



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

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 21 June 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.

Deborah Mander
Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF COUNCIL MEETING HELD ON 8 FEBRUARY 2022** Page 5
To approve the minutes of the Council Meeting held on 8 February 2022, and that they be signed by the Chairman. These minutes have been amended as requested at the Council meeting on 10 May 2022. The amendments are shown on the agenda version in red for ease of reference.
4. **MINUTES OF THE COUNCIL MEETING HELD ON 10 MAY 2022** Page 15
To receive the Minutes of the Council Meeting held on 10 May 2022 and to approve their signing as a true and correct record.

5. **COMMITTEE REPORTS**

To receive reports from the following:

9.1	Planning & Community Committee	17 May 2022	Page 29
9.2	Leisure Services Committee	31 May 2022	Page 35
9.3	Strategy & Resources Committee	7 June 2022	Page 41
9.4	Planning & Community Committee	14 June 2022	Page 53

6. **2021/22 YEAR END**

To note the 2021/22 year end outturn figures, in summary and by committee. (***Appendix 6***) Page 61

7. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22**

*Please note that the documents for this agenda item are enclosed separately in the **Financial Statements and Annual Governance and Accountability Return 2021/22 Appendix.***

- a) To approve the Financial Statements for 2021/22 and authorise the signing of the statements by the Mayor and the Town Clerk. Appendix Pages 1 - 11

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

- b) To receive and note the Annual Internal Audit Report (as set out in the Annual Governance and Accountability Return 2021/22). Appendix Page 14

- c) To approve the Annual Governance Statement for 2021/22 as set out in Section 1 of the Annual Governance and Accountability Return, and authorise the signing of the document by the Mayor and the Town Clerk. Appendix Page 15

Supporting information to the Annual Internal Audit Report and Annual Governance Statement is provided. Appendix Pages 18 – 22

- d) To approve the Accounting Statements for 2021/22, as set out in Section 2 of the Annual Governance and Accountability Return, and authorise the signing of the statements by the Mayor. Appendix Page 16

Woodley Memorial Ground Charity: Changes to the Accounting Statements from 2020/21 onwards have been made relating to a council's sole trusteeship of a charity and requires that funds relating to such a charity be separated from a council's accounts. This affects the Woodley Memorial Ground Charity. For the 2020/21 year the figures submitted on the Accounting Statements have been restated so that the transaction totals for the charity's trust fund are removed and separated from the financial statements and accounts of the Town Council.

The Woodley Memorial Ground Charity trust fund income and expenditure transactions for 2021/22 are now completely separated from the Town Council accounts, as required in the Governance and Accountability for Smaller Authorities guidance.

Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Pages 23 - 25

8. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

9. **CAPITAL PROGRAMME 2022/23**

To consider **Report No. FC 4/22.**

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10. **FREE USE OF THE OAKWOOD CENTRE**

Me2 Club have provisionally booked the Oakwood Centre on the evening of Friday 7 October 2022 for a charity fundraising quiz night. A request has been made for free use of the Oakwood Centre rooms on the basis of the charitable nature of the event.

Me2 Club works to address the challenges of isolation and exclusion of children and young people across the Wokingham and Reading Boroughs with wide ranging additional needs and disabilities, regardless of a diagnosis, by enabling them to attend a weekly mainstream leisure activity of their choosing. The charity recruits, trains and supports volunteers who are then carefully matched to a child requiring dedicated help. The work also provides family members with regular weekly respite. Around 18% of their members are Woodley residents.

The waiting list of children and young people requiring support from Me2 Club is currently at its highest level ever. As such, the charity are desperately in need of all the additional funds they can get.

A fundraising quiz night takes place every year, usually raising around £2k. However this year, with the exceptionally high level of demand for their services, and having secured Matt Allwright to host the event, the charity are hoping for a higher number of attendees and therefore need a larger venue to host the event. However the cost of larger venues will eat into any amount of funds the charity are able to raise on the night.

This request would normally be considered by the Strategy & Resources Committee, however the Committee is not due to meet until 13 September which will be too late to make a decision on this matter.

As such, Members are asked to consider the request for free use of the Oakwood Centre for this event. The value of the booking is £157 based on 2022/23 Community rate charge.

11. **OUTSIDE BODIES**

To receive any reports from Town Council representatives on outside bodies.
(Appendix 11)

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12. **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 12)

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13. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

14. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

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

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.

[DTC NOTE: Following the meeting, a further reading of the Standing Orders identified that recommendations made by Standing Committees do require a proposer and seconder. As such, the advice provided at the meeting, as minuted above, was inaccurate.]

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.

Following further discussion regarding these queries, Councillor Baker advised that the matter was debated fully and extensively on 25 January. Councillor McCann interjected to state that he was not allowed to ask questions at any of those meetings. Councillor Baker stated that this Council is not trying to stop Councillors asking questions, but advised that there are more appropriate committees. Councillor Baker went on to state that neither Councillor Al-Sanjari nor Councillor McCann were at the Strategy & Resources meeting, and commented that they could've spent a long time asking all these questions. Councillor McCann interjected, to which Councillor Baker responded, stating that if Councillor McCann continued to interrupt and actually exhibit behaviours unfitting for a Councillor then he, Councillor Baker, may well ask for his exclusion under standing orders.

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 Nagra asked for clarification under which Standing Order any Councillor was permitted to ask the Chair to exclude a Member from the meeting. The Committee Officer directed Members to Standing Orders 18 a), b) and c).

Councillor Nagra highlighted that a Councillor may only move a motion to exclude another Councillor after the Chairman has expressed the opinion that there has been a breach of Standing Order 18 a). Councillor Nagra stated that no expression had been made by the Chairman and yet one Councillor had asked the Chairman to exclude another.

Following further discussion, the Mayor adjourned the meeting to take advice from the Deputy Town Clerk on whether Councillor Baker had asked for the exclusion of Councillor McCann. Following a short adjournment, the Mayor returned to confirm that Councillor Baker was just making a comment and wasn't making a proposal to exclude Councillor McCann.

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 occur 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 the Annual Meeting of the Town Council held at the Oakwood Centre
on Tuesday 10 May 2022 at 8 pm**

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

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.

1. **ELECTION OF TOWN MAYOR**

The existing Mayor, Councillor Sartorel, addressed the Council. She stated that it had been an exciting and rewarding time being Mayor, with the nicest part being having the opportunity to talk and listen to people and to do her best for Woodley residents. She explained that being Mayor had given her the opportunity to see the level of work local voluntary organisations undertake, which she found humbling. Councillor Sartorel thanked officers and staff for their help and cheerful support throughout the year, and thanked the Deputy Town Mayor, Councillor Gilder, for attending events when she was unable to. Councillor Sartorel also thanked fellow Councillors for opportunity.

The existing Mayor called for nominations for the office of Town Mayor for 2022/23.

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

RESOLVED:

- ◆ To re-elect Councillor Sartorel to the office of Town Mayor of Woodley for the 2022/23 municipal year.

Voting: For: 14 Against: 0 Abstentions: 0 No Vote Registered: 2

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

Councillor Sartorel stated she was proud and honoured to be elected Town Mayor for a second year, and thanked Councillors for the opportunity. In a changing world, Councillor Sartorel stated she would consider her time a success if in some small way she could bring cheer and optimism to events. Councillor Sartorel encouraged all Councillors to treat each other with respect in the coming year, noting that all Town Councillors are volunteers who give their time to support the community.

Councillor Sartorel confirmed that the Mayor's Charity for the municipal year would be Keep Mobile.

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

3. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Doyle and Forrer.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

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

RESOLVED:

- ◆ To re-elect Councillor Gilder to the office of Deputy Mayor for the 2022/23 municipal year

Voting: For: 14 Against: 0 Abstentions: 6 No Vote Registered: 2

6. **POLITICAL GROUP LEADERS**

6.1 **RESOLVED:**

- ◆ To note the appointment of Councillor Cheng as Leader and Councillor Brindley as Deputy Leader of the Conservative Group.

6.2 **RESOLVED:**

- ◆ To note the appointment of Councillor Jewell as Leader and Councillor Rowland as Deputy Leader of the Liberal Democrat Group.

6.3 **RESOLVED:**

- ◆ To note the appointment of Councillor Al-Sanjari as Leader and Councillor Doyle as Deputy Leader of the Labour & Independent Group.

7. **LEADERSHIP OF THE COUNCIL**

7.1 It was proposed by Councillor Brindley, seconded by Councillor Cheng and

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2022/23 municipal year.

Voting: For: 14 Against: 0 Abstentions: 6 No Vote Registered: 2

7.2 It was proposed by Councillor Baker, seconded by Councillor Cheng and

RESOLVED:

- ◆ To elect Councillor Brindley as Deputy Leader of the Council for the 2022/23 municipal year.

Voting: For: 14 Against: 0 Abstentions: 6 No Vote Registered: 2

8. **STANDING COMMITTEES**

8.1 **Strategy and Resources Committee**

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

RESOLVED:

- ◆ To approve the updated terms of reference of the Strategy and Resources Committee for the 2022/23 municipal year, which includes setting the number of places on the Committee at 9.

Voting: For: 18 Against: 0 Abstentions: 2 No Vote Registered: 2

- ◆ To note the appointment of Councillors Anderson, Baker, Brindley, Chadwick, Jewell, Lewis, Rowland and Wicks to the Strategy and Resources Committee for the 2022/23 municipal year, with one vacant Labour & Independent Group place to be filled at a later date.

8.2 **Leisure Services Committee**

It was proposed by Councillor Bragg, seconded by Councillor Smith and

RESOLVED:

- ◆ To approve the updated terms of reference of the Leisure Services Committee for the 2022/23 municipal year, which includes setting the number of places on the Committee at 9.

Voting: For: 18 Against: 0 Abstentions: 2 No Vote Registered: 2

- ◆ To note the appointment of Councillors Al-Sanjari, Bragg, Gilder, Heap, Horskins, Jewell, Lewis, Smith and Swaddle to the Leisure Services Committee for the 2022/23 municipal year.

8.3 **Planning and Community Committee**

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

RESOLVED:

- ◆ To approve the updated terms of reference of the Planning and Community Committee for the 2022/23 municipal year, which includes setting the number of places on the Committee at 9.

Voting: For: 18 Against: 0 Abstentions: 0 No Vote Registered: 4

- ◆ To note the appointment of Councillors Baker, Bragg, Cheng, Jewell, Nagra, Sartorel, Skegg, Soane, Wicks to the Planning and Community Committee for the 2022/23 municipal year.

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

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

Strategy and Resources Committee

a) **Investments Sub Committee:**

It was proposed by Councillor Brindley, seconded by Councillor Jewell and

RESOLVED:

- ◆ To approve the terms of reference of the Investments Sub Committee for the 2022/23 municipal year, including that there be 4 places on the sub committee.

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

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

- b) **Risk Management Sub Committee:**
It was proposed by Councillor Brindley, seconded by Councillor Jewell and
- RESOLVED:**
- ◆ To approve the terms of reference of the Risk Management Sub Committee for the 2022/23 municipal year, including that there be 4 places on the sub committee.
- Voting: For: 8 Against: 0 Abstentions: 0 No Vote Registered: 0
- ◆ To note the appointment of Councillors Bragg, Green, Horskins and Rowland to the Risk Management Sub Committee for the municipal year.
- c) **Standing Orders and Financial Regulations Sub Committee:**
It was proposed by Councillor Baker, seconded by Councillor Rowland and
- RESOLVED:**
- ◆ To approve the terms of reference of the Standing Orders and Financial Regulations Sub Committee for the 2022/23 municipal year, including that there be 4 places on the sub committee.
- Voting: For: 7 Against: 0 Abstentions: 0 No Vote Registered: 1
- ◆ To note the appointment of Councillors Baker, Bragg, Heap and Swaddle to the Standing Orders and Financial Regulations Sub Committee for the municipal year.
- d) **PR & Marketing Sub Committee:**
It was proposed by Councillor Baker, seconded by Councillor Brindley and
- RESOLVED:**
- ◆ To approve the terms of reference of the PR and Marketing Sub Committee for the 2022/23 municipal year, including that there be 4 places on the sub committee.
- Voting: For: 8 Against: 0 Abstentions: 0 No Vote Registered: 0
- ◆ To note the appointment of Councillors Baker, Brindley, McCann and Swaddle to the PR & Marketing Sub Committee for the municipal year.
- e) **Personnel Sub Committee:**
It was proposed by Councillor Baker, seconded by Councillor Rowland and
- RESOLVED:**
- ◆ To approve the terms of reference of the Personnel Sub Committee for the 2022/23 municipal year, including that there be 4 places on the sub committee.
- Voting: For: 8 Against: 0 Abstentions: 0 No Vote Registered: 0
- ◆ To note the appointment of Councillors Anderson, Rowland, Sartorel and Soane to the Personnel Sub Committee for the municipal year.
- f) **Climate Emergency Sub Committee:**
It was proposed by Councillor Wicks, seconded by Councillor Baker and

RESOLVED:

- ◆ To approve the terms of reference of the Climate Emergency Sub Committee for the 2022/23 municipal year, including that there be 3 places on the sub committee.

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

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

g) **Town Electors' Working Party:**

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

RESOLVED:

- ◆ To approve the terms of reference of the Town Electors' Working Party for the 2022/23 municipal year, including that there be 3 places on the working party.

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

- ◆ To note the appointment of Councillors Anderson, Brindley and Skegg to the Town Electors' Working Party for the municipal year.

h) **Woodley Town Centre Partnership:**

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

RESOLVED:

- ◆ To approve the terms of reference of the Woodley Town Centre Partnership for the 2022/23 municipal year, including that there be 2 Council nominees on the partnership.

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

- ◆ To note the appointment of Councillor Baker and Mrs M. Holmes to the Woodley Town Centre Partnership for the municipal year.

i) **Youth Services Working Party:**

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

RESOLVED:

- ◆ To approve the terms of reference of the Youth Services Working Party for the 2022/23 municipal year, including that there be 4 places on the working party.

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

- ◆ To note the appointment of Councillors Bragg, Chadwick, Gilder and Skegg to the Youth Services Working Party for the municipal year.

Leisure Services Committee

j) **Community Youth Partnership:**

It was proposed by Councillor Heap, seconded by Councillor Jewell, that the terms of reference for the Community Youth Partnership be amended to increase the number of Members on the Committee from 4 to 6.

Following a vote, the proposal was rejected.

Voting: For: 3 Against: 4 Abstentions: 2 No Vote Registered: 0

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

RESOLVED:

- ◆ To approve the terms of reference of the Community Youth Partnership for the 2022/23 municipal year, including that there be 4 places on the partnership.

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

- ◆ To note the appointment of Councillors Cheng, Forrer, Gilder and Rowland to the Community Youth Partnership for the municipal year.
- ◆ To note the appointment of the following voluntary sector representatives to the Community Youth Partnership for the municipal year:
Sam Milligan (Just Around the Corner charity), Steve Outen (Woodley United FC), Paul Cassidy (ARC) and Laurie-Ann Price (Emmanuel Church).

k) **3G Pitch Steering Group Sub Committee:**

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

RESOLVED:

- ◆ To approve the terms of reference of the 3G Pitch Steering Group Sub Committee for the 2022/23 municipal year, including that there be 3 places on the partnership.

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

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

Planning and Community Committee

l) **Cycling in Woodley Working Party:**

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

RESOLVED:

- ◆ To approve the terms of reference of the Cycling in Woodley Working Party for the 2022/23 municipal year, including that there be 6 places on the working party.

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

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

Full Council

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

RESOLVED:

- ◆ To note the terms of reference of the Bulmershe SULV Joint Working Party.

- ◆ To note the appointment of Councillors Baker and Jewell to the Bulmershe SULV Joint Working Party for the municipal year, and the appointment of Councillor Gilder as the named substitute.

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

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

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

RESOLVED:

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

Voting: For: 20 Against: 0 Abstentions: 0 No Vote Registered: 2

10.1 **Berkshire Association of Local Councils (BALC) – 2 places**

Councillors Bragg and Rowland

10.2 **Wokingham District Association of Local Councils – 2 places**

No appointment to be made until the future of the association is determined

10.3 **ARC – 2 places**

Councillor Gilder and Mrs S. Flower.

