



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

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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 2 October 2018 at 8:00pm.**

Deborah Mander  
Town Clerk

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**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 26 JUNE 2018** Page 3  
To approve the minutes of the Council meeting held on 26 June 2018, and that they be signed by the Chairman.
4. **COMMITTEE REPORTS**  
To receive reports from the following:

4.1	Planning Committee	17 July 2018	Page 9
4.2	Planning Committee	14 August 2018	Page 15
4.3	Leisure Services Committee	4 September 2018	Page 23
4.4	Planning Committee	11 September 2018	Page 27
4.5	Strategy and Resources Committee	18 September 2018	Page 35

5. **AUDIT 2017/18**  
a) To receive the external auditor’s opinion on the audit of the Annual Governance and Accountability Return for 2017/18. **(Appendix 5)** Page 59  
b) To adopt the Audited Annual Governance and Accountability Return for 2017/18.  
c) To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council’s website from 24 September 2018.
6. **LEADER’S STATEMENT**  
To receive a statement from the Leader of the Council.
7. **GROUNDS MAINTENANCE – UTILITY VEHICLE**  
To consider **Report No. FC 4/18.** Page 65
8. **COUNCIL SEAL**  
a) To approve the use of the Council’s seal on a Licence to Occupy to permit Wokingham Borough Council to install a bike hub on land to the east of Western Avenue, Woodley.  
b) To approve the use of the Council’s seal on a lease with Optalis for the use of premises at Woodford Park Leisure Centre.
9. **WOKINGHAM BOROUGH COUNCIL**  
To note correspondence received from Charlotte Haitham Taylor, Leader of Wokingham Borough Council, regarding the Council’s priorities for the borough. **(Appendix 9)** Page 68
10. **OUTSIDE BODIES**  
To receive any reports from Town Council representatives on outside bodies. **(Appendix 10)** Page 69
11. **TOWN MAYOR’S ENGAGEMENTS**  
a) To receive a report from Councillor Sam Rahmouni on his engagements as Town Mayor. **(Appendix 11)** Page 70  
b) To receive a report from Councillor David Stares on his engagements as Deputy Mayor. **(Appendix 11)** Page 70
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 26 June 2018 at 8 pm**

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**Present:** Councillors D.Stares (Chairman); K. Baker; T. Barker; A. Chadwick;  
J. Cheng; C. Dixon; R. Dolinski; JJ. Ellis; M. Forrer; M. Green;  
J. MacNaught; D. Mills; W. Soane; J. Trick; P. Wicks

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

**Also present:** 1 member of the public

*Before the start of the meeting 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.*

25. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors D. Bragg, S. Brindley, D. Fradley, B. Franklin, K. Gilder, S. Rahmouni and M. Walker.

26. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

27. **MINUTES OF COUNCIL MEETING HELD ON 8 MAY 2018**

The Deputy Town Mayor presented the minutes of the Annual Meeting held on 8 May 2018.

**RESOLVED:**

- ◆ To approve the minutes of the Annual Meeting held on 8 May 2018 and that they be signed by the Deputy Mayor as a correct record.

28. **COMMITTEE REPORTS**

28.1 **Minutes of the Planning Committee: 22 May 2018**

Councillor Barker presented the minutes of the Planning Committee meeting held on 22 May 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 22 May 2018.

28.2 **Minutes of the Leisure Services Committee: 5 June 2018**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 5 June 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 5 June 2018.

- 28.3 **Minutes of the Strategy and Resources Committee: 12 June 2018**  
Councillor Dolinski presented the minutes of the Strategy and Resources Committee meeting held on 12 June 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 12 June 2018.

- 28.4 **Minutes of the Planning Committee: 19 June 2018**

Councillor Barker presented the minutes of the Planning Committee meeting held on 19 June 2018.

**Minute number 25: Community speedwatch**

On behalf of the Council, Councillor Dolinski thanked Councillors Barker, MacNaught, Mills and Rahmouni for all the work they had done on setting up a speedwatch scheme.

Following a question about whether the speedwatch equipment would be available for use by other councils, it was agreed that the equipment was likely to be in use full-time by Woodley, especially while the speedwatch team was learning how to use the equipment and how it should be deployed. It was noted that the Town Council had decided to purchase its own equipment so that it would always be available for use in Woodley, while some other councils had decided to join the joint scheme operated by Thames Valley Police. Thames Valley Police had confirmed that it supported the Council's speedwatch activities.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 19 June 2018.

29. **2017/18 YEAR END**

The Town Clerk presented the 2017/18 year end outturn figures, in summary and by committee.

Members were very pleased to note that expenditure had been below the revised estimate and income had been greater than estimated, mainly due to the income achieved by Woodford Park Leisure Centre and the 3G pitch, resulting in an overall net increase in the general reserve of £26,500.

On behalf of councillors and residents, Councillor Baker thanked the Town Clerk and her team for their amazing work to increase the Council's reserves, which he said was an incredible achievement that had enabled the Town Council to keep the precept at the same level as the previous year.

**RESOLVED:**

- ◆ To note the 2017/18 year end figures.

30. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18**

a) **Financial Statements for 2017/18**

The Town Clerk presented the Financial Statements for 2017/18.

**RESOLVED:**

- ◆ To approve the Financial Statements for 2017/18 and that they be signed by the Deputy Mayor and the Town Clerk.

b) **Annual Internal Audit Report for 2017/18**

Members considered the Annual Internal Audit Report as set out in the Annual Governance and Accountability Return and

**RESOLVED:**

- ◆ To receive the Annual Internal Audit Report for 2017/18.

c) **Annual Governance Statement for 2017/18**

Members considered the Annual Governance Statement as set out in the Annual Governance and Accountability Return and

**RESOLVED:**

- ◆ To approve the Annual Governance Statement for 2017/18 and that this be signed by the Deputy Mayor and the Town Clerk.

d) **Accounting Statements for 2017/18**

Members considered the Accounting Statements for 2017/18, as set out in Section 2 of the Annual Governance and Accountability Return and

**RESOLVED:**

- ◆ To approve the Accounting Statements for 2017/18 and that they be signed by the Deputy Mayor.

31. **LEADER'S STATEMENT**

The Leader of the Council did not make a statement at this meeting.

32. **CAPITAL PROGRAMME**

The Deputy Town Clerk presented Report No. FC 2/18.

Members noted the capital projects that had been undertaken in 2017/18 and those that were proposed for 2018/19. With regard to the side panels that were to be provided to the bus shelter in Beechwood Avenue, which was owned by the Town Council, Members asked what the total costs would be if residents asked for side panels to be provided to the other bus shelters owned by the Town Council. The Deputy Town Clerk agreed to look into this. The possibility of generating income by making the side panels available for advertising was raised and the Deputy Town Clerk reported that he had approached several advertising companies but that there had so far been no interest. It was agreed that the possibility of advertising the Council's own facilities on the side panels would be investigated.

In response to a question the Deputy Town Clerk informed Members that refurbishment work to the public toilets in the Oakwood Centre could not be undertaken until the cause of the leak under the floor in the disabled toilet had been identified and repaired. Some repairs had been carried out and the walls and floor were currently being dried out to enable further assessment to be undertaken to determine whether additional remedial work was required.

In reply to a question, Councillor Baker confirmed that the cost of providing an electric socket and power at the northern end of the town centre to enable the Christmas tree to be sited there was the responsibility of the Town Council.

**RESOLVED:**

- ◆ To note Report No. FC 2/18.
- ◆ To approve the 2018/19 Capital Programme as set out in the schedule at **Appendix A.**

33. **PROJECTS FUNDING 2018/19**

The Deputy Town Clerk presented Report No. FC 3/18, which provided information on the required funding for projects planned for 2018/19, which included a workshop building, lake regeneration and Phase 1 Woodford Park Leisure Centre Regeneration projects, comprising a new ladies' toilet area, new reception area and flooring, and the creation of a new back office, as well as installing LED lighting in the Sports Hall and improving the north façade of the centre.

**RESOLVED:**

- ◆ To note Report No. FC 3/18.
- ◆ To seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a Public Works Loan Board loan of £240,000 up to 25 years for the following three projects:
  - Construction of a new workshop building for the maintenance teams
  - Phase 1 refurbishment of Woodford Park Leisure Centre
  - Regeneration of Woodford Park lake and its environs
- ◆ Not to increase the precept to cover the loan costs and to allocate general reserve funds (estimated to be £18,367) to cover the loan payments until loans relating to Bulmershe Leisure Centre and Woodford Park are paid, in 2019 and 2020 respectively.

34. **OUTSIDE BODIES**

a) Having been duly nominated it was

**RESOLVED:**

- ◆ To appoint Councillors Baker and Dolinski to represent the Council at the Woodley and North Earley Community Forum for 2018/19.

b) Members noted the following written reports:

- Citizens Advice Wokingham report from Councillor Bragg.
- ARC report from Mrs Shelagh Flower.

Councillor Dolinski gave a verbal report on the Woodley and North Earley Community Forum.

c) Members noted that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2017 had been received.

35. **TOWN MAYOR'S ENGAGEMENTS**

a) Members noted the 6 events attended by Councillor Rahmouni as Town Mayor since he had taken office.

b) Members noted that the Mayor's charity for 2018/19 was the Multiple Sclerosis Society, Reading, Wokingham & Districts.

c) Councillor Stares reported on the event he had attended as Deputy Town Mayor.

36. **FUTURE AGENDA ITEMS**

It was requested that an update to the work being undertaken to the public toilets in the Oakwood Centre be provided at the next meeting.

Meeting closed at 9:00 pm

**Capital Programme 2018/19**

**APPENDIX A**

<b>CAPITAL PROJECTS</b>	<b>Allocation £</b>	<b>Status</b>	<b>Comment</b>	<b>Works Required</b>
Signs	1,000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1,000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	5,000		Annual Allocation	Repair work to council pathways - annual allocation

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

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

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

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 17 July 2018 at 7:45 pm**

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

**Officer present:** *L. Matthews, Committee Officer*

**Also present:** *Councillor K. Baker  
8 members of public*

35. **APOLOGIES**

Apologies for absence were received from Councillors T. Barker, D. Bragg, B. Franklin and D. Mills.

36. **DECLARATIONS OF INTEREST**

Councillor R. Dolinski – Prejudicial interest: Agenda item 4, planning application 180988: Pitts Works, Colemans Moor Road, as he chaired the Wokingham Borough Council Housing Implementation Group meeting that considered the amount of affordable housing to be provided by this development.

Councillor Dolinski left the room when planning application 180988 was considered and took no part in the discussion or decision on this application. Councillor Cheng chaired the meeting while this application was considered.

37. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 19 JUNE 2018**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 19 June 2018 be approved and signed by the Chairman as a true and accurate record.

38. **CURRENT PLANNING APPLICATIONS**

a) **RESOLVED:**

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

b) **Application No: 180710**

**Location: 57 Colemans Moor Lane, Woodley**

**Proposal: Householder application for the proposed erection of single storey side/rear extension plus conversion of loft space to create habitable accommodation including the erection of two flat roof side dormer extensions and rooflights. (Part retrospective)**

This application had been considered at the Planning Committee meeting held on 24 April 2018 and the Committee had recommended that the application be refused. Revised plans had been received on 22 June and Members had been consulted on these prior to this meeting as a response was required by 6 July. A response was subsequently sent to the planning authority stating that the Committee's observations were unchanged and recommending that the application be refused.

39. **PLANNING DECISIONS**

**RESOLVED:**

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

40. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 181707.  
Location: 39 Hudson Road, Woodley, RG5 4EN.  
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.269m, for which the maximum height would be 3.607m and the height of the eaves 2.525m.

41. **HIGHWAYS**

**Road Works / Street Works Major Projects Co-ordination meeting**

Members noted the list of Woodley projects discussed at the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 20 June 2018.

42. **COMMUNITY SPEEDWATCH UPDATE**

Members noted the update provided in the agenda on matters relating to the Community Speedwatch scheme. The scheme had been publicised in the press and the Woodley Herald, on social media, by leaflets distributed at the Carnival and through the Woodley and North Earley Community Forum. Members were pleased to note that a number of residents had already volunteered to help with the scheme and residents had also contacted the Council to provide suggestions of roads where speeding was alleged to occur.

43. **NOTICEBOARD OUTSIDE BULMERSHE LEISURE CENTRE**

Following a request made at the last meeting (Planning Committee, 19 June 2018, minute number 32), Members were pleased to note that the notice board at Bulmershe Leisure Centre had been moved to the outside of the hoarding around the site and was once again available for community use. Members asked for thanks to be given to the officers who had helped to resolve this problem.

44. **WOODLEY AND EARLEY CIRCULAR BUS ROUTE**

Members noted the information provided in the agenda regarding the replacement of bus service 12 by a new service, to be known as 19a/c, from 3 September 2018. Wokingham Borough Council had written to thank Members of Woodley and Earley Town Councils for the work they had undertaken to determine what the local community required from the bus service.

45. **WOKINGHAM BOROUGH COUNCIL – FOOTWAYS, KERBSIDES AND ROAD SIGNS**

Following a request from Wokingham Borough Council, Members considered occurrences of poor repair of footways, kerbsides and road signs to be reported to the Borough Council's Community and Corporate Scrutiny Committee.

**RESOLVED:**

- ◆ To report the following matters to Wokingham Borough Council:
  - Road signs hidden by overgrown hedges along Bader Way.
  - Foliage from trees masking the LED lights at the bus stop in Colemans Moor Road.
  - Tree roots raising and damaging the pavement in Larch Drive.
  - Complaints received from residents that many road signs throughout Woodley are dirty.

46. **WOKINGHAM BOROUGH COUNCIL – GRASS CUTTING**

Following a request from Wokingham Borough Council, Members considered issues that had been raised regarding the grass cutting service and any suggestions for improving the service, so these could be reported to the Borough Council's Overview and Scrutiny Management Committee.

