

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 27 June 2023.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.



Kevin Murray
Deputy Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF THE COUNCIL MEETING HELD ON 16 MAY 2023** Page 5
To receive the Minutes of the Council Meeting held on 16 May 2023 and to approve their signing as a true and correct record.

4. **COMMITTEE REPORTS**

To note reports from the following:

4.1	Planning & Community Committee	23 May 2023	Page 19
4.2	Leisure Services Committee	6 June 2023	Page 27
4.3	Strategy & Resources Committee	13 June 2023	Page 33
4.4	Planning & Community Committee	20 June 2023	Page 49

5. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

6. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23**

*Please note that the documents for this agenda item are enclosed separately in the **Financial Statements and Annual Governance and Accountability Return 2022/23 Appendix**.*

- a) To approve the Financial Statements for 2022/23 and authorise the signing of the statements by the Mayor and the Town Clerk. Appendix Pages 1 - 11

The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 2 of the Annual Governance and Accountability Return.

- b) To receive and note the Annual Internal Audit Report (as set out in the Annual Governance and Accountability Return 2022/23). Appendix Page 14

- c) To approve the Annual Governance Statement for 2022/23 as set out in Section 1 of the Annual Governance and Accountability Return, and authorise the signing of the document by the Mayor and the Town Clerk. Appendix Page 15

Supporting information to the Annual Governance Statement and the Annual Internal Audit Report is provided. Appendix Pages 18 – 38

- d) To approve the Accounting Statements for 2022/23, as set out in Section 2 of the Annual Governance and Accountability Return, and authorise the signing of the statements by the Mayor. Appendix Page 16

Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Pages 39 - 40

7. **GENERAL POWER OF COMPETENCE**

To consider **Report No. FC 4/23**. Page 55

8. **ANNUAL TOWN MEETING SUB COMMITTEE**

To consider setting up an Annual Town Meeting Sub Committee, in line with the Terms of Reference set out in **Appendix 8**, and to appoint Members to the committee. Page 57

Parish councils are required under the Local Government Act 1972 to hold an Annual Parish Meeting for all electors in the area between 1 March and 1 June each year. Historically, meetings involved the Mayor and Chairman of each Standing Committee providing a report to attendees on the activities of the Council and its committees, however attendance and engagement tended to be poor.

In both 2021 and 2022, a task and finish working group was set up with the aim of introducing new arrangements to make the particular year's meeting more engaging for residents. The working group chose to centre the meetings around topics and provide attendees with presentations from guest speakers on those topics; in 2021 they chose the Covid Pandemic response, and in 2022 they chose the Climate Emergency. In 2023 the working group was unable to meet and so no topic was set.

Members are asked to consider setting up a sub committee so that a committee will be in place each year to consider and plan the Annual Town Meeting, to ensure the meeting is as engaging and attracts as many residents as possible.

9. **NOTICE OF MOTION (MOTION NO. 72)**

To consider the following motion submitted by Councillor Jewell and received in accordance with Standing Order 16.3:

"This Council is committed to continuous environmental improvement, in line with its adoption of a Climate Emergency strategy in 2019, and places a high importance on the promotion of cycling, walking and the use of public transport to reduce environmental impact."

10. **OUTSIDE BODIES**

a) To receive any written or verbal reports from Town Council representatives on outside bodies.

b) To note that the Council are no longer required to appoint a representative on the governing body for Bulmershe School. The Clerk to the Governing Body corresponded with the following:

"Historically, there was a protocol that schools held a Minor Authority position, to enable local town and parish councils to be represented on school governing boards. However, constitutional changes in 2015 meant that these positions are no longer in force. A member of the local council was appointed in 2021 as a Co-opted Governor but is no longer a member of the governing board.

We may seek to fill potential future vacancies with a member of the local council. However, current regulations state that all such appointments are skills based and at the discretion of the board themselves."

c) To consider appointing Town Council representatives to the following outside bodies, which have yet to be appointed to in the 2023/24 municipal year:

- Readibus – 1 Place
- Keep Mobile – 1 Place

11. **TOWN MAYOR'S ENGAGEMENTS**

To note the engagements attended by Councillor Sartorel as Town Mayor and Councillor Anderson as Deputy Town Mayor since the last meeting. ***(Appendix 11)***

12. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.
13. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre on Tuesday 16 May 2023 at 8 pm

Present: Councillors J. Sartorel (Chairman); J. Anderson; K. Baker; G. Bello; D. Bragg; A. Chadwick; K. Charles Bey; J. Cheng; Y. Edwards; D. Errawalla; M. Firmager; K. Gilder; M. Holmes; R. Horskins; C. Jewell; M. Kennedy; V. Lewis; M. Nagra; B. Rowland; P. Singh; D. Smith; A. Swaddle

Officers present: K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer; A. Ransley, Communications Manager

Also present: 11 members of the public

1. Before the meeting commenced, the Town Mayor invited representatives from the following organisations, who were awarded a Community Grant at the Strategy & Resources Committee meeting held on 18 April 2023, to address the Council and provide details of the projects the grants will go towards funding:

- Woodley Festival of Music and Arts
- Woodley Bowling Club
- 1st Woodley Boys' Brigade
- Community Hopeline CIC

The Town Mayor adjourned the meeting to enable photos to be taken of the grant recipients.

2. A maximum of 30 minutes was set aside before the start of the meeting 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.

3. **ELECTION OF TOWN MAYOR**

The existing Mayor, Councillor Sartorel, addressed the Council. Councillor Sartorel highlighted the several historical events which had taken place over her last year in office, and stated it was a huge privilege to serve the community and council as Mayor, thanking all who had helped her. She also advised members that during the year nearly £500 was raised for her chosen charity, Keep Mobile.

The existing Mayor called for nominations for the office of Town Mayor for 2023/24.

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

RESOLVED:

- ◆ To re-elect Councillor Sartorel to the office of Town Mayor of Woodley for the 2023/24 municipal year.

Voting: For: 16 Against: 0 Abstentions: 5 No Vote Registered: 1

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

The Mayor stated she was honoured to be elected a Town Mayor for a third year. She welcomed all new Councillors, and asked that they join with existing Members to continue working for the people of Woodley regardless of which political party they supported.

The Mayor advised Councillors that her chosen charity for the year would be Woodley Lunch Bunch.

Councillor Sartorel confirmed that she would sign the Declaration of Acceptance of Office of Town Mayor as soon as possible after the meeting.

5. **WOODLEY TOWN COUNCIL ELECTION 2023**

The list of Councillors elected on 4 May 2023 was noted and is attached to these minutes at **Appendix A**.

6. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Deputy Town Clerk reported that all Councillors elected on 4 May 2023 had made and signed their Declaration of Acceptance of Office, as required by law, with the exception of:

- Councillor Linda Guttridge
- Councillor Bill Soane

Members noted that those Councillors yet to sign the Declaration of Acceptance of Office were aware of the requirement to do so within two months from the date of their election.

7. **APOLOGIES**

Apologies were received from Councillors Guttridge, Soane and Taylor.

8. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

9. **ELECTION OF DEPUTY TOWN MAYOR**

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

RESOLVED:

- ◆ To elect Councillor Anderson to the office of Deputy Mayor for the 2023/24 municipal year

Voting: For: 16 Against: 0 Abstentions: 5 No Vote Registered: 1

10. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ To note the current composition of the Council:
 - Conservative Group – 17 Councillors
 - Labour Group - 6 Councillors
 - Liberal Democrat Group – 2 Councillors

11. **POLITICAL GROUP LEADERS**

11.1 **RESOLVED:**

- ◆ To note the appointment of Councillor Soane as Leader of the Conservative Group, and that no Deputy Leader would be appointed.

- 11.2 **RESOLVED:**
♦ To note the appointment of Councillor Nagra as Leader and Councillor Bello as Deputy Leader of the Labour Group.

- 11.3 **RESOLVED:**
♦ To note the appointment of Councillor Jewell as Leader and Councillor Rowland as Deputy Leader of the Liberal Democrat Group.

12. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

- 12.1 It was proposed by Councillor Gilder, seconded by Councillor Kennedy and

RESOLVED:

- ♦ To elect Councillor Baker as Leader of the Council for the 2023/24 municipal year.

Voting: For: 14 Against: 0 Abstentions: 7 No Vote Registered: 1

- 12.2 It was proposed by Councillor Gilder, seconded by Councillor Kennedy and

RESOLVED:

- ♦ To elect Councillor Swaddle as Deputy Leader of the Council for the 2023/24 municipal year.

Voting: For: 14 Against: 0 Abstentions: 7 No Vote Registered: 1

13. **MEMBERSHIP OF STANDING COMMITTEES**

13.1 **Strategy and Resources Committee**

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

RESOLVED:

- ♦ To approve the terms of reference of the Strategy and Resources Committee for the 2023/24 municipal year, which includes setting the number of places on the Committee at 10.

Voting: For: 19 Against: 0 Abstentions: 2 No Vote Registered: 1

- ♦ To note the appointment of Councillors Anderson, Baker, Bello, Chadwick, Gilder, Horskins, Kennedy, Nagra, Rowland and Swaddle to the Strategy and Resources Committee for the 2023/24 municipal year.

13.2 **Leisure Services Committee**

It was proposed by Councillor Firmager, seconded by Councillor Horskins and

RESOLVED:

- ♦ To approve the terms of reference of the Leisure Services Committee for the 2023/24 municipal year, which includes setting the number of places on the Committee at 10.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

- ♦ To note the appointment of Councillors Charles Bey, Edwards, Errawalla, Firmager, Gilder, Horskins, Jewell, Kennedy, Lewis and Smith to the Leisure Services Committee for the 2023/24 municipal year.

14.3 **Planning and Community Committee**

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

RESOLVED:

- ◆ To approve the terms of reference of the Planning and Community Committee for the 2023/24 municipal year, which includes setting the number of places on the Committee at 10.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

- ◆ To note the appointment of Councillors Bragg, Cheng, Guttridge, Horskins, Jewell, Lewis, Sartorel, Singh, Soane and Taylor to the Planning and Community Committee for the 2023/24 municipal year.

15. **MEMBERSHIP OF SUB COMMITTEES, TASK & FINISH WORKING GROUPS AND PARTNERSHIPS**

Under Standing Orders 6.4a, 6.5a and 6.6a respectively, members of the parent standing committees considered the terms of reference as follows:

15.1 **Strategy and Resources Committee**

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

RESOLVED:

- ◆ To amend the number of places to 4 for the 2023/24 municipal year on all committees for whom the Strategy & Resources Committee is the parent committee where the terms of reference currently state there are 6 places.

Voting: For: 8 Against: 0 Abstentions: 0 No Vote Registered: 2

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

RESOLVED:

- ◆ To approve the terms of reference for all committees for whom the Strategy & Resources Committee is the parent committee, and for whom the number of places had been changed from 6 to 4, for the 2023/24 municipal year, as follows:
 - Investments Sub Committee – 4 places
 - Risk Management Sub Committee – 4 places
 - Standing Orders & Financial Regulations Sub Committee – 4 places
 - PR & Marketing Sub Committee – 4 places
 - Personnel Sub Committee – 4 places
 - Youth Services Working Party – 4 places
 - Climate Emergency Sub Committee – 4 places

Voting: For: 8 Against: 0 Abstentions: 0 No Vote Registered: 2

15.2 **Investments Sub Committee:**

RESOLVED:

- ◆ To note the appointment of Councillors Anderson, Baker, Bello and Bragg to the Investments Sub Committee for the municipal year.

15.3 Risk Management Sub Committee:

RESOLVED:

- ◆ To note the appointment of Councillors Bello, Bragg, Guttridge and Horskins to the Risk Management Sub Committee for the municipal year.

15.4 Standing Orders and Financial Regulations Sub Committee:

RESOLVED:

- ◆ To note the appointment of Councillors Baker, Kennedy, Nagra and Swaddle to the Standing Orders and Financial Regulations Sub Committee for the municipal year.

15.5 PR & Marketing Sub Committee:

RESOLVED:

- ◆ To note the appointment of Councillors Baker, Errawalla, Swaddle and Taylor to the PR & Marketing Sub Committee for the municipal year.

15.6 Personnel Sub Committee:

RESOLVED:

- ◆ To note the appointment of Councillors Anderson, Kennedy, Singh and Soane to the Personnel Sub Committee for the municipal year.

15.7 Youth Services Task & Finish Working Group:

RESOLVED:

- ◆ To note the appointment of Councillors Bragg, Chadwick, Charles Bey and Gilder to the Youth Services Task & Finish Working Group for the municipal year.

15.8 Climate Emergency Sub Committee:

RESOLVED:

- ◆ To note the appointment of Councillors Baker, Bragg, Edwards and Firmager to the Climate Emergency Sub Committee for the municipal year.

15.9 Woodley Town Centre Partnership:

Councillor Baker advised Members that, due to an anomaly within the Terms of Reference of the Woodley Town Centre Partnership, inherited from when the Partnership was brought into the Town Council, the Partnership itself has autonomy over making changes to their Terms of Reference.

He explained that the Terms of Reference state that both the Town Council and the Borough Council, who provide equal funding to the Partnership, have two places each on the Partnership. However, when applying mathematical rounding to the division of places, the Council is unable to appoint two Members without breaking the Council's proportionality rules, as set out in the Standing Orders. Members noted that the Council could not amend this number of places as only the Partnership have the power to amend the Terms of Reference.

Councillor Baker further advised that the Terms of Reference for the Partnership do permit organisations to send substitutes to meetings. He also confirmed that meetings were open for anyone to attend and contribute, even if they are not appointed, although only the two formally appointed Members, or an appointed substitute, would have voting rights.

To resolve this issue, Councillor Baker proposed that the Council should appoint three Members to the Partnership and that, following the naming of those Members, a vote should take place to appoint one of those Members as a substitute, therefore satisfying the Terms of Reference which stipulate the Town Council only has two places on the Partnership.

Following a query it was confirmed the Council could, in future, change the number of substitutes appointed, whether this be to increase or decrease the number, but any change would need to comply with proportionality rules.

Councillor Gilder seconded the proposal and, following a vote, it was

RESOLVED:

- ◆ To approve the appointment of three Councillors for the two places to the Woodley Town Centre Partnership for the 2023/24 municipal year, with a vote to follow as to which Member would be the named substitute.

Voting: For: 10 Against: 0 Abstentions: 0 No Vote Registered: 0

- ◆ To note the appointment of Councillors Baker, Holmes and Singh to the Woodley Town Centre Partnership for the municipal year.

Following a vote, it was

RESOLVED:

- ◆ To appoint Councillor Singh as a named substitute on the Woodley Town Centre Partnership for the 2023/24 municipal year.

Voting for named substitute: For Councillor Baker: 0
For Councillor Holmes: 0
For Councillor Singh: 8
Abstentions: 1
No Vote: 1

15.9 **Leisure Services Committee**

Community Youth Partnership:

It was proposed by Councillor Jewell that the number of places on the Community Youth Partnership be increased from 6 to 8 Members. The proposal was not seconded so was dismissed.

It was proposed by Councillor Firmager, seconded by Councillor Kennedy and

RESOLVED:

- ◆ That the number of places on the Community Youth Partnership be decreased from 6 to 4 Members for the 2023/24 municipal year.

Voting: For: 7 Against: 1 Abstentions: 2 No Vote Registered: 0

It was proposed by Councillor Firmager, seconded by Councillor Kennedy and

RESOLVED:

- ◆ To approve the terms of reference of the Community Youth Partnership for the 2023/24 municipal year, including that there be 4 places on the partnership.

Voting: For: 7 Against: 0 Abstentions: 3 No Vote Registered: 0

- ◆ To note the appointment of Councillors Bragg, Edwards, Gilder and Holmes to the Community Youth Partnership for the municipal year.
- ◆ To note the appointment of the following voluntary sector representatives to the Community Youth Partnership for the municipal year:
 - Paul Cassidy (ARC)
 - Graham Sumbler (Woodley Baptist Church)
 - Trina Farrance (Bulmershe Gymnastics)
 - Steve Outen (Woodley United FC)

15.10 **3G Pitch Steering Group Sub Committee:**

It was proposed by Councillor Firmager, seconded by Councillor Kennedy and

RESOLVED:

- ◆ To approve the terms of reference of the 3G Pitch Steering Group Sub Committee for the 2023/24 municipal year, including that there be 4 places on the partnership.

Voting: For: 7 Against: 0 Abstentions: 2 No Vote Registered: 1

- ◆ To note the appointment of Councillors Bragg, Firmager, Lewis and Taylor to the 3G Pitch Steering Group for the municipal year.

15.11 **Planning and Community Committee**

Cycling in Woodley Sub Committee:

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

RESOLVED:

- ◆ That the number of places on the Cycling in Woodley Sub Committee be decreased from 6 to 4 Members for the 2023/24 municipal year.

Voting: For: 5 Against: 1 Abstentions: 1 No Vote Registered: 0

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

RESOLVED:

- ◆ To approve the updated terms of reference of the Cycling in Woodley Working Party for the 2023/24 municipal year, including that there be 4 places on the working party.

Voting: For: 5 Against: 0 Abstentions: 1 No Vote Registered: 1

- ◆ To note the appointment of Councillors Bragg, Chadwick, Edwards and Gilder to the Cycling in Woodley Working Party for the municipal year.

Following a query regarding how many of those Members were regular cyclists, it was commented that the term 'regular' was subjective. The Committee Officer clarified that the Terms of Reference for the Sub Committee requires that no more than three of the appointed members be interest parties, which is defined as either a highways engineer, cycling expert or cyclist, but that there was nothing to stipulate a minimum number of interested parties on the committee.

15.12 **Full Council**

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

Councillor Baker highlighted that the Bulmershe SULV Joint Working Party Terms of Reference stipulate that the Council appoints two Members and substitute to the Working Party. Both Earley Town Council and Woodley Town Council have the same number of places.

Similar to the process for appointing to the Woodley Town Centre Partnership approved earlier in the meeting, Councillor Baker proposed, seconded by Councillor Swaddle, and following a vote it was

RESOLVED:

- ◆ To approve the appointment of three Councillors for the two places on the Bulmershe SULV Joint Working Party for the 2023/24 municipal year, with a vote to follow as to which Member would be the named substitute.

Voting: For: 19 Against: 0 Abstentions: 2 No Vote Registered: 1

RESOLVED:

- ◆ To note the terms of reference of the Bulmershe SULV Joint Working Party.
- ◆ To note the appointment of Councillors Charles Bey, Errawalla and Gilder to the Bulmershe SULV Joint Working Party for the municipal year.

Following a vote, it was

RESOLVED:

- ◆ To appoint Councillor Charles Bey as a named substitute on the Bulmershe SULV Joint Working Party for the 2023/24 municipal year.

Voting for named substitute: For Councillor Charles Bey: 13
For Councillor Errawalla: 1
For Councillor Gilder: 2
Abstentions: 3
No Vote: 3

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

To speed up the item, the Mayor proposed that nominations would initially be sought for each outside body. Where there were more nominations than places then an individual vote would take place on that specific appointment. Otherwise, at the end of all nominations being made, an overall vote would be taken on all uncontested appointments. No concerns were raised with regards to this proposal.

