

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 26 September 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

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### **Town Forum**

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

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

## **A G E N D A**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members.
3. **MINUTES OF THE COUNCIL MEETING HELD ON 27 JUNE 2023**  
To receive the Minutes of the Council Meeting held on 27 June 2023 and to approve their signing as a true and correct record.

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#### 4. **COMMITTEE REPORTS**

To note reports from the following:

4.1	Planning & Community Committee	25 July 2023	Page 17
4.2	Strategy & Resources Committee - Extra	27 July 2023	Page 23
4.3	Planning & Community Committee	29 August 2023	Page 41
4.4	Leisure Services Committee	5 September 2023	Page 53
4.5	Strategy & Resources Committee	12 September 2023	Page 63
4.6	Planning & Community Committee	19 September 2023	Page 79

#### 5. **GDPR UPDATE**

To note the following updated or new documents, which are all published on our website:

•	General Data Privacy Notice ( <b>Appendix 5a</b> )	Page 85
•	Data Protection Policy ( <b>Appendix 5b</b> )	Page 91
•	General Data Privacy Notice for Staff & Councillors ( <b>Appendix 5c</b> )	Page 101
•	Personal Data Audit ( <b>Appendix 5d</b> )	Page 107
•	Information Security Policy ( <b>Appendix 5e</b> )	Page 113

Councillors are asked to note that the updated Data Protection Policy now states that:

*"Email communication between Officers and Councillors regarding Council business should only take place via the official Town Council email system (i.e. @woodley.gov.uk email addresses). Emails received on a Town Council email address should not be sent or forwarded to an alternative, personal email address where any data included is, or might contain confidential or personal data. This is to ensure the security of confidential and / or personal data being circulated between staff and Councillors."*

This is a new process to help provide better security of personal and / or confidential data. From 1 January 2024, all communication from Council staff to Councillors' personal email addresses will cease, and email distribution lists will be updated to reflect this.

Councillors are asked to ensure they can access their Council issued email address via their preferred device/s by 1 January, and to contact the Committee Officer if they require assistance.

#### 6. **AUDIT 2022/23**

- a) To receive the external auditor's opinion on the audit of the Annual Governance and Accountability Return for 2022/23. (**Appendix 6a**) Page 121
- b) To adopt the Audited Annual Governance and Accountability Return for 2022/23.
- c) To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website from 21 September 2023. (**Appendix 6c**) Page 124

#### 7. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

8. **WOODLEY BOWLING CLUB**  
To consider a request from Woodley Bowling Club (**Appendix 8**) for the placement of advertising signage at the bowls club and green in accordance with clause 3 (e) - Licensee's Obligations; Page 125
- 3(e) not to display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the property or elsewhere in the centre without the prior written consent of the Licensor.*
9. **OUTSIDE BODIES**  
To receive reports from Town Council representatives on outside bodies. (**Appendix 9 enclosure**) Enclosed
10. **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 10**) Page 126
11. **FUTURE AGENDA ITEMS**  
To consider any items for inclusion in future Council agendas.
12. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.
13. **EXCLUSION OF PUBLIC AND PRESS**  
**To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to personnel matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 14 on the agenda.**
14. **TOWN CLERK RECRUITMENT**  
To consider a report of the Personnel Sub Committee, due to be held on the afternoon of 26 September 2023.

The report will be provided to Councillors via email as soon as possible after the meeting, with hard copies made available at the meeting. Members are also directed to read the confidential documents, circulated via email to all Members on 21 September 2023 as part of the Personnel Sub Committee agenda, which will form part of this report.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 27 June 2023 at 8 pm**

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

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

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

26. *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.*

27. **APOLOGIES**  
Apologies were received from Councillors Cheng, Holmes, Nagra and Sartorel.

28. **DECLARATIONS OF INTEREST**  
There were no declarations of interest made by Members.

29. **MINUTES OF THE COUNCIL MEETING HELD ON 16 MAY 2023**  
The Deputy Town Mayor presented the minutes of the Council meeting held on 16 May 2023.

**RESOLVED**

- ◆ To approve the minutes of the Council meeting held on 16 May 2023 and that they be signed by the Mayor as a correct record.

Voting: For: 20 Against: 0 Abstentions: 1 No Vote Recorded: 0

30. **COMMITTEE REPORTS**

30.1 **Minutes of the Planning and Community Committee: 23 May 2023**  
Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 23 May 2023.

**RESOLVED:**

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 23 May 2023.

30.2 **Minutes of the Leisure Services Committee: 6 June 2023**  
Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 6 June 2023.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 6 June 2023.

- 30.3 **Minutes of the Strategy and Resources Committee: 13 June 2023**  
Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 13 June 2023.

The Committee Officer highlighted that the date of the meeting as stated on page 1 of the draft minutes was incorrect, but would be updated for the next meeting of the committee.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 13 June 2023.

- 30.4 **Minutes of the Planning and Community Committee: 20 June 2023**  
Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 20 June 2023.

**RESOLVED:**

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

31. **LEADER'S STATEMENT**  
Councillor Baker, as Leader of the Council, read out a statement, included at **Appendix A**.

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

- 32.1 **Financial Statements 2022/23**  
The Deputy Town Clerk presented the Financial Statements for 2022/23, and advised Members that there had been amendments made to pages 3 and 5 of the Financial Statements since they were published in the agenda.

On page 3, Members noted that the expenditure in the year figure had been corrected to state £2,308,115, and the income figure had been corrected to state £1,014,316.

Members also noted there had been a change to the figures presented in the income and expenditure account on page 5, although this had not resulted in any change to the final general fund balance carried forward which had previously been stated. The updated Financial Statements page 3 and 5 are included at **Appendix B**.

It was also highlighted that the date of the next elections, as stated on page 2, was incorrectly stated as May 2023. The Deputy Town Clerk confirmed this would be corrected.

It was proposed by Councillor Baker, seconded by Councillor Gilder, and following a vote Members:

**RESOLVED:**

- ◆ To approve the Financial Statements for 2022/23 and that they be signed by the Deputy Mayor and the Deputy Town Clerk.

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

32.2 **Annual Internal Audit Report for 2022/23**

Members received the annual internal audit report as set out in the Annual Governance and Accountability Return.

It was noted that the audit recommended a review of earmarked reserves in respect of managing assets, which the audit identified as being quite low. Whilst the general reserve was high, the Deputy Town Clerk advised this was at the top end of the expected reserve level for a council of this size.

**RESOLVED:**

- ◆ To receive and note the Annual Internal Audit Report for 2022/23.

32.3 **Annual Governance Statement for 2022/23**

The Deputy Town Mayor explained that it was the responsibility of Members to ensure that there is a sound system of internal control, including arrangements for preparation of the Accounting Statements. She went on to explain that Members had a responsibility to consider each of the Annual Governance Statements and vote as to whether, to the best of their knowledge and belief, they agreed with the statements.

The Deputy Town Mayor read each of the nine annual governance statements in turn. An individual vote took place regarding each statement, with each unanimously approved.

**RESOLVED:**

- ◆ To approve the Annual Governance Statements for 2022/23.

Voting for each individual statement:

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

It was proposed by Councillor Baker, seconded by Councillor Rowland, and following a vote Members:

**RESOLVED:**

- ◆ To approve the signing of the Annual Governance Statement 2022/23 by the Deputy Mayor and the Deputy Town Clerk.

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

32.4 **Accounting Statements for 2022/23**

Members considered the Accounting Statements for 2022/23.

It was proposed by Councillor Gilder, seconded by Councillor Soane, and following a vote Members:

**RESOLVED:**

- ◆ To approve the Accounting Statements for 2022/23, and approve the signing of the Accounting Statements 2022/23 by the Deputy Mayor.

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

33. **GENERAL POWER OF COMPETENCE**

The Deputy Town Clerk set out Report No. FC 4/23 regarding the General Power of Competence.

The Deputy Town Clerk advised that an immediate benefit of resolving that the Council meets the General Power of Competence would be that it would remove any potential subjectivity around the awarding of individual grants. Individual grants are currently awarded under the more restrictive Section 137 of the Local Government Act 1972, which requires that they must provide benefit to some or all of the residents of Woodley.

Members noted that the Council meets the eligibility criteria to use the General Power of Competence as over two thirds of the Members were elected, and the Deputy Town Clerk, currently Acting Town Clerk, had the applicable CiLCA qualification required. The Deputy Town Clerk confirmed that advice from the Hampshire Association of Local Councils (HALC) had confirmed that the position of Acting Town Clerk was appropriate for this consideration.

**RESOLVED:**

- ◆ To note Report No. FC 4/23.
- ◆ To resolve that the Council meets the criteria for eligibility to use the General Power of Competence.

Voting: For: 21 Against: 0 Abstain: 0 No Vote Registered: 0

34. **ANNUAL TOWN MEETING SUB COMMITTEE**

The Deputy Town Mayor advised Members that was being proposed that an Annual Town Meeting Sub Committee be set up to consider the arrangements for the Annual Town Meeting each year.

Members noted that, in recent years, a working group had been in place to develop this meeting, and to identify interesting ways to engage residents and encourage attendance by giving the meeting a focus.

It was proposed by Councillor Anderson, seconded by Councillor Swaddle, and following a vote Members:

**RESOLVED:**

- ◆ To set up the Annual Town Meeting Sub Committee, and approve the associated terms of reference as set out in **APPENDIX C**.

Voting: For: 21 Against: 0 Abstain: 0 No Vote Registered: 0

**RESOLVED:**

- ◆ To note the appointment of Councillors Anderson, Edwards, Horskins and Kennedy to the Annual Town Meeting Sub Committee.

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

The following motion was proposed by Councillor Jewell and seconded by Councillor Rowland:

"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."

Councillors Jewell spoke in favour of the motion, and her speech is included at **APPENDIX D**.



The Deputy Town Mayor asked if any Councillor wished to speak against the motion, with no Councillor indicating as such.

Following a vote, it was

**RESOLVED:**

- ◆ That the motion be carried.

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

36. **OUTSIDE BODIES**

**RESOLVED:**

- ◆ To note the written reports from Town Council representatives on outside bodies provided to Members at the meeting, and included at **APPENDIX E**.
- ◆ To note that the Council are no longer required to appoint a representative to the governing body for Bulmershe School.
- ◆ To appoint the following Town Council's representatives to outside organisations:
  - Keep Mobile – Councillor Guttridge
  - Readibus - Mr Alex Heap

37. **TOWN MAYOR'S ENGAGEMENTS**

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

38. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

39. **PUBLICITY AND WEBSITE**

It was suggested that the Council should look to publicise the change to the parliamentary constituency area within which Woodley falls, which is due to come into force in 2024.

It was also suggested that the Climate Emergency Action Plan should be visible on the website.

Meeting closed at 8:36 pm

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## **LEADERS STATEMENT**

Meeting 27<sup>th</sup> June 2023

Cllr Keith Baker

First of all can I congratulate Cllr Beth Rowland in becoming the third Mayor of Wokingham Borough from Woodley in recent years following on from Cllr Bill Soane and myself. I know she will have an amazing time meeting so many different volunteers and so many different charities throughout the year.

Turning to more local matters we have now completed our first full round of Standing Committees and I hope the newcomers to those committees have enjoyed the experience. The feedback I have received is that regardless of political party allegiance the spirit of co-operation has been strong, which is exactly what the residents of Woodley want. We still have our political beliefs but this is not parliament or the Borough where such differences are more relevant. I hope that this will continue for years to come.

Finally, we have a motion coming up around the Climate Emergency. This council led the way in 2019 being the first Town Council in the Borough to adopt a strategy. So, we are already fully committed to continuous environmental improvements. Strategy & Resources have a standing agenda item on this very topic. So the Conservative Group will be supporting this motion and I urge the Labour Group to do the same.

**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 £2,308,115 with income of £1,014,316 received.

Signed on behalf of the Council

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

DRAFT

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

**Income and Expenditure Account for the year ended 31 March 2023**

	Note	Year ended 31 March 2023			2022
		Expense £	Income £	Net £	Net £
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
S&R EMR Net Transfer		96,696	0	96,696	
LS EMR Net Transfer		73,702	0	73,702	
Invest EMR Net Transfer		968	0	986	
Capital EMR Net Transfer		17,169	0	17,169	
<b>Net cost of Council services</b>		<b>2,308,115</b>	<b>1,014,315</b>	<b>1,293,799</b>	<b>-849,458</b>
Precept on Wokingham Borough Council			1,225,628		1,293,034
Precept support grant			0		0
Interest and investment income			4,113		29,638
<b>Net income/expenditure (-) for the year</b>			<b>-64,058</b>		<b>2,172,130</b>
Movements on earmarked reserves					
Transfers from reserves	14	-233,929		-188,553	-1,989,464
Transfers to reserves	14	45,376			
<b>Increase in general fund for the year</b>				<b>124,495</b>	<b>182,666</b>
Balance brought forward				733,294	550,628
<b>General fund balance carried forward</b>				<b>857,788</b>	<b>733,294</b>

## ANNUAL TOWN MEETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
0.1	23/05/23		Draft Version – pulled from previous Town Electors Working Group ToR
1.0	27/6/23	No	Approved at FC (27/06/2023)

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.

**MOTION TO FULL COUNCIL 27<sup>TH</sup> JUNE 2023**

**Proposers Speech**

"I have submitted this motion to the Town Council for two main reasons:

1. I would like to reaffirm the Town Council's commitment to the environment and sustainability as we are at the start of a new cycle of the Council and have a number of new members.
2. I wanted to highlight the need for better provision for active travel, that is, walking, cycling and public transport.

Let's look at why this motion is needed:

Poor leadership in areas concerning the environment, for example the Cycling in Woodley WP and the Climate Emergency WP has meant few meetings have been called. If it wasn't for the hard work of the officers, we would not have achieved any sustainability targets.

There has been a lack of commitment by the majority party, demonstrated by the disbandment of the Cycling in Woodley Working Party and lack of support in finding appropriate safer cycling schemes by working with the Borough Council.

The Climate Emergency Strategy needs to be developed. For example, involving the community in sustainability issues. We need to seek a better understanding of how to measure carbon footprints through education and motivation.

In short, this Town Council needs to be proactive in environmental issues in the community and not just pay lip service by having Working Parties that don't work!"

*Cllr Carol Jewell  
27 June 2023*

**REPORTS FROM OUTSIDE BODIES**

Provided to Members at the Full Council meeting – 27 June 2023

**ARC** (June 2023)

ARC held its AGM Vva Zoom on 22nd May this year; unfortunately I was unable to attend this and our next meeting is on 4th July which I shall attend.

At the AGM, the Chair reported on a very successful year for ARC, despite the challenges such as the aftermath of the COVID pandemic. Online counselling continues when required alongside face to face.

ARC continues to offer training to all counsellors, students, schools and colleges; one subject being the "Trauma of Suicide".

ARC now employs a worker for a "Youth Access Project" which delivers services to a variety of students on topics such as sexual health, substance abuse and mental health; it has proven to be a very successful venture.

Anxiety remains at the forefront of counselling sessions, with mental health and depression remaining on-going concerns

ARC remain grateful to Woodley Town Council for their on-going support.

*Mrs Shelagh Flower, June 2023*

**Poor's Land Charity** (June 2023)

A very successful fish and chip lunch was held to celebrate the King's Coronation. It was a lovely, social occasion involving both residents and trustees.

The day to day running of the almshouses remains at the forefront of each meeting, ensuring the smooth running and operations of the flats, from maintenance, decorations, refitting when required and general day to day repairs. As always, our residents remain our priority and we aim to try to support as much as we can within our remit, given we do not provide a care facility.

We continue to try to help those who qualify for our relief in need fund, recently helping a family who had lost all possessions in a fire and someone in need of a fridge freezer (a more usual request).

Our website is nearing completion, which will be a useful resource for both trustees, residents and the public at large.

*Mrs Shelagh Flower, June 2023*

**Woodley Volunteer Centre** (June 2023)

The AGM of the Woodley Volunteer Centre was held on Monday 26 June. Unfortunately, I was unable to attend as the date clashed with the Councillor Fundamentals Training Day which took place that same evening.

However, I made myself know to Karen Todd, Coordinator, at the Centre in Christchurch Hall, Crockhamwell Road, Woodley this morning, and watched her in action as she handled numerous calls from their registered clients which currently number around 200. The office is open Mondays, Wednesdays and Fridays, from 10am to 12noon and an answer-phone is in operation at all other times.

Woodley Volunteer Centre was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in a variety of ways such as gardening, DIY, and shopping but now their focus is purely on medical appointments only.

Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,750. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.

Woodley Volunteer Centre seeks to increase their number of drivers which currently stands at around 16. I am pleased to inform Council that I have increased that number by one today, and hope to attract other volunteers from Woodley and Earley Lions. If any member can spare a little of their time to help Woodley Volunteer Centre please contact them on 0118 969 8849.

*Cllr Mike Kennedy, June 2023*



**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 25 July 2023 at 7:45 pm**

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

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

**Also present:** *2 members of the public*

35. **APOLOGIES**

Apoloies for absence were received from Councillors Bragg, Cheng, Sartorel and Soane.

36. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

37. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 20 JUNE 2023**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 20 June 2023 be approved and be signed by the Chairman as a true and accurate record.

38. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

39. **PLANNING DECISIONS**

Members acknowledged the need to review those decisions which were contrary to the Committee's comments so the Committee can learn lessons for future applications. It was also suggested that Councillors may wish to follow up on some of these applications after development is complete to see if the reasons stated in the original objection were still present.

**RESOLVED:**

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

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

**RESOLVED:**

- ◆ To note the following applications for tree works:

Application: 231432

Location: TPO 0003/1952 (T1, T2, T3): 21 Plymouth Avenue, Woodley, Wokingham, RG5 3SG

Proposal: T1, Cherry (W3 on TPO) - Dismantle cherry to just above ground level - dying cherry tree, audible decay at base, 2 co-dominant stems one of which is dead with extensive saprophitic fungal activity and

woodpecker holes suggesting extensive significant decay, the other has very poor vitality. *Laetiporus sulphureus* in main stem below the main union. Reason for works: Dangerous and directly adjacent to busy footpath. Replant with suitable species.

T2, Horse Chestnut (W3 on TPO) - Dismantle Horse Chestnut tree to just above ground level - small cavity on North-West side of base, exudate from historic wound, epicormic growth on main stem suggesting stressed, heavily leaning towards house, asymmetric crown weighted to the South East towards house, when combined with the lean, creates a long lever arm. Reason for works: Currently sheltered by dangerous cherry (T1), which has to be removed and will therefore be exposed to unfamiliar wind loading which, when combined with the weighting towards the house, will increase the risk of failure and damage to the property. Replant with suitable species.

T3, Oak (W3 on TPO) - Reduce lateral spread on Oak tree by removing approximately 2m of branch length from lower and mid crown, shortening only significantly extended portions of the upper crown. Remove major dead wood and crown raise to 5m above ground level (by pruning secondary growth only). Reasons for work: smaller stem, change in tone around base, bulge in main stem at 2m above ground level suggesting possible internal decay, North West side of big stem sounds a little soft at ground level, poor bark, normal vitality, some possible fibre buckling.

Application: 231432  
Location: TPO 256/1984 A2: 4 Cody Close, Wokingham, Woodley, RG5 4XN  
Proposal: T1, Oak – Removal of 3 branches growing over the garden of no.3 Cody Close (shown in photo 1), removal of 2 branches growing over the roof of no.3 Cody Close (shown in photo 2) and branches to be pruned back to points shown in photos 1 and 2.

Application: 231529  
Location: TPO 170/1980 (T1, T2, T3): 23 Mollison Close, Woodley, Wokingham, RG5 4XG  
Proposal: Application for works to Protected trees - TPO 170/1980. To remove new growth back to previous reduction points to control overall size of the crown.

Application: 231620  
Location: TPO 141/1977 (AREA 1): 18 Radcot Close, Woodley, Wokingham, RG5 3BG  
Proposal: T1, Oak – Crown thin by 25%; crown reduction by 1m; removal of 1 no. crossing branch.  
T2, Oak - Crown thin by 25%; crown reduction by 1m; removal of 2 no. crossing branches.

Application: 231634  
Location: TPO 1752/2020 W1: Land to the rear of 44 Redwood Avenue, Woodley, Wokingham, RG5  
Proposal: G1, Mixed Species - Cut back to rear boundary line.

41. **TELECOMMUNICATIONS APPLICATION**

Members considered the consultation by Waldon Telecom, on behalf of MBNL (EE Ltd and Hutchinson 3G Ltd) in relation to the installation of a new telecommunications mast adjacent to the Loddon Vale Practice on Headley Road East.

Members noted a concern that no damage should occur to the tree located close to the planned installation. It was also noted that the installation would likely cause a negative impact to the street scene due to being located next to lower height buildings. However, Members acknowledged that national guidelines support the installation of such masts where required, and that mobile coverage needs to be maintained.

**RESOLVED:**

- ◆ To respond to Waldon Telecom's consultation to note the following concerns:
  - that the installation is located near to lower level buildings, which would likely cause overbearing on those properties, stating a preference for masts to be located nearer higher buildings;
  - that the installation would have a negative impact to the street scene, especially for local residents;
  - that any installation should be sympathetically designed in line with NPPF Section 10 paragraph 115, with consideration made as to how best to camouflage the mast.

42. **STREET TRADING APPLICATION**

**RESOLVED:**

- ◆ To note receipt from Wokingham Borough Council of the following street trading application:

Applicant: Mr David Fider and Mrs Caroline Fider, Rorofide Catering Ltd – T/A Roro's Conscious Coffee, 1 Copper Beech Close, Woking  
Trading Site: Converted Rice Horsebox situated in Southlake picnic area, Fairwater Drive, Woodley  
Trading Times: Monday to Sunday – 9:00am to 5:00pm.

- ◆ To note that, as responses were required by 7 July, details were circulated to Members prior to the meeting and no objections were raised.

43. **TRAFFIC REGULATION ORDER UPDATE**

**RESOLVED:**

- ◆ To note the update from Wokingham Borough Council regarding requests for amendments / introductions of waiting restrictions on Haddon Drive as part of the next amendment to the Borough wide Traffic Regulation Order.

44. **WOKINGHAM BOROUGH COUNCIL CAR PARK CHARGE INCREASES**

Members noted and were satisfied with the response from Wokingham Borough Council regarding the increased car park charges, noting that income raised via increased charges would be spent lawfully, and indicated they did not wish to challenge this matter further.

It was suggested that a request be made to Wokingham Borough Council around July 2024, a year following the introduction of the charges, to request data on car park usage in Woodley for the 12 months prior to the introduction of the new charged, and the 12 months after, to compare.

**RESOLVED:**

- ◆ To note the correspondence received from Wokingham Borough Council in response to the queries raised at the Planning & Community Committee meeting held on 20 June 2023.
- ◆ To add a calendar note to contact Wokingham Borough Council around July 2024 to request data on the last 2 years' car park usage in Woodley to be able to compare pre and post car park charge increase usage.

45. **COMMUNITY SPEEDWATCH**

Councillor Taylor advised that she had taken part in the first part of the Community Speedwatch training and now needed only to pass the practical assessment. She also advised that she has signed up to the Bulmershe and Whitegates Community Speedwatch scheme and is going to take part in their activities to help learn about the scheme.

46. **COMMUNITY ISSUES**

There were no community issues raised by Members.

47. **HIGHWAYS ISSUES**

A concern was raised regarding the closure of the Cycling in Woodley Sub Committee. It was noted that the Committee had asked for a quarterly agenda item to be brought to the Committee regarding general transportation issues, which would include cycling, and that this was first due to come to the Committee in September. The Chairman suggested the discussion should continue under a later agenda item covering Future Agenda Items.

48. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

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

49. **FUTURE AGENDA ITEMS**

With regards to the general transportation agenda item, due to be brought to the Committee at September's meeting, it was suggested that the Committee might wish to introduce a cycling strategy document. Members noted that a previous cycling strategy document existed, although it was believed this strategy had never been adopted. The Deputy Town Clerk agreed to source the strategy and circulate to Members.

Members agreed it would be beneficial to review the previous activities of the Cycling in Woodley Sub Committee to understand what had previously happened and why, and requested this be collated and brought to the Committee meeting in September.

50. **PUBLICITY/WEBSITE**

No publicity and website items were raised by Members.

51. **ENFORCEMENT ISSUES**

**RESOLVED:**

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

The meeting closed at 8:49 pm

Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 25 July 2023**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>231285</b> 113 Loddon Bridge Road, Woodley, RG5 4AE	Householder application for the proposed erection of a single storey front and side extension, raising of the roof to create first floor habitable accommodation including the erection of a first floor rear extension, plus changes to fenestration.
<b>Observations:</b> The Planning & Community Committee have considered this application and wished to submit objections on the grounds that the proposed development will be overbearing on neighbouring properties, and the chosen render colour will mean the property will stand out and will be out of keeping with the street scene. They were also specifically concerned about the impact this size of development would have on the neighbouring property at 115 Loddon Bridge Road.	
<b>231402</b> 196 Loddon Bridge Road, Woodley, RG5 4BS	Householder application for the proposed single storey front extension creating porch area. Two storey front extension. Two storey side rear extension, changes to fenestration. Plus relocation of existing storage shed.
<b>Observations:</b> The Planning & Community Committee have considered this application and, whilst they had no specific objections, they noted a neighbour's concern regarding the development potentially causing overlooking and loss of light.	
<b>231420</b> Sandford Mill, Sandford Lane, Woodley, RG5 4TB	Householder application for the proposed erection of a detached carport, shed and shepherds hut.
<b>Observations:</b> No objections.	
<b>231438</b> 38 Buccaneer Close, Woodley, RG5 4XP	Householder application for the proposed part-conversion of the garage to create habitable accommodation and single storey rear extension.
<b>Observations:</b> No objections.	
<b>231497</b> 36 Dunbar Drive, Woodley, RG5 4HA	Householder application for the proposed insertion of a new window to the first floor side elevation.
<b>Observations:</b> No objections.	
<b>231498</b> 26 Fitzroy Crescent, Woodley, RG5 4EU	Householder application for the proposed single storey rear extension with flat roof and re-roofing of the existing side and rear extension following demolition of the existing conservatory.
<b>Observations:</b> No objections.	
<b>231506</b> 26 Hazel Drive, Woodley, RG5 3SA	Householder application for the erection of a residential single storey annexe to the rear of the dwelling.
<b>Observations:</b> The Planning & Community Committee have considered this application and had no objections, subject to the outbuilding being ancillary to the domestic use of the property.	

