :- 10/01/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
173604	13/12/2017	Andrew Parsons	Mr & Mrs J Maybury	8 Mannock Way Mannock Way Woodley RG5 4XW
Proposal : Householder application for the proposed erection of single storey side extension to dwelling.				
Observations : No objections.				
173605	13/12/2017	Rosie Rogers	Mr & Mrs J Wiggins	33 Halstead Close Halstead Close Woodley RG5 4LD
Proposal : Householder application for the proposed erection of first floor side extension to dwelling.				
Observations : No objections.				
173697	03/01/2018	Andrew Parsons	Mr & Mrs Martyn Taylor	7 Bingley Grove Bingley Grove Woodley RG5 4TT
Proposal : Householder application for the proposed erection of a single storey rear extension to dwelling following demolition of existing conservatory.				
Observations : No objections.				

Date :- 10/01/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**173555**

13/12/2017	Dariusz Kusyk	Mr Adam Smith	83 Nightingale Road Nightingale Road Woodley RG5 3LY
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Proposal : Householder application for the proposed erection of two storey side extension to dwelling following the demolition of existing conservatory.

Observations : The Committee recommended that this application be refused due to the absence of detailed information. No dimensions were given on the drawings, but the proposed extension appeared to be too close to Fairwater Drive.

173687

02/01/2018	Dariusz Kusyk	Mr Sloan	191 Colemans Moor Road Colemans Moor Road Wodley RG5 4DD
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Proposal : Householder application for the proposed conversion of roof space to create habitable accommodation to dwelling with front dormers.

Observations : The Committee recommended that this application be refused on the following grounds:
- Visual appearance.
- Out of character with the street scene.

The committee commented that no other properties in this vicinity of Colemans Moor Road have dormers in the roof, so this proposal would set a precedent and change the appearance of the road.

Date :- 10/01/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**173377**

21/12/2017	Stefan Fludger	Mr G Bertram	29 Duncan Road Duncan Road Woodley RG5 4HR
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Proposal : Householder application for the proposed erection of two storey side and rear extensions to dwelling following the demolition of existing single storey rear extension.

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

The Committee considered the proposal and had the following concerns:

- The drawings are inaccurate and need to be amended to correctly depict both the existing property and the proposals.
- Access to the front door of No.29 is over the parking spaces of No.29A

173584

18/12/2017	Simon Taylor	Unknown	Waingels College Waingels Road Woodley RG5 4RF
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Proposal : Full planning application for the demolition of existing store building attached to sports hall and erection of all-weather multi-use games area with floodlighting columns.

Observations : Two residents were present at the meeting to voice their concerns regarding this application and one letter of concern had been received.

The Committee considered the proposal and asked that the following concerns raised by local residents be taken into consideration:

- The proposed hours of operation, from 8am to 10pm every day, are excessive.
- Concerns regarding light pollution from the flood lighting, as adjacent properties have bedroom windows facing towards the playing area.
- Concerns regarding increased noise levels.
- Concerns regarding the disposal of construction waste, which should be removed from the site.

The Committee also recommended that the use of acoustic boards around the playing area be considered.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 4 January 2018

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 172730	Approved	31 Faringdon Road
E 172903	Approved	43 Ravensbourne Drive
E 172936	Approved	20 Spruce Road
E 172943	Approved	38 Austin Road
E 172957	Approved	406 - 412 London Road
E 172958	Approved	406 - 412 London Road
E 173011	Approved	21 Concorde Way
E 173060	Approved	2 Bibury Close
E 173106	Approved	20 Cornfield Road
E 173234	Approved	47 Crockhamwell Road
173281	Approved	9 Sunderland Close

REFUSED PLANNING PERMISSIONS

C 172258	Refused	38 Wallace Close Local COMMENT No objections.
E 172687	Refused	128 Church Road

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 16 January 2018 at 8:00 pm**

Present: *Councillors W. Soane (Chairman); T. Barker; K. Gilder; S. Rahmouni;
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 K. Baker
Mark Rozzier and Steve Outen, Woodley United F. C.
Sam Milligan, Just Around the Corner charity
1 member of the public*

40. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B. Franklin, M. Green and M. Walker.

41. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

42. **MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2017**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 21 November 2017 be approved and signed by the Chairman as a correct record.

43. **WOODLEY UNITED FOOTBALL CLUB**

The Chairman welcomed Mark Rozzier and Steve Outen, the General Manager and Vice Chairman of Woodley United Football Club, to the meeting to give an update on the progress of the club.

Mark Rozzier explained that Woodley United was now in its third season since it was formed by the merger of several Woodley football clubs. It was an FA Charter Standard Community Club and had 34 teams for all ages, from under 7s to adults, including ladies' teams and veterans' teams. The club also ran twice-weekly pre-school mini-kickers sessions. In April 2017 the Mens' 1st team won the County Cup, which was a fantastic achievement.

Mark Rozzier and Steve Outen spoke about the successes of the club. The club had raised the profile of football in Woodley and had also raised the profile of Woodley by the work that they were doing in the community. They worked with the Me2 Club and Sport in Mind to bring the benefits of participating in sport, and football in particular, to those who might otherwise find it difficult to take part. The club also undertook football coaching for boys and girls in many Woodley schools, ran a Junior Referee development programme and encouraged the Youth players to coach the younger age groups.

Mark Rozzier and Steve Outen informed Members of the club's plans for the future, which included running an FA Wildcats Centre in Woodford Park, an initiative designed to inspire girls between the ages of 5 and 11 to be involved in the sport. The club also planned to offer walking football, increase the recruitment of volunteers working within the club and increase the number of spectators at 1st team games and ladies' games. The club also hoped eventually to be able to play their 1st team matches more locally to Woodley.

In reply to a question about where the club's funding came from, Mark Rozzier explained that in addition to the community grants awarded by the Town Council, the funding came from members' subscriptions, sponsorship from local companies and fundraising within the community. The club did not receive funding from the FA.

The Chairman said it was very encouraging to see how the club was developing and he thanked Mark Rozzier and Steve Outen for their presentation.

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

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

Sam Milligan informed Members that the recent problems with antisocial behaviour seemed to have abated and Woodley was now much quieter. JAC was trying to build positive relationships with some of the groups that were out in the evenings as these groups could then influence others. The local PCSOs were also building good relationships with the young people.

Members were pleased to hear that the new JAC House in Woodley was now operational and the first young person was in residence. It was hoped that a second young person would be moved in within a few months.

Sam Milligan gave an update on the plans to site a container café at the Loddon Mead site and said that planning permission would be required, but before that could be applied for a lease with Wokingham Borough Council would have to be drawn up for the use of the land.

Sam Milligan informed Members that JAC had now been working in Woodley for 20 years and the Town Council had helped to start the work that JAC was doing. He said that the atmosphere in Woodley was now very different from how it had been 15 years previously and he was very grateful for all the support that JAC had received from the Town Council.

The Chairman asked about the work being done at Rehoboth, JAC's equestrian centre, and Sam Milligan reported that the centre was working well, with Woodley schools sending young people there, many young people volunteering and some young people undertaking apprenticeships in horse care.

The Chairman thanked Sam Milligan for his report.

45. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 1/18 and reported that the income received was well above the level that would be expected at this point in the year. In particular, the income from Woodford Park Leisure Centre was much higher than had been estimated. It was noted that the only disappointing income stream was from the use of the cricket pitches and the Town Clerk informed Members that this would be the subject of a future agenda item.

RESOLVED:

- ◆ To note Report No. LS 1/18.

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

Before giving his report, The Leisure Services Manager referred to the FA Wildcats Centre, which Woodley United were planning to run at Woodford Park, and said he believed it was very important that the Council supported and encouraged schemes such as this as Woodley United were very active in the community and would bring more users to the Council's facilities. The Town Clerk said that the Wildcats Centre could be mentioned in the Council's newsletter and on the website and social media.

The Leisure Services Manager then presented Report No. LS 2/18 and informed Members that Barnes Fitness had asked for the Council's help and support on a number of matters relating to the Woodley 10km race, such as the displaying of publicity banners, the publicising of information on the necessary road closures and by providing volunteers on the day. Barnes Fitness had also asked the Council's view on the provision of music around the course, but Members felt they needed more information about what was proposed before giving an opinion on this. It was agreed that all Town Councillors would be informed of the need for volunteers on the day of the race.

Members considered a request from Reading FC Former Players' Association for free use of the 3G pitch on the morning of the Carnival to host an annual tournament, the winners of which would play an exhibition match against former Reading FC players in the main Carnival arena. This had been a very popular event at the previous year's Carnival and in return for the free use of the pitch the Former Players' Association had helped to promote the 3G pitch and the gym.

Members were pleased to hear of the success of the NERF holiday camps and children's parties, which had already recouped the cost of purchasing the equipment. The ongoing cost of replacing broken equipment and staffing costs would be monitored, but it was expected that the NERF activities would yield a profit at the end of the financial year.

The Leisure Services Manager also updated Members on operational matters relating to the extended opening hours at the Gym on the Park, the popularity of which would be reviewed towards the end of January, and the increased maintenance requirements of the 3G pitch, as a result of the high usage.

RESOLVED:

- ◆ To note Report No. LS 2/18.
- ◆ To publicise information on the road closures for the Woodley 10km race and to allow the display of publicity banners for the event.
- ◆ To approve the request from the Reading FC Former Players' Association for free use of the 3G pitch for a tournament on the morning of Woodley Carnival 2018, and that this approval should be requested each year, if required.

47. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 3/18 and informed Members that the Woodley Pre-School had received planning permission for the new modular building in Woodford Park and hoped that this would be installed by the end of March. As the pre-school would be moving out of Woodford Park Leisure Centre, and with the recently announced closure of Bulmershe Leisure Centre for redevelopment, Members noted the importance of the Woodford Park Leisure Centre Regeneration Task and Finish Group to consider new ideas for the development of the leisure centre. The work at the leisure centre to replace the flat roofing and install a new steel joist were on-going, but had been delayed due to inclement weather and contractor issues.

The Deputy Town Clerk reported on the continuing clearance work around the Woodford Park lake, being undertaken by the Grounds Team, and Members were pleased to hear that the stage one funding application to the Suez Landfill Community Fund had been successful and that the more detailed stage two application for £50,000 for the lake project would be submitted in February. Members were also informed that 8 cherry trees has been planted in Woodford Park by children from St Dominic Savio Primary School as part of the CommuniTrees scheme and 6 other trees purchased by donations to the scheme were planted by the Grounds Team.

The Deputy Town Clerk informed Members that the final design details for the town centre play area had been approved and an order placed by Wokingham Borough Council for the equipment, which was expected to be installed before April 2018.

Councillor Stares informed the Committee that 600 people had taken part in Parkrun in Woodford Park on one occasion recently. The Town Clerk said that the Parkrun organiser had informed her that parts of the park were now quite boggy and had suggested that bark chippings be spread in some areas and that Parkrun were prepared to help with the work and funding for this. They had also suggested that it would be a good idea to provide footscrapers and had offered to help towards the cost of these. Members were pleased that Parkrun and the Town Council were working so co-operatively together and that the event was bringing people into the centre of Woodley.

In reply to a question about a track that was forming where people walked diagonally across the Memorial Ground, the Deputy Town Clerk said that he was investigating the use of a reinforced mesh to protect the ground and would inform the Committee when he had an estimate of the cost.

RESOLVED:

- ◆ To note Report No. LS 3/18.

48. **COMMUNITY YOUTH PARTNERSHIP**

The Town Clerk presented Report No. LS 4/18 of the Community Youth Partnership meeting held on 10 January 2018.

RESOLVED:

- ◆ To note Report No. LS 4/18.

49. **CHARGES 2018/19**

The Town Clerk presented Report No. LS 5/18 and explained that the proposed charges for 2018/19 had been increased by around 2%, taking into account comparative charges by other local providers and any other relevant factors.

RESOLVED:

- ◆ To note Report No. LS 5/18.
- ◆ To recommend that the proposed charges for 2018/19, as set out in the Budget Appendix, be approved.

50. **REVISED ESTIMATES 2017/18**

The Town Clerk presented Report No. LS 6/18 and explained that the Committee's original budget expenditure was expected to decrease overall.

Members were informed that staff costs to the Football, Cricket, Bowling Green, Woodford Park, Memorial Ground and Garden of Remembrance budgets had been lower than anticipated due to the post of Grounds Maintenance Manager being vacant for some weeks. The expected expenditure on the new public toilet in the town centre had not occurred in this financial year and the spending on youth services had been lower than budgeted for as the youth club was no longer in existence. There had been increased staff costs at Woodford Park Leisure Centre, as additional classes had been provided for gym members, and unanticipated consultant costs relating to the end of the defects period for the 3G pitch had been incurred.

Members were pleased to note that there was estimated to be a significant increase to the Committee's income over the original budget due to additional income from Woodford Park Leisure Centre from 12 months' operation of the gym and higher than anticipated income from Chapel Hall and fair and circus visits. Income from cricket and Coronation Hall were

likely to be lower than the original estimates and there would be no income from the public toilet.

RESOLVED:

- ◆ To note Report No. LS 6/18.
- ◆ To recommend that the Revised Budget Estimates for 2017/18, as set out in the Budget Appendix, be approved.

51. **BUDGET ESTIMATES 2018/19**

The Town Clerk presented Report No. LS 7/18.

RESOLVED:

- ◆ To note Report No. LS 7/18.
- ◆ To recommend that the Budget Estimates for 2018/19, as set out in the Budget Appendix, be approved.

52. **3G PITCH STEERING GROUP**

RESOLVED:

- ◆ To appoint Councillor Rahmouni to the vacant position on the 3G Pitch Steering Group.

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

RESOLVED:

- ◆ To recommend to the Strategy and Resources Committee that the Terms of Reference of the Woodford Park Leisure Centre Regeneration Task and Finish Group be amended to reduce the number of appointees from each of the Leisure Services and Strategy and Resources Committees to three.

54. **TOWN CENTRE PUBLIC TOILET UPDATE**

Members noted that the licence with Wokingham Borough Council to site the toilet in the town centre had been agreed and signed. The Town Council was awaiting a quote for the unit before placing an order.

55. **FUTURE AGENDA ITEMS**

It was suggested that opportunities for Woodford Park Leisure Centre to support leisure activities in Woodley, with the forthcoming closure of Bulmershe Leisure Centre, should be considered in a future agenda item.

56. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Woodley 10km race.
 - The Wildcats Centre at Woodford Park.
 - The March edition of the Herald should publicise the gym and possibly include an insert, or brochure, about the facilities at Woodford Park Leisure Centre.

The meeting closed at 10:00 pm

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 23 January 2018 at 8:00 pm

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

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

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

80. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley and D. Mills.

81. **DECLARATIONS OF INTEREST**

Councillor Stares	Agenda item 11: Reading Road Allotments Lease	Personal – Councillor Stares is an allotment tenant at the site and a member of the Allotments Committee.
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Councillor Walker	Agenda item 8: Charges 2018/19	Personal – Councillor Walker is a member of Woodley Women’s Club, which hires rooms in the Oakwood Centre.
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82. **MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2017**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 28 November 2017 be approved and signed by the Chairman as a correct record.

83. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/18.

RESOLVED:

- ◆ To note Report No. SR 1/18.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
November 2017	£75,216.65	£44,724.66
December 2017	£85,626.48	£45,926.91

c) **Audit report and risk assessment of financial system's internal controls 2016/17**

The Town Clerk presented the audit report and risk assessment of financial system's internal controls 2016/17 prepared by the internal auditor, Town Clerk/RFO and Finance Officer. Members requested that the auditor's notes be attached to the minutes, together with any actions to take.