Following the nominations, Councillor Baker proposed, seconded by Councillor Gilder, and following a vote it was

RESOLVED:

- ◆ To appoint the following Council representatives to outside bodies:

Voting: For: 19 Against: 0 Abstentions: 2 No Vote Registered: 1

- 16.1 **ARC – 2 places**
Councillor Gilder and Mrs S. Flower.
- 16.2 **Citizens Advice Wokingham – 1 place**
Councillor Lewis
- 16.3 **Friends of Woodford Park Committee – 1 place**
Councillor Soane
- 16.4 **Highwood Management Conference – 2 places**
Councillors Gilder and Holmes
- 16.5 **Keep Mobile – 1 place**
No Member appointed
- 16.6 **ReadiBus – 1 place**
No Member appointed
- 16.7 **Sonning & District Welfare & Education Trust – 1 place**
Councillor Smith
- 16.8 **The Bulmershe School – 1 place (Governor)**
Councillor Cheng
- 16.9 **Wokingham Borough Council Climate Emergency Working Group – 1 place**
Councillor Edwards
- 16.10 **Wokingham Borough/Parish Working Group – 1 place**
Councillor Kennedy
- 16.11 **Woodley Bowling Club Management Committee – 1 place**
Councillor Gilder
- 16.12 **Woodley Volunteer Centre – 1 place**
Councillor Kennedy
- 16.13 **Poor's Land Charity – 1 place to serve until 2026**
Councillor Holmes
- 16.14 Representation on the following outside bodies was noted:
 - Poor's Land Charity – 2 places**
Councillor Cheng and Mrs S. Flower serving until 2024
Councillor Gilder serving until 2026
 - Robert Palmer Almshouse Charity – 1 place**
Councillor Bragg serving until 2024

17. **CHEQUE SIGNATORIES**

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

RESOLVED:

- ◆ To appoint Councillors Baker, Bragg, Kennedy and Swaddle as signatories to sign cheques and transfers on behalf of the Council for the municipal year.

Voting: For: 15 Against: 0 Abstentions: 4 No Vote Registered: 3

18. **MINUTES OF THE COUNCIL MEETING HELD ON 7 FEBRUARY 2023**

The Town Mayor presented the minutes of the Council meeting held on 7 February 2023.

RESOLVED

- ◆ To approve the minutes of the Council meeting held on 7 February 2023 and that they be signed by the Mayor as a correct record.

Voting: For: 12 Against: 0 Abstentions: 8 No Vote Recorded: 2

19. **MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 28 FEBRUARY 2023**

The Town Mayor presented the minutes of the extraordinary Council meeting held on 28 February 2023.

RESOLVED

- ◆ To approve the minutes of the extraordinary Council meeting held on 28 February 2023 and that they be signed by the Mayor as a correct record.

Voting: For: 10 Against: 0 Abstentions: 10 No Vote Recorded: 2

As there was no simple majority, and there was an equality of votes for and not for approving the minutes amongst those in attendance and voting, the Mayor exercised their right to cast a deciding vote and voted for the approval of the minutes.

It was highlighted that the reason there was no majority vote was that a number of Members who were not in attendance at the previous meeting felt they should abstain from the vote. It was suggested this issue should be raised with the Standing Orders and Financial Regulations Sub Committee for consideration.

20. **COMMITTEE REPORTS**

20.1 **Minutes of the Planning and Community Committee: 7 March 2023**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 7 March 2023.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 7 March 2023.

20.2 **Minutes of the Planning and Community Committee: 28 March 2023**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 28 March 2023.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 28 March 2023.

20.3 **Minutes of the Leisure Services Committee: 11 April 2023**

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 11 April 2023.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 11 April 2023.

20.4 **Minutes of the Strategy and Resources Committee: 18 April 2023**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 18 April 2023.

Minute 89: VAT changes for sports facilities

In response to a query regarding whether there was an update on the issue of changes to VAT charges applies to sports facilities, the Deputy Town Clerk advised that further information would be provided to the next meeting of the Strategy & Resources Committee in June.

RESOLVED:

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 18 April 2023.

20.5 **Minutes of the Planning and Community Committee: 25 April 2023**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 25 April 2023.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 25 April 2023.

21. **LEADER'S STATEMENT**

Councillor Baker, as Leader of the Council, read out a statement, included at **Appendix B**.

22. **OUTSIDE BODIES**

Members noted the following written reports which had been included in the agenda:

- Poor's Land Charity by Mrs S Flower, Councillor Cheng, and Councillor Smith
- Sonning & District Welfare & Educational Trust by Councillor Smith
- ARC by Mrs S Flower
- Readibus by Mr A Heap

23. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor advised Members to note the details of the events which the Town Mayor had attended since the last Full Council meeting, as provided in the agenda.

24. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

25. **PUBLICITY AND WEBSITE**

Councillor Smith stated that the Poor's Land Charity would soon be getting an updated website and requested, if there is the capability to do so, that a link be included on the Town Council's website.

Meeting closed at 9:45 pm

WOODLEY TOWN COUNCIL – PARISH ELECTION RESULTS MAY 2023

Candidate	Ward	Party
CHARLES BEY, Kester Roger	Bulmershe	Labour Party
EDWARDS, Yvonne	Bulmershe	Labour Party
KENNEDY, Mike	Bulmershe	The Conservative Party Candidate
TAYLOR, June Teresa	Bulmershe	Labour Party
ANDERSON, Juliet Ann	Coronation Central	The Conservative Party Candidate
BRAGG, David William	Coronation Central	The Conservative Party Candidate
BAKER, Keith James	Coronation East	The Conservative Party Candidate
HORSKINS, Robert John Charles	Coronation East	The Conservative Party Candidate
SMITH, Darren Paul	Coronation East	The Conservative Party Candidate
CHADWICK, Anne Frances	Loddon Airfield	The Conservative Party Candidate
NAGRA, Majid	Loddon Airfield	Labour Party
SWADDLE, Alison Claire	Loddon Airfield	The Conservative Party Candidate
BELLO, Greg	Loddon South	Labour Party
SARTOREL, Janet Iris	Loddon South	The Conservative Party Candidate
SOANE, Bill	Loddon South	The Conservative Party Candidate
GUTTRIDGE, Linda Mary	Loddon West	The Conservative Party Candidate
SINGH, Parvinder	Loddon West	Labour *
CHENG, Jenny	South Lake North	The Conservative Party Candidate
ERRAWALLA, Danny	South Lake North	The Conservative Party Candidate
HOLMES, Mary Iris	South Lake North	The Conservative Party Candidate
GILDER, Kay Margaret	South Lake South	The Conservative Party Candidate
JEWELL, Carol Ann	South Lake South	Liberal Democrat
ROWLAND, Beth	South Lake South	Liberal Democrat
FIRMAGER, Michael John	Warren	The Conservative Party Candidate
LEWIS, Vin	Warren	The Conservative Party Candidate

**Stood as Independent at the election*

LEADERS STATEMENT

Annual Meeting 16th May 2023

Cllr Keith Baker

Good evening and welcome to this brand new Council. There are 9 brand new councillors for this 4 year term and I welcome all of them to what I believe is a great council with a fabulous team of officers. I also welcome the return of 16 former councillors and I hope you will allow your experience and dare I say wisdom to be passed onto the new councillors.

Can I stress that this town council can only deal with issues that they have control of. The council therefore have difficulty in dealing with anything outside of this. So can I urge you all to concentrate on addressing local issues as your priority. There is a lot of work to do in this thriving town and a large budget to manage. So, the officers will need a lot of help and direction from councillors. Can I urge you to dedicate your time to providing that help.

A well run council is one that operates smoothly and that is where the Standing Orders come in. These are the rules we operate all our committees on and it is important that we all councillors familiarise themselves with that document. I know it is a large number of pages but I think it is well segmented and has a good index. I know some of you might be uneasy for some of the content. So can I urge you to use the change mechanism to suggest amendments or additions. The Standing Orders & Financial Regulations Sub Committee meet regularly to review such suggestions and make recommendations to their parent committee.

Finally, can I congratulate the Labour group for displacing the Liberal Democrats as the opposition. I believe this is the first time in living memory that this has occurred. So well done. I look forward to working with you in the future for the good of all woodley residents.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 23 May 2023 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); R. Horskins; C. Jewell; V. Lewis; J. Sartorel; P. Singh; J. Taylor;*

Officers present: *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

Also present: *Councillor D. Bragg (virtual attendance);
1 member of the public*

1. As the Deputy Town Clerk commenced the meeting, it was highlighted that Councillor Mary Holmes had been listed as a Member of the Planning & Community Committee on the agenda but that, at the Council's Annual Meeting, Councillor Linda Guttridge had been appointed. Confirmation was requested as to who was the correct appointee, and a query was raised as to whether, under Standing Order 9.5d, this meant that the appointment could not be changed until the next Full Council meeting.

The Committee Officer confirmed that the inclusion of Councillor Mary Holmes on the agenda was an error, and that Councillor Linda Guttridge was the Member appointed at Full Council. He apologised for the error, and asked Members to contact him as soon as possible should they spot any errors in an agenda in future in order that he might be able to then rectify them prior to the meeting.

2. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Deputy Town Clerk asked for nominations for the position of Chairman of the Planning & Community Committee for the 2023/24 municipal year.

It was proposed by Councillor Horskins, seconded by Councillor Sartorel, and

RESOLVED:

- ◆ That Councillor Soane be appointed to the position of Chairman of the Planning & Community Committee for the 2023/24 municipal year.

Voting: For: 5 Against: 0 Abstentions: 2 No Vote Recorded: 0

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

RESOLVED:

- ◆ That Councillor Horskins be appointed to the position of Vice Chairman of the Planning & Community Committee for the 2023/24 municipal year.

Voting: For: 5 Against: 0 Abstentions: 2 No Vote Recorded: 0

3. **APOLOGIES**

Apologies for absence were received from Councillors Bragg and Cheng. Councillor Bragg advised he would attend the meeting virtually.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

5. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 25 APRIL 2023**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 25 April 2023 be approved and be signed by the Chairman as a true and accurate record.

6. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

7. **PLANNING DECISIONS**

RESOLVED:

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

8. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note the following prior approval application:

Application: 231050
Location: 72 Antrim Road, Woodley, Wokingham, RG5 3NY
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 3.00m and the height of the eaves 3.00m.

9. **TREE PRESERVATION ORDERS**
Applications for works to trees

RESOLVED:

- ◆ To note the following application for tree works:

Application: 230983
Location: TPO 3/1951 W3: 23 Fawcett Crescent, Woodley, Wokingham, RG5 3HX.
Proposal: T1, Ash - Form into multi knuckle pollard by forming pollard knuckle at the appropriate branch unions. 50-100mm stubs to be left to aid regrowth.

10. **PAVEMENT LICENCE – COFFEE #1**

RESOLVED:

- ◆ To note the following application for a Pavement Licence, under section 2, Business and Planning Act 2020:

Business: Coffee #1
Address: 5 Crockhamwell Road, Woodley, RG5 3JP
Operating Times: Mon-Fri – 7am-6pm
Sat & Sun – 8am-6pm

- ◆ To note that, as comments on the proposal were required prior to the meeting, details were circulated to Members via email and no concerns were raised.

11. **COMMUNITY SPEEDWATCH**

Members noted Report No. PC 2/23, which provided an update on the current position with regards to the Council's Community Speedwatch activities, and Councillor Bragg provided some further clarification verbally.

Members noted that Thames Valley Police were unlikely to take action over lower level breaches of speed limits; instances would be recorded, and only when a number of breaches had been registered for the same vehicle would a letter be sent to the owner. Higher breaches of speed limits would, however, be enforced.

Members noted that a minimum of three volunteers would be needed to undertake Speedwatch activities, however ideally eight or nine volunteers would be needed to spread the workload. It was agreed that further publicity was needed to seek interest from potential volunteers.

It was noted that the main issue currently was that data could not be downloaded from the Council's Sentinel Camera as the relevant software was not compatible with current computer operating systems. Members were advised that, at the time Thames Valley Police presented the Community Speedwatch UK scheme to the Council, the cost of purchasing new hand held cameras was around £150.

It was suggested that the Committee should not consider purchasing new equipment until sufficient numbers of volunteers had been sourced, and that it would be helpful to pull together a job description which explains what would be expected of volunteers.

In response to a query, Councillor Bragg estimated it would take a minimum of three weeks for a potential Speedwatch location to be identified and then to get it ratified by the Thames Valley Police.

Councillor Bragg advised that he was willing to continue as the Council's Community Speedwatch co-ordinator, and that he would seek to communicate with potential volunteers soon to arrange a meeting. Members were happy with this.

RESOLVED:

- ◆ To note the report regarding the history and current position regarding the Town Council's Community Speedwatch group, as provided in the agenda.

Councillor Bragg ceased attending the meeting virtually.

12. **EARLEY STATION FOOTBRIDGE**

Members noted that the last inspection of the footbridge was believed to have taken place last week. The Committee Officer advised that he last wrote to Wokingham Borough Council on the 15 May for an update, but was yet to receive a response.

RESOLVED:

- ◆ To note the report regarding the history and current position regarding Wokingham Borough Council's project to consider the replacement, repair or removal of Earley Station Footbridge, as provided in the agenda.

13. **COMMUNITY ISSUES**

There were no community issues raised by Members.

14. **HIGHWAYS ISSUES**

Concern was raised over the amount of overgrown vegetation on roundabouts in the area, particularly those to the north of Woodley where roads meet the A4. Members asked that this be raised by Wokingham Borough Council.

15. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Me2 Club Newsletter – April 2023
 - Connecting Communities in Berkshire – May 2023

16. **FUTURE AGENDA ITEMS**

It was requested that the future of the Cycling in Woodley Sub Committee be considered at a future meeting.

16. **PUBLICITY/WEBSITE**

Members requested the Council publicise a request for more speedwatch volunteers.

17. **ENFORCEMENT ISSUES**

RESOLVED:

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

The meeting closed at 8:59 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 23 May 2023

Application No. & Address	Proposal
223458 Sonning Golf Club, Duffield Road, Reading, RG4 6GJ	Outline planning permission for the proposed erection of up to 50 no. dwellings with public open space and revised access off Duffield Road, plus associated improvements to Sonning Golf Club including reconfigured and extended golf club car parking areas and relocation of the 18th green, addition of an extended practice putting green, new driving nets, new short game chipping area and conversion of the west wing of the existing clubhouse to accommodate a new golf simulator practice facility, including removal of external staircase and changes to fenestration. (All matters reserved except for access.) We [WBC] have received revised/additional plans for the above application. The revised details show: Amended proposal to reduce the number of dwellings to up to 50 units. Includes additional technical details.
Observations: The Planning & Community Committee have reviewed this amended submission and have determined to submit no additional comments, other than to reiterate their earlier objections to the application. Please refer to previous full comments submitted.	
230178 53 Reading Road, Woodley, RG5 3DA	Householder application for the proposed drop kerb for vehicle access on to paved drive.
Observations: No objections.	
230765 7 Mannock Way, Woodley, RG5 4XW	Full application for the proposed change of use of amenity land to residential garden including erection of new boundary wall, plus the erection of a single storey rear extension, insertion of rooflights to facilitate conversion of the loft to habitable accommodation and changes to fenestration. We (WBC) have received revised/additional plans for the above application. The revised details show: Revised plans received proposing a 1.8m high fence instead of a brick wall, which would be linear and set back 1m-3.5m from the pavement.
Observations: The Planning & Community Committee have considered this application and felt that, whilst the installation of a fence was out of keeping with the estate, the inclusion of vegetation growing up the outside of the fence would mitigate this. They asked that the Planning Officer consider making this a condition of approval.	
230780 29 Woodlands Avenue, Woodley, RG5 3HN	Householder application for the proposed erection of a single storey rear extension following demolition of the existing conservatory, conversion of the loft to habitable accommodation, including new dormers, roof alterations and changes to fenestration.
Observations: No objections.	

230852 45 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed single storey rear extension plus changes to fenestration.
Observations: No objections.	
230896 100 Wheble Drive, Woodley, RG5 3DU	Householder application for the proposed erection of a single storey rear extension, following removal of the existing shed.
Observations: No objections.	
230905 24 Wroxham Road, Woodley, RG5 3AT	Householder application for the proposed erection of a single storey front extension, single storey rear extension, and amendments to the existing roof. Following demolition of existing conservatory.
Observations: No objections.	
230911 132 Antrim Road, Woodley, RG5 3NZ	Householder application for the proposed erection of a single-storey, detached outbuilding in rear garden (Retrospective).
Observations: The Planning & Community Committee have considered this application and, whilst they had no objections, they did note that the application and plans appeared incomplete as they did not provide dimensions of the height of the outbuilding. They also noted the concerns of neighbours regarding the lighting on the outbuilding.	
230912 132 Antrim Road, Woodley, RG5 3NZ	Householder application for the proposed erection of a single-storey, detached outbuilding in rear garden (Retrospective).
Observations: The Planning & Community Committee have considered this application. They noted that the application and plans appear incomplete as they don't provide dimensions, specifically height, of the outbuilding. The Committee also wished to submit objections to the proposal on the grounds that they believe, due to its apparent size, it is overbearing and unneighbourly. They also noted the concerns of neighbours regarding the lighting on the outbuilding.	
230953 39 Western Avenue, Woodley, RG5 3BJ	Application to vary condition 2 of planning consent 214058 for the proposed development of a single storey rear & side extensions including removal of pitched roof to the existing rear extension following demolition of the existing detached garage. Condition 2 refers to the approved details and the variation is to allow the infilling of the 'step' in the rear elevation and changes to fenestration.
Observations: No objections	

<p>231030 3 Cope Mead, Woodley, RG5 4RP</p>	<p>Application to vary condition 2 of planning consent 210140: Proposed erection of part single, part two storey front extension, erection of front canopy roof, insertion of 3no. front dormers, part single, part two storey rear extension, part garage conversion to create habitable accommodation, changes to fenestration & insertion of 5no. roof lights'. Condition 2 refers to approved plans 02-10, 03-10, 03-11 & 03-12 rcd. 18.01.21. The variation is to insert 1no. additional front window, 3no. additional rear rooflights, remove 3no. side windows, widen 1no. rear patio door & Juliet balconies, addition of 1no. side window, raise rear gables & enclose porch.</p>
<p>Observations: No objections.</p>	
<p>231031 33 Fawcett Crescent, Woodley, RG5 3HX</p>	<p>Householder application for the proposed erection of a first floor side extension and a single storey rear extension, following demolition of the existing outbuilding.</p>
<p>Observations: No objections.</p>	
<p>231032 33 Fawcett Crescent, Woodley, RG5 3HX</p>	<p>Householder application for the proposed erection of a single storey rear extension, following demolition of the existing outbuilding.</p>
<p>Observations: No objections.</p>	
<p>231074 84 Haddon Drive, Woodley, RG5 4LT</p>	<p>Householder application for the proposed erection of a replacement single-storey rear extension; 1st floor rear extension above existing ground floor extension; two -storey side extension. Following Demolition of existing conservatory</p>
<p>Observations: No objections.</p>	
<p>231075 21 Wilmington Close, Woodley, RG5 4LR</p>	<p>Householder application for the proposed replacement of existing garage door with 1no. window to facilitate garage conversion to create habitable space.</p>
<p>Observations: No objections.</p>	
<p>231101 2 Tiverton Close, Woodley, RG5 3BE</p>	<p>Householder application for the proposed erection of a single storey side extension to form garage, part single storey, part two storey rear extension, plus changes to fenestration and demolition of existing garage.</p>
<p>Observations: No objections.</p>	
<p>231141 61 Norton Road, Woodley, RG5 4AJ</p>	<p>Householder application for the proposed garage conversion with addition of a first floor side extension and internal works.</p>
<p>Observations: No objections.</p>	

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 6 June 2023 at 8:00 pm**

Present: *Councillors D. Smith (Chairman); K. Charles Bey; Y. Edwards;
D. Errawalla; M. Firmager; K. Gilder; R. Horskins; C. Jewell; M. Kennedy;
V. Lewis;*

Officers present: *K. Murray, Deputy Town Clerk; E. Whitesmith, Leisure Services Manager;
M. Filmore, Committee Officer*

Also present: *1 member of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Deputy Town Clerk asked for nominations for the position of Chairman of the Leisure Services Committee for the 2023/24 municipal year.

