



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

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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 10 May 2022.**

**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.**

A handwritten signature in black ink that reads "Deborah Mander". The signature is written in a cursive, flowing style.

Deborah Mander  
Town Clerk

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#### **Town Forum**

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

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

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

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2022/23 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2022/23.

The outgoing Mayor will ask the Council to vote on the nomination(s).

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

The newly elected Town Mayor to take the chair. The Declaration of Acceptance of Office to be signed as soon as possible following the meeting.

The Town Mayor to address the Council.

3. **APOLOGIES**

4. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2022/23 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2022/23.

The Town Mayor will ask the Council to vote on the nomination(s).

6. **POLITICAL GROUP LEADERS**

6.1 To note the appointment by the Conservative Group of the Leader and Deputy Leader of the Conservative Group.

6.2 To note the appointment by the Liberal Democrat Group of the Leader and Deputy Leader of the Liberal Democrat Group.

6.2 To note the appointment by the Labour Group of the Leader and Deputy Leader of the Labour Group.

7. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

7.1 To elect the Leader of the Council for the 2022/23 municipal year.

7.2 To elect the Deputy Leader of the Council for the 2022/23 municipal year.

8. **MEMBERSHIP OF STANDING COMMITTEES**

To appoint Members to serve on the standing committees in the 2022/23 municipal year. The current number of places on each committee and the division of these places between the political groups, in accordance with Standing Order 2.2, is shown in ***Appendix 8 (enclosed)***.

App. 8  
Page 1

8.1 **Strategy & Resources Committee**

App. 8  
Page 2

- a) To approve the updated terms of reference of the Strategy & Resources Committee, including the number of places.
- b) To note the appointment of Members to serve on the Strategy & Resources Committee by each political group.

8.2 **Leisure Services Committee**

App. 8  
Page 5

- a) To approve the updated terms of reference of the Leisure Services Committee, including the number of places.
- b) To note the appointment of Members to serve on the Leisure Services Committee by each political group.

8.3 **Planning & Community Committee**

App. 8  
Page 7

- a) To approve the updated terms of reference of the Planning & Community Committee, including the number of places.
- b) To note the appointment of Members to serve on the Planning & Community Committee by each political group.

9. **MEMBERSHIP OF WORKING PARTIES, SUB COMMITTEES AND PARTNERSHIPS**

*Under Standing Order 6.4.a, 6.5.a and 6.6.a respectively, members of the parent standing committee approve the terms of reference of, and the number and appointment of members to sub committees, working parties and partnerships.*

All terms of reference, which incorporate the number of places, along with the division of places between the political parties in accordance with Standing Order 2.2, are included in **Appendix 8 (enclosed)**.

App. 8  
Page 10

**Strategy & Resources Committee:**

- a) **Investments Sub Committee** App. 8
  - 1) To approve the terms of reference of the sub committee, including the number of places. Page 12
  - 2) To note the appointment of Members to the sub committee by each of the political groups.
  
- b) **Risk Management Sub Committee** App. 8
  - 1) To approve the terms of reference of the sub committee, including the number of places. Page 13
  - 2) To note the appointment of Members to the sub committee by each of the political groups.
  
- c) **Standing Orders & Financial Regulations Sub Committee** App. 8
  - 1) To approve the terms of reference of the sub committee, including the number of places. Page 14
  - 2) To note the appointment of Members to the sub committee by each of the political groups.
  
- d) **PR & Marketing Sub Committee** App. 8
  - 1) To approve the terms of reference of the sub committee, including the number of places. Page 15
  - 2) To note the appointment of Members to the sub committee by each of the political groups.
  
- e) **Personnel Sub Committee** App. 8
  - 1) To approve the terms of reference of the sub committee, including the number of places. Page 16
  - 2) To note the appointment of Members to the sub committee by each of the political groups.
  
- f) **Climate Emergency Sub Committee** App. 8
  - 1) To approve the terms of reference of the sub committee, including the number of places. Page 18
  - 2) To note the appointment of Members to the sub committee by each of the political groups.
  
- g) **Town Electors' Working Party** App. 8
  - 1) To approve the terms of reference of the working party, including the number of places. Page 19
  - 2) To note the appointment of Members to the working party by each of the political groups.

- h) **Woodley Town Centre Partnership** App. 8  
Page 20
- 1) To approve the terms of reference of the partnership, including the number of places.
  - 2) To note the appointment of Members to the partnership by each of the political groups.
- i) **Youth Services Working Party** App. 8  
Page 22
- 1) To approve the terms of reference of the working party, including the number of places.
  - 2) To note the appointment of Members to the working party by each of the political groups.

**Leisure Services Committee:**

- j) **Community Youth Partnership** App. 8  
Page 23
- 1) To approve the terms of reference of the partnership, including the number of places.
  - 2) To note the appointment of Members to the partnership by each of the political groups.
  - 3) To approve the appointment of up to 10 representatives should the number of individuals wishing to be representatives exceed this.
- k) **3G Pitch Steering Group Sub Committee** App. 8  
Page 25
- 1) To approve the terms of reference of the sub committee, including the number of places.
  - 2) To note the appointment of Members to the sub committee by each of the political groups.

**Planning & Community Committee:**

- l) **Cycling in Woodley Sub Committee** App. 8  
Page 27
- 1) To approve the terms of reference of the sub committee, including the number of places.
  - 2) To note the appointment of Members to the sub committee by each of the political groups.

**Full Council**

- m) **Bulmershe Site of Urban Landscape Value Joint Sub Committee:** App. 8  
Page 28
- 1) To note the terms of reference of the joint sub committee.
  - 2) To note the appointment of two representatives and one named substitute to the joint sub committee for the 2022/23 municipal year.

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

To appoint the Council's representatives on outside bodies:

- 10.1 Berkshire Association of Local Councils (BALC) - 2 places
- 10.2 Wokingham District Association of Local Councils – No appointment to be made until future of association is determined
- 10.3 ARC - 2 places
- 10.4 Campaign Against Waste - 1 place (plus 1 deputy)
- 10.5 Citizens Advice Wokingham - 1 place

- 10.6 Friends of Woodford Park Committee – 1 place
- 10.7 Highwood Management Conference - 2 places
- 10.8 Museum of Berkshire Aviation Trust - 1 place
- 10.9 Poor’s Land Charity – 2 places to serve until 2026
- 10.10 ReadiBus - 1 place
- 10.11 Sonning & District Welfare & Education Trust – 1 place
- 10.12 The Bulmershe School: Governor – 1 place
- 10.13 Wokingham Borough Council Climate Emergency Working Group – 1 place
- 10.14 Woodley Bowling Club Management Committee – 1 place
- 10.15 Woodley Volunteer Centre – 1 place

In addition, the following representatives, appointed previously by Full Council, will continue in 2022 without the need for re-appointment:

Poor’s Land Charity (2 places)  
Councillor J. Cheng and Mrs S. Flower serving to 2024

Robert Palmer’s Almshouse Charity (1 place)  
Councillor Sam Rahmouni serving to 2024

11. **CHEQUE SIGNATORIES**

To appoint signatories to sign cheques and transfers on behalf of the Council.

*Current councillors who were appointed signatories are:  
Councillors K. Baker, D. Bragg, B. Soane and A. Swaddle.*

12. **MINUTES OF THE COUNCIL MEETING HELD ON 8 FEBRUARY 2022** Page 7

To receive the minutes of the Council Meeting held on 8 February 2022 and to approve their signing as a true and correct record.

13. **COMMITTEE REPORTS**

To receive reports from the following:

9.1	Planning & Community Committee	1 March 2022	Page 17
9.2	Extraordinary Strategy & Resources Committee	22 March 2022	Page 27
9.3	Planning & Community Committee	29 March 2022	Page 29
9.4	Leisure Services Committee	12 April 2022	Page 35
9.5	Strategy & Resources Committee	19 April 2022	Page 39
9.6	Planning & Community Committee	26 April 2022	Page 47

14. **LEADER’S STATEMENT**

To receive a statement from the Leader of the Council.

15. **OAKWOOD CENTRE LOAN REPAYMENTS AND INVESTMENT ARRANGEMENTS**

To consider **Report No. TC 2/22.** Page 55

16. **VIRTUAL MEETINGS OF SUB COMMITTEES, WORKING PARTIES AND PARTNERSHIPS**

To consider **Report No. TC 3/22.** Page 70

17. **OUTSIDE BODIES**  
To receive any reports from Town Council representatives on outside bodies.  
***(Appendix 17)*** Page 72
18. **TOWN MAYOR'S ENGAGEMENTS**  
To note the engagements attended by Councillor Sartorel as Town Mayor and Councillor Gilder as Deputy Town Mayor since the last meeting. ***(Appendix 18)*** Page 75
19. **FUTURE AGENDA ITEMS**  
To consider any items for inclusion in future Council agendas.
20. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 8 February 2022 at 8 pm**

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**Present:** *Councillors J. Sartorel (Chairman); N. Al-Sanjari; K. Baker;  
D. Bragg; S. Brindley; A. Chadwick, J. Cheng; M. Doyle;  
M. Forrer; K. Gilder; M. Green; A. Heap; R. Horskins; C. Jewell;  
V. Lewis; T. McCann; M. Nagra; S. Rahmouni; D. Smith;  
B. Soane;*

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

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

*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.*

74. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J. Anderson, B. Rowland, R. Skegg, A. Swaddle and P. Wicks.

75. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

76. **MINUTES OF COUNCIL MEETING HELD ON 7 DECEMBER 2021**

The Town Mayor presented the minutes of the Council meeting held on 7 December 2021.

The Deputy Town Clerk advised Members that planting had commenced on the Town Centre Walled Garden today and should be finished this week, with the water supply installation to be arranged shortly. The installation should cause minimal disruption to the planting which had already taken place.

**RESOLVED:**

- ◆ To approve the minutes of the Council meeting held on 7 December 2021 and that they be signed by the Mayor as a correct record.

Voting: For: 14 Against: 0 Abstentions: 3

Members noted that members of the public were not invited back into the meeting following their exclusion for the confidential meetings at the last Full Council meeting. The Chairman confirmed this would happen in future.

77. **COMMITTEE REPORTS**

77.1 **Minutes of the Planning & Community Committee: 4 January 2022**

Councillor Cheng presented the minutes of the Planning & Community Committee meeting held on 4 January 2022.

**RESOLVED:**

- ◆ To receive the minutes of the Planning & Community Committee meeting held on 4 January 2022.

Voting: For: 14 Against: 0 Abstentions: 4

**77.2 Minutes of the Leisure Services Committee: 25 January 2022**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 25 January 2022.

Members noted that the answers to the questions submitted to the Deputy Town Clerk after the Leisure Services Committee meeting, which had been circulated to Members of the Leisure Services Committee already, would be formally noted at the next meeting.

In response to a query the Committee Officer advised members that, when preparing minutes, his customary practice was to avoid attributing questions or comments to individual Councillors unless it was appropriate to do so.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 25 January 2022.

Voting: For: 15 Against: 0 Abstentions: 3

**77.3 Minutes of the Strategy & Resources Committee: 25 January 2022**

Councillor Baker presented the minutes of the Strategy & Resources Committee meeting held on 25 January 2022.

In response to a query, the Deputy Town Clerk confirmed that recommendations made by Standing Committees which the Council then vote on were not considered to be motions which require a proposer and seconder. Councillor Baker advised that this is the approach that has always been taken.

**Minute No. 38: Standing Orders and Financial Regulations Working Party**

Councillor Baker presented the draft Financial Regulations to the Council.

Following a query as to why the Financial Regulations had not been reviewed since 2015 when the Council is required to review them every 3 years Councillor Baker advised that this was an operational matter which would need to be answered by the Town Clerk, but as the Town Clerk was not at the meeting due to being on extended absence an answer could not be provided. Councillor Baker stated that the Deputy Town Clerk would look into it.

It was noted that the Financial Regulations did not cover what would happen in the event of another major incident, such as the Covid pandemic. Councillor Baker advised that the Standing Orders and Financial Regulations Working Party had agreed to set up regular, quarterly meetings to review and sweep up any omissions and issues. Councillor Baker asked the Deputy Town Clerk to make a note of the omission regarding what would happen in the event of a major incident in order that it may be reviewed at the next meeting of the Working Party.

Councillor McCann proposed, seconded by Councillor Nagra, that the draft Financial Regulations be reviewed with a view to adding wording which future proofs the Council against major events which affect the Council financially.



Councillor Jewell proposed, seconded by Councillor Baker, that Councillor McCann's proposal be amended, proposing that the draft Financial Regulations be approved and that the addition of wording to future proof the Council against major financial events be put to the next meeting of the Standing Orders and Financial Regulations Working Party for consideration. Following a vote, Councillor Jewell's amendment was approved.

Voting: For: 19 Against: 0 Abstentions: 0

Following a vote the amended motion was approved.

Voting: For: 18 Against: 0 Abstentions: 1

The Council then voted on the motion and, following a vote:

**RESOLVED:**

- ◆ To adopt the updated Financial Regulations, and for the Standing Orders and Financial Regulations Working Party to consider the addition of wording to future proof the Council against major financial events at their next meeting.

Voting: For: 15 Against: 0 Abstentions: 4

Councillor Baker presented the draft Standing Orders to the Council.

Councillor McCann noted that, whilst the proposed Standing Orders were better, there were still matters missed off. He also raised a concern that the Standing Orders still permit Chairman to silence Members at meetings and make them sit with members of the public, as well as excluding non-sub committee Members from attending Personnel Sub Committee meetings. Councillor Baker stated that, as with the Financial Regulations, the Standing Orders and Financial Regulations Working Party will consider any deficiencies in the document.

Councillor Doyle expressed disappointment that he did not get the document until 3 days prior to this meeting, stating that he believed the document should not be voted on at this meeting and more time was needed to review it. Councillor Baker advised that there had been three meetings of the Standing Orders and Financial Regulations Working Party at which the Standing Orders had been reviewed. All Members had been invited to these meetings, as well as to a further virtual briefing. Councillor Baker put on record his thanks to both Councillor Jewell, as leader of the opposition, and Councillor Heap for their contribution to drawing up of the document, highlighting the cross party collaboration. As a point of order, Councillor Doyle stated he had not been invited to any meeting. The Deputy Town Clerk committed to investigating this.

Councillor Jewell proposed, seconded by Councillor Baker, that the Council vote to adopt the Standing Orders, but note that the document needs more work and that the Standing Orders and Financial Regulations Working Party will discuss potential omissions as the second item on the agenda of their next meeting. Following a vote, Councillor Jewell's proposal was approved.

Voting: For: 16 Against: 0 Abstentions: 3

Following a query, the Deputy Town Clerk confirmed that all Town Council's must adopt a Code of Conduct and, by signing the acceptance of office, Members agree to abide by the Code of Conduct.

**RESOLVED:**

- ◆ To adopt the new Standing Orders, and for the Standing Orders and Financial Regulations Working Party to consider any potential omissions raised by Councillors as the second agenda item at their next meeting.

Voting: For: 15 Against: 4 Abstentions: 0

**Minute No. 39: Risk Management Working Party**

Councillor Green, as Chairman of the Risk Management Working Party, presented the 2022/23 Risk Management Strategy and the Risk Register to Council.

**RESOLVED:**

- ◆ To adopt the Risk Management Strategy 2022/23.

Voting: For: 15 Against: 0 Abstentions: 4

**Minute No. 40: Woodley Town Centre Management Initiative**

Councillor Baker presented the proposal to re-designate the Woodley Town Centre Management Initiative, as set out in the agenda. He advised Members that the proposed changes will not affect the way in which the WTCMI operates, who will retain their own executive and decision making committee, and whose constitution remains unchanged.

Following a query, the Deputy Town Clerk confirmed he was awaiting confirmation of when it was agreed to incorporate the WTCMI's financial functions within the Council's, but believed the decision was made in January 2020, to take effect from April 2020.

Councillor McCann raised concerns with the proposal. He stated that the VAT issue could've been resolved by the Council stopping claiming the VAT and that the current proposal creates a unnecessary layer of bureaucracy, identifying that the WTCMI's biggest asset is being independent and flexible.

Following a query, the Deputy Town Clerk confirmed the WTCMI was not a separate legal entity. As such, the Deputy Town Clerk also confirmed that the Council does claim back VAT on WTCMI functions as it forms part of the Council's finances.

**RESOLVED:**

- ◆ To re-designate the Woodley Town Centre Management Initiative as the Town Centre Partnership, and approve the Terms of Reference.

Voting: For: 14 Against: 3 Abstentions: 1

**Minute No. 41: Charges 2021/22**

**a) Oakwood Centre charges**

**RESOLVED:**

- ◆ To approve the 2022/23 charges at the Oakwood Centre, as set out in the Proposed Charges 2022/23 Appendix.

Voting: For: 15 Against: 0 Abstentions: 2

**b) Leisure Services charges 2021/22**

The Committee Officer confirmed that, following an email vote on the proposed Leisure Services charges, the Strategy and Resources Committee had voted in favour of the charges, with 6 votes for the charges and 2 abstentions.

**RESOLVED:**

- ◆ To approve the charges for Leisure Services for 2022/23, as set out in the Proposed Charges 2022/23 Appendix.

Voting: For: 14 Against: 0 Abstentions: 4

**Minute No. 43: Budget Estimates 2022/23**

**c) Budget and precept 2022/23**

Councillor Baker presented the 2022/23 budget to the Council.

Councillor Baker noted that this was the first time the budget had been prepared by someone other than the Town Clerk, and thanked the Deputy Town Clerk and Officers for their efforts.

**RESOLVED:**

- ◆ To approve the budget for 2022/23, as presented in the Budget Appendix.

Voting: For: 16 Against: 0 Abstentions: 2

Councillor Baker presented the recommended precept level for 2022/23 to the Council.

Councillor Jewell spoke to confirm that, whilst it was usual for the opposition to abstain or oppose matters of budget setting, the Liberal Democrat group would like to support the proposal to lower the precept in 2022/23. She noted that Woodley residents would be reeling from the combined impact of soaring energy prices and inflation. Councillor Jewell also highlighted the Wokingham Borough Council draft Anti-Poverty Strategy, stating that anything the Council can do to prevent families slipping into the 'persistent hardship' category should be embraced. She also acknowledged the skill and effort of Town Council Officers in controlling costs during the pandemic.

**RESOLVED:**

- ◆ To approve a precept level of £1,225,628 for the 2022/23 financial year, as set out in the Budget Appendix.

Voting: For: 18 Against: 0 Abstentions: 1

**RESOLVED:**

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 25 January 2022.

Voting: For: 15 Against: 0 Abstentions: 1

**77.4 Minutes of the Planning & Community Committee: 1 February 2022**

Councillor Cheng presented the minutes of the Planning & Community Committee meeting held on 1 February 2022.

Members noted that this meeting had included a long discussion on the proposed one way system on Woodlands Avenue as part of Wokingham Borough Council's proposed Active Travel Route scheme, and that it was great to see so many residents coming to the meeting to make comments.

#### **Minute No. 75: Wokingham Borough Council Active Travel Fund**

Councillor Jewell identified that, in the last paragraph prior to the resolution, the minutes should reflect that the suggestion for a Wokingham Borough Council representative to attend a future Planning & Community Committee meeting was actually a recommendation.

Councillor Jewell noted that the discussion at the meeting had centred around the Woodlands Avenue one way system with other elements of the proposed cycle way had been ignored, and suggested a further Planning & Community Committee meeting might be required to consider comments. Councillor Jewell stated she would email the Chairman of the Committee regarding this proposal. Councillor Heap supported this, saying that the whole route needs to be considered and highlighting that the most dangerous part is where the route leaves Woodley and enters Earley.

Councillor Al-Sanjari asked whether there was an update on her question at the meeting as to why no Borough Councillors had been advised of the proposal by Wokingham Borough Council officers. Councillor Baker advised that the response he had received from the Director of Highways and Planning was that it was a mistake. He advised that a root and branch review was being undertaken regarding communications as this was not the first time this had happened. Members noted that Councillors were aware of the scheme at a higher, less detailed level, but weren't aware of the specific detail of the scheme until it appeared on social media.

#### **RESOLVED:**

- ◆ To receive the minutes of the Planning & Community Committee meeting held on 1 February 2022.

Voting: For: 15 Against: 0 Abstentions: 4

### **78. INVESTMENTS WORKING PARTY MEMBERSHIP**

- 78.1 The Deputy Town Clerk advised members that, following the resolution made at the Full Council meeting held on 7 December 2021 to sell the investment portfolio once confirmation had been received that the £2m target had been reached, fluctuations in the market had led to the portfolio value falling. The Deputy Town Clerk confirmed that, as of the 7 February, the value of the portfolio was just over £60k below the £2m target. The Deputy Town Clerk advised that, with £80k approved in the budget to continue with the investment, it was recommended that the investment portfolio still be sold, despite not reaching the £2m target, and for the £80k budget to then be used to top up to the target figure.

Following a query regarding whether the Council would incur fees by paying off the Oakwood Centre loan early, the Deputy Town Clerk confirmed that there was no plan to pay off the loan early and that the money would be stored in an appropriately rated bank until the loan was due to be paid back in 2025.

The Deputy Town Clerk confirmed that, if a resolution was made to sell the portfolio, he could make the call the next morning. It was requested that the Deputy Town Clerk advise all Members of the exact date the portfolio can be cashed once known.