RESOLVED:

- ◆ To note the audit report and risk assessment of financial system's internal controls 2016/17. The auditor's notes and any actions to take are attached at **Appendix C**.

d) **Appointment of internal auditor**

The Town Clerk presented Report No. SR 2/18.

Members reviewed the proposed internal audit plan and agreed to propose any additions to the plan to the Town Clerk by 26 January 2018.

RESOLVED:

- ◆ To appoint Lightatouch Internal Audit Services to provide internal audit services to the Council from 2018/19 to 2020/21 at a cost of £2,500 per annum.
- ◆ To approve the proposed internal audit plan for 2018/19

84. **OAKWOOD CENTRE UPDATE**

The Town Clerk presented Report No. SR 3/18.

Members considered the request from Woodley Business Club for free use of the Oakwood Centre on 11 October 2018 for the Woodley Festival of Business.

RESOLVED:

- ◆ To note Report No. SR 3/18.
- ◆ To allow Woodley Business Club to have free use of the Oakwood Centre on 11 October 2018 for the Woodley Festival of Business.
- ◆ To publicise the Council's support to local businesses.

85. **PR / MARKETING WORKING GROUP**

As the PR/Marketing Working Group had not met in December, an update on the group's activities had been circulated to the Committee with the agenda.

The Town Clerk informed Members that the PR/Marketing Co-ordinator had resigned from her post and the position was currently vacant. A new PR/Marketing Co-ordinator would be recruited as soon as possible and the number of hours offered in the contract would be reviewed. The Chairman said that Phillipa Temmink had done a very good job for the Council in this role and asked the Town Clerk to send a letter of thanks.

The use of the Centre Stage for entertainment events was discussed and it was suggested that the use of the stage by charities, and the charges paid by them, be reviewed when the stage had been in use for a full year.

RESOLVED:

- ◆ To publicise the Council's new website and the Centre Stage.

86. **INVESTMENTS WORKING PARTY**

The Chairman presented Report No. SR 4/18 of the Investments Working Party meeting held on 16 January 2018.

RESOLVED:

- ◆ To note Report No. SR 4/18

RECOMMENDED:

- ◆ That the Treasury Management Strategy 2018/19 be approved.

87. **CHARGES 2018/19**

a) **Oakwood Centre charges 2018/19**

The Town Clerk presented the Proposed Charges 2018/19 Appendix and informed Members that on average the charges would be increased by about 2%. In reply to a question she explained that it was difficult to compare the charges at the Oakwood Centre with those at other venues as there were paid staff providing a service at the Oakwood Centre, which was not the case at venues such as community halls, and the facilities at the Oakwood Centre were superior to community halls.

RECOMMENDED:

- ◆ That the 2018/19 charges at the Oakwood Centre, as set out in the Proposed Charges 2018/19 Appendix, be approved.

b) **Leisure Services charges 2018/19**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities. In response to a question about the 20% increase in charges for Brownies using Coronation Hall, the Town Clerk explained that the hourly charge would be increased from £10 to £12 because the cost of a caretaker to open and close the hall needed to be covered and the current charge was very low.

RECOMMENDED:

- ◆ That the charges for Leisure Services in 2018/19, as set out in the Proposed Charges 2018/19 Appendix, be approved.

88. **REVISED ESTIMATES 2017/18**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 5/18.

RESOLVED:

- ◆ To note Report No. SR 5/18.
- ◆ To approve the 2017/18 Revised Budget Estimates, as set out in the Budget Appendix.

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ To approve the 2017/18 Revised Budget Estimates of the Leisure Services and Planning Committees, as set out in the Budget Appendix.

89. **BUDGET ESTIMATES 2018/19**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 6/18

RESOLVED:

- ◆ To note Report No. SR 6/18.
- ◆ That the 2018/19 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2018/19 Budget and be presented for approval.

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ That the 2018/19 Budget Estimates for the Leisure Services and Planning Committees, as set out in the Budget Appendix, form part of the 2018/19 Budget and be presented for approval.

The Chairman thanked the Town Clerk and her team for their excellent work in putting the budget together each year.

c) **Budget and Precept 2018/19**

The Town Clerk presented Report No. SR 7/18.

RESOLVED:

- ◆ To note Report No. SR 7/18.

RECOMMENDED:

- ◆ That the budget for 2018/19 be presented to Council for approval.
- ◆ That a precept level of £1,101,119 for the 2018/19 financial year be presented to Council for approval.

90. **READING ROAD ALLOTMENT AND TOWN LANE FIELDS SITE: LEASE**

The Town Clerk presented Report No. SR 8/18 and informed Members that the existing lease from Reading Borough Council for the Reading Road Allotment Site would expire on 5 March 2018. Reading Borough Council had offered a new 10 year lease for the site from 6 March 2018 at a rent of £7,300 per annum, with a rent review to take place on 6 March 2023.

Members considered the terms of the proposed lease, as presented.

RESOLVED:

- ◆ To approve the offer and terms of a new 10 year lease from Reading Borough Council for the Reading Road Allotment and Town Lane Fields site.

91. **EXTERNAL FUNDING PROJECT LIST**

RESOLVED:

- ◆ To note the external funding project list.

Under this item two Members reported that they had been contacted by residents who had sustained injuries after tripping on uneven paving in the town centre, where tree roots

were lifting the paving slabs, and asked whether the Council would consider removing the trees that were causing this problem. The Town Clerk explained that this was the responsibility of Wokingham Borough Council and the Chairman informed Members that methods of solving this problem would be investigated by the Borough Council as part of the next phase of the improvement works to the town centre. In the meantime he recommended that the residents concerned write to Wokingham Borough Council about their accidents due to the uneven slabs in that area.

92. **RECOMMENDATION FROM THE PLANNING COMMITTEE**

Members considered a recommendation from the Planning Committee that £7,000 be allocated from the general reserve to fund the purchase of speed detection equipment and accessories required to set up and run a Community Speedwatch scheme in Woodley. (Planning Committee, 9 January 2018, minute number 151.)

RESOLVED:

- ◆ To allocate £7,000 from the general reserve to fund the purchase of speed detection equipment and accessories required to set up and run a Community Speedwatch scheme in Woodley.
- ◆ To amend the revised budget estimates 2017/18 accordingly before presenting them to Council for approval.

93. **RISK MANAGEMENT WORKING PARTY**

Following the resignation of Councillor Lay from the Risk Management Working Party it was

RESOLVED:

- ◆ To appoint Councillor Stares to the vacant position on the Risk Management Working Party.

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

Members considered a proposal from the Leisure Services Committee that, following the resignation of Councillor Lay as a Leisure Services Committee appointee on the Woodford Park Leisure Centre Task and Finish Group, the number of appointees from each of the Leisure Services and Strategy and Resources Committees be reduced from four to three. (Leisure Services Committee, 16 January 2018, minute number 53.) It was agreed that the Chairman would speak to the Strategy and Resources appointees to the group seeking one resignation from the group.

RESOLVED:

- ◆ To amend the terms of reference of the Woodford Park Leisure Centre Task and Finish Group to state that three members from each of the Leisure Services and Strategy and Resources Committees be appointed to the task and finish group. The amended terms of reference are attached at **Appendix D**.

95. **PUBLIC TOILET UPDATE**

Members noted that the licence with Wokingham Borough Council to site the public toilet in the town centre had been agreed and signed. The Council was awaiting a quote for the unit before placing an order.

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

Members noted that the November Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £48,347.

97. **FUTURE AGENDA ITEMS**
There were no suggestions for future agenda items.

98. **PUBLICITY AND WEBSITE**
No additional suggestions were put forward to be publicised or added to the website.

99. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

100. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE**
The Town Clerk updated Members on matters relating to the Woodley Airfield Youth and Community Centre.

Before closing the meeting, Members noted the confidential financial performance figures for the Gym on the Park, which had been tabled at the meeting.

The meeting closed at 10:00 pm

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
23-Nov-17	Activate Enterprise	500.00	Staff training
10-Nov-17	Airquee Ltd	411.01	Bouncy castle test WPLC
17-Nov-17	Alan Hadley Ltd	276.00	Refuse collection
30-Nov-17	Alan Hadley Ltd	276.00	Refuse collection
23-Nov-17	Allen's Design & Print Ltd	1951.00	WTCMI winter extravagana
03-Nov-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
17-Nov-17	B & S Chains (Midlands) Ltd	746.40	Building supplies/play sand
10-Nov-17	Be Fuelcards Ltd	0.85	Admin charge
17-Nov-17	Be Fuelcards Ltd	79.63	Diesel fuel
23-Nov-17	Bowak Ltd	920.20	Cleaning supplies
03-Nov-17	Brady Corp. Ltd	72.91	Fire signage
23-Nov-17	Brown Bag Cafe Ltd	874.32	Catering services
23-Nov-17	BT Telephone Payment Centre	132.96	Phone
03-Nov-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
23-Nov-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Nov-17	Club Manager Ltd	80.40	Club Manager membership
23-Nov-17	CoolerAid Ltd	189.60	Bottled water
20-Nov-17	Crown Gas & Power	601.92	Gas supply
20-Nov-17	Crown Gas & Power	536.32	Gas supply
20-Nov-17	Crown Gas & Power	265.67	Gas supply
20-Nov-17	Crown Gas & Power	135.05	Gas supply
17-Nov-17	Eco-Sol Ltd	82.40	Fire retardant spray
03-Nov-17	EDF Energy 1 Ltd	12.88	Electricity supply
30-Nov-17	EDF Energy 1 Ltd	12.44	Electricity supply
23-Nov-17	Envidia Ltd	100.00	Coach
10-Nov-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
23-Nov-17	Fraser Office Supplies Ltd	440.21	Stationery supplies
23-Nov-17	Gap Group Ltd	87.75	Building supplies
09-Nov-17	Global 4 Communications	295.73	Phone
23-Nov-17	HMRC Cumbernauld	13020.57	PAYE & NI
03-Nov-17	ICON Training	91.43	Staff training
03-Nov-17	IMAGE BOX	300.00	WPLC logo
03-Nov-17	InTouch	35.99	Monthly website charge
23-Nov-17	InTouch	35.99	Monthly website charge
30-Nov-17	InTouch	35.99	Monthly website charge
10-Nov-17	John Willis	120.00	Window cleaner
03-Nov-17	Keep Mobile	500.00	Grant
10-Nov-17	Le Mark Group Ltd	657.48	Harmony Matt black flooring
03-Nov-17	Lend & Play Toy Library	500.00	Grant
27-Nov-17	Les Mills Fitness UK Ltd	192.00	Coach
17-Nov-17	Lister Wilder Ltd	56.86	Gardening supplies
14-Nov-17	Lloyds Bank D/D	193.43	Monthly cardnet service charge
23-Nov-17	Lyreco UK Ltd	38.17	Stationery supplies
14-Nov-17	Mainstream Digital Ltd	1.12	Phone
15-Nov-17	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
23-Nov-17	Office Depot International UK Ltd	72.30	Stationery supplies
03-Nov-17	P&H Direct Van Sales Ltd	90.91	Vending supplies
10-Nov-17	P&H Direct Van Sales Ltd	92.65	Vending supplies

17-Nov-17	P&H Direct Van Sales Ltd	113.67	Vending supplies
23-Nov-17	P&H Direct Van Sales Ltd	148.56	Vending supplies
30-Nov-17	P&H Direct Van Sales Ltd	217.86	Vending supplies
03-Nov-17	PHS Group	315.49	Dust mat Qtrly rental
02-Nov-17	Pitney Bowes Ltd	100.00	Postage top up
10-Nov-17	Plusnet Plc	52.20	Phone
17-Nov-17	Plusnet Plc	38.40	Phone
23-Nov-17	Prudential	30.00	AVC payment deducted from pay
10-Nov-17	R3 Environmental Solutions Ltd	252.00	Disposal of misc equipment
03-Nov-17	Readibus	8740.00	Grant
10-Nov-17	Rigby Taylor	528.00	Gardening supplies
06-Nov-17	SGW Payroll Ltd	165.14	Payroll services
17-Nov-17	Shuretech Ltd	228.00	Call out - Coro hall shutters
15-Nov-17	Siemens Financial Services	1100.80	Gym equip monthly rental
23-Nov-17	SSE Southern Electric	948.62	Electricity supply
23-Nov-17	The Berkshire Pension Fund	12633.31	Pension - employers & employees
30-Nov-17	The Crown Estate Commissioners	705.00	WTCMI Christmas tree
29-Nov-17	Total Gas & Power Ltd	629.43	Electricity supply
17-Nov-17	Trade UK - Screwfix	233.93	Building supplies
23-Nov-17	Trade UK - Screwfix	656.22	Building supplies
10-Nov-17	Traditional Local Cleaning Ltd	1655.34	Contract cleaning
23-Nov-17	Travis Perkins Trading Co	144.00	Building supplies
23-Nov-17	Unison Collection Ac	34.00	Union fees deducted from pay
23-Nov-17	Veolia ES - UK Ltd	495.82	Refuse collection
22-Nov-17	Vodafone	249.48	Phone
03-Nov-17	Wagstaff Bros Ltd	5514.00	Banquet chairs OC
03-Nov-17	Windowflowers Ltd	864.00	WTCMI plants
01-Nov-17	Wokingham BC	40.00	Rates
01-Nov-17	Wokingham BC	154.00	Rates
01-Nov-17	Wokingham BC	340.00	Rates
01-Nov-17	Wokingham BC	839.00	Rates
01-Nov-17	Wokingham BC	2563.00	Rates
03-Nov-17	Wokingham-Citizens Advice	3159.00	Grant
03-Nov-17	Wormsley Estate Ltd	480.00	Gardening supplies
03-Nov-17	XN Media Ltd	864.00	WTCMI advertisement
17-Nov-17	Yarnold Heating and Plumbing Ltd	190.00	Remove radiator OC

75216.65

CLERKS IMPREST A/C

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
06-Nov-17	(Personal Information)	150.00	Refund deposit
06-Nov-17	(Personal Information)	50.00	Refund deposit
06-Nov-17	(Personal Information)	50.00	Refund deposit
06-Nov-17	(Personal Information)	45.98	Gym charged twice
08-Nov-17	(Personal Information)	32.97	Camouflage netting
13-Nov-17	(Personal Information)	100.00	Refund deposit
13-Nov-17	(Personal Information)	45.00	Refund deposit
13-Nov-17	(Personal Information)	200.00	Refund deposit
15-Nov-17	(Personal Information)	15.00	Refund deposit
20-Nov-17	(Personal Information)	50.00	Refund deposit

20-Nov-17	(Personal Information)	50.00	Refund deposit
20-Nov-17	(Personal Information)	50.00	Refund deposit
20-Nov-17	(Personal Information)	50.00	Refund deposit
20-Nov-17	(Personal Information)	50.00	Refund deposit
27-Nov-17	(Personal Information)	50.00	Refund deposit
27-Nov-17	(Personal Information)	100.00	Refund deposit
27-Nov-17	(Personal Information)	170.00	Refund deposit
29-Nov-17	(Personal Information)	66.85	Tactical protective vests
06-Nov-17	Amazon-Huhushopuk	-64.69	Goods not delivered
23-Nov-17	Amersham & Wycombe	50.00	Staff training
23-Nov-17	Argos.co.uk	48.94	Fibre optic 6ft tree - OC
20-Nov-17	Dance Reality	100.00	Refund deposit
23-Nov-17	Defibshop.co.uk	104.40	Lifeline AED adult defib pads
22-Nov-17	Krowmark	58.74	Staff uniform - tops
22-Nov-17	Lloyds Bank	42154.94	Net payroll - Nov 2017
10-Nov-17	Lloyds Bank D/D	8.67	Monthly bank service charges
03-Nov-17	PETTY CASH A/C	134.60	Top up petty cash
22-Nov-17	PETTY CASH A/C	127.08	Top up petty cash
28-Nov-17	Safety Supply Co	53.88	Staff uniform - shoes
28-Nov-17	Shaws & Sons Ltd	234.00	Memoriam binder/paper
22-Nov-17	The Bulmershe School	7.00	Gala night ticket
01-Nov-17	Total Workwear	23.70	Staff uniform-Trousers
28-Nov-17	Vanessa Treasure Designs	319.80	Black wrap armbands
27-Nov-17	Woodley Bridge Club	37.80	WPLC course cancelled
		44724.66	