It was proposed by Councillor Firmager, seconded by Councillor Kennedy, and

RESOLVED:

- ◆ That Councillor Smith be appointed to the position of Chairman of the Leisure Services Committee for the 2023/24 municipal year.

Voting: For: 7 Against: 0 Abstentions: 2 No Vote Recorded: 1

It was proposed by Councillor Kennedy, seconded by Councillor Lewis, and

RESOLVED:

- ◆ That Councillor Firmager be appointed to the position of Vice Chairman of the Leisure Services Committee for the 2023/24 municipal year.

Voting: For: 6 Against: 0 Abstentions: 3 No Vote Recorded: 1

2. **APOLOGIES FOR ABSENCE**

There were no apologies for absence from Members.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **MINUTES OF THE MEETING HELD ON 11 APRIL 2023**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 11 April 2023 be approved and signed by the Chairman as a correct record.

5. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report. Following a query as to the accuracy of expenditure figures for Cricket and the Bowling Green, which were identical, the Deputy Town Clerk confirmed he would check and inform Members.

RESOLVED:

- ◆ To note Report No. LS 10/23.

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

The Leisure Services Manager presented Report No. LS 11/23.

The Leisure Services Manager advised that the report had been provided in a similar format as that presented to the previous committee, but that it was flexible and he was open to suggestions for changes.

Members noted that, with regards to membership cancellations, attention was given to those who had moved to another leisure centre. Of the two Members who had done so in the last period, one cancelled because they wished to attend a leisure centre with a pool, whilst the other wished to attend a gym closer to their home.

Members were advised that membership, and consequentially income, tends to decrease during the summer holidays, when people are more inclined to exercise outdoors, but that numbers tend to pick up again in Winter. Whilst Members noted the impact Covid had on income figures, the Leisure Centre Manager said income was returning and it was hoped that the centre would reach pre-covid levels soon.

In regards to the opening of the Paddling Pool, the Leisure Centre Manager advised that this had been exceptionally popular on the day of opening, and during the May half term, and he estimated between 600 and 1,000 people visited during the weekend of the 3-4 June. Members noted that the pool is usually closed on an occasional day or two during the summer to allow the water quality to recover following overuse.

The Leisure Centre Manager advised that the Amenities team had recently undertaken works to repair the 3G pitch football goals which, after 7 years, were showing major signs of wear and tear. Members noted that the hope was for the existing goals to last for the next season, but it would be likely that the goals would need to be replaced soon, at a cost of around £3k-£4k for a set.

Members requested that future reports include not only details of cancellations, but also new Memberships for the same period, to give a comparison, and to provide, where possible, reasons for joining. The Leisure Centre Manager agreed to look into this.

Following a query, the Leisure Centre Manager confirmed that cancellation due to injury was not due to specific injuries occurring at the centre itself, but more generally when an individual has an injury which means they have decided to cancel their membership.

With regards to promoting leisure centre activities, for example Family Racket Attack, the Leisure Centre Manager confirmed this was mainly achieved through social media channels, such as Facebook, and also word of mouth. He advised that a recent post advising of the opening date for the Paddling Pool received over 130,000 views; that drives significant traffic to the social media channels and means this is the best method of getting information out to people. He also advised that paying for additional marketing activities was also not considered cost effective as, in the example of Family Racket Attack, due to the capacity of such events the potential income received from any increased attendance would likely not cover additional marketing costs. Following a query, it was advised that a revamp of the Leisure Centre's website was being considered as part of an overall project to update the Council's websites.

RESOLVED:

- ◆ To note Report No. LS 11/23.

7. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 12/23.

With regards to the new waste contract, which commenced in June, Members noted that this would provide an increased proportion of recycling at both the Leisure Centre and Oakwood Centre. The Deputy Town Clerk advised that the contract provided the Council with the opportunity to review recycling levels, and adjust the contract in future to improve these.

Members noted that the Council would shortly be going to tender for new gym equipment at the Leisure Centre, with the current equipment's lease ending in November 2023.

The Deputy Town Clerk updated Members to confirm that two lamp columns along the footpath from Coronation Hall had now been repaired.

Following a query as to whether the new bins being trialled in Woodford Park would provide for recycling as well, the Deputy Town Clerk advised that, at present, they would not. However, he confirmed that he was in discussion with other Councils as to their experiences of providing recycling points in public spaces to understand how contamination of recycled waste is dealt with and whether the Council could pursue this in future. Members requested that an update on this be brought back to the next meeting of the Committee.

Members commented that bins in Woodford Park were regularly full to overflowing on Sundays, and the Deputy Town Clerk confirmed that, at present, amenities staff did not work on Sundays. A suggestion was made that, on Saturdays, additional temporary bins could be placed near the most highly used areas, and that this may be an inexpensive method of resolving the issue. The Deputy Town Clerk confirmed he would discuss the matter with the Amenities Manager to consider possible solutions.

Following a query as to whether, following the ruling that charges for local authority sports facilities fall outside the scope for VAT, the Council was now overcharging residents, the Deputy Town Clerk advised that the agreed charges had always been set based on what was considered a reasonable charge for the facilities, when compared to the charges applied by other centres locally, and not with consideration to the VAT added. He confirmed that clubs that had previously benefitted from a VAT discount on block bookings were now being offered an equivalent discount, and that Members would then review overall charges next year for 2024/25.

In relation to the recent successful Picnic in the Park event, run by the Town Council in commemoration of the coronation of King Charles III, the Deputy Town Clerk confirmed that Officers were considering whether this style of event could be run again in future years. He advised that this could possibly be in conjunction with Love Parks week.

Following a query, the Deputy Town Clerk confirmed that holders of larger, 10 pole allotments plots can contact the Council to request reducing to a smaller, 5 pole plot should they feel unable to manage the upkeep of their existing plot. He also confirmed that consideration was being made to converting more areas of the site to allotment plots, whilst acknowledging that some areas should remain as wildlife areas.

RESOLVED:

- ◆ To note Report No. LS 12/23.

8. **ALLOTMENTS TASK & FINISH WORKING GROUP**

The Deputy Town Clerk advised Members that a task & finish working group had previously been set up to review the current tenancy agreement and resolve a particular issue at the site. Whilst the previous issue had now been resolved, the working group had not been able to meet earlier in the year to review the tenancy agreement and had, by default, been dissolved.

Members noted that a small number of changes to the tenancy agreement needed to be considered, along with some feedback from the Allotments Tenants Committee.

It was proposed that the terms of reference for the working group be updated to include specific reference in its overall purpose to making minor improvements to the tenancy agreement, which had been extensively overhauled a couple of years ago, whilst also taking on board comments from the Allotments Tenants Committee and current tenants. It was also proposed that the terms of reference should be updated to include the appointment of up to 5 non-Councillors to the working group, to be made up of a mix of members of the Allotments Tenants Committee and allotments holders. Members unanimously agreed to these proposals.

RESOLVED:

- ◆ To form an Allotments Task & Finish Working Group to review the current Allotments tenancy agreement and make recommendations, as necessary, to the Leisure Services Committee regarding any potential changes. The approved terms of reference are included at **Appendix A**.

Voting: For: 10 Against: 0 Abstentions: 0 No Vote Recorded: 0

- ◆ To note the appointment of Councillors Charles Bey, Horskins, Kennedy and Swaddle to the Allotments Task & Finish Working Group.

9. **YOUTH SERVICES**

The Deputy Town Clerk provided Members with an update regarding the Youth Services tendering project.

Members noted that the Youth Services Task & Finish Working Group, which sits under the Strategy & Resources Committee, last met on 17 April, with the report from that meeting due to be presented to that committee next week. The Deputy Town Clerk advised that, following the unsuccessful tender exercise and the absence of a Youth Service SLA, the report includes a recommendation to Strategy & Resources to ring fence the £27k youth service budget for 2023/24 to avoid the money falling back into the general pot. Assuming this is approved, it is anticipated that the Strategy & Resources Committee are likely to hand the matter back to the Leisure Services Committee to consider how best to now proceed.

The Deputy Town Clerk advised Members that he had previously taken part in an informal meeting with Earley Town Council regarding the possibility of a joint approach to securing youth provision in both areas. Whilst this had gone quiet recently, he advised that he was due to meet with Earley Town Council next week to further discussions. Members also noted that the Deputy Town Clerk had spoken to a number of youth service providers who had previously expressed an interest in providing a service to the Council, albeit who didn't submit a tender, and they had shown interest in coming back to discuss again with the Council about how they might be able to get involved.

Following a query, the Deputy Town Clerk provided some history of the youth service in Woodley, explaining that the Council had previously provided detached youth work via a provider. He explained that the dynamic had changed over time and, around two years ago, when the contract with the previous provider came to an end, a large project took place to develop a new youth strategy. This led to the attempt to tender for a new SLA, which had ultimately been unsuccessful.

It was highlighted that the average youth worker salary was around £25k a year. A suggestion was made that the £27k budget might therefore be used for the Council to employ either a full-time or two part-time youth workers, although Members noted that the budget had previously only provided 3 hours of outreach provision a week. Members also noted that outreach work had previously been deemed successful, compared to provision of a specific youth centre, as groups of young people tended to move around.

A suggestion was made to contact St Andrews Church in Sonning who provide a good youth service, and it was agreed Councillor Firmager would make contact.

Members discussed the possibility of providing a space for young people to gather; a suggestion was made to use space at the Leisure Centre, potentially for a youth café, or to provide another covered seating area within the park. A suggestion was also made to consider whether it was possible to convert one of the empty retain units in the Town Centre into a youth café.

The Chairman advised that alternative youth service options could be considered and asked the Deputy Town Clerk to prepare some options based on the discussions at the meeting. He also stated that his intention would be to form a task and finish working group to progress this matter. It was suggested members of the Community Youth Partnership might take part in this. The Chairman also suggested that, with the next Committee meeting due to take place in September, an extraordinary meeting of the Committee may need to be called to expedite this matter.

10. **FUTURE AGENDA ITEMS**

There were no future agenda items highlighted by Members.

11. **PUBLICITY AND WEBSITE**

A suggestion was made to publicise matters raised at the meeting, including the opening of the paddling pool, the new irrigation system at the bowls green, the installation of the new living wall at the Oakwood Centre, the picnic in the park event, and the new bins. The Deputy Town Clerk advised that he believed most of these items had already been publicised on our website and social media channels, but would check.

A query was raised about the potential installation of water fountains near the play area in Woodford Park, and the Deputy Town Clerk advised this is due to be included in a future potential projects list.

The meeting closed at 9:23 pm

ALLOTMENTS TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.1	24.05.23	No	Original Draft
1.0	06.06.23	Yes	Draft updated and approved by LS Committee – 6/6/23

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. YES

4. SIZE => 4 Councillors; up to 5 representatives, made up of a mix of members of the Allotments Tenants Committee and allotments holders.

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

- a. To review the existing allotments tenancy agreement and make a recommendation to the Leisure Services Committee regarding any proposed changes.
- b. To make minor improvements to the allotments tenancy agreement, which was extensively overhauled two years ago, whilst taking on board comments from the Tenancy Committee and current tenants.

5.2 MEETINGS

- a. Meetings of the working party shall take place as and when required until the task has been completed, or where no meeting has occurred in a 6 month period.
- b. Officers will attend the meetings of the working party.
- c. Meetings will take place virtually.

5.3 TERMS OF OPERATION

- a. To review the current allotments tenancy agreement and consider any updates or amendment which may be required.
- b. To make a recommendation to the Leisure Services Committee regarding any changes to the allotments tenancy agreement.

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 18 April 2023 at 8:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; G. Bello; A. Chadwick; K. Gilder; R. Horskins; M. Kennedy; M. Nagra; B. Rowland*

Officers present: *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer; B. Fennelly, Town Centre Manager;*

Also present: *1 member of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Deputy Town Clerk asked for nominations for the position of Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

It was proposed by Councillor Gilder, seconded by Councillor Anderson, and

RESOLVED:

- ◆ That Councillor Baker be appointed to the position of Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

Voting: For: 7 Against: 0 Abstentions: 2 No Vote Recorded: 1

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

RESOLVED:

- ◆ That Councillor Swaddle be appointed to the position of Vice Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

Voting: For: 7 Against: 0 Abstentions: 2 No Vote Recorded: 0

2. **APOLOGIES**

Apologies for absence were received from Councillor Swaddle.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **MINUTES OF THE MEETING HELD ON 18 APRIL 2023**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 18 April 2023 be approved and signed by the Chairman as a correct record.

5. **FINANCE**

a) Budgetary Control

The Deputy Town Clerk presented Report No. SR 11/23.

The Deputy Town Clerk advised that two budgeted expenditure figures had been incorrectly stated on the report; against Central Costs and Grants – Section 137, as well as a corresponding change to the expenditure figures against Grants – Section 137. A revised report was provided and circulated to all Members prior to the meeting, with printed copies available to those attending.

Members noted that, historically, the Grants – Section 137 budget code included two items; the Woodley Town Centre Partnership grant and an additional grant sum. The Deputy Town Clerk confirmed the format of the report would be changed in future to separate these items for clarity.

The Deputy Town Clerk identified that expenditure against Corporate Management appeared high because a number of fees, particularly insurance and affiliation costs, were paid out at the beginning of the financial year.

In response to a query, the Deputy Town Clerk advised Members that Democratic Costs relate to election costs.

RESOLVED:

- ◆ To note the updated Budgetary Control report, provided at **Appendix A**.

b) Payments

In relation to a payment of circa £2,400 made to AJGIBL in May 2023, the Deputy Town Clerk advised that this was due to an adjustment made to the buildings insurance premium following the re-valuation of the Council's buildings; a task which was completed after the annual insurance payment was paid in April.

Following a query, the Deputy Town Clerk confirmed it was normal for grant payments to be paid from the Clerks Imprest account, and the account from which grants were paid was decided based on the timing of the payment.

The Deputy Town Clerk confirmed the £213 payment to Les Mills Fitness UK Ltd for Body Balance coaching was a licence payment to allow the Leisure Centre to use the Les Mills Body Balance package.

In response to a query, the Deputy Town Clerk confirmed that Officers regularly ensure that the Council is paying the best possible price for items and services. He explained that how often costs were reviewed was dependent on the values being spent; larger sums, such as for capital works over the applicable procurement value, would be subject to full tender, whilst other contracts were usually reviewed every 3 years, and no longer than 5 years. Smaller costs, such as for paper supplies, were tested periodically to find the best price.

RESOLVED:

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

	Current account	Imprest account
April 2023	£82,695.95	£60,686.78
May 2023	£122,303.29	£54,343.14

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

c) PSDF Funds

Members noted that the sum which had been invested in the CCLA PSDF fund related to the repayment of the original loan taken out to build the Oakwood Centre, which is £2m and due to be repaid by 2025.

Members asked that the dates and repayment sums for the Oakwood Centre loan be published on the report in future.

RESOLVED:

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

6. OAKWOOD CENTRE INCOME UPDATE

The Deputy Town Clerk presented the Oakwood Centre room hire and catering income updates.

Members noted that the report no longer provided details of pre-pandemic levels of income, although it was explained that the report provides the last three years of income figures. Members asked that the pre-pandemic figures be circulated to Members for their information.

RESOLVED:

- ◆ To note the Bookings and Room Hire income and Catering income charts, as provided in the agenda.

7. YOUTH SERVICE TASK AND FINISH WORKING GROUP

The Deputy Town Clerk presented Report No. SR 12/23, which included a report of the Youth Service Task & Finish Working Group which took place on 17 April 2023.

Members noted the recommendation from the Working Group that the Youth Support funding for 2023/24, which stood at £27k, should be placed in an earmarked reserve so that the money did not fall back into the general reserve as the unspent allocation in 2022/23 had.

The Chairman provided new Members with the background to Woodley's Youth Service provision. It was noted that, when the SLA with the Council's previous provider finished, the Council had sought to develop a new Youth Service SLA but that, following a tendering exercise, no providers had applied. The Chairman advised that the project had been running since 2019, and that the Working Group had worked extremely hard to try to secure a new SLA, but it had not been possible.

Members noted that the principal purpose of the £27k Youth Support funding was to try to reach those children and young people in Woodley who were hard to reach; ie not those already accessing other services.

The Chairman proposed that, as the Working Group had finished its task to attempt to secure an SLA, albeit had been unable to, the Working Group should be disbanded. He also stated that the funds should not be allowed to drop back into the general reserve, and so supported the Working Group's recommendation that the money be put in an earmarked reserve to be specifically used for services supporting young people in Woodley. The Chairman also recommended that £3k, currently budgeted for the Community Youth Partnership to provide as a grant award to organisations but which, historically, had gone unspent, could be added to make a £30k pot.

Members noted that the proposal was for the Leisure Services Committee to consider the appropriate criteria against which to assess grant applications. Leisure Services would then consider applications against these criteria, before recommending grant awards to the Strategy & Resources Committee for approval.

Following a comment that grants might be awarded to individuals, where appropriate, a query was raised as to whether the Council had the General Power of Competency, which the Deputy Town Clerk confirmed it did not. Members noted that, under the General Power of Competency, the Council was only permitted to award grants where this benefitted some or all of the residents of Woodley, and so it was commented that awarding grants to individuals may not be permitted. However, it was also commented that, by awarding an individual a grant, it could be argued that this would ultimately benefit the community. It was agreed the Deputy Town Clerk would review this matter.

Members discussed the matter of youth service provision, highlighting how disappointing it was that the Council had been unable to support the provision of youth services for some time, and the importance of doing so as soon as possible. Members noted the impact the pandemic had had on children and young people, and that mental health concerns were more prevalent now than ever.

Consensus was that, whilst the provision of grants seemed a sensible way forward for 2023/24, the Committee would still like to see the Council providing a more sustainable youth provision in Woodley, and that Leisure Services should be tasked with considering this matter further. It was commented that Leisure Services could set up a working group to achieve this, if they wished, and it might be helpful to involve the Community Youth Partnership as well as local organisations, such as JAC and ARC, in discussions. Members suggested Leisure Services should seek to resolve the matter in time for the November round of standing committee meetings, in order that the matter does not roll over into the next financial year.

