



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 11 October 2022.

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

A handwritten signature in black ink that reads "Deborah Mander". The script is cursive and fluid.

Deborah Mander
Town Clerk

Prior to the commencement of the Town Forum, the Mayor will ask those in attendance to observe a one-minute silence in remembrance of Her Majesty Queen Elizabeth II.

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

Prior to the meeting, Zoran Matic - Wokingham Borough Council Emergency Planning Officer - will be providing a presentation regarding how the Town Council engages with the Borough Council with regards to emergency and disaster planning, including events such as plane / train crashes, natural disasters, or, in the extreme, in the event of war.

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF THE COUNCIL MEETING HELD ON 21 JUNE 2022** Page 5
To receive the Minutes of the Council Meeting held on 21 June 2022 and to approve their signing as a true and correct record.
4. **COMMITTEE REPORTS**
To receive reports from the following:
- | | | | |
|-----|--------------------------------|-------------------|---------|
| 4.1 | Planning & Community Committee | 12 July 2022 | Page 15 |
| 4.2 | Planning & Community Committee | 9 August 2022 | Page 25 |
| 4.3 | Leisure Services Committee | 30 August 2022 | Page 35 |
| 4.4 | Planning & Community Committee | 6 September 2022 | Page 43 |
| 4.5 | Strategy & Resources Committee | 27 September 2022 | Page 51 |
- The following recommendations were made at this meeting for Full Council consideration:
- i. That the Council continue with the SAAA sector led external auditor appointment for the next 5-year appointing period, from 2022 to 2027. (Minute 21 d))
 - ii. That Council adopt the updated Standing Orders. (Minute 23.1)
(Appendix enclosure 4.5 ii)
 - iii. That Council adopt the updated Financial Regulations. (Minute 23.2)
(Appendix enclosure 4.5 ii)
- | | | | |
|-----|--------------------------------|----------------|---------|
| 4.6 | Planning & Community Committee | 4 October 2022 | Page 73 |
|-----|--------------------------------|----------------|---------|
5. **MEMBERSHIP OF THE COMMUNITY YOUTH PARTNERSHIP**
To note the appointment of Graham Sumbler (Woodley Baptist Church) and Trina Farrance (Bulmershe Gymnastics) as voluntary sector representatives to the Community Youth Partnership for the remainder of the municipal year.
6. **AUDIT 2021/22**
- a) To receive the external auditor's opinion on the audit of the Annual Governance and Accountability Return for 2021/22. ***(Appendix 6a)*** Page 79
 - b) To adopt the Audited Annual Governance and Accountability Return for 2021/22.
 - c) To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website from 21 September 2022. ***(Appendix 6c)*** Page 82
7. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
8. **WOKINGHAM BOROUGH COUNCIL INDEPENDENT REMUNERATION PANEL SURVEY**
- a) To note the response provided to Wokingham Borough Council's Independent Remunerational Panel Survey, which was due by 23 September 2022. ***(Appendix 8a)*** Page 83
 - b) To consider providing a subsequent response to Wokingham Borough Council with regards to the following questions which were included in the survey:

- i) *Does the Town/Parish Council wish to consider paying the Chairman a Basic Allowance for time spent on that office under an allowances scheme made in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003?*
- ii) *Does the Town/Parish Council wish to consider paying elected Town/Parish Councillors a Basic Allowance under an allowances scheme made in accordance with the 2003 regulations to cover (a) time spent as a Councillor and (b) expenses incurred for example to be used towards caring costs for family members?*
- iii) *Does the Town/Parish Council wish to consider paying a travelling and subsistence allowance to Town/Parish Councillors (whether elected or otherwise) under a scheme made in accordance with the 2003 regulations?*

A copy of Part 5 of The Local Authorities (Members' Allowances) (England) Regulations 2003 is included at **Appendix 8b**.

Page 85

9. **CIVILITY & RESPECT PLEDGE**

Members are asked to consider signing up to the Civility and Respect Pledge. **(Appendix 9)**

Page 90

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By signing up to the Civility and Respect Pledge, the Council will pledge to demonstrate that the Council is committed to treating Councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.

In order to sign up, the Council must register and agree to the following statements:

- i. Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- ii. Our council has committed to training councillors and staff.
- iii. Our council has signed up to Code of Conduct for councillors
- iv. Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
- v. Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- vi. Our council will commit to calling out bullying and harassment if and when it happens.
- vii. Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- viii. Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

10. **OUTSIDE BODIES**
 - a) To note that Cllr Rahmouni has stepped down as the Town Council's representative to the Robert Palmer's Almshouse Charity.
 - b) To appoint a Town Council representative to the Robert Palmer's Almshouse Charity.
 - c) To receive any reports from Town Council representatives on outside bodies. ***(Appendix 10c)*** Page 94

11. **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 11)*** Page 97

12. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

13. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 21 June 2022 at 8 pm**

Present: *Councillors K. Gilder (Chairman); N. Al-Sanjari; J. Anderson;
K. Baker; D. Bragg; J. Cheng; M. Doyle; M. Forrer; A. Heap;
R. Horskins; C. Jewell; V. Lewis; M. Nagra; B. Rowland; R.
Skegg; B. Soane; A. Swaddle; P. Wicks*

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

Also present: *3 members of the public*

*Before the start of the meeting a maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in **Appendix A**.*

21. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley, M. Green, S. Rahmouni and J. Sartorel. Councillor Al-Sanjari sent apologies that she would be late for the meeting.

22. **DECLARATIONS OF INTEREST**

Councillor R. Skegg – Personal interest: Agenda Item 10: Free use of the Oakwood Centre, as Councillor Skegg has a personal involvement with the charity.

Councillor Skegg took no part in the discussion or the decision regarding agenda item 10.

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

The Deputy Town Mayor presented the amended minutes of the Council Meeting held on 8 February 2022.

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

In reference to the Deputy Town Clerk's note which had been added to the minutes to confirm that the Standing Orders do require recommendations made by Standing Committees to be proposed and seconded, the Deputy Town Clerk confirmed that this would not need to happen retrospectively regarding historic resolutions but would need to happen moving forward.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 8 February 2022 and that they be signed by the Deputy Town Mayor as a correct record.

Voting: For: 14 Against: 0 Abstentions: 2 No Vote Recorded: 1

24. **MINUTES OF COUNCIL MEETING HELD ON 10 MAY 2022**

The Deputy Town Mayor presented the minutes of the Annual Meeting held on 10 May 2022.

Councillor Al-Sanjari entered the meeting.

Councillor Nagra queried whether the minutes should include a note to highlight that, at the Full Council meeting held on the 8 February, at one point Councillor Baker had interrupted Councillor Nagra. Councillor Nagra stated that this was a violation of Standing Orders 3.2 a) and b), which relate to Members being required to raise their hand or indicate to the Chairman that they wish to speak, and to only speak when invited to do so by the Chairman.

Following a vote it was:

RESOLVED

- ◆ To approve the minutes of the Council meeting held on 10 May 2022 and that they be signed by the Mayor as a correct record.

Voting: For: 14 Against: 0 Abstentions: 3 No Vote Recorded: 1

25. **COMMITTEE REPORTS**

25.1 **Minutes of the Planning and Community Committee: 17 May 2022**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 17 May 2022.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 17 May 2022.

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

25.2 **Minutes of the Leisure Services Committee: 31 May 2022**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 31 May 2022.

Councillor Bragg noted that the minutes were incorrectly dated as 12 April 2022, and it was agreed the draft minutes would be corrected.

In response to a query regarding complaints received about the new play area in Woodford Park, the Deputy Town Clerk confirmed that there had been an issue with the tensioning of the Zip Wire. It was believed this was occurring naturally due to a high volume of use and the fact the equipment was new, and the Deputy Town Clerk confirmed that the wire had been re-tensioned to improve this.

The Deputy Town Clerk confirmed to Members that the play equipment had passed a full ROSPA safety inspection prior to the play area being opened.

Minute 9: Future Agenda Items

In response to a query regarding whether the Council had now invested in a Union Flag, it was confirmed that it had not. Members noted that the provision of flags was due to be discussed as one of the first items of business when the PR & Marketing Sub Committee next meet, with the Sub Committee due to consider which flags should be purchased and to recommend a budget.

Minute 6: Woodford Park Leisure Centre, Sports Development and Activities

Following a query, it was agreed that the draft minutes should include reference to the fact that, at the meeting, it was confirmed that Woodford Park Leisure Centre would need to be closed for a period of time to allow for the electrical works.

Minute 7: Parks and Buildings

Councillor Bragg confirmed that the first meeting of the Youth Services Working Party had now taken place and it was confirmed that a report of the meeting would be presented to the next Strategy & Resources Committee meeting. Councillor Bragg updated Members to confirm that only one expression of interest had been received from a provider, Just Around the Corner (JAC), but that the Working Party had resolved to allow another month to make additional efforts to contact and encourage other providers to submit expressions of interest.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 31 May 2022.

Voting: For: 16 Against: 0 Abstentions: 2 No Vote Registered: 0

25.3 **Minutes of the Strategy and Resources Committee: 7 June 2022**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 7 June 2022.

Councillor Baker advised Members that the Standing Orders and Financial Regulations Sub Committee had met recently to and recommended considerable changes to the Standing Orders. This is due to be considered and ratified at the next Strategy & Resources Committee meeting.

Councillor Doyle highlighted that it was the intention of the Labour & Independent Group that he would be the group's representative on the Committee. It was noted that the group had deferred their appointment to the group at the Annual Meeting of the Council, held on the 10 May 2022.

It was noted that Standing Order 9.5 b) currently states that groups can only change their appointments to Standing Committees at a meeting of Full Council, with groups required to submit details of the change to the Town Clerk at least three days prior to the meeting. Members noted that this was one of the Standing Orders which had been recommended to be changed by the Standing Orders and Financial Regulations Sub Committee.

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

RESOLVED:

- ◆ To suspend Standing Order 9.5 b) for this meeting to allow the Labour & Independent group to appoint a member to the Strategy & Resources Committee.
- ◆ To note that the Labour & Independent group have appointed Councillor Doyle to the Strategy & Resources Committee for the 2022/23 municipal year.

Minute 13: Town Council responsibilities in the event of war

Following a comment regarding the need for the Council to know in advance what the expectations of the Town Council would be in the event of war, the Deputy Town Clerk confirmed that Wokingham Borough Council's Emergency Planning Officer would be attending the next meeting of Full Council to discuss this and emergency planning in general.

RESOLVED:

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 7 June 2022.

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

25.4 **Minutes of the Planning and Community Committee: 14 June 2022**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 14 June 2022.

Minute 25: Sandford Park Bailey Bridge

Councillor Heap stated that he felt it was very important for there to be joined up working between the Council and Twyford and Charvil Parish Councils with regards to the provision of a cycle route from Woodley to Twyford Station. Councillor Wicks confirmed that contact had been made with Wokingham Borough Council regarding this.

Minute 27: Community Speedwatch

In response to a query, it was confirmed that it was intended to use the Council's Data Logger to identify on which roads and at which specific times of day there were speeding problems to help indicate where and when Speedwatch activities would take place. Councillor Bragg confirmed that he has been in regular contact with PC Turnham, the Thames Valley Police Officer heading up the Community Speedwatch scheme. He also advised Members that when speeding data is uploaded it is automatically sent to the Police database for action.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 14 June 2022.

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

26. **2021/22 YEAR END**

The Deputy Town Clerk presented the 2021/22 year end figures, in summary and by committee.

It was pointed out that, with regards to the expenditure attributed to Woodford Park under the Leisure Services Budget, the total spend at 31 March 2022 reported to the Leisure Services Committee in a previous budgetary control report differed by approximately £63k to the actual spend recorded in the year end figures. The Deputy Town Clerk confirmed that the additional expenditure related to the play area and was paid during the 2021/22 year, although did not appear in the budgetary control figures.

RESOLVED:

- ◆ To note the 2020/21 year end figures.

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

27.1 **Financial Statements 2021/22**

The Deputy Town Clerk presented the Financial Statements for 2021/22.

In response to a query regarding why Service Level Agreement expenditure is grouped together with Grant expenditure within the Financial Statements, the Deputy Town Clerk agreed to seek advice from the Internal Auditor as to the reason for this.

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

RESOLVED:

- ◆ To approve the Financial Statements for 2021/22 and that they be signed by the Mayor and the Town Clerk.

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

27.2 **Annual Internal Audit Report for 2021/22**

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

RESOLVED:

- ◆ To receive and note the Annual Internal Audit Report for 2021/22.

27.3 **Annual Governance Statement for 2021/22**

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

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

RESOLVED:

- ◆ To vote on the nine statements within the Annual Governance Statement for 2021/22 as a whole, rather than individually.

Voting: For: 16 Against: 0 Abstentions: 2 No Vote Registered: 0

The Deputy Town Mayor read each of the nine individual statements in turn. Following a vote it was:

RESOLVED:

- ◆ To approve the Annual Governance Statement for 2021/22.

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

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

RESOLVED:

- ◆ To approve the signing of the Annual Governance Statement 2021/22 by the Mayor and the Town Clerk.

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

27.4 **Accounting Statements for 2021/22**

Members considered the Accounting Statements for 2021/22.

Members noted that changes to the Accounting Statements from 2020/21 onwards had been made which required that funds relating to the Woodley Memorial Recreation Ground Charity be separated from a Council's accounts. Accordingly, for the 2020/21 year, the figures previously submitted on the Accounting Statements had been restated so that the transaction totals for the charity's trust fund were removed and separated from the financial statements and accounts of the Town Council.

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

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

RESOLVED:

- ◆ To approve the Accounting Statements for 2021/22, and approve the signing of the Accounting Statements 2020/21 by the Mayor.

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

28. **LEADER'S STATEMENT**

Councillor Baker provided a statement, highlighting what a great couple of months it had been for the residents of Woodley.

Councillor Baker highlighted several events, including the Jubilee Beacon lighting, the Jubilee Lunch, and the Woodley Carnival, noting that these were very well attended by Woodley residents.

Councillor Baker also highlighted the recent efforts of Ronnie Goodberry who had been instrumental in arranging the collection and delivery of items donated by residents of Woodley to refugees of the Ukraine conflict. Ronnie had even driven to Poland twice with a number of other drivers to personally deliver the items, with a third trip planned.

29. **CAPITAL PROGRAMME 2022/23**

The Deputy Town Clerk presented Report No. FC 4/22 regarding the proposed Capital Programme for 2022/23.

He advised Members that the costs which had been stated against each proposed project were upper estimates, with Officers still needing to seek competitive quotes. If there was any material change to the cost of a project following the receipt of quotes, then the project would come back to Members for consideration.

The Deputy Town Clerk confirmed that it was believed all proposed projects could be achieved within the year and within the allocated budget. Following a query, he advised that the priority given to each proposed project had been assigned following an Officer discussion with the heads of service. He confirmed these were a judgement, and so were subjective, but the intention was to give additional information and context for Members about why certain projects were being proposed.

Whilst the new format for the report was generally felt to be good, Members noted that for each of the environmental and equality impacts listed against the proposed projects, the report had stated 'none'. Members highlighted a number of examples of positive environmental and equality impacts for some of the projects listed, and requested that greater detail should be provided about these in the report, including how each project would impact individuals with protected characteristics.

It was noted that this was a high level report, with greater detail to be provided when each project was brought to the Committee.

It was proposed by Councillor Baker, seconded by Councillor Soane, and:

RESOLVED:

- ◆ To note the contents of Report No. FC 4/22
- ◆ To approve funding from the Capital Programme and Building and Facilities Fund, to fund the capital projects as set out in Report No. FC 4/22.

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

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

Members considered the request made for Me2 Club to have free use the Oakwood Centre rooms for their charitable event being held on the evening of Friday 7 October 2022.

Whilst Members acknowledged the good work undertaken by the Me2 Club, a number of Members noted a concern that agreeing to this request would set a precedent with regards to providing free hire of the Oakwood Centre to charities.

Councillor Doyle suggested that Me2 Club might be a charity who could apply for the Youth Service tender, and requested that they be contacted and invited to do so.

Members noted the connection between Me2 Club and Matt Allwright, who had voluntarily presented the Town Council's Citizens' Awards ceremony earlier in the year and had indicated that he would be willing to do so again in future, although the Committee Officer confirmed that no formal agreement was in place to do so.

Members requested that, at the next meeting of the Strategy & Resources Committee, Members consider more broadly how requests for free hire of the Council's venue from charities are handled moving forward.

It was proposed by Councillor Baker, seconded by Councillor Al-Sanjari, and following a vote Members:

RESOLVED:

- ◆ To approve the free use of the Oakwood Centre rooms by the Me2 Club on 7 October 2022 for their charitable event.

Voting: For: 12 Against: 0 Abstentions: 5 No Vote Registered: 1

31. **OUTSIDE BODIES**

RESOLVED:

- ◆ To note the Poor's Land Charity report, provided by Councillor Cheng and included with the agenda

32. **TOWN MAYOR'S ENGAGEMENTS**

Members noted that, in addition to the events listed as being undertaken by the Town Mayor in the agenda, the Town Mayor had also opened the new play area in Woodford Park on Thursday 16 June 2022.

33. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

34. **PUBLICITY AND WEBSITE**

It was requested that a greater effort be made to publicise the fact that meetings are now streamed live on YouTube.

Meeting closed at 9:55 pm

TOWN FORUM

21 June 2022

Three members of the public attended the Town Forum.

Mr Provins, member of the Friends of Woodford Park, highlighted that the Town Council had removed a number of plaques from the Garden of Remembrance. It was understood that individuals had originally paid to have the plaques installed for a period of 10 years, and that they may have been removed following the end of this period, however members of the Friends of Woodford Park had received complaints from residents about their removal.

Councillors discussed this matter and consensus was that the plaques should not have been removed. The Deputy Town Clerk confirmed he would look into the matter and provide an update to all Councillors and Mr Provins.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 12 July 2022 at 7:45 pm

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

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

Also present: *Councillors M. Green and A. Heap
Sergeant Simon Botham and PCSO Clare Towse (Thames Valley Police)
0 members of the public*

35. Prior to the meeting commencing, Sergeant Simon Botham and PCSO Clare Towse (Thames Valley Police North Wokingham Policing Team) spoke to Members regarding the issue of e-scooting and cycling within the Woodley Town precinct.

Sergeant Botham stated that Thames Valley Police (TVP) see e-scooters and e-bikes as an increasing issue, causing not only a general nuisance but also anti-social behaviour (ASB) and significant danger to pedestrians and road users.

TVP recognise that e-scooters are popular with children and young adults as they are seen as a good, low-cost form of transport. They are also easy to purchase. However, as the law currently stands, they are only permitted to be used on private land and are not road legal.

Previously TVP have tackled the issue through engagements and education, proactively stopping users and advising them of the law. However this can only go so far, and a lot of the younger users are often not interested and continue to ride their e-scooters. It was noted that there are still on-going trials around the country into the potential legalisation of e-scooters.

TVP's last phase, prior to moving to enforcement, is to try and engage with schools to educate pupils on the use of e-scooters. However, it was noted that a Section 59 warning notice was issued under ASB legislation to one individual who had been riding an e-scooter in a dangerous manner.

Sergeant Botham noted that the issue of e-bikes was different to that of e-scooters as these were legal to ride on the road, so there is appropriate legislation which gives police more powers to enforce their appropriate use.

Following a query, Sergeant Botham confirmed that the police do not have the power to formally request identification when they stop an e-scooter user as the offence is not committed under Section 1. However, if there are repeated stops, then the team do start to recognise individuals.

It was noted that, should a by-law be introduced to make the town precinct a non-cycle area, then this would give TVP more power to enforce the use of e-bikes in the area; this would be via a fixed penalty notice. However, this would not cover the use of e-scooters.

Sergeant Botham confirmed that e-scooters are seen as a non-entity as they are not currently covered in any legislation as either a pedal cycle nor another form of vehicle. This makes their illegal use difficult to enforce. It was noted that the introduction of legislation would make this matter clearer.

Further enforcement is planned in the town precinct, and Members suggested it would be beneficial for TVP to engage with the Town Council to conduct these. Sergeant Botham suggested a member of the Town Council could attend any purge, and that a joint press release could then be issued following the event to advise of the outcome and held publicise the issue more widely.

The Chairman thanked both Sergeant Botham and PCSO Towse for attending the meeting.

36. **APOLOGIES**

Apologies for absence were received from Councillor Nagra.

37. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

38. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 14 JUNE 2022**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 14 June 2022 be approved and be signed by the Chairman as a true and accurate record.

39. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

40. **PLANNING DECISIONS**

RESOLVED:

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

41. **PLANNING APPEALS**

RESOLVED:

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

Application:	220206
Location:	6 Brunel Drive, Woodley, Berkshire, RG5 4PW
Proposal:	Householder application for the proposed raising of the roof to facilitate conversion of the loft to habitable accommodation, erection of single storey front and rear extensions, raising of part of existing flat roof to side and installation of 5 no. rooflights, plus changes to fenestration including installation of 2 no. Juliet balconies to rear.

- ◆ To note the following appeal decision:

Application: 210668
 Location: Land to the North East of Vauxhall Drive, Woodley, Wokingham RG5 4EJ
 Proposal: The development proposed the installation of a 20m high monopole supporting 6No. antenna apertures & 4No. 600mm transmission dishes; plus the installation of 8No. ground-based equipment cabinets within a secured, fenced compound; and ancillary development thereto.
 Details: Appeal against refusal of planning permission.
 Decision: The appeal was dismissed.

42. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 221811:
 Location: 10 Dartington Avenue, Woodley, Wokingham, RG5 3PD
 Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.50m, for which the maximum height would be 3.40m and the height of the eaves 2.25m.

43. **TELECOMMUNICATIONS NOTIFICATION**

RESOLVED:

- ◆ To note application 221799:
 Location: Land off, Colemansmoor Road, Woodley, Berkshire, RG5 4DB
 Proposal: Prior approval submission for the proposed installation of a new 15m monopole tower to support antenna, associated radio-equipment housing and ancillary development hitherto.

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

RESOLVED:

- ◆ To note application 221569:
 Location: TPO 1752/2020, WOODLAND 1: Land to rear of, 38 Redwood Avenue, Woodley, Wokingham, RG5 4DR.
 Proposal: T1, Plum - Cut back overhanging branches by approx. 3-4m. T2, Plum - Cut back overhanging branches by approx. 1-2m.
- ◆ To note application 221839:
 Location: TPO 0003/1951, WOODLAND 3: 68 Fairwater Drive, Woodley, Wokingham, RG5 3JB.
 Proposal: T1, Oak – Cut back canopy overhanging rear garden of no. 49 Quentin Road by 4m to the boundary line.
- ◆ To note application 221861:
 Location: TPO 1849/2022, WOODLAND 3: 33 Constable Close, Woodley, Wokingham, RG5 4US.
 Proposal: W3, Mixed Species – Installation of a root barrier in the rear garden of no. 33 Constable Close.

- ◆ To note application 221891:
 Location: TPO 3/1951 WOODLAND 3: 147 Nightingale Road, Woodley, Wokingham, RG5 3LZ.
 Proposal: T1, Beech – Crown reduction by approx. 2m and reshape by bringing over-extended limbs back in line with majority of crown.

- ◆ To note application 221959:
 Location: TPO 1696/2019, AREA 1: Land off Church Road, Church Mews, Woodley, Wokingham, RG5 4RJ.
 Proposal: T1, Beech - Reduce the southern quadrant by up to 2m, reducing the radial spread from 8m to 6m. Reduce the northern quadrant by up to 2m, reducing the radial spread from 8m to 6m. Ensure all cuts are made to the nearest suitable growth point and grade in to the remaining canopy. Remove deadwood 50mm in diameter or over 1m in length.

- ◆ To note application 221990:
 Location: TPO 1696/2019, AREA 1 and 2: Church Mews, Woodley, Wokingham.
 Proposal: T1, Beech – Crown reduction by approx. 3m to branches protruding the furthest from the crown; crown lift to 4.5m over parking bays. Remove deadwood.
 T2, Holm Oak – Crown reduction by approx. 2m to side of upper crowns; crown lift to 5m over driveway and parking bays and to 3.5m over fence line.

- ◆ To note application 222007:
 Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION: Church Mews, Woodley, Wokingham.
 Proposal: T1, Holm Oak – Crown lift to 5m over main access road.

- ◆ To note application 221997:
 Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION: Church Mews, Woodley, Wokingham.
 Proposal: T3, Oak – Crown lift to 5m over driveway of no. 12 Church Mews by reducing branches and removing secondary branches; crown reduction by maximum of 3m, reducing side growth and protruding areas and giving 3m clearance to buildings; crown thin by approx. 25% of leafing volume area.
 T4, Oak – Crown reduction by maximum of 2.5m, reducing side growth and protruding areas, taking crown back to previous reduction points; reduce height by 3m; crown lift to 3.5m; crown thin by 25% of leafing volume area.

- ◆ To note application 221973:
 Location: TPO 374/1988: Land northwest of 1-4 Temple Mews, Woodley, RG5 4HE.
 Proposal: T1, Oak - Reduce lateral spread on south side of canopy (east to west half of tree) by approximately 2m back to previous reduction points where present. Reduce northern half of canopy (west to east) by 2-3m back to previous reduction points. Lightly shape upper canopy, reducing height by approximately 1m. Crown-lift removing smaller secondary outer branch tips to create 4.5m canopy clearance above ground level.

45. **GOODS VEHICLE OPERATORS LICENCE APPLICATION**

At this point, Councillor Green left the meeting.

Members noted a concern regarding the increased heavy goods vehicle traffic caused by this and similar applications, should they be approved, for businesses in the area. It was noted that this was an industrial area, but that road capacity was limited.

Members noted that, with regards to a previous application of this nature, a letter was written to the company asking how they intended to mitigate against the environmental impact of the increase heavy goods traffic. It was recommended that a similar letter be drafted and sent with regards to this application.

RESOLVED:

- ◆ To note the following application for a variation of a Goods Vehicle Operators Licence:

Licence:	OH2002943 SN
Operator:	B D T Transport Ltd
Directors:	Jeff Cahill, Robert Bowden
Address:	Unit 5, 6 & 7 Headley Park 8, Headley Road East, Woodley, Reading, RG5 4SL
New Authorisation:	30 Heavy Goods Vehicle(s), 12 trailer(s)

- ◆ To note that the Town Council's comments were required prior to the meeting and that, whilst concerns were raised by two members regarding the potential increase in heavy goods vehicle traffic, no specific objections were raised or submitted with Wokingham Borough Council.
- ◆ To draft and send a letter to B D T Transport Ltd requesting details of how they plan to mitigate and / or offset the environmental impact of the increase in heavy goods vehicles being proposed as part of this application.

46. **ANNUAL GRANTS 2022/23**

RESOLVED:

- ◆ To note the expressions of thanks received from Keep Mobile.

47. **CYCLING IN WOODLEY SUB COMMITTEE**

Councillor Heap requested that, when referring to Waingels Road as being unsafe for cycling, the report of the Cycling Woodley Sub Committee meeting which took place on 29 June 2022 should include a comment he made that there is a suitable cycling route up Beggars Hill Road. The Deputy Town Clerk agreed to amend the report to include this.

RESOLVED:

- ◆ To note Report No. PC 4/22 of the meeting of the Cycling in Woodley Sub Committee which was held on 29 June 2022.
- ◆ Update the report of the meeting of the Cycling in Woodley Sub Committee held on 29 June 2022 accordingly.

48. **WOKINGHAM BOROUGH COUNCIL GYPSY AND TRAVELLER ACCOMODATION ASSESSMENT**

Members noted concern that it would be difficult for the Committee to respond to a questionnaire of this nature due to the complexity of the topic, and felt Members did not have the knowledge or expertise to do so.

RESOLVED:

- ◆ To contact Wokingham Borough Council to confirm the Town Council would be making no comment in relation to the Gypsy and Traveller Accommodation Assessment.

49. **SANDFORD PARK BAILEY BRIDGE**

RESOLVED:

- ◆ To note the replies received from Wokingham Borough Council regarding how the Borough Council intend to utilise the £30k developer's fund originally provided as part of the Sandford Park development.

50. **ACTIVE TRAVEL ROUTE – WOODLEY TO READING**

The Committee Officer advised the Committee that full consultation on these proposals had now been issued, with a closing date of 19 August 2022, and that this would be brought to the next meeting of the Planning & Community Committee, due to be held on 9 August 2022, for consideration.

RESOLVED:

- ◆ To note the updated proposals for the Active Travel Route between Woodley and Reading being considered by Wokingham Borough Council and circulated as part of the agenda.
- ◆ To note the correspondence provided by Wokingham Borough Council following stakeholder workshops, including a further revision to their proposal, as circulated as part of the agenda.
- ◆ To note that a Wokingham Borough Council representative will be attending the next Planning & Community Committee meeting, due to be held on 9 August 2022, to discuss the Active Travel Route proposals.

51. **COMMUNITY SPEEDWATCH**

Councillor Bragg stated there was no further update with regards to Community Speedwatch at this time.

52. **EARLEY STATION FOOTBRIDGE UPDATE**

Councillor Wicks confirmed that an inspection of the bridge was due to take place in the middle of June and that the Committee Officer had emailed Wokingham Borough Council for the outcome of the inspection, but a response had yet to be received.

53. **COMMUNITY ISSUES**

Members noted the success of the Woodley Carnival.

54. **HIGHWAYS ISSUES**

Councillor Skegg raised concern regarding the wearing off of the painted mini roundabouts on Nightingale Road, having recently witnessed a driver missing the roundabout and nearly causing an accident. Following a suggestion, he confirmed he had raised this with Wokingham Borough Council individually.

Councillor Bragg suggested the no cycling signage in the town precinct should be improved; some painted signage on the pavement was now worn and hard to see. The Deputy Town Clerk confirmed this had been raised at the recent Cycling in Woodley Sub Committee, and the Wokingham Borough Council officer in attendance had committed to taking this issue back, however it was agreed that further communication should be made with Wokingham Borough Council on this matter.

55. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Woodley Town Centre Partnership Newsletter – June 2022
 - CCB e-Bulletin – June 2022
 - The Wokingham Volunteer Centre E-Newsletter – June 2022
 - Me2 Club Newsletter – June 2022

56. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

57. **PUBLICITY/WEBSITE**

Members suggested the following items be publicised by the Town Council:

- That, with regards to the twelve determinations made by Wokingham Borough Council in relation to planning applications since the last meeting of the Planning & Community Committee in June, Wokingham Borough Council endorsed all the comments made by the Planning & Community Committee.
- Details of Thames Valley Police's attendance at this Committee meeting, and the discussion held regarding e-scooters and e-bikes.

58. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:06 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 12 July 2022

Application No. & Address	Proposal
221128 52 Mannock Way, Woodley, RG5 4XW	Full application for the proposed erection of a single storey front extension, single storey rear extension, two storey side extension, and change of use of amenity land to residential.
Observations: Following a vote the Planning & Community Committee determined to submit no objections to this application. Four Members voted in support of the application, one abstained from the voting, and Councillor Jewell wished for it to be recorded that she opposed the application on the grounds of the loss of amenity space.	
221627 23 Nightingale Road, Woodley, RG5 3LS	Householder application for the proposed erection of a single storey rear extension following demolition of the existing single storey rear and changes to fenestration.
Observations: The Planning & Community Committee considered this application and had no objections, but wished to draw attention to a neighbour's comment regarding concern over drainage.	
221695 71 Woodlands Avenue, Woodley, RG5 3HF	Householder application for the proposed raising of roof, insertion of 2No. side dormer windows to create habitable space following demolition of chimney stack, garage conversion to create habitable space, single storey rear/side flat roof extension with changes to fenestration, including glazed rear gable.
Observations: The Planning & Community Committee considered this application and recommended that it be refused on the following grounds: <ul style="list-style-type: none"> - The design is out of character and out of keeping with neighbouring properties - The property will be overbearing (massing) on the neighbouring bungalows - The glazed rear gable will be overlooking on neighbouring properties, resulting in a loss of privacy - The proposal is unneighbourly - The location plan is incorrect, showing the property to be opposite Howth Drive when it is in fact opposite Woodwaye 	
221723 Cadet Centre, Mohawk Way, Woodley, RG5 4UE	Full application for the permanent installation of an ISO container cabin adjacent to the existing building. (Retrospective)
Observations: No objections.	
221744 29 Concorde Way, Woodley, RG5 4NF	Householder application for the proposed erection of a single storey side extension and single storey front extension following demolition of single storey side covered storage area.
Observations: No objections	

221830 21 Austin Road, Woodley, RG5 4EJ	Householder application for the proposed single storey rear extension and two storey side extension.
Observations: No objections.	
221942 54 Mannock Way, Woodley, RG5 4XW	Householder application for the proposed erection of a single storey rear extension following demolition of the existing conservatory.
Observations: No objections.	
221940 22 Lavenham Drive, Woodley, RG5 4PP	Householder application for the proposed erection of a single storey rear extension. Including the removal of the existing brick-built storage, replacement of the existing white framed windows with new windows with grey uPVC frames and the repositioning of the soil and vent pipe.
Observations: No objections.	
221953 50 Selsdon Avenue, Woodley, RG5 4PG	Householder application for the proposed installation of a rear dormer and rooflights plus associated hip to gable roof extension and removal of chimney to facilitate the conversion of the loft to habitable accommodation.
Observations: The Planning & Community Committee have considered this application and, whilst they have no specific objections, they did note a concern that increasing the property to 5 bedrooms with only 3 parking spaces may result in parking issues.	

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 9 August 2022 at 7:45 pm

Present: *Councillors: P. Wicks (Chairman); K. Baker; D. Bragg; J. Cheng; C. Jewell; J. Sartorel;*

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

Also present: *Councillors: K. Gilder; R. Horskins; A. Swaddle;
Councillor Paul Fishwick & Robert Curtis (Wokingham Borough Council)
Sam Goss (PJA Consultancy)
43 members of the public*

59. Prior to the meeting commencing, the Chairman asked those in attendance to observe a minute's silence following the death of a 32-year-old man who was found in Woodford Park on Tuesday 2 August 2022.

60. **APOLOGIES**
Apologies for absence were received from Councillors Nagra and Skegg.

61. **DECLARATIONS OF INTEREST**
There were no declarations of interest.

62. **WOKINGHAM BOROUGH COUNCIL ACTIVE TRAVEL ROUTE – WOODLEY TO READING**
The Chairman handed over to Councillor Paul Fishwick, Executive Member for Active Travel, Highways and Transport at Wokingham Borough Council (WBC), who summarised the background to the Active Travel Route proposals.

Councillor Fishwick then handed over to Sam Goss from Phil Jones Associates (PJA), the transport design consultancy employed by Wokingham Borough Council to design the current scheme proposal. Sam provided a presentation summarising and explaining the rationale behind the design against the backdrop of relevant national guidance LTN 1/20 regarding the provision of cycle routes. He explained that there were five key factors which needed to be considered when designing an Active Travel scheme, which include infrastructure design, pedestrian comfort, impact on vehicle movement and street parking, impact on public ground, and cost and buildability. He acknowledged that any scheme developed, including the current scheme, required compromise.

Councillor Baker spoke on the matter, noting that he was disappointed that views had been sought in a survey and not a consultation. He highlighted that Wokingham Borough Council had reinstated a requirement for those responding online had to set up an account which was likely to dissuade a number of individuals, a requirement which had previously been removed from the previous consultation. He also noted that the content of the survey was devoid of options, instead asking responders to advise on their location and travel habits rather than their opinion on the scheme or possible routes. Specifically, Councillor Baker identified that views had not been sought on a possible route along Beechwood Avenue and Howth Drive, rather than along the eastern end of Woodlands Avenue.

With regards to potentially routing the scheme along Beechwood Avenue and Howth Drive, Councillor Baker highlighted that this would not require the removal of the roundabout on Howth Drive, which if removed would likely exacerbate the issue of queueing traffic. Both Beechwood Avenue and Howth Drive are also wide enough to accommodate a cycle way, whereas using the eastern section of Woodlands Avenue would require the road to be reduced to the minimum width of 5m, with a 20-mph speed limit required and a ban on heavy goods vehicles. Councillor Baker noted that he had been reliably informed that currently delivery lorries travelling to both Iceland and Waitrose use the eastern end of Woodlands Avenue. He also noted that the option to route the scheme via the eastern end of Woodlands Avenue would directly impact 101 properties, whilst a route along Beechwood Avenue and Howth Drive would likely impact only 36 properties.

A large number of residents attended the meeting and a lengthy discussion took place regarding the proposed route which was open for consultation. One resident raised concerns about the timing of the consultation, highlighting that it was taking place school holidays in July and August which was likely to reduce the number of responses.

It was highlighted that the proposed 5m road width on the eastern section of Woodlands Avenue was a reduction from standard, with the Borough's own design guide suggesting through roads require a width of between 5.5m and 6.1m. A WBC traffic survey was cited as stating that the flow of traffic on the eastern section of Woodlands Avenue was 5,730 vehicles per day, and it was suggested this rate showed this should be considered a principal road. When previously questioned by a resident about the discrepancy with the Borough's design guide, WBC had apparently responded to state that this only applied to new roads.

It was highlighted that DfT guidance states that a 5m minimum road width allows cars to travel past cars, but does not refer to wider vehicles such as lorries, ambulances, or vans. A DfT traffic survey was cited as stating approximately 10,500 vehicles per day, including 71 HGVs, travel along the western side of Woodlands Avenue. However, it was stated that WBC data suggested only 4 HGVs travel along the eastern end of Woodlands Avenue. A query was raised about where the additional vehicles were then going.

Concerns were also raised that no statutory safety audit results were included in either this or the earlier consultations on this proposal.

Some residents presented concerns that the scheme would cause some disabled residents, especially those in wheelchairs, as well as pushchair users difficulty when trying to cross Woodlands Avenue. A concern was also raised that this proposal would route those cyclists wishing to head north through the shopping precinct, and it was noted that concerns regarding dangerous interactions between cyclists and residents in the precinct had been raised at a previous meeting of the Committee; a route via Beechwood Avenue and Howth Drive, it was stated, would not cause this.

A small number of residents felt that the proposed scheme was unnecessary, citing that the change would only be for the benefit of a very small number of cyclists they see each day along this route. However, other residents, especially cyclists in attendance, noted that the purpose of the scheme was to make cycling safer, and thus increase the number of cyclists on the road and reduce traffic.

Sam Goss noted that routing the scheme via Howth Drive would require the removal of a number of parking spaces.

A small number of attendees, including two who identified themselves as cyclists, supported the implementation of a cycle way along the route, stating there were positives in the scheme.

A community responder spoke to raise concerns regarding access to properties on the eastern section of Woodlands Avenue for emergency vehicles should the carriageway be reduced to 5m.

One attendee noted a concern with the Culver Lane section of the route, stating that Palmerstone Road is referred to as a quiet road when it is not. Members were very concerned that removing parking at the western end of Woodlands Avenue would cause significantly difficulty for those accessing Bulmershe open space, specifically creating further traffic problems on days when sporting events were taking place, with the likely alternative parking locations inconveniencing those living in neighbouring developments.

Councillor Baker conducted a straw poll in which only 2 attendees registered support for the existing proposal to route along the eastern section of Woodlands Avenue, whilst approximately 20 attendees suggested support for the scheme to route along Beechwood Avenue and Howth Drive. It was noted that there were no attendees from Beechwood Avenue, which was likely because the current proposal does not include this road. Comments were also made that it would be better to improve the existing cycling infrastructure than to try to retrofit a brand new scheme.

The majority consensus amongst attendees was that the scheme continues to consider the route along the eastern stretch of Woodlands Avenue without a strong reason why, and the option of routing along Beechwood Avenue and Howth Drive should be examined further and comments sought from the public.

Councillor Fishwick thanked everybody for their input, stating it was clear the route along the eastern section of Woodlands Avenue was not favoured. He confirmed that an Individual Executive Member Decision had been made in July 2021 to proceed with designing a scheme along this specific route, and it was this route that Active Travel England (ATE) had agreed to fund. He stated that they would need to await the full results of the consultation. However, if the route along Beechwood Avenue and Howth Drive is going to be investigated further, he confirmed that WBC would need to go back to ATE to confirm whether funding would still be available.

The Chairman reminded all those in attendance to make sure they submitted their comments to the survey officially to Wokingham Borough Council via the online survey. At this point, the Chairman called the discussion to a close and a number of public attendees left the meeting. The Chairman spoke to Members of the Committee and it was

RESOLVED:

- ◆ That, whilst the Council is fully supportive of making improvements to cycle routes within Woodley, the Town Council believes that the current proposed scheme is unacceptable, and that proper alternative options need to be investigated and put forward for full consultation by Wokingham Borough Council to members of the public, including a potential route along Beechwood Avenue / Howth Drive.

63. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 12 JULY 2022**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 12 July 2022 be approved and be signed by the Chairman as a true and accurate record.

64. **CURRENT PLANNING APPLICATIONS**

After discussing three of the nineteen planning applications due to be discussed it was proposed by the Chairman, seconded by Councillor Jewell, and following a vote it was:

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

Members then continued to discuss the remaining planning applications.

RESOLVED:

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

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

RESOLVED:

- ◆ To note the contents of agenda items:
 6. Planning Decisions
 7. Tree Preservations Orders
 8. Cycling in Woodley Sub Committee
 9. Wokingham Borough Council Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation

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

66. **WOKINGHAM BOROUGH COUNCIL PUBLIC SPACES PROTECTION ORDER SURVEY**

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

RESOLVED:

- ◆ To write to Wokingham Borough Council to confirm the Town Council's support for the proposed Car Cruising Public Spaces Protection Order.

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

67. **GOODS VEHICLE OPERATORS LICENCE APPLICATION**

RESOLVED:

- ◆ To note the communication received from BDT Transport Ltd, as included in the agenda, in response to the Council's letter sent to them seeking details of how they planned to mitigate and / or offset the environmental impact of the increase in heavy goods vehicle traffic as a result of their application.

68. **COMMUNITY SPEEDWATCH**

Councillor Bragg confirmed that an invitation to a meeting of the Woodley Speedwatch Group has now been sent out to those members of the public who have volunteered to take part.

RESOLVED:

- ◆ To note that Community Speedwatch signage has now been installed on highway entry points into the town.

69. **EARLEY STATION FOOTBRIDGE UPDATE**

Councillor Wicks confirmed that a further review of the bridge had been conducted by Wokingham Borough Council which had identified further deterioration, with additional netting placed under the bridge to catch any falling debris. Wokingham had not indicated how long the bridge might remain operational or that there was any progress on the potential replacement of the bride.

RESOLVED:

- ◆ To formally write to Wokingham Borough Council to register that the Town Council believe the current situation is unsatisfactory. The letter should highlight significant concerns surrounding the safety and potential for accidents with the existing bridge in its current state, and seek a firm answer as to whether the bridge will be replaced and, if so, when.

70. **COMMUNITY ISSUES**

Councillor Baker advised that he had been invited by Wokingham Borough Council to a meeting in September at which it is believed Wokingham will request Community Infrastructure Levy (CIL) funding from Town and Parish Councils to help fund the redevelopment of California Country Park.

Members discussed the matter and unanimously agreed to refuse any request received to release Woodley CIL funding for this redevelopment.

RESOLVED:

- ◆ For Councillor Baker to represent the Town Council's views at the meeting in September.

71. **HIGHWAYS ISSUES**

There were no highways issues raised for discussion by Members.

72. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Woodley Town Centre Partnership Newsletter – July 2022
 - Me2 Club Newsletter – July 2022

73. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

74. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To post a balanced press release advising of the discussion which had taken place at the meeting regarding the proposed Active Travel Route.

75. **ENFORCEMENT ISSUES**

RESOLVED:

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

Councillor Baker advised Members that he had notified Wokingham Borough Council of an enforcement issue on Mannock Way where a wall appears to be being built which encompasses amenity land.