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
14-Dec-17	Alan Hadley Ltd	276.00	Refuse collection
08-Dec-17	All Aspects	865.00	Gym works retention paid
14-Dec-17	Allen's Design & Print Ltd	54.00	WCTMI-Art works
14-Dec-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
21-Dec-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
08-Dec-17	Axminster Tool Centre Ltd	422.82	Building supplies
21-Dec-17	Badminton England	15.00	Staff training on-line
08-Dec-17	BALC	48.00	Auditor & finance training
21-Dec-17	BCM Group Plc	96.47	Service & maint photocopier WPLC
01-Dec-17	Be Fuelcards Ltd	29.53	Petrol - Depot
08-Dec-17	Be Fuelcards Ltd	10.04	Fuelcard admin charge
08-Dec-17	Berkshire Tree Care	1488.00	Remove trees - Bowling green
21-Dec-17	Bowak Ltd	356.21	Cleaning supplies
21-Dec-17	Brown Bag Cafe Ltd	1874.46	Catering services
11-Dec-17	BT Telephone Payment Centre	163.56	Phone
01-Dec-17	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
21-Dec-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Dec-17	Club Manager Ltd	80.40	Club Manager membership
21-Dec-17	CoolerAid Ltd	181.68	Bottled water
18-Dec-17	Crown Gas & Power	217.30	Gas supply
18-Dec-17	Crown Gas & Power	235.16	Gas supply
18-Dec-17	Crown Gas & Power	767.14	Gas supply
18-Dec-17	Crown Gas & Power	969.62	Gas supply
08-Dec-17	Energy Electrical Distributors Ltd	69.00	Electrical supplies
12-Dec-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
08-Dec-17	Eurodec Ltd	114.93	Building supplies
08-Dec-17	Fencing Products Ltd	228.60	Building supplies
21-Dec-17	Fencing Products Ltd	163.80	Building supplies
21-Dec-17	Fiddes & Son Ltd - Bowcom	840.00	White line marker/paint
14-Dec-17	Fox Williams LLP	2430.60	Legal services
21-Dec-17	Fraser Office Supplies Ltd	242.64	Stationery supplies
08-Dec-17	Fuel Fitness Ltd	25.00	Coach
11-Dec-17	Global 4 Communications	274.34	Phone
14-Dec-17	HMRC Cumbernauld	12605.36	PAYE & NI
08-Dec-17	John Willis	120.00	Window cleaner
21-Dec-17	Landshape Ltd	10536.00	Lake project survey
27-Dec-17	Les Mills Fitness UK Ltd	192.00	Coach
05-Dec-17	Lloyds Bank D/D	34.48	Monthly bank service charges
14-Dec-17	Lloyds Bank D/D	110.32	Monthly cardnet service charge
14-Dec-17	Mainstream Digital Ltd	0.34	Phone
15-Dec-17	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
08-Dec-17	MKR Electrical Services Ltd	2143.14	Electrical supplies
21-Dec-17	Office Depot International UK Ltd	58.94	Stationery supplies
08-Dec-17	P&H Direct Van Sales Ltd	103.00	Vending supplies
14-Dec-17	P&H Direct Van Sales Ltd	89.79	Vending supplies
08-Dec-17	Pitney Bowes Ltd	100.00	Postage top up
13-Dec-17	Pitney Bowes Ltd	100.00	Postage top up
11-Dec-17	Plusnet Plc	52.20	Phone

15-Dec-17	Plusnet Plc	38.40	Phone
14-Dec-17	Prudential	30.00	AVC payment deducted from pay
27-Dec-17	Public Works Loan Board	10640.58	PWLB Loan payment
08-Dec-17	R.E.S. Systems Ltd	1742.04	Fire extinguisher service
14-Dec-17	Rialtas Business Solutions Ltd	756.00	Omega accounts annual support
08-Dec-17	Richard Wheeler Signs Ltd	2172.21	WTC new logo signs
08-Dec-17	Rigby Taylor	187.32	Gardening supplies
08-Dec-17	Sabercom Ltd	300.00	Software/hardware support
07-Dec-17	SGW Payroll Ltd	171.26	Payroll services
15-Dec-17	Siemens Financial Services	1100.80	Gym equip monthly rental
21-Dec-17	Siemens Financial Services Ltd	780.00	Qtrly Photocopier charge
14-Dec-17	Southern Electric Contracting Ltd	279.47	Electricity supply
08-Dec-17	Spaldings Ltd	265.68	Gardening supplies
21-Dec-17	Spaldings Ltd	141.10	Gardening supplies
21-Dec-17	Springfield Supplies & Projects Ltd	202.80	Table top - OC
08-Dec-17	SSE Southern Electric	307.07	Electricity supply
21-Dec-17	SSE Southern Electric	1399.63	Electricity supply
21-Dec-17	Stationery UK Ltd	39.13	Stationery supplies
14-Dec-17	Technical Surfaces Ltd	360.00	3G pitch matchfit contract
14-Dec-17	The Berkshire Pension Fund	12291.86	Pension - employers & employees
21-Dec-17	The Letterworks Ltd	848.40	News letter
20-Dec-17	Total Gas & Power Ltd	1456.71	Electricity supply
08-Dec-17	Trade UK - BandQ	793.20	Building supplies
08-Dec-17	Trade UK - Screwfix	42.48	Building supplies
21-Dec-17	Trade UK - Screwfix	268.82	Building supplies
21-Dec-17	Traditional Local Cleaning Ltd	2067.37	Contract cleaning
21-Dec-17	Ukactive	293.56	Music licence
14-Dec-17	Unison Collection Ac	34.00	Union fees deducted from pay
21-Dec-17	Veolia ES - UK Ltd	487.39	Refuse collection
18-Dec-17	Vodafone	252.90	Phone
08-Dec-17	West Berkshire Council	475.00	Premises licence fees
01-Dec-17	Wokingham BC	40.00	Rates
01-Dec-17	Wokingham BC	154.00	Rates
01-Dec-17	Wokingham BC	340.00	Rates
01-Dec-17	Wokingham BC	839.00	Rates
01-Dec-17	Wokingham BC	2563.00	Rates

85626.48

CLERKS IMPREST A/C

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
04-Dec-17	(Personal Information)	50.00	Refund deposit
07-Dec-17	(Personal Information)	15.00	Refund deposit
08-Dec-17	(Personal Information)	25.00	Eye test - Boots Optician
11-Dec-17	(Personal Information)	32.76	Refund WPLC course
11-Dec-17	(Personal Information)	50.00	Refund deposit
11-Dec-17	(Personal Information)	50.00	Refund deposit
11-Dec-17	(Personal Information)	150.00	Refund deposit
13-Dec-17	(Personal Information)	100.00	Grant
13-Dec-17	(Personal Information)	100.00	Grant
13-Dec-17	(Personal Information)	100.00	Grant
13-Dec-17	(Personal Information)	100.00	Grant

14-Dec-17	(Personal Information)	21.36	Wall clock/KAC test key WPLC
18-Dec-17	(Personal Information)	50.00	Refund deposit
22-Dec-17	(Personal Information)	15.00	Refund deposit
22-Dec-17	(Personal Information)	50.00	Refund deposit
22-Dec-17	(Personal Information)	15.00	Refund deposit
27-Dec-17	(Personal Information)	50.00	Refund deposit
06-Dec-17	Amazon UK	13.98	Mini keyboard
04-Dec-17	AO Retail Ltd	317.99	WP flat washing mach/microwave
13-Dec-17	Berks Multi Sciero	250.00	Grant
13-Dec-17	Berks Vision	250.00	Grant
27-Dec-17	Brightons Newsagents	56.52	Newspapers
11-Dec-17	C.A.T.A.	200.00	Refund deposit
13-Dec-17	DVLA Vehicle tax	240.00	RY54 DBU-Vehicle tax
13-Dec-17	Home Start-Wokingham	250.00	Grant
20-Dec-17	Lloyds Bank	42585.84	Net December 2017 payroll
15-Dec-17	Lloyds Bank D/D	11.80	Bank service charge
22-Dec-17	ME2 Club	50.00	Refund deposit
14-Dec-17	Money claim.gov.uk	25.00	Court fee-money claim
22-Dec-17	PETTY CASH A/C	105.60	top up petty cash
12-Dec-17	Waitrose	80.51	Mayor's reception-wine
14-Dec-17	Waitrose	-34.45	Mayor's reception-returned wine
13-Dec-17	Wdly Adopt a Street	250.00	Grant
11-Dec-17	Wokingham Volunteer Centre	250.00	Grant
11-Dec-17	Woodley Light Opera	50.00	Refund deposit

45926.91

Audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2016/17 prepared by the Internal Auditor, Town Clerk/RFO and Finance Officer on 23 January 2017 and 19 June 2017.

Standing Orders and Financial Regulations

Audit Note: It is understood from the Town Clerk that a further review of these documents (Standing Orders and Financial Regulations) will be carried out in 2018/2019.

Plans will be made to start this process in the 2018/19 financial year

Competitive purchasing

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.)

Above process is followed – budget expenditure approved by Council, additional allocations also approved by relevant committee.

Regular review and documenting of internal financial controls

Audit note: Financial controls should be reviewed if there is a change in key staff or an introduction on a replacement financial system.

This would be carried out in circumstances of a change of key staff or a new financial system.

Proper recording and prompt banking of income

Audit note: There are compensating controls as the details of the bank slip number are recorded in the cash book to maintain an Internal Audit trail.

Checks in place

Woodford Park Leisure Centre Regeneration Task and Finish Group

Terms of Reference

Parent Committee – Strategy and Resources Committee

Purpose

To discuss and explore a range of matters relating to the regeneration of Woodford Park Leisure Centre including:

- Potential new activities, their costs and their potential to raise additional income
- The potential for partnership working with Bulmershe Gym Club and Badminton England at the centre
- A review of existing facilities at the centre

Membership

Three Members from the Strategy and Resources Committee

Three Members from the Leisure Services Committee

Meetings

Meetings will take place over the municipal year and their timing will be arranged, as far as possible, to allow reporting to the Leisure Services and the Strategy and Resources Committees.

Reporting

The group will report and make any recommendations to the Strategy and Resources Committee. Minutes of the meetings will be provided to both the Leisure Services and the Strategy and Resources Committees.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 30 January 2018 at 7:45 pm**

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

Also present: *Councillor K. Baker
15 members of the public*

Officer present: *L. Matthews, Committee Officer*

163. **APOLOGIES**

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

164. **DECLARATIONS OF INTEREST**

Councillor D Fradley – Personal interest: Agenda item 4, planning application 180142: 406-412 London Road (Marks & Spencer), as he owns shares in Marks & Spencer.

Councillor Fradley took no part in the discussion or decision on planning application 180142.

Councillor M. Walker – Personal interest: Agenda item 15, Citizens Awards, as she used to live next to one of the nominees.

Councillor Walker took no part in the discussion concerning that nomination.

165. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 9 JANUARY 2018**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 9 January 2018 be approved and signed by the Chairman as a true and accurate record.

166. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

167. **PLANNING DECISIONS**

RESOLVED:

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

168. **HIGHWAYS**

Road Works / Street Works Major Projects Co-ordination meeting

Members noted the details of the items discussed at the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 10 January 2018.

169. **COMMUNITY SPEED WATCH**

Members noted that, at a meeting on 23 January 2018 (minute number 92), the Strategy and Resources Committee had resolved to allocate £7,000 from the general reserve to fund the purchase of speed detection equipment and accessories required to run a Speedwatch scheme.

The Chairman informed Members that he was awaiting final confirmed prices for the speed detection equipment and a lamppost mounted speed indicator device. He had spoken to Inspector Lloyd, who had confirmed that the proposed equipment was approved by Thames Valley Police. As the scheme would operate with backroom support from the police, Inspector Lloyd would give a training session and talk to volunteers about the operation of the scheme before Speedwatch was launched in Woodley.

170. **WOKINGHAM BOROUGH COUNCIL HIGHWAYS AND TRANSPORT COMMUNICATION BRIEFING**

Members noted correspondence received from Wokingham Borough Council regarding a briefing session on Highways and Transport Communications Strategy.

RESOLVED:

- ◆ That Councillors Barker and MacNaught would attend the Wokingham Borough Council briefing session on Highways and Transport Communications Strategy on 26 February 2018.

171. **WOKINGHAM BOROUGH COUNCIL SCHOOL CROSSING PATROL CONSULTATION**

Members considered the information given in the agenda regarding the public consultation being undertaken by Wokingham Borough Council regarding its remaining school crossing patrollers. Before commenting on the proposals, Members wished to review the comments made by the Town Council when this matter was considered previously.

RESOLVED:

- ◆ That the Committee Officer would circulate to the Committee the comments made by the Town Council when the matter of school crossing patrollers was considered previously.

The following item was received after the agenda had been issued.

172. **WOODLEY AND EARLEY BUS SERVICE**

Members noted the press release from Wokingham Borough Council regarding plans to reinstate the peak hour service on bus route 12.

173. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Citizens Advice Wokingham Newsletter – January 2018*
 - *Community Council for Berkshire e-bulletin - January 2018*
 - *Launchpad Reading Newsletter – January 2018*

174. **FUTURE AGENDA ITEMS**

The following items were requested for the next agenda:

- An update on matters relating to the Speedwatch scheme.
- An update on the bus service in Woodley and Earley.

175. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

176. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

177. **ENFORCEMENT ISSUES**

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

178. **CITIZENS AWARDS**

Following consideration of each of the nominations it was

RESOLVED:

- ◆ To award a total of three Citizens Awards.

The meeting closed at 9:00 pm

Chairman

Woodley Town Council

Page 1

Date :- 01/02/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
173496	11/01/2018	Rosie Rogers	Mr & Mrs A Darch	30 Redwood Avenue Redwood Avenue Woodley RG5 4DR
	Proposal : Householder application for the proposed erection of new pitched roof to the existing single storey, changes to fenestration, erection of part first floor rear extension over, installation of new window to the existing side elevation.			
	Observations : No objections.			
173614	22/01/2018	Simon Taylor	Mr R Sylvester	21 Duffield Road Duffield Road Woodley RG5 4RL
	Proposal : Full application for the proposed erection of 6No. two storey dwellings with associated parking and landscaping following the demolition of the existing property.			
	Observations : Five residents were present at the meeting to voice their concerns and four letters of concern had been received.			
	After listening to the residents' concerns, the Committee considered the application and had no objections to the proposed development. However, the Committee asked that the neighbours concerns be taken into consideration regarding the proposed demolition of one of the oldest properties in Woodley and the presence of an ancient well and spring, as well as concerns about the additional traffic on Duffield Road. The proposed development is very close to Willowbank School and Duffield Road already suffers from well known parking and traffic movement problems during the day.			
173763	12/01/2018	Andrew Parsons	Mr S Wyeth	3 Vickers Close Vickers Close Woodley RG5 4PA
	Proposal : Householder application for the proposed conversion of existing garage to habitable accommodation.			
	Observations : No objections.			
180015	11/01/2018	Rasha Khoja	Mrs S Comley	53a Rowan Drive Rowan Drive Woodley RG5 4LN
	Proposal : Householder application for the proposed erection of single storey side and rear extension following the demolition of existing garage.			
	Observations : No objections.			
180018	17/01/2018	Senjuti Manna	Mr Mahendra Patel	59 Malone Road Malone Road Woodley RG5 3NL
	Proposal : Householder application for the proposed erection of single storey front extension, plus part single part two storey side and rear extension to dwelling.			
	Observations : No objections.			