Following a query regarding the benefit of cashing in the portfolio early, the Deputy Town Clerk advised that this would be to avoid future risk. Whilst there is a risk of banks going under, the Deputy Town Clerk highlighted that holding money in cash would be safer than in Bonds which can go up and down.

78.2 It was proposed by the Chairman and

**RESOLVED:**

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

Voting: For: 14 Against: 1

78.3 **RESOLVED:**

- ◆ That the Deputy Town Clerk instruct Rathbones to sell the Council's investment portfolio as soon as possible and place the funds into Rathbones holding account, pending transfer to a suitably rated bank account of the Council's choosing.

Voting: For: 14 Against: 1 Abstentions: 3

Councillor McCann requested that the minutes note that he voted against the proposal.

79 **LEADER'S STATEMENT**

79.1 No statement was provided by the Leader of the Council.

79.2 Under Standing Order 13 a) v) Councillor Bragg proposed, seconded by Councillor Smith, that the order of business set out in the agenda be altered to bring forward item 9, Town Electors' Meeting – Change of Dates, for immediate discussion due to the lateness of the hour and the importance of the item. Following a vote it was:

**RESOLVED:**

- ◆ That the order of business be altered in line with Standing Order 13 a) v), for reasons of urgency, to bring forward agenda item 9 for immediate discussion.

Voting: For: 12 Against: 1 Abstentions: 1

80. **TOWN ELECTORS' MEETING – CHANGE OF DATES**

**RESOLVED:**

- ◆ To change the scheduled dates of the Town Electors' Meetings from 8 March 2022 / 21 March 2023 to 26 May 2022 / 25 May 2023.

Voting: For: 15 Against: 0 Abstentions: 2

81. **WOKINGHAM BOROUGH COUNCIL TOWN & PARISH CHARTER**

Councillor Jewell stated the lack of communication regarding the Active Travel Route, as well as other instances, are an example of Wokingham Borough Council's treatment of Woodley. She stated that the Charter does not look after Woodley, and suggested that the Town Council should come up with additions and amendments regarding what Woodley would like to see in the Charter. Councillor Baker concurred with Councillor Jewell's comments.

Councillor Jewell proposed, seconded by Councillor Baker, and following a vote it was:

**RESOLVED:**

- ◆ Not to sign up to the Wokingham Borough Council Town and Parish Charter.

Voting: For: 19 Against: 0 Abstentions: 0

82. **SUNFLOWER HIDDEN DISABILITIES SCHEME**

The Committee Officer presented Report No. TC 1/22.

Following a query, the Committee Officer confirmed that the organisation operating the scheme were a limited company. He advised that the organisation had engaged a design agency to design the sunflower logo and associated merchandise for free but that, in return, the design agency had been given the exclusive rights to sell merchandise items.

The Deputy Town Clerk confirmed that, whilst staff already receive training which includes information on hidden disabilities, and the Council is part of the Safer Places scheme, the training included with this scheme would be an extension of that.

Councillor Al-Sanjari raised a concern as to whether the Council would be tied into paying for membership in future if they signed up to a free membership now. The Committee Officer agreed to find this out.

Councillor Al-Sanjari proposed, seconded by Councillor Nagra, and following a vote it was:

**RESOLVED:**

- ◆ To sign up to the Sunflower Hidden Disabilities Scheme on the Basic membership level, subject to there being no commitment to paying any membership costs in future.

Voting: For: 18 Against: 0 Abstentions: 0

83. **OUTSIDE BODIES**

In relation to the report submitted by Councillor Rowland regarding the Poor's Land Charity, Councillor Gilder gave a further update. She clarified that the tree which had been removed was actually a Cedar tree and not an Elm tree. She also updated Members that the Charity were looking at installing a stairlift for some residents, and that there were two flats which have become available to let this year.

**RESOLVED:**

- ◆ To note the following written reports, which were included with the agenda:
  - Readibus report by Councillor Heap
  - Poor's Land Charity report by Councillor Rowland
- ◆ To note the additional ARC report by Shelagh Flower and Citizen's Advice Wokingham report by Councillor Bragg, copies of which were provided to members at the meeting.

84. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor and Deputy Town Mayor provided Members with details of the events they had attended since the last Full Council meeting.

85. **FUTURE AGENDA ITEMS**

Following a query, the Deputy Town Clerk confirmed that events were being planned to celebrate the Queen's Platinum Jubilee which were due to be considered by the PR and Marketing Working Party.

There were no suggestions for future agenda items.

86. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

Meeting closed at 10:26 pm

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 1 March 2022 at 8:00 pm**

**Present:** *Councillors: P. Wicks (Chairman); D. Bragg; C. Jewell; M. Nagra; S. Rahmouni; J. Sartorel;*

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

**Also present:** *Councillors K. Baker; A. Heap; K. Gilder  
Wokingham Borough Council: Andy Glencross; Robert Curtis; Councillor Pauline Jorgensen  
12 members of the public*

Before opening the meeting the Chairman asked for a minute's silence in recognition of the tragic events and loss of life taking place in Ukraine, noting that all Councillors and those in attendance were united in opposition against the Russian Governments actions.

92. **APOLOGIES**

Apologies for absence were received from Councillors J Cheng, R. Skegg and B. Soane.

93. **DECLARATIONS OF INTEREST**

Councillor P. Wicks – Prejudicial interest: Agenda item 8: Premises Licence Application in relation to Vibez Dance Studios, as Councillor Wicks visits the dance studios regularly.

Councillor Wicks took no part in the discussion or decision regarding the premises licence application. As Councillor Wicks is the Chairman of the Committee, and in the absence of the Vice-Chairman, Councillor Rahmouni proposed, seconded by Councillor Sartorel, and following a vote it was:

**RESOLVED:**

- ◆ To appoint Councillor Bragg as Vice-Chairman for this meeting in order for him to chair item 8: Premises Licence Application.

Voting: For: 6 Against: 0 Abstentions: 0

94. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 1 FEBRUARY 2022**

Members noted that the minutes, as circulated as part of the agenda, had already been amended to correct two typography mistakes regarding the word 'licence', and to correct the reference to 'Headley Road' in minute 89 to read 'Headley Road East'.

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 1 February 2022 be approved and be signed by the Chairman as a true and accurate record.

95. **WOKINGHAM BOROUGH COUNCIL ACTIVE TRAVEL ROUTE**

The Chairman invited Andy Glencross, Wokingham Borough Council Assistant Director for Highways and Transport, to provide an update on the Active Travel Route consultation.

Andy confirmed that, following the public consultation, it was clear that those responding did not like the scheme as consulted and, as such, the design proposed would not be taken forward. Only high level results were known at this stage, and a full report regarding the consultation outcome would be published in due course.

Following discussion around the lack of consultation with the Town Council and affected residents prior to the formal consultation being issued Andy confirmed that, whilst prior consultations had publicised the general principle of the scheme, this did not go into detail. Andy confirmed that was WBC's fault, and apologised for this.

A suggestion was made that WBC would be better to spend the money they have on improving the cycle route where it was currently more dangerous, specifically the route along Church Lane and Culver Road. It was noted that the route along Woodlands Avenue was not perceived to be that dangerous. Andy confirmed that the scheme will be revised and comments taken into account.

Following a query regarding the decision making process at WBC, Andy confirmed that an Individual Executive Member Decision had been made in 2021 by Councillor Jorgensen asking WBC Officers to progress the scheme to design stage. Councillor Nagra highlighted that, in the minutes of the Planning & Community Committee meeting held on 1 February 2022, it had been stated that Borough Councillors had not been made aware of the proposed one way system. Andy confirmed that Councillor Jorgensen was aware of the scheme and that the specific design should've been communicated to both Borough Ward Councillors and the Town Council prior to the full consultation being issued. Councillor Jorgensen stated that the reason it was not communicated was because of a breakdown in communication between the Highways department and the Communications Team at WBC. She stated this should not have happened and will not happen again. Councillor Jorgensen also clarified that the Individual Executive Member Decision related to designing a scheme for consultation.

Andy advised the meeting that the Government's guidance now requires cycle route design to not only focus on segregating cyclists from cars, but also cyclists from pedestrians. It was acknowledged that this presents more challenges when trying to design cycle routes for existing highways.

Following a request to ensure both Woodley and Earley Town Councils are given sight of the revised scheme prior to any further consultation, Andy confirmed that discussions are taking place with a view to involving Town Councils in design workshops.

The Chairman confirmed that the Council agreed there was a need for improved cycle routes in Woodley, but that it was important that the Town Council are involved in the design of such routes to ensure they are suitable.

At this point the Chairman invited those who did not wish to remain for the rest of the meeting to leave. 6 members of the public remained.

96. **CURRENT PLANNING APPLICATIONS**

After discussing the first planning application, application 220256, Councillor Nagra left the meeting.

**RESOLVED:**

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

97. **PLANNING DECISIONS**

**RESOLVED:**

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

98. **COMMUNITY SPEEDWATCH**

The Chairman recommended that a working party be set up to consider how to move forward with the setting up of a Council operated Community Speedwatch scheme. Councillor Bragg said he would be happy to lead on this.

Councillor Bragg advised that he would like to view all the information the Council currently holds regarding the Council's previous Speedwatch scheme, and would then come back to the Committee meeting due to be held in April to present a proposal.

It was also recommended that Councillor Bragg's details be sent to PC Lee Turnham, Community Speedwatch Coordinator for Thames Valley Police, in order that a Speedwatch group could be set up in the Council's name.

**RESOLVED:**

- ◆ For Councillor Bragg to review the Community Speedwatch information currently held by the Town Council, and then provide an update at the Committee meeting being held in April.
- ◆ To forward Councillor Bragg's contact details to the Thames Valley Police Community Speedwatch Coordinator.

99. **PREMISES LICENCE APPLICATION**

Councillor Bragg took over as Chair of the meeting for the item. Councillor Wicks took no part in the discussion.

Members reviewed the premises licence application for Vibez Dance Studios and:

**RESOLVED:**

- ◆ To provide no objections to the application.  
Voting: For: 4 Against: 0 Abstentions: 0

100. **EARLEY STATION FOOTBRIDGE UPDATE**

Councillor Wicks confirmed that the next meeting regarding Earley Station Footbridge was due to take place on Monday 7 March 2022, and he would be taking communicating the comments he has received following the site visit at that meeting.

At this point, Councillor Jewell left the meeting.

101. **WOKINGHAM BOROUGH COUNCIL DRAFT ANTI-POVERTY STRATEGY 2022-26**

**RESOLVED:**

- ◆ To note the response which was sent to Wokingham Borough Council on behalf of the Town Council in relation to Wokingham's draft Anti-Poverty Strategy 2022-26 consultation (**Appendix B**).

102. **WOKINGHAM BOROUGH COUNCIL HACKNEY CARRIAGE FARES CONSULTATION**

**RESOLVED:**

- ◆ To note the consultation received from Wokingham Borough Council relating to proposed Hackney Carriage Fare Increases.
- ◆ To note that, as Councillor Soane is a member of Wokingham Borough Council's Licensing and Appeals Committee who proposed the increase, Councillor Soane did not provide a comment with regards to this consultation.
- ◆ To note that a response was submitted to Wokingham Borough Council in relation to the consultation highlighting a concern that, when comparing against neighbouring authorities, the proposed fare rates were too high.
- ◆ To note the results of the Hackney Carriage Tariff consultation, as provided in the agenda, and that Wokingham Borough Council's Licensing and Appeals Committee would be meeting on 2 March to make a determination.

103. **GOODS VEHICLE OPERATORS LICENCE APPLICATION**

**RESOLVED:**

- ◆ To note the receipt of the following Goods Vehicle Operators Licence Application:

Licence: OH2002943 SN

Operator: MJF Business Services Ltd

Directors: Jonathan Charles Moreland, Christopher Michael Jennings, John Power,  
Michael Power

Address: 23 Easter Industrial Park, Ferry Lane, Rainham, RM12 9BP

New Operating Centre: Unit 7 Base 329, Headley Road East, Woodley, RG5 4AZ

New Authorisation: 1 vehicle

Transport Manager: Richard Ryll

- ◆ To note that the Town Council's comments were required prior to the meeting, and that no concerns were raised.

104. **ANNUAL GRANTS**

**RESOLVED:**

- ◆ To note the correspondence received from the Link Visiting Scheme regarding the support provided to Woodley residents following receipt of their 2021/22 annual grant, as set out in the agenda.
- ◆ To note that expressions of thanks relating to the award of annual grants for 2022/23 have been received from:
  - ARC
  - First Days Children's Charity
  - Wokingham Volunteer Centre
  - The Link Visiting Scheme
  - Readibus
  - Citizens Advice Wokingham

105. **COMMUNITY ISSUES**

There were no community issues raised by Members for discussion.

106. **HIGHWAYS ISSUES**

There were no highways issues raised by Members for discussion.

107. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - WBC Planning Policy Newsletter – February 2022
  - Me2 Club Newsletter – January 2022
  - CCB Action for All E-Bulletin – February 2022

108. **FUTURE AGENDA ITEMS**

Councillor Baker asked that the Committee consider inviting a Police representative to a future meeting to discuss their response to the issue of cycling and e-scooting within Woodley precinct, which is causing dangers to precinct users.

109. **PUBLICITY/WEBSITE**

There were no suggestions for publicity or website items.

110. **ENFORCEMENT ISSUES**

Councillor Baker advised that, in relation to 7 Cody Close, it was believed land had been taken from Aldermoor's Nature Reserve and that three big trees had been felled. Councillor Baker was trying to find out from WBC why this enforcement notice had been closed with the explanation 'other', and would feed this back to the Committee once known.

**RESOLVED:**

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

The meeting closed at 9:42 pm

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Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 1 March 2022**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>213402</b> Woodley Library, Headley Road, Woodley, RG5 4JA	Woodley Library, Headley Road, Woodley, Wokingham, RG5 4JA Proposal: Full application for the proposed installation of 202 no. roof- mounted solar panels and 2 no. Air Source Heat Pumps, plus associated external plant enclosure. (Part Retrospective).  We have received revised/additional plans for the above application. The revised details show: Revised Plans received increasing the height of the ASHPs acoustic enclosure, and associated predictive noise impact assessment report with mitigation.
<b>Observations:</b> The Planning & Community Committee considered the proposal and recommended that the application be refused, citing that the heat pumps should be located as stated in the original plans to rectify the initial error.	
<b>220156</b> 53 Woodlands Avenue, Woodley, RG5 3HF	Householder application for the proposed single storey side, rear extension and front open porch
<b>Observations:</b> The Planning & Community Committee considered the proposal and recommended that the application be refused on the basis that the plans are incorrect and not fully accurate. The proposed elevations show a widening to the side which does not appear to be fully detailed in the plans. There also appears to be a large window on the side of the property by number 55 when it is believed this is not the case. The Committee believe the plans should be corrected and resubmitted before being reconsidered.	
<b>220160</b> 17 Harris Close, Woodley, RG5 4XH	Householder application for the proposed erection of a single storey rear and side extension with the insertion of 2 no. rooflights.
<b>Observations:</b> No objections.	
<b>220188</b> 21 Duffield Road, Woodley, RG5 4RL	Householder application for the proposed erection a single storey rear side extension plus insertion of 4no. rooflights following demolition of existing conservatory.
<b>Observations:</b> No objections.	
<b>220206</b> 6 Brunel Drive, Woodley, RG5 4PW	Householder application for the proposed raising of the roof to facilitate conversion of the loft to habitable accommodation, erection of single storey front and rear extensions, raising of part of existing flat roof to side and installation of 5 no. rooflights, plus changes to fenestration including installation of 2 no. Juliet balconies to rear.

<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- Out of keeping with neighbouring properties</li> <li>- Out of character with the street scene</li> <li>- Overbearing (height) to neighbouring properties</li> <li>- Insufficient on-site / off-road parking provision – 3 spaces for 5 bedrooms.</li> </ul>	
<p><b>220239</b> 7 Woodlands Avenue, Woodley, RG5 3HN</p>	<p>Householder application for the proposed part ground floor part first floor rear extension, insertion of Juliet balcony, 2no. Dormers, 10no. Rooflights, changes to fenestration plus conversion of loft to create habitable accommodation.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the basis that the plans are of a poor quality and unclear. The Committee believe the plans should be corrected, improved and resubmitted before being reconsidered.</p>	
<p><b>220256</b> Land adjacent to, 12 Constable Close, Woodley, RG5 4US</p>	<p>Full application for the proposed erection of 1 no. 3 bedroom dwelling with associated parking.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- Impact on trees</li> <li>- Loss of amenity space</li> <li>- Environmental impact</li> </ul>	
<p><b>220267</b> Twin Oaks, Western Avenue, Woodley, RG5 3BH</p>	<p>Householder application for the proposed erection of a single storey front extension, single storey rear extension following demolition of existing conservatory, part garage conversion to create habitable accommodation, plus the insertion of 9no. roof lights, 1no. balcony, solar panels and changes to fenestration.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the grounds that the provision of a balcony will lead to a loss of privacy for neighbours.</p>	
<p><b>220272</b> 5 Selcourt Close, Woodley, RG5 3AS</p>	<p>Householder application for the proposed conversion of existing garage facilitated by changes to fenestration, Loft conversion to create habitable space and 2No. new dormers, plus insertion of 3no roof lights and changes to fenestration</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- The proposed cladding is out of keeping with neighbouring properties and out of character with the street scene</li> <li>- Unclear drawings; there doesn't appear to be a 1<sup>st</sup> floor plan</li> <li>- Insufficient on-site / off-road parking provision</li> </ul>	
<p><b>220284</b> 16 Crockhamwell Road, Woodley, RG5 3LF</p>	<p>Householder application for the proposed garage conversion to habitable space. (Retrospective)</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and had not objections, subject to the condition that the space is ancillary to the domestic use of the property.</p>	

<b>220319</b> 8 South Lake Crescent, Woodley, RG5 3QW	Householder application for the proposed erection of a part single storey, part two storey side/rear extension, plus the extension of existing loft conversion including the insertion of 1 no. flat roof dormer.
<b>Observations:</b> No objections.	
<b>220353</b> 15 Malvern Close, Woodley, RG5 4HL	Householder application for the proposed erection of a single storey side extension with changes to fenestration.
<b>Observations:</b> No objections.	
<b>220366</b> 7 Hanwood Close, Woodley, RG5 3AB	Householder application for the proposed erection of an Edwardian Conservatory to Rear of Property.
<b>Observations:</b> No objections.	
<b>220373</b> 60 Bruce Road, Woodley, RG5 3DZ	Householder application for the proposed development of a single storey side extensions.
<b>Observations:</b> No comments.	
<b>220459</b> 190 Fairwater Drive, Woodley, RG5 3JF	Householder application for the proposed erection of a single storey front extension, two storey side extension and the insertion of 1no. sun tunnel to existing roof.
<b>Observations:</b> The Planning & Community Committee considered the proposal and, whilst they had no objections, they were concerned about the amount of available parking.	
<b>220559</b> 33 Glendevon Road, Woodley, RG5 4PJ	Householder application for the proposed erection of a single storey rear conservatory extension.
<b>Observations:</b> No objections.	





The Oakwood Centre  
Headley Road, Woodley  
Berkshire, RG5 4JZ

Wokingham Borough Council  
Shute End  
Wokingham  
Berkshire  
RG40 1BN

14 February 2022

### **WOKINGHAM LOCAL PLAN – DRAFT ANTI-POVERTY STRATEGY**

The Woodley Town Council's Planning & Community Committee have reviewed the draft Anti-Poverty Strategy (2022-26) and wish to submit the following comments on behalf of the Council.

This Council believes that the source of poverty should be addressed, rather than simply looking to implement measures to mitigate them. Many of the problems are viewed as temporary and are being passed to charities to deal with, and we feel the strategy fails to act in areas under the Borough Council's control or within their sphere of influence.

The strategy refers to free school meals but does not appear to address other schooling expenses families face, such as expensive school uniforms and IT equipment. There is also a focus on getting people into work to solve the problem, but the strategy seems to ignore in-work poverty.

With regards to the groupings provided within the strategy, we believe the third grouping, 'Asset Rich, Cash Poor' needs to acknowledge that, in a lot of cases, assets cannot be liquidated through no fault of the individual. At present it is worded in a way which seems to suggest the group covers those with large properties and low cash through their own choice, and we believe this is probably unfair. We would encourage terminology which reflects the true nature of this type of poverty; ie 'people unable to liquidate their property assets due to health or similar issues'.

We also believe it might be helpful for the strategy to explore short term poverty; people hit with short term challenges, such as unexpected large bills or housing issues, for example, having a tenancy end and needing to raise a deposit for a new rental.

With regards to the objectives, we believe the content of the strategy is probably far more ambitious than the objectives show. We would like to see the first objective re-worded to be more like '*Help people to manage and escape from poverty*' rather than just supporting people in poverty.

Our only other concern is the reliance on the voluntary sector within the strategy.

We hope these comments are helpful in the creation of the final strategy, which we look forward to seeing.

With regards,

A handwritten signature in black ink, appearing to read 'Philip Wicks', is positioned above a faint, light-colored grid pattern.

CLlr Philip Wicks  
Chairman – Woodley Town Council Planning & Community Committee

**Minutes of an Extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 March 2022 at 7:00 pm**

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**Present:** *Councillors K. Baker (Chairman); J. Anderson; A. Chadwick; C. Jewell; B. Rowland*

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

51. **APOLOGIES**

Apologies for absence were received from Councillors Brindley, Lewis, Nagra and Wicks.

52. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

53. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

Voting: For: 5 Against: 0 Abstentions: 0

54. **PERSONNEL SUB COMMITTEE**

- 54.1 Councillor Anderson, as Chairman of the Personnel Sub Committee, introduced the item. The Deputy Town Clerk explained the proposed restructure of the Maintenance and Ground Maintenance teams and the benefits of the proposal.

**RESOLVED:**

- ◆ To note Report No. SR 10/22.
- ◆ To approve the proposed restructure of the Maintenance and Ground Maintenance Teams as set out in the report.

Voting: For: 5 Against: 0 Abstentions: 0

- 54.2 The Deputy Town Clerk then left and took not further part in the meeting as the second recommendation from the Personnel Sub Committee related to his role.

The Chairman expressed his gratitude on behalf of all Members for the work Councillors Anderson and Rowland undertook with regards to the Town Clerk's return to work.

Following a request from Councillor Jewell the Committee agreed that, whilst the Liberal Democrat group would formally nominate and appoint Councillor Rowland as a member of the Personnel Sub Committee at the Annual Meeting in May, Councillor Rowland would be permitted to attend and contribute to any Personnel Sub Committee meeting which takes place prior to the Annual Meeting in May.

**RESOLVED:**

- ◆ To remunerate the Deputy Town Clerk, in recognition of his work acting up as the Proper Officer, as set out in Report No. SR 10/22.
- ◆ To adjust the Deputy Town Clerk's pay range and scale point as set out in Report No. SR 10/22.

Voting: For: 5 Against: 0 Abstentions: 0

Meeting closed at 7:34 pm

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 29 March 2022 at 7:45 pm**

**Present:** *Councillors: J. Cheng (Chairman); D. Bragg; C. Jewell; S. Rahmouni; J. Sartorel; R. Skegg;*

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

**Also present:** *Cllr A. Heap; Cllr M. Forrer;  
1 member of the public*

111. **APOLOGIES**

Apologies for absence were received from Councillors Nagra, Soane and Wicks.

112. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

113. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 1 MARCH 2022**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 1 March 2022 be approved and be signed by the Chairman as a true and accurate record.

114. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

115. **PLANNING DECISIONS**

**RESOLVED:**

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

116. **TREE PRESERVATION ORDERS**

**a) Applications for works to trees**

**RESOLVED:**

- ◆ To note application 220630:  
Location: TPO 0069/1976, T2 and T3: 12 Tiverton Close, Woodley, RG5 3BE.  
Proposal: T1, Oak (T3 on TPO) - Crown lift to approx. 5m by removing secondary growth only where possible. Remove lowest limb growing towards property.  
T2, Oak (T2 on TPO) - Crown lift to approx. 5m by removing secondary growth only where possible.

- ◆ To note application 220632:  
Location: TPO 0256/1984: 18 Mannock Way, Woodley, RG5 4XW.  
Proposal: T1 Silver Birch – Crown Reduction, reduce by approximately 20% of leaf area (this equates to the removal of up to approximately 2m of the radial crown spread and the removal of up to approximately 2-2.5m of the height), see photo for approx. crown outline after the reduction.  
T2 Oak - Prune back low large stub, located on the East side at approximately 3.5-4m, to an appropriate pruning point - to the U- shaped union.

117. **b) TPO Confirmations**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:

TPO 1849/2022 – West side of Perimeter Road, Woodley, RG5

W1 – All deciduous tree species - Located north of 8 Mollison Close, along west side of Perimeter Road to south of 15 Mollison Close, Woodley, RG5.

W2 – All deciduous tree species. Pine (pinus spp) - Located north of 8 Constable Close, along west side of Perimeter Road to south of 24 Constable Close, Woodley, RG5.

W3 – All deciduous tree species. Pine (pinus spp) - Located east of 25 Constable Close, along west side of Perimeter Road and to south of 35 Constable Close, Woodley, RG5.

118. **EARLEY STATION FOOTBRIDGE UPDATE**

Members discussed the options for the repair or replacement of the Earley Station footbridge, as set out by Wokingham Borough Council. Members commented that full consultation with potential users, especially those who would need to use the ramps, should take place to understand if the length of the proposed new ramps would be a barrier to its use.

**RESOLVED:**

- ◆ To note the update from Cllr Wicks regarding the Earley Station Footbridge project, as given in the agenda.

119. **WOODFORD PARK PLAY AREA – PLANNING APPLICATION**

**RESOLVED:**

- ◆ To note that the Town Council has submitted the following planning application in respect of the new Woodford Park destination play area:

Reference: 220770

Location: Woodford Park/Memorial Ground, Headley Road, Woodley, Wokingham

Proposal: Full application for the proposed installation of a children’s play/slide unit of 6.8 metres in height.

Deadline: 7 April 2022

120. **WOKINGHAM BOROUGH COUNCIL HACKNEY CARRIAGE FARES CONSULTATION - OUTCOMES**

**RESOLVED:**

- ◆ To note the outcome of the Wokingham Borough Council’s consultation relating to proposed Hackney Carriage Fare increases, as given in the agenda.

121. **COMMUNITY ISSUES**

Councillor Bragg provided an update on the Community Speedwatch project.

Councillor Bragg advised that he has yet to be contacted by Thames Valley Police to be set up as a group coordinator and undertake the required training. He advised Members that he has reviewed the Speedwatch data collated in 2018 from five roads in Woodley. His initial plan is to locate the Council's data logger on a number of roads around Woodley, for a week at a time, to collect up to date data. Councillor Bragg also confirmed that nine Community Speedwatch signs would need to be installed, covering all the roads which enter Woodley, in order for Speedwatch activities to be valid.

Nine volunteers are currently on hold to assist with the Council's Community Speedwatch group, all of which would need to undertake and pass the relevant Thames Valley Police training. Councillor Bragg advised that Speedwatch locations need to provide an escape route where volunteers can avoid any car which might potentially veer off the highway.

Councillor Skegg recommended that the Council considers its presence at the Woodley Carnival with a view to being seen as a hub for community groups and activities. The Deputy Town Clerk confirmed he would feed this back into discussions.

122. **HIGHWAYS ISSUES**

Councillor Jewell advised members that, after years of concerns over speeding and poor signage on Reading Road, she has been communicating with Wokingham Borough Council who have agreed to install a Vehicle Activated Speed (VAS) sign which provides a warning should drivers exceed 30 mph. She advised that this is due to be installed during the first quarter of the new financial year.

123. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - WBC Planning Policy Newsletter – March 2022
  - Me2 Club Newsletter – February 2022
  - Thames Valley Police Community Speedwatch Newsletter #3.
  - The Wokingham Volunteer Centre E-News – March 2022
  - CCB eBulletin – March 2022

124. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

125. **PUBLICITY/WEBSITE**

There were no suggestions for publicity or website items.

126. **ENFORCEMENT ISSUES**

**RESOLVED:**

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

The meeting closed at 8:32 pm

Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 29 March 2022**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>220209</b> 124 Kingfisher Drive, Woodley, RG5 3LQ	Full application for the proposed subdivision of the site and erection of 1 no. 3 bedroom dwelling with detached garage and associated parking, following demolition of existing outbuildings.
<p><b>Observations:</b> Members considered this application and their opinion was split. Councillor Jewell and Skegg believed the Committee should recommend that the application be refused as the development was out of keeping and out of character with the street scene. Following a vote, Members determined to submit no objections to the application.</p> <p>For: 3 Against: 2 Abstain: 0</p>	
<b>220470</b> 4 Frampton Close, Woodley, RG5 3BS	Householder application for a single storey rear extension for sitting room.
<p><b>Observations:</b> No objections.</p>	
<b>220535</b> 92 Loddon Bridge Road, Woodley, RG5 4AN	Application to remove condition 9 of planning consent 211870 for the proposed subdivision of the site and erection of a 3 no. bedroom dwelling with associated parking and shared access, following demolition of existing rear outbuilding. Condition 9 refers to the protection of trees and it is proposed that this condition is removed and the works carried out in accordance with the submitted landscape plan.
<p><b>Observations:</b> The Planning &amp; Community Committee considered this application and recommended that it be refused on the grounds that there is not justifiable reason to remove condition 9 from the original planning consent (application 211870).</p>	
<b>220547</b> 5 Seaford Gardens, Woodley, RG5 3LN	Householder application for the proposed conversion of garage to create habitable accommodation, changes to fenestration plus erection of front porch with canopy.
<p><b>Observations:</b> The Planning &amp; Community Committee considered this application and, whilst they had no objections to the development, were concerned that there may be a lack of on-site / off street parking were the property to have 5 bedrooms.</p>	
<b>220550</b> 55 South Lake Crescent, Woodley, RG5 3QN	Full application for the proposed erection of 1no. 4 bedroom dwelling, with associated parking and amenity space.
<p><b>Observations:</b> The Planning &amp; Community Committee considered this application and had no objections, but requested that a condition be added to ensure that the hedge running along the eastern boundary of the property be maintained in order to retain sufficient separation between this new property and the neighbouring bungalows on The Close.</p>	



<b>220599</b> Units 1, 2 and 3, 59 Crockhamwell Road, Woodley, RG5 3JP	Full application for the proposed changes to first floor fenestration on commercial units 1, 2 and 3.
<b>Observations:</b> No objections.	
<b>220623</b> 39 Norton Road, Woodley, RG5 4AJ	Householder application for the proposed erection of a two storey side extension and part garage conversion following demolition of the existing rear extension and detached outbuilding, including changes to fenestration.
<b>Observations:</b> No objections.	
<b>220637</b> 15 Keats Close, Woodley, RG5 3QF	Householder application for the proposed erection of a single storey front extension and garage conversion with a new pitched roof.
<b>Observations:</b> No objections.	
<b>220646</b> 80 Malone Road, Woodley, RG5 3NJ	Householder application for the proposed single storey rear extension and single storey side extension with 3No roof lights to include changes to fenestration.
<b>Observations:</b> No objections.	
<b>220712</b> 74 Howth Drive, Woodley, RG5 3EG	Householder application for the erection of a single storey side/rear extension and partial conversion of garage facilitated by changes to fenestration (Retrospective).
<b>Observations:</b> The Planning & Community Committee considered this application and have no objections, on the condition that the extension is ancillary to the domestic use of the property.	
<b>220751</b> 2 Oak Drive, Woodley, Berkshire, RG5 4BA	Application to vary condition 2 of planning consent 182305 for the proposed erection of single storey rear extension and first floor side extension to existing dwelling. Condition 2 relates to approved details and the variation is to increase the height of the first floor side extension to align with the main roof height.
<b>Observations:</b> The Planning & Community Committee considered this application and whilst they had no objections, they were unhappy that this application appears to have been submitted retrospectively to the works taking place.	
<b>220758</b> 3 Kingfisher Drive, Woodley, RG5 3LG	Householder application for proposed part two storey rear extension part first storey side extension above garage with associated fenestration.
<b>Observations:</b> The Planning & Community Committee considered this application and, whilst they had no objections, there was a concern about the potential loss of amenity space.	

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 12 April 2022 at 8:00 pm**

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- Present:** *Councillors D. Bragg (Chairman); A. Heap; R. Horskins; V. Lewis*
- Officers present:** *K. Murray, Deputy Town Clerk; E. Whitesmith, Leisure Services Manager;  
M. Filmore, Committee Officer*
- Also present:** *2 members of the public*

41. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors N. Al-Sanjari, K. Gilder, B. Rowland, D. Smith and A. Swaddle.

42. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

43. **MINUTES OF THE MEETING HELD ON 25 JANUARY 2022**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 25 January 2022 be approved and signed by the Chairman as a correct record.

44. **MEMBERS QUESTIONS**

Members raised concerns about the lack of progress with the new Youth Strategy. The Deputy Town Clerk confirmed that Expression of Interest forms will be published tomorrow, 13 April, on the Town Council website and the Government's procurement website. These will also be sent to providers who have contacted the Council previously to express their interest. An initial meeting of the Youth Strategy Working Party will then be arranged to consider the responses received. Responses will also be used to help determine the information which should be sought as part of the Youth Survey which will then be issued, independently of any interested provider. Following this, further meetings will be arranged between the Working Party and interested providers, followed by the formal tendering process.

Members noted that the Town Centre Garden has now been planted. They also noted that the Defibrillator for Woodford Park Leisure Centre has now been delivered, but that installation is pending the electrical works due to take place at the centre.

**RESOLVED:**

- ◆ To note the answers provided by the Deputy Town Clerk in response to questions raised by Members during and subsequent to the Leisure Services and Strategy & Resources Committee meetings held in January 2022, as circulated to Members via email on the 1 February 2022.

45. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

The Deputy Town Clerk advised that the final budgetary control figures for the 2021/22 financial year had been more varied than in previous years due to the effects of the pandemic and Furlough scheme, but that the 2022/23 figures should be clearer.

The Deputy Town Clerk also advised Members that there had been an error in the Budgetary Control end of year estimates for Coronation and Chapel Halls provided at the January Leisure Services meeting, but these had been corrected in these final figures.

**RESOLVED:**

- ◆ To note Report No. LS 7/22.

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

The Leisure Services Manager presented Report No. LS 8/22.

Members noted that a replacement pump was likely to be needed soon for the Paddling Pool at the Leisure Centre. The Leisure Services Manager estimated the cost to be around £1k, and the Deputy Town Clerk confirmed that it was intended for this to be added to the capital programme later in the year.

**RESOLVED:**

- ◆ To note Report No. LS 8/22.

47. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 9/22.

The Deputy Town Clerk confirmed that tenders for the electrical works at Woodford Park Leisure Centre have now been opened and are being reviewed. It was acknowledged that the works would take up to 12 weeks, and that this would cause some disruption to users of the Leisure Centre. However, works would be planned to keep disruption to a minimum.

The Deputy Town Clerk advised that, with regards to the new Woodford Park Play Area, it was hoped that installation would be complete by the end of May. The Maintenance Team have undertaken some repair and replacement works in house to fencing and the shelter which has saved money, meaning the Council has been able to afford better signage. Planning permission was required for one item of equipment, the Canopy slide. The public consultation has ended, so the outcome is expected soon. However, the Deputy Town Clerk advised members that no comments had been submitted in relation to this planning application, and pre-application advice sought from Wokingham Borough Council had previously indicated no issues with the application.

Members noted that, following concerns raised regarding potential conflict between construction traffic and park users, the fencing around the Play Area construction site has been adjusted to block off the path during the working day on weekdays, with appropriate signage implemented to guide park users around the area. Fencing is then removed to enable the path to be used during the evenings and on weekends.

The Deputy Town Clerk updated Members to advise that the Green Flag judges were likely to be visiting Woodford Park towards the end of May for this year's full judging.

Following a query, the Deputy Town Clerk confirmed that some areas of the allotments were still deliberately kept wild, but there has been an increase in the amount of area put to allotments over the past few years. He also confirmed that, whilst a small number of tenants had more than one plot, this was a historic arrangement from when demand for plots was low. Tenants can now only have one plot.

Members requested that, with regards to the instances of anti-social behaviour and damage highlighted in the report, images of any damage should be published on the Town Council's social media pages to highlight the problem.

**RESOLVED:**

- ◆ To note Report No. LS 9/22.
- ◆ To install a plaque into the Sensory Garden area of the new Woodford Park play area in memory of Councillor David Stares, who was previously Chairman of the Leisure Services Committee and heavily involved in the initial drive for a new play area.

Voting: For: 4 Against: 0 Abstentions: 0

48. **FUTURE AGENDA ITEMS**

Following a query regarding how often attendees of events at the Leisure Centre ask if there is a café on site, the Leisure Services Manager confirmed this was not often, surmising that most users of the centre are regulars and so know there is no cafe. He confirmed that refreshments, including tea, coffee, and soft drinks, are available from the Leisure Centre reception, and users looking for a sit-down option were directed to Brown Bag at the Oakwood Centre. The Leisure Services Manager did suggest that the number of centre users was probably on the cusp for it to be viable to run a café on site.

Councillor Horskins recommended the Committee consider the installation of a plaque in memory of the 3 fatalities, and 46 injured, in the Loddon Bridge disaster, which took place 50 years ago in October. The Deputy Town Clerk advised that he had been contacted by Earley Town Council, who had been in discussion with Winnersh Parish Council, regarding this matter, and he would contact both Councils to discuss what options were available for a joint commemoration.

49. **PUBLICITY AND WEBSITE**

Members requested, if possible, for the Council to publish a weekly update, each Friday afternoon, highlighting the activities and works which have been undertaken in previous week, and which are due to take place in the coming week. The Deputy Town Clerk advised that the possibility of this would be looked into.

50. Prior to the end of the meeting the Chairman requested that two Councillors meet with him to consider a problem with allotment holders which has arisen, and for which he was seeking advice and assistance to try to resolve. Councillors Heap and Lewis agreed to meet with Councillor Bragg.

The meeting closed at 8:50 pm

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**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 19 April 2022 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; C. Jewell; V. Lewis; B. Rowland; P. Wicks*

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

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

55. **APOLOGIES**

Apologies for absence were received from Councillors J. Anderson and M. Nagra.

56. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

57. **MINUTES OF THE MEETING HELD ON 25 JANUARY 2022**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 25 January 2022 be approved and signed by the Chairman as a correct record.

58. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 22 MARCH 2022**

**RESOLVED:**

- ◆ That the minutes of the extraordinary Strategy and Resources Committee meeting of 22 March 2022 be approved and signed by the Chairman as a correct record.

59. **MEMBERS QUESTIONS**

Following a query, the Deputy Town Clerk confirmed that the defibrillator case has now been received and installation will take place as part of the leisure centre electrical works.

**RESOLVED:**

- ◆ To note the answers provided by the Deputy Town Clerk in response to questions raised by Members during and subsequent to the Leisure Services and Strategy & Resources Committee meetings held in January 2022, as circulated to Members via email on the 1 February 2022.

60. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 11/22, noting that income and expenditure at the end of the year had been close to the revised estimates. Members congratulated Officers for managing such a difficult year.

**RESOLVED:**

- ◆ To note Report No. SR 11/22.

b) **Payments**

Following a query regarding the 3<sup>rd</sup> quarter VAT payment made to HMRC, the Deputy Town Clerk stated that he believed this was simply a regular VAT payment but would check with the Finance Officer and confirm.

Following a query regarding the payment of £5k to Sports and Play Consulting Ltd the Deputy Town Clerk confirmed this was for the provision of a clerk of works to manage the Woodford Park play area installation project. Members requested that a report be provided by the clerk regarding the progress of the installation.

**RESOLVED:**

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

	Current account	Imprest account
January 2022	£135,677.19	£50,885.10
February 2022	£75,629.38	£51,513.70

Voting: For: 6 Against: 0 Abstentions: 0

61. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. 12/22. Members noted that the return of bookings, room hire and the Woodley Festival of Music and Arts was testament to the hard work of Officers. Members also noted how well the Citizens' Awards had been organised and congratulated all Officers involved.

With regards to positive feedback received from hirers, Members asked for this to be circulated to Members and publicised where possible, for example on social media or the website.

**RESOLVED:**

- ◆ To note Report No. SR 12/22.

62. **TOWN ELECTORS' WORKING PARTY**

Councillor Brindley provided Members with an update on the meeting of the Town Electors' Working Party which took place on 7 April 2022.

Members supported the rebranding of the Town Electors' Meeting, now to be known as the Annual Town Meeting. Members noted that Borough Councillor Gregor Murray was to be invited to provide an introduction to the meeting, but Councillor Jewell commented that she felt it was important for the Town Council to push their own achievements with regard to the declared Climate Emergency, and stated that she did not want the meeting to be taken over by Wokingham Borough Council detailing their achievements. Councillor Brindley advised the Working Party had felt it would be helpful for Councillor Murray to provide details of the wider context of the Climate Emergency, but that she would feedback Councillor Jewell's comments to the Working Party.

**RESOLVED:**

- ◆ To note Report No. SR 13/22.

63. **TOWN CENTRE PARTNERSHIP**

Following a query regarding lighting in the Town Centre Garden, Members noted that there was a desire to remove the two existing lampposts within the garden and to replace these with uplighters lighting the trees.



The Deputy Town Clerk also confirmed that installation of a water supply to the garden was imminent.

Members noted a concern about rats in and around the car parks and businesses in the Town Centre. The Chairman stated this was a constant complaint which had been fed back to Wokingham Borough Council. It was noted that the problem of rats in public places was the responsibility of Wokingham Borough Council's Environment Health team, but where rats are located at the rear of business or residential properties then it is the landlord's duty to resolve the matter.

**RESOLVED:**

- ◆ To note the report of the Town Centre Partnership Meeting held on 19 January 2022.

64. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the Projects Schedule for 2022/23, advising that this had been whittled down from previous versions to contain only active projects. The Deputy Town Clerk also advised that the list of potential projects at the end of the report would be included in a full report later in the year for consideration to be included in the capital programme.

Following a query, the Deputy Town Clerk confirmed that the installation of the Woodford Park Play Area was currently on track, and that planning permission had now been received for the one item of play equipment which required this.

The Deputy Town Clerk also advised Members that the flat roof works at Woodford Park Leisure Centre were progressing well, with the largest section of roofing complete and looking good. Again, the works were on track for completion as expected.