10.4 **Campaign Against Waste – 1 place (plus 1 deputy)**

Councillor Wicks, with Councillor Jewell as deputy.

10.5 **Citizens Advice Wokingham – 1 place**

Councillor Jewell

10.6 **Friends of Woodford Park Committee – 1 place**

Councillor Baker

10.7 **Highwood Management Conference – 2 places**

Councillor Gilder and Mrs M. Holmes

10.8 **Museum of Berkshire Aviation Trust – 1 place**

Councillor Green

10.9 **Poor Land's Charity – 2 places to appoint, to serve until 2026**

Councillors Gilder and Rowland

10.10 **ReadiBus – 1 place**

Councillor Heap

10.11 **Sonning & District Welfare & Education Trust – 1 place**

Councillor Smith

10.12 **The Bulmershe School – 1 place (Governor)**

Councillor Al-Sanjari

- 10.13 **Wokingham Borough Council Climate Emergency Working Group – 1 place**
Councillor Jewell
- 10.14 **Woodley Bowling Club Management Committee – 1 place**
Councillor Gilder
- 10.15 **Woodley Volunteer Centre – 1 place**
Councillor Swaddle
- 10.16 **Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)**
Councillor Jewell, with Councillor McCann as the deputy

Representation on the following outside bodies was noted:

Poor’s Land Charity – 2 places

Councillor Cheng and Mrs S. Flower serving until 2024

Robert Palmer Almshouse Charity – 1 place

Councillor Rahmouni serving until 2024

11. **CHEQUE SIGNATORIES**

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

RESOLVED:

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

Voting: For: 14 Against: 0 Abstentions: 6 No Vote Registered: 2

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

The Town Mayor presented the minutes of the Council meeting held on 8 February 2022.

Cllr Nagra stated that he believed the minutes of the Council meeting held on 8 February 2022 were not a true and correct record as there was no record that the Mayor had adjourned the meeting. Councillor Nagra requested that the details should be recorded, including the reasons why.

Members discussed the matter and consensus was that the adjournment of the previous meeting should be recorded in the minutes. It was noted that it was important to aid Councillors’ memory of the events and also for transparency.

Councillor Baker stated that he could not remember the adjournment and supported that the matter should be recorded, including why the adjournment took place. Councillor Nagra requested for it to be recorded in the minutes that Councillor Baker had stated he does not remember anything. Cllr Baker commented that the discussion was deteriorating into personal abuse. He clarified that he said he couldn’t remember the precise adjournment, and requested that the minutes record the constant personal attacks by Councillor Nagra on himself.

Councillor Jewell proposed, seconded by Councillor Skegg, that the minutes be deferred for approval at the next Full Council meeting, and for the minutes to be amended to include details of the adjournment.

Councillor McCann commented that, at the meeting of the 8 February, the Deputy Town Clerk had advised that recommendations from Standing Committees were not required to be proposed and seconded, but that subsequently the Deputy Town Clerk had contacted Councillor McCann to advise that this advice was incorrect. Councillor McCann requested that this correction be included in the minutes when they are amended, and the Committee Officer confirmed that a Deputy Town Clerk's note could be added to the minutes to confirm this.

Following a vote it was:

RESOLVED:

- ◆ To defer the approving of the minutes of the Council meeting held on 8 February 2022 until the next meeting of Full Council, and for the draft minutes to be amended to include details of the adjournment and the Deputy Town Clerk note to update the inaccurate advice given regarding the proposing and seconding of Standing Committee recommendations.

Voting: For: 13 Against: 1 Abstentions: 6 No Vote Registered: 2

13. **COMMITTEE REPORTS**

13.1 **Minutes of the Planning and Community Committee: 1 March 2022**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 1 March 2022.

Minute 95: Wokingham Borough Council Active Travel Route

In response to a query regarding whether Active Travel Route funding had been lost, the Deputy Town Clerk stated he believed Andy Glencross, Wokingham Borough Council Assistant Director for Highways and Transport, had advised at the meeting that this would not be the case.

At this point in the meeting Councillors Al-Sanjari and Nagra left the meeting.

RESOLVED:

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

Voting: For: 17 Against: 0 Abstentions: 0 No Vote Registered: 3

13.2 **Minutes of the Extraordinary Strategy and Resources Committee: 22 March 2022**

Councillor Baker presented the minutes of the Extraordinary Strategy and Resources Committee meeting held on 22 March 2022.

RESOLVED:

- ◆ To receive the minutes of the Extraordinary Strategy and Resources Committee meeting held on 22 March 2022.

Voting: For: 18 Against: 0 Abstentions: 0 No Vote Registered: 2

13.3 **Minutes of the Planning and Community Committee: 29 March 2022**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 29 March 2022.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 29 March 2022.

Voting: For: 18 Against: 0 Abstentions: 0 No Vote Registered: 2

13.4 **Minutes of the Leisure Services Committee: 12 April 2022**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 12 April 2022.

Minute 44: Members Questions

Councillor Heap reiterated his concerns that the Youth Strategy has yet to get off the ground, stating that a meeting of the Youth Services Working Party was needed as soon as possible.

The Deputy Town Clerk updated Members to confirm that the deadline for Expressions of Interest forms had now passed, and that a meeting would be arranged soon between the Youth Services Working Party and those who had responded.

In response to a query regarding the defibrillator, the Deputy Town Clerk advised that this had now arrived but installation was pending the completion of significant electrical works which are due to take place at Woodford Park Leisure Centre.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 12 April 2022.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote Registered: 3

13.5 **Minutes of the Strategy and Resources Committee: 19 April 2022**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 19 April 2022.

Minute 60: Finance

b) Payments

In response to a query, the Deputy Town Clerk confirmed that the 3rd quarter VAT payment made to HMRC, as referenced in the minutes, was indeed a regular quarterly payment.

RESOLVED:

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 19 April 2022.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote Registered: 3

13.6 **Minutes of the Planning and Community Committee: 26 April 2022**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 26 April 2022.

Minute 136: Twyford Neighbourhood Plan

In response to a query, the Committee Officer confirmed that he had emailed both Twyford Parish Council and Finchampstead Borough Council on the 27 April, but had yet to receive a response.

Minute 140: Community Issues

In response to a query, the Committee Officer confirmed that he had contact Wokingham Borough Council regarding the old haul bridge across the River Loddon, but had yet to receive a response.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 26 April 2022.

Voting: For: 18 Against: 0 Abstentions: 0 No Vote Registered: 2

14. **LEADER'S STATEMENT**

Due to the lateness of the house, the Leader of the Council confirmed he would not be making a statement.

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

15.1 The Deputy Town Clerk presented Report No. TC 2/22.

The Deputy Town Clerk advised that, in addition to the recommendations included in the report, an additional recommendation is being made that, should Council approve the placing of funds within the CCLA Public Sector Deposit Fund (PSDF), then updates on the progress of these funds would be reported to each meeting of the Strategy & Resources Committee.

In response to a query, the Deputy Town Clerk confirmed that no high street bank has an AAA rating. He also confirmed that the investment could not go down as the fund is not exposed to the stock market. Members noted that a number of local councils, including several within the vicinity of Woodley, currently place funds within the PSDF, as do the National Association of Local Councils and the Society of Local Council Clerks.

With regards to the Council's reserves, the Deputy Town Clerk confirmed that any increase in cost would be offset by the interest gained.

Councillor McCann raised a concern that the Council should ensure funds are invested ethically and with no impact to the environment.

Members noted that the PSDF fact sheet states that the CCLA monitor their counterparties' environmental, social and governance risk management, and that their research utilises their in-house Ethical and Responsible Investment Team.

15.2 It was proposed by the Mayor, seconded by Councillor Wicks, 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: 3 Abstentions: 0 No Vote Registered: 3

Councillor Soane recommended that, as meeting extensions were becoming very regular, consideration should be made to starting meetings earlier.

- 15.3 Councillor McCann proposed that all short, medium and long-term investments from the Council must have an ethical and environmental dimension which are positive for the community. He stated they should be really simple, very flexible, and easily interpretable. Councillor McCann stated he was happy for the details of exactly how that would work to go to next Strategy & Resources meeting to see how it is practical, as it needs to be practical as well as ethical and environmental. Councillor McCann requested a seconder.

Councillor Anderson suggested changing the word dimension to assessment.

Councillor Baker stated he was concerned that the proposed wording makes a very strong commitment regardless of the practicalities. Councillor Baker proposed that the Investment Sub Committee review and assess the Treasury Management strategy with the underlying objective of the Town Council moving to a full ethical and environmental based investment strategy, which will then be brought to the Strategy & Resources Committee for approval.

At this point Councillor Skegg left the meeting.

Councillor McCann advised that he would withdraw his proposal.

Councillor Baker formally proposed, seconded by Councillor Brindley, the three recommendations included within Report No. TC 2/22, along with the additional recommendation added by the Deputy Town Clerk at the meeting, and Councillor Baker's further proposal, and following a vote on each recommendation individually it was:

RESOLVED:

- ◆ To note the contents of Report No. TC 2/22.
- ◆ To approve the investment of £2M, presently held in a Rathbones account, in a short term money market fund with the CCLA Public Sector Deposit Fund

Voting: For: 17 Against: 0 Abstentions: 0 No Vote Registered: 2

- ◆ To approve the investment of:
 - the Council's 2022/23 estimated earmarked reserve of £715,888,
 - the High Street bank Time Deposit amounts, once they mature,
 - and 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.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote Registered: 2

- ◆ To approve that the Investments Sub Committee will meet to update the Treasury Management Strategy in line with the new arrangements.

Voting: For: 18 Against: 0 Abstentions: 0 No Vote Registered: 1

- ◆ To approve that updates on the progress of the Council's funds placed within the PSDF will be reported to each meeting of the Strategy & Resources Committee.

Voting: For: 18 Against: 0 Abstentions: 0 No Vote Registered: 1

- ◆ To approve that the Investments Sub Committee review and assess the Treasury Management strategy with the underlying objective of the Town Council moving to a full ethical and environmental based investment strategy, to then be brought to the Strategy & Resources Committee for approval.

Voting: For: 18 Against: 0 Abstentions: 0 No Vote Registered: 1

15.4 At this point Councillor McCann left the meeting.

Due to the lateness of the hour, the Mayor proposed adjourning the meeting and carrying forward the remaining items to the next Full Council meeting. Councillor Jewell recommended the meeting continue, stating that she believe the next item could be approved quickly.

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

It was proposed by Councillor Jewell, seconded by Councillor Baker, and it was:

RESOLVED:

- ◆ To note the contents of Report No. TC 3/22.
- ◆ To approve the holding of all future meetings of sub committees, working parties and partnerships virtually, where no formal decision making is required.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote Registered: 1

17. **OUTSIDE BODIES**

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

- Robert Palmer's Almshouse Charity by Councillor Rahmouni
- Sonning & District Welfare & Educational Trust by Councillor Smith
- Readibus by Councillor Heap

18. **TOWN MAYOR'S ENGAGEMENTS**

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

19. **FUTURE AGENDA ITEMS**

Councillor Heap requested that, at the next appropriate meeting, the Council considers what it's responsibility would be in the event that the country were to go to war, citing that a missile had recently struck within 21 miles of a NATO country.

20. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

Meeting closed at 10:14 pm

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 17 May 2022 at 7:45 pm

Present: *Councillors: P. Wicks (Chairman); D. Bragg; J. Cheng; C. Jewell; R. Skegg;*

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

Also present: *1 member of the public*

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

The Deputy Town Clerk asked for nominations for the position of Chairman of the Planning & Community Committee for the 2022/23 municipal year.

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

RESOLVED:

- ◆ That Councillor Wicks be appointed to the position of Chairman of the Planning & Community Committee for the 2022/23 municipal year.

Voting: For: 4 Against: 0 Abstentions: 0 No Vote Recorded: 1

It was proposed by Councillor Bragg, seconded by Councillor Wicks, and

RESOLVED:

- ◆ That Councillor Cheng be appointed to the position of Vice Chairman of the Planning & Community Committee for the 2022/23 municipal year.

Voting: For: 4 Against: 0 Abstentions: 1 No Vote Recorded: 0

2. **APOLOGIES**

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

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 26 APRIL 2022**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 26 April 2022 be approved and be signed by the Chairman as a true and accurate record.

5. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

6. **PLANNING DECISIONS**

RESOLVED:

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

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

RESOLVED:

- ◆ To note application 221132:
Location: TPO 0003/1951, WOODLAND 3: Malone Park, Land rear of 7 Jerome Road, Woodley, RG5 3NH.
Proposal: T1, Maple – Re-pollard to previous pollard points.
- ◆ To note application 221316:
Location: TPO 0003/1951, WOODLAND 3: 68 Fairwater Drive, Woodley, RG5 3JB.
Proposal: T1, Oak – Remove dead branch caught in canopy and removal of major deadwood over 50mm in diameter; removal of 1 no. secondary branch overhanging the garden of no. 70 Fairwater Drive.
- ◆ To note application 221408:
Location: TPO 170/1980, AREA 3: 11 Anthian Close, Woodley, RG5 4XA.
Proposal: T1, Oak - Crown reduction to the SW and NW side by approx. 1.75-2m in spread to result in an approx. radial crown spread to North of 6m, East of 8m, South of 6.5m and West of 6m. Remove 2 no. lowest limbs on the West side; remove 1 no. lowest limb on the SW side. Crown clean by removing internal epicormic growth up to 7m. Crown lift to approx. 6.5m by removing secondary growth only where possible.
T2, Oak – Crown lift to approx. 6.5m by removing secondary growth only where possible.

8. **SANDFORD PARK BAILEY BRIDGE**

The Committee Officer highlighted the main points raised in Wokingham Borough Council's response regarding the lack of access across Sandford Park Bailey Bridge.

Members noted that the argument against increasing usage was spurious as the land can already be accessed via public rights of way. Members commented that the £30k provision from the developer which was included in the planning permission was for the benefit of Woodley residents, and that by using that money elsewhere Woodley residents would miss out. It was noted that, whilst £30k may not be a lot of money to repair the bridge, it was originally expected that Wokingham Borough Council would contribute additional funds.

RESOLVED:

- ◆ To note the response received from Wokingham Borough Council regarding public access across Sandford Park Bailey Bridge.
- ◆ To write to Wokingham Borough Council to highlight the Town Council's concerns and request that the £30k, plus any additional contribution required from the Borough Council, be used to build a new bridge which provides access across the river.

9. **COMMUNITY SPEEDWATCH**

Councillor Bragg provided the Committee with an update regarding Speedwatch.

He confirmed that the software required to operate the Council's Data Logger had now been downloaded to a laptop, but there was an issue connecting the Data Logger. Councillor Bragg confirmed he would be collecting the equipment in the next day or so and would then attempt to resolve this issue with a view to getting the Data Logger up and running shortly.

Councillor Bragg confirmed that a new email address had been set up for future correspondence regarding Speedwatch – david.bragg-speedwatch@woodley.gov.uk. An email will now be sent out to those who expressed an interest in volunteering. Councillor Bragg advised members that at least two volunteers must have undertaken the training and passed the tests in order to undertake Speedwatch activities, and that it was likely this wouldn't be before August.

It was noted that Speedwatch activity had been seen being conducted by the Bulmershe and Whitegates Speedwatch Group in Fosters Lane. A query was raised regarding whether this activity would be invalid if Speedwatch signage was not in place. Members noted that, for Speedwatch activities to be valid, signage needs to be in place on every highway entering the area, or a temporary sign can be installed within a specific distance of the activity.

10. **EARLEY STATION FOOTBRIDGE UPDATE**

Councillor Wicks confirmed that he was waiting details of the next meeting regarding the bridge from Wokingham Borough Council. He also noted that an inspection of the footbridge is due to take place this year but he is unaware of the date.

RESOLVED:

- ◆ To contact Wokingham Borough Council to request details of when the next meeting regarding the footbridge is planned, and to confirm if and when a date has been set for an inspection of the footbridge.

11. **COMMUNITY ISSUES**

The Committee Officer advised that, following the last meeting of the Committee, he had written to Thames Valley Police requesting a member of the Woodley Policing Team attend a future meeting of the Committee to discuss the issue of dangerous e-scooting and cycling in the Woodley precinct.

