



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 7 February 2023.

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

Kevin Murray
Deputy Town Clerk

Town Forum

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

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

A G E N D A

Prior to the meeting, Jake Morrison - Citizen's Advice Wokingham - will be providing a presentation on the work of Citizen's Advice and the current cost of living crisis.

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF THE COUNCIL MEETING HELD ON 6 DECEMBER 2022** Page 5
To receive the Minutes of the Council Meeting held on 6 December 2022 and to approve their signing as a true and correct record.

4. **COMMITTEE REPORTS**

To note reports from the following:

9.1	Planning & Community Committee	3 January 2023	Page 11
9.2	Leisure Services Committee	17 January 2023	Page 19
9.3	Strategy & Resources Committee	24 January 2023	Page 25

The following recommendations / resolutions were made at this meeting for Full Council consideration:

i.	That Council adopt the 2023/24 Risk Management Strategy. (Minute 67.1) <i>SR Minutes – 24 Jan 23 - Appendix C</i>	Page 39
ii.	That the Risk Register Full Council Overview be presented to Full Council. (Minute 67.2) <i>SR Minutes – 24 Jan 23 - Appendix D</i>	Page 44
iii.	That the 2023/24 charges for Leisure Services be approved. (Minute 72b) <i>Proposed Charges 2023/24 Appendix (enclosed) / Further explanation provided at Report No. FC 1/23</i>	Appendix Page 1-5 Page 47
iv.	That the 2023/24 charges at the Oakwood Centre be approved. (Minute 72a) <i>Proposed Charges 2023/24 Appendix (enclosed)</i>	Appendix Page 6
v.	That the budget for 2023/24 be presented to Council for approval. (Minute 74c) <i>Budget Appendix 2023/24 Appendix (enclosed)</i>	
vi.	That a precept level of £1,195,649 for the 2023/24 financial year be presented to Council for approval. (Minute 74c) <i>Budget Appendix 2023/24 Appendix (enclosed)</i>	

9.4	Planning & Community Committee	31 January 2023	Page 51
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5. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

6. **CO-OPTION**

- a)** To receive written applications for the office of Town Councillor. Written applications are provided in the ***Councillor Co-option Appendix (enclosed), confidential for members information only.***
- b)** To co-opt up to two candidates, where suitable, to fill the two vacant Councillor positions.

Candidates attending the meeting, in person or virtually, will have the opportunity to address the Council to introduce themselves, give information on their background and experience, and explain why they wish to become a member of the Town Council.

Should Members wish to discuss the merits of candidates it is recommended, in line with Standing Order 12.2, that in view of the confidential nature of the discussion in relation to personal matters, it would be in the public interest that the public and press be temporarily excluded and asked to withdraw for the duration of the discussion, but to return for the vote.

To be considered, candidates must be suitably nominated by Councillors at the meeting (proposed and seconded) and must receive an absolute majority of votes of those Councillors present and voting. Members may only nominate up to two candidates each, equal to the number of vacancies.

Where more than one candidate is suitably nominated then successive ballots will take place, eliminating the least successful candidate each time, until a candidate has an absolute majority. In the case of an equality of votes the Mayor must use their casting vote.

As there are two vacancies, should two or more candidates be suitably nominated, the above process will take place twice to co-opt to each vacancy.

- c) If in attendance, successful candidates will be given the opportunity to sign the declaration of acceptance and will immediately become Councillors.

If not in attendance, successful candidates may sign the declaration of acceptance after the meeting and will become Councillors upon signing the declaration.

7. **DIRECT DEBIT MANDATES**

- a) To note the following direct debit mandates have been signed by the appropriate signatories:

Company	Service/utility
Ecotricity	Gas supply

- b) To note the current direct debit mandates in place are as follows:

Company	Service/utility
Pozitive Energy	Electricity supply
Merchant Rentals	Payment card terminal rental
Lloyds Bank	Bank charges, Card processing
Go Cardless	WPLC membership payments
Les Mill Fitness	Club membership/licence
B E Fuelcards	Petrol/diesel
Global 4 Communications	Phones/internet
Devonshire Trading	Gym equipment lease
SGW Payroll	Payroll services
Pitney Bowes	Franking top-up
Mailcoms	Franking machine maintenance contract
CF Corporate Finance	Copier lease
Public Works Loan Board	Project loans

8. **KING'S CORONATION**
To consider **Report No. FC 2/23** regarding the proposed installation of a seating area in Woodford Park to commemorate the coronation of King Charles III. Page 57
9. **OUTSIDE BODIES**
To receive any reports from Town Council representatives on outside bodies.
(Appendix 9) Page 63
10. **TOWN MAYOR'S ENGAGEMENTS**
To note the engagements attended by Councillor Sartorel as Town Mayor since the last meeting. ***(Appendix 10)*** Page 64
11. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.
12. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 6 December 2022 at 8 pm**

Present: *Councillors J. Sartorel (Chairman); N. Al-Sanjari; J. Anderson;
S. Brindley; J. Cheng; K. Gilder; A. Heap; R. Horskins; C. Jewell;
B. Rowland; A. Swaddle; P. Wicks*

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

Also present: *6 members of the public*

51. *Before the meeting commenced, the Town Mayor invited representatives from the following organisations, who were awarded a Community Grant at the Strategy & Resources Committee meeting held on 22 November 2022, to address the Council and provide details of the projects the grants will go towards funding:*

- *Woodley United Football Club*
- *Berkshire Vision*
- *Woodley Adopt A Street (WASP)*
- *Three C's Café @ Emmanuel Church*
- *Woodley Schools Cluster (written representation)*

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

52. *A maximum of 30 minutes was set aside before the start of the meeting for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.*

53. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors K. Baker, D. Bragg, A. Chadwick, M. Doyle, V. Lewis, M. Nagra, R. Skegg, D. Smith and B. Soane.

54. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

55. Following a request from Councillor Swaddle, the Town Mayor led Members in a one-minute silence in memory of Councillor Sam Rahmouni.

56. **MINUTES OF COUNCIL MEETING HELD ON 11 OCTOBER 2022**

The Town Mayor presented the minutes of the meeting of the Full Council held on 11 October 2022.

RESOLVED

- ◆ To approve the minutes of the Council meeting held on 11 October 2022 and that they be signed by the Mayor as a correct record.

Voting: For: 7 Against: 0 Abstentions: 5 No Vote Recorded: 0

57. **COMMITTEE REPORTS**

57.1 **Minutes of the Planning and Community Committee: 1 November 2022**

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

RESOLVED:

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

57.2 **Minutes of the Leisure Services Committee: 15 November 2022**

Councillor Swaddle presented the minutes of the Leisure Services Committee meeting held on 15 November 2022, specifically highlighting the hard work undertaken by Councillor Heap regarding benches and seating provision within Woodley.

Following a query as to when revised estimates would be provided, the Deputy Town Clerk confirmed that they were still being worked on and would be provided to Members when ready. However, he confirmed that, at present, the figures looked favourable.

The Deputy Town Clerk confirmed that preparation work is being undertaken to enable information to be posted on the website which invites members of the public to submit suggestions for potential seating locations in Woodley.

It was noted that the Deputy Town Clerk has yet to arrange a meeting of the Allotments Working Party but this would hopefully take place soon.

RESOLVED:

- ◆ To note the minutes of the Leisure Services Committee meeting held on 15 November 2022.

57.3 **Minutes of the Strategy and Resources Committee: 22 November 2022**

Councillor Brindley presented the minutes of the Strategy and Resources Committee meeting held on 22 November 2022.

Minute 46: Standing Orders & Financial Regulations Sub Committee

RESOLVED:

- ◆ To adopt the updated Standing Orders, as set out in the agenda.

Voting: For: 9 Against: 0 Abstentions: 2 No Vote Registered: 1

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

Voting: For: 10 Against: 0 Abstentions: 1 No Vote Registered: 1

Minute 53: Council Meeting Dates 2023/24

RESOLVED:

- ◆ To approve the schedule of meetings for the 2023/24 municipal year, as attached at **Appendix A**.

Voting: For: 11 Against: 0 Abstentions: 1 No Vote Registered: 1

Minute 48: Youth Service Working Party

The Deputy Town Clerk advised that a date for a meeting of the Youth Service Working Party has yet to be set. He confirmed that initial contact had been made with Earley Town Council with regards to gathering information about their youth service provision.

RESOLVED:

- ◆ To note the minutes of the Strategy & Resources Committee meeting held on 22 November 2022.

57.4 **Minutes of the Planning and Community Committee: 29 November 2022**

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

In addition, Councillor Wicks provided an update on the Community Speedwatch Scheme from Councillor Bragg, advising that no further activity has taken place since August. Councillor Bragg was currently awaiting contact from PC Turnball, Thames Valley Police Speedwatch Lead, in order to arrange for an additional co-ordinator.

Councillor Wicks also advised that Wokingham Borough Council had been contacted regarding the potential replacement of the Earley Station Footbridge, and they had confirmed that a final decision has yet to be made.

RESOLVED:

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

58. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ To note that Councillor McCann has resigned from the Town Council.
- ◆ To note that, following the death of Councillor Rahmouni and the resignation of Councillor McCann, the composition of the Council is now:
 - Conservative group – 16 places
 - Liberal Democrat group – 4 places
 - Labour & Independent group – 3 places
- ◆ To note that the new composition of the Council does not change the current division of places between political parties on standing committees. Changes to the division of places on sub committees and working parties have been resolved at meetings of the Strategy & Resources and Leisure Services Committees.

59. **REQUEST FOR LEAVE OF ABSENCE**

Members considered the request for a leave of absence from Councillor Bragg until the end of the current municipal year and:

RESOLVED:

- ◆ To approve Councillor Bragg's request for a leave of absence until the end of the 2022/23 municipal year.

Voting: For: 11 Against: 0 Abstentions: 0 No Vote Registered: 1

The Town Mayor wished Councillor Bragg and his family well.

60. **LEADER'S STATEMENT**

As Councillor Baker was not in attendance, no Leader's statement was provided.

Councillor Brindley, as Deputy Leader, spoke to thank everyone for their hard work over the last year, including Councillors, as well as staff and officers at the Town Council and Woodford Park Leisure Centre.

61. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

RESOLVED:

- ◆ To note that the Annual Return of the Woodley Memorial Recreation Ground Charity was submitted on 10 November 2022.

62. **OUTSIDE BODIES**

62.1 Councillor Swaddle proposed, seconded by Councillor Gilder, and following a vote it was:

RESOLVED:

- ◆ To appoint Councillor Smith as the Town Council's representative to the Poor's Land Charity, to serve until 2026.

Voting: For: 11 Against: 0 Abstentions: 0 No Vote Registered: 1

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

RESOLVED:

- ◆ To appoint Councillor Rowland as the Town Council's deputy representative to the Wokingham Borough Council Parish Liaison Forum.

Voting: For: 11 Against: 0 Abstentions: 0 No Vote Registered: 0

62.3 **RESOLVED:**

- ◆ To note the following written reports which were included with the agenda:
 - ARC – Mrs S Flower
 - Poor's Land Charity – Mrs S Flower
 - Readibus – Cllr Heap

63. **TOWN MAYOR'S ENGAGEMENTS**

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

64. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

65. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity or website items.