<b>231541</b> 11 Crediton Close, Woodley, RG5 4DQ	Householder application for the proposed single storey rear extension following removal of existing covered pergola plus part conversion of existing garage to create habitable accommodation. To include changes to fenestration.
<b>Observations:</b> No objections.	
<b>231556</b> 55 South Lake Crescent, Woodley, RG5 3QN	Householder application for the proposed erection of a single storey front extension, single storey rear extension, insertion of rear dormer, and front roof lights to existing roof to facilitate conversion of loft to create habitable accommodation, following demolition of existing single storey side extension.
<b>Observations:</b> The Planning & Community Committee have considered this application and had no objections, although they noted a neighbour's concern regarding to parking issues which may be caused to properties directly opposite 55 South Lake Crescent.	
<b>231596</b> 41 Duncan Road, Woodley, RG5 4HS	Householder application for the proposed erection of a single storey rear extension with two roof lights and open porch to front elevation.
<b>Observations:</b> No objections.	
<b>231600</b> 131-133 Crockhamwell Road, Woodley, RG5 3JP	Full application for the proposed removal of ATM & Night Safe Bezel, existing signage and reinstate materials where required.
<b>Observations:</b> No objections.	
<b>231621</b> 79 Beechwood Avenue, Woodley, RG5 3DF	Householder application for the proposed erection of a single storey front extension to form porch, erection of a front pergola, garage conversion to create habitable accommodation, single storey rear extension, first floor side extension, plus the erection of an outbuilding.
<b>Observations:</b> No objections.	
<b>231622</b> 51 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed erection of a single storey rear extension plus changes to fenestration.
<b>Observations:</b> No objections.	
<b>231652</b> 1 School Drive, Woodley, RG5 3PZ	Householder application for the erection of a rear dormer and roof lights to the front of the dwelling, to facilitate conversion of the loft to create habitable accommodation (retrospective).
<b>Observations:</b> No objections.	
<b>231685</b> 78 Crockhamwell Road, Woodley, RG5 3LA	Householder application for the proposed erection of a two storey rear extension including the extension of an existing side dormer, the addition of a dormer and rooflight and changes to fenestration.
<b>Observations:</b> The Planning & Community Committee have considered this application and had no objections, subject to the choice of external materials being sympathetic to the age of the property and the street scene.	

**Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Thursday 27 July 2023 at 7:00 pm**

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

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

**Also present:** *0 members of the public*

16. **APOLOGIES**

Apologies for absence were received from Councillors Gilder, Nagra and Rowland.

17. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

18. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to personnel 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: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

20. **PERSONNEL SUB COMMITTEE**

20.1 **RESOLVED:**

- ◆ To note the report of the Personnel Sub Committee which took place on 13 July 2023.

20.2 **RESOLVED:**

- ◆ To create the post of Finance Manager (RFO), in line with the job description set out at **Appendix A**, and to set the salary scale at NJC 33-41.
- ◆ To delete the post of Finance Officer.
- ◆ To appoint the current Finance Officer to the position of Finance Manager (RFO), with the pay grade set and back dated to the date specified in Report No. SR 16/23.
- ◆ To amend the Town Clerk's job description to reflect the removal of the RFO role from their responsibilities.

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

Members recorded their thanks to the Finance Officer for the work he has done in the absence of the Town Clerk since December 2022, especially the presentation of accounts which Members noted were excellent.

20.3 **RESOLVED:**

- ◆ To delegate responsibility for carrying out the Town Clerk recruitment process to the Personnel Sub Committee, which includes the following tasks:
  - Agree the recruitment timeline
  - Agree the recruitment advertisement and placement
  - Agree the interview process
  - Prepare interview questions
  - Receive applications
  - Assess and shortlist applications for interview
  - Conduct the interviews
  - Make a recommendation to Full Council on the preferred candidate
- ◆ To approve the Town Clerk job description, set out at **Appendix B**, and to set the salary scale at NJC 50-54.

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

20.4 **RESOLVED:**

- ◆ To approve recruitment to the post of Maintenance Officer in line with the existing job description and salary range for the post, as set out at **Appendix C**.

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

20.5 **RESOLVED:**

- ◆ To approve the remuneration of the Acting Town Clerk, as set out in Report No. SR 16/23.

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

Members recorded their thanks to both the Deputy Town Clerk and the Committee Officer for the work they have done in the absence of the Town Clerk.

Following a query, the Deputy Town Clerk confirmed that the changes approved would have no negative impact to the Council's expenditure during the current financial year.

The Chairman requested that updates be made to the Town Clerk section of the Standing Orders to reflect the resolutions made at the meeting.

Meeting closed at 7:16 pm



	<h2>JOB DESCRIPTION</h2>
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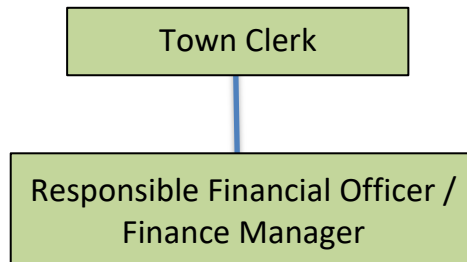
<b>Job title</b>	Responsible Financial Officer (RFO) / Finance Manager
<b>Location</b>	The Oakwood Centre Headley Road Woodley RG5 4JZ  / Plus home working
<b>Reports to</b>	Town Clerk
<b>Grade</b>	NJC SPC 33-41 (increments subject to satisfactory performance established through annual appraisal)
<b>Type of position</b>	Permanent, Full Time
<b>Hours of work</b>	37 per week

*This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.*

<b>COUNCIL PURPOSE</b>
<p>Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.</p> <p>As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.</p> <p>25 Town Councillors represent the 9 parish wards within Woodley. Latest figures put Woodley's population at around 28,000 plus, with an estimated 11,000 households.</p>

<b>JOB SCOPE</b>	
This role involves	
<b>Financial Responsibility</b>	
<b>Staffing Responsibility</b>	N/A

## DEPARTMENT STRUCTURE CHART



## MAIN DUTIES

### Main Purpose

Ensuring the effective financial control and management of the Town Council precept and budgets, in line with the Council's Financial Regulations

Effective execution of Administration Functions

Managing all changes to financial procedures or requirements across all areas of the Council's finances, including changes in legislation and good practice.

To manage all financial aspects and requirements of the Council's income and expenditure, including the Oakwood Centre, venues and Woodford Park Leisure Centre business activities.

### Human Resources and Payroll

1. Ensure timesheets are received and correctly authorised
2. Collate timesheet information
3. Liaise with external payroll provider to ensure payroll is completed.
4. Keep records of TOIL, holidays, sick days and ensure correct authorisation for each
5. Analyse payroll across cost centres and post to Omega accounts software
6. Keep payroll records for audit purposes, with reconciliations of payments made to staff and HMRC
7. Set up monthly payments to HMRC for PAYE & NI
8. Set up monthly Pension payments
9. Annual Pension return
10. Ensure proper documentation for starters and leavers including contracts of employment issued before the start date.
11. Keep staff and Councillor mileage & expense records
12. Resolve any pay issues and queries
13. Ensure payroll documentation is prepared and provided to the Clerk/Deputy for authorisation

<b>Governance / Risk Management</b>
1. Ensure effective Governance and Risk Management at all times.
<b>VAT</b>
1. Process quarterly VAT online for all areas of the organisation
<b>Petty Cash</b>
1. Ensure accurate Petty Cash records are maintained 2. Ensure Cash is checked and reconciled regularly 3. Ensure petty cash records are entered correctly onto Omega 4. Raise cheques to top up Petty Cash & all other floats as required
<b>Bank Accounts</b>
1. To ensure cash and cheques are banked weekly. 2. Ensure all bank accounts are reconciled frequently. 3. To manage cashflow between accounts.
<b>Investments</b>
1. Manage cash flow. 2. Ensure effective investment at all times.
<b>Council / Committee Meetings</b>
1. Attend Council / Committee meetings as requested by the Town Clerk 2. Provide financial information for agendas – to include Budgetary Control, Direct Debit, investments and bank account information.
<b>Accounts Month End</b>
1. Ensure all sales invoices are raised 2. Check Bank Reconciliation 3. Check VAT records for month 4. Check spending against budget, to ensure correct cost centres have been charged 5. Check Debtors and Creditors 6. Check Catering Commission and raise monthly invoices 7. Check all tenant invoices for rental and utilities have been raised 8. Spot check Creditor statements 9. Credit control 10. Prepare month end ensuring all accounts/sales ledger/purchase ledger are reconciled 11. Print off all cash books from the Omega system 12. Ensure reconciliation reports are signed off by the Leader of the Council in accordance with audit requirements
<b>Accounts Year End</b>
1. Ensure all Accruals/Prepayments are recorded 2. Check annual expenditure against budget 3. Produce spreadsheets regarding payroll, petty cash 4. Liaise with internal auditor for interim and year end audit 5. Liaise with external auditor regarding annual audit and time frames 6. Create audit file, containing information for Auditors 7. Prepare Year End accounts for presentation to Council, ensuring all data is accurate and entered onto Omega.

8. Preparation of the Annual Governance & Accountability Return AGAR for the external audit inspection 9. Prepare reports as required for submission to Council to meet specified audit deadlines.
<b>Budgeting</b>
1. Assist with budget setting process 2. Send Precept Request to Wokingham Borough Council once agreed
<b>Third Parties</b>
1. Maintain relationships with the Council's bank, auditors and other relevant third parties

PERSON SPECIFICATION		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to at least A level or equivalent including professional qualifications where appropriate.	Yes	
Commitment to further professional development where required.		
Accountancy qualifications AAT ACCA		Yes
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Excellent verbal and written communication skills.	Yes	
Excellent written English.	Yes	
Able to work independently and collaboratively.	Yes	
Advanced IT skills.	Yes	
Ability to work accurately and to deadlines.	Yes	
Ability to present information verbally and in writing, in a clear & concise manner with excellent attention to detail.	Yes	
<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a financial environment, including production of financial reports, budget management and report writing.	Yes	
Ability to interpret financial reports.	Yes	
Experience of working in an administrative environment.	Yes	
An ability to work under pressure with changing priorities and timescales.	Yes	
Previous experience in local government.		Yes

**Remuneration**

	Spinal Column Point	Annual Gross
Finance Manager (RFO) Scale Range	33	£39,493
	34	£40,478
	35	£41,496
	36	£42,503
	37	£43,516
	38	£44,539
	39	£45,495
	40	£46,549
	41	£47,537

	<h2>JOB DESCRIPTION</h2>
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<b>Job title</b>	Town Clerk
<b>Location</b>	The Oakwood Centre Headley Road Woodley RG5 4JZ  / Plus home working
<b>Reports to</b>	Chairman (Mayor) and Leader of the Council
<b>Grade</b>	NJC SPC 50 – 54 (LC4) (increments subject to satisfactory performance established through annual appraisal)
<b>Type of position</b>	Permanent, Full Time
<b>Hours of work</b>	The town council has a 37-hour week but because of the seniority of this role, the postholder will be expected to work additional hours as needed, remunerated as TOIL.  This will include some evening and weekend attendance or response to emergencies, as required by Council.

*This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.*

<b>COUNCIL PURPOSE</b>
<p>Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.</p> <p>As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.</p>

<b>FINANCIAL/ORGANISATION</b>
<ul style="list-style-type: none"> <li>• Precept 2023: £1,195,649</li> <li>• Budgeted Net Expenditure 2023/34: £1,311,317</li> <li>• Town Councillors: 25</li> <li>• Wards: 9</li> <li>• Staff: 55 total (28 Full Time Equivalents)</li> <li>• Population est: 28,000</li> </ul>
<b>DEPARTMENT STRUCTURE CHART</b>

## Organisation chart attached

### MAIN DUTIES

#### Key Contacts

##### Internal:

- Elected Councillors
- Town Council staff

##### External:

- Service providers
- External bodies
- Contractors
- Community groups/organisations
- Voluntary sector organisations
- Local Government and other public bodies (police, fire etc)
- Members of public
- VIP, Civic dignitaries

#### Main Purpose

As head of the organisation;

To be proactive in all areas of responsibility of the post, showing strong leadership and strategic thinking to ensure the professional delivery of high quality, value for money services to the public.

To develop systems, strategies and processes as required and maintain a forward looking, strategic approach to the Councils services and activities.

To have overall responsibility for all aspects of the Council's democratic and business responsibilities, ensuring the Council's delivery is both legal and in the best interests of its residents.

As the Council's senior manager to uphold the highest standards of public service, in line with the Nolan Principles of Public Life.

As this is a politically constituted Council, to effectively interact with elected Councillors and to manage the complexities of a political landscape.

With a thorough knowledge of local government law, to act as the Council's principal legal adviser.

To manage the Council's services, resources and staff in a proactive way, showing leadership and innovation. To advise upon and administer all aspects of the Council's work and to promote the role of the Town Council in securing good and effective governance for the town.

The role of Town Clerk is defined in law as the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions required by law of a local council's Proper Officer. The role is entirely apolitical.

The Town Clerk will be responsible for ensuring that the instructions of the democratically elected Council are carried out.

The post holder is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively those decisions.

The post holder will be accountable to the Council for the effective management of all its resources and will report to it as and when required.

<b>1</b>	<b>Main Responsibilities/Accountabilities:</b>
1.1	To head the organisation. Reporting to the Chairman (Mayor) and elected Councillors to act as the Council's principal adviser; to manage the Council's services; resources and staff; to advise upon and administer all aspects of the Council's delivery. To be accountable to residents and show strong leadership in all areas of responsibility of the role.
1.2	Whilst maintaining neutrality; to work effectively within a politically diverse environment, managing sensitive and confidential situations.
1.3	To maintain an up-to-date knowledge of local government law.
1.4	To be visible and accessible to the public. Acting as the Council's representative, to proactively ensure effective and inclusive development and dissemination of regular communications, using up-to-date and inclusive means.
1.5	To oversee the management of the Council's parks, properties and buildings, ensuring that the Council's obligations for risk management are properly discharged and that the Council complies with health and safety legislation.
1.6	To respect, oversee and attend the Council's ceremonial and civic functions
<b>2</b>	<b>Strategic and Business Planning</b>
2.1	To organise and co-ordinate a strategic planning/visioning exercise with members at the start of each term, to produce an outline mission statement with overall objectives for the Council and aspirations for the term.



2.2	To prepare and implement an annual business plan with outline budgets based on a four-year projection, covering each overall strategic objective or priority identified by Council.
2.3	To align staff activity to the delivery of the Council's plans.
<b>3</b>	<b>Democratic Responsibilities</b>
3.1	To keep under continuous review the legal framework within which the council operates, advising members of changes or proposed changes to law or public policy which may affect the Council.
3.2	To advise elected members of the options available on matters raised at meetings, upon which decisions are required. To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented.
3.3	To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded.
3.4	To research and present available options to members on any matter before them and verify third-party reports, so far as practical, to facilitate lawful and reasonable decision-making.
3.5	To minute, or arrange for minutes to be taken, of all formal meetings of council or its committees, to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters.
3.6	To delegate, where appropriate, duties to the Deputy Town Clerk in respect of the above.
<b>4</b>	<b>Staff Leadership and Management</b>
4.1	To set, model and maintain professional standards throughout the staff team, acting when necessary to uphold these standards within the Council's equality, diversity and inclusivity policy.
4.2	To manage staff performance through an effective annual appraisal process.
4.3	To monitor and advise on any changes to employment law or national agreements.
4.4	To manage, motivate and develop the Deputy Town Clerk and Management Team, encouraging professional development where appropriate.
<b>5</b>	<b>Financial Responsibilities</b>
5.1	To have overall responsibility and accountability for the Council's budget.

5.2	To manage the Responsible Financial Officer (s151 Local Government Act 1972) to oversee and ensure the transparent use of public funds.
5.3	To oversee the Council's procurement for external contracts ensuring proper procedures for tendering, and assessment of risk and value for money.
<b>6</b>	<b>General Responsibilities</b>
6.1	To act as principal conduit of communication for the Council both internally and externally, including proactive, effective communication and involvement with Wokingham Borough Council, other parish/town Councils, local businesses, voluntary sector organisations and partnerships e.g. Town Centre Partnership, Community Youth partnership.
6.2	To monitor the effectiveness of procedures and policies, to advise Council when reviews or updates are appropriate and to advise of options available.
<b>7</b>	<b>Other Information</b>
	The post holder may be required to work unsocial hours including evenings and weekends and respond to any emergency. Remuneration for non-contracted hours will be by TOIL.
	The post holder must be able to travel throughout the Town Council's estate.
	The post holder will be required to comply with the Council's policies and procedures, and to undertake professional development as appropriate. In particular; <ul style="list-style-type: none"> <li>To achieve/maintain the qualification necessary for the council's eligibility for the General Power of Competence (as provided in the Localism Act 2011 ss1-8 and prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965).</li> </ul>
	All employees must be able to commit to Woodley Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.
	<b><i>This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.</i></b>

<b>PERSON SPECIFICATION</b>				
	<b>Competence</b>	<b>Essential</b>	<b>Desirable</b>	<b>Demonstrated by</b>
1	Qualifications	Degree level or equivalent alternative qualifications and experience. Certificate in Local Council Administration. (If not held will be contractually required to complete within first 12 months of appointment).		Qualifications
2	Policy and strategic management	Policy analysis skills and the ability to address and resolve complex issues.		Policy and strategic management
3	Political Sensitivity	Able to gain and retain the confidence of Councillors, local Community representatives, and outside organisations.	Experience of working in a political environment.	Political Sensitivity
4	Team management and Leadership	Able to lead, direct and motivate a team, to effectively build teams and encourage collaborative working between team members, councillors and other stakeholders.		Team management and Leadership
5	Legal knowledge and skills	Understanding of legal responsibilities and sufficient general understanding of the law to be able to procure effective legal advice and support.		Legal knowledge and skills
6	Communication skills	A high level of written, reporting, and presentational skills; excellent interpersonal skills. Understanding of marketing and publicity; experience of pro-active communication with local press and other media.		Communication skills

7	Financial Management	Competent in management of a significant budget; understanding of budget control, and of financial analysis and process.		Financial Management
8	Service Delivery	Able to apply key principles of effective service provision, customer care, service planning etc.		Service Delivery
9	Administrative and Organisational skills	Understanding of effective business administration to create organisational effectiveness.		Administrative and Organisational skills
10	Experience and knowledge of Local Government		A good understanding of Local Government's structure, functions, responsibilities and procedures. Demonstrable understanding of the legal requirements affecting local authorities.	Experience and knowledge of Local Government
11	Managing Contractors	Ability to secure effective running and/or maintenance of Council facilities by contractors, voluntary groups etc.		Managing Contractors
12	Information & Communications Technology	Non-technical understanding of the use and application of ICT.		Information & Communications Technology
13	Operational	Able to attend evening and weekend events and play a part in ceremonial and related activities.		Operational
14	Personal qualities	Approachable and responsive with staff and members of the public.		Personal qualities

		<p>Able to secure good relationships with Councillors and other stakeholders.</p> <p>Strength and resilience to manage challenging situations.</p> <p>Able to work effectively under pressure.</p> <p>Effective negotiator and influencer.</p> <p>Self-reliant, open, and honest.</p> <p>Practical with common sense approach to problem solving.</p> <p>Trustworthy with confidential information.</p> <p>Capable of anticipating problems and showing initiative to solve them.</p> <p>Receptive to change and new ideas.</p> <p>Methodical and thorough approach.</p>		
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### Remuneration

	Spinal Column Point	Annual Gross
Town Clerk Scale Range	50	£58,583
	51	£59,995
	52	£61,932
	53	£63,863
	54	£65,803

	<h2>JOB DESCRIPTION</h2>
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<b>Job title</b>	Maintenance Officer
<b>Location</b>	The Oakwood Centre Headley Road Woodley RG5 4JZ
<b>Reports to</b>	Amenities Manager
<b>Grade</b>	NJC SPC 18-22 (increments subject to satisfactory performance established through annual appraisal)
<b>Type of position</b>	Permanent, Full Time
<b>Hours of work</b>	37 per week

*This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.*

### COUNCIL PURPOSE

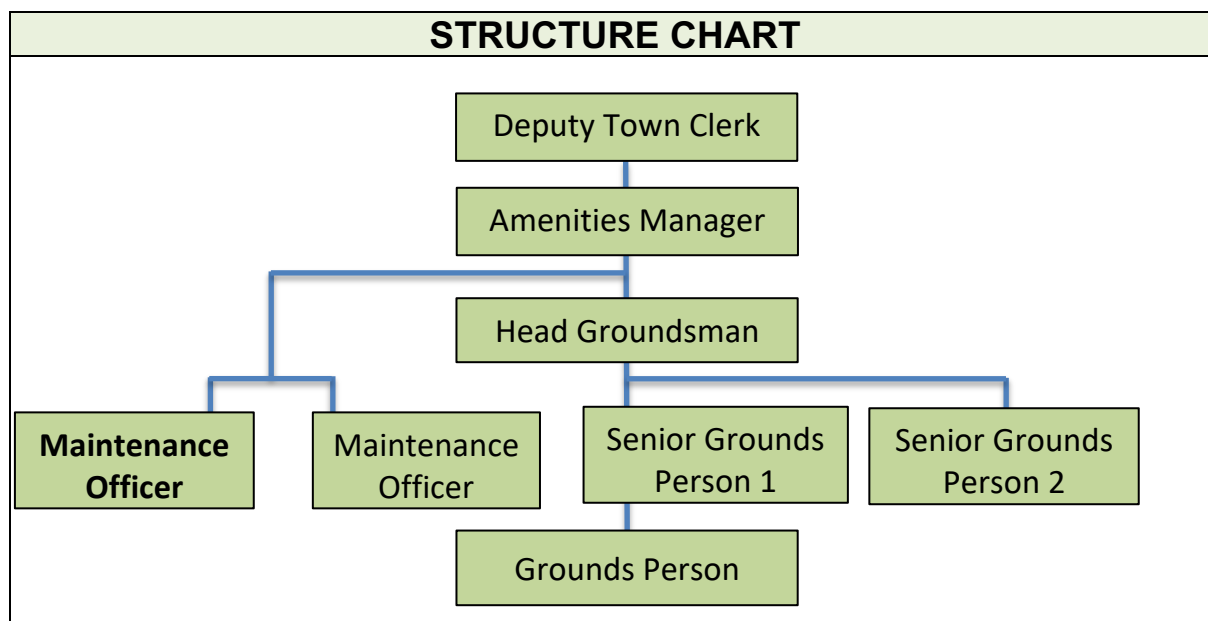
Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.

As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.

25 Town Councillors represent the 9 parish wards within Woodley. Latest figures put Woodley's population at around 28,000 plus, with an estimated 11,000 households.

### JOB SCOPE

This role involves	
<b>Financial Responsibility</b>	N/A
<b>Staffing Responsibility</b>	N/A



<b>MAIN DUTIES</b>	
1	To maintain and carry out general repairs to Town Council owned buildings and facilities, to include general building and carpentry work, painting and decorating.
2	To order appropriate materials, goods and tools, in liaison with the Amenities Manager.
3	Carry out maintenance and inspection of the Council's play areas, as directed and in accordance with the maintenance schedule.
4	To report any maintenance or repairs required to the Amenities Manager.
5	To prioritise the general maintenance and repair workload, ensuring the Amenities Manager is aware of the work programme.
6	To ensure that inspections of bus shelters, seats, noticeboards and bins are carried out each week, that reports are maintained and filed and that any necessary repairs are carried out.
7	To maintain the paddling pool and associated plant room, carrying out inspections each week and recording findings in the pool book.
8	To carry out any general maintenance and repairs required at the allotment site.
9	To liaise with outside contractors as directed by the Amenities Manager.
10	To liaise with other Council staff on the timetabling of maintenance work to be carried out at the Council's premises.
11	To be contacted in the event of an emergency and, where able, attend to assist. Overtime or time off in lieu will apply in these instances.
12	To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.
13	To ensure the health and safety of resources within the post holder's responsibilities and personal health and safety responsibilities, as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.
14	To be available, out of office hours, to advise and/or attend in case of emergency.
15	To carry out all duties having regard to personal health and safety and that of others who may be affected by the post holder's actions.
16	To carry out any other reasonable duties commensurate with the grade of the post.

<b>PERSON SPECIFICATION</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
City & Guilds /Equivalent in building maintenance / plumbing / decorating / carpentry		Yes
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
General building maintenance	Yes	
Ability to work on own initiative	Yes	
Ability to work as part of a small team	Yes	
Carpentry		Yes
Plumbing		Yes
Decorating		Yes
Good IT skills including office software, such as Microsoft Word and Excel (?)		Yes
Well developed written and verbal communication skills		Yes
<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of compliance/inspection/record keeping		Yes

## Remuneration

	Spinal Column Point	Annual Gross
Maintenance Officer Scale Range	18	£27,344
	19	£27,852
	20	£28,371
	21	£28,900
	22	£29,439



**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 29 August 2023 at 7:45 pm**

**Present:** *Councillors: B. Soane (Chairman); J. Cheng; R. Horskins; L. Guttridge; C. Jewell; J. Sartortel; P. Singh; J. Taylor;*

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

**Also present:** *Cllr K. Baker  
2 members of the public*

52. **APOLOGIES**

Apologies for absence were received from Councillors Bragg and Lewis.

53. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

54. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 25 JULY 2023**

**RESOLVED:**

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

55. **CURRENT PLANNING APPLICATIONS**

After deliberations regarding the final current planning application, a retrospective application for the development of an outbuilding, Members suggested the Council may wish to put out communications to educate members of the public regarding the need to get planning permission for outbuildings of a certain size / location, and to direct them to the relevant resources to be able to ascertain if planning permission is required or not. The Committee Officer advised that such communications had previously published with regards to this, but that the Council could re-issue this, and schedule to do so at least once a year.

**RESOLVED:**

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.
- ◆ To publicise the need for residents to obtain planning permission for certain types of outbuilding, and to direct them to the relevant resources to get guidance on this.

56. **PLANNING DECISIONS**

**RESOLVED:**

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

57. **PLANNING APPEALS**

**RESOLVED:**

- ◆ To note the following appeal decision:

Application: 214173  
Location: Land adjacent to Sonning Golf Club, Sonning, Berks RG4 6DJ  
Proposal: Development of a specialist dementia residential care home (Use Class C2), creation of new pedestrian, cycle and vehicular access, landscaping, and other associated infrastructure works. (Woodley Town Council had objections to the proposal.)  
Details: Appeal against refusal of planning permission.  
Decision: The appeal was dismissed.