RESOLVED:

- ◆ To note Report No. SR 12/23, including the report of the Youth Services Task & Finish Working Group meeting which took place on 17 April 2023.
- ◆ To place the £27k youth support fund and the £3k Community Youth Partnership grant fund budgeted in the 2023/24 budget into an earmarked reserve and made available on a grant award basis to organisations supporting young people in Woodley, as set out in the report.
- ◆ That the criteria for grant awards be considered by the Leisure Services Committee, with a recommendation made to the Strategy & Resources Committee for approval.
- ◆ To disband the Youth Service Task & Finish Working Group.
- ◆ That the Leisure Services Committee be tasked with revisiting, reviewing and establishing an appropriate SLA for the provision of Youth Services in Woodley by November 2023.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

8. **WOODLEY TOWN CENTRE PARTNERSHIP**

The Town Centre Manager presented the report of the meeting of the Woodley Town Centre Partnership, which took place on 19 April 2023, along with Report No. SR 13/23.

Following a query, the Town Centre Manager explained that the DISC initiative, presented at the WTCP meeting in April by PCSO Towse, was a system supported by the Police which enabled shopkeepers and traders in the Town Centre to share messages and pictures with each other, with the potential to share information on crimes such as shoplifting.

The Town Centre Manager noted that, at present, shopkeepers use a Whatsapp messaging group to achieve the same purpose, but it was felt the new DISC system was more appropriate as it was GDPR compliant and supported by the Police.

Members noted that there was a charge of £95 per month for the DISC system, covering any user involved, but that the system was only available to those who had signed up. Members were concerned that the system appeared to offer no additional benefits to the existing Whatsapp messaging group, noting the benefit of using Whatsapp in that it was free and anyone could join in. The Town Centre Manager advised that the benefit of DISC was that the Police supported the initiative and it was GDPR compliant, although there was not a good appetite from shopkeepers to get involved.

Members suggested it might be helpful for the Town Council to provide some educational training to those using the existing Whatsapp group, relating to data protection, and equality and diversity training, to ensure it was being used appropriately. It was also suggested that the WTCP might want to run an anti-shoplifting campaign.

This discussion led on to Report No. SR 13/23, regarding the partial funding of a new CCTV system within the Town Centre. The Town Centre Manager advised that £5k was being sought towards the cost of implementing three new CCTV cameras in the town centre, piggy backing on the existing Wokingham Borough Council car park CCTV system. Members noted that £5k funding had already been provided by Thames Valley Police, and the total cost of the system was just over £15k.

Members noted that there was a concern that existing shoplifting levels were high and, should this continue, and there be no attempt from the Council to try and help prevent or reduce the rate, then shop owners may decide to leave the town centre. It was commented that, should additional funding not be secured, the Council may be willing to provide the rest of the funding required as there was support for implementing CCTV in the town centre.

The Deputy Town Clerk advised Members that funding was being sought from the Capital Programme funds which, including a carry forward of just over £11k from 2022/23, stood at just over £56k for 2023/24.

Members commented that CCTV had previously been installed in the town centre but had been removed as it had been deemed ineffective. The Town Centre Manager advised that technology had improved since then, meaning CCTV images were clearer and more capable to be used for prosecutions.

Following a query, the Town Centre Manager confirmed that installation costs provided did include the provision of appropriate signage across the town. Members noted that the report did not provide details of any potential ongoing revenue costs, although the Town Centre Manager advised that the system would include 3 years warranty meaning revenue costs would not become applicable until after this period. Following a query, the Town Centre Manager also advised Members that he believed Wokingham Borough Council were also yet to consider revenue costs of the system, which was only implemented for car parks last year.

Members were concerned that due diligence had not taken place to ensure that the quote provided and system proposed was indeed the best option for the Council. It was commented that the quote appeared cheap and there was a concern that, were the system to be implemented and found not to be appropriate, further funding would be needed to replace it.

The Town Centre Manager advised that the quote was likely to be cheaper than alternatives because the proposal was to piggy back onto Wokingham Borough Council's existing car park CCTV system. Members felt that more information was needed, including details of any due diligence undertaken by Wokingham Borough Council when they implemented the system, and any subsequent review of the effectiveness of the system undertaken by the Borough Council.

Following a query, it was noted that a full GDPR review would be needed prior to the implementation of any CCTV system by the Council, particularly around the matter of data sharing.

With regards to the potential for the system to reduce anti-social behaviour, it was noted that Wokingham Borough Council have already set up a task force and employed staff to achieve this. It was suggested the Town Council Manager may wish to contact the Borough Council officer involved to see how the Council can work with them on this.

It was also suggested that, if the implementation of CCTV was being considered as a deterrent, the placing of signage without the installation of cameras, or with the installation of cheaper dummy cameras, may achieve the same effect.

Members requested that more information, including a full business case, be provided by the Town Centre Manager, and that the matter be deferred to the next meeting of the committee.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Partnership meeting held on 19 April 2023.
- ◆ To note Report No. SR 13/23.
- ◆ To defer the decision on allocating funds from the available Capital Programme funds to support the project to introduce three new CCTV cameras into Woodley Town Centre, until the next meeting of the committee in September.

9. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the updated Projects Schedule for 2022/23, advising Members that a schedule for 2023/24 was currently being prepared but not yet available due to capacity issues.

Members requested that the current potential project list be circulated to Members of the committee for their attention.

RESOLVED:

- ◆ To note the updated information contained in the Projects Schedule 2022/23.

10. **REDUCED ROOM HIRE FEES**

- 10.1 The Deputy Town Clerk presented Report No. SR 14/23 regarding the introduction of a scheme of delegation for the application of negotiated reduced room hire fees.

Members noted that the introduction of a scheme of delegation had been recommended by the Council's internal auditors as a way providing transparency, regarding the application of room hire discounts and how they are applied, and a clear process for officers to follow.

It was highlighted that the intention of the scheme was to permit officers to apply discounts to bookings of up to 20%, against a set of approved criteria as set out in the report, and that any discount above 20% which was deemed appropriate by officers would need to be brought to the Strategy & Resources Committee for approval.

Members noted that discounted rates had previously been applied at officers' discretion and had not been reported back to Members. The Deputy Town Clerk advised that it was proposed that officers would review pre-existing rates exceeding the 20% suggested in the scheme of delegation, with the intention of bring these down, in line with the scheme, over a period of time. Any pre-existing discounts which officers felt should remain above 20% would be brought to the committee for approval.

Members noted that the criteria listed should include a discount for block or long-term bookings. The Deputy Town Clerk agreed this should be included.

Members noted that the 20% discount figure had been proposed as this matched the existing discount applied to block bookings by Woodford Park Leisure Centre.

Following a concern raised about the potential for discounts to be incorrectly applied to friends or family members by officers, the Deputy Town Clerk confirmed that decisions will need to be documented and clear as to which criteria had been met for the discount to be applied.

Following a suggestion, there was consensus amongst Members that any proposed discounts above 20% should not have to wait for approval at a Strategy & Resources meeting but, instead, that written approval from two Members of the committee, not to include the Chairman and Vice-Chairman, would suffice. Members agreed that Councillors Anderson and Rowland would be appointed for this purpose. It was agreed this would be added to the scheme of delegation.

RESOLVED:

- ◆ To note Report No. 14/23.
- ◆ To approve the scheme of delegation, with the additions highlighted above, as set out in **Appendix D**.
- ◆ To approve for Officers to review pre-existing discounted rates in line with the proposal set out in the report.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

- 10.2 Members agreed to defer consideration of the process for requesting free hire of the Council's venues and rooms, and requested a full report on the matter be provided to the next meeting of the committee.

11. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk advised that the only update currently was that a new waste contract was now in place, and that there has been a push on increasing recycling levels at the Oakwood Centre and Woodford Park Leisure Centre. Members also noted that environmental aspects would also be reviewed for those projects being considered under the Capital Programme for funding. Members requested that a written action plan needed to be included in future.

The Chairman advised Members that the Climate Emergency Sub Committee was originally set up when the Climate Emergency was initially declared by the Council, and had worked well in helping to develop the climate emergency action plan. It was noted, however, that the sub committee had not met recently and it was felt that, as the action plan was now reported back to at every Strategy & Resources meeting, the matter had now migrated from the sub committee to this committee, meaning there was no need for the sub committee to continue.

RESOLVED:

- ◆ To disband the Climate Emergency Sub Committee.

Voting: For: 8 Against: 0 Abstentions: 1 No Vote Recorded: 0

12. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

13. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

14. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

15. **LAND AT SILVER FOX CRESCENT – WOODLEY LAWN TENNIS CLUB**

- 15.1 In view of the lateness of the hour, and following a concern from a Member that discussion on this matter should not be rushed, it was proposed by the Councillor Baker, seconded by Councillor Chadwick, and

RESOLVED:

- ◆ That as the business would not be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

Voting: For: 6 Against: 3 Abstentions: 0 No Vote Registered: 0

- 15.2 Members were happy with the proposal set out by the Council's solicitors, with no concerns or comments raised, and following a vote it was:

RESOLVED:

- ◆ To note Report No. SR 15/23.
- ◆ To instruct the Council's solicitors to proceed with option 2, as advised by them, and set out in the report.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

- 15.3 Members requested that, in light of the matter highlighted in Report No. SR 15/23, the Deputy Town Clerk any other parcels of land owned by the Council which may encounter that same issue.

Meeting closed at 9:58 pm

DRAFT

STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2023/24

Expenditure Description	Budget 2023/24	Actual Exp as at 31/05/2022	Actual Exp as at 31/05/2023	Actual Exp as % of Budget
Central Costs	297,847	46,570	52,753	17.71%
Democratic Costs	100,901	8,196	7,315	7.25%
Corporate Management	431,682	91,060	103,669	24.02%
Capital Projects	45,000	0	45,000	100.00%
Grants -Section 137	28,000	12,850	5,417	19.35%
Oakwood Centre	198,052	24,460	28,273	14.28%
Maintenance HQ	3,200	892	437	13.66%
Woodley Town Centre Ptshp	85,048	10,403	9,453	11.11%
Capital and Projects	180,977	6,677	6,677	3.69%
Total	1,370,707	201,108	258,994	18.89%

Month 2
16.67%

STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2023/24

Income Description	Budget 2023/24	Actual Inc as at 31/05/2022	Actual Inc as at 31/05/2023	Actual Inc as % of Budget
Central Costs	4,715	628	1,020	21.63%
Democratic Costs	0	0	0	0.00%
Corporate Management	0	0	0	0.00%
Capital Projects	0	0	0	0.00%
Grants -Section 137	0	0	0	0.00%
Oakwood Centre	124,567	15,557	21,665	17.39%
Maintenance HQ	0	0	0	0.00%
Woodley Town Centre Ptshp	85,048	9,919	16,029	18.85%
Capital and Projects	0	0	0	0.00%
CCLA Investment	80,000	0	10,085	12.61%
Total	294,330	26,104	48,799	16.58%

Month 2
16.67%

Net 1,076,377 175,004 210,195 19.53%

Woodley Town Council**Current Account****List of Payments made between 01/04/2023 and 30/04/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Apr-23	(Personal Information)	440.00	Market Mgr - WTCP
20-Apr-23	(Personal Information)	281.64	Market Mgr - WTCP 22/23 bonus
21-Apr-23	4 Minutes Training Ltd	750.00	First Aid training at work
12-Apr-23	AGA Print Ltd	121.18	Posters/Vinyl banners
12-Apr-23	Alan Hadley Ltd	900.00	Refuse collection
12-Apr-23	April Skies Accounting Ltd	299.30	3rd Internal Audit 22/23
06-Apr-23	Be Fuelcards Ltd	6.61	Admin charge-Fuelcards
20-Apr-23	Bowak Ltd	492.50	Cleaning supplies
12-Apr-23	Brake Bros Foodservice Ltd	627.97	Vending supplies
20-Apr-23	Brown Bag Cafe Ltd	485.70	Catering Service
21-Apr-23	Broxap Ltd	1618.80	Cast iron Rippon seats
12-Apr-23	Castle Water	2829.69	Water Rates
12-Apr-23	CDK Casting Ltd	101.40	Bronze Plaque
03-Apr-23	CF Corporate Finance Ltd	166.32	Qtrly Photocopier lease
21-Apr-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
12-Apr-23	Circus Scene	995.00	Circus Acts-Coronation
03-Apr-23	Club Manager Ltd	94.80	Monthly software charge
12-Apr-23	CoolerAid Ltd	98.40	Cooler maintenace
21-Apr-23	CoolerAid Ltd	24.67	Bottled water
12-Apr-23	DANFO UK Ltd	522.00	Repair town centre toilet
12-Apr-23	DCK Accounting Solutions Ltd	216.00	Pre Yearend health check
21-Apr-23	DCK Accounting Solutions Ltd	536.16	Yearend closedown 22/23
12-Apr-23	Dejac Associates Ltd	1938.00	Annual cloud back-up/Desktop/Software
17-Apr-23	Devonshire Trading Ltd	1100.81	Gym monthly equip hire
13-Apr-23	Ecotricity	274.06	Gas supply-Chapel Hall
14-Apr-23	Ecotricity	1260.92	Gas supply-OC
19-Apr-23	Ecotricity	1297.10	Gas supply-Chapel Hall
12-Apr-23	EDF Energy 1 Ltd	27.17	Electric supply-Clock
12-Apr-23	Encore Technologies Ltd	805.00	
14-Apr-23	Epos Now Ltd D/D	30.00	Monthly till support fee
12-Apr-23	Eventu	50.00	Monthly projector hire
12-Apr-23	Fenland Leisure Products Ltd	308.00	Net hooks
12-Apr-23	Global 4 Communications	1051.38	Phone/Mobiles
12-Apr-23	Hampshire Flag	1819.95	Flag pole/flags
21-Apr-23	HMRC Cumbernauld	17556.15	PAYE&NI Deducted from pay
20-Apr-23	J P Lennard Ltd	139.56	Badminton match nets
12-Apr-23	Keep Britian Tidy	442.80	Green Flag Award application 23/24
27-Apr-23	Les Mills Fitness UK Ltd	407.38	Gym bodybalance-Mar 23
04-Apr-23	Lloyds Bank D/D	41.25	Current a/c charges
18-Apr-23	Lloyds Bank D/D	277.06	Monthly cardnet serv fee
06-Apr-23	Mailcoms Ltd D/D	83.94	Postage software & Update
12-Apr-23	Mammoth Site Storage & Toilt Hire Ltd	306.00	Toilet hire-Coronation
12-Apr-23	McFarlane Telfer Ltd	711.29	Call out/repair OC doors
17-Apr-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee
17-Apr-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee
24-Apr-23	Pitney Bowes Ltd	150.00	Postage top up-Apr 23
13-Apr-23	Poztive Energy Ltd	1944.17	Electric supply-OC
13-Apr-23	Poztive Energy Ltd	87.25	Electric supply-Coro Hall
13-Apr-23	Poztive Energy Ltd	41.87	Electric supply-Chapel Hall
21-Apr-23	Prudential	307.24	AVC deducted from pay
03-Apr-23	Public Works Loan Board	6676.72	PW507873 Capital/Interest
20-Apr-23	Round & About Publications Ltd	312.00	Publication-Twyford/Woodley
20-Apr-23	Select Environmental Services Ltd	391.20	Refuse collection
12-Apr-23	SGW Payroll Ltd	159.86	Monthly payroll service
12-Apr-23	Technical Surfaces Ltd	798.00	3G Matchfit service
12-Apr-23	Thames and Chiltern in Bloom	100.00	Entry fee-Britian in Bloom

12-Apr-23	Thames Valley Water Services Ltd	204.00	Monthly water/temp checks
21-Apr-23	The Berkshire Pension Fund	21891.00	Employee & 'er deducted from pay
20-Apr-23	Trade UK - Screwfix	86.23	Building supplies
20-Apr-23	Tudor Environmental	375.48	Gardening supplies
21-Apr-23	Unison Collection Ac	22.50	Union fee deducted from pay
12-Apr-23	Universal Services	126.00	Trampoline service
21-Apr-23	Veolia ES - UK Ltd	471.62	Refuse collection
12-Apr-23	Vesey UK Limited	117.11	WPLC sports equipment
20-Apr-23	VideoCentric Ltd	826.80	Annual maintenance link fee
03-Apr-23	Wokingham BC - Rates	2635.00	Rates-WPLC
03-Apr-23	Wokingham BC - Rates	386.84	Rates-Coro Hall
03-Apr-23	Wokingham BC - Rates	172.04	Rates-Chapel Hall
03-Apr-23	Wokingham BC - Rates	1032.30	Rates-OC
12-Apr-23	Woodley Newsagent Ltd	91.50	Weekly newspapers

Total Payments

82695.95

CLERKS IMPREST A/C

List of Payments made between 01/04/2023 and 30/04/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
11-Apr-23	(Personal Information)	15.00	Refund Deposit
06-Apr-23	(Personal Information)	360.00	Profess fee-Counselling
14-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
21-Apr-23	(Personal Information)	14.00	Refund WPLC course
24-Apr-23	(Personal Information)	75.00	Refund Deposit
11-Apr-23	(Personal Information)	200.00	Refund Deposit
04-Apr-23	(Personal Information)	200.00	Refund Deposit
11-Apr-23	Amazon Mkt Place	9.90	Glow in the dark signs
27-Apr-23	Amazon Mkt Place	89.88	Seedling plant pots
27-Apr-23	Amazon Mkt Place	71.77	12oz Ripple 3-ply cups
27-Apr-23	Amazon Mkt place	54.24	Microfibre cleaning cloths
12-Apr-23	Create Your World	704.00	Plastic vinyl wrap film
04-Apr-23	Davies Blunden & Evans	1200.00	Profess fee-Wdly Lawn Tennis
26-Apr-23	Lloyds Bank	54543.01	Net payroll-April 2023
14-Apr-23	Lloyds Bank D/D	13.60	Imprest a/c charges
19-Apr-23	Microsoft Office	59.99	WTCP-Microsoft office 365
17-Apr-23	Nationwide Platforms	-79.98	Refund credit - hire charge
28-Apr-23	Sir Whipply Ltd	450.00	Ice Cream Van hire-Coronation
13-Apr-23	SP Yehlex.co.uk	722.50	Yehlex grade shuttlecocks
21-Apr-23	Staples-online.co.uk	28.97	Tea Bags + delivery
21-Apr-23	Wokingham.gov	21.00	Licensing Act - fee
12-Apr-23	Wonderwall Commercial	645.00	Wonderwall 2.3m2 kit-Green
24-Apr-23	Zoom.us	838.90	Annual software fee-Zoom