Councillor Jewell wished everyone a merry Christmas on behalf of the Liberal Democrat group, and especially thanked the Town Mayor for her hard work chairing Council meeting over the last year.

Meeting closed at 8:43 pm

DRAFT

SCHEDULE OF MEETINGS - 2023/24

All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2023</u> 23 May 20 June	<u>2023</u> 6 June	<u>2023</u> 13 June	<u>2023</u> 16 May (Annual Meeting) 25 May (Town Electors) 27 June
25 July 29 August (SH) 19 September	5 September	12 September	26 September
17 October 14 November 12 December	7 November	21 November	5 December
<u>2024</u> 9 January 30 January	<u>2024</u> 16 January	<u>2024</u> 23 January	<u>2024</u> 6 February
27 February 26 March 23 April	12 April (SH)	16 April	7 May (Annual Meeting)

(SH = School Holidays)

SCHOOL TERM DATES

2023 Monday 17 April to Friday 21 July
Friday 1 September to Friday 15 December

Half Term: 29 May - 2 June
Half Term: 23 October - 27 October

Elections: 4 May 2023

2024 Tuesday 2 January to Thursday 28 March
Monday 15 April to Tuesday 23 July

Half Term: 12 - 16 February
Half Term: 27 May - 31 May

Good Friday: 29 March 2023
Elections: 2 May 2024

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 3 January 2023 at 7:45 pm

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

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

Also present: *Cllrs K. Baker, A. Heap (Virtual Attendance)
Cllr M. Green
10 members of the public*

158. **APOLOGIES**

Apologies for absence were received from Councillors Bragg and Soane. It was noted that Councillors Baker and Heap would be attending the meeting virtually.

159. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

160. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 1 NOVEMBER 2022**

RESOLVED:

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

161. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 29 NOVEMBER 2022**

RESOLVED:

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

162. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

163. **PLANNING DECISIONS**

RESOLVED:

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

164. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following appeal against refusal of planning permission has been lodged with the Planning Inspectorate:
Application: 220133
Location: 101 and 101A Pound Lane, Sonning, Wokingham, RG4 6GG
Proposal: Outline application for the proposed erection of a 4 storey 70 Bedroom care home with associated parking and servicing following demolition of the existing 2No dwellings and out buildings (Access, scale, Layout and Design to be considered).

165. **REVISED ESTIMATES 2022/23 AND BUDGET ESTIMATES 2023/24**

Members considered Report No. PC 1/23 and the applications received for grant funding for 2023/24.

Members noted that, were the Committee to approve all of the 2023/24 annual grant requests, the total sum would equate to an increase of over 40% on the 2022/23 budget. Following a discussion, Members agreed to aim for an overall budget increase of approximately 10% for the forthcoming year. It was suggested to aim for a budget of £38,500; an increase of £3,700 from the 2022/23 budget.

Members noted that all applicants for 2023/24 had received grants in 2022/23. The Committee approved the grants requested by ARC and Citizen's Advice Wokingham, neither of which were seeking an increase from the amount they received in 2022/23. The Committee also approved the grants requested by Readibus, The Link Visiting Scheme (LVS), and The Wokingham Volunteer Centre (WVC), who had all sought an increase from the amount received in 2022/23; an increase of £825 for Readibus, £500 for LVS, and £200 for WVC Centre. When considering the budget increase figure, this left £2,175 remaining.

The Committee determined to offer the last applicants, First Days' Childrens Charity and Keep Mobile, grants equivalent to the sum they received in 2022/23 plus a split of the leftover budget increase, equating to £1,100 each, rounded to the nearest £100.

RESOLVED:

- ◆ To note Report No. PC 1/22.
- ◆ To recommend that the Revised Budget Estimates for 2022/23 be approved.
- ◆ To recommend to the Strategy and Resources Committee that the following Annual Grants be awarded for 2023/24:

ARC Youth Counselling	£5,000
Citizens Advice Wokingham	£7,000
First Days Children's Charity	£5,100
Keep Mobile	£2,100
Readibus	£17,325
The Link Visiting Scheme	£1,500
The Wokingham Volunteer Centre	£500

Total £38,525

- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2023/24, subject to the figures above, be approved.

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

166. **PROPOSED LAND TRANSFER TO THAMES WATER AT WAINGELS SCHOOL**

Members discussed the proposal and:

RESOLVED:

- ◆ To submit no objections to Wokingham Borough Council regarding the proposed land transfer to Thames Water at Waingels School.

167. **WOKINGHAM BOROUGH COUNCIL (VARIOUS OFF-STREET BOROUGH CAR PARKS) (NO. 1) ORDER 2023**

Councillor Skegg apologised to Members that he had not drafted a response to the proposed car park charges as had originally been agreed at a previous Committee meeting. Members agreed that Councillor Skegg should continue to draft this letter in response to the Traffic Regulation Order consultation, and that this should be completed as soon as possible and circulated to Members before finalising.

It was highlighted that an additional impact of the proposed charges, which had not been noted before, was that Market Traders in Woodley would now be required to purchase a traders permit at £35, which they had not been required to do previously. It was not clear if this permit was annual, monthly or otherwise.

Members also noted that Bulmershe Leisure Centre Car Park, which currently does not charge for parking, was listed in Schedule 1 as a parking place affected by the order. Members wanted clarity as to whether this meant parking charges would be introduced at Bulmershe Leisure Centre, noting that this would then also have a negative impact on residents.

Councillor Nagra suggested that all Town Councillors who support a Town Council statement against the proposed charges should promise that, if they are elected as Borough Councillors in future, they will reverse the decision to increase charges. Other Members did not believe that to make such a promise was possible.