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

**RESOLVED:**

- ◆ To note the following applications for tree works:

Application: 231821  
Location: TPO 3/1951, WOODLAND 3: 54 Hazel Drive, Woodley, Wokingham, RG5 3SA.  
Proposal: T1, Acacia - Fell.

Application: 231845  
Location: TPO 141/1977, AREA 1: 72 Western Avenue, Woodley, Wokingham RG5 3BH.  
Proposal: G1, Oak and 2 x Ash - Prune back the lower canopy of the Ash from the pathway and driveway by 1m.  
T1, Oak – Crown lift to approx. 6m on property and garage side, providing approx. 1.5m clearance to the property and 2m to the garage, removing secondary growth only where possible.  
T2, Oak – Crown reduction of lower and mid-canopy growing towards property and 1 no. branch growing towards the garage by 1.5m to provide 1.5m clearance to property.

Application: 231908  
Location: TPO 3/1951, WOODLAND 3: 54 Hazel Drive, Woodley, Wokingham, RG5 3SA.  
Proposal: T1, Sweet Chestnut – Crown reduction by 1-2m back to suitable pruning points; remove deadwood.

Application: 231951  
Location: TPO 1204/2007, AREA 1: 16 Glendevon Road, Woodley, Wokingham, RG5 4PJ.  
Proposal: T1, Oak – Crown lift to a maximum height of 5m and selectively prune lateral branches overhanging no. 15 St Johns Close by a maximum of 1.5m and to a maximum height of 10m; remove 3 no. branches on the south side of the tree (see photographs); remove deadwood.

Application: 232022  
Location: TPO 1849/2022, WOODLAND 3: Land adjacent to 35 Constable Close, Woodley, Wokingham, RG5 4US.  
Proposal: T10, Field Maple – Fell.

59. **RAIL STATION TICKET OFFICE CONSULTATION (SWR/GWR)**

Members considered the consultation by South Western Railway and Great Western Railway regarding proposed changes to the operation of railway ticket offices, including ticket office closures.

Members considered a proposed response, drafted by Councillor Taylor, on behalf of the Town Council (**Appendix B**). The Chairman thanked Councillor Taylor for her efforts in considering the consultations and drafting a response. It was also noted that Cllr Guttridge had submitted some comments to the Committee Officer regarding disabled access issues (**Appendix C**).

Members requested that Cllr Guttridge's comments be added to Cllr Taylor's proposed response, and that this be submitted in response to the consultations on behalf of the Town Council. It was also requested that this response letter be circulated to all Members, and published on the Council's website.

**RESOLVED:**

- ◆ To provide a Town Council response to both the South Western Railway and Great Western Railway consultations, using the proposed response drafted by Cllr Taylor, with the inclusion of the disabled access issues provided by Cllr Guttridge.

60. **DEPARTMENT FOR TRANSPORT AND NATIONAL HIGHWAYS CONSULTATIONS**

**RESOLVED:**

- ◆ To note the circulation to Members of Wokingham Borough Council's Individual Executive Member Decision report and appendices, relating to the DfT's Transport and National Highways consultations, on 24 July 2023.
- ◆ To note that, as comments were required by 26 July 2023, Members views were sought prior to this meeting and the following comments were submitted to Wokingham Borough Council:
  - The Council shares WBC's concern regarding the M4 Smart Motorway, in terms of the proven danger of the loss of a hard shoulder on the M4 and other motorways;
  - The Council believes more attention should be paid to net zero environmental targets;
  - The Council is against road charging as a solution to reducing car use; this should be avoided in view of the pressure it would likely put on local roads - Woodley has (or is connected to) two access points to the M4 along the A329(M) and, as such, would suffer greatly from traffic finding alternative routes;
  - Verges and central reservations on motorways must be kept cut at all times; long grass on verges and central reservations provide a danger to motorists by reducing visibility.

61. **LOCAL GREEN SPACE NOMINATIONS**

Members considered the request from Wokingham Borough Council for any additional comments regarding two areas of land, for which the Town Council is the landowner, being proposed for inclusion as local green spaces in the local plan update; those being Woodford Park / the Memorial Ground, and Malone Park.

The Committee Officer advised members that, in relation to the map showing the extent of Woodford Park and the Memorial Ground nominated for inclusion as provided in the agenda, he had notified Wokingham Borough Council that a small area to the north of Coronation Hall had been omitted. Wokingham Borough Council had advised that this would be noted and taken into account.

Councillor Jewell advised Members that she had reviewed a map showing all areas in Woodley being proposed for inclusion as Local Green Spaces, not just those areas owned by the Town Council, and was concerned that a number of areas were not being proposed as local green spaces. Members noted the areas Councillor Jewell was concerned about were:

- Land between Lysander Close and Hartigan Place
- Wheble Park
- Loddon Mead
- Land at the junction of Arundel Road and Wingate Road

Members had no additional comments to submit to Wokingham Borough Council in relation to the proposals to designate Woodford Park / the Memorial Ground and Malone Park as local green spaces. It was agreed that the Council should write to Wokingham Borough Council to request that the other spaces, raised by Councillor Jewell, be nominated as local green spaces.

**RESOLVED:**

- ◆ To submit no comments to Wokingham Borough Council in relation to the proposal to designate Woodford Park / the Memorial Ground and Malone Park as local green spaces in the local plan update.
- ◆ To write to Wokingham Borough Council to request that the following areas are considered for nomination as local green spaces in the local plan update:
  - Land between Lysander Close and Hartigan Place
  - Wheble Park
  - Loddon Mead
  - Land at the junction of Arundel Road and Wingate Road

*[C.O. Note: Following the meeting it was confirmed that the Town Council originally submitted suggestions of areas for local green space designation in April 2020, and the areas raised by Councillor Jewell at this meeting were not included in the original list]*

62. **TRAFFIC REGULATION ORDER UPDATE**

Members noted the section of Colemansmoor Road, to the north of Rivermead Road, along which Wokingham Borough Council is proposing the introduction of double yellow lines in the next Traffic Regulation Order update. Members felt the proposals could've gone further, with the double yellow lines running all the way to the junction with Loddon Bridge Road.

**RESOLVED:**

- ◆ To respond to Wokingham Borough Council to state that, whilst the support the introduction of double yellow lines on this stretch of Colemansmoor Road, the Committee felt these should extend to the junction with Loddon Bridge Road.

63. **TWYFORD NEIGHBOURHOOD PLAN**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council formally adopted the Twyford Neighbourhood Plan on 20 July 2023.

64. **COMMUNITY SPEEDWATCH**

Councillor Taylor advised Members that she had now taken part in the Bulmershe & Whitegates Community Speedwatch group and better understood how the scheme worked. She advised that the next step for the Woodley group would be to identify locations for Speedwatch activities, and to get these authorised by the Thames Valley Police. Once this has happened, volunteers could be recruited.

Members noted there were still issues with the Council's Speedwatch equipment and that, following efforts from the Committee Officer and Councillor Bragg, it was still not possible to download the data and images required. It was suggested that, if this cannot be resolved, the Council may wish to pay for an IT specialist to help fix the issue.

65. **COMMUNITY ISSUES**

There were no community issues raised by Members.

66. **HIGHWAYS ISSUES**

Councillor Horskins raised a concern about the use of eScooters in the area. The Committee Officer advised that the Thames Valley Police had attended a Planning & Community Committee meeting in 2022 to discuss this matter and had advised that, whilst the riding of eScooters on public land was illegal, there was currently little enforcement they could do as eScooters did not official fall into a category of motorised or pedal powered vehicle. They stated that their powers would be limited until the matter had been legislated against.

It was suggested that the Council might put out some communications regarding this issue in order to educate people. The Committee Officer advised that this did happen last year, but that further communications could be issued.

Members recommended writing to the local MPs to raise the concern, and to ask that legislation be considered for introduction as soon as possible to help resolve the matter.

**RESOLVED:**

- ◆ To write to Theresa May MP and Matt Rodda MP to raise concerns over the use of eScooters in the area and request that legislation be introduced as soon as possible to aid police in enforcing the matter.

*[C.O. Note: Sergeant Simon Botham and PCSO Claire Towse attended the P&C Committee meeting held on 12 July 2022]*

67. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletter – July 2023
  - Connecting Communities in Berkshire Newsletter – August 2023
  - The Wokingham Volunteer Centre E-Newsletter – Summer 2023

68. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

69. **PUBLICITY/WEBSITE**

There were no further publicity and website items raised by Members, other than those already raised under previous items.

70. **ENFORCEMENT ISSUES**

**RESOLVED:**

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

The meeting closed at 9:36 pm



Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 29 August 2023**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>231625</b> 12 Mannock Way, Woodley, RG5 4XW	Householder application for the proposed conversion of existing loft to create habitable accommodation to include 1no. dormer plus changes to fenestration.
<b>Observations:</b> The Planning & Community Committee have considered this application and wish to object to the proposal to create additional habitable accommodation due to lack of on-site / off street parking available at the property; the plans indicate only one available parking space.	
<b>231655</b> 22 Lindberg Way, Woodley, RG5 4XE	Householder application for the proposed erection of a single storey rear extension plus first floor side extension.
<b>Observations:</b> The Planning & Community Committee have considered this application and have no objections, but request that the neighbour's comments are taken into account.	
<b>231713</b> Sandford Farm, Mohawk Way, Woodley, RG5 4TE	Full application for the proposed erection of a 2 storey dwelling with single storey entrance link walkway. Single storey detached office and a second single storey detached unit for bin/bicycle storage garden store.
<b>Observations:</b> The Planning & Community Committee have considered this application and had concerns regarding access. This stretch of Perimeter Road is not currently used by motor vehicles; there are no driveways, with the road currently used by walkers and cyclists. The development would lead to conflict between vehicles and pedestrians / cyclists who currently use this route without the need to be aware of vehicles. Were the plans to be approved, appropriate signage would need to be installed to ensure those using the path were aware that vehicles could be using the road.	
<b>231769</b> 56 Butts Hill Road, Woodley, RG5 4NH	Householder application for the proposed dropped curb.
<b>Observations:</b> No objections.	
<b>231786</b> 25 Cypress Road, Woodley, RG5 4BD	Householder application for the proposed erection of a single storey rear extension following demolition of the existing conservatory.
<b>Observations:</b> No objections.	
<b>231798</b> 14 Wingate Road, Woodley, RG5 4JU	Householder application for the proposed erection of a two storey front and side extension and a single storey rear extension following demolition of the existing garage and shed, plus the addition of a front canopy roof.
<b>Observations:</b> No objections.	

<p><b>231828</b> 24 Rothwell Gardens, Woodley, RG5 4TJ</p>	<p>Householder application for the proposed erection of a single storey front extension with a canopy roof and a first floor side and two storey rear extension with 1 no. Juliet balcony following demolition of the existing rear conservatory, plus conversion of the garage to habitable accommodation and changes to fenestration.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and wish to object to the proposals on two grounds. First, as mentioned in a neighbour's comment, the plans appear to reflect that the distance between the property and 7 Tippings Lane will be reduced to below the minimum 22m distance specific in the Borough's Design Guide. Secondly, the Committee believe the proposal to include a Juliet balcony would cause overlooking and would be unneighbourly.</p>	
<p><b>231846</b> 44 Coppice Road, Woodley, RG5 3RA</p>	<p>Full application for the proposed subdivision of the site and erection of a two storey side extension to form 1 no. terraced dwelling with associated parking.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and wish to object to the proposal on two grounds. First, the Committee believed that the proposals would lead to a terracing effect; no other properties in this area are terraced, and this proposal would be out of keeping with the street scene. Secondly, they believe provision of parking to the rear of the property was not suitable and contrary to Core Strategy Policy CP2, with regards to the requirement for new developments to address the requirements of an ageing population. The Committee noted a recent decision report relating to the introduction of parking to the front of 44 Coppice Road (ref 214009), which gave substantial weight in the determination to the fact that the existing parking to the rear of 44 Coppice Drive was located on an incline and 30m from the front entrance. This is the parking which is now being proposed for the new development, whose front entrance will not significantly closer than that of the current property at 44 Coppice Drive.</p>	
<p><b>231860</b> 8 Phillips Close, Woodley, RG5 4XD</p>	<p>Householder application for the proposed conversion of the garage to habitable accommodation and alterations to the rear fenestration.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>231870</b> 23 Telford Crescent, Woodley, RG5 4QT</p>	<p>Householder application for the proposed extension of the existing front dormer.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>231871</b> Former Travis Perkins Site, Woodley Green, Woodley, RG5 4QP</p>	<p>Full application for the proposed erection of a building to form a residential care home (Use Class C2) with access, parking, landscaping and associated works, following demolition of all existing buildings on the site.</p>
<p><b>Observations:</b> The Planning and Community Committee have considered this application and fully support the proposed use of the site for the building of a residential care home.</p>	
<p><b>231909</b> 16 Fawcett Crescent, Woodley, RG5 3HU</p>	<p>Householder application for the proposed erection of single storey side and rear extension, with fenestration to match existing, following the demolition of existing rear extension and existing outbuilding.</p>
<p><b>Observations:</b> No objections.</p>	



<b>231927</b> 21 Bodmin Road, Woodley, RG5 3RZ	Householder application for the proposed erection of single storey rear extension, plus 2no. roof lights and formation of ground floor side window, following the demolition of existing conservatory.
<b>Observations:</b> No objections.	
<b>231953</b> 7 Delamere Road, Earley, RG6 1AP	Householder application for the proposed erection of part two storey side part single storey rear extension, including fenestration to match existing, and alteration of hipped roof to form gable.
<b>Observations:</b> No comments.	
<b>231961</b> 12 Martinet Road, Woodley, RG5 4TQ	Householder application for the proposed conversion of garage to form habitable space, plus alteration to fenestration to match existing.
<b>Observations:</b> No objections.	
<b>232023</b> 83 Bruce Road, Woodley, RG5 3DY	Householder application for the proposed single-storey, detached outbuilding in rear garden (Retrospective).
<b>Observations:</b> The Planning & Community Committee have considered this proposal and wish to object on the grounds that the outbuilding is too close to the boundary with neighbouring properties, and is too high, meaning it is overbearing and unneighbourly.	

**Woodley Town Council** welcomes the opportunity to contribute to the rail operators' consultation on proposals to close most station ticket offices.

The Council supports promotion of rail transport as a key part of the UK's climate change policy and as an enabler of economic and social well-being. As our residents contribute to the public subsidy of railways, we are also keen to ensure that the service provides value for money for people locally and is on a sound financial footing.

With these points in mind, we note that the operators' objectives in proposing the closure of ticket offices are to provide better service to customers and to ensure that the railway is 'more financially sustainable'. These objectives are admirable – but it is currently unclear exactly how they will be achieved and indeed whether they are mutually compatible. We are also concerned about the effects of the changes on our national and local obligations in respect of equality of access for all and ensuring staff and customer safety.

Therefore, can you please give us reassurance on the following points:

### ***Better service to customers***

We note that several local councils and disability rights groups have flagged concerns regarding access to ticketing and the danger of marginalising some rail users. We will not reiterate all these issues but refer you to the response provided by our primary local authority 'Wokingham Borough Council'. However, we would like to raise the following specific points:

We welcome the initiative to provide hands-on help for users to learn how to use Ticket Vending Machines (TVMs). However, GWR reports that around 25% of tickets sold at two of our local stations (Reading and Twyford) are bought from the Ticket Offices. Is there any evidence that the only barrier to replacing these transactions with a TVM is lack of user training?

Three of our local stations (Reading, Winnersh Triangle and Reading) will have significantly reduced staffing times under the new proposals i.e. a smaller window for those who need to talk to someone about their requirements. There is a danger of creating a self-fulfilling prophecy here e.g. we don't need to staff Earley station on a Saturday as hardly anybody needing ticketing assistance uses it then - which means that subsequently *nobody* needing ticketing assistance can use the station on that day.

What measures are being taken to improve the 'usability' of ticketing software for apps, online portals and TVMs?

For example, ensuring that: software is consistent across operators; there is a facility to compare different fare options (including split-ticketing) before purchasing a ticket; all types of ticket are supported; cash, voucher/warrants and card payments can be made; TVMs accessible from wheelchairs; text-to-speech, ability to change text size and high contrast displays available for the visually impaired.

We also urge that a representative panel of customers be established to effect User Acceptance Testing.

We ask that train staff be given discretion to take account of difficulties in getting a ticket at unstaffed stations when dealing with penalties for possible fare evasion or breaking restrictions on ticket use.

### ***Financial Sustainability***

We assume that the source of 'financial sustainability' arising from closure of ticket offices will be a reduction in staff costs and/or the sale of more tickets. Is this correct? Leaving aside the customer service consideration for the moment, what does your modelling predict in respect of loss of custom (journeys and revenue) owing to the removal of ticket offices?

### ***Safety***

Given the proposed increase in the time many stations will be unstaffed, what additional provision will be in place to support customers needing to re-plan journeys owing to service disruptions?

Similarly, what emergency facilities will be provided for vulnerable people regarding personal safety at unstaffed stations? SWT refer to video-call facilities being made available at Cat 3 stations – will this be available across the network whenever trains are running?

We ask that safety procedures be put in place to protect both lone workers at smaller stations and ticket inspectors on trains.

***Monitoring and Measuring Success***

How will the effects of the change be monitored and measured? Is there an intention to run staff and customer satisfaction surveys? How will any 'lost' customers be identified? How will financial benefits be calculated?

We note appreciatively that GWR has published transaction data, including number of tickets sold at ticket offices, online and via TVMs for journeys from each station. We request that each operator publish this info before the closures are effected and at regular intervals thereafter in order to identify any trends in rail usage following the change.

***Governance***

With the closure of all / most ticket offices, does this mean that Schedule 17 of the Secretary of State's 'Transport Ticketing & Settlement Agreement' is defunct i.e. there will no longer be any statutory regulation of station staffing? If so, how will customers' (and tax payers') interests be represented independently?

Also, SWT has made a number of 'pledges' in their consultation paper, including:

- All colleagues will be treated fairly and their new roles will be more varied and engaging
- Customers will never have to travel out of their way to buy tickets
- Those with accessibility needs\* will always be supported.

How will performance against these pledges be measured and shared with the public. What is the consequence of failing to meet them?

\* Note that SoS 'Transport & Ticketing Settlement Agreement' includes access to ticketing as well as physical access. Section 5.7 refers

Thank you again for the chance to comment on the proposed changes. We hope our constructive observations will be helpful to you and look forward to hearing the outcome of the consultation.

# Re: Rail Ticket Office Closures consultation

From: Linda Guttridge  
To: Matthew Filmore  
Date: 08/08/2023 7:12 PM

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Dear all,

#

Can I declare some interest and disgust in British Rails proposal For those of you that don't know I'll give a brief idea of just how difficult it already is to go via British rail from our local stations. Something my friend and I attempt several times a year but due to lack of staff has now become a frightening experience for two women travelling together one in a wheelchair

At Twyford, The guard goes off duty at 7pm The ramps to get wheelchairs off the train are locked up and as we discovered if you are later than that so are the lifts If you've rebooked your journey a week in advance the train would have been diverted to platform one for you if you've gone through disabled assistance on the network but you have to give a weeks notice. I mean come on can we really have disabled people out at all times of the night (sorry joke). If they can't divert the train you're then sent up the line to reading and put on the next train back that stops at Twyford this can add up to an hour to your journey time at that time of night and the driver has to agree to get you off, they don't all so you could spend the rest of the evening going between maidenhead and reading.

In Wokingham it's unmanned anyway after 8pm but at least you're coming in on the flat and can walk around provided the gate hasn't been locked and you've managed to get your wheelchair off the train and blind people travelling alone might have difficulty finding it if they don't know the station

The ticket office staff at both these stations have always helped when the guard went off with just getting you off and helping you on your way either via your own car or taxi which all made for a good end to a night ou

I hope no of you mind me telling you thisbut that's not what I call equalities in travel

Linda Guttridge

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 5 September 2023 at 8:00 pm**

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**Present:** *Councillors D. Smith (Chairman); D. Errawalla; 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:** *3 members of the public*

12. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Firmager.

13. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

14. **MINUTES OF THE MEETING HELD ON 6 JUNE 2023**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 6 June 2023 be approved and signed by the Chairman as a correct record.

15. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

**RESOLVED:**

- ◆ To note Report No. LS 13/23.

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

The Leisure Services Manager presented Report No. LS 14/23.

An updated was provided on the final Family Racket Attack numbers for the summer holidays, with a total of 1,066 transactions being recorded. Members noted this was an all-time high for this period, in excess of the 826 recorded in 2021.

Following an unseasonably wet and cold summer, the paddling pool was due to be closed on Sunday 11 September. However, the recent return of hot weather, and the closure of other local pools for winter, had led to increased use of the pool in recent days, and the Leisure Services Manager advised the pool would remain open for a short while longer, until the hot weather has subsided.

Members noted that new inflatable play equipment had been purchased for the leisure centre. The Leisure Services Manager explained that the centre was moving to a new format for providing children's parties, focussing on hiring the venue and equipment. It was noted that leisure staff would no longer be provided to operate equipment, such as inflatables, at children's parties, with the onus of the hirer to supervise the use of such equipment. The Deputy Town Clerk advised that this was due to the inability of the Council to obtain insurance for operating the equipment, but that it was possible to obtain cover for the hire of the equipment, with hirers signing to confirm they had read the appropriate user guidelines.

Following a query, the Leisure Services Manager advised that the success of the new play equipment would be measured using a feedback form, returned by hirers, as well as by comparing income figures.

It was noted that the tender for new gym equipment had received 13 submissions, and that a recommendation for accepting the preferred tender was due to be considered by the Strategy & Resources Committee at their next meeting, due to be held on 12 September. In response to a question, the Deputy Town Clerk confirmed that the tender scoring was not solely based on cost, but also took into consideration the equipment and service provided.

Members noted that there had been a net gain of 10 new gym memberships during the period covered by the report, which was recognised as being good as membership usually decreased during the summer period. Members requested that, for future meetings, a net gain / loss chart might be provided, displaying previous years as a comparison.

Following a query, the Leisure Services Manager confirmed there was no official age limit for use of the paddling pool, but that it was designed to be used by toddlers and families.

**RESOLVED:**

- ◆ To note Report No. LS 14/23.

17.

**PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 15/23.

The Deputy Town Clerk highlighted that Woodford Park had been awarded the Green Flag award for the sixth year in a row. He acknowledged that this was mainly due to the hard work of both the Council's grounds team and the Friends of Woodford Park group.

Members noted the cost associated with engaging bailiffs to remove the two unauthorised encampments who had forcibly gained access to the park during the summer. It was queried whether the Council would be able to get money back for this and the criminal damage caused by those when gaining access to the park, but it was acknowledged that this was unlikely. The Deputy Town Clerk advised Members that the Council would be looking at any vulnerable access points in Woodford Park and considering the options for providing extra security, which include the possibility of installing new bollards, a ditch or new locks. Members noted their thanks to Officers for the speed with which both unauthorised encampments were removed from the site.

Following the increased incidents of graffiti in the park, noted in the report, it was suggested whether the option of installing a graffiti wall had been considered. The Deputy Town Clerk advised that one had previously been installed by Just Around the Corner (JAC) in excess of 15 years ago, which had been successful. It was noted that JAC had also used the wall as a location to meet and talk to young people, however the wall fell into disrepair and was removed sometime ago. The Deputy Town Clerk agreed the idea of reintroducing a wall could be added to the projects list for consideration.

Following a suggestion regarding using an Allotments and Garden Association template tenancy agreement, it was highlighted that the current agreement had been based on such a document, and the convening of the Allotments Task & Finish Working Group was to consider minor changes to the existing agreement, which had already been reviewed in the past two years, and not to review it from scratch.

**RESOLVED:**

- ◆ To note Report No. LS 15/23.

18. **FRIENDS OF WOODFORD PARK UPDATE**

Members noted the report from the Friends of Woodford Park (FoWP), as set out in the agenda.

The FoWP representative attending the meeting explained that historically the group held regular meetings, with a representative then attending meetings of the Leisure Services Committee to provide feedback. However, he advised that the Committee often did not discuss or respond to the feedback. During the pandemic FoWP meetings ceased, and these had not been re-instigated since. As members of the group are very visible in the park when working on flowers beds, it was acknowledged that they often receive comments and queries from members of the public.

The Chairman stated that the Committee were very open and willing for the FoWP to provide reports to meetings of the Committee as and when they had information to pass on, and that the Committee would welcome their input.

It was suggested that the FoWP might consider looking into, and contacting Chesham Town Council who, instead of a 'friends of' group, had a 'user group' for one of their parks. It was noted that this 'user group' had a slightly broader remit than normal for a 'friends of' group, engaging with all users of the park and even having the option of membership and subscription, the money for which was fed back into park improvements.

Members noted that the current Town Council representative appointed to the FoWP, Cllr Soane, was not a member of the Leisure Services Committee, and it was acknowledged that this was not ideal. It was agreed to speak to Cllr Soane to see if he would be amiable to being replaced, with Cllr Horskins putting his name forward for consideration. The Committee Officer advised that this change would need to be noted at a meeting of Full Council.

19. **3G PITCH STEERING GROUP SUB COMMITTEE**

In the absence of Cllr Firmager, Chairman of the sub committee, the Deputy Town Clerk presented Report No. LS 16/23.

Members noted that extending the operating times of the 3G pitch had been previously considered, although not progressed, and the Deputy Town Clerk advised that, in order to do so formally, a noise impact assessment would need to take place.

It was acknowledged that the local teams using the pitch currently felt that extending the operating hours by 30 minutes on a Tuesday, Wednesday and Thursday evening, would make a significant difference, and the Leisure Services Manager estimated this would lead to approximately an extra 30-40 adults using the pitch each meet, with an estimated additional income of around £2,000 to £3,000 per year, depending on uptake.

Members were concerned regarding the impact the extension of the operating hours would have on residents of Farriers Close, and that the potential income may not justify this impact. Following a query, the Deputy Town Clerk also advised that the noise impact assessment was likely to cost in the region of £2,000.