Total Payments

60686.78

APPENDIX C

Woodley Town Council

Current Account

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
11-May-23	(Personal Information)	550.00	Market Mgr - WTCP
25-May-23	(Personal Information)	212.79	Set up costs-Pest Control
04-May-23	AGA Print Ltd	464.61	Signage boards
18-May-23	AGA Print Ltd	57.36	Signage boards
18-May-23	AJGIBL GBP Client NST Account	2,401.79	Revised insurance update
25-May-23	ARC	5,000.00	Grant - May 2023
09-May-23	Be Fuelcards Ltd	101.02	Unleaded fuel
22-May-23	BNP Paribas Leasing Solutions	367.20	Qtrly photocopier lease rental
18-May-23	Bowak Ltd	596.13	Cleaning supplies
04-May-23	Brake Bros Foodservice Ltd	670.70	Vending supplies
18-May-23	Brake Bros Foodservice Ltd	345.20	Vending supplies
25-May-23	Brake Bros Foodservice Ltd	339.67	Vending supplies
25-May-23	Brewers Decorator Centres	1,193.99	Decorating supplies
25-May-23	Brown Bag Cafe Ltd	739.62	Catering service
04-May-23	Business Stream	49.69	Water rates
04-May-23	Castle Water	3,306.26	Water rates
18-May-23	CDK Casting Ltd	117.00	Bronze Plaque
25-May-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
11-May-23	Circus Scene	1,200.00	Childrens Fun day-WTCP
02-May-23	Club Manager Ltd	94.80	Gym software monthly fee
04-May-23	Commercial Leisure Supplies	87.43	Pool Chlorine tablets
18-May-23	Dejac Associates Ltd	5,904.00	Annual maintenance support
25-May-23	Dejac Associates Ltd	880.80	Computer/Firewall router
15-May-23	Devonshire Trading Ltd	1,100.81	Monthly Gym equip hire
03-May-23	Ecotricity	3,240.35	Gas supply-Feb 23 OC
03-May-23	Ecotricity	703.73	Gas supply Mar 23 Coro H
03-May-23	Ecotricity	1,136.33	Elec supply Mar 23 Depot
03-May-23	Ecotricity	881.98	Gas supply-Mar 23 Chap H
12-May-23	Epos Now Ltd D/D	30.00	Monthly till support-WPLC
25-May-23	Eventu	50.00	Monthly projector hire
25-May-23	First Days Children's Charity	2,550.00	Grant - May 2023
11-May-23	Global 4 Communications	1,051.42	Phone/Mobile April 23
04-May-23	Henry Street Garden Centre	230.39	Garden supplies
11-May-23	Henry Street Garden Centre	44.68	Garden supplies
19-May-23	HMRC Cumbernauld	16,427.43	PAYE&NI Deducted from pay
11-May-23	Imperative Training Ltd	150.00	Defib child pads
18-May-23	JMVA Ltd	150.00	WTCP Web hosting charge
25-May-23	Keep Mobile	1,050.00	Grant - May 2023
11-May-23	Lantec Security Ltd	1,008.00	Annual maintenance fee
11-May-23	LAX Events Ltd	1,300.00	PA & Stage elec - Coronation
30-May-23	Les Mills Fitness UK Ltd	213.88	Bodybalance-Coaching
25-May-23	Link Visiting Scheme	750.00	Grant - May 2023
18-May-23	Lister Wilder Ltd	355.25	Garden supplies
02-May-23	Lloyds Bank D/D	37.76	Current a/c-Charge Apr23
16-May-23	Lloyds Bank D/D	425.19	Monthly cardnet service
30-May-23	Lloyds Bank D/D	48.01	Current a/c-Charge May23
04-May-23	LSW Secure Ltd	438.60	Allot keys cut
25-May-23	Lyreco UK Ltd	317.94	Stationery supplies
11-May-23	M K Cleaning	94.80	Laundry - table cloths
15-May-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
15-May-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
11-May-23	Mr D R Baldwin	25.00	WTCP - Advert
25-May-23	PBT Electrical & Maintenance Ltd	4,788.00	Carry out-Electrical service

04-May-23	PHS Group	440.48	Qtrly dust mat charge
25-May-23	Playsafety Ltd	640.80	Annual Inspection-WP Pool
03-May-23	Poztive Energy Ltd	804.05	Electric supply-WPLC
19-May-23	Poztive Energy Ltd	69.18	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	657.30	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	81.55	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	1,446.98	Electric supply
19-May-23	Prudential	307.24	AVC deducted from pay
25-May-23	Readibus	8,662.50	Grant - May 2023
04-May-23	Reading Community Energy Soc Ltd	493.68	Solar Electric supply
04-May-23	Rialtas Business Solutions Ltd	167.74	Annual Planning support
11-May-23	Rialtas Business Solutions Ltd	524.26	Upgrade software/Annual MTD support
25-May-23	Roadware Ltd	484.68	120 ltr playground litter bin
25-May-23	Royal Mail Group Ltd	896.26	Hearld delivery-residents
25-May-23	Select Environmental Services Ltd	422.69	Refuse collection
04-May-23	SGW Payroll Ltd	196.58	Payroll Yearend service 22/23
24-May-23	SGW Payroll Ltd	161.90	Monthly payroll service-Apr23
11-May-23	Shred-it Ltd	201.60	14x bags shredded
11-May-23	SSE Southern Electric	597.72	Unmetered electric supply
18-May-23	St John Ambulance	210.00	First Aid training
02-May-23	SWALEC	179.49	Electric supply
30-May-23	SWALEC	150.14	Electric supply-Toilet
18-May-23	Thames Valley Water Services Ltd	228.00	Monthly water/temp checks
19-May-23	The Berkshire Pension Fund	21,085.06	Employee & 'er deducted from pay
25-May-23	The Wokingham Volunteer Centre	500.00	Grant - May 2023
04-May-23	Thorngate Upholstery & Curtains	3,012.00	Replace OC curtains
18-May-23	Trade UK - Screwfix	2,674.30	Building supplies
18-May-23	Tudor Environmental	2,241.40	Garden supplies
19-May-23	Unison Collection Ac	22.50	Union fee deducted from pay
04-May-23	Universal Services	1,438.68	Trampoline service/supply&fit guards
25-May-23	Veolia ES - UK Ltd	546.66	Refuse collection
02-May-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
02-May-23	Wokingham BC - Rates	382.00	Rates-Coro Hall
02-May-23	Wokingham BC - Rates	173.00	Rates-Chapel Hall
02-May-23	Wokingham BC - Rates	1,033.00	Rates-OC
25-May-23	Wokingham-Citizens Advice	3,500.00	Grant - May 2023
Total Payment		122,303.29	

CLERKS IMPREST A/C

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-May-23	(Personal Information)	195.00	Entertainment - Coronation Event
02-May-23	(Personal Information)	75.00	Refund Deposit
05-May-23	(Personal Information)	250.00	Grant - May 2023
05-May-23	(Personal Information)	75.00	Refund Deposit
22-May-23	(Personal Information)	50.00	Refund Deposit
22-May-23	(Personal Information)	100.00	Refund Deposit
30-May-23	(Personal Information)	75.00	Refund Deposit
30-May-23	(Personal Information)	75.00	Refund Deposit
31-May-23	(Personal Information)	103.50	Refund WPLC Party
05-May-23	1st Woodley Boys	250.00	Grant - May 2023
24-May-23	Adobe Acropro	198.96	Adobe Acropro Subscription
03-May-23	Amazoc Mkt Place	61.53	Coronation bunting
09-May-23	Amazon Mkt Place	77.95	A1 snap frame holders
12-May-23	Amazon Mkt Place	19.98	Marking Flags-Bowls
05-May-23	Community Hopeline	250.00	Grant - May 2023
16-May-23	DVLA Vehicle Tax	320.00	MW65 EHN - Vehicle tax
24-May-23	Lloyds Bank	51,414.83	Net May 2023 payroll
12-May-23	Lloyds Bank D/D	14.47	Imprest a/c-Charge Apr23
18-May-23	PETTY CASH A/C	221.92	Topup petty cash
05-May-23	Sport in Mind	15.00	Refund Deposit
05-May-23	Wdly Fest of Music	250.00	Grant - May 2023
05-May-23	Woodley Bowling	250.00	Grant - May 2023
Total Payments		54,343.14	

SCHEME OF DELEGATION**Purpose**

To provide officers with the authority to negotiate discounted rates for the hire of facilities in order to maximise financial returns and community benefit, taking into account the following discount criteria, as appropriate;

1. Overall demand for the facility at the time; e.g. underutilised rooms / time slots
2. Cost of service provision; e.g. setting up / staffing
3. Other income elements; e.g. café use, catering
4. Wider benefits to the community
5. Wider promotion of the facility; e.g. introductory or promotional rates
6. Block / Long-term bookings

Hireable Facilities covered under this scheme

Oakwood Centre
Community Halls
Woodford Park Leisure Centre
Memorial Ground

Negotiated Rates

Discounts may be negotiated up to a maximum of 20% discount from the applicable approved charge band. The basis on which a discounted rate has been calculated and the rationale for this shall be documented, and where a discounted rate continues into a new financial year it shall be adjusted in line with the agreed percentage adjustment for the applicable charge upon which it was based.

Where a discounted rate exceeding 20% is considered appropriate by Officers, written approval will be sought from two Members of the Strategy & Resources Committee (not to include the Chairman or Vice-Chairman of the committee). Currently, those appointed to consider approval are Councillors Juliet Anderson and Beth Rowland (appointed at SR Committee – 13 June 2023).

Authorised Officers

The Town Clerk, Deputy Town Clerk, Bookings Manager and Leisure Services Manager shall have authorisation to approve discounted bookings. This includes one off adjustments or arrangements in respect of individual bookings, where appropriate, and approval of promotional rates for specific rooms, facilities or leisure activities; e.g. introductory gym membership. This shall also include one off discretionary discounts or other arrangements where a client has been significantly impacted by a problem with the hire; e.g. discount due to a double booking or shortfall in service.

Reporting

A list of hirers receiving discounted rates shall be reported to the appropriate committee overseeing the facility.

Review

Discounted rates shall be reviewed by officers either annually or should the booking no longer match the discount criteria listed above.

Requests for Free Use

Requests for Free Use are not covered under this scheme.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 20 June 2023 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); J. Cheng; L. Guttridge; R. Horskins; V. Lewis; J. Sartorel; P. Singh; J. Taylor;*

Officers present: *K. Murray, Deputy Town Clerk; M. Filmore, Committee;*

Also present: *Councillor D. Bragg (Virtual Attendance)
1 member of the public*

18. **APOLOGIES**

Apologies for absence were received from Councillor Jewell. Councillor Bragg advised he would be attending the meeting virtually.

19. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

20. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 23 MAY 2023**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 23 May 2023 be approved and be signed by the Chairman as a true and accurate record.

21. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

22. **PLANNING DECISIONS**

RESOLVED:

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

23. **TREE PRESERVATION ORDERS**

Applications for works to trees

RESOLVED:

- ◆ To note the following applications for tree works:

Application: 231342
Location: TPO 003/1951 W3: 26 Quentin Road, Woodley, Wokingham, RG5 3NE.
Proposal: T1, Bay - Fell.

Application: 231399
Location: TPO 25/1971, AREA 1: 107 Western Avenue, Woodley, Wokingham, RG5 3BL.
Proposal: T1, Cherry – Fell to leave stump.

24. **VARIATION OF PREMISES LICENCE: GOOD COMPANIONS PH**

Members considered the application for a variation of premises licence for Good Companions, received from Wokingham Borough Council, and had no concerns.

RESOLVED:

- ◆ To note the variation of premises licence application received for Good Companions, 149 Loddon Bridge Road, as provided in the agenda.
- ◆ To submit no objections to Wokingham Borough Council in relation to the application.

25. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. SR 9/23.

26. **CYCLING IN WOODLEY SUB COMMITTEE**

Councillor Horskins advised Members that he had previously been Chairman of the Cycling in Woodley Sub Committee. Members noted that, at the last meeting of the sub committee, Councillor Horskins had asked Members to consider and report back to him on an particular item each but that no one had reported back to him. He highlighted that the last two meetings of the committee had been cancelled due to lack of items to consider and unavailability of officers.

Councillor Horskins proposed that the sub committee be disbanded, and that the matter of cycling be brought directly back under the Planning and Community Committee, to be considered in a regular, quarterly agenda item, which more generally covers any transportation matters in the area.

Members noted the existing terms of reference for the sub committee, which the Committee Officer read out. It was noted that the terms of reference included the creation of a cycling strategy but that, since the formation of the sub committee in 2020, this had not been achieved. Members discussed whether a specific cycling strategy was needed in the area and consensus was that it was not.

Councillor Horskins proposed, seconded by Councillor Taylor, and following a vote it was:

RESOLVED:

- ◆ To disband the Cycling in Woodley Sub Committee, and to add a regular, quarterly agenda item covering transportation matters more generally.

Voting: For: 7 Against: 0 Abstain: 1 No Vote: 0

27. **WOKINGHAM BOROUGH COUNCIL CAR PARK CHARGE INCREASE**

Members discussed the matter of Wokingham Borough Council car park charge increases. It was noted that the increase, due to come into force in Woodley from 22 June 2023, had now been delayed until 3 July following technical issues.

Members considered a report, written by Councillor Kennedy, which highlighted concerns that Wokingham Borough Council intends to use surplus funds raised via this increase to reduce the tax burden. Councillor Kennedy indicated in the report that he felt this would not be a permitted use of surplus funds in line with the Road Traffic Regulation Act 1984. Members also noted a reponse from the Assistant Director of Highways at Wokingham Borough Council which confirmed that Wokingham Borough Council and its highways service were following section 55 of the Act, and advised that the proposed charges were being introduced to support deficits in the parking service.

Members acknowledged gratitude to Councillor Kennedy for the time taken to prepare his report, however they were not keen to follow his proposed approach of putting Wokingham Borough Council on formal notice that, should the charges be implemented, the Town Council would immediately seek a judicial review of the decision and request an interim injunction. It was noted that a judicial review was likely to be an expensive process.

Members felt further questions needed to be asked of Wokingham Borough Council for clarity on this matter; namely that the Borough Council confirm exactly what they are permitted to use surplus funds, raised via parking charges, for under the Act, and also to provide additional details as to what the exact deficits in the parking service are.

RESOLVED:

- ◆ To write to Wokingham Borough Council to seek confirmation of what they are permitted to spend surplus funds raised by car park charges on, in line with section 55 of the Road Traffic Regulation Act 1984, and to confirm and provide details of the specific deficit which the Borough Council intends to cover by increasing parking charges.

28. **COMMUNITY SPEEDWATCH**

Councillor Bragg advised Members that he had no update to provide on the Council's Community Speedwatch group activities.

29. **COMMUNITY ISSUES**

There were no community issues raised by Members.

30. **HIGHWAYS ISSUES**

There were no highways issues raised by Members.

31. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Me2 Club Newsletter – May 2023
 - Connecting Communities in Berkshire – June 2023

32. **FUTURE AGENDA ITEMS**

To include a regular, quarterly general transportation matters item on the agenda, starting in September 2023.

33. **PUBLICITY/WEBSITE**

No publicity and website items were raised by Members.

34. **ENFORCEMENT ISSUES**

RESOLVED:

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

The meeting closed at 8:45 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 20 June 2023

Application No. & Address	Proposal
231039 18 Selcourt Close, Woodley, RG5 3AS	Householder application for the proposed conversion of the garage to habitable accommodation with an associated change to fenestration. (Part retrospective)
Observations: No objections.	
231044 52 Norton Road, Woodley, RG5 4AJ	Householder application for the proposed erection of a single storey front extension.
Observations: No objections.	
231135 Bridges Resource Centre, 109 Colemansmoor Road, RG5 4DA	Full application for the proposed installation of an external, two-storey fire escape staircase to the side elevation of the existing property, associated works and replacement timber fencing and side gate.
Observations: No objections.	
231153 67 Vauxhall Drive, Woodley, RG5 4EB	Householder application for the proposed erection of a single storey rear extension, and changes to fenestration.
Observations: No objections.	
231154 49 Quentin Road, Woodley, RG5 3NE	Householder application for the proposed erection of a part two storey part first floor side extension, and single storey rear extension.
Observations: No objections.	
231195 83 Woodlands Avenue, Woodley, RG5 3HG	Householder application for the proposed erection of a single storey rear extension plus changes to fenestration.
Observations: No objections.	
231214 38 Selsdon Avenue, Woodley, RG5 4PG	Householder application for the proposed erection of single storey front extension, two storey side extension, single storey rear extension plus changes to fenestration.
Observations: The Planning & Community Committee have considered this application and had no objections, assuming there will be a gap of 1m between the proposed extension and the property at no. 40, which the committee felt was not clearly evident in the block plan.	
231239 8 Eynsham Close, Woodley, RG5 4LF	Householder application for the proposed single storey rear extension.
Observations: No objections.	

231245 8 Eynsham Close, Woodley, RG5 4LF	Householder application for the proposed conversion of the garage to habitable accommodation with an associated change to fenestration.
Observations: No objections.	
231263 2 Shackleton Way, Woodley, RG5 4UT	Householder application for the proposed erection of a single storey front and part single part two storey side extension plus a single storey side extension, following demolition of the existing front canopy roof, bay window, garage and side extension.
Observations: No objections.	
231267 31 Knowle Road, Woodley, RG5 3QE	Householder application for proposed erection of a single storey rear/side extension and dropped kerb following demolition of existing storage room.
Observations: No objections.	
231277 9 Redwood Avenue, Woodley, RG5 4DS	Householder application for the proposed erection of a single storey front extension and addition of a pitched roof over the existing front porch, plus changes to fenestration.
Observations: No objections.	
231292 41 South Lake Crescent, Woodley, RG5 3QJ	Householder application for the proposed erection of a single storey front extension to form a porch and a part single part two storey side and rear extension following demolition of the existing single storey side extension, plus modification of the rear roof form and changes to fenestration.
Observations: No objections.	
231340 9 Dunbar Drive, Woodley, RG5 4HA	Householder application for the proposed conversion of the garage to habitable accommodation plus changes to fenestration.
Observations: No objections.	
231359 148 Reading Road, Woodley, RG5 3AA	Householder application for the proposed conversion of the loft, including a hip to gable extension, rear facing dormer and front facing Velux roof light, re-roofing of existing rear extension and changes to fenestration.
Observations: No objections.	
231397 12 Vauxhall Drive, Woodley, RG5 4DU	Householder application for the proposed erection of first floor side and rear extensions with 1 no. Juliet balcony, plus changes to fenestration.
Observations: No objections.	

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Woodley Town Council

THE GENERAL POWER OF COMPETENCE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider making a resolution that the Council meets the criteria for eligibility to use the General Power of Competence.

The General Power of Competence

The General Power of Competence is a power available to local Councils which meet specific eligibility criteria. The power is set out in the Localism Act 2011 (sections 1-8) and is intended to provide councils with an overarching power to carry out the activities and services it wishes to. The scope of activities enabled under the power is much wider than the those permitted under other existing powers available to the Council, but does not require the Council to work in a different way. The principle is that it provides the Council with 'the power to do anything that individuals can generally do', where it is not prohibited by other legislation. It is therefore considered a power of first resort and is likely to cover most of the activities the Town Council is likely to undertake.

Benefits of Eligibility

As the power of first resort this provides the Council with confidence that it is acting within the law when considering activities and service delivery.

More specifically, a question was raised at the Strategy and Resources Committee on 13 June 2023 regarding the power that it uses to provide grants to individuals. Section 137 of the Local Government Act permits the Council to incur expenditure, for which there is no other legal basis, where it benefits all or some of the inhabitants of the area; ie not individuals. Without the General Power of Competence, the Council would need to be able to demonstrate how grants awarded to individuals provides a benefit to the wider community.

NALC (National Association of Local Councils) advice on the use of the General Power of Competence is that Councils should not seek out opportunities to use it, but consider whether current or planned activities are permitted under the power.

Affirming Eligibility

Specific eligibility criteria are set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (*Article 2*).