**RESOLVED:**

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

65. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 14/22, in line with the community grants criteria and

**RESOLVED:**

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Chemogiftbags	£250	To purchase items for gift bags to be given to breast cancer patients, and to market the charity to raise awareness.
Me2 Club	£250	To recruit and screen 5 new volunteers who can be matched to children in Woodley requiring support.
Woodley Bowling Club	£250	To purchase new bowling mats, invest in a contactless payment machine, and pay towards new digital honours boards.
Woodley Festival of Music & Arts	£250	To help towards the costs of running a music and arts festival, providing young people in Woodley with the opportunity to perform and entertain.

Voting: For: 6 Against: 0 Abstentions: 0

66. **BOROUGH/PARISH LIAISON FORUM**

**RESOLVED:**

- ◆ To note the minutes of the Borough/Parish Liaison forum which took place on 7 February 2022.

67. **WOODFORD PARK LEISURE CENTRE ELECTRICS**

The Deputy Town Clerk presented Report No. SR 15/22, explaining that the works were required to replace redundant and outdated wiring and fuse boards at the Leisure Centre.

The Deputy Town Clerk confirmed that the Council went out to open tender on the government's procurement website and are now considering the responses. The Deputy Town Clerk also advised that money for the project could come from a combination of CIL funds and / or the General Reserve, confirming that available CIL funds currently stand at just over £60k.

**RESOLVED:**

- ◆ To note Report No. SR 15/22
- ◆ To approve the allocation of £70,000 from available CIL monies and / or the General Reserve to fund the replacement of the Woodford Park Leisure Centre electrics.

Voting: For: 6 Against: 0 Abstentions: 0

68. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

**RESOLVED:**

- ◆ To note that the meeting of the Climate Emergency Sub Committee, scheduled to take place on 6 April 2022, has been postponed until 24 May 2022.

69. **FUTURE AGENDA ITEMS**

The Chairman advised that he has asked Officers that the Town Council take part in the Queen's Platinum Jubilee Beacons. The Council will be required to purchase a beacon, the cost of which was under £500, and the aim will be for the beacon to be placed on a hill within Woodford Park and lit at 9:45pm on Thursday 2<sup>nd</sup> June 2022, when approximately 1,500 other beacons will be lit across the country to commemorate the Queen's Platinum Jubilee.

The Chairman also advised that he has asked Officers to set up regular quarterly meetings of the PR & Marketing Sub Committee which has not met since 2018.

70. **PUBLICITY AND WEBSITE**

Members recommended that the lighting of the Queen's Platinum Jubilee Beacon be publicised.

Meeting closed at 8:47 pm

## Current Account

## List of Payments made between 01/01/2022 and 31/01/2022

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
06-Jan-22	(Personal Information)	300.00	Mkt Mgr - WTCMI
20-Jan-22	(Personal Information)	800.00	Kubota tractor repair
20-Jan-22	AGA Print Ltd	102.39	Leaflets & Banners
06-Jan-22	Alan Hadley Ltd	306.00	Refuse Collection
13-Jan-22	ASAP Computer Services	1902.00	Annual IT support WPLC
20-Jan-22	AYS Cleaning Contractors Ltd	2338.05	Contract cleaning
07-Jan-22	Be Fuelcards Ltd	1.52	Admin charges-
21-Jan-22	Be Fuelcards Ltd	1.10	Unleaded Petrol-Depot
21-Jan-22	Be Fuelcards Ltd	40.00	Unleaded Petrol-Depot
13-Jan-22	Berkshire Tree Care	5400.00	Gardening services
20-Jan-22	Bowak Ltd	171.52	Cleaning supplies
13-Jan-22	Brake Bros Foodservice Ltd	292.37	Vending supplies
27-Jan-22	Brewers Decorator Centres	141.96	Decorating supplies
20-Jan-22	Brown Bag Cafe Ltd	86.40	Catering services
27-Jan-22	Business Stream	84.26	Water rates-Toilet
13-Jan-22	Castle Water	3011.78	Water rates
27-Jan-22	Churchill Contract Services Ltd	320.52	Contract cleaning
04-Jan-22	Club Manager Ltd	80.40	Gym software monthly fee
20-Jan-22	Ecotricity	327.22	Gas supply-Coro Hall
26-Jan-22	Ecotricity	1181.84	Gas supply-WPLC
26-Jan-22	Ecotricity	1841.75	Gas supply-OC
13-Jan-22	EDF Energy 1 Ltd	17.18	Electric supply-Clock
06-Jan-22	Enerveo Ltd	279.47	Christmas Tree 21-Precinct
12-Jan-22	Epos Now Ltd D/D	30.00	WPLC till support License
11-Jan-22	Global 4 Communications	897.83	Mobile/Phones
21-Jan-22	HMRC Cumbernauld	12838.05	PAYE&NI Deducted from pay
14-Jan-22	HMRC VAT	1763.42	3rd Qtr VAT payment
27-Jan-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Gym coach
13-Jan-22	Lister Wilder Ltd	836.53	Blades - Depot
20-Jan-22	Lister Wilder Ltd	169.01	Blades - Depot
04-Jan-22	Lloyds Bank D/D	41.32	Current-Bank charges
17-Jan-22	Lloyds Bank D/D	180.38	Monthly cardnet service charge
27-Jan-22	Lyreco UK Ltd	202.79	Stationery supplies
05-Jan-22	Mailcoms Ltd D/D	125.82	Mailstart ink-cartridges
17-Jan-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WPLC
17-Jan-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WTC
06-Jan-22	PHS Group	2136.68	Sanitary/Waste disposal
14-Jan-22	Poztive Energy Ltd	62.67	Electric supply-Coro Hall
14-Jan-22	Poztive Energy Ltd	3250.31	Electric supply-OC
18-Jan-22	Poztive Energy Ltd	865.81	Electric supply-WPLC
18-Jan-22	Poztive Energy Ltd	44.55	Electric supply-Chapel Hall
21-Jan-22	Prudential	307.24	AVC deducted from pay
27-Jan-22	Reading Community Energy Soc Ltd	430.61	Electric supply-WPLC/OC
27-Jan-22	South East Employers	763.20	Associate membership 21/22
27-Jan-22	Sports and Play Consulting Ltd	5000.00	Advice Playground project
13-Jan-22	SSE Southern Electric	350.69	Electric supply
31-Jan-22	SWALEC	110.43	Electric supply-Toilet
10-Jan-22	Thames Valley Water Services Ltd	326.40	Monthly water checks
21-Jan-22	The Berkshire Pension Fund	16626.50	Employee& 'er deducted from pay
20-Jan-22	Trade UK - Screwfix	85.96	Building supplies

13-Jan-22 Tudor Environmental	255.54 Safety clothing-Depot
21-Jan-22 Unison Collection Ac	22.50 Union fee deducted from pay
27-Jan-22 Universal Services	114.00 Trampoline service-WPLC
27-Jan-22 Veolia ES - UK Ltd	503.61 Refuse Collection
04-Jan-22 Wokingham BC - Rates	2283.00 Rates-WPLC
04-Jan-22 Wokingham BC - Rates	364.00 Rates-Coro Hall
04-Jan-22 Wokingham BC - Rates	165.00 Rates-Chapel Hall
04-Jan-22 Wokingham BC - Rates	898.00 Rates-OC
20-Jan-22 Workwear Express Ltd	104.29 OC staff uniform

**Total Payments**

**135677.19**

**CLERKS IMPREST A/C**

**List of Payments made between 01/01/2022 and 31/01/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
10-Jan-22	(Personal Information)	67.50	Refund deposit
10-Jan-22	(Personal Information)	45.00	Refund deposit
11-Jan-22	(Personal Information)	15.00	Refund key deposit
17-Jan-22	(Personal Information)	67.50	Refund deposit
17-Jan-22	(Personal Information)	15.00	Refund key deposit
24-Jan-22	(Personal Information)	75.00	Refund deposit
24-Jan-22	(Personal Information)	5.00	Refund key deposit
24-Jan-22	(Personal Information)	75.00	Refund deposit
31-Jan-22	(Personal Information)	75.00	Refund deposit
31-Jan-22	(Personal Information)	67.50	Refund deposit
27-Jan-22	Adobe Systems Software	182.02	Acrobat Pro DC
20-Jan-22	Amazon co.uk	111.81	Secteurs/folding pruning saw
06-Jan-22	Amazon Mktplace	19.99	Post hole diggers - WP
06-Jan-22	Amazon Mktplace	39.97	Long life ant-graffitti coatin
06-Jan-22	Amazon Mktplace	22.98	Polishing/Buffering pads
21-Jan-22	Amazon Mktplace	75.00	Black plastic plant potsx10
21-Jan-22	Amazon.co.uk	32.63	S & J Bypass Loppers
14-Jan-22	Devonshire Trading Ltd	1100.81	Gym equip monthly hire fee
21-Jan-22	Fraser Aggregate Services	1536.00	4x Tons top soil
20-Jan-22	Light Credit Ltd-Granmore	655.68	Artic flat ceiling tiles
18-Jan-22	Currys online	179.00	Undercounter fridge-Flat WPLC
24-Jan-22	Ecclesiastical Insurance	250.00	Excess insur payment-Clm427191
24-Jan-22	Fuel Fitness Ltd	99.75	Room /Sports hall hire-Refund
07-Jan-22	Grabloader	204.00	Haulage of soil - Finchamstead
26-Jan-22	Lloyds Bank	44684.50	Jan 2022 net payroll
14-Jan-22	Lloyds Bank D/D	14.41	Imprest-Bank charges
10-Jan-22	Prostate Cancer Charity	441.00	Charity donation money collect
17-Jan-22	UK Planning Maps	22.80	Location map-WP/MG play area
10-Jan-22	Whiteknights Estate	192.00	Letting fees-WPLC flat
20-Jan-22	Wickes.co.uk	135.00	Multi-purpose compostx30
07-Jan-22	Wokingham B C	300.00	Pre-Application advice-WPLC
10-Jan-22	Wokingham BC	78.25	Council Tax - 2021/22 Flat WPL

**Total Payments**

**50885.10**

## Current Account

## List of Payments made between 01/02/2022 and 28/02/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Feb-22	(Personal Information)	400.00	Mkt Mgr - WTCMI
09-Feb-22	AGA Print Ltd	44.06	Leaflets & Banners
09-Feb-22	Alan Hadley Ltd	700.80	Refuse Collection
17-Feb-22	Alan Hadley Ltd	306.00	Refuse Collection
24-Feb-22	Alan Hadley Ltd	306.00	Refuse Collection
10-Feb-22	Alarm Response	660.00	Key Holding service-WPLC/OC
24-Feb-22	AYS Cleaning Contractors Ltd	2420.26	Contract cleaning-OC&Toilet
04-Feb-22	Be Fuelcards Ltd	110.29	Diesel-MW65EHN-46000m
11-Feb-22	Be Fuelcards Ltd	0.77	Admin charge
25-Feb-22	Be Fuelcards Ltd	36.13	Unleaded fuel-Depot
24-Feb-22	Berkshire Tree Care	1296.00	Gardening services
17-Feb-22	Bowak Ltd	368.38	Cleaning supplies
09-Feb-22	Brake Bros Foodservice Ltd	288.87	Vending supplies
09-Feb-22	Brown Bag Cafe Ltd	54.00	Catering services
24-Feb-22	Brown Bag Cafe Ltd	117.30	Catering services
24-Feb-22	Castle Water	48.23	Water rates
10-Feb-22	CDK Casting Ltd	101.40	Bronze plaque
24-Feb-22	Churchill Contract Services Ltd	320.52	Contract cleaning-WPLC
01-Feb-22	Club Manager Ltd	80.40	Gym software monthly fee
24-Feb-22	CoolerAid Ltd	59.18	Bottled water
15-Feb-22	Devonshire Trading Ltd	1100.81	Gym equip monthly hire fee
02-Feb-22	Ecotricity	413.15	Gas supply-Chap hall
16-Feb-22	Ecotricity	341.53	Gas supply-Chapel Hall
16-Feb-22	Ecotricity	1703.22	Gas supply-OC
16-Feb-22	Ecotricity	1343.39	Gas supply-WPLC
16-Feb-22	Ecotricity	281.15	Gas supply-Coro Hall
10-Feb-22	EDF Energy 1 Ltd	17.18	Electric supply-Clock
10-Feb-22	Ellis Whittam Ltd	7428.46	Annual Health&Safty fee
10-Feb-22	Epos Now Ltd D/D	30.00	Support license - till WPLC
09-Feb-22	Fraser Office Supplies Ltd	3.59	Woodtown-WTC
09-Feb-22	Global 4 Communications	896.05	Phones/Mobiles
17-Feb-22	Henry Street Garden Centre	699.22	Gardening supplies
17-Feb-22	HMRC Cumbernauld	13182.51	PAYE&NI Deducted from pay
09-Feb-22	Lamps-Tubes Luminations Ltd	1617.96	Christmas Lighting-WTCMI
28-Feb-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
01-Feb-22	Lloyds Bank D/D	47.99	Bank charges-Current
14-Feb-22	Lloyds Bank D/D	447.71	Monthly cardnet service fee
24-Feb-22	LSW Secure Ltd	266.30	Master keys cut-OC
24-Feb-22	Lyreco UK Ltd	48.12	Stationery supplies
15-Feb-22	Merchant Rentals Ltd	18.40	Cardnet machine rental-WPLC
15-Feb-22	Merchant Rentals Ltd	18.40	Cardnet machine reantal-OC
09-Feb-22	MKR Electrical Services Ltd	730.49	Electrical supplies
09-Feb-22	PHS Group	403.74	Qtrly dust matt charge
11-Feb-22	Pitney Bowes Ltd	150.00	Postage topup-WTC
09-Feb-22	Poztive Energy Ltd	941.17	Electric supply-WPLC
10-Feb-22	Poztive Energy Ltd	68.20	Electric supply-Coro Hall
14-Feb-22	Poztive Energy Ltd	2895.74	Electric supply-OC
17-Feb-22	Poztive Energy Ltd	46.60	Electric supply-Chapel Hall

17-Feb-22 Prudential	307.24 AVC deducted from pay
28-Feb-22 Public Works Loan Board	5874.06 PW505314-Capital/Interest
10-Feb-22 R.E.S. Systems Ltd	1621.16 6 monthly Fire service
24-Feb-22 Rialtas Business Solutions Ltd	355.20 Annual Booking software fee
17-Feb-22 Seton	145.90 First aid supplies
24-Feb-22 Seton	421.20 Cleaning supplies
04-Feb-22 SGW Payroll Ltd	159.86 Monthly payroll service charge
28-Feb-22 SWALEC	140.18 Electric supply-Toilet
17-Feb-22 Technical Surfaces Ltd	360.00 3G Match fit service
17-Feb-22 Thames Valley Water Services Ltd	624.00 Risk assess review/log book
24-Feb-22 Thames Water Utilities Ltd	3014.00 Excavation&Water connection
17-Feb-22 The Berkshire Pension Fund	16628.05 Employee& 'er deducted from pay
17-Feb-22 Trade UK - Screwfix	710.94 Building supplies
17-Feb-22 Unison Collection Ac	22.50 Union fee deducted from pay
24-Feb-22 Veolia ES - UK Ltd	527.61 Refuse Collection
09-Feb-22 West Berkshire Council	1378.00 Street Trading consent-WTCMI
17-Feb-22 Wingfield Engineering Ltd	276.12 Mazda pickup service/MOT

**Total Payments**

**75629.38**

### CLERKS IMPREST A/C

**List of Payments made between 01/02/2022 and 28/02/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
02-Feb-22	(Personal Information)	15.00	Refund key Deposit
04-Feb-22	(Personal Information)	67.50	Refund Deposit
07-Feb-22	(Personal Information)	75.00	Refund Deposit
09-Feb-22	(Personal Information)	75.00	Refund Deposit
15-Feb-22	(Personal Information)	74.50	Refund Deposit
16-Feb-22	(Personal Information)	200.00	Refund Deposit
21-Feb-22	(Personal Information)	75.00	Refund Deposit
18-Feb-22	(Personal Information)	654.74	Staff advice service
17-Feb-22	Amazon Mktplace	3.97	Mini DVI to VGA connector
24-Feb-22	Amazon mktplace	4.48	Twist ties with dispenser/cutt
15-Feb-22	Chew Valley Trees	240.00	Gardening supplies-WPLC
02-Feb-22	Dance Reality Ltd	100.00	Refund dep-D Reality OC-23571
28-Feb-22	Fraser Aggregates	1932.00	Border bark x 23 Lt
16-Feb-22	Glasdon UK Ltd	913.66	Litter bins-Green
17-Feb-22	Glasdon UK Ltd	-36.40	Cr-Litter Bins Green
04-Feb-22	Harlstone Group.co.uk	984.30	Fence posts/postmix
23-Feb-22	Lloyds Bank	44574.66	correct-Net Feb 22 payroll
11-Feb-22	Lloyds Bank D/D	13.82	Bank charges-Imprest
25-Feb-22	Primrose.co.uk	104.85	Gardening supplies-WP
10-Feb-22	Street Solutions UK	159.96	Cone chain barrier kit
14-Feb-22	Thomson Reuters UK	88.80	JCT on demand-WPLC
02-Feb-22	TV Licensing	159.00	TV Licensing-OC
15-Feb-22	Wickes Building	717.96	Aerated blocks x364-WPLC&Bowli
24-Feb-22	Wickes Building	315.90	Overlap fence panels-Chapel H

**Total Payments**

**51513.70**

**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 26 April 2022 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); D. Bragg; C. Jewell; S. Rahmouni; B. Soane; J. Sartorel; R. Skegg;*

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

**Also present:** *Councillors: K. Baker; A. Heap;  
2 members of the public*

127. **APOLOGIES**

Apologies for absence were received from Councillors Cheng and Nagra.

128. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

129. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 29 MARCH 2022**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 29 March 2022 be approved and be signed by the Chairman as a true and accurate record.

130. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

131. **PLANNING DECISIONS**

**RESOLVED:**

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

132. **PLANNING APPEALS**

**RESOLVED:**

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

Application: 210688

Location: Land to the North East of Vauxhall Drive, Vauxhall Drive, Woodley, Wokingham, RG54EL

Proposal: Prior approval submission for the installation of a 20m high monopole supporting 6 no. antenna apertures and 4 no. 600mm transmission dishes, plus the installation of 8 no. ground-based equipment cabinets within a secured, fenced compound, and ancillary development thereto.

- ◆ To contact the Planning Inspectorate to modify the Town Council's original response to the planning application to also include concern that the proposed telecommunications installation is within close proximity of a skate park / children's play space.

133. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 221026:  
Location: Caversham Park, Peppard Road, Caversham, Reading, RG4 8TZ.  
Proposal: Consultation from Reading Borough Council for the following proposal: Works associated with the redevelopment of Caversham Park to provide assisted living units including alterations to the main house and demolition of existing extensions. Works associated with the residential conversion of Bursars House, The Lodge and 2 Caversham Park Drive.
- ◆ To note application 221025:  
Location: Caversham Park, Peppard Road, Caversham, Reading, RG4 8TZ.  
Proposal: Consultation from Reading Borough Council for the following proposal: Redevelopment of Caversham Park for 64 assisted living units (Class C2) for the over 55's through the conversion of Caversham Park House, 64 bed care home (Class C2), 61 age-restricted retirement dwellings, including conversion of the existing buildings Bursars House, The Lodge and 2 Caversham Park Drive (Class C3), 5 market dwellings (Class C3), 28 affordable dwellings (Class C3), and refurbishment and extension of the existing pavilion to provide changing facilities, café/studio and sports provision comprising 2 no. croquet lawns, 2 no. bowling greens, an additional tennis court, refurbishment of the existing tennis court and associated parking and landscaping following the demolition of extensions and associated outbuildings to the main house.

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

**RESOLVED:**

- ◆ To note application 220455:  
Location: TPO 3/1951, WOODLAND 3: 147 Nightingale Road, Woodley, RG5 3LZ.  
Proposal: T2, Beech – Crown reduction by 2-3m all round.

135. **APPLICATION FOR A NEW PREMISES LICENCE**

A concern was raised regarding the proposal for this premises to open from 07:00 until 22:00, however Members noted that these times were the same as another local supermarket.

**RESOLVED:**

- ◆ To note receipt of an application for a new premises licence for Indus Fresh, Shop 5, Loddon Vale Centre, Woodley
- ◆ To submit no comments in response to this application.

136. **TWYFORD NEIGHBOURHOOD PLAN**

Members noted that a map of the neighbourhood plan included a proposed route, presumed for pedestrians and cyclists, heading west from the south side of Twyford Station into Charvil. It was noted that, if this route carried on as far as Park Lane in Charvil, there was a potential for a cycle route running north from the Airfield in Woodley to Twyford Station.

Councillor Baker suggested this matter be included in the agenda for the next meeting of the Cycling in Woodley Sub Committee.



**RESOLVED:**

- ◆ To contact Twyford to enquire whether there are plans for a cycleway along this route, and to copy Charvil into this.

137. **BULMERSHE SULV TREE PLANTING**

**RESOLVED:**

- ◆ To note Wokingham Borough Council have arranged a site visit to the Bulmershe SULV on Tuesday 17 May from 1:30pm to 2:45pm to walk the area and discuss proposals for tree planting.