**RESOLVED:**

- ◆ To report the following matters to Wokingham Borough Council:
  - The Town Council had received a large number of complaints about the grass cutting schedule.
  - Many people had reported that they were worried about the possibility of fires occurring as the long grass was now very dry.
  - Infrequent grass cutting along the Bader Way has left this gateway into Woodley looking very scruffy.
  - Many complaints had been received from residents about the unsightly appearance of the overgrown central reservation on the A4 on the approach to Woodley and there were concerns that this could be a fire hazard.
  - Members noted that if grass was allowed to become too long it was more likely to block drains when it was finally cut.

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

Members noted the report of the Woodley and North Earley Community Forum meeting held on 13 June 2018.

48. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Thames Valley Environmental Records Office Newsletter – June 2018*
  - *Community Council for Berkshire E-Bulletin - June 2018*
  - *Me2 Club Newsletter – July 2018*

49. **FUTURE AGENDA ITEMS**

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

- Community Speed Watch update

Members requested that any changes to the grass cutting service be reported in a future agenda, following Wokingham Borough Council's review of the service.

50. **PUBLICITY/WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - Woodley Speedwatch
  - The new bus service 19a/c

51. **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.

52. **ENFORCEMENT ISSUES**

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

The meeting closed at 8:40 pm

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## Woodley Town Council

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Date :- 19/07/2018

**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>
<b>Approved on the following applications;</b>				
<b>180798</b>	10/07/2018	Senjuti Manna	Flaherty	First Floor, Cockayne House 126 - 128 Crockhamwell Road Woodley RG5 3JH
				<b>Proposal :</b> Full planning application for the proposed construction of bin and cycle stores and changes to parking arrangements.
				<b>Observations :</b> No objections.
<b>181420</b>	18/06/2018	Mandeep Chaggar	Mr & Mrs Charles Payne	54 Hazel Drive Hazel Drive Woodley RG5 3SA
				<b>Proposal :</b> Householder application for proposed erection of single storey side/rear extension to dwelling following the conversion of the existing garage to create habitable accommodation.
				<b>Observations :</b> No objections.
<b>181515</b>	02/07/2018	Mandeep Chaggar	Mr & Mrs Sanjay Patel	36 Tippings Lane Tippings Lane Woodley RG5 4RY
				<b>Proposal :</b> Householder application for proposed erection of two storey side and single storey rear extension to dwelling.
				<b>Observations :</b> No objections.
<b>181570</b>	20/06/2018	Mandeep Chaggar	Mr & Mrs Davison	5 Vulcan Close Vulcan Close Woodley RG5 4XB
				<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension to the existing dwelling.
				<b>Observations :</b> No objections.
<b>181784</b>	06/07/2018	Simon Taylor	Ms Emma Nicholas	Magnolia Court Headley Road East Woodley RG5 4SD
				<b>Proposal :</b> Full planning application for the proposed changes to fenestration.
				<b>Observations :</b> No objections.
<b>181887</b>	06/07/2018	Christine Phillips	Mr & Mrs John Verhoog	88 Rochester Avenue Rochester Avenue Woodley RG5 4NB
				<b>Proposal :</b> Householder application for the proposed erection of a single storey side/rear extension to dwelling.
				<b>Observations :</b> No objections.

Date :- 19/07/2018

**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;****180988**

15/06/2018	Simon Taylor	Unknown	Pitts Works Colemans Moor Road Woodley RG5 4DA
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**Proposal :** Full application for the proposed erection of 20 dwellings together with associated vehicular access, car parking and landscaping following demolition of the existing dwelling and outbuildings, once associated with a former scrapyards use.

**Observations :** Eight 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 proposal and recommended that the application be refused on the following grounds:

- Overdevelopment of the site.
- Overlooking and loss of privacy to properties in Consul Close and Hudson Road.
- Current problems due to lack of capacity in the local sewerage system will be exacerbated. Residents in Consul Close report that manhole covers are regularly displaced and the sewers overflow and cause flooding when the capacity is exceeded.
- The development will cause additional surface water runoff and will lead to an increased flooding risk in the area. Residents report that there is currently a stream running across the site, which collects water from the site.
- Part of the site is currently an overgrown garden area and development of this will result in harm to the local ecology and loss of habitat for wildlife.
- The extra traffic generated by this development will increase the existing traffic problems on Colemans Moor Road, especially during the morning and evening rush-hours.
- The development could lead to increased parking in Colemans Moor Road if the proposed number of parking spaces proves to be insufficient.

Local residents also had concerns regarding the clearance of the site, which contains industrial waste and hazardous materials, and the possible damage to surrounding buildings, by vibration and by excavation close to buildings located adjacent to the site boundary. The Committee asked that these concerns be addressed if planning permission is granted.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 14 August 2018 at 7:45 pm**

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

**Officer present:** *L. Matthews, Committee Officer*

**Also present:** *7 members of public*

53. **APOLOGIES**

Apologies for absence were received from Councillor B. Franklin.

54. **DECLARATIONS OF INTEREST**

Councillor M. Walker – Prejudicial interest: Agenda item 4, planning application 181744: 5 Wilmington Close and planning application 181745: 7 Wilmington Close, as the residents of 7 Wilmington Close are friends of hers.

Councillor Walker left the room when planning applications 181744 and 181745 were considered and took no part in the discussion or decision on these applications.

55. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 17 JULY 2018**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 17 July 2018 be approved and signed by the Chairman as a true and accurate record.

56. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

57. **PLANNING DECISIONS**

**RESOLVED:**

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

58. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 182079.  
Location: 26 Victor Way, Woodley, RG5 4UZ.  
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.05m, for which the maximum height would be 3.7m and the height of the eaves 2.3m.

59. **OFFICE CONVERSION PRIOR NOTIFICATION**

**RESOLVED:**

- ◆ To note application 182131.  
Location: 49 Ravensbourne Drive, Woodley, RG5 4LJ.  
Proposal: Prior approval application for the change of use from retail shop to residential dwelling including changes in fenestration to the front and rear elevations.

60. **PLANNING APPEALS**

**RESOLVED:**

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

Application: 180416  
Location: 36 Loddon Bridge Road, Woodley, RG5 4AS.  
Proposal: Householder application for proposed erection of part single, part first floor side and rear extensions plus two storey rear extension to dwelling.

61. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order without modification:  
TPO 1624/2018: Relating to 2 English oak trees on land at The Bulmershe School, Woodlands Avenue.
- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order without modification:  
TPO 1635/2018: Relating to 5 broad leaf trees on land at Woodley Park Estate, Reading Road.
- ◆ To note that Wokingham Borough Council had made the following Tree Preservation Order:  
TPO 1650/2018: Relating to an oak tree located on land at Church of St John Bosco, Western Avenue, Woodley.  
This order took effect, on a provisional basis, from 19 July 2018 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.

62. **HIGHWAYS**

**Road Works / Street Works Major Projects Co-ordination meeting**

Members noted the list of Woodley projects discussed at the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 25 July 2018.

63. **COMMUNITY SPEEDWATCH UPDATE**

The Chairman informed the meeting that Councillor Mills was familiarising himself with the operation of the data logging equipment with the aim of producing an operating manual. The Committee Officer reported that to date eleven residents had volunteered to help with the speedwatch scheme and it was agreed that an email would be sent to the volunteers to inform them that they would be invited to a meeting in due course when there was more to report regarding the operation of the scheme.



64. **WOKINGHAM BOROUGH COUNCIL – MINERALS AND WASTE PLAN CONSULTATION**

**RESOLVED:**

- ◆ To consider a response to the Wokingham Borough Council Minerals and Waste Plan consultation at the next meeting of the Planning Committee, on 11 September 2018.

65. **re3 ANNUAL ENVIRONMENTAL REPORT**

Members noted the press release regarding the recently published re3 Annual Environmental Report.

66. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *WTCMI Newsletter – July 2018*
  - *Community Council for Berkshire E-Bulletin - July 2018*
  - *Wokingham Borough Council Major Developments Newsletter – Draft Minerals and Waste Plan Consultation Events*

67. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

68. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

69. **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.

70. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of five ongoing enforcement matters and four enforcement investigation closure notifications.

The meeting closed at 9:15 pm

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## Woodley Town Council

Page 1

Date :- 15/08/2018

**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>
<b>Approved on the following applications;</b>				
<b>181240</b>	25/07/2018	Abinel Gurung	Mr A Mahmood	37 Lismore Close Lismore Close Woodley RG5 3RT
	<b>Proposal :</b> Householder application for the proposed erection of single storey side and rear extensions plus single storey front porch extension.			
	<b>Observations :</b> No objections.			
<b>181744</b>	20/07/2018	Stefan Fludger	Mr Adam Gee	5 Wilmington Close Wilmington Close Woodley RG5 4LR
	<b>Proposal :</b> Householder application for the proposed erection of part single, part two storey side/rear extension to dwelling following the demolition of existing garage.			
	<b>Observations :</b> One resident was present at the meeting to voice concerns about this application.			
	After listening to the resident, the Committee considered the application and had no objections to the proposal, but asked for the concerns of the neighbour at No.3 to be taken into consideration.			
<b>181745</b>	20/07/2018	Stefan Fludger	Mr Raymond Sharp	7 Wilmington Close Wilmington Close Woodley RG5 4LR
	<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension to dwelling following the demolition of existing conservatory.			
	<b>Observations :</b> No objections.			
<b>181839</b>	18/07/2018	Abinel Gurung	Mr Adam Smith	83 Nightingale Road Nightingale Road Woodley RG5 3LY
	<b>Proposal :</b> Householder application for the proposed erection of single storey side and rear extension to dwelling following the demolition of the existing conservatory.			
	<b>Observations :</b> No objections.			
<b>181861</b>	20/07/2018	Omar Sharif	Greggs plc	136-138 and 140-142 Crockhamwe Crockhamwell Road Woodley RG5 3JH
	<b>Proposal :</b> Full application for the proposed change of use of ground floor from A1 use to mixed use for the sale of hot and cold food and drink.			
	<b>Observations :</b> The Committee had no objections to this application and commented that Woodley Town Council strongly supports the proposal.			

Date :- 15/08/2018

**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>
<b>181881</b>	07/08/2018	Nesha Burnham	Mr Paul Cousins	12 Woodlands Avenue Woodlands Avenue Woodley RG5 3HJ
<b>Proposal :</b> Householder application for the proposed erection of two storey rear extension to dwelling and two side dormers plus internal alterations.				
<b>Observations :</b> The Committee had no objection to this application, subject to there being no overlooking of neighbouring properties and sufficient parking provision being made.				
<b>181890</b>	23/07/2018	Christine Phillips	Mr Amrik Rehal	63 Fairwater Drive Fairwater Drive Woodley RG5 3JG
<b>Proposal :</b> Householder application for the proposed erection of a single storey side/rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>181918</b>	27/07/2018	Nuno Fernandes	Mr Peter Froud	4 Triumph Close Triumph Close Woodley RG5 4AQ
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension following the demolition of existing conservatory and internal alterations plus conversion of existing garage to create habitable accommodation.				
<b>Observations :</b> No objections.				
<b>181940</b>	17/07/2018	Stefan Fludger	Mrs Camilla Marriott	1 Eastwood Road Eastwood Road Woodley RG5 3PY
<b>Proposal :</b> Householder application for the proposed erection of side porch, single storey rear extension following the partial demolition of the existing outbuilding plus extended front drop kerb and new block paving.				
<b>Observations :</b> No objections.				
<b>181975</b>	17/07/2018	Abinel Gurung	Mr & Mrs Drummond	10 Headley Close Headley Close Woodley RG5 4SF
<b>Proposal :</b> Householder application for the proposed conversion of the existing garage to create habitable accommodation.				
<b>Observations :</b> No objections.				
<b>181992</b>	19/07/2018	Nesha Burnham	Mrs Lorraine Reynolds	53 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LJ
<b>Proposal :</b> Householder application for the conversion and single storey front extension of existing garage to create habitable accommodation.				
<b>Observations :</b> No objections.				

Date :- 15/08/2018

**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>
<b>182082</b>	06/08/2018	Christine Phillips	Mr & Mrs Coleman	22 Hurricane Way Hurricane Way Woodley RG5 4UX
<p><b>Proposal :</b> Householder application for the proposed erection of single storey rear extension, single storey front extension, part conversion of existing garage to create habitable accommodation, plus first floor side extension to the dwelling, and re-adjustment of the boundary fence.</p> <p><b>Observations :</b> The Committee had no objections to the proposed extension, but noted that there were inconsistencies between the drawings and the description of the proposal. The Committee commented that what was described as a part conversion of the garage was actually a full conversion of the garage to habitable accommodation.</p> <p>The Committee was concerned that the description of the proposal mentioned a "re-adjustment of the boundary fence" and yet there was nothing to this effect shown on the drawings. The Committee asked for clarification of what was meant by this.</p>				
<b>182139</b>	06/08/2018	Abinel Gurung	Mr N. Parikos	59 Hawker Way Hawker Way Woodley RG5 4PF
<p><b>Proposal :</b> Householder application for the proposed erection of single storey rear extension, first floor side extension to existing dwelling plus internal alterations.</p> <p><b>Observations :</b> No objections.</p>				
<b>182175</b>	08/08/2018	Nuno Fernandes	Miss Barrett & Mr Hales	31 Wallace Close Wallace Close Woodley RG5 3HW
<p><b>Proposal :</b> Householder application for the proposed erection of single storey side extension to form annex.</p> <p><b>Observations :</b> No objections.</p>				
<b>182184</b>	07/08/2018	Charlotte Black	Unknown	31 Stanton Close Earley RG6 7DX
<p><b>Proposal :</b> ADJOINING PARISH CONSULTATION: Householder application for the proposed erection of single storey rear extension to dwelling.</p> <p><b>Observations :</b> No comment.</p>				
<b>182194</b>	08/08/2018	Rasha Khoja	Mr & Mrs Cowen	119 Haddon Drive Haddon Drive Woodley RG5 4LZ
<p><b>Proposal :</b> Householder application for the proposed erection of single storey front extension to form porch, plus conversion of existing garage to create habitable accommodation.</p> <p><b>Observations :</b> No objections.</p>				

Date :- 15/08/2018

**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;****181754**

18/07/2018	Abinel Gurung	Mr Belkhatir	5 Antrim Road Antrim Road Woodley RG5 3NR
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**Proposal :** Householder application for the erection of a detached garage. (Retrospective)**Observations :** Two residents were present at the meeting to voice concerns about this application.