The Council must have;

- **at least two thirds of its serving Councillors appointed via ordinary election or subsequent by-election.**
- **a suitably qualified Clerk.** (Qualifications include, but are not limited to, CiLCA (Certificate in Local Council Administration - inc LO7). Other, specific higher education qualifications awarded by the University of Gloucestershire, or its predecessor will also meet the criteria)

Eligibility must be by resolution at a meeting of Full Council and reaffirmed, by resolution, at every 'relevant' annual meeting of the Council. ('Relevant' in this context means the annual meeting that takes place in the year of ordinary elections).

Resolutions must be clear in the minutes. If the Council loses its eligibility this must be recorded at the next 'relevant' annual meeting (after the ordinary election).

The Council does currently meet the eligibility criteria as the Acting Town Clerk holds the required sector specific qualification (CiLCA), and the Council has more than two thirds of Councillors appointed via ordinary election.

Advice from HALC (Hampshire Association of Local Councils) has confirmed that the post of Acting Town Clerk is appropriately considered as 'the clerk' for the purpose of establishing eligibility. Recruitment to the Town Clerk post will begin shortly and it will be recommended that the person specification for the position includes a requirement for the successful candidate to hold the required sector specific qualification, or obtain the qualification within the first 12 months following appointment. This is an increasingly standard requirement in the sector and means that eligibility for the use of the General Power of Competence can be maintained.

Proposal

It is proposed that the Council resolves that it meets the criteria for eligibility to use the General Power of Competence.

Impacts

Resource Impacts
None
Equality Impacts
None
Environmental Impacts
None

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider making a resolution that the Council meets the criteria for eligibility to use the General Power of Competence.**

ANNUAL TOWN MEETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
0.1	23/05/23		Draft Version – pulled from previous Town Electors Working Group ToR

1. **TYPE OF COMMITTEE** => Sub Committee
2. **PARENT COMMITTEE** => Full Council
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
4. **SIZE** => 4 Councillors
5. **DUTIES AND POWERS**

5.1 OVERALL PURPOSE

The committee's role is to review the arrangements that were in place for holding previous Annual Town (previously Town Electors') meetings and to consider any new arrangements which might be appropriate to attract more residents to attend future meetings.

5.2 Meetings

The meetings of the committee shall take place each year in the run up to the Annual Town Meeting.

5.3 Terms of operation

- a. To consider the preferred date/s for future Annual Town meetings – the meeting must be held annually between 1 March and 1 June – and to make recommendations to Full Council as to the date/s on which meetings should be held.
- b. To review how the Annual Town meeting has operated in recent years.
- c. To consider ideas, arrangements and alternative structures to attract more residents to attend future Annual Town meetings.
- d. To consider how, for future Annual Town meetings, residents could be involved in suggesting and / or identifying items of interest relating to the town which could be discussed at the meetings.
- e. To make recommendations to Full Council on proposals for the 2024 Annual Town meeting and future Town Electors meetings.

MAYORAL ENGAGEMENTS – 17th May to 27th June 2023

Town Mayor’s Engagements

May	27 th	Keep Mobile AGM
June	23 rd	Woodley Schools Cluster – Year 4 Coding Challenge

Deputy Town Mayor’s Engagements

June	8 th	Woodley Schools Cluster – Year 1 Tray Garden Challenge
	10 th	Woodley Carnival - Opening
	22 nd	Promise Inclusion AGM

Full Meeting of the Council

27 June 2023

Agenda Item 6

Financial Statements And Annual Governance and Accountability Return (AGAR) 2022/23 Appendix

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Financial Statements for the year ended 31 March 2023	pages 1 – 11
Annual Governance and Accountability Return (AGAR) 2022/24	pages 12 – 17
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• Annual Governance Statement	pages 18 – 19
• Final Internal Auditor Review	pages 20 – 38
AGAR Section 2	
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Woodley Town Council
Financial statements for the year ended 31 March 2023

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Councillors

The following were serving Members of the Town Council as at 27 June 2023:

Kester Charles Bey	Robert Horskins	Janet Sartorel	Mary Holmes
Yvonne Edwards	Darren Smith	Bill Soane	Kay Gilder
Mike Kennedy	Anne Chadwick	Linda Guttridge	Carol Jewell
June Taylor	Majid Nagra	Parvinder Singh	Beth Rowland
Juliet Anderson	Alison Swaddle	Jenny Cheng	Michael Firmager
David Bragg	Greg Bellow	Danny Errawalla	Vin Lewis
Keith Baker			

Councillor Janet Sartorel was appointed Town Mayor and Councillor Juliet Anderson was appointed Deputy Town Mayor on 16 May 2023.

Town Clerk and Responsible Financial Officer

Kevin Murray (Acting Town Clerk)

External auditors

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

Contacting the Council

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

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

Woodley Town Council

Financial statements for the year ended 31 March 2023

Explanatory foreword

Accounting and audit

Following legislative changes that became effective from 31 March 2011, the Council is no longer subject to a full external audit as its income and expenditure is below £6.5 million. Instead, the Council now falls within the limited assurance audit regime.

The Council's statutory accounts are now included in the Annual Governance and Accountability Return (AGAR) for external audit purposes and comprise a brief summary of income and expenditure, reserves and bank balances and long-term assets and liabilities. The amounts in the statutory accounts represent a summary of the related information presented in more detail within these unaudited financial statements. The AGAR and these financial statements were approved at a Council meeting on 27 June 2023.

The annual return will, in due course, include the external auditor's opinion and will be advertised when received and available for inspection.

Financial responsibilities

The Council is required to (a) make arrangements for the proper administration of its financial affairs; (b) appoint a Responsible Financial Officer (RFO) to have responsibility for the Council's financial affairs; and (c) manage its affairs to ensure economic, efficient and effective use of resources, and to safeguard its assets.

The RFO is responsible for ensuring that the financial statements are (a) prepared in accordance with the Code of Practice on Local Authority Accounting, so far as applicable to the Council; and (b) present fairly the financial position of the Council as at 31 March 2023 and its income and expenditure for the year then ended. The RFO has selected suitable accounting policies and ensured that they were applied consistently; made judgements and estimates that were reasonable and prudent; and complied with the Code.

The RFO has also ensured that proper accounting records were maintained throughout the year, and that reasonable procedures were in place for the prevention of fraud and other irregularities.

Commentary on the financial outturn for the year

This year the Council had originally budgeted to fund its activities using £135,849 of reserves to support revenue budget funding, following the impact of the Coronavirus pandemic. However, the Council started the 2022/23 year with reserves of £733,294 and at the end of the 2022/23 financial year the Council was able to make a contribution of £124,494 to the General Reserve, with activities and bookings being higher than anticipated following the introduction of mass vaccinations against Coronavirus. The year end reserve funds stood at £857,788 as at 31 March 2023.

The Council holds earmarked reserves which include a special projects reserve which is used to fund start up project costs and a building and facilities reserve to be used to update and repair our buildings. The earmarked reserves also have separate funds for specific projects, for example, for our play areas and the eventual replacement of the 3G pitch carpet. The election reserve is added to annually to cover the costs of any by-elections and the full Town Council elections, which next take place in May 2023. Other funds are held to cover expenses for which grant funding or other income for a specific purpose has been identified, e.g. youth projects, sports grant funding.

In addition, the Council has repairs and renewals, building and facilities and capital programme funds to which amounts are added and spent from each year on equipment, vehicles, fittings and furniture and on the refurbishment of Council property. In 2022/23 the Council received Community

Woodley Town Council
Financial statements for the year ended 31 March 2023

Infrastructure Levy income of £25,649, making a total CIL balance of £86,435, of which £77,500 has been allocated to the following projects

- Electrical works at Woodford Park Leisure Centre
- New irrigation system at the Bowls Club.

At the end of the year the Council's general reserves totalled £857,788. Expenditure in the year totalled £2,171,412 with income of £988,667 received.

Signed on behalf of the Council

.....
Kevin Murray, Acting Town Clerk and Responsible Financial Officer
27 June 2023

Woodley Town Council
Financial statements for the year ended 31 March 2023

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

	<i>Net</i>	<i>Net</i>	<i>Savings (-)/</i>	
	<i>2023</i>	<i>2022</i>	<i>extra costs</i>	<i>Explanation/information</i>
	<i>£</i>	<i>£</i>	<i>£</i>	
Woodford Park LC & 3G Pitch	50,296	-56,021	106,317	Higher Gym and 3G pitch income. Higher staff cost and Vending costs, Roof and Electric Works completed.
Outdoor sports and recreation	142,563	111,527	31,036	Higher Depot tree costs, fire compliance and Bowls irrigation. WP Play area completed.
Play areas	13,643	22,102	-8459	Play & Open Area fencing completed 21/22.
Oakwood Centre	34,653	25,487	9166	Room hires and Café income higher, Staff costs and repairs higher, fire compliance costs
Coronation and Chapel Halls	-18,445	-15,964	-2,481	Income in halls higher (more bookings in Coronation Hall).
Town Centre Community Garden	0	8,672	-8,672	Town Centre Community Garden work completed.
Allotments	-406	4,524	-4930	Income higher - Plots allocated. Higher water rates
Woodley Town Centre Partnership	-1	-1,710	1,709	Higher staff costs, Christmas/Extravaganza costs
Grants under 137 LGA 1972	17,850	16,100	1750	Increase Woodley Town Centre Partnership grant.
Other grants/SLA	34,800	33,422	1,378	Reduce Readibus grant and add new charity. No grant awarded for outreach youth work in 2022/2023.
Public amenities	7,678	3,798	3,880	Higher staff costs and light & heating costs.
Public events	12,880	1,900	10,980	Higher PR and promotions cost in 2022/23 year and Woodley Carnival staged.
Public toilet	5,344	3,744	1,600	Small decrease in income, higher costs in light & heat/repairs.
Capital expenditure and receipts	0	2,951	-2,951	
Loan interest and repayments	184,979	184,980	-1	All capital and interest payments made in current year.
Loan sinking fund investments	0	-1,831,918	1,831,918	All shares sold and reimbursed to Council.
Administration and central costs	293,615	261,522	32,093	Staff & equipment cost higher; AV Equip Hybrid, VAT partial exemption
Democratic process	52,578	56,063	-3,485	Staff costs slightly higher.
Corporate central costs	390,007	366,905	23,102	Higher employers' NI and pension costs, Insurance (Buildings/Cyber).
Maintenance central costs	-7,146	6,857	-14,003	Maintenance costs – new workshop completed.
CCLA Activities	-62,143	0	-62,143	Interest re-invested
Community Infrastructure Levy	-77,500	-54,399	-23,101	CIL allocation in 2022/23.
<i>Net cost</i>	<i>1,105,246</i>	<i>-849,458</i>	<i>1,954,703</i>	

Woodley Town Council
Financial statements for the year ended 31 March 2023

Income and Expenditure Account for the year ended 31 March 2023

	<u>Note</u>	<u>Year ended 31 March 2023</u>			<u>2022</u>
		<u>Expense</u>	<u>Income</u>	<u>Net</u>	<u>Net</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Leisure activities					
Woodford Park Leisure Centre & 3G pitch		447,155	396,859	50,296	-56,021
Outdoor sports and recreation		376,738	234,175	142,563	111,527
Play areas		13,643	0	13,643	22,102
Oakwood Centre		174,266	139,613	34,653	25,487
Coronation & Chapel Halls		50,545	68,990	-18,445	-15,964
Maintenance central costs		-7,146	0	-7,146	6,857
Town Centre Community Garden		0	0	0	8,672
Allotments		14,709	15,115	-406	4,524
Woodley Town Centre Partnership		67,089	67,089	0	-1,710
Grants under S137 LGA 1972	5	17,850	0	17,850	16,100
Other grants/SLAs	5	34,800	0	34,800	33,422
Youth services		0	0	0	0
Public amenities		7,678	0	7,678	3,798
Public events		13,359	479	12,880	1,900
Public toilet		5,673	329	5,344	3,744
Capital expenditure and receipts	6	0	0	0	2,951
Loan interest and repayments		184,978	0	184,978	184,980
Loan sinking fund investments		0	0	0	-1,831,918
CCLA Activities		0	62,143	-62,143	0
Administration and office costs		297,490	3,875	293,615	261,522
Democratic process		52,578	0	52,578	56,063
Council-wide central costs		390,007	0	390,007	366,905
Capital Programme		30,000	0	30,000	0
Community Infrastructure Levy		-51,851	25,649	-77,500	54,399
Net cost of Council services		2,119,561	1,014,315	1,105,246	-849,458
Precept on Wokingham Borough Council			1,225,628		1,293,034
Precept support grant			0		0
Interest and investment income			4,113		29,638
Net income/expenditure (-) for the year			124,495		2,172,130
Movements on earmarked reserves					
Transfers from reserves	14	-233,929		-188,553	-1,989,464
Transfers to reserves	14	45,376			
Increase in general fund for the year				-64,058	182,666
Balance brought forward				921,846	550,628
General fund balance carried forward				857,788	733,294

Woodley Town Council
Financial statements for the year ended 31 March 2023

Balance Sheet as at 31 March 2023

	Note	<u>31 March 2023</u>		<u>31 March 2022</u>	
		£	£	£	£
Current assets					
Stocks			0		343
Debtors and prepayments					
Amounts due for Council services		16,605		13,910	
VAT recoverable		2,528		5,185	
Memorial Ground		18,515		17,404	
Revenue grants receivable		0		0	
Accrued income		16,792		2,035	
Prepaid expenses		48,705		41,284	
			103,146		79,820
Bank and cash balances					
Term deposits		0		500,000	
Deposit accounts		81,715		891,803	
Current accounts		25,596		1,965,194	
CCLA (PWLB & INVEST1)		3,134,540		0	
Petty cash and cash floats		558		437	
			3,242,409		3,357,434
			3,345,555		3,437,596
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		23,404		17,959	
Other creditors + deposits		30,222		48,291	
VAT provision (partial exemption)		11,000		11,000	
Loan interest accrued		0		0	
Other accruals		20,474		33,516	
Grants received in advance		14,947		14,947	
Income received in advance		16,500		18,815	
			116,547		144,528
Net assets			3,229,008		3,293,068
Reserves and balances					
Earmarked reserves					
Capital projects	14		20,176		49,556
Asset replacement	14		25,369		25,369
Other earmarked reserves	14		2,325,675		2,484,849
			2,371,220		2,558,774
General fund as shown on the Income & Expenditure Account (page 5)			857,788		733,294
			3,229,008		3,293,068

These financial statements show a true and fair view of the Council's financial position as at 31 March 2023, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 27 June 2023.

.....
Councillor Janet Sartorel
Town Mayor

.....
Kevin Murray
Responsible Financial Officer

Woodley Town Council

Financial statements for the year ended 31 March 2023

Notes to the Financial Statements

1. Principal accounting policies

Accounting convention

These financial statements have been prepared in accordance with proper accounting practices as set out in the SLCC Practitioners' Guide for Local Councils, and as such meet the requirements of the Accounts and Audit Regulations 2011.

Fixed assets and associated long-term borrowings

Fixed assets comprise (a) those tangible assets which are considered to yield benefit to the community, or the services which the Council provides, for more than one year; and (b) long-term debtors and investments. These assets are not included in the Council's balance sheet but are disclosed as within Notes to these financial statements. All expenditure on acquiring or enhancing fixed assets is charged to Income & Expenditure Account in the year in which it is incurred.

Tangible fixed assets are stated at cost or (in the case of freehold and leasehold properties) at valuation, less accumulated depreciation to 31 March 2010 where relevant, being the date when accounting and audit requirements were changed and depreciation was no longer required.

Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are therefore stated at nominal values.

Long-term borrowings similarly are not included in the balance sheet but are disclosed in the Notes to these financial statements. Loan repayments are charged to Income & Expenditure Account in the year in which they are incurred.

Capital receipts

Receipts from the sale of fixed assets, and grants or loans advanced for the acquisition or enhancement of fixed assets, are credited to Income & Expenditure Account when received and transferred to reserves until used to finance capital expenditure.

Debtors and creditors

These financial statements are prepared on an accruals basis in accordance with Accounts & Audit Regulations. Except for expenditure on fixed assets or capital receipts (see above), income and expenditure therefore includes amounts due to, or payable by, the Council.

Stocks

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

Pension contributions

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

Woodley Town Council
Financial statements for the year ended 31 March 2023

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
2. Interest and loan repayments		
Interest payable	125,667	128,468
Loan repayments	59,313	56,512
	<hr/> 184,980	<hr/> 184,980
3. Employee costs and numbers		
Salaries and wages	790,618	730,140
Employer National Insurance contributions	72,297	62,363
Employer pension contributions (see below)	195,439	172,876
	<hr/> 1,058,354	<hr/> 965,379
Employer pension contributions were paid at 25.3% of employees' pensionable earnings in the year (2021: 24.3%) as determined in the actuarial valuation as at 31 March 2020.		
Average monthly no. of employees during the year was:		
Full time	<u>Number</u> 22	<u>Number</u> 21
Part time	33	30
	<hr/> 55	<hr/> 51
4. Audit fees		
Fees paid to external auditors for statutory audit services	2,520	3,200
5. Grants to/SLAs with local organisations		
The Council made grants to local organisations to facilitate:		
Transport for people with limited mobility	17,500	20,422
Counselling and advisory services	12,300	12,000
Youth Services	5,000	0
Cultural services	0	0
Environmental services	0	1000
	<hr/> 34,800	<hr/> 33,422
The Council made grants under Section 137 of the Local Government Act 1972 where there were no specific enabling powers amounting to:		
	<hr/> 17,850	<hr/> 16,100
The maximum available under Section 137 in the year was £186,199 (electorate: 21,111 in the 2023 register of electors).		
6. Tangible fixed assets		
Capital expenditure comprises of:		
Amounts from capital programme	0	2,980
Expenditure not resulting in new asset:	0	0
De minimus items	0	0
Knee High Fencing + Vehicle & Equipment	45,301	13,179
	<hr/> 45,301	<hr/> 16,159
The net decrease in tangible fixed assets was as follows:		
Purchases from capital programme	0	2,980
Purchases from other budget heads	45,301	13,179
	<hr/> -6115	<hr/> 0
Less items deleted on disposal	39,186	16,159

Woodley Town Council
Financial statements for the year ended 31 March 2023

	<u>2023</u>	<u>2022</u>
	£	£
The Council received external funding towards capital expenditure:		
Specific grants received: Community Infrastructure Levy	25,649	54,399

7. Long-term investments

Expenditure on long-term investments during the year was	0	248,658
Proceeds from sale of investments was	0	-2,080,577
Net expenditure on investments	0	-1,831,919

Investments held by the Council:

Purchases in the year	0	248,658
Original cost of disposals in the year	0	-1,797,581
Net increase during the year	0	-1,548,924
Cost of investments as at 1 April	0	1,548,924
Cost of investments as at 31 March	0	0

These investments related to a sinking fund set up to meet the sums repayable on 3 loans (Oakwood Centre) amounting to £2M that fall due in 2025 and 2026. The Council continues to pay interest only on these loans to the Public Works Loan Board and has cashed in the investments it held and will invest the funds in the Public Sector Deposit Fund operated by the CCLA until the repayments are due.