138. **COMMUNITY SPEEDWATCH**

Councillor Bragg updated the Committee to confirm the Woodley Speedwatch group was now up and running and that he had completed the training videos. He confirmed that Speedwatch activities could not take place until at least two other volunteers had completed the training, and he would be contacting the nine individuals who had shown interest later in the week to progress this.

Councillor Bragg advised that he felt there was no requirement to set up a Speedwatch Sub Committee as all activities would have to adhere to Thames Valley Police Speedwatch policy so there was little for a Sub Committee to determine.

Councillor Bragg requested assistance from two to three Members to help position the Data Logger on chosen roads when required. Councillor Skegg offered his assistance, and Councillor Baker also advised he would be willing to assist if no other Councillors made themselves available.

Members noted that, prior to any Speedwatch activities taking place, Community Speedwatch signs needed to be installed at suitable locations on all roads leading into Woodley. The Committee Officer advised that he had assessed there to be 9 roads in / out of Woodley, and confirmed that Wokingham Borough Council had advised that the cost of each sign, include installation, was around £72. Members noted that the Strategy & Resources Committee had approved £1,000 for the installation of signs at their meeting in January.

*[Committee Officer Note: The cost of installing signage was actually quoted at £73 per sign by WBC on 18/01/22, who also indicated there would be a slight increase in April 2022.]*

Members noted that any site proposed as a Speedwatch location needed the formal approval of Thames Valley Police, and an escape route for volunteers had to be available for a site to be approved.

Councillor Baker suggested a set of criteria may need to be created in order to determine at which locations were appropriate for the Council's Data Logger to be positioned. Members noted that Thames Valley Police do not accept data from the Data Logger as part of the Speedwatch Scheme, but that the data could be used by the Council to determine which roads have speeding issues.

**RESOLVED:**

- ◆ To email all Members seeking volunteers to assist with the installation of the Data Logger.
- ◆ To publicise the setup of the Woodley Speedwatch Group on the Council's social media and website, and to invite any resident interested in volunteering the contact the Council.
- ◆ To contact Wokingham Borough Council to arrange for the installation of Community Speedwatch signage at all road entry points into Woodley.

139. **EARLEY STATION FOOTBRIDGE UPDATE**

Councillor Wicks updated Members to inform them that the next meeting with Wokingham Borough Council regarding the footbridge is due to take place in May. This should be following a condition report which will be provided following a close-up inspection of the bridge which is due to take place shortly.

140. **COMMUNITY ISSUES**

Councillor Jewell raised an issue relating to the old haul bridge going across the River Loddon. The bridge is closed, although it appears to be safe for pedestrians, and this prevents access over the river to and from Hurst and Dinton Pastures. It is rumoured that the closure is actually a matter of land ownership between Summerleaze and another party. Councillor Jewell recommended that the Council aim to arrange a meeting with Wokingham Borough Council and relevant land owners to discuss options for reinstating the bridge to pedestrian traffic.

Members suggested that it would initially be helpful to contact Wokingham Borough Council to see if they have any additional information regarding why the bridge might be closed and, if it is in relation to land ownership, to seek their support in identifying the land owners and arranging a meeting to try and resolve the matter. Councillor Baker recommended that any future meeting might be set up to coincide with a meeting of the Committee.

**RESOLVED:**

- ◆ To contact Wokingham Borough Council to seek their understanding of the reasons why the bridge is closed.

141. **HIGHWAYS ISSUES**

No highways issues were raised by Members.

142. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletter – March 2022
  - CCB eBulletin – April 2022

143. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

144. **PUBLICITY/WEBSITE**

There were no suggestions for publicity or website items, other than those already noted.

145. **ENFORCEMENT ISSUES**

**RESOLVED:**

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

The meeting closed at 8:51 pm

Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 26 April 2022**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>220283</b> 21 Vauxhall Drive, Woodley, RG5 4EA	Householder application for the proposed single storey front and two storey rear extension.
<b>Observations:</b> No objections.	
<b>220617</b> 15 Wroxham Road, Woodley, RG5 3AX	Householder application for the proposed erection of a single storey front extension to create a porch, erection of a single storey rear extension, conversion of loft to create habitable accommodation and the insertion of 1 no. front dormer and 1 no. rear dormer, plus the insertion of 2 no. rooflights and 1 no. Juliet balcony to rear.
<b>Observations:</b> No objections.	
<b>220659</b> 4 Woodland Close, Woodley, RG5 4FG	Full application for the proposed change of use of amenity land to residential and construction of new boundary wall to side of property.
<b>Observations:</b> The Planning & Community Committee considered this application and recommended that it be refused on the following grounds: <ul style="list-style-type: none"> <li>- Loss of amenity for neighbours</li> <li>- Potential conflict between vehicles and pedestrians / impact on highway from dangerous position of parking space near to junction</li> </ul>	
<b>220866</b> 1 Dunbar Drive, Woodley, RG5 4HA	Full application for the proposed change of use of amenity land to residential and construction of new boundary wall to side of property.
<b>Observations:</b> No objections.	
<b>220867</b> 67 South Lake Crescent, Woodley, RG5 3QN	Householder application for the proposed erection of a single storey side extension and changes to fenestration, following demolition of existing lean-to.
<b>Observations:</b> No objections.	
<b>220894</b> 24 Redwood Avenue, Woodley, RG5 4DR	Householder application for the proposed erection of a part single storey, part two storey side/rear extension, following demolition of existing garage.
<b>Observations:</b> The Planning & Community Committee considered this application and, whilst they had no objections to the development, were concerned that there may be a lack of on-site / off street parking, and the Committee felt the plans were unclear regarding access.	

<p><b>220899</b> 239 Loddon Bridge Road, Woodley, RG5 4BN</p>	<p>Householder application for the proposed erection of a single storey side extension, single storey rear extension, conversion of garage to habitable space and changes to fenestration.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>220934</b> Loddon Vale House, Hurricane Way, Woodley, RG5 4UX</p>	<p>Full application for the proposed erection of a three storey linked extension to the east wing of existing building to provide 2no residential dwellings.</p>
<p><b>Observations:</b> The Committee considered the proposal, noting this was a resubmission of a previously approved application which had lapsed. The Committee maintained their original objections to the proposal, and once again recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- The proposed structure cannot be considered to be an extension of the existing building; it is a separate building linked by a staircase.</li> <li>- The proposal will result in the loss of 9 car park spaces adjacent to Loddon Vale House.</li> <li>- The proposal will also require 2 car park spaces to be lost from the adjacent retail area, where the car park is already full for much of the time.</li> <li>- Concern about overlooking of the adjacent nursery play area.</li> <li>- Overdevelopment of the site.</li> <li>- Massing effect and detrimental to the street scene.</li> <li>- The developer has not consulted with local residents; the statement of community engagement appears to incorrectly state the proposal is for a two storey extension, not three storey.</li> </ul>	
<p><b>220975</b> Unit 9 Base 329, Headley Road East, Woodley, RG5 4AZ</p>	<p>Application to vary condition 2 of application 213913 for the proposed change of use from Class E(g)(iii) research and development to Class E(e) veterinary practice, plus associated external alterations including installation of air transfer grilles and air conditioning units (chiller units), infilling of roller shutter door and insertion of new fenestration. Condition 2 refers to the approved details and the variation is to allow repositioning of the ventilation system in an area adjacent to the building.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>221036</b> 55 Rowan Drive, Woodley, RG5 4LN</p>	<p>Householder application for the proposed single storey side extension forming garage.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>221052</b> 25 Woodlands Avenue, Woodley, RG5 3HN</p>	<p>Householder application for the proposed erection of a pitched roof front canopy, erection of new porch, single storey rear extension, loft conversion to create habitable accommodation, insertion of 3no. rooflights and 5no. dormers, plus hip to gable roof extension, following demolition of existing outbuilding to the rear.</p>
<p><b>Observations:</b> No objections.</p>	

<b>221116</b> 78 Bruce Road, Woodley, RG5 3DZ	Householder application for the proposed garage conversion into habitable space, single storey front extension, part two storey part first storey side extension above existing garage, and associated changes to fenestration.
<b>Observations:</b> The Planning & Community Committee considered this application and, whilst they had no objections to the development, were concerned that there may be a lack of on-site / off street parking.	
<b>221144</b> 14 Godstow Close, Woodley, RG5 4LE	Householder application for the proposed garage conversion into habitable space and associated changes to fenestration.
<b>Observations:</b> The Planning & Community Committee considered this application and had no objections subject to the turning circle being fully retained.	
<b>221146</b> 163 Colemans Moor Road, Woodley, RG5 4DB	Householder application for the proposed erection of a single storey rear extension.
<b>Observations:</b> No objections.	
<b>221165</b> 6 Hanwood Close, Woodley, RG5 3AB	Householder application for the erection of a first floor rear extension. (Retrospective)
<b>Observations:</b> No objections.	
<b>221172</b> 28 Bruce Road, Woodley, RG5 3DZ	Householder application for the proposed erection of a double storey side extension and single storey rear extension. Demolition of garage - adjustment to hard standing following planning application approval 214113
<b>Observations:</b> The Planning & Community Committee considered this resubmission and, whilst they did not have any specific objections to the extensions, there were still concerned that the proposed parking provision would require the loss of the verge, hedge and wall to the front of the property for it to be workable which would be out of keeping with the neighbouring property.	
<b>221193</b> 232 Loddon Bridge Road, Woodley, RG5 4BS	Householder application for the proposed erection of a single storey rear extension, including the demolition of the existing external shed.
<b>Observations:</b> No objections.	

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Woodley Town Council

**OAKWOOD CENTRE LOAN REPAYMENTS AND INVESTMENT ARRANGEMENTS**

**REPORT OF THE TOWN CLERK**

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**PURPOSE OF REPORT**

To provide Members with an update on the performance of the funds being built up to pay off the capital cost of the three Oakwood Centre loans from the Public Works Loan Board and to propose that these funds be held in an account with the CCLA (Charities, Churches and Local Authorities) Public Sector Deposit Fund account until repayment of the loan capital is made in 2025/26. In addition, to also propose that Council funds, specifically two sums of £250,000 presently invested with banks over a six month period along with the Council's reserves of £715,888, as well as available precept income, also be placed in a second separate account with the CCLA Public Sector Deposit Fund.

**BACKGROUND**

In 2000/2001 the Council was given borrowing approval from the Public Works Loan Board (PWLB) on three interest only loans for the £2M required to build the Oakwood Centre, with the intention of building up a fund to pay off the principal loan in 2025/26. At the time interest rates were reasonably high and as a result the Council benefitted from the additional funds that went towards the Oakwood Centre building costs. Annual interest loan payments of £96,938 (for all three loans) have been made each year and will be made until the end of the loan periods on the following dates, when the principal amount will also be required to be paid:

- £275,000 repayable on maturity on 31 March 2025
- £500,000 repayable on maturity on 31 March 2025
- £1,225,000 repayable on maturity 30 March 2026

**INFORMATION**

**BUILD UP FUNDS TO REPAY £2M LOAN**

Initially, the Council's investments to build up a fund of £2M were managed by Tiger Finance Asset Management. The Council allocated additional funds each year to build up to a total of £2M by 2025/26 in order to pay back the principal on the loan. However, Members became concerned that the frequent selling and purchasing of shares was adding extra expense to the Council and the Town Clerk was asked to investigate other investment institutions that would take the long term, low risk approach that Members felt to be more appropriate to the Council's needs.

In 2010 Rathbones Investment Management was appointed to manage the Council's existing investment fund and to set out a low risk strategy to achieve a fund of £2M by 2025/26. From 2011 onwards the Council contributed £80,000 to the fund each year and, on advice from Rathbones, agreed a dynamic asset allocation year on year strategy, with equities reducing over the term of the investment and cash increasing correspondingly.

The fund just about met the target of £2M earlier this year, however this was reduced as a result of economic factors and, at the point the portfolio was sold, the fund stood at £1,937,328. £62,672 of the £80,000 investment allocation in the 2022/23 budget will be added to the fund to increase the investment to £2M in total (Full Council minute 78.1 8/2/22). The fund is presently held in a Rathbones bank account and needs to be placed in a suitable, secure place with access as each loan principal payment has to be met. The remaining £17,328 of the Council's investment allocation for 2022/23 will continue to be held in the Council's budget for the time being. Council officers have

identified the CCLA's Public Sector Deposit Fund account as a suitable and safe place to invest the funds to repay the £2M capital sum owing, and to continue receiving a modest return on the investment until the funds are paid to the PWLB.

A representative from the CCLA met with the Town Clerk, Deputy Town Clerk and Finance Officer to discuss the possibility of investing the Council's funds in a CCLA Public Sector Deposit Fund. He explained that the CCLA (Churches, Charities and Local Authorities) is a mutually owned firm of investment managers, providing fund management options for churches, charities and local authorities by providing specialist investment opportunities for these organisations to use their combined funds to obtain higher returns than those currently available on the high street. Over £100M is invested in the fund by 450 town, parish and community councils, they include many local authorities and parish/town councils in this area. The Public Sector Deposit Fund has 650 clients and manages more than £1.8Billion of cash or investments. It was launched in May 2011, after the Local Government Association worked with CCLA and the Local Government Sector, following the Icelandic banking crisis.

The CCLA is rated as an AAmmf (money market fund) financial institution by Fitch Ratings, London (the highest possible rating) and is covered by the Financial Conduct Authority and Bank of England Prudential Regulation Authority. The rating reflects the Fund's extremely strong capacity to achieve the investment objectives of preserving principal and providing shareholder liquidity through limiting credit market and liquidity risk. The main drivers of the AAmmf rating are the high credit quality of the portfolio, the limited range of invested security types and the Fund's highly conservative investment guidelines, as well as Fitch's assessment of the competencies of CCLA. The Local Authorities Mutual Investment Trust (LAMIT) is a body controlled by members, appointed by the Local Government Association, which oversees the funds. There are two Local Authority funds managed by CCLA; the Public Sector Deposit Fund (PSDF) and the Property Fund.

The PSDF has strong governance, with an Advisory Board made up of representatives of the Local Government Association, CIPFA and treasury specialists from the sector. The fund is managed on a very conservative basis, beyond the requirements of the AAmmf rating, and only uses plain cash products and instruments with well rated (minimum F1 short term) banks. There is no exposure to the stock market, derivatives or asset backed securities. The Fund is a low risk option for investments; the funds are invested across a portfolio of approximately 30 organisations which are monitored daily. Most importantly, the Public Sector Deposit Fund's top priority is the security of the funds invested because the PSDF is not covered by the Financial Services Compensation Scheme. Should one or more of the funds invested in the PSDF fail the risk monitoring, that organisation (or organisations) would be removed.

The PSDF requires a minimum initial investment of £25,000. Access to funds is available on business days with a cut off time of 11.30am for instructions for withdrawal. The Fund distributes income on a monthly basis, with a statement, which can then be reinvested in the Fund, if finances allow. The yield quoted online is net of all fees. Currently the fees are set at 0.08%.

Attached, for Members' information are:

- the most recent report on the PSDF (**Appendix A**)
- the Key Investor Information relating to the PSDF (**Appendix B**)
- Annexure 1 - Sub-Fund Information: The Public Sector Deposit Fund (**Appendix C**)
- Glossary of Terms (**Appendix D**)

#### **POTENTIAL OTHER INVESTMENTS IN THE PUBLIC SECTOR DEPOSIT FUND**

The Council's General Reserve fund in 2022/23 stands at £715,888. In addition, the Council has regularly invested reserve funds of £250,000 in bank Time Deposit accounts with a view to increasing the value of the original sum. Two deposits are currently invested with Santander and Lloyds banks. The current Santander Time Deposit is due to mature on 15/9/2022 with an interest



payment of £630.14 - £250,630.14 in total. The Lloyds Bank Time Deposit will mature on 16/8/2022 with interest of £24.79 - £250,024.79 in total. It would also be possible to consider investment of some of the precept funds (50% received in April and the remainder in September).

It is proposed that the Council set up a second investment with the Public Sector Deposit Fund and redirect the General Reserve funds to the PSDF on an ongoing basis along with the funds released from the banks (at the end of the 6 month period). It is anticipated that, with fees of 0.08% and a longer term of investment, the increase in income will be higher than the present arrangement with the two High Street banks and, more importantly, the funds will be more secure. It should be noted that the Council's bank, Lloyds, currently gives interest of 0.01% on the Council's funds held there. Should the funds be invested in a PSDF it is likely that bank charges for services and credit card transaction costs would be higher than the current level. For example, monthly fees could potentially increase by £100.

The same terms and conditions apply to both of the proposed investments; the yield quoted online is net of all fees. Fees are currently charged at 0.08%.

Both of the proposed initial investments and investments of any monthly interest received, or additional monies to be added to the fund, will require the signature of three members of Council.

### **TREASURY MANAGEMENT STRATEGY**

Should the Council agree to the proposed new arrangements relating to the depositing of funds in the CCLA's Public Sector Deposit Fund, changes to the Council's Treasury Management Strategy will need to be undertaken. This will require a meeting of the Investments Sub Committee to amend the current Treasury Management Strategy and provide the amended strategy to Full Council for approval.

### **RESOURCES**

The Town Clerk and Finance Officer to regularly review funds available in order to ensure sufficient funds remain to cover outgoing costs/payments. Councillors' availability to sign when investing further funds into the PSDF.

### **EQUALITY IMPACT**

None.

### **RECOMMENDATIONS:**

- ◆ **That Members consider a proposal to invest a sum of £2M, presently held in a Rathbones account, in a short term money market fund with the CCLA Public Sector Deposit Fund.**
- ◆ **That Members consider a proposal to invest:**
  - **the Council's 2022/23 estimated earmarked reserve of £715,888,**
  - **the High Street bank Time Deposit amounts, once they mature,**
  - **other surplus funds from the 2022/23 precept through the year,****in a second short term money market fund with the CCLA Public Sector Deposit Fund.**
- ◆ **That, should the Council approve the proposed investments in two separate short term money market funds with the CCLA's Public Sector Deposit Fund, the Investments Sub Committee will meet to update the Treasury Management Strategy in line with the new arrangements.**

## The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAmmf  
Fact Sheet – 31 March 2022

### Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

### Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short term credit rating or an equivalent and correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. The Fund will not invest in derivatives or other collective investment schemes.

### Target investors

The Fund is designed for local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

### Who can invest?

Any public sector organisation can invest in the Fund.

### Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

### Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

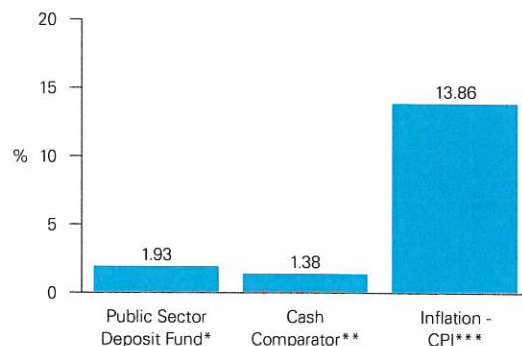
### Top 10 counterparty exposures (%)

9.9%	Bank of Montreal
9.9%	Landesbank Baden-Wuerttemberg
9.9%	Landesbank Hessen-Thuringen Girozentrale
9.9%	Yorkshire Building Society
6.6%	DBS Bank Limited
5.8%	Nationwide Building Society
4.3%	SMBC Bank International plc
3.8%	Barclays Bank plc
3.4%	BNP Paribas
3.3%	Credit Industriel et Commercial

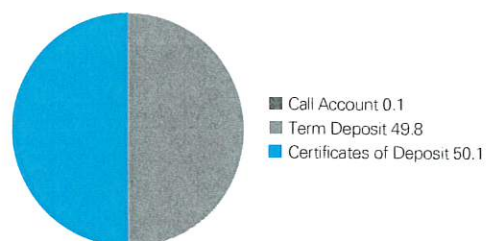
### Share class 4 yield as at 31 March 2022

**0.5785%** [NB As of 4 May 2022 yield stood at 0.7122%]

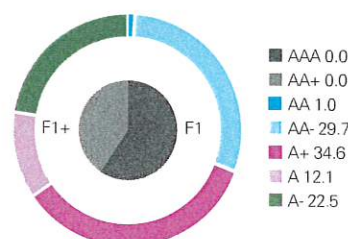
### 5 years cumulative performance



### Asset type (%)



### Credit rating† (%)



### Top 10 country exposures (%)

28.4%	United Kingdom
19.8%	Germany
15.5%	Canada
7.9%	Singapore
7.7%	France
6.9%	Japan
2.6%	Netherlands
2.1%	Switzerland
2.0%	United States
1.9%	Australia

\*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. \*\*Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). \*\*\*Consumer Price Index (CPI) is lagged one month. †Using Fitch Ratings methodology.

## Income - period to end March

Average yield over the month	0.4726%
Yield at the month end	0.6785%

## Discrete year total return performance

12 months to 31 March	2022	2021	2020	2019	2018
The Public Sector Deposit Fund	+0.11%	+0.15%	+0.72%	+0.66%	+0.27%
Comparator Benchmark	+0.14%	-0.04%	+0.55%	+0.52%	+0.22%
Relative	-0.03%	+0.19%	+0.17%	+0.14%	+0.05%

## Annualised total return performance

Performance to 31 March	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.11%	+0.33%	+0.38%
Comparator Benchmark	+0.14%	+0.21%	+0.28%
Relative	-0.03%	+0.12%	+0.10%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

## Market update

Newly released inflation data showed that consumer prices rose by 6.2% in the twelve months to February 2022, including an increase of 0.8% in the latest month alone – the largest monthly CPI increase between January and February since 2009. In addition to higher energy costs, prices were higher across a wide range of goods and services including games and toys as well as clothing and footwear, as post-Covid consumer demand came up against continuing supply chain issues.