After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused because the proposed structure extends right up to the boundary with the adjacent property. The Committee also commented that the application is for a detached garage, whereas the drawings show an structure attached to the main dwelling and the proposed structure is too small to be used as a garage.

**182041**

07/08/2018	Senjuti Manna	Me Vincenzo Cannizzaro	77 Campbell Road Campbell Road Woodley RG5 3NB
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**Proposal :** Householder application for the erection of high timber fence above existing brick walls (total height of 2 metres). (Retrospective)**Observations :** Two letters of concern had been received for this application.

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

- The fence is out of character with the open plan nature of Campbell Road and Fairwater Drive.
- The fence is unsightly and should be removed.

Date :- 15/08/2018

**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;****182042**

24/07/2018	Abinel Gurung	Mr E Holmes	4 Harris Close Harris Close Woodley RG5 4XH
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**Proposal :** Householder application for the proposed erection of single storey rear extension to dwelling following the demolition of existing conservatory and two storey side extension to dwelling.

**Observations :** Two residents were present at the meeting to voice their concerns about this application.

After listening to the residents' views, the Committee considered the application and had the following concerns:

- The proposed extension will change the street scene in this small spur off Harris Close.
- There is already very limited parking in this part of Harris Close and in order to compensate for the loss of parking spaces that would be caused by the proposed extension, the applicant seems to be proposing to pave over the front garden, which will alter the street scene even more.
- In order to maintain a reasonable gap between No.4 and No. 5 Harris Close, any extension to No. 4 should not extend closer than 1m from the shared boundary, and in order to achieve this the extension should be set back from the front wall of No.4.

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 4 September 2018 at 8:00 pm**

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**Present:** *Councillors T. Barker (Chairman); D. Bragg; J.J. Ellis; K. Gilder; S. Rahmouni (chairman for part of the meeting); D. Stares*

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

**Also present:** *Sam Milligan, Just Around the Corner charity  
3 members of the public*

14. As Councillor Barker was unable to be present for the start of the meeting it was proposed and

**RESOLVED:**

- ◆ That Councillor Rahmouni would chair the meeting until Councillor Barker arrived.

15. **APOLOGIES FOR ABSENCE**

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

16. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

17. **MINUTES OF THE MEETING HELD ON 5 JUNE 2018**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 5 June 2018 be approved and signed by the Chairman as a correct record.

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

Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting and presented the JAC report. He informed Members that the atmosphere in Woodley had been relatively quiet over the summer period. Woodford Park had been very busy, with quite a few groups of young people coming from other areas, such as Earley and Twyford. In the past this had been a cause of tension, but recently the various groups had been getting on and large numbers had been playing football together. The small number of disturbances had quickly been resolved.

Sam Milligan reported that there seemed to be a perception of anti-social behaviour locally due to young people riding bicycles in the town centre, but that a recent survey had shown that there were just as many older people cycling in the town centre, and it appeared that the public were prepared to view the actions of older people more leniently.

Sam Milligan informed Members that JAC would be starting their work with the local schools again the following week, after the summer break.

19. **COMMUNITY YOUTH PARTNERSHIP**

Report No. LS 17/18 of the Community Youth Partnership meeting held on 29 August 2018 was tabled at the meeting as it had not been available when the agenda was issued. Sam Milligan presented the report to the Committee

Members noted the progress of the Partnership's project to set up parent self-help groups and parenting courses to support parents dealing with anxiety in children, and considered the recommendation from the Partnership that a request be made to the Town Council for free use of the theatre in the Oakwood Centre on the evenings of Wednesday 3 and Thursday 4 October to run parenting workshops provided by ARC.

Members were also pleased to note the Partnership's ideas for re-launching the project to provide a free running area at the Loddon Mead site, as the project had lost momentum. Suggestions for reigniting interest in the project included installing a mural at the site and making a video to help promote the project.

**RESOLVED:**

- ◆ To note Report No. LS 17/18.
- ◆ To recommend to the Strategy and Resources Committee that free use of the Alan Cornish Theatre in the Oakwood Centre be given on the evenings of 3 and 4 October for parenting workshops run by ARC.

Councillor Rahmouni thanked Sam Milligan for coming to the meeting.

At this point in the meeting Councillor Barker took over as chairman.

20. **BUDGETARY CONTROL**

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

**RESOLVED:**

- ◆ To note Report No. LS 18/18.

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

The Deputy Town Clerk presented Report No. LS 19/18, which had been prepared by the Leisure Services Manager. The Leisure Services Manager was unable to attend the meeting due to staffing issues at the Leisure Centre and had sent his apologies.

The Deputy Town Clerk informed Members that the two vacant part-time receptionist posts at the Leisure Centre had now been filled. He also reported that the gym membership currently stood at 520 and the gym was at its maximum capacity. Members were pleased to note the success of the summer holiday camps and the family racket attack promotion, which had been used 428 times throughout the summer holidays. Members also noted the information given in the report regarding proposed new classes at the Leisure Centre for adults and children and the bookings for the 3G pitch.

The Deputy Town Clerk reported that the paddling pool had remained open for all but three days of the summer and had been much busier than in previous years. The pool closures had been due to essential repairs to the pool liner. Members noted that work would need to be undertaken to the pool plant in preparation for the following summer and this would be scheduled for the winter months.

At the previous meeting of the Committee, on 5 June 2018, Members had considered a request for nationally recognised young sports people to be allowed free use of the Gym on the Park and had asked for a detailed proposal to be submitted (minute number 7). Members now considered the detailed requirements outlined in the report. The age limit that should be applied to the scheme was discussed at some length and it was proposed that the suggested age limit of 16 years should be amended to allow anyone in full-time education, and who also met the other requirements, to apply for the scheme.



**RESOLVED:**

- ◆ To note Report No. LS 19/18.
- ◆ To implement a free pass scheme for the Gym on the Park for nationally recognised young sports people meeting the following requirements:
  - In full-time education.
  - A resident of Woodley.
  - Accompanying application form detailing sport, level of competition, team etc.
  - Supporting letter/statement from coach/trainer.
  - Meeting/interview with Leisure Services Manager.
  - Requirement to provide feedback relating to experience and use of the gym.

**22. PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 20/18. He reported that the works to install new ladies toilets at Woodford Park Leisure Centre were progressing well and were scheduled for completion by the end of September. The next stage of the regeneration work would be the redesign of the office and reception area, but the scheduling of this work would be affected by the need to appoint a new Maintenance Manager, as the post was currently vacant.

Members were very pleased to note that Woodford Park had been awarded Green Flag status, and noted that it was the first park in Wokingham borough to achieve this. The Deputy Town Clerk informed Members that an application for planning permission to erect a flagpole near the war memorial had been submitted so that the flag could be displayed. The Chairman thanked and congratulated everyone who had been involved in making the application for Green Flag status and thanked the Council staff and Friends of Woodford Park who worked so hard in the park.

The Deputy Town Clerk reported that the paths to the Rotary Garden had been resurfaced by the Grounds Team and new shrub beds had been planted out by the Friends of Woodford Park. New fingerpost signage and destination/notice boards had been installed in June and a new sign would shortly be installed at the entrance from Haddon Drive.

Members received an update on the progress of the lake project and were informed that the specification and tender documents for the silt work, bank repairs and boardwalk would be sent out in September and it was intended that works would be carried out before the end of March 2019. In-house work had continued with the removal of the hedge on the mound at the eastern end of the lake and preparation for the installation of a retaining structure at the base of the mound. A notice board would be installed shortly to keep residents informed with up to date information about the project.

The Deputy Town Clerk informed Members that the Friends of Woodford Park were taking on a more formal structure and a committee had been elected. He said that the way the group was organised was a credit to all those involved and the future of the group looked very positive.

Members noted that a small group of travellers had set up an encampment on the green at Malone Park at the beginning of August and had been moved on by police the following day. Wokingham Borough Council had installed earth mounds as a temporary measure to prevent further illegal encampments and was liaising with Town Council officers regarding longer-term measures. The Chairman noted that a group of travellers had also gained access to Ashbury Park in August and had been moved on by the police very quickly.

The Deputy Town Clerk informed Members that road repairs to the Reading Road allotments site had been carried out over the August Bank Holiday weekend by a group of 35 allotment tenant volunteers using materials supplied by the Town Council. The Tenants

Committee was continuing to carry out plot inspections and there were currently 7 people on the waiting list for a plot.

**RESOLVED:**

- ◆ To note Report No. LS 20/18.

23. **TOWN CENTRE PUBLIC TOILET UPDATE**

The Deputy Town Clerk informed Members that construction of the public toilet unit had been completed but that the contractor had not yet obtained the necessary licences from Wokingham Borough Council for the installation to take place. Members asked for an explanation for the delay to be posted on the Town Council website.

24. **FUTURE AGENDA ITEMS**

No items were suggested for inclusion in future agendas.

25. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To provide the following information on the website:
  - An explanation for the delay in the installation of the public toilet unit.
  - Measures being taken to try to alleviate the problem of illegal encampments set up by travellers.

The meeting closed at 8:47 pm

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 11 September 2018 at 7:45 pm**

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

**Officer present:** *L. Matthews, Committee Officer*

**Also present:** *Councillor K. Baker  
Councillor R. Horskins  
11 members of public*

71. **APOLOGIES**

Apologies for absence were received from Councillors R. Dolinski, M. Forrer, D. Fradley and P. Wicks.

72. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

73. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 14 AUGUST 2018**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 14 August 2018 be approved and signed by the Chairman as a true and accurate record.

74. **CURRENT PLANNING APPLICATIONS**

Members noted that the documents for application No. 182440: 48 Rowan Drive, which was listed in the agenda, were not yet available on the Wokingham Borough Council website and this application would therefore be considered at the next meeting of the Committee, on 9 October 2018.

**RESOLVED:**

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

75. **PLANNING DECISIONS**

**RESOLVED:**

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

76. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 182338.  
Location: 2 Keswick Gardens, Woodley, RG5 3QB.  
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, for which the maximum height would be 3.1m and the height of the eaves 2.2m.

77. **PLANNING APPEALS**

**RESOLVED:**

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

Application: 172057  
Location: Land at 152 Colemans Moor Road, Woodley, RG5 4BX.  
Proposal: Full application for proposed erection of 1 No. 4 bedroom dwelling and annex.

- ◆ To note the following appeal decision:

Application: 180416  
Location: 36 Loddon Bridge Road, Woodley, RG5 4AS.  
Proposal: Householder application for proposed erection of part single, part first floor side and rear extensions plus two storey rear extension to dwelling.  
Details: The appeal was made against a refusal of planning permission.  
Decision: The appeal was dismissed.

78. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order without modification:  
TPO 1636/2018: Relating to individual oak, ash and Scots pine, and primarily broadleaf woodland located on land at the Bulmershe Allotments, Woodley.

79. **COMMUNITY SPEEDWATCH UPDATE**

The Chairman informed the meeting that he was aiming to position the data logging equipment for a roadside test run in the next few weeks and following this a meeting of the speedwatch volunteers would be arranged. There were currently 13 residents who had volunteered to help with the scheme.

80. **WOKINGHAM BOROUGH COUNCIL – MINERALS AND WASTE PLAN CONSULTATION**

Members considered the Wokingham Borough Council draft Minerals and Waste Plan.

**RESOLVED:**

- ◆ To send a “no comment” response to the Wokingham Borough Council Minerals and Waste Plan consultation.

81. **WOKINGHAM BOROUGH COUNCIL – DRAFT LEVEL 1 STRATEGIC FLOOD RISK ASSESSMENT CONSULTATION**

**RESOLVED:**

- ◆ That Councillor Barker would review the Wokingham Borough Council draft Level 1 Strategic Flood Risk Assessment and would report on the documents at the next meeting on 9 October 2018.

82. **WOKINGHAM BOROUGH COUNCIL – DRAFT BOROUGH PLAN  
– PUBLIC CONSULTATION**

Members noted that Wokingham Borough Council was requesting feedback from residents on the draft Borough Plan

**RESOLVED:**

- ◆ That no response would be sent on behalf of the Council as this was a consultation of members of the public.

83. **READYBIKE**

At the Strategy and Resources Committee meeting held on 12 June 2018 (minute number 13) officers had been asked to investigate the possibility of having a ReadyBike station in Woodley and it had been agreed that the results would be reported to the Planning Committee.

Members noted the information given in the agenda reporting that ReadyBike had been contacted twice about this matter and the request had been passed to the Managing Director, but that no response had been received.

The following item was tabled at the meeting as the information had been received shortly before the meeting and a response was required before the next meeting.

84. **WOKINGHAM BOROUGH COUNCIL – CHANGES IN DEVELOPMENT MANAGEMENT**

Members noted information received from Wokingham Borough Council explaining that they had been undergoing a restructure and had been looking at ways of enhancing their interaction with customers, while at the same time saving time and money. The Borough Council had invited each town and parish council in the borough to send 2 or 3 representatives to attend a meeting on 27 September to hear about changes in Development Management.

**RESOLVED:**

- ◆ That Councillors Bragg, Cheng and MacNaught would attend the Wokingham Borough Council meeting about changes in Development Management on 27 September 2018.

85. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

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

86. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

87. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

88. **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.

89. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:15 pm

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## Woodley Town Council

Page 1

Date :- 12/09/2018

**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>
<b>Approved on the following applications;</b>				
<b>182229</b>	15/08/2018	Rosie Rogers	Sheet Anchor Evolve Ltd	First Floor, Nos. 81 - 121 Crockhamwell Road Woodley RG5 3JP
<b>Proposal :</b> Full planning application for the proposed replacement of windows at first floor level elevation.				
<b>Observations :</b> No objections.				
<b>182254</b>	13/08/2018	Stefan Fludger	Mr & Mrs Mehra	5 Keats Road Keats Road Woodley RG5 3RJ
<b>Proposal :</b> Householder application for proposed erection of single storey side/rear extension to dwelling incorporating roof light, following the demolition of existing garage and conservatory and two storey rear extension.				
<b>Observations :</b> No objections.				
<b>182258</b>	10/08/2018	Abinel Gurung	Mr & Mrs Shafi	5 Corbett Gardens Corbett Gardens Woodley RG5 4JY
<b>Proposal :</b> Householder application for the proposed conversion of the existing store to create habitable accommodation.				
<b>Observations :</b> No objections.				
<b>182265</b>	13/08/2018	Abinel Gurung	Mr Mark Redman	67 Malone Road Malone Road Woodley RG5 3NL
<b>Proposal :</b> Householder application for proposed erection of single storey front/side/rear extension to dwelling incorporating roof light, following the demolition of existing garage and conservatory and two storey front extension				
<b>Observations :</b> No objections.				
<b>182305</b>	28/08/2018	Charenjit Braich	Mr Haider Kayani	2 Oak Drive Oak Drive Woodley RG5 4BA
<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension and first floor side extension to existing dwelling.				
<b>Observations :</b> No objections.				
<b>182346</b>	21/08/2018	Rasha Khoja	Mr & Mrs Whiting	32 Nightingale Road Nightingale Road Woodley RG5 3LS
<b>Proposal :</b> Householder application for the proposed erection of single storey rear/side extension to dwelling, following the demolition of existing garage and conservatory.				
<b>Observations :</b> No objections.				

Date :- 12/09/2018

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>182349</b>	21/08/2018	Abinel Gurung	Mr Steve Kendrick	91 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AE
<b>Proposal :</b> Householder application for the raising of roof to create first floor accommodation following the demolition of the existing conservatory.				
<b>Observations :</b> No objections.				
<hr/>				
<b>182386</b>	06/09/2018	Senjuti Manna	Miss Charlotte Sandall	2 Chaffey Close Chaffey Close Woodley RG5 4EQ
<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension to dwelling incorporating 4 No. roof lights.				
<b>Observations :</b> No objections.				

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Date :- 12/09/2018

**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;****181600**

23/08/2018	Charenjit Braich	J Rai	8 Armstrong Way Armstrong Way Woodley RG5 4NW
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**Proposal :** Full application for proposed erection of part two storey, part single storey side extension to create one 2 bedroom terraced dwelling.

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

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

**182134**

23/08/2018	Senjuti Manna	Mr A Sokhi	167 Colemans Moor Road Colemans Moor Road Woodley RG5 4DD
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**Proposal :** Full planning application for the proposed change of use of land from amenity space to residential garden involving relocation of fence plus single storey front extension, two storey side extension and single storey rear extension to dwelling.

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

**182279**

20/08/2018	Simon Taylor	Browins Limited	Lawn Tennis Club Silver Fox Crescent Woodley RG5 3JA
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**Proposal :** Full planning application for the proposed erection of 4 No. detached dwelling houses with attached garages, bike stores, landscaping and access road.

**Observations :** Four residents were present at the meeting to voice their concerns about this application.

After listening to the residents' concerns, the Committee considered the proposal and had the following concerns:

- Concern about the narrow access road resulting in emergency vehicles being unable to access the site, especially as there have previously been such problems in Silver Fox Crescent.
- The access to the site is situated close to a blind bend and on a road where there are existing parking problems, which will make access difficult and unsafe.
- Concern about whether construction vehicles will be able to access the site along the narrow lane.

The Committee commented that they would not have any objections to the application if all of the reasons for refusal listed in the decision notice for the previous application (No. 181053) were to be addressed and the proposal amended accordingly.

**182306**

20/08/2018	Stefan Fludger	Mrs V Shehu	46 Woodlands Avenue Woodlands Avenue Woodley RG5 3HJ
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**Proposal :** Householder application for the proposed erection of single storey rear/side extension and first floor rear/side extension incorporating 6 No. side dormer extensions.

**Observations :** One resident was present at the meeting to voice concerns about this application.

Date :- 12/09/2018

**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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The Committee considered the proposal and had the following concerns:

- Concern about insufficient parking provision. The proposed parking provision is not shown on the drawings.
- Concern about the large size of the proposed extension.
- Concern about the overlooking of neighbouring gardens due to the very large floor to ceiling window to the first floor of the rear elevation.
- Concern about the overlooking of No.44 to the side of the property.

If planning permission is granted, the Committee requested that there be a condition that the property cannot be used as a house of multiple occupation.

**182331**

21/08/2018	Senjuti Manna	Mr Mark de Quervain	6 Tiverton Close Tiverton Close Woodley RG5 3BE
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- Proposal :** Householder application for the proposed erection of single storey front extension to form porch.
- Observations :** One resident was present at the meeting to voice concerns about this application and two letters of concern had been received. The residents did not object to the proposed development, but were concerned about the presence of bats.

The Committee considered the application and had no objection to the proposal, but noted that local residents reported that bats were present around this property. The Committee therefore recommended that a bat survey should be carried out. The Committee pointed out that the presence of bats would also affect the proposed rear extension at this property (application No. 182249), which was to be carried out under permitted development rights.

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 18 September 2018 at 8:00 pm**

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**Present:** *Councillors A. Chadwick; D. Mills; D. Smith (chairman for the meeting); D. Stares; M. Walker*

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

**Also present:** *Councillor T. Barker  
2 members of the public*

19. In the absence of the committee's Chairman and Vice-chairman it was proposed and

**RESOLVED:**

- ◆ That Councillor Smith would chair the meeting.

20. **APOLOGIES**

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

21. **DECLARATIONS OF INTEREST**

Councillor Walker	Agenda item 7: PR/Marketing Working Group Section 5: Centre Stage	Prejudicial interest – Councillor Walker is chairman of Woodley Women's Club, which hires the Centre Stage.
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Councillor Walker left the room and was not present for the discussion or decision on agenda item 7: section 5: Centre Stage.

22. **MINUTES OF THE MEETING HELD ON 12 JUNE 2018**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 12 June 2018 be approved and signed by the Chairman as a correct record.

23. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 25/18.

**RESOLVED:**

- ◆ To note Report No. SR 25/18.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (May), **Appendix B** (June), **Appendix C** (July) and **Appendix D** (August):

	Current account	Imprest account
May 2018	£69,678.09	£45,935.18
June 2018	£217,766.79	£49,040.73
July 2018	£69,697.26	£49,374.47
August 2018	£83,254.31	£47,796.01

c) **Loan approval application**

Members noted that, at its meeting on 26 June 2018 (minute number 33), the Council had approved a recommendation to apply to the Secretary of State for Housing, Communities and Local Government for a loan of £240,000 to fund a new maintenance workshop, improvements to Woodford Park Leisure Centre and regeneration of Woodford Park lake and its environs. Approval to apply for the loan had subsequently been granted by the Secretary of State and an application for an annuity loan of £240,000, payable over 25 years, had been submitted to the Public Works Loan Board.

**RESOLVED:**

- ◆ That the loan funds of £240,000, when received, be allocated to earmarked reserves as follows:
  - Lake project: £90,000
  - Woodford Park Leisure Centre refurbishment: £70,000
  - Maintenance workshop: £80,000

d) **Referendum principles**

Members noted that the Government intended to continue the deferral of setting referendum principles for town and parish councils, but encouraged parish councils to continue the downward trend in parish precept increases, and would be keeping this matter under active review.

24. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 26/18 and informed Members that a specialist company had been engaged to carry out dynamic leak testing of the low and high level windows in the Oakwood Centre to identify points of water ingress and water travel so that the necessary remedial works could be undertaken. The investigation work would take place in October.

The Deputy Town Clerk also reported that despite the repair of some leaks and a programme of drying out in the toilet areas, using dehumidifiers running overnight, damp levels in the skirting and lower walls near the toilets and the centre of the building remained high and further investigation was required to establish the cause. Some areas of the rubber floor finish had also begun to bubble and this was happening in areas where remedial works had been carried out in 2012 to address the same problem.

Members considered a proposal to allocate £20,000 from the Buildings and Facilities Fund to cover the cost of leak tests for the windows and investigation of the flooring issues, as well as any initial works that may be required.

**RESOLVED:**

- ◆ To note Report No. SR 26/18.
- ◆ To allocate £20,000 from the Building and Facilities Fund to an earmarked reserve to fund the costs associated with the water ingress and flooring issues at the Oakwood Centre.

25. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 27/18 of the Catering Partnership meeting held on 20 July 2018 and confidential information on the monthly catering income was tabled.

It was noted that the planned open day event for the Oakwood Centre would take place on Saturday 6 October and that the date of the 4 October mentioned in the report was a typing error.

**RESOLVED:**

- ◆ To note Report No. SR 27/18.

26. **PR/MARKETING WORKING GROUP**

The Deputy Town Clerk presented Report No. SR 28/18 of the PR/Marketing Working Group meeting held on 8 August 2018 and Members considered the proposal that the hire charge for the Centre Stage in the town centre be waived for a period of time to encourage more usage of the facility. After discussion, it was agreed that making the Centre Stage free to hirers throughout 2019 would enable a direct comparison to be made with the current year, but that this would be a limited offer for one year and it must be stressed that the offer was made at the Council's discretion, in order to prevent abuse of the offer.

The PR/Marketing Co-ordinator presented the draft media and social media policy for the Council and explained that it had been based on the policies of other councils. Members considered the proposed policy.

The PR/Marketing Co-ordinator informed Members that a Facebook feed was to be added to the homepage of the Council's website and the recently awarded Green Flag certificate for Woodford Park would be displayed on the website.

**RESOLVED:**

- ◆ That the hire charge for the Centre Stage be waived for the period from 1 January 2019 to 31 December 2019, to encourage more use of the facility.
- ◆ That the draft media and social media policy for the Council, attached at **Appendix E**, be approved.

27. **RENEWABLE ENERGY**

The Deputy Town Clerk presented Report No. SR 29/18, which showed the final proposals for solar panels to be installed to the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall under the scheme operated by Reading Community Energy Society (RCES). He informed Members that the Oakwood Centre would not be included in the first phase of the work, as the existing problems with the roof and windows would have to be rectified before the installation could be undertaken, but that RCES had confirmed that a deferred installation at the Oakwood Centre could be carried out under the current offer.

Members considered the proposal at length and the discussion included the importance of having the contract reviewed by the Council's solicitor before signing, and the possibility of RCES funding a community project in Woodley and whether this could be included in the licence agreement.

*[Town Clerk's note: Following further clarification of the RCES community projects fund it was established that a grant based programme for renewable energy or sustainability projects was available to community groups within a 10 mile radius Reading, including in Woodley.]*

**RESOLVED:**

- ◆ To note Report No. SR 29/18.
- ◆ To enter into a contract with RCES for the provision of electricity and the installation of solar panels on the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall as detailed in the report, subject to review of the contract document by the Council's solicitors.

28. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Whilst noting the reports included in the agenda, Members remarked how impressive the floral displays in the town centre had been this year.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 4 July 2018.
- ◆ To note the report of the Woodley Town Centre Management Initiative Executive Sub Committee meeting held on 31 July 2018.

29. **REQUEST FOR FREE USE OF THE ALAN CORNISH THEATRE**

Members noted that, following on from the Exploding the Myths conference for parents and professionals working with young people, the Community Youth Partnership had agreed to start a project to support and enable self-help parent groups and were planning to seek volunteers to support these groups. ARC had been commissioned to provide two parenting workshops for parents, from which it was hoped that participants would be interested in being part of a self-help parenting group. Members considered a recommendation from the Leisure Services Committee (4 September 2018, minute number 19) that free use of the Alan Cornish Theatre be given on two evenings in 2018 for these workshops.

**RESOLVED:**

- ◆ To allow free use of the Alan Cornish Theatre on two evenings in 2018 for parenting workshops run by ARC.

30. **READING ROAD ALLOTMENTS SITE LEASE**

**RESOLVED:**

- ◆ To note that the lease for the Reading Road Allotments site had been signed and sealed and would run for 10 years to 2028.

31. **PROJECTS SCHEDULE 2019/19**

The Deputy Town Clerk presented the updated Projects Schedule 2018/19. He apologised for item 7 on the list being a repeat of item 1 and said that this would be corrected the next time the list was updated.