The meeting closed at 10:25 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 9 August 2022

Application No. & Address	Proposal
<p>221691 1 Burgess Close, Woodley, RG5 3LJ</p>	<p>Householder application for the proposed 1no. Juliet Balcony in replacement of existing window.</p>
<p>Observations: No objections.</p>	
<p>221876 Land to the rear of 16 Butts Hill Road, Woodley, RG5 4NH</p>	<p>Full application for the proposed erection of 1no. dwelling and detached garage.</p>
<p>Observations: The Planning & Community Committee noted the objections of a significant number of residents who wrote to the Council and also attended the Committee's meeting on Tuesday 9 August to present their objections to this application.</p> <p>Members have considered the application and recommend it be refused. The Committee supported the comments of Councillors Keith Baker and David Bragg, which have already been submitted. These are as follows:</p> <ul style="list-style-type: none"> - The proposed access road (Maple Grove) is not appropriate for construction traffic due to its width, the sharp bend in the road, and the fact that existing residents, especially children, use the area for recreation. There would be no space for a large vehicle to turn around, so vehicles would either need to reverse into Maple Grove from Butts Hill Road, or reverse back out, which would cause significant traffic issues. - The proposed 6 bedroom property is larger than the existing 4 to 5 bedroom properties on Maple Grove, and so out of keeping. - The applicant's Planning, Design & Access Statement states "there will be little visibility of the new dwelling around the site", however this is inaccurate as the two storey property will be clearly visible over the hedge currently bordering onto Maple Grove. - The applicant's Planning, Design & Access Statement states "The arrangement of the development in the plot is consistent with surrounding development especially in regards to the built-up coverage. The building line is consistent with Maple Grove and the parking area and plot frontage is a continuation of this", however the Committee feel the design and layout of the plot differs from the existing street scene. - The proposal will require the removal of two visitor spaces at the end of Maple Grove which are currently in regular use. Removal of these parking spaces will also greatly interfere with the ability of carers or emergency vehicles to attend houses in the road. - The applicant's Planning, Design & Access Statement states "The access to the site from Maple Grove will follow the existing pattern of entrances along the road." This is not correct as existing entrances are immediately to the front of properties, whereas the proposed entrance for this development will be at the corner of the plot. - Paragraph 111 of the NPPF states that developments should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety. The Committee believe the single-track nature of the road, the road width, and the fact that the road is used by residents and children, mean that this would cause an unacceptable safety impact on the highway, especially with the additional traffic caused by a large, 6 bedroom property. 	

<ul style="list-style-type: none"> - Wokingham Borough's Planning Design Guide Section 4.7: Headed Privacy, Visual Impact and Amenity, Paragraph 7 states 'The Councils Minimum distance of 22m is a generally accepted guideline for there to be no overlooking for material loss of privacy between the rear of two buildings that directly face one another'. It is believed that the proposed development will be less than 22m from the rear of the property at 52 Rochester Avenue. - The arboricultural report provided with the application states that "Overall, proposals do not require unacceptable tree loss or removal of any high quality trees with significant public visual amenity value". However, Members noted that around two weeks prior to the application being submitted a number of mature trees at the property were felled, with evidence of this in the way of large, cut up trunks, still visible in the garden. Residents have highlighted an already, noticeable decline in wildlife, especially birds, within the area. - Policy TB06 of the MDD Local Plan relates to the development of private residential gardens. The policy states that the Council will resist inappropriate development of residential gardens where development would cause harm to the local area. The Committee believe this proposed development will cause harm to the local area and so should be refused. 	
<p>221950 28 Fitzroy Crescent, Woodley, RG5 4EU</p>	Householder application for the proposed erection of a single storey rear extension with 1 no. roof lantern, following demolition of existing rear conservatory.
<p>Observations: No objections.</p>	
<p>222015 38 Clivedale Road, Woodley, RG5 3RD</p>	Householder application for the proposed erection of a single storey front extension, single storey rear extension, part single storey, part two storey side extension, plus insertion of 1no. rear dormer to facilitate loft conversion, following demolition of existing garage.
<p>Observations: No objections.</p>	
<p>222040 16 Austin Road, Woodley, RG5 4EJ</p>	Householder application for the proposed erection of a single storey front extension, following demolition of existing porch.
<p>Observations: No objections.</p>	
<p>222073 33 Cottessmore Road, Woodley, RG5 3NX</p>	Householder application for the proposed erection of a part single storey, part two storey rear extension, first floor side extension, plus garage conversion to create habitable accommodation. (Part Retrospective).
<p>Observations: The Planning & Community Committee considered this application and had no objections, but noted the comments made by neighbours and ask that they be taken into account.</p>	
<p>222082 162 Reading Road, Woodley, RG5 3AA</p>	Householder application for the erection of a front boundary wall and steel gates. (Part retrospective)
<p>Observations: No objections.</p>	
<p>222097 21 Walmer Road, Woodley, RG5 4PN</p>	Householder application for the proposed single storey rear extension.
<p>Observations: No objections.</p>	

<p>222105 The Waterside, Fairwater Drive, Woodley, RG5 3EZ</p>	<p>Full application for the installation of 7 no. lamp posts around the rear parking area. (Retrospective)</p>
<p>Observations: The Planning & Community Committee considered this application. Whilst they had no objections to the installation of lighting, they believe conditions should be included to ensure the lights are only operational during business hours, not during the night when the business is closed, and that lighting is directed to the car park and away from neighbouring properties, in line with the QN01/21 design standard. Members highlighted a concern regarding the impact on neighbours and local wildlife with the current spillage of light and operating hours.</p> <p>Councillor Jewell requested for it to be noted that she objected to the proposal at the meeting.</p>	
<p>222116 4 Dowding Close, Woodley, RG5 4NL</p>	<p>Householder application for the proposed conversion of existing garage to create habitable accommodation. Two storey rear extension with pitched roof. Changes to fenestration.</p>
<p>Observations: No objections.</p>	
<p>222125 30 Selsdon Avenue, Woodley, RG5 4PG</p>	<p>Householder application for the proposed erection of a single storey front and part single part two storey side extension, following demolition of the existing garage.</p>
<p>Observations: No objections.</p>	
<p>222161 51 Beechwood Avenue, Woodley, RG5 3DF</p>	<p>Householder application for the proposed erection of a single storey front and rear extension.</p>
<p>Observations: No objections.</p>	
<p>222176 9 Caldbeck Drive, Woodley, RG5 4LA</p>	<p>Householder application for the proposed two storey side extension, single storey front extension, two storey rear extension plus changes to fenestration following conversion of existing garage to create habitable accommodation.</p>
<p>Observations: The Planning & Community Committee considered this application and, whilst they had no specific objections, were concerned that the parking provision was convoluted and may not be sufficient. They also noted the comments made by neighbours and ask that they be taken into account.</p>	
<p>222215 39 Antrim Road, Woodley, RG5 3NU</p>	<p>Householder application for the proposed single storey rear extension.</p>
<p>Observations: The Planning & Community Committee considered this application and, whilst they had no objections, they noted the concerns of a resident who attended the meeting. The resident was concerned that the plans propose side windows on the extension, with no side windows currently existing on the property, and that these may affect the privacy of neighbouring properties.</p>	

222239 13 Keats Close, Woodley, RG5 3QF	Householder application for the proposed erection of a single storey front extension, conversion of garage to habitable space and changes to fenestration.
Observations: No objections.	
222246 10 Dartington Avenue, Woodley, RG5 3PD	Householder application for the proposed erection of a single storey rear extension.
Observations: No objections.	
222249 22 Kingfisher Drive, Woodley, RG5 3LG	Householder application for the proposed two storey side / rear extension. Installation of hardstanding to form parking spaces.
Observations: The Planning & Community Committee have considered this application and recommend that it be refused, believing that the size of the proposed extension and addition of the proposed parking spaces will exacerbate existing parking issues relating to the hammerhead in the road.	
222289 190 Fairwater Drive, Woodley, RG5 3JF	Householder application for the proposed erection of a two storey side extension and infill front extension with associated internal remodelling.
Observations: The Planning & Community Committee considered this application and had no objections, subject to the parking provision being deemed sufficient.	
222291 47 Antrim Road, Woodley, RG5 3NT	Householder application for the proposed erection of a single storey front extension, two storey side extension, plus the insertion of a sun tunnel, following demolition of existing utility room.
Observations: No objections.	

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 30 August 2022 at 8:00 pm**

Present: *Councillors D. Smith (Chairman); K. Gilder; A. Heap; R. Horskins;
C. Jewell; V. Lewis; A. Swaddle*

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

Also present: *Councillor N. Al-Sanjari (Virtual Attendance)
Councillor K. Baker
2 members of the public*

11. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D. Bragg. It was noted that Councillor Al-Sanjari would be attending the meeting virtually. Following a query, it was confirmed that Members who attend virtually do not have permitted voting rights.

12. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

13. **MINUTES OF THE MEETING HELD ON 31 MAY 2022**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 31 May 2022 be approved and signed by the Chairman as a correct record.

14. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

The Deputy Town Clerk highlighted that overall expenditure was below the budgeted rate for this point in the year, whilst overall income was above. He also informed Members that a budget line in relation to the Memorial Ground, which had previously been included in Budgetary Control figures provided to the Leisure Services Committee, had now been removed. This was because, following a recommendation from the internal auditors, the accounting processes for the Memorial Ground Charity, for which the Council is the trustee, have been removed from the Council's own accounts and the annual return for the Memorial Ground Charity will be reported separately to Council.

Following a query regarding the impact of rising inflation and energy costs, the Deputy Town Clerk confirmed that revised estimates were already being looked at. He also noted that Officers had already witnessed a significant increase in certain regular purchases.

It was highlighted that whilst income for Woodford Park Leisure Centre looked good, it was below pre-pandemic levels. At this point of the year in 2019, income was stated as £163k whilst for the same period this year it was stated as £126k. The Leisure Services Manager confirmed that there would be a small impact to income levels due to the recent electrical works, which required the short-term closure of the Leisure Centre.

RESOLVED:

- ◆ To note Report No. LS 14/22.

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

The Leisure Services Manager presented Report No. LS 15/22.

In addition to the information provided in the report, the Leisure Services Manager confirmed that, as of Monday 29 August, the Sports Hall had now re-opened following the electrical works, albeit on a slightly reduced capacity whilst remaining works were being completed. It was noted that the introduction of LED lighting in the Sports Hall had made the room much brighter.

In terms of the timescale for the electrical works, it was noted that the contractors were slightly ahead of the 9-week timetable originally planned. One further day on which a full closure of the Leisure Centre will be required, during which testing will take place. A few days' notice will be given of this by the contractors, and communicating the closure to the public will be prioritised when known.

In relation to the paddling pool being opened slightly earlier, at 9:30am, during the recent heatwave, the Leisure Services Manager confirmed that it was planned to repeat this in future when there are weather warnings in relation to extreme heat, although he noted that this did require staff to adjust hours so would be dependent on that.

Members expressed their thanks to Leisure Centre staff for ensuring the paddling pool remained open and operational during the electrical works. The Leisure Services Manager also confirmed that the paddling pool would likely close for the winter in mid-September, and that the last day of operation is usually a Sunday.

Following a query, the Leisure Services Manager confirmed that there is a plan to install covers on the lighting outside the Sports Hall to protect it from footballs and potential vandalism.

The Leisure Services Manager confirmed that, following a previous decision to increase the age limit of the 'pay and play' sessions on the 3G pitch from under-16's to under-18's, there had been no overwhelming problems.

Following a question regarding gym membership levels, it was noted that Membership was still down from its peak, just prior to the first Covid lockdown, but was showing steady signs of recovery. With regards to the impact on membership from the opening of the new Bulmershe Leisure Centre the Leisure Centre Manager explained that, at the time, the budget had been amended to account for an expected drop off in membership but that this then coincided with the Covid lockdowns, meaning it was not possible to understand what the impact the opening of Bulmershe Leisure Centre had had on membership numbers. Anecdotally, he confirmed a number of previous members had left to join Bulmershe in order to access swimming facilities, something Woodford Park Leisure Centre could not compete with.

RESOLVED:

- ◆ To note Report No. LS 15/22.

16. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 16/22.

It was noted that, during the electrical works at Woodford Park Leisure Centre, the reception had moved to work virtually from the Oakwood Centre offices, which also acted as a good test of business continuity plans.

In relation to the installation of a water tank in the Garden of Remembrance, the Deputy Town Clerk commented that the cost of purchasing a tank had doubled since a one was previously last purchased. He also advised that it was not possible to harvest rainwater due to the lack of a building near enough to the garden.

Members noted that Woodford Park had been awarded the Green Flag for the fifth year in a row, and the Deputy Town Clerk directed Members to the steady progress which had been made to the Green Flag scoring which was contained in the report. An expression of thanks was put on record to all the members of the Friends of Woodford Park for whom, without their hard work, the park would not receive this accolade.

It was noted that the bowling green at Woodley Bowls Club had been badly affected by this year's hot weather, coupled with the failure of the old irrigation system. The Deputy Town Clerk advised that a report was being put together for the Strategy & Resources Committee to consider the installation of a new, automated, irrigation system. Council Officers were also due to meet with the Buckinghamshire Bowls Association to work on getting the bowling green back up to a suitable standard as soon as possible. Members also noted that the bowling club had lost income during this time, with some teams refusing to play on the surface, which the Deputy Town Clerk confirmed the Council was aware of and were working with the bowls club to resolve.

Following a query regarding the ridge at Malone Park currently used to dissuade vehicle access, the Deputy Town Clerk confirmed there is a plan to install timber bollards in future for this purpose.

The Deputy Town Clerk confirmed that the Council are still working with the Allotment Tenants Committee to convert more areas into use in order to meet the demand from those currently on the waiting list. He confirmed that the Amenities Manager is due to meet with the Tenants Committee to discuss this and drainage issues.

Following this, the Deputy Town Clerk directed Members to the next section of the report which asked for the Leisure Services Committee to appoint a task and finish working party to consider an appeal by a member of the public against the decision of the Deputy Town Clerk on a dispute; a process which is currently set out in the tenancy agreement.

It was highlighted that the tenancy agreement may need to be reviewed in light of this dispute, and other matters, to ensure it remains fit for purpose. The Deputy Town Clerk advised that there was a plan to review the agreement later this year and, if determined, it would be sensible for this to also fall under the remit of the proposed working party.

Following a vote, it was:

RESOLVED:

- ◆ To approve the terms of reference of the Allotments Task and Finish Working Party as set out in the agenda, with the addition of the requirement to review the current allotment tenancy agreement and propose changes to the Leisure Services Committee **(Appendix A)**.

Voting: For: 5 Against: 0 Abstain: 1 No Vote Recorded: 1

- ◆ To note the appointment of Councillors Bragg, Heap and Smith to the Allotments Task & Finish Working Party.

It was noted that, whilst Councillor Jewell would not be a member of the working party as she is an allotment tenant and therefore felt it would be inappropriate to be involved in determining the outcome of the appeal, she would like to be involved in discussions regarding any amendments to the existing tenancy agreement.

With regards to the planting of scented plants in the town centre garden for visually impaired residents, the Deputy Town Clerk confirmed that fragrant plants had been planted at either end of the garden.

Following a query, the Deputy Town Clerk advised Members that the defibrillator at Woodford Park Leisure Centre was still awaiting installation as part of the electrical works. He also advised that discussions were taking place regarding relocating the defibrillator currently located in the Town Council offices, onto an external wall of the Oakwood Centre adjacent to Woodford Park.

Members highlighted a desire to install additional picnic benches in the new play area in Woodford Park. The Deputy Town Clerk advised that one additional bench had recently been installed so there were now two, but confirmed this could be considered. Members also highlighted a desire for additional litter bins, including those which provide for split general waste and recycling. The Deputy Town Clerk confirmed this was already being considered as part of a bigger project to review the litter situation in the park following the increased usage associated with the new play area. He also advised that the Council are reviewing the possibility of providing cycle and buggy parking facilities.

It was highlighted that an external water point, close to the new play area, should be considered so that users can re-fill water bottles. The Deputy Town Clerk confirmed that the installation of drinking water points was being considered in locations around Woodley. Following a query, the Deputy Town Clerk also advised that a quote had been sought to replace and improve the signage in Woodford Park, and Members noted that it would be helpful to have signs in the new play area which direct people to the nearest toilet facilities.

A query was raised regarding the impact on Park Run following the installation of the new play area. The Deputy Town Clerk confirmed that, following a review which took place on the first Park Run event following installation, the run is now routed closer to the skate park which is proving successful. However, he advised that problems are occurring when events are booked to use the memorial ground, such as funfairs. This is currently being considered and it is planned that in future, the boundary markings for these events will be adjusted to ensure sufficient space to accommodate Park Run.

Members noted that concerns had been raised that the gates leading into the new play area open outwards, onto the path and potentially into walkers and cyclists. The Deputy Town Clerk advised that the gate installations follow the ROSPA guidance that gates should only open into play areas when there is a significant reason for them not to open outwards. However, he confirmed the situation was being monitored.

Following a query, the Deputy Town Clerk confirmed that the remembrance plaques in the Rotary Garden were managed by Rotary and not the Town Council. He advised that the installation of plaques was managed by Rotary, and were connected to the planting of a rose, and that there was no plan for the Town Council to take over the management of this.

RESOLVED:

- ◆ To note Report No. LS 16/22.

17. **COMMUNITY YOUTH PARTNERSHIP**

The Chairman invited Councillor Gilder to provide an update on the meeting of the Community Youth Partnership which took place on the 13 July 2022.

Councillor Gilder stated the meeting was largely positive, with the exception of the obvious dissatisfaction with the length of time the Council is taking to resolve the matter of appointing a youth service provider. Following a query regarding the notional timings for this, Councillor Gilder advised that the Council was due to meet with those who had submitted an expression of interest in providing the service, and the Deputy Town Clerk confirmed that he was awaiting Member availability to arrange these meetings.

A concern was raised regarding the fact that a Chairman was not appointed to the Partnership. Councillor Gilder advised that the intention was for Sam Milligan (Just Around the Corner) to continue as Chairman as he had previously chaired the Partnership, however Sam was late joining the meeting and, in the absence of anyone else willing to be appointed permanently as Chairman, it was agreed to appoint a temporary Chairman for this meeting only.

Members also noted their dissatisfaction with the length of time it was taking to appoint a service provider, highlighting that the youth of Woodley deserve better. The Deputy Town Clerk confirmed that the Council had had to seek expressions of interests for a second time as insufficient responses had been received at the first attempt.

Following a concern which was raised that the Service Level Agreement had yet to be determined, the Deputy Town Clerk confirmed that a draft SLA had been written, but that the plan was that members of the Youth Service Working Party would meet with those who had submitted expressions of interests and discuss the potential service which could be provided in order to help better inform the contents of the SLA. He confirmed that the final SLA, as part of the tender document, would be circulated to the Strategy & Resources Committee for information.

It was suggested that the Council might wish to consider spending the Youth Services budget on funding the employment of its own Youth Worker to provide outreach work, rather than outsourcing this. The Deputy Town Clerk advised that this was not the in line with the Council's Youth Strategy which had been determined in 2021 following a lengthy process. It was also noted that one member of staff in house would not be able to provide the type of service an external specialist provider could.

Members suggested it would've been helpful if a Member of the Youth Service Working Party had been invited to attend this meeting of the Leisure Services Committee to provide an update. The Committee Officer advised that the Youth Service Working Party report to Strategy & Resources, not Leisure Services. It was also noted that Councillor Gilder was herself a Member on the Youth Service Working Party. Following a query, the Deputy Town Clerk confirmed the Youth Services Working Party had met again at the end of July, as had been planned. Members asked the Deputy Town Clerk to provide updated timescales for the procurement process ahead of the next Leisure Services Committee, indicating a notional start date for the new service.

RESOLVED:

- ◆ To note Report No. LS 17/22 of the Community Youth Partnership meeting held on 13 July 2022.

18. **GARDEN OF REMEMBRANCE**

The Deputy Town Clerk presented Report No. LS 18/22.

Members discussed the Council's current policy of charging a 10-year renewal fee for the continued citing of plaques on sleepers in the Garden of Remembrance, as previously by the Council, and removing plaques where the renewal fee is not paid.

The Deputy Town Clerk advised that the on-going cost for maintaining plaques was minimal, and that it was believed there was no concern regarding future capacity were all plaques to be retained as there was sufficient space for additional sleepers.

Along with the three proposed options contained within the report, Members also suggested an additional option to remove the 10-year renewal fee but increase the initial fee by approximately £50 to account for this. Concerns were raised as to whether such an increase would simply be seeking to profit from the Garden of Remembrance, highlighting that the current fee is more than sufficient to cover the cost of a plaque and any on-going maintenance costs, which were deemed to be negligible. Some Members felt this was not the case, highlighting that the budgeted expenditure associated with the Garden of Remembrance far exceeded the budgeted income, and stating that fees were also used for the general maintenance of the garden and not just the plaques themselves. It was also suggested that an earmarked reserve would be set up, into which any fees would be put, to ensure that these would be used on maintaining the garden and no other Council project or activity.

The Deputy Town Clerk advised that a decision about changing any renewal fee did not have to be made at this meeting as any proposal to adjust the charge could be considered as part of the normal proposed charges process later in the year.

A member of the Friends of Woodford Park in attendance at the meeting stated that the group had received numerous complaints regarding the recent removal of plaques. He stated that this was not necessarily from friends or relatives of those whose plaques had been removed, but also from other residents in the community who use the garden as place for remembrance and are unhappy with the removal of plaques. He also suggested the Friends of Woodford Park would be happy to recruit additional volunteers in order to allow the community to be responsible for maintaining the garden.

Councillor Swaddle suggested the security of the garden needed to be considered at a future meeting, with the potential installation of an automated gate considered to stop the garden being used for any anti-social behaviour. The Chairman stated that he felt locking the garden was not reasonable, and that if anyone wanted to enter the garden when it was locked they would anyway, so this would not resolve the issue.

The Chairman moved to vote on the options being proposed in the report. Prior to doing so, he invited Councillors to formally propose any additional options however no additional proposals were proposed. Following a vote on the options contained within the report in order, it was

RESOLVED:

- ◆ To reject Option 1 - "Continue charging the renewal fee and removing un-renewed plaques".

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

- ◆ To approve Option 2 - "Continue charging the renewal fee but leave un-renewed plaques in situ. This would likely be considered unfair to those who have paid for the renewal".

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

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

RESOLVED:

- ◆ To retain plaques in the Garden of Remembrance for a period of 75 years.

Voting: For: 4 Against: 0 Abstain: 2 No Vote Recorded: 1

The Chairman did not put Option 3 to a vote as a majority had voted in favour of Option 2. Option 3 was "Remove the renewal fee and continue to maintain all plaques in situ indefinitely. Those plaques already removed could be reinstated and renewal fees refunded to those who have already paid".

Councillor Jewell expressed concern that the result of the vote had been skewed due to the order in which the three options had been voted on, and stated that the Chairman should've asked if any Councillor wished to propose the options.

The Deputy Town Clerk confirmed he would hold discussions with the Friends of Woodford Park with regards to the possibility of the organisation taking on responsibility for maintaining the Garden of Remembrance.

19. **FUTURE AGENDA ITEMS**

Councillor Heap requested that a future agenda item be included to consider the placement of seating and benches around Woodley. He highlighted that there was a budget for seating but that, as far as he was aware, the matter had not been discussed during his time on the Council. Councillor Heap also advised that he had previously undertaken an audit of seating across Woodley and had provided a map of seating locations, which he was happy to update. He stated that the Council should consider whether to place seating to fill any gaps, citing an elderly relative who walks a longer route than necessary into the town centre because there are suitable benches to rest on.

Councillor Jewell reiterated Councillor Swaddles request from earlier in the meeting to include an item providing an update on the Youth Services progress.

Councillor Horskins requested an update on the potential placement of a plaque to remember the victims of the Loddon Bridge Disaster, which he had raised in a previous meeting.

Councillor Swaddle requested an item which provides an update on Loddon Mead.

20. **PUBLICITY AND WEBSITE**

Councillor Gilder suggested publicising the bouncy play event taking place in Woodford Park.

Councillor Jewell suggested publicising the new decision on plaques in the Garden of Remembrance, and to remind those purchasing plaques that there is a renewal fee after 10 years.

The meeting closed at 9:28 pm

ALLOTMENTS WORKING PARTY

VERSION	DATE	AMENDED?	COMMENTS
0.1	11.08.22	No	Original Draft
1.0	31.08.22	Yes	Approved by LS Committee (30/08/22) with the addition of requirement to review and recommend amendments to the current tenancy agreement and ability to meet virtually for this purpose.

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

2. PARENT COMMITTEE => Leisure Services Committee

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

a. YES

4. SIZE => 3 Councillors;

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

- a. To make a determination in relation to an appeal received from an allotment tenant against a decision of the Deputy Town Clerk.
- b. To review the existing allotments tenancy agreement and make a recommendation to the Leisure Services Committee regarding any proposed changes.

5.2 MEETINGS

- a. Meetings of the working party shall take place as and when required.
- b. Officers will attend the meetings of the working party, as appropriate.
- c. Meetings will take place in person as where a formal determination must be made in relation to the appeal.
- d. Meetings will take place virtually when reviewing and considering amendments to the current allotment tenancy agreement.

5.3 TERMS OF OPERATION

- a. To consider the appeal from an allotment tenant in respect of a decision given by the Deputy Town Clerk regarding a complaint made against another tenant, in accordance with clause 4(v) of the allotment tenancy agreement.
- b. The working party has delegated authority from Leisure Services, on behalf of the Council, to make a formal determination regarding the outcome of the appeal.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 6 September 2022 at 7:45 pm

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

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

Also present: *Councillor A. Heap;
0 members of the public*

76. **APOLOGIES**

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

77. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

78. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 9 AUGUST 2022**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 9 August 2022 be approved and be signed by the Chairman as a true and accurate record.

79. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

80. **PLANNING DECISIONS**

RESOLVED:

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

81. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 222537:
Location: 11 Redwood Avenue, Woodley, Wokingham, RG5 4DS
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 3.00m and the height of the eaves 3.00m.

82. **ADVERTISEMENT CONSENT NOTIFICATION**

RESOLVED:

- ◆ To note application 222472:
 - Location: 406-412 Marks and Spencers, London Road, Woodley, Reading, RG6 1BG
 - Proposal: Application for advertisement consent for 2no. externally illuminated fascia signs to replace existing 2no. 'M&S FOODHALL' signs, changes to 1no. standalone totem to replace existing 'M&S FOODHALL' wording to 'M&S FOOD', replacement vinyl graphic and 20no. square manifestation signs.

83. **TREE PRESERVATION ORDERS**

a) Applications for works to trees

RESOLVED:

- ◆ To note application 222325:
 - Location: TPO 0003/1951, WOODLAND 3: Council land to the front of 78 and 80 Highgate Road, Woodley, Wokingham, RG5 3QR.
 - Proposal: T1, Beech - Crown lift by 5.2m to ensure statutory clearance heights are achieved. Crown reduction of outer canopy by 3m back to previous pruning points. Crown thin lower canopy by no more than 15%.
- ◆ To note application 222435:
 - Location: TPO 0038/1971, AREA 1: Land to northwest of 35 Mannock Way, Woodley, Wokingham, RG5 4XW.
 - Proposal: G1, 3 x Oak – Cut back branches overhanging garden and roof of no. 35 Mannock Way by 3m.
G2, 5 x Common Alder – Dismantle to ground level.
- ◆ To note application 222445:
 - Location: TPO 1374/2011: 142 Loddon Bridge Road, Woodley, Wokingham, RG5 4AB.
 - Proposal: T1, Oak – Remove deadwood and crown-lift over garden path removing smaller secondary outer branch tips to create 3-4m canopy clearance above ground level.
T2, Oak – Fell and replace.
- ◆ To note application 222646:
 - Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA: 16 Church Mews, Woodley, Wokingham, RG5 4RJ.
 - Proposal: T1, Tree of Heaven – Crown reduction by approx. 2m in height and approx. 1m on the western side.

84. **b) TPO Confirmations**

RESOLVED:

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

TPO 1849/2022 - West side of Perimeter Road, Woodley, RG5. This TPO was confirmed without modifications.

85. **CYCLING IN WOODLEY SUB COMMITTEE**

Councillor Heap noted an error on the report of the Cycling in Woodley Sub Committee meeting held on 31 August. On the second page, where it reported that the petition in support of the Twyford/Charvil cycle route had gained 209 signatures, this number should've been reported as 902. It was agreed that this would be updated.

It was noted that the Cycling in Woodley Sub Committee had not been kept in the loop regarding Wokingham Borough Council's Active Travel Plan proposals. It was suggested that Chairman of the Planning & Community Committee might wish to discuss this with the Chairman of the Sub Committee.

RESOLVED:

- ◆ To note Report No. PC 4522 of the meeting of the Cycling in Woodley Sub Committee which was held on 31 August 2022, including the correction detailed above.

86. **LOCAL BUS SERVICES BRIEFING NOTE**

RESOLVED:

- ◆ To note the Local Bus Services briefing note, provided by Councillor Fishwick, Executive Members for Active Travel, Transport and Highways at Wokingham Borough Council, as set out in the agenda.

87. **COMMUNITY SPEEDWATCH**

As Councillor Bragg was unable to attend the meeting there was no update provided with regards to Community Speedwatch.

88. **EARLEY STATION FOOTBRIDGE UPDATE**

The Committee Officer confirmed that, in response to the letter sent to Wokingham Borough Council on behalf of the Committee after the last meeting, new Assistant Director for Highways and Transport, Chris Easton, had replied to confirm that he would be arranging a meeting with representatives of both Woodley and Earley town councils at which two options for a replacement bridge will be discussed. The Committee Officer confirmed that two dates had subsequently been proposed for the meeting; Thursday 15 or Friday 23 September.

Members asked that Wokingham Borough Council be contacted to ensure that invites to this meeting are extended to Councillors Wicks, Baker and Jewell.

89. **COMMUNITY ISSUES**

No community issues were raised by Members.

90. **HIGHWAYS ISSUES**

Councillor Jewell reminded Members that she had previously requested to Wokingham Borough Council that a vehicle activated speed sign be introduced on Reading Road following concerns over speeding. She advised that this speed sign did appear recently but then disappeared. Following conversations with Wokingham Borough Council, it was advised that these signs are not kept in the same location for long periods as otherwise drivers get used to the sign, so the sign will be moved around different locations in Woodley.

91. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - CCB e-Bulletin – August 2022
 - Me2 Club Newsletter – August 2022

92. **FUTURE AGENDA ITEMS**

Councillor Skegg recommended an item be included on a future agenda to consider the effectiveness of TPO-0003/1951. He advised that this TPO, covering approximately 80% of Southlake, applies to all trees from sapling to mighty oaks. However, there are concerns that this wide coverage is impossible to enforce and, as such, trees in the area are removed without appropriate permission. Members were asked to consider at a future meeting whether to recommend a revision to this TPO to make it more effective at protecting the trees which need protection.

93. **PUBLICITY/WEBSITE**

Members asked that the options for replacement of Earley Station Footbridge be publicised following the meeting with Wokingham Borough Council, as discussed earlier in the meeting.

94. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:44 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 6 September 2022

Application No. & Address	Proposal
222134 39 Fitzroy Crescent, Woodley, RG5 4EX	Householder application for the proposed erection of a single storey side extension, changes to fenestration, alterations to existing single storey rear extension to include pitched roof, BiFold doors to rear elevation and 1no. roof lantern, following demolition of existing garage.
Observations: No objections.	
222251 147 Nightingale Road, Woodley, RG5 3LZ	Householder application for the proposed two storey side and rear extension with single storey front extension to create porch and first storey extension to the rear.
Observations: The Planning & Community Committee have considered this application and had no objections, providing the development was not considered overbearing or impacted negatively on the neighbouring property.	
222280 182 Reading Road, Woodley, RG5 3AA	Full application for the proposed subdivision of the site and erection of 1 no. four bedroom detached dwelling with associated parking following demolition of the existing garage, plus closure of the existing access and creation of a new access.
Observations: The Planning & Community Committee have considered this application and recommend that it be refused on the following grounds: <ul style="list-style-type: none"> - The development is out of keeping with neighbouring properties - The access is insufficient for 5 vehicles 	
222310 15 Mollison Close, Woodley, RG5 4XG	Householder application for the proposed erection of a replacement rear garden fencing with concrete gravel boards, vertical panels, concrete posts and trellis top panels. (Part Retrospective)
Observations: The Planning & Community Committee have considered this application and had no objections, providing that the mature trees which are within close vicinity of the fence are not damaged or removed during the development.	
222321 52 Mannock Way, Woodley, RG5 4XW	Full application for the proposed erection of a single storey front extension, single storey rear extension, two storey side extension, and change of use of amenity land to residential.
Observations: The Planning & Community Committee have considered the resubmission of this application and, whilst they still did not recommend that the development be refused, they noted the following concerns: <ul style="list-style-type: none"> - The development may not provide sufficient on-site / off-road parking provisions; whilst it is noted the family have two small children now, when they grow up, or should the family sell the home and another family move in, the parking provision may be deemed to be insufficient. 	

<ul style="list-style-type: none"> - The Committee questioned whether this land was amenity land; regardless of whether the land forms part of the nature reserve, it was not built on during the initial development. The Committee reasoned that, if the land was originally intended to be amenity land and not to be built on, then the application should be refused and the land remain as amenity land. - Whilst the land may not officially form part of the nature reserve, the area is home to wildlife and any development will impact negatively on this. 	
222418 2 Welford Road, Woodley, RG5 4QS	Householder application for the proposed erection of a part first floor, part single and part two storey side/rear extension, plus partial garage conversion to create habitable accommodation and changes to fenestration.
Observations: No objections.	
222423 66 Mannock Way, Woodley, RG5 4XW	Full application for the proposed change of use of amenity land to residential, including erection of new garden wall following part demolition of existing garden wall, plus the erection of a ramp for new level access to side door (part retrospective).
Observations: The Planning & Community Committee have considered this application and, whilst they were sympathetic to the reasons behind the development, they recommended that it be refused on the following grounds: <ul style="list-style-type: none"> - The building of a permanent wall is unnecessary and could set a precedent - The ramp itself, which has already been built, is narrow and does not appear wide enough to allow access by wheelchair - There are concerns that the development will impact site lines on the highway 	
222452 22 Radcot Close, Woodley, RG5 3BG	Householder application for the proposed first floor rear extension.
Observations: No objections.	
222461 59 Comet Way, Woodley, RG5 4NZ	Householder application for a single storey rear extension following demolition of existing conservatory
Observations: No objections.	
222506 35 Caldbeck Drive, Woodley, RG5 4JX	Householder application for the proposed single storey front extension, 2 storey side extension, single storey rear extension following demolition of the existing single storey garage and canopy roof.
Observations: Application withdrawn by WBC as incomplete so not considered.	
222528 11 Redwood Avenue, Woodley, RG5 4DS	Householder application for the proposed erection of a single storey front extension.
Observations: No objections.	

<p>222543 5 Colemans Moor Lane, Woodley, RG5 4BU</p>	<p>Householder application for the proposed single storey pitched roof to the front elevation. Single storey rear & side extension, to include rooflights. Following conversion of existing garage to create habitable accommodation.</p>
<p>Observations: No objections.</p>	
<p>222560 173 Colemans Moor Road, Woodley, RG5 4DD</p>	<p>Householder application for the proposed erection of a single storey front extension to create porch, 2 storey side extension to create habitable accommodation, single storey rear extension with pitched roof along with changes to fenestrations following demolition of existing canopies.</p>
<p>Observations: The Planning & Community Committee have considered this application and recommend that it be refused by virtue of the fact the proposal is overdevelopment of the site.</p>	
<p>222602 70 Fairwater Drive, Woodley, RG5 3JB</p>	<p>Householder application for proposed erection of a single storey rear extension with pitched roof, following demolition of existing flat roof. Insertion 1. No Lantern to existing flat roof side extension.</p>
<p>Observations: No objections.</p>	
<p>222624 52 Radcot Close, Woodley, RG5 3BG</p>	<p>Householder application for the proposed conversion of the garage to habitable accommodation.</p>
<p>Observations: No objections.</p>	

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 27 September 2022 at 8:00 pm

Present: *Councillors K. Baker (Chairman); A. Chadwick; M. Doyle; C. Jewell; B. Rowland; P. Wicks*

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

Also present: *1 member of the public*

17. Prior to the commencement of the meeting, the Chairman asked those in attendance to observe a one-minute silence in remembrance of Her Majesty Queen Elizabeth II.

18. **APOLOGIES**
Apologies for absence were received from Councillors Anderson, Brindley and Lewis.

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

20. **MINUTES OF THE MEETING HELD ON 7 JUNE 2022**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 7 June 2022 be approved and signed by the Chairman as a correct record.

21. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 18/22.

Members noted that a number of expenditure items were over the expected amount for this time of year. The Deputy Town Clerk explained that, in relation to Central Costs this was mainly due to the replacement of a boiler at Woodford Park Leisure Centre which was more than 10 years old. With regards to Corporate Management, expenditure was higher as a number of professional fees are paid in full at the beginning of the financial year. And with regards to Maintenance HQ, the additional costs were attributed to some planned works to adapt the building and storage bunds.

With regards to income, Members noted that Oakwood Centre income was above budget due to higher than expected letting income from hirers.

Following a query, the Deputy Town Clerk advised that fairs do pay in order to hire the Memorial Ground, and the income is recorded under Leisure Services.

[DTC Note: The information above was incorrect. Following a recent change, income in relation to the Memorial Ground is now reported separately from the Council's accounts, in the annual return for the Memorial Ground Charity which gets reported to Full Council]

It was requested that, at the next meeting of the Committee, a status report is provided on all of the Council's loans.

RESOLVED:

- ◆ To note Report No. SR 18/22.

b) **Payments**

Following a query regarding how the energy bill relates to the solar panels at the Oakwood Centre, the Deputy Town Clerk advised that he was looking at how to report this information back to the Committee in future.

The Deputy Town Clerk confirmed that the payment made in May relating to landscaping at the Town Centre Garden covered all the costs of the planting scheme. He also advised Members that the Council was still awaiting Thames Water to connect the stand pipe in the town centre walled garden.

Members were advised that the purchase of epoxy resin was used, in part, for the setting of the jubilee stones around the base of the Queen's Platinum Jubilee tree.

With regards to the purchase of ceiling tiles in July, it was confirmed that these were used to replace the old ceiling tiles at Woodford Park Leisure Centre.

Following a query, the Deputy Town Clerk advised that the fire alarm call out charge was not because the fire alarm had been set off but instead because the fire alarm stopped working following the electrical works and needed to be investigated.

The Deputy Town Clerk confirmed that the Global 4 Communications payment in August was higher than usual following the issuing of a previously un-invoiced amount by the company.

In relation to the AV Asbestos sample test payment made in August, the Deputy Town Clerk confirmed that this was following the discovery of unknown materials at the allotments, however the testing had confirmed these did not contain asbestos.

RESOLVED:

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

	Current account	Imprest account
May 2022	£131,008.87	£51,501.68
June 2022	£93,648.97	£49,107.79
July 2022	£3,150,041.71	£53,330.81
August 2022	£121,612.52	£51,941.59

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

c) **PSDF Funds**

RESOLVED:

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.
- ◆ To note an additional £600k has recently been deposited into the Council's PWLB CCLA account.

d) **External Auditor Appointment**

The Deputy Town Clerk advised that the Smaller Authorities Audit Appointments (SAAA) organisation appoints external auditors for a 5-year period to authorities for the purpose of auditing their Annual Governance and Accountability Returns (AGARs).

Authorities must consider whether to accept this appointment or whether to source their own external auditor. The Deputy Town Clerk advised members that in the previous 5-year appointment period, no smaller authority had opted out of this, and he set out the implications were the Council to choose to do so, as highlighted in the agenda.

RECOMMENDED:

- ◆ That the Council continue with the SAAA sector led external auditor appointment for the next 5-year appointing period, from 2022 to 2027.

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

22. **OAKWOOD CENTRE INCOME UPDATE**

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

Members highlighted issues with the formatting of the charts, and it was agreed that these would be corrected and re-issued to all Councillors, as well as an updated agenda being published online. It was also requested that a line in relation to pre-covid income levels be added for comparison.

RESOLVED:

- ◆ To note Report No. SR 19/22.

23.1 **STANDING ORDERS AND FINANCIAL REGULATIONS SUB COMMITTEE**

Councillor Baker advised that the meeting of the Standing Orders and Financial Regulations Sub Committee in June was the first time the Sub Committee had been used as a conduit to consider suggestions and corrections with the Council's current Standing Orders and Financial Regulations documents. He advised Members that the proposed updated Standing Orders now contained a template for Members to submit suggestions and corrections to the Committee Officer for consideration by the Sub Committee, and stated the Sub Committee was next due to meet the day after the Full Council meeting, on 12 October, to consider any further changes.

Members noted that the Sub Committee considered an extensive number of changes, with all recommendations drilled down into, questions asked, and modifications made. It was also highlighted that the Sub Committee had unanimously approved the recommendations.

Councillor Baker ran through the key changes which were being proposed to the Standing Orders, and Members discussed these to aid their understanding of the recommendations.

Councillor Jewell raised a concern with the recommended change in relation to current SO 15.6 e), highlighted as Issue 6 within Report No. SR 19/22 Appendix A, which suggested amendments to motions must be submitted to the Town Clerk prior to the commencement of a debate on the motion. Councillor Jewell suggested this might stifle debate, and that currently amendments are often suggested during a debate which are sensible and supported. However, Councillor Baker noted that being able to make amendments during a debate and 'on the fly' might prove unworkable.

Councillor Jewell also raised a concern regarding the recommended change to SO 15.6. f), highlighted as Issue 7 within Report No. SR 19/22 Appendix A. She was concerned with the requirement to only circulate the proposed amendment to Councillors in attendance at the meeting. The Committee Officer advised that the intention of this was to remove the current requirement to circulate amendments to Members who were not at the meeting, which might then require the debate to be adjourned. However, it was noted that it would be beneficial to circulate amendments to members of the public also in attendance at the meeting.

It was agreed that the recommended changes highlighted in Issue 6 and 7 within Report No. SR 19/22 Appendix A would not be adopted at this time and would be reconsidered at the next Sub Committee meeting.

A concern was raised that the proposed update to current SO 16.2 d) and SO 16.2.1 c) would prevent the proposer of a motion from making a speech if no Councillors indicated that they wished to speak against the motion.

[C.O. Note – The recommendation was to delete SO 16.2 d), and retain SO 16.2.1 c) (newly numbered 17.2.1 c) in the updated SOs). SO 16.2.1 c) does allow the proposer of a motion to make a speech prior to Members being asked if anyone wishes to speak against the motion]

A further concern was raised with regards to the recommended change to SO 9.5 b), highlighted as Issue 16 within Report No. SR 19/22 Appendix A, in relation to not permitting the re-appointment of a Councillor to a Committee within the current municipal year if they had previously been replaced as a Member of that Committee by their political group during the same year. It was advised that the purpose of this change was to ensure that political groups did not take advantage of the ability to change Members nominated to a Committee to simply cover absences such as when a Member is ill or on holiday, which could lead to regular changes to Committee Membership being made which would be difficult for Officers to manage.

It was noted that there may be some occasions where a political group may wish to reinstate Members to a Committee from which they had been removed during the year; the example of a Member being on an approved leave of absence was raised. It was agreed that this recommended change would not be adopted at this time and would be reconsidered at the next Sub Committee meeting.

Following a query raised regarding the recommended change to SO 4.2.1 b), highlighted as Issue 23 within Report No. SR 19/22 Appendix A, it was confirmed that the intention of this change was to confirm that virtual attendance at a sub committee, working party and partnership meeting would be taken into account when considering if that meeting was quorate. It was agreed that the proposed wording of SO 4.2.1 b) be updated to state, as the last sentence, that "For meetings of sub committees, working parties and partnerships, virtual participation will be considered for this purpose".

A concern was raised that Members were not aware of which version of the Standing Orders were current. It was noted that the current version had been approved by Full Council in February 2022, and that the version had been circulated to all Members immediately following that meeting, for their reference.