The Committee Officer confirmed he had received a response from Thames Valley Police, which he read out. Their response advised that they had seen an increase in the use of e-scooters across the area, and had conducted a local operation targeting the illegal use of e-scooters in the Town Centre on 30 April. To date, Thames Valley Police's approach has been one of education, but they stated that they now feel that a move forwards to enforcement is required. The responses confirmed that an officer will try to attend the Committee meeting due to be held on 14th June.

RESOLVED:

- ◆ To reply to Thames Valley Police to confirm their attendance at the next meeting.

12. **HIGHWAYS ISSUES**

Councillor Wicks highlighted the poor state of roads across Woodley, but noted that he had seen signage in the area relating to repairs.

13. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - The Woodley Volunteer Centre eNews – May 2022
 - Me2 Club Newsletter – March 2022

14. **FUTURE AGENDA ITEMS**

Councillor Jewell updated Members on her site visit Bulmershe SULV with the Friends of Bulmershe Open Space, Earley Town Council and Wokingham Borough Council representatives. The visit was to discuss plans to plant trees on the open space to enhance and protect the area. Councillor Jewell confirmed that Wokingham Borough Council were supportive of this plan and had made an offer to provide a number of trees for this. It was noted that the trees provided would be around 1m high.

Councillor Jewell requested that this matter be added to a future agenda for the Committee as it would affect the Town Council, although she noted that any progress was unlikely to happen quickly.

15. **PUBLICITY/WEBSITE**

There were no suggestions for publicity or website items.

16. **ENFORCEMENT ISSUES**

Members commented that there had appeared to be lots of retrospective planning applications being made after work has been started or completed. Members noted that the public are not always aware of the requirement to seek planning permission for certain types of development, but that it should be the responsibility of their architect or designer to advise them, in line with the Construction (Design and Management) Regulations 2015. Members suggested that some publicity be put out by the Town Council to advise people of their duty to seek planning permission.

RESOLVED:

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.
- ◆ To publicise the need for residents to seek planning permission for certain development.

The meeting closed at 20:30 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 17 May 2022

Application No. & Address	Proposal
220535 92 Loddon Bridge Road, Woodley, RG5 4AN	Application to vary 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 the variation is to substitute the Arboricultural Method Statement with a Tree Protection Plan. We have received revised/additional plans for the above application. The revised details show: Revised description to state the application is to vary condition 9 of planning consent 211870 to substitute the Arboricultural Method Statement with a Tree Protection Plan. Additional Tree Protection Plan received.
Observations: The Planning & Community Committee have considered this application and have recommended it be refused, and that condition 9 as contained in the original planning consent (211870) be retained.	
220938 The Wing, Sandford Manor, Sandford Lane, Woodley, RG5 4SY	Householder application for the proposed erection of a two storey detached garage to the front of the property, following demolition of existing detached garage.
Observations: No objections.	
221125 27 Wyndham Crescent, Woodley, RG5 3AY	Householder application for the proposed conversion of the garage to create habitable accommodation to include changes to fenestration.
Observations: No objections.	
221206 33 Telford Crescent, Woodley, RG5 4QT	Householder application for the proposed garage conversion into habitable space, installation of new window in the first floor ensuite and associated changes to fenestration.
Observations: No objections.	
221222 52 Walmer Road, Woodley, RG5 4PN	Householder application for the proposed single storey, rear extension with pitched roof, side extension to existing garage and changes to fenestration.
Observations: No objections.	

<p>221256 137 Loddon Bridge Road, Woodley, RG5 4AG</p>	<p>Householder application for the proposed single storey rear and side extension following demolition of existing conservatory.</p>
<p>Observations: The Planning & Community Committee have considered this application and have no objections, subject to a condition that the 400mm gap between this address and the neighbouring property be retained.</p>	
<p>221278 1 Beaver Way, Woodley, RG5 4UD</p>	<p>Householder application for the proposed conversion of existing garage to create habitable accommodation, single storey rear extension, first floor side extension, changes to fenestration plus 1no. rooflight.</p>
<p>Observations: The Planning & Community Committee have considered this application and have no objections, although wished to highlight that the requirement to have obscure glass in the bedroom / study suggests this is not a good design.</p>	

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

Present: *Councillors D. Bragg (Chairman); N. Al-Sanjari; K. Gilder; A. Heap;
C. Jewell; D. Smith; A. Swaddle*

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

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

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

The Deputy Town Clerk asked for nominations for the position of Chairman of the Leisure Services Committee for the 2022/23 municipal year.

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

RESOLVED:

- ◆ That Councillor Bragg be appointed to the position of Chairman of the Leisure Services Committee for the 2022/23 municipal year.

Voting: For: 3 Against: 0 Abstentions: 2 No Vote Recorded: 1

Councillor Bragg invited nominations for the position of Vice Chairman of the Leisure Services Committee for the 2022/23 municipal year. It was proposed by Councillor Swaddle, seconded by Councillor Gilder, and

RESOLVED:

- ◆ That Councillor Smith be appointed to the position of Vice Chairman of the Leisure Services Committee for the 2022/23 municipal year.

Voting: For: 3 Against: 0 Abstentions: 2 No Vote Recorded: 1

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R. Horskins.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **MINUTES OF THE MEETING HELD ON 12 APRIL 2022**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 12 April 2022 be approved and signed by the Chairman as a correct record.

5. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

With regards to a query regarding £4k expenditure relating to Woodford Park, the Deputy Town Clerk confirmed this was in relation to the purchase of memorial benches for which income has yet to be received.

Councillor Al-Sanjari entered the meeting at this point.

A query was raised as to why there was no income against the Bowling Green this year, but the income stated for the same period in 2021 was £4,160. The Deputy Town Clerk confirmed that the terms of the lease agreement had been renegotiated, but that he would need to check when payment was due. It was raised that the report issued last year for the same period had stated income as £0, whereas this report lists the actual income for the same period in 2021 as £4,160. The Deputy Town Clerk confirmed that this was a correction and this report was correct.

In response to a query as to why Public Toilet income was listed as £0, whilst expenditure was listed as £165, the Deputy Town Clerk advised that expenditure relates to contract cleaning costs and is invoiced monthly, whilst income is only processed when money has been collected from the toilet and banked, which hadn't taken place at the time of issuing the report.

RESOLVED:

- ◆ To note Report No. LS 10/22.

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

The Leisure Services Manager presented Report No. LS 11/22.

The Leisure Services Manager confirmed that the damage to the 3G pitch is located near to one of the penalty spots, which is one of the higher usage areas of the pitch. He explained that it was most likely to have been caused accidentally by a stud but a report is due in the next week with more detail as to how the damage might have been caused and whether it could've been vandalism. The cost of repair is £545. It was confirmed that the repair is not covered by the maintenance contract on the pitch, but that the Council's insurance could cover the cost of the repair, although an excess would need to be paid. No decision has been made yet regarding this until the damage report has been received.

In response to a query regarding the paddling pool being closed during the electrical works at Woodford Park Leisure Centre, the Leisure Services Manager confirmed that he is in discussions with the contractor to see if there is any way of avoiding this, including the possibility of using a different power source, such as a generator. However, even if this was possible, the Leisure Centre would have no power which means people could not use the toilets. A temporary toilet facility has been looked into which would cost around £500 a week. Any decision is pending information from the contractor.

Members asked for good communications regarding paddling pool closures. It was noted that it is frustrating and disappointing for residents and children who visit the pool only to find that it is closed. The Leisure Services Manager confirmed that FaceBook is being used for messages regarding the opening and closure of the paddling pool and this has been successful. Any decision to close the pool is made early in the day based on an inspection of the quality of the water to give as much notice as possible. He explained that the pool sometimes needs to be shut for a day to improve the water quality, especially after heavy usage.

Following a query regarding Leisure Centre membership, the Leisure Service Manager confirmed that membership is open to anyone aged 16 or over. Children under 16 would need supervision in the gym. He confirmed that membership had recovered pretty well following Covid, with membership currently estimated to be around 70-80% of capacity. Pre-Covid membership was at around 95% of the capacity, whilst at its lowest membership it had been around 40%. He confirmed that membership deals are offered at various points of the year to encourage membership growth.

A question was asked as to whether the Leisure Centre had considered offering virtual workout opportunities. The Leisure Services Manager confirmed they do not currently. They tried this during Covid but didn't get much interest due to the amount of competition around; it was found that a lot of free content was available which people tended to use, and those who were willing to pay would go for higher level providers. However, he confirmed this was something which could be revisited.

RESOLVED:

- ◆ To note Report No. LS 11/22.

7. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 12/22.

Members were very concerned about graffiti on and inside the youth shelter in Woodford Park. It was noted that the shelter was located in close proximity to the new play area, with the graffiti highly offensive in nature and especially inappropriate to be seen by families and children. Members also noted that it was believed the shelter is used by drug users.

Members commented that it might be preferable to move the youth shelter to a more appropriate location within the park, although it was agreed that a shelter was needed. The Deputy Town Clerk confirmed that the existing shelter could not simply be relocated as it would need to be cut out of the ground, but it could be removed and then a new shelter placed elsewhere in the park to replace it. For now, Members asked that the shelter be painted with anti-graffiti paint, and that the situation be monitored.

Members noted that an email had been sent out the previous day arranging a date for the first meeting of the Youth Strategy Working Party, which it is hoped will be held on 13 June.

In response to a comment regarding the need to replace bushes in Rivermead which were removed to undertake fence work, the Deputy Town Clerk stated he would raise this with the Amenities Manager.

In relation to the water supply at the Town Centre Garden, the Deputy Town Clerk confirmed that the Council is waiting on Thames Water to connect the supply. The Council is also looking into an irrigation system, although no decision has been made on this yet.

Following a query which had been submitted prior to the meeting regarding whether every area of the allotment site had been cleared and prepared for plots, the Deputy Town Clerk confirmed that over 100 plots have been added in the past 8 years and the Council is looking at clearing more areas.

RESOLVED:

- ◆ To note Report No. LS 12/22.

8. **WOODLEY PRESCHOOL GARDEN PROPOSAL**

The Deputy Town Clerk presented Report No. LS 13/22.

Members discussed the request from the preschool to fence off and use additional space directly behind the existing building as additional outdoor space for their children. Members were broadly supportive of the proposal. They noted that the preschool own the building but lease the land from the Council. The Deputy Town Clerk confirmed that a 20-year lease commenced in 2018, with a 5-year rent review. It was also noted that the proposal is for a margin to be left around the area in order that Council staff could access and maintain the shrubs behind.

Concerns were raised regarding fencing off additional space in the park, and the potential that additional temporary structures might be built on this area. It was noted that the space is directly behind the existing building. It is sloping land with a tree on it, and it is not believed to be significantly used by park users due to its location. It was also noted that the only temporary structure being proposed to be built on the land would be a shed. This would likely be out of sight, immediately behind the main building, and also could be taken down easily if requested. The Deputy Town Clerk also confirmed that the details of any structures permitted by the Council to be built on the land could be stipulated in the conditions of the lease.

Concern was also raised about who would maintain responsibility for the tree which, if the proposal was agreed, would sit within the preschool's area, and also who would have responsibility should any injury or damage be caused by the tree. The Deputy Town Clerk confirmed this would need to be considered as part of the terms of the lease. Members noted that there would need to be agreed access for Council staff to maintain the tree.

Members noted that the preschool is a registered charity.

The Deputy Town Clerk confirmed that at present the preschool were seeking a decision as to whether, in principle, the Council would be willing to proceed with the proposal. The potential rent increase had yet to be calculated.

RESOLVED:

- ◆ To note Report No. LS 13/22.
- ◆ To agree, in principle, to Woodley Preschool enclosing the area to the rear of the existing preschool building, as set out in the proposal, for use as an additional, secure outside space, subject to the agreement of amended terms and ground rent.

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

9. **FUTURE AGENDA ITEMS**

Councillor Jewell proposed, seconded by Councillor Heap, that a regular item be added to all Leisure Services agendas which covers Youth Services. Following a vote it was:

RESOLVED:

- ◆ To add a regular item to all Leisure Services agendas which covers Youth Services.

Voting: For: 5 Against: 1 Abstentions: 1 No Vote Recorded: 1

Councillor Baker advised that he had spoken to a resident who had asked if the Town Council would be raising a Union flag during the Jubilee celebrations.

It was noted that the Council does not own a Union flag and a request was made for anyone with a flag to contact the Deputy Town Clerk. Members noted that this flag would need to replace the Ukrainian flag currently being flown in Woodford Park as the Green Flag should not be taken down.

10. **PUBLICITY AND WEBSITE**

Members requested publicity regarding the new play area.

The meeting closed at 9:24 pm

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 7 June 2022 at 8:00 pm

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

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

Also present: *2 members of the public*

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

The Deputy Town Clerk asked for nominations for the position of Chairman of the Strategy & Resources Committee for the 2022/23 municipal year.

It was proposed by Councillor Brindley, seconded by Councillor Chadwick, and

RESOLVED:

- ◆ That Councillor Baker be appointed to the position of Chairman of the Strategy & Resources Committee for the 2022/23 municipal year.

Voting: For: 4 Against: 0 Abstentions: 2 No Vote Recorded: 0

Councillor Baker invited nominations for the position of Vice Chairman of the Strategy & Resources Committee for the 2022/23 municipal year. It was proposed by Councillor Baker, seconded by Councillor Chadwick, and

RESOLVED:

- ◆ That Councillor Brindley be appointed to the position of Vice Chairman of the Strategy & Resources Committee for the 2022/23 municipal year.

Voting: For: 4 Against: 0 Abstentions: 2 No Vote Recorded: 0

2. **APOLOGIES**

Apologies for absence were received from Councillors Anderson and Wicks. One Committee place allocated to the Labour and Independent Group remains vacant.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **MINUTES OF THE MEETING HELD ON 19 APRIL 2022**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 19 April 2022 be approved and signed by the Chairman as a correct record.

5. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 16/22. He highlighted that there was not much to report as it is early in the year.

Members noted that the expenditure relating to corporate management was higher than the projected amount at this stage as certain annual insurance and HR support package payments are made at the beginning of the year. Members also noted that the income relating to the Oakwood Centre was below the projected amount as certain rent payments for the year have yet to come in, however room hire income was above projections at this stage.

The Deputy Town Clerk confirmed that the Capital Programme is yet to be confirmed, and that this is due to be included on the next Full Council agenda. Councillor Baker stated that he believed the Committee should consider the priority of the potential capital projects in order to make a recommendation to Full Council.

RESOLVED:

- ◆ To note Report No. SR 11/22.

b) **Payments**

With regards to the following queries, the Deputy Town Clerk advised he would need to look into them and respond:

- The increase in HMRC PAYE and NI payments made from the Council's Current Account between March and April
- The insurance covered by the smaller of the two payments made from the Clerks Imprest Account to AJGIBL in March 2022; the Deputy Town Clerk advised that the larger payment was the main Council's insurance
- The details of the two BACS payments made from the Clerks Imprest Account in April 2022

[DTC Note: The answers to the above queries were as follows:

Item	Query	Explanation
<i>£17,040.84 HMRC</i>	<i>Amount seems high</i>	<i>This includes PAYE/NI amounts relating to back pay, in respect of national pay award.</i>
<i>£2,833.05 AJGIBL Insurance</i>	<i>What is this payment for?</i>	<i>This is a separate annual premium for Cyber security insurance cover.</i>
<i>£9,658.32 BACS Payment</i>	<i>What is this payment for?</i>	<i>This was a staged payment in respect of the roofing work at Woodford Park Leisure Centre.</i>
<i>£2,581.16 BACS Payment</i>	<i>What is this payment for?</i>	<i>This is an energy payment in respect of electricity on the new account for the Grounds Depot - for the period July 2021 to March 2022. This supply has now been added to the Councils other accounts and will be paid in the normal way going forwards.</i>

The Deputy Town Clerk confirmed that, whilst the Council is on a fixed rate energy tariff, costs had increased previously due to a loop hole in the contract. However, there has been no recent increase and the Council is unaware of any potential increase in the near future. The Council is in regular contact with their energy broker who keeps them abreast of any potential price rises.

In relation to a query about the £6k spent to replace the fan in the Oakwood Centre Café, the Deputy Town Clerk confirmed that the old extraction system for the kitchen had become obsolete so could not be repaired and needed replacing as it had completely failed. This had been budgeted for.