**RESOLVED:**

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

32. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**  
Members noted the statistics for website views, searches and usage given in the agenda. The Deputy Town Clerk reported that there had been a general increase in the website usage month on month, and a very pronounced increase in use by people accessing the website from mobile phones. He informed Members that a future reconfiguration of the website would reflect this. It was noted that there had been a large amount of redirection of users to the website from social media.
33. **PUBLIC TOILET UPDATE**  
The Town Clerk informed Members that the public toilet unit was ready for shipping and installation, but that there had been a delay in the contractor obtaining the necessary permissions from Wokingham Borough Council to enable the installation to proceed.
34. **WOKINGHAM U3A HISTORY PROJECT**  
The Town Clerk informed Members that Wokingham U3A were planning to research the history of Woodley as part of a Shared Learning Project and had asked whether the Town Council would be willing to be a partner in this project. The Town Clerk had sent a response agreeing to this, after consulting with the Leader of the Council and Members were asked to confirm the Council's involvement. Councillor Stares said that he had met someone who had already done a lot of research into the history of Woodley and would ask whether he was willing to be involved in the project.
- RESOLVED:**
- ◆ To confirm the Council's involvement with the Wokingham U3A Shared Learning Project researching the history of Woodley.
35. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
Members noted that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £63,890.
36. **BOROUGH/PARISH LIAISON FORUM**  
Members noted the minutes of the Borough/Parish Liaison Forum held on 2 July 2018.
37. **FUTURE AGENDA ITEMS**  
The following suggestions were made for future agenda items:
- An update on the work to the public toilets in the Oakwood Centre
38. **PUBLICITY AND WEBSITE**  
There were no suggestions for items to be publicised.
39. **EXCLUSION OF PUBLIC AND PRESS**
- RESOLVED:**
- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.
40. **OPTALIS LEASE**  
The Town Clerk presented Report No. SR 30/18.

**RESOLVED:**

- ◆ To note Report No. SR 30/18.
- ◆ To approve the proposed Heads of Terms of a new lease agreement between the Town Council and Optalis for the occupation of rooms at Woodford Park Leisure Centre as set out in the report, with additional items relating to rates and car parking.
- ◆ That, should the current lease expire before a new lease is in place, the agreement would continue on the existing terms with any balance of payment to be made once the new lease was in place

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

The Town Clerk updated Members on matters relating to the agreement between Wokingham Borough Council and the Town Council regarding the Woodley Airfield Youth and Community Centre.

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

The Town Clerk presented Report No. SR 31/18.

**RESOLVED:**

- ◆ To note Report No. SR 31/18.
- ◆ To approve the advised action as set out in the report.

The meeting closed at 9:50 pm

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## Woodley Town Council 2018/2019

## Current Account

## List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
18-May-18	Angel Springs Ltd	374.22	Water sample tests
18-May-18	Axminster Tool Centre Ltd	196.92	Building supplies
18-May-18	B and S Roofing	6738.30	WPLC roof repair
04-May-18	Be Fuelcards Ltd	32.63	BP Unleaded - Depot
18-May-18	Be Fuelcards Ltd	40.92	BP Unleaded - Depot
18-May-18	Berkshire Tree Care	1440.00	Gardening services
09-May-18	Blandy & Blandy LLP	1200.00	Legal services
25-May-18	Bowak Ltd	219.14	Cleaning supplies
09-May-18	Brake Bros Foodservice Ltd	228.44	Vending supplies
18-May-18	Brake Bros Foodservice Ltd	853.95	Vending supplies
25-May-18	Brake Bros Foodservice Ltd	276.04	Vending supplies
18-May-18	Brown Bag Cafe Ltd	682.20	Catering services
25-May-18	Brown Bag Cafe Ltd	509.00	Catering services
24-May-18	BT Telephone Payment Centre	136.80	Phone
18-May-18	Bullseye Print and Awards	70.66	Mayor's award engraving
18-May-18	CCTV Direct Ltd	1618.10	Building supplies
25-May-18	CDK Casting Ltd	96.60	Bronze plaque
25-May-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-May-18	Club Manager Ltd	80.40	Club Manager membership
25-May-18	CoolerAid Ltd	175.38	Bottled water
21-May-18	Crown Gas & Power	695.65	Gas supply
21-May-18	Crown Gas & Power	609.60	Gas supply
21-May-18	Crown Gas & Power	202.99	Gas supply
21-May-18	Crown Gas & Power	142.51	Gas supply
18-May-18	DCK Accounting Solutions Ltd	527.40	Year end closedown
09-May-18	Dejac Associates Ltd	2700.00	Annual computer maintenance
25-May-18	Energy Electrical Distributors Ltd	83.94	Electrical supplies
25-May-18	Envidia Ltd	100.00	Coach
11-May-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
09-May-18	Eurodec Ltd	47.45	Building supplies
18-May-18	Eurodec Ltd	36.24	Building supplies
25-May-18	Eventu	85.00	Technician service - Citizens award
09-May-18	Fencing Products Ltd	37.80	Building supplies
25-May-18	Fencing Products Ltd	89.10	Building supplies
18-May-18	Fiesta	74.40	Glasses - Citizens award
25-May-18	Fraser Office Supplies Ltd	117.09	Stationery supplies
09-May-18	Global 4 Communications	295.99	Phone
25-May-18	HMRC Cumbernauld	13371.40	PAYE & NI - employers & employees
25-May-18	InTouch	35.99	Monthly website charge
18-May-18	John Willis	120.00	Window cleaning
29-May-18	Les Mills Fitness UK Ltd	192.00	Coach
18-May-18	Lister Wilder Ltd	192.78	Gardening services
08-May-18	Lloyds Bank	-120.74	Credit refund-Lloyds charges
01-May-18	Lloyds Bank D/D	150.90	Bank charges
15-May-18	Lloyds Bank D/D	293.42	Monthly cardnet service charge
29-May-18	Lloyds Bank D/D	32.97	Bank charges
15-May-18	Mailcoms Ltd D/D	83.94	Postage
15-May-18	Mainstream Digital Ltd	0.71	Phone
31-May-18	Maintel Europe Ltd	340.25	Phone

15-May-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
18-May-18	MKR Electrical Services Ltd	1395.04	Electrical supplies
25-May-18	Office Depot International UK Ltd	138.26	Stationery supplies
09-May-18	PHS Group	315.49	Qtrly Mat hire charge
17-May-18	Pitney Bowes Ltd	100.00	Postage top up
18-May-18	Playsafety Ltd	516.60	Play area inspections
14-May-18	Plusnet Plc	52.20	Phone
17-May-18	Plusnet Plc	38.40	Phone
25-May-18	Prudential	30.00	AVC payment deducted from pay
25-May-18	R and J Services	1656.00	Pathway repairs
18-May-18	Rialtas Business Solutions Ltd	142.80	Planning software maintenance
25-May-18	Sandhurst Intreiors Ltd	4112.40	WPLC roof repair
01-May-18	SGW Payroll Ltd	216.14	Payroll services
11-May-18	SGW Payroll Ltd	171.26	Payroll services
15-May-18	Siemens Financial Services	1100.80	Gym equip monthly rental
18-May-18	South East Employers	703.20	Annual Associate membership
25-May-18	SSE Southern Electric	93.27	Electrical supply
09-May-18	T H White Ltd	323.13	Gardening supplies
25-May-18	The Berkshire Pension Fund	13526.66	Pension - employers & employees
21-May-18	Total Gas & Power Ltd	739.90	Electrical supply
25-May-18	Trade UK - Screwfix	326.40	Building supplies
25-May-18	Unison Collection Ac	34.00	Union fees deducted from pay
18-May-18	Vail Williams LLP	1500.00	Valuation - Woodley Airfield
25-May-18	Veolia ES - UK Ltd	584.25	Refuse collection
18-May-18	Vodafone	356.01	Phone
01-May-18	Wokingham BC	158.00	Rates - Chapel Hall
01-May-18	Wokingham BC	350.00	Rates - Coronation Hall
01-May-18	Wokingham BC	864.00	Rates - Oakwood
01-May-18	Wokingham BC	2196.00	Rates - WPLC

**Total 69678.09**

## CLERKS IMPREST A/C

### List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
08-May-18	(Personal Information)	100.00	Grant - May 2018
08-May-18	(Personal Information)	100.00	Grant - May 2018
08-May-18	(Personal Information)	100.00	Grant - May 2018
09-May-18	(Personal Information)	50.00	Refund deposit
09-May-18	(Personal Information)	50.00	Refund deposit
09-May-18	(Personal Information)	200.00	Refund deposit
14-May-18	(Personal Information)	50.00	Refund deposit
21-May-18	(Personal Information)	50.00	Refund deposit
23-May-18	Adobe Acropro	150.92	Annual software - WTC charge
04-May-18	Amazon UK	43.88	Nerf N-Strike toy
30-May-18	Currys online	74.95	Recharger for WPLC laptop
21-May-18	Czech School	150.00	Refund deposit
08-May-18	Friends of Woodford Park	250.00	Grant - May 2018
08-May-18	Lloyds Bank	-18.57	Credit refund-Lloyds charges
23-May-18	Lloyds Bank	42537.31	Net May 2018 payroll
11-May-18	Lloyds Bank D/D	23.21	Bank charges
08-May-18	Me2 Club	250.00	Grant - May 2018
04-May-18	New Look Retailers	20.00	Gift card - Citizens Awards

14-May-18	QTD Ltd	2.39	Sample - Coppered Oak decking
22-May-18	QTD Ltd	232.66	Coppered Oak decking x3
08-May-18	Revitalise Respite Holidays	250.00	Grant - May 2018
29-May-18	SLCC Enterprises	364.00	SLCC membership - Town Clerk
16-May-18	Toolstation.co.uk	3.97	Rubber door wedge
29-May-18	Totalworkwear	24.84	Staff uniform - trousers
04-May-18	Waitrose	-74.38	Returned wine - Citizens awards
08-May-18	Wdly Festival of Music and Art	250.00	Grant - May 2018
08-May-18	Woodley Netball Club	250.00	Grant - May 2018
08-May-18	Woodley Netball FC	250.00	Grant - May 2018
08-May-18	Woodley Women's Club	200.00	Grant - May 2018

**Total 45935.18**

**Woodley Town Council 2018/2019****Current Account****List of Payments made between 01/06/2018 and 30/06/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
22-Jun-18	1st Metropolitan Locksmiths Ltd	306.66	Keys cut
22-Jun-18	Alan Hadley Ltd	286.80	Refuse collection
01-Jun-18	ARC	5500.00	Grant
22-Jun-18	AYS Cleaning Contractors Ltd	1921.85	Contract cleaning
22-Jun-18	B & S Chains (Midlands) Ltd	61.32	Gardening supplies
01-Jun-18	B and S Roofing	1050.84	Roofing repairs - WP flat
22-Jun-18	B and S Roofing	3978.30	Chapel Hall gutters
01-Jun-18	BALC	3584.99	Berks Assoc of Local Councils - subscrip
22-Jun-18	BCM Group Plc	115.87	Stationery supplies
01-Jun-18	Be Fuelcards Ltd	71.14	Diesel - van
08-Jun-18	Be Fuelcards Ltd	33.78	Unleaded fuel - Depot
22-Jun-18	Bowak Ltd	404.74	Cleaning supplies
01-Jun-18	Brake Bros Foodservice Ltd	293.27	Vending supplies
22-Jun-18	Brake Bros Foodservice Ltd	1526.77	Vending supplies
29-Jun-18	Brake Bros Foodservice Ltd	290.35	Vending supplies
22-Jun-18	Brammer UK Ltd	61.26	Gardening supplies
22-Jun-18	Brooklands College	45.00	Excel staff training
01-Jun-18	Brown Bag Cafe Ltd	23.76	Catering services
22-Jun-18	Brown Bag Cafe Ltd	996.76	Catering services
29-Jun-18	Brown Bag Cafe Ltd	10.80	Catering services
07-Jun-18	BT Telephone Payment Centre	167.40	Phone
22-Jun-18	Bullseye Print and Awards	242.94	Medals for Sports Week
29-Jun-18	Castle Water	2111.26	Water rates
01-Jun-18	CCTV Direct Ltd	133.52	Building supplies
22-Jun-18	CCTV Direct Ltd	155.84	Building supplies
01-Jun-18	CDK Casting Ltd	277.80	Bronze plaque
22-Jun-18	CDK Casting Ltd	193.20	Bronze plaque
01-Jun-18	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
29-Jun-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-Jun-18	Club Manager Ltd	80.40	Club Manager membership
29-Jun-18	CoolerAid Ltd	151.68	Bottled water
18-Jun-18	Crown Gas & Power	412.48	Gas supply
18-Jun-18	Crown Gas & Power	330.33	Gas supply
18-Jun-18	Crown Gas & Power	127.06	Gas supply
18-Jun-18	Crown Gas & Power	98.55	Gas supply
29-Jun-18	Dejac Associates Ltd	960.00	Firewall - OC network
01-Jun-18	EDF Energy 1 Ltd	29.66	Electrical supply
22-Jun-18	EDF Energy 1 Ltd	10.96	Electrical supply
29-Jun-18	Energy Electrical Distributors Ltd	62.74	Electrical supplies
22-Jun-18	Envidia Ltd	75.00	Coach
12-Jun-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
29-Jun-18	Eurodec Ltd	120.99	Building supplies
01-Jun-18	Fraser Office Supplies Ltd	48.44	Stationery supplies
22-Jun-18	Fraser Office Supplies Ltd	104.41	Stationery supplies
22-Jun-18	Fuel Fitness Ltd	275.00	Coach
11-Jun-18	Global 4 Communications	295.94	Phone
29-Jun-18	Grundon Sand & Gravel Ltd	2760.10	Self binding gravel - footpaths
29-Jun-18	Hire Depot Ltd	840.00	Dehumidifier x 2 OC hire
29-Jun-18	HMRC Cumbernauld	14207.35	PAYE & NI - employers & employees