The latest employment data showed a continuing recovery in the labour market, with the unemployment rate for the 3-month period November 2021 to January 2022 falling 0.2 percentage points to 3.9%, representing a return to pre-pandemic levels. However total hours worked, although higher than in the previous 3-month period, remained below the level reported two years ago. Consumer confidence fell once again, dented by the cost-of-living impact of elevated fuel and food prices with the expectation of further inflation and higher taxation to come. Evidence of a significant rise in core inflation, which excludes the most volatile components of headline CPI such as energy and food, was a significant factor behind an increase in the Bank of England's policy rate of interest from 0.50% to 0.75%.

The Bank's Monetary Policy Committee anticipated that some further modest tightening of monetary policy may be appropriate in the coming months, but, acknowledged that the risks to the economy from weak consumer demand and the effects of war in Ukraine could affect the pace and extent of tightening.

## Key facts

Fund size	£1,511m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	42.59 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

\*Dealing instructions (including cleared funds for purchases) must be received by 11.30 am. \*\*The OCF is based on the annual management charge ("AMC") but excludes portfolio transaction costs. The AMC for the Fund is 0.10% and is inclusive of all other costs and expenses of operating and administering the Fund such as depositary, custody, audit and regulatory fees. The AMC was reduced to 0.08% on a temporary basis in November 2015 to improve the income distribution, due to low interest rates. In May 2021, the AMC was temporarily reduced further to 0.06%. \*\*\*With effect from 1 April 2022 and until further notice, the AMC applied to the Fund will revert to the previously discounted rate of 0.08%.

## Please Contact

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## Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at Senator House, 85 Queen Victoria Street, London EC4V 4ET) is authorised and regulated by the Financial Conduct Authority and the Authorised Corporate Director of the PSDF. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

Senator House | 85 Queen Victoria Street | London | EC4V 4ET | Freephone: 0800 022 3505 | [www.ccla.co.uk](http://www.ccla.co.uk)

## KEY INVESTOR INFORMATION

This document provides you with key investor information about the PSDF. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in the PSDF. You are advised to read it so you can make an informed decision about whether to invest.

**The Public Sector Deposit Fund (the "PSDF") - Income Share Class 4 ISIN: GB00B3LDFH01  
A Sub-Fund of CCLA Public Sector Investment Fund (the "Company")  
An OEIC that is managed by CCLA Investment Management Limited (the "ACD")**

### OBJECTIVES AND INVESTMENT POLICY

The investment objective of the PSDF is to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value ("NAV") per share of the PSDF at par (net of earnings).

The PSDF will only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts, and term deposits with banks and building societies. The PSDF may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the Authorised Corporate Director (ACD) to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority or European Securities and Markets Authority.

The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short-term money market fund under the EU Money Market Funds Regulation as it applies in the UK from time to time and, as such, is subject to the investment and borrowing powers and restrictions applicable to such funds. The weighted average maturity of the PSDF's investments will not exceed 60 days.

The weighted average life of the PSDF's investments will not

exceed 120 days.

The PSDF will not invest in derivatives, collective investment schemes, eligible securitisations or asset-backed commercial paper (ABCP). Nor will it invest in assets which are not eligible assets for investment by a money market fund. Further, the PSDF will not undertake short-selling of money market instruments, securitisations, ABCP or units or shares of other money market funds. The PSDF will not enter into repurchase agreements, securities lending agreements or securities borrowing agreements. Finally, the PSDF will not borrow cash.

**Investment style:** The PSDF is actively managed which means the ACD, as investment manager, uses their discretion to pick investments to seek to achieve the PSDF's investment objective.

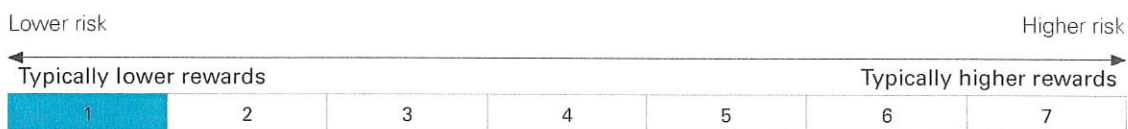
**Comparator benchmark:** For comparison purposes only, the PSDF measures its performance against the Sterling Overnight Index Average ("SONIA").

**Target market:** The PSDF is marketable to all professional and retail investors but is principally targeted at public sector investors. The PSDF is suitable for investors who are looking for security, liquidity and yield in that order.

The shares that you will hold in the PSDF are income shares. This means income from the PSDF's investment will be paid out to you as a dividend on a monthly basis.

You can buy or sell shares daily (on each business day of the PSDF). Instructions and cleared funds must be received by the Administrator before 11.30 am London time on the relevant dealing day.

### RISK AND REWARD PROFILE



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean risk free.

A low risk fund is not a risk-free investment. Low risk funds target investments with low volatility and aim to maintain a constant net asset value at par. This means the risk of losing your money is small, but the chance of making gains is also limited. **Shareholders and potential shareholders should note that, in certain circumstances, the PSDF will not accept redemptions or subscriptions at a constant NAV per share.**

The PSDF is AAAmmf rated by Fitch Ratings. **Shareholders and potential shareholders should be aware that this rating was solicited and financed by the PSDF.**

The risk and reward rating does not cover the following additional risks:

- **The value of the PSDF's shares is not guaranteed, and buying shares is not the same as making a deposit with a bank or other deposit taking body.**

- Investment is at your own risk. The PSDF has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.
- The PSDF aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The PSDF does not rely on external support for guaranteeing the liquidity of the PSDF or stabilising the NAV per share.
- The value of the PSDF may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the PSDF invests in.
- **In a negative yield environment, the ACD may implement a "Negative Yield Response Measure" whereby holders of income shares are converted to accumulation shares. Negative interest will accrue to the NAV per share. Accordingly, the NAV per share will fluctuate and capital may be eroded.** Please refer to the prospectus for further details.

## CHARGES

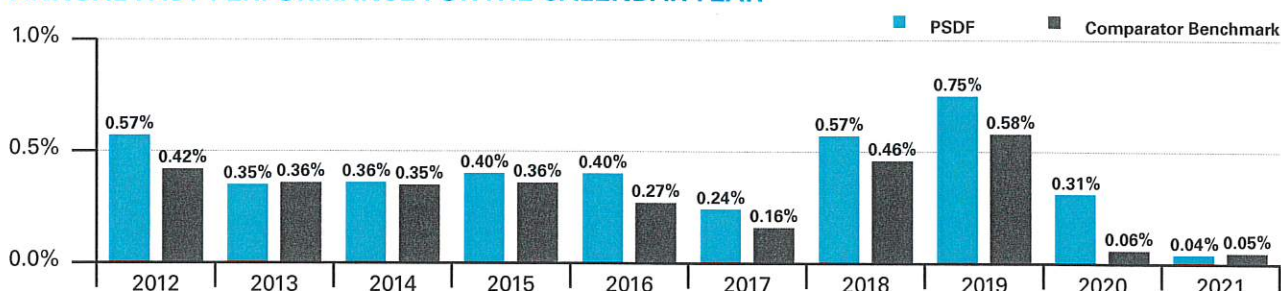
The charges you pay are used to pay the costs of running the PSDF, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

The ongoing charges figure is based on the annual management charge. The annual management charge is currently 0.08% per annum (having been temporarily reduced from 0.10% per annum) and is inclusive of all other ongoing charges. These figures may vary from year to year. It excludes portfolio transaction costs.

You can find out more details about the PSDF's charges by looking at the prospectus.

One-off charges taken before or after you invest	
Entry charge	0.00%
Exit charge	0.00%
The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.	
Charges taken from the PSDF over a year	
Ongoing charges (currently)	0.08%
Charges taken from the PSDF under specific conditions	
Performance fee	None

## ANNUAL PAST PERFORMANCE FOR THE CALENDAR YEAR



The PSDF launched on 25 May 2011. Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

Comparator Benchmark: SONIA. Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

## PRACTICAL INFORMATION

Depository	HSBC Bank plc, 8 Canada Square, London E14 5HQ
Share Prices	Each share will have a single price at which shares are bought from and sold back to the PSDF. The assets of the PSDF are valued at 12.00pm London time on each business day. The share prices of the PSDF are published on <a href="http://www.ccla.co.uk">www.ccla.co.uk</a> or alternatively call the client services team on 0800 022 3505. The shares are not listed on any stock exchange.
Share Classes	PSDF Income Share Class 4 has been selected as a representative share class of the PSDF. More share classes may be available to you. Please refer to the prospectus for the Company for further details.
Segregated Liability	The Company is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the PSDF.
Switching	Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class (currently, however, as the PSDF is the only sub-fund available for investment there is no facility to switch between sub-funds).
Tax	UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.
Remuneration	The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits, and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting <a href="http://www.ccla.co.uk">www.ccla.co.uk</a> .
Additional Information	Further information about the Company, copies of its prospectus, annual and half yearly reports may be obtained free of charge, in English, by contacting the client services team or visiting <a href="http://www.ccla.co.uk">www.ccla.co.uk</a> .
	CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus for the Company.

The Company is authorised in the United Kingdom by the Financial Conduct Authority as a UK UCITS Scheme. The PSDF is an approved sub-fund of the Company and is a low volatility net asset value money market fund which is a short-term money market fund. Shareholders are not covered by the Financial Services Compensation Scheme. CCLA Investment Management Limited (registered in England and Wales No. 2183088 at Registered office Senator House, 85 Queen Victoria Street, London EC4V 4ET) is authorised and regulated by the Financial Conduct Authority.

This Key Investor Information is accurate as at 1 April 2022.

**CCLA**

## Annexure 1

## Sub-Fund Information: The Public Sector Deposit Fund (PSDF)

## 1. Sub-Fund Information

**1.1**

The PSDF is a UK UCITS Scheme, and a low volatility net asset value money market fund (LVNAV MMF) which is a short term MMF.

**1.2**

The FCA product reference number of the PSDF is 637315.

## 2. Investment Objective

The investment objective of the PSDF is to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value of the fund at par (net of earnings).

## 3. Investment Policy

**3.1**

The PSDF will only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts and term deposits with banks and building societies. The PSDF may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the FCA or ESMA in accordance with the Regulations.

**3.2**

The PSDF as a LVNAV MMF is subject to the investment and borrowing powers applicable to such funds as referred to in this Annexure 1 and set out in Annexure 3. Consistent with its status as a QMMF which is a LVNAV MMF and subject always to the limits set out in this Annexure 1 and Annexure 3, the PSDF is entitled to exercise the investment and borrowing powers for UK UCITS Schemes, a summary of which is contained in Annexure 2.

**3.3**

The WAM of the PSDF's investments will not exceed 60 days. When calculating the WAM of investments, the maturity of a floating rate instrument shall be deemed to be its next interest readjustment date and the maturity of any obligations subject to demand features shall be deemed to be the earlier of the next relevant reset date or the date upon which the demand may be invoked to recover the principal.

**3.4**

The WAL of the PSDF's investments will not exceed 120 days. The WAL will be calculated in accordance with the MMF Regulation and as set out in Annexure 3.

**3.5**

Up to 100% of the PSDF's net assets may be invested in debt and/or debt-related instruments issued or guaranteed as to principal and interest by the UK government, its agencies or instrumentalities and which at the time of purchase have received a favourable assessment as a result of the ACD performing its internal credit quality assessment as described further in Paragraph 6 of Annexure 1.

**3.6**

The administrations, institutions and organisations which issue or guarantee separately or jointly money market instruments in which PSDF intends to invest more than 5% of its assets are:

**3.6.1**

The UK Government

**3.7**

A full list of the administrations, institutions and organisations which issue or guarantee separately or jointly money market instruments in which PSDF intends to invest its assets, is published at [www.ccla.co.uk](http://www.ccla.co.uk).

**3.8**

As a QMMF, the investment objective and policy of the PSDF must meet the conditions specified in the definition of a QMMF in the FCA Glossary.

**3.9**

The PSDF will not invest in derivatives or other collective investment schemes.

**3.10**

The PSDF will not invest in eligible securitisations and ABCPs.

**3.11**

The PSDF will not enter into repurchase agreements.

### 3.12

The PSDF will not undertake any of the following activities:

#### 3.12.1

investing in assets which are not eligible assets for investment by an MMF (as set in Annexure 2);

#### 3.12.2

short sale of money market instruments, securitisations, ABCPs and units or shares of other MMFs;

#### 3.12.3

taking direct or indirect exposure to equity or commodities, including via derivatives, certificates representing them, indices based on them, or any other means or instrument that would give an exposure to them;

#### 3.12.4

entering into securities lending agreements or securities borrowing agreements, or any other agreement that would encumber the assets of the PSDF;

#### 3.12.5

borrowing and lending cash.

### 3.13

For the avoidance of doubt, cash as referred to in Paragraph 3.12.5 above does not include near-cash as described in the FCA Glossary.

## 4. Risk Profile

The PSDF will maintain a low level of overall risk. This will be achieved by only investing with high quality issuers, by maintaining a high level of diversification and by maintaining a low WAM. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of Shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain constant Net Asset Value, there can be no assurance that this will be achieved in either a positive or negative environment. The PSDF does not rely on external support for guaranteeing the liquidity of the Sub-Fund or stabilising the Net Asset Value per Share. The value of the PSDF may be affected by the creditworthiness of issuers in which the Sub-Fund invests and, notwithstanding the policy of investing in short term instruments, may also be affected by substantial adverse fluctuations in interest rates. The risk of loss of principal is borne by the Shareholder.

The ACD will endeavour to maintain a Triple A money market fund rating with at least one competent rating agency.

As part of prudent risk management the ACD will conduct stress testing at least bi-annually.

## 5. Rating Award

The ACD will seek to maintain an AAmmf rating from Fitch Ratings in accordance with Regulation 1060/2009 as it applies in the UK from time to time including as retained, amended, extended, re-enacted or otherwise given effect on or after 11 pm on 31 December 2020. Fitch Ratings takes into account, inter alia, the PSDF's portfolio quality, its counterparties and management, operating procedures and controls, regulatory compliance and market price risk relative to the PSDF's published objectives. The ACD intends to operate the Sub-Fund in accordance with the Fitch Ratings requirements (as amended from time to time).

**Shareholders and potential Shareholders should be aware that the rating was solicited by the ACD and financed by the PSDF.**

## 6. Internal Credit Quality Assessment

### 6.1

In accordance with the MMF Regulation the ACD has established and implemented an internal credit quality assessment procedure which will be applied to determine the credit quality of the money market instruments in which the PSDF is invested.

### 6.2

The PSDF will only invest in money market instruments in respect of which the issuer and the quality of the instrument have received a favourable assessment. The ACD will carry out a credit quality assessment in accordance with the MMF Regulation to determine whether the relevant issuer and/or instrument receives a favourable assessment.

### 6.3

In carrying out the assessment, the ACD will take into account the following factors and general principles:

#### 6.3.1

the quantification of the credit risk of the issuer and of the relative risk of default of the issuer and of the instrument;

#### 6.3.2

qualitative indicators on the issuer of the instrument, including in the light of the macroeconomic and financial market situation;

#### 6.3.3

the short-term nature of money market instruments;

#### **6.3.4**

the asset class of the instrument;

#### **6.3.5**

the type of issuer distinguishing at least the following types of issuers: national, regional or local administrations, financial corporations, and non-financial corporations;

#### **6.3.6**

for structured financial instruments, the operational and counterparty risk inherent within the structured financial transaction and, in case of exposure to securitisations, the credit risk of the issuer, the structure of the securitisation and the credit risk of the underlying assets; and

#### **6.3.7**

the liquidity profile of the instrument.

#### **6.4**

The ACD maintains a risk management policy specifically for PSDF which provides a detailed overview of the principles applied by the ACD when carrying out internal credit quality assessments, as well as the procedure to be followed. By way of summary:

##### **6.4.1**

an effective process has been established whereby the ACD obtains continual updates on issuer and instrument characteristics; and

##### **6.4.2**

the ACD's Cash Management and Risk Committee (CMRC) meet at least monthly to review this information and to discuss the implementation of the PSDF's investment policy. Care is taken to ensure that all reviews of credit quality are based on a thorough analysis of the information that is available and includes all relevant driving factors that influence the creditworthiness of the issuers and the credit quality of the instruments.

#### **6.5**

The procedure for carrying out an assessment will be approved by Senior Management and the Governing Body. It is monitored on an ongoing basis and all credit quality assessments are reviewed at least annually. Senior Management shall be regularly informed about the performance of the internal credit quality assessment procedures, the areas where deficiencies were identified, and the status of efforts and actions taken to improve previously identified deficiencies.

#### **6.6**

While there can be no mechanistic over-reliance on external ratings, the ACD shall undertake another credit quality assessment for money market instruments where there is a material change that

could have an impact on the existing assessment of the instrument. As the PSDF is a QMMF this will include (but may not be limited to) a downgrade below the two highest short-term credit ratings by any agency registered and supervised by the FCA or ESMA that has rated the instrument.

#### **6.7**

The methodologies used to assess credit quality are set out in the PSDF's risk management policy. These methodologies will be assessed at least annually by the ACD to ensure that they remain appropriate for the current portfolio of the PSDF, as well as the current external conditions.

#### **6.8**

Where the ACD becomes aware of any errors in its credit quality assessment methodology or in its application, it shall immediately correct those errors.

#### **6.9**

Where the methodologies, models or key assumptions used in the internal credit quality assessment procedure are changed, the ACD will review all affected internal credit quality assessments as soon as possible.

### **7. Liquidity management procedures applicable to the PSDF**

#### **7.1**

The ACD has established and implemented liquidity management procedures which are applied consistently in order to comply with the liquidity thresholds applicable to LVNAV MMFs.

#### **7.2**

The procedures in summary entail the following:

##### **7.2.1**

a dilution levy may be applied in accordance with Paragraph 20 of this Prospectus;

##### **7.2.2**

the ACD may suspend dealing in accordance with Paragraph 21 of this Prospectus;

##### **7.2.3**

In the event that the proportion of weekly maturing assets falls below 30% of the total assets of the PSDF and the net daily redemptions on a single Business Day exceed 10% of total assets, then the ACD shall undertake a documented assessment of the situation to determine the appropriate course of action having regard to the interests of the Shareholders and shall decide whether to apply one or more of the following measures:

- a) liquidity fees on redemptions that adequately reflect the cost to the PSDF of achieving liquidity



and ensure that Shareholders who remain in the PSDF are not unfairly disadvantaged when other Shareholders redeem their shares during the period;

- b) redemption gates that limit the amount of shares to be redeemed on any one Business Day to a maximum of 10% of the value of shares in the PSDF for any period up to 15 Business Days (and where such redemption gates are applied, the ACD will apply these on a pro-rata basis across all redemptions requested on that day);
- c) suspension of redemptions for any period up to 15 Business Days; or
- d) if the limits are exceeded for reasons beyond the control of the PSDF, or as a result of the exercise of subscription or redemption rights, take no immediate action other than adopting as a priority objective the correction of that situation, taking due account of the interests of its Shareholders.

#### **7.2.4**

After the ACD has determined a course of action under Paragraph 7.2.3 above, it shall promptly provide details of its decision to the FCA. Shareholders will be notified via a publication on the ACD's website ([www.ccla.co.uk](http://www.ccla.co.uk)).

#### **7.2.5**

In the event that the proportion of weekly maturing assets falls below 10% of the total assets of the PSDF, then the ACD shall undertake a documented assessment of the situation to determine the appropriate course of action having regard to the interests of the Shareholders and shall decide whether to apply one or more of the following measures:

- a) liquidity fees on redemptions that adequately reflect the cost to the PSDF of achieving liquidity and ensure that Shareholders who remain in the PSDF are not unfairly disadvantaged when other

Shareholders redeem their shares during the period;

- b) a suspension of redemptions for a period of up to 15 Business Days.

#### **7.2.6**

After the ACD has determined its course of action under Paragraph 7.2.5 above, it shall promptly provide details of its decision to the FCA. Shareholders will be notified via a publication on the ACD's website ([www.ccla.co.uk](http://www.ccla.co.uk)).

#### **7.2.7**

In the event that, within a period of 90 days, the total duration of the suspensions exceeds 15 days the PSDF shall automatically cease to be a LVNAV Money Market Fund. The ACD shall immediately inform each Shareholder thereof in writing in a clear and comprehensible way.

#### **7.3**

The ACD has established sound policies and procedures for 'know your customer' purposes which assist in understanding the PSDF's investor base in order to ensure appropriate liquidity management.

## **8. Comparator Benchmark**

The comparator benchmark index for the PSDF is SONIA. This index was chosen as it is widely used in the banking and investment industries and meets accepted international standards of best practice.

## **9. Investment Style**

The PSDF is actively managed which means the ACD, as investment manager, uses their discretion to pick investments to seek to achieve the PSDF's objective.