Members concurred that, before considering whether to progress a planning application regarding extending the operating hours of the pitch, the Council should write to residents of Farriers Close to seek their views. It was also suggested that, if possible, these should be hand delivered by a Councillor, potentially Cllr Bragg as a resident of Farriers Close, to allow for personal, face to face conversations to also take place.

**RESOLVED:**

- ◆ To note Report No. LS 16/23 of the 3G Pitch Steering Group sub committee meeting held on 15 June 2023.
- ◆ To draft a consultation letter regarding the potential extension of the operating times of the 3G pitch by 30 minutes on Tuesday, Wednesday and Thursday evenings, and for the letter to be delivered to residents of Farriers Close, by hand if possible by an appropriate Councillor.

20. **YOUTH SUPPORT SERVICES**

20.1 **Youth Support Service Grant Award Fund – 2023/24**

Members considered the proposed youth support service grant award guidelines and criteria, as set out in the agenda.

Members noted that the guidelines and criteria were similar to those used by the Council when awarding other grants. Whilst a £3,000 maximum grant award limit had been included in the guidelines, it was noted that the wording stated that grants would normally be capped at this level, leaving scope for the Committee to consider awarding grants in excess of this amount if they wished. It was requested that an additional line be added to confirm that all grants, even those for amounts in excess of £3,000, would be considered on their own merits.

**RESOLVED:**

- ◆ To recommend that the Strategy & Resources Committee adopt the youth support service grant award guidelines and criteria, as set out at **APPENDIX A**.

Voting: For: 5 Against: 0 Abstain: 0 No Vote: 0

20.2 **Youth Support Service Provision – 2024/25 and beyond**

The Deputy Town Clerk presented Report No. LS 17/23.

Following a query as to why the Youth Service Task and Finish Working Group was recently disbanded, only for a new Youth Support Service Task and Finish Working Group to be considered, it was explained that the previous working group reported to Strategy & Resources and had a specific remit to tender for a Youth Service provider against an agreed SLA, which they had been unable to achieve. The new working group was being tasked to review, more broadly, the Council's future youth support service provision, and would be reporting to Leisure Services.

A concern was raised that some of the proposed terms of operation were not specific as to how they would be achieved. The Chairman confirmed that it would be up to the working group to determine how to achieve these.

The Deputy Town Clerk confirmed that, in reference to undertaking a young persons survey as included in the terms of reference, £5k is already budgeted for this.

**RESOLVED:**

- ◆ To note Report No. LS 17/23.
- ◆ To set up the Youth Support Services Task & Finish Working Group in line with the terms of reference, as set out at **APPENDIX B**.

Voting: For: 5 Against: 0 Abstain: 0 No Vote: 0



- ◆ To note the appointment of Councillors Firmager, Gilder and Kennedy as the Conservative group members on the working group, with agreement that the Labour group member can be appointed after the meeting, by notification via email.

21. **MIXED RECYLING BINS IN WOODFORD PARK**

The Deputy Town Clerk updated Members to confirm that the Council would be trialling new mixed recycling bins in Woodford Park in the near future. Bins would provide segregated general waste and mixed recycling, with an additional recycling skip based at the Council's maintenance yard. He also confirmed that the Council's new waste carrier would also be able to undertake separation of recyclable items during processing to additionally increase the levels of recycling. Members noted that the processing of recyclable materials was also cheaper by the tonne than general waste, which would benefit the Council.

The Deputy Town Clerk advised that Officers were yet to select the final bin design, which would need to be robust, and it was suggested that the Council may wish to review the mixed waste bins currently used in Elms Field as an option.

22. **FUTURE AGENDA ITEMS**

The Chairman requested that a report be provided to the next meeting of the Committee with details of possible improvement and beautifying works which could take place at Wheble Park.

23. **PUBLICITY AND WEBSITE**

It was recommended that the Council write to all schools in the area to notify them of the incidents of anti-social behaviour and graffitiing which has taken place on Council's grounds during the summer period, especially in the Garden of Remembrance, and to ask them to highlight this to their students.

Following a suggestion to advertise the new kids party provision being offered at the leisure centre, the Leisure Services Manager confirmed he was currently reviewing appropriate marketing plans.

Following a request for the Council to advertise for comments from young people as to what youth service provision they'd like to see in Woodley, the Chairman confirmed that this would be a matter for the new working group to consider and undertake.

The meeting closed at 9:14 pm

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## GRANTS TO GROUPS AND ORGANISATIONS SUPPORTING YOUNG PEOPLE IN WOODLEY



Youth Grants are available to assist and facilitate projects that reach, engage and support young people in Woodley and provide them with better life chances.

Organisations are welcome to apply for an amount which will normally be capped at £3,000. However all applications, including those for amounts in excess of this, will be considered on their own merits.

The Council will prioritise the following areas:

- Financially assist services that meet the needs of our vulnerable young people
- Funding initiatives that tackle crime and anti-social behavior through supporting young people
- Funding initiatives that assist young people in gaining employment, education and training

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs that:

- could reasonably be expected to be funded from other sources
- could reasonably be expected to be funded from members' subscriptions
- seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to attend a meeting of the Leisure Services Committee to provide feedback on how the grant funds have achieved the project aims.

Successful applicants will be required to:

- keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, where requested

Organisations receiving a grant will be required to explain in their application how they will inform their organisation's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Youth Grants form which can be found on the Town Council's website: [www.woodley.gov.uk](http://www.woodley.gov.uk).

Grant applications must include the following information for your organisation:

- mission statement, constitution or set of rules signed by the chairman (if you are not able to do this please explain why in the form).

- a copy of the most recent statement of annual accounts
- a recent bank statement
- a statement of income and expenditure for the current year

Youth grants may be considered by the Leisure Services Committee at its scheduled meetings throughout the year, with a recommendation made to the Strategy and Resources Committee for final approval of all grant awards.

Applications must be returned to:-

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

or by email to [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk)

or by pressing the submit button if you are completing the form electronically

The Council will not award youth grants in excess of the annual budget allocated for this purpose. All applicants will be informed of the outcome of their application once the relevant Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

## YOUTH SUPPORT SERVICES (YSS) TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	29/08/23	No	Draft
1.0	05/09/23	No	Approved by LS Committee – 5 Sep 2023

**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)** => Yes

**4. SIZE** => 4 Councillors

### 5. DUTIES AND POWERS

#### 5.1 OVERALL PURPOSE

- a. In line with the Council's Strategy for Youth Services 2022-27, and in recognition of the Council unsuccessfully being able to secure a youth service provider against an agreed SLA to date, the working group's role is to consider how best to further and achieve the Council's aims to provide youth support services to children and young people in Woodley, in line with the priorities set out in the aforementioned Strategy for Youth Services, and to make a recommendation to the Leisure Services Committee as to how to achieve this within a prescribed timescale.
- b. To understand the current demand for youth support service provision in the Woodley area so as to help inform the Council's decisions and ensure its own youth support service compliments and adds to the existing provision.

#### 5.2 MEETINGS

- a. The first meeting of the working group will take place within one month of the Leisure Services Committee meeting at which the committee is formed. Further meetings will take place as and when required in order to best achieve the stated purpose within any timescales prescribed by the working group.
- b. Members of the Community Youth Partnership will be invited to attend meetings of the working group to provide advice and insight, but will not be voting members of the committee.
- c. Officers will be in attendance at all meetings.

#### 5.3 TERMS OF OPERATION

- a. To engage with Wokingham Borough Council to understand their targeted youth service provision; in particular, to understand how the identification and referral of children and young people in the Woodley area currently takes place, and to ascertain if the methods of identification and referral are sufficient.
- b. To compile a list of organisations and providers currently supplying youth support in the Woodley area in order to understand the provision available.

- c. To appropriately engage and communicate with children and young people in Woodley to gauge their needs and help inform Council service provision.
- d. To engage an organisation with appropriate expertise to carry out a survey of young people in Woodley, to gauge needs and inform Council service provision. Survey to be funded outside of the SLA.
- e. To undertake a short survey of Members to capture current suggestions for potential youth support services the Town Council might wish to consider providing in the area.
- f. To compile a list of possible youth support options, including those raised by Members and local young people in relevant surveys; to investigate those options in order to consider initially their appropriateness / effectiveness against the priorities set out in the Youth Strategy, along with their potential feasibility and cost; to provide the outcomes of these investigations in an appropriate pro-forma which effectively demonstrates how each potential option meets or does not meet the priorities set out in the Strategy, the current estimated cost, and a list of pros, cons and potential issues.
- g. To make a recommendation to the Leisure Services Committee as to which youth support activities / options should be progressed, and how this may best be achieved.
- h. To consider possible activities to give young people stronger voices at local community and local government levels, including the possibility of setting up a Woodley Youth Town Council, and to make a recommendation to Leisure Services as to how this should be progressed.
- i. To involve the Community Youth Partnership in discussions to help advise and inform decisions.
- j. To consider whether the Council's Strategy for Youth Services 2022-27 is fit for purpose and, if changes are required, to make a recommendation, via Leisure Services, to Full Council to approve amendments to the Strategy.

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**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 12 September 2023 at 8:00 pm**

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

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

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

21. **APOLOGIES**

Apologies for absence were received from Councillor Horskins. Councillor Nagra advised that he would be late.

22. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

23. **MINUTES OF THE MEETING HELD ON 13 JUNE 2023**

With regards to minute 15.3, it was noted this should read "Members requested that ... the Deputy Town Clerk identify any other parcels of land owned by the Council...".

Following a query regarding the matter of CCTV in the town centre, which the minutes reflected would be presented again to the Committee at this meeting with further information, the Deputy Town Clerk confirmed that the matter had moved on and an update would be provided in due course.

Members repeated the request, contained in minute 6, that the Oakwood Centre income reports contain pre-pandemic data. It was agreed this would be circulated to Members prior to the next meeting.

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 13 June 2023 be approved and signed by the Chairman as a correct record.

24. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 JULY 2023**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 27 July 2023 be approved and signed by the Chairman as a correct record.

25. **FINANCE**

**a) Budgetary Control**

Councillor Nagra entered the meeting.

The Deputy Town Clerk presented Report No. SR 17/23.

Following a query, the Deputy Town Clerk confirmed that the hire of rooms for Council meetings was included in the figures for democratic costs.

Members noted that income for the Oakwood Centre was up around £5k-£6k from this time last year. The Deputy Town Clerk confirmed this was mainly due to an increase in social bookings. It was also noted that expenditure was higher than this time last year due, in part, to reinstating £45k capital programme funding which was halted during the pandemic.

**RESOLVED:**

- ◆ To note Report No. SR 17/23.

**b) Payments**

Following a query regarding the variation in monthly payments made to Ecotricity for the provision of gas, it was confirmed that the sum paid was calculated on a metered basis, so related to actual usage rather than a split, annual cost. The Finance Manager agreed to include location / venue descriptions against energy payments.

The Deputy Town Clerk and Finance Manager confirmed that the VAT partial exemption payment related to the previous financial year, and included, in part, activities of the Woodley Town Centre Partnership.

With regards to the payment made in August to replace a heat exchanger-boiler, it was confirmed this was located in the flat at Woodford Park Leisure Centre.

**RESOLVED:**

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

	Current account	Imprest account
June 2023	£98,645.93	£68,856.16
July 2023	£83,784.93	£59,936.53
August 2023	£89,434.76	£58,965.58

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

**c) PSDF Funds**

Members noted the return on the Council's investments held in the CCLA Public Sector Deposit Fund (PSDF) accounts, as set out in the agenda.

The Finance Manager advised Members that he would seeking approval to add a further £150k from the deposit account, which current holds around £235k, into appropriate PSDF account. It was also noted that the next pre-cept payment, of around £597k, was due to be received by the Council shortly. Whilst a suggestion was made that the day-to-day handling of investments should be left in the hands of officers, it was noted that the Financial Regulations put limits on this and that transfers of large funds would need to be formally approved. It was agreed this request would come to a future meeting of the Committee.

**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.

26. **VAT CHARGES FOR SPORTS FACILITIES UPDATE**

The Deputy Town Clerk presented Report No. SR 18/23.



Members noted that the proposal contained in the report was to reclaim all wrongly charged VAT, and to return those sums attributed to invoiced leisure activities to the relevant hirers. It was acknowledged that it would not be possible to return sums to individual hirers who paid for un-invoiced services; for example, individuals who book for individual sessions, such as badminton courts, in person. It was also acknowledged that it would not be possible to return sums relating to gym membership due to the fluctuation of membership rates for members, and the turnover of memberships. Any sums unable to be returned would be held in an earmarked reserve, specifically to be used for improvements to the leisure facilities at Woodford Park Leisure Centre. The Deputy Town Clerk advised that, in this manner, and due to the fact the Council subsidises leisure services, the reclaiming of VAT could not be seen as unjust enrichment of the Council's finances, which was in line with National Association of Local Councils advice.

Following queries, the Deputy Town Clerk advised that the process of identifying those to whom reimbursement was appropriate was able to be undertaken within the Council's existing resources, and would take approximate one week of Officer time to undertake, although this was dependent on what came back from HMRC once claims had been submitted and processed for the 4-year period. It was confirmed that the Council was only permitted to reclaim VAT up to 4 years prior.

With regards to future charges, the Deputy Town Clerk confirmed VAT would not be paid to HMRC for the applicable leisure services, with charges considered in line with the outturn for this year.

**RESOLVED:**

- ◆ To note Report No. SR 18/23.
- ◆ To reclaim incorrectly charged VAT from HMRC, and to reimburse invoiced customers who were incorrectly charged VAT during the claimable period.
- ◆ To place any reclaimed VAT relating to un-invoiced activities, which is unable to be returned to customers, into an earmarked reserve for improvements to leisure facilities at Woodford Park Leisure Centre

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

27. **OAKWOOD CENTRE INCOME UPDATE**

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

**RESOLVED:**

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

28. **WOODLEY TOWN CENTRE PARTNERSHIP**

Members noted in the report of the Woodley Town Centre Partnership (WTCP) meeting, held on 19 July 2023, that the Police report had indicated reports of shoplifting in the area had been low during 2023. It was highlighted that this was contrary to the comments of the Town Centre Manager at the meeting of the Committee in June, who had indicated that one reason for needing CCTV in the town centre was an increase in the number of incidents of shoplifting. Whilst Members acknowledged this, it was suggested the Police report may relate purely to those incidents reported, with the Town Centre Manager referring to incidents which may go un-reported.

Members were concerned about the lack of retailers attending the WTCP meeting. It was pointed out that representatives from two independent retailers often attended, but there was no longer attendance from larger store representatives, such as Waitrose and Boots.

Following a suggestion that the WTCP's terms of reference and constitution may need reviewing, Members were advised of the WTCP's plan to bid for Business Improvement District status. Members noted that, were the bid to be successfully supported by 75% of businesses within the defined area, then all businesses in that area would pay a surcharge on their rates to the group. It was acknowledged that this would likely increase business engagement, and be a more modern approach to managing the town centre.

Members requested the Town Centre Manager or consultant involved in drafting the bid attend a future meeting of Full Council to provide a presentation on this for all Councillors.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Partnership meeting held on 19 July 2023.

29. **CAPITAL PROGRAMME 2023/24**

The Deputy Town Clerk presented Report No. SR 19/23.

Members noted that all the projects being proposed in the report were deemed essential investment in the Council's income generating facilities.

It was highlighted that the internal audit report had stated that the Council's earmarked reserves were considered low in respect of the assets the Council owns, albeit in the context of a large general reserve. Members noted that this would be reassessed moving forward, with the aim to plan further into the future than currently. It was also acknowledged that this request was being made in the context of the general reserve increasing by £124k in the last financial year.

Following a query, it was acknowledged that all projects were deemed achievable within the current financial year. The Deputy Town Clerk confirmed other projects could still be considered, but that those being considered in this request were deemed the most urgent.

Following a request that the Council consider seeking to take over land ownership of Wheble Park from Reading Borough Council, the Chairman stated this could be considered at a future meeting.

**RESOLVED:**

- ◆ To note Report No. SR 19/23.
- ◆ To allocate £140,000 from the general reserve to the Capital Programme to fund the 2023/24 capital projects, as set out **Appendix D**.
- ◆ To release £38,377 of unused earmarked reserve funds back to the general reserve, as set out in the report.
- ◆ To allocated £30,000 from the available Community Infrastructure Levy (CIL) funds to fund a project to replace boilers at the Oakwood Centre.
- ◆ To allocate £27,978 from the available Play Area Earmarked Reserve to fund a project to replace play area surfacing at Malone Park.

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

Members noted their thanks to officers for managing the finances so brilliantly, thus enabling the Council to consider such projects.

30. **REQUEST FOR FREE HIRE OF COUNCIL VENUES**

The Committee Officer presented Report No. SR 20/23.

Following discussion, the consensus was that ad hoc requests for free use of Council venues should continue to be presented to the Committee for consideration. In relation to the recommendation of the introduction of criteria to filter such requests, Members felt this was a good idea but requested that, in reference to the suggested criteria in the report, the setting of a maximum hire time / space allocation, and the setting of a limit to the number of requests approved for individual organisations be removed. It was also agreed to permit the provision of equipment, such as projectors and PA systems, which come at no additional cost to the Council, but to restrict the provision of items such as table cloths and chair covers.

**RESOLVED:**

- ◆ To note Report No. 20/23.
- ◆ To approve that requests for free use of the Council's venues, where received, continue to be presented to the Strategy & Resources Committee for consideration.
- ◆ To introduce the following criteria, against which officers may filter requests:
  - Requests restricted to charity / not-for-profit organisations.
  - Requests restricted to Woodley based organisations, or those based outside Woodley where their work directly impacts Woodley residents.
  - Requests restricted to one-off events.
  - Free hire covers venue hire and the provision of equipment, such as projectors and pa system, but does not cover the cost of hire price equipment, such as table cloths and chair covers.
  - Hirers are permitted to use free hire to raise money for their organisation.

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

31. **YOUTH SUPPORT SERVICE GRANT GUIDELINES**

Members considered the recommendation from the Leisure Services Committee to adopt the youth support service grant award guidelines and criteria, as determined at their meeting held on 5 September 2023.

The Deputy Town Clerk confirmed that the Leisure Services Committee would consider grant requests and make a recommendation to the Strategy & Resources Committee for their approval.

It was noted that the guidelines do not define a specific age range for 'young people'. The Deputy Town Clerk advised that the target audience for youth support services was not currently defined in the Youth Strategy, and that the Leisure Services Committee were asking the newly formed Youth Support Service Task & Finish Working Group to consider this. Following discussion, it was agreed that the grant guidelines should state that 'young people' would cover those aged 21 and under.

Members requested that a scoring matrix, based on the grant guidelines, be produced, against which grants would be scored, and that a draft of this be circulated, via email, to Members of both the Strategy & Resources and Leisure Services Committee for consideration to avoid delay. It was also requested that a project plan, including a communications schedule, be pulled together and circulated.

**RESOLVED:**

- ◆ To adopt the youth support service grant award guidelines and criteria, as set out in **Appendix E**.

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

32. **3G PITCH NOISE IMPACT ASSESSMENT**

Members noted that the funding request to undertake a noise impact assessment in relation to the 3G pitch at Woodford Park Leisure Centre was being made following discussions at the last Leisure Services Committee meeting, at which Members considered seeking planning approval to increase the operational times of the pitch by 30 minutes on Tuesday, Wednesday & Thursday evenings. It was noted that a previous planning application to extend the operating hours had not been progressed, in part, because Wokingham Borough Council planning officers had required a noise impact assessment.

Members noted the increased income from extending the operating hours was estimated at £2k-£3k per annum, depending on uptake. The Deputy Town Clerk advised that the request to increase by 30 minutes only was at the suggestion of the user clubs, who felt this was sufficient to meet demand. Members suggested, when determining whether to submit a planning application, the Leisure Services Committee consider seeking approval to extend by an hour to future proof the request.

**RESOLVED:**

- ◆ To allocate £2,000 from the general reserve for the undertaking of a noise impact assessment in relation to the 3G sports pitch at Woodford Park Leisure Centre.

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

33. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

With the Chairman's permission, a statement was read out from Councillor Jewell expressing disappointment at the lack of progress on the climate emergency action plan, although acknowledging that all significant action to date had been down to the hard work of officers. In the statement, it was suggested the remit should be wider, involving the whole community, and should be encouraging behaviour changing, highlighting the sections of the action plan which identified the need to work with Wokingham Borough Council and the Woodley Town Centre Partnership. It also suggested that, in light of the recent disbanding of the Climate Emergency Sub Committee, discussion of strategies works better in a smaller group.

Following a query regarding the possible installation of solar panels at Coronation Hall, the Deputy Town Clerk advised that an assessment was undertaken on this previously and, whilst feasible, it was deemed at the time to not be cost effective. However, he advised that this would remain on the action plan as changes in technology may make this more viable in future.

**RESOLVED:**

- ◆ To note the progress made against the targets set out in the Climate Emergency Action Plan since it was last reviewed by the Committee, as set in the agenda.

34. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

35. **PUBLICITY AND WEBSITE**

Members requested that the Youth Support Service Grants be publicised.

36. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to contractual and 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: 8 Against: 1 Abstentions: 0 No Vote Recorded: 0

37. **GYM EQUIPMENT LEASE**

Members considered the contents of Report No. SR 21/23 in relation to the tender for the provision of new gym equipment at Woodford Park Leisure Centre, with the current lease due to expire in December 2021.

Following a query, the Deputy Town Clerk confirmed that all equipment provided would be new.

**RESOLVED:**

- ◆ To note Report No. SR 21/23.
- ◆ To approve acceptance of the preferred tender from Pulse Fitness for the provision of gym equipment and support under a 5-year initial term lease agreement, at a lease cost of £1,008 per month, as set out the report.

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

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

The Deputy Town Clerk provided Members with an update with regards to the land at Silver Fox Crescent, on which Woodley Lawn Tennis Club was previously located.

**RESOLVED:**

- ◆ To note Report No. SR 22/23.

Meeting closed at 9:38 pm

**Woodley Town Council**

**Current Account**

**List of Payments made between 01/06/2023 and 30/06/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01-Jun-23	(Personal Information)	150.00	Singing in Town Ctre-WTCP
01-Jun-23	(Personal Information)	300.00	6 wkly pest control check
15-Jun-23	(Personal Information)	440.00	Market Mgr - WTCP
23-Jun-23	AGA Print Ltd	41.18	Posters/banners
15-Jun-23	Alan Hadley Ltd	450.00	Refuse collection
07-Jun-23	Be Fuelcards Ltd	115.45	Unleaded fuel-Depot
23-Jun-23	Bowak Ltd	701.62	Cleaning supplies
07-Jun-23	Brake Bros Foodservice Ltd	420.14	Vending supplies
15-Jun-23	Brake Bros Foodservice Ltd	329.55	Vending supplies
23-Jun-23	Brake Bros Foodservice Ltd	312.57	Vending supplies
29-Jun-23	Brake Bros Foodservice Ltd	497.93	Vending supplies
23-Jun-23	Brewers Decorator Centres	222.19	Decorating supplies
23-Jun-23	Brown Bag Cafe Ltd	259.20	Catering service
07-Jun-23	Castle Water	4,601.68	Water rates
29-Jun-23	Churchill Contract Services Ltd	1,716.46	Contract Cleaning
02-Jun-23	Club Manager Ltd	94.80	Monthly gym software charge
23-Jun-23	CoolerAid Ltd	92.52	Bottled water
15-Jun-23	Devonshire Trading Ltd	1,100.81	Monthly gym equip hire
15-Jun-23	Drain Surgeons UK Ltd	252.00	Empty Cesspit-Depot
06-Jun-23	Ecotricity	654.46	Gas supply-May 23 Chapel Hall
06-Jun-23	Ecotricity	404.29	Gas supply-May23 Coro Hall
06-Jun-23	Ecotricity	608.32	Electric supply-May23 Depot
19-Jun-23	Ecotricity	5,277.07	Gas supply - April/May 23
19-Jun-23	Ecotricity	5,363.79	Gas supply - April/May 23
07-Jun-23	EDF Energy 1 Ltd	52.42	Electric supply-Apr&May23 Clock
12-Jun-23	Epos Now Ltd D/D	30.00	WPLC Till support fee
23-Jun-23	Ethos Communications Solutions Ltd	290.59	Printing/photocopying-WPLC
23-Jun-23	Farol Ltd	41.47	Gardening supplies
29-Jun-23	Fenland Leisure Products Ltd	808.00	Play Area equipment
09-Jun-23	Global 4 Communications	1,050.76	Phone/Mobiles-May23
23-Jun-23	Hampshire Association of Local Councils	3,239.22	Berks ALC Subscription
01-Jun-23	Henry Street Garden Centre	145.45	Gardening supplies
23-Jun-23	Henry Street Garden Centre	129.92	Gardening supplies
26-Jun-23	HMRC Cumbernauld	20,469.88	PAYE&NI Deducted from pay
01-Jun-23	IMAGE BOX	354.00	Flyers/Posters A5
29-Jun-23	Impress Print Services Ltd	757.00	Woodley Hearld printing
29-Jun-23	John Stacey - Sons Ltd	732.00	Refuse collection
23-Jun-23	Lantec Security Ltd	126.00	Callout service alarm
29-Jun-23	Les Mills Fitness UK Ltd	213.88	Gym Coach-Bodybalance
14-Jun-23	Lloyds Bank D/D	350.94	Cardnet service-May23
01-Jun-23	M K Cleaning	42.00	Table cloth - Laundry
23-Jun-23	M K Cleaning	94.80	Table cloth - Laundry
23-Jun-23	Mark Harrod Ltd	106.50	White knotted nets-WPLC
15-Jun-23	Merchant Rentals Ltd	18.40	Monthly cardnet fee-Jun23
15-Jun-23	Merchant Rentals Ltd	18.40	Monthly Cardnet fee-Jun23
15-Jun-23	Pat Pals Ltd	519.15	Electrical PAT testing
26-Jun-23	Poztive Energy Ltd	77.32	Electric supply-May 23
26-Jun-23	Poztive Energy Ltd	1,120.64	Electric supply-May 23
28-Jun-23	Poztive Energy Ltd	602.06	Electric supply-May 23
28-Jun-23	Poztive Energy Ltd	69.80	Electric supply-May 23
26-Jun-23	Prudential	300.00	AVC deducted from pay
26-Jun-23	Public Works Loan Board	10,640.58	PW504186 Capital/Interest
07-Jun-23	Rialtas Business Solutions Ltd	480.00	Annual support Booking
07-Jun-23	SAS Land Services Ltd	960.00	Enlarging allotment site