The Deputy Town Clerk confirmed that the Leisure Centre flat roof repair has now been completed and is awaiting an inspection, due next week, prior to final sign off.

Members noted payments made to IKEA Ltd which were listed as fraud transactions. The Deputy Town Clerk explained that some payments had been spotted which looked very real but, after investigation by the Finance Officer, were deemed to be fraudulent. The Finance Office had worked with Lloyds Bank to get this money refunded, which was shown in the payments sheet.

RESOLVED:

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

	Current account	Imprest account
March 2022	£161,360.99	£89,782.89
April 2022	£115,620.99	£70,477.90

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

6. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. 17/22. He highlighted that there have been two new regular centre hirers. He also confirmed that room hire income at year end was £51k; higher than the revised budget estimate of £40k. Room hire had picked up as people had become more confident following the end of lockdown periods.

RESOLVED:

- ◆ To note Report No. SR 17/22.

7. **TOWN CENTRE PARTNERSHIP**

Members noted that they did not like the use of the word Chair when referring to the Chairman of meetings, and instead preferred to use the word Chairman or Madam Chairman.

RESOLVED:

- ◆ To note the report of the Town Centre Partnership Meeting held on 20 April 2022.

8. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the Projects Schedule for 2022/23.

He noted that the first three items listed were projects that were currently being undertaken and were nearing completion. At the end of the report was a list of potential capital projects for 2022/23. The Deputy Town Clerk advised that a separate budget is allocated for these projects. Members noted that the potential projects need to be fully investigated and costed before a final proposed list could be provided, and that some projects may be removed from or added to the list.

Members asked that the final potential projects list provided to Members include a breakdown of the specific details of the project, as well as costing, equality and environmental impact information.

With regards to the proposed project to refurbish the football wing at the Leisure Centre, the Deputy Town Clerk confirmed that this wing is also used by other sports, including cricket and American football.

In response to a query about why the Oakwood Centre patio doors need replacing, the Deputy Town Clerk advised that the door fittings are no longer made, and the door, when opened, presents a trip hazard. Members noted that bi-fold doors would be ideal as a replacement, and also noted that it would be good to then consider changes to the outdoor area once the doors are replaced.

The Deputy Town Clerk advised Members that he is seeking advice regarding the potential replacement of the Oakwood Centre gas boilers. He commented that the boilers are coming to the end of their life, and the technology has moved on since they were installed, so the Council needs to make the right decision as to what they might be replaced with. Members noted that the Oakwood Centre is a big building to heat with a heat source pump.

Councillor Baker highlighted that there was a high level of CIL money, as due to be detailed in a later agenda item, which could be seen as bonus money. He suggested this money could be used to spend on wish list items which might otherwise not be considered affordable. Members noted one such project could be to resolve the issue of the boggy area within Woodford Park near to the basketball court which suffers from drainage issues.

RESOLVED:

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

9. **COMMUNITY GRANTS**

RESOLVED:

- ◆ To note the expressions of thanks received from the following organisations following receipt of the 2022/23 community grants:
 - Chemogiftbags
 - Me2 Club
 - Woodley Bowling Club
 - Woodley Festival of Music and Arts

10. **CATERING PARTNERSHIP**

The Deputy Town Clerk advised members that the Catering Partnership was initially set up when the Council was looking for a new catering service provider, with the Partnership involved in the tendering process and the appointment of a provider.

Following this, the Deputy Town Clerk commented that meetings of the Partnership had been difficult to arrange and, when they met, had not provided much value operationally. He noted that this was now more a matter of contract management which could continue to be handled by Officers, with income figures now reported back to this Committee. The Deputy Town Clerk did note however that, at the point that the catering contract is due for renewal, the Committee may wish to set up a task and finish working party to oversee this. He confirmed to Members that the current 5 year contract came into force in April 2021.

Members noted that, should any issues arise with the catering contract, then these should be brought to the Committee for their attention.

RESOLVED:

- ◆ To disband the Catering Partnership.

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

11. **COMMUNITY INFRASTRUCTURE LEVY**

Members noted that there was £221k of CIL money still to spend.

Councillor Jewell recommended that some of the money be spent on improving Bulmershe Park as part of the wider proposals to plant extra trees along the boundary in conjunction with Earley Town Council and Wokingham Borough Council. It was noted that this type of enhancement would need to go to the Leisure Services Committee for consideration, who could then make a bid to Strategy & Resources for the money.

In response to a query regarding the potential for a new BMX track, the Deputy Town Clerk advised that this was on an old potential capital project list. Members asked that the old list be circulated.

Members noted that, in relation to the application made to Wokingham Borough Council to provide Bulmershe Open Space with Town Green status, the Council had yet to receive the outcome.

RESOLVED:

- ◆ To note the Town and Parish CIL funds Spend and Bids summary, provided by Wokingham Borough Council and included as part of the agenda.

12. **WOKINGHAM BOROUGH COUNCIL MAJOR DEVELOPMENT UPDATE**

Members noted the information, but stated they felt this needn't be included in the Committee's agendas in future. Instead, Members asked that the information be circulated to all Councillors for their attention.

RESOLVED:

- ◆ To note the Major Development update, provided by Wokingham Borough Council and included as part of the agenda.

13. **TOWN COUNCIL RESPONSIBILITIES IN THE EVENT OF WAR**

Members noted that a request had been made by Councillor Heap at the last Full Council for this item to be included on the agenda.

Members noted the response from Wokingham Borough Council, included as part of the agenda. The Deputy Town Clerk stated that, in the event of war, the Town Council would take their lead from central government, via Wokingham Borough Council. He stated that this query had provided an opportunity for the Town Council to re-engage with Wokingham Borough Council regarding emergency planning in the area.

Councillor Jewell noted a concern regarding the gap between the Government at the top declaring an emergency, Wokingham Borough Council and then the Town Council at the bottom. She stated it would be helpful to know the line of responsibility, and what will be put in place if war is declared.

Members noted that it was more likely another disaster might take place, and Councillor Rowland stated there was a lot of planning locally around potential disasters, such as plane crashes. She stated it would be helpful to have that information and plan as well. The Deputy Town Clerk advised he could find more information and report back to the Committee.

Members requested that Wokingham Borough Council's Emergency Planning Officer be invited to a future Full Council meeting to present on this matter.

RESOLVED:

- ◆ To contact Wokingham Borough Council's Emergency Planning Officer and invite him to a future Full Council meeting.

14. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

RESOLVED:

- ◆ To note that the meeting of the Climate Emergency Sub Committee, originally scheduled to take place on 6 April 2022 and postponed until 24 May 2022, was unable to take place due to Member availability, with the next meeting scheduled for 7 July 2022.

15. **FUTURE AGENDA ITEMS**

Councillor Jewell requested that, at the start of future meetings, the Chairman read out a fire evacuation notice.

There were no suggestions for future agenda items.

16. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity and website items.

Members noted that a number of residents had commented online that they did not know about the Queen's Platinum Jubilee Beacon Lighting which took place on 2 June 2022. It was highlighted that information had been published online and in the local newspaper regarding the event. Members noted the decision to hold the event had been taken after The Herald had been published so information could not have been included. Members suggested that posters could be put up for any future similar event.

Following a query about the meeting schedule published online, the Committee Officer confirmed he would look into improving the way meeting date information is published on the website.

Meeting closed at 8:58 pm

Woodley Town Council**Current Account****List of Payments made between 01/03/2022 and 31/03/2022**

Payee Name	Amount Paid	
(Personal Information)	400.00	Mkt Mgr - WTCMI
AGA Print Ltd	79.15	Business card/banners
Alan Hadley Ltd	306.00	Refuse Collection
Alan Hadley Ltd	306.00	Refuse Collection
Awards of Distinction Ltd	361.68	Engraving-Awards
AYS Cleaning Contractors Ltd	2420.26	Contract cleaning
Be Fuelcards Ltd	0.77	Admin fee-Depot
Be Fuelcards Ltd	135.72	Unleaded/Diesel
Boston Seeds	1540.50	Gardening services
Bowak Ltd	283.43	Cleaning supplies
Brake Bros Foodservice Ltd	223.94	Vending supplies
Brewers Decorator Centres	731.17	Decorating supplies
Brown Bag Cafe Ltd	173.58	Catering services
Castle Water	73.96	Water Rates
Castle Water	5016.62	Water Rates
Churchill Contract Services Ltd	320.52	Contract cleaning-WPLC
Club Manager Ltd	80.40	Gym software monthly fee
Dejac Associates Ltd	1050.30	Annual mail server charge fee
Devonshire Trading Ltd	1100.81	Gym equip monthly hire fee
Drain Surgeons UK Ltd	195.00	Empty Cesspit-Depot
Ecotricity	292.51	Gas supply-Coro Hall
Ecotricity	1101.23	Gas supply-WPLC
Ecotricity	1628.95	Gas supply-OC
Ecotricity	325.54	Gas supply-Chapel Hall
Epos Now Ltd D/D	30.00	WPLC till support fee
Ethos Communications Solutions Ltd	83.56	Printing-WPLC
Fiddes & Son Ltd - Bowcom	397.20	Decorating supplies
Global 4 Communications	884.34	Phone & Mobiles
Henry Street Garden Centre	669.63	Gardening supplies
HMRC Cumbernauld	17040.84	PAYE&NI Deducted from pay
IBS Office Solutions Ltd	788.49	Printing/Qtrly copier rental
Lantec Security Ltd	174.00	Service call-WPLC flat
Les Mills Fitness UK Ltd	203.69	Coach-Bodybalance-gym
Lightatouch	925.00	Internal Audit 2021/22
Lister Wilder Ltd	-100.01	Gardening supplies refund credit
Lloyds Bank D/D	53.79	Current a/c service fee
Lloyds Bank D/D	217.84	Monthly cardnet service fee
Lloyds Bank D/D	38.97	Bank charges-Current a/c
LSW Secure Ltd	666.60	Restricted keys cut
Lyreco UK Ltd	214.98	Stationery supplies-WPLC
Merchant Rentals Ltd	18.40	Cardnet machine rental-WPLC
Merchant Rentals Ltd	18.40	Cardnet machine rental-OC
Pitney Bowes	150.00	Postage Topup-31 Mar 22
Poztive Energy Ltd	69.42	Electric supply-Coro Hall
Poztive Energy Ltd	2432.57	Electric supply-OC
Poztive Energy Ltd	879.78	Electric supply-WPLC
Poztive Energy Ltd	42.55	Electric supply-Chapel Hall

Prudential	307.24	AVC deducted from pay
Public Works Loan Board	29093.75	PW Loan-485429-Interest
Public Works Loan Board	40204.33	PW Loan- Capital/Interest
Reading Borough Council	7480.23	Annual Allotment/Wheble Pk rent
Rialtas Business Solutions Ltd	206.40	Annual Allotment software fee
Safesite Fencing Ltd	13416.00	Supply & install fences - Malone Pk
SGW Payroll Ltd	157.82	Monthly payroll service fee
SMW (Tree) Consultancy Ltd	1376.72	Report - New Play Area
Suregreen Ltd	1699.43	Gardening supplies
SWALEC	96.30	Electric supply-Toilet
Technical Surfaces Ltd	360.00	3G Match fit service
Thames Valley Water Services Ltd	477.60	Monthly water checks
The Berkshire Pension Fund	18642.64	Employee& 'er deducted from pay
The Wokingham Paper Ltd	300.00	Web & social media campaign
Trade UK - Screwfix	496.90	Building supplies
Travis Perkins Trading Co	509.48	Building supplies
Travis Perkins Trading Co	66.00	Building supplies
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	527.72	Refuse Collection
WFL UK Ltd	1871.85	Diesel-Depot

Total 161360.99

CLERKS IMPREST A/C
List of Payments made between 01/03/2022 and 31/03/2022

Payee Name	Amount Paid	
(Personal Information)	15.00	Refund key Deposit
(Personal Information)	15.00	Refund key Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	50.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	67.50	Refund Deposit
(Personal Information)	15.00	Refund key Deposit
Apple.com	2399.00	MacBook Pro - laptop
HANNAH SIOBHAN MOR	650.00	New Play Area supplies
AJGIBL GBP CLIENT	2833.05	Insurance
NEWITT & CO LIMITED	295.52	Sports supplies-WLC
G M IMBER & SONS L	177.60	Insurance
Baker Ross.co.uk	252.45	White painting stones
Bullseye-Big Display	15.95	Engraving on Shield
Chaircover.co.uk	649.00	Spandex chair covers
Crocus.co.uk	111.38	Gardening flower supplies
AJGIBL GBP CLIENT	31535.71	AJBIBL Insur invoice
Elelegant Event Essentials Ltd	72.49	Sliver Sequin table runner
IKEA	170.00	Glass for Civic Awards
Lloyds Bank	48624.75	Net March 22 payroll
Lloyds Bank D/D	13.82	Imprest a/c service fee
PortalPlanQuest Ltd	145.00	MG Planning application
Primrose.co.uk	-52.43	Flowers-Play Area
Royal Mail	854.98	Door to door delivery
Silver Fox BC	35.00	WPLC cancel course-Silver Fox
Stage Depot Ltd	106.44	5L Matt black stage paint
Turning Leaf	301.20	Metal Lectern
Waitrose & Partners	204.48	Wine for Civic Awards

Total 89782.89

Woodley Town Council
Current Account
List of Payments made between 01/04/2022 and 30/04/2022

Payee Name	Amount Paid	
(Personal Information)	£1,750.00	Woodley - Park Arch
(Personal Information)	400.00	Mkt Mgr - WTCMI
(Personal Information)	366.33	Mkt Mgr - WTCMI Bonus
Advanced Maintenance UK Ltd	6552.00	Replace fan - OC café
Agile Hospitality Solutions Ltd	600.00	Events500 - staff training
Alan Hadley Ltd	306.00	Refuse Collection
Alan Hadley Ltd	720.00	Refuse Collection
Alan Hadley Ltd	318.00	Refuse Collection
AYS Cleaning Contractors Ltd	£1,063.56	Contract Cleaning
AYS Cleaning Contractors Ltd	15.19	Contract Cleaning
AYS Cleaning Contractors Ltd	2420.26	Contract Cleaning
Be Fuelcards Ltd	62.98	Diesel MW65EHHN-49000m
Be Fuelcards Ltd	35.12	Unleaded petrol-Depot
Bowak Ltd	396.87	Cleaning supplies
Brake Bros Foodservice Ltd	38.29	Vending supplies
Brown Bag Cafe Ltd	622.74	Catering services
Business Stream	24.98	Water rates
Castle Water	2847.64	Water rates
Central Sports UK Ltd	£47.40	Sport supplies
CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental-WPLC
Churchill Contract Services Ltd	425.43	Contract Cleaning
Club Manager Ltd	80.40	Club manager software fee
CoolerAid Ltd	62.40	Annual Cooler maintenance
CoolerAid Ltd	54.25	Bottled water
DCK Accounting Solutions Ltd	350.16	Pre-Yearend health check
DCK Accounting Solutions Ltd	356.16	Yearend closedown
Dejac Associates Ltd	288.00	Annual Cloud backup fee
Dejac Associates Ltd	3900.00	Annual support maintenance fee
Devlet Five Ltd T/A Kall Kwik Reading	345.60	Banners - WTCMI/WTC
Devonshire Trading Ltd	1100.81	Gym Equip monthly fee
Ecotricity	259.63	Gas supply-Coro Hall
Ecotricity	278.78	Gas supply-Chapel Hall
Ecotricity	1015.38	Gas supply-WPLC
Ecotricity	1456.92	Gas supply-OC
Ecotricity Ltd	603.26	Electric supply-Depot
EDF Energy 1 Ltd	33.27	Electric supply-Clock
Epos Now Ltd D/D	30.00	Epos till support fee-WPLC
Eventu	50.00	Projector hire
Fraser Office Supplies Ltd	16.98	Stationery supplies
Global 4 Communications	881.34	Phone/Mobiles
HMRC Cumbernauld	23003.00	PAYE&NI Deducted from pay
Impress Print Services Ltd	704.00	Mailing leaflet
Keep Britian Tidy	406.80	Green flag application
Lantec Security Ltd	1008.00	Annual Intruder alarm fee
Les Mills Fitness UK Ltd	203.69	Body balance - coach
Lloyds Bank D/D	320.18	Cardnet service charge
Lyreco UK Ltd	115.08	Stationery supplies
Mailcoms Ltd D/D	83.94	Franking mach update/support
Merchant Rentals Ltd	18.40	Monthly cardnet Machine fee
Merchant Rentals Ltd	18.40	Monthly cardnet machine fee