RESOLVED:

- ◆ To note Report No. SR 19/22.
- ◆ For the Standing Orders and Financial Regulations Sub Committee to reconsider the recommended changes set out in Issue 6, 7 and 16 within Report No. SR 19/22.

RECOMMENDED:

- ◆ That Council adopt the updated Standing Orders, excluding the recommended changes proposed with regards to current SO 9.5 b) and 15.6 e), as set out in the agenda.

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

23.2 Members discussed the proposed changes to the Financial Regulations.

It was noted that proposed changes had not taken into account Legal Topic Note (LTN) 89, which gives a broad overview and sets out the position for local councils and their powers in respect of generating or selling electricity, and selling electricity back to the grid.

RESOLVED:

- ◆ That the Deputy Town Clerk would discuss with the Town Clerk whether there is a need to further update the Financial Regulations in respect of LTN 89.

RECOMMENDED:

- ◆ That Council adopt the updated Financial Regulations, as set out in the agenda.

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

24. **YOUTH SERVICE WORKING PARTY**

The Deputy Town Clerk clarified that the purpose of the Youth Service Working Party was to consider and set the terms for the Service Level Agreement which would be going out to tender to Youth Service providers.

Councillor Doyle raised a concern regarding the first item of business at the Youth Service Working Party in June, during which Councillor Gilder was proposed and voted as the Chairman for the working party. Councillor Doyle stated that, since he joined the Council, he had been left with a strong impression that Councillor Gilder was either a very good friend of Sam Milligan (JAC), or is very much in favour of Sam Milligan. He stated that he was not sure someone should act as the Chairman of a working group that is responsible for recommending tendering when that person [the person they are either friends with or in favour of] is tendering for work from the Council. The Chairman stated that he felt this was a very unfair point, and commented that the individual was not at the meeting to either dispute or answer the question. He also stated that he felt it was not right to state this publicly.

Members once again noted disappointed that the process for re-tendering the Council's Youth Service provision has taken so long, highlighting concerns for the well-being of young people within Woodley. The Deputy Town Clerk updated Members to confirm that informal discussions had now taken place with providers who had submitted an Expression of Interest. He confirmed that the Working Party were due to meet again on 10th October to finalise the SLA, and the tender document would then immediately go out, with the hope of a final decision on the chosen provider being made at the next Strategy & Resources Committee in November.

Following a query, the Deputy Town Clerk confirmed he had included Berkshire Youth when inviting providers to submit an Express of Interest.

Following a request for information as to which providers had submitted an Expression of Interest, the Chairman advised that as this was procurement matter, and as this was a public meeting, it would be incorrect to announce who had responded in public. However, it was noted that Members wishing to know could write to the Deputy Town Clerk who would be able to advise them, although it was highlighted that this information would be highly confidential at this stage.

RESOLVED:

- ◆ To note Report No. SR 20/22 of the Youth Service Working Party meeting held on 16 June 2022.
- ◆ To note Report No. SR 21/22 of the Youth Service Working Party meeting held on 25 July 2022.

25. **CLIMATE EMERGENCY SUB COMMITTEE**

Members noted that the Sub Committee were next due to meet on 4 October 2022, at which they would be considering a revised format of the Climate Emergency Action Plan.

RESOLVED:

- ◆ To note Report No. SR 22/22 of the Climate Emergency Sub Committee meeting held on 12 July 2022.

26. **PR & MARKETING SUB COMMITTEE**

Councillor Baker provided further explanation as to why a third flag pole was being proposed, explaining that this would give the Council extra flexibility to fly the flags it needs to, including the Green Flag and the Union Flag.

RESOLVED:

- ◆ To note Report No. SR 23/22.
- ◆ To approve the Flag Flying Policy, as set out in the agenda.

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

- ◆ To allocate £3,000 from the General Reserve to fund the purchase, installation and planning requirements of a third flagpole on the Memorial Ground, along with the purchase of the flags identified in the Flag Flying Policy.

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

27. **TOWN CENTRE PARTNERSHIP**

The Deputy Town Clerk confirmed there had been no progress with regards to the provision of bins in the Town Centre to aid the problem of litter in the community garden.

Councillor Rowland noted her thanks to Brian Fennelly, Town Centre Manager, for organising a suitable location for her to undertake her head shave for MacMillan Cancer Support. She advised that she had currently raised £1,000, but any extra donations would be gratefully received.

In response to a concern raised regarding the use of e-scooters and other motorised vehicles in the Town Centre and the danger this caused to pedestrians, Members noted that Thames Valley Police had been invited to attend a recent meeting of the Planning & Community Committee at which they had discussed the matter and had indicated they were going to be doing more to tackle this.

RESOLVED:

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

28. **PROJECTS SCHEDULE 2022/23**

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

RESOLVED:

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

29. **SIGNAGE**

The Deputy Town Clerk presented Report No. SR 24/22.

During the discussion, it was suggested that the Council may wish to include an indication of walking and cycling times on signage, as is used in other locations. Another suggestion was made to introduce signage directed at children, such as signs at a lower level and with animals on.

In response to a query, the Deputy Town Clerk confirmed that the refurbishment and replacement of Town Council notice boards did not form part of this report, but that he would separately identify the costs of this and report to the Committee at a later date.

Members noted that whilst the Town Centre precinct land is owned by Wokingham Borough Council, the Town Centre Partnership does put up certain signage. It was suggested that any Councillor wishing to put up a sign, for example regarding the use of e-scooters, may wish to approach Brian Fennelly, Town Centre Manager, to discuss this.

A comment was made that the environmental impacts considered as part of the project assessment did not include the impact of disposing of any old signage and materials. The Deputy Town Clerk advised that this was part of a bigger consideration in relation to the Council's overall refuse policy, but that it was important for the environmental impact to be considered.

RESOLVED:

- ◆ To note Report No. SR 24/22.
- ◆ To allocate £9,000 from the available Capital Programme funds for the provision of new and replacement signage as set out in Report No. SR 24/22.

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

30. **WOODLEY BOWLING CLUB**

Members noted that the Bowling Club had met with Town Council Officers to discuss the poor state of the playing surface this year, which had led to a loss of income. The Deputy Town Clerk advised this was in part due to the exceptionally hot and dry summer, but also because the current irrigation system, which had been in place for a significant number of years, was no longer operational. The Bowling Club had requested that the Town Council reduce their lease payment for this year by £1,200 to account for their losses.

Following a query about how many residents use the Bowls Club, the Committee Officer confirmed that in a recent Community Grant submission by the Bowls Club they had identified that 85% of their membership, approximately 74 individuals, were Woodley residents.

RESOLVED:

- ◆ To note Report No. SR 25/22.
- ◆ To approve the reduction of the lease payment by the Bowling Club to £1,200 for the 2022/23 year.
- ◆ To allocate £7,500 to purchase and install a new water system as detailed in Report No. SR 24/22.

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

31. **COMMUNITY GRANTS**

RESOLVED:

- ◆ To note the expression of thanks received from Woodley Festival of Music and Arts following receipt of the 2022/23 community grants

32. **COMMUNITY INFRASTRUCTURE LEVY**

The Deputy Town Clerk advised that he would circulate to Members the updated amount of CIL funds yet to be spent by the Town Council once an update figure has been provided.

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.

33. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

34. **PUBLICITY AND WEBSITE**

Councillor Jewell advised that she had recently taken part in a Kidical Mass event which had commenced at Coronation Hall in Woodley; Kidical Mass organises cycle rides for children in the UK. Councillor Jewell said this was an excellent, and powerful event.

There were no suggestions for publicity and website items.

35. It was proposed by the Chairman, 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: 6 Against: 0 Abstentions: 0 No Vote Registered: 0

36. **BOROUGH/PARISH LIAISON FORUM**

Members noted that the minutes of the Borough / Parish Liaison Forum incorrectly noted that Al Neal was a representative from Woodley Town Council. Councillor Rowland agreed to advise Wokingham Borough Council of this error.

RESOLVED:

- ◆ To note the minutes of the Borough / Parish Liaison Forum, which took place on 23 August 2022.
- ◆ For Councillor Rowland to contact Wokingham Borough Council to advise them that Al Neal was incorrectly listed as a Woodley Town Council representative within the minutes.

36. **EXCLUSION OF PUBLIC AND PRESS**
Councillor Jewell temporarily left the meeting.

RESOLVED:

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

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

37. **APPOINTMENT OF AUDITORS**
Councillor Jewell returned to the meeting shortly after the discussion commenced.

Members considered Report No. SR 26/22 which provided the quotes received in relation to the appointment of an internal auditor for the financial years 2022, 2023 and 2024.

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

RESOLVED:

- ◆ To note Report No. SR 26/22.
- ◆ To appoint April Skies Accounting as the Council's internal auditors for a three-year period; financial years 2022, 2023 and 2024.

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

Meeting closed at 10:05 pm

Woodley Town Council

Current Account

List of Payments made between 01/05/2022 and 31/05/2022

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	550.00	Mkt Mgr - WTCMI
AGA Print Ltd	54.34	Vinyl Banners
Alan Hadley Ltd	318.00	Refuse Collection
Alan Hadley Ltd	318.00	Refuse Collection
Alan Hadley Ltd	318.00	Refuse Collection
AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
Be Fuelcards Ltd	45.59	Unleaded fuel-Depot
Be Fuelcards Ltd	136.52	BP Diesel-MW65EHN 44000m
Beyond First Aid	200.00	First Aid Cover
Bowak Ltd	251.14	Cleaning supplies
Brake Bros Foodservice Ltd	637.51	Vending supplies
Brake Bros Foodservice Ltd	583.00	Vending supplies
Brewers Decorator Centres	466.67	Decorating supplies
Broxap Ltd	1383.60	Cast Iron Ripon bench
Broxap Ltd	805.20	Cast Iron Ripon bench
Castle Water	3338.94	Water Rates
CDK Casting Ltd	101.40	Bronze Plaque
CDK Casting Ltd	101.40	Bronze Plaque
CDK Casting Ltd	105.00	Bronze Plaque
Churchill Contract Services Ltd	1561.84	Contract Cleaning-WPLC
Circus Scene	4975.00	Woodley Platinum Jubilee
Club Manager Ltd	80.40	Gym software monthly fee
DCK Accounting Solutions Ltd	356.16	Year End closedown 21/22
Dejac Associates Ltd	1734.00	iMac/solid state/support
Devlet Five Ltd T/A Kall Kwik Reading	30.00	Re-sizing PDF files
Devonshire Trading Ltd	1100.81	Gym monthly equip hire
Ecotricity	179.97	Gas supply-Coro H
Ecotricity	836.68	Gas supply-WPLC
Ecotricity	1369.87	Gas supply-OC
Ecotricity	171.22	Gas supply-Chapel H
Ecotricity Ltd	203.01	Electric supply-Depot
EDF Energy 1 Ltd	26.00	Electric supply-Clock
Energy Electrical Distributors Ltd	84.35	Electrical supplies
Epos Now Ltd D/D	30.00	Epos monthly till support-WPLC
Farol Ltd	401.50	Gardening supplies
Global 4 Communications	884.58	Phone/Mobiles
Hampshire Association of Local Councils	3214.18	Annual BALC membership
Hampshire Association of Local Councils	408.00	CiCLA Training course
HMRC Cumbernauld	15802.49	PAYE&NI Deducted from pay
Lantec Security Ltd	1008.00	Annual Intruder alarm support
Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
Lloyds Bank D/D	42.34	Current bank charges-Apr22
Lloyds Bank D/D	357.67	Cardnet monthly charges
Lloyds Bank D/D	48.91	Current a/c charges
Lyreco UK Ltd	41.30	Stationery supplies
M K Cleaning	47.50	Laundry-Table cloths
Merchant Rentals Ltd	18.40	Monthly Cardnet charge

Merchant Rentals Ltd	18.40	Monthly Cardnet charge
Playsafety Ltd	445.20	Annual Inspection-Wheble Pk
Portable Gas Ltd	157.90	Propane Gas - Jubilee
Poztive Energy Ltd	2307.92	Electric supply-OC
Poztive Energy Ltd	68.95	Electric supply-Coro Hall
Poztive Energy Ltd	717.17	Electric supply-WPLC
Poztive Energy Ltd	38.10	Electric supply-Chapel Hall
Prudential	307.24	AVC deducted from pay
Rialtas Business Solutions Ltd	142.80	Annual Planning support
Robseal Roofing Solutions Ltd	23383.44	Roof repair-WLC
SGW Payroll Ltd	159.86	Payroll services-Apr22
SWALEC	83.47	Electric supply-Toilet
The Berkshire Pension Fund	18052.59	Employee & 'er deducted from pay
Trade UK - Screwfix	165.98	Building supplies
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	509.92	Refuse Collection
Wokingham BC - Rates	2283.00	Rates-WPLC
Wokingham BC - Rates	364.00	Rates-Coro H
Wokingham BC - Rates	165.00	Rates-Chapel H
Wokingham BC - Rates	898.00	Rates-OC
Woodley Newsagent Ltd	45.00	Newspaper-WTC
Woodley Town Council	18785.80	VAT payment regarding WTCMI
Wroxton Ltd	14400.00	Landscaping - Town Centre Garden

Total Payments 131008.87

CLERKS IMPREST A/C**List of Payments made between 01/05/2022 and 31/05/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	12.00	Refund WPLC course
(Personal Information)	98.60	Refund deposit
(Personal Information)	25.00	Refund deposit
(Personal Information)	200.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	70.00	Refund WPLC course
(Personal Information)	49.99	Staff uniform-Depot
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	63.00	Refund WPLC course
(Personal Information)	75.00	Refund deposit
(Personal Information)	200.00	Refund deposit
21 CC Group Ltd	588.00	Platinum Jubilee Beacon
Adobe Systems Software	150.92	Acobat Pro DC
Amazon Mkt place	82.16	Re-chargeable batteries
Amazon Mkt place	8.99	8 bays battery charger
Amazon Mkt Place	17.98	Lusum bean bags for School sports
Amazon Mktplace	102.89	Projector Screen 90 inch
Amazon.co.uk	34.36	Noco Genius smart charger
AmazonMKTplace	86.89	NAQIER Projcter Screen 70 inch
Chemgift Bags	250.00	Grant - May 2022
DVLA	290.00	Vehicle Tax-MW65 EHN
Easy Compsites Ltd	470.49	Glass Cast Epoxy Resin-OC
Ebay.com	47.48	100x Seeds in Paper plantable
Fellowship Education	75.00	Refund deposit
Halfords on line	35.00	Battery charger-Speedwatch
Halfords on line	-35.00	Battery charger-Speedwatch credit
Hicks MOT & Service	316.50	MW65EHN-MOT & Service
Lloyds Bank	45750.54	Net May 2022 payroll
Lloyds Bank D/D	14.31	Imprest bank charges-Apr22
Mastek YK LTD	50.00	Refund deposit
McAfee.com	99.99	Secruity software
McAfee.com	-99.99	Charged in error by McAfee
ME2 Club	250.00	Grant - May 2022
Newitt & Co Ltd	143.01	Play parachute 3.5m & 5m
SLCC Enterprise Ltd	410.00	Qualification CiLCA-KM
Thomson Reuters UK Ltd	100.80	JCT On Demand WPLC Elec works
Wdly Fest of Music	250.00	Grant - May 2022
Woodley Bowling Club	250.00	Grant - May 2022
World of Brass Ltd	2.88	Polished brass number
World of Brass.co.uk	69.31	Door numerals-WP
Zoom US	370.58	Zoom Rooms annual-charge

Total Payments 51501.68

Woodley Town Council

Current Account

List of Payments made between 01/06/2022 and 30/06/2022

Payee Name	Amount Paid	Transaction Detail
Advanced Maintenance UK Ltd	204.00	Boiler service - WPLC
AGA Print Ltd	116.70	Posters/Vinyl banners
Agile Hospitality Solutions Ltd	2574.00	Annual Booking software charge
Alan Hadley Ltd	318.00	Refuse Collection
ARC	5000.00	Grant 2022/23
AYS Cleaning Contractors Ltd	26.71	Contract Cleaning
AYS Cleaning Contractors Ltd	2612.85	Contract Cleaning
Be Fuelcards Ltd	47.92	Unleaded petrol-Depot
Be Fuelcards Ltd	52.16	Unleaded fuel-Depot
Bowak Ltd	313.84	Cleaning supplies
Brown Bag Cafe Ltd	57.78	Catering services
Castle Water	2574.98	Water rates
CDK Casting Ltd	101.40	Bronze Plaque
CDK Casting Ltd	101.40	Bronze Plaque
Churchill Contract Services Ltd	1561.84	Contract Cleaning
Club Manager Ltd	80.00	Gym monthly software fee
Club Manager Ltd	0.40	Gym monthly software fee
Dejac Associates Ltd	210.00	replace fan TV/Annual email certification
Devonshire Trading Ltd	1100.81	Monthly gym equip hire
Drain Surgeons UK Ltd	195.00	Empty cesspit - Depot
Ecotricity	58.22	Electric supply-Depot
Ecotricity	29.31	Gas supply-Coro hall
Ecotricity	105.55	Gas supply-WPLC
Ecotricity	397.39	Gas supply-OC
Ecotricity	60.26	Gas supply-Chapel hall
EDF Energy 1 Ltd	25.73	Electric supply-Clock
Epos Now Ltd D/D	30.00	EPOS monthly till support fee
Ethos Communications Solutions Ltd	194.12	Printing/Copying
Eventu	50.00	Projector hire
First Days Children's Charity	2000.00	Grant 2022/23
Global 4 Communications	928.34	Phone/Mobiles
Hamblin Watermains	2136.00	Install standpipe unit
Henry Street Garden Centre	160.12	Gardening supplies
HMRC Cumbernauld	15956.88	PAYE&NI Deducted from pay
IBS Office Solutions Ltd	644.22	Printing/ qtrly rental fee
Keep Mobile	500.00	Grant 2022/23
Les Mills Fitness UK Ltd	203.69	Bodybalance-coach-WPLC
Lightatouch	462.58	Year End Internal audit
Link Visiting Scheme	500.00	Grant 2022/23
Lloyds Bank D/D	294.92	Cardnet service charges
Lyreco UK Ltd	119.72	Stationery Supplies
Merchant Rentals Ltd	18.40	Cardnet machine rental
Merchant Rentals Ltd	18.40	Cardnet machine rental
Pitney Bowes Ltd	150.00	Postage top up-Jun 22
Poztive Energy Ltd	76.26	Electric supply-Coro H May22
Poztive Energy Ltd	1561.34	Electric supply-OC May 22
Poztive Energy Ltd	634.92	Electric supply-WPLC
Poztive Energy Ltd	35.74	Electric supply-Chapel Hall

PPL PRS Ltd	454.90	Annual music licence
Prudential	307.24	AVC deducted from pay
Public Works Loan Board	10640.58	Capital/Interest Loan payment
Readibus	8250.00	Grant 2022/23
SGW Payroll Ltd	157.82	Monthly payroll service charge
Shred-it Ltd	437.40	Document shredding
Technical Surfaces Ltd	360.00	3G matchfit service
Thames Valley Water Services Ltd	348.00	Monthly water checks
The Berkshire Pension Fund	18214.74	Employee & 'er deducted from pay
The Big Display Co	305.93	Medal engraving
The Sign Maker	208.92	Signs - Play Area
The Wokingham Volunteer Centre	300.00	Grant 2022/23
Trade UK - BandQ	576.88	Building supplies
Trade UK - Screwfix	99.15	Building supplies
Tudor Environmental	177.45	Irrigation water/pots
Ukactive	324.17	Annual music licence WPLC
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	651.39	Refuse Collection
Wokingham BC - Rates	2283.00	Rates-WPLC
Wokingham BC - Rates	364.00	Rates-Coro Hall
Wokingham BC - Rates	165.00	Rates-Chapel Hall
Wokingham BC - Rates	898.00	Rates-OC
Wokingham-Citizens Advice	3500.00	Grant 2022/23

Total Payments 93648.97

CLERKS IMPREST A/C**List of Payments made between 01/06/2022 and 30/06/2022**

Payee Name	Amount Paid	
(Personal Information)	26.00	Clearcoat Aerosol x2
(Personal Information)	118.00	Refund credit on a/c S Moores
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	15.00	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	12.72	Wall Clock quartz 12 inch
Amazon Mkt Place	63.60	Wall clock quartz 12 inch x5
Amazon Mkt Place	37.50	Kitchen storage boxes x3
Amazon-Nagier	-86.89	Refunded projector - small
Amazon.co.uk	51.19	Swizzel variety mix/mixed swee
Czech School Berks	75.00	Refund deposit
Easy Composites Ltd	248.90	GlassCast clear epoxy resin
Grabloader Ltd	312.00	Remove soil/hardcore WP
Lidl GB Reading	4.17	Biscuit selection x3
Lloyds Bank	46081.17	Net June 2022 - payroll
Lloyds Bank D/D	13.60	Imprest a/c charges
PETTY CASH A/C	244.98	Top up petty cash
Project Twenty Eight	100.00	Refund deposit
Royal Mail Group Ltd	855.14	Door to Door delivery fee
SLCC for Local Council	467.00	Annual membership fee-DM
Waitrose & Partners	81.71	Selection of food-OC
Total Payments	49170.79	

Woodley Town Council**Current Account****List of Payments made between 01/07/2022 and 31/07/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	440.00	WTCM Mkt manager
(Personal Information)	440.00	WTCM Mkt manager
AGA Print Ltd	24.34	Posters
Alan Hadley Ltd	868.80	Refuse collection
Alan Hadley Ltd	434.40	Refuse collection
AYS Cleaning Contractors Ltd	2554.45	Contract cleaning
Be Fuelcards Ltd	53.66	Unleaded fuel -Depot
Be Fuelcards Ltd	3.31	Admin charge-Depot/Main Team
Be Fuelcards Ltd	54.22	Unleaded petrol-Depot
Bowak Ltd	556.24	Cleaning supplies
Brake Bros Foodservice Ltd	603.80	Vending supplies
Brake Bros Foodservice Ltd	368.63	Vending supplies
Brake Bros Foodservice Ltd	678.65	Vending supplies
Brake Bros Foodservice Ltd	307.95	Vending supplies
Brewers Decorator Centres	206.67	Decorating supplies
Brown Bag Cafe Ltd	603.66	Catering services
Business Stream	71.95	Water rates-Toilet
Castle Water	3492.91	Water rates
CDK Casting Ltd	101.40	Bronze plaque
Centurian Services	10005.25	Resurfacing path-WP
CF Corporate Finance Ltd	166.32	Qtrly photocopier lease fee
Club Manager Ltd	94.80	Gym club manager software
CoolerAid Ltd	39.46	Bottled water
Devonshire Trading Ltd	1100.81	Gym equip rental
Ecotricity	53.06	Electric supply-Shed Depot
Ecotricity	25.89	Gas supply-Coro Hall
Ecotricity	117.48	Gas supply-WPLC
Ecotricity	104.95	Gas supply-OC
Ecotricity	41.57	Gas supply-Chapel Hall
EDF Energy 1 Ltd	25.73	Electric supply-Clock
Epos Now Ltd D/D	30.00	Monthly WPLC till support
F/Flow HSBC - CCLA	2000000.00	CCLA-WOODLEY TC-Investment
F/Flow HSBC - CCLA	733000.00	CCLA-WOODLEY TC-Investment
Fenland Leisure Products Ltd	1153.24	Basket swing repair-WP
Global 4 Communications	865.14	Phone/Mobiles
Henry Street Garden Centre	189.76	Gardening supplies
HMRC Cumbernauld	15995.60	PAYE&NI Deducted from pay
Impress Print Services Ltd	704.00	Print mailing leaflets
John Stacey - Sons Ltd	552.00	Refuse collection
John Stacey - Sons Ltd	684.00	Refuse collection
Les Mills Fitness UK Ltd	203.69	Body balane-Coach WPLC
Light Credit Ltd - Granmore	5667.84	Rockfon Pacific ceiling tiles
Lloyds Bank	30.00	F/Flow payment fee-PWLB
Lloyds Bank	30.00	F/Flow payment fee-INVEST1
Lloyds Bank D/D	44.24	Current account service fee

Lloyds Bank D/D	308.16	Cardnet service fees
Lyreco UK Ltd	92.59	Stationery Supplies
M K Cleaning	42.50	Laundry-Cloths OC
Masters Bookbinding	390.00	WTC Minutes book binding
Maxium Doors Ltd	5945.40	Install new doors-WPLC
Merchant Rentals Ltd	18.40	Cardnet monthly charge
Merchant Rentals Ltd	18.40	Cardnet monthly charge
PBT Electrical & Maintenance Ltd	14186.92	Electrical work-WPLC
Pitney Bowes Ltd	150.57	Postage top up
Poztive Energy Ltd	726.56	Electric supply-OC
Poztive Energy Ltd	64.01	Electric supply-Coro hall
Poztive Energy Ltd	607.27	Electric supply-WPLC
Poztive Energy Ltd	34.16	Electric supply-Chapel hall
Proludic Ltd	291175.28	New Play Area Rebuild
Prudential	307.24	AVC deducted from pay
R.E.S. Systems Ltd	92.40	Call out - Fire alarm WPLC
Reading Community Energy Soc Ltd	1736.52	Electric supply-WPLC&OC
SGW Payroll Ltd	157.82	Payroll services-June 22
Simon P Holmes Ltd T/A Tree Surveys	3270.00	WP/Malone park-surveys
Sports and Play Consulting Ltd	5000.00	Sports & Play area consultation
SWALEC	80.50	Electric supply-Toilet
SWALEC	72.78	Electric supply-Toilet
Technical Surfaces Ltd	399.00	3G matchfit service
Thames Valley Water Services Ltd	380.40	Monthly water checks
Thames Valley Water Services Ltd	204.00	Monthly water checks
The Berkshire Pension Fund	19005.76	Employee & 'er deducted from pay
Trade UK - BandQ	199.00	Building supplies
Trade UK - Screwfix	135.39	Building supplies
Tudor Environmental	796.16	Building supplies
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	563.75	Refuse collection
VideoCentric Ltd	11305.20	Install Video conference equip-OC
Windowflowers Ltd	5983.20	Town Centre flowers
Wokingham BC - Rates	2283.00	Rates - WPLC
Wokingham BC - Rates	364.00	Rates - Coro H
Wokingham BC - Rates	165.00	Rates - Chap H
Wokingham BC - Rates	898.00	Rates - OC
Wokingham Borough Council	70.00	Premises Licence - WTCM

Total Payments 3150041.71

CLERKS IMPREST A/C**List of Payments made between 01/07/2022 and 31/07/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	75.00	Refund deposit
(Personal Information)	15.00	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)	25.00	Flowers KW-WPLC
(Personal Information)	75.00	Refund deposit
(Personal Information)	75.00	Refund deposit
(Personal Information)	-329.19	Wrong a/c number returned
Amazon Mkt Place	75.82	1000x Kraft ripple cups+lids
Amazon Mkt Place	29.98	Doff ant bait station x2
Amazon Mkt Place	11.90	Lead converter 16a plug-WPLC
Amazon Mkt Place	19.98	16a 2 way plug splitter
ASLAM	150.00	Refund deposit
DVLA Vehicle Tax	290.00	Car Tax-KD51 WTW - depot
Epos Now Ltd	167.38	Thermal receipt printer
Euroloos Ltd	864.00	Hire of portable loos - WP
Grabloader Ltd	312.00	Remove soil/Hardcore WP
Grabloader Ltd	312.00	Reove soil/hardcore-WP
Lloyds Bank	50562.13	Net July 2022 payroll
Lloyds Bank D/D	14.51	Imprest account service fee
Safelincs	108.30	HeartSine Adult pad-pak
UK Madawala	123.00	Refund deposit
Wickes Building	54.00	Tristar Air cooler-OC
Total Payments	53330.81	

Woodley Town Council**Current Account****List of Payments made between 01/08/2022 and 31/08/2022**

Payee Name	Amount Paid	Transaction Detail
Advanced Maintenance UK Ltd	10741.20	Replace water heater WPLC
AGA Print Ltd	24.34	Posters
Airquee Ltd	553.20	Call out/on-site inspection
Alan Hadley Ltd	434.40	Refuse Collection
Alan Hadley Ltd	434.40	Refuse Collection
AYS Cleaning Contractors Ltd	6.86	Contract Cleaning
AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
Be Fuelcards Ltd	3.31	Admin charge-BE fuelcards
Be Fuelcards Ltd	48.30	Unleaded petrol-Depot
Be Fuelcards Ltd	63.65	Diesel - MW65EHN 50000m
Berkshire Tree Care	1260.00	Gardening service-Depot
Bowak Ltd	509.00	Cleaning supplies
Bowak Ltd	125.41	Cleaning supplies
Brake Bros Foodservice Ltd	440.46	Vending supplies
Brake Bros Foodservice Ltd	742.42	Vending supplies
Brake Bros Foodservice Ltd	518.50	Vending supplies
Brown Bag Cafe Ltd	128.70	Catering services
Brown Bag Cafe Ltd	792.78	Catering services
Castle Water	3598.72	Water rates
CDK Casting Ltd	101.40	Bronze Plaque
Churchill Contract Services Ltd	1561.84	Contract Cleaning
Churchill Contract Services Ltd	1561.84	Contract Cleaning
Club Manager Ltd	94.80	Gym club manager software
CoolerAid Ltd	80.15	Bottled Water
Devonshire Trading Ltd	1100.81	Hire gym equip-aug22
Ecotricity	4.88	Electric supply-Shed Depot
Ecotricity	113.13	Gas supply-WPLC
Ecotricity	100.12	Gas supply-OC
Ecotricity	28.01	Gas Supply-Chapel Hall
Ecotricity	29.62	Gas supply-Coro all
EDF Energy 1 Ltd	26.59	Electric supply-Clock
Epos Now Ltd D/D	30.00	WPLC monthly till charge
Eventu	50.00	Projector hire
Eventu	182.00	Projector hire/Projecter
Eventu	50.00	Projector hire
Fenland Leisure Products Ltd	364.80	Swing hanger-WPLC
Global 4 Communications	3405.86	Phone/Mobiles
Go2Dave Ltd	349.58	
HMRC Cumbernauld	15662.33	PAYE&NI Deducted from pay
Information Commissioner's Off	35.00	Information Rights Certificate
Les Mills Fitness UK Ltd	203.69	Body balance-Coach WPLC
Lloyds Bank	20.00	Chaps payment-Proludic
Lloyds Bank D/D	46.16	Bank charges-Current a/c
Lloyds Bank D/D	276.01	Cardnet service charge
Lloyds Bank D/D	46.96	Current a/c charges to 9/8/22
Lyreco UK Ltd	307.33	Stationery Supplies
M K Cleaning	47.50	Laundry-Cloths OC
Mark Clifford Surveys Ltd (AV Asbestos)	60.00	AV Asbestos sample test
Merchant Rentals Ltd	18.40	Cardnet rental charge-WPLC
Merchant Rentals Ltd	18.40	Cardnet rental charge-WTC

MKR Electrical Services Ltd	6363.55	Install new lighting
Mr Jonathan W A Palterman	550.00	WTCM Mkt manager
PBT Electrical & Maintenance Ltd	14576.92	Electrical work-WPLC
PBT Electrical & Maintenance Ltd	4087.20	Electrical work-WPLC
Pest Control Wokingham	80.00	Wasp nest treatment
PHS Group	440.48	Qtrly dust mat hire
Poztive Energy Ltd	955.86	Electric supply-OC
Poztive Energy Ltd	62.75	Electricity supply-Coro H
Poztive Energy Ltd	622.15	Electric supply-WPLC
Poztive Energy Ltd	35.29	Electric supply-Chapel H
Prudential	307.24	AVC deducted from pay
Public Works Loan Board	5874.06	PW505314-Capital/Interest
R.E.S. Systems Ltd	1489.27	6m service fire alarm/lights
Reading Community Energy Soc Ltd	1736.52	Electric supply-WPLC&OC
Select Environmental Services Ltd	510.00	Disposal of pallets-Depot
SGW Payroll Ltd	159.86	Payroll service fees-July 22
SSE Southern Electric	643.47	Unmeterd electric supply
SWALEC	74.07	Electric supply-Toilet
Technical Surfaces Ltd	480.00	3G matchfit service
Thames Valley Water Services Ltd	288.00	Monthly water checks
The Baikie-Wood Consultancy Ltd	1020.00	Cllr Charing skills event
The Berkshire Pension Fund	18734.82	Employee & 'er deducted from pay
The Widsor Forest Colleges Group	490.00	Tree maintenance staff training
Trade UK - BandQ	2013.00	Building supplies
Trade UK - Screwfix	223.79	Building supplies
Tudor Environmental	582.61	Building supplies
Unison Collection Ac	22.50	Union fee deducted from pay
Veolia ES - UK Ltd	18.50	Refuse Collection
Veolia ES - UK Ltd	503.30	Refuse Collection
Wokingham BC - Rates	2283.00	Rates-WPLC
Wokingham BC - Rates	364.00	Rates-Coro Hall
Wokingham BC - Rates	165.00	Rates-Chapel Hall
Wokingham BC - Rates	898.00	Rates-OC
Woodley Carnival Committee	6000.00	Donation

Total Payments 121612.52

CLERKS IMPREST A/C**List of Payments made between 01/08/2022 and 31/08/2022**

Payee Name	Amount Paid	Transaction Detail
(Personal Information)	329.19	Net July 2022 pay
(Personal Information)	200.00	Refund Deposit
(Personal Information)	15.00	Refund Deposit
(Personal Information)	50.97	Gym member refund
(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)	15.00	Refund Deposit
(Personal Information)	200.00	Refund Deposit
(Personal Information)	200.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
(Personal Information)	25.00	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)	15.00	Refund Deposit
(Personal Information)	15.00	Refund Deposit
(Personal Information)	75.00	Refund Deposit
Amazon Mkt Place	59.96	Silicone toilet brush/holder
Amazon Mkt Place	3.24	SS Toilet sign-Female
Amazon Mkt Place	3.76	SS Toilet sign-Disabled
Amazon Mkt Place	3.84	SS Toilet sign-Male
Amazon.co.uk	14.99	Huggies swim nappies-WPLC
Avon Scientific Ltd	260.00	Multi function cholrine tablet
BCA College	890.00	Staff training-Aaron Rogers
Chaircover.co.uk	129.00	10x Rectangular tablecloths
Chew Valley Trees	258.00	Maidenhair Tree-WP
Kingspan Water & Energy Ltd	121.14	Automatic fuel pump-Depot
Lloyds Bank	47822.20	August 2022 net payroll
Lloyds Bank D/D	13.82	Bank charges-Imprest a/c
MLM Concerts Ltd	180.90	Refund Deposit
Next Day Catering	109.38	10oz Stacking mugs
Nextdatcatering.co.uk	-109.38	Credit refund-table cloth
SafetySigns4Less	7.88	Fire exit sign
Shinfield Players Theatre	200.00	Refund Deposit
Viking Raja Group	35.81	14x Grey wasre bins
You Garden.com	121.89	Flower/bulbs-WP
Total Payments	51941.59	

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 4 October 2022 at 7:45 pm

Present: *Councillors: P. Wicks (Chairman); C. Jewell; J. Sartorel; B. Soane*

Officers present: *M. Filmore, Committee Officer;*

Also present: *Councillor K. Baker (Virtual Attendance)
2 members of the public*

95. **APOLOGIES**

Apologies for absence were received from Councillors Baker, Bragg, Cheng, Nagra and Skegg. It was noted that Councillor Baker would be participating in the meeting virtually.

96. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

97. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 6 SEPTEMBER 2022**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 6 September 2022 be approved and be signed by the Chairman as a true and accurate record.

98. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

99. **PLANNING DECISIONS**

RESOLVED:

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

100. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 222631:
 - Location: 40 Gemini Road, Woodley, Wokingham, RG5 4TF
 - Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.00m, for which the maximum height would be 3.72m and the height of the eaves 2.14m.
- ◆ To note application 222868:
 - Location: Units 1, 2 and 3, 59 Crockhamwell Road, Wokingham, Woodley, RG5 3JP
 - Proposal: Prior approval submission for the proposed addition of 1 no. additional storey to the existing terraced commercial building to provide 5 no. residential units.

101. **EXISTING LAWFUL DEVELOPMENT CERTIFICATE NOTIFICATION**

RESOLVED:

- ◆ To note application 222683:
Location: 83A Loddon Bridge Road, Woodley, Wokingham, RG5 4AR
Proposal: Application for a certificate of existing lawful development for the erection of a single storey rear extension including 1no. roof lantern.

102. **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE**

RESOLVED:

- ◆ To note receipt of an application for a minor variation to a premises licence for Marks and Spencer, 406-410 London Road, Woodley, RG6 1BG
- ◆ To note that, in response to the application, Members views were sought prior to the meeting and, as no objections were received, a 'no comment' response was submitted to Wokingham Borough Council.

103. **COMMUNITY SPEEDWATCH**

As Councillor Bragg was unable to attend the meeting there was no update provided with regards to Community Speedwatch.

104. **EARLEY STATION FOOTBRIDGE UPDATE**

Councillor Wicks presented his report on Earley Station Footbridge, as set out in the agenda.

Councillor Wicks, along with Councillors Jewell and Rowland, attended a meeting with Wokingham Borough Council (WBC) to discuss the potential replacement of the footbridge. One option discussed was for the footbridge to not be replaced. Members noted that the footbridge formed part of a bridleway and WBC Officers had advised that the process to close a bridleway was complex, costly, slow, and there was no guarantee of approval. As such, this was an option they did not wish to pursue.

Members noted that the cost of replacing the footbridge was currently estimated at £8m, and that price was likely to rise. During the current cost of living crisis, it was commented that this would be a lot of money for WBC to commit to a project, especially as the number of people using the footbridge was relatively low in terms of the overall cost benefit. Members did note however that a number of school children use the footbridge.

Councillor Wicks advised that Network Rail had been approached to contribute towards the replacement costs, specifically with a view to introducing new staircase access to the London bound platform, however Network Rail were not receptive. Members noted that closure of the footbridge could potentially reduce footfall to the station by approximately 30%, which may lead to the station being deemed unviable. A view was expressed that, if this was the case, then it shouldn't be for WBC, Woodley and Earley residents to pay for the footbridge in order to subsidise Network Rail. However it was also highlighted that, by not providing a replacement footbridge, a viable public transport option for residents might be removed.

Councillor Wicks advised Members that, at the meeting with WBC, it was mentioned that another station footbridge in Wokingham had been replaced recently with a non-DDA compliant footbridge. It was believed that Network Rail had been able to install a non-DDA compliant footbridge as the previous footbridge was also not DDA compliant. Members questioned whether this might be an option for replacing Earley Station footbridge, and whether that might reduce costs. Members also noted that the current footbridge is not DDA compliant and therefore providing a non-DDA compliant replacement would not impact disabled users as they are unable to use the footbridge now.

RESOLVED:

- ◆ To write to Network Rail to highlight the Council's concerns regarding the existing bridge and the need for a replacement, and to copy relevant Borough Councillors and MPs into the correspondence.

105. **COMMUNITY ISSUES**

Councillor Jewell highlighted that there had only been two entries from Woodley at the Thames & Chilterns in Bloom Awards, which was less than other local areas, and commented that Woodley may have undersold itself.

Members noted that both Woodley Town Centre and the Friends of Woodford Park had won awards, however Councillor Jewell also expressed concern that Woodley Adopt a Street Project (WASP), who she explained had been instrumental in supporting Woodley Town Centre's submission, were not mentioned at the awards ceremony. Members noted that a subsequent press release from Woodley Town Council had thanked WASP, along with other organisations which had supported the submission.

It was noted that there was a cost associated with entries. Members felt it would be good to know more about the awards with a view to considering further opportunities to promote our parks and projects in future.

RESOLVED:

- ◆ For Officers to look into the Thames & Chilterns in Bloom Awards, and to feedback information on the submission process and potential entries at the next meeting of the Committee.

106. **HIGHWAYS ISSUES**

No highways issues were raised by Members.

107. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - CCB e-Bulletin – September 2022
 - Woodley Town Centre Partnership Newsletter – September 2022

108. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

109. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members

The meeting closed at 9:43 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 4 October 2022

Application No. & Address	Proposal
222354 6 Woodlands Avenue and Land to the rear of 4 Woodlands Avenue, Woodley, RG5 3HJ	Outline application with some matters reserved for the proposed erection of 1 no. detached dwelling with access off Lytham Road. (Access to be considered.)
Observations: No objections.	
222367 Library Parade, Crockhamwell Road, Woodley	Full application for the proposed creation of a mixed use building consisting of the retention of the existing 3 no. retail stores at ground floor level and the addition of 16 no. apartments on new first, second and third floor levels, including the erection of three and four storey rear extensions with associated car parking, cycle and bin stores, following partial demolition of the existing building.
Observations: Members of the Planning & Community Committee have considered this application and recommended it be refused on the following grounds: <ul style="list-style-type: none"> - It is believed the current design would lead to overlooking onto Beechwood Primary School - The proposal removes existing parking provision for occupants of the retail units; Members recommend that allocated parking be introduced for retail unit staff - Concern was raised about the design creating an unwelcome 'wind tunnel' effect between the development and neighbouring buildings <p>Councillor Baker requested for it to be noted that he supported the proposal.</p>	
222400 10 Linden Road, Woodley, RG5 3QT	Full application for the erection of a single storey rear extension to form an attached garage, plus a single storey side/rear extension to the existing detached garage block. (Retrospective)
Observations: Not required – Wokingham Borough Council have withdrawn the application at the request of the applicant/agent.	
222477 53 Woodlands Avenue, Woodley, RG5 3HF	Householder application for the demolition of existing garage/outbuilding (Retrospective)
Observations: The Planning & Community Committee considered this application and had no objections, provided Building Control are happy with the works.	

222506 35 Caldbeck Drive, Woodley, RG5 4JX	Householder application for the proposed single storey front extension, 2 storey side extension, single storey rear extension following demolition of the existing single storey garage and canopy roof.
Observations: No objections.	
222562 44 Rochester Avenue, Woodley, RG5 4NA	Householder application for proposed erection of a single storey rear extension, insertion of dormer to facilitate conversion of the loft to create habitable accommodation, following demolition of a chimney. Insertion of 2 No front elevation roof lights and changes to fenestrations.
Observations: No objections.	
222597 39 Reading Road, Woodley, RG5 3DA	Householder application for the proposed erection of a south facing dormer and changes to fenestration.
Observations: No objections.	
222632 4 Coppice Road, Woodley, RG5 3QX	Householder application for the proposed erection of a part single and part double storey front, side and rear extensions to existing dwelling following loft conversion works and demolition of the existing garage.
Observations: Not required – Wokingham Borough Council have withdrawn the application as being invalid.	
222691 53 Fosters Lane, Woodley, RG5 4HG	Householder application for the proposed erection of a single story side and rear extension.
Observations: The Planning & Community Committee considered this application and had no objections, provided there is to be no damage to, or removal of trees or hedges on the site, as indicated on the application form.	
222708 19 Silver Fox Crescent, Woodley, RG5 3JA	Householder application for the proposed single storey rear extension to enclose existing canopy roof, creating habitable accommodation.
Observations: No objections.	
222722 35 Fosters Lane, Woodley, RG5 4HH	Householder application for the proposed single storey side extension and raising of the roof to create habitable accommodation (1st Floor) along with changes to fenestration following demolition of the existing garage and canopy covering.
Observations: Members of the Planning & Community Committee have considered this application and recommended it be refused on the grounds that all properties in Fosters Lane are bungalows, meaning the proposed development is entirely out of character with the street scene and out of keeping with neighbouring properties.	