7a CCLA Activities

Woodley TC-PWLB	2,000,000	0
Woodley TC-INVEST1	1,300,000	0
	3,300,000	0

Dividend Re-Invested

Woodley TC-PWLB	39,181	0
Woodley TC-INVEST1	22,963	0
	62,144	0

8. Fixed assets

Operational freehold land and buildings		
Woodford Park Leisure Centre	1,519,411	1,519,411
Coronation Hall and car park	239,100	239,100
Chapel Hall and car park	196,000	196,000
The Oakwood Centre	3,517,000	3,517,000
Works and maintenance depot	141,486	135,465
Public toilet	71,658	71,658
	5,684,655	5,678,634

Vehicles and equipment	508,556	480,833
Van (1), Pickup (1) ,Tractors (2) & ancillary equipment		
Grounds maintenance equipment		
Furniture and equipment - Oakwood Centre, halls, offices		
Infrastructure assets	970,684	965,242
Woodford Park		
Skate spot, Woodford Park		
Equipment in children's play areas		

Woodley Town Council
Financial statements for the year ended 31 March 2023

Street lighting columns (7), partial costs 3G pitch/car park/tennis project		
Community assets	465,981	465,981
Woodford Park, children's play areas (No 4.)		
Total tangible fixed assets	7,629,876	7,590,690
Investments (see Note 7 above)	0	0
Total	7,629,876	7,590,960
	<u>2023</u>	<u>2022</u>
	£	£

9. Long-term liabilities

The Council has borrowed amounts from the Public Works Loans Board on various occasions over past years in connection with various capital schemes to purchase or improve its fixed assets. Some of these loans are repayable by annual instalments through precepted sums. Others are repayable on maturity.

Within one year of the balance sheet date	62,322	59,414
Between one and two years	340,559	62,426
Between two and five years	1,882,524	2,181,187
Between five and ten years	132,315	164,154
More than ten years	156,571	166,423
	<u>2,574,292</u>	<u>2,633,604</u>

10. Capital commitments

The Council had no capital commitments at 31 March 2023 not otherwise provided in these financial statements.

11. Contingent liabilities

The Council is not aware of any contingent liabilities at the date of these financial statements, other than those mentioned in the foreword.

12. Trust funds; Woodley Memorial Recreational Ground Charity

The Council is corporate trustee for this Charity, which is registered in England as number 300098. The Charity owns an area of land in Woodley, known as the Memorial Ground, which is available to the general public for sport, recreation and leisure use, but it has no other assets. The Council maintains this land on behalf of the Charity under its general powers for the maintenance of land and open spaces; and the Charity makes a donation to the Council each year, equivalent to its annual income, in consideration for the Council bearing the costs of maintenance.

The costs incurred in the year ended 31 March 2023 were £6,377 (2022: £8,533), to which the Charity contributed its income of £8,267 (2022: £7,730).

13. Related party transactions

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

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

Woodley Town Council
Financial statements for the year ended 31 March 2023

14. Earmarked reserves

	<u>At 1 April</u> <u>2022</u>	<u>Transfer to</u> <u>reserve</u>	<u>Transfer</u> <u>from</u> <u>reserve</u>	<u>At 31 March</u> <u>2023</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Capital projects reserve				
Capital programme fund	28,246	0	-17,169	11,077
Building and facilities fund	21,310	10,000	-22,210	9,100
Asset replacement reserves				
Repairs & Renewals fund	25,369	0	0	25,369
Other earmarked reserves				
WPLC Roof EMR	40,000	0	-40000	0
Capital receipt - Airfield Centre	89,400	0	0	89,400
Bowls Irrigation EMR	0	3,000	-1,934	1,066
Maintenance workshop	10,079	0	-7,146	2,933
Depot Power Supply EMR	3960	0	0	3960
Centre Stage Fund WTCMI	12,505	0	0	12,505
B&S Insurance	33,275	0	0	33,275
WPLC Changing Room	10,000	0	0	10,000
Special projects fund	25,040	0	0	25,040
TCMI Fund	15,739	0	-11,219	4,520
Oakwood Roof EMR	1,715	0	0	1,715
WTC sinking fund	27,293	0	-986	26,307
Play area reserve	22,662	5,000	-4,684	22,979
AV Equip-Hybrid	7,500	0	-7,500	0
WP Destination PlayArea EMR	55,451	0	-55,451	0
3G Pitch carpet replacement reserve	72,000	12,000	0	84,000
Youth projects	687	0	0	687
JAC Loddon Mead project reserve	2,500	0	0	2,500
WPLC Electric works EMR	0	12,231	0	12,231
WP Bursary Fund	1,500	0	0	1,500
WPLC Community sports grants	8,184	0	0	8,184
Council elections reserve	6,500	0	0	6,500
Allotment toilets	1,850	345	0	2,195
Speedwatch reserve	0	971	0	971
Capital receipts reserve	1,920,462	0	0	1,920,462
WPLC development reserve	31,169	0	0	31,169
Allotments security	588	345	0	933
Youth projects - anxiety	779	0	0	779
Loddon Mead Art Project EMR	800	0	0	800
Town centre clock repairs	2,984	0	0	2,984
Community Infrastructure Levy	60,787	0	-51,851	8,935
Town Centre Community Garden	19,441	0	-13,780	5,661
	2,484,849	35,376	-194,550	2,325,675
Total earmarked reserves:	2,559,774	45,376	-233,929	2,371,222

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** 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 and published on the authority website/webpage **before 1 July 2023**.
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 is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 - External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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 the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 **before 1 July 2023**.

Completion checklist - 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	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 been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled 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 as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England - a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

WOODLEY TOWN COUNCIL

<https://www.woodley.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 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	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 bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

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

Date(s) internal audit undertaken

5/6/23

Name of person who carried out the internal audit

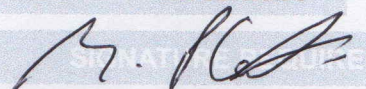
03/11/2022

19/01/2023

23/03/2023

MIKE PLATTEN CPFA INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

07/06/2023

***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 2022/23

We acknowledge as the members of:

WOODLEY TOWN COUNCIL

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 2023, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DDMMYYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 -Accounting Statements 2022/23 for

WOODLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,120,937	3,293,068	<i>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.</i>
2. (+) Precept or Rates and Levies	1,293,035	1,225,628	<i>Total amount of precept (or for IOBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	2,860,967	1,018,430	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	965,379	1,058,354	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest / capital repayments	184,980	184,980	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	831,243	1,064,784	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	3,293,068	3,229,008	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	3,357,434	3,242,408	<i>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.</i>
9. Total fixed assets plus long term investments and assets	7,590,690	7,629,876	<i>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.</i>
10. Total borrowings	2,633,604	2,574,292	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

22/06/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

WOODLEY TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website - <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Annual Governance Statement 2022/23
– Section 1 of the Annual Governance and Accountability Return (AGAR)

Item 6 c) on the Council agenda

Statements	Information for councillors
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<p>Council's internal auditors have confirmed in their 2022/23 annual report that effective financial management is in place.</p> <p>The accounting statements have been prepared by the Responsible Financial Officer and the Finance Officer, in compliance with statutory guidelines and proper practices. The internal auditor has reviewed and checked these.</p>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<p>Responsibility of managers to maintain internal control and review and can confirm that this has happened this year and a rolling and ongoing programme of training for all staff handling cash has been put in place.</p> <p>Anti Fraud strategy was reviewed by council in April 2019, with no changes made. The strategy is included in the new Employee Handbook which has been provided to all existing and new employees.</p> <p>Internal audit report for the 2022/23 year is provided to Members at this meeting of Council (27/6/23).</p>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<p>Town Clerk and management responsibility – council and committees make decisions based on information provided in reports to meetings and have opportunity to question and discuss.</p> <p>Information on regulations and any requirements reported to the council.</p> <p>I believe the council has followed proper practices in its financial procedures and controls and that this is borne out by the internal auditor's work.</p>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<p>Notice in respect of electors' rights was displayed from 23 June 2022 on noticeboards and on the website with the period when the books and associated documents were available for public inspection running from 23 June to 3 August 2022. (In 2023 the notice will be displayed from 29 June to 9 August.)</p>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<p>Risk Management Strategy was reviewed by the Risk Management Working Party on 12 January 2023, presented to Strategy and Resources Committee on 24 January 2023 and approved by the Council on 7 February 2023. The risk register was presented to the working party, the Strategy and Resources Committee and Full Council.</p> <p>The register includes the list of items identified, including financial matters, and how the risks are managed and actions taken/to take. Budgetary control reports made to all budget holding standing committees at each meeting. Council signatories can confirm their scrutiny regarding the council's cheque payments.</p> <p>Insurance cover is reviewed annually. The council has fidelity guarantee insurance and business interruption cover.</p>

<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>Members approved the appointment of internal auditors April Skies at the Strategy and Resources Committee meeting on 27 September 2023 for a 3 year period.</p> <p>The Internal Auditor's reports of the work carried out over separate visits in the year is provided in the Internal Auditor's Annual Report for the year 2022/23 - included in the appendix.</p>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>Formal recommendations have been made by the Council's internal auditor for the period April 2022 - March 2023. All actions have, or are in the process of being actioned (see Internal Auditor's end of year internal audit report 2022/23).</p>
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</p>	<p>There were no litigation, liabilities, commitments, events or transactions during or after the year end that have a financial effect on the council.</p>
<p>9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.</p>	<p>The Council as trustee of the Woodley Memorial Recreation Ground is required to make an annual return to the Charity Commission and for 2021/22 this was submitted on 10 November 2022.</p> <p>Note 12 on page 10 of the financial statements sets out the financial information in respect of the charity. The charity has no funds and is therefore not required to be independently examined.</p>

Kevin Murray
Acting Town Clerk and Responsible Financial Officer
22 June 2023

Kevin Murray

Woodley Town Council

7 June 2023

Dear Kevin

Woodley Town Council

Internal Audit Report 2022-23

The internal audit of Woodley Town Council for the 2022-23 financial year is now complete. I visited the Council for 3 interim audits, on 3 November, 19 January and 23 March. The year end audit was carried out remotely on 5 June.

I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for 2022-23 with no comments.

I set out the results of my audit below, with recommendations at Appendix A.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements– that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out in the detailed report, together with the results of my internal audit work for 2022-23.

I would like to record my thanks to you and Ash for your assistance with the audit.

You should now present this report to the next available meeting of Full Council, to assist councillors with the sign off of the Annual Governance Statement.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

A: Books of Account

1st and 2nd Interim Audits

The Council uses the RBS Omega accounting system, an industry specific accounting package to record accounting transactions. Woodley also uses the following modules supplied by RBS that feed directly into the accounting system:

- allotments,
- bookings, although testing is under way on a new package, Events 500.
- purchase ledger
- sales ledger

The Town Clerk is the Proper Officer and RFO for WTC. Currently this role is fulfilled by the Deputy Clerk, as acting Town Clerk. Day to day accounting is carried out by the Finance Officer, who is an experienced user of the Omega accounting system

The Omega system is used to report and record the financial transactions of the Council. A review of the cashbook shows that all data fields are being entered, supporting documentation is easily located from references recorded on the general ledger. Reconciliations tested were up to date at the time of the audit.

I have tested the brought forward balances against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 21-22 was £3,293,068. This agrees to the period 0 balance sheet on Omega.

The Council is VAT registered, necessary because of the income generating activities at the Council. I have confirmed that the Council's VAT returns were up to date, with the claim for the 3 months to 30 September 2022 submitted to HMRC on 4 October 2022. I checked that balances in the return could be agreed to schedules produced by the accounting system. The VAT refund of £53,462 was received in the Council bank account on 11 October 2022.

I checked access controls to the Council's Accounting system. I was able to confirm that all access levels were appropriate for the officers concerned, and that there are no issues with ex staff still having access to the system. There is however, a degree of over reliance on the Finance Officer, with no other officer having his level of access, together with the RBS system installed on their computer. Should the Finance Officer be unavailable, the Council could face problems in carrying out key tasks, such as submitting the VAT return. I recommend that the Council considers mirroring the Finance Officer's access to another user, and ensures that user has the RBS accounting system installed on their PC.

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Third Interim and Final Audits

The accounting statements have been agreed back to balance sheet and income and expenditure reports produced from the RBS accounting system. All comparatives reported in the financial statements have been agreed back to the audited 2021-22 accounts, as published on the Council website. Arithmetic has been checked. A minor rounding error within the comparative balances on the accounting statements has been pointed out to the Interim Clerk.

The Council discussed my third interim audit report at the 18 April meeting of Strategy and Resources Committee. I am satisfied that the Council considers recommendations of internal audit, as required by point 7 on the annual governance statement.

The VAT return for quarter 4 of 22-23 has been completed and submitted to HMRC. VAT reclaimed was £2,528. This has been checked to a schedule of transactions extracted from the RBS system, and agreed to the VAT nominal account on the balance sheet. The VAT refund has been checked to bank, it was received on 17 April.

I am satisfied that the Council has met this control objective.

B: Financial Regulations & Payments **1st and 2nd Interim Audits**

Financial Regulations and Standing Orders were reviewed at Full Council in October 2022. The Financial Regulations are based on the NALC template, with local amendments to match controls in place at WTC.

The Council gives authority to spend via the annual budget process. The budget is published annually in the budget book. Service managers are permitted to place orders for goods and services against approved budgets. Purchase orders must be raised for all orders where a contract is not in place.

Invoices are sent to the Finance Officer. Once confirmation of receipt of goods or service has been confirmed, these invoices are loaded on to the purchase ledger and coded to the relevant cost centre. The Finance Officer prepares the weekly payment run. All invoices are scanned attached to a batch schedule and sent to the Deputy Clerk for review. The invoice batch is then sent to 2 from a panel of 4 councillors, who authorise invoices for payment. The payments are set up at the bank by the Finance Officer and authorised by the Deputy Clerk (or back up bank signatories). Invoice batch and evidence of authorisation is filed by the Finance Officer.

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The Council has a robust procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of 15 transactions from cashbook for the first 9 months of the financial year and tested the following:

- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Deputy Clerk had certified the invoice as ready for payment
- Payment approval slip was on file, authorized by 2 councillors,
- VAT accounting correct
- Expenditure appropriate for the Council

I was able to confirm that the Council is following financial regulations in ordering and payment for goods and services. My testing identified the following matters :

- On a payment to MKR Electrics with a value of £2906, the purchase order had been signed off by the Amenities Manager. All orders above £1000 should be authorised by the Town Clerk (Financial Regulation 3 a))
- Evidence of batch payment authorisation by councillors is not routinely stored in the invoice batch file. These documents should be stored with the invoices.
- There was no goods received note (GRNs) available for one transaction (sports equipment). GRNs should be filed with invoices to demonstrate receipt of goods.
- Direct Debits and Standing Orders are not currently authorised in advance at a Council meeting. It is recommended that a schedule of all such payments, together with an estimate of payments to be made should be authorised at a meeting in advance of each financial year.

Purchase orders are currently issued using paper pads of controlled stationery. The Council should consider modernising this process as :

- Purchase orders cannot readily be issued to suppliers - they are handwritten and not always presentable externally
- The purchase order is not linked to the accounting system, and therefore does not generate a commitment on the ledger, which would be useful for management accounting.

I recommend that the Council considers installing the RBS purchase order module. This would require the system to be made available to all officers who order goods and services from suppliers

3rd Interim and Final Audits

Non Pay expenditure per box 6 to the accounts was £1,064,784 (21-22 £831,243)

I selected a further sample of expenditure transactions from month 10 and 11 cashbooks. For all transactions tested I was able to confirm

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- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Deputy Clerk had certified the invoice as ready for payment
- Payment approval slip was on file, authorized by 2 councillors,
- VAT accounting correct
- Expenditure appropriate for the Council
- Payment set up by Finance Officer, and authorised at bank by Deputy Town Clerk.

I am satisfied that the Council has met the requirements of financial regulations in this area.

C: Risk Management & Insurance

1st and 2nd Interim Audits

The Council is in year three of a 3-year deal with Ecclesiastical Insurance, arranged by Gallaghers. I have seen the insurance policy; insurance was in date at the time of my audit with an expiry date of 31 March 2023. Asset updates are provided to the insurers as new assets are purchased. I confirmed coverage was increased to insure the new play area in Woodley. Asset cover appeared consistent with the asset register.

I tested procedures for the backup of computer data with the assistance of the Council's IT provider. The Finance Officer backs up the RBS system daily, this is supplemented by an automatic daily back up. The back up file is copied to the server held in the archive room and to cloud storage each day. Back up arrangements appear to be satisfactory.

3rd interim audit

My interim audit report is due to be presented at the Strategy and Resources Committee on 18 April, and after that will be reported at the next Full Council meeting. This must be done to ensure that the Council can demonstrate to external audit that it acts on the recommendations of audit. I followed up my previous recommendations, responses from the Council are set out in Appendix A.

The Council has a Risk Management Sub Committee that meets 4 times per year. This group is responsible for updating and amending the risk register, and reviewing the risk strategy. I have confirmed that this process has been followed for 22-23 and the risk management strategy and the risk register were reviewed at the Full Council meeting on 7 February 2023 – agenda item 4.1. I discussed this document with the Deputy Town Clerk, and he confirmed a number of areas of work for the forthcoming year have been identified as a result of the risk management process. In addition external consultants Worknest have recently completed a health and safety risk assessment, which will feed into the risk assessment process for 23-24.

I am satisfied that the Council has met its obligations in this area for 2023-24.

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D. Budget, Precept & Reserves

1st and 2nd Interim Audits

The Council was in the process of finalising the 23-24 budget at the time of my second audit, with review due at the Full Council meeting on 7 February, after review at Strategy and Resources Committee on 24 January. I will review next year's budget at my next visit in March.

Budget Monitoring reports are produced for each meeting of the Strategy and Resources and Leisure Services Committees I reviewed minutes and confirmed that the report was included in agenda papers for the June and November meetings of these Committees.

Third Interim audit

The Council approved the 23-24 budget and precept at the Full Council meeting on 7 Feb 2023 – agenda item 4.5 and 4.6. Precept was set at £1,195,649. The approved 23-24 budget sets out the following:

- Net Revenue Expenditure - £1.085m
- Capital Expenditure - £0.225m
- Precept - £1.196m
- Transfer from Reserves -£0.115m

The Council currently only prepares budgets on an annual basis. It is my recommendation that the Council should start to develop a 3-5 financial plan as part of the budget setting process for 24-25. This would allow the Council to plan its finances more effectively and allow for

- Projects and strategy goals
- Loans and borrowing repayments
- CIL and grants
- Asset management plan

I will review Council reserve balances as part of my year end audit.

Final Audit

Council reserves at 31.3.23 per box 7 to the accounts were £3,229,008, (£3,293,068 in 21-22).

Earmarked reserves at year end stood at £2.371m. This leaves a general reserve of £858K. This is around 70% of precept, which is towards the upper end of recommended levels set

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out in the JPAG Practitioners' Guide. This is sensible at Woodley, where significant non precept income is generated.