PHS Group	403.74	Qtrly dust mat fee
Poztive Energy Ltd	2043.96	Electric supply-OC
Poztive Energy Ltd	79.26	Electric supply-Coro Hall
Poztive Energy Ltd	43.11	Electric supply-Chapel Hall
Poztive Energy Ltd	878.40	Electric supply-WPLC
Prudential	307.24	AVC deducted from pay
Public Works Loan Board	6676.76	PW507873-Capital/Interest
Public Works Loan Board	-0.04	N-PW507873-Capital/Interest
Reading Community Energy Soc Ltd	638.00	Electric supply - WPLC/OC
Rialtas Business Solutions Ltd	362.40	Annual Booking software fee
Robseal Roofing Solutions Ltd	14487.47	Roof repair-WLC
SGW Payroll Ltd	155.78	Monthly payroll service fee
SGW Payroll Ltd	194.54	Payroll Year End service fee
South East Employers	2730.00	Professional fees - Staff
South East Employers	778.80	SEE Associate annual fee
SSE Southern Electric	416.75	Unmetered electric supply
Suregreen Ltd	264.96	Gardening supplies
SWALEC	105.39	Electric supply-Toilet
T4MEFITNESS LTD	315.00	Gym coach cover
Technical Surfaces Ltd	480.00	3G Match fit service
Thames and Chiltern in Bloom	100.00	Entry fee - Bloom Association
Thames Valley Water Services Ltd	204.00	Monthly water checks
The Berkshire Pension Fund	22871.46	Employee& 'er deducted from pay
Trade UK - BandQ	114.14	Building supplies
Trade UK - Screwfix	214.11	Building supplies
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	706.92	Refuse Collection
Vesey UK Limited	£91.75	Training footballs
Wokingham BC - Rates	2282.25	Rates-WPLC
Wokingham BC - Rates	366.70	Rates-Coro Hall
Wokingham BC - Rates	161.70	Rates-Chapel Hall
Wokingham BC - Rates	900.00	Rates-OC

115620.99

CLERKS IMPREST A/C**List of Payments made between 01/04/2022 and 30/04/2022**

Payee Name	Amount Paid
(Personal Information)	75.00 Refund Deposit
(Personal Information)	75.00 Refund Deposit
(Personal Information)	75.00 Refund Deposit
(Personal Information)	75.00 Refund Deposit
(Personal Information)	75.00 Refund Deposit
(Personal Information)	75.00 Refund Deposit
(Personal Information)	75.00 Refund Deposit
Amazon Mkt Place	128.90 Stihl Hand sprayer silver
Amazon Mkt place	20.99 Long handled dustpan set
Amazon Mkt place	189.80 130ft Union jack bunting
BACS P/L Pymnt Page 4838	9658.32 BACS P/L Pymnt Page 4838
BACS P/L Pymnt Page 4842	2581.16 BACS P/L Pymnt Page 4842
Baker Ross Ltd	235.95 White painting stones
Batg&NE Somerset	69.00 Bath clean air penalty fee
British Gdn C/HM Land Registry	29.99 Bags of stones/Title plan view
CupsDirect	86.22 7oz Paper water cups
IKEA Ltd Shop online	203.00 Fraud tranaction
IKEA Ltd Shop online	203.00 Fraud transaction
IKEA Ltd Shop online	203.00 Fraud transaction
Kolkata Konnection	200.00 Refund Deposit
Lloyds Bank	-203.00 FR-741040 Fraud refund
Lloyds Bank	-203.00 FR-741040 Fraud reund
Lloyds Bank	-203.00 FR-741040 Fraud refund
Lloyds Bank	54480.60 Net payroll-April 2022
Lloyds Bank D/D	14.04 Bank charges-Imprest a/c
Microsoft Office	59.99 Microsoft Office software annu
PETTY CASH A/C	172.98 Top up-petty cash
Primrose.com	-29.98 Credit refund-Flowers
RCLV No2 Trust Account	517.07 Inv 17146 paid twice
Redstor Ltd	50.00 Cancelled WPLC course
Sportsdirect.com	784.99 Carlton GTA feather Shuttle co
Toolstoday.co.uk	175.00 Minimax Stabiliser
Zoom Video	527.88 Annual Zoom charge

70477.90

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 14 June 2022 at 7:45 pm

Present: *Councillors: P. Wicks (Chairman); D. Bragg; J. Cheng; M. Nagra; R. Skegg;*

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

Also present: *Councillor Alex Heap
1 member of the public*

17. **APOLOGIES**

Apologies for absence were received from Councillors Baker, Jewell, Sartorel and Soane.

18. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

19. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 17 MAY 2022**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 17 May 2022 be approved and be signed by the Chairman as a true and accurate record.

20. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

21. **PLANNING DECISIONS**

RESOLVED:

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

22. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 221522:
 - Location: Units 1, 2 and 3, 59 Crockhamwell Road, Woodley, Wokingham, RG5 3JP
 - Proposal: Prior approval submission for the proposed addition of 2 no. additional storeys (second floor and roof space) to the existing terraced commercial building to provide 9 no. residential units.

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

RESOLVED:

- ◆ To note application 221183:
 - Location: TPO 878/1997, GROUP 1: Land on railway verge to east of Parker Court, Station Road, Earley, Reading, RG6 7DY.
 - Proposal: T1, Black Poplar – Crown reduction by 10m off top (pollard) and 5m off sides and long lateral limbs. Canopy growing towards power lines to be left due to previous works.

- ◆ To note application 221623:
 - Location: TPO 1849/2022, WOODLAND 1: Land to the rear of, 14 Mollison Close, Woodley, Wokingham, RG5 4XG.
 - Proposal: G1, Mixed Species – Cut back canopy overhanging the garden of no. 14 Mollison Close by approx. 3 metres.

24. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 2/22.

25. **SANDFORD PARK BAILEY BRIDGE**

Members discussed the response received from Wokingham Borough Council declining the Town Council's request that the developer's funds be put towards the provision of a new bridge across the River Loddon.

Councillor Heap reminded Members that in a recent meeting the Committee had resolved to contact Twyford and Charvil Parish Councils to indicate an interest in working together to provide a cycle route from the airfield estate to Twyford Station, and to link this to the proposed Twyford Neighbourhood Plan. Councillor Heap suggested the £30k developer's fund could be used in connection with this.

Members noted the £30k had to be spent by 2024 or returned to the developer, and that Wokingham Borough Council had indicated they had agreed with the developer to use the funds elsewhere. Whilst Members accepted that the money was now unlikely to be used to create a pedestrian crossing across the River Loddon, as originally planned, they were concerned that the money might be spent elsewhere and not used for the benefit of Woodley residents, as they believed was the original intention.

RESOLVED:

- ◆ To note the reply received from Wokingham Borough Council, declining the Town Council's request that WBC utilise the £30k developer's fund, originally provided as part of the Sandford Park development, to provide a pedestrian bridge across the River Loddon.

- ◆ To reply to Wokingham Borough Council to ask where they are planning on spending the developer's fund, highlighting that the Town Council's understanding is that the money was intended to be used for the benefit of Woodley residents and, therefore, should be used as such.

26. **CITIZENS' AWARDS 2023**

The Committee Officer presented Report No. PC 3/22.

The Committee Officer advised Members that the final recommendation included in the report needed to be updated to reflect that the proposal is to set six award categories, with a 'Climate Champion' award added.

Members were in agreement with the proposals but recommended that the guidelines were amended further to specifically state that the intention is to provide one award per category each year. Members also requested the addition of a caveat to state that in exceptional circumstances more than one award may be given in a particular category, and that the Committee also reserves the right not to give an award in a particular category should nominations not be of sufficient merit.

RESOLVED:

- ◆ To note the information contained in Report No. PC 3/22
- ◆ To approve the following:
 - Changing the name of the Citizens' Awards ceremony to the 'Woodley Community Heroes Awards' for 2023
 - To permit the nomination of voluntary organisations and groups
 - To prohibit those who have previously won awards from receiving another award for the same or similar voluntary activities
 - To set six Community Heroes Award categories against which awards will be given – namely 'Neighbour of the Year', 'Volunteer of the Year', 'Voluntary Group of the Year', 'Climate Champion of the Year', 'Young Person of the Year', and 'Mayor's Outstanding Contribution Award'
 - To confirm within the guidelines that in exceptional circumstances more than one award may be given in a particular category, and that the Committee reserves the right not to give an award in a particular category should nominations not be of sufficient merit.

27. **COMMUNITY SPEEDWATCH**

Councillor Bragg provided the Committee with an update regarding Speedwatch.

Councillor Bragg advised Members that an email had been received from Wokingham Borough Council confirming the proposed locations of Speedwatch signs and that he was now awaiting confirmation of installation dates.

He advised that he had spoken with Shirley Boyt and Andy Croy who set up a Bulmershe and Whitegates Speedwatch group. It had been agreed that, where the boundary between Woodley and Earley falls down the middle of a road, each group would take responsibility for Speedwatch activities on their side of the road. He also advised that individuals could be members of multiple groups, so this could be something to consider in future if appropriate.

Councillor Bragg advised that he would send an email shortly to those volunteers who had shown an interest in being involved. He would then set up a meeting with the volunteers to discuss the operation of the Speedwatch group.

Councillor Bragg confirmed he had not made any progress in managing to connect the Data Logger to the laptop, but would continue trying to resolve this. He advised members that in the forthcoming months he would need a group of three to four Councillors to assist him by getting together to decide on which roads to undertake Speedwatch activities. He commented that these Councillors did not need to be Members of the Planning & Community Committee and asked anyone interested to contact him.

He noted that it was unlikely any Speedwatch activities would take place before the beginning of August.

28. **EARLEY STATION FOOTBRIDGE UPDATE**

Councillor Wicks informed Members that Wokingham Borough Council had advised that they were awaiting a steer from the new administration before moving forward with this project. He also noted that a response had not been received from Wokingham Borough Council as to when the regulatory safety inspection of the bridge was due.

RESOLVED:

- ◆ To email Wokingham Borough Council to chase for details of when the regulatory safety inspection is due on the bridge.

29. **COMMUNITY ISSUES**

There were no community issues raised by Members.

30. **HIGHWAYS ISSUES**

There were no highways issues raised by Members.

31. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - CCB eBulletin – May 2022
 - Me2 Club Newsletter – May 2022
 - The Woodley Volunteer Centre Jubilee Newsletter

32. **FUTURE AGENDA ITEMS**

Councillor Wicks requested that a regular item be included on future agendas for the time being regarding the developers fund which was the subject of the discussion covered in Minute 25.

33. **PUBLICITY/WEBSITE**

Members recommended that the Community Heroes Awards be publicised.

34. **ENFORCEMENT ISSUES**

RESOLVED:

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.
- ◆ To publicise the need for residents to seek planning permission for certain development.

The meeting closed at 9:09 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 14 June 2022

Application No. & Address	Proposal
221373 146 Butts Hill Road, Woodley, RG5 4NY	Householder application for the proposed erection of a two storey side and rear extension and roof space conversion to dwelling following demolition and removal of existing garage
Observations: No objections.	
221385 54 Hazel Drive, Woodley, RG5 3SA	Householder application for the proposed erection of a single storey side and rear extension following demolition of existing detached garage, plus new hardstanding to front and an increase in the width of the existing dropped kerb.
Observations: The Planning & Community Committee have considered this application and had no objections, subject to the condition that the public footpath adjacent to the property boundary is not obstructed at any time.	
221397 7 The Ridgeway, Woodley, RG5 3QD	Full application for the proposed subdivision of the site and erection of a 4 no. bedroom detached dwelling with associated access and parking, following demolition of the existing detached garage
Observations: The Planning & Community Committee considered this application and recommended that it be refused on the following grounds: <ul style="list-style-type: none"> - Overdevelopment - Out of character with the street scene; along this side of The Ridgeway properties are spaced out, with gaps between each property, but this proposal will reduce the gaps between the neighbouring properties. - Overbearing (massing) on the neighbouring bungalow - Cumulative impact of additional traffic and resultant on-street parking, which is already an issue in the road 	
221416 4 Bosworth Gardens, Woodley, RG5 3RS	Householder application for the proposed erection of a single storey front extension to form porch, and two storey side/rear extension, including the insertion of 2no. juliet balconies.
Observations: The Planning & Community Committee have considered this application and had no specific objections, although wished to note a concern about parking with the increased size of the property from 4 to 6 bedrooms.	

<p>221422 184 Loddon Bridge Road, Woodley, RG5 4AA</p>	<p>Application to vary condition 2 of planning consent 200824 for the variation of condition 2 of planning consent 192193 for the full application for the erection of 2no. 2 bedroom semi detached dwellings and 1no. 2 bedroom bungalow following demolition of existing buildings. Condition 2 refers to Approved Details and the variation is to change the elevations, floor plans and block plans including an increase in the roof height of all three dwellings by 500mm. 221422 refers to Condition 2 refers to (Approved details) and the variation is alterations to plots 1,2 and 3 including changes to fenestration the roof and additional rooflights.</p>
<p>Observations: No objections.</p>	
<p>221500 16 Fawcett Crescent, Woodley, RG5 3HU</p>	<p>Householder application for the proposed erection of a single storey side and rear extension.</p>
<p>Observations: No objections.</p>	
<p>221508 16 Crockhamwell Road, Woodley, RG5 3LF</p>	<p>Householder application for the proposed erection of 2no rear facing flat roof dormers, 1no front facing pitched roof dormer, and erection of front side boundary wall to match existing boundary wall, following demolition of 3no existing rear dormers.</p>
<p>Observations: The Planning & Community Committee considered this application and recommended that it be refused on the following grounds:</p> <ul style="list-style-type: none"> - Out of character with the street scene - Out of keeping with neighbouring properties - Loss of light on neighbouring property - Unneighbourly – the proposal would cause an unacceptable impact on neighbouring properties 	
<p>221521 22 Mollison Close, Woodley, RG5 4XG</p>	<p>Householder application for the proposed part conversion of the existing garage to create a utility room.</p>
<p>Observations: The Planning & Community Committee have considered this application and had no specific objections, although wished to note a concern regarding the apparent removal of a mature tree to the front of the property to create additional parking space and the impact to the environment has caused.</p>	
<p>221523 5 Mollison Close, Woodley, RG5 4XG</p>	<p>Householder application for the proposed part conversion of the garage, including associated changes to fenestration, and the removal of a window to the side elevation.</p>
<p>Observations: No objections.</p>	
<p>221534 33 Walmer Road, Woodley, RG5 4PN</p>	<p>Householder application for the proposed erection of a single storey front extension to form new porch, single storey rear extension, part loft conversion to create habitable accommodation, including the insertion of 1no. dormer, plus part garage conversion to create habitable accommodation.</p>
<p>Observations: No objections.</p>	

221557 62 Reading Road, Woodley, RG5 3DB	Full application for the proposed subdivision of the site and erection of a detached 3 no. bedroom dwelling following demolition of existing detached garage, with associated parking.
Observations: No objections.	
221568 6 Godstow Close, Woodley, RG5 4LE	Householder application for the proposed garage conversion into habitable space and erection of a single storey rear extension to include 2no rooflights, following demolition of the existing conservatory.
Observations: No objections.	
221632 78 Loddon Bridge Road, Woodley, RG5 4AN	Householder application for the proposed erection of a single storey rear extension following demolition of the existing conservatory, including a partial conversion of the garage.
Observations: No objections.	
221648 26 Cottessmore Road, Woodley, RG5 3NX	Householder application for the proposed erection of a single storey rear extension and garage conversion, including interior alterations.
Observations: No objections.	
221658 37 Butts Hill Road, Woodley, RG5 4NJ	Householder application for the proposed two storey front porch extension, single storey rear extension, first floor rear extension to include 1no. Juliet balcony plus changes to fenestration following demolition of existing conservatory.
Observations: No objections.	
221666 82 Fairwater Drive, Woodley, RG5 3JB	Householder application for the proposed first storey rear extension and a single storey front extension following demolition of the existing canopy porch.
Observations: The Planning & Community Committee have considered this application and had no specific objections, but noted concerns submitted by a neighbour.	