RESOLVED:

- ◆ To write to Wokingham Borough Council to seek clarity as to whether the Traffic Regulation Order means all car parks included in Schedule 1 would not be subject to parking charges, even where these were not currently present; specifically, Bulmershe Leisure Centre.
- ◆ For Councillor Skegg to draft a response, on behalf of the Town Council, to Wokingham Borough Council regarding their proposed car parking charge increases, and for the draft to be circulated to the Committee before sending.

Councillor Skegg left the meeting.

168. **COMMUNITY SPEEDWATCH**

Members noted that the Deputy Town Clerk had been in contact with Councillor Bragg and could confirm that no recent contact had been made with PC Turnham at Thames Valley Police, and no further progress had been made with the Speedwatch scheme.

RESOLVED:

- ◆ To note the update from Councillor Bragg, as provided in the agenda.

169. **EARLEY STATION FOOTBRIDGE UPDATE**

The Committee Officer confirmed that, following the last meeting of the Committee, contact had been made with Wokingham Borough Council who had confirmed that no decision had been made as to whether to replace the footbridge or not.

Councillor Baker advised that, at a meeting in late December between Borough Highways Officers and the Shadow Member for Highways, the Shadow Member had been advised that Wokingham Borough Council were no longer considering replacing the bridge, and the required budget of circa £7m had been re-allocated.

RESOLVED:

- ◆ To write to Wokingham Borough Council to seek further clarification as to whether a decision has been made to replace the Earley Station footbridge or to maintain the existing footbridge.

170. **COMMUNITY ISSUES**

No community issues were raised by Members.

171. **HIGHWAYS ISSUES**

No highways issues were raised by Members.

172. **PUBLICATIONS/INFORMATION**

RESOLVED:

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

173. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

174. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members.

175. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:34 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 3 January 2023

Application No. & Address	Proposal
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. We have received revised/additional plans for the above application. The revised details show: Revised plans received amending the internal layout of proposed third floor and fenestration in units 14 and 15.
<p>Observations: Members of the Planning & Community Committee have considered this amended application and recommended it be refused on the same basis as previously stated, which is:</p> <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 	
223324 44 Sunderland Close, Woodley, RG5 4XR	Householder application for the proposed single storey rear extension following demolition of existing conservatory. Two storey front extension plus two storey side extension to include changes to fenestration.
<p>Observations: The Planning & Community Committee have considered this application and had no objections, although they did raise a concern that the garage was not of a practical size to be used by a car.</p>	
223395 28 Nimrod Close, Woodley, RG5 4UW	Householder application for the proposed erection of a single storey side extension to form garage.
<p>Observations: No objections.</p>	
223414 53 Woodlands Avenue, Woodley, RG5 3HF	Application to vary conditions 2 and 3 of planning consent 220156 for the proposed single storey side, rear extension and front open porch. Condition 2 refers to approved details and the variation is to allow changes to fenestration, alterations/relocation of roof light, addition of 2no. roof lights, alterations to roof, alterations to open porch, plus roof overhang to the rear elevation. Condition 3 refers to external materials and the variation is to allow changes to the rendering and roof tiles. (Part retrospective).
<p>Observations: The Planning & Community Committee have considered this application and had no objections, so long as the finish is complimentary to the street scene.</p>	

<p>223458 Sonning Golf Club, Duffield Road, Reading, RG4 6GJ</p>	<p>ADJOINING PARISH CONSULTATION Outline planning permission for the proposed erection of up to 54 no. dwellings with public open space and revised access off Duffield Road, plus associated improvements to Sonning Golf Club including reconfigured and extended golf club car parking areas and relocation of the 18th green, addition of an extended practice putting green, new driving nets, new short game chipping area and conversion of the west wing of the existing clubhouse to accommodate a new golf simulator practice facility, including removal of external staircase and changes to fenestration. (All matters reserved except for access.)</p>
<p>Observations: The Planning & Community Committee have considered this application and recommended it be refused, with the development likely to increase traffic flow on Duffield Road, increasing congestion and causing highways issues in the area. They specifically noted that residents were more likely to require the use of cars living in this location as the nearest public transport and conveniences are based in Woodley, and there is no footpath across the nearby railway bridge. As such, residents would have little choice but to drive, exacerbating highways issues.</p>	
<p>223486 65 Norton Road, Woodley, RG5 4AJ</p>	<p>Householder application for the proposed loft conversion to original roof comprising of flat roof rear dormer, 2 roof lights to front, and metal flue in lieu of brick chimney stack.</p>
<p>Observations: The Planning & Community Committee have considered this application and, whilst they had no specific objections, they did raise a concern regarding the amount of off-street parking available.</p>	
<p>223526 12 Master Close, Woodley, RG5 4UB</p>	<p>Householder application for the proposed erection of a rear flat roof dormer extension with the addition of two roof lights to the front roof slope.</p>
<p>Observations: No objections.</p>	
<p>223537 44 Tippings Lane, Woodley, RG5 4RY</p>	<p>Householder application for the proposed single storey rear extension with 2 no. roof lanterns following demolition of the existing conservatory.</p>
<p>Observations: No objections.</p>	
<p>223555 24 Wyndham Crescent, Woodley, RG5 3AZ</p>	<p>Householder application for the proposed erection of a single storey rear extension with roof lantern over and partial garage conversion.</p>
<p>Observations: The Planning & Community Committee have considered this application and had no specific objections. However, they requested that neighbour comments are taken into account.</p>	
<p>223566 59 Crockhamwell Road, Woodley, RG5 3JP</p>	<p>Full application for the proposed removal of the existing roof and the erection of two additional storeys to provide 9 no. dwellings, together with associated external alterations, changes to fenestration and the erection of refuse and cycle stores.</p>
<p>Observations: The Planning & Community Committee have considered this application and, whilst they had no specific objections, they did raise a concern regarding the loss of two existing off-street parking spaces.</p>	