22-Jun-18	InTouch	35.99	Monthly website charge
22-Jun-18	J P Lennard Ltd	422.85	Sports supplies WPLC
22-Jun-18	JMVA Ltd	96.25	Website services
29-Jun-18	John Stacey - Sons Ltd	600.00	Refuse collection
22-Jun-18	John Willis	120.00	Window cleaning
01-Jun-18	Keep Mobile	500.00	Grant
22-Jun-18	Laundry Depot	339.00	Laundry table cloths
01-Jun-18	Le Mark Group Ltd	62.58	Floor tape OC theatre
27-Jun-18	Les Mills Fitness UK Ltd	192.00	Coach
22-Jun-18	Lister Wilder Ltd	557.22	Gardening services
14-Jun-18	Lloyds Bank D/D	218.03	Monthly cardnet service charge
01-Jun-18	M J & K A Collions	285.12	Salt bags - Woodford Park
14-Jun-18	Mainstream Digital Ltd	1.72	Phone
15-Jun-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
06-Jun-18	Pitney Bowes Ltd	100.00	Postage top up
11-Jun-18	Plusnet Plc	52.20	Phone
15-Jun-18	Plusnet Plc	38.40	Phone
29-Jun-18	Prudential	30.00	AVC payment deducted from pay
26-Jun-18	Public Works Loan Board	10640.58	Public Works Loan payment
22-Jun-18	Rathbones Investments	80000.00	2018/2019 Investment to portfolio
01-Jun-18	Readibus	9081.00	Grant
22-Jun-18	Richard Wheeler Signs Ltd	219.96	Notice board - Centre Stage
29-Jun-18	Richard Wheeler Signs Ltd	13154.66	Fingerposts signage, posts & panels
29-Jun-18	Riso UK Ltd	247.51	Stationery supplies
29-Jun-18	Serviceline	564.02	Dishwasher repair
14-Jun-18	SGW Payroll Ltd	159.86	Payroll services
22-Jun-18	SHL Group Ltd	1058.40	Staff recruitment assessment/reports
22-Jun-18	Shred-it Ltd	770.40	Shredding service
15-Jun-18	Siemens Financial Services	1100.80	Gym equip monthly rental
22-Jun-18	Siemens Financial Services Ltd	720.00	Qtrly photocopier rental charge
22-Jun-18	SLCC Enterprises Ltd	381.00	Leadership in action conference
22-Jun-18	SSE Southern Electric	4207.69	Electrical supply
29-Jun-18	SSE Southern Electric	350.04	Electrical supply
29-Jun-18	Technical Surfaces Ltd	360.00	Matchfit service 3G pitch
29-Jun-18	Thames Valley Water Services Ltd	708.00	Water sample checks
29-Jun-18	The Berkshire Pension Fund	13888.53	Pension - employers and employees
18-Jun-18	Total Gas & Power Ltd	2441.93	Electrical supply
22-Jun-18	Trade UK - Screwfix	425.95	Building supplies
29-Jun-18	Trade UK - Screwfix	746.26	Building supplies
29-Jun-18	Travis Perkins Trading Co	90.94	Building supplies
01-Jun-18	Ukactive	764.90	Music licence
29-Jun-18	Unison Collection Ac	34.00	Union fees deducted from pay
29-Jun-18	Veolia ES - UK Ltd	240.19	Refuse collection
18-Jun-18	Vodafone	292.48	Phone
22-Jun-18	Westfield Fasteners	58.18	Building supplies
01-Jun-18	Wokingham BC	158.00	Rates - Chapel Hall
01-Jun-18	Wokingham BC	350.00	Rates - Coronation Hall
01-Jun-18	Wokingham BC	864.00	Rates - Oakwood
01-Jun-18	Wokingham BC	2196.00	Rates - WPLC
01-Jun-18	Wokingham Pools & Spas	8293.20	Paddling pool liner replacement
01-Jun-18	Wokingham-Citizens Advice	3500.00	Grant
22-Jun-18	XN Media Ltd	60.00	WTCMI - advertising
29-Jun-18	Yarnold Heating and Plumbing Ltc	531.12	Building supplies

**Total 217,766.79**

## CLERKS IMPREST A/C

### List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
04-Jun-18	(Personal Information)	200.00	Refund deposit
04-Jun-18	(Personal Information)	50.00	Refund deposit
04-Jun-18	(Personal Information)	43.35	Misc food for Kwick Cricket competition
05-Jun-18	(Personal Information)	15.00	Refund deposit
11-Jun-18	(Personal Information)	36.00	Refund deposit
12-Jun-18	(Personal Information)	50.00	Refund deposit
15-Jun-18	(Personal Information)	50.00	Refund deposit
19-Jun-18	(Personal Information)	74.97	Refund deposit
25-Jun-18	(Personal Information)	50.00	Refund deposit
25-Jun-18	(Personal Information)	50.00	Refund deposit
25-Jun-18	(Personal Information)	50.00	Refund deposit
29-Jun-18	(Personal Information)	851.52	Net June 2018 pay
01-Jun-18	Amazon Svcs	10.48	3.5mm audio cable
22-Jun-18	Amazon Svcs	19.23	A5 Landscape acrylic displays
25-Jun-18	Amazon.co.uk	16.48	Office chair caster wheels
07-Jun-18	Brookland College	10.00	Parking - training course
26-Jun-18	Carbonite	54.45	PC backup - WTCMI
26-Jun-18	Carbonite	1.49	PC backup -WTCMI admin fee
08-Jun-18	Harding	15.00	Refund deposit
07-Jun-18	Laptopsdirect	1359.92	Apple MacBook i7
28-Jun-18	Lloyds Bank	46139.70	Net June 2018 payroll
29-Jun-18	Lloyds Bank	-851.52	Net pay returned-a/c wrong
08-Jun-18	Lloyds Bank D/D	11.72	Bank service charges
04-Jun-18	PETTY CASH A/C	129.28	Petty cash top up
26-Jun-18	Primate.co.uk	21.54	Thermal till rolls OC
08-Jun-18	StationerU	42.04	Flip charts - OC
04-Jun-18	The Sainsbury Singers	462.00	Refund deposit
25-Jun-18	Till Roll Giant	21.54	Thermal paper till rolls
25-Jun-18	Till Roll Giant	21.54	O/C till rolls -error entry
07-Jun-18	Wokingham.gov	35.00	Parking ticket van

**Total 49040.73**

**Woodley Town Council 2018/2019  
Current Account**

**List of Payments made between 01/07/2018 and 31/07/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
06-Jul-18	A1 Loo Hire	192.00	Porta loo hire - depot
06-Jul-18	Alan Hadley Ltd	286.80	Refuse collection
13-Jul-18	Badgemaster Ltd	50.45	Council name badges
06-Jul-18	Be Fuelcards Ltd	25.21	BP Unleaded - Depot
13-Jul-18	Be Fuelcards Ltd	73.36	Diesel - van
27-Jul-18	Be Fuelcards Ltd	34.14	Unleaded fuel - Depot
13-Jul-18	Biocraft Ltd	474.00	Leak detection survey
20-Jul-18	Bowak Ltd	591.08	Cleaning supplies
06-Jul-18	Brake Bros Foodservice Ltd	458.00	Vending supplies
13-Jul-18	Brake Bros Foodservice Ltd	309.93	Vending supplies
20-Jul-18	Brake Bros Foodservice Ltd	362.97	Vending supplies
20-Jul-18	CA Traffic Ltd	2479.20	Speedwatch equipment
06-Jul-18	Castle Water	1678.18	Water rates
06-Jul-18	Central Sports UK Ltd	755.37	WPLC sport supplies
02-Jul-18	Club Manager Ltd	80.40	Club Manager membership
20-Jul-18	Crown Gas & Power	322.19	Gas supply
20-Jul-18	Crown Gas & Power	161.75	Gas supply
20-Jul-18	Crown Gas & Power	102.39	Gas supply
20-Jul-18	Crown Gas & Power	64.17	Gas supply
13-Jul-18	Dejac Associates Ltd	324.00	Office software/installation
13-Jul-18	EDF Energy 1 Ltd	13.55	Electrical supply
20-Jul-18	Energy Electrical Distributors Ltd	167.99	Electrical supplies
12-Jul-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
06-Jul-18	Eurodec Ltd	47.45	Building supplies
13-Jul-18	Fencing Products Ltd	145.20	Gardening supplies
06-Jul-18	Fraser Office Supplies Ltd	100.14	Stationery supplies
20-Jul-18	Fraser Office Supplies Ltd	277.40	Stationery supplies
20-Jul-18	Fuel Fitness Ltd	350.00	Coach
10-Jul-18	Global 4 Communications	296.23	Phone
27-Jul-18	HMRC Cumbernauld	13841.39	PAYE & NI
13-Jul-18	IMAGE BOX	75.00	Design new Healthy Habits characters
06-Jul-18	John Stacey - Sons Ltd	720.00	Refuse collection
20-Jul-18	John Willis	120.00	Window cleaning
13-Jul-18	Just Around The Corner	6187.00	Grant
27-Jul-18	Les Mills Fitness UK Ltd	192.00	Coach
20-Jul-18	Lightatouch	477.00	Internal audit costs
03-Jul-18	Lloyds Bank D/D	33.77	Bank charges
13-Jul-18	Lloyds Bank D/D	309.56	Monthly cardnet service charge
31-Jul-18	Lloyds Bank D/D	38.03	Bank charges
13-Jul-18	Mainstream Digital Ltd	58.30	Phone
13-Jul-18	Margaret Macknelly Design	180.00	PDF form redesign/updates
20-Jul-18	Margaret Macknelly Design	360.00	Design -July Woodley Herald
16-Jul-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
13-Jul-18	MKR Electrical Services Ltd	355.26	Electrical supplies
06-Jul-18	Office Depot International UK Ltd	74.33	Stationery supplies
20-Jul-18	Office Furniture Online	1519.20	OC business chairs
20-Jul-18	Pest Control Wokingham	75.00	Wasp nest treatment
20-Jul-18	Playsafety Ltd	282.00	Play area inspections
11-Jul-18	Plusnet Plc	52.20	Phone
17-Jul-18	Plusnet Plc	38.40	Phone
27-Jul-18	Prudential	30.00	AVC payment deducted from pay
06-Jul-18	Reading Borough Council	3250.00	1/2 yearly allotment rent

06-Jul-18	Seton	95.98	Refuse sacks
09-Jul-18	SGW Payroll Ltd	161.90	Payroll services
09-Jul-18	SGW Payroll Ltd	24.00	Payroll services
16-Jul-18	Siemens Financial Services	1100.80	Gym equip monthly rental
13-Jul-18	SSE Southern Electric	1349.39	Electrical supply
20-Jul-18	SSE Southern Electric	195.26	Electrical supply
20-Jul-18	Thames Valley Water Services Ltd	78.00	Water sample checks
27-Jul-18	The Berkshire Pension Fund	14249.01	Pension - employers and employees
13-Jul-18	The Institute of Groundsmanship	150.00	Annual membership
06-Jul-18	Trade UK - Screwfix	40.98	Building supplies
20-Jul-18	Trade UK - Screwfix	667.07	Building supplies
20-Jul-18	Travis Perkins Trading Co	10.19	Building supplies
27-Jul-18	Unison Collection Ac	34.00	Union fees deducted from pay
18-Jul-18	Vodafone	291.31	Phone
20-Jul-18	Windowflowers Ltd	5686.80	WTCMI - Hanging baskets
20-Jul-18	Winnersh Plant Hire Ltd	126.00	Hire - walk behind roller
02-Jul-18	Wokingham BC	158.00	Rates - Chapel Hall
02-Jul-18	Wokingham BC	350.00	Rates - Coro Hall
02-Jul-18	Wokingham BC	864.00	Rates - Oakwood
02-Jul-18	Wokingham BC	2196.00	Rates - WPLC
06-Jul-18	Woodley Carnival Committee	3000.00	Grant
06-Jul-18	Wyevale Garden Centres Ltd	136.00	Gardening supplies
06-Jul-18	XN Media Ltd	180.00	WTCMI - advertising

69697.26

## CLERKS IMPREST A/C

### List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
09-Jul-18	(Personal Information)	39.00	Speedwatch bag for camera
09-Jul-18	(Personal Information)	16.99	Gym membership cancelled
31-Jul-18	(Personal Information)	50.00	Refund deposit
30-Jul-18	(Personal Information)	50.00	Refund deposit
09-Jul-18	(Personal Information)	50.00	Refund deposit
16-Jul-18	(Personal Information)	50.50	Refund deposit
26-Jul-18	(Personal Information)	150.00	Refund deposit
16-Jul-18	(Personal Information)	52.47	Refund deposit
23-Jul-18	(Personal Information)	50.00	Refund deposit
16-Jul-18	(Personal Information)	50.00	Refund deposit
16-Jul-18	(Personal Information)	50.00	Refund deposit
16-Jul-18	(Personal Information)	200.00	Refund deposit
26-Jul-18	(Personal Information)	50.00	Refund deposit
30-Jul-18	(Personal Information)	50.00	Refund deposit
23-Jul-18	(Personal Information)	50.00	Refund deposit
02-Jul-18	(Personal Information)	50.00	Refund deposit
30-Jul-18	Amazon UK Marketpl	40.39	Foam bullets - WPLC
30-Jul-18	Amazon UK Retail	36.00	Nappies - vending WPLC
31-Jul-18	Amazon UK Retail	18.00	Nappies - vending WPLC
31-Jul-18	Amazon UK Retail	45.74	Extech pin moisture meter
17-Jul-18	Argos.co.uk	28.94	Nappies - vending WPLC
30-Jul-18	Barbados & Friends	150.00	Refund deposit
18-Jul-18	BCA	885.00	Staff training-RHS Level 3
31-Jul-18	Buy-A-Plan	13.20	Green flagpole plan
16-Jul-18	Buyaplan.co.uk	15.60	Flagpoles location plan
09-Jul-18	DVLA Vehicle tax	250.00	KD51 WTW - vehicle tax
09-Jul-18	East Mid Crossroad	150.00	Refund deposit
09-Jul-18	First Days Child Charity	193.00	Donations paid-Mayors charity



19-Jul-18	Forces War Records	8.95	Forces War information
25-Jul-18	Lloyds Bank	46025.08	Net July 2018 payroll
13-Jul-18	Lloyds Bank D/D	11.42	Bank service charges
03-Jul-18	MCAFEE.com	31.99	Virus protection software
23-Jul-18	Reading Rangers	50.00	Refund deposit
11-Jul-18	Replacement keys	21.70	Keys cut - WTC
16-Jul-18	Wokingham BC	115.50	Planning consent - Flagpole
24-Jul-18	Wokingham BC	275.00	Public toilet application fees
		49374.47	