15-Jun-23	SGW Payroll Ltd	159.86	May 2023 - payroll service
07-Jun-23	Sportsmark Group Ltd	1,050.00	Bowling side access steps
29-Jun-23	St John Ambulance	126.72	First Aid cover-Coronation
01-Jun-23	Technical Surfaces Ltd	399.00	3G Matchfit service
07-Jun-23	Thames Valley Water Services Ltd	554.40	Monthly water/temp checks
26-Jun-23	The Berkshire Pension Fund	19,654.78	Employee & 'er deducted from pay
23-Jun-23	Trade UK - Screwfix	255.31	Building supplies
23-Jun-23	Tudor Environmental	122.22	Gardening supplies
29-Jun-23	Ukactive	356.90	Annual MPLC Licence
23-Jun-23	Veolia ES - UK Ltd	639.01	Refuse collection
23-Jun-23	Volker Highways Ltd	408.85	Repair light columns
15-Jun-23	WFL UK Ltd	2,321.82	Uls Diesel-Depot
23-Jun-23	Wingfield Engineering Ltd	54.85	MOT test - MW65 EHN
01-Jun-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
01-Jun-23	Wokingham BC - Rates	382.00	Rates-Coro Hall
01-Jun-23	Wokingham BC - Rates	173.00	Rates-Chapel Hall
01-Jun-23	Wokingham BC - Rates	1,033.00	Rates - OC
01-Jun-23	Wokingham Borough Council	70.00	Annual Premises Licence-WTCP

**Total Payments**

**98,645.93**

**CLERKS IMPREST A/C**

**List of Payments made between 01/06/2023 and 30/06/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
05-Jun-23	(Personal Information)	15.00	Refund Key deposit
05-Jun-23	(Personal Information)	100.00	Refund deposit
16-Jun-23	(Personal Information)	275.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	200.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
21-Jun-23	(Personal Information)	25.00	Refund deposit
26-Jun-23	(Personal Information)	15.00	Refund Key deposit
26-Jun-23	(Personal Information)	101.00	Refund deposit
27-Jun-23	(Personal Information)	15.00	Refund Key deposit
27-Jun-23	(Personal Information)	75.00	Refund deposit
06-Jun-23	Amazon Mkt Place	156.99	10x Ant traps
07-Jun-23	Amazon Mkt Place	34.98	Digital Light meter
12-Jun-23	Amazon Mkt Place	16.99	Wide shower curtain liner
12-Jun-23	Amazon Mkt Place	63.99	U shaped curtain rod rails
23-Jun-23	Amazon Mkt Place	8.98	Curtian hooks
06-Jun-23	Create Your World	-600.00	Refunded invoice overcharge
02-Jun-23	Current Account	8,662.50	Readibus Grant-May23
28-Jun-23	Lloyds Bank	58,791.85	Net June 2023 payroll
09-Jun-23	Lloyds Bank D/D	13.60	Imprest a/c charges-May23
16-Jun-23	Midas Theatre Ltd	100.00	Refund deposit
21-Jun-23	Percussion Play Ltd	138.00	2x Mallets
20-Jun-23	PETTY CASH A/C	231.53	Petty cash topup
14-Jun-23	VITA Point.co.uk	40.75	Ambi-pur air freshener

**Total Payments**

**68,856.16**

**Woodley Town Council****Current Account****List of Payments made between 01/07/2023 and 31/07/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
14-Jul-23	(Personal Information)	300.00	6 wkly pest control check
14-Jul-23	(Personal Information)	225.00	Photos of OC
20-Jul-23	(Personal Information)	440.00	WTCP Mkt Manager
20-Jul-23	Advanced Maintenance UK Ltd	204.00	Call out-Boiler
20-Jul-23	AGA Print Ltd	142.08	Posters/signs
14-Jul-23	Alan Hadley Ltd	450.00	Refuse collection
14-Jul-23	April Skies Accounting Ltd	275.00	Internal Audit
06-Jul-23	Be Fuelcards Ltd	96.28	Unleaded fuel/Admin
20-Jul-23	Bowak Ltd	337.61	Cleaning supplies
06-Jul-23	Brake Bros Foodservice Ltd	574.31	Vending supplies
14-Jul-23	Brake Bros Foodservice Ltd	771.91	Vending supplies
20-Jul-23	Brake Bros Foodservice Ltd	717.55	Vending supplies
27-Jul-23	Brake Bros Foodservice Ltd	821.89	Vending supplies
20-Jul-23	Brewers Decorator Centres	345.26	Decorating supplies
20-Jul-23	Brown Bag Cafe Ltd	644.58	Monthly catering service
20-Jul-23	Cardinus Risk Management Ltd	2,100.00	Building valuations
06-Jul-23	Castle Water	4,807.51	Water rates
27-Jul-23	CDK Casting Ltd	117.00	Bronze plaque
03-Jul-23	CF Corporate Finance Ltd	166.32	Qtrly Photocopier fee
27-Jul-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
03-Jul-23	Club Manager Ltd	94.80	Gym software charge-Monthly
20-Jul-23	CoolerAid Ltd	61.68	Bottled water
14-Jul-23	Dejac Associates Ltd	1,596.00	HP Pro computer/Monitor/software
17-Jul-23	Devonshire Trading Ltd	1,100.81	Monthly Gym Equip-July23
04-Jul-23	Ecotricity	432.96	Gas supply-WPLC
04-Jul-23	Ecotricity	868.46	Gas supply-OC
04-Jul-23	Ecotricity	175.35	Gas supply-Chapel Hall
18-Jul-23	Ecotricity	175.48	Electric supply-Depot
06-Jul-23	EDF Energy 1 Ltd	24.98	Electric supply-Clock
12-Jul-23	Epos Now Ltd D/D	30.00	Epos till support-Monthly
27-Jul-23	Eventu	50.00	Monthly projector hire
11-Jul-23	Global 4 Communications	1,051.18	Phone/Moblies
21-Jul-23	HMRC Cumbernauld	15,293.56	PAYE&NI Deducted from pay
20-Jul-23	Kim Bedford	285.00	Councillor training
27-Jul-23	Les Mills Fitness UK Ltd	213.88	Coach-Gym
20-Jul-23	Lister Wilder Ltd	2,121.62	Dennis mower/gloves/belt/bulbs
04-Jul-23	Lloyds Bank D/D	47.09	CB1 current a/c-Jun23
14-Jul-23	Lloyds Bank D/D	348.44	Cardnet service - June 23
06-Jul-23	LSW Secure Ltd	205.80	Padlock/keys
20-Jul-23	Lyreco UK Ltd	606.96	Stationery supplies
14-Jul-23	M K Cleaning	46.20	Laundry - table cloths
17-Jul-23	Merchant Rentals Ltd	18.40	Monthly Cardnet machine
17-Jul-23	Merchant Rentals Ltd	18.40	Monthly Cardnet machine
20-Jul-23	Pat Pals Ltd	565.70	Electrical testing
24-Jul-23	Pitney Bowes Ltd	250.58	Postage topup-July23
04-Jul-23	Poztive Energy Ltd	1,709.59	Electric supply-May 23
21-Jul-23	Poztive Energy Ltd	70.66	Electric supply-June23
21-Jul-23	Poztive Energy Ltd	782.64	Electric supply-June23
27-Jul-23	PPL PRS Ltd	495.07	Music licence
21-Jul-23	Prudential	300.00	AVC deducted from pay
27-Jul-23	Reading Community Energy Soc Ltd	1,701.57	Solar Electric supply
06-Jul-23	Rialtas Business Solutions Ltd	330.00	Consultancy software-OC
20-Jul-23	Rialtas Business Solutions Ltd	1,466.12	Purchase order/Assets software
20-Jul-23	Select Environmental Services Ltd	570.43	Refuse collection
27-Jul-23	Seton	34.67	Bin stickers
19-Jul-23	SGW Payroll Ltd	161.90	Monthly payroll-June23
06-Jul-23	SLCC Enterprises Ltd	423.00	Joining & Membership fees



27-Jul-23	SLCC Enterprises Ltd	144.00	Themed Summit events
14-Jul-23	SSE Southern Electric	790.44	Electric supply-Columns
07-Jul-23	SWALEC	97.67	Electric supply-Toilet
31-Jul-23	SWALEC	92.78	Electric supply-June23
14-Jul-23	Technical Surfaces Ltd	399.00	3G Matchfit service
20-Jul-23	Technical Surfaces Ltd	522.00	3G Matchfit service
06-Jul-23	Thames Valley Water Services Ltd	288.00	Monthly water temp checks
21-Jul-23	The Berkshire Pension Fund	19,308.21	Employee & 'er deducted from pay
20-Jul-23	Trade UK - BandQ	677.20	Building supplies
20-Jul-23	Trade UK - Screwfix	168.28	Building supplies
20-Jul-23	Tudor Environmental	223.28	Gardening supplies
20-Jul-23	Veolia ES - UK Ltd	516.53	Refuse collection
20-Jul-23	Waltham St Lawrence Band	500.00	Music in Town centre
14-Jul-23	Windowflowers Ltd	5,968.80	WTCP Flowers/planters
03-Jul-23	Wokingham BC - Rates	2,637.00	Rates-July 23 WPLC
03-Jul-23	Wokingham BC - Rates	382.00	Rates-july23 Coro H
03-Jul-23	Wokingham BC - Rates	173.00	Rates-July23 Chapel H
03-Jul-23	Wokingham BC - Rates	1,033.00	Rates-July 23-OC
14-Jul-23	WorkNest Ltd	882.00	Health/pension assessments

**Total Payments 83,784.93**

**CLERKS IMPREST A/C**

**List of Payments made between 01/07/2023 and 31/07/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
04-Jul-23	(Personal Information)	100.00	Refund deposit
04-Jul-23	(Personal Information)	200.00	Refund deposit
12-Jul-23	(Personal Information)	75.00	Refund deposit
14-Jul-23	(Personal Information)	200.00	Refund deposit
17-Jul-23	(Personal Information)	100.00	Refund WPLC course
21-Jul-23	(Personal Information)	75.00	Refund deposit
28-Jul-23	(Personal Information)	34.48	Replacement cushion
31-Jul-23	(Personal Information)	75.00	Refund deposit
12-Jul-23	AIRQUEE LIMITED	3,073.20	Party play/Play pond WPLC
02-Jul-23	Amazon Business Account	8.98	2x Salt tablets
03-Jul-23	Amazon Business Account	36.28	Dishwasher rinseaid/tablets
05-Jul-23	Amazon Business Account	423.90	Hisense Dishwahr
05-Jul-23	Amazon Business Account	64.48	Water butt pump
05-Jul-23	Amazon Business Account	72.50	Hozelock hose reel
06-Jul-23	Amazon Business Account	14.95	No Fishing - sign
06-Jul-23	Amazon Business Account	35.24	2.5 ltr yellow paint
06-Jul-23	Amazon Business Account	80.39	Clean up dog stickers
07-Jul-23	Amazon Business Account	94.99	Tree stakes/fence posts
07-Jul-23	Amazon Business Account	27.16	Outdoor time delay switch
11-Jul-23	Amazon Business Account	38.16	First Aid kits
14-Jul-23	Amazon Business Account	162.00	Double-sided Whiteboard
14-Jul-23	Amazon Business Account	-423.90	Refund - Dishwasher
21-Jul-23	Amazon Business Account	6.98	10x Coat hooks/screws
27-Jul-23	Amazon Business Account	79.23	Steel shelf-Kitchens
20-Jul-23	AO.com	509.00	Dishwasher
24-Jul-23	Czech School Berkshire	99.00	Refund WPLC course
11-Jul-23	DVLA Vehicle Tax	320.00	KD51 WTW-Vehicle Tax
03-Jul-23	Janitorial Direct	306.54	Dolly bin set
26-Jul-23	Lloyds Bank	49,144.68	Net July 2023 payroll
14-Jul-23	Lloyds Bank D/D	14.44	CB2 Imprest a/c-Jun23
07-Jul-23	Peacock Insurance Services	348.45	Insurance-Inflatables
18-Jul-23	Pool Warehouse	193.00	Tablets/Skimmer baskets
12-Jul-23	ULTIMA FURNITURE S	4,347.40	Kitchen units

**Total Payments 59,936.53**

**Woodley Town Council****Current Account****List of Payments made between 01/08/2023 and 31/08/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
14-Aug-23	(Personal Information)	550.00	WTCP Mkt Manager
24-Aug-23	Advanced Maintenance UK Ltd	1,170.00	Replace heat exchanger-boiler
09-Aug-23	Airquee Ltd	3,073.20	Bouncy Castle service
17-Aug-23	Alan Hadley Ltd	450.00	Refuse collection
07-Aug-23	Be Fuelcards Ltd	63.67	Unleaded fuel
21-Aug-23	BNP Paribas Leasing Solutions	367.20	Qtrly photocopier rental
17-Aug-23	Bowak Ltd	833.33	Cleaning supplies
14-Aug-23	Brake Bros Foodservice Ltd	467.16	Vending supplies
17-Aug-23	Brake Bros Foodservice Ltd	282.79	Vending supplies
24-Aug-23	Brewers Decorator Centres	726.06	Decorating supplies
24-Aug-23	Brown Bag Cafe Ltd	575.46	Monthly catering service
14-Aug-23	Business Stream	31.41	Water rates-Toilet
14-Aug-23	Castle Water	4,049.85	Water rates
09-Aug-23	CDK Casting Ltd	117.00	Bronze plaque
24-Aug-23	CDK Casting Ltd	117.00	Bronze plaque
24-Aug-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
01-Aug-23	Club Manager Ltd	94.80	Gym club software fee-monthly
24-Aug-23	CoolerAid Ltd	30.84	Bottled water
17-Aug-23	DCK Accounting Solutions Ltd	540.00	VAT Partial Exemption charge 2022/2023
17-Aug-23	Dejac Associates Ltd	294.00	Draytek access point-Café
15-Aug-23	Devonshire Trading Ltd	1,100.81	Monthly rental Gym equip
04-Aug-23	Ecotricity	169.70	Electric supply-Depot
29-Aug-23	Ecotricity	396.39	Gas supply-OC
29-Aug-23	Ecotricity	328.15	Gas supply-WPLC
29-Aug-23	Ecotricity	71.66	Gas supply-Chap H
10-Aug-23	Epos Now Ltd D/D	30.00	EPOS till support monthly
09-Aug-23	Global 4 Communications	1,050.23	Phone/Mobiles
18-Aug-23	HMRC Cumbernauld	21,160.70	PAYE&NI Deducted from pay
30-Aug-23	Information Commissioner's Off	35.00	GDPR annual charge
24-Aug-23	J P Lennard Ltd	83.88	Table Tennis balls/bats
09-Aug-23	Lantec Security Ltd	846.00	Fire detection system service
29-Aug-23	Les Mills Fitness UK Ltd	213.88	Gym coach-WPLC
01-Aug-23	Lloyds Bank D/D	43.30	Current a/c -charges Jul23
14-Aug-23	Lloyds Bank D/D	314.84	Cardnet service-July23
29-Aug-23	Lloyds Bank D/D	44.60	Monthly fees-Current Aug23
15-Aug-23	Merchant Rentals Ltd	18.40	Cardnet monthly rental
15-Aug-23	Merchant Rentals Ltd	18.40	Cardnet monthly rental
09-Aug-23	PHS Group	489.36	Qtrly dust mat hire
11-Aug-23	Poztive Energy Ltd	70.22	Electric supply-Chap H June 23
11-Aug-23	Poztive Energy Ltd	1,542.78	Electric supply-WPLC June 23
14-Aug-23	Poztive Energy Ltd	45.10	Electric supply-Chap H July 23
17-Aug-23	Poztive Energy Ltd	1,542.78	Electric supply-WPLC June 23 in error
18-Aug-23	Poztive Energy Ltd	75.55	Electric supply-Coro H July 23
18-Aug-23	Poztive Energy Ltd	3.42	Electric supply-Chap H July 23
18-Aug-23	Poztive Energy Ltd	1,467.47	Electric supply-OC July 23
14-Aug-23	PPL PRS Ltd	3,075.80	Music licence
18-Aug-23	Prudential	300.00	AVC deducted from pay
31-Aug-23	Public Works Loan Board	5,874.06	PW505314 Capital/Interest
17-Aug-23	R.E.S. Systems Ltd	1,440.00	Fire/Lighting testing
09-Aug-23	Reading Ladies Barbershop Singers	150.00	WTCP Singing performance
17-Aug-23	Rialtas Business Solutions Ltd	147.64	Google Calendar intergration
14-Aug-23	Select Environmental Services Ltd	754.61	Refuse collection
17-Aug-23	Select Environmental Services Ltd	177.48	Refuse collection
11-Aug-23	SGW Payroll Ltd	161.90	Payroll service-July23

29-Aug-23	SWALEC	99.03	Electric supply-Toilet
17-Aug-23	Thames Valley Water Services Ltd	312.00	Monthly water temp checks
18-Aug-23	The Berkshire Pension Fund	23,745.15	Employee & 'er deducted from pay
17-Aug-23	Trade UK - Screwfix	2,013.42	Building supplies
14-Aug-23	Travis Perkins Trading Co	21.11	Building supplies
17-Aug-23	Tudor Environmental	224.71	Gardening supplies
01-Aug-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
01-Aug-23	Wokingham BC - Rates	382.00	Rates-Coro H
01-Aug-23	Wokingham BC - Rates	173.00	Rates-Chap H
01-Aug-23	Wokingham BC - Rates	1,033.00	Rates-OC

**Total Payments 89,434.76**

**CLERKS IMPREST A/C**

**List of Payments made between 01/08/2023 and 31/08/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
23-Aug-23	(Personal Information)	50.00	Refund deposit
23-Aug-23	(Personal Information)	67.50	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	200.00	Refund deposit
23-Aug-23	(Personal Information)	200.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
03-Aug-23	Amazon Business Account	137.75	Vending supplies
03-Aug-23	Amazon Business Account	9.44	Vending supplies
09-Aug-23	Amazon Business Account	14.97	1.5 C Cell batteries
17-Aug-23	Fuel/Petrol Petty cash	100.00	To topup Petrol petty cash
23-Aug-23	Lloyds Bank	56,875.26	Net Aug 23-Payroll
11-Aug-23	Lloyds Bank D/D	14.47	Imprest a/c charges-Jul23
25-Aug-23	Timpsons	185.00	Keys cut - WPLC
23-Aug-23	Woodley Bowling Club	88.69	4 Aug 23-Food Bowling event
23-Aug-23	Yehlex UK	722.50	Shuttlecocks-WPLC

**Total Payments 58,965.58**

## APPENDIX D

### CAPITAL PROGRAMME 2023/24

### PROPOSED

	Opening balance brought forward	11,077
Transfer from General Reserve		45,000
Additional transfer from General Reserve		140,000
	<i>sub tot</i>	196,077
Transfer to Building & Facilities	10,000	-10,000
Transfer to Playground equipment	5,000	-5,000
	<b>AVAILABLE</b>	<b>181,077</b>

	Priority	Budget
ANNUAL - SIGNS	3	2,000
ANNUAL - SEATS	3	1,200
ANNUAL - WASTE BINS	3	2,000
WPLC Heating System	1	40,000
Oakwood Centre Toilets	2	70,000
Line Marking - car parks	2	6,000
Christmas Lighting	2	10,000
Replacement flat bed pickup (used)	2	5,000
Coronation Hall Kitchen	3	3,000
Chapel Hall Kitchen	3	3,000
Grass Reinforcement - Memorial Ground path	3	7,000
Water refill station - WPLC	3	2,500
Replace Notice Boards	3	5,600
Coronation Commemorative Seating	3	6,500
	Allocated	178,800
<b>Capital Programme Balance</b>		<b>2,277</b>

Buildings & Facilities Fund Balance (including 2023/24 allocation)	15,110
Play Area EMR Balance (including 2023/24 allocation)	27,978

## GRANTS TO GROUPS AND ORGANISATIONS SUPPORTING YOUNG PEOPLE IN WOODLEY



Youth Grants are available to assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.

Organisations are welcome to apply for an amount which will normally be capped at £3,000. However all applications, including those for amounts in excess of this, will be considered on their own merits.

The Council will prioritise the following areas:

- Financially assist services that meet the needs of our vulnerable young people
- Funding initiatives that tackle crime and anti-social behavior through supporting young people
- Funding initiatives that assist young people in gaining employment, education and training

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs that:

- could reasonably be expected to be funded from other sources
- could reasonably be expected to be funded from members' subscriptions
- seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to attend a meeting of the Leisure Services Committee to provide feedback on how the grant funds have achieved the project aims.

Successful applicants will be required to:

- keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, where requested

Organisations receiving a grant will be required to explain in their application how they will inform their organisation's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Youth Grants form which can be found on the Town Council's website: [www.woodley.gov.uk](http://www.woodley.gov.uk).

Grant applications must include the following information for your organisation:

- mission statement, constitution or set of rules signed by the chairman (if you are not able to do this please explain why in the form).
- a copy of the most recent statement of annual accounts
- a recent bank statement
- a statement of income and expenditure for the current year

Youth grants may be considered by the Leisure Services Committee at its scheduled meetings throughout the year, with a recommendation made to the Strategy and Resources Committee for final approval of all grant awards.

Applications must be returned to:-

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

or by email to [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk)

or by pressing the submit button if you are completing the form electronically

The Council will not award youth grants in excess of the annual budget allocated for this purpose. All applicants will be informed of the outcome of their application once the relevant Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 19 September 2023 at 7:45 pm**

**Present:** *Councillors: R. Horskins (Vice Chairman); L. Guttridge; C. Jewell; V. Lewis; J. Sartortel; P. Singh; J. Taylor;*

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

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

71. **APOLOGIES**

Apologies for absence were received from Councillor Bragg.

72. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

73. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 29 AUGUST 2023**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 29 August 2023 be approved and be signed by the Chairman as a true and accurate record.

74. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

75. **PLANNING DECISIONS**

**RESOLVED:**

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

76. **TELECOMMUNICATIONS NOTIFICATION**

Members discussed the history to this application, noting the Committee had submitted comments directly to the telecoms company following their previous informal consultation. Members noted that residents in the area had been consulted with by the telecoms company.

**RESOLVED:**

- ◆ To note the following telecommunications notification:

Application:	232081
Location:	Loddon Vale Practice, Headley Road East, Reading, RG5 4UX
Proposal	Prior approval submission for the erection of a 20 metre high slimline monopole supporting 12no. antenna apertures and 2no. 600mm dishes along with 6no. equipment cabinets and associated development ancillary.

- ◆ To submit the comments originally provided directly in response to the telecoms consultation to Wokingham Borough Council.

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

**RESOLVED:**

- ◆ To note the following applications for tree works:

Application: 232113  
Location: TPO 170/1980 AREA 1: 2 Mollison Close, Woodley, Wokingham, RG5 4XG.  
Proposal: T1, Oak – Fell to near ground level and treat stump.

Application: 232174  
Location: TPO 832/1996, G2, T17, T18: 9 Highcliffe Close, Woodley, Wokingham, RG5 4RE.  
Proposal: T1, Oak (T17 on TPO) – Section fell to just above ground level.  
T2, Oak (T18 on TPO) – Crown reduction of lower and mid canopy by 1- 1.25m of radial crown spread.  
T3, Horse Chestnut (Part of G2) - Crown reduction of lower and mid canopy by 1.5m of radial crown spread.

Application: 232104  
Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA: 32 Church Road, Woodley, Wokingham, RG5 4QJ.  
Proposal: T1, Silver Birch – Crown reduction by approx. 1.5m to a height of 5m.  
T4, Apple - Crown reduction by approx. 1.5m to a height of 3m; remove crossing branches.

78. **GENERAL TRANSPORTATION MATTER**

Members considered and discussed Report No. PC 5/23 regarding the history of the now disbanded Cycling in Woodley Sub Committee.

Members noted the work of the previous sub committee in preparing a draft cycling action plan / strategy. It was suggested that minimal progress had been achieved under the previous sub committee due to a lack of leadership, and a lack of Members with an interest in cycling on the sub committee. It was highlighted by Councillor Horskins, as the most recent Chairman of the sub committee, that there had been apathy from Members on the sub committee about taking on actions during their two meetings in 2022.

Members noted that Councillor Jewell had previously presented a draft cycling action plan / strategy. The Committee Officer confirmed this had never been formally adopted by the Planning & Community Committee, possibly because it was originally being discussed at the time the Covid-19 pandemic started. He suggested that, from an Officer's perspective, the document was more of an action plan, with tasks to achieve, rather than a strategy, which would be more of a statement of intent and desire.

Members discussed the potential benefit of restarting a sub committee to look into cycling matters, but it was suggested it may be better for responsibility to lie with the Planning & Community Committee as a whole, and to include a regular transportation item on every agenda during which cycling, highways, and speedwatch matters could be captured and discussed.

Members highlighted and discussed a number of cycling issues, including the the need for improved signage, and joined up cycling routes across Woodley and into neighbouring areas.



Following discussion it was agreed that it would be beneficial for a formal Cycling Strategy to be created and adopted by the Committee. It was requested that Councillor Jewell draft the strategy wording, to be presented for consideration at the next meeting of the Committee. From there, it was suggested an action plan could be created.

A suggestion was made that the committee should review the Council's Vision 2020 document, which Councillor Jewell stated she had worked on in the 1980s, to see if the Council had met its targets.

It was noted that funding could be sought from the Strategy & Resources Committee should any actions to improve cycling in the area be highlighted by the Committee which require it.

**RESOLVED:**

- ◆ For Councillor Jewell to draft a Cycling Strategy, and for this to be presented to the next meeting of the Planning & Community Committee for consideration.

79. **STATEMENT OF COMMUNITY ENGAGEMENT CONSULTATION**

Members considered Wokingham Borough Council's Statement of Community Engagement consultation.

In general, Members agreed that the Council should support the Statement of Community Engagement, noting that its aims were good, although a number of issues were highlighted which Members agreed to communicate to Wokingham Borough Council with regards to improving the document.