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APPENDIX 6

WOODLEY TOWN COUNCIL - BUDGET SUMMARY 2021/22							
			Actual 2020/21	2021/22 Projected Budget Estimates	2021/22 Revised Budget Estimates	Actual 2021/22	
REVENUE EXPENDITURE							
Strategy & Resources			876872	912295	892540	924354	
Leisure Services			612240	623694	575956	658590	
Planning & Community			33093	33422	33422	33422	
			1522205	1569411	1501918	1616366	
INCOME							
Strategy & Resources			140658	154089	170692	182314	
Leisure Services			138396	225854	404293	458625	
Community Infrastructure Levy (CIL)			125634	0	54399	54399	
Furlough received to 31 March 21 and 2021/22 (est)			216812	50000	43406	55422	
Tier 4 LRSO Lockdown funding			44528	0	0	0	
			666028	429943	672790	750760	
NET REVENUE EXPENDITURE				856177	1139468	829128	865606
CAPITAL & PROJECT EXPENDITURE							
Strategy & Resources	Capital Programme		0	0	0	0	
	Capital & Projects (loans)		266506	264980	264980	264980	
Community Infrastructure Levy (CIL)			43129		0	-20218	
			309635	264980	264980	244762	
TOTAL NET EXPENDITURE				1165812	1404448	1094108	1110368
Financed as follows							
Precept			1203188	1293034	1293034	1293034	
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)				-37376	111414	-198926	-182666
TOTAL NET FUNDING				1203188	1293034	1293034	1293034
TAX BASE				10659	10806.8	10806.8	10659.0
£ Band D pa				112.88	119.65	119.65	112.88
RESERVES - General Reserve							
General Reserve at 1st April				513252	550628	550628	550628
2020/21 Earmarked reserves released to general reserve:							
General reserve funds				550628	439214	749554	733294

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2021/22

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2021/22					
Expenditure		Actual	Estimate	Revised Est	Actual
		2020/21	2021/22	2021/22	2021/22
Code	Description				
	Central Costs	250385	271876	241165	256859
	Democratic Costs	51831	53759	55632	56062
	Corporate Management	347112	360795	367836	366905
	Capital Projects	0	0	0	0
	Grants -Section 137	16000	17000	16100	16100
	Grants -Section S106	28113	0	0	0
	Oakwood Centre	137248	137253	136637	151270
	Maintenance HQ	2362	2645	3000	3004
	Woodley Town Centre Man Init	43821	68967	72170	74154
	Capital and Projects	266506	264980	264980	264980
Total		1143378	1177275	1157520	1189334
Income		Actual	Estimate	Revised Est	Actual
		2020/21	2021/22	2021/22	2021/22
Code	Description				
	Central Costs	25541	8455	4155	4156
	Democratic Costs	0	0	0	0
	Corporate Management	0	0	0	0
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Grants -Section S106	28113	0	0	0
	Oakwood Centre	123593	76667	94367	104003
	Maintenance HQ	0	0	0	0
	Woodley Town Centre Man Init	43821	68967	72170	74155
	Capital and Projects	0	0	0	0
Total		221068	154089	170692	182314
	Furlough Income	67053			26226
	Tier 4 LRSB Lockdown funding	13357			0
Net		922310	1023186	986828	1007020

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2021/22					
Expenditure		Actual	Estimate	Revised Est	Actual
Code	Description	2020/21	2021/22	2021/22	2021/22
	Woodford Park Leisure Centre	356657	361667	337617	371370
	Grounds Maintenance-Depot	51331	27681	30875	32247
	Football	20856	21777	22160	19278
	Cricket	11657	12479	12645	12043
	Bowling Green	14509	15713	16952	15019
	Woodford Park	33981	36323	39035	102837
	Memorial Ground	0	9829	9726	0
	Garden of Remembrance	7323	7427	7277	6728
	Play Areas /Open Spaces	12222	12461	13456	23643
	Coronation Hall	24872	26456	27282	25709
	Chapel Hall	19796	21426	22177	19615
	Allotments	20511	19977	19925	18559
	Amenities	2139	4508	5039	4704
	Events	967	8885	2950	2444
	Public toilet	8567	8085	5840	4394
	Youth services	26852	29000	3000	0
Total		612240	623694	575956	658590
Income		Actual	Estimate	Revised Est	Actual
Code	Description	2020/21	2021/22	2021/22	2021/22
	Woodford Park Leisure Centre	224995	167750	315327	366578
	Grounds Maintenance-Depot	2113	520	682	501
	Football	4855	6000	10800	8705
	Cricket	3178	2600	4600	4505
	Bowling Green	6082	8181	7534	7534
	Woodford Park	7194	1250	1950	2998
	Memorial Ground	0	2241	7500	0
	Garden of Remembrance	2396	900	1150	1348
	Play Areas /Open Spaces	3456	0	0	0
	Coronation Hall	22265	8000	15000	20122
	Chapel Hall	24915	14000	25500	32505
	Allotments	15174	13912	13650	13180
	Amenities	1314	0	0	0
	Events	788	0	0	0
	Public toilet	601	500	600	649
	Youth services	0	0	0	0
Total		319326	225854	404293	458625
	HMRC JRS funding	149759			29195
	Tier 4 LRSG Lockdown funding	31171			0
Net		292914	397840	171663	199965

PLANNING & COMMUNITY COMMITTEE BUDGET SUMMARY 2021/22

PLANNING & COMMUNITY COMMITTEE BUDGET SUMMARY 2021/22					
Expenditure		Actual	Estimate	Revised Est	Actual
		2020/21	2021/22	2021/22	
Code	Description				
	Grants	33093	33422	33422	33422
Total		33093	33422	33422	33422
Income		Actual	Estimate	Revised Est	Actual
		2020/21	2021/22	2021/22	
Code	Description				
Total		0	0	0	0
Net		33093	33422	33422	33422

Woodley Town Council

CAPITAL PROGRAMME / PROJECT FUNDING

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider the proposed projects for funding from the 2022/23 Capital Programme budget and Buildings and Facilities Fund.

Background

The Council has allocated £45,000 to the Capital Programme in 2022/23, to fund capital projects/purchases that can be achieved within the year. No Capital Programme allocation was made in the 2020/21 or 2021/22 financial years. The Capital Programme project list is made up of the following:

- Annual Allocations
- Projects
- Purchases

The annual allocations include an allocation of funds to the Building and Facilities ear marked reserve and the Playground Equipment ear marked reserve. The Council has other ear marked reserves for specific projects that are not funded from the Capital Programme in this way.

Projects for consideration

Projects for consideration are shown in **APPENDIX A**.

The projects have been split into two groups – those with funding proposed from the Capital Programme budget, and those with funding proposed from the Buildings and Facilities ear marked reserve. Several of the projects relating to the Council’s buildings are consistent with the purpose of the Buildings and Facilities ear marked reserve with funding proposed from this fund accordingly.

Project Priority

The projects have been assigned a priority level of 1 – 3, based on their urgency. Details for each project item are shown in **APPENDIX B**.

Project Priority

1	Urgent / required	Legal compliance / safety / reducing risk / significant financial impacts
2	Required to maintain income / beneficial to amenity value	Keeping facilities operating / protecting income generating facilities
3	Non urgent but beneficial to amenity value	Beneficial for health / wellbeing
	Requires further investigation / costing / feasibility	

Further projects have been identified and require further investigation and costing before consideration by Members. These projects are also shown in **APPENDIX A** and **APPENDIX B**.

Resource Impacts
<p>The Capital Programme has a carried forward balance of £28,246 from the previous allocations and project expenditure. With the £45,000 allocation in this year that provides a budget of £73,246. The proposed projects from this fund total an estimated £56,000 leaving a balance of £17,246.</p> <p>The Buildings and Facilities ear marked reserve has a carried forward balance of £21,310, which, with the annual allocation from the Capital Programme of £10,000, gives an available budget of £31,310. The proposed projects from this fund total an estimated £26,667, leaving a balance of £4,643.</p> <p>Replenishment of the Buildings and Facilities ear marked reserve, along with future allocations to the Capital Programme, will be considered by the Council through the usual budgeting processes. The Council may wish to increase the Capital Programme allocation in future years to achieve this, dependent on the projects required.</p> <p>All projects identified are achievable within the available budgets.</p>
Equality Impacts
No significant impacts identified
Environmental Impacts
No significant impacts identified

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members approve funding from the Capital Programme and Building and Facilities Fund, to fund the capital projects as set out in the report.**

CAPITAL PROGRAMME 2022/23

APPENDIX A

FUND RESOURCES		
Carry forward balance from 2021/22		28,246
2022/23 budget allocation		45,000
Total Capital Programme funds available 2022/23		73,246
Proposed Expenditure/Allocation		56,000
Estimated Balance		17,246

CAPITAL PROGRAMME ANNUAL ALLOCATIONS	Priority	Allocation	
Playground equipment fund allocation		5,000	Annual Allocation
Buildings & Facilities Fund allocation		10,000	Annual Allocation
Signs		1,000	Annual Allocation
Seats		1,200	Annual Allocation
Litter/dog waste bins		800	Annual Allocation
Pathway repairs		5,000	Annual Allocation
CAPITAL PROGRAMME PROJECTS/PURCHASES			
Tractor Mount Votex - Cutting Deck	1	9,000	Purchase
Planters - Garden of Remembrance	2	1,500	
Knee Rail Fencing - Woodford Park	2	4500	
Patio Doors - Oakwood Centre	2	6000	Purchase
Paddling Pool Pump	2	3000	Purchase
Tractor Mounted Spiker	2	3000	Purchase
Dennis Pedestrian Mower	2	3000	Purchase
Lake Path extension	3	3000	
		56,000	Total
		73,246	In Fund
		17,246	Balance

EAR MARKED RESERVE PROJECTS (Buildings & Facilities Fund)	Priority	Allocation	
Chapel Hall - Fire Compliance	1	4300	
Coronation - Fire Compliance	1	6837	
WPLC - Fire Compliance	1	1100	
Depot - Fire Compliance	1	3230	
Oakwood Centre - Fire Compliance	1	7200	
Oakwood Centre Electrics	1	4000	
		26,667	Total
		31,310	In Fund
		4,643	Balance

POTENTIAL PROJECTS REQUIRING FURTHER INVESTIGATION

Drainage to lower field - Woodford Park			Further investigation required
Chapel Hall - replcaement windows			Further investigation required
Coronation Hall - replcaement windows			Further investigation required
Oakwood Centre - replace boilers			Further investigation required
Oakwood Centre Toilets Refurbishment			Further investigation required
Football Wing Refurbishment			Further investigation required
WPLC improvements to rear of building			Further investigation required

EAR MARKED RESERVES	c/f	Allocation	Total in fund (after 2022/23 allocation)
Buildings & Facilities fund	21,310	10000	31,310
Playground Equipment fund	22,662	5000	27,662

PROJECTS REQUIRING FUNDING - ASSESSMENT - JUNE 2022

PROJECT	COST	FUND	PRIORITY	REQUIREMENT		DETAIL		
BUILDINGS & FACILITIES FUND								
CHAPEL HALL – Fire Alarm & sounder installation. Fire risk assessment has been reviewed and considered that system with break glass, sounder and smoke detectors should be installed.	£4,300	Building & Facilities fund	1	Health/Safety	Y	Fire safety		
				Legal Compliance	Y	Fire Safety Order 2005 Health & Safety at Work Act		
				Income generating	Y			
				Other				
				IMPACTS				
				Environmental		None		
				Equality		None		
CORONATION HALL – Fire Alarm & sounder installation. Fire risk assessment has been reviewed and considered that system with break glass, sounder and smoke detectors should be installed.	£6,850	Building & Facilities fund	1	Health/Safety	Y	Fire safety		
				Legal Compliance	Y	Fire Safety Order 2005 Health & Safety at Work Act		
				Income generating	Y			
				Other				
				IMPACTS				
				Environmental		None		
				Equality		None		
Woodford Park Leisure Centre – additional smoke/heat detection to existing system Fire risk assessment has been reviewed following building changes and it is considered that additional detection is required.	£1,100	Building & Facilities fund	1	Health/Safety	Y	Fire safety		
				Legal Compliance	Y	Fire Safety Order 2005 Health & Safety at Work Act		
				Income generating	Y			
				Other				
				IMPACTS				
				Environmental		None		
				Equality		None		

GROUNDS DEPOT – Fire Alarm & sounder installation. Fire risk assessment has been reviewed and considered that system with break glass, sounder and smoke detectors should be installed.	£3,230	Building & Facilities fund	1	Health/Safety	Y	Fire safety
				Legal Compliance	Y	Fire Safety Order 2005 Health & Safety at Work Act
				Income generating	Y	
				Other		
				IMPACTS		
				Environmental		None
				Equality		None
OAKWOOD CENTRE – New fire detection on existing system Theatre sounder required and additional detection to meet regulations. Theatre sounder must be wired into the sound desk to cut out sound in the event of an alarm activation.	£7,200	Building & Facilities fund	1	Health/Safety	Y	
				Legal Compliance	Y	Fire Safety Order 2005 Health & Safety at Work Act
				Income generating	Y	
				Other		
				IMPACTS		
				Environmental		None
				Equality		None
OAKWOOD CENTRE – Replace fuse boards, RCBOs, RCD mains switch Works required to bring electrics up to current standards. Insufficient RCD protection at present – potential for damage/fire risk.	£4,000	Building & Facilities fund	1	Health/Safety	Y	
				Legal Compliance	Y	Electricity at Work Regulations. Health & Safety at Work Act
				Income generating	Y	
				Other		
				IMPACTS		
				Environmental		None
				Equality		None

CAPITAL PROGRAMME								
<p>TRACTOR MOUNTED VOTEX CUTTING DECK New unit to replace existing unit that is now beyond economical repair.</p> <p>This unit is used to cut all large grass areas in the parks.</p>	£9,000	Capital Programme	1	Health/Safety				
				Legal Compliance				
				Income generating	Y	Sports pitch and ground hire		
				Other	Y	Essential for grounds upkeep		
				IMPACTS				
				Environmental		None		
Equality		None						
<p>PEDESTRIAN MOWER New unit to replace existing unit that is now beyond economical repair.</p> <p>New unit will be more flexible for different tasks.</p>	£3,000	Capital Programme	2	Health/Safety				
				Legal Compliance				
				Income generating	Y			
				Other	Y	Amenity improvement/maintenance		
				IMPACTS				
				Environmental		None		
Equality		None						
<p>TRACTOR MOUNTED SPIKER New unit required for spiking sports pitches to improve drainage.</p> <p>The existing unit is over 20 years old, beyond economical repair and has scrapped. Spiking is essential for drainage and aerating the soil to provide quality sports surface.</p>	£3,000	Capital Programme	2	Health/Safety				
				Legal Compliance				
				Income generating	Y	Income from sports pitch hire		
				Other	Y	Amenity improvement/maintenance		
				IMPACTS				
				Environmental		None		
Equality		None						
<p>REPLACE PLANTERS – Garden of Remembrance</p> <p>The existing timber planters are over 20 years old and are deteriorating. The planters would be replaced with newly constructed timber sleeper planters. Works to be carried out by Maintenance Team.</p>	£1,500	Capital Programme	2	Health/Safety	Y	Replace or remove		
				Legal Compliance				
				Income generating	Y	Memorial Plaques		
				Other	Y	Amenity improvement/maintenance		
				IMPACTS				
				Environmental		None		
Equality		None						