Date :- 01/02/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
180046	22/01/2018	Rasha Khoja	Mr & Mrs R Davis	102 Redwood Avenue Redwood Avenue Woodley RG5 4DR
Proposal : Householder application for the proposed erection of part single storey and part two storey rear extension following the demolition of existing conservatory plus internal alterations. (Retrospective)				
Observations : No objections.				
180100	22/01/2018	Senjuti Manna	J Lunn	19 Concorde Way Concorde Way Woodley RG5 4NF
Proposal : Householder application for the proposed conversion of existing garage to habitable accommodation.				
Observations : No objections.				
180110	22/01/2018	Ade Balogun	Mr & Mrs Gary Pearce	55 Butts Hill Road Butts Hill Road Woodley RG5 4NJ
Proposal : Householder application for the erection of single storey front extension and first floor side extension to dwelling.				
Observations : No objections.				
180111	22/01/2018	Dariusz Kusyk	Mr & Mrs Taggart	7 Warren Road Warren Road Woodley RG5 3AP
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
180142	24/01/2018	Daniel Ray	Marks & Spencer	406-412 London Road London Road Woodley RG6 1BG
Proposal : Full planning application for the proposed erection of storage unit to the service yard, new gates, plus enclose one side of existing service yard canopy.				
Observations : No objections.				

Date :- 01/02/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**173717**

18/01/2018	Janeske Delport	Mrs Sue Kier	6 Tiverton Close Tiverton Close Woodley RG5 3BE
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Proposal : Full application for proposed erection of dwelling following demolition of existing dwelling.**Observations :** Nine residents were present at the meeting to voice their concerns and six letters of concern had been received.

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

- Out of character with the existing street scene.
- Out of keeping with the other buildings in the street, which are generally of brick construction with tiled roofs and all with similar window designs.
- Increase in height over the adjacent dwellings.
- The habitable accommodation at second floor level will result in overlooking of neighbours' gardens.
- The windows proposed to both side elevations will result in overlooking of the neighbouring properties.
- Concerns about the scale of the proposed building.
- Concerns about parking in the close, as the two proposed dropped kerbs will remove the possibility of street parking in front of No. 6.

Members asked that the neighbours' concerns be taken into consideration regarding the proposed construction of a deep basement in close proximity to the dwellings at No.5 and No.7.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 25 January 2018

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

172547	Approved	Woodford Park Leisure Centre
E 172927	Approved	8 Tiger Close
E 173338	Approved	52 Austin Road
E 173378	Approved	6 Orville Close
E 173380	Approved	31 Woodway
E 173407	Approved	3 Caldbeck Drive
E 173431	Approved	31 Selsdon Avenue
E 173434	Approved	4 Armstrong Way
E 173605	Approved	33 Halstead Close

REFUSED PLANNING PERMISSIONS

E 173250	Refused	271 Headley Road East
E 173308	Refused	3 Steggles Close
C 173382	Refused	18 The Ridgeway Local COMMENT The applicant was present at the meeting. The Committee discussed the application and was advised by the applicant that parking was to be provided for three cars, although this was not shown on the drawings. The Committee had no objections to the proposal if adequate parking was to be provided.

OTHER PLANNING DETAILS

173555	Withdrawn	83 Nightingale Road
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WOODFORD PARK LAKE PROJECT – PROGRESS AND FUNDING

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To propose that Members consider allocating £60,000 from the general reserve to the earmarked reserve for the Woodford Park lake regeneration project.

Background

Costings for the project are in the region of £137,000. An application for grant funding will be submitted in to the Suez Landfill Communities Trust in February for £50,000 toward these capital costs.

*If the funding application is successful the Council is required to make a 'Contributing Third Party' payment of £5,750 to the fund provider. This is a rule of the fund provider based on 11.5% of the grant amount awarded. In the event that the grant funding application is unsuccessful the Council may wish to review the project costs and funding.

The Full Council meeting on 12 December gave approval for an application to the Public Works Loan Board for a loan of up to £100,000 for the construction of the new maintenance workshop/facilities, fencing work along the boundary of the depot and lake, and for works to the pathways around the lake (Council 12/12/17 minute no.47.4). £10,000 has been allocated from the general reserve to fund the tree works and in house ground works (S&R 28/11/17 minute no. 67).

The table below indicates the funding status of each element of the project.

Project Item	Cost	Comment	Funding Status
Boardwalk & dipping platforms	£50,000	£20,000 Grant applied for	£30,000 not funded
Silt distribution/bank repairs/coir rolls	£44,000	£30,000 Grant applied for	£14,000 not funded
Pathways	£20,000	Public Works Loan Board	Funded subject to load approval
Realign fencing at western end	£5,000	Public Works Loan Board	Funded subject to load approval
Tree works	£7,000	Earmarked reserve	Funded
In house ground works	£3,000	Earmarked reserve	Funded
Wild flowers & planting	£2,000		Not Funded
Signage & interpretation	£3,000		Not Funded
Seating	£3,000		Not Funded
Total Project Cost (estimate)	£137,000		
CTP (Contributing Third Party Payment)*	£5,750	Payment required if grant application successful	Not Funded

Total including CTP payment	£142,750		
Funded (subject to successful loan and grant applications)	£85,000		
Balance not funded	£57,750		

It is proposed that £60,000 be allocated to the lake project earmarked reserve to cover the cost of the currently unfunded elements of the project.

Recommendations:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the allocation of £60,000 from the General Reserve to the earmarked reserve for the Woodford Park lake regeneration project with effect from 1 April 2018.**

Deputy Town Mayor's Engagements – 13 December 2017 to 6 February 2018

December	13	Highwood School – time capsule burial
	17	"Beauty and the Beast on Ice", Bracknell Ice Rink

Woodley Town Council

Revised Budget
Estimates 2017/18

Budget Estimates
2018/19

Revision A

Woodley Town Council

DRAFT BUDGET SUMMARY 2018/19

	<u>2016/17</u>	<u>2017/18</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
	<u>Actual</u>	<u>Budget</u>	<u>Revised Budget Estimates</u>	<u>Projected Budget Estimates</u>	<u>Projected</u>	<u>Projected</u>
REVENUE EXPENDITURE						
Strategy & Resources	761900	799503	802013	841455	873430	890899
Leisure Services	525097	568465	575399	619998	643558	656429
Planning	30481	31498	31498	31662	32865	33522
	<u>1317478</u>	<u>1399466</u>	<u>1408910</u>	<u>1493115</u>	<u>1549853</u>	<u>1580850</u>
INCOME						
Strategy & Resources	215572	225688	225734	229634	233079	237741
Leisure Services	395339	408091	439141	445251	451930	460968
Planning	0	0	0	0	0	0
	<u>610911</u>	<u>633779</u>	<u>664875</u>	<u>674885</u>	<u>685009</u>	<u>698709</u>
NET REVENUE EXPENDITURE	<u>706567</u>	<u>765687</u>	<u>744035</u>	<u>818230</u>	<u>864845</u>	<u>882141</u>
CAPITAL & PROJECT EXPENDITURE						
Strategy & Resources	57906	45000	45000	45000	45000	45000
Leisure Services	184940	184940	184940	184940	184940	184940
Planning	81573	77489	77489	77488	77489	77489
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>324419</u>	<u>307429</u>	<u>307429</u>	<u>307428</u>	<u>307429</u>	<u>307429</u>
TOTAL NET EXPENDITURE	<u>1030986</u>	<u>1073116</u>	<u>1051464</u>	<u>1125658</u>	<u>1172274</u>	<u>1189570</u>
Financed as follows						
Precept Support Grant (from WBC)	34576	25932	25932	17288		
Precept	1039607	1081303	1081303	1101119		
Precept and grant funding	<u>1074183</u>	<u>1107235</u>	<u>1107235</u>	<u>1118407</u>		
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	-43206	-34119	-55771	7251		
TOTAL NET FUNDING	<u>1074183</u>	<u>1107235</u>	<u>1107235</u>	<u>1118407</u>		
TAX BASE	9840.1	10133.1	10133.1	10318.8		
£ Band D pa	105.65	106.71	106.71	106.71		
RESERVES - General Reserve						
General Reserve at 1st April	423442	459018	459018	494753		
2016/17 - Sec106 gntd £41,800 (3G), 50K gnt TC net	-8200					
2016/17 - release of earmarked reserve £570	570					
2017/18 - 1% incr precept - allocation to special projects		-10741	-10741			
2017/18 releases to general reserve			22405			
2017/18 GR to EMR-mayoral £4.7K, lake £10K, WPLC 10K, SpeedW £7K			-31700			
General reserve at 31st March	459018	482396	494753	487502		
EARMARKED RESERVES AS AT 31/12/17						
	£			£		
Capital programme	41918	3G pitch carpet replacement		12000		
Building and facilities fund	50462	Youth shelter		687		
Oakwood Centre marketing	1258	JAC - Loddon Mead project		3000		
First Aid training	1100	WPLC Sports grants		7218		
Repairs and renewals	23306	Elections reserve		7729		
WPLC changing rooms	10000	Allotment - toilets		1220		
Special projects fund	25040	WPLC development		5000		
Woodford Park Lake project	7590	WW1 Info boards		3921		
Play area reserve	12662	Allotment security		535		
Mayoral regalia	7400	Clock/Centre Stage		2984		
Bookings software	30000	Speedwatch equip		7000		
		Total		262030		

(Amended in line with S & R 23/1/18 Min No.92)

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STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2018/19

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

Central Costs 101						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4001	Staff costs	115727	131178	134077	139387	
4007	Health and Safety training	243	2000	2000	2000	2017/18 Online H&S 3 yr package
4008	Training	3654	5000	5000	5000	
4010	Expenses	966	1300	1500	1500	Volunteer costs allocated to this budget
4013	Oakwood Centre rent	34498	35188	35188	35900	
4016	Cleaning materials/1st aid	0	30	30	30	
4020	Publications	0	100	78	100	
4021	Telephone & Internet	3617	3300	3500	2500	New contracts. 2017-BT charges
4022	Postage	1160	1000	1200	1200	
4023	Stationery	2139	2200	2000	2000	
4030	Advertising - staff	1944	1500	1000	1500	
4031	Public Relations	5872	8000	8000	8000	
4042	Office equipment & maint	9445	9000	9000	9000	
4045	Repairs and renewals	14000	14000	14000	14000	
4046	Emergency repairs	3500	3500	4200	4000	
4522	VAT partial exemption	15806	10000	11565	11000	
Total		212571	227296	232338	237117	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
1090	Misc income	536	150	150	400	
1091	Printing/photocopier	29	30	30	30	
1096	Bank/other interest	3166	2100	2700	3300	
1171	TCMI office costs	3475	3545	3545	3616	
Total		7206	5825	6425	7346	
Net		205365	221471	225913	229771	

Democratic costs 102						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4001	Staff	37820	38448	38717	40227	
4008	Members exp/training	255	1000	400	1000	
4201	Civic costs/allowance	1595	1500	1600	1700	
4211	Election expenses	6000	6000	6000	6000	
4213	Room Hire - Council meetings	1252	1277	1277	1300	
Total		46922	48225	47994	50227	
Income						
Code	Description	Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Total		0	0	0	0	
Net		46922	48225	47994	50227	

Corporate management 103						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4001	Staff	62499	63634	63634	65355	
4002	NI	49776	55000	52000	56750	
4005	Superannuation	100604	123000	118000	138600	Increase of 1.7% in employers pension costs
4018	Payroll/realtime/auto enroll	1729	2300	2000	2000	with 1.7% increase again in 2019/20
4024	Affiliation fees	3286	4300	4300	4400	
4025	Insurance	36023	36000	34000	36000	New building, add equipment gnds maint
4051	Bank charges	2848	3200	3200	3200	
4056	Legal & prof exp	3604	3000	10000	4000	2017/18 FOI, Pre school, allot lease, public toilet plus other advice/valuation/inspection re council interests
4057	Accounts/Audit	7490	8500	8500	8500	
4058	HR & Health Safety service	4800	4800	4800	4800	
4320	Residents survey	2625	2200	0	2400	Carry out survey every 2 years, rather than annually
Total		275284	305934	300434	326005	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
1095	Credit card charges	117	120	80	0	No charge for credit card use wef Jan 2018
1174	Recharged NI	2917	2669	2805	2850	
1175	Recharged superannuation	5467	6039	5801	6330	
Total		8501	8828	8686	9180	
Net		266783	297106	291748	316825	

Capital programme 104						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4720	Revenue to Capital	45000	45000	45000	45000	
	106 grant funding 3G pitch	12906				
Total		57906	45000	45000	45000	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
Total		0	0	0	0	
Net		57906	45000	45000	45000	

Grants - Section 137 - 105						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4601	Grants	3850	4000	3400	4000	
Total		3850	4000	3400	4000	
Income		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
Total		0	0	0	0	
Net		3850	4000	3400	4000	

Oakwood Centre 107						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff	76889	76599	76886	81884	
4006	First Aid	69	40	40	40	
4011	Rates	8946	8406	8388	8712	
4012	Water rates	2388	2600	2500	2600	
4014	Lighting and heating	19336	20000	22300	21000	April 2017 - EDF out of contract costs
4016	Cleaning/other materials	3405	3400	3000	3000	
4017	Contract cleaning	16460	16600	16600	17000	
4021	Telephone	1028	770	850	500	
4022	Postage	0	50	50	50	
4023	Stationery/printing	94	200	150	150	
4026	Certification/Inspection costs	1902	3000	3000	2000	2017/8 Thames water compliance works
4032	Promotion/publicity	1135	1500	1500	1500	
4036	Repairs, materials,decorations	6669	6500	7500	7000	2017/8 Fire alarm panel replacement
4041	Skip hire	2256	2700	2900	2900	
4042	Equipment	2472	2000	2000	2000	
4048	Maintenance contracts	2378	3500	2400	2500	
4170	Catering arrangements	1596	1500	1600	1600	
Total		147023	149365	151664	154436	
Income		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
1001	Rent	9040	9221	9309	9571	
1002	Room Hire	86404	99000	99000	100000	
1019	Catering concession	8258	14400	14800	14800	
1090	Other income	6052	6500	5600	5600	Reduction in hire of equipment.
1791	Rent (offices)	34498	35188	35188	35900	
1792	Room hire - WTC	1252	1277	1277	1300	
Total		145504	165586	165174	167171	
Net		1519	-16221	-13510	-12735	

Maintenance HQ/Workshop 108						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	Information
4011	Rates	416	401	401	900	2018/19 Est rates payable on new workshop
4014	Lighting and heating	621	800	700	800	2018/19 Est fuel costs new workshop
4021	Telephone	1952	1600	1600	1600	
4036	Repairs/tools/PPE uniform	2452	1800	2400	1800	
4043	Vehicle costs	918	2000	1000	1000	
Total		6359	6601	6101	6100	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
1090	Miscellaneous income	0	0	0	0	
Total		0	0	0	0	
Net		6359	6601	6101	6100	