223582 71 Vauxhall Drive, Woodley, RG5 4EB	Householder application for the proposed erection of a single storey outbuilding.
Observations: The Planning & Community Committee have considered this application and, whilst they and had no specific objections with the erection of an outbuilding at the property, they did have a concern with regards to the gap between the outbuilding and the rear fence, and whether this was complied with planning policy. They also wish to recommend that, if approved, the outbuilding must be ancillary to the domestic use of the property.	
223611 86 Austin Road, Woodley, RG5 4ES	Householder application for the proposed single storey front extension.
Observations: No objections.	
223639 Tennis Courts, Land off Silver Fox Crescent, Woodley,	Full planning application for the proposed erection of 4 no. self- build three bedroom detached dwellings with associated parking and landscaping.
Observations: Members of the Planning & Community Committee have considered this amended application. The Committee were not opposed to development taking place on this land, but did wish to raise the following concerns: <ul style="list-style-type: none"> - Access: the access route to these properties appears to be insufficient for two vehicles to pass, whilst also providing pedestrian access. There is concern that this could cause issues where vehicles are forced to reverse back onto the highway at Silver Fox Crescent, with the potential for accidents. - Future development of properties: the Committee felt the property designs were sympathetic to the area, in terms of height, and not overbearing. However, they were concerned that there could be future development to the properties, ie extensions, which could mean properties would then be inappropriate. The Committee recommended a covenant or provision be included to ensure that no future development of the properties be permitted after construction. - Potential overdevelopment: It was felt that four properties may be overdevelopment of the site. Reducing this to three might provide additional space for access / turning circles, which could reduce the impact on the highway <p>There were a number of residents at the meeting who aired their views, and the Committee requested that neighbour comments submitted to WBC be taken into account.</p>	
223641 4A Colemans Moor Lane, Woodley, RG5 4BU	Householder application for the proposed erection of a first floor extension and replacement roof.
Observations: The Planning & Community Committee have considered this application. They noted that an application (F/2003/0588) to extend the previous outbuilding to form a new dwelling had been refused, although a certificate of lawfulness had been granted in 2004 to permit the outbuildings use as a self-contained dwelling. <p>The Committee believe this application now, once again, requests for the building to be extended. The Committee have recommended that the application be refused on the same grounds as the original application to extend the outbuilding to form a dwelling; namely that it would be piecemeal backland development, out of character, with no private amenity space, access unsuitable to width and construction, additional turning movements at junction and inadequate parking.</p>	

<p>223682 34 Hawthorn Crescent, Woodley, RG5 4FH</p>	<p>Householder application for the proposed erection of a garden outbuilding to be used as a home office/hobby room (retrospective).</p>
<p>Observations: The Planning & Community Committee have considered this application and had no objections subject to the outbuilding being ancillary to the domestic use of the property.</p>	
<p>223684 28 Bruce Road, Woodley, RG5 3DZ</p>	<p>Householder application for the proposed erection of a single storey front extension to form a porch and a two storey side and single storey rear extension following demolition of the existing porch and garage, plus modifications to the existing front driveway and widening of the dropped kerb.</p>
<p>Observations: No objections.</p>	
<p>223705 15 Dartington Avenue, Woodley, RG5 3PD</p>	<p>Householder application for the proposed erection of a first floor single storey side extension, single storey rear extension and single storey front extension to form porch. Erection of a single storey extension to existing outbuilding (home gym) to house a WC/shower room.</p>
<p>Observations: The Planning & Community Committee have considered this application and had no objections subject to the outbuilding being ancillary to the domestic use of the property.</p>	
<p>223729 7 Sopwith Close, Woodley, RG5 4PD</p>	<p>Householder application for the proposed garage conversion to create habitable accommodation and single storey front extension to create porch.</p>
<p>Observations: The Planning & Community Committee have considered this application and, whilst they and had no specific objections, they were concerned with the loss of garden space at the front of the property which would be caused by the proposal to turn this into parking.</p>	
<p>223746 42 Western Avenue, Woodley, RG5 3BH</p>	<p>Householder application for the proposed erection of a single storey rear extension with existing roof amendments including 3no. roof lights, dormer roof alterations and garage conversion with amendments to fenestration.</p>
<p>Observations: No objections.</p>	

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 17 January 2023 at 8:00 pm**

Present: *Councillors D. Smith (Chairman); N. Al-Sanjari; 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 K. Baker
2 members of the public*

35. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bragg and Heap.

36. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

37. **MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2022**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 15 November 2022 be approved and signed by the Chairman as a correct record.

38. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

Members noted that expenditure in relation to the allotments was significantly under the budgeted amount. The Deputy Town Clerk advised that spending was largely responsive. He highlighted that work was currently being undertaken in relation to a water leak identified at the site which could lead to further expenditure, advising that the supply to the affected area had been isolated and that the Maintenance Team were currently investigating.

RESOLVED:

- ◆ To note Report No. LS 1/23.

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

The Leisure Services Manager presented Report No. LS 2/23.

With regards to gym membership cancellations, the Leisure Services Manager advised that two recent leavers had advised that their reason for cancellation was to move to a gym which offers family membership. It was noted that this reason had been cited by a small number of other leavers at the last committee meeting. The Leisure Services Manager advised that the possibility of offering family membership at Woodford Park Leisure Centre was being investigated, highlighting that Loddon Valley previously had set times when under 16's were permitted to use the gym.

In response to a query as to whether any consideration had taken place regarding the impact of the recently opened Palmer Park Leisure Centre, the Leisure Services Manager advised that, similarly to when Bulmershe Leisure Centre opened, it was felt that the offering of that centre was different to that of Woodford Park Leisure Centre. It was

reasoned that it would not be possible to compete for those members who wanted to swim, who would attend other facilities, but that Woodford Park provides a different type of gym; one with a community feel and with a membership predominantly made up of those over the age of 35.