**RESOLVED:**

- ◆ To respond to Wokingham Borough Council to confirm the Town Council's support for the statement, but to raise the following points:
  - Para 3.9 – the Council are concerned about the pollution of watercourses, and wish for Wokingham Borough Council to consider how best to ensure developers are aware of their responsibilities regarding this.
  - Para 2.9 says "We recognise there are potential disadvantages with relying entirely on digital-technology. These include excluding those who do not have access to it, and that it relies on people visiting websites and clicking links, which they will do only if they already have an interest". The Council would like to see a strong statement as to how Wokingham Borough Council plan to mitigate this; e.g. encouragement of Town and Parish Council to publicise information; promote access to internet at libraries and council offices.
  - Paras 7.3 & 7.4 – The Council believe the document would benefit from providing links and / or directing readers to further information explaining 'Permitted Development' and 'Prior Approval'; i.e. what these cover and how it affects local processes like, for example, consultation.
  - Para 7.25 – The Council would like to see a greater explanation of the 'listing' process; i.e. which applications are considered by Officers, and which can be listed and how.
  - Paras 8.2 & 8.5 – The Council would like to see a link directing reader to the Local Planning Enforcement Plan.

80. **COMMUNITY SPEEDWATCH**

The Committee Officer updated Members to advise that the Council's Speedwatch camera was operational. There were still issues with connecting the Council's data logger to the laptop, but it was noted the Council only required the camera in order to undertake Speedwatch activities.

He advised Members that the plan is to create a brief project plan, identifying the tasks needed to move towards a go live date, which would involve creating suitable users guides for the equipment, and setting up a suitable form for residents to contact the Council to highlight any roads where they deem speeding issues may exist. The aim is to pull this together for the next meeting of the committee.

81. **COMMUNITY ISSUES**

There were no community issues raised by Members.

82. **HIGHWAYS ISSUES**

There were no highways issues raised by Members.

83. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletter – August 2023
  - Connecting Communities in Berkshire eBulletin – September 2023

84. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

85. **PUBLICITY/WEBSITE**

Members stated that the Council's Cycling Strategy should be publicised when it is agreed.

86. **ENFORCEMENT ISSUES**

**RESOLVED:**

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

The meeting closed at 8:57 pm

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**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 19 September 2023**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>231646</b> 20 Pitts Lane, Earley, RG6 1BT	ADJOINING PARISH CONSULTATION Full planning application for the proposed erection of a single storey front extension and raising and modification of the roof of the existing Gospel Hall to form a first floor, plus changes to fenestration, addition of a front canopy roof and creation of first floor access via rear external stairs, with associated changes to car parking and landscaping and erection of gates.
<b>Observations:</b> No comments.	
<b>232033</b> The White Cottage, Western Avenue, Woodley, RG5 3BN	Full application for the proposed erection of single storey side extensions, insertion of dormer and demolition of chimney to existing dwelling, plus erection of 1no. two-bedroom dwelling, following demolition of existing garage.
<b>Observations:</b> No objections.	
<b>232089</b> 27 Anthian Close, Woodley, RG5 4XA	Householder application for the proposed erection of a single storey rear extension following conversion of existing garage to create habitable accommodation plus changes to fenestration.
<b>Observations:</b> No objections.	
<b>232172</b> 6 Woodlands Avenue, Woodley, RG5 3HJ	Householder application for the proposed erection of a first floor side extension, including the insertion of front and side dormers.
<b>Observations:</b> No objections.	
<b>232231</b> 124 Kingfisher Drive, Woodley, RG5 3LQ	Householder application for the proposed erection of a single storey rear extension, and changes to fenestration.
<b>Observations:</b> No objections.	

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# GENERAL DATA PRIVACY NOTICE



This notice provides information for any individual for whom the council processes their personal data; including members of the public, employees, agency staff and those retained on a temporary or permanent basis, and Town Councillors. A separate 'Data Privacy Notice for Staff & Councillors' provides additional information for employees, agency staff and Town Councillors, and should be read in conjunction with this document for those individuals.

## Who are we?

This Privacy Notice is provided to you by Woodley Town Council which is the data controller for your data.

## Your personal data

"Personal data" is any information about a living individual which allows them to be identified; for example a name, address, telephone number, email address, IP address, bank details, photographs or videos. Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom, including the General Data Protection Regulation (the "GDPR"), the Data Protection Act 2018, and any other current legislation relating to personal data and rights such as the Human Rights Act.

## Other data controllers the council works with include:

- Wokingham Borough Council
- Community groups, Charities, and other not for profit entities, for whom the Council are processing data on their behalf
- Contractors
- Third party service providers

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice, as well as in the council's ['Personal Data Audit'](#) document.

## The council will process some or all of the following personal data where necessary to perform its tasks:

- Names;
- Contact details; including addresses, telephone numbers, and email addresses;
- Images & Audio (photographs / videos);
- IP addresses
- Signatures
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age;

- Health data, which is considered special category data (see below), when require to provide reasonable adjustments for your engagement with our services;
- Data which might infer an individual's membership or affiliation to an organisation which, in turn, might indicate an individual's racial / ethnic origin, political opinion, religions / philosophical belief, trade union membership, or health data, which is considered special category data (see below);
- Where you pay for services provided by / require payment from the council, financial identifiers such as bank account details, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

Additional data may be collected in relation to staff and Town Councillors. Please see the ['Data Privacy Notice for Staff & Councillors'](#) for more information.

### **How we use sensitive personal data**

We may process sensitive personal data in order to enter into a contract with you, or to comply with legal requirements and obligations to third parties.

Data described in the GDPR as "Special categories of data" require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

### **The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

### **We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g. Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;

- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- To confirm eligibility for certain, for example age related, discounts
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

Woodley Town Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. Examples of this would be processing your data in connection with the use of our rooms and halls, sports facilities, or the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

An indication of the legal basis under which the Council processes specific types of data is included in the Council's ['Personal Data Audit'](#) document..

### **Sharing your personal data**

Where necessary the council may share your personal data with third parties. In some cases, other third parties may be able to access your personal data by virtue of the fact of them supplying support services to the council; for example IT or website support. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. We may need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors; e.g. we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures; e.g. in relation to facilities or events for the community.

### **How do we store your personal data?**

Your information is stored securely. Data may be stored in hard copy format in the council's offices, or digitally on the council's mail, file and web servers.

Where possible, data provided on hard copy forms is scanned and stored on the council's file servers, with hard copies cross shredded and disposed of. Where hard copies are kept, these are securely stored in the council's offices, which are accessible via key card entry only.

The council's mail server is a modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME (a widely accepted protocol for sending digitally signed and encrypted messages).

The council's file server is a modern, fully cyber-compliant server with powerful security features, including industry-standard AES-256 encryption to keep the files secure. Logins are protected by brute-force protection, enabled to thwart password guessing, and file server data is backed up to a secure Cloud backup service using the SSL protocol, thus ensuring encryption, authentication and integrity checks during and after the backup.

The council's web server is encrypted using a modern cipher suite, with firewall and intrusion protection to core files.

### **How long do we keep your personal data?**

In general, we will keep data only for as long as we need it. This means that we will either delete or anonymise data when it is no longer needed.

We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. Some records will be kept permanently where we are legally required to do so, whilst other records may be kept for an extended period of time; for example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information.

The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim.

An indication of the length of time specific data is held is included in the Council's ['Personal Data Audit'](#) document.

### **Your rights and your personal data**

You have the following rights with respect to your personal data; when exercising these rights, in order to process your request, we will need to verify your identity for your security, therefore you will need to provide proof of your identity before you can exercise these rights:

#### **1) The right to access personal data we hold on you**

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, and any required identification evidence provided, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.



## **2) The right to correct and update the personal data we hold on you**

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

## **3) The right to have your personal data erased**

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

## **4) The right to object to processing of your personal data or to restrict it to certain purposes only**

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

## **5) The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

## **6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

## **7) The right to lodge a complaint with the Information Commissioner's Office.**

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

ICO Reference:                Z4915658  
Date of Registration:        31 August 2001

## **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on our website - [www.woodley.go.uk](http://www.woodley.go.uk). This Notice was last updated in September 2023.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ

Email: [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk) or [kevin.murray@woodley.gov.uk](mailto:kevin.murray@woodley.gov.uk)

# DATA PROTECTION POLICY



This policy provides internal guidance relating to the collection and processing of personal data held by the Council, falling within the scope of the GDPR and the Data Protection Act 2018, in all formats including paper, electronic, audio and visual.

The obligations outlined in this policy apply to everyone who has access to, holds copies of or processes personal data. This includes staff members, meaning employees, agency staff and those retained on a temporary or permanent basis, and Councillors.

Where a Councillor is also deemed to be a Data Controller in their own right, they may be required to register with the Information Commissioner's Office (ICO) and pay the relevant fee. Members should visit the ICO website ([www.ico.org.uk](http://www.ico.org.uk)) for more information.

Separately, the Council's 'General Data Privacy Notice' and 'Data Privacy Notice for Staff & Councillors' provides information for any individual for whom the council processes personal data.

## Introduction

Woodley Town Council ("the Council") is fully committed to compliance with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (the DPA). The Council will, therefore, follow procedures which aim to ensure that all personal data collected about Councillors, staff, visitors and other individuals is processed fairly, lawfully and transparently.

The GDPR, the DPA and Article 8 of the Human Rights Act 1998, stress that the processing of personal data needs to strike a balance between the needs of the Council to function effectively and efficiently and respect for the rights and freedoms of the individual. This policy sets out how the Council intends to safeguard those rights and freedoms.

The Council will follow procedures that aim to ensure that all Councillors, staff, visitors and any other person working for the Council who have access to any personal data held by or on behalf of the Council is fully aware of, and abides by their duties and responsibilities under the General Data Protection Regulation and Data Protection Act.

All individuals permitted to access personal data in line with their work duties must agree to comply with this policy and agree to undertake any relevant training that may be appropriate to the role being undertaken.

As well as the Council, any individual who knowingly or recklessly processes data without appropriate consent or proper authorisation, for purposes other than those for which it is intended or is deliberately acting outside of their recognised responsibilities may be subject to the Council's disciplinary procedures, including dismissal where appropriate, and possible legal action liable to prosecution and possible criminal conviction under the Criminal Justice and Immigration Act 2008.

## Personal and special category personal data

The GDPR and DPA provides conditions for the collection and processing of any personal data. It also makes a distinction between 'personal data' and 'special category personal data'.

Personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Special category personal data is defined as personal data consisting of information as to:

- racial or ethnic origin;
- political opinion;
- religious or other beliefs;
- trade union membership;
- physical or mental health or condition;
- sexual life or sexual orientation;
- genetics
- biometric data (where used for ID purposes)

Special category data includes personal data revealing or concerning the above types of data. Therefore, if data may allow you to infer details about someone which fall into one of the above categories, it may count as special category data.

Although there are clear distinctions between personal and special category data for the purposes of this policy the term 'personal data' refers equally to 'special category personal data' unless otherwise stated.

The GDPR and DPA rules for special category data do not apply to information about criminal allegations, proceedings, or convictions. Instead, there are separate safeguards for personal data relating to criminal convictions and offences, or related security measures.

### **Personal data processed by the Council**

The Council processes personal data for a variety of Council purposes about our employees, residents, suppliers and other individuals. A description of the types of personal data processed and the purposes for processing are covered in the Council's privacy notices and 'Personal Data Audit' document.

Personal data must be handled and dealt with in accordance with the GDPR and DPA, this policy, and the Council's privacy notices, 'Personal Data Audit' and Information Security Policy.

### **The Data Controller**

The Data Controller is the person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are or are to be processed. Woodley Town Council is the Data Controller for all personal data relating to its Councillors, employees, residents, suppliers and any other individuals.

### **Roles and Responsibilities**

#### Town Clerk

The Town Clerk has overall responsibility for ensuring that the Council complies with all relevant data protection obligations and acts as the representative of the data controller on a day-to-day basis.

### Data Protection Officer

The Council is not required to employ a Data Protection Officer (DPO) and the Town Clerk will maintain responsibility for overseeing the implementation of this policy, monitoring the compliance with data protection law, and developing related policies and guidelines where applicable.

They can be contacted via email at: [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk)

### Staff and Councillors

All staff and Councillors are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy, the Council's data privacy notices, 'Personal Data Audit' and Information Security Policy;
- Informing the Council of any changes to their personal data, such as a change of address;
- Contacting the Town Clerk if you:
  - Have questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure;
  - Have concerns that this policy is not being followed;
  - Are unsure whether or not you have a lawful basis to use personal data in a particular way;
  - Need to rely on or capture consent, deal with the rights of the data subjects or transfer personal data outside the European Economic Area;
  - Believe there has been a data breach;
  - Are engaging in a new activity that may affect the privacy rights of individuals;
  - Need help with any contracts or sharing personal data with third parties.

### **Data Protection Principles**

Anyone processing personal data must comply with the principles of good practice. These principles are legally enforceable and can be summarised as follows:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals;
2. Obtained for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased, or rectified without delay;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures. In accordance with the rights of data subjects under the GDPR and DPA.

## **Fair Processing**

In meeting any obligation to ensure that processing of information is fair, due consideration will be given to the adoption of any recognised standards or advice to provide individuals with such information as is necessary to ensure that they are likely to understand:

- a) The purposes for which their personal data are to be processed;
- b) The likely consequences of such processing and;
- c) Whether particular disclosures can be reasonably envisaged

## **Notification**

The national body for the supervision of GDPR is the Information Commissioners' Office to whom the Town Clerk notifies their purposes for processing personal data.

This notification process serves to provide transparency and openness about the processing of personal data. It is a fundamental principle of the GDPR that the public should know or be able to find out who is carrying out the processing of personal data and for what purpose.

A copy of the Council's notification details is available on the Information Commissioner's website [www.ico.org.uk](http://www.ico.org.uk). The Council's ICO registration number is Z4915658.

## **Individuals' Rights**

The Council recognises that access to personal data held about an individual is a fundamental right provided in the Act. These rights include:

- The right to be informed
- The right of access to personal information
- The right to request rectification
- The right to request erasure
- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing
- Rights related to automated decision-making including profiling

The Council will ensure that all requests from individuals to access their information is responded to within one calendar month which is the time allowed in the legislation. However, the one-month timescale will not commence until after receipt of all identity is received.

Where possible, and to speed up processing, requests should be made in writing via email to [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk). However, requests may also be received in writing via post, on social media, or verbally. All requests will be treated equally.

To minimise delays and unnecessary work all requests from data subjects should:

- Be accompanied by adequate proof of identity of the data subject to allow us to confirm their identity;
- Provide written authorisation of the data subject where the request is being made by someone else on their behalf (e.g. a friend, relative, legal representative);
- Specify clearly and simply the information being sought;
- Give adequate information to enable the requested data to be located;
- Make it clear where the response should be sent.

The Town Clerk must be informed of any request to action against one or more of these rights.

The Act allows exemptions from providing information to individuals making a subject access request, and non-disclosure of information, in specific and limited circumstances.

When the Council collects personal data the Council does not need to provide the individual with any information they may already have.

When obtaining personal data from other sources, the Council do not need to provide individuals with privacy information if:

- The individual already has the information;
- Providing the information to the individual would be impossible;
- Providing the information to the individual would involve disproportionate effort;
- Providing the information to the individual would render impossible or seriously impair the achievement of the objectives of the processing;
- The Council is required by law to obtain or disclose the personal data; or
- The Council is subject to an obligation of professional secrecy regulated by law that covers personal data

If a data subject remains dissatisfied with a response received, they may ask for the matter to be reviewed, or in the case of an employee a resolution may be sought using the Council's grievance process.

Ultimately, if a data subject continues to be dissatisfied, they have the right to ask the Information Commissioner's Office (ICO) to carry out an assessment of their case and pursue a legal remedy if appropriate.

### **Legal Requirements**

The Council may be required to disclose personal data by a court order, or to comply with other legal requirements including the prevention or detection of crime, apprehension of an offender or gathering of taxation.

External agencies or companies contracted to undertake processing of personal data on behalf of the Council must demonstrate, via a written agreement, that personal information belonging to the Council will be handled in compliance with the GDPR and DPA and that it has the necessary technical and organisational security measures in place to ensure this.

Any sharing of the Council data with external partners for the purpose of service provision must comply with all statutory requirements.

The Council will follow relevant guidance issued by the Government and the ICO for users of CCTV and similar surveillance equipment monitoring spaces to which the public, residents, service users and employees have access and will also strive to ensure that partner organisations involved in joint or multi-agency initiatives seek to do the same. The Council reserves the right to monitor telephone calls, email and internet access in compliance with relevant legislation. This will be handled in line with guidance issued by the ICO.

The legal basis for this policy is the GDPR and DPA which provides the legal parameters for the processing of personal data. However, compliance with other legislation, Codes of Practice, policies and guidance also has relevance, such as:

- The Freedom of Information Act 2000
- The Computer Misuse Act 1990
- The Crime and Disorder Act 1998
- Human Rights Act 1998

### **Data Security - General**

To ensure the security of personal data, the Council has appropriate physical, technical and organisational measures in place. All staff must comply with the terms and conditions of their employment, including complying with the Council's Information Security Policy.

The GDPR and DPA requires that appropriate technical and organisational measures shall be taken to protect data against:

- Unauthorised access;
- Unauthorised or unlawful processing;
- Accidental loss, destruction, or damage.

Appropriate technical and organisational security measures will include:

- Using and developing technological solutions to ensure compliance with the data protection principles;
- Using and developing physical measures to protect Town Council assets;
- Ensuring the reliability of any persons who have access to Town Council information;
- Reporting and investigating security breaches.

These obligations include the need to consider the nature of the data to be protected and the harm that might arise from such unauthorised or unlawful processing or accidental loss, destruction, or damage.

In general, the Council will only keep data for as long as it is needed. The Council may have legal obligations to retain some data in connection with our statutory obligations as a public authority. Some records will be kept permanently where we are legally required to do so, whilst other records may be kept for an extended period of time; for example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information.

Once data is no longer needed, it must be deleted or anonymised. Details of the length of time types of data are kept, and the individual staff members responsible for the retention and deletion of the data, is included in the Council's 'Personal Data Audit' document.

All hard copy documentation (i.e. printout material, manual files, hand written notes etc) which contain personal data and are no longer required must be treated as confidential waste and disposed of securely.

Where processing of Council data is to be carried out by a third party on behalf of the Council, the Town Clerk must ensure that the third party provides sufficient guarantees in respect of the technical and organisation measures governing the processing to be undertaken, including the signing of an appropriate Data Sharing Agreement.

### **Data Security – Specific**

The following specific processes must be followed in relation to processing personal data:



- When processing card payments, staff must comply with the Council's Information Security Policy; this includes not writing down or storing cardholder data, nor repeating data so as to ensure they cannot be overheard;
- Where, with prior agreement from their Manager, individuals access, create or store Council work on a personal device, the device must be secured (password protected or equivalent), and the work transferred to a Council owned device and deleted from the personal device as soon as possible; this is particularly important if the work contains information which may include personal data.
- Email communication between Officers and Councillors regarding Council business should only take place via the official Town Council email system (i.e. @woodley.gov.uk email addresses). Emails received on a Town Council email address should not be sent or forwarded to an alternative, personal email address where any data included is, or might contain confidential or personal data. This is to ensure the security of confidential and / or personal data being circulated between staff and Councillors.

Further details on information security and the safe use of IT are included in the Council's Information Security Policy.

### **Sharing Personal Data**

The Council will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk;
- The Council need to liaise with other agencies – the Council will seek consent as necessary before doing this;
- Our suppliers or contractors need data to enable the Council to provide services to staff and residents, for example, IT companies. When doing this, the Council will:
  - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law;
  - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data the Council share;
  - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with the Council.

The Council will also share personal data with law enforcement and government bodies where the Council are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- The assessment or collection of tax owed to HMRC
- In connection with legal proceedings
- Where the disclosure is required to satisfy our safeguarding obligations
- Research and statistical purposes, as long as personal data is sufficiently anonymised, or consent has been provided

The Council may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our staff or Councillors.

Where the Council transfer personal data to a country or territory outside the European Economic Area, the Council will do so in accordance with data protection law.

## **CCTV**

Where the Council uses CCTV the Council will adhere to the ICO's code of practice for the use of CCTV. The Council do not need to ask individuals' permission to use CCTV, but will make it clear where individuals are being recorded, with cameras clearly visible and accompanied by prominent signs explaining that CCTV is in use. Officers involved in the management or conducting of CCTV will be required to follow the Council's separate CCTC Policy.

## **Personal data breaches**

The Council will make all reasonable endeavours to ensure that there are no personal data breaches. In the unlikely event of a suspected data breach, the Town Clerk must be notified immediately. Data breaches will be tracked on the Council's 'Data Breach Incident Log'.

Where the breach is likely to result in a high risk to individuals' rights and freedoms, those impacted must be informed directly without undue delay.

When appropriate, the Council will report the data breach to the ICO within 72 hours. Such breaches in a Town Council context may include, but are not limited to:

- The theft of a Council or personal electronic device containing non-encrypted personal data about staff, Councillor and / or members of the public;
- Accidental disclosure of personal data to another person or organisation;
- Inappropriate access to or use of personal data;
- The theft of personal information, either paper based or electronic;
- Accidental loss of personal data;
- Information that has not arrived at its destination;
- Fraudulent acquisition of personal data.

## **Training and awareness**

Data Protection training and awareness is crucial so that all staff understand their responsibilities relating to data protection and the use of personal data. Failure to comply with the GDPR and DPA can result in significant fines or criminal prosecution.

It is the Council's policy that all staff must complete appropriate GDPR training annually. The Council will ensure that staff without IT access can also complete the appropriate training. Councillors are also expected to undertake this training.

## **Town Council commitment to data protection**

The Town Clerk will be accountable for ensuring compliance with this policy.

The Council will ensure that individuals handling personal information will be trained to an appropriate level in the use and control of personal data.

The Council have implemented a process to ensure all individuals handling personal information know when and how to report any actual or suspected data breach(es), and that appropriately trained staff manage these breaches correctly, lawfully and in a timely manner.

The Council will monitor and review its processing activities to ensure these are consistent with the principles of the GDPR and DPA and will ensure that its notification is kept up to date.

The Council will ensure that any new or altered processing identifies and assesses the impact on a data subject's privacy as a result of any processing of their personal data, and that appropriate

Privacy Notices are maintained to inform data subjects as to how their data will be used. The Council will review and supplement this policy to ensure it remains consistent with the Law and any compliance advice and Codes of Practice issued from time to time by the ICO.

**Policy Review**

The Town Clerk is accountable for monitoring and reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

This Policy was last reviewed in September 2023.

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# DATA PRIVACY NOTICE FOR STAFF & COUNCILLORS



The notice provides specific information relating to staff members, meaning employees, agency staff and those retained on a temporary or permanent basis, and Town Councillors for whom the council processes personal data. This document should be read in conjunction with the council's 'General Data Privacy Notice'.

## Who are we?

This privacy notice is provided to you by Woodley Town Council which is the data controller for your data.

## Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified; for example a name, address, telephone number, email address, bank details, photographs or videos. Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom, including the General Data Protection Regulation (the "GDPR"), the Data Protection Act 2018, and any other current legislation relating to personal data and rights such as the Human Rights Act.

## The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll service provider
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

## The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

## **What data do we process?**

We may collect the following information during your employment:

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications and employment details.
- Non-financial identifiers such as passport numbers, driving licence numbers/copy of driving licence, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and tax records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, IP addresses and website visit histories, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in an application form, CV or cover letter or as part of the application process and referral source (e.g. agency)
- Location of employment or workplace.
- Other staff data (not covered above) including; grade, probation period information; performance management information; licences/certificates; trade union membership; immigration status; employment status; information for disciplinary and grievance proceeding.
- CCTV footage.
- Information about your use of our information and communications systems.

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

## **We use your personal data for some or all of the following purposes: -**

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions and trade union membership contributions.
- Providing any contractual benefits to you.
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting probation reviews, performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with maternity regulations
- Complying with health and safety obligations.

- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To provide a reference;
- To administer councillors' interests

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest (or for official purposes).

### **How we use sensitive personal data**

We may process sensitive personal data relating to staff including, as appropriate:

- information about your physical or mental health or medical condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

Data described in the GDPR as "Special categories of data" require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to the pension scheme.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Do we need your consent to process your sensitive personal data?**

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **Information about criminal convictions**

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

### **What is the legal basis for processing your personal data?**

Some of our processing is necessary for compliance with a legal obligation. We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

### **Sharing your personal data**

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR / payroll functions, or to maintain our database software
- Other persons or organisations operating within the local community
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension provider
- Former and prospective employers
- DBS services suppliers
- Payroll service provider
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

### **How do we store your personal data?**

Your information is stored securely. Data may be stored in hard copy format in the council's offices, or digitally on the council's mail, file and web servers.

Where possible, data provided on hard copy forms is scanned and stored on the council's file servers, with hard copies cross shredded and disposed of. Where hard copies are kept, these are securely stored in the council's offices, which are accessible via key card entry only.

The council's mail server is a modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME (a widely accepted protocol for sending digitally signed and encrypted messages).



The council's file server is a modern, fully cyber-compliant server with powerful security features, including industry-standard AES-256 encryption to keep the files secure. Logins are protected by brute-force protection, enabled to thwart password guessing, and file server data is backed up to a secure Cloud backup service using the SSL protocol, thus ensuring encryption, authentication and integrity checks during and after the backup.

The council's web server is encrypted using a modern cipher suite, with firewall and intrusion protection to core files.

### **Who has access to your personal data?**

Only designated officers are able to access, view or process your information.

### **How long do we keep your personal data?**

In general, we will keep data only for as long as we need it. This means that we will either delete or anonymise data when it is no longer needed.

We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. Some records will be kept permanently where we are legally required to do so, whilst other records may be kept for an extended period of time; for example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information.

The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim.

We will retain some personal data on former employees for at least 6 years after the tax year in which the employee left their employment, unless there is a requirement to retain certain information.

### **Your responsibilities**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

### **Your rights in connection with personal data**

You have the following rights with respect to your personal data; when exercising these rights, in order to process your request, we will need to verify your identity for your security, therefore you will need to provide proof of your identity before you can exercise these rights:

#### ***1) The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, and any required identification evidence provided, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

#### ***2) The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### **3) The right to have your personal data erased**

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

### **4) The right to object to processing of your personal data or to restrict it to certain purposes only**

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### **5) The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

### **6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

### **7) The right to lodge a complaint with the Information Commissioner's Office.**

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

ICO Reference: Z4915658

Date of Registration: 31 August 2001

## **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

## **Changes to this notice**

We keep this privacy notice under regular review. Any updates will be circulated to all staff. This notice was last updated in July 2023.