Earmarked reserves are held for a variety of purposes. The two largest reserves are:

- Capital Receipt Reserve (INV) - £1,920K – held against loan for the Oakwood Centre
- Capital Receipt - Assets - £89K - youth and community centre reserve

Other reserves are held to cover one off costs (eg elections). I note that the Council has some small reserves in place to cover asset maintenance costs. Examples are as follows:

- Repairs Fund £25K
- Sinking Fund Balance £26K
- Play area reserve £23K
- 3g Pitch reserve £84K

I am concerned that earmarked reserve balances appear to be low for the extensive asset base owned by Woodley, much of which is income generating. It is recommended that the Council should make a realistic assessment of potential asset maintenance costs before the next budget setting cycle. This should identify likely costs to be faced in the next 3-5 years, and an assessment of any contingency funds needed for each material asset owned by the Council. This information should be used as part of budget setting and to assess whether reserve balances are sufficient.

However, I am satisfied that the Council has met the requirements of this control objective.

E. Income

1st and 2nd Interim Audits

Income is generated from the following sources:

Woodford Park Leisure Centre – Gym membership and leisure centre users

Oakwood Centre – room hire

Café – rental

Coronation Hall – room hire

Chapel Hall - room hire

CCLA / Lloyds investments

Allotments

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Woodford Park Leisure Centre

I selected a sample of Woodford Park income transactions from the cashbook at my January audit. For all transactions tested I was able to agree cashbook entry back to

- Till receipt for casual sales
- Invoice for booking income
- Direct debit for gym membership.

I confirmed with the Manager at Woodford Park that there is procedure in place for non-payment of gym memberships. Any failed or cancelled direct debits result in the membership access card being cancelled.

I also confirmed there is sufficient separation of duties in cash and banking arrangements at the Leisure Centre. Each day the till is cashed up by Leisure Centre staff, and the count is signed off as accurate by a supervisor. Banking is then carried out by the Council's Finance Officer, who enters records of the Leisure Centre income on to the RBS accounting system, and retains banking and till records.

The Deputy Clerk has confirmed that fees and charges at the Leisure Centre are reviewed annually, as required by financial regulations.

Review of Sales Ledger

I reviewed balances on the Council's sales ledgers at 19 January 2023. Details are set out below.

	Current Debt	Up to 30 days	Up to 60 Days	Over 60 days	Other	TOTAL
General Sales Ledger	5126.07	1975.8	1566.36	-300.6	-45.3	8322.33
Woodford Park Sales Ledger	0	7524.97	7146.5	117	0	14788.47

This review suggests that the Council is managing debt collection successfully. There is a debt of £6,390 owed by WLDDS which is now more than 30 days old, this should be monitored closely to ensure it is collected in full.

Third Interim and Final Audits

Precept per box 2 to the accounts was £1,225,628 (21-22 £1,293,035) This has been agreed to third party documentation provided by Central Government.

Income per box 3 to the accounts was £1,018,430 (21-22 £2,860,967).

I tested a sample of invoices relating to room and facility hire at my third interim audit. I selected a sample of 10 credits from the general ledger, and attempted to confirm

- Cashbook entry back to invoice

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- Invoice back to approved fees and charges for 22-23 financial year.

I have identified recommendations for improvement in this area

One invoice was for room rental by Optalis limited. I note from discussion with the Deputy Town Clerk, that Optalis have not signed a new lease, and are invoiced as a room hirer. However, I was not able to agree the rate invoiced to approved fees or charges, or a minute of a council meeting confirming the amount to be paid by Optalis. I therefore recommend that:

- The room hire rate charged to Optalis is approved at a Council meeting
- The Council seeks to finalise the lease with Optalis. At present this company is able to end the hire with no notice.

I selected a number of invoices, where reduced hire rates were charged. These were for longer term hirers. However, I have not been able to locate any approval for reduced rates to be charged. I therefore recommend that the Deputy Town Clerk sets out details of any reduced hire rates charged by WTC and seeks approval at the next available Council meeting.

I am satisfied the Council has met the requirements of this control objective.

F. Petty Cash

The Council holds petty cash balance of £250 at the Town Council and £50 at Woodford Park. Petty cash is reconciled and counted each month by the Finance Officer. The Interim Clerk confirmed that he signed off the year end petty cash count.

F. Payroll

Staff costs per box 4 to the accounts were £1,058,354 (21-22 £965,379).

I have reviewed RBS reports and it appears that correct costs have been included within the staffing costs cell on the statement of accounts – all costs related to staff employed by the Council. I followed up the following ledger code

4	45,581	47,804	4004	201	COACHING
---	--------	--------	------	-----	----------

These are members of staff employed by Woodley and are paid through the payroll so are correctly accounted for within box 4 staff costs.

The Council uses an external payroll provider, Safeguard. The Finance Officer collates data on all changes (timesheets / salary changes) This is sent to Safeguard who prepare the monthly payroll. Payments are set up at bank, authorised by the Deputy Clerk and the Finance Officer posts the payroll journal to the accounting system.

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I tested the August 2022 payroll in detail. I was able to confirm the payroll posted to the general ledger back to the payroll document prepared by Safeguard. I agreed pay for 5 officers back to payslips, rates of pay were checked back to appropriate NJC scales. I have one recommendation to raise:

At present the Finance Officer is sent a spreadsheet by the Leisure Centre Officer with details of hours worked for staff employed. This is not evidenced at all. It is recommended that the Leisure Centre Manager signs off a monthly payroll schedule, confirming that all hours claimed by staff have been worked, and that timesheets are in place to support this.

I checked the Council's HMRC account on line. The Council has no liabilities outstanding with HMRC.

I am satisfied that the Council has met the requirements of this control objective.

H. Assets and Investments

3rd Interim and Final Audits

Fixed assets per box 9 to the accounts were £ 7,629,876 (21-22 £7,590,690)

I have agreed the balance in the accounts back to the asset register. The asset register records the following movements in the course of the 22-23 financial year

Additions - £ 45,301
Disposals - £ 6,115
Net movement £ 39,186

Additions have been added to the asset register at cost – main items were 2 new mowers, boilers and video conference equipment,

The fixed asset register is maintained on an excel spreadsheet. This document does not appear sufficient to enable the Council to maintain a proper asset register, and is not compliant with best practice set out in the NALC Practitioners' Guide. There are a number of assets with unclear descriptions, so it is not obvious what they are, and there are no locations. I recommend that the Council updates the asset register in 23-24. Actions required include

- adopt a fixed asset policy setting out what should and should not go on the asset register
- verify the existing asset register to ensure assets listed still exist, and there are no assets missing from the register.

I have agreed with the Interim Town Clerk that the existing asset register needs to be replaced in 23-24. The RBS asset management software has been purchased and will be set up and integrated with the accounting system.

I am satisfied that the Council has met the requirements of this control objective.

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I: Bank Reconciliations

1st and 2nd Interim Audits

The Council operates 7 cashbooks on the Omega accounting system. Each day the Finance officer logs on to Lloyds Bank and downloads bank statements. The bank statement and RBS cashbook are brought into balance on a daily basis. This is necessary at WTC, given the large number of low value transactions on the bank account, generated by the Leisure Centre.

Monthly bank reconciliations for all bank accounts are promptly after each month end. This is clearly evidenced in the Council's bank reconciliation file. The September 2022 bank reconciliation was tested in detail. I confirmed the following for all 7 cashbooks:

- The face of the bank statements and the bank reconciliations had been signed off by the reviewing councillor and the Finance Officer
- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Arithmetic checked for accuracy

The Council has recently moved £ 3.3 million into CCLA investment funds. These accounts are not currently included in the batch of bank reconciliations reviewed by Councillors.

It is recommend that statements are obtained each month and these accounts are included in monthly bank reconciliations.

The Council has an investment strategy place, as required by statute. I have discussed this with the Clerk, and agree that this should be reviewed before year end. This is necessary as:

- The Council has recently changed its investment strategy, and has moved monies into CCLA
- Increased rates of return on investment accounts mean a more proactive approach should be considered for Councils with deposits balances.

3rd Interim Audit

I reperformed the bank reconciliation for February 2023. All balances on the bank reconciliation were agreed back to bank statements / cashbooks, and arithmetic was checked for accuracy. I was pleased to note that the Council now obtains monthly statements for deposit account balances, and these are held on the reconciliation file. The February reconciliation was awaiting councillor review at the time of my audit.

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Final Audit

Loans outstanding per box 10 to the accounts were £2,574,292 (21-22 £2,633,604)

The outstanding balance at 31.3.23 has been agreed to year-end reporting published on the Debt Management Office website.

Cash per box 8 to the accounts was £3,242,408 (21-22 £3,357,434) I reformed the year end bank reconciliations. I was able to agree all balances on the bank reconciliation back to the RBS balance sheet and to supporting bank statements.

I am satisfied that the Council has met the requirements of this control objective.

J. Year-end accounts

Woodely TC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. A reconciliation between box 7 and 8 of the accounts has been produced, as has a year on year variance analysis. These documents are reviewed by external audit.

L: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 2021-22 accounts were set as follows

Inspection - Key date	2021-22 Actual
Accounts approved at Full Council	21 June
Date Inspection Notice Issued and how published	23 June
Inspection period begins	23 June
Inspection period ends	3 August
Correct length	Yes 30 working days

The Council met regulatory requirements in this regard.

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L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

1st and 2nd Interim Audits

As a larger Council, with income / expenditure in excess of £200K, WTC is required to follow the 2015 Transparency Code (the Code) . It meets requirements by publishing information on the Financial tab of the Council website.

I was able to confirm that data required by the Code could be located at various pages on the Council website, and specifically confirmed that the following information was up to date

- Contracts – this appeared up to date and complete
- Payments to Suppliers – a spreadsheet of all transactions is published on the website £500. This was updated to the end of August 2022 at the time of the first interim audit, so Code requirements had been met
- Grants Details of grants paid are not currently published on the website. Details of all grants paid, together with the purpose of the grant should be added to the financials tab on the website

I am satisfied the Council has met obligations in this regard, but grants information should be brought up to date.

There is scope to improve presentation of Transparency Code data, a template can be found at the following hyperlink:

[Transparency Information - Windlesham Parish Council \(windleshampc.gov.uk\)](https://www.windleshampc.gov.uk/transparency-information)

Final Audit

- The Council has now published details of grants awarded for the past four years on the Council website
- Payments to suppliers were up to date to the end of May 23 at the time of my final audit

The Council has complied with the requirements of this control objective.

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N: Publication requirements 2021-22 AGAR

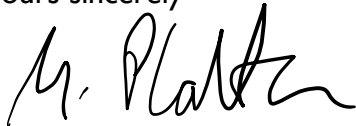
The Council has published the Accounts ,Annual Governance Statement and the external audit certificate on the Council website. The Council received a clear external audit certificate, dated 6.9.22. The Conclusion of Audit Certificate was published 21 September 2022, before the statutory deadline of 30 September. The Council has complied with regulatory requirements. The external audit certificate was reported to Full Council at 11 October 2022, minute 43.

0. Trusteeship

The Council is sole managing trustee of Woodley Memorial Recreation Ground, Charity number 300098. I have checked on the Charity Commission website and the Council does not appear as a trustee of any other charities. The 21-22 return was submitted to the Charity Commission in November 2022.

I attach my invoice and the internal audit report from the AGAR for your consideration. Thanks for your help with the audit and please do not hesitate to contact me if I can be of any assistance. I look forward to working with you and Ash again next year

Yours sincerely



Mike Platten CPFA

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APPENDIX A

Points Forward – Action Plan - First and Second Interim Audits

Matter Arising	Recommendation	Council Response
There is a degree of over reliance on the Finance Officer, with no other officer having his level of access	I recommend that the Council considers mirroring the Finance Officer's access to another user, and ensures that user has access to the RBS system.	Being looked into, specifically with Deputy Town Clerk to provide support. Internal audit to check next year.
Payment to MKR Electrics with a value of £2906, the purchase order had been signed off by the Amenities Manager.	All orders above £1000 should be authorised by the Town Clerk (Financial Regulation 3 a))	Noted.
Evidence of batch payment authorisation by councillors is not routinely stored in the invoice batch file.	These documents should be stored with the invoices.	Control now in place
There was no goods received note (GRNs) available for one transaction (sports equipment).	GRNs should be filed with invoices to demonstrate receipt of goods.	To be addressed, internal audit to retest in 24-25.
Direct Debits and Standing Orders are not currently authorised in advance at a Council meeting.	It is recommended that a schedule of all such payments, together with an estimate of payments to be made should be authorised at a meeting in advance of each financial year.	This has been addressed - schedule of DDs was taken to February meeting of Full Council.
Purchase orders are currently issued using paper pads of controlled	I recommend that the Council considers installing the RBS purchase order module. This	To be investigated in 23-24.

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April Skies

Accounting

stationery. The Council should consider modernising this process	would require the system to be made available to all officers who order goods and services from suppliers	
At present the Finance Officer is sent a spreadsheet by the Leisure Centre Officer with details of hours worked for staff employed. This is not evidenced at all.	It is recommended that: <ul style="list-style-type: none"> - The Council ensures that a system of approved timesheets is in place at the Leisure Centre - The Leisure Centre Manager signs off a monthly payroll schedule, confirming that all hours claimed by staff have been worked, and that timesheets are in place to support this. 	Implemented – Deputy Town Clerk now providing sign off on staff timesheets.
The council has recently moved £ 3.3 million into CCLA investment funds. These accounts are not currently include in the batch of bank reconciliations reviewed by Councillors.	It is recommend that statements are obtained each month and these accounts are included in monthly bank reconciliations.	Now being obtained monthly and included in the bank reconciliation.
Details of grants paid are not currently published on the website.	Details of all grants paid, together with the purpose of the grant should be added to the financials tab on the website	To be rectified before year end closedown.
Petty cash is reconciled and counted each month by the Finance Officer	I recommend that this cash count is checked and countersigned twice a year by the Deputy Town Clerk	Agreed

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APPENDIX B

Points Forward – Action Plan - Third Interim Audit

Matter Arising	Recommendation	Council Response
The Council currently only budgets on an annual basis	It is my recommendation that the Council should start to develop a 3-5 financial plan as part of the budget setting process for 24-25.	Agreed, and noted for 24-25
One invoice tested was for room rental by Optalis limited. I note from discussion with the Deputy Town Clerk, that Optalis have not signed a new lease, and are invoiced as a room hirer. However, I was not able to agree the rate invoiced to Council fees or charges, or a minute of a council meeting confirming the amount to be paid by Optalis.	I therefore recommend that: <ul style="list-style-type: none"> - The room hire rate charged to Optalis is approved at a Council meeting - The Council seeks to finalise the lease with Optalis. At present this company are able to end the rental agreement with no notice. 	Agreed
I also selected a number of invoices, where reduced hire rates were charged. These were for longer term hirers. However, I have not been able to locate any approval for reduced rates to be charged. next available Council meeting.	I therefore recommend that the Deputy Town Clerk sets out details of any reduced hire rates charged by WTC and seeks approval at the	Scheme of delegation under review, this will be included in the revision

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Accounting

<p>The fixed asset register is maintained on an excel spreadsheet. This document does not appear sufficient to enable the Council to maintain a proper asset register.</p>	<p>I recommend that the Council updates the asset register in 23-24. Actions required include</p> <ul style="list-style-type: none"> - adopt a fixed asset policy setting out what should and should not go on the asset register - verify the existing asset register to ensure assets listed still exist, and there are no assets missing from the register. - Identify a system that can record assets in sufficient detail to allow them to be located and records maintained 	<p>RBS Management and purchase systems purchased and will be implemented</p> <p>Asset and order now implemented</p>
<p>There is scope to improve presentation of Transparency Code data.</p>	<p>A template can be found at the following hyperlink:</p> <p>Transparency Information - Windlesham Parish Council (windleshampc.gov.uk)</p>	<p>Noted</p>

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APPENDIX C

Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response
<p>I am concerned that earmarked reserve balances appear to be low for the extensive asset base owned by Woodley, much of which is income generating.</p>	<p>It is recommended that the Council should make a realistic assessment of potential asset maintenance costs before the next budget setting cycle. This should identify likely costs to be faced in the next 3-5 years, and an assessment of any contingency funds needed for each material asset owned by the Council. This information should be used as part of budget setting and to assess whether reserve balances are sufficient.</p>	

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**Explanation of variances in the AGAR accounting statements - Section 2
2022-2023
WOODLEY TOWN COUNCIL (BERKSHIRE)**

	2022	2023	Variances £	Variances %	Detailed explanation of variance	£
Section 2	1,120,938	3,293,068				
Box 2 Precept	1,293,035	1,225,628	-67,407	-5.21%	No comment required	
Box 3 Other income	2,860,697	1,018,430	-1,842,267	-64.40%	Central Costs Ear Marked Reserves Oakwood Centre Wtcmi Cil Woodford Park Lc Depot Football Cricket Bowling Green Woodford Park Garden Of Remembrnce Play Area/Open Spaces Coronation Hall Chapel Hall Allotments Amenities Events Public Toilet Investment Activities CCLA Activities Smaller variances (aggregated)	-9,318 0 19,561 -7,064 -28,750 14,642 -324 38 3,218 -127 203,470 1,042 -1,542 11,578 -3,875 1,300 -907 -65 -320 -2,106,966 62,142 0 -1,842,267
Box 4 Staff costs	965,379	1,058,354	92,975	9.63%	Employer superannuation rate higher Employer NI higher Staff salary variances: Central Costs Democratic Costs Corporate Management Oakwood Centre Wtcmi Woodford Park Lc Depot Football Cricket Bowling Green Woodford Park Garden Of Remembrnce Play Area/Open Space Coronation Hall Chapel Hall Allotments Amenities Events Public Toilets Smaller variances (net)	22,564 9,935 18,547 3,037 -234 17,430 976 12272 1108 2038 1019 1245 3365 679 1550 -2135 -2432 991 446 267 306 1 92,975
Box 5 Loan interest & capital repayments	184,980	184,980	0		Variation explanation not required	

Box 6 Other payments	831,243	1,064,784	233,541	28.10%	Central Costs Democratic Costs Corporate Management Capital Programme Grants-S137 Ear Marked Reserves Oakwood Centre Maintenance Hq Wtcmi S & R Capital & Projects Cil Woodford Park Lc Depot Football Cricket Bowling Green Woodford Park Garden Of Remembrnce Play Area/Open Space Coronation Hall Chapel Hall Allotments Amenities Events Public Toilet Annual Grant Youth Services Investment Activities Smaller amounts (aggregated)	16216 -6522 -8396 -17169 1750 13780 10,766 7,391 3,177 -80000 -31,633 78,343 20,145 -22 669 7,719 204,189 230 -11,551 9,786 6,738 -5,530 1,556 10,648 974 1,378 0 -986 -105 233,541
Box 7 Balances carried forward	3,293,068	3,229,008	n/a		General fund Earmarked reserves Capital projects Asset replacement reserves Other specific projects Aggregate per box 7	857,788 20,177 25,369 2,325,675 3,229,008
Box 8 Bank balances	3,357,434	3,242,408	n/a		See overall bank reconciliation Reserves per box 7 Less stocks Less debtors Plus creditors Bank balances per box 8	3,229,008 0 -103,146 116,546 3,242,408
Box 9 Fixed & long-term assets	7,590,690	7,629,876	39,186	0.52%	Long-term investments Purchases in the year Cost of disposals written out Other fixed assets Purchases in the year Cost of disposals written out	0 0 45,301 -6,115 39,186
Box 10 Long-term borrowings	2,633,604	2,574,292	-59,313	-2.25%	Annual repayments	
Box 11 Charities' funds excluded	a	a	n/a			