Woodley Town Centre Management Initiative 109						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	Information
4001	TCMI staff costs	28891	27449	27449	27937	
4261	Town centre expenditure	25467	18000	18000	18000	
4262	Town Centre Management grant	12633	12633	12633	12633	
4286	Town Centre regeneration	2900	0	0	0	
	Centre stage events			2000	5000	£5K originally allocated to 2017/18 reduced to £2K - events likely from end Fe - Mar 2018
Total		69891	58082	60082	63570	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
1172	Staff costs recharged	28891	27449	27449	27937	
1173	TCMI contribution rec'd	25470	18000	18000	18000	
Total		54361	45449	45449	45937	
Net		15530	12633	14633	17633	

Capital and projects 110						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4737	Oakwood sinking fund	80000	80000	80000	80000	
4955	Oakwood - loan interest	96938	96938	96938	96938	
4956	Oakwood -fixed rate - interest	3845	3650	3650	3445	
4966	Oakwood -fixed rate - capital	4157	4352	4352	4557	
Total		184940	184940	184940	184940	
Income		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
Total		0	0	0	0	
Net		184940	184940	184940	184940	

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2018/19

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

Woodford Park Leisure Centre 201

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff	149805	158138	163035	168930	
4004	Coaching/Leisure Att	30366	36000	42384	43656	
4006	First aid	31	150	150	150	
4009	Uniforms	386	450	450	550	
4011	Rates	21969	21203	22448	23595	
4012	Water rates	2389	2300	2500	2500	
4014	Lighting and heating	17343	22000	22000	22000	
4016	Cleaning/other materials	1468	1875	1875	1969	
4017	Contract cleaning	22000	23655	22771	23886	
4021	Telephone	3405	3500	3500	2500	
4023	Stationery/printing	1938	1650	1475	1700	
4035	Certification costs	2520	4150	3500	4500	includes Body Balance licence
4036	Repairs	10073	8000	12000	8000	2017/8 New heating pumps & blinds
4037	Alarm maint	868	800	800	800	
4038	Fire equipment	848	800	800	800	
4040	Washroom/mats etc	1104	1490	1216	1336	
4041	Skip hire	1142	1300	1501	1576	
4042	Equipment & maintenance	7896	14710	16259	17000	
4132	Marketing	873	750	750	800	
4146	Grant funded sports	1861	0	452	0	
4251	Vending supply	10582	12000	13643	14052	
Total		288867	314921	333509	340300	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
1001	Rent	30726	31090	31768	33950	
1002	Public charges - rooms	45687	41897	41888	34745	2018/19 Assumes loss of pre school income
1201	Sports hall charges	66138	67287	60004	57550	Loss of weekly weekend booking (Karate)
1203	Courses/activities	73388	61500	68441	69125	
1205	Tennis - H.S.A	941	1125	1759	1778	
1206	Netball - H.S.A.	10	0	0	0	
1212	Misc income H.S.A.	129	0	0	0	
1210	Sports equipment hire	509	150	50	50	
1220	Healthy Habits cards	1369	1200	1200	1200	
1246	Grant funded sports	1861	0	595	0	
1251	Vending/ice cream/other	18253	19000	20355	20762	
1259	Fitness gym	11859	43000	71108	80000	
Total		250870	266249	297168	299160	
Net		37997	48672	36341	41140	

3G Pitch 202						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4036	Repairs and maintenance	320	3511	1800	1800	
4042	Equipment	358	1000	1500	1500	Rubber crumb, footballs, replacements
4243	Additional costs			5929	0	Allocated from reserves SR 19-9-17
4244	Other costs	1188	1000	0	0	
4245	Sinking fund	12000	12000	12000	12000	
Total		13866	17511	21229	15300	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
1244	3G pitch hire	46049	40500	41625	42041	
Total		46049	40500	41625	42041	
Net		-32183	-22989	-20396	-26741	

Depot - grounds maintenance 401						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4001	Staff	7231	7614	7349	9690	
4006	First aid	0	15	120	40	New first aid packs required-depot and vehicles
4009	Protective clothing	333	400	400	700	Uniform purchase planned in 2018/19
4012	Water rates	318	320	320	325	
4116	Cleaning materials	214	280	320	280	
4020	Other supplies	47	200	330	200	
4021	Telephone	375	400	380	380	
4036	Repairs	24	200	600	200	Replace workshop ceiling, guttering, lighting
4038	Fire equipment	168	30	269	50	
4041	Skip hire	8212	5880	7000	7000	
4042	Machinery maint/repairs	4126	3500	4500	4000	
4144	Petrol/oil	1625	2000	2500	2500	New machinery in use
4145	Tree maintenance	4920	5000	5000	5000	
Total		27593	25839	29088	30365	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
1402	Income Bulmershe Pk	955	1000	600	600	Work at school no longer carried out
Total		955	1000	600	600	
Net		26638	24839	28488	29765	

Football 402						
Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff costs	13293	13702	13170	17751	
4039	Seed/fertilizer	0	2800	792	2800	Top soil for pitches 2017/18, adequate supply of seed for 2017/18
4042	Equipment	78	120	120	120	
Total		13371	16622	14082	20671	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
1003	Pitch charges	6024	6500	6729	6729	
Total		6024	6500	6729	6729	
Net		7347	10122	7353	13942	

Cricket 403						
Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff	6646	6851	6586	8876	
4012	Water rates	531	480	550	560	
4039	Seed/fertilizer	761	1300	500	1400	Stocks to use up. 2018/19 fertilizer of cricket wicket to be mechanised.
4042	Equipment	0	50	50	50	
Total		7938	8681	7686	10886	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
1003	Pitch charges	3778	3547	2500	2500	
Total		3778	3547	2500	2500	
Net		4160	5134	5186	8386	

Bowling green 404						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	Information
4001	Staff	8123	8373	8048	10849	
4012	Water rates	796	790	800	820	
4014	B Club light & heat	245	0	0	0	
4035	Certifications	60	100	100	100	
4039	Seed/fertilizer	1005	1500	1500	1500	
4040	Equipment/equipment hire	0	25	11	300	2018/19 hire of machine to airate green
Total		10229	10788	10459	13569	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
1003	Public fees	156	160	38	40	
1005	Club licence fee	6454	6522	6667	6934	
1006	Irrigation/water	325	335	335	345	
1090	Light and heat income		0	0	0	
Total		6935	7017	7040	7319	
Net		3294	3771	3419	6250	

Woodford Park 405						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	Information
4001	Staff	21969	23612	22874	29542	
4012	Water rates	1274	1190	1300	1300	
4020	Other materials	168	500	500	500	
4036	Repairs	53	500	750	500	Skate spot repairs
4039	Plants/flowers	0	400	400	300	
4047	Play equipment	372	750	750	800	
4151	Tournaments	114	420	206	300	
Total		23950	27372	26780	33242	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
1004	Fair site	4358	3500	6097	5500	
1120	Memorial benches		0	500	0	
	Groundrent	0	0	0	750	Anticipated ground rent
Total		4358	3500	6597	6250	
Net		19592	23872	20183	26992	

Memorial Ground 406						
Expenditure		Actual	Estimate	Revised Es	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4001	Staff	6785	7235	6998	9112	
4039	Seed/fertilizer	53	200	0	200	Stocks sufficient for this year.
4047	Play equipment	145	200	200	300	
Total		6983	7635	7198	9612	
Income		Actual	Estimate	Revised Es	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
1002	Ground hire	272	226	282	292	
Total		272	226	282	292	
Net		6711	7409	6916	9320	

Garden of Remembrance 407						
Expenditure		Actual	Estimate	Revised Es	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4001	Staff	4431	4567	4390	5917	
4039	Planting/pillars	111	300	150	300	
4071	Inscription costs	920	800	800	800	
Total		5462	5667	5340	7017	
Income		Actual	Estimate	Revised Es	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
1021	Inscription income	1190	1092	1100	1100	
Total		1190	1092	1100	1100	
Net		4272	4575	4240	5917	

Play areas and open spaces 408						
Expenditure		Actual	Estimate	Revised Es	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4001	Staff	10138	11819	11612	13826	
4013	Rent - ground leases	153	155	155	158	
4047	Play equipment	173	500	1000	700	2017/18 repairs following ROSPA inspection
Total		10464	12474	12767	14684	
Income		Actual	Estimate	Revised Es	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
Total		0	0	0	0	
Net		10464	12474	12767	14684	

Coronation Hall 501						
Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff costs	22644	22399	22399	18453	Change in caretaker working arrangements
4006	First aid	0	11	10	10	
4011	Rates	3533	3409	3402	3628	
4012	Water rates	2258	1200	1200	1200	
4014	Lighting and heating	2840	2700	2700	2700	
4016	Cleaning materials	573	600	600	600	
4035	Certification tests	1310	600	600	600	
4036	Repairs	786	900	900	900	2017/18 Roller shutter repair
4040	Washroom services	184	221	221	221	
Total		34128	32040	32032	28312	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
1002	Hall hire	30301	32000	29000	30000	Loss of regular WBC Shine bookings
Total		30301	32000	29000	30000	
Net		3827	40	3032	-1688	

Chapel Hall 502						
Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff costs	13921	14184	14184	14148	
4006	First aid	0	10	10	10	
4011	Rates	1597	1541	1538	1640	
4012	Water rates	157	240	240	240	
4014	Lighting and heating	2141	2300	2300	2300	
4016	Cleaning materials	139	300	150	150	
4035	Certification tests	1154	500	900	600	2017/18 Fixed wire testing
4036	Repairs	381	900	700	900	
4040	Washroom services	184	221	221	221	
Total		19674	20196	20243	20209	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
1002	Hall hire	34264	34000	35500	36200	
Total		34264	34000	35500	36200	
Net		-14590	-13804	-15257	-15991	

Allotments 601						
Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff	5738	6479	6331	7782	
4012	Water rates	1396	2200	2200	2200	
4013	Lease	6500	6500	6500	7300	New lease terms to be discussed
4036	Repairs	1462	1750	1100	1750	
Total		15096	16929	16131	19032	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
1001	Rents	10337	11000	11000	11600	
Total		10337	11000	11000	11600	
Net		4759	5929	5131	7432	

Amenities 602						
Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff	2922	3817	3817	4072	
4014	Street lights - fuel	2204	800	900	900	
4036	Street lights - repairs	3732	2000	2000	2000	
4163	Amenities repairs	563	800	900	1000	2017/8 Bus shelters jet wash, bench repairs
Total		9421	7417	7617	7972	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
Total		0	0	0	0	
Net		9421	7417	7617	7972	

Events 603						
Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4001	Staff	1754	2290	2290	2443	
4031	Promotions/materials	1300	1350	1500	5000	
4228	Queen's 90th Bday medals	5783	0	0	0	
4533	Woodley Carnival	3000	3000	3000	3000	
Total		11837	6640	6790	10443	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
Total		0	0	0	0	
Net		11837	6640	6790	10443	

Public toilet 604						
Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
4011	Rates	0	1000	0	1000	
4014	Utilities	0	1200	0	1200	
4033	Cleaning/coin collection	0	5300	0	5300	
4034	Consumables	0	800	0	800	
4036	Maintenance	0	2418	0	2418	
Total		0	10718	0	10718	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
1603	Public toilet income	0	1460	0	1460	
Total		0	1460	0	1460	
Net		0	9258	0	9258	

Youth Services 608						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4235	Bulmershe Youth Club	0	100	0	0	
4264	Just Around the Corner SLA	23218	23915	23948	24666	3% increase anticipated
4266	Youth projects fund	3000	3000	500	3000	
Total		26218	27015	24448	27666	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
Total		0	0	0	0	
Net		26218	27015	24448	27666	

CAPITAL AND PROJECTS - LEISURE SERVICES COMMITTEE 609						
Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2016/17	2017/18	2017/18	2018/19	
4951	WPLC Loan interest	11975	10763	10763	9940	
4952	BLC Loan interest	1971	1424	1424	826	
4953	Wdfd Pk Loan interest	1404	1194	1194	1003	
4954	Chapel Loan interest	4787	4761	4761	4732	
4957	Airfield Loan interest	6074	5834	5834	5570	
4959	Gym building works interest	7417	1298	1298	1165	
4958	3G Pitch Loan interest	699	6994	6994	6558	
4961	WPLC Loan capital	16245	8132	8132	8955	
4962	BLC Loan capital	5774	6321	6321	6919	
4963	Wdfd Pk Loan capital	3568	3145	3145	3335	
4964	Chapel Loan capital	218	244	244	273	
4967	Airfield Loan capital	2401	2641	2641	2905	
4969	Gym building works capital	5176	10450	10450	10583	
4968	3G pitch Loan capital	13864	14288	14288	14724	
Total		81573	77489	77489	77488	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2016/17	2017/18	2017/18	2018/19	
Total		0	0	0	0	
Net		81573	77489	77489	77488	

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

Annual Grants/Service Level Agreement 605						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	Information
Code	Description					
Grants						
4663	Citizens Advice Bureau	6345	6318	6318	7000	
4665	Keep Mobile	1000	1000	1000	1000	
4667	ARC	5000	5200	5200	5500	
4669	Lend and Play Toy Library	1000	1000	1000	0	
	Friends of Woodford Park		500	500	0	
	First Days	0	0	0	0	
	ReadiBus (grant)	17136	17480	17480		
Service Level Agreement						
4661	Readibus				18162	Service Level Agreement wef 1/4/18
Total		30481	31498	31498	31662	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2016/17	2017/18	2017/18	2018/19	
Code	Description					
Total		0	0	0	0	
Net		30481	31498	31498	31662	

Woodley Town Council

**Proposed Charges
2018/19 Appendix**

Proposed charges 2018/19

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	Proposed 2017/18	Proposed 2018/19 £	% Incr
GAMES ROOM			
Woodley Resident	11.45	11.70	2.2
Other (<i>Non Woodley resident</i>)	18.35	18.70	1.9
Premium Rate WR (<i>Woodley resident</i>)	17.20	17.55	2.0
Premium Rate NW (<i>Non Woodley resident</i>)	27.50	28.05	2.0
TEA ROOM			
Woodley Resident	12.00	12.25	2.1
Other NW	19.50	19.90	2.1
Premium Rate WR	18.00	18.35	1.9
Premium Rate NW	29.25	29.85	2.1
FUNCTION ROOM			
Woodley Resident	23.35	23.80	1.9
Other NW	37.75	38.50	2.0
Premium Rate WR	35.00	35.70	2.0
Premium Rate NW	56.60	57.75	2.0
Pre school rate	10.35	10.85	4.8
COMMITTEE ROOMS			
Woodley Resident	7.20	7.55	4.9
Concessionary Rate	5.45	6.00	10.1
Other NW	10.90	11.45	5.0
UPPER ROOM (CTTEE RM 1&2)			
Woodley Resident	11.45	11.70	2.2
Concessionary Rate	7.95	8.35	5.0
Other NW	18.55	18.95	2.2