## **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Woodley Town Council, The Oakwood Centre, Woodley, Berkshire, RG5 4JZ  
Email: [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk) or [kevin.murray@woodley.gov.uk](mailto:kevin.murray@woodley.gov.uk)

Woodley Town Council - Personal Data Audit (updated September 2023)											
Data Type	Data Use	Personal Data (PD) Collected	Special Category Data (SCD) Collected	Lawful Processing Basis (PD & SCD)	Consent Obtained to process / share personal data?	How is personal data received?	Where may data be kept? (Digital and/or Hard copies)	Who is personal data shared with?	How is personal data protected?	How long is it stored?	Officer/s responsible for deletion of data
<b>Councillor Contact Details</b>	For internal contact needs; To provide reasonable adjustments for meeting attendance and Councillor duties; To share appropriate contact information with residents.	Name, Age (80+), Address, Home phone, mobile phone, personal email, emergency contact (name, phone), reasonable adjustments (health data)	Health Data	PD Public Task SCD Explicit Consent	Yes - Councillors sign contact details form	Councillor Contact Details form - filled in and sent via email / hand delivered	<b>DIGITAL COPIES</b> Council IT server Council Email System	Where explicit consent has been received, contact data, including home address, phone and email details, are published online and shared where requested.  Where explicit consent has not been received, contact data is only shared internally with staff if / when required.  3rd party IT support have access to data held on the Council's servers.	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Where these are received they are scanned, stored electronically, and then cross-shredded.	12 months after a Town Councillors usual date of retirement (ie the end of the following election cycle )	Committee Officer
<b>Councillor's Emergency Contact Details List</b>	For internal contact needs should an emergency impact a Member	Emergency Contact Name, Home phone, Mobile phone	None	Vital Interest	Yes - Councillors sign contact details form	Councillor Contact Details form - filled in and sent via email / hand delivered	<b>DIGITAL COPY</b> Council IT server Council Email System <b>HARD COPY</b> Committee Officers cabinet	Emergency contact info is available / shared internally with staff where required.  3rd party IT support have access to data held on the Council's servers.	<b>DIGITAL COPY</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPY</b> Committee Officer's cabinet - locked.	Collated Councillor Emergency Contact Details List deleted immediately after retirement / resignation / disqualification as Town Councillor. However, details retained on Councillor Contact Form.	Committee Officer
<b>Members Interests</b>	Disclosable Pecuniary Interests collected under Localism Act 2011; Registered Personal Interests collected under the Town Council's Code of Conduct.	Clr & Spouse details - Name, Employment, Sponsorship, contracts, land, licences, corporate tenancies, securities, membership of other bodies, signatures	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Political opinion - Religious / Philosophical belief - Trade Union Membership - Sex life / orientation	PD Legal obligation SCD Reasons of substantial public interest	Not required; information required to be provided under Localism Act 2011 and Council's Code of Conduct.	Councillor Members Interests form - filled in and sent via email / hand delivered	<b>DIGITAL COPIES</b> Council IT server Council Web server Council Email system <b>HARD COPY</b> Committee Officers cabinet	Wokingham Borough Council's Monitoring Officer.  Public - published online (land ownership & signatures redacted)	<b>DIGITAL COPIES</b> Council's IT server modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. Council's web server - encrypted using a modern cipher suite, with firewall and intrusion protection to core files. <b>HARD COPY</b> Committee Officer's cabinet - locked.	Immediately following a Councillor's retirement / resignation / disqualification.	Committee Officer
<b>Councillor's Head shots</b>	To allow members of the public to see / recognise their elected Town Councillors.	Photograph	None	Consent	Yes - Councillors sign contact details form	Councillors' headshots are taken on staff member's personal mobile phone at a convenient time	<b>DIGITAL COPIES</b> Council IT server Council Web server Council Email system Staff Member's personal mobile phone <b>HARD COPY</b> Displayed at Council offices	Publicly shared online on the Council's website, via hard copy publications (ie the Herald), and publicly displayed at Council offices.	<b>DIGITAL COPIES</b> Council's IT server modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. Council's web server - encrypted using a modern cipher suite, with firewall and intrusion protection to core files. <b>HARD COPIES</b> No protection provided.		Committee Officer

## Woodley Town Council - Personal Data Audit (updated September 2023)

Data Type	Data Use	Personal Data (PD) Collected	Special Category Data (SCD) Collected	Lawful Processing Basis (PD & SCD)	Consent Obtained to process / share personal data?	How is personal data received?	Where may data be kept? (Digital and/or Hard copies)	Who is personal data shared with?	How is personal data protected?	How long is it stored?	Officer/s responsible for deletion of data
<b>Grant Applications (Annual / Community / Individual)</b>	To be able to assess applications for organisations / individuals, and provide payment to successful applicants	<b>INDIVIDUAL GRANT APPLICANTS</b> Name, Address, Phone, Email <b>COMMUNITY / ANNUAL GRANT APPLICANTS</b> Contact details (Names, Phone, Email), Bank Details, Signatory Details, Signatures & Job Titles	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Religious / Philosophical belief - Sex life / orientation	<b>PD</b> Contract <b>SCD</b> Explicit Consent	Data privacy notice on form, form signed	Grant Application Forms - filled in and sent via email / hand delivered.	<b>DIGITAL COPY</b> Council IT server Council Email system	<b>BANK DETAILS</b> Shared with Finance Officer to provide payments.	<b>DIGITAL COPIES</b> Council's IT server modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Where these are received they are scanned, stored electronically, and then cross-shredded. <b>ANNUAL GRANT APPLICATIONS</b> Applications shared with Councillors via email as a confidential agenda item (not available to the public), with individual contact details and signatures redacted. <b>INDIVIDUAL GRANT APPLICANTS</b> Details of individuals' names redacted in Committee report, and when 5 year grant details published online. Bank details only sought once grant has been approved.	Bank Details deleted once payments made. Application Forms, with redacted bank details, stored for 7 years, in line with Financial Data.	Committee Officer Finance Officer
<b>Mayoral Engagement Requests</b>	To arrange for the Mayor's attendance at various events	Contact Name, Address, Email, Phone Number	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Political opinion - Religious / Philosophical belief - Trade Union Membership - Sex life / orientation - Health Data	<b>PD</b> Consent <b>SCD</b> Explicit Consent	Yes	Invite the Mayor Form filled in and submitted online / filled in and sent via email / hand delivered	<b>DIGITAL COPY</b> Council IT server Council Email System Council Web Server	Shared with Mayor, or deputising Councillor.  Online submitted forms available to 3rd party website support.	<b>DIGITAL COPIES</b> Council's IT server modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. Council's web server - encrypted using a modern cipher suite, with firewall and intrusion protection to core files. <b>HARD COPIES</b> Where these are received they are scanned, stored electronically, and then cross-shredded.	Retained for 12 months following the end of the municipal year during which the event took place.	Committee Officer
<b>Community Heroes Award nominations</b>	To consider nominees for community hero awards; to be able to communicate with award winners and nominators	Nominees & Nominators Contact Names, Addresses, Phone numbers, and email addresses.	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Political opinion - Religious / Philosophical belief - Sex life / orientation - Health Data	<b>PD</b> Consent Legitimate Interest <b>SCD</b> Explicit Consent	Yes - for nominators. No - for nominees; required for element of surprise.	Community Heroes Awards Nomination Form	<b>DIGITAL COPY</b> Council IT server Council Email System	Nominators' / nominee's names shared with Councillors in agenda appendix. Winners names are shared with companies who provide / engrave the awards. Winners names and photos are shared publicly after the event, via the website / social media / press	<b>DIGITAL COPIES</b> Council's IT server modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Where these are received they are scanned, stored electronically, and then cross-shredded. <b>AGENDA APPENDIX</b> Nomination forms shared with Councillors via email as a confidential agenda item (not available to the public) and address, phone and email details are redacted.	<b>WINNING NOMINATIONS</b> Indefinitely - Award guidelines indicate winners should not win an award for the same / similar activities where they have already been awarded in a previous year. So details of previous nominations are needed to know the reasons for previous award wins. <b>NON-WINNING NOMINATIONS</b> 12 months	Committee Officer
<b>Community Heroes Videos</b>	Videos used during Community Heroes Awards ceremony, and subsequently online, to celebrate Award winners and contextualise the reason for their nomination.	Photographs & video images, and audio	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Political opinion - Religious / Philosophical belief - Sex life / orientation - Health Data	<b>PD</b> Consent <b>SCD</b> Explicit Consent	Yes - individuals sign to confirm they are happy to be involved in the filming	Video, photographs, and audio of award winners & referees are taken on staff member's personal mobile phone at a convenient time	<b>DIGITAL COPIES</b> Council IT server Council's YouTube Channel Staff Member's personal mobile phone Staff Member's personal home computer	Publicly, via screening at the Community Heroes Awards ceremony, and on the Council's YouTube channel.	Consent is provided for information to be publicly displayed.	No deletion date	Committee Officer

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Website Cookies / IP addresses	Analytic cookies from Google and WordPress Cookies relating to the Members area	IP Address	None	Consent	Yes - Cookie pop-up	Analytic software on website	Website server	Clerk only	Council's web server - encrypted using a modern cipher suite, with firewall and intrusion protection to core files.	The last octet of the IP address is wiped after nine months, which means there are 254 possibilities for the IP address in question (. 0 and . 255 are reserved addresses). After 18 months, Google anonymizes the unique cookie data stored in these logs. Server logs are kept for 18months after which they are destroyed.	Town Clerk
Council Event Attendees (non-ticketed)	To invite and provide information to attendees of Council events.	Name, Address, email, telephone	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Political opinion - Religious / Philosophical belief - Sex life / orientation - Health Data	PD Legitimate Interest SCD Explicit Consent	No	Contact details stored from previous correspondence. Other information provided during correspondence	Council IT server Council Email System	Internal, staff only	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Where these are received they are scanned, stored electronically, and then cross-shredded.	15 months - consent is sought each year for the following year when contact is made.	All Officers
Oakwood Centre / Community Halls / Centre Stage / Leisure Centre Facility's bookings	To enable the Council to administer a venue hire contract with individuals	Name, Address, email, telephone	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Political opinion - Religious / Philosophical belief - Sex life / orientation - Health Data	PD Contract SCD Explicit Consent	N/A	Chapel & Coronation Hall, OC Business, OC Social booking forms, Centre Stage booking form, Leisure Centre booking form	<b>DIGITAL COPY</b> Council IT server Council Email System Rialtus Booking System Event 500 Booking System <b>HARD COPY</b> Open shelving in Bookings Mgrs Office (OC booking forms) Open shelving on Administrative Officers Desk. Activity sheets (containing certain data) left open for collection in Hall trays in Office, on OC reception desk, taken by Caretaker Filing in Leisure Centre office	Internal staff with access to Booking systems Internal staff via activity sheet print out (name & organisation only) Brown Bag - where a hirer has specifically agreed to their contact information being passed on.	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Main Council offices require keycard entry, protecting those forms and activity sheets stored in the Bookings Mgrs office and on the Administrative Officers desk. Hard copies of activity sheets only include basic data required by venues staff / caretakers - name / organisation. Leisure Centre Office lockable.	OC Bookings - Archived 1 year after booking, destroyed 8 years after booking (7 financial years after year of booking). Hall Bookings - Archived 2 years after booking, destroyed 8 years after booking (7 financial years after year of booking).	Booking Manager / Administrative Officer / Woodley Town Centre Manager
Allotment Holder / Applicant details / Tenancy Agreement	To administer the letting of allotment plots	Name, Address, telephone, email (Email on tenancy agreement)	Health data	PD Contract Consent SCD Explicit Consent	Data privacy notice on form, form signed	Allotment Application Forms - filled in and sent via email / hand delivered. Information passed on via Tenancy Committee	<b>DIGITAL COPY</b> Rialtas (Active plot holders) Waiting List spreadsheet held on server Spreadsheet of applicants no longer requiring a plot (offered but did not take up offer of plot) <b>HARD COPY</b> Applications in file on Administrative Assistants Desk	Tenancy Committee	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Main Council offices require keycard entry, protecting those forms stored on Administrative Assistants Desk  Correspondence with the Tenancy Committee mainly includes plot numbers; only occasionally will names may be shared, for example, when plots are allocated.  Proof of pensionable age document seen, but copies not stored and no details recorded.	Details deleted 12 months after tenancy is relinquished / offer of a plot turned down by potential tenant.	Administrative Assistant

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<b>Allotment Key Deposits Data</b>	To manage the payment / holding of, and return of allotment key deposits	Surname	None	Contract	Not required	Copied from allotment application / waiting list details	Spreadsheet	Internal staff only	Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption.	Kept for 12 months after tenant has relinquished plot, returned key, and deposit has been returned.	Administrative Assistant
<b>Woodley Adopt a Street (WASP) volunteers</b>	To register & correspond with volunteers taking part in the Woodley Adopt a Street Project	Name, Organisation/Business/School/Church, Address, Age (Under 18 / Over 18), telephone number, email address	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Political opinion - Religious / Philosophical belief - Sex life / orientation - Health Data	PD Consent SCD Explicit Consent	Form signed to agree to data being shared between WASP and the Town Council	Completion of WASP registration of interest form	<b>DIGITAL COPIES</b> Scanned copies held on email system Spreadsheet database kept on server <b>HARD COPIES</b> Kept in folder on Administrative Assistants desk.	WASP Administrator	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Main Council offices require keycard entry, protecting those forms stored on Administrative Assistants Desk	As long as volunteer is involved with WASP	Administrative Assistant
<b>Contact details</b>	To communicate with residents / organisations in response to queries, complaints, or to advise of events	Name, address, email address, telephone	None	Public Task Legitimate Interest	N/A	From incoming correspondence or publically available contact information	Council IT server Council Email System	Not shared	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME.	No specified deletion date - deleted when requested, or when contact no longer appropriate	All Officers
<b>Employee Personal Details</b>	For contract of employment & payment purposes; For enrolment into pension scheme; For emergency contact in case of accident or injury.	Name, Address, Phone, DoB, NI number, Previous Local Government service details, Partnership status, emergency contact details, signature, bank account details, health details	Health data	PD Contract SCD Explicit Consent	Not required	Personal Details & New Starter Forms - filled in electronically and sent via email / hand delivered.	<b>DIGITAL COPY</b> Council IT server <b>HARD COPY</b> Locked cabinet	3rd party Payroll / HR / Pension scheme Internally with staff, where required.	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. <b>HARD COPIES</b> Locked in cabinet in Council offices; offices accessed via keycard entry	6 years after they leave	Town Clerk
<b>Employee Employment Record</b>	Managing employment & performance.	Annual Leave data, sickness absence record, OH referrals, salary / pay & PAYE details, 1:1 and appraisal information, training record, HR data (eg disciplinary action, grievance information, etc)	Health data	PD Contract SCD Explicit Consent	Not required	Relevant forms & data populated by employee / managers during employment.	<b>DIGITAL COPY</b> Council IT server <b>HARD COPY</b> Locked cabinet	Internally with staff, where required. 3rd Party Payroll / HR / Pension services Councillors, where appropriate	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Information sent to Councillors marked as confidential; full details shared with Personnel Sub Committee only where required; personal data redacted if there is a need to share more widely with Councillors. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Locked in cabinet in Council offices; offices accessed via keycard entry. Information provided to Councillors via hard copy, where appropriate, marked as confidential and on yellow paper; Councillors asked to shred or return to the office for shredding.	6 years after they leave	Town Clerk

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<b>Job Applications / CV's</b>	To appoint new staff; to make reasonable adjustments for interview process	Name, address, telephone number, email, work history, criminal record data, health data (reasonable adjustments)	Health Data Criminal Data	PD Consent SCD Explicit Consent	Yes - signed on application	Application Form / CV	<b>DIGITAL COPY</b> Council IT server Council Email system <b>HARD COPY</b> Locked cabinet	Internally with staff With Councillors, where Council appoint to specific posts	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Information sent to Councillors marked as confidential; full details shared only where required. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Locked in cabinet in Council offices; offices accessed via keycard entry. Information provided to Councillors via hard copy, where appropriate, marked as confidential and on yellow paper; Councillors asked to shred or return to the office for shredding.	<b>Successful Applicants</b> For duration of employment <b>Unsuccessful Applicants</b> For 6 months after interview	Town Clerk / Deputy Town Clerk
<b>Memorial bench / tree / plaque applications</b>	In order to arrange for the provision of a memorial plaque / tree / bench	Name, address, telephone number, email, organisation (for trees / plaques)	None	Contract	Not required	Application form	<b>DIGITAL COPIES</b> Council Email system (where sent via email) <b>HARD COPIES</b> Kept in folder on Administrative Assistants desk.	Internally with staff	<b>DIGITAL COPIES</b> Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Locked in cabinet in Council offices; offices accessed via keycard entry.	Forever - plaques remain for 75 years.	Administrative Assistant
<b>Individuals' bank details</b>	To provide deposit refunds / grant payments / expenses / staff pay	Account Holder's Name, bank account details	None	Contract	Not required	BACS Form / Employment details / Grant application	<b>DIGITAL COPIES</b> Council IT server Council Email system <b>HARD COPIES</b> Kept in folder in locked cabinet in office.	Internally with staff Externally with Councillors where payment authorisation is required	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Information sent to Councillors marked as confidential; full details shared only where required. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Locked in cabinet in Council offices; offices accessed via keycard entry.	7 years after year of payment	Finance Officer
<b>TCP Events - Traders / Stall Holders</b>	To enable traders / stall holders to provide services at Town Centre events	Names, address, telephone number, email, organisation	None	Contract	Not required	Application form - via email or hard copy	<b>DIGITAL COPIES</b> Council IT server Council Email system (where sent via email) <b>HARD COPIES</b> Kept in Town Centre Manager's filing cabinet	Internally, where required.	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Offices accessed via keycard entry.	Contact details retained indefinitely to invite traders / stall holders to future events - data deleted where request	Town Centre Manager
<b>Children's Competitions</b>	To operate competition activities for children in the area; usually operated by the Town Centre Partnership or Town Council	Child's First Name / Age / Child's School Details / Parent email / Parent's signature	None	Consent	Obtained on application form	Hard copies	Town Centre Manager's filing cabinet	Winners Name / Age Published	<b>HARD COPIES</b> Offices accessed via keycard entry.	Basic data kept for record purposes; Contact data deleted 1 month after completion of competition and publicity of results.	Town Centre Manager / PR & Marketing Manager

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<b>Gym / Healthy Habits Membership</b>	To enter into and administer membership contracts	Name, address, telephone number, email, Emergency contact (Name & Number)	None	Contract Vital Interests	Not required	Application Form - via email or hard copy Club Manager	<b>DIGITAL DATA</b> Club Manager <b>HARD COPIES</b> Hard copy kept in Leisure Centre office	Internally only (Data collected via third party Go Cardless (Gym Membership) is shared with Town Council)	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. Banking details processed via third party - GoCardless - no data provided to Town Council. <b>HARD COPIES</b> Leisure Centre offices lockable.	Kept for duration of Membership period.	Leisure Centre Manager / Finance Officer
<b>Children's Party Booking Form</b>	To enable the provision of children's birthday parties	Parent's / Hirer's name, number, email, Child's First Name and Age on birthday	None	Contract	Not required	Application form - via email or hard copy	<b>HARD COPIES</b> Hard copy kept in Leisure Centre office	Internally only	<b>DIGITAL COPIES</b> Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Leisure Centre offices lockable.	Kept up until end of bookings - then taken to OC for archiving  7 financial years after year of booking.	Leisure Centre Manager / Finance Officer
<b>Children's &amp; Adult Courses / Activity Bookings</b>	To administer the booking of children and adults onto courses / activities	Name, number, email, age & name of guardian (for children)	None	Contract	Not required	Application form - via email or hard copy	<b>HARD COPIES</b> Hard copy application kept in Leisure Centre office Register produced for class / course	Internally only	<b>DIGITAL COPIES</b> Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Leisure Centre offices lockable. Registers provide contact name, child's first name (& initial if surname duplicated); kept in office until class, and with instructor for duration of class.	Kept up until end of bookings - then taken to OC for archiving  7 financial years after year of booking.	Leisure Centre Manager / Finance Officer
<b>Casual Turn Up Sports Bookings</b>	To administer the booking of casual sports bookings at Woodford Park Leisure Centre	Name, phone number	None	Contract	Not required	Via phone / email / in person	<b>DIGITAL DATA</b> Email server <b>HARD COPY</b> Data entered into physical booking diary	Internally only	<b>DIGITAL COPIES</b> Council's mail server - modern, fully cyber-compliant mail server with powerful identity and content protection with SSL encryption and S/MIME. <b>HARD COPIES</b> Leisure Centre offices lockable.	Kept up until end of bookings - then taken to OC for archiving  7 financial years after year of booking.	Leisure Centre Manager / Finance Officer
<b>Card Payment Data</b>	To process payments made by debit / credits cards to provide services	Card number, expiry / issue date, security number	None	Contract	Not required	Vie phone / in person	Data not kept	Data processed by third party under agreement	Card data not written down or stored; card data not repeated by staff when entered so cannot be overheard	Not stored by Council Stored by third party payment provider under agreement	N/A
<b>Individuals' Images &amp; Audio (Video &amp; Photography)</b>	To publicise / report on Council run events and public meetings; to undertake CCTV surveillance regarding Council land and premises	Individual's image & audio	Other data which might lead someone to infer or guess details of: - Racial / Ethnic origin - Political opinion - Religious / Philosophical belief - Health Data - Trade Union Membership - Sex life / orientation	<b>PD</b> Necessary for legitimate interest <b>SCD</b> Made public by the data subject by virtue of being visible / audible	Not required	Filming / photography taking place at public events and meetings	On Council IT systems, Social Media, and YouTube	Publically available	Notices put up and / or statement read out advising individuals of filming / photography taking place.	As long as published	N/A
<b>Accidents Reports</b>	To comply with legal obligation to record accidents and injuries which take place in the workplace	Names	Health details (injuries sustained)	Legal obligation	Not required	Data sourced from individual injured at time of accident	<b>DIGITAL COPY</b> Council IT server <b>HARD COPY</b> Locked cabinet	Staff internal only, Health & Safety Executive (where legally required)	<b>DIGITAL COPIES</b> Council's IT server - modern, fully cyber-compliant server with powerful security features and industry standard AES0256 encryption. <b>HARD COPIES</b> Locked in cabinet in Council offices; offices accessed via keycard entry.	3 years	DTC



# INFORMATION SECURITY POLICY



This policy provides internal guidance relating to the security of information and data held by the Council, whether that be in digital or hard copy, and the use of Council devices and information technology (IT) systems.

The obligations outlined in this policy apply to everyone who has access to, holds copies of or processes Council information. This includes staff members, meaning employees, agency staff and those retained on a temporary or permanent basis, and Councillors.

Separately, the Council's 'Data Protection Policy' provides specific guidance on the handling and processing of personal data held by the Council.

## Introduction

Woodley Town Council handles information daily, including data which is considered sensitive. Sensitive information within this policy refers to any information or data which may be deemed to be confidential or personal data in line with the Council's Data Protection Policy.

Data may be handled and stored in hard copy format, such as written or printed materials, or in digital format on the Council's IT systems, such as on computers and other devices.

Details of the Council's IT infrastructure are provided as part of this policy, in **Appendix A**.

## Information Security

Sensitive information must have adequate safeguards in place to protect personal data and privacy, and to ensure compliance with various regulations.

The Town Council commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. To this end, the Council is committed to maintaining a secure environment in which to process information so that we can meet these promises.

Individuals handling sensitive information should ensure that they:

- Handle information in line with relevant Council policies, including the Data Protection Policy;
- Limit personal use of Woodley Town Council information and telecommunication systems;
- Do not use e-mail, internet and other Council resources to engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
- Do not disclose personnel information unless authorised;
- Protect sensitive information;
- Keep passwords and accounts secure;
- Request approval from management prior to establishing any new software or hardware, third party connections, etc.;
- Do not install unauthorised software or hardware unless you have explicit management approval;
- Always leave desks clear of sensitive information and lock computer screens when unattended;
- Report information security incidents, without delay, to the Town Clerk or Deputy Town Clerk.

The Town Council reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems and network traffic for any purpose.

We each have a responsibility for ensuring the Council's systems and data are protected from unauthorised access and improper use. If you are unclear about any of the policies detailed herein you should seek advice and guidance from the Town Clerk or Deputy Town Clerk.

### **Acceptable Use**

The Council is committed to protecting individuals and the Council itself from illegal or damaging actions, either knowingly or unknowingly by individuals.

- Individuals are responsible for exercising good judgment regarding the reasonableness of personal use.
- Individuals should take all necessary steps to prevent unauthorised access to sensitive information.
- Passwords must be kept secure and individual accounts must not be shared; authorised users are responsible for the security of their passwords and accounts.
- All devices (including Macs, PCs, laptops etc) should be secured with a password-protected screensaver to prevent unauthorised access.
- All devices should be appropriately protected and secured so they cannot be tampered with or altered.
- Where suspicious behaviour is identified it should be reported to the Town Clerk or Deputy Town Clerk as soon as possible.
- Portable devices (including laptops) are especially vulnerable and must be appropriately secured when not in use.
- Individuals must use extreme caution when opening e-mail attachments received from unknown senders which may contain dangerous or malicious content, such as viruses or malware.

### **Protect Stored Data**

All sensitive information stored and handled by the Council and its individuals must be securely protected against unauthorised use at all times.

Where practical, hard copies of personal data received will be scanned and kept on the Council's IT servers, with hard copies treated as confidential waste and disposed of securely.

Any sensitive information that is no longer required for business reasons must be discarded in a secure and irrecoverable manner.

### **User Access Management**

- Access to Woodley Town Council systems is controlled through a formal process, instigated following the hire of an employee / election of a Councillor.
- There is a standard level of access to Council information and data; access to certain sensitive information may be restricted unless the user is specifically authorised by the Town Clerk / Deputy Town Clerk or an appropriate manager.
- The job function of the user decides the level of access the employee has to sensitive information.
- Where absolutely necessary, and with the prior agreement of their Manager, individuals may access, create and store Council work on a personal device; this includes undertaking the filming / photography of Council events. Where this takes place, access to the personal device must be password protected, and any work must be transferred to a Council owned device as soon as possible and then deleted from the personal device.
- As soon as an individual leaves Woodley Town Council employment, all system logons must be immediately revoked.