<p>222726 35 Crockhamwell Road, Woodley, RG5 3LE</p>	<p>Householder application for the proposed single storey front extension to create porch, two storey rear extension to include 1no. juliet balcony, 1no. dormer to the side & 3no. rooflights, conversion of existing loft to create habitable accommodation. Plus changes to fenestration following demolition of conservatory, external stairs and chimney.</p>
<p>Observations: The Planning & Community Committee had considered this application and, whilst they had no specific objections, they supported the comments of residents on the planning portal and have concerns that the design will lead to overlooking on the neighbouring property at no. 33.</p>	
<p>222779 4 Bosworth Gardens, Woodley, RG5 3RS</p>	<p>Householder application for the proposed erection of single storey front extension to form porch, two storey side/rear extension with changes to fenestration.</p>
<p>Observations: Members of the Planning & Community Committee have considered this application and recommended it be refused on the following grounds:</p> <ul style="list-style-type: none"> - Overdevelopment of the site - Reduction of amenity space - Out of character with the street scene 	
<p>222801 20 Norton Road, Woodley, RG5 4AH</p>	<p>Householder application for the proposed conversion of the loft into habitable accommodation.</p>
<p>Observations: No objections.</p>	
<p>222808 187 Fairwater Drive, Woodley, RG5 3JQ</p>	<p>Householder application for the proposed erection of a single storey front extension.</p>
<p>Observations: No objections.</p>	
<p>222812 108 Nightingale Road, Woodley, RG5 3LY</p>	<p>Householder application for the proposed erection of single storey front extension to form porch, two storey side/rear extension, single storey side extension, insertion of 1No. rear rooflight following the demolition of existing garage along with changes to fenestration (part-retrospective).</p>
<p>Observations: No objections.</p>	
<p>222889 191 Loddon Bridge Road, Woodley, RG5 4BP</p>	<p>Householder application for the proposed enlargement of front canopy. Two storey rear extension. Loft conversion to create habitable accommodation, to include 1no. side dormer & 1no. balcony to the rear following removal of existing chimney. Plus changes to fenestration, to include rooflights.</p>
<p>Observations: The Planning & Community Committee had considered this application and, whilst they had no specific objections, they were concerned regarding the proposed size of the Juliet Balcony and the potential that this would then overlook neighbouring properties.</p>	

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

*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:

21/06/2022

and recorded as minute reference:

27.3

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

Chairman

Kell Eilder

Clerk

Deborah Manda

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	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	1,203,188	1,293,035	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts <i>Restated</i> *	756,040	2,860,697	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs <i>Restated</i> *	974,413	965,379	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	186,507	184,980	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments <i>Restated</i> *	757,734	831,243	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,120,937	3,293,068	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,126,021	3,357,434	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	9,123,455	7,590,690	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	2,690,116	2,633,604	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 Manda

Date

15/06/2022

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

21/06/2022

as recorded in minute reference:

27.4

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

K M Gilder

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Woodley Town Council – BE0100**

1 Respective responsibilities of the body and the auditor

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 report 2021/22

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

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

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

06/09/2022

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



Woodley Town Council

**NOTICE OF CONCLUSION OF AUDIT AND RIGHT TO INSPECT THE
ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)**

1. The audit accounts for WOODLEY TOWN COUNCIL for the year ended 31 March 2022 has been completed and the accounts have been published.
2. The Annual Return is available for inspection by any local government elector for the area of WOODLEY TOWN COUNCIL on application to:

Deborah Mander (Town Clerk)
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ
3. Copies will be provided to any local government elector on payment of 60p for each copy of the Annual Return.

This announcement is made by:

Deborah Mander
Town Clerk

On 21 September 2022

**WOKINGHAM BOROUGH COUNCIL'S INDEPENDENT
REMUNERATION PANEL (Town and Parish Remuneration Panel)
TOWN/PARISH COUNCIL/PARISH MEETING QUESTIONNAIRE**

RETURN FOR: **WOODLEY TOWN COUNCIL**

1. Does the Town/Parish Council currently pay an allowance to the Chairman in accordance with section 15(5) of the Local Government Act 1972 (i.e, such reasonable allowance as the Town/Parish council thinks appropriate for the purpose of enabling the Chairman to meet the expenses of his office) and, if so, what is the level?

YES
£1,000

2. Does the Town/Parish Council wish to consider paying the Chairman a Basic Allowance for time spent on that office under an allowances scheme made in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003?

THIS WOULD BE A DECISION FOR MEMBERS TO MAKE AT A FULL COUNCIL MEETING – AS SUCH, OFFICERS ARE UNABLE TO INDICATE AN ANSWER

3. Does the Town/Parish Council wish to consider paying *elected* Town/Parish Councillors a Basic Allowance under an allowances scheme made in accordance with the 2003 regulations to cover (a) time spent as a Councillor and (b) expenses incurred for example to be used towards caring costs for family members?

THIS WOULD BE A DECISION FOR MEMBERS TO MAKE AT A FULL COUNCIL MEETING – AS SUCH, OFFICERS ARE UNABLE TO INDICATE AN ANSWER

4. Does the Town/Parish Council wish to consider paying a travelling and subsistence allowance to Town/Parish Councillors (whether elected or otherwise) under a scheme made in accordance with the 2003 regulations?

THIS WOULD BE A DECISION FOR MEMBERS TO MAKE AT A FULL COUNCIL MEETING – AS SUCH, OFFICERS ARE UNABLE TO INDICATE AN ANSWER

5. How often does the Town/Parish Council and (if relevant) its Committees and Sub-Committees meet?

TOWN COUNCIL – 5 MEETINGS PER YEAR
TOWN ELECTORS – 1 MEETING PER YEAR
STANDING COMMITTEES – 23 MEETINGS PER YEAR
SUB COMMITTEES / WORKING PARTIES / PARTNERSHIPS – MINIMUM 21 MEETINGS PER YEAR

TOTAL = MINIMUM 50 MEETINGS PER YEAR

Please return via email to Callum Wernham, Clerk to the Panel, by Friday 23rd September 2022

callum.wernham@wokingham.gov.uk

Or alternatively by post:

FAO: Callum Wernham
Wokingham Borough Council
Democratic Services
Shute End
Wokingham
RG40 1BN

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

STATUTORY INSTRUMENTS

2003 No. 1021

The Local Authorities (Members' Allowances) (England) Regulations 2003

PART 5

PARISH COUNCILS

Application of this Part

24. Any reference in this Part—

- (a) to an authority is, unless otherwise specified, a reference to a parish council;
- (b) to a member is, unless otherwise specified, a reference to an elected member of a parish council;
- (c) to a responsible authority is, in relation to a parish council, a reference to the district council or unitary county council—
 - (i) where the parish council is the council for one parish, in whose area the parish council is situated; or
 - (ii) where the parish council is the council for a group of parishes⁽¹⁾, in whose area all the parishes in the group are situated or, where that is not the case, in whose area the greatest number of local government electors for the parishes in the group is situated; and
- (d) to an establishing authority is, in relation to a parish remuneration panel, a reference to the responsible authority that established that parish remuneration panel.

Parish basic allowance

25.—(1) An authority may pay an allowance for each year (“parish basic allowance”)—

- (a) to its chairman⁽²⁾ only; or
- (b) to each of its members,

and the amount of that allowance payable to its chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each such member.

(2) Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

(3) Subject to paragraph (4), where an authority proposes to pay parish basic allowance in any year to its members and the term of office of any member begins or ends otherwise than at the

⁽¹⁾ See section 11 of the Local Government Act 1972 for the procedure by which parish councils may be grouped.

⁽²⁾ See section 15(1) of the Local Government Act 1972 for the duty to elect a chairman from among the councillors of a parish council.

beginning or end of a year, that member's entitlement shall be to payment of such part of the parish basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

(4) Where an authority proposes to pay parish basic allowance in any year—

- (a) to its chairman only; or
- (b) to all its members but at a higher level to the chairman,

and the term of office of the chairman as chairman begins or ends otherwise than at the beginning or end of a year, his entitlement for the period during which he holds the office of chairman shall be to payment of such part of the parish basic allowance to which he is entitled as chairman as bears to the whole the same proportion as the number of days during which his term of office as chairman subsists bears to the number of days in that year.

(5) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the parish basic allowance payable to him in respect of the period for which he is suspended or partially suspended may be withheld by the authority.

(6) An authority shall, as soon as reasonably practical after setting the levels at which any parish basic allowance is to be paid and to whom, arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice or notices containing the following information—

- (a) any recommendation in respect of parish basic allowance made by the parish remuneration panel;
- (b) the level or levels at which the authority has decided to pay parish basic allowance and to which members it is to be paid; and
- (c) a statement that in reaching the decision on the matters referred to in sub-paragraph (b) the authority has had regard to the recommendation of the parish remuneration panel.

(7) An authority shall ensure that it keeps a copy of the information referred to in paragraph (6) available for inspection by members of the public on reasonable notice.

(8) An authority may require that where payment of parish basic allowance has already been made in respect of any period during which the member concerned is—

- (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
- (b) ceases to be a member of the authority; or
- (c) is in any other way not entitled to receive the allowance in respect of that period,

such part of the allowance as relates to any such period shall be repaid to the authority.

(9) An authority may not make any payment, and a member is not entitled to receive any payment, under the provisions of this regulation in respect of any period prior to 30th September 2003 if payment is made, in respect of any duties carried out by the member during that same period, under any of the provisions referred to in regulation 34(1).

Parish travelling and subsistence allowance

26.—(1) An authority may pay to its members allowances in respect of travelling and subsistence (“parish travelling and subsistence allowance”), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories—

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at a meeting of any association of authorities of which the authority is a member;
- (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

(2) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any parish travelling and subsistence allowance payable to him in respect of the responsibilities or duties from which he is suspended or partially suspended may be withheld by the authority.

(3) An authority may require that where payment of travelling and subsistence allowance has already been made in respect of any period during which the member concerned is—

- (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
- (b) ceases to be a member of the authority; or
- (c) is in any other way not entitled to receive the allowance in respect of that period,

such part of the allowance as relates to any such period shall be repaid to the authority.

(4) An authority may not make any payment, and a member is not entitled to receive any payment, under the provisions of this regulation in respect of any period prior to 30th September 2003 if payment is made, in respect of any travelling and subsistence expenses incurred by the member during that same period, under any of the provisions referred to in regulation 34(1).

Parish remuneration panels

27.—(1) A parish remuneration panel may be established—

- (a) by a responsible authority and shall make recommendations in respect of the authorities for which the establishing authority is the responsible authority; or
- (b) jointly by any responsible authorities and shall make recommendations in respect of the authorities for which the establishing authorities are the responsible authorities.

(2) Subject to paragraph (3), a parish remuneration panel shall consist of those persons who are also members of the independent remuneration panel which exercises functions in respect of the establishing authority or authorities.

(3) A parish remuneration panel shall not include any member who is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority.

(4) The authorities in respect of which a parish remuneration panel established under paragraph (1) makes recommendations shall each pay to the parish remuneration panel an equal share of the amount of the expenses incurred by that panel in carrying out that panel's functions.

Recommendations of parish remuneration panels

28.—(1) A parish remuneration panel shall produce a report in relation to the members of the authorities in respect of which it was established, making recommendations, in accordance with the provisions of regulation 29, as to—

- (a) the amount of parish basic allowance payable to members of such authorities;
- (b) the amount of travelling and subsistence allowance payable to members of such authorities;
- (c) whether parish basic allowance should be payable only to the chairman of any such authority or to all of its members;
- (d) whether, if parish basic allowance should be payable to both the chairman and the other members of any such authority, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount so payable; and
- (e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

(2) A copy of a report made under paragraph (1) shall be sent to each authority in respect of which recommendations have been made.

Levels of allowances

29.—(1) A parish remuneration panel may, in making its recommendations in accordance with regulations 27 and 28, either—

- (a) apply the same recommended levels of parish basic allowance and parish travelling and subsistence allowance to all the authorities in respect of which it was established; or
- (b) make different recommendations for different authorities.

(2) A parish remuneration panel shall express its recommendation as to the level of parish basic allowance, in respect of a parish or parishes, as a percentage of the sum that an independent remuneration panel has recommended as the level of basic allowance for the establishing authority which is the responsible authority for that parish or parishes.

(3) The percentage referred to in paragraph (2) may be one hundred per cent.

(4) A parish remuneration panel shall also express its recommendation as to the level of parish basic allowance as a monetary sum being a monetary sum equivalent to the percentage expressed in accordance with paragraphs (2) and (3).

Publicity in respect of reports of parish remuneration panels

30.—(1) Once an authority receives a copy of a report made to it by a parish remuneration panel in accordance with regulation 28, it shall, as soon as reasonably practicable—

- (a) ensure that copies of that report are available for inspection by members of the public on reasonable notice; and
- (b) arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice which—
 - (i) states that it has received recommendations from a parish remuneration panel in respect of allowances;
 - (ii) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that authority; and

(iii) states that copies of the panel's report are available for inspection on reasonable notice and gives details of the manner in which notice should be given of an intention to inspect the report.

(2) An authority shall supply a copy of a report made by a parish remuneration panel in accordance with regulation 28 to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

Records of parish allowances

31.—(1) An authority shall keep a record of the payments made by it in respect of—

- (a) parish basic allowance; and
- (b) parish travelling and subsistence allowance.

(2) Such a record shall—

- (a) specify the name of the recipient and the amount and nature of each payment;
- (b) be available for inspection on reasonable notice and at no charge, by any local government elector for the area of that authority; and
- (c) be supplied in copy to any person who is entitled to inspect a record under paragraph (b) and who requests a copy and pays to the authority such reasonable fee as it may determine.

(3) As soon as reasonably practicable after the end of a year, an authority shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the authority stating the total sum paid by it in the year to each member in respect of each of the following—

- (a) parish basic allowance; and
- (b) parish travelling and subsistence allowance.

Elections to forgo parish allowances

32. A member may, by notice in writing given to the proper officer of the authority, elect to forgo his entitlement or any part of his entitlement to allowances.



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

WE INVITE COUNCILS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

Unfortunately, as we know only too well in our sector there is, and has, been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge.



Visit our dedicated webpages for more information -

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

CIVILITY AND RESPECT TRAINING

Our project team has worked with key partners across the sector to create a brand-new series of virtual workshops designed to address many of the civility and respect issues our sector is facing. We are delighted to share the first range of this training with you. The cost for attendance is supplemented by the project until Dec 2022, and the prices advertised are 50% of the usual delegate fees.

Breakthrough Communication are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.

Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.

There are separate packages for officers and councillors, to book your place visit www.breakthroughcomms.co.uk/civility-respect/

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Delegate fee: £30

Develop a better understanding of where our behaviour comes from, what resilience means for us in the context of our different local council roles, and explore role-focused scenarios. Take away strategies to manage and deal with different situations effectively, including a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations & working with others effectively****

Delegate fee: £30

Explore how to deal with a range of role-focused challenging situations and how we can work with others more effectively. Consider different leadership styles and approaches in the context of your role, which styles we personally 'default' to and how to lead effectively for different situations. We'll also consider how to build, support, and get the most from an effective and motivated team.



****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee: £30

Explore different methods and strategies for dealing with negative attacks on social media and methods to keep control of social media output. We will consider how we come across on social media as councils and individuals, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media, depending on our role. For councillors, there are suggested dos and don'ts and how to be effective on social media, whilst considering issues around the Code of Conduct. For officers will explore how the council can demystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



BECKYWALSH

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****Civility and respect — Uncovering the issues for the public sector****

Delegate fee: £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding publicly, talking behind someone's back, the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. Explore the issues we face in our council role, the impact and how to handle these types of situations.

****What makes people become challenging?***

Delegate fee: £15

Dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand. Explore real situation scenarios and what to do in each of them.

****Personal resilience and self-protection****

Delegate fee: £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations. Each of the webinars will give real situation scenarios and what to do in each of them.

****Understanding psychopathic and narcissistic behaviour****

Delegate fee: £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. Real situation scenarios and what to do in each of them will help you spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd
Supporting Local Governance

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****The (New) Code of Conduct****

Delegate fee: £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, how to effectively implement the code at a local level, the practical implications of working with it and look at the guidance which sits alongside it. This is an interactive session and you are invited to ask questions about any aspect of the code.

Please visit our dedicated civility and respect pages for details on booking and for lots more information and support

[SLCC | Civility and Respect Project](#) and [NALC | Civility and Respect Project](#)





Civility & Respect For the local council sector

- IS top of the
agenda

Definition of civility & respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

For more information about how to get involved, visit:
www.nalc.gov.uk or www.slcc.co.uk

Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.



How will this culture change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake recommended training** for clerks, councillors and chairpersons
- ✓ Good **employment practices**
- ✓ Good **governance**
- ✓ Continued **lobbying for change** in legislation (including sanctions)
- ✓ **Dignity at work** policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **best practice**
- ✓ Being a **role model**/champion council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happens



REPORTS FROM OUTSIDE BODIES

Poor's Land Charity (September 2022)

The Trustees of the Charity continue to meet on a monthly basis to discuss the operation of the charity, the needs of residents of the almshouses, plus external requests for relief in need.

We have recently had a new resident join us and we hope that he will settle in well. We had a number of suitable applicants for our vacant flat which shows that the need for this form of accommodation remains.

We continue to have requests for relief and these are considered by the trustees as to whether these are relevant and appropriate requests, which the majority are.

The Trustees remain aware that the increase in fuel and energy costs will inevitably have a financial impact on our residents in addition to the rising cost of living. This is an ongoing area for discussion at our meetings and forms part of our future planning.

We have had a couple of coffee mornings which have been attended by trustees and a small number of residents but these have been enjoyable on both sides

Shelagh Flower, September 2022

ARC (September 2022)

At our last meeting in September we were joined by Holly Mackinnon, Wokingham Youth MP.

Holly outlined her role and is very focussed on increasing the availability and ranges of support from young people in respect of mental health issues.

She is liaising with Secondary Heads and sharing her thoughts on potential avenues to pursue to help students.

ARC remains very busy. The Coordinator Paul Cassidy has been training peer mentors as a means of supporting students in schools and to act as a link to ARC and our counsellors. Counsellors see over 120 pupils a week in schools where they manage their own waiting lists.

It is anticipated that the ongoing effects of Covid and the economic pressures on families will continue to create increased demands on ARC's services and counsellors are being recruited to help fill this need.




Whereas at the present time our funding remains stable, we are mindful that any increased pressure on our services will have an effect on our finances.

Shelagh Flower, September 2022

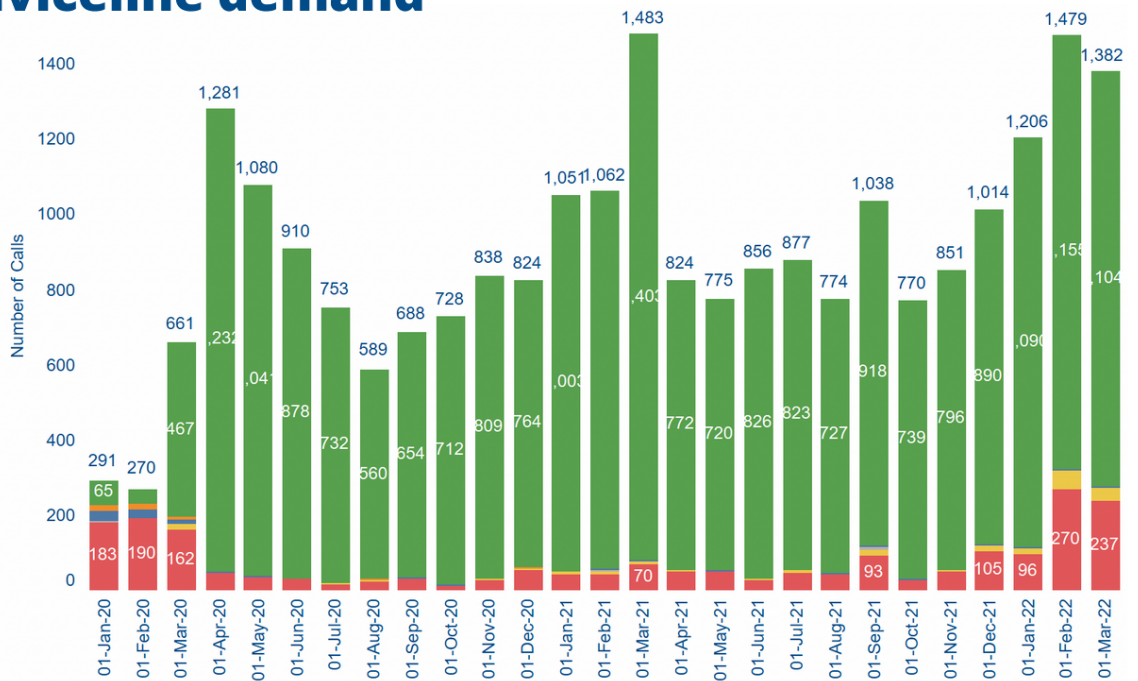
Citizen's Advice Bureau (October 2022)

I have only attended one meeting since May and that was the AGM. Below are some of the statistics; they show a vibrant organization, which, unfortunately is being called upon increasingly in the present cost of living crisis.

Overview of 2021/22

 <p>5,170 unique clients helped with 17,817 separate issues</p>	 <p>Outcomes achieved Our work this year secured £1.4million of income gains and £783,000 of debts written off</p>	 <p>Delivered by 16 staff and 75 volunteers Supported by 11 Trustees</p>
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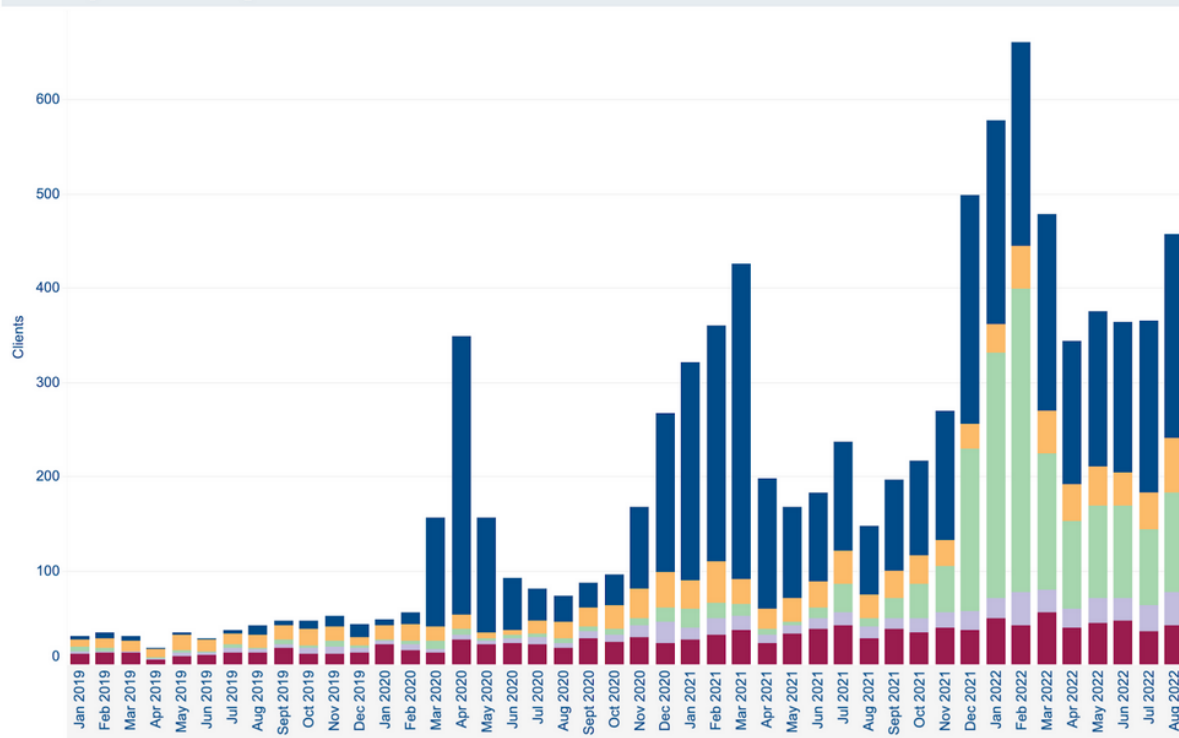
Adviceline demand



1) Five key cost of living Issues

■ Charitable support & Food Banks
 ■ Energy
 ■ Personal independence payment
■ Council tax arrears
 ■ Energy debts

Five Key cost of living issues



Opening Hours/Availability

	Opening times	Notes
Adviceline/ One Front Door	Monday to Friday 9am-5pm	
Wokingham Office (Waterford House)	Monday, Wednesday and Friday 9.30am-4.30pm	Pre-booked appointments only, made via phone or contact on our website. Freephone available at Hub reception
Woodley Office	Tuesday and Thursday 9.30am-4.30pm	Pre-booked appointments only, made via phone or contact on our website. Freephone available at Woodley Library next door
Mobile Advice Unit	Three days a week (rota on our website)	

A mobile CAB unit has been in operation since the beginning of 2022.

Cllr Carol Jewell, October 2022

MAYORAL ENGAGEMENTS – 17th June 2022 to 11th October 2022

Town Mayor’s Engagements

July	5 th	Ambleside Centre Art Exhibition
	6 th	Berkshire Vision Drinks Reception
	15 th	Schools Cluster Project – Year 4 Coding Challenge
August	1 st	ReadiBus AGM
	4 th	David Stares Memorial Plaque Unveiling
September	12 th	Reading of the Proclamation in Woodley
	20 th	2-minute silence for Her Majesty Queen Elizabeth II
		Royal British Legion Poppy Collectors Evening
	27 th	Berkshire Vision AGM
28 th	Thames & Chilterns in Bloom Awards	
October	2 nd	Hants & Berks Motor Club – Autumn Car Tour
	3 rd	Wokingham Volunteer Centre AGM
	7 th	High Sheriff of Berkshire – Judicial Service

Deputy Town Mayor’s Engagements

August	16 th	British Mobility Support – Holiday Raffle Draw
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STANDING ORDERS

**Woodley Town
Council**

VERSION CONTROL

VERSION NUMBER	CHANGES	DATE APPROVED	AUTHOR
V0.0	Motion and amendments text separated		
V0.0	Protocol for attending meetings added	11 th February 2014	
V0.0	New version published	June 2016	
V1.0	Initial rewrite DRAFT		Clr Keith Baker
V1.1	Cross reference between previous Standing Orders and these Standing Orders	25 th August 2021	Clr Keith Baker
V2.0	Officer modifications incorporated	12 th September 2021	Clr Keith Baker
V2.1	New section on recording meetings added	13 th September 2021	Clr Keith Baker
V2.2	Recording & publishing attendance	5 th October 2021	Clr Keith Baker
V2.3	Various resulting from SO and Financial Regulations Working Party	6 th December 2021	Clr Keith Baker
V2.4	Various resulting from SO and Financial Regulations Working Party	15 th December 2021	Clr Keith Baker
V2.5	Absence of Town Clerk / Proper Officer; confidential appendix from full council	15 th December 2021	Clr Keith Baker
V2.6	Hybrid meetings added from full council	23 rd December 2021	Clr Keith Baker
V3.0	Approved by Full Council (8 Feb 2022) – corrected typographical / formatting / reference errors; added Town Centre Partnership terms of reference	10 th February 2022	Matthew Filmore
V4.0	NEW Section 15 “Committees – Recommendations” added. All subsequent sections renumbered.	9 th July 2022	Clr Keith Baker
V4.1	DRAFT - 24 proposed amendments added to clarify ambiguities etc. Removal of Catering Partnership.	19 th July 2022	Clr Keith Baker
V4.2	Removal of 3 proposed amendments following S&R consideration (27 Sep 2022)	28 th September 2022	Matthew Filmore

INDEX

PAGE UPDATED 14/07/2022

STANDING ORDER NO	DESCRIPTION	PAGE	STANDING ORDER NO	DESCRIPTION	PAGE
1.	STANDING ORDERS	7	6.3	Standing Committee	22
1.1	Statutory Requirements	7	6.3.1	Standing Committee Changes	22
1.2	Change of Standing Orders	7	6.3.2	Size	22
1.3	Suspension of Standing Orders	8	6.4	Sub-Committee	22
1.4	Application of Standing Orders	8	6.4.1	Sub-Committee Changes	22
1.5	Review of Standing Orders	8	6.4.2	Size	23
2.	POLITICAL BALANCE	9	6.5	Task and Finish Working Group	23
2.1	Groups	9	6.5.1	Working Group Changes	23
2.2	Allocation of Places on all Forms of Committees	9	6.5.2	Working Group Dissolution	23
2.3	Allocation of Places on Outside Bodies	9	6.5.3	Size	24
3.	COMMITTEES - GENERAL	11	6.6	Partnerships	24
3.1	Scope	11	6.6.1	Partnerships Changes	24
3.2	Speaking at Meetings	11	6.6.2	Size	24
3.3	Clear Days	11	6.7	Urgency Committee	24
3.4	Location	11	6.8	Hierarchy	25
3.5	Personal Information	11	7.	COMMITTEES - AUTHORITY	27
3.6	Terminology	11	7.1	General	27
3.6.1	Roles	12	7.2	Full Council	27
3.6.2	Types of Action	12	7.3	Standing Committee	27
4.	COMMITTEES – HYBRID MEETINGS	15	7.4	Sub-Committee	27
4.1	General	15	7.5	Task and Finish Working Group	28
4.2	Virtual Participation	15	7.6	Partnerships	28
4.2.1	General	15	7.7	Urgency Committee	28
4.2.2	Councillors	15	7.8	Town Clerk	28
4.2.3	Public or Press	16	7.9	Hierarchy	28
4.3	Confidential Agenda Items	16	8.	COMMITTEES – TERMS OF REFERENCE	29
4.4	Recordings	16	8.1	General	29
4.5	Technical Issues	16	8.2	Mandatory Items	29
5.	COMMITTEES – RECORDING MEETINGS	19	8.3	Council	29
5.1	General	19	8.4	Standing Committee	29
5.2	Requests to Record	19	8.5	Sub-Committee	29
5.3	Notification to Attendees	19	8.6	Task and Finish Working Group	30
5.4	Rules of Engagement	19	8.7	Partnerships	30
5.5	Social Media	20	8.8	Urgency Committee	30
5.6	Confidentiality	20	9.	COMMITTEES - MEMBERSHIP	31
6.	COMMITTEES - TYPES	21	9.1	Political Balance	31
6.1	General	21	9.2	Size	31
6.2	Full Council	22	9.3	Membership	31

STANDING ORDER NO	DESCRIPTION	PAGE	STANDING ORDER NO	DESCRIPTION	PAGE	
9.4	Membership Restrictions	31	13.6	Additional Agenda Items	43	
9.5	Nominations	31	14.	COMMITTEES – NON STATUTORY QUESTIONS	45	
9.6	Outside Organisation Appointments	32	14.1	Restrictions	45	
9.7	Partnerships	32	14.2	Residents	45	
10.	COMMITTEES – CHAIRMAN AND VICE-CHAIRMAN	33	14.3	Councillors not on a committee	45	
10.1	Election	33	14.4	Officer Reports	45	
10.2	Full Council	33	15.	COMMITTEES - RECOMMENDATIONS	47	
10.3	Standing Committee	33	15.1	From a committee	47	
10.4	Other Committees	34	15.2	From another Source	47	
10.5	Authority	34	15.3	Questions	48	
	10.5.1	Full Council	34	15.4	Statements	48
	10.5.2	Other Committees	34	15.5	Adding or Amending Recommendations	49
10.6	Debates	34	16.	COMMITTEES - MOTIONS	51	
11.	COMMITTEES – FREQUENCY OF MEETINGS	35	16.1	General	51	
11.1	Notice	35	16.2	Voting	51	
11.2	Meeting Cycle	35	16.3	Motion requiring Written Notice	51	
11.3	Full Council	35	16.3.1	Restrictions	51	
	11.3.1	Annual Meeting of Full Council	35	16.3.2	Notice	51
	11.3.2	Extraordinary Meeting of Full Council	36	16.3.3	Validation	51
11.4	Other Committees	36	16.3.4	Motion set out in the Agenda	52	
11.5	Unfinished Business	36	16.3.5	Proposal by another Member	52	
12.	COMMITTEES - ATTENDANCE	37	16.3.6	Scope	53	
12.1	General	37	16.4	Special Motions	53	
12.2	Exclusion from Meeting	37	16.4.1	To rescind previous Resolutions	53	
12.3	Quorum	38	16.4.2	Changing Standing Orders	53	
12.4	Recording Attendance	38	16.5	Motions without Notice	53	
12.5	Apologies	38	16.6	Amendments to Motions	53	
12.6	Planning and Community Services Committee	38	16.7	Withdrawal	55	
12.7	Confidential Matters	39	16.7.1	Withdrawal of an Amendment	55	
13.	COMMITTEES - AGENDA	41	16.7.2	Withdrawal of a Motion	55	
13.1	Mandatory Items	41	16.8	Proposals	55	
13.2	Town Forum	41	16.9	Process Flowchart	56	
13.3	Council	41	17.	COMMITTEES – RULES OF DEBATE	57	
	13.3.1	Full Council Meeting	42	17.1	General	57
	13.3.2	Annual Council Meeting	42	17.2	Motions	57
13.4	Confidential Agenda Items	42	17.2.1	No Speeches until Motion is Seconded	57	
13.5	Other Committees	43	17.2.2	Right to require Motion in Writing	57	

STANDING ORDER NO	DESCRIPTION	PAGE	STANDING ORDER NO	DESCRIPTION	PAGE	
	17.2.3	Seconders Speech	57	20.7.2	Disorderly Conduct	68
	17.2.4	Content & Length of Speeches	57	20.8	Councillor / Officer Relationship	68
	17.2.5	When a Member may speak	58	20.8.1	Councillors can expect from Officers	68
	17.2.6	Right of Reply	58	20.8.2	Officers can expect from Councillors	69
	17.2.7	Motions which may be moved during Debate	58	20.8.3	Procedure for Officers if things go wrong	69
	17.2.8	Closure Motions	58	20.8.4	Procedure for Councillors if things go wrong	69
18.		VOTING	61	20.9	Procedure for Code of Conduct Complaint against a Councillor	69
	18.1	General	61	21.	COUNCILLORS – CO-OPTION	71
	18.2	Town Mayor Election	61	21.1	When can a Co-option occur?	71
	18.3	Appointments	62	22.	COUNCIL - EXPENDITURE	73
19.		COMMITTEES – MINUTES	63	22.1	General	73
	19.1	Restrictions	63	22.2	Accounts and Financial Statements	73
	19.2	Mandatory Items	63	22.3	Budget Estimates and Precept	73
	19.3	Presentation of Minutes	63	23.	DOCUMENTS	75
	19.3.1	Other Committees	63	23.1	Inspection of Documents	75
	19.3.2	Standing Committees	63	23.2	Execution and Sealing of Documents	75
	19.3.3	Full Council	64	24.	COUNCIL - EMPLOYEES	77
	19.4	Accuracy of Minutes	64	24.1	Undue Influence to and by Councillors	77
	19.5	Public Inspection of Minutes	64	24.2	Council Employees	77
	19.6	Urgency Committee	64	25.	COUNCIL - PRESS	79
20.		COUNCILLORS – CODE OF CONDUCT	65	25.1	Press / Media	79
	20.1	Introduction	65	25.2	Relations with Press / Media	79
	20.2	Registration of Disclosable Pecuniary Interests and Personal Interests	66	26.	COUNCIL – SPECIAL ROLES	81
	20.3	Declaration of Disclosable Pecuniary Interests at Meetings	66	26.1	Special Roles Definitions	81
	20.4	Declaration of Personal Interests at Meetings	66	26.2	Role of Town Mayor	81
	20.5	Declaration of Prejudicial Interests at Meetings	67	26.3	Role of the Leader of the Council	81
	20.6	Dispensations	67	26.4	Leaders and Deputy Leaders of Group	81
	20.7	Behaviour	67	27.	COUNCIL – TOWN CLERK	83
	20.7.1	Unauthorised Activities	68	27.1	Powers Delegated to the Town Clerk	83
				27.2	Absence of Town Clerk / Confidentiality	83

APPENDICES			TERMS OF REFERENCE	
ITEM	DESCRIPTION	PAGE	DESCRIPTION	PAGE
A	Confidentiality	85	Full Council	113
B	Disclosable Pecuniary Interests	89	Strategy and Resources Committee	114
C	Registered Personal Interests	91	Leisure Services Committee	116
D	Guidance on Bullying and Intimidation	93	Planning and Community Committee	118
E	Dispensations Procedure	95	Investments Sub-Committee	120
F	Frequently Asked Questions	97	Risk Management Sub-Committee	121
G	Cross reference with previous Standing Order	103	Standing Orders and Financial Regulations Sub-Committee	122
H	Terms of Reference	111	PR and Marketing Sub-Committee	123
			Personnel Sub-Committee	124
			Climate Emergency Sub-Committee	126
			Community Youth Partnership	127
			3G Pitch Steering Sub-Committee	129
			Cycling in Woodley Sub-Committee	130
			Bulmershe Site of Urban Landscape Value Joint Sub-Committee	131
			Woodley Town Centre Partnership	133

STANDING ORDERS

1. STANDING ORDERS

- a. The Town Clerk shall provide a copy of the Council's standing orders to a Councillor upon delivery of their declaration of acceptance of office.
- b. A Councillor's failure to observe standing orders more than 3 times in one meeting may result in their being excluded from the meeting in accordance with Standing Orders.
- c. Any reference to Chairman throughout this document includes the Mayor (or Deputy Mayor if standing in for the Mayor) when operating as the Chairman of the Annual Council and Full Council meetings.
- d. Unless specified otherwise, any reference to Councillor means a Town Councillor only.
- e. Only Councillors can approve any Standing Order to be suspended or changed.

1.1. STATUTORY REQUIREMENTS

- a. Standing orders in **bold type** are statutory requirements and cannot be substantively amended unless the relevant legislation changes to allow it.

1.2. CHANGES TO STANDING ORDERS

- a. Only standing orders which do **NOT** include statutory requirements can be proposed for changes including addition, variation or revocation.
- b. **Material changes to the Standing Orders, taken to mean any change which alters the manner in which Standing Orders are applied,** can only be approved at Full Council and will be debated as a Special Motion with written notice (see **16.4**).
- c. The Standing Orders and Financial Regulations Sub-Committee can also recommend changes. **These will be presented to the Parent Committee, the Strategy & Resources Committee, for debate and, if approved, a recommendation from the Strategy & Resources Committee will then be presented to Full Council.** In this case it will be dealt with as an Agenda item and not a Motion.
- d. **Non-material changes to Standing Orders may be made at any time by Officers where the change does not alter the application of Standing Orders. These are limited to the following:**
 - i. **Formatting changes**
 - ii. **Spelling corrections**
 - iii. **Reference changes**
 - iv. **Changes required by law**
 - v. **Updates to terminology or job titles which have been approved through other means**
 - vi. **Changes to the Frequently Asked Questions, Appendix F**
 - vii. **Changes to Terms of Reference / Powers and duties, including in Appendix H, which have been approved by the relevant Parent Committee (see 8.6.c)**
 - viii. **Adding Terms of Reference / Powers and Duties, where a new committee is set up by a Parent Committee**
 - ix. **Removing Terms of Reference / Powers and Duties where a committee has been disbanded by the relevant Parent Committee**

1.3. SUSPENSION OF STANDING ORDERS

- a. *During any Meeting, regardless of the type of meeting (see 6.1.b), two Councillors (Proposer and Seconder) can, for a particular agenda item only, propose the suspension of a particular Standing Order which is not statutory.* They need to identify exactly which standing order they wish to suspend and why.
- b. More than one proposal for a Standing Order to be suspended can be made per agenda item.
- c. Following debate and if a proposal is successful the suspension will be lifted on the conclusion of that particular agenda item.

1.4. APPLICATION OF STANDING ORDERS

- a. The decision of the Chairman of a meeting as to the application of Standing Orders at that meeting shall be final with no discussion or debate.

1.5. REVIEW OF STANDING ORDERS

- a. A full review of the Standing Orders by the Standing Orders & Financial Regulations Sub-Committee should occur within twelve months of the first Annual Meeting after Town Council elections. This Sub-Committee will be obliged to report on its review to its Parent Committee who will debate any recommendations and where appropriate make recommendations to Full Council.

POLITICAL BALANCE

2. POLITICAL BALANCE

2.1. GROUPS

- a. Woodley Town Council is composed of Councillors who have declared their allegiance with a political party registered with the Election Commission, or who have stated that they are independent of a political party.
- b. When a group of two or more Councillors have informed the Proper Officer (see **3.6.1.h**) that they have formed a group then they are entitled to participate in the allocation of places on all Committees, regardless of type, with the exception of the Urgency Committee (see **6.7**) which has a specified set of members.
- c. Any Councillor who is not part of a group is not entitled to a place on any committee, regardless of type (see **6.1.b**), other than on an Outside Body.

2.2. ALLOCATION OF PLACES ON ALL FORMS OF COMMITTEES

- a. The allocation of places between groups to any committee, regardless of type (see **6.1.b**), unless the terms of reference say otherwise, will be calculated on the percentage of each groups share of the total number of council places that are filled. Normal mathematical rounding will be used, a fraction under 0.5 will be rounded down to 0, if 0.5 or greater it will be rounded up to 1.
- b. In the event that the addition of the normalised (i.e. 0 or 1) count is not equal to the total number of allocated places, the number of allocated places need to change until this no longer happens. This change can be either up or down and will need to be approved at the relevant Parent Meeting.
- c. This allocation process always occurs at the Annual Meeting but can occur at a meeting of a Parent Committee.
- d. If the numerical state of a group changes or a new group is formed during the municipal year resulting in existing allocations no longer being proportional in line with **2.2.a** new allocations will be needed. These new allocations will need to be approved at the relevant Parent Meeting.
- e. Each group allocation belongs to that party and as such the Councillors appointed only need to be noted at the meeting where they are nominated. Any part of a group's allocation cannot be transferred to another group or individual.
- f. Every group should submit to the Town Clerk, their list of nominations at least three clear days before the meeting where they will be nominated. In exceptional circumstances only nominations will be accepted at the meeting.

2.3. ALLOCATION OF PLACES ON OUTSIDE BODIES

- a. The allocation of places on all Outside Bodies will not use the political balance to fill them. It will be on the basis of a majority vote at the Annual Meeting of the Full Council if there are more than one nomination. If only one nomination is received then that Councillor will be appointed.
- b. Any vacancy on Outside Bodies will be filled in the same way at the next Full Council.

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COMMITTEES – GENERAL

3. GENERAL

3.1. SCOPE

- a. The following Standing Orders are applicable for all Committees, regardless of type (see **6.1.b**).
- b. Throughout these Standing Orders any reference to the Chairman or Deputy Chairman will also mean a reference to the Mayor or Deputy Mayor respectively.

3.2. SPEAKING AT MEETINGS

- a. No Councillor can speak without the Chairman inviting them to do so.
- b. A Councillor wishing to speak, regardless of the reason why, shall raise their hand or using some alternative method previously agreed with the Chairman, until the Chairman acknowledges this at which time they can lower their hand or stop the alternative.
- c. Following such an acknowledgement the Chairman will invite the Councillor to speak at the appropriate time. If more than one Councillor wishes to speak the Chairman will decide on the order of the speakers.
- d. At Full Council, including Annual and Extraordinary Full Council, meetings only, with the exception of any Councillor who has a disability or is likely to suffer discomfort, any Councillor should stand when speaking. The Chairman, at their discretion, may at any time permit a Councillor to be seated when speaking.

3.3. CLEAR DAYS

- a. *When calculating clear days for notice of any meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall **NOT** count towards that number.*

3.4. LOCATION

- a. *Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.*

3.5. PERSONAL INFORMATION

- a. Access to personal information held by the Council shall be limited to that information which is necessary for a decision to be made on a specific matter.
- b. Access to such information, as defined in **3.5.a**, is strictly limited to Councillors responsible for making such decisions.
- c. Such information, as defined in **3.5.a**, shall not be disclosed by any Councillor to any other person.

3.6. TERMINOLOGY

- a. For the avoidance of doubt the following references should be ONLY interpreted as defined below.