NB Premium applies to Friday and Saturday evenings at Woodford Park LC

Proposed charges 2018/19

WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

	2017/18	Proposed 2018/19	% Incr	
SPORTS HALL				
BADMINTON				
Adult HH	10.00	10.00	0.0	Loddon Valley / Bulmershe £11.35, Sports Park £9.80
Adult	11.85	12.00	1.3	Loddon Valley / Bulmershe £13.10, Sports Park £13.00
OAP / Under 18 HH	5.30	5.40	1.9	Loddon Valley £4.00, Bulmershe £5.10
OAP/Under 18	6.70	6.80	1.5	Loddon Valley £4.75, Bulmershe £6.45, Sports Park £7.90
Club	12.80	13.00	1.6	
NETBALL				
Adult Club Rate (per session)	59.90	61.00		
			1.8	Loddon Valley / Bulmershe £63.40
Junior Club Rate	37.00	37.75	2.0	Loddon Valley / Bulmershe £31.50
TABLE TENNIS				
Adult HH	6.20	6.30	1.6	Loddon Valley £4.70
Adult	7.10	7.20	1.4	Loddon Valley £6.95
OAP/Under 18 HH	4.00	4.20	5.0	Loddon Valley £4.10
OAP/Under 18	4.50	4.70	4.4	Loddon Valley £4.85
AFTERNOON CLUB				
Healthy Habits	3.20	3.40	6.2	
Non Healthy Habits Rate	3.50	3.70	5.7	
<hr/>				
Healthy Habits Card				
Adults	12.00	12.00	0.0	
Under 18s, OAPs, concess	6.00	6.00	0.0	

Healthy Habits cards are valid for one year

Proposed charges 2018/19

OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2017/18	Proposed 2018/19	% Incr
BOWLS (per session)			
Adults HH	3.60	3.80	5.6
Adults	4.90	5.15	5.1
OAP/Under 18 HH	2.20	2.30	4.5
OAP/Under 18	2.60	2.70	3.8
Woods deposit	5.00	5.00	0.0
Woods hire	3.00	3.00	0.0
CRICKET			
Grass wicket full day - Adults	118.00	120.00	1.7 Sports Park £159.70
Grass wicket full day - Under 18	70.00	71.50	2.1 Sports Park £106.50
Artificial wicket full day - Adults	83.00	84.50	1.8 Sports Park £121.70
Artificial wicket full day - Under 18	50.00	51.00	2.0 Sports Park £82.90
Evening - grass wicket - Adults	88.00	89.75	2.0 Sports Park £78.20
Evening - grass wicket - Under 18	53.00	54.00	1.9 Sports Park £53.20
Eve/half day artificial wicket - Adults	58.00	59.00	1.7 Sports Park £60.80
Eve/half day artificial wicket - U18	35.00	35.70	2.0 Sports Park £41.60
Community rate (half day/eve AW)	32.00	32.50	1.6 Sports Park £36.40
FOOTBALL (per match)			
Adult	75.00	75.00	0.0 Sports Park / Bulmershe Pavillion £61.20
Under 18	40.00	40.00	0.0 Sports Park £40.80
HARD SURFACE AREA			
FOOTBALL			
Adult	30.00	30.00	0.0 (not used)
Under 18	20.00	20.00	0.0 (not used)
NETBALL			
Adult	18.50	18.90	2.2
Under 18	11.85	12.05	1.7
TENNIS			
Adult HH	7.15	7.30	2.1
Adult	9.70	9.90	2.1
OAP/Under 18 HH	3.90	4.10	5.1
OAP/Under 18	5.00	5.25	5.0
3G PITCH			
Partner Club Full Pitch	67.00	68.00	1.5 Sports Park £78.90
Standard Full Pitch	92.00	94.00	2.2 Sports Park £89.40
Partner Club 5-a-side	24.50	25.00	2.0 Loddon Valley £25.70, Sports Park £32.70
Standard 5-a-side	37.00	38.00	2.7 Loddon Valley £35.60, Sports Park £51.00
Community/charity/school	15.50	16.00	3.2 Sports Park £28.60

Proposed charges 2018/19

HALLS, PLAYGROUPS AND MEMORIAL GROUND

	2017/18 £	Proposed 2018/19	% Incr
CORONATION HALL			
MAIN HALL (plus cttee room)			
Woodley Resident (WR)	21.40	21.80	1.9
Charities/Concessionary	13.00	14.00	7.7
Other Non Woodley (NW)	33.40	34.10	2.1
Premium Rate WR	32.10	32.80	2.2
Premium rate Charities/Concess	19.50	21.00	7.7
Premium Rate NW	50.10	51.20	2.2
NB Premium rate applies to Friday and Saturday evenings at Coronation Hall			
Brownies/Guides per hour	10.00	12.00	20.0
CHAPEL HALL			
MAIN HALL			
Woodley Resident	17.30	17.70	2.3
Charities/Concessionary Rate	9.70	10.50	8.2
Other NW	26.10	26.60	1.9
CHAPEL HALL			
COMMITTEE ROOM			
Woodley Resident	8.55	8.80	2.9
Charities/Concessionary Rate	5.30	6.50	22.6
Other NW	12.85	13.20	2.7
GENERAL			
Playgroups (per session)	17.35	18.00	3.7
Cupboards (per annum)	25.50	26.00	2.0
MEMORIAL GROUND (per day)			
Charities	113.00	115.00	1.8
Woodley organisation	223.00	228.00	2.2
Non-Woodley organisation	347.00	354.00	2.0
Preparation/Waiting	109.00	111.00	1.8
GARDEN OF REMEMBRANCE			
Plaque - 10 years			
Woodley resident	131.00	140.00	6.9
Non Woodley resident	160.00	175.00	9.4

Proposed charges 2018/19
OAKWOOD CENTRE (including VAT)

Room		Community groups 2017/18 £	Community groups 2018/19 £	% Incr	Woodley resident 2017/18 £	Woodley resident 2018/19 £	% Incr
Bader Room	1/2 day	42.00	43.0	2.4	55.50	56.50	1.8
	Day	82.00	84.0	2.4	105.00	107.00	1.9
Falcon Room	1/2 day	37.00	38.0	2.7	42.00	43.00	2.4
	Day	68.00	70.0	2.9	82.50	84.50	2.4
Brunel Room	1/2 day	37.00	38.0	2.7	42.00	43.00	2.4
	Day	68.00	70.0	2.9	82.50	84.50	2.4
Falcon & Brunel	1/2 day	75.00	76.0	1.3	84.50	86.00	1.8
	Day	137.00	139.0	1.5	163.00	166.50	2.1
Carnival Hall	1/2 day	99.00	101.0	2.0	126.50	129.00	2.0
	Day	196.00	199.0	1.5	248.00	253.00	2.0
Evening social event 4+ hrs		160.00	163.0	1.9	214.00	218.50	2.1
Maxwell Hall	1/2 day	83.50	85.0	1.8	109.00	111.00	1.8
	Day	166.00	169.0	1.8	210.00	214.00	1.9
Evening social event 4+ hrs		135.00	138.0	2.2	176.50	180.00	2.0
Carnival & Maxwell Halls	1/2 day	143.00	146.0	2.1	179.50	183.00	1.9
	Day	282.50	288.0	1.9	353.00	360.00	2.0
Evening social event 4+ hrs		245.00	250.0	2.0	298.00	304.00	2.0
Theatre	1/2 day	100.00	102.0	2.0	126.50	129.00	2.0
	Day	197.00	201.0	2.0	249.00	254.00	2.0
Miles Suite	1/2 day	109.00	111.0		137.00	140.00	2.2
Social functions	Day	210.00	214.0	1.9	256.00	261.00	2.0
Other bookings:	1/2 day	42.00	43.0	2.4	55.50	56.50	1.8
	Day	82.00	83.0	1.2	105.00	107.00	1.9

Room		Non Woodley 2017/18 £	Non Woodley 2018/19 £	% Incr	Business 2017/18 £	Business 2018/19 £	% Incr
Bader Room	1/2 day	66.00	67.5	2.3	85.50	87.00	1.8
	Day	128.50	131.0	1.9	153.00	156.00	2.0
Falcon Room	1/2 day	59.00	60.0	1.7	75.50	77.00	2.0
	Day	111.00	113.0	1.8	140.00	143.00	2.1
Brunel Room	1/2 day	59.00	60.0	1.7	75.50	77.00	2.0
	Day	111.00	113.0	1.8	140.00	143.00	2.1
Falcon & Brunel	1/2 day	117.00	119.5	2.1	137.00	140.00	2.2
	Day	222.00	226.5	2.0	242.50	247.50	2.1
Carnival Hall	1/2 day	171.00	174.5	2.0	216.00	220.00	1.9
	Day	285.50	291.0	1.9	328.00	334.50	2.0
Evening social event 4+ hrs		265.00	270.5	2.1	306.00	312.00	2.0
Maxwell Hall	1/2 day	137.00	139.5	1.8	165.00	168.50	2.1
	Day	271.00	276.5	2.0	294.00	300.00	2.0
Evening social event 4+ hrs		223.00	227.5	2.0	264.00	270.00	2.3
Carnival & Maxwell Halls	1/2 day	234.00	239.0	2.1	306.00	312.00	2.0
	Day	464.00	473.0	1.9	490.00	499.50	1.9
Evening social event 4+ hrs		356.00	363.0	2.0	382.50	390.00	2.0
Theatre	1/2 day	171.00	174.5	2.0	184.00	187.50	1.9
	Day	330.00	337.0	2.1	342.00	349.00	2.0
Miles Suite	1/2 day	176.00	179.5	2.0	195.00	199.00	2.1
Social functions	Day	333.00	340.0	2.1	361.00	368.50	2.1
Other bookings:	1/2 day	66.00	67.5	2.3	85.50	87.00	1.8
	Day	128.50	131.0	1.9	153.00	156.00	2.0

		2017/18	2018/19	
Interview Room	1/2 day	40.00	41	2.5
	Day	58.00	59	1.7

Strategy and Resources Committee

23 January 2018

Treasury Management Strategy

Woodley Town Council Annual Treasury Management Strategy 2018/19

Background

Under the Local Government Act 2003 the Council is required to have regard to the Guidance on Local Government Investments issued by the Department for Communities and Local Government and operative from 1 April 2018, following a consultation on the Prudential Framework of Capital Finance, **Appendix A**.

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

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

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

The guidance from DCLG applies to Woodley Town Council because its investments at any time in the year (temporary and long term) are likely to exceed £100,000.

Investment Strategy

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

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

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

Introduction

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

This strategy complies with the revised requirements set out in the Department for Communities and Local Government's *Guidance on Local Government Investments (operative from 1/4/18)* and has regard to the Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and *The Prudential Code for Capital Finance in Local Authorities*.

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

Policy and practice

The Council defines its treasury management activities as:

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

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

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

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

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

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

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

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

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

Investment objectives

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

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

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

Temporary (specified) investments

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

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

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

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

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

Note: Financial institutions where temporary investments were made in 2017/18:

Lloyds Bank

Santander Bank

Long term (unspecified) investments

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

It appointed Rathbone Investment Management Ltd in August 2010, and again in 2015, to advise on and manage the investment of this fund and has agreed that the investment manager will manage the fund in line with the dynamic asset allocation provided at page 3 in **Appendix B, Rathbone Investment Management Report January 2018**. The portfolio is to be managed on a discretionary basis which will enable the investment manager to take decisions, in line with the agreed fund strategy, without prior referral to the Council.

The Council has instructed Rathbone Investment Management Ltd to manage the fund on a low risk rating and will encourage the investment manager to consider social, ethical and environmental factors when selecting, retaining or disposing assets.

Appendix B shows the investment performance since 2010 against the benchmarks of the Retail Price Index and the Consumer Price Index + 2%. The investments held and the rates of return are also provided in the appendix (pages 9 – 11).

Period	Target increase in investment value
1 November 2017 – 31 October 2018	£78,474

As at 31 October 2017 the market value of the fund was £1,445,266, an increase of £77,261 over the year, excluding the contributions of £82,311 in the year, made up of the Council's agreed contribution of £80,000 and the VAT reclaimed on the fees paid to Rathbones in 2016/17. The target increase that had been set for this period was £35,392, later adjusted to £38,991.

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

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

The Council, through the Investments Working Party and/or the Strategy and Resources Committee, will review its annual contribution to the fund every three years. The next review will take place in November 2019. In 2018/19 the Council will budget to contribute £80,000 to the fund.

The choice of investment manager will be reviewed every 5 years. In 2015 the Council agreed to appoint Rathbone Investment Management Ltd. The next review will take place in 2020. The criteria for this process is attached at **Appendix C**. The Council's Investments Working Party monitors the quality of advice as part of its annual meeting at which the investment portfolio managed by Rathbone Investment Management is presented by the investment manager and reviewed by Members.

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

Counterparties:

Rathbone Investment Management Ltd

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

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

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

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

Each year the Council will require the investment manager to:

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

** There is no index available to compare the fund's strategy (where the portfolio asset mix is constantly moving towards the greater security of gilts) and performance will be measured against a bespoke benchmark. (In recent years the comparison has been made against the FTS Wealth Managers Association Growth TR.)*

APPENICES:

Appendix A – Guidance on Local Government Investments 2018 (*draft – the final guidance will be appended to the strategy once published*)

Appendix B – Rathbone Investment Management Report January 2018

Appendix C – Criteria to be met by investment manager/company

GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

Issued under section 15(1)(a) of the *Local Government Act 2003* and effective for financial years commencing on or after 1 April 2018

POWER UNDER WHICH THE GUIDANCE IS ISSUED

1. The following Guidance is issued by the Secretary of State under section 15(1)(a) of the *Local Government Act 2003*. Under that section local authorities are required to “have regard” to “such guidance as the Secretary of State may issue”.

DEFINITION OF TERMS

2. In this guidance the **2003 Act** means the *Local Government Act 2003*.
3. **Local authority** has the meaning given in section 23 of the *2003 Act*. To the extent that this guidance applies to parish councils and charter trustees (see paragraph 11) a reference to a local authority includes those councils and trustees.
4. The definition of an **investment** covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily to generate financial returns, such as investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.
5. For the avoidance of doubt, the definition of an investment also covers loans made by a local authority to one of its wholly-owned companies or associates, to a joint venture, or to a third party. The term does not include *pension funds* or *trust fund investments*, which are subject to separate regulatory regimes and therefore are not covered by this guidance.
6. A **credit rating agency** is one of the following three companies:
 - Standard and Poor’s;
 - Moody’s Investors Service Ltd; and
 - Fitch Ratings Ltd.
7. For the purposes of this guidance a **loan** is a written or oral agreement where a local authority temporarily transfers cash to a third party, joint venture, subsidiary or associate who promises to return it according to the terms of the agreement, normally with interest. This definition does not include a loan to another local authority, which is classified as a specific investment.
8. The **Capital Strategy** is the strategy required by the proposed update to the *Prudential Code* and *Treasury Management Code*, produced by CIPFA.

APPLICATION

Effective date

9. This guidance applies for financial years commencing on or after 1 April 2018. This includes strategies relating to those years, but presented for approval prior to 1 April 2018.

Local authorities

10. This guidance applies to all local authorities in England.
11. This guidance applies to parish councils and charter trustees, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council or charter trustee expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.

KEY PRINCIPLES

Transparency and democratic accountability

12. For each financial year, a local authority should prepare at least one Investment Strategy (“the Strategy”).
13. The Strategy should be approved by the full council. For authorities without a full Council, the Strategy should be approved at the closest equivalent level. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.
14. Where a local authority proposes to make a material change to its investment strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented.
15. The Strategy should be publicly available on a local authority’s website. Where a parish council or charter trustee does not maintain its own website, they should post a public notice detailing how local residents can obtain a copy of the Strategy, free of charge.
16. Where a local authority prepares a Capital Strategy in line with the requirements of the Prudential Code, the matters required to be disclosed in the Strategy can be incorporated in that document.

Contribution

17. The core function of a local authority is to deliver statutory services to local residents. Where a local authority chooses to invest in non-core activities and

investments, it should disclose in its Capital Strategy the financial contribution that the activity or investment will make towards the delivery of core functions.