### **Access to the Sensitive Information**

All access to sensitive information should be controlled and authorised.

- No individuals shall have access to sensitive information unless they have a genuine business need.
- Sensitive information shall not be shared with any individual or organisation where there is no legitimate business reason to do so.
- Where sensitive information is legitimately shared outside of the Council (e.g. with a 3<sup>rd</sup> party service provider) the Council will ensure a written agreement is in place that the service provider will be responsible for any sensitive information the service provider possesses.
- Woodley Town Council will ensure that there is an established process, including proper due diligence is in place, before engaging with a service provider.

### **Physical Security**

Access to sensitive information held in either digital or hard copy format must be physically restricted to prevent unauthorised individuals from obtaining sensitive data.

- Sensitive information must be handled and distributed in a secure manner.
- Email communication between individuals with Town Council email accounts (@woodley.gov.uk) should take place via the Council's email system, and not via personal email accounts. Related emails should not be sent or forwarded to an alternative, personal email address where any data included is, or might contain confidential or personal data.
- Visitors should be escorted by a trusted employee when in areas that hold sensitive information.
- All visitors that enter the Council's office area and / or server and archive room must sign in and wear a 'Visitors' badge for the duration of their visit, to enable staff to identify visitors in areas where sensitive information may be accessible. A "visitor" is defined as a vendor, guest of an employee, service personnel, or anyone who needs to physically enter the Council's offices who is not a Council employee or Councillor.
- Where access is granted to any third party personnel claiming to repair, maintain, install or replace devices or equipment, appropriate steps will be taken to verify their identity.

### **Disposal of Stored Data**

- All sensitive information must be securely disposed of when no longer required by the Council, regardless of the method by or device on which it is stored, and whether it is stored in hard or digital format.
- The Council requires that hard copy materials are destroyed either by crosscut shredding, incineration or pulping, so they cannot be reconstructed; any hard copy materials awaiting destruction must be held in clear marked containers (e.g. marked "To Be Shredded"), access to which must be restricted
- When destroying digital copy materials, the Council requires that data must be rendered unrecoverable when deleted.

## **MANAGEMENT AND PROCESSING OF PAYMENT CARDHOLDER DATA**

### **Access to Sensitive Cardholder Data**

Access to sensitive cardholder data should be controlled and authorised.

- Access to sensitive cardholder information such as PAN's, personal information and business data is restricted to individuals that have a legitimate need to view such information.
- No other individuals should have access to this confidential data unless they have a genuine business need.

- Cardholder data will only be shared with a 3<sup>rd</sup> party service provider where the Council has entered into a formal Service Level Agreement with the provider.
- All third-party companies which have access to cardholder information must
  1. Adhere to the PCI DSS security requirements.
  2. Acknowledge their responsibility for securing the cardholder data.
  3. Acknowledge that the cardholder data must only be used for assisting the completion of a transaction, providing a fraud control service or for uses specifically required by law.
  4. Have appropriate provisions for business continuity in the event of a major disruption, disaster or failure.
  5. Provide full cooperation and access to conduct a thorough security review after a security intrusion by a Payment Card industry representative, or a Payment Card industry approved third party.
- Woodley Town Council will have a process in place to monitor the PCI DSS compliance status of the Service provider.

### **Physical Security**

It is strictly prohibited to store:

1. The contents of the payment card magnetic stripe (track data) on any media whatsoever.
2. The CVV/CVC (the 3 or 4 digit number on the signature panel on the reverse of the payment card) on any media whatsoever.
3. The PIN or the encrypted PIN Block under any circumstance.

Card holder data (PAN, track data, etc.) must never be sent over the internet via email, instant chat or any other end user technologies.

### **Credit Card (PCI) Security Incident Response Plan**

Woodley Town Council's PCI security incident response plan is as follows:

1. Where an individual reasonably believes there may be a breach of cardholder information or of systems related to the PCI environment in general, they must report the incident to the Town Clerk or Deputy Town Clerk as soon as possible.
2. The Town Clerk / Deputy Town Clerk will investigate the incident and limit the exposure of cardholder data and in mitigating the risks associated with the incident.
3. The Town Clerk / Deputy Town Clerk will seek to resolve the problem to the satisfaction of all parties involved, including reporting the incident and findings to the appropriate parties (credit card associations, credit card processors, etc.) as necessary.
4. The Town Clerk / Deputy Town Clerk will determine if policies and processes need to be updated to avoid a similar incident in the future, and whether additional safeguards are required.

In dealing with an incident, the Town Council will make forensic and log analysis available to appropriate law enforcement or card industry security personnel, as required, and assist in the investigative processes, including in prosecutions.

Credit card companies have individually specific requirements that the Council must address in reporting suspected or confirmed breaches of cardholder data. It will be the responsibility of the Town Clerk / Deputy Town Clerk to ensure these are addressed.

### **Policy Review**

The Town Clerk is accountable for monitoring and reviewing this policy. This Policy was last reviewed in September 2023.

## **WOODLEY TOWN COUNCIL'S IT INFRASTRUCTURE**

The information in this appendix should be considered in conjunction with the Council's Disaster Recovery Plan.

The Council has two office/administration networks – one in the Council Offices at the Oakwood Centre and one at Woodford Park Leisure Centre. The networks are not linked with the exception of a data link for mutual back up of data between sites.

The Council Offices network is an Apple/Mac based network. A File Server and Mail server are located in the Archive Room with a PC server located in the main office.

The PC server houses the data from the Rialtus (RBS) software packages – Omega, Bookings and Allotments. This data is stored in this way as the RBS packages are not Mac compatible. The backed-up data on this server is however backed up to the Mail Server and Cloud storage.

Mac machines requiring the RBS software packages are equipped with 'Parallels' software, which creates a 'virtual' Windows PC within the Mac environment. This enables the RBS packages to be operated on these machines.

A maintenance contract is in place with Dejac Associates for the Mac network, machines, servers, wi-fi and email accounts. A separate smaller contract is in place with ASAP computers for maintenance of the PC machines at Woodford Park Leisure Centre and the PC server at the Oakwood Centre.

### **Procurement**

New and replacement IT equipment is purchased as required and added to the maintenance contract schedule. IT purchases are made by the Town Clerk or Deputy Town Clerk and equipment must be appropriate and compatible with the other equipment and software used in the Council.

### **Disposal**

Arrangements for the disposal of IT equipment are made by the Deputy Town Clerk via a specialist waste contractor (R3 Environmental Solutions). This requires the certified destruction of hard drives and data storage.

### **GDPR**

All contractors with access to Council held data sign a data processor agreement and have appropriate safeguards in place to securely store data as required under the GDPR.

### **Security**

Individual machines are password protected; there is no public access to office networks at either site. Public wi-fi networks are separate from the office wi-fi networks, which are also password protected.

### **Firewall**

The firewall is a ZyXEL USG 60W enterprise grade next generation firewall. The Firewall is managed by Dejac Associates along with the IT network, hardware and software.

The firewall provides the following protection:

- Anti-malware protection
- Antivirus

- Anti-spam
- Content Filtering
- Intrusion Detection & Prevention
- Application Intelligence

All devices are protected from these threats while they are within the Council network.

Antivirus and IDP signatures are updated hourly from ZyXels subscription service.

Firmware for the ZyXEL USG 60W is updated manually when a new release is made available by ZyXel.

### Equipment and Servicing – Council Offices

<b>COUNCIL OFFICES / OAKWOOD CENTRE</b>	
<b>Equipment</b>	
Machines	x9 Mac (running OS X El Capitan or later) x2 Laptops (running Windows 7/10)
Server	x1 mac server x1 mac mail server x1 PC office server (for RBS software)
Wi-Fi	Oakwood Centre public wi-fi (plusnet line) Woodley Town Council broadband (BT)
<b>Service Contract / Maintenance</b>	
Dejac Associates Limited [REDACTED]	Alternative contact in case of emergency: [REDACTED]
Rialtus Business Services – RBS [REDACTED]	Omega (Accounts) Bookings Allotments Planning
<b>Cloud Backup</b>	
Ceejay Software / Backup Intelligence [REDACTED]	

**Equipment and Servicing – Woodford Park Leisure Centre**

<b>WOODFORD PARK LEISURE CENTRE</b>	
<b>Equipment</b>	
Machines	x3 PC
Server	x1 PC server
Wi-fi	Public wi-fi (plusnet line) Office wi-fi (BT)
Other	x1 Mac-book (Maintenance Manager) x1 Mac-book (Leisure Services Manager)
<b>Service Contract / Maintenance</b>	
ASAP Computers [REDACTED]	PCs, server & network
Dejac Associates Limited [REDACTED]	Email accounts/issues  Alternative contact in case of emergency: [REDACTED]
Rialtus Business Services – RBS [REDACTED]	Bookings software

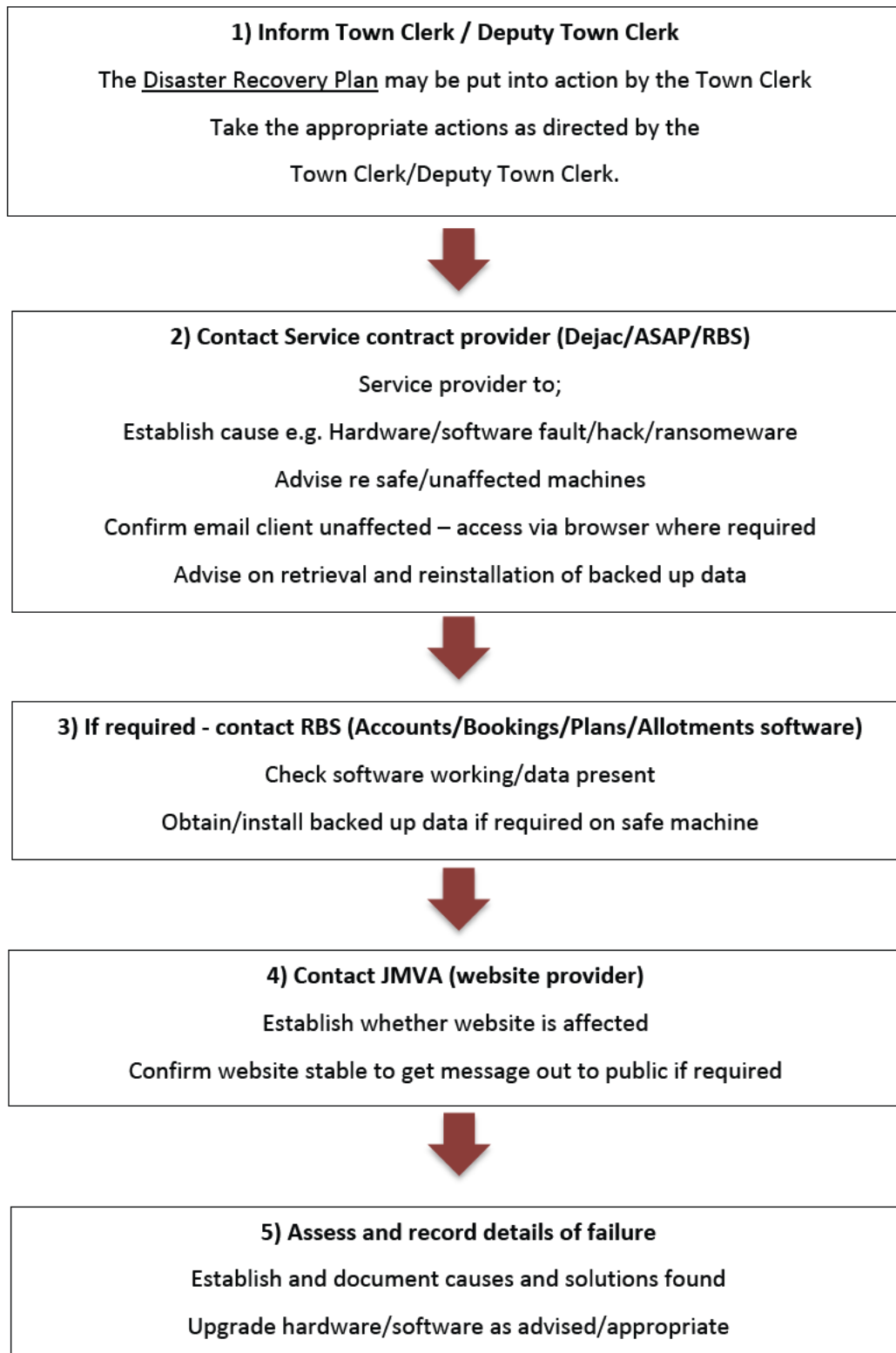
**Data Backup**

<b>COUNCIL OFFICES / OAKWOOD CENTRE</b>
<ul style="list-style-type: none"> <li>• All Macs auto-backup daily to Mail Server (Mac Mini). Backup initiated when individual machines are turned on.</li> <li>• Mac File Server auto backed up daily to Mail Server.</li> <li>• Rialtus Suite (Bookings, Omega &amp; Allotments Databases) backed up manually to PC Server weekly.</li> <li>• PC Server backed up daily to Mail Server.</li> <li>• All data backed up to Seagate drive on mail server – Daily.</li> <li>• All servers backed up to cloud – Daily.</li> </ul>

<b>WOODFORD PARK LEISURE CENTRE</b>
<ul style="list-style-type: none"> <li>• PCs auto-backup daily to PC server in back office</li> <li>• PC server auto-backup up daily to Oakwood Centre mail server</li> <li>• Mail server backed up to cloud daily</li> </ul>

## Network/system failure - actions

In event of a partial or complete IT network/system failure:





## Section 1 -Annual Governance Statement 2022/23

We acknowledge as the members of:

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" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<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:

27/06/2023

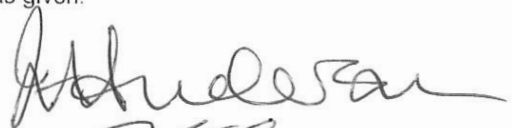
and recorded as minute reference:

32.3

www.woodley.gov.uk

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

Chairman



Clerk



## Section 2 -Accounting Statements 2022/23 for

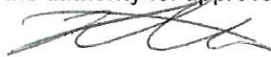
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,120,937	3,293,068	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,293,035	1,225,628	Total amount of precept (or for IOBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,860,967	1,018,430	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	965,379	1,058,354	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.
5. (-) Loan interest / capital repayments	184,980	184,980	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	831,243	1,064,784	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,293,068	3,229,008	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	3,357,434	3,242,408	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	7,590,690	7,629,876	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,633,604	2,574,292	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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:

27/06/2023

as recorded in minute reference:

32.4

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



## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

**WOODLEY TOWN COUNCIL – BE0100**

### 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

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

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

In the completion of their detailed report, the internal auditor has made some recommendations weaknesses in relation to the fixed asset register and earmarked reserves. The smaller authority should consider whether action is taken on these points.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

 SIGNATURE REQUIRED

Date

20/09/2023

# Woodley Town Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

The Audit of accounts for Woodley Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.

The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Woodley Town Council on application to:

Kevin Murray  
Acting Town Clerk  
The Oakwood Centre  
Headley Road  
Woodley  
RG5 4JZ

Monday to Friday between 9am and 4 pm

Copies of the Annual Governance and Accountability Return will be provided to any person on payment of 60p for each copy.

Announcement made by: Kevin Murray, Acting Town Clerk

Date of announcement: 21 September 2023

# Woodley Bowling Advertising

**From:** e-mail stephen.treeves  
**To:** Kevin Murray <kevin.murray@woodley.gov.uk>  
**Sent:** 14/09/2023 8:04 PM  
**Subject:** Woodley Bowling Advertising

Kevin,  
Firstly thank you for taking the time today to clarify our Invoice and for sending me a copy of the Licence agreement.

## Advertising

We would like to gain approval from yourselves for Woodley Bowling Club to display some limited external advertising. This would give us the potential opportunity to raise additional funds or to purchase new items via sponsorship/advertising from some local companies.

We have listed below our requirements for consideration and hopefully approval.

- 1) Display a sign, banner or board approx 1m x 50cm on our own notice board that faces the bowling club. This would not be outward facing to anyone other than bowlers or spectators who are within the bowling green arena as it faces inwards to the clubhouse.
- 2) Displaying a limited amount of other signs, banners or boards either on our ClubHouse wall or on part of the external fencing. Any advertising on the fencing would be internal to the Bowling Club and would be facing the Bowling Green and therefore not visible to the general public using Woodford Park.
- 3) To put a display board or banner outside the bowling green or on the perimeter fence advertising 'Woodley Bowling Club'
- 4) Display a temporary banner or sign prior to advertise a Bowling Club event such as an Open Day or May Fayre.

We appreciate your help and support in reviewing these items and look forward to receiving your reply.

Regards

Mr Stephen Treeves (Woodley Bowling Club - Hon Treasurer)

**MAYORAL ENGAGEMENTS – 28<sup>th</sup> June to 26<sup>th</sup> September 2023**

**Town Mayor’s Engagements**

July	6 <sup>th</sup>	Addington School Proms
	15 <sup>th</sup>	St John the Evangelist Church – 150 <sup>th</sup> Anniversary Service
August	15 <sup>th</sup>	Woodley Lunch Bunch visit & tour
	17 <sup>th</sup>	The Good Companions Pub – Re-opening
	22 <sup>nd</sup>	ReadiBus AGM
September	1 <sup>st</sup>	Christchurch – Welcome service for new Reverend
	6 <sup>th</sup>	High Sheriff of Berkshire’s Reception
	23 <sup>rd</sup>	Rotary Club of Loddon Vale – 50 <sup>th</sup> Anniversary Dinner
	25 <sup>th</sup>	Berkshire Vision AGM

**Deputy Town Mayor’s Engagements**

August	15 <sup>th</sup>	Woodley Lunch Bunch visit & tour
September	2 <sup>nd</sup>	Reading Pride March

## APPENDIX 9 (enclosure)

### REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED	PAGE
<b>ARC</b>	Cllr K. Gilder	Yes	<b>1</b>
	Mrs S. Flower	Yes	<b>2</b>
<b>Citizens Advice Wokingham</b>	Cllr V. Lewis	No	-
<b>Friends of Woodford Park Committee</b>	Cllr B. Soane	No	-
<b>Highwood Management Conference</b>	Cllr K. Gilder	Yes	<b>3</b>
	Cllr M. Holmes	No	-
<b>Keep Mobile</b>	Cllr L. Guttridge	No	-
<b>Poor's Land Charity</b>	Cllr M. Holmes	No	-
	Cllr K. Gilder	Yes	<b>4</b>
	Cllr J. Cheng	No	-
	Mrs S. Flower	Yes	<b>5</b>
<b>ReadiBus</b>	Mr A. Heap	No	-
<b>Robert Palmer's Almshouse Charity</b>	Cllr D. Bragg	No	-
<b>Sonning &amp; District Welfare &amp; Education Trust</b>	Cllr D. Smith	No	-
<b>Wokingham Borough Council Climate Emergency Working Group</b>	Cllr Y. Edwards	No	-
<b>Wokingham Borough/Parish Liaison Forum</b>	Cllr M. Kennedy	No	-
<b>Woodley Bowling Club Management Committee</b>	Cllr K. Gilder	Yes	<b>6</b>
<b>Woodley Volunteer Centre</b>	Cllr M. Kennedy	No	-

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# OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



## MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

<b>Name of Outside Body</b>	ARC
<b>Name of Councillor</b>	Kay Gilder
<b>Capacity appointed; e.g. trustee, director, observer etc</b>	Unknown – Outside Rep
<b>Number of formal meetings held / invited to</b>	0 invited to
<b>Number of formal meetings attended</b>	N/A
<b>Reasons for not attending (if below 50%)</b>	N/A
<b>Please give a brief overview of the Outside Body for Members:</b>	
<p>ARC is an organisation that offers a confidential counselling service. They offer this service to anyone who needs counselling, young or old, in a warm, comfortable and safe environment.</p> <p>The service is confidential and all counsellors at ARC are volunteers.</p>	
<b>Please give a brief synopsis of the Outside Body's activities since the last report:</b>	
Unknown – no meetings	
<b>Please provide any additional information that fellow Members might find useful:</b>	

<b>Councillor:</b>	<b>Kay Gilder</b>	<b>Dated:</b>	<b>19/09/2023</b>
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# OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



**MUNICIPAL YEAR: 2023/24**

This feedback report will be provided to Members at the next Full Council meeting

<b>Name of Outside Body</b>	ARC
<b>Name of Councillor / Rep</b>	Shelagh Flower
<b>Capacity appointed; e.g. trustee, director, observer etc</b>	Trustee
<b>Number of formal meetings held / invited to</b>	Since May 2023 - 3 meetings
<b>Number of formal meetings attended</b>	2 (unable to attend AGM )
<b>Reasons for not attending (if below 50%)</b>	N/A
<b>Please give a brief overview of the Outside Body for Members:</b>	
<p>ARC is an Adult and Youth Counselling Service based in Wokingham, it also offers support within schools and some GP surgeries. It has a regular surgery at the Oakwood Centre. Training and support is also offered to families and teachers.</p>	
<b>Please give a brief synopsis of the Outside Body's activities since the last report:</b>	
<p>There has been an increase in demand for both young people and adult counselling. For the adults, the presenting issues are often financially based putting pressure on the families and subsequently on both couple and family relationships. For young people the priorities are anxiety, leading to less confidence and self-esteem other issues are eating related. Young people appear less resilient and therefore unable to deal with life. ARC is going to put on a Suicide awareness workshop for secondary school pupils and their parents as there is an increase in suicidal thoughts.</p> <p>There is a full complement of Counsellors in place which helps reduce the waiting list to manageable levels.</p> <p>A new 7 year lease with WBC for the premises ARC occupies has been agreed and will be signed imminently.</p>	
<b>Please provide any additional information that fellow Members might find useful:</b>	

<b>Councillor / Rep</b>	<b>Shelagh Flower</b>	<b>Dated:</b>	<b>19<sup>th</sup> September 2023</b>
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# OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



**MUNICIPAL YEAR: 2023/24**

This feedback report will be provided to Members at the next Full Council meeting

<b>Name of Outside Body</b>	Highwood Management Conference
<b>Name of Councillor</b>	Kay Gilder
<b>Capacity appointed; e.g. trustee, director, observer etc</b>	Chairman
<b>Number of formal meetings held / invited to</b>	1
<b>Number of formal meetings attended</b>	1
<b>Reasons for not attending (if below 50%)</b>	N/A
<b>Please give a brief overview of the Outside Body for Members:</b>	
Look after the Highwood and Southlake wooded areas. Make sure they are planned and maintained properly.	
<b>Please give a brief synopsis of the Outside Body's activities since the last report:</b>	
Cleared ditches between Kingfisher Drive & woods. Incorporated the pond from the Reading University, behind Highwood School – this will take a lot of work in the future; being done by Dinton Pastures staff.	
<b>Please provide any additional information that fellow Members might find useful:</b>	

<b>Councillor:</b>	<b>Kay Gilder</b>	<b>Dated:</b>	<b>19/09/2023</b>
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# OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



## MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

<b>Name of Outside Body</b>	Poor's Land Charity
<b>Name of Councillor</b>	Kay Gilder
<b>Capacity appointed; e.g. trustee, director, observer etc</b>	Trustee
<b>Number of formal meetings held / invited to</b>	3
<b>Number of formal meetings attended</b>	3
<b>Reasons for not attending (if below 50%)</b>	N/A
<b>Please give a brief overview of the Outside Body for Members:</b>	
Looking after local flats and dwellings; 18 flats and a number of houses. For the poor people of Woodley. Give hardship grants out to Woodley residents.	
<b>Please give a brief synopsis of the Outside Body's activities since the last report:</b>	
No flats to let, but looking for new treasurer because the old treasurer is leaving in the new year. Attending a coffee morning Friday (last week), we celebrated 92 yo birthday. Also had a new darts board put into the community room, residents are really happy. Legionnaires checks in a proportion of the dwellings.	
<b>Please provide any additional information that fellow Members might find useful:</b>	

<b>Councillor:</b>	<b>Kay Gilder</b>	<b>Dated:</b>	<b>19/09/2023</b>
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# OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



**MUNICIPAL YEAR: 2023/24**

This feedback report will be provided to Members at the next Full Council meeting

<b>Name of Outside Body</b>	Poor's Land Charity
<b>Name of Councillor / Rep</b>	Shelagh Flower
<b>Capacity appointed; e.g. trustee, director, observer etc</b>	Trustee
<b>Number of formal meetings held / invited to</b>	3
<b>Number of formal meetings attended</b>	1
<b>Reasons for not attending (if below 50%)</b>	Regular Monday child care commitment and holiday
<b>Please give a brief overview of the Outside Body for Members:</b>	
<p>Alms houses for people in need from designated areas including Woodley, Sandford and Charvil.          It also offers financial assistance to people in need via its Relief in Need fund.</p>	
<b>Please give a brief synopsis of the Outside Body's activities since the last report:</b>	
<p>Ongoing discussions re Maintenance and upkeep of property to ensure it remains safe and suitable for residents. i.e. internal and external. Discussions also regarding renewal of heating contract (involving Cllr Darren Smith). There are always discussions around meeting the various residents ever changing needs. Regular coffee mornings are arranged to facilitate communication. Requests to Relief in Need fund are also discussed as to whether appropriate for Charity to support.</p>	
<b>Please provide any additional information that fellow Members might find useful:</b>	
<p>There are usually monthly meetings with regular outside of the meetings.</p>	

<b>Councillor / Rep:</b>	<b>Shelagh Flower</b>	<b>Dated:</b>	<b>19<sup>th</sup> September 2023</b>
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# OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



## MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

<b>Name of Outside Body</b>	Woodley Bowling Club
<b>Name of Councillor</b>	Kay Gilder
<b>Capacity appointed; e.g. trustee, director, observer etc</b>	On the management committee
<b>Number of formal meetings held / invited to</b>	1
<b>Number of formal meetings attended</b>	0
<b>Reasons for not attending (if below 50%)</b>	Clashed with Leisure Services
<b>Please give a brief overview of the Outside Body for Members:</b>	
Management committee for Woodley Bowling Club (on Woodford Park); provides oversight of the management of the club and Members, and the public rink.	
<b>Please give a brief synopsis of the Outside Body's activities since the last report:</b>	
None – didn't attend meeting	
<b>Please provide any additional information that fellow Members might find useful:</b>	
None	

<b>Councillor:</b>	<b>Kay Gilder</b>	<b>Dated:</b>	<b>19/09/2023</b>
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