<p>REPLACE KNEE RAIL FENCING IN WOODFORD PARK</p> <p>The existing fencing is old and rotten in many places. Several sections have been removed over the last 2 years. Replacement will be carried out in sections over a period of time. Works to be carried out by Maintenance Team.</p>	£4,500	Capital Programme	2	Health/Safety	Y	Replace or remove		
				Legal Compliance				
				Income generating				
				Other	Y	Amenity improvement/maint Site security		
				IMPACTS				
				Environmental		None		
				Equality		None		
<p>REPLACE PATIO DOORS – FRONT OF OAKWOOD CENTRE</p> <p>The sliding patio doors from the café are very difficult to move/open and replacement runners/fixings are no longer available. The current design also creates a potential trip hazard. Replacement will be non-sliding bi-fold doors.</p>	£6,000	Capital Programme	2	Health/Safety	Y	Addresses trip hazard issue		
				Legal Compliance				
				Income generating	Y	Café income		
				Other	Y	Amenity improvement/maint		
				IMPACTS				
				Environmental		None		
				Equality		None		
<p>REPLACE PADDLING POOL PUMP</p> <p>The existing pump is coming to the end of its life and requires replacing with a new unit, compatible with the other pool plant equipment.</p>	£3,000	Capital Programme	2	Health/Safety				
				Legal Compliance				
				Income generating	Y	Secondary income to leisure centre – ice creams/refreshments		
				Other	Y	Amenity improvement/maint		
				IMPACTS				
				Environmental		None		
				Equality		None		
<p>LAKE PATHWAY – extend hogging pathway along northern bank of the lake.</p> <p>An informal pathway has been established and would benefit from a better surface to make it more accessible.</p>	£3,000	Capital Programme	3	Health/Safety				
				Legal Compliance				
				Income generating				
				Other	Y	Amenity improvement/maint		
				IMPACTS				
				Environmental		None		
				Equality		None		

POTENTIAL ROJECTS REQUIRING FURTHER INVESTIGATION.				
Projects not yet costed or funding sources identified. These projects are being progressed for future consideration.				
WOODFORD PARK Drainage improvements to lower field to prevent flooding / boggy area. This work would return to space to all year round use.				
CHAPEL HALL Replace windows. New windows will improve heat loss / reduce energy consumption. Project to be evaluated along with other potential improvements.				
CORONATION HALL Replace windows. New windows will improve heat loss / reduce energy consumption. Project to be evaluated along with other potential improvements.				
OAKWOOD CENTRE Replace boilers				
OAKWOOD CENTRE Refurbish ladies, gents & disabled toilets				
WOODFORD PARK LEISURE CENTRE Refurbish football wing area				
WOODFORD PARK LEISURE CENTRE Improvements to rear of building				

Project Priority

1	Urgent / required	Legal compliance / safety / reducing risk / significant financial impacts
2	Required to maintain income / beneficial to amenity value	Keeping facilities operating / protecting income generating facilities
3	Non urgent but beneficial to amenity value	Beneficial for health / wellbeing
	Requires further investigation / costing / feasibility	

REPORTS FROM OUTSIDE BODIES

Poor's Land Charity (June 2022)

The Christmas party was cancelled due to covid.

We have appointed Field Seymour Parkes as our solicitor and they are seeing to the updating of the Title Deeds of the Charity.

A new gas meter will be installed and we hope that SEE's bills will be accurate in future. The damaged cedar tree has now been removed and we are building a pergola, with seats, in its place. A new cedar tree will be planted at the edge of Cedar Place, near the road, on instructions from Wokingham Borough Council.

The guest room charges have been increased to £12 per night and the committee room charges for hiring have been increased to £7 per hour.

The two flats that were empty are now occupied.

Cllr Jenny Cheng, June 2022

MAYORAL ENGAGEMENTS – 10th May 2022 to 16th June 2022**Town Mayor's Engagements**

May	22 nd	26 th Early Bird Class Car Tour
June	2 nd	Queen's Jubilee Beacons Lighting
	3 rd	Queen's Platinum Jubilee - Car Display
	5 th	Queen's Platinum Jubilee – Woodley Big Lunch
	11 th	Woodley Carnival Opening
	16 th	Schools Cluster Project – Year 1 Tray Garden Challenge

Deputy Town Mayor's Engagements

May	23 rd	Woodley Schools Sports Week – Kwik Cricket Tournament
June	5 th	Platinum Jubilee – Woodley Big Lunch
	16 th	Schools Cluster Project – Year 1 Tray Garden Challenge

Full Meeting of the Council

21 June 2022

Agenda Item 7

Financial Statements And Annual Governance and Accountability Return (AGAR) 2021/22 Appendix

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Woodley Town Council
Financial statements for the year ended 31 March 2022

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Councillors

The following were serving Members of the Town Council as at 21 June 2022:

Nada Al-Sanjari	Juliet Anderson	Keith Baker	David Bragg
Shadi Brindley	Anne Chadwick	Jenny Cheng	Martin Doyle
Michael Forrer	Kay Gilder	Mark Green	Alexander Heap
Robert Horskins	Carol Jewell	Vin Lewis	Tom McCann
Majid Nagra	Sam Rahmouni	Beth Rowland	Janet Sartorel
Richard Skegg	Darren Smith	Bill Soane	Alison Swaddle
Philip Wicks			

Councillor Janet Sartorel was appointed Town Mayor and Councillor Kay Gilder was appointed Deputy Town Mayor on 10 May 2022.

Town Clerk and Responsible Financial Officer

Deborah Mander

External auditors

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

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Woodley Town Council

Financial statements for the year ended 31 March 2022

Explanatory foreword

Accounting and audit

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

The Council's statutory accounts are now included in the Annual Governance and Accountability Return (AGAR) for external audit purposes and comprise a brief summary of income and expenditure, reserves and bank balances and long-term assets and liabilities. The amounts in the statutory accounts represent a summary of the related information presented in more detail within these unaudited financial statements. The AGAR and these financial statements were approved at a Council meeting on 21 June 2022.

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

Financial responsibilities

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

The RFO is responsible for ensuring that the financial statements are (a) prepared in accordance with the Code of Practice on Local Authority Accounting, so far as applicable to the Council; and (b) present fairly the financial position of the Council as at 31 March 2022 and its income and expenditure for the year then ended. The RFO has selected suitable accounting policies and ensured that they were applied consistently; made judgements and estimates that were reasonable and prudent; and complied with the Code.

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

Commentary on the financial outturn for the year

This year the Council had originally budgeted to fund its activities using £111,414 of reserves to support revenue budget funding, following the impact of the Coronavirus pandemic. However, the Council started the 2021/22 year with reserves of £550,628 and at the end of the 2021/22 financial year the Council was able to make a contribution of £182,666 to the General Reserve, with activities and bookings being higher than anticipated following the introduction of mass vaccinations against Coronavirus. The year end reserve funds stood at £733,294 as at 31 March 2022.

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

In addition, the Council has repairs and renewals, building and facilities and capital programme funds to which amounts are added and spent from each year on equipment, vehicles, fittings and

Woodley Town Council
Financial statements for the year ended 31 March 2022

furniture and on the refurbishment of Council property. In 2021/22 the Council received Community Infrastructure Levy income of £54,339, some of which has been allocated to projects in 2022/23 to improve the broadcasting of meetings and the new play area at Woodford Park. At the end of the year the Council's general reserves totalled £733,294. Expenditure in the year totalled £1,732,944 with income of £696,084 received. Furlough income of £55,421 was also received in the year.

At the beginning of the new financial year in April 2021, with the development of vaccines against Covid, the Council was able to gradually open its buildings and its services to the town. In particular, both Coronation and Chapel Halls were regularly booked for parties, once this was allowed. At the Oakwood Centre most of our regular hirers have returned and many parties have been held or booked at the centre. Some of our regular business hirers have not returned and we aim to attract this sector of our hirers back, where possible.

During the year we were able to complete the ongoing improvements at the Depot where the Amenities team is based. A new tractor shed has been built and improvements to the workshop have been carried out, including a new electrical power supply, making the area more workable for the team. The team's work this year has included improvements to Malone Park, with the installation of fencing (pathways to be completed in 2022/23), and a thorough project around the lake in Woodford Park to improve the environment and hopefully provide greater enjoyment of that area by residents.

At Woodford Park Leisure Centre sports and courses were well attended once the centre opened fully. Gym membership is gradually increasing, although not yet at the pre-pandemic numbers. We aim to attract more members next year. In addition, the 3G Pitch proved extremely popular for football teams and groups of players.

Most of the Council's employees are back at their work places. Some of the Council office team work both at home and in the office and this has been working well.

Signed on behalf of the Council



.....
Deborah Mander, Town Clerk and Responsible Financial Officer
15 June 2022

Woodley Town Council
Financial statements for the year ended 31 March 2022

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

	<i>Net</i>	<i>Net</i>	<i>Savings (-)/</i>	
	<i>2022</i>	<i>2021</i>	<i>extra costs</i>	<i>Explanation/information</i>
	<i>£</i>	<i>£</i>	<i>£</i>	
Woodford Park LC & 3G Pitch	-56,021	79,798	-135,819	Income 70% higher due to WPLC open normal hours (includes Furlough income).
Outdoor sports and recreation	111,527	104,191	7336	Electrical cable supply to Depot installed.
Play areas	22,102	8,766	13,336	Play & Open Area fencing at Malone Park.
Oakwood Centre	25,487	35,043	-9,556	Room hire and Café income higher due to normal opening of offices (includes Furlough income).
Coronation and Chapel Halls	-15,964	-2,513	-13,451	Income in halls four times higher than previous year (includes Furlough income).
Town Centre Community Garden Allotments	8,672	-28,113	36,785	Town Centre Community Garden work started.
	4,524	5,049	-525	Furlough income.
Woodley Town Centre Partnership	-1,710	23,036	-24,746	Income from Town Centre activities (markets etc) increased, once able to operate.
Grants under 137 LGA 1972	16,100	16,000	100	Woodley Town Centre Partnership grant.
Other grants/SLA	33,422	59,945	-26,523	No grant awarded for outreach youth work in 2021/2022.
Public amenities	3,798	2,071	1,727	Higher light & heating costs (includes Furlough income).
Public events	1,900	179	1,721	Higher PR and promotions cost in 2021/22 year (includes Furlough income).
Public toilet	3,744	7,966	-4,222	Small increase in income, Rates reimbursed, higher costs in cleaning/light & heat.
Capital expenditure and receipts	2,951	8,522	-5,571	No capital income.
Loan interest and repayments	184,980	186,506	-1,526	All capital and interest payments made in current year.
Loan sinking fund investments	-1,831,918	129,885	-1,961,803	All shares sold and reimbursed to Council.
Administration and central costs	261,522	244,067	17,455	Staff & equipment cost higher; VAT paid relating to Woodley Town Centre Partnership (includes Furlough income).
Democratic process	56,063	46,941	9,122	Staff costs slightly higher and by election costs.
Corporate central costs	366,905	347,112	19,793	Higher legal/HR & Health & Safety costs and higher employers' NI and pension costs.
Maintenance central costs	6,857	44,167	-37,310	Maintenance costs – new workshop completed.
Community Infrastructure Levy	-54,399	-125,634	71,235	CIL allocation in 2021/22.
<i>Net cost</i>	<i>-849,458</i>	<i>1,192,983</i>	<i>-2,042,441</i>	

Woodley Town Council
Financial statements for the year ended 31 March 2022

Income and Expenditure Account for the year ended 31 March 2021

	Note	Year ended 31 March 2022			2021
		Expense £	Income £	Net £	Net £
Leisure activities					
Woodford Park Leisure Centre & 3G pitch		326,195	382,216	-56,021	79,798
Outdoor sports and recreation		138,387	26,860	111,527	104,191
Play areas		23,644	1,542	22,102	8,766
Community halls					
Oakwood Centre		145,539	120,052	25,487	35,043
Coronation & Chapel Halls		45,323	61,287	-15,964	-2,513
Maintenance central costs		6,857	0	6,857	44,167
Town Centre Community Garden		8,672	0	8,672	-28,113
Allotments		18,339	13,815	4,524	5,049
Community support					
Woodley Town Centre		72,444	74,154	-1,710	23,036
Partnership					
Grants under S137 LGA 1972	5	16,100	0	16,100	16,000
Other grants/SLAs	5	33,422	0	33,422	59,945
Youth services		0	0	0	0
Public amenities		4,705	907	3,798	2,071
Public events		2,444	544	1,900	179
Public toilet		4,393	649	3,744	7,966
Capital expenditure and receipts	6	2,951	0	2,951	8,522
Loan interest and repayments		184,980	0	184,980	186,506
Loan sinking fund investments		248,658	2,080,576	-1,831,918	129,885
Administration & democratic costs					
Administration and office costs		275,580	14,058	261,522	244,067
Democratic process		56,063	0	56,063	46,941
Council-wide central costs		366,905	0	366,905	347,112
Community Infrastructure Levy		0	54,399	54,399	-125,634
Net cost of Council services		1,981,602	2,831,059	-849,458	1,192,984
Precept on Wokingham Borough Council			1,293,034		1,203,188
Precept support grant			0		0
Interest and investment income			29,638		30,371
Net income/expenditure (-) for the year			2,172,130		40,575
Movements on earmarked reserves					
Transfers from reserves	14	-46,256		-1,989,464	-3,199
Transfers to reserves	14	2,035,720			
Increase in general fund for the year				182,666	29,813
Balance brought forward				550,628	513,252
General fund balance carried forward				733,294	550,628

Woodley Town Council
Financial statements for the year ended 31 March 2022

Balance Sheet as at 31 March 2022

	Note	<u>31 March 2022</u>		<u>31 March 2021</u>	
		£	£	£	£
Current assets					
Stocks			343		0
Debtors and prepayments					
Amounts due for Council services		13,910		-985	
VAT recoverable		5,185		17,168	
Memorial Ground		17,404		16,603	
Revenue grants receivable		0		0	
Accrued income		2,035		22,858	
Prepaid expenses		41,284		42,359	
			<u>79,820</u>		<u>98,003</u>
Bank and cash balances					
Term deposits		500,000		500,000	
Deposit accounts		891,803		583,286	
Current accounts		1,965,194		42,227	
Petty cash and cash floats		437		508	
			<u>3,357,434</u>		<u>1,126,021</u>
			3,437,596		1,224,024
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		17,959		12,635	
Other creditors		48,291		49,782	
VAT provision(partial exemption)		11,000		11,000	
Loan interest accrued		0		0	
Other accruals		33,516		14,657	
Grants received in advance		14,947		14,947	
Income received in advance		18,815		63	
			<u>144,528</u>		<u>103,084</u>
Net assets			<u>3,293,068</u>		<u>1,120,940</u>
Reserves and balances					
Earmarked reserves					
Capital projects	14		49,556		52,508
Asset replacement	14		25,369		25,369
Other earmarked reserves	14		2,484,849		492,434
			<u>2,558,774</u>		<u>570,311</u>
General fund as shown on the Income & Expenditure Account (page 5)			<u>733,294</u>		<u>550,628</u>
			<u>3,293,068</u>		<u>1,120,940</u>

These financial statements show a true and fair view of the Council's financial position as at 31 March 2022, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 21 June 2022.

.....
Councillor Janet Sartorel
Town Mayor

.....
Deborah Mander
Responsible Financial Officer

Woodley Town Council
Financial statements for the year ended 31 March 2022

Notes to the Financial Statements

1. Principal accounting policies

Accounting convention

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

Fixed assets and associated long-term borrowings

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

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

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

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

Capital receipts

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

Debtors and creditors

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

Stocks

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

Pension contributions

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

Woodley Town Council
Financial statements for the year ended 31 March 2022

	<u>2022</u>	<u>2021</u>
	£	£
2. Interest and loan repayments		
Interest payable	128,468	131,115
Loan repayments	56,512	55,392
	<u>184,980</u>	<u>186,507</u>

3. Employee costs and numbers		
Salaries and wages	730,140	745,140
Employer National Insurance contributions	62,363	62,386
Employer pension contributions (see below)	172,876	166,887
	<u>965,379</u>	<u>974,413</u>

Employer pension contributions were paid at 25.3% of employees' pensionable earnings in the year (2021: 24.3%) as determined in the actuarial valuation as at 31 March 2020.

	<u>Number</u>	<u>Number</u>
Average monthly no. of employees during the year was:		
Full time	21	23
Part time	30	26
	<u>51</u>	<u>49</u>

4. Audit fees		
Fees paid to external auditors for statutory audit services	3,200	2,400

5. Grants to/SLAs with local organisations		
The Council made grants to local organisations to facilitate:		
Transport for people with limited mobility	20,422	20,211
Counselling and advisory services	12,000	12,500
Youth Services	0	0
Cultural services	0	0
Environmental services	1000	382
	<u>33,422</u>	<u>33,093</u>

The Council made grants under Section 137 of the Local Government Act 1972 where there were no specific enabling powers amounting to:

	<u>16,100</u>	<u>16,000</u>
--	---------------	---------------

The maximum available under Section 137 in the year was £177,543 (electorate: 21,111 in the 2021 register of electors).