Members noted that the free parking offered at Woodford Park Leisure Centre was a benefit over other centres in the area, and it was commented that Wokingham Borough Council may look to introduce car park charges at Bulmershe Leisure Centre. However Members also noted that the introduction of proposed car park charge increases at Wokingham Borough Council car parks in the area might push car users to park at Woodford Park Leisure Centre. The Leisure Service Manager stated that he didn't feel this would be an issue, but could keep an eye on the situation.

RESOLVED:

- ◆ To note Report No. LS 1/23.

40. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 3/23.

He advised Members that Council staff had a positive meeting with the Allotments Tenants Committee recently, and that Officers would be attending their AGM in March.

Following a query regarding the installation of new fire alarms at Coronation and Chapel Halls, the Deputy Town Clerk advised these were to replace pre-existing off the shelf systems which had been in place but which had been identified as a potential risk. Whilst the old system was not dangerous, the new alarms installed are considered more fit for purpose.

Following a concern raised regarding the lack of lighting around Woodford Park, and the number of residents that use the park during as a thoroughfare and for recreation after sunset, Members requested that the Deputy Town Clerk consider adding the installation of lighting to the Capital Project list. Members noted, however, that any lighting solution considered would need to be sensitive to the area and to the environmental impact on wildlife.

Members also suggested the possibility of improving the pathways around the playing field to the north of the Leisure Centre in Woodford Park. The Deputy Town Clerk advised that this was being considered, with the potential for using either bonded gravel or an even more basic surface, to help prevent the pathway from getting muddy or flooded. He noted that this would be a large project, but that it could be completed in phases.

RESOLVED:

- ◆ To note Report No. LS 16/22.
- ◆ For the Deputy Town Clerk to add the installation of lighting at suitable locations in Woodford Park to the Capital Projects list, for consideration.

41. **CHARGES 2023/24**

The Leisure Services Manager set out the proposed charges in relation to the Leisure Centre and outdoor sports facilities.

Members noted that the rate increase being proposed for the hire of tennis and table tennis facilities by OAP's and under-18s was nearly 10%, which was higher than other proposed charge increases. The Leisure Services Manager advised that a 50p increase had been added to each charging group for those facilities for consistency and ease of managing payments. Members discussed whether the increase was too high, with option of

not increasing those rates considered. The Leisure Services Manager suggested that the impact of any change in charge rates with regards to the tennis facilities would be low as these are seldom used, but that the impact would be slightly higher when considering the hire of table tennis facilities. He also advised that he was unaware of any queries being received when the table tennis rates increased by 30p last year.

Members queried what the definition of 'concessions' was in relation to the Healthy Habits (HH) card, and whether those individuals received the Adult HH or OAP / Under-18's HH rates. The Leisure Services Manager advised he would need to review the Healthy Habits application form to advise on the specific criteria to be considered as a concession, but advised that he believed concessions were charged Adult HH rates. Members determined to recommend to the newly formed Leisure Services Committee in the next municipal year, following elections, that a working group be set up to work with the Leisure Services Manager to consider the charging structure at the Leisure Centre.

The Deputy Town Clerk set out the proposed charges in relation to the community halls and the memorial ground, highlighting that all charges had been increased by approximately 10% to try and keep in line with inflation, with some rounding to the nearest 10p. He advised that significant cost increases were expected in the following financial year, specifically those relating to energy and staffing costs, however demand remains strong and so it is not perceived that the proposed increases would have a negative impact on the hire of facilities.

Following a query regarding the 'Brownies / Guides' rate, the Deputy Town Clerk noted that this was a historically low rate offered to Brownies and Guides groups who hired halls. It was noted that this rate would also be offered to any other uniformed youth organisation, and so the Committee recommended that the name of the charge rate be amended to reflect this.

RESOLVED:

- ◆ To note Report No. LS 4/23.
- ◆ To recommend to the newly formed Leisure Services Committee in the next municipal year that a working group be formed to work with the Leisure Services Manager to review the charging structure at Woodford Park Leisure Centre.
- ◆ To change the name of the 'Brownies / Guides' rate to become the 'Uniformed Youth Organisations' rate.
- ◆ To recommend that the proposed charges for 2023/24, as set out in the Budget Appendix, be approved.

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

42. **REVISED ESTIMATES 2022/23**

Members noted that the revised estimates for 2022/23 reflected a reduction in expenditure of approximately £15k, and an increase in income of approximately £42k when compared to the original budget, making an overall reduction of £57k.

Following a query regarding income relating to the Grounds Maintenance Depot, the Deputy Town Clerk advised that this related to income received from Earley Town Council regarding the upkeep of Bulmershe Open Space.

In response to a query as to why there had been a 23% increase in expenditure compared to the 2021/22 financial year, Members noted this was largely due to increased staffing and energy costs.

A query was raised as to why, in relation to the Leisure Centre, lighting and heating costs had reduced from 2021/22. The Deputy Town Clerk advised that this was because electricity costs had lowered due to the use of solar panels, the move to LED lighting throughout the building, and the fact the Council were 3 years into a 20-year fixed energy rate. However, Members also noted that there was now expenditure associated with gas heating, and that this expenditure covered the reduction in the lighting and heating budget. Members requested that further analysis of the benefit of the introduction of solar panels and LED lighting be provided at the end of the year to the Committee.

Following a question as to why expenditure on vending had increased significantly, the Leisure Service Manager advised that this was because vending sales had been higher than expected, but noted that any higher expenditure directly correlated to higher vending sales income.