Use of indicators

18. The Strategy should include quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. This should include how invests are funded and the rate of return received. Where investment decisions are funded by borrowing the indicators used should reflect the additional debt servicing costs taken on.

19. Local authorities should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. Whilst this guidance does not prescribe specific indicators or thresholds, the indicators used should be consistent from year to year and should be presented in a way that allows Councillors and the general public to compare a local authority's investment decisions to a similar authority, should they wish to do so.

20. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both its payback period and over the repayment period of any debt taken out.

Security, Liquidity and Yield

21. A prudent investment policy will have two underlying objectives:

- **Security** – protecting the capital sum invested from loss; and
- **Liquidity** – ensuring the funds invested are available for expenditure when needed.

22. The generation of **yield** is distinct from these prudential objectives. However, this does not mean that local authorities are recommended to ignore potential revenues. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities.

Security

Financial Investments

23. Financial investments can fall into one of three categories:

- **Specified investments;**
- **Loans;** and
- Other **Non-specified investments.**

Specified Investments

24. An investment is a specified investment if all of the following apply:

- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
- The investment is not a long term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a non-conditional option.
- The making of the investment is not defined as capital expenditure by virtue of Regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [as amended]*.
- The investment is made with a body or in an investment scheme described as high quality (see paragraph 25); or with one of the following bodies:
 - i. The United Kingdom Government;
 - ii. A local authority in England or Wales (as defined in section 23 of *the 2003 Act*) or a similar body in Scotland or Northern Ireland; or
 - iii. A parish council or community council.

25. For the purposes of paragraph 24, the Strategy should define high credit quality. Where this definition incorporates ratings provided by credit rating agencies paragraph 35 is relevant.

Loans

26. A local authority may choose to make loans to local enterprises as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

27. Local authorities can make such loans whilst continuing to have regard to this guidance if they can demonstrate in their Strategy that:

- Total financial exposure to these type of loans is proportionate;
- They have used an expected loss model to assess the impact on their balanced budget requirements if the capital loaned is at risk;
- They have appropriate credit control arrangements to recover overdue repayments in place; and
- The local authority has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

Non-specified investments

28. A non-specified investment is any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment.

29. For non-specified investments (i.e. those not meeting the definition in paragraph 23), the Strategy should:

- Set out procedures for determining which categories of investments may be prudently used (and where these procedures involve the use of credit ratings, paragraph 33 is relevant).
- Identify which categories of investments have been defined as suitable for use.
- State the upper limits for the maximum amounts both individually and cumulatively that may be held in each identified category and for the overall amount held in non-specified investments and confirm that investments made have remained within those limits.

Non-financial investments

30. Where a local authority holds a non-financial investment, it will normally have a physical asset that can be realised to recoup the capital invested. Local authorities should consider whether the asset retains sufficient value to provide security of investment using the fair value model in *International Accounting Standard 40: Investment Property*.

31. Where the fair value of non-financial investments is sufficient to provide security against loss, the Strategy should include a statement that a fair value assessment has been made within the past twelve months, and that the underlying assets provide security for capital investment.

32. Where the fair value of non-financial investments is no longer sufficient to provide security against loss, the Strategy should provide detail of the mitigating actions that the local authority is taking or proposes to take to protect the capital invested.

33. Where a local authority has to impair a non-financial asset held for investment purposes as part of the year end accounts preparation and audit process, an updated Strategy should be presented to full council detailing the impact of the impairment on the security of investments and any revenue consequences arising therefrom.

Risk Assessment

34. The Strategy should state the local authority's approach to assessing risk of loss before entering into and whilst holding an investment, making clear in particular:

- How it has assessed the market that it is/will be competing in, the nature and level of competition, how it thinks that the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements.

- Whether and, if so how, a local authority uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the local authority monitors and maintains the quality of advice provided by external advisors.
- To what extent, if at all, any risk assessment is based on credit ratings issued by credit ratings agencies.
- Where credit ratings are used, how frequently they are monitored and the procedures for taking action if credit ratings change.
- What other sources of information are used to assess and monitor risk.

Liquidity

35. For financial investments and loans the Strategy should set out the procedures for determining the maximum periods for which funds may prudently be committed and state what those maximum periods are and how the local authority will stay within its stated investment limits.
36. For non-financial investments the Strategy should set out the procedures for ensuring that the funds can be accessed when they are needed, for example to repay capital borrowed. It should also state the local authority's view of the liquidity of the investments that it holds, recognising that assets can take a considerable period to sell in certain market conditions.

Proportionality

37. Where a local authority is or plans to become dependent on yield bearing investment activity to achieve a balanced revenue budget, the Strategy should detail the extent to which funding expenditure to meet the core functions of the local authority is dependent on achieving the expected net yield. In addition, the Strategy should detail the local authority's contingency plans should it fail to achieve the expected net yield.
38. Where a local authority has funded investment activity through prudential borrowing, the Strategy should detail the opportunity costs of using that borrowing capacity for investment rather than service delivery activity. This disclosure should cover both borrowing to fund a specific investment and the cumulative borrowing capacity allocated for this purpose.
39. The assessment of dependence on yield bearing investments and borrowing capacity allocated to funding these should be disclosed as a minimum over the life-cycle of the Mid Term Financial Plan. However, an assessment of longer term risks and opportunities is recommended.

Borrowing in advance of need

40. Borrowing solely to invest in a yield bearing opportunity is borrowing in advance of need.
41. Where a local authority borrows to invest in a yield bearing opportunity the Strategy should explain:
- Why the local authority has decided to borrow in advance of need in this instance; and
 - The local authority's policies in investing the money borrowed, including management of the risks, for example, of not achieving the desired yield or borrowing costs increasing.

Capacity, skills and culture

42. The Strategy should disclose the steps taken to ensure that Councillors and statutory officers have appropriate capacity, skills and information to enable them to take informed decisions as to whether to enter into a specific investment, to assess individual assessments in the context of the strategic objectives and risk profile of the local authority and to enable them to understand how the quantum of these decisions have changed the overall risk exposure of the local authority.
43. The Strategy should disclose the steps taken to ensure that those negotiating commercial deals are aware of the core principles of the prudential framework and of the regulatory regime within which local authorities operate.
44. Where appropriate the Strategy should comment on the corporate governance arrangements that have been put in place to ensure accountability, responsibility and authority for decision making on investment activities within the context of the local authority's corporate values.



Rathbone Investment Management

Woodley Town Council

Presented by Rupert Baron, *Investment Director*

January 2018

The mandate

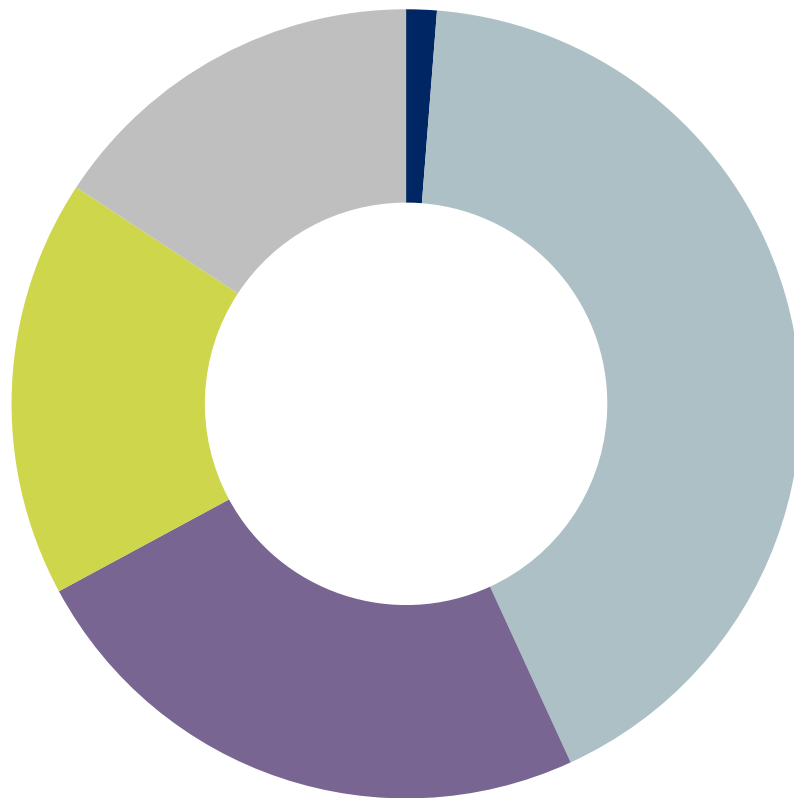
Investment period	8 years
Investment objectives	Growth – to build up sufficient funds to pay the loan principal of £2m by 2025/26 in respect of the loans made by the Public Works Loan Board for the construction of the Oakwood Centre.
Attitude to risk	Low
Benchmark	WMA Growth
Restrictions on investment	There are no investment restrictions additional to those in the standard terms and conditions of your investment management agreement however the investment manager will consider social, ethical and environmental factors when selecting, retaining or disposing of assets.

Dynamic asset allocation

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

Rebalancing annually – timed to coincide with cash injection

Asset allocation – growth risk, balanced



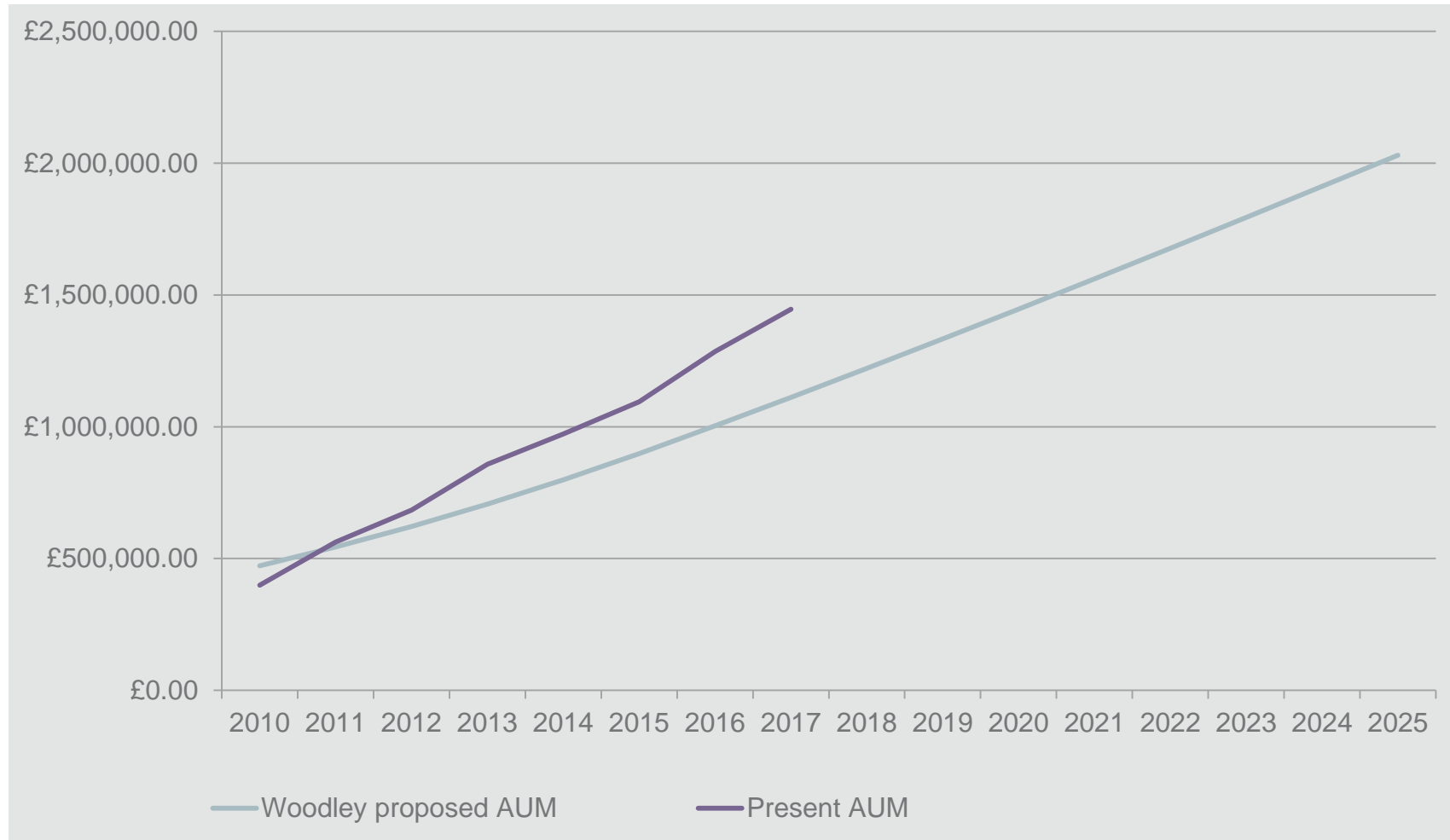
Lower risk assets 67.12%

- Cash 1.25%
- Gilts 0.00%
- Index linked gilts 41.90%
- UK fixed interest 23.97%