**Woodley Town Council 2018/2019****Current Account****List of Payments made between 01/08/2018 and 31/08/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
17-Aug-18	A1 Locksmiths(Berkshire) Ltd	418.56	Keys cut
01-Aug-18	Alan Harland	500.00	Refuse collection
01-Aug-18	AYS Cleaning Contractors Ltd	3528.72	Contract cleaning
23-Aug-18	AYS Cleaning Contractors Ltd	1731.01	Contract cleaning
10-Aug-18	BALC	103.20	Councillor training course
31-Aug-18	Be Fuelcards Ltd	77.44	Deisel - van
01-Aug-18	Beechwood Primary School	480.00	WTCMI - banner for Market parking
10-Aug-18	Berkshire Mechanical Services LLP	750.00	De-scaled Lochincar Calorifier
23-Aug-18	Berkshire Tree Care	1776.00	Gardening services
01-Aug-18	Blandy & Blandy LLP	1500.00	Legal services
01-Aug-18	Bowak Ltd	55.15	Cleaning supplies
23-Aug-18	Bowak Ltd	181.05	Cleaning supplies
01-Aug-18	Brake Bros Foodservice Ltd	657.14	Vending supplies
10-Aug-18	Brake Bros Foodservice Ltd	785.76	Vending supplies
17-Aug-18	Brake Bros Foodservice Ltd	882.04	Vending supplies
23-Aug-18	Brake Bros Foodservice Ltd	1105.00	Vending supplies
31-Aug-18	Brake Bros Foodservice Ltd	639.36	Vending supplies
01-Aug-18	Brown Bag Cafe Ltd	1108.88	Catering services
23-Aug-18	Brown Bag Cafe Ltd	865.92	Catering services
23-Aug-18	BT Telephone Payment Centre	160.33	Phone
17-Aug-18	Castle Water	285.82	Water rates
23-Aug-18	CCTV Direct Ltd	131.94	OC Dome camera
01-Aug-18	CDK Casting Ltd	90.00	Bronze plaque
23-Aug-18	CDK Casting Ltd	96.60	Bronze plaque
01-Aug-18	Chemically-Solved Ltd	321.66	Cleaning supplies
01-Aug-18	Churchill Contract Services Ltd	2368.82	Contract cleaning (July 2018)
23-Aug-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-Aug-18	Club Manager Ltd	80.40	Club Manager membership
01-Aug-18	CoolerAid Ltd	279.66	Bottled water
23-Aug-18	CoolerAid Ltd	132.72	Bottled water
20-Aug-18	Crown Gas & Power	89.21	Gas supply
20-Aug-18	Crown Gas & Power	174.98	Gas supply
20-Aug-18	Crown Gas & Power	207.02	Gas supply
20-Aug-18	Crown Gas & Power	54.60	Gas supply
17-Aug-18	Dejac Associates Ltd	198.00	250 Gb solid state drive for Mac
23-Aug-18	Dejac Associates Ltd	234.00	Windows Office software
10-Aug-18	EDF Energy 1 Ltd	13.92	Electrical supply
31-Aug-18	EDF Energy 1 Ltd	27.17	Electrical supply
01-Aug-18	Envidia Ltd	100.00	Coach
31-Aug-18	Envidia Ltd	100.00	Coach
10-Aug-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
17-Aug-18	Eurodec Ltd	71.69	Building supplies
23-Aug-18	Eurodec Ltd	19.99	Building supplies
31-Aug-18	Eurodec Ltd	43.18	Building supplies
01-Aug-18	Fraser Office Supplies Ltd	30.46	Stationery supplies
23-Aug-18	Fraser Office Supplies Ltd	173.97	Stationery supplies
01-Aug-18	Fuel Fitness Ltd	25.00	Coach
01-Aug-18	Gap Group Ltd	292.80	Hire excavator - Depot
09-Aug-18	Global 4 Communications	299.06	Phone
17-Aug-18	Graham	861.37	Building supplies
01-Aug-18	Grundon Sand & Gravel Ltd	527.99	Self binding gravel - WP mini roundabout
17-Aug-18	Hire Depot Ltd	720.00	Dehumidifier x2 OC hire

23-Aug-18	Hire Depot Ltd	96.00	Dehumidifier x2 OC hire
23-Aug-18	HMRC Cumbernauld	13706.89	PAYE & NI Employers and employees
31-Aug-18	Identity Centre	572.28	Gym membership cards
30-Aug-18	Information Commissioner's Off	35.00	Information Commissioner's Office
01-Aug-18	InTouch	35.99	Monthly website charge
23-Aug-18	InTouch	35.99	Monthly website charge
23-Aug-18	John Willis	120.00	Window cleaning
17-Aug-18	Key Industrial Euip Ltd	1580.40	Building supplies
28-Aug-18	Les Mills Fitness UK Ltd	192.00	Coach
14-Aug-18	Lloyds Bank D/D	252.78	Monthly cardnet service charge
01-Aug-18	Lyreco UK Ltd	201.57	Stationery supplies
14-Aug-18	Mainstream Digital Ltd	2.02	Phone
15-Aug-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
17-Aug-18	MKR Electrical Services Ltd	1408.37	Electrical supplies
23-Aug-18	Office Furniture Online	117.60	Office chairs
07-Aug-18	Pitney Bowes Ltd	100.00	Postage topup
10-Aug-18	Plusnet Plc	52.20	Phone
17-Aug-18	Plusnet Plc	52.20	Phone
23-Aug-18	Prudential	30.00	AVC payment deducted from pay
31-Aug-18	Public Works Loan Board	5874.06	Public Works Loan payments
17-Aug-18	R and J Services	3720.00	Drainage works - WPLC ladies toilets
23-Aug-18	Scott & Sons	2100.00	Gardening services
06-Aug-18	SGW Payroll Ltd	170.06	Payroll services
15-Aug-18	Siemens Financial Services	1100.80	Gym equip monthly rental
17-Aug-18	SSE Southern Electric	1452.63	Electrical supply
10-Aug-18	Technical Surfaces Ltd	360.00	Matchfit service 3G pitch
17-Aug-18	Thames Valley Water Services Ltd	78.00	Water sample checks
23-Aug-18	The Berkshire Pension Fund	14129.92	Pension - employers and employees
10-Aug-18	The Letterworks Ltd	866.40	Printing Woodley Herald
17-Aug-18	The Reindeer Centre	600.00	WTCMI - Grotto hire
23-Aug-18	Trade UK - BandQ	710.70	Building supplies
23-Aug-18	Trade UK - Screwfix	1000.23	Building supplies
17-Aug-18	Travis Perkins Trading Co	403.93	Building supplies
23-Aug-18	Travis Perkins Trading Co	21.50	Building supplies
31-Aug-18	Travis Perkins Trading Co	7.22	Building supplies
23-Aug-18	Unison Collection Ac	34.00	Union fees deducted from pay
01-Aug-18	Veolia ES - UK Ltd	223.68	Refuse collection
23-Aug-18	Veolia ES - UK Ltd	334.90	Refuse collection
01-Aug-18	Wokingham BC	158.00	Rates - Chapel Hall
01-Aug-18	Wokingham BC	350.00	Rates - Coro Hall
01-Aug-18	Wokingham BC	864.00	Rates - Oakwood
01-Aug-18	Wokingham BC	2196.00	Rates - WPLC
31-Aug-18	XN Media Ltd	120.00	WTCMI advert - Wokingham paper

83254.31

## CLERKS IMPREST A/C

### List of Payments made between 01/08/2018 and 31/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-Aug-18	(Personal Information)	15.00	Refund Allot key deposit
06-Aug-18	(Personal Information)	15.00	Refund Allot key deposit
13-Aug-18	(Personal Information)	50.00	Refund deposit
13-Aug-18	(Personal Information)	15.00	Refund Allot key deposit
13-Aug-18	(Personal Information)	50.00	Refund deposit
20-Aug-18	(Personal Information)	16.00	Refund WPLC course
20-Aug-18	(Personal Information)	50.00	Refund deposit
20-Aug-18	(Personal Information)	50.00	Refund deposit

20-Aug-18	(Personal Information)	50.00	Refund deposit
20-Aug-18	(Personal Information)	50.00	Refund deposit
20-Aug-18	(Personal Information)	49.60	Refund deposit
27-Aug-18	(Personal Information)	100.00	Refund deposit
21-Aug-18	AAT.Org.uk	94.00	Staff training membership
31-Aug-18	Asda George.com	40.00	Russell Hobbs microwave
09-Aug-18	B & Q Reading	11.00	Diall vinyl & carpet trimmer
13-Aug-18	Buy A Plan	58.80	Memorial Ground plan
20-Aug-18	Canford.co.uk	138.00	Single muff headset - theatre
13-Aug-18	Chemogiftbags	50.00	Refund deposit
22-Aug-18	Lloyds Bank	46265.74	Net August 18 payroll
10-Aug-18	Lloyds Bank D/D	11.96	Bank service charges
01-Aug-18	PETTY CASH A/C	119.33	Top up petty cash
31-Aug-18	PETTY CASH A/C	136.59	Top-up petty cash
09-Aug-18	Screwfix Direct Ltd	359.99	Smart Vibration meter

47796.01

## MEDIA AND SOCIAL MEDIA POLICY

Woodley Town Council recognises that appropriate use of media and social media contributes to the Council's aims.

We use media and social media:

- to promote Woodley Town Council and its services
- to promote Woodley Town Council news, events and activities
- to engage directly with individuals and communities.

Woodley Town Council is committed to:

- having appropriate approvals and branding in place for official Council social media channels
- ensuring the Council's official media and social media presence is readily identifiable through appropriate and standardised structures
- maintaining an appropriate and professional social media presence, with staff abiding by rules, to ensure a consistently high standard of conduct and quality engaging with its media and social media audiences and answering their queries in a timely manner
- ensuring that Council information remains secure and is not compromised through the use of social media
- communicating to staff the rules they must follow when identifying themselves as Woodley Town Council employees on social media.

Woodley Town Council social media pages:

### Woodley Town Council

Facebook – [www.facebook.com/woodleycouncil](http://www.facebook.com/woodleycouncil)

Twitter – [www.twitter.com/woodleycouncil](http://www.twitter.com/woodleycouncil)

### The Oakwood Centre

Facebook – [www.facebook.com/oakwoodcentrek](http://www.facebook.com/oakwoodcentrek)

Twitter – [www.twitter.com/oakwoodcentrek](http://www.twitter.com/oakwoodcentrek)

### Woodford Park Leisure Centre

Facebook – [www.facebook.com/woodfordparklc](http://www.facebook.com/woodfordparklc)

Twitter – [www.facebook.com/woodfordparklc](http://www.facebook.com/woodfordparklc)

Woodley Town Council will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

Woodley Town Council will review this policy statement annually to reflect new legal and regulatory developments and ensure good practice.

**Deborah Mander**

**Town Clerk**

**Woodley Town Council**

**September 2018**

## STATEMENT OF PURPOSE

The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate with our audiences in new ways. It is important that the Council is able to use these technologies and services effectively and flexibly. However, it is also important to ensure that the Council balance this with its duties to its services users and partners, its legal responsibilities and its reputation.

For example, the Council's use of social networking applications has implications for its duty to safeguard children, young people and vulnerable adults.

The policy requirements in this document aim to provide this balance to support innovation whilst providing a framework of good practice.

The purpose of this policy is to ensure:

- that the Council is not exposed to legal and governance risks
- that the reputation of the Council is not adversely affected
- that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Council
- a structured approach to using social media is adhered to and to ensure that it is effective, lawful and does not compromise Council information
- that users are using social media sensibly and responsibly.

## SCOPE

This policy covers the use of social networking applications by Council employees, Elected Members, and by partners or other third parties (including contractors and volunteers) acting on behalf of the Council. These groups are referred to collectively as 'Council representatives' for brevity.

The requirements of this policy apply to all uses of social networking applications which are used for any Council-related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where Council representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications include, but are not limited to:

- Blogs
- Online discussion forums
- Collaborative spaces
- Media sharing services, for example YouTube
- 'Micro-blogging' applications, for example Facebook and Twitter.

All Council representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the Council's Equal Opportunities Policy.

Use of social networking applications in work time for personal use only is not addressed by this policy.

## **RESPONSIBILITY**

The Town Clerk is the designated owner of all social media accounts in Woodley Town Council's name.

Where the Social media account has been set up by another Officer, full access must be provided to the Town Clerk. It is expected that ownership be transferred where and when deemed necessary by the Town Clerk.

The opening of any new Social Media channels in Woodley Town Council's name should be approved by the Town Clerk and be added to the list of currently used social media channels in this document.

The Town Clerk has designated the PR/Marketing Coordinator to be responsible for daily monitoring, responding and upkeeping of any content on official Woodley Town Council social media channels.

Councillors and Staff are at liberty to have their own social media accounts on any platform they choose. However, these should be identified as personal and not reflect the Council's view.

Any personal social media account is the responsibility of the account holder and must comply with this social media policy.

An employee's behaviour on any social networking or internet site must be consistent with the behaviour required of employees generally. Councillors and Officers should at all times present a professional image and must not disclose anything of a confidential nature.

Where it is possible for users of a social media site to ascertain who you work for, then you should take particular care not to behave in any way which reflects badly on the Council. Inappropriate or disparaging comments about the Council, councillors, colleagues or the town will be treated as misconduct.

Comments of a derogatory, proprietary or libellous nature should not be made, and care should be taken to avoid guesswork, exaggeration and colourful language.