10. Share Classes Available for Investment  
in The Public Sector Deposit Fund

Share Class	Availability	Minimum Investment <sup>1</sup> and Balance	Characteristics
(Class 1 Shares – Income)	Restricted for use by CCLA and its Public Sector investor clients.	£1	Income shares
(Class 2 Shares – income)	Restricted to Public Sector investors who are tax exempt and meet the minimum investment criteria.	£25,000	Income shares
(Class 3 Shares – Income)	Restricted to Public Sector investors who are tax exempt and meet the minimum investment criteria.	£5,000,000	Income shares
(Class 4 Shares – Income)	Restricted to Public Sector investors who are tax exempt and meet the minimum investment criteria.	£15,000,000	Income shares
(Class 5 Shares – Income)	Restricted to investors who are tax exempt and meet the minimum investment criteria.	£1,000,000	Income shares
(Class 6 Shares – Income)	Restricted to Public Sector investors who are designated Early Investors.	£0.00	Income shares
(Class 1 Shares – Accumulation)*	Restricted for use by CCLA and its Public Sector investor clients.	£1	Accumulation Shares
(Class 2 Shares – Accumulation)*	Restricted to Public Sector investors who are tax exempt and meet the minimum investment criteria.	£25,000	Accumulation Shares
(Class 3 Shares – Accumulation)*	Restricted to Public Sector investors who are tax exempt and meet the minimum investment criteria.	£5,000,000	Accumulation Shares
(Class 4 Shares – Accumulation)*	Restricted to Public Sector investors who are tax exempt and meet the minimum investment criteria.	£15,000,000	Accumulation Shares
(Class 5 Shares – Accumulation)*	Restricted to investors who are tax exempt and meet the minimum investment criteria.	£1,000,000	Accumulation Shares
(Class 6 Shares – Accumulation)*	Restricted to Public Sector investors who are designated Early Investors.	£0.00	Accumulation Shares

<sup>1</sup> The ACD reserves the right in its absolute discretion to waive the minimum investment and balance requirements for any Share Class.

\* Accumulation Shares are not currently available. Accumulation Shares will be made available only in circumstances where the ACD implements the Negative Yield Response Measure (see Paragraph 19.9 of this Prospectus).

## 11. Ongoing Charges Figure (OCF)

### 11.1

The OCF represents the total of the Fund Management Fee (**FMF**) and the pro-rata cost of the underlying investments when investing in other funds (if applicable). It does not include portfolio transaction costs. Details of portfolio transaction costs are available on the PSDF page of the ACD's website ([www.ccla.co.uk](http://www.ccla.co.uk)). The FMF consists of the AMC and other ongoing costs. The table below shows the calculation of the OCF (the AMC for all Share Classes other than Class 1 Shares includes other ongoing costs) and separately details any initial charge (note: currently there are no redemption charges applied). The charges are shown for each Share Class as follows:

The Public Sector Deposit Fund fees:

Share Class	Initial Charge	AMC	Other ongoing costs	FMF	Cost of Underlying Investments	OCF
Class 1 Shares	0.00%	0.00%	0.02%	0.02%	0.00%	0.02%
Class 2 Shares	0.00%	0.20%	0.00%	0.20%	0.00%	0.20%
Class 3 Shares	0.00%	0.15%	0.00%	0.15%	0.00%	0.15%
Class 4 Shares	0.00%	0.08% (currently reduced temporarily from 0.10%)*	0.00%	0.08%	0.00%	0.08%
Class 5 Shares	5.00%	0.20%	0.00%	0.20%	0.00%	0.20%
Class 6 Shares	0.00%	0.08% (currently reduced temporarily from 0.10%)*	0.00%	0.08%	0.00%	0.08%

\*Until further notice, the AMC for Class 4 Shares and Class 6 Shares has been reduced to 0.08% per annum and is inclusive of all other charges.

### 11.2

The AMC is exclusive of VAT (which if payable will apply in addition) and is calculated by reference to the sum of i) the Net Asset Value of the relevant Class on the previous Dealing Day and ii) net subscriptions or redemptions (as the case may be) received prior to the Dealing Deadline on the Dealing Day. The AMC will accrue daily and be payable monthly in arrears.

### 11.3

The AMC charged in respect of each Share Class will be reduced by 10% in the event that the PSDF reaches assets under management of £3 billion. The AMC charged in respect of each Share Class (as may be reduced pursuant to the preceding sentence) will be reduced by a further 10% in the event that the PSDF reaches assets under management of £4.5 billion.

### 11.4

The ACD may rebate all or part of the AMC to recognised intermediaries.

### 11.5

The FMF is inclusive of the AMC (and VAT thereon if applicable and if any) and also includes the additional operating costs of managing the PSDF such as depositary, audit, custody, legal and professional and other relevant fees e.g. provision of fund ratings.

### 11.6

The OCF (and its components) specifically excludes portfolio transaction costs and may vary from year to year. In some years, it may be higher.

## 12. Issue and redemption of shares

### 12.1

Subject to Paragraph 12.2 Shares will be issued or redeemed at a price equal to the PSDF's NAV per Share.

### 12.2

Shares in the PSDF may be issued or redeemed at a price equal to the PSDF's constant NAV per Share, as calculated in accordance with Article 32 of the MMF Regulation, provided that such price does not deviate from the NAV per Share calculated in accordance with Article 30 of the MMF Regulation by more than 20 basis points.

## 13. Operating Characteristics Common to Share Classes 1 to 6

The following operating characteristics are common to Share Classes 1 to 6:

### 13.1

annual accounting reference date: 31 March;

### 13.2

half-yearly accounting date: 30 September;

### 13.3

Income - For Income Shares, income is accrued daily and is distributed on the last day of each calendar month (if that day is not a Dealing Day then no later than the following Dealing Day). For Accumulation Shares, income is accrued daily in the NAV of the Accumulation Shares.

## 14. Profile of Typical Investor

The PSDF is marketable to professional and retail clients but is principally targeted at Public Sector investors. The Sub-Fund is suitable for investors who are looking for security, liquidity and yield in that order.

## 15. Reports

The ACD shall make available to investors the following information on at least a weekly basis via a publication on the ACD's website ([www.ccla.co.uk](http://www.ccla.co.uk)):

### 15.1

the maturity breakdown of the PSDF's portfolio;

### 15.2

the credit profile of the PSDF;

### 15.3

the WAM and the WAL of the PSDF;

### 15.4

details of the 10 largest holdings of the PSDF;

### 15.5

the total value of the PSDF's assets; and

### 15.6

the net yield of the PSDF.

**Glossery**

**ACD** - The authorised Corporate Directors - responsible for running an investment fund - with a duty to act in investors interests and ensure the fund is well managed.

**CMRC** - Cash Management & Risk Committee - meets monthly to review cash management.

**ESMA** - European Securities and Markets Authority - the EU's securities markets regulator.

**F1** - Indicates the strongest capacity for timely payment of financial commitments relative to other issuers or obligations in the same country.

**FCA** - Financial Conduct Authority - regulator for around 51,000 financial services firms and financial markets.

**LVNAV** - Low Volatility Net Asset Value - a type of fund in the MMF. It is categorised as a Short Term MMF. Units in the fund are purchased or redeemed at a constant price, as long as the value of the assets in the fund do not deviate by more than 0.2% from par.

**MMF** - Money Market Fund - A money market fund is a type of mutual fund that invests in high-quality, short-term debt instruments and cash equivalents.

**PSDF** - Public Sector Deposit Fund - Fund objective is to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality.

**QMMF** - Qualifying Money Market Fund.

**SONIA** - Sterling Overnight Index Average. The PSDF measures its performance against the SONIA - for comparison purposes only.

**UK UCITS Schemes** - Collective investment scheme authorised under Section 31 (1) (a) of the Financial Services and Markets Act. UCIT funds are perceived as safe and well regulated investments - popular among investors looking to invest across Europe.

**WAL** - Weighted Average Life - average number of years for which each dollar of unpaid principal on a loan or mortgage remains outstanding.

**WAM** - Weighted Average Maturity - Average time until a portfolio's securities mature.

## **VIRTUAL MEETINGS OF SUB COMMITTEES, WORKING PARTIES & PARTNERSHIPS**

### **REPORT OF THE TOWN CLERK**

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#### **Purpose of Report**

To ask Members to consider holding future meetings of sub committees, working parties and partnerships virtually where prudent and where no formal decision making is due to take place.

#### **Background**

Prior to the Covid-19 pandemic all meetings of Full Council, standing committees, sub committees, working parties and partnerships were held in person, with Members attending physically in the same room.

During the first year of the pandemic temporary legislation permitted meetings to be held virtually. When this legislation lapsed in May 2021 the Council reverted to holding meetings in person, with the exception of a small number of sub committee and working party meetings which were held virtually. Where meetings were held virtually they were deemed to be informal.

Due to the pressures placed on the Council during the pandemic, Officers have neglected the regular scheduling of meetings of sub committees, working parties and partnerships in line with the proposed frequency of meetings set within their Terms of Reference.

There are 28 scheduled meetings of Full Council and standing committees each municipal year, including the Annual Town Meeting (previously the Town Electors' Meeting). Based on the frequency of meetings set within the Terms of Reference for sub committees, working parties and partnerships, as proposed in the agenda, a further 23 meetings are required to be scheduled. On top of this additional ad hoc meetings will be required, including extraordinary meetings of standing committees, as well as additional sub committee, working party and partnership meetings. It is envisaged that, annually, there will be in excess of 60 Council meetings.

#### **Issue**

Based on current staff resources it would not be possible to host 60+ Council meetings outside of standard office hours (8.30am-5.30pm – Monday to Thursday / 8.30am-4.30pm Friday).

Due to this there is a requirement to hold meetings of sub committees, working parties and partnerships during the working day wherever possible. At the current time, any of these meetings held outside of the working day are only staffed by Officers due to their good will. However, holding meetings during the working day can present issues for some Councillors, especially those with jobs or other daytime commitments.

#### **Proposal**

It is proposed that all future meetings of sub committees, working parties and partnerships, where no formal decision making is due to take place, are held virtually. This will best enable Councillors to arrange attendance at these meetings around other commitments, whilst allowing Officers to schedule the meetings around the available staff resource.

Advice has been sought from our contact at the Hampshire Association of Local Councils (HALC) regarding this matter, who confirmed that meetings at which no decisions are made can lawfully be held remotely, although advised that the Council's standing orders and Terms of Reference should be reviewed to ensure they do not prohibit this.

It should be noted that generally sub committees, working parties and partnerships have no formal decision-making authority, unless otherwise specified in the Terms of Reference. This is confirmed in the Standing Orders (SO. 7.3 a), b) and c)).

The Standing Orders are silent with regards to the manner in which sub committee, working party and partnership meetings should be held. As such, it is believed the Standing Orders do not prohibit the holding of these meetings virtually. However, it is proposed that the Standing Orders and Financial Regulations Sub Committee review this matter at their next meeting to consider any appropriate changes which may be needed to clarify this matter.

### **Impacts**

<b>Resources</b>
There will be no negative impact to resources by approving this proposal.
<b>Equality</b>
There are no perceived negative equality impacts.
<b>Environmental</b>
Holding meetings virtually will reduce the potential environmental impact caused by Councillors travelling to and from a meeting.

### **Recommendations:**

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members approve holding all future meetings of sub committees, working parties and partnerships virtually, where no formal decision making is required.**

**REPORTS FROM OUTSIDE BODIES**

Full Council – 10 May 2022

**Robert Palmer’s Almshouse Charity** (May 2022)

Everything is going well. We have a cottage for rent and are looking for a tenant; we’ve contacted Wokingham Borough to see if they know of anyone.

All the residents are okay except for one who is moving to a dementia place as she can no longer look after herself. One new thing that has come about during the pandemic is having residents’ meetings and that is to be continued; the residents can raise their complaints once a month so they are happier as they can put their point of view through to us.

The next meeting is in July.

*Cllr Sam Rahmouni, May 2022*

**Sonning Welfare & Educational Trust Report** (May 2022)

Minutes of a meeting held on the 7 March 2022 are provided at **Appendix A**.

*Cllr Darren Smith, May 2022*

**ReadiBus** (May 2022)

The Board have decided to resume face to face meetings. The next Board meeting will be on 16th June and the AGM will be held on 24th October.

In order to maintain the fleet an order has been placed for a new Euro-6 diesel Mercedes Sprinter minibus.

The ReadiBus office migrated to new operations software at the end of March

ReadiBus are negotiating with West Berkshire Council for the release Budgeted Grant Funds for 20/21, 21/22, 22/23 currently being withheld.

*Cllr Alex Heap, May 2022*



## Sonning & District Welfare & Education Trust

### Minutes

Meeting held at 6:30 pm on March 7<sup>th</sup> 2022 in the Ark

**Present:**

Rev. J. Taylor (Chairman)  
Mr, B. Brooker (Treasurer)  
Mrs. S. Bradley (Clerk)  
Mrs. P. Allen  
Mrs. J. Baldwin  
Mr. J. Eastwell  
Mrs. P. Feathers  
Mr. D. Smith

**Apologies:** Mr. M. Firmager, Mr. D. Woodward, Mrs. J. Diwell, Mr. L. Henderson  
Mrs. J. Jeffery

The Chairman welcomed everyone to the meeting, our first for some time due to the restrictions. Due to heavy traffic in Sonning the meeting began a little late.

#### Confirmation of the Minutes

The Chairman asked that the minutes of the meetings held on October 1<sup>st</sup> 2019 and October 6<sup>th</sup> 2020 (via zoom) be taken as a true record. This was agreed and the minutes were duly signed by the chairman.

#### Matters Arising

As requested at the last meeting an updated list of Trustees was circulated and checked. This included all the information currently lodged on the Charities Commission Website. The Trustees present confirmed that the information was correct and Sue Bradley will circulate the list to the Other Trustees so that it can be amended if necessary.

#### Treasurer's Report

The Treasurer presented the accounts for the year ending 31<sup>st</sup> December 2021, which showed grants totalling £1,711 were awarded during the year and income from interest and donations totalled £1,868.46. After a further expense of £106.26 for the internet site, this resulted in a surplus for the year of £51.

The Treasurer pointed out that there was a huge increase in the value of the investments during the year. The COIF Income Fund increased from £52,930 to £64,783 and the COIF Accumulations Shares increased from £39,865 to £50,902

Brian Brooker explained that a bequest from BV of £1,500 in 2001 is now worth £50,000.

He also pointed out that although the liquid funds amount to £1,578 it only takes a week to obtain further cash.

### **Grant Applications**

There are no current applications.

Pauline Allen mentioned a family from Bulmersh who have no beds for their children. She will investigate further and may come back to us for help.

Details of all the grants awarded to date were circulated. The two grants awarded in January will be included in next years accounts. Sue reported that she had received messages of thanks from both the girls from Sonning Common and that she had visited them both in their new homes and saw how badly they needed the help. LD was particularly in need of kitchen appliances as there was nothing at all included in the house. Pauline Allen pointed out that Sue should not have visited unaccompanied and offered to come with her on future visits.

There was a discussion about how items were purchased as we have had difficulty in the past ensuring that the money awarded was actually used to purchase the goods. In this instance, Sue helped the girls buy the items online and purchased them with her own credit card which Brian then reimbursed. Pauline Allen suggested that we use a similar practice to the Poor's Land Charity and set up accounts with Argos and McEvoy and Rowley. It may be possible to get a "Poor's Land" discount too. Brian Brooker will look into doing this.

### **A.O.B.**

Sue Bradley was concerned with the amount of spam which was forwarded to her through the website. The Chairman explained that the Parish Office has no input to the running of the site and suggested she contact David Woodward to see if anything can be done.

The next meeting was set for:

**Monday October 10<sup>th</sup> 2022 at 6:45pm**

This will take place in the Ark.

The meeting closed at 7:10 pm.

Signed.....

Date.....

**MAYORAL ENGAGEMENTS – 8<sup>th</sup> February 2022 to 9<sup>th</sup> May 2022**

**Town Mayor’s Engagements**

February	11 <sup>th</sup>	Ronnie Goodberry – Woodley Food Drive – 200k donation press event
March	11 <sup>th</sup>	Queen’s Green Canopy Tree Planting
	12 <sup>th</sup>	Woodley Festival of Music and Arts – Speech and Drama Class
	20 <sup>th</sup>	Woodley Festival of Music and Arts – Piano Class
April	1 <sup>st</sup>	Woodley Town Council Citizen’s Awards
	2 <sup>nd</sup>	Berkshire Trefoil Guild Annual Meeting
	22 <sup>nd</sup>	Mostly G&S production of ‘The Mikado’
May	7 <sup>th</sup>	Keep Mobile AGM

**Deputy Town Mayor’s Engagements**

February	11 <sup>th</sup>	Ronnie Goodberry – Woodley Food Drive – 200k donation press event
April	27 <sup>th</sup>	Fellowship Educational Society Annual Iftar Dinner

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# **Annual Meeting of the Council**

10 May 2022

## **Appendix 8**

### **Division of Places, Powers & Duties And Terms of Reference**

for Standing Committees, Working Parties, Sub Committees  
and Partnerships

*(Any proposed changes are tracked for ease of reference)*

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### **Membership of Standing Committees – Division of Places**

In accordance with Standing Order 2.2, the division of the number of places on each Standing Committee between the political groups is as follows:

<b>Committee</b>	<b>Total No. of Seats</b>	<b>Conservative Group</b>	<b>Liberal Democrat Group</b>	<b>Labour &amp; Independent Group</b>
Strategy and Resources	9	6	2	1
Leisure Services	9	6	2	1
Planning and Community	9	6	2	1

## STRATEGY AND RESOURCES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	26.04.22	Yes	WTCMI Reference updated to Woodley Town Centre Partnership; To replace Head Groundsmen with Amenities Manager
1.3	04.05.22	Yes	DRAFT – Added frequency of meetings

**1. TYPE OF COMMITTEE** => Standing Committee

**2. PARENT COMMITTEE** => Full Council

**3. SIZE** => 9 Councillors

**4. DUTIES AND POWERS**

### **4.1. MEETINGS**

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

### **4.2. TERMS OF OPERATION**

- a. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
- b. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
- c. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that Committee's estimates, providing that savings cannot be found within the requesting Committee's estimates and that funds are available.
- d. To inform and advise the Council on the annual capital program projects.
- e. To manage the Committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the Committee.
- f. To authorise expenditure on capital schemes approved by the Council.
- g. To recommend to Council the borrowing of funds and the raising of loans.
- h. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
- i. To manage the Council's long term investment portfolio.



- j. To appoint the Council's investment adviser.
- k. To appoint the Council's internal auditor.
- l. To receive and consider internal audit reports.
- m. To give guidance and instructions to spending committees and officers for the formulation of forward programs and financial guidelines.
- n. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
- o. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
- p. To oversee the management and development of The Oakwood Centre.
- q. To oversee the Council's role as a partner in the Woodley Town Centre Partnership (TCP).
- r. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
- s. To deal with all leases and licences.
- t. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.
- u. To supervise communications between the Council and the public.
- v. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
- w. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
- x. To oversee the administration of the Council's offices and depots.
- y. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
- z. To make appointments to the following management posts: (as at May 2016: Deputy Town Clerk, Committee Officer, Leisure Services Manager, Amenities Manager)
- aa. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
- bb. To deal with all matters affecting the Local Government boundaries of the town of Woodley.

Deleted: Management Initiative

Deleted: TCMI

Deleted: Head Groundsman

- cc. To liaise and foster good relations with local authority associations.
- dd. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one Committee on a particular matter differ[s] from the recommendation of another Committee on the same matter.
- ee. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the Committee and to delegate such powers as vested in the Committee.
- ff. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- gg. To award grants in line with Section 137 of the Local Government Act 1972.

# LEISURE SERVICES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	04.05.22	Yes	DRAFT – Added frequency of meetings

**1. TYPE OF COMMITTEE =>** Standing Committee

**2. PARENT COMMITTEE =>** Full Council

**3. SIZE =>** 9 Councillors

## **4. DUTIES AND POWERS**

### **4.1. MEETINGS**

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

### **4.2. TERMS OF OPERATION**

- a. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
- b. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
- c. To provide, manage and promote the use of Woodford Park Leisure Centre by the general public.
- d. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards, public toilet in accordance with the approved estimates and to advise the Council on future requirements.
- e. To organise and work with other groups on events which promote the identity and community activity within Woodley.
- f. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
- g. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.
- h. To recommend the fees and charges for the use of the facilities within the Committee's remit.
- i. To approve terms and conditions for the use of any of the facilities within the Committee's remit.

- j. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
- k. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
- l. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
- m. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
- n. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
- o. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
- p. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
- q. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
- r. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
- s. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.
- t. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
- u. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
- v. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
- w. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
- x. To consider, where appropriate, the environmental impact on decisions being made by the committee.

# PLANNING AND COMMUNITY COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	04.05.22	Yes	DRAFT – Added frequency of meetings

1. **TYPE OF COMMITTEE** => Standing Committee

2. **PARENT COMMITTEE** => Full Council

3. **SIZE** => 9 Councillors

## 4. DUTIES AND POWERS

### **4.1. MEETINGS**

Meetings of the standing committee will take place 13 times each year, approximately every four weeks. This is in order to effectively review the volume of planning applications received over the year.

### **4.2. TERMS OF OPERATION**

- a. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
- b. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
- c. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
- d. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
- e. To propose new street names and maintain and review a list for that purpose.
- f. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- g. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed by a Borough Councillor for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a Town Councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will make the presentation.