3.6.1. ROLES

- a. Unless specified otherwise in the Terms of Reference all roles specified below will be filled by Town Councillors.
- b. CHAIRMAN is the individual who chairs a meeting.
- c. DEPUTY CHAIRMAN is the individual who chairs any meeting that the Chairman is unable to attend.
- d. MAYOR acts as the CHAIRMAN, exclusively, for all meetings of Full Council, including Annual and any Extraordinary meetings.
- e. DEPUTY MAYOR acts as the DEPUTY CHAIRMAN, exclusively, for all meetings of Full Council, including Annual and any Extraordinary meetings. This includes chairing a committee (see **3.6.1.c**).
- f. PROPOSER is a Councillor who proposes a Motion (see section **16**) or any action during a meeting which requires resolution through a vote of Councillors present.
- g. SECONDER is a Councillor who seconds any Proposer on their action.
- h. The PROPER OFFICER is responsible for a number of duties and responsibilities conferred by statute, regulation or order. The Council's Proper Officer shall be either
 - i. the Town Clerk
 - ii. The Deputy Town Clerk in the absence of the Town Clerk
 - iii. such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer shall fulfil the duties conferred on the Proper Officer by statute, regulation or order.

- i. TOWN CLERK, is the normal Proper Officer unless an alternative is in place (see **3.6.1.h** above). In these Standing Orders, where appropriate, any reference to the Town Clerk automatically implies the Proper Officer.

3.6.2. TYPES OF ACTION

- a. In order to propose any of the following actions the Councillor HAS to be a member of that Committee and present at its meeting.
- b. Throughout any Full Council meeting, regardless of type, any Councillor who is in attendance can propose the following types of actions.
- c. Throughout any Standing Committee meeting, any Councillor who is a member of that Committee and in attendance can propose the following types of actions.
- d. Unless specified otherwise, all the actions below will be resolved by a vote of Councillors present at that meeting (see section **17**).
- e. MOTION REQUIRING WRITTEN NOTICE is a proposal for that meeting to adopt a particular strategy, policy or view which will be debated. The scope for these is not explicitly defined (see **16.3**).

- f. MOTION NOT REQUIRING WRITTEN NOTICE is a proposal for that meeting to adopt an action which will be debated. These actions are explicitly defined in Standing Order **16.5**.
- g. PROPOSAL is where a Proposer and Seconder put forward any action which is not defined as a Motion, either requiring or not requiring written notice (see **16.3** and **16.5**). Unless specified otherwise, proposals will proceed straight to the vote.
- h. RECOMMENDATION comes from reports on Agendas. They will not need a proposer or seconder or a debate and the author of the recommendations will introduce them. They will have a two-stage process – 1) questions and 2) statements. More details can be found in section **15**.
- i. NON-STATUTORY QUESTION is a question from an individual Councillor which requires an answer (see **14.1.h**).
- j. STATUTORY QUESTION is one that is defined in the Statutory requirements that Councils have to abide by. In this context question is not a literal question from an individual which requires an answer (see **14.1.h**), but is matters that the Council is asked to consider on the Agenda. In this case each Agenda item is considered to be a Statutory Question. Where appropriate a Statutory Question can lead to a debate and a subsequent resolution by a vote.
- k. RESOLUTION of an Agenda item, regardless of what it is, is where a vote is taken, possibly after a debate. Not every Agenda Item will require a debate or a vote.
- l. Where an Agenda item is to NOTE then that item is for information only and therefore does not need any Resolution.
- m. A Councillor, at any time, may interrupt proceedings by raising a POINT OF ORDER. Any Councillor speaking at that time will stop speaking. A Point of Order may only relate to an alleged breach of these Standing Orders or the Law. That Councillor must indicate the Standing Order or Law and the way in which they consider it has been broken. The Chairman, with advice from the Town Clerk or Deputy Town Clerk, will rule on this matter and their decision will be final.
- n. A Councillor, at any time, may interrupt proceedings by raising a POINT OF PERSONAL EXPLANATION. Any Councillor speaking at that time will stop speaking. A Personal Explanation may only relate to some material part of an earlier speech by the Councillor (and no-one else) which may appear to have been misunderstood in the present debate. The Chairman's decision, with advice from the Town Clerk or Deputy Town Clerk, on the admissibility of a personal explanation will be final.

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COMMITTEES – HYBRID MEETINGS

4. HYBRID MEETINGS

4.1. GENERAL

- a. On 7/12/21 Full Council adopted the use of video conferencing to enable Full Council (of all types) and Standing committee meetings to be held in a ‘hybrid’ fashion. Legislation on this date does not permit local councils to hold meetings entirely virtually for formal decision making. This might change in the future and when it does this section will be amended to reflect any changes.
- b. Full Council (of all types) and Standing Committee meetings will be broadcast live on the Council’s YouTube channel. Anyone who is unable to attend in person may follow the proceedings live, or may watch the recording at any time after the meeting. If any individual wishes to take part in any discussion at a meeting they may also request to participate in the meeting virtually via video conferencing.
- c. **Full Council (10/5/22) resolved to hold all future meetings of sub committees, working groups and partnerships entirely virtually where no formal decision making is required.**

4.2. VIRTUAL PARTICIPATION

4.2.1. GENERAL

- a. Any Councillor or member of the public or press participating virtually in a hybrid meeting shall still be bound by the Standing Orders unless specific otherwise below.
- b. For a meeting to be quorate the requirements under Standing Order **12.3** shall apply. **For Full Council (of all types) and Standing Committee meetings, Councillors participating virtually at a meeting will not be considered as present for this purpose. For meetings of sub committees, working groups and partnerships, virtual participation will be counted as being present.**
- c. A meeting **of Full Council (of all types) and Standing Committees** cannot be chaired by a Councillor who is participating virtually at a meeting. **This does not apply to meetings of sub committees, working groups or partnerships.**
- d. Any available chat function will not be enabled.

4.2.2. COUNCILLORS

- a. Councillors participating virtually at a meeting are not considered to be in attendance at the meeting either in law or in respect of the 6 month rule on meeting attendance (see **12.1.c**).
- b. Councillors who wish to participate virtually **at a meeting of Full Council (of all types) and Standing Committees** must submit a request to the Town Clerk or Deputy Town Clerk as soon as possible after notice of the meeting has been issued, and by no later than 4pm on the day of the meeting. A link will then be sent to enable virtual participation.
- c. Councillors participating virtually may speak or take part in a debate in the usual way in line with Standing Orders. To indicate their desire to speak they should raise their ‘electronic’ hand in the video conferencing software or, if they are unable to do so, physically raise their hand.

- d. Councillors participating virtually at a meeting of Full Council (of all types) and Standard Committees are not permitted to vote on, nor propose or second any recommendation or motion. This does not apply to meetings of sub committees, working groups or partnerships.

4.2.3. PUBLIC OR PRESS

- a. Published notices of a meeting shall include information on how the public or press can view the meeting via the Council's YouTube channel and how to obtain a link should they wish to participate virtually.
- b. Members of the public or press will be advised that, by requesting a link to participate virtually at a meeting, they **will have given their consent for their image and audio to be filmed and broadcast** on the Council's YouTube channel, and for the recording to be retained in line with the relevant section within this appendix.

4.3. CONFIDENTIAL AGENDA ITEMS

- a. **Appendix A** provides further information on confidential meetings.
- b. Broadcasts will be stopped where a resolution to exclude the press and public has been approved (see **12.2**). Members of the public or press participating virtually will also be stopped from accessing the meeting via the video conferencing software.
- c. Councillors participating virtually will still be able do so during the discussion of any confidential item.
- d. The Chairman shall confirm with the officer operating the system that the broadcast has been stopped and relevant members of the public and press have had their access removed before proceeding with a confidential agenda item.

4.4. RECORDINGS

- a. Broadcast recordings of meetings retained on the Council's YouTube channel shall include a title identifying the committee and the date of the meeting.
- b. Recordings of meetings shall be retained on the Council's server for a period of no less than 6 months.
- c. Broadcast recordings of meetings shall be retained on the Council's YouTube channel indefinitely, subject to any limitations on capacity.
- d. Recordings held on the Council's server will include confidential items.
- e. Broadcast recordings will not include confidential items.
- f. Recordings of meetings will be made available to Councillors on request. All Councillors are reminded they are bound by the requirement not to make public information given in confidence or which they believe, or ought to be aware is of a confidential nature.

4.5. TECHNICAL ISSUES

- a. The equipment used to facilitate hybrid meetings shall be fit for purpose and enable all participants to see and hear the other participants at the meeting.

- b. In the event of a technical failure preventing remote participation or broadcasting, the Chairman shall decide on whether to recess while the problem is addressed, or continue with the business on the agenda.
- c. Where a technical issue prevents the live broadcast of a meeting, a recording of the meeting taken from the video conferencing software (audio or audio and visual) will be uploaded to the Council's YouTube channel at the earliest opportunity.

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COMMITTEES – RECORDING MEETINGS

5. RECORDING AND REPORTING OF A MEETING

5.1. GENERAL

- a. It should be noted that all Full Council (of any type) and Standing Committee meetings will be recorded and stored on the Council's YouTube channel (see 4.4).
- b. The purpose of this standing order is to provide guidance for members of the press, or public, on the taking of photographs and/or the audio/visual recording of any Full Council (of any type) and any Standing Committee meeting which is held in public.
- c. Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is allowed without permission although it would be helpful if notification to do so is given to the Town Clerk in advance of the meeting (see 5.2).
- d. Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

5.2. REQUESTS TO RECORD

- a. It would be appreciated if requests to take photographs or to record meetings open to the public, either by members of the public or by the media, were, wherever possible, made to the Clerk for the meeting concerned before the meeting so that the Council can ensure the necessary facilities are in place if needed.
- b. It would be helpful for the request to include the following information:
 - i. which meeting the request refers to
 - ii. the name, organisation (if applicable) and contact details of the person making the request
 - iii. what equipment it is intended will be used (to determine what facilities might be required)
 - iv. what the photographs, or audio/visual recording will be used for and /or where the information is to be published (this is helpful for the Chairman to be able to inform the public)

5.3. NOTIFICATION TO ATTENDEES

- a. The Chairman will make an announcement that the meeting will be photographed and/or recorded or filmed.
- b. Notices will be displayed in the room advising the public that meetings can be recorded legally.

5.4. RULES OF ENGAGEMENT

- a. Any member of the public, or of the media, wishing to photograph or record a meeting is asked to comply with the following points.
 - i. any photography or audio/visual recording takes place from a fixed position in the meeting room approved by the Chairman so as to reduce disruption to the proceedings.

- II. use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceeding agreed in advance with the Chairman.
- III. if the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop.
- IV. if, during the meeting, a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography.
- V. if a meeting is adjourned by the Chairman then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned.
- VI. any request made by the Chairman regarding respecting the public's right to privacy is complied with.
- VII. people seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. Public notices will confirm that recording may take place and it is for the public to inform the Council, or the person recording, if they object.
- VIII. use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.
- IX. photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.
- X. Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.

5.5. SOCIAL MEDIA

- a. There are no restrictions on anyone at a Council meeting using Twitter, blogs, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.
- b. If the Chairman feels the use of social media is disrupting the proceedings the Councillor, member of the public or media representative using social media may be required to stop. If use continues the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

5.6. CONFIDENTIALITY

- a. Any individual should not record any matter that is declared confidential (see **Appendix A**)

COMMITTEES - TYPES

6. TYPES

6.1. GENERAL

- a. Woodley Town Council has adopted to use a committee structure in order to conduct business.
- b. There will be six types of committees, namely
 - i. Full Council
 - ii. Standing Committee
 - iii. Sub-Committee or Joint Sub-Committee
 - iv. Task & Finish Working Group or Joint Task & Finish Working Group
 - v. Partnership
 - vi. Urgency Committee
- c. In using the term 'Chairman' the Council recognises that this role is and will be undertaken by any Councillor, regardless of gender.
- d. Both the Mayor and Chairman share the same duty or powers in relation to the conduct of the meeting they are chairing.
- e. Throughout these Standing Orders any references to committee will apply to all types of committee regardless of type (see **6.1.b**).
- f. A "Parent Committee" is defined as the committee or committees (in the case of joint committees) that created the new Committee, regardless of type (see **6.1.b**).
- g. Only Full Council and Standing Committees can create any Sub-Committees, Task & Finish Working Groups or Partnership
- h. Sub-Committees and Task & Finish Working Groups are the only types of committee that can be set up as joint committees. This is where more than one Standing Committee work together to achieve the same objective.
- i. Any reference to "Full Council Meeting" throughout these Standing Orders will by definition include both the "Annual Council Meeting" and any "Extraordinary Full Council Meeting".
- j. ***The Code of Conduct*** (see section **20**), ***adopted by the Council shall apply to Councillors in respect of the entire meeting.***
- k. Unless the associated Terms of Reference otherwise specify, any committee regardless of type (see **6.1.b**) **EXCEPT** Full Council, Standing Committees and Urgency Committee, that has not met for six months is deemed to be no longer be required and will be automatically dissolved.
- l. A Parent Committee can, at any meeting, re-create any committee that was automatically dissolved through the six month rules (see **6.1.k**) through a resolution at the next meeting after the dissolution occurred.

6.2. FULL COUNCIL

- a. The Full Council is the most senior body of the Council and is the primary decision-making body.
- b. Full Council determines the scope and responsibilities of Standing Committees.
- c. The membership of the Full Council comprises all 25 Town Councillors.

6.3. STANDING COMMITTEE

- a. The Council can, at a Full Council Meeting, create a new Standing Committee through a resolution at that meeting. This must include the associated Terms of Reference for the new Standing Committee.
- b. Standing Committees will report to Full Council Meetings.
- c. These Committees are structured around specific areas and these Standing Orders sets out their roles and responsibilities through their Terms of Reference (see **Appendix H**).

6.3.1. STANDING COMMITTEE CHANGES

- a. The Council can, at a Full Council Meeting, note any the new membership of any Standing Committee at that meeting.
- b. The Council can, at a Full Council Meeting, dissolve any Standing Committee through a resolution at that meeting.

6.3.2. SIZE

- a. The Council shall agree the size of any Standing Committee through a resolution at either the Annual Meeting or a Full Council Meeting when the political balance has changed (see **2.2.d**).

6.4. SUB-COMMITTEE

- a. A Standing Committee can, at any meeting, create a new Sub-Committee through a resolution at that meeting. This must include the associated Terms of Reference for the new Sub-Committee.
- b. Unless specified otherwise, any reference to Sub-Committee will by definition include both Sub-Committee and Joint Sub-Committee.
- c. A Sub-Committee will report to the Parent Committee.
- d. A Joint Sub-Committee will report to all participating Standing Committees.

6.4.1. SUB-COMMITTEE CHANGES

- a. The Parent Committee can, at any meeting, dissolve any Sub-Committee through a resolution at that meeting.
- b. There are no predetermined dates for dissolution of a Sub-Committee.
- c. Other than a dissolution under **6.1.k**, any changes, including creation, variation and dissolution of a Joint Sub-Committee require **ALL** participating Parent Committees to individually agree through a resolution at any of their meetings. For clarity the vote this is **NOT** the summation of individuals vote across all of those Parent Committees.

6.4.2.SIZE

- a. The size of any Sub-Committee can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.
- b. The size of any Joint Sub-Committee can be changed by **ALL** the participating Parent Committees individual agreeing through a resolution at any of their meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Parent Committees.

6.5. TASK & FINISH WORKING GROUP

- a. A Standing Committee can, at any meeting, create a new Task & Finish Working Group through a resolution at that meeting. This must include the associated Terms of Reference for the new Task & Finish Working Group.
- b. The difference between a Sub-Committee and a Task & Finish Working Group is that the latter has a defined end to their activities.
- c. Unless specified otherwise, any reference to Task & Finish Working Group will by definition include both Task & Finish Working Group and Joint Task & Finish Working Group.
- d. A Task & Finish Working Group will report to the Parent Committee.
- e. A Joint Task & Finish Working Group will report to all participating Parent Committees.

6.5.1.TASK & FINISH WORKING GROUP CHANGES

- a. Other than a dissolution under **6.1.k**, any changes, including creation and variation for a Joint Task & Finish Working Group require **ALL** participating Standing Committees to agree through a resolution at any of their meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Standing Committees.
- b. Unless the associated Terms of Reference otherwise specify, the Parent Committee can, at any of their meetings, change the end date of a Task & Finish Working Group through resolution at that meeting.

6.5.2.TASK & FINISH WORKING GROUP DISSOLUTION

- a. When a final report with or without recommendations is delivered to the Parent Committee or all participating Standing Committees then the Task & Finish Working Group is automatically dissolved.
- b. If the end date, as defined in the Terms of Reference, has passed then the Task & Finish Working Group, including Joint Task & Finish Working Groups, is automatically dissolved.
- c. The Parent Committee can dissolve a Task & Finish Group through a resolution at one of its meetings.
- d. In the case of a Joint Task & Finish Working Group **ALL** participating Standing Committees agree through resolutions at their respective meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Standing Committees.

6.5.3.SIZE

- a. The size of any Task & Finish Working Group can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.
- b. The size of any Joint Task & Finish Working Group can be changed by **ALL** the participating Standing Committees individual agreeing through a resolution at any of their meetings. For clarity the vote this is **NOT** the summation of individuals vote across all of those Standing Committees.

6.6. PARTNERSHIPS

- a. A Standing Committee can, at any meeting, create a new Partnership through a resolution at that meeting. This must include the associated Terms of Reference for the new Partnership.
- b. A Partnership is a special type of committee where it involves external organisations as part of the membership alongside Councillors.
- c. A Partnership will report to the Parent Committee.

6.6.1.PARTNERSHIP CHANGES

- a. The Parent Committee can, at any meeting, dissolve any Partnership through a resolution at that meeting.
- b. There are no predetermined dates for dissolution of a Partnership.

6.6.2.SIZE

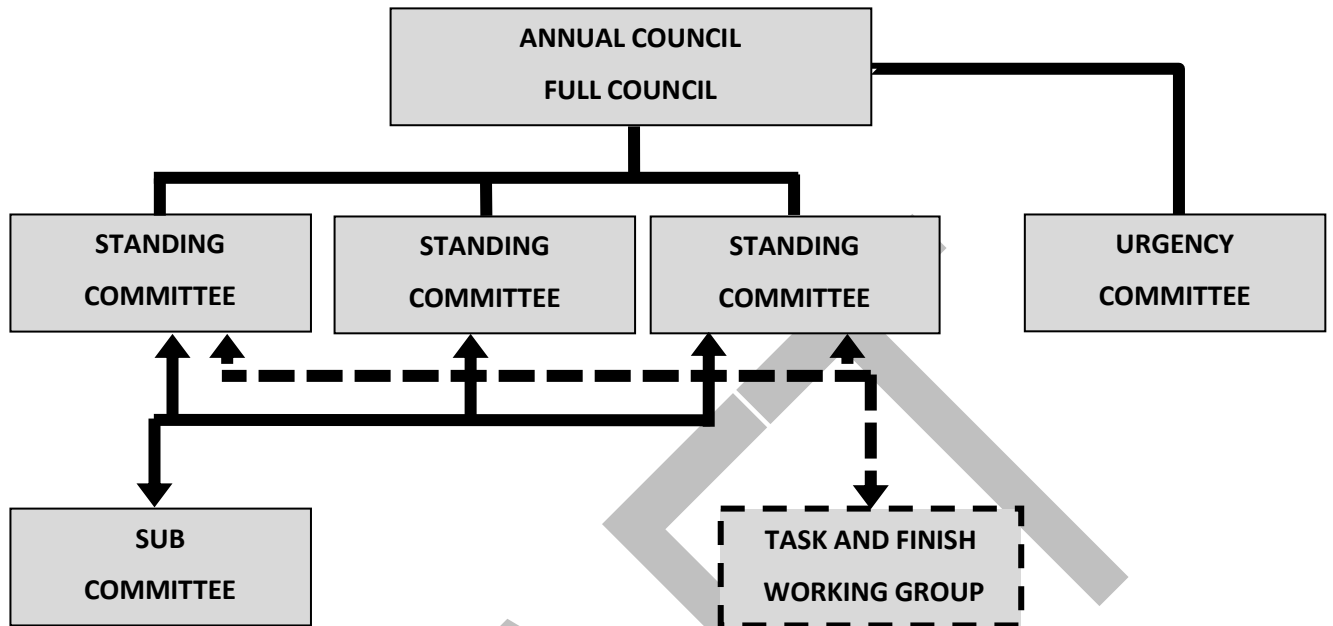
- a. The size of any Partnership can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.

6.7. URGENCY COMMITTEE

- a. The Urgency Committee is the only Committee to whom the proportionality rules do not apply (see **2.2**).
- b. Due to the ad hoc nature of the Urgency Committee, it is the only Committee that does not have any Terms of Reference.
- c. The membership of this Committee is clearly defined as the Mayor, Chairman of every Standing Committee, The Leader of the Council, the Leader of the largest Opposition Party and Leader of all other Groups as defined in section **2.1**.
- d. This committee will report to the Full Council.
- e. This committee only meets as and when it is needed. The Town Clerk or Deputy Town Clerk when Town Clerk is unavailable, in conjunction with the Mayor and Leader of the Council, will be the sole arbiters as to when it meets and the purpose of the meeting.
- f. The Council delegates full powers to act in all cases of urgency to this Urgency Committee.
- g. Once the matter being dealt with by the Urgency Committee has been resolved then

the Committee ceases to meet.

6.8. HIERARCHY



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COMMITTEES – AUTHORITY

7. AUTHORITY

7.1. GENERAL

- a. Any reference to “Full Council Meetings” will by definition include the “Annual Council Meeting” and “Extraordinary Full Council Meeting”.

7.2. FULL COUNCIL

- a. With the exception of the Urgency Committee, Full Council is the supreme decision maker of the Town Council.
- b. Decisions are made through a resolution at any meeting of the Council.
- c. Some decision making has been delegated to the relevant Standing Committee as defined in the Terms of Reference for that committee (see **Appendix H**).
- d. The Council can receive recommendations from Standing Committees. Decisions on them will be through appropriate resolutions at a Full Council meeting.
- e. At Full Council meeting, additions, variations or dissolution of the delegated authority of any Standing Committee can be made through a resolution at any meeting of the Council.

7.3. STANDING COMMITTEE

- a. Standing Committees have a degree of delegated authority. Decisions within that delegated authority will be made through a resolution at a meeting of the appropriate Standing Committee.
- b. Where a matter is not delegated to the Standing Committee that committee can make recommendations to Full Council who will make the final decision. Such recommendations will be made through a resolution at a meeting of the appropriate Standing Committee.
- c. Standing Committees can receive recommendations from either Sub-Committees or Task and Finish Working Groups (including Joint ones) or Partnerships.
- d. Recommendations received under **7.3.c** which are part of the Standing Committees delegated authority will be made through a resolution at a meeting of the appropriate Standing Committee (see **7.2.a**).
- e. Recommendations received under **7.3.c** which are **NOT** part of the Standing Committees delegated authority will be agreed through a resolution at a meeting of the Full Council. (see **7.2.b**).

7.4. SUB-COMMITTEE

- a. Unless the associated Terms of Reference otherwise specify, no Sub-Committee or Joint Sub-Committee has any decision-making authority.
- b. Any Sub-Committee can make recommendations to the Parent Committee.
- c. Any Joint Sub-Committee can make recommendations to all participating Standing Committees.

7.5. TASK AND FINISH WORKING GROUP

- a. Unless the associated Terms of Reference otherwise specify, no Task and Finish Working Group or Joint Task and Finish Working Group has any decision-making authority.
- b. Any Task and Finish Working Group can make recommendations to the Parent Committee.
- c. Any Joint Task and Finish Working Group can make recommendations to all participating Standing Committees.

7.6. PARTNERSHIPS

- a. Unless the associated Terms of Reference otherwise specify, no Partnership has any decision-making authority.
- b. Any Partnership can make recommendations to the Parent Committee.

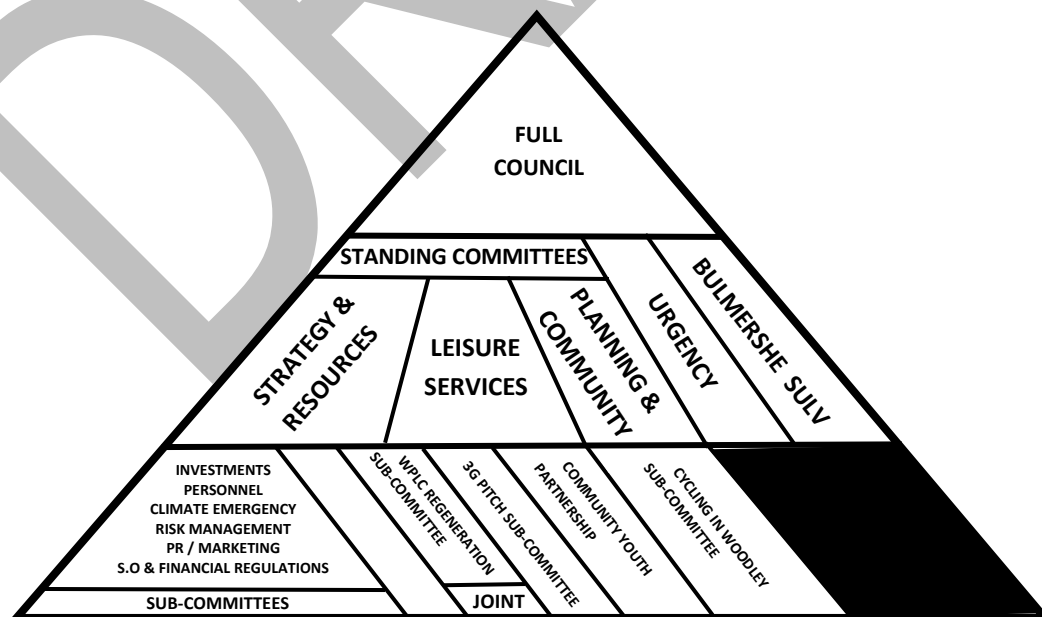
7.7. URGENCY COMMITTEE

- a. The Council delegates full powers to act in all cases of urgency to an Urgency Committee. This includes decision making authority.
- b. The Urgency Committee can make recommendations to any Full Council meeting.

7.8. TOWN CLERK

- a. In extreme urgency and where it is impractical or impossible to obtain proper authority from the Council the Town Clerk is authorised to take such action as necessary to protect the Council, the general public, staff or property.

7.9. HIERARCHY



COMMITTEES – TERMS OF REFERENCE

8. TERMS OF REFERENCE

8.1. GENERAL

- a. Any new Terms of Reference defined by the Parent Committee should be published within 21 clear days of approval and distributed to All Councillors.
- b. Any Terms of Reference amendments should be reflected in a modified version of that Terms of Reference and published within 21 clear days of approval and distributed to all Councillors.
- c. Any Committee, regardless of type (see **6.1.b**), which has been dissolved should have their Terms of Reference removed from all forms of media within 21 clear days of dissolution.
- d. In using the term “Terms of Reference” the Council recognises that this fully encompasses the concept of “Powers and Duties”.

8.2. MANDATORY ITEMS

- a. All Terms of Reference documents will contain some form of version control, containing as a minimum, date of creation, a version number and dates of any amendments.
- b. With the exception of Full Council, all Terms of Reference will identify the Parent Committee or Committees, regardless of type (see **6.1.b**).
- c. All Terms of Reference, where appropriate, will indicate whether the six month rule (see **6.1.k**) will apply, regardless of type (see **6.1.b**).
- d. All Terms of Reference will include the number of places on each committee, regardless of type (see **6.1.b**).
- e. In the case of a Joint Sub-Committee or Task and Finish Working Group all terms of reference will indicate the proportion of places allocated to each participating Standing Committee.
- f. All Task and Finish Working Groups and Joint Task and Finish Working Groups will contain an end date of their activities.

8.3. COUNCIL

- a. The Terms of Reference for the Full Council can only be amended through a resolution at meeting of the Full Council.

8.4. STANDING COMMITTEE

- a. The Terms of Reference for any Standing Committee can only be amended through resolution at meeting of the Full Council.

8.5. SUB-COMMITTEE

- a. Unless specified otherwise, any reference to Sub-Committee will by definition include both Sub-Committee and Joint Sub-Committee.
- b. The Terms of Reference of a Sub-Committee will be restricted to the specific area of the Parent Committee.

- c. The Terms of Reference for a Joint Sub-Committee will be restricted to the combination of specific areas of all participating Standing Committees.
- d. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Sub-Committee through a resolution at that meeting.
- e. The amendment of any Terms of Reference for a Joint Sub-Committee will require all participating Standing Committees to agree through a resolution at their respective meetings.

8.6. TASK AND FINISH WORKING GROUP

- a. The Terms of Reference of a Task and Finish Working Group will be restricted to the specific area of the Parent Committee.
- b. The Terms of Reference for a Joint Task and Finish Working Group will be restricted to the combination of specific areas of all participating Standing Committees.
- c. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Sub-Committee through a resolution at that meeting.
- d. The amendment of any Terms of Reference for a Joint Sub-Committee will require all participating Standing Committees to agree through a resolution at their respective meetings.

8.7. PARTNERSHIPS

- a. The Parent Committee must define Terms of Reference for any Partnership approved through a resolution at the same meeting that that Partnership was approved.
- b. The Terms of Reference of a Partnership will be restricted to the specific area of the Parent Committee.
- c. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Partnership through a resolution at that meeting.

8.8. URGENCY COMMITTEE

- a. Due to the ad hoc nature of the Urgency Committee, it is the only Committee that does not have any Terms of Reference.

COMMITTEES – MEMBERSHIP

9. MEMBERSHIP

9.1. POLITICAL BALANCE

- a. Unless the associated Terms of Reference specify otherwise, all committees, regardless of type, will use the political balance to define the proportionality of membership allocation (see **2.2**).
- b. Unless the associated Terms of Reference specify otherwise, any committee, regardless of type (see **6.1.b**), which has a membership of both Councillors and external organisations, will use the political balance to define the proportionality of the Councillor membership allocation only (see **2.2**).
- c. If the numerical state of a group changes (see **2.2.d**) for whatever reason resulting in a change in proportionality then it will be necessary to carry out new allocations for any committee that are impacted, regardless of type (see **6.1.b**). **These new nominations will be brought to the first available meeting of the respective Parent Committee.**
- d. **Where there has been a change in proportionality any committee that has been impacted will be suspended until the new nominations have been presented to respective Parent Committee.**

9.2. SIZE

- a. Membership of Sub-Committees or Task and Finish working Groups will be smaller than the Parent Committee.
- b. Membership of Joint Sub-Committees or Joint Task and Finish Working Groups will be smaller than the combined size of all participating Standing Committees.

9.3. MEMBERSHIP

- a. The Mayor and Leader of the Council shall be ex-officio members of every Standing Committee without voting rights, unless appointed in their own right as a member of that Committee.

9.4. MEMBERSHIP RESTRICTIONS

- a. Unless the associated Terms of Reference otherwise specify, membership of all committees except Partnerships, is restricted to Councillors only.
- b. Unless the associated Terms of Reference otherwise specify, Councillor membership of any committee, regardless of type (see **6.1.b**), is not restricted to members of the Parent Committee.
- c. Membership of all committees, regardless of type (see **6.1.b**) ceases automatically at the next Annual Meeting of the Council after appointment.
- d. Appointments to Outside Organisations are not restricted to Councillors.

9.5. NOMINATIONS

- a. Nominations for any Committee, regardless of type (see **6.1.b**), **will be noted without a vote at the first meeting of the relevant Parent Committee after the Annual Full Council or** when the political balance has changed (see **2.2.d**).

- b. Groups can **ONLY** change any of their Councillors who have been previously nominated at a meeting of the Full Council. Any such change needs to be submitted to the Town Clerk at least three clear days before that meeting where they will be nominated and noted.
- c. Nominations for any Sub-Committee or Task and Finish Working Group created by any Standing Committee (see **6.1.g**) during the year will be received and noted at the meeting creating the Sub-Committee or Task and Finish Working Group.
- d. Where any group is unable or chooses not to fill any of their allocated places this will be recorded in the minutes of the meeting where the nominations have been **requested**.
- e. Where any group is unable or chooses not to fill any of their allocated places this will be recorded in the minutes of the relevant committee, regardless of type (see **6.1.b**), until such time as that vacancy has been filled.

9.6. OUTSIDE ORGANISATION APPOINTMENTS

- a. Some outside organisations reserve a place / places on a committee for an appointment of a Woodley Town Council representative. Such appointments will be made at any meeting of the Full Council, including both the Annual and Extraordinary meetings.
- b. These appointments do not adhere to the rules of Political Balance (see **2.3**).
- c. If the number of nominations put forward match the number available then that person will be appointed without a vote.
- d. If more nominations are received than slots available all Councillors present would be asked to vote for each nominee in turn. When this has been completed the nominee with the most votes will be appointed and removed from the list. The nominee with the next highest votes will then be appointed and removed from the list. This continues until all available slots have been filled.

9.7. PARTNERSHIPS

- a. Partnerships are the only Committees where non Councillors can be members of. The precise details, including voting rights will be defined in the Terms of Reference for any Partnerships.

COMMITTEES – CHAIRMAN AND VICE-CHAIRMAN

10. CHAIRMAN AND VICE-CHAIRMAN

10.1. ELECTION

- a. All nominations will require a Proposer and a Seconder.
- b. All Chairman and Vice-Chairman, including the Mayor and Deputy Mayor, will only hold office until the next Annual Meeting.
- c. Any reference to an election year means when the whole council is elected. This excludes any town council by-election.
- d. Where appropriate, throughout these Standing Orders, where a reference to the Chairman is made then it also refers to the Mayor acting as the Chairman.

10.2. FULL COUNCIL

- a. ***The election of the Chairman of the Council, known as the Town Mayor and Deputy Chairman of the Council, known as the Deputy Town Mayor of the Council shall be the first business completed at the Annual Meeting of the Council.***
- b. The Mayor, on election, automatically becomes the Chairman of the Full Council including the Annual Meeting and any Extraordinary Meetings.
- c. The Deputy Mayor, on election, automatically becomes the Vice-Chairman of the Full Council including the Annual Meeting and any Extraordinary Meetings.
- d. ***The Town Mayor, unless they have resigned or becomes disqualified, shall continue in office and preside at the next Annual Meeting until a successor has been elected at that meeting of the Council.***
- e. ***The Deputy Town Mayor of the Council, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next Annual Meeting of the Council.***

10.3. STANDING COMMITTEE

- a. **ONLY** members of that Standing Committee are eligible to vote in elections for that committee.
- b. In the absence of a Chairman and Vice Chairman, the Town Clerk or Deputy Town Clerk will, as the first item of business, invite nominations for the election of a Chairman, whether this be appointing a Chairman for the municipal year or a temporary Chairman for the individual meeting.
- c. At the first meeting of a Standing Committee, the members of a Standing Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman for that municipal year.
- d. If either of the Chairman or Vice-Chairman resign from their position the Standing Committee shall elect a member of that Committee to fill that vacancy at the start of the next meeting or if this occurs during the meeting before proceeding to any other business.

10.4. OTHER COMMITTEES

- a. In the absence of a Chairman and Vice Chairman, the Town Clerk or Deputy Town Clerk will, as the first item of business, invite nominations for the election of a Chairman, whether this be appointing a Chairman for the municipal year or a temporary Chairman for the individual meeting.
- b. With the exception of Full Council and Standing Committees, The Chairman and Vice-Chairman of any other committee, regardless of type (see **6.1.b**) will be elected at the first meeting of that committee, before proceeding to any other business.
- c. **ONLY** members of that Committee are eligible to vote in those elections.
- d. If either of the Chairman or Vice-Chairman resign from their position the Standing Committee shall elect a member of that Committee to fill that vacancy at the start of the next meeting or if this occurs during the meeting before proceeding to any other business.

10.5. AUTHORITY

- a. ***Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Deputy Town Mayor.***

10.5.1. FULL COUNCIL

- a. ***The Town Mayor, if present, shall preside at any Full Council meeting, including the Annual and Extraordinary meetings. If the Town Mayor is absent from that meeting, the Deputy Town Mayor, if present, shall preside.***
- b. ***If both the Town Mayor and the Deputy Town Mayor are absent from that meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.***

10.5.2. OTHER COMMITTEES

- a. The Chairman of any committee, regardless of type (see **6.1.b**), if present, shall preside at that meeting. If the Chairman is absent from that meeting, the Vice-Chairman, if present, shall preside.
- b. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor elected by the Councillors present shall preside at the meeting. This would only be for that particular meeting.

10.6. DEBATES

- a. The Chairman and Vice-Chairman are Councillors in their own right and therefore have the right to full participate in any debate.
- b. The Mayor or Deputy Mayor, when acting as Chairman of the Full Council, will not be expected to participate in any debate during these meetings.

COMMITTEES – FREQUENCY OF MEETINGS

11. FREQUENCY OF MEETINGS

11.1. NOTICE

- a. ***All meetings, including Extraordinary ones, require three clear days of public notice.***
- b. ***Notice of any meeting, regardless of type (see 6.1.b), will be issued to all Councillors. Such Notices will include an Agenda.***
- c. With the exception of a Full Council Meeting of any type, A Extraordinary Meeting of any committee, regardless of type (see 6.1.b), can be summoned on the requisition in writing to the Town Clerk of no less than one third of the members of that Committee. The summons shall set out the business to be considered at the Extraordinary Meeting and no other business shall be transacted at that meeting.

11.2. MEETING CYCLE

- a. Meetings of Full Council and its associated Standing Committees are arranged around a quarterly cycle.
- b. The one exception is the Planning and Community Services Committee who have multiple meetings during the Meeting Cycle due to the volume of planning applications it needs to review over the year. This especially caters for any deadlines that the local planning authority, Wokingham Borough Council, impose on getting comments submitted.
- c. The scheduled meeting dates of Full Council and its associated Standing Committees are approved through a resolution at a Full Council meeting following a recommendation from the Strategy and Resources Standing Committee.

11.3. FULL COUNCIL

- a. ***At least three meetings of the Full Council, excluding the Annual Meeting, have to be held during the fiscal year on such dates and times as the Council may decide.***

11.3.1. ANNUAL MEETING OF FULL COUNCIL

- a. At the beginning of each fiscal year the first meeting of the Full Council is designated as the Annual Meeting. This Annual Meeting has a restricted Agenda and amongst other things, sets up all the different committees which will operate over the coming year.
- b. ***In a Town Council election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.*** Note newly elected Councillors take office on the fourth day after the date of their election.
- c. ***In a year that is not a Town Council election year, the Annual Meeting of the Council shall be held on such a day in May as the Council may decide.***
- d. Any reference to an election year mentioned in 11.3.1.b or 11.3.1.c excludes any town council by-election. If the by-election result alters the political balance then new allocations will be required (see 2.2.d).
- e. ***If no other time is fixed, the Annual Meeting of the Council shall take place at 8pm.***

11.3.2. EXTRAORDINARY MEETING OF FULL COUNCIL

- a. *The Mayor may convene an Extraordinary Meeting of the Full Council at any time.*** For the interpretation of standing orders any such Extraordinary meeting will be considered as a meeting of the Full Council.
- b. *Two Councillors can request an Extraordinary meeting of the Full Council at any time. The Town Mayor has 7 consecutive days to call an Extraordinary Meeting from the day the request was received by two Councillors.***
- c. *If the Mayor fails to do this those two Councillors can force one to be held by signing the public notice giving the time, venue and Agenda for such a meeting.***

11.4. OTHER COMMITTEES

- a. Meetings other than the Full Council or Standing Committees will be scheduled on an ad hoc basis and will be convened by the respective Chairman.
- b. For all Task and Finish Working Groups and Joint Task and Finish Working Groups the Chairman or Vice Chairman need to fully consider the end date of their activities as defined in their respective Terms and Conditions when deciding the frequency of meetings.
- c. The Chairman of a Standing Committee or Sub Committee may convene an Extraordinary Meeting of that Committee at any time.
- d. A Special Meeting of a Standing Committee or Sub Committee shall also be summoned on the requisition in writing of not less than a third of the members of that committee to the Proper Officer. The summons shall set out the business to be considered at that Special Meeting and **NO** other business shall be transacted at that meeting.

11.5. UNFINISHED BUSINESS

- a. If the business of any meeting, regardless of type (see **6.1.b**) is not completed by 10pm the Mayor or Chairman (depending on what type of meeting) shall at that hour invite the Council to determine, without discussion, whether to extend the meeting for an extra 30 minutes through resolution at that meeting.
- b. No meeting will continue beyond 10:30pm. At that time any business currently being discuss will automatically cease. If that business requires a resolution then it will automatically be put to the committee to decide.
- c. If a Council meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.

COMMITTEES – ATTENDANCE

12. ATTENDANCE

12.1. GENERAL

- a. **ONLY** Meetings of Full Council, including Annual Council, and Standing Committees are open to the public as they are the only ones that makes decisions.
- b. Any Councillor is entitled to attend any committee meeting, regardless of type (see **6.1.b**) unless the Terms and Conditions specify otherwise.
- c. The law dictates that any elected Councillor must attend (regardless of whether they are members of that committee or not) at least one meeting of either the Full Council (of any type) or any Standing Committee during a continuous six month period. Failure to do so can mean forfeiture of their elected status forcing a by-election or a co-option (see section **20**).
- d. Any Councillor who is likely to be unable to satisfy **12.1.c** above can request, by a resolution at a Full Council meeting, to have a period of absence approved. Such a request will have to include full details of why such an absence is justified.
- e. Due to the potential confidential nature of the Personnel Sub-Committee, attendance is restricted to the members of that Sub-Committee **ONLY**. Although the recommendations will be reported to its Parent Committee for discussion subject to confidentiality requirements (see **Appendix A**).
- f. ***The Code of Conduct (see section 19) adopted by the Council shall apply for the entire meeting to any Councillor who is present.***
- g. Any Councillor intending to attend any committee meeting which they are not a member must inform the Chairman or the Town Clerk in advance. For practical reasons (seating numbers) it is preferable that this be done before the date of the meeting but it will normally be sufficient for the Chairman and the Town Clerk to be informed on the meeting day and before the meeting commences.
- h. Any Councillor who is not a member of the committee they are attending will not be seated with the Committee Members. This is to avoid any confusion for any member of the public attending as to which Councillors can vote during the meeting.
- i. An invitation to attend a meeting of the Full Council, including Annual and any Extraordinary meetings, shall be sent, together with the Agenda, to Wokingham Borough Councillors representing the borough wards, completely or partially, within the Parish of Woodley.

12.2. EXCLUSION FROM MEETING

- a. ***All Full Council and Standing Committee meetings shall be open to the Public and the Press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. This exclusion from part or all of a meeting will be through a resolution at that meeting.***
- b. ***In proposing that resolution an explanation of the reasons for the exclusion must be given.***

12.3. QUORUM

- a. ***For all committee meetings, regardless of type (see 6.1.b), one third all members of that committee or three whichever is the greater need to be present to be quorate.***
- b. ***If any committee meeting, regardless of type (see 6.1.b), is or becomes inquorate no business shall be transacted*** and the meeting will be adjourned. Any outstanding business of that meeting so adjourned shall be added to the agenda for its next meeting.

12.4. RECORDING ATTENDANCE

- a. Any member of a Committee, regardless of type (see 6.1.b), who is unable to attend should, as far as is practically possible, notify the Town Clerk or the Committees Officer prior to the meeting that they are unable to attend.
- b. ***The minutes of a meeting shall record the names of all Councillors and others who are members of that committee present.***
- c. The minutes of a meeting shall record the names of all committee members who were unable to attend through a formal agenda item.
- d. The minutes of a meeting shall record the names of all Councillors who attend who are not members of that committee.
- e. The minutes of a meeting shall record all the names of Officers present.
- f. Any errors in recording attendance will be rectified by the Town Clerk prior to the signing of the minutes at the next meeting of that committee.
- g. Each committee will have an accumulated historical record of all Councillors attendance which will be published on the website page related to that committee.

12.5. APOLOGIES

- a. Apologies for absence must be received by the Town Clerk or the Committees Officer, and the reasons for absence at a meeting should be given as far as possible, in advance of the meeting.