Woodley Town Council information should not be shared on any social media channels by staff or councillors without the prior knowledge and agreement of the Town Clerk and PR/Marketing Coordinator, so that the correct information or news is firstly available on Woodley Town Council's own social media pages and website.

Because social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.

## **MONITORING OF CONTENT**

Woodley Town Council reserves the right to restrict or remove any content on Town Council social media platforms that is deemed to be in violation of its social media policy or any applicable law.

Users will be informed that their posts may not be published/or may be deleted if they meet any of the criteria below.

- Comments not topical to the article being discussed
- Comments that are politically motivated
- Profane language

- Material that perpetuates or promotes discrimination of protected characteristics as listed in the Equality Act 2010, including, age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity
- Solicitation of commerce ie, trying to sell items or encourage the sale of non-Town Council related products or services
- Illegal conduct or encouragement/support of illegal activities
- Information that compromises or may compromise the safety or security of the public or public systems
- Content that violates the legal ownership interest of any other party.

Users may include any staff member acting as Woodley Town Council on social media channels but on some channels, this may also include members of the public who have the opportunity to post on Woodley Town Council's page.

Posts by Woodley Town Council's official channels that fall under the above inadmissible behaviours may be retained separately, in order to deal with it openly or recognise that the offending activity will be dealt with. If and when this may be required is at the jurisdiction of the Town Clerk.

## **ENFORCEMENT**

Any breach of the terms set out could result in the application or offending content being removed in accordance with the published complaints procedure and the publishing rights of the responsible Council representative being suspended.

The Town Clerk reserves the right to require the closure of any applications or removal of content published by any Council representative which may adversely affect the reputation of the Council or put it at risk of legal action.

Any communications or content you publish that causes damage to the Council, any of its employees or any third party's reputation may amount to misconduct or gross misconduct to which the Council's Disciplinary Policy applies.

## **POLICY**

All proposals for using social networking applications as part of a Council service (whether they are hosted by the Council or by a third party) must be approved by the Town Clerk first.

Council representatives must adhere to the following Terms of Use. The Terms of Use below apply to all uses of social networking applications by all Council representatives. This includes, but is not limited to, public-facing applications such as open discussion forums and internally-facing uses such as project blogs regardless of whether they are hosted on corporate networks or not.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. The Council expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of Use.

## **TERMS OF USE**

Social networking applications



- must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the Council into disrepute
- must not be used in an abusive or hateful manner
- must not be used for actions that would put Council representatives in breach of Council codes of conduct or policies relating to Elected Members or staff
- must not breach the Council's Equal Opportunities or Bullying and Harassment policies
- official Council and Mayoral profiles and pages must not be used for party political purposes or specific campaigning purposes as the Council is not permitted to publish material which 'in whole or part appears to affect public support for a political party' (LGA 1986)
- official Council and Mayoral profiles and pages must not be used for the promotion of personal financial interests or personal campaigns
- official Council profiles and pages must not be used for the promotion of external commercial ventures.

Where individuals, including those from partner organisations and other volunteers, are involved and are acting on behalf of the Council, they will also be expected to comply with the relevant Council policies.

It is also important to ensure that members of the public and other users of online services know when a social networking application is being used for official Council purposes. To assist with this, all council representatives must adhere to the following requirements:

1. Officers must only use @woodley.gov.uk email addresses for user accounts which will be used for official Council purposes.
2. The use of the Council's logo and other branding elements should be used where appropriate to indicate the Council's support. The logo should not be used on social networking applications which are unrelated to or are not representative of the Council's official position.
3. Council representatives should identify themselves as such where appropriate on social networking applications. For example, through providing additional information in user profiles.
4. Council representatives should ensure that any contributions they make are professional and uphold the reputation of the Council.
5. Members, if using their own social media account profiles, must ensure that they are either speaking in a personal capacity or simply providing details of works undertaken or policies agreed by Woodley Town Council and not speaking on behalf of the Council.
6. Members must make the Town Clerk and PR/Marketing coordinator aware of the Council information they are sharing on social media or with the press, in order to manage reactions and ensure the news has already been announced by the Council on its channels.

All users need to be aware that applications may be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities.

## **POLICY REVIEW**

This policy will be reviewed as required.

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

## Annual Governance and Accountability Return 2017/18 Part 3

### To be completed by:

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

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

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

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

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

### Publication Requirements

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

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

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

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

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

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

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

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

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

# Annual Internal Audit Report 2017/18

## WOODLEY TOWN COUNCIL (Berkshire)

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

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

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

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

Date(s) internal audit undertaken

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

Name of person who carried out the internal audit

P. REYNOLDS F.M.A.S.T.

Signature of person who carried out the internal audit

*P. Reynolds*

Date

19/6/18.

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

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

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

WOODLEY TOWN COUNCIL (Berkshire)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

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

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

MINUTE REFERENCE  
M11 30 c)


dated

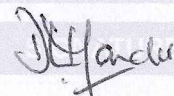
26/06/18

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

Chairman

Clerk

 REQUIRED

 REQUIRED

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

www.woodley.gov.uk WEBSITE ADDRESS

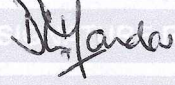
## Section 2 – Accounting Statements 2017/18 for

### WOODLEY TOWN COUNCIL (Berkshire)

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	852,636	731,120	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,039,607	1,081,303	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,093,880	851,380	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-770,567	-828,695	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-186,511	-171,070	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-1,297,925	-846,861	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	731,120	817,177	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	825,825	972,732	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,595,349	8,688,427	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,665,370	2,627,155	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

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

Signed by Responsible Financial Officer

  
 Date 20/06/18

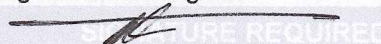
I confirm that these Accounting Statements were approved by this authority on this date:

26/06/18

and recorded as minute reference:

MINUTE REFERENCE 30 d)

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

  
 SIGNATURE REQUIRED

### Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Woodley Town Council BE0100

#### 1 Respective responsibilities of the body and the auditor

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

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

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

#### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None

#### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

23/09/2018

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



Woodley Town Council

**GROUNDS MAINTENANCE - UTILITY VEHICLE**

**REPORT OF THE TOWN CLERK**

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**PURPOSE OF REPORT**

To propose to Members that funds be allocated from the General Reserve to purchase a utility vehicle for the primary use of the Grounds Maintenance team.

**BACKGROUND**

The Grounds Maintenance four-member staff team are responsible for the maintenance of Woodford Park (including all the sports areas and the bowling green), Malone and Wheble Parks, Bulmershe Park, Reading Road allotment site and other smaller areas around the town. The team has a pickup van which it uses to carry out grounds works at all these areas. The tractors are used for grass cutting at each of these venues but other works, including litter picking and any planting as well as repairs, are also carried out by the team.

**INFORMATION**

With the addition of one new post in the team this year, the Grounds Maintenance Manager has identified a need for an additional vehicle so that the team can spilt up more easily to carry out works in different areas of either Woodford Park, or the other smaller park areas in the town, and therefore be more effective.

Initial thoughts of how to achieve this included the purchase of another van/pickup, however, this would add significant additional running costs to the team's budgets. The Grounds Maintenance Manager then spent some time investigating the possibility of acquiring a road registered utility vehicle and has sought costs and 'road tested' and assessed three different utility vehicles to assess their potential use by the team.

The Grounds Maintenance Manager believes that this kind of vehicle, which includes an open space for tools and a tow bar for a trailer with up to a one tonne load, will meet the Council's needs, will be lower in running costs than a van/pickup and will enable the team to work in different areas/sites in order to be more productive. A utility vehicle will enable the team to carry out works throughout the year including litter picking, small tree/shrub works, maintenance work in the park areas and general checks. The four-wheel drive means that it would be capable of being used in snowy and wintery conditions, unlike existing vehicles. Its size also means that it will be able to get closer to some of the less accessible areas for works to be carried out. In particular, the vehicle can go up and down slopes which will be a real benefit during the lake projects works this Autumn/Winter.

The Grounds Maintenance Manager has recommended that the model of utility vehicle most suitable for the works at the Town Council's premises is the Kubota 4WD diesel utility vehicle - model RTV-X900. This vehicle has a hydraulic drive and tipping bed and performs better, and more safely, on slopes than the other models that were tested.

The attached image (**Appendix A**) shows a similar Kubota model to the preferred specification, although without side doors, which are not required.

## **RESOURCES**

The quoted cost of the Kubota RTV-X900 is £12,170, including road registration fees, is lower than the two other models tested (by £1,825 and £2,030). No specific funding is available for the purchase of a utility vehicle and it is proposed that, if Members approve the purchase of the Kabota utility vehicle, a sum of £12,170 be allocated from the General Reserve in order to purchase the proposed make and model.

At 1 April 2018 the General Reserve stood at £485,587. The purchase of the utility vehicle will reduce the General Reserve to £473,417. Members should be aware that the Council has also agreed to use General Reserve funds to pay the first three loan payments in respect of the recently approved £240,000 loan from the Public Works Loan Board (PWLB). A General Reserve figure that takes account of the loan and utility vehicle costs should be available at the meeting, once the PWLB has provided this information.

## **RECOMMENDATION:**

- ◆ **That Members consider the proposal to purchase a Kabota RTV-X900 utility vehicle at the quoted cost of £12,170 and, if approved, allocate funds of £12,170 for this purchase from the General Reserve.**



# RTV-X900

KUBOTA 4WD DIESEL UTILITY VEHICLE

For Earth, For Life  
Kubota

Tel: (0118) 974 6005  
 Email: charlotte.haithamtaylor@wokingham.gov.uk  
 Date: 05 September 2018



**WOKINGHAM  
BOROUGH COUNCIL**

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Leader of the Council

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P.O. Box 69

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Shute End, Wokingham

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Berkshire RG40 1WN

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Tel: (0118) 974 6005

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Minicom No: (0118) 9746991

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FAO Chair Sam Rahmouni  
 The Oakwood Centre  
 Headley Road  
 Woodley  
 RG5 4JZ

Dear Sam,

## PRIORITIES FOR OUR BOROUGH

Over the last year the Borough Council has been engaging, through the town and parish clerk meetings and town and parish forums, on how we work collaboratively within common areas. I am grateful for the relationships we have started building to shape better collaboration. Councils such as Finchampstead and Wokingham have engaged already as 'pilots' to develop to closer working between the Borough and Parish Councils.

The Borough has many priorities; such as how we deal with the demands of housing growth whilst constrained by national policies in these areas. Our collective lobbying of ministers is a good example of mutual areas where we need to work more closely together. With our Borough's priorities in mind, we are about to embark on an engagement process with our residents and communities on how we all tackle some of the challenging priorities we face.

I see town and parish councils at the heart of this conversation and would like to work with you during the engagement process on how we deliver these priorities in the future. I have provided the link to our engagement document, and my officers will be writing separately to your clerks. Please do not hesitate to contact me on how we ensure a constructive engagement process. In the meantime please can you encourage your clerks to work with our Chief Executive, or ideally through the regular Parish Clerks meetings, to shape how we deliver priorities in your Parish and Borough.

Our Borough Plan engagement document can be found via our website at [www.wokingham.gov.uk/consultations](http://www.wokingham.gov.uk/consultations) – please select Borough Plan.

We look forward to working with you to help shape our future Wokingham Borough.

Yours sincerely,

Charlotte Haitham Taylor  
 Leader of Wokingham Borough Council

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**REPORTS FROM OUTSIDE BODIES**

**Citizens Advice Wokingham**

Report on meeting held on 5<sup>th</sup> September 2018

I am pleased to confirm that the CAB's tender to provide a 2 year information, advice and support service for people that live and work in the Wokingham Borough was accepted by WBC to commence on 1<sup>st</sup> October. This Tender equates in value to funding received from WBC over the last five years. However, this will still leave a deficit in this current year, and Fund raising efforts and contingent reserves will be used if needed.

Staffing issues are beginning to be resolved with the appointment of a new Training Manager, on a part time basis, Hayley Rowland has been appointed as new Office Manager and Alicia Harries as new Advice Service Manager, who has joined full time from Citizens Advice Wandsworth. However, John Ferguson, the CEO for CAB Wokingham is himself to retire in December this year and interviews for a replacement are underway.

A new computerised telephone system has now been fully installed and early indications are that is being well received. IT systems have also been upgraded moving to the Casebook program for ease of keeping all client records.

Money advice still plays a large part of the daily functions and for the year 2018/19 to the end of July, total debt help amounted to £2,020,812, covering a total of 136 clients with an average debt of £14,859. During June and July 2018, the Court Helpdesk helped 4 people at court hearings for repossessions and warrants. In each case a positive outcome was achieved with clients booked in for advice appointments.

The AGM for Citizens Advice is to be held at Wokingham Town Hall on Friday 28<sup>th</sup> September at 12 o'clock and I have arranged to visit the Woodley Office to meet Claire Oughton, the Manager, and her team of volunteers on Monday 1<sup>st</sup> October.

Cllr David Bragg

**Town Mayor's Engagements – 27 June 2018 to 2 October 2018**

June	29	Schools' Coding Challenge Day at The Bulmershe School
July	5	Waingels College Year 13 Art Exhibition
	6	The Bulmershe School – Presentation of First Aid certificates
	16	Photo call in Woodford Park for Green Flag Award
September	17	Me2 Club Tea Party at Addington School in the presence of HRH The Countess of Wessex
	26	Thames and Chilterns in Bloom Awards Ceremony
	26	Institution of new vicar at St James Church
	28	Richard Lloyd Funeral Services Open Day
	28	Berkshire Vision AGM
October	2	The Judicial Service – Minster Church, Reading

**Deputy Town Mayor's Engagements**

July	4	Addington School concert
	5	Addington School concert
September	26	Wokingham Volunteer Centre Annual Meeting
	26	Institution of new vicar at St James Church
	28	Citizens Advice Wokingham AGM