6. Tangible fixed assets		
Capital expenditure comprises of:		
Amounts from capital programme	2,980	0
Expenditure not resulting in new asset:	0	0
De minimus items	0	0
Malone Park Fencing/MacBook Pro	13,179	26,578
	<u>16,159</u>	<u>26,578</u>

The net decrease in tangible fixed assets was as follows:

Purchases from capital programme	2,980	0
Purchases from other budget heads	13,179	26,578

Less items deleted on disposal	0	0
	<u>16,159</u>	<u>26,578</u>

Woodley Town Council
Financial statements for the year ended 31 March 2022

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
The Council received external funding towards capital expenditure:		
Specific grants received: Community Infrastructure Levy	54,399	125,634
7. Long-term investments		
Expenditure on long-term investments during the year was	248,658	191,590
Proceeds from sale of investments was	-2,080,577	-61,705
Net expenditure on investments	-1,831,919	129,885
Investments held by the Council:		
Purchases in the year	248,658	191,590
Original cost of disposals in the year	-1,797,581	-37,050
Net increase during the year	-1,548,924	154,540
Cost of investments as at 1 April	1,548,924	1,394,336
Cost of investments as at 31 March	0	1,548,876
These investments related to a sinking fund set up to meet the sums repayable on 3 loans (Oakwood Centre) amounting to £2M that fall due in 2025 and 2026. The Council continues to pay interest only on these loans to the Public Works Loan Board and has cashed in the investments it held and will invest the funds in the Public Sector Deposit Fund operated by the CCLA until the repayments are due. The investments had a market value at year end of:	0	1,825,515
8. Fixed assets		
Operational freehold land and buildings		
Woodford Park Leisure Centre	1,519,411	1,519,411
Coronation Hall and car park	239,100	239,100
Chapel Hall and car park	196,000	196,000
The Oakwood Centre	3,517,000	3,517,000
Works and maintenance depot	135,465	135,465
Public toilet	71,658	71,658
	5,678,634	5,678,634
Vehicles and equipment	480,833	475,854
Van (1), Pickup (1), Tractors (2) & ancillary equipment		
Grounds maintenance equipment		
Furniture and equipment - Oakwood Centre, halls, offices		
Infrastructure assets	965,242	954,062
Woodford Park		
Skate spot, Woodford Park		
Equipment in children's play areas		
Street lighting columns (7), partial costs 3G pitch/car park/tennis project		
Community assets	465,981	465,981
Woodford Park, children's play areas (No 4.)		
Total tangible fixed assets	7,590,690	7,574,531
Investments (see Note 7 above)	0	1,548,875
Total	7,590,960	9,123,406

Woodley Town Council
Financial statements for the year ended 31 March 2022

2022 2021
£ £

9. Long-term liabilities

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

Within one year of the balance sheet date	59,414	56,610
Between one and two years	62,426	59,414
Between two and five years	2,181,187	972,248
Between five and ten years	164,154	1,424,789
More than ten years	166,423	177,055
	2,633,604	2,690,116

10. Capital commitments

The Council had no capital commitments at 31 March 2022 not otherwise provided in these financial statements (2021: none).

11. Contingent liabilities

The Council is not aware of any contingent liabilities at the date of these financial statements, other than those mentioned in the foreword. (2021: none).

12. Trust funds; Woodley Memorial Recreational Ground Charity

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

The costs incurred in the year ended 31 March 2022 were £8,533 (2021: £9,355), to which the Charity contributed its income of £7,730 (2021: £1,792).

13. Related party transactions

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

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

Woodley Town Council
Financial statements for the year ended 31 March 2022

14. Earmarked reserves

	<u>At 1 April</u> <u>2021</u>	<u>Transfer to</u> <u>reserve</u>	<u>Transfer</u> <u>from</u> <u>reserve</u>	<u>At 31 March</u> <u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Capital projects reserve				
Capital programme fund	31,198	0	-2,952	28,246
Building and facilities fund	21,310	0	0	21,310
Asset replacement reserves				
Repairs & Renewals fund	25,369	0	0	25,369
Other earmarked reserves				
WPLC Roof EMR	40,000	0	0	40,000
Capital receipt - Airfield Centre	89,400	0	0	89,400
Maintenance workshop	16,936	0	-6,857	10,079
Depot Power Supply EMR	9,646	0	-5,687	3,959
Centre Stage Fund WTCMI	12,505	0	0	12,505
B&S Insurance	0	33,275	0	33,275
WPLC Changing Room	10,000	0	0	10,000
Special projects fund	25,040	0	0	25,040
TCMI Fund	14,029	1,710	0	15,739
Oakwood Roof EMR	3,485	0	-1,770	1,715
WTC sinking fund	22,190	5,103	0	27,293
Play area reserve	22,662	0	0	22,662
AV Equip-Hybrid	0	7,500	0	7,500
WP Destination PlayArea EMR	0	55,451	0	55,451
3G Pitch carpet replacement reserve	60,000	12,000	0	72,000
Youth projects	687	0	0	687
JAC Loddon Mead project reserve	2,500	0	0	2,500
WP Bursary Fund	1,500	0	0	1,500
WPLC Community sports grants	8,284	0	-100	8,184
Council elections reserve	6,500	0	0	6,500
Allotment toilets	1,740	110	0	1,850
Speedwatch reserve	0	0	0	0
Capital receipts reserve	0	1,920,462	0	1,920,462
WPLC development reserve	31,169	0	0	31,169
Allotments security	478	110	0	588
Youth projects - anxiety	779	0	0	779
Loddon Mead Art Project EMR	800	0	0	800
Town centre clock repairs	2,984	0	0	2,984
Community Infrastructure Levy	81,005	0	-20,218	60,787
Town Centre Community Garden	28,113	0	-8,672	19,441
	492,432	2,035,721	-43,304	2,484,849
Total earmarked reserves:	570,309	2,035,721	-46,256	2,559,774

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

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

Publication Requirements

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

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2021/22

WOODLEY TOWN COUNCIL (BERKS)

WWW.WOODLEY.GOV.UK

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓ (COUNCIL OUT OF RISK)
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

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

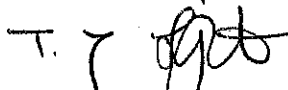
Date(s) internal audit undertaken

Name of person who carried out the internal audit

11/10/21 22/02/22 04/06/22

TIM LIGHT FMAAF

Signature of person who carried out the internal audit



Date

04/06/22

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

WOODLEY TOWN COUNCIL (BERKS)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

www.woodley.gov.uk

Section 2 – Accounting Statements 2021/22 for

WOODLEY TOWN COUNCIL (BERKS)

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward <i>Restated</i>	* 1,080,363	1,120,937	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	1,203,188	1,293,035	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts <i>Restated</i>	* 756,040	2,860,697	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs <i>Restated</i>	* 974,413	965,379	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	186,507	184,980	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments <i>Restated</i>	* 757,734	831,243	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	1,120,937	3,293,068	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	1,126,021	3,357,434	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	9,123,455	7,590,690	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	2,690,116	2,633,604	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Deborah Mander

Date

15/06/2022

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

WOODLEY TOWN COUNCIL (BERKS)

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Annual Governance Statement 2021/22
– Section 1 of the Annual Governance and Accountability Return (AGAR)

Item 7 c) on the Council agenda

Statements	Information for councillors
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<p>Council's internal auditors have confirmed in their 2020/21 annual report that effective financial management is in place.</p> <p>The accounting statements have been prepared by the Responsible Financial Officer and the Finance Officer, in compliance with statutory guidelines and proper practices. The internal auditor has reviewed and checked these.</p>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<p>Responsibility of managers to maintain internal control and review and can confirm that this has happened this year and a rolling and ongoing programme of training for all staff handling cash has been put in place.</p> <p>Anti Fraud strategy was reviewed by council in April 2019, with no changes made. The strategy is included in the new Employee Handbook which has been provided to all existing and new employees.</p> <p>Internal audit report for the 2021/22 year is provided to Members at this meeting of Council (21/6/22).</p>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<p>Town Clerk and management responsibility – council and committees make decisions based on information provided in reports to meetings and have opportunity to question and discuss.</p> <p>Information on regulations and any requirements reported to the council.</p> <p>I believe the council has followed proper practices in its financial procedures and controls and that this is borne out by the internal auditor's work.</p>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<p>Notice in respect of electors' rights was displayed from 24 June 2021 on noticeboards and on the website with the period when the books and associated documents were available for public inspection running from 25 June to 5 August 2021. (In 2022 the notice will be displayed from 22 June to 3 August.)</p>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<p>Risk Management Strategy was reviewed by the Risk Management Working Party on 13 January 2022, presented to Strategy and Resources Committee on 25 January 2022 and approved by the Council on 8 February 2022. The risk register was presented to the working party, the Strategy and Resources Committee and Full Council.</p> <p>The register includes the list of items identified, including financial matters, and how the risks are managed and actions taken/to take. Budgetary control reports made to all budget holding standing committees at each meeting. Council signatories can confirm their scrutiny regarding the council's cheque payments. Insurance cover is reviewed annually. The council has fidelity guarantee insurance and business interruption cover.</p>

<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>Members approved the appointment of internal auditors Lightatouch at the Strategy and Resources Committee meeting on 16/6/15 for a 3 year period and since then has re-appointed the company for a further 3 years from 2018 - 2021. Lightatouch continued to act as internal auditor in 2021/22. The Council will consider the appointment of an internal auditor at the next Strategy & Resources Committee Meeting.</p> <p>The Internal Auditor's reports of the work carried out over separate visits in the year is provided in the Internal Auditor's Annual Report for the year 2021/22 - included in the appendix.</p>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>No formal recommendations have been made by the Council's internal auditor for the period April 2021 - March 2022 (see Internal Auditor's end of year internal audit report 2021/22)</p>
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</p>	<p>There were no litigation, liabilities, commitments, events or transactions during or after the year end that have a financial effect on the council.</p>
<p>9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.</p>	<p>The Council as trustee of the Woodley Memorial Recreation Ground is required to make an annual return to the Charity Commission and for 2020/21 this was submitted on 30 November 2021.</p> <p>The Council has complied as far as it is able by stating the relevant information in the financial statements, however the ability to make the 2021/22 annual return to the Charity Commission is not yet available.</p> <p>Note 12 on page 10 of the financial statements sets out the financial information in respect of the charity. The charity has no funds and is therefore not required to be independently examined.</p>

Deborah Mander
Town Clerk and Responsible Financial Officer
16 June 2022



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

04 June 2022

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

Dear Deborah

Final Internal Audit Review:
Woodley Town Council – covering February 2022 to March 2022 and Year End procedures

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2021-22 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2021
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2021/2022 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

A final review was carried out to complete and finalise the End of Year Internal Audit 2021/2022 on Monday 30 May 2022.

The Finance Officer has also provided back-up information for the period February 2022 to March 2022 and End of Year details to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council's website.

We have carried out Interim Internal Audit visits and reviews throughout 2021/2022. We are also using the information already recorded from these to support the completion of the internal control objectives on the (AGAR) Annual Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous reviews. This is acceptable practice for the External Auditor.

As part of this final Internal Audit Review, we checked:

Bank Reconciliations including Petty Cash and short-term Investments

- the Bank Reconciliation at 31 March 2022 was re-performed and no errors were noted.

Income and Expenditure

- all income and expenditure items as at 31 March 2022 were confirmed and details are accurate to the records held by Council.

VAT Reimbursement

- the Finance Officer has submitted a VAT claim to HMRC for the period January 2022– March 2022 in the sum of £5394.58 which was submitted in April 2022.

Risk Assessment 2021/2022

- the risks of the Town Council were reviewed in 08 February 2022 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2021) is met.

Town Council Minutes

- Minutes of the Council were checked on the website for approvals and decisions made and approval of payments was checked for December 2021 and February 2022.

Asset Register including Long Term Investments

- The Asset Register at 31 March 2022 was reviewed and additions for 2021/22 were agreed.

End of Year Procedures 2021/2022

A full check was carried out on the End of Year documentation provided by the Town Clerk and Finance Officer to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2020/21 and 2021/2022 shown on Section 2 of the AGAR as required by the External Auditor.

The 2021/2022 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2021/2022.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,
Tim Light FMAAT
Internal Auditor.

Explanation of variances in the AGAR accounting statements - Section 2

WOODLEY TOWN COUNCIL (BERKSHIRE)

	2021	2022	Variances £	Detailed explanation of variance	£
Section 2	1,080,363	1,120,937			
Box 2 Precept	1,203,188	1,293,035	89,847	No comment required	
Box 3 Other income	756,040	2,860,697	2,104,657	Tier 4 LRSG Lockdown Grant	-44,528
				HMRC JRS Grant Income	-159,600
				Central Costs	-1,740
				Ear Marked Reserves	-28,113
				Oakwood Centre	41,175
				Wtcmi	30,333
				Cil	-71,235
				Woodford Park Lc	261,577
				Depot	223
				Football	6,995
				Cricket	2,899
				Bowling Green	3,374
				Woodford Park	1,748
				Garden Of Remembrnce	0
				Coronation Hall	17,208
				Chapel Hall	24,566
				Allotments	-200
				Public Toilet	48
				Investment Activities	2,019,925
				Smaller variances (aggregated)	2
					2,104,657
Box 4 Staff costs	974,413	965,379	-9,034	Employer superannuation rate higher	5,979
				Employer NI lower	-24
				Staff salary variances:	
				Central Costs	2,366
				Democratic Costs	-563
				Corporate Management	3,936
				Oakwood Centre	-14,331
				Wtcmi	2,562
				Woodford Park Lc	5453
				Depot	-1136
				Football	-2312
				Cricket	-1156
				Bowling Green	-1413
				Woodford Park	-3095
				Garden Of Remembrnce	-771
				Play Area/Open Space	-734
				Coronation Hall	-1650
				Chapel Hall	-1735
				Allotments	-574
				Amenities	97
				Events	58
				Smaller variances (net)	9
					-9,034

Box 5	186,507	184,980	-1,527	Variation explanation not required	
Loan interest & capital repayments					
Box 6	757,734	831,243	73,510		
Other payments				Central Costs	4108
				Democratic Costs	4795
				Corporate Management	15857
				Grants-S137	100
				Oakwood Centre	28,352
				Maintenance Hq	641
				Wtomi	27,771
				S & R Capital & Projects	-1528
				Cil	-63,347
				Woodford Park Lc	9,261
				Depot	-17,949
				Football	734
				Cricket	1,541
				Bowling Green	1,924
				Woodford Park	71,951
				Garden Of Remembrnce	176
				Play Area/Open Space	12,156
				Coronation Hall	2,487
				Chapel Hall	1,554
				Allotments	-1,378
				Amenities	2,469
				Events	1,419
				Public Toilet	-4,174
				Annual Grant	329
				Youth Services	-26,852
				Smaller amounts (aggregated)	1,113
					73,510
Box 7	1,120,937	3,293,068	n/a	General fund	733,294
Balances carried forward				Earmarked reserves	
				Capital projects	49,556
				Asset replacement reserves	25,369
				Other specific projects	2,484,849
				Aggregate per box 7	3,293,068
Box 8	1,126,021	3,357,434	n/a	See overall bank reconciliation	
Bank balances				Reserves per box 7	3,293,068
				Less stocks	-343
				Less debtors	-79,820
				Plus creditors	144,529
				Bank balances per box 8	3,357,434

Box 9 Fixed & long-term assets	9,123,455	7,590,690	-1,532,765	Long-term investments	
				Purchases in the year	248,658
				Cost of disposals written out	-1,797,581
				Other fixed assets	
				Purchases in the year	16,159
			Cost of disposals written out	0	
					-1,532,765
Box 10 Long-term borrowings	2,690,116	2,633,604	-56,512	Annual repayments	
Box 11 Charities' funds excluded	a	a	n/a		