- h. To receive notification of:
  - i. planning applications
  - ii. planning decisions
  - iii. planning appeals
  - iv. consent for tree works
  - v. enforcement matters
  - vi. neighbour consultations
  - vii. permitted development certificates
  - viii. other matters relating to the planning process
- i. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
- j. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
- k. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
- l. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
- m. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
- n. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
- o. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
- p. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
- q. To review nominations for the annual Citizens Awards and appoint the award winners.
- r. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
- s. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- t. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
- u. To consider, where appropriate, the environmental impact on decisions being made by the Committee.

- v. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.

### **Membership of Sub Committees, Working Parties and Partnerships – Division of Places**

In accordance with Standing Order 2.2, the division of the number of places on each Sub Committee, Working Party, and Partnership between the political groups is as follows:

<b>Committee</b>	<b>No. of Seats</b>	<b>Conservative Group</b>	<b>Liberal Democrat Groups</b>	<b>Labour &amp; Independent Group</b>
<b>Strategy and Resources Committee</b>				
Investments Sub Committee	4	3	1	0
Risk Management Sub Committee	4	3	1	0
Standing Orders & Financial Regulations Sub Committee	4	3	1	0
PR & Marketing Sub Committee	4	3	1	0
Personnel Sub Committee	4	3	1	0
Climate Emergency Sub Committee	4	3	1	0
Town Electors' Working Party	3	2	1	0
Town Centre Partnership	2	2	0	0
Youth Services Working Party	4	3	1	0
<b>Leisure Services Committee</b>				
Community Youth Partnership	4	3	1	0
3G Pitch Steering Group	3	2	1	0
<b>Planning and Community Committee</b>				
Cycling in Woodley Working Party	6	4	1	1



<b>Committee</b>	<b>No. of Seats</b>	<b>Conservative Group</b>	<b>Liberal Democrat Group</b>	<b>Labour &amp; Independent Group</b>
<b>Full Council</b>				
Bulmershe SULV Joint Working Party	2 (plus named substitute)	2	0	0
Urgency Committee	The Members of the Urgency Committee are set by Standing Orders.			

## INVESTMENTS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	03.02.22	Yes	DRAFT – proposed change to frequency of meetings – quarterly to at least once per year.

- 1. TYPE OF COMMITTEE =>** Sub-Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. NO
- 4. SIZE =>** 4 Councillors
- 5. DUTIES AND POWERS**
  - 5.1. OVERALL PURPOSE**
    - a. The sub-committee's role is of an advisory nature with regard to the review and monitoring of the Council's long-term investments, the Council's Investment Strategy and the Council's Treasury Management Strategy.
  - 5.2. MEETINGS**
    - a. Meetings of the sub-committee shall take place at least once each year, prior to the setting of the following year's budget. Additional meetings may be organised, as appropriate and necessary.
    - b. Officers will be in attendance at all meetings.
  - 5.3. TERMS OF OPERATION**
    - a. To receive information on the performance of the Council's long-term investments.
    - b. To receive advice from the Council's Financial Adviser regarding the Council's investments and its Investment Strategy.
    - c. To review and make recommendations to the Strategy and Resources Committee or Council on investment matters, the Investment Strategy and the Treasury Management Strategy, as appropriate.
    - d. To consider any other matters relating to the Council's long-term investments, and make recommendations to the Strategy and Resources Committee for decision.

Deleted: at least quarterly

## RISK MANAGEMENT SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	03.05.22	Yes	DRAFT – proposed change to frequency of meetings - quarterly to once per year.

**1. TYPE OF COMMITTEE =>** Sub Committee

**2. PARENT COMMITTEE =>** Strategy and Resources Committee

**3. 6 MONTH MEETING RULE VALID (see 6.1.k)**  
a. NO

**4. SIZE =>** 4 Councillors

**5. DUTIES AND POWERS**

**5.1.OVERALL PURPOSE**

a. To review and monitor the Risk Management Strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

**5.2.MEETINGS**

- a. Meetings of the sub-committee will take place at least once each year. Additional meetings may be organised, as appropriate and necessary.
- b. Officers will attend the meetings of the sub-committee, as appropriate.

Deleted: four times a

**5.3.TERMS OF OPERATION**

- a. To have general oversight of the Council's Risk Management process.
- b. To receive regular reports to review / scrutinize / challenge current and proposed risk management procedures and processes.
- c. To recommend any amendments to the risk management framework, strategy and process to the Strategy and Resources Committee.
- d. To identify, analyse and prioritise risks.
- e. To determine responsibilities and actions to control risks.
- f. To monitor progress on managing risks against action plans/projects.
- g. To review the implementation of the risk management framework, strategy and process.
- h. To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the sub-committee in respect of risk management matters.

# STANDING ORDERS AND FINANCIAL REGULATIONS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'

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

## **5.1.OVERALL PURPOSE**

- a. The sub-committee's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.
- b. Final approval of these documents is required by Council after approval by the Strategy and Resources Committee.

## **5.2.MEETINGS**

- a. Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.
- b. The Town Clerk will attend meetings of this Sub Committee.

## **5.3.TERMS OF OPERATION**

- a. To provide reports of meetings to the Strategy and Resources Committee.
- b. To make recommendations to the Strategy and Resources Committee on amendments to the Council's Standing Orders, the Standing Committees and Full Council powers and duties and the financial regulations, as appropriate.
- c. The order of priority for the work of the working party shall be:
  - i. Standing orders and the powers and duties of Standing Committee and Full Council;
  - ii. Financial regulations.

## PR AND MARKETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Group' to 'Sub Committee'

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

### 5.1.OVERALL PURPOSE

- a. The working group's role is of a generally advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

### 5.2.MEETINGS

- a. Meetings of the working group shall take place at least quarterly.
- b. The Communications Manager, The Town Clerk and / or Deputy Town Clerk will attend meetings of this sub-committee.
- c. To receive and consider proposals relating to the Council's PR and marketing strategies and programs.

### 5.3.TERMS OF OPERATION

- a. To receive advice from the Communications Manager on the Council's marketing and PR activities and future proposals.
- b. To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.
- c. To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.
- d. To support and be involved with arrangements for community activities e.g. Woodley Carnival, WW1 commemoration, Centre Stage events.
- e. To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

## PERSONNEL SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. NO
- 4. SIZE =>** 4 Councillors

### **5. DUTIES AND POWERS**

#### **5.1.OVERALL PURPOSE**

- a. The sub-committee’s role is of an advisory nature with regard to the review of personnel and establishment matters.

#### **5.2.MEETINGS**

- a. Meetings of the sub-committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.
- b. Officers will be in attendance at all meetings.

#### **5.3.TERMS OF OPERATION**

##### **5.3.1. REPORTS AND ADVICE**

- a. To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 22.2 which states:

*"All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee."*

- b. To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.

##### **5.3.2. COUNCILLORS**

- a. Where a Councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.

- b. Any Councillor appeal panels required to be constituted will, if practicable and there are sufficient Councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

**5.3.3. APPOINTMENTS**

- a. The panels for any appointments to be made by Councillors, as set out in 23.2.c, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable.
- b. Such a panel covers the following management posts Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).
- c. The appointment of the Town Clerk to be made by Full Council.

## CLIMATE EMERGENCY SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	03.02.22	Yes	DRAFT – proposed change to frequency of meetings – as and when necessary to quarterly.

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

### 5.1. OVERALL PURPOSE

- a. To identify, consider and develop actions and opportunities to enable the Council to meet its target of becoming a carbon neutral organisation by 2030 and to make recommendations to the Strategy and Resources Committee in order to achieve this.

### 5.2. MEETINGS

- a. Meetings of the working party will take place at least quarterly.
- b. Officers will attend the meetings of the working party, as appropriate.

Deleted: as appropriate and necessary

### 5.3. TERMS OF OPERATION

- a. To have general oversight of the Council's Climate Emergency actions.
- b. To develop the Climate Emergency Action Plan with community partners and Wokingham Borough Council.
- c. To publish and publicise the Climate Emergency Action Plan.
- d. To identify opportunities for the Council to reduce its carbon footprint. To identify and encourage wider community involvement.
- e. To identify opportunities to provide advice and information on Climate Emergency issues and initiatives to Woodley residents, businesses and visitors.
- f. To monitor progress on actions.
- g. To identify action priorities and report to S&R for consideration and possible funding.



## TOWN ELECTORS WORKING PARTY

VERSION	DATE	AMENDED?	COMMENTS
1.0	17.11.21	No	Original Version
1.1	26.04.22	Yes	6 Month Meeting Rule added; format Change

1. **TYPE OF COMMITTEE** => Working Party
2. **PARENT COMMITTEE** => Strategy & Resources Committee

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

4. **SIZE** => 3 Councillors

**5. DUTIES AND POWERS**

**5.1 OVERALL PURPOSE**

The task and finish working party's role is to review the arrangements that were in place for holding the Town Electors' meeting in 2021 and to consider any new arrangements which might be appropriate to attract more residents to attend the meeting in 2022.

**5.2 Meetings**

The meetings of the working party shall take place in the run up to the 2022 TownElectors meeting, due to take place on 8 March 2022.

**5.3 Terms of operation**

To review how the Town Electors meeting operated in 2021.

To consider ideas/arrangements/alternative structures to attract more residents to attend the 2022 Town Electors meeting and future meetings.

To consider how, for future Town Electors meetings, residents could be involved in suggesting/identifying items of interest relating to the town which could be discussed at the meetings.

To make recommendations to the Strategy and Resources Committee at its meeting on 25 January 2022 on proposals for the 2022 Town Electors meeting and future Town Electors meetings.

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## WOODLEY TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	20.01.22	No	Approved at FC Meeting 8 February 2022
1.1	26.04.22	Yes	Titled changed from 'Town Centre Partnership' to 'Woodley Town Centre Partnership'; 'Working Party' reference changed to 'Partnership'.

1. **TYPE OF COMMITTEE** => Partnership
2. **PARENT COMMITTEE** => Strategy and Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. NO
4. **SIZE** =>
  - 2 Woodley Town Councillors\*
  - 2 Wokingham Borough Councillors\*
  - 2 Woodley Traders\*
  - 4 co-opted individuals\*
  - 1 Wokingham Borough Council Officer
  - 1 Woodley Town Council Officer - Town Centre Manager
  - Saturday Market Manager
  - Thames Valley Police Beechwood School
  - \*indicates voting rights*

### 5. DUTIES AND POWERS

#### 5.1. VOTING RIGHTS

- a. As above (4).

#### 5.2. OVERALL PURPOSE

- a. To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.
- b. Chairmanship of the partnership will be held by a co-opted individual or Woodley Trader. The Vice Chairman will be held by a Town Councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

#### 5.3. MEETINGS

- a. Meetings of the Partnership shall take place at least quarterly.
- b. Officers will be in attendance at all meetings.

#### 5.4. TERMS OF OPERATION

- a. To promote Woodley Town Centre as a shopping destination.
- b. To hold regular community events to encourage footfall in the town centre.
- c. To operate regular and ad-hoc markets in the town centre.
- d. To provide a programme of entertainment at the Centre Stage.

- e. To liaise with the Town Council's Communications Manager on events, entertainment and promotional activities.
- f. To provide a voice for town centre traders on matters affecting the town centre.
- g. To work with other partners as appropriate to promote and raise the profile of the town centre.
- h. To make any recommendations outside the Partnership's remit to the Strategy and Resources Committee.
- i. To provide reports of meetings held to the Strategy and Resources Committee.

## YOUTH SERVICES TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	20.01.22		Draft
1.0	25.01.22	No	Approved by S&R
1.1	26.04.22	Yes	6 Month Meeting Rule added

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

**2. PARENT COMMITTEE** => Strategy and Resources Committee

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

a. YES

**4. SIZE** => 4 Councillors

Deleted: 3

**5. DUTIES AND POWERS**

Deleted: 4

**5.1 OVERALL PURPOSE**

Deleted: 4

a. The working group's role is to develop and agree the terms of a service level agreement for the provision of youth support services, and to make a recommendation on the appointment of a service provider, to the Strategy and Resources Committee. This will involve engagement with potential providers through expressions of interest – prior to formal tendering.

**5.2 MEETINGS**

Deleted: 4

- a. Meetings of the working group shall take place as required in order to achieve the stated purpose.
- b. Officers will be in attendance at all meetings.

**5.3 TERMS OF OPERATION**

Deleted: 4

- a. To consider expressions of interest from organisations wishing to provide youth support services under a service level agreement.
- b. To consider and approve the terms of the service level agreement prior to publishing/formal tender invitation.
- c. To consider formal tender submissions received for the provision of youth support services and make a recommendation to the Strategy and Resources Committee on the appointment of a provider for these services, in accordance with the SLA and the Strategy for Youth Services 2022-2027.
- d. Tendering will be in accordance with the Public Procurement Regulations 2015.

# COMMUNITY YOUTH PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version

- 1. TYPE OF COMMITTEE =>** Partnership
- 2. PARENT COMMITTEE =>** Leisure Services Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. NO
- 4. SIZE =>** 4 Councillors; up to 10 representatives of Voluntary Sector organisations who work with young people.
- 5. DUTIES AND POWERS**
  - 5.1.VOTING RIGHTS**
    - a. All members of this Partnership have equal rights to vote.
  - 5.2.OVERALL PURPOSE**
    - a. To provide an opportunity for the exchange of information on youth services and activities in Woodley Town.
    - b. Engender good working relationships between providers of youth services and activities in Woodley Town.
    - c. To enable and / or be involved in joint projects and plans to improve services and support to Woodley’s young people.
    - d. To consider and make recommendations on applications to the Town Council’s Youth Project Fund.
    - e. Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town Councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.
  - 5.3.MEETINGS**
    - a. Meetings of the working party shall take place at least quarterly.
    - b. Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.
    - c. Officers will be in attendance at all meetings.
  - 5.4.TERMS OF OPERATION**
    - a. To liaise with organisations and bodies providing services and activities for young people in Woodley.

- b. To receive information on activities and services to young people in the town from youth service providers.
- c. To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Leisure Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- d. To receive and consider applications to the youth projects fund held by the Town Council and make any recommendations on those to the Leisure Services Committee.
- e. To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- f. To take part in joint projects to make provision for and support young people.
- g. To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- h. To consider any other matters relating to young people in Woodley.
- i. To make any recommendations outside the working party's remit to the Leisure Services Committee.
- j. To provide reports of meetings held to the Leisure Services Committee.

## 3G PITCH STEERING GROUP SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Re-titled 'Sub Committee'
1.2	03.05.22	Yes	DRAFT – proposed change to frequency of meetings - three times per year to once per year.

1. **TYPE OF COMMITTEE** => Sub Committee
2. **PARENT COMMITTEE** => Leisure Services Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**  
a. NO

4. **SIZE** => 3 Councillors;  
It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the Partner Clubs.

### 5. DUTIES AND POWERS

#### 5.1 OVERALL PURPOSE

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

#### 5.2 MEETINGS

The steering group shall meet at least once each year. Additional meetings may be organised, as appropriate and necessary.

Deleted: three times  
Deleted: – around the beginning, middle and end of the football season

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

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

Officers will attend the meetings of the working party, as appropriate.

#### 5.3 TERMS OF OPERATION

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

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

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

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

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



## CYCLING IN WOODLEY SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Planning and Community Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. YES
- 4. SIZE =>** 6 Councillors; No more than 3 interested parties (such as a highways engineer, a cycling expert and cyclists) appointed to the working party. Others may attend by invitation to give expert advice.
- 5. DUTIES AND POWERS**
  - 5.1. OVERALL PURPOSE**
    - a. To develop a Woodley Town Council Cycling Strategy in order to identify, prioritise and optimise actions to:
      - i. Improve Woodley's cycling environment; and
      - ii. Provide better facilities for cyclists in Woodley
    - b. To work with local authorities / cycling groups / experts to achieve the aims of the Cycling Strategy.
  - 5.2. MEETINGS**
    - a. Meetings of the working party should take place at least quarterly.
  - 5.3. TERMS OF OPERATION**
    - a. To review the Vision 2020 document published by the Woodley Community Partnership in 2009, with regard to cycling provision.
    - b. To define the aims and objectives of a Woodley Town Council Cycling Strategy.
    - c. To publish and publicise the strategy.
    - d. To discuss how the objectives of the Cycling Strategy may be met.
    - e. To produce a roadmap of the Sub Committee's planned future.

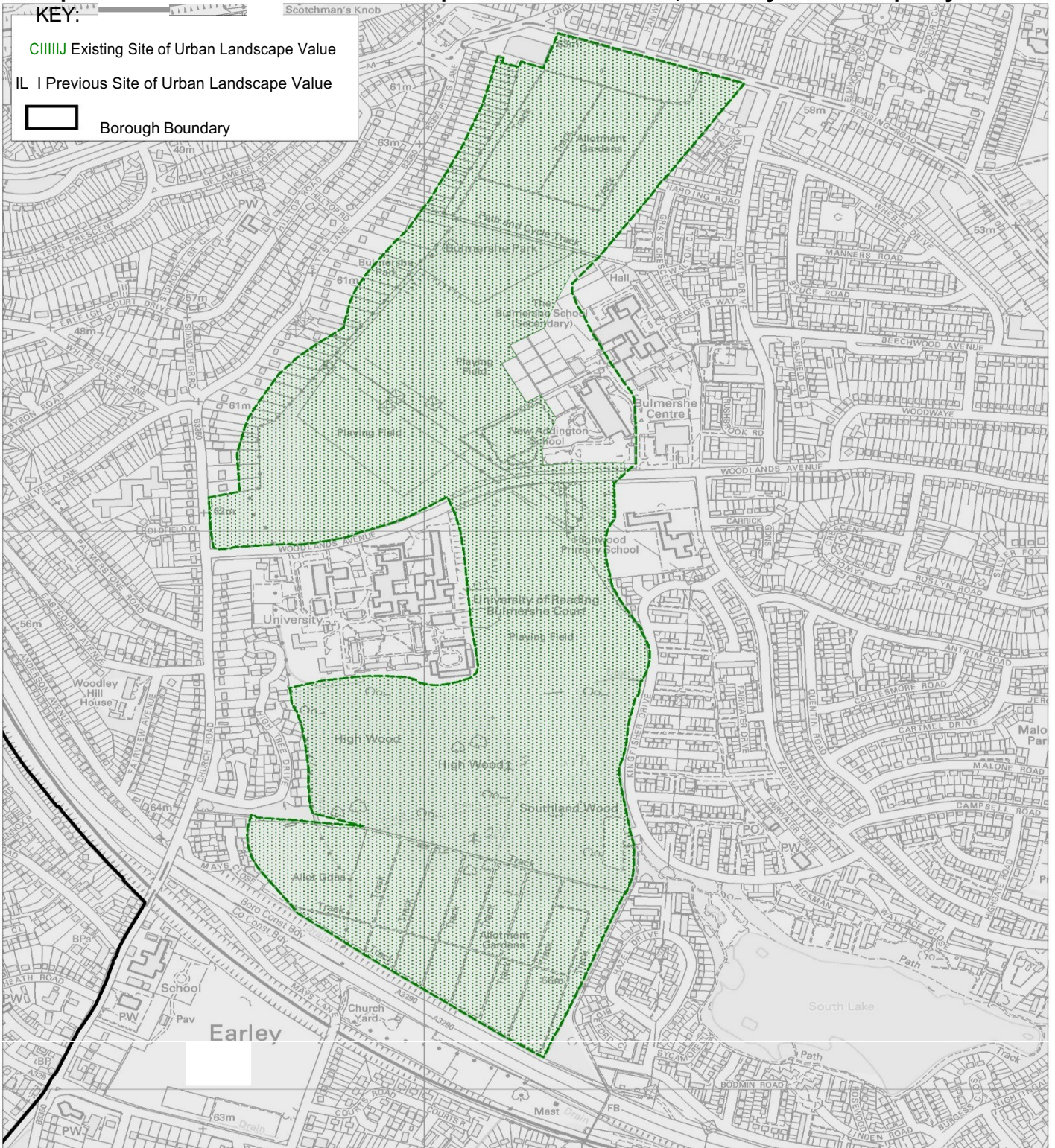
# BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	10.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'

- 1. TYPE OF COMMITTEE =>** Joint Sub Committee
- 2. PARENT COMMITTEE =>** Woodley Full Council; Earley Town Council
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. NO
- 4. SIZE =>** 2 Councillors plus 1 Substitute Councillor from Woodley Town Council  
2 Councillors plus 1 Substitute Councillor from Earley Town Council
- 5. DUTIES AND POWERS**
  - 5.1. VOTING RIGHTS**
    - a. All members have equal voting rights.
  - 5.2. OVERALL PURPOSE**
    - a. To protect the Bulmershe Site of Urban Landscape Value (SULV), as currently defined in the Wokingham Borough Council MDD DPD Document and as shown on the attached map, from development.
    - b. To ensure that each Council is fully aware of any planning applications that have the potential to impact on the Bulmershe SULV.
  - 5.3. MEETINGS**
    - a. Meetings will be arranged as necessary.
  - 5.4. TERMS OF OPERATION**
    - a. To define and maintain a joint statement on behalf of both Town Councils on reasons for the Bulmershe SULV to exist. To review all existing policies in place to protect the Bulmershe SULV.
    - b. To propose joint submissions regarding planning policy, at the appropriate times.

# LANDSCAPE DESIGNATIONS

Map 311 -Amend Site of Urban Landscape Value at Bulmershe, Woodley defined in policy TB22



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Scale 1:6,000 at A3



WOKINGHAM BOROUGH COUNCIL