Councillor Jewell raised a concern that the proposed budget in relation to Youth Services for 2023/24 had only increased by £1k, suggesting this was a reduction in real terms and that the increase should be around 10% to keep up with inflation. Members noted that none of the allocated Youth Services budget had been spent during 2022/23, which the Deputy Town Clerk confirmed was because no submissions had been received to the Council's Youth Service tender.

The Deputy Town Clerk advised that, whilst the budget proposes to set aside £27k for the provision of Youth Services, this had been based on the provision of detached youth work. He advised that, should the Council determine to consider providing a different form of Youth Service, and should the budget not cover this, any increased spending could be taken to the Strategy & Resources Committee for consideration.

Following discussion on the matter of the proposed Youth Services budget for 2023/24, Councillor Jewell proposed, seconded by Councillor Al-Sanjari, that the proposed budget be set at £28,600, a 10% / £2,600 increase on the 2022/23 budget. Councillor Jewell and Councillor Al-Sanjari requested that their vote be recorded and, following a query from the Committee Officer, the Chairman confirmed that he would like a recorded vote. Following a vote it was:

RESOLVED:

- ◆ That the proposal to increase the proposed Youth Service budget to £28,600, proposed by Councillor Jewell, be defeated.

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

For	Against	Abstention	No Vote
Cllr N Al-Sanjari	Cllr D Smith	Cllr R Horskins	
Cllr C Jewell	Cllr A Swaddle	Cllr V Lewis	

Following an equality of votes the Chairman provided a casting vote and voted against the proposal.

It was noted by Members that the discussion regarding the proposed Youth Services budget for 2023/24 actually related to the following agenda item, and not the revised 2022/23 estimates. Members returned to the considering the revised 2022/23 estimates and:

RESOLVED:

- ◆ To note Report No. LS 5/23.

- ◆ That the Deputy Town Clerk to provide data on the benefit of introducing solar panels and LED lighting in Council buildings at the end of the financial year.
- ◆ To recommend that the Revised Budget Estimates for 2022/23, as set out in the Budget Appendix, be approved.

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

43. **BUDGET ESTIMATES 2023/24**

The Deputy Town Clerk advised Members that the budget estimates for 2023/24 reflected a £95k net increase from the 2022/23 budget. The increase was mainly due to increased staffing, superannuation, and energy costs.

RESOLVED:

- ◆ To note Report No. LS 6/23.
- ◆ To recommend that the Budget Estimates for 2023/24, as set out in the Budget Appendix, be approved.

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

44. **COMMUNITY YOUTH PARTNERSHIP**

Members noted that the Youth Services working party had met informally with Earley Town Council to discuss the possibility of joint working with regards to the provision of youth services. The Deputy Town Clerk advised that there was some overlap between what each Council wished to provide, but that Earley Town Council potentially had some building space available which could act as a hub and would make the provision of detached youth work in Woodley more achievable. He advised Members that the plan was now to invite back some youth service providers to find out if a more attractive service offer can be developed.

With regards to the cancellation of the scheduled Community Youth Partnership meeting, the Deputy Town Clerk advised that, with no current Youth Service provision provided by the Council, the Town Council have nothing to input to this meeting. Other Youth Service providers who sit on the Partnership would be continuing with their work, and more information regarding any Council youth service would be provided to them when known.

Members suggested it was urgent that the Youth Service working party meet formally, and suggested they meet in February. It was noted that the Youth Service working party reports to the Strategy & Resources Committee, and the Deputy Town Clerk advised that an update on the current process would be provided to the next of that committee.

RESOLVED:

- ◆ To note that the meeting of the Community Youth Partnership, due to be held on 4 January 2023, had been cancelled.

45. **LODDON MEAD OPEN SPACE UPDATE**

The Deputy Town Clerk advised that he did not have an update on the Loddon Mead Open Space. Councillor Swaddle noted that when she visited before Christmas there was a large cardboard box full of spray paint cans. It was suggested these would be collected by Wokingham Borough Council who own the land. Members recommended Wokingham be pushed to provide a proper recycling bin for spray cans at the site.

46. **SEATING LOCATIONS IN WOODLEY**

Members noted there was budget provided for the installation of four seats in 2023/24. A suggestion was made to ask members of the public for views on where these seats would best be located, and to provide them with the list collated by Councillor Heap. However, it

was noted that some of the suggested locations may not be viable, as factors such as land ownership and utilities would obviously impact whether seats can be installed in particular locations.

It was also noted that the list did not include possible bus shelter locations, and a suggestion was made that in some locations it would be easier to install a shelter rather than just a seat, especially where hardstanding has already been provided by Wokingham Borough Council at a bus stop.

Members recommended this item be deferred until the next meeting of the committee in order to further understand the viability of the locations suggested. Members also agreed that communication should be put out to the public asking for suggestions of possible seating locations, with the caveat of stating that the viability of any suggested location would need to be considered.

RESOLVED:

- ◆ To note the proposed list of locations in Woodley for the installation of seats, included in the agenda.
- ◆ To publicise a request for suggested new seating locations in Woodley, with the caveat that the viability of installing a seat at suggested locations will need to be considered.

47. **FUTURE AGENDA ITEMS**

There were no future agenda items highlighted by Members.

48. **PUBLICITY AND WEBSITE**

There were additional no publicity and website items highlighted by Members, other than those already highlighted during the meeting..

The meeting closed at 9:30 pm

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 24 January 2023 at 8:00 pm

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

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

Also present: *3 members of the public*

61. **APOLOGIES**

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

62. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

63. **MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2022**

Minutes 41 b)

In response to a query, the Deputy Town Clerk confirmed he had yet to ascertain answers to the questions posed at the last Committee meeting regarding payments in September and October 2022.