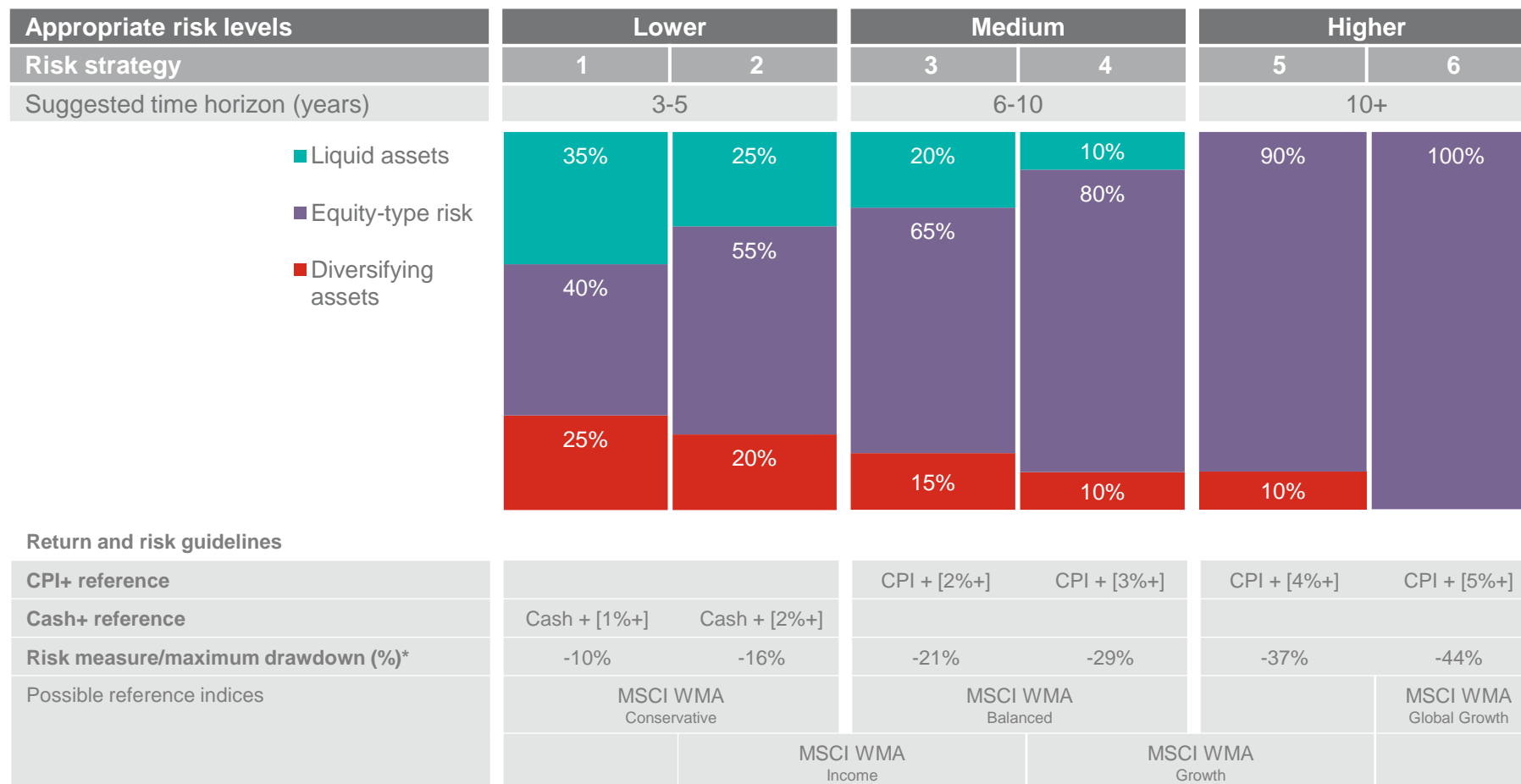
Higher risk assets 32.88%

- UK equities 17.12%
- Overseas equities 15.76%
- Alternatives 0.00%

Progress to date



Risk-adjusted asset allocation strategies



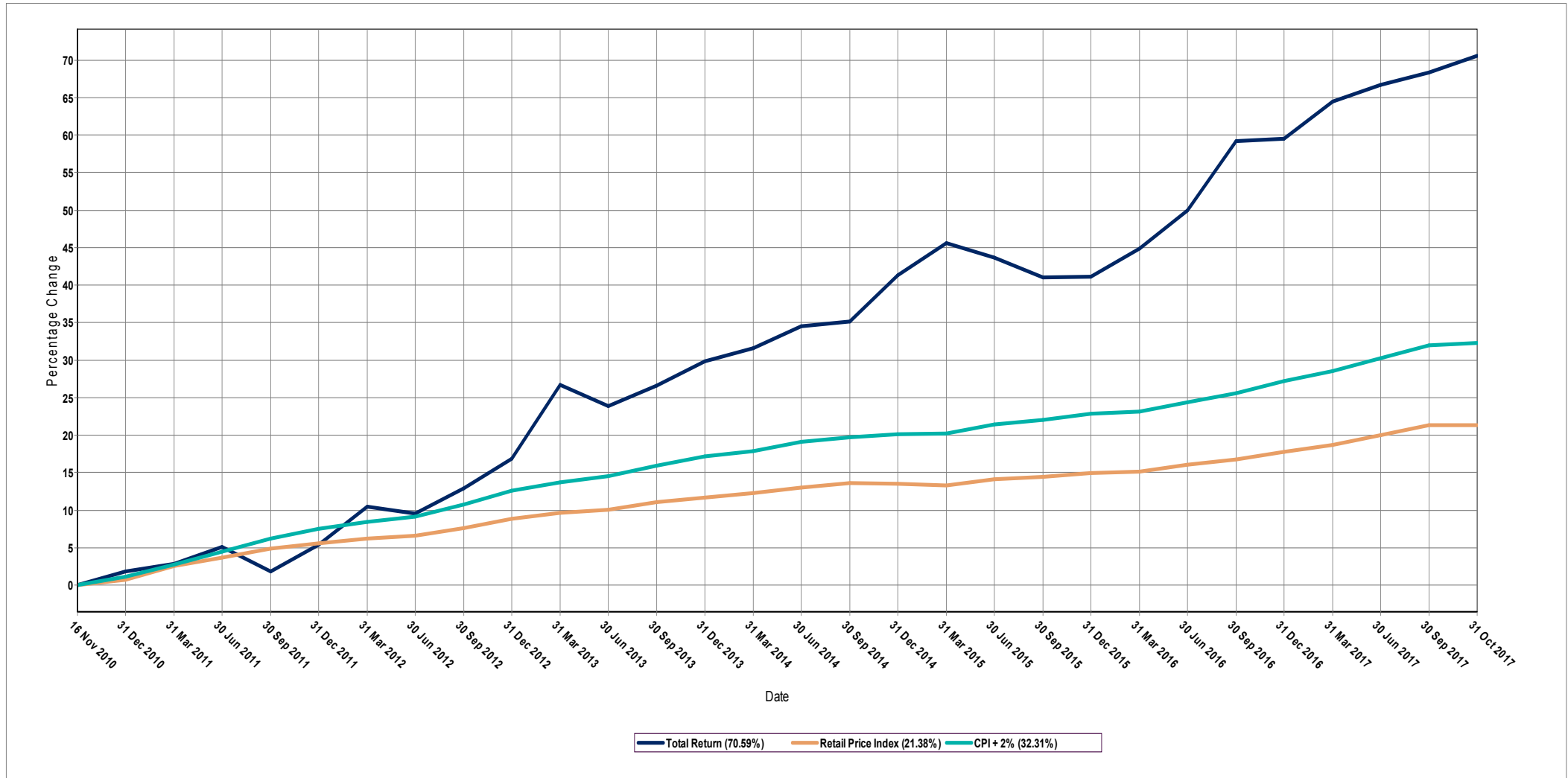
A wide range of objectives can be met: income or regular cash flow, total return and capital growth

*Based on a performance period from January 1991 to May 2015. These figures are for illustrative purposes only using historical data based on simulated funds. This page represents our current views on portfolio construction and objectives. These will be subject to ongoing review and therefore may change over time.

Woodley Town Council

Investment performance

From 16 Nov 2010 to 31 Oct 2017
Before All Fees



These performance figures are calculated on a fully time weighted basis, incorporating any cash flows or stock movements in or out of the portfolio as at the date of the transaction. It is noted above whether performance is calculated prior to, or after the deduction of any management fees.

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Woodley Town Council

Performance review & metrics

**From 31 Oct 2016 to 31 Oct 2017
Before All Fees**

Performance	Period	Total Returns	MSCI WMA Growth TR	Portfolio Income Returns
Current year	To date	0.29	0.88	0.08
Calendar year	2017	7.89	11.35	2.06
	2016	13.03	19.37	2.44
	2015	-0.15	2.09	2.14
	2014	8.81	6.14	2.85
	2013	11.10	17.25	3.22
Cumulative	Selected period	7.18	11.41	2.04
	1 Yr to end date	7.18	11.41	2.04
	3 Yrs to end date	24.93	35.40	8.09
Annualised	Selected period	7.18	11.41	2.04
	3 Yrs to end date	7.69	10.62	2.62
1000 invested	Selected period	1071.80	1114.10	

Risk	Period	Fund	MSCI WMA Growth TR
Annualised Volatility	Selected period	4.35	6.25
	3 Yrs to end date	5.27	7.69
Max Drawdown	Selected period	1.67	1.42
	3 Yrs to end date	4.71	9.03

Market Comparators	Period	Fund
Annualised Alpha	Selected period	0.21
	3 Yrs to end date	1.52
Beta	Selected period	0.62
	3 Yrs to end date	0.58
Sharpe Ratio	Selected period	1.54

These performance figures are calculated on a fully time weighted basis, incorporating any cash flows or stock movements in or out of the portfolio as at the date of the transaction. It is noted above whether performance is calculated prior to, or after the deduction of any management fees. All Risk and Market Comparator calculations use monthly data, for which a minimum period of three years is required for statistical accuracy. For the Sharpe Ratio, the risk free rate used is UK Sterling 3 Month LIBOR. Full details of formulae are available on request. Rathbone Investment Management Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered office: Port of Liverpool Building, Pier Head, Liverpool L3 1NW. Registered in England No. 01448919. VAT Registration No. GB 241 6893 49.

Woodley Town Council

Interim valuation

Valuation as at: 31 Oct 2017
Generated: 04 Jan 2018

Sterling

Holding	Security description	Middle price	Market value	% of portfolio	Book cost	Estimated income	Estimated yield %
Liquidity			623,677	43.15	534,129	7,800	1.26
Cash			18,056	1.25	18,056	0	0.00
	£ CAPITAL ACCOUNT.		18,056	1.25	18,056	0	0.00
Government Bonds			605,621	41.90	516,073	7,800	1.29
United Kingdom			605,621	41.90	516,073	7,800	1.29
Index Linked			605,621	41.90	516,073	7,800	1.29
136,000	TREASURY 1 7/8% I/L Stock 22/11/2022	£162.788249 Plus 162 Days	222,891	15.42	174,021	3,405	1.54
23,000	TREASURY 2 1/2% I/L Stock 17/07/2024	£365.1846 Plus 106 Days	84,453	5.84	85,377	1,600	1.90
158,000	TREASURY 1 1/4% I/L Stock 22/11/2027	£188.004312 Plus 162 Days	298,277	20.64	256,675	2,795	0.94
Equity Type Risk			821,589	56.85	628,308	19,455	2.37
Fixed Income Equity Type Risk			346,389	23.97	332,910	10,386	3.00
Inv. Grade Corp Bond (<A)			119,000	8.23	109,551	2,565	2.16
United Kingdom			119,000	8.23	109,551	2,565	2.16
100,000	SMITH & WILLIAMSON FUND ADMIN Church Hse Inv Grd Fxd Int Inc	£1.19XD	119,000	8.23	109,551	2,565	2.16

Woodley Town Council

Interim valuation

Valuation as at: 31 Oct 2017

Generated: 04 Jan 2018

Sterling

Holding	Security description	Middle price	Market value	% of portfolio	Book cost	Estimated income	Estimated yield %
Fixed Income Active Mgd - Directional			227,389	15.73	223,359	7,821	3.44
113,000	ARTEMIS FUND MGRS Strategic Bond M Inc Instl	£0.5851XD	66,116	4.57	65,186	2,593	3.92
58,414.3400	HENDERSON GLOBAL INVESTORS Strategic Bond I Inc	£1.373 NAVXD	80,203	5.55	78,763	2,889	3.60
145,000	SCHRODER INVESTMENT MGMT Strategic Bond L Inc	£0.5591 NAV	81,070	5.61	79,410	2,339	2.88
Equity			475,200	32.88	295,398	9,069	1.91
United Kingdom			247,369	17.12	188,216	7,874	3.18
UK Investment Companies			166,342	11.51	135,302	7,874	4.73
10,600	ISHARES PLC Core FTSE 100 Shares Inc (GBP)	£7.413	78,578	5.44	62,108	3,195	4.07
9,900	ISHARES PLC FTSE UK Dividend Plus	£8.865	87,764	6.07	73,194	4,679	5.33
UK Equity Long/Short			81,027	5.61	52,914	0	0.00
16,000	OLD MUTUAL GLOBAL INVESTORS UK Dynamic Equity R Inc	£5.0642 NAV	81,027	5.61	52,914	0	0.00

Woodley Town Council

Interim valuation

Valuation as at: 31 Oct 2017
Generated: 04 Jan 2018

Sterling

Global	Holding	Security description	Middle price	Market value	% of portfolio	Book cost	Estimated income	Estimated yield %
Global				227,831	15.76	107,182	1,195	0.52
Global Investments				227,831	15.76	107,182	1,195	0.52
	45,000	FUNDSMITH LLP Equity I Inc	£3.3064 NAV	148,788	10.29	54,137	1,195	0.80
	430	ODEY ASSET MGMT LLP Allegra Dev Mkts I Acc (GBP)	£183.82 NAV	79,043	5.47	53,045	0	0.00
Total for Portfolio				1,445,266	100.00	1,162,437	27,255	1.89

This valuation contains prices as at the close of business on the valuation date. Consequently, it may not be updated for very recent transactions or corporate actions and if you hold illiquid investments, the price shown is the last reported price available to us.

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Registered office: Port of Liverpool Building, Pier Head, Liverpool L3 1NW. Registered in England No. 01448919. VAT Registration No. GB 241 6893 49.

The team



Rupert Baron
General Manager

Rupert Baron is an investment director of Rathbone Investment Management and head of the London office. He manages a broad range of investment mandates including those for, individuals, trusts, pension funds (SIPPs and SSAS), charities and local authorities.

Rupert holds an honours degree in economics, is an alumnus of INSEAD and is a Chartered Fellow of the Chartered Institute for Securities & Investment.

He has over 31 years' experience within the private client investment industry. Prior to joining Rathbones in 2000, Rupert worked for Albert E Sharp during the 1990s and for Savory Milln during the 1980s. He joined the group executive committee in July 2015.

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rupert.baron@rathbones.com



Andrew Hess
Investment Director

Andrew joined Rathbones in 2000. Andrew manages discretionary investment portfolios for private individuals, their pensions, trusts and charities. Andrew also manages investments for City Livery Companies and is an investment advisor to the Ironmonger's Company. He is a Chartered Fellow of the Chartered Institute for Securities and Investment and is a member of the Rathbones Strategic Asset Allocation Committee.

020 7399 0392
andrew.hess@rathbones.com



Charles Sargent
Investment Director

Charles joined Rathbones in 2007 and manages discretionary investment portfolios for individuals, pensions, trusts and charities.

Charles is a member of the firm's Collectives Committee and is responsible for the firm's UK bond fund selection.

Charles has the Masters in Wealth Management qualification and sits on the CISI examination panel, Certificate in Investments – Securities exam.

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charles.sargent@rathbones.com



Thomas Weston-Davies
Assistant Investment Manager

Assistant Investment Manager

Thomas joined the Rathbones graduate scheme in May 2012. Thomas works with Rupert, Andrew and Charles assisting them in the day-to-day management of their portfolios.

Thomas has an honours degree in history from the University of St Andrews and is a CFA III candidate.

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Maureen Hadlow
Client Services Executive

Maureen joined Rathbones in 2000. Maureen co-ordinates all administrative aspects of the clients' affairs and supports the investment directors.

020 7399 0393
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Our team's investment philosophy

The ten tenets of our investment philosophy

Tenet I	Losses hurt	Loss avoidance is the cornerstone of our investment philosophy.
Tenet II	Plan	Make a plan and stick to it, unless the facts change. Rebalance to avoid style drift.
Tenet III	Be patient	Patience is integral to a value approach on many levels, from waiting for the perfect opportunity, to dealing with the curse of being too early.
Tenet IV	Don't forecast	Do not put much faith in either one's own, or analysts', ability to forecast.
Tenet V	Value, value, value	Put a margin of safety at the heart of the process. The 'value' approach minimises the risk of overpaying for growth.
Tenet VI	History matters	The four most dangerous words in investing are 'This time is different'. A knowledge of history and context can help to avoid repeating the mistakes of the past.
Tenet VII	Be contrarian	Sir John Templeton observed that 'It is impossible to produce superior performance unless you do something different from the majority.'
Tenet VIII	Be sceptical	Many years in the industry have taught us to be sceptical when listening to salesmen.
Tenet IX	Capital preservation	The most important benchmark is inflation.
Tenet X	Treat your clients as you would treat your own grandmother	Surely the ultimate test of any investment is: would I be willing to make this investment for my grandmother?

Contact us

For further information please contact any Rathbones office.

We'd be delighted to hear from you.

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Important information

The value of investments and the income from them may go down as well as up and you may not get back your original investment. Past performance should not be seen as an indication of future performance. Changes in rates of exchange between currencies may cause the value of investments to decrease or increase.

Information valid at date of presentation.

Tax regimes, bases and reliefs may change in the future.

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Treasury Management Strategy

Appendix C

Criteria to be met by investment manager/company:

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