12.6. PLANNING AND COMMUNITY COMMITTEE

- a. At the Planning & Community Standing Committee, residents who have an interest in any particular planning application should preferably give prior notice of attending to the Town Clerk.
- b. If this is not possible then the resident, on arrival at the meeting, should give notice of their interest.
- c. Any resident who has lodged their interest can make representations and give evidence in respect of that planning application.
- d. A maximum of 3 minutes is provided for any resident participation on an individual planning application.
- e. Due to time constraints a maximum of 4 residents may participate on an individual planning application.

12.7. CONFIDENTIAL MATTERS

- a. Councillors attending, who are not members of the Committee may remain at the meeting when confidential matters are discussed. All Councillors are bound by the requirement not to disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b. Councillors in breach of **12.7.a** may be removed from a Committee or Sub committee by a resolution of that committee.

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COMMITTEES – AGENDA

13. AGENDA

13.1. MANDATORY ITEMS

- a. With the exception of the Full Council the Agenda for all committees, regardless of type (see **6.1.b**), can be quite flexible.
- b. All Agenda must include:
 - i. Apologies
 - ii. Declaration of Interest
 - iii. Minutes of previous meetings (Full Council & Standing Committees only)
 - iv. Future Agenda Items
 - v. Publicity / Website
- c. ***Any interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, regardless of type (see 6.1.b), shall be recorded in the minutes.*** If in doubt whether an interest qualifies the Councillor is encouraged to consult with the Town Clerk prior to the meeting.
- d. All Agendas for all committees, regardless of type (see **6.1.b**), should be distributed to all Councillors in the most cost-effective way as decided by a resolution by Full Council.
- e. All Agendas for all committees, regardless of type (see **6.1.b**), excluding any Confidential Items, should be posted on the Town Council's website three clear days before the meeting.

13.2. TOWN FORUM

- a. A Town Forum for members of the public to put questions to the Council, through the Mayor, shall be held before each meeting of the Full Council including the Annual and any Extraordinary Meeting. It would start at the beginning of the meeting provided that a quorum of Councillors is present.
- b. The Town Forum shall be limited to 30 minutes.
- c. If there are no or insufficient questions to fill the allotted time, the Council shall commence normal business forthwith.

13.3. COUNCIL

- a. **With the exception of the Annual Meeting, a proposal can be made to vary the order of business as set out in the agenda for a Full Council or Standing Committee meeting, including an Extraordinary meeting. A proposal can be made either by:**
 - i. **The Chairman OR**
 - ii. **Two Members of the committee acting as a Proposer and Seconder**

In either case the proposer, only, may speak for up to three minutes to explain the reasoning behind the proposal. No other questions or speeches are permitted and, following the proposers speech, the proposal will proceed straight to a vote, using normal voting rules (see section 18).

13.3.1. FULL COUNCIL MEETING

- a. With the exception of the Annual Meeting, every Full Council Meeting, including any Extraordinary Meeting, the first business shall be:
- i. ***To appoint a Chairman if both the Town Mayor and Deputy Town Mayor is absent.***
 - ii. ***To receive such declarations of acceptance of office as required by law to be made, or if not then received, to decide when they shall be received.***
 - iii. To confirm the accuracy of the minutes of the last meeting and approve them. being signed by the presiding Chairman.
 - iv. To receive the minutes of committees and determine any recommendations from the committees.
 - v. ***To deal with business expressly required by statute to be done.***
 - vi. To receive such communications as the Town Mayor may wish to lay before the Council.
 - vii. To receive such communications as the Leader of the Council may wish to lay before Council.
 - viii. To dispose of business, if any, remaining from the last meeting.
 - ix. To receive and consider reports from officers of the Council.
 - x. To authorise the sealing of documents.
 - xi. To consider motions in the order in which they have been notified and notice of which is given in the Agenda.
 - xii. To receive reports from representatives on outside bodies, as appropriate.
 - xiii. Any other business specified in the Agenda.

13.3.2. ANNUAL COUNCIL MEETING

a. ***At each Annual Meeting, the first business shall be:***

- i. ***To elect a Town Mayor for the municipal year.***
- ii. ***To receive the Town Mayor's declaration of acceptance of office or, not then received, to decide when it shall be received.***
- iii. ***In an election year, to receive a report on the membership of Council and declarations of acceptance of office.***
- iv. ***To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.***
- v. To elect a Deputy Town Mayor for the municipal year
- vi. To elect a Leader and Deputy Leader of the Council for the municipal year.

13.4. CONFIDENTIAL AGENDA ITEMS

- a. Some agenda items may be classified as being confidential (see **Appendix A**). This is usually because it contains confidential information in respect of the clients, business and finances of the Council and their dealings, transactions and affairs.
- b. For practical reasons all confidential agenda items should be at the end of the Agenda to minimise any inconvenience for the Public who are in attendance.
- c. Such agenda items will be clearly marked as such and the contents will only have been distributed to Councillors, regardless of whether they are members of the committee that the agenda refers to.
- d. If there are any member of the Public or press present at that meeting then they will need to be excluded before any discussions take part (see **12.2**).

- e. The decision to mark an agenda item as confidential will be at the sole discretion of the Town Clerk and their decision will be final.
- f. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- g. With the exception of any Full Council meeting, a Councillor in breach of the provisions of standing order **13.4.f** above may be removed from any committee through resolution at meeting of the Full Council.

13.5. OTHER COMMITTEES

- a. With the exception of the Full Council in all its variations, other committees will have a mixture of reports from officers to either note or to agree recommendations through a resolution of that committee.
- b. Other reports or presentations may be provided by external organisations which will be to note.

13.6. ADDITIONAL AGENDA ITEMS

- a. Any Councillor can request items for the Agenda for any committee, whatever the type (see **6.1.b**) through two routes:
 - I. At a previous meeting of the committee where the additional item would be included (see **13.1.b.iv**) above.
 - II. Submitting a formal request, in writing, to the Town Clerk and the respective Chairman of the committee where the additional item would be included at least 12 days in advance.
- b. Any decision to include an additional agenda item will be made by the respective Chairman of that committee under advice by the Town Clerk.
- c. The decision will be notified to the Councillor requesting with 24 hours of being made. This will include the reasons for not including it if it has been declined.
- d. This decision, whatever it is, will be final and no correspondence will be entered into after it has been made.

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COMMITTEES – NON STATUTORY QUESTIONS

14. QUESTIONS

14.1. RESTRICTIONS

- a. In the context of this section questions do not include those that are classified as Statutory Questions (see **3.6.2.j**).
- b. Any Councillor, including both the Mayor and Chairman, can ask a question as long as they are members of the committee where the debate is taking place.
- c. All questions need to be on the business contained within the agenda.
- d. Questions should be succinct and to the point.
- e. Councillors should not use the opportunity to ask a question as an opportunity to make a speech.
- f. The Chairman is the final arbiter on whether a question is acceptable.
- g. Anyone asking a question cannot speak for more than two minutes.
- h. Every question shall be put and answered without discussion. There will be no supplementary questions allowed.
- i. Every question needs to be individual in nature. Any question that is clearly a repetition of a previous question already answered will not be accepted.
- j. The Chairman to whom a question is put may decline to answer. In which case the person asking the question will get a written answer within 14 clear days.
- k. A Councillor may request the question and answer be recorded in the minutes.

14.2. RESIDENTS

- a. At the discretion of the Mayor or Chairman of Standing Committees, a resident can be asked to put their question or make representations, answer questions and give evidence in respect of any Agenda item as long as it is not classified as a Confidential Agenda item (see **13.4**).
- b. Resident participation as defined in **14.2.a** can only speak once on that Agenda item and shall not exceed 3 minutes.
- c. Total resident participation on a single Agenda item shall not exceed 15 minutes.

14.3. COUNCILLORS NOT ON A COMMITTEE

- a. At the discretion of the Chairman of any Committee, regardless of type (see **6.1.b**), a Councillor who is not a member of that committee may be asked to put their question, although there is no duty on the chairman to do so.

14.4. OFFICER REPORTS

- a. Any Councillor who is a member of the Committee, whatever type (see **6.1.b**), can ask questions of the officer or their substitute on the content of a report submitted to it (see **15.3**).
- b. At the discretion of the Chairman, Councillors who are members of the Committee can ask multiple questions if time permits (see **15.3**).

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COMMITTEES – RECOMMENDATIONS

15. RECOMMENDATIONS

- a. The following apply, without exception, to any of the following agenda items which have one or more recommendations:
 - i. Recommendations from Committees, regardless of type (see **6.1.b**)
 - ii. Recommendations made by an employee, professional advisor, expert or consultant
 - iii. Recommendations from other sources
- b. Any agenda item that has no recommendations will only require noting.
- c. A maximum period of 30 minutes will be allowed for each report to reviewed unless the Chairman considers more time is required. This includes introduction, questions, statements and possible amendments to the recommendations.
- d. At the expiry of the 30-minute period, or extended period as agreed by the Chairman, or all questions have been asked and all statements made whichever is the lesser period the Chairman will call for a vote on the recommendations either individually or collectively.
- e. Such agenda items will not require a proposer or a seconder.
- f. Councillors who are members of the committee where the debate is taking place, regardless of type (see **6.1.b**), reviewing the recommendations can
 - i. Ask questions for clarification **OR**
 - ii. Make statements giving their views
- g. The Chairman will first ask for any questions from Councillors.
- h. Only after all questions have been asked and answered will the Chairman then move onto any statements.
- i. At the discretion of the Chairman, a Councillor who is not a member of that committee may also be permitted to ask questions and make statements, although there is no duty on the chairman to do so.

15.1 FROM A COMMITTEE

- a. The agenda item will be introduced by the Chairman or Vice Chairman of the Committee making the recommendations or, if neither are available and with the agreement of the Chairman of the Committee considering the recommendations, another member of the Committee making the recommendations.
- b. The expectation will be that the person introducing the item will answer all questions. However, if that is not possible then the question can be referred to the Town Clerk, Deputy Town Clerk or another suitable Officer to answer.

15.2 FROM ANOTHER SOURCE

- a. The author of the report making the recommendations will introduce the item.
- b. If the author is not available then the Town Clerk, Deputy Town Clerk or another suitable Officer will introduce the item.

15.3 QUESTIONS

- a. All questions must adhere to the restrictions detailed in **14.1** without exception. In rare circumstances it may not be possible to provide the answer. In which case the Committee Officer will note the question and arrange for a response to be provided to the whole committee within 14 working days.
- b. At the beginning of the debate the Chairman will ask Councillors to indicate if they have questions. A list will be made and the Chairman will then call the Councillors on that list to ask their question. Note:
 - i. Councillors will only be able to ask one question initially. This is to allow every councillor the opportunity to ask a question.
 - ii. Councillors should not use the opportunity to ask a question as an opportunity to make a speech (**see 14.1.e**).
 - iii. Councillors are limited to speaking for 2 minutes when asking a question (**see 14.1.g**)
 - iv. Questions will be put and answered without discussion (**see 14.1.h**)
 - v. A Councillor may not ask a supplementary question immediately following their question (**see 14.1.h**) but can ask an additional question after all Councillors have asked their question.
- d. When that initial list of questions has been exhausted the Chairman will repeat the process until all questions have been asked or the time limit on the agenda item has been reached.
- e. Unless the Chairman agrees otherwise, there will be a maximum limit of 3 questions per councillor to facilitate the participation of all committee members in that agenda item.
- f. Whilst acknowledging that last minute questions will always arise, Councillors are urged to email any questions they may have to the Committee Officer prior to the meeting which will be considering the recommendation. This will enable Officers to ascertain the answers to questions, where they are not known, prior to the meeting. This should enable a more effective debate and also provide the opportunity for greater participation of Councillors. It also allows the Councillor who has emailed that question to ask additional questions at the meeting if needed.
- g. Any questions submitted this way and their associated answers will be provided to all Members of the Committee either at the meeting, or prior to the meeting where this is possible.

15.4. STATEMENTS

- a. After all questions have been asked the Chairman will ask Councillors to indicate if they wish to make a statement. A list will be made and the Chairman will then call the councillors on that list to ask to speak. Note:
 - i. Councillors can only make one statement on the original recommendation
 - ii. Councillors are limited to speaking for 3 minutes when making a statement
 - iii. Speeches must **only** be on the recommendation under discussion

15.5. ADDING OR AMENDING RECOMMENDATIONS

- a. At any time after **all** questions have been asked and answered, any Councillor who is a Member of the Committee where the recommendation is being considered can propose an amendment to an existing recommendation or a new recommendation.
- b. Such a proposal will need a seconder to be considered.
- c. **Only** the proposer will be given 3 minutes to explain the rationale behind the proposal.
- d. There will be no debate on the proposal and the Chairman will move straight to the vote on it.
- e. The debate will then continue with the amended set of recommendations.

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COMMITTEES – MOTIONS AND PROPOSALS

16. MOTIONS

16.1. GENERAL

- a. Motions are defined in **3.6.2.e** and **3.6.2.f** can only be submitted by Councillors.
- b. All Motions, regardless of type, require both a Proposer and a Seconder to be accepted.
- c. Any reference to a Proposer and Seconder relates to either an Original Motion, an Amendment or Substantive Motion.

16.2. VOTING

- a. With the exception of Special Motions (see **16.4**) all Motions will be decided by a simple majority vote in favour of the Motion of those Councillors present.
- b. Due to the nature of Special Motions (see **16.4**) two thirds of the Councillors present must vote in favour.

16.3. MOTION REQUIRING WRITTEN NOTICE

- a. Any reference to “Motion” within section 16.3 refers to Motions requiring written notice (see **3.6.2.e**) which have been submitted in writing to the Town Clerk.

16.3.1. RESTRICTIONS

- a. Motions are not allowed at the Annual Meeting of Full Council.
- b. Motions can only be moved at Full Council meetings, including any Extraordinary meeting if they are published in the Agenda.
- c. A maximum of two Motions will be allowed at any individual meeting. This excludes Motions without written notice.

16.3.2. NOTICE

- a. All motions to be included in the agenda of a meeting must be submitted in writing (or by email), to the Town Clerk at least 14 clear days before that meeting.

16.3.3. VALIDATION

- a. Any Motion that is similar in nature to any previous Motion which has been debated and voted on regardless of which committee debated it will not be allowed. The Town Clerk will decide on the validity on the text of the motion and their decision is final.
- b. If more than two Motions have been submitted for a particular meeting then any Motion submitted after the first two will automatically be carried over to the next meeting unless the Proposer opts to withdraw the Motion.
- c. If the Town Clerk considers the wording of a Motion submitted above is not clear in meaning, the motion shall be rejected until the Proposer of the Motion resubmits it in writing to the Town Clerk in clear and certain language at least 7 clear days before the meeting.

- d. If the wording or nature of a proposed Motion is considered unlawful or improper, the Town Clerk shall consult with the Chairman of the relevant meeting whether the Motion shall be included or rejected in the Agenda. Having consulted, the decision of the Town Clerk as to whether or not to include the Motion in the Agenda shall be final.
- e. The Town Clerk may, before including an accepted Motion, correct obvious grammatical or typographical errors in the wording of the Motion. The Motion originator will be informed of such changes.
- f. The Town Clerk will confirm receipt to the Proposer of the Motion.
- g. All accepted Motions will be dated and numbered in the order which they are received and shall be entered on the Town Council's web site which is open to public inspection.
- h. Each accepted Motion should contain no more than 300 words.
- i. Motions will be rejected if:
 - i. They are not matters the Council has responsibility for or affect the Town
 - ii. They are not related to the Council's statutory functions, power and lawful obligations
 - iii. They are defamatory, frivolous or offensive
 - iv. They are substantially the same as a Motion considered at the meeting or at a meeting of Council in the last six months.
- j. Every Motion rejected shall be recorded with a note by the Town Clerk giving reasons for its rejection on the web site which shall be open to inspection by all Councillors and the Proposer of the Motion advised.
- k. No Motion, including Special Motions can be represented to any Committee unless a minimum period of six months have elapsed.

16.3.4. MOTION SET OUT IN AGENDA

- a. Motions for which notice has been given will be listed in the Agenda in the order in which notice was received, unless the Councillor giving notice states, in writing, that they propose to move it at a later meeting or withdraw it.
- b. A Motion included in an Agenda and not moved at the meeting by the Councillor who proposed it, or an approved substitute Councillor (see 16.3.5.a), will be treated as withdrawn.

16.3.5. PROPOSAL BY ANOTHER MEMBER

- a. Where a Councillor is unable through absence to propose a Motion of which they have given notice, that Motion may be proposed by another Councillor, provided that the Councillor who gave notice of the Motion has confirmed in writing to the Chairman the name of the Councillor to whom the Motion has been delegated.

16.3.6. SCOPE

- a. If a Motion falls within the Terms of Reference of a Committee, regardless of type (see **6.1.b**), or within the delegated powers conferred on an Employee, a referral of the Motion may be made to that Committee or Employee. However, the Chairman may direct it to be dealt with at the present meeting for reasons of urgency or expediency. The Chairman's decision is final.
- b. A Councillor who has proposed a Motion that has been referred to any Committee of which they are not a member, may explain this motion to that Committee but cannot vote. Normal rules on Motions as documented in this section will not apply in these circumstances.

16.4. SPECIAL MOTIONS

- a. Any Special Motion should be by written notice and signed by at least five Councillors (Proposer, Seconder and three others) and submitted to the Town Clerk.
- b. Standing Orders for Notice (**16.3.2**) and Validation (**16.3.3**) equally apply to all Special Motions.

16.4.1. TO RESCIND PREVIOUS RESOLUTIONS

- a. A resolution of the Council shall not be reversed within six months except by a Special Motion (see **16.4.a**) or by a Motion moved in pursuance of the report or recommendation of a Committee.

16.4.2. CHANGING STANDING ORDERS

- a. Subject to the limitations specified in **1.2.a**, any proposed changes should be by a Special Motion (see **16.4.a**) and submitted to the Town Clerk, **other than changes recommended by the Strategy & Resources Committee (see 1.2.c)**

16.5. MOTIONS WITHOUT NOTICE

- a. The following Motions may be moved without notice.
 - i. In relation to the accuracy of the Minutes;
 - ii. To appoint a Committee, regardless of type (see **6.1.b**), arising from an item on the summons or notice for the meeting;
 - iii. **To suspend any standing order except those which are mandatory by law;**
 - iv. To exclude the public and press in accordance with **12.2.a**;
 - v. That a Councillor named be excluded from the meeting under **20.7.2**;
 - vi. To carry out a statutory duty which in the opinion of the Chairman is urgent;
 - vii. That a Motion, Amendment or business of an objectionable nature be not entertained or permitted. The Proposer of this Motion without notice must state the reasons they consider the Motion, Amendment or business to be objectionable. The Chairman will make a ruling on whether to allow the Motion to be put, having regard to any advice by the Town Clerk.

16.6. AMENDMENTS TO MOTIONS

- a. A Proposer may move amendments to their own Motion. If a motion has already been seconded, then the Amendment shall be with the consent of the Seconder. The Amended Motion will then become the Substantive Motion without any further debate.

- b. A Motion to amend an original or Substantive Motion shall not be considered until the previous Motion has been proposed or seconded.
- c. Any Amendment to a Motion must be relevant to the Original or Substantive Motion and shall not have the effect of negating the Motion under consideration. Any Amendment considered to have this affect will be automatically rejected. This is determined by the Town Clerk and their decision is final.
- d. The number of amendments to an original Motion which may be moved by any individual Councillor, is limited to one.
- e. Amendments must be submitted to the Town Clerk at any time prior to the Seconder of the Motion speaking and after proposer has spoken.
- f. Before any person speaks the proposed Amendment must have been circulated to all Councillors.
- g. Multiple Amendments can be **proposed with regards to the applicable original or substantive motion**. If this occurs then the Amendments will be taken in the order they were received by the Town Clerk.
- h. In the case of Multiple Amendments once an Amendment has been resolved, regardless of outcome, the next Amendment on the list will commence and be debated. This will continue until all Amendments have been resolved.
- i. An Amendment to a Motion can:
 - i. Omit words;
 - ii. Add words;
 - iii. Refer the matter to an appropriate body or individual for consideration or reconsideration.

Only one Amendment may be **debated** at any one time. No further Amendment may be moved until the Amendment under discussion has been disposed of.

- j. If an Amendment is carried, the Motion as Amended takes the place of the Original Motion or previously agreed Substantive Motion. This becomes the Substantive Motion to which any further Amendments are moved.
- k. After an Amendment has been carried, the Chairman will read out the Amended Motion before accepting any further Amendments. If there are no further Amendments or the 30minute time limit has been reached the Original Motion debate is recommenced but now using the Substantive Motion instead as the base.
- l. When all Amendments have been completed, the original suspended debate is recommenced at the point after the first Amendment was moved with any new Substantive Motion now being the subject of that debate. If all Amendments failed then the subject of that debate is the Original Motion.

16.7. WITHDRAWAL**16.7.1. WITHDRAWAL OF AN AMENDMENT**

- a. At any time during the debate the Proposer can withdraw an Amendment subject to the consent of the Secunder. If the Secunder refuses then the Proposer can request the Councillors present to vote, without any discussion to the withdrawal.
- b. Any Amendment which has been successfully withdrawn will have no further debate and will have no impact on the Original Motion or a Substantive Motion.
- c. A Councillor may alter a Motion of which they have given notice with the consent of the meeting. The Chairman may require the alteration to be written down and circulated before the consent of the meeting is sought. The consent will be signified by simple majority.
- d. A Councillor may alter a Motion which they have moved without notice with the consent of both the Secunder and the meeting. The meetings consent will be signified by simple majority.
- e. Only alterations which could be made as an Amendment may be made.

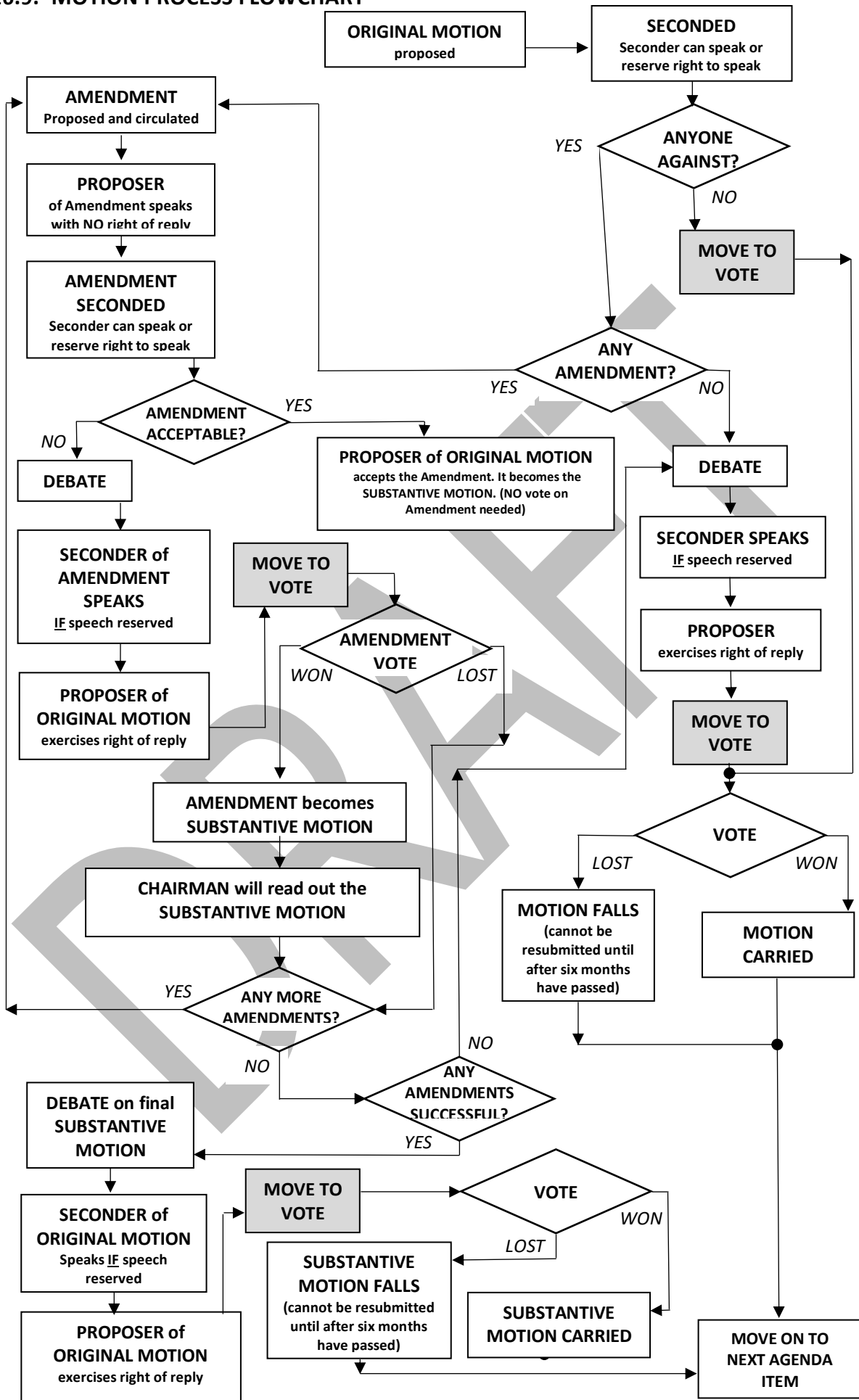
16.7.2. WITHDRAWAL OF MOTION

- a. If a Proposer withdraws a Motion for whatever reason, before the Agenda item has been reached, then it can be resubmitted at any time in the future as if it was a new Motion.
- b. A Councillor may withdraw a Motion which they have moved with the consent of both the Secunder and the meeting. The meetings consent will be signified by simple majority. No Councillor may speak on the Motion after the mover has asked permission to withdraw it unless permission is refused by the Chairman.

16.8. PROPOSALS

- a. The following Proposals, where no debate is required, may be put forward without notice. They require a Proposer and Secunder. The Proposer will speak to the Proposer and will be the only speaker. Once Proposer has spoken a vote will be immediately taken.
 - i. To appoint the Mayor or Chairman of the meeting at which the Motion is moved;
 - ii. To change the order of business in the Agenda;
 - iii. To authorise legal deeds to be sealed by the Council's common seal and witnessed (see **23.2**);
 - iv. To withdraw a Motion;
 - v. To amend a Motion in accordance with **16.6**;
 - vi. To proceed to the next business on the Agenda;
 - vii. That the question be now put;
 - viii. To adjourn a debate;
 - ix. To adjourn a meeting;
 - x. To continue a meeting beyond 10pm;

16.9. MOTION PROCESS FLOWCHART



COMMITTEES – RULES OF DEBATE

17. RULES OF DEBATE

17.1. GENERAL

- a. With the exception of a question asked about a recommendation (see 14.4), any question that the Chairman accepts, regardless of source, is not allowed a discussion (see 14.1.h) and therefore these rules do not apply.
- b. Only one Councillor is permitted to speak at a time. If more than one Councillor wishes to speak the Chairman shall direct the order of speaking.
- c. After a Motion has been Proposed and Seconded the Chairman will ask if anyone wants to speak against the Motion. If the answer is YES then the debate will continue. If the answer is NO then the debate will be considered over and the vote will be taken.

17.2. MOTIONS

- a. These Rules of Debate apply, to all types of Motions and any Amendments, both with notice and without notice. They do not apply to any agenda item that require a decision on a recommendation (see 17.3) or Proposals (see 3.6.2.g)
- b. Any reference in this section to Motion should be considered to refer to both an Amendment or Substantive Motion.
- c. A maximum period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any Amendments. At the expiry of the 30-minute period debate will cease immediately, the mover of the Motion or Amendment will have the right of reply before the Motion or Amendment is put to the vote.

17.2.1. NO SPEECHES UNTIL MOTION IS SECONDED

- a. No speeches, including the Proposers actual speech may be made until the Motion has been proposed and seconded.
- b. No Amendments to Motions can be put until the Proposer of the Motion and Secunder (if not reserving their right to speak) have made their speech(es).
- c. After a Motion has been proposed, seconded and the Proposer has made their speech The Chairman will ask if any Councillor wishes to speak against the Motion. If no one wishes to speak against the Motion then the Chairman will put the matter to the vote

17.2.2. RIGHT TO REQUIRE MOTION IN WRITING

- a. Unless notice of the Motion has already been given, the Chairman may require it to be written down and circulated before it is proposed.

17.2.3. SECONDEES SPEECH

- a. When seconding a Motion, or an amendment, a Councillor may reserve their right to speak until later in the debate.

17.2.4. CONTENT AND LENGTH OF SPEECHES

- a. Speeches must be directed to the matter under discussion or to a Personal Explanation (see 3.6.2.n) or Point of Order (see 3.6.2.m)
- b. No speech of ANY type should last more than three minutes.

- c. Time limits for speeches can be extended by a resolution following a motion without notice.

17.2.5. WHEN A MEMBER MAY SPEAK

- a. A Councillor who has spoken on a Motion may not speak again whilst it is the subject of debate, except:
 - i. To speak once on an Amendment moved by another Councillor;
 - ii. To move a further Amendment if the Motion has been amended since they last spoke;
 - iii. If their first speech was on an Amendment moved by another Councillor, to speak on the main issue (whether or not the Amendment on which they spoke was carried);
 - iv. To exercise of a right of reply;
 - v. On a Point of Order (see **3.6.2.m**);
 - vi. By way of a Personal Explanation (see **3.6.2.n**);
 - vii. To move a Motion under **17.2.7**.

17.2.6. RIGHT OF REPLY

- a. The mover of a Motion has a right of reply at the end of the debate on that Motion, immediately before it is put to the vote. **Unless the Motion moved was to amend an original or substantive motion (see 17.2.6 c).**
- b. If an Amendment is moved, the mover of the original Motion has the right of reply after the close of the debate on the Amendment. They cannot speak on it during that debate.
- c. The mover of an Amendment has no right of reply to the debate on their Amendment.

17.2.7. MOTIONS WHICH MAY BE MOVED DURING DEBATE

- a. When a Motion is under debate, no other Motion may be moved except the following:
 - i. To withdraw a motion;
 - ii. To amend a motion;
 - iii. A Closure Motion (see **17.2.8**);
 - iv. That the meeting continues after 10pm;
 - v. To exclude the Public and the Press in accordance to **12.2.a**.
 - vi. To not hear further a Councillor named or to exclude them from the meeting for disorderly conduct (see **20.7.2**);
 - vii. To suspend a particular Standing Order **1.3**;
 - viii. To refer a motion to another Committee for consideration.

17.2.8. CLOSURE MOTIONS

- a. A Councillor may move, without comment, the following Motions at the end of a Speech of another Councillor:
 - i. To proceed to the next business;
 - ii. That the question be now put;
 - iii. To adjourn the debate;
 - iv. To adjourn the meeting.

- b. If a Motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, they will put the Closure Motion to the vote. If it is passed, they will give the mover of the Original Motion the right of reply before putting their motion to the vote.

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COMMITTEES – VOTING

18. VOTING

18.1. GENERAL

- a. The following items apply to any formal decision required at any Committee, regardless of type (see **6.1.b**).
- b. Any Agenda item seeking approval and not “to note” will be done through the voting by the members of the Committee where that Agenda item has been presented.
- c. Unless the Terms of Reference state otherwise, only members of the Committee can vote on any Agenda Item for that Committee.
- d. Whoever is chairing a meeting, whether it is, **the Chairman or Town Mayor** or some alternative, **may give an original vote on any matter put to the vote.**
- e. ***In the case of an equality of votes the Chairman or the Town Mayor may exercise a casting vote whether or not they gave an original vote.***
- f. ***Unless standing orders provide otherwise, voting on any item shall be by a show of hands.***
- g. ***At the request of a Councillor, the voting on any item shall be recorded so as to show whether each Councillor present and voting gave their vote for, against or abstention on that item.*** Such a request MUST be made before moving to the vote on the item.
- h. The committee minutes will show the result of the voting, recording the number of votes cast for each of the for, against and abstention categories. In addition, it should record the number of Councillors who failed to register a vote.
- i. A recorded vote will always be taken at the meeting that determines the Council’s Annual Budget and Precept.
- j. ***Subject to the meeting being Quorate (see 12.3), all Statutory Questions (see 3.6.2.j) at a meeting shall be decided by a majority of the Councillors present eligible to vote and voting thereon.***

18.2. TOWN MAYOR ELECTION

- a. Any reference to an election year means when the whole council is elected. This excludes any town council by-election.
- b. ***In an election year, if the current Town Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.***
- c. ***In an election year, if the current Town Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor has been elected and may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.***

18.3. APPOINTMENTS

- a. Where appropriate, if more than 2 persons have been nominated for a position to be filled by the Council the person who has received a majority of votes in their favour will be appointed.
- b. In the case of two or more candidates receiving equal majority votes the appointment will be settled by the Chairman's casting vote.

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COMMITTEES – MINUTES

19. MINUTES

19.1. RESTRICTIONS

- a. No Committee, regardless of type (see **6.1.b**), shall have verbatim minutes.
- b. Minutes will not record the comments of individuals, whether they are members of the Public or Councillors, who are not part of that Committee unless the Chairman agrees.

19.2. MANDATORY ITEMS

- a. Minutes should record, at a minimum, decisions, including provisional ones, taken at all Committees, regardless of type (see **6.1.b**).
- b. Minutes should record, at a minimum, the votes cast as detailed in **18.1.h**.
- c. Any provisional decisions requiring ratification will be clearly highlighted in the minutes presented to the Parent Committee or Committees.

19.3. PRESENTATION OF MINUTES

- a. All minutes of any committee meeting, regardless of type (see **6.1.b**), which have taken place since the last meeting of the Parent Committee will be presented to the next Parent Committee or Committees in the case of Joint Committee for noting.
- b. There will be a time limit of 10 minutes for any questions around draft minutes which are presented at a meeting. This does not include a motion regarding the accuracy of the minutes which shall adhere to the debate process (see **17.2.c**).

19.3.1. OTHER COMMITTEES

- a. With the exception of Full Council and Standing Committees, all other committees regardless of type (see **6.1.b**), will not have formal minutes but instead will have officer reports on any meeting.
- b. Such reports do not include any reference to reports of previous meetings of the committee.
- c. Unless the Terms of Reference allow, such committees can make recommendations to the Parent Committee or Committees in the case of joint committees who will determine the outcome of those recommendations.
- d. All Officer reports of any committee meetings which have taken place since the last meeting of the Parent Committee will be presented to the next Parent Committee, or Committees in the case of Joint Committee, for noting.

19.3.2. STANDING COMMITTEES

- a. Standing Committee agendas will include any draft minutes of its previous meetings for approval.
- b. Whilst all minutes of Standing Committees will be presented to Full Council meetings to note, the relevant Standing Committee has to formally approve these minutes.
- c. Standing Committees, acting as a Parent Committee, will receive the officer reports of meetings of Other Committees.

- d. From time-to-time provisional decisions will be made by a Standing Committee which require confirmation at Full Council (see **7.2.b**).

19.3.3. FULL COUNCIL

- a. Full Council, including both Annual and Extraordinary meetings, will include **any draft minutes** of its previous meetings for approval.
- b. All Standing Committee minutes **relating to meeting which have taken place since the last Full Council meeting** will be included in the Agenda of all Full Council meetings for **noting**.

19.4. ACCURACY OF MINUTES

- a. No discussion of any draft minutes of any preceding meeting, which have yet to be signed as accurate, shall take place except in relation to their accuracy.
- b. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order **17.5.a.ii** with full rules of debate applicable (see section **18**.)
- c. **There will be no** discussion on accuracy of any Standing Committee draft minutes at a Full Council meeting. **This will be for discussion by members of the Standing Committee in question at the next meeting of the Standing Committee.**
- d. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the relevant Chairman and stand as an accurate record of the meeting to which the minutes relate.

19.5. PUBLIC INSPECTION OF MINUTES

- a. All draft Minutes of Full and Standing Committee meetings, excluding Confidential Items, will be posted on the Town Councils website within 21 clear days of the closure of the meeting in question.
- b. All Minutes, draft or approved, of Full and Standing Committee meetings, excluding Confidential Items, are open to a visual inspection by any local government elector of the town, without charge. In the first instance any such elector should contact the Town Clerk to arrange such an inspection.

19.6. URGENCY COMMITTEE MINUTES

- a. The Town Clerk shall, in every case where a decision is taken under delegated powers, provide the minutes of such a committee to all Councillors within 5 days of being made. It will also be reported at the next meeting of the Full Council for information.

COUNCILLORS – CODE OF CONDUCT

20. CODE OF CONDUCT

20.1. INTRODUCTION

- a. Throughout this section when a reference to a Councillor is made it also includes any Co-opted Councillor appointed through the process detailed in section **21**.
- b. ***This Code of Conduct applies to Councillors whenever they are acting as a Member or as a representative of the Council or when they claim to act or give the impression of acting as a representative of the Council.***
- c. These rules apply to meetings of all Committees, regardless of type (see **6.1.b**).
- d. It does not apply to when the Councillor is acting in a private capacity.
- e. When carrying out their public role, Councillors should always have regard to the seven principles of public life. These are:
 - i. Selflessness
 - ii. Integrity
 - iii. Objectivity
 - iv. Accountability
 - v. Openness
 - vi. Honesty
 - vii. Leadership
- f. Councillors should also read the Code of Conduct together with the Councillor / Officer Protocol (see **20.8**) and other sections of these Standing Orders relating to ethical and financial probity.
- g. Any person may make a complaint if a Councillor does not act in accordance with this code. It is the Councillor's sole responsibility to comply with the Code.
- h. ***A Councillors "Register of Interest" Form is provided by the Town Clerk to register interests. Copies will be provided to the Monitoring Officer. It should be noted that this form will be published on the Council's website.***
- i. ***When a Councillor declares an interest at any meeting of the Council, regardless of type (see **6.1.b**), they should be aware that the existence and nature of which is required to be disclosed will be noted in the minutes of that meeting, which is a public document and also published on the Council's website.***
- j. The Council's Code of Conduct rules on Personal (see **20.4**) and Prejudicial (see **20.5**) Interests will apply to all Councillors attending any Committee, regardless of type (see **6.1.b**) whether or not they are members of that Committee.
- k. If any Councillor is unsure about any part of this Code of Conduct they are urged to seek advice from the Town Clerk.
- l. There are three areas to the Code of Conduct:
 - i. Rules about registration of Disclosable Pecuniary Interests and Personal Interests with the Town Clerk, using the Members Interest Form which the Town Clerk can provide.

- ii. Rules about declaring interests in meetings where items on the Agenda conflict with those interests (see **20.3, 20.4 & 20.5**).
- iii. Rules about general behaviour (see **20.7**).

20.2. REGISTRATION OF DISCLOSABLE PECUNIARY INTERESTS AND PERSONAL INTERESTS

- a. Within 28 days of the Code being adopted OR the Councillors election, Councillors must register with the Town Clerk the interests which fall within the categories set out in Appendix **B & C**.
- b. Upon re-election of the Councillor, that Councillor must within 28 days re-register with the Town Clerk any interests in Appendix **B & C**.
- c. Councillors must register with the Town Clerk any change of interests or new, as defined in Appendix **B & C**, within 28 days of becoming aware of the change.
- d. Councillors need not register any interest which the Town Clerk agrees is a “Sensitive Interest”. A Sensitive Interest is one which, if made public, could lead to the Councillor or a person connected to a Councillor being subjected to violence or intimidation.

20.3. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS

- a. Where a matter arises at a meeting which relates to an interest in Appendix **B**, all Councillors, regardless of whether they are a member of that committee, must do the following:
 - i. They should declare their interest at the beginning of the meeting when asked to do by the Chairman, or if not then, they must do so before the matter is discussed. They must do so regardless of whether or not the interest is registered in their Councillors Interest Form.
 - ii. Where a matter arises at a meeting which is a “Sensitive Interest” as defined in **20.2.d** Councillors do not have to declare the exact nature of their interest but must follow the rules regarding non-participation (see **20.3.a.iii & iv**).
 - iii. When the item is introduced at the meeting, Councillors may continue to attend the meeting but only for the purpose of making representations, answering questions or giving evidence provided that the public are also attended the meeting for the same purpose.
 - iv. They must then leave the room before the matter is discussed and voted upon.

20.4. DECLARATION OF PERSONAL INTERESTS AT MEETINGS

- a. Where a matter arises at a meeting which relates to or affects an interest in Appendix **C** or a financial interest of the Councillor, a friend, relative or close associate (and it is not a Disclosable Pecuniary Interested listed in Appendix **B**) all Councillors, regardless of whether they are a member of that committee, must do the following:
 - i. They should declare the interest at the beginning of the meeting when asked to do so by the Chairman as a “Personal Interest” or if not then, they must do so before the matter is discussed or voted upon. They must do so regardless of whether or not the interest is registered in their Councillors Interest Form.
 - ii. Where a matter arises at a meeting which is a “Sensitive Interest” as defined in **20.2.d** Councillors do not have to declare the exact nature of their interest.
 - iii. They may however participate in the discussion and vote on the matter, subject to **20.6**.

20.5. DECLARATION OF PREJUDICIAL INTERESTS AT MEETINGS

- a. A Prejudicial Interest should be considered where the personal interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgment of the public interest.
- b. They should declare this as a “Prejudicial Interest” at the beginning of the meeting when asked to do so by the Chairman, or if not then they must do so before the matter is discussed.
- c. Where a matter arises at a meeting which is a “Sensitive Interest” as defined under **20.2.d** Councillors do not have to declare the exact nature of their interest but must follow the rules regarding non-participation (see **20.3.a.iii & iv**).
- d. When the item is introduced at the meeting, Councillors may continue to attend the meeting but only for the purpose of making representations, answering questions or giving evidence provided that the public are also allowed to attend the meeting for the same purpose.
- e. They must then leave the room before the matter is discussed and voted upon.
- f. A Councillor who participates in decision making on business in which they have a prejudicial interest may invalidate the decision.

20.6. DISPENSATIONS

- a. Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at any meeting, regardless of type (see **6.1.b**), and wish to request a dispensation should follow the Dispensations Procedure (see Appendix **E**).

20.7. BEHAVIOUR

- a. Councillors must not behave in such a way that a reasonable person would regard as disrespectful to others.
- b. Councillors must not act in a way which a reasonable person would regard as bullying, or in any way which is intimidating to others. Supporting Guidance on Bullying and Intimidation can be found in Appendix **D**.
- c. Councillors must not seek to improperly confer an advantage or disadvantage on any person.
- d. Councillors must only use the resources of the Council when undertaking Council business.
- e. Councillors must not disclose information which is confidential or where disclosure is prohibited by law, unless they have the consent of the person authorised to give it, or they are required by law to do so.
- f. Councillors must respect the impartiality of Officers and not put undue pressure on them.
- g. Councillors must not do anything which may cause their Council to breach any of the equality enactments as defined in the Equality Act 2010.

- h. Councillors must notify the Town Clerk of any gifts or hospitality worth more than £25 which the Councillor has received by virtue of their office or any gifts or hospitality worth more than an estimated value of £25 which they have been offered but which they subsequently declined.

20.7.1. UNAUTHORISED ACTIVITIES

- a. Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, or any Committee, regardless of type (see **6.1.b**):
 - i. Inspect any land and/or premises which the Council has a right or duty to inspect;
OR
 - ii. Issue orders, instructions or directions to an employee of the Council.

20.7.2. DISORDERLY CONDUCT

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b. If, in the opinion of the Chairman, there has been a breach of standing order **20.7**, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting (see **17.5.a.xviii**).
- c. Such a motion, if seconded, shall be put moved, without discussion.
- d. If a resolution made in accordance with standing order **20.7**, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and / or may adjourn the meeting.

20.8. COUNCILLOR / OFFICER RELATIONSHIP

- a. The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.
- b. **Councillors should not call into question the performance or conduct of an Officer of the Council in a public forum.**

20.8.1. COUNCILLORS CAN EXPECT FROM OFFICERS

- i. A commitment to the Council as a whole and not to any political group
- ii. A working partnership
- iii. An understanding of and support for respective roles, workloads and pressures
- iv. Timely response to enquiries and complaints
- v. Professional advice not influenced by political views or preference, which does not compromise the political neutrality of employees
- vi. Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold
- vii. Awareness and sensitivity to the political environment
- viii. Respect, dignity and courtesy
- ix. Training and development in order that they can carry out their role effectively
- x. Integrity, mutual support and appropriate confidentiality (see **Appendix A**)
- xi. That Officers shall not use their relationship with Councillors to advance their personal interests or to influence decisions improperly

- xii. That Officers shall at all times comply with the relevant Code of Conduct

20.8.2. OFFICERS CAN EXPECT FROM COUNCILLORS

- i. A working partnership
- ii. An understanding of and support for respective roles, workloads and pressures
- iii. Political leadership and direction
- iv. Respect, dignity and courtesy
- v. Integrity, mutual support and appropriate confidentiality (see **Appendix A**)
- vi. Not to be subject to bullying or to be put under undue pressure.
- vii. Councillors should have regard to the seniority of Officers in determining what are reasonable requests, having regard to the power relationship between Councillors and employees and the potential vulnerability of Officers, particularly at junior levels
- viii. That Councillors shall not use their position or relationship with employees to advance their personal interests or those of others or to influence decisions improperly
- ix. That Councillors shall at all times comply with the relevant Code of Conduct

20.8.3. PROCEDURE FOR OFFICERS IF THINGS GO WRONG

- a. From time to time the relationship between Councillors and Officers may break down or become strained. Whilst it shall always be preferable to resolve matters informally, through conciliation by an appropriate senior Officer or Councillor. Officers should raise any concerns with the Town Clerk who will consider how the complaint or allegation should be dealt with.
- b. At a minor level this may be no more than informally referring the matter to the Leader of the relevant party group. More serious complaints may involve alleged breaches of the Councillors Code of Conduct and the process for the consideration of such a complaint can be found in **20.9**.
- c. Nothing in this process negates the right of Officers to make a Code of Conduct complaint to the relevant authorities.

20.8.4. PROCEDURE FOR COUNCILLORS IF THINGS GO WRONG

- a. In the event that a member is dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised with the appropriate manager of that Officer.
- b. Where the matter concerns the Town Clerk it shall be raised with the Mayor or with the Leader of the Council as appropriate.

20.9. HOW TO LODGE A CODE OF CONDUCT COMPLAINT AGAINST A COUNCILLOR

- a. Wokingham Borough Council acts as the Standards Committee on behalf of Woodley Town Council. Full details can be found on their website under "Complain about a Councillor". This is the direct link to that page <https://www.wokingham.gov.uk/council-and-meetings/Councillors-and-mps/complain-about-a-Councillor/>

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COUNCILLORS – CO-OPTION

21. CO-OPTION PROCEDURE

21.1. WHEN CAN A CO-OPTION OCCUR?

- a. A co-option can occur when a casual vacancy arises on the Council and no poll (for a by-election) has been called.

21.2. THE PROCEDURE

- a. On receipt of confirmation from Electoral Services at Wokingham Borough Council that the casual vacancy can be filled by means of co-option, the Town Clerk will:
 - i. Advertise the vacancy for 4 weeks on the Council notice boards and website, and send a press release to the local press
 - ii. Advise the Council that the co-option procedure has been instigated, by sending an email to all Councillors

21.3. INFORMATION REQUIRED

- a. Applicants for cooption will be asked to:
 - i. Submit information about themselves, by way of completing an application form stating their experience and reasons for seeking to become coopted on to the Town Council.
 - ii. Confirm their eligibility for the position of Councillor within the statutory rules by completing a form for this purpose.

21.4. MEETING AT WHICH CO-OPTION WILL BE CONSIDERED

- a. Copies of the applications received will be circulated to all Councillors by the Town Clerk with the agenda of the Full Council meeting at which the cooption is to be considered.
- b. The applicants will be invited to attend the meeting and to address the Council and give their reasons for applying to be coopted as a town Councillor.
- c. The person co-opted must receive a majority of the votes of those Councillors present and voting on the proposed co-option.
- d. If there is more than one candidate successive ballots must take place to eliminate the least successful candidate until a candidate has an absolute majority of those present and voting. If there is an equality of votes the Mayor must use their casting vote.

21.5. LENGTH OF OFFICE

- a. The co-opted Councillor will hold office until the next ordinary Town Council elections.

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COUNCIL – EXPENDITURE

22. EXPENDITURE

22.1. GENERAL

- a. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b. ***The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.***

22.2. ACCOUNTS AND FINANCIAL STATEMENTS

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations.
- b. The Responsible Financial Officer shall supply to each Councillor the income and expenditure figures against budget estimates for each Standing Committee at every scheduled meeting of that Committee.
- c. The Financial Statements prepared on an income and expenditure basis for a year to 31 March shall be presented to each Councillor before the end of the following month of May, or as soon as practicable.
- d. The Statements of Accounts of the Council and Annual Return (which are subject to external audit), including the annual Governance Statement, shall be presented to Council for formal approval before 30 June.

22.3. BUDGET ESTIMATES AND PRECEPT

- a. ***The Council shall approve written estimates for the coming financial year*** at its meeting in February and to meet the requirements of the Wokingham Borough Council, the billing authority.

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COUNCIL – DOCUMENTS

23. DOCUMENTS

23.1. INSPECTION OF DOCUMENTS

- a. Documents include all documents related to any Committee, regardless of type (see **6.1.b**) unless specifically excluded.
- b. Access to personal information is strictly controlled and defined in **3.5**.
- c. Subject to points I, ii and iii below, a Councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the Council and request a copy for the same purpose.
 - i. any Standing Order to the contrary or
 - ii. in respect of matters which are confidential or
 - iii. in draft before publication

23.2. EXECUTION AND SEALING OF LEGAL DEEDS

- a. The Common Seal of the Council shall be kept in a safe place at the office of the Town Clerk
- b. A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution of Council during one of its meetings.
- c. ***In accordance with such a resolution, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors of the Council who shall sign the deed as witnesses.***

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COUNCIL – EMPLOYEES

24. EMPLOYEES

24.1. UNDUE INFLUENCE TO AND BY COUNCILLORS

- a. Canvassing Councillors, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Town Clerk shall disclose the requirements of this standing order to every candidate.
- b. A Councillor shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council in respect of an application for appointment.
- c. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

24.2. COUNCIL EMPLOYEES

- a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the meeting has decided whether or not the press and public shall be excluded pursuant to standing order **12.2.a**.
- b. All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee.
- c. Councillors will form a panel for the recruitment of the Town Clerk and the management posts that report directly to the Town Clerk.
- d. Any papers of a confidential nature which refer to a member of staff or person being considered for appointment to any paid or unpaid post shall on completion of the discussion / interview be returned to the Town Clerk for destroying.

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COUNCIL – PRESS

25. PRESS

25.1. PRESS / MEDIA

- a. *The press will be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.*

25.2. RELATIONS WITH THE PRESS / MEDIA

- a. The Leader, Deputy Leader and Chairman of the Standing Committees may make oral or written statements or provide written articles to the press or other media on behalf of the Council.
- b. Unless standing order **24.2.a** applies Councillors shall **NOT** provide oral or written statements or articles to the press or other media on behalf of the Council.

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COUNCIL – SPECIAL ROLES

26. SPECIAL ROLES

26.1. SPECIAL ROLES DEFINITION

- a. Certain Councillors will take on a number of roles which have special significance.

26.2. ROLE OF TOWN MAYOR

- a. The Mayor shall, in addition to the role of “First Citizen” of Woodley, be responsible for the conduct of meetings of Full Council and interpretation of Standing Orders at Full Council meetings.
- b. Where the Mayor has concern as to the conduct of an Elected Member, if unable to resolve it with that Member, they shall bring this to the attention of the Leader of the appropriate group. If the Leader of the appropriate group is unable to resolve the issue, the Mayor will bring it to the attention of the full Council, or the Urgency Committee, as appropriate.

26.3. ROLE OF THE LEADER OF THE COUNCIL

- a. The Leader of the Council shall be the first line of reference for the Town Clerk for all matters of agreed Council policy and direction. In the absence of the Leader, then the Deputy Leader of the Council becomes the first line of reference.

26.4. LEADERS AND DEPUTY LEADERS OF GROUPS

- a. The names of persons appointed as Leader and Deputy Leader by parties shall be notified to the Town Clerk who shall then report accordingly to the Council.

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COUNCIL – TOWN CLERK

27. TOWN CLERK

27.1. POWERS DELEGATED TO THE TOWN CLERK

- a. To be head of the Council's paid service, with authority over all employees for ensuring the efficient management of the use of the Council's resources.
- b. To be the "Proper Officer" of the Council for the purposes of the Local Government Act, 1972 and for all other statutory purposes (see **3.6.1.h**).
- c. To be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act, 1972, the Audit and Account Regulations and other relevant financial regulations.
- d. To act as the Council's principal advisor on matters of general policy and for the co-ordination of advice on matters affecting such policy.
- e. To be empowered to seek any required planning or building control permission in pursuance of any resolution or objective of the Council.
- f. To be responsible for the day-to-day maintenance of all Council property, equipment and machinery.
- g. To sign, seal and deliver any agreements, contracts, conveyances, licences, permission, consent or approval which may be required under any enactment or by virtue of any contract, covenant or agreement in the presence of two Councillors of the Council.
- h. To be the holder of any licences in respect of any of the Council's public buildings and, whilst such licences are in operation, to have overall responsibility for such buildings or area for which the licence is granted.
- i. To administer meetings of the Council, its committees and sub-committees; preparing such notices, agendas, reports and minutes as are needed to comply with the relevant statute.
- j. To have authority to deal with all enquiries, petitions and complaints from members of the public and referring those that cannot be resolved to the Leader or Deputy Leader of the Council and appropriate Committee Chairman.
- k. To be authorised to issue press statements on behalf of the Council in accordance with approved activities and pursuant with the objectives of the Council.
- l. To be authorised to liaise with other public authorities, statutory and voluntary bodies and to attend the necessary meetings.
- m. To be responsible for all staff matters, the appointment of all staff other than the posts that report directly to the Town Clerk. If necessary, to be the Proper Officer for dealing with grievance matters, disciplinary procedures and, in the appropriate cases, for the dismissal of staff. A report to be submitted to the Strategy and Resources Committee where staff are dismissed.
- n. To be authorised to place orders on behalf of the Council in accordance with the approved estimates, policies of the Council and the Standing Orders.

- o. To be authorised to make payments for:
 - i. Staff salaries and wages.
 - ii. Staff expenses/training fees/conference fees.
 - iii. Refund of deposits held
 - iv. Grants
 - v. Goods and services which require payment in advance or where payment is a matter of urgency
 - vi. Reporting to the Strategy and Resources Committee on all payments made.
- p. To be authorised to delegate duties to the staff, providing full control measures exist, and during absence through leave, sickness, or for any other authorised reason, to delegate to the appropriate Managers.
- q. To be authorised in extreme urgency to take such action as necessary to protect the Council, the general public, staff or property, where it would be impracticable or impossible to obtain prior authority from the Council or its Committees.
- r. To be authorised to make short-term investments to a maximum of the precept at any one time. Such investments shall meet the requirements set out in the Council's Treasury Management Strategy with either reputable banks or building societies and on terms best beneficial to the Council. To report to the Strategy and Resources Committee all investments made, the institutions used and the rates of interest obtained.
- s. Assist with responding to requests made under the Freedom of Information Act 2000, Data Protection Act 2021 and UK General Data Protection Regulation 2021, in accordance with and subject to the Council's Policies and Procedures relating to the same.

27.2. DELEGATED AUTHORITY IN THE ABSENCE OF THE TOWN CLERK

- a. When the Town Clerk is absent for a short period then there is minimal or no impact on the governance of the Town Council. But when that absence is for a longer period then there is definitely an impact. Such absences will include the resignation of the Town Clerk.
- b. To overcome this when the absence exceeds 3 months the Deputy Town Clerk is appointed to the position of "Acting Town Clerk" including the role of Proper Officer until the Town Clerk returns to work or a new Town Clerk post is recruited to, whichever is the sooner.
- c. For the period that the Deputy Town Clerk is Acting Town Clerk an appropriate adjustment in remuneration will be subject to a Personnel Sub-Committee decision.

APPENDIX A

CONFIDENTIALITY

The concept of confidential information or information that is exempt from the public is explained in the following Government Document. The examples are **NOT exhaustive** but provide an illustration of the types of information that could be considered confidential.

The relevant sections have been copied from this document into this appendix. The rules relating to a Borough Council have been included for informational purposes even though these Standing Orders are for a Town or Parish Council.



Department for
Communities and
Local Government

Open and accountable local government

A guide for the press and public on attending and reporting meetings of local government

August 2014
Department for Communities and Local Government

LOCAL COUNCIL (i.e. Borough)

Can a meeting be held in private?

The rules require a meeting of a council or local government body to be closed to the public in two circumstances:

- If the presence of the public is likely to result in the council or local government body breaching a legal obligation to third parties about the keeping of confidential information;
- and
- if the council or local government body decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the council or local government body if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement compelling the body to discuss exempt information in a private meeting.

The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine misbehaviour at a meeting.

What is confidential information?

Confidential information means:

- information provided to the council or local government body by a government department on terms which forbid the disclosure of the information to the public;
- and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at Annex B of this Guide. (see page 63)

TOWN & PARISH COUNCIL

Can a parish or town council or the Council of the Isles of Scilly choose to meet in private?

All meetings of these councils must be open to the public, except in limited defined circumstances. These councils can only decide, by resolution, to meet in private when discussing confidential business or for other special reasons where publicity would be prejudicial to the public interest.

What is confidential information and publicity prejudicial to the public interest?

Though not an exhaustive list, we expect this to cover matters such as discussing the conduct of employees, negotiations of contracts or terms of tender, or the early stages of a legal dispute.

Annex B – Descriptions of Exempt Information

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person;
 - or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
8. The qualifications to the list of exempt information are as follows:
 - A.** Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under—

[the Companies Acts (as defined in section 2 of the Companies Act 2006)];
the Friendly Societies Act 1974;
the Friendly Societies Act 1992;
the *Industrial and Provident Societies Acts 1965* [Co-operative and Community Benefit Societies and Credit Unions Acts 1965] to 1978;
the Building Societies Act 1986; or
[(f) the Charities Act 2011.
 - B.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

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APPENDIX B

DISCLOSABLE PECUNIARY INTERESTS

Are interests defined by regulations made under s30(3) of the Localism Act 2011 and described in the table below.

(In the extracts from the Regulations below, “relevant person” means the Councillor and their Partner). “Partner” means a spouse or civil partner of the Councillor, OR a person with whom the Councillor is living as husband and wife OR a person with whom the Councillor is living with as if they were civil partners.

SUBJECT	PRESCRIBED DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than that from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Councillor in carrying out duties as a Councillor or towards the election expenses of the Councillor. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority <ul style="list-style-type: none"> a. Under which goods and services are to provided or works to be executed; and b. Which has not been fully discharged.
land	Any beneficial interest in land which is within the area of the relevant authority.
licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to the best of the Councillors knowledge) <ul style="list-style-type: none"> a. The landlord is the relevant authority and b. The tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where <ul style="list-style-type: none"> a. That body (to the best of the Councillors knowledge) has a place of business or land in the area of the relevant authority, and b. Either <ul style="list-style-type: none"> i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; OR ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on Disclosable Pecuniary Interests in the previous table are subject to the following definitions.

The Act	Means the Localism Act 2011
Body in which the relevant person has a beneficial interest	Means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
Director	Includes a member of the committee of management of an industrial and provident society;
Land	Excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
Relevant authority	Means the authority of which the Councillor is a member
Relevant period	Means the period of 12 months ending with the day on which the Councillor gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
Relevant person	Means the Councillor or any other person referred to in section 30(3)(b) of the Act;
securities	Means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

IMPORTANT NOTE

Under s34 of the Localism Act 2011 it is a criminal offence if a Councillor:

- a. Fails to notify the Town Clerk of any Disclosable Pecuniary Interest within 28 days of election
- b. Fails to disclose a Disclosable Pecuniary Interest at any meeting if that interest is not included in the register
- c. Participates in any discussion or vote on a matter in which they have a Disclosable Pecuniary Interest
- d. Fails to notify the Town Clerk within 28 days of a Disclosable Pecuniary Interest that is not included on the register that they have disclosed to any meeting
- e. Knowingly or recklessly providing information that is false or misleading in notifying the Town Clerk of a Disclosable Pecuniary Interest or in disclosing such an interest to any meeting

APPENDIX C

REGISTERED PERSONAL INTERESTS

Councillors must register:

- a. Any body of which the Councillor is in a position of general control or management and to which they are appointed or nominated by the Council

- b. Any body
 - i. Exercising functions of a public nature OR
 - ii. Directed to charitable purposes OR
 - iii. One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
 - iv. Of which the Councillor is a member or in a position of general control or management

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APPENDIX D

GUIDANCE ON BULLYING AND INTIMIDATION

Standing Order **20.7** says “Councillors must not act in a way which is a reasonable person would regard as bullying, or in any way which is intimidating to others. Supporting Guidance on Bullying and Intimidation can be found in Appendix **D**.”.

The following guidance is based on Standards for England Guidance, now archived after it was abolished by the Localism Act 2011, as well as guidance issued by ACAS.

It is important to remember such behaviour will only be caught by the Code of Conduct if a Councillor is acting, or giving the impression they are acting, as a Councillor of the Authority and not in their private capacity.

WHAT IS ‘BULLYING’ AND ‘INTIMIDATION’?

Using ACAS guidance as a starting point, the Wokingham Borough Council Standards Committee (which is the arbiter for any Town Council Code of Conduct complaints) has agreed a definition of bullying as

‘offensive, intimidating or malicious behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient’.

A victim’s obvious vulnerability will be taken into account when assessing whether bullying has occurred.

Bullying can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of colleagues, through the press or in blogs or social media. It may happen once or be part of a pattern of behaviour, although minor isolated incidents are unlikely to be considered bullying. It is also unlikely that a Councillor will be found guilty of bullying when both parties have contributed to a breakdown in relations.

Bullying should be contrasted with the legitimate challenges which a Councillor can make in challenging policy or scrutinising performance. Contributing to debates in meetings about policy and asking officers to explain rationale for their professional opinions are to be encouraged. All Councillors should feel free to challenge fellow Councillors and professional Officers as to why their views are held. However, Councillors need to be careful about criticism which becomes offensive in nature which will cross the line of what a reasonable person would find acceptable.

DISAGREEMENT WITH OFFICERS

The Council is under a legal obligation to ensure that officers work in a safe environment and the same rules about their interaction with the public apply equally to their work with Councillors. Anyone should feel free to express disagreement with officers, so long as it is done in a respectful way. Officers should make decisions which are unbiased, and attempts to coerce them or persuade them to act in a particular way to a point where to do so would prejudice their professional integrity would not be acceptable.

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APPENDIX E

DISPENSATIONS PROCEDURE

BACKGROUND

- a. Under the Localism Act 2011 Councillors with a Disclosable Pecuniary Interest (DPI) relating to an agenda item may request a dispensation to allow them to take part in the discussion and/or vote on the business. The Council's code of conduct states:

“Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at any meeting, regardless of type (see 4.1.b), and wish to request a dispensation should follow the Dispensations Procedure (see Appendix D).”

- b. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if they have an interest in Appendices **B** and **C**:
- i. If the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business OR
 - ii. It is in the interests of the inhabitants in the Council's area to allow the member to take part OR
 - iii. It is otherwise appropriate to grant a dispensation.
- c. The Localism Act states that dispensations may be granted by Full Council and that it may make arrangements for this function to be carried out by any committee, regardless of type (see **6.1.b**), or officer.
- d. The Council's Proper Officer has been delegated by Council to consider and decide upon Members' dispensation requests, in accordance with Section 33 of the Localism Act, and has fully endorsed this procedure.

DISPENSATIONS PROCEDURE

- a. Dispensation requests using the Dispensation Request form must be submitted to the Proper Officer (Town Clerk).
- b. A Councillor applying for a dispensation must set out the meeting(s) or period and the item of business for which the dispensation is requested. The reason for the dispensation should also be stated and should meet the criteria set out in Section 33 of the Localism Act – the criteria for granting dispensations (see **i, ii and iii** above).
- c. The completed form requesting a dispensation should be submitted to the Town Clerk by, at the latest, 8am on the morning of the day (excluding non-working days) before the meeting for which the dispensation is required. This will allow Councillors time to view an agenda, establish whether they have a Disclosable Pecuniary Interest and if they wish to apply for a dispensation.
- d. It should also give sufficient time to seek any advice required from the Monitoring Officer at Wokingham Borough Council to provide a decision on the request to the Councillor concerned before the meeting. However, it should be noted that the earlier the request is received the more likely it is to be considered in time for the relevant meeting.
- e. Under these arrangements Full Council also retains the power to consider and grant dispensations at its meetings.

WOODLEY TOWN COUNCIL - DISPENSATION REQUEST FORM

Name of Councillor	
Meeting and item of business for which the dispensation is being sought	
Reason for dispensation	
Length of dispensation required (no longer than 4 years)	

Signed

Date

On completion, please send this form to Deborah Mander, Town Clerk

The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

OR

townclerk@woodley.gov.uk

Please note that if this dispensation request is not granted the Town Clerk will inform you of this and the reason(s) for the decision.

The Dispensation sought on the above grounds is granted by the Town Clerk, in line with the Council's Code of Conduct and Dispensations Procedure.

Signed

Date

APPENDIX F

FREQUENTLY ASKED QUESTIONS

1. STANDING ORDERS

Q1.1 Can a resident ask for a Standing Order to be suspended or changed?

A1.1 No. Only Councillors can do this. See **1.f**.

Q1.2 As a Councillor do I have to obey all Standing Orders?

A1.2 Yes, without exception.

Q1.3 Can a Councillor suspend any particular Standing Order on any item?

A1.3 In certain circumstances yes. See **1.3**.

Q1.4 How does a Councillor change or add a Standing Order?

Q1.4 **1.2** provides full details as to how to do this.

2. POLITICAL BALANCE

Q2.1 I am not in any group, am I entitled to any places on any Committee?

A2.1 No – only groups are entitled to places. See **2.1.c**.

Q2.2 Do groups have to be aligned to a political party?

A2.2 No – like minded Councillors can combine to form a Group.

Q2.3 I am in a small group which does not get many places allocated to it, why?

A2.3 Woodley Town Council operates on a strict proportionality model which means the larger the group the more places they get allocated. It also means some groups may miss out on specific committees. See **2.2**.

3. COMMITTEES – GENERAL

Q3.1 Can I, as Councillor, speak at any time during a meeting?

A3.1 Not really, see **3.2** for what you have to do.

Q3.2 I do not understand what the “Proper Officer” is?

A3.2 **3.6.1** has a list of the main roles with an associated explanation.

Q3.3 Motion requiring written notice, Motion without written notice, Statutory Question & Non-Statutory Question are terms I am not familiar with. What do they mean?

A3.3 **3.6.2** has a list of the main terms with an associated explanation.

Q3.4 What is a Point of Order?

A3.4 This is when a Councillor believes Standing Orders or the Law has been breached and ONLY refers to this. **3.6.2.m** has full details.

Q3.5 What is a Point of Personal Explanation?

A3.5 This is where a Councillor, following a speech they have made, believes that something has been misunderstood. **3.6.2.n** has full details.

Q3.6 If another Councillor mentions me in their speech can I try and clarify my position through a Point of Personal Explanation?

A3.6 No. This can only be used to clarify anything in a speech you have made. See **3.6.2.n**.

4. COMMITTEES – HYBRID MEETINGS

Q4.1 Can I watch any meeting over the internet?

A4.1 All Full Council and Standing Committee meetings only are broadcast live on the Councils YouTube channel (see **4.1.b**).

Q4.2 As a Councillor, if I can only attend as a virtual participant can I vote on any agenda item?

A4.2 Unfortunately, legally, the answer is no. You can fully participate in any discussion (see **4.2.1.a**).

Q4.3 As a Councillor, if I can only attend as a virtual participant does this count as a formal attendance for the 6 month rule?

A4.3 Unfortunately, legally, the answer is no. (see **4.2.2.a**).

Q4.4 Are any of the live broadcasts recorded and are they available to be viewed by anyone?

A4.4 All live broadcasts are recorded and retained on the Councils YouTube channel for an indefinite period subject to limitations on capacity (see **4.4**).

5. COMMITTEES - RECORDING

Q5.1 Can I photograph or record any committee meeting?

A5.2 Yes. See Section **5** for details.

6. COMMITTEES TYPE

Q6.1 What is the difference in the types of Committees we have?

A6.1 Section **6** provides full details of all types of Committees.

Q6.2 How do these Committees get created, changed or disbanded?

A6.2 Again certain parts of section **6** details how this is done.

Q6.3 I have heard the phrase “Task and Finish Working Group” – what is it?

A6.3 It is a working group set up for a specific task and when that task has been finished it is disbanded. See **6.5**.

Q6.4 Do any Committees other than Task & Finish Working Groups ever get disbanded?

A6.4 Generally not but they are reviewed at every Annual Council Meeting. See **13.3.2**.

Q6.5 What does a Parent Committee mean?

A6.5 This refers to the Committee who set up the other committee and is where that committee reports into. See **6.1.f**.

7. COMMITTEES – AUTHORITY

Q7.1 What authority does each type of committee have?

A7.1 Section **7** has full details of the authority for all types.

8. COMMITTEES – TERMS OF REFERENCE

Q8.1 Do all committees, regardless of type, have Terms of Reference?

A8.1 Yes. Section **8** has full details.

Q8.2 Who “owns” these Terms of Reference?

A8.2 They are owned by the Parent Committee who can create, amend and delete them through a vote at their Committee. Section **8** has full details.

- Q8.3** Is there any automatic review of the Terms of Reference?
Q8.3 With the exception of all Standing Committees, yes at the Annual Council meeting.
See Section **8**.

9. COMMITTEES – MEMBERSHIP

- Q9.1** Are there any restrictions on membership of any Committee?
A9.1 Yes – see **9.4**.
- Q9.2** How can I get on a Committee?
A9.2 There are rules (see Standing Order section **2**) that dictate what places are available. You then need your Group to nominate you. See **9.5**.
- Q9.3** Are there any appointments that do not use the “Political Balance” rules?
A9.3 Yes – appointments to Outside Organisations do not use them. See Standing Order **9.6**. Also any Standing Order could be suspended by an agreed motion without notice (see **16.5.xvi**).
- Q9.4** Can a non Councillor be appointed to a Committee or Outside Organisation?
A9.4 Yes to both. Partnerships are specifically designed to include non Councillors. See **9.6** and **9.7**.

10. COMMITTEES – CHAIRMAN AND VICE-CHAIRMAN

- Q10.1** What is the difference between the Mayor and a Chairman?
A10.2 The Chairman of any Full Council meetings is known as the Mayor. They have exactly the same roles and responsibilities of any other Committee Chairman. See **3.6.1** for a definition of these roles.
- Q10.2** How are Chairman and Vice-Chairman elected?
A10.2 Section **10** has full details of how this happens.
- Q10.3** What happens if the Mayor or a Chairman is absent from the meeting?
A10.3 The Deputy Mayor or Vice-Chairman will take on the role of Chairman for that meeting only. If neither are present then a Councillor will be chosen by the Councillors present. See **10.5**.
- Q10.4** Who decides who will be Chairman or Vice-Chairman?
A10.5 It is **ONLY** the members of the Committee who will elect these roles. See **10.3** and **10.4**.

11. COMMITTEES – FREQUENCY OF MEETINGS

- Q11.1** How frequent are meetings held?
A11.1 Section **11** has full details.
- Q11.2** What happens to any unfinished business at end of meeting?
A11.2 It is held over to the next meeting of that Committee. See **11.6**.

12. COMMITTEES - ATTENDANCE

- Q12.1** Are there any limitations on the Public attending a meeting?
A12.1 The Public can attend certain Committees. See **12.1.a**.
- Q12.2** Can Councillors attend any meeting?
A12.2 With the exception of the Personnel Sub-Committee all Councillors can attend any meeting. See **12.1.b** and **12.1.d**.

Q12.3 How many members of a Committee need to attend for it to be Quorate?

A12.3 One third of total membership of that Committee or three whichever is the greatest. See **12.3**.

13. COMMITTEES - AGENDA

Q13.1 How proscriptive are the Agendas of Committees?

A13.1 In essence Full Council meetings are the only ones with predefined Agendas (see **13.3.1**). Other Committees Agendas have a certain number of mandatory items (see **13.1.b**). All Committees can have additional items.

Q13.2 Are there any opportunities for Residents to ask questions?

A13.2 Yes. At every Full Council meeting a Town Forum is held to allow questions. See **13.2**.

14. COMMITTEES – QUESTIONS

Q14.1 Can residents ask questions?

A14.1 At Full Council meetings they can during the Town Forum (see **13.2**). At any other meeting they can only if the Chairman permits it (see section **14**).

Q14.2 Can Councillors who are not members of the Committee ask questions?

A14.2 ONLY at the discretion of the Chairman of that Committee. See **14.3**.

Q14.3 Can Councillors and / or the Public ask questions on any business?

A14.3 No. Questions have to be on an Agenda Item. See **14.1.c**.

Q14.4 Can Councillors and / or the Public have a discussion following a question?

A14.4 No discussions will be entered into following an answer to a question. See **14.1.h**.

Q14.5 Can Councillors ask multiple questions on an Officers report?

A14.5 Only if the Chairman permits it. See **14.4.b**.

15. COMMITTEES - RECOMMENDATIONS

Q15.1 What is the difference between A Motion, Proposal and Recommendation?

A15.1 A Motion is an action with Proposer, Seconder and a debate (see **3.6.2.e & f**). A Proposal is an action with Proposer and a Seconder and NO debate (see **3.6.2.g**). A Recommendation does not need a Proposer, Seconder, NO debate but questions and statements allowed (see **3.6.2.h**).

Q15.2 Is there a time limit on any Recommendations discussions?

A15.2 Yes – 30 minutes (see **15.c & d**).

Q15.3 Where do Recommendations come from?

A15.3 Usually from reports written by Officers. These reports are the outcome of a discussion in a committee on a particular topic (See **15.1 & 15.2**)

Q15.4 What is the difference between a Question and a Statement?

A15.4 A question is where a Councillor seeks clarification on any aspect of the Recommendation (see **15.3**). A Statement is a Councillor putting their point of view on the recommendations (see **15.4**).

16. COMMITTEES – MOTIONS

Q16.1 Are Motions with written notice allowed at every meeting?

A16.1 They are only allowed at Full Council meetings. This does not include the Annual Meeting. See **16.3.1**.

Q16.2 What is a Motion without notice?

A16.2 These are motions, but not Proposals, that can be proposed during the meeting. See **16.5**.

Q16.3 Can any motion, with or without notice be amended?

A16.3 Essentially yes. See **16.6**.

Q16.4 Can any motion or an amendment be withdrawn?

A16.4 Essentially yes. See **14.7**.

17. COMMITTEES – RULES OF DEBATE

Q17.1 Can a Councillor speak more than once on a motion or amendment?

A17.1 In general No but there are exceptions. See Standing Order **17.2.5**.

Q17.2 Can a new Motion be proposed during debate on a Motion?

A17.2 In general No but there are exceptions. See **17.2.7**.

Q17.3 Can a Chairman or Mayor speak during a debate?

A17.3 Yes. See **17.1.c**.

Q17.4 How do you debate an Officers Report?

A17.4 The rules are different and allow multiple questions. See **17.3**.

18. COMMITTEES – VOTING

Q18.1 If an agenda item is “to note” is there a vote on it?

A18.1 No. See **18.1.a**.

Q18.2 How is an approval obtained?

A18.2 For Special Motions two thirds majority of those present is required. For everything else a simple majority of those present will suffice. In both cases see **16.2**.

Q18.3 Can anyone vote on an Agenda Item?

A18.3 Only members of the Committee where the Agenda Item is being discussed can vote. See **18.1.b**.

19. COMMITTEES – MINUTES

Q19.1 Are published minutes verbatim?

A19.1 No. See **19.1.a**.

Q19.2 Can any discussion be had on draft minutes?

A19.2 **ONLY** in terms of their accuracy and nothing else. See **19.4**.

Q19.3 Can any Councillor who is not on the relevant Standing Committee discuss any item on their minutes?

A19.3 No. Only Councillors who are part of that Standing Committee can discuss their accuracy. See **19.4.b**.

20. COUNCILLORS - CODE OF CONDUCT

Q20.1 How are complaints handled?

A20.1 Wokingham Borough Council is the organisation that reviews any Code of Conduct complaint. See **20.8.3**, **20.8.4** and section **20**.

21. COUNCILLORS – CO-OPTION

Q21.1 Can a vacancy be filled through co-option?

A21.1 Yes, but only if no by-election has been called. See section **21**.

22. COUNCIL – EXPENDITURE

Q22.1 When is a budget and precept be set for the following financial year?

A22.1 The Full Council Meeting in February of the year before the new financial year. See **22.3**.

23. COUNCIL - DOCUMENTS

Q23.1 Can Councillors inspect any document?

A23.1 Yes as long as it is for the purpose of their official duties. See **23.1.c**.

24. COUNCIL – EMPLOYEES

Q24.1 As a Councillor I have just been contacted by a candidate for a job with the Council. What should I do?

A24.1 You should not discuss anything with them and inform the Town Clerk of the contact. See **24.1.a**.

Q24.2 Who appoints the Town Clerk and other senior appointments?

A24.2 For these roles a panel of Councillors is convened to carry out this task. See **24.2.c**.

25. COUNCIL – PRESS

Q25.1 As a Councillor can I talk to the Press?

A25.1 As long as you do not talk on behalf of the Town Council and you make it clear that you are speaking in your personal capacity. See **25.2.b**.

26. COUNCIL – SPECIAL ROLES

Q26.1 What does the Mayor do?

A26.1 Standing Order **26.1** defines what the role of the Mayor and others are.

27. COUNCIL – TOWN CLERK

Q27.1 What are the duties of the Town Clerk?

A27.1 Standing Order **27** provides an extensive list of these duties.

APPENDIX G

CROSS REFERENCE WITH OLD STANDING ORDERS

OLD			SUBJECT	NEW		OLD		SUBJECT	NEW
			INTRODUCTION				1.s.vi	Mayor communications	13.3.1
			MAYOR definition	3.6.1.d			1.s.vii	Leader communications	13.3.1
			Statutory Standing Orders	1.1			1.s.viii	Last meeting business	13.3.1
			CHAIRMAN definition	3.6.1.b			1.s.ix	Minutes of working parties & committees	13.3.1
			Groups	2.1			1.s.x	Officer reports	13.3.1
			Allocation of Places	2.2			1.s.xi	Sealing of documents	13.3.1
1.			FULL COUNCIL MEETINGS				1.s.xii	Motions	13.3.1
	1.a		3 clear days	3.3.a			1.s.xiii	Outside body reports	13.3.1
	1.b		Place of meetings	3.4.a			1.s.xiv	Any other business	13.3.1
	1.c		Access to meetings	12.2			1.t	Order of business	13.3.a
	1.d		Councillor speaking	3.2		2.		ANNUAL COUNCIL MEETING	
	1.e		One person speaking	3.2.c			2.a	In an election year	11.3.1.b
	1.f		Recording meetings	4			2.c	8pm start	11.3.1.e
	1.g		Press facilities	25.1			2.d	Ordinary meetings	10.4.a
	1.h		Deputy Town Mayor role	10.5.a			2.e	Mayor election	10.2.a
	1.i		Presiding at a meeting	10.5.1			2.f	Tenure of Town Mayor	10.2.d
	1.j		Voting at meetings	18.1.j			2.g	Tenure of Deputy Town Mayor	10.2.e
	1.k		Casting Vote	18.1.e			2.h	Mayor change – not elected	18.2.b
	1.l		Recording votes	18.1.g			2.i	Mayor change - elected	18.2.c
	1.m		Minutes and Councillors	12.4.c			2.j	1 st business	13.3.2
	1.n		Code of Conduct	12.1.d			2.a	In an election year	11.3.1.b
	1.o		Councillor interest	20.1.i			2.c	8pm start	11.3.1.e
	1.p		Quorate	12.3.a			2.d	Ordinary meetings	11.4.a
	1.q		Inquorate	12.3.b			2.e	Mayor election	10.2.a
	1.r		10pm completion	11.5			2.f	Tenure of Town Mayor	10.2.d
	1.s		1 st business	13.3.1			2.g	Tenure of Deputy Town Mayor	10.2.e
		1.s.i	Appoint Chairman	13.3.1			2.h	Mayor change – not elected	18.2.b
		1.s.ii	declarations of Acceptance	13.3.1			2.i	Mayor change - elected	18.2.c
		1.s.iii	Accuracy of Minutes	13.3.1			2.j	1 st business	13.3.2
		1.s.iv	Receive minutes	13.3.1			2.j.ix	Elect Chairman / Vice Chairman of Standing Committees	13.3.2
		1.s.v	Statutory business	13.3.1					

OLD			SUBJECT	NEW	OLD			SUBJECT	NEW
		2.j.x	Other committees / working parties' appointment	13.3.2			5.h	Code of Conduct	12.1.d
		2.j.xi	Outside bodies appointments	13.3.2			5.i	Councillor interest	20.1.i
3.			TOWN FORUM				5.j	Inqurate	12.3.b
	3.a		Definition & when	13.2.a			5.k	Questions	18.1.f
	3.b		Time limit	13.2.b			5.l	10pm completion	11.5
4.			STANDING COMMITTEES, SUB COMMITTEES, WORKING PARTIES		6.			SUB COMMITTEE MEETINGS	
	4.a		Creation	6.			6.a	Notice of meeting	11.1.a
		4.a.i	Appointments time limit	9.4.c			6.b	Questions	18.1.j
		4.a.ii	Dissolution	6.			6.c	Chairman's vote	18.1.d
		4.a.iii	Party allocation	2.2			6.d	Councillor's present	12.4.c
		4.a.iv	Powers and Duties	6.			6.e	Code of Conduct	12.1.d
	4.b		Meeting schedule	11.2.c			6.f	Councillor interest	20.1.i
	4.c		Mayor / Leader position	9.3.a			6.g	Inqurate	12.3.b
	4.d		Elect Chairman/Vice Chairman	10.3			6.h	Questions	18.1.f
	4.e		Creating sub committees / working parties	6.4.a			6.i	10pm completion	11.5
	4.f		Party allocation	2.2	7.			WORKING PARTIES	
	4.g		Dissolution	6.			7.a	Notice of meeting	11.1.b
	4.h		Working parties' appointment	9.1.a			7.b	Councillors present	12.4.c
	4.i		Quorum	12.3			7.c	Code of Conduct	12.1.d
	4.j		Rules of Debate / Interests	17.			7.d	Councillor interest	20.1.i
	4.k		Motion explanation	16.3.6.b			7.e	Questions	18.1.f
	4.g		Dissolution	6.			7.f	Chairman's vote	18.1.d
	4.h		Working parties' appointment	9.1.a			7.g	Convening a meeting	11.3.a
	4.i		Quorum	12.3			7.h	Quorum	12.3
5.			STANDING COMMITTEE MEETINGS				7.i	Inqurate	12.3.b
	5.a		Notice of meeting	11.1.a	8.			DELEGATED POWERS	
	5.b		Public access	12.2.a			8.a	Delegation to Urgency Committee	7.7
	5.c		Recording	5.			8.b	Minutes	19.6
	5.d		Press facilities	25.1			8.c	Extreme urgency	27.1.q
	5.e		Questions	18.1.j			8.d	Agenda Distribution	11.1.b
	5.f		Chairman's vote	18.1.d			8.e	Councillor attendance	12.1.b
	5.g		Councillors present	12.4.c			8.f	Public access	12.2.a

OLD		SUBJECT	NEW	OLD	SUBJECT	NEW
9.		RECORDING ATTENDANCE		13.a.vii	Close / adjourn debate	16.5.a.xiii
	9.a	Signing attendance sheet	12.4.a	13.a.viii	Refer to another committee	16.5.a.iv
10.		ATTENDANCE AT ALL MEETINGS		13.a.ix	Appoint committee / sub committee	16.5.a.v
	10.a	Councillor entitlement	12.1.b	13.a.x	Committee / sub committee nominations	9.5.c
11.		PROPER OFFICER		13.a.xi	Dissolve committee / sub committee	6.3.1.b
	11.a	Responsibilities	3.6.1.h	13.a.xii	Minutes of committee / sub committee	19.3.a
12.		MOTIONS – WRITTEN NOTICE		13.a.xiii	committee/sub committee report	16.5.a.vi
	12.a	Agenda inclusion	16.3.1.b	13.a.xiv	Consider report from others	16.5.a.vii
	12.b	Notice of motion	16.3.2.a	13.a.xv	Sealing legal deeds	16.5.a.viii
	12.c	Submission by email	16.3.2.a	13.a.xvi	Amend a motion	16.5.a.x
	12.d	Confirm receipt	16.3.3.f	13.a.xvii	Withdraw a motion	16.5.a.ix
	12.e	Minor corrections	16.3.3.e	13.a.xviii	Extend speech time limit	16.2.4.c
	12.f	Unclear motion	16.3.3.c	13.a.xix	Exclude press & public	16.5.a.xvii
	12.g	Unlawful / improper motion	16.3.3.d	13.a.xx	Exclude Councillor /Public	16.5.a.xviii
	12.h	Proper officer decision is final	16.3.3.d	13.a.xxi	Council consent	16.5.a.xix
	12.i	Numbering motions	16.3.3.g	13.a.xxii	Suspend standing order	16.5.a.xvi
	12.j	Rejection recorded	16.3.3.k	13.a.xxiii	Adjourn meeting	16.5.a.xiv
	12.k	Relevance	16.3.3.i	13.a.xxiv	Outside body appointment	9.6
	12.l	Referral of motion	16.3.6.a	13.a.xxv	Answer Councillor questions	14.1.a
13.		MOTIONS – WITHOUT WRITTEN NOTICE		14.	RULES OF DEBATE	
	13.a	list	16.5.a	14.a	5 minute speech limit	17.2.4.b
	13.a.i	Appoint a chairman	16.5.a.i	14.b	Who can speak?	17.1.c
	13.a.ii	Accuracy of minutes	16.5.a.ii	14.A	RULES OF DEBATE - MOTIONS	
	13.a.iii	Inaccuracy of minutes	16.5.a.ii	14.A.a	Order of motions	16.3.4.a
	13.a.iv	Last meeting business	11.5.c	14.A.b	Proposed & Seconded	16.2.1.a
	13.a.v	Alter order of business	16.5.a.iii	14.A.c	Reserve the right to speak	16.2.3.a
	13.a.vi	Move to next business	16.5.a.xi	14.A.d	Motion not moved	16.3.4.b
				14.A.e	Right of reply	16.2.6.a

OLD			SUBJECT	NEW		OLD			SUBJECT	NEW
	14.A.f		Speaking only once	17.2.5.a			14.B.l		Right of reply original motion proposer	17.2.6.b
	14.A.g		Interruption	17.2.5.a			14.B.m		Withdraw amendment	17.7.1.a
	14.A.h		Interruption decision	3.6.2.n		15.			CODE OF CONDUCT	
	14.A.i		Withdraw a motion	17.7.1.a			15.a		observance	20.1.b
	14.A.j		Exception for new motion	17.2.7			15.b		Register of Councillors interest	20.1.h
		14.A.j.i	Amend the motion	17.2.7.a.ii			15.c		Publishing register	20.1.h
		14.A.j.ii	Proceed to next business	17.2.8.a.i			15.d		Pecuniary interest	20.2
		14.A.j.iii	Adjourn the debate	17.2.8.a.iii			15.e		Pecuniary interest – withdrawal	20.3
		14.A.j.iv	Put motion to vote	17.2.8.a.ii		16.			QUESTIONS FROM COUNCILLORS	
		14.A.j.v	Person to be silent	17.2.7.a.vi			16.a		Asking Mayor	14.1.b
		14.A.j.vi	Refer motion to another committee	17.2.7.a.viii			16.b		Ask Chairman	14.1.b
		14.A.j.vii	Exclude press & public	17.2.7.a.v			16.c		Put & answered without discussion	14.1.h
		14.A.j.viii	Adjourn the meeting	17.2.8.a.iv			16.d		Recording in minutes	14.1.k
		14.A.j.ix	Suspend standing order	17.2.7.a.vii		17.			MINUTES	
	14.a.k		Sufficient debate	17.2.8.b			17.a		Accuracy	19.4.a
14.B			RULES OF DEBATE - AMENDMENTS				17.b		Agreed by resolution	19.4.d
	14.B.a		Proposed & Seconded	16.6.b			17.c		inspection	19.5.b
	14.B.b		Reserve the right to speak	16.2.3.a		18.			DISORDERLY CONDUCT	
	14.B.c		Moving amendments	16.6.a			18.a		obstruction	20.7.2.a
	14.B.d		Type of amendment	16.6.i			18.b		Silence Councillor	20.7.2.b
		14.B.d.i	Leave out words	16.6.i.i			18.c		Disobey 18.b	20.7.2.d
		14.B.d.ii	Add words	16.6.i.ii		19.			RECISSION OF RESOLUTIONS	
		14.B.d.iii	Leave out / add words	16.6.i			19.a		Reversal process	16.4.1.a
	14.B.e		Negating original motion	16.6.c			19.b		6 month rule	16.3.3.l
	14.B.f		One amendment at a time	16.6.j		20.			APPOINTMENTS VOTING	
	14.B.g		Joining amendments	removed			20.a		More than 2 nominations	18.3
	14.B.h		Limit on amendments	16.6.d		21.			CO-OPTION	
	14.B.i		Amendments order	16.6.g			21.a		Co-option procedure	21
	14.B.j		Substantive motion	16.6.l						
	14.B.k		Right of reply	17.2.6.a						

OLD			SUBJECT	NEW		OLD		SUBJECT	NEW
22.			EXPENDITURE				30.a.i	Inspect land / premises	20.7.1.a.i
	22.a		Financial regulations	22.1.a			30.a.ii	Instruct employees	20.7.1.a.ii
	22.b		Delegated authorisation	22.1.b	31.			CONFIDENTIAL BUSINESS	
23.			LEGAL DEEDS			31.a		Disclosure	12.7.a
	23.a		Safety of seal	23.2.a		31.b		Breach of disclosure	12.7.b
	23.b		Resolution to seal	23.2.b	32.			PRESS / MEDIA	
	23.c		Witnesses	23.2.c		32.a		Who can talk to them	25.2.a
24.			EXTRAORDINARY MEETINGS		33.			COUNCIL EMPLOYEES	
	24.a		Convene meeting	11.3.2.a		33.a		Exclusion of press / public	24.2.a
	24.b		Convene meeting by 2 Councillors	11.3.2.b		33.b		Employee conditions	24.2.b
	24.c		Chairman can convene	11.4		33.c		Recruitment panel	24.2.c
25.			SPECIAL MEETINGS			33.d		Confidential papers	24.2.d
	25.a		Convening meeting	11.4.d		33.a		Exclusion of press / public	24.2.a
26.			FINANCIAL STATEMENTS			33.b		Employee conditions	24.2.b
	26.a		Approval	22.2.a		33.c		Recruitment panel	24.2.c
	26.b		Budget estimates	22.2.b		33.d		Confidential papers	24.2.d
	26.c		Statements	22.2.c	34.			LIASION WITH WBC	
	26.d		Annual governance of Council	22.2.d		34.a		Borough Councillor meeting invitations	12.1.g
27.			BUDGET ESTIMATES / PRECEPT		35.			CHANGES TO STANDING ORDERS	
	27.a		Approval	22.3.a		35.a		Suspension	1.3.a
28.			CANVASSING COUNCILLORS			35.b		Addition or variation	1.2.b
	28.a		Appointment	24.1.a		35.a		Suspension	1.3.a
	28.b		Promoting a candidate	24.1.b		35.b		Addition or variation	1.2.b
	28.c		Tenders	24.1.c	36.			STANDING ORDERS TO COUNCILLORS	
29.			DOCUMENT INSPECTION			36.a		Given to Councillor	1.a
	29.a		Inspection	23.1.c	36.			STANDING ORDERS TO COUNCILLORS	
	29.b		Personal information	23.1.b		36.a		Given to Councillor	1.a
30.			UNAUTHORISED ACTIVITIES			36.b		Chairman's decision final	1.4.b
	30.a		Councillor authority	20.7.1.a		36.c		Possible exclusion	1.b

OLD		SUBJECT	NEW	OLD		SUBJECT	NEW
37.		PUBLIC PARTICIPATION					
	37.a	Scope	14.2.a				
	37.b	15 minutes in total	14.2.c				
	37.c	3 minutes per person	14.2.b				
38.		TOWN MAYOR ROLE					
	38.a	Role	26.2.a				
	38.b	Conduct of Councillor	26.2.b				
39.		LEADER ROLE					
	39.a	First line of reference for Town Clerk	26.3.a				
40.		OTHER PARTY LEADERS					
	40.a	Notification to Town Clerk	26.4.a				

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APPENDIX H

TERMS OF REFERENCE

Incorporating

POWERS AND DUTIES

**Woodley Town
Council**

- a. All Committees, regardless of type (see **6.1.b**), will have a Terms of Reference (see **7**).
- b. All Standing Committees and the Full Council will have a special form of Terms Reference known as Powers and Duties. In this case any reference to Terms of Reference should be interpreted as a reference to the Powers and Duties.
- c. The following pages contain the Terms of Reference for all Committees
 - i. Full Council
 - ii. Strategy and Resources Committee
 - iii. Leisure Services Committee
 - iv. Planning and Community Services Committees
 - v. Investments Sub-Committee (was Investments Working Party)
 - vi. Risk Management Sub Committee (was Risk Management Working Party)
 - vii. Standing Orders and Financial Regulations Sub-Committee (was Standing Orders and Financial Regulations Working Party)
 - viii. PR / Marketing Sub-Committee (was PR / Marketing Working Group)
 - ix. Personnel Sub-Committee
 - x. Climate Emergency Sub-Committee (was Climate Emergency Working Party)
 - xi. Woodford Park Leisure Centre Regeneration Sub-Committee (was Woodford Park Leisure Centre Regeneration Task & Finish Group)
 - xii. Community Youth Partnership
 - xiii. 3G Pitch Sub-Committee (was 3G Pitch Steering Group)
 - xiv. Cycling in Woodley Sub-Committee (was Cycling in Woodley Working Party)
 - xv. Bulmershe SULV Joint Sub-Committee (was Bulmershe SULV Joint Working Party)
 - xvi. Town Centre Partnership

FULL COUNCIL

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.19	no	Original version

1. PARENT COMMITTEE

- a. NONE

2. SIZE

- a. 25 Councillors

3. DUTIES AND POWERS

- a. Agreeing a Budget
- b. Setting the Town Council Tax Precept rate.
- c. Borrowing Money.
- d. Approving the end of Year Accounts and Annual Return.
- e. Incurring capital or revenue expenditure which is over and above the Council's approved budget.
- f. Making, amending or revoking Standing Orders, Financial Regulations or Duties and Powers of Town Clerk provisions.
- g. Fixing the number of Committees, and the names and number of Councillors appointed to each Committee, regardless of type (see **6.1.b**).
- h. Determining the functions and construction of all Committees, regardless of type (see **6.1.b**), through their Terms of Reference.
- i. Fixing the dates of routine meetings of the Council and Standing Committees.
- j. Appointing or nominating persons to fill vacancies on outside bodies.
- k. Making of Orders under any Statutory Powers.
- l. Important matters of principle or policy which have been referred directly by Committees or Officers.
- m. Prosecution or defence in a Court of Law.
- n. The production and adoption of the Annual Report.
- o. Ratification of the appointment of the post of Town Clerk.

STRATEGY AND RESOURCES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	no	Original version
1.1	10.05.16	Yes	
1.2	26.04.22	Yes	WTCMI Reference updated to Woodley Town Centre Partnership; Replaced 'Head Groundsmen' references to 'Amenities Manager'
1.3	10.05.22	Yes	Added frequency of meetings

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 9 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

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

4.2. TERMS OF OPERATION

- a. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
- b. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
- c. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that Committee's estimates, providing that savings cannot be found within the requesting Committee's estimates and that funds are available.
- d. To inform and advise the Council on the annual capital program projects.
- e. To manage the Committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the Committee.
- f. To authorise expenditure on capital schemes approved by the Council.
- g. To recommend to Council the borrowing of funds and the raising of loans.
- h. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
- i. To manage the Council's long term investment portfolio.
- j. To appoint the Council's investment adviser.
- k. To appoint the Council's internal auditor.
- l. To receive and consider internal audit reports.
- m. To give guidance and instructions to spending committees and officers for the formulation of forward programs and financial guidelines.
- n. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the

Council.

- o. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
- p. To oversee the management and development of The Oakwood Centre.
- q. To oversee the Council's role as a partner in the Woodley Town Centre Partnership (TCP).
- r. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
- s. To deal with all leases and licences.
- t. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.
- u. To supervise communications between the Council and the public.
- v. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
- w. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
- x. To oversee the administration of the Council's offices and depots.
- y. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
- z. To make appointments to the following management posts: (as at May 2016: Deputy Town Clerk, Committee Officer, Leisure Services Manager, Amenities Manager)
- aa. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
- bb. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
- cc. To liaise and foster good relations with local authority associations.
- dd. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one Committee on a particular matter differ[s] from the recommendation of another Committee on the same matter.
- ee. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the Committee and to delegate such powers as vested in the Committee.
- ff. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- gg. To award grants in line with Section 137 of the Local Government Act 1972.

LEISURE SERVICES COMMITTEE

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

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 9 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

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

4.2. TERMS OF OPERATION

- a. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
- b. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
- c. To provide, manage and promote the use of Woodford Park Leisure Centre by the general public.
- d. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards, public toilet in accordance with the approved estimates and to advise the Council on future requirements.
- e. To organise and work with other groups on events which promote the identity and community activity within Woodley.
- f. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
- g. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.
- h. To recommend the fees and charges for the use of the facilities within the Committee's remit.
- i. To approve terms and conditions for the use of any of the facilities within the Committee's remit.
- j. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
- k. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
- l. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
- m. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
- n. To provide, manage and maintain the Council's parks, recreation grounds and open

- spaces, encompassing all fixed and loose fixtures and fittings.
- o. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
 - p. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
 - q. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
 - r. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
 - s. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.
 - t. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
 - u. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
 - v. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
 - w. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
 - x. To consider, where appropriate, the environmental impact on decisions being made by the committee.

PLANNING AND COMMUNITY COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original version
1.1	10.05.16	Yes	
1.2	10.05.22	Yes	Added frequency of meetings

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

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

3. **SIZE** => 9 Councillors

4. **DUTIES AND POWERS**

4.1. MEETINGS

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

4.2. TERMS OF OPERATION

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

Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.

- j. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
- k. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
- l. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
- m. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
- n. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
- o. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
- p. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
- q. To review nominations for the annual Citizens Awards and appoint the award winners.
- r. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
- s. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- t. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
- u. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- v. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.

INVESTMENTS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	no	Original version
1.1	20.01.22	yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	10.02.22	Yes	Change to frequency of meetings – from quarterly to at least once per year.

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

RISK MANAGEMENT SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	no	Original version
1.1	20.01.21	yes	Renamed from Working Party to Sub Committee

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE =>** 4 Councillors
- 5. DUTIES AND POWERS**
 - 5.1. OVERALL PURPOSE**
 - a. To review and monitor the Risk Management Strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.
 - 5.2. MEETINGS**
 - a. Meetings of the sub-committee will take place at least quarterly. Additional meetings may be organised, as appropriate and necessary.
 - b. Officers will attend the meetings of the sub-committee, as appropriate.
 - 5.3. TERMS OF OPERATION**
 - a. To have general oversight of the Council's Risk Management process.
 - b. To receive regular reports to review / scrutinize / challenge current and proposed risk management procedures and processes.
 - c. To recommend any amendments to the risk management framework, strategy and process to the Strategy and Resources Committee.
 - d. To identify, analyse and prioritise risks.
 - e. To determine responsibilities and actions to control risks.
 - f. To monitor progress on managing risks against action plans/projects.
 - g. To review the implementation of the risk management framework, strategy and process.
 - h. To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the sub-committee in respect of risk management matters.

STANDING ORDERS AND FINANCIAL REGULATIONS

SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	no	Original version
1.1	20.01.21	yes	Renamed from Working Party to Sub Committee

1. **TYPE OF COMMITTEE** => Sub Committee
2. **PARENT COMMITTEE** => Strategy and Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
4. **SIZE** => 4 Councillors
5. **DUTIES AND POWERS**
 - 5.1. **OVERALL PURPOSE**
 - a. The sub-committee's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.
 - b. Final approval of these documents is required by Council after approval by the Strategy and Resources Committee.
 - 5.2. **MEETINGS**
 - a. Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.
 - b. The Town Clerk will attend meetings of this Sub Committee.
 - 5.3. **TERMS OF OPERATION**
 - a. To provide reports of meetings to the Strategy and Resources Committee.
 - b. To make recommendations to the Strategy and Resources Committee on amendments to the Council's Standing Orders, the Standing Committees and Full Council powers and duties and the financial regulations, as appropriate.
 - c. The order of priority for the work of the working party shall be:
 - i. Standing orders and the powers and duties of Standing Committee and Full Council;
 - ii. Financial regulations.

PR AND MARKETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	no	Original version
1.1	20.01.21	yes	Renamed from Working Group to Sub Committee

1. **TYPE OF COMMITTEE** => Sub Committee
2. **PARENT COMMITTEE** => Strategy and Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
4. **SIZE** => 4 Councillors
5. **DUTIES AND POWERS**
 - 5.1. **OVERALL PURPOSE**
 - a. The working group's role is of a generally advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.
 - 5.2. **MEETINGS**
 - a. Meetings of the working group shall take place at least quarterly.
 - b. The Communications Manager, The Town Clerk and / or Deputy Town Clerk will attend meetings of this sub-committee.
 - c. To receive and consider proposals relating to the Council's PR and marketing strategies and programs.
 - 5.3. **TERMS OF OPERATION**
 - a. To receive advice from the Communications Manager on the Council's marketing and PR activities and future proposals.
 - b. To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.
 - c. To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.
 - d. To support and be involved with arrangements for community activities e.g. Woodley Carnival, WW1 commemoration, Centre Stage events.
 - e. To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

PERSONNEL SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	no	Original version
1.1	05.08.22	Yes	Updated reference from 'Grounds Maintenance Manager' to 'Amenities Manager'

1. **TYPE OF COMMITTEE** => Sub Committee
2. **PARENT COMMITTEE** => Strategy and Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
4. **SIZE** => 4 Councillors
5. **DUTIES AND POWERS**
 - 5.1. **OVERALL PURPOSE**
 - a. The sub-committee's role is of an advisory nature with regard to the review of personnel and establishment matters.
 - 5.2. **MEETINGS**
 - a. Meetings of the sub-committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.
 - b. Officers will be in attendance at all meetings.
 - 5.3. **TERMS OF OPERATION**
 - 5.3.1. **REPORTS AND ADVICE**
 - a. To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 22.2 which states:

"All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee."
 - b. To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.
 - 5.3.2. **COUNCILLORS**
 - a. Where a Councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.
 - b. Any Councillor appeal panels required to be constituted will, if practicable and there are sufficient Councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

5.3.3. APPOINTMENTS

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

DRAFT

CLIMATE EMERGENCY SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	no	Original version
1.1	20.01.21	yes	Renamed from Working Party to Sub Committee
1.2	10.02.22	Yes	Change to frequency of meetings – as and when necessary to quarterly

1. **TYPE OF COMMITTEE** => Sub Committee
2. **PARENT COMMITTEE** => Strategy and Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
4. **SIZE** => 3 Councillors
5. **DUTIES AND POWERS**
 - 5.1. **OVERALL PURPOSE**
 - a. To identify, consider and develop actions and opportunities to enable the Council to meet its target of becoming a carbon neutral organisation by 2030 and to make recommendations to the Strategy and Resources Committee in order to achieve this.
 - 5.2. **MEETINGS**
 - a. Meetings of the working party will take place at least quarterly.
 - b. Officers will attend the meetings of the working party, as appropriate.
 - 5.3. **TERMS OF OPERATION**
 - a. To have general oversight of the Council's Climate Emergency actions.
 - b. To develop the Climate Emergency Action Plan with community partners and Wokingham Borough Council.
 - c. To publish and publicise the Climate Emergency Action Plan.
 - d. To identify opportunities for the Council to reduce its carbon footprint. To identify and encourage wider community involvement.
 - e. To identify opportunities to provide advice and information on Climate Emergency issues and initiatives to Woodley residents, businesses and visitors.
 - f. To monitor progress on actions.
 - g. To identify action priorities and report to S&R for consideration and possible funding.

COMMUNITY YOUTH PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version

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

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

DRAFT

3G PITCH STEERING GROUP SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original version
1.1	20.01.21	Yes	Renamed from Group to Sub Committee
1.2	10.05.22	Yes	Change to frequency of meetings – from three times per year to once per year

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Leisure Services Committee

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

a. NO

4. SIZE => 3 Councillors;

It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the Partner Clubs.

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

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

5.2 MEETINGS

- a. The steering group shall meet at least once each year. Additional meetings may be organised, as appropriate and necessary.
- b. Meetings of the group shall be chaired by one of the Elected Members from Woodley Town Council as the grant holding organisation.
- c. Members from the partner clubs may send a representative if they are unable to attend a meeting.
- d. Officers will attend the meetings of the working party, as appropriate.

5.3 TERMS OF OPERATION

- a. To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan and partner clubs service level agreement.
- b. To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan and partner clubs service level agreement.
- c. To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.
- d. To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.
- e. To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

CYCLING IN WOODLEY SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	no	Original version
1.1	20.01.21	yes	Renamed from 'Working Party' to 'Sub Committee'

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

BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Joint Sub-Committee

2. PARENT COMMITTEE => Woodley Full Council; Earley Town Council

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

a. NO

4. SIZE => 2 Councillors plus 1 Substitute Councillor from Woodley Town Council
2 Councillors plus 1 Substitute Councillor from Earley Town Council

5. DUTIES AND POWERS

5.1. VOTING RIGHTS

a. All members have equal voting rights.

5.2. OVERALL PURPOSE

- a. To protect the Bulmershe Site of Urban Landscape Value (SULV), as currently defined in the Wokingham Borough Council MDD DPD Document and as shown on the attached map, from development.
- b. To ensure that each Council is fully aware of any planning applications that have the potential to impact on the Bulmershe SULV.

5.3. MEETINGS

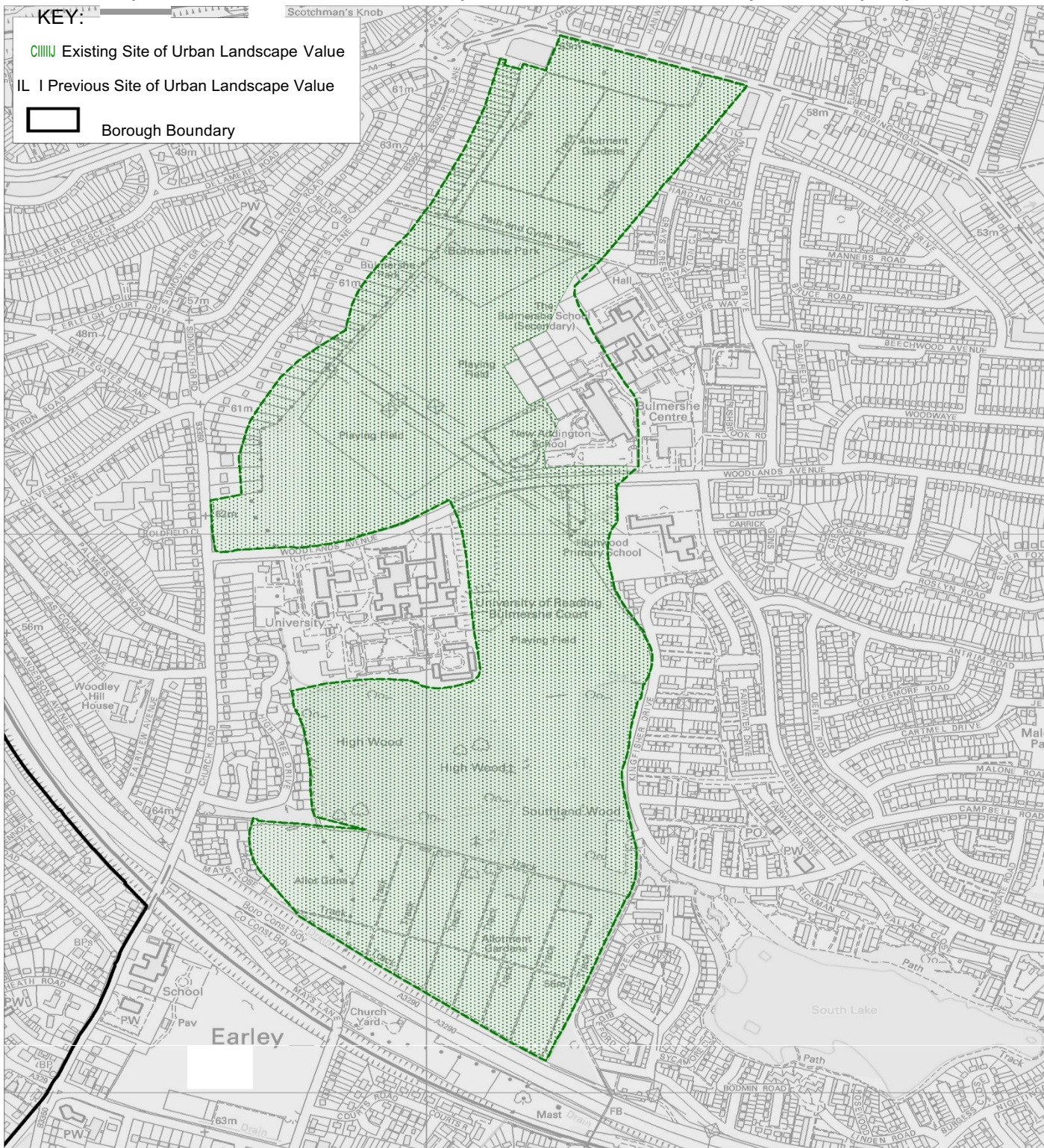
a. Meetings will be arranged as necessary.

5.4. TERMS OF OPERATION


- a. To define and maintain a joint statement on behalf of both Town Councils on reasons for the Bulmershe SULV to exist. To review all existing policies in place to protect the Bulmershe SULV.
- b. To propose joint submissions regarding planning policy, at the appropriate times.


LANDSCAPE DESIGNATIONS

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



KEY:

 Existing Site of Urban Landscape Value

 Previous Site of Urban Landscape Value

 Borough Boundary

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Scale 1:6,000 at A3



WOKINGHAM BOROUGH COUNCIL

WOODLEY TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	20.01.22	No	Approved at FC Meeting 8 February 2022
1.1	24.01.22	Yes	Updated Duties & Powers (section 4), addition of sections 5 and 6.
1.2	15.03.22	Yes	Updated for meeting of Executive Sub Committee on 17/3/22
1.3	09.05.22	Yes	6-month rule reference added

1. **TYPE OF COMMITTEE** => PARTNERSHIP

2. **PARENT COMMITTEE** => STRATEGY AND RESOURCES COMMITTEE

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

a. NO

4. **SIZE =>**

- 2 Woodley Town Council Nominees*
- 2 Wokingham Borough Councillors*
- 2 Woodley Traders*
- 4 co-opted individuals*
- 1 Wokingham Borough Council Officer
- 1 Woodley Town Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

**indicates voting rights*

5. **DUTIES AND POWERS**

5.1 OVERALL PURPOSE

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Partnership will be non political and not aligned to any other organisation.

6. **STRUCTURE AND ORGANISATION**

The management structure of the Partnership consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition, working parties may be formed as described below in 6.4

6.1 MANAGEMENT COMMITTEE

The Management Committee is the executive body of the Woodley Town Centre Partnership.

This Committee is made up of representatives of those organisations which support the

Partnership. Its role is to determine the policy and direction of the Partnership through an annual plan. Additionally, it will provide direction regarding any “ad hoc” requirements that occur from time to time.

The Committee will oversee expenditure of the Partnership’s funds, in line with the budget, set annually by the Woodley Town Centre Partnership.

The Partnership’s funds will form part of the Council's budget and will be ringfenced for use only on the direction of the Town Centre Manager or the Management Committee of the Woodley Town Centre Partnership.

Woodley Town Council will process all invoices and income relating to the Woodley Town Centre Partnership and reclaim any VAT as a Section 33 body.

Any budget over or underspend at the year end will be adjusted to a zero balanced budget using the Woodley Town Centre Partnership earmarked reserve, also held within the Town Council's funds.

Meetings Schedule

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

Attendance

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. Invitations to the local police, elected Councillors who represent the area covering the town centre, a representative from the Woodley and Earley Lions and the chair of an associated locally based organisation, such as the Woodley and North Earley Community Forum, may be made if that organisation has a valid and direct bearing on the quality of life in the Town Centre.

They will be entitled to request copies of the agenda and associated documentation by application to the Woodley Town Centre Manager. These attendees are not members of the Management Committee.

Voting Members of the Management Committee

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - nominees)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

Non Voting Members of the Management Committee

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

Co-opted Members of the Management Committee

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

Selecting Representatives

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

Quorum

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

Discussion Protocol

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

Chairman & Vice Chairman

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12-month period at the Annual meeting in October.

The Chairman and Vice Chairman both have voting rights at every meeting of the Executive Sub Committee and Management Committee.

The persons nominated for these positions must come from the voting membership of the Management Committee.

The Woodley Town Centre Partnership Chairman and the Vice Chairman both have voting rights at every meeting of the Woodley Town Centre Partnership Executive Sub Committee and Management Committee.

Delegation

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

Town Centre Manager

The Management Committee will be responsible for appointing a paid, part time coordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

Minutes

Minutes will be recorded of every meeting and published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Strategy and Resources Committee of Woodley Town Council.

6.2 Executive Sub Committee

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

Meetings Schedule

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

Attendance

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

Membership

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

Quorum

A minimum attendance of 3 voting members of the Executive Sub Committee.

Chairman & Vice Chairman

The Woodley Town Centre Partnership Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

Delegated Responsibility – Personnel Matters-

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

Minutes

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

6.3 Woodley Town Centre Manager

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Woodley Town Centre Partnership activities, and any urgent operational decisions need to be agreed with the chair (or the vice chairman in the chairman's absence).

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day-to-day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

6.4 Working Parties

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

7. OTHER

7.1 Press

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Woodley Town Centre Partnership.

7.2 Changes to the Terms of Reference

Any proposal to amend these Terms of Reference must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee. Amendments to the Terms of Reference require a 2/3rd majority vote in favour to be adopted.

WOODLEY TOWN COUNCIL

Financial Regulations

1) GENERAL

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- c) The Council's accounting control systems must include measures:
 - for the timely production of accounts
 - that provide for the safe and efficient safeguarding of public money
 - to prevent and detect inaccuracy and fraud and
 - identifying the duties of officers
- d) At least once a year, before approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in line with proper practices.
- e) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- f) In the absence of the Town Clerk, the Deputy Town Clerk shall act as the Proper Officer and RFO.
- g) Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- h) Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.
- i) The RFO:
 - acts under the policy direction of the Council and the Strategy and Resources Committee
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems
 - ensures the accounting control systems are observed

- ensures that the accounting records of the Council are maintained and kept up to date in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
 - produces financial management information as required by the Council.
- j) The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or records of receipts and payment and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- k) The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and those matters to which the income and expenditure or receipts and payments relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- l) The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval having been approved by the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- m) The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or precept
 - approving accounting statements
 - approving an annual governance statement
 - borrowing
 - writing off bad debts
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.
- n) In addition the Council must determine and keep under regular review the bank mandate for all Council bank accounts.
- o) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Audit Commission Act 1998 or any superseding legislation, and then in force, unless otherwise specified.
- p) In these financial regulations the term 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – A Practitioners Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.

- q) The Town Clerk shall be responsible for the accountability and control of staff and the security, custody and control of all other resources, including plant, buildings, materials, cash and stores appertaining to their consent, and shall also be responsible for the observance of the Council's Financial Regulations.

2) ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- a) Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- b) Each committee shall formulate and submit to the Strategy and Resources Committee a programme of expenditure and income for the following financial year not later than the end of January/beginning of February each year.
- c) The Strategy and Resources Committee shall consider the uses of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- d) The annual budgets shall form the basis of financial control for the ensuing year.
- e) The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments and operational impact which may be prepared at the same time as the annual budget.
- f) Contingencies
- i) Provision for salary and wages pay awards – there shall be included in the revenue budget such provision for salary and wages as may be considered necessary.
 - ii) Reserves – the Strategy and Resources Committee may approve expenditure from reserves on unforeseen items without reference to the Council.
 - iii) Delegation to the Town Clerk – there shall be delegated to the Town Clerk a special fund for carrying out emergency repairs subject to:
 - (1) being satisfied that the expenditure is necessary;
 - (2) there not being adequate provision within the specified detailed expenditure head concerned.
 - iv) Provision for inflation – there shall also be included in the revenue estimates a provision for inflation based on the best information available at the time.

3) BUDGETARY CONTROL AND AUTHORITY TO SPEND

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to be determined by:
- The Town Clerk for all items over £1,000
 - Budget holding managers for items up to and including £1,000

Such authority is to be evidenced by a signed purchase order. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- b) Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget of a committee or when it is likely to result in overspending in the year unless a request for a supplementary estimate has been submitted to the Strategy and Resources Committee. This regulation shall apply where such event would result in an increase in net cost of a committee's budget within the financial year. However, it is recognised that some costs are outside the control of the budget holder including, but not limited to, utility and repairs costs. It is the Council's practice to adjust these items of expenditure in the setting of revised estimates for the current year as part of the next year's budget setting process.
- c) The Strategy and Resources Committee shall be delegated to regulate and control the estimates of the spending committees during the financial year and to approve the spending committees' revised estimates for that year.
- d) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Strategy and Resources Committee.
- e) The Town Clerk may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Leader of the Council and the Town Mayor. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
- f) Where expenditure is incurred in accordance with 3e) above and the sum required cannot be met from savings made elsewhere within the committee's approved budget it shall be subject to the provisions of a supplementary estimate approved by the Strategy and Resources Committee or the Council.
- g) At each meeting of a budget holding committee the RFO shall provide the committee with a summary of receipts and payments to date under each head of the budgets, comparing actual expenditure to the previous year's expenditure at the same point in the year and showing the percentage of the total budget spent or income received. Commentary on income and expenditure shall be provided and Members' attention drawn to any anticipated or actual increases in expenditure of 50% or more over the budget estimate for an item.
- h) Revenue savings may not be used to meet additional capital spending, nor any capital savings be used to meet additional revenue spending without the approval of Council.
- i) The Town Clerk shall maintain a Repairs and Renewals Fund and shall issue guidelines and advice as necessary.
- j) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained.
- k) All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- l) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4) ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- a) All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- b) The RFO shall complete the annual financial statements, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- c) The Council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- d) The internal auditor shall be appointed by the Strategy and Resources Committee and shall carry out the work required by the Council in accordance with proper practices.
- e) The Internal Auditor shall:
 - be competent and independent of the operations of the Council;
 - report to the Strategy and Resources Committee or Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year;
 - demonstrate competence, objectivity and independence and be free from any actual or perceived conflicts of interest and have no involvement in the financial decision making, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- f) Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- g) For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- h) The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations, or any superseding legislation.
- i) The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5) BANKING ARRANGEMENTS

- a) The Council's banking arrangements, including the Bank Mandate, shall be made by the Town Clerk and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- b) The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.
- c) A current account shall be used for the payment of the Council's bills by cheque, direct debit, BACS and other orders drawn on this account and will require the signature of two Members of Council, authorised as bank signatories by the Council, on the payment schedules presented by the Finance Officer or RFO.
- d) A deposit account shall be used to transfer funds to and from the current account and shall be carried out automatically by the bank. Signatories to this account are determined by Council.
- e) A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the deposit account to this imprest account in any one transfer shall be set by the Strategy and Resources Committee. Transfers require the signature of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk, the Deputy Town Clerk, the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.
- f) Bank reconciliations for all operating bank accounts shall be prepared by the Finance Officer as soon as practicable after the end of each month.

6) AUTHORISATION OF PAYMENTS

- a) All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.
- b) All invoices for payment shall be examined, verified and certified by authorised officers who are budget managers. The officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The officer shall also satisfy him/herself that the account has not been previously passed for payment and is a proper liability of the Council and then allocate expenditure to the appropriate budget expenditure heading.
- c) The Finance Officer shall examine invoices in relation to arithmetical accuracy. The Finance Officer shall take all steps to settle all invoices submitted within 30 days.
- d) At least twice monthly the Finance Officer shall provide schedules of supplier cheque or BACS payments required, together with the relevant invoices and other supporting information. The RFO (or Deputy Town Clerk in the RFO's absence) will review and sign the schedule(s).

- e) In the case of a schedule for cheque payments, authorisation will be indicated by the signature of two councillors who are authorised bank signatories on the face of the schedule(s) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- f) Cheques drawn on the account in accordance with 6 d) shall be signed by two of the bank signatories authorised by Council.
- g) In the case of a schedule for BACS payments authorisation will be indicated by the signature of two Council appointed bank signatories on each of the payments from the bank account listed on the BACS schedules in accordance with 6d) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- h) Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- i) Payments from the imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the imprest account from the current account.
- j) The Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Officer with a claim for reimbursement.
 - i) The Finance Officer shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept to substantiate the payment.
 - ii) Income received must not be paid into the petty cash float but must be banked separately.
 - iii) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
 - iv) Petty cash floats at the Leisure Centre are maintained by the Finance Officer and the RFO.
- k) If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two appointed bank signatories.
- l) All payments in each month from the Council's current and imprest accounts shall be provided to the Strategy and Resources Committee for ratification.

7) INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- a) The Council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation 6 above, the RFO shall give instruction that a payment shall be made.

- c) Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Strategy and Resources Committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/ or permissible to be a signatory to the transaction in question.
 - d) The RFO shall take all possible steps to settle invoices within 30 days of the date on the invoice.
 - e) Payments may be made by BACS or CHAPS processes provided that the instructions for each payment are signed by two authorised bank signatories, are retained and that payments made are presented to the Strategy and Resources Committee for ratification.
 - f) No employee shall disclose any pin or password relating to the working of the Council or its bank accounts to any person not authorised by the Council or a duly delegated committee.
 - g) Regular back-up copies of the financial and other relevant records on any computer shall be made and shall be maintained off site.
 - h) The Council shall ensure that anti virus, anti spyware and firewall software with automatic updates are installed and operating.
 - i) Where BACs or any other internet banking arrangements are made with any bank, the Finance Officer shall be appointed as the service administrator and will prepare the payments for authorisation. Once authorised, one of either the Town Clerk, Deputy Town Clerk, Leisure Services Manager or Committee Officer will process the payments that have been duly authorised by two bank signatories,
 - j) Access to any internet banking accounts will be directly to the Bank's home/access page - which must be saved under 'favourites' - and not through a search engine or email link. Saved passwords functions must not be used on any computer used for banking arrangements/payments. Any breach of this regulation will be treated as a serious matter.
 - k) Changes to account details of suppliers which are used for internet banking may only be made after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the newly amended account details will be signed by the RFO. A programme of regular checks of suppliers' data will be followed.
- 8) DEBIT CARD PAYMENTS
- a) Debit card payments from the imprest account are only made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made.
 - b) The debit card is never to be used for anything other than proper business use.
 - c) Only one debit card is to be issued to Woodley Town Council, with the Town Clerk as the authorised signatory, and this is to be kept in a locked drawer at all times when it is not in use.
 - d) Debit card payments for goods made by officers other than the Town Clerk must be approved by the Town Clerk/RFO. Approval will be shown by the Town Clerk counter signing the purchase order for the expenditure.

- e) The limit for expenditure by debit card is set at £2,500 per month.
- f) Any expenditure by debit card is to be supported by a purchase order and invoice/receipt and authorised in the same way as other payments from the imprest account.
- g) The payments made by debit card from the imprest account are to be checked by the Finance Officer, included in the imprest payments list and in the list provided to the Strategy and Resources Committee for ratification.

9) PAYMENT OF SALARIES

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating; any necessary deductions will be made as required.
- b) Payment of salaries and payment of deductions from salary as required e.g. tax, National Insurance, pension contributions, union dues must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- c) All time records or other pay documents shall be certified as to accuracy by the individual's manager and retained by the Finance Officer.
- d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000, or other current legislation, or otherwise other than:
 - by any councillor who can demonstrate a need to know
 - by the internal auditor
 - by the external auditor, or
 - by any person authorised under the Audit Commission Act 1998, or any superseding legislation
- e) All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council.
- f) No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the approval of the Strategy and Resources Committee, apart from progression through the points of an employee's payscale which requires confirmation from an employee's line manager.
- g) Any termination payments shall be supported by a clear business case and reported confidentially to the Strategy and Resources Committee for approval.
- h) Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the Town Clerk upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.
- i) The certification by an officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.

10) LOANS AND INVESTMENTS

- a) All investments of money under the control of the Council shall be in the name of the Council.
- b) All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. An application for borrowing approval and subsequent arrangements for the loan shall only be approved by Full Council.
- c) Matters relating to Council investments and treasury management are set out in the Council's Treasury Management Strategy and reviewed annually by Full Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO, apart from the Council's investment portfolio, managed by the Council's appointed investment management professionals, who hold such documents and certificates on the Council's behalf.

11) TRANSFER OF FUNDS

- a) The Town Clerk shall be authorised to make short-term investments of the maximum sum in one transaction, as set out in the Council's Treasury Management Strategy, at any one time in financial institutions approved by the Council. All other transfers shall be authorised by Members as approved by the Council.

12) INCOME

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- b) The Council will agree all fees and charges annually, following a report of the Town Clerk.
- c) Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy and Resources Committee. Strategy and Resources Committee may recommend that the Council write-off any amount due to be paid to the Council.
- d) All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The RFO shall ensure that VAT Returns are promptly submitted and that that any repayment claims are made and received. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the RFO.
- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the RFO will ensure that appropriate care is taken in the security and safety of individuals banking such cash.

13) ORDERS FOR WORK, GOODS AND SERVICES

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. Copies of orders shall be retained.
- b) Order books shall be controlled by the RFO.
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £1,000 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

14) CONTRACTS

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
 - i) for the supply of gas, electricity, water, sewerage, IT and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are specialist or proprietary articles and/or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations. [Procurement is a niche area, and the Council may need to take specialist advice when dealing with procurement matters.](#)
- c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the [World Trade Organisation's Government Procurement Agreement \(GPA\)](#) (which may change from time to time). [As at 1 January 2022, these thresholds are:](#)

Type of contract	Threshold
Public works contracts	£5,336,937
Public Service Contracts	£213,477
Public supply contracts	£213,477

- d) [Very few contracts awarded by the Council will exceed the thresholds above, and any that do will be detailed and complex. If the Council were to consider such a high value contract, it is likely the Council would require technical and or legal advice from those who specialise](#)

in public procurement. Set out below is a very brief overview of the full requirement of the 2015 Regulations – where they apply.

- Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure, and competitive procedure with negotiation;
 - Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate;
 - There is a pre-qualification stage;
 - Councils will need to comply with the requirements in respect of tenders;
 - Contracts should be awarded on the "most economically advantageous tender (Regulation 67);
 - Contracts can be varied without going through a new procurement exercise in specific situations (Regulation 72); and
 - Contracts should be advertised on the Find a Tender / Contracts Finder website (Regulation 106).
- e) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embedded in a recommendation to the Strategy and Resources Committee or the Council.
- f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk and sent by post. Each tendering firm shall mark the envelope with the words "Tender Submission" and the tenders are to remain sealed until the prescribed date for opening tenders for that contract.
- g) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- h) Any invitation to tender issued under this regulation shall be subject to Standing Order 23.1.c and shall refer to the terms of the Bribery Act 2010.
- i) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in a) the Town Clerk/RFO/other appropriate budget holder shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Town Clerk/RFO/appropriate budget holder shall strive to obtain 3 estimates. Otherwise Regulation 12 c) above shall apply.
- j) The Council shall not be obliged to accept the lowest or any tender quote or estimate.
- k) Should it occur that the Council, or duly elected committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, providing that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was undertaken.
- l) Any tender submitted in competition received after the specified time shall be returned promptly to the tenderer by the Town Clerk. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed. A later tender may be

considered when the Town Clerk is satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post and the other tenders have not been opened.

- m) Where examination of tenders reveals errors or discrepancies which would affect the tender figures in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of withdrawing or confirming the offer.
- n) If the tenderer withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, and on behalf of, the committee concerned, after consideration of a report by the Town Clerk.
- o) The Town Clerk is authorised to accept tenders, providing tenders are within the budget provision.
- p) All contracts shall be in writing and shall specify:
 - i) the work, materials, matters or things to be furnished, had or done, including any appropriate technical specification(s);
 - ii) the price to be paid with a statement of discounts or other deductions;
 - iii) the time, or times, within which the contract is to be performed.

No work shall commence until the Town Clerk is satisfied that any necessary contract documents have been completed in a form approved by him/her.

- q) It shall be a condition of the engagement of the services of any architect, engineer, surveyor or other consultant [not being an officer of the Council] who is responsible to the Council for the supervision of a contract on its behalf, that in relation to that contract he/she shall:
 - i) comply with these Standing Orders as though he/she were an officer, subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the Town Clerk;
 - ii) at any time during the carrying out of the contract, produce to the Town Clerk, or his/her representative, on request, all the records maintained by him/her in relation to the contract;
 - iii) on completion of a contract, transmit such records to the Town Clerk, or other appropriate officer, as required.
- r) All tenders for the execution of works or the supply of goods or materials shall, except to the extent that the Council in a particular case or specified categories or contract otherwise decides, be based on a definite specification.
- s) Payments under contracts for building or other construction works
 - i) Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding, usually in the form of a retention of 5% of the contract value retained for 6 months after completion/certificate of completion is issued, as may be agreed in the contract).
 - ii) Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments and report to Council where it is estimated that the cost of the works will exceed the contract sum.

- iii) Any variation to a contract or addition to or omission from a contract must be approved by the officer managing or overseeing the contract, in consultation with the chairman and vice chairman of the appropriate committee and by the the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.
- iv) The Chairman of the appropriate committee shall consider whether the variation is material and therefore requires committee approval.

15) STORES AND EQUIPMENT

- a) The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- c) Stocks shall be kept at minimum levels consistent with operational requirements.
- d) The Finance Officer will be responsible for arranging periodic checks of stocks and stores by persons other than those responsible (at least annually) and will report on these to the appropriate committee.

16) ASSETS PROPERTIES AND ESTATES

- a) The Town Clerk shall make arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permission and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- d) No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.

- e) The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Strategy and Resources Committee.
- f) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific instructions issued by the Town Clerk.

17) INSURANCE

- a) The RFO shall effect all insurances and negotiate all claims on the Council's insurers in line with its Risk Management Strategy.
- b) The RFO shall ensure that all new risks, properties, vehicles which require insurance or any alterations affecting existing insurances are promptly added included in the Council's insurance policies.
- c) The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it,
- d) The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Committee/Council at the next available meeting.
- e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

18) RISK MANAGEMENT

- a) The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare for approval by the Council a Risk Management Strategy and risk register in respect of all activities of the Council. These shall be reviewed by the Council annually.

19) CHARITIES

- a) Where the Council is sole trustee of a charitable body, the Town Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

20) SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- a) It shall be the duty of the Council to review the Financial Regulations of the Council every three years or at the request of Full Council.. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- b) The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these financial regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Reviewed December 2021

Approved by Full Council - 8 February 2022

DRAFT