Minute 45

The Deputy Town Clerk stated that no further progress had been made with updating the Climate Emergency section of the Town Council's website.

RESOLVED:

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

64. **SUB COMMITTEE AND WORKING PARTY MEMBERSHIP**

RESOLVED:

- ◆ To note that the following appointments have been made by the Labour & Independent group:
 - Investments Sub Committee – Councillor Nagra
 - Personnel Sub Committee – Councillor Doyle
 - PR & Marketing Sub Committee – Councillor Doyle
 - Risk Management Sub Committee – Councillor Doyle
 - Standing Orders & Financial Regulations Sub Committee – Councillor Nagra
 - Youth Services Working Party – Councillor Al-Sanjari

65. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 1/23.

RESOLVED:

- ◆ To note Report No. SR 1/23.

b) **Payments**

The Deputy Town Clerk confirmed that the payment made to Brown Bag Café Ltd in November 2022 related to the provision of catering services to the Council and hirers of meeting rooms.

In relation to the payment of £524.99 towards the purchase of shuttlecocks, Members noted that these were for stock to be sold by the Leisure Centre.

With regards to the purchase of weekly newspapers, the Deputy Town Clerk advised Members that articles relating to the Town Council and Woodley were cut out and saved for the Council's records. Members suggested this could be achieved electronically and requested this be included in the next agenda for the PR & Marketing Sub Committee to consider.

Following a query regarding the high number of refunds processed, the Deputy Town Clerk confirmed that the Council operates a refundable deposit process for hirers which accounts for the majority of payments, although a small number of refunds would relate to cancellations.

RESOLVED:

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

	Current account	Imprest account
November 2022	£111,606.89	£76,594.91
December 2022	£110,717.78	£60,251.60

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

c) **PSDF Funds**

Members noted that the return on investment in the first 6 months was around 1%. Following a query as to whether this was a good return, Members acknowledged that the funds, which are primarily to pay off the Oakwood Centre building loan, had been placed in a very secure investment, and that it was therefore expected the return might be lower than in other, higher risk, accounts.

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.

66. **OAKWOOD CENTRE INCOME UPDATE**

The Deputy Town Clerk presented the Oakwood Centre room hire and catering income updates. Members approved of the new format, and noted that income levels had recovered following the pandemic.

RESOLVED:

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

67. **RISK MANAGEMENT SUB COMMITTEE**

67.1 **Risk Management Strategy**

Members considered the revised 2023/24 Risk Management Strategy. They noted that only minor changes had taken place to the document, specifically relating to wording used around the Covid pandemic, where the Sub Committee had determined to update to the terminology to be more general than referring specifically to Covid-19.

Members requested that in future, amended documents highlight the changes made in order that these can be more easily identifiable.

RESOLVED:

- ◆ To note Report No. SR 2/23.

RECOMMENDED:

- ◆ That Council adopt the 2023/24 Risk Management Strategy, attached at **Appendix C.**

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

67.2 **Risk Register**

The Deputy Town Clerk presented the Risk Register, highlighting that the Sub Committee had reviewed each line extensively at their last meeting.

Members highlighted some incorrect formatting with regards to risk scores, which the Committee Officer committed to correcting. They also requested that actions / comments included on the register be provided with a date in future.

In response to a query regarding why risks relating to Covid remained on the risk register, the Deputy Town Clerk confirmed that this was the decision of the Sub Committee. Members recommended that the Sub Committee consider removing these when the register is next reviewed. They also recommended the Sub Committee consider whether risk RM13, associated with staff sickness and absence, was set too high.

RESOLVED:

- ◆ That the Risk Register Full Council overview be presented to Council, attached at **Appendix D.**

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

67.3 **Disaster Recovery Plan**

Members noted there had been no fundamental changes made to the Disaster Recovery Plan, other than updates around personnel contact details and pandemic wording.

Members queried whether the Council operated an out of office emergency number for members of the public to contact the council outside of normal office hours. The Deputy Town Clerk confirmed there is no such number. He did advise that, in practice, people often notify the Leisure Centre of any issues out of hours, with information then communicated to either the Deputy Town Clerk or Amenities Manager and dealt with when practical. However, this is a casual arrangement and not an official process. Members requested that Officers consider the matter and return to the Committee with a proposal.

RESOLVED:

- ◆ To note the Disaster Recovery Plan.

68. **CLIMATE EMERGENCY SUB COMMITTEE & ACTION PLAN**

RESOLVED:

- ◆ To note that the meeting of the Climate Emergency Sub Committee, due to be held on 3 January 2023, was cancelled due to Councillor unavailability.
- ◆ To note that no further updates have been made to the Climate Emergency Action Plan since the last update, provided at the Committee meeting held on 22 November 2022.

69. **PR & MARKETING SUB COMMITTEE**

RESOLVED:

- ◆ To note that the meeting of the Investments Sub Committee, due to be held on 23 November 2022, was unable to take place due to a change to the division of places making the previous Sub Committee membership invalid, and that the next meeting of the Sub Committee is due to take place on 4 April 2023.

70. **INVESTMENTS SUB COMMITTEE**

RESOLVED:

- ◆ To note that the meeting of the Investments Sub Committee, due to be held on 3 November 2022, was unable to take place due to a change to the division of places making the previous Sub Committee membership invalid, and that further meetings will be arranged for the new municipal year.

71. **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.

72. **CHARGES 2023/24**

a) Leisure Services charges 2023/24

A query was raised as to why proposed tennis and bowls charges for OAPs and under-18s have increased by a higher percentage compared to other charges. The Deputy Town Clerk explained that the charges rose by a higher percentage because the charges were lower compared to others, and a 50p increase had been applied to all.

The Deputy Town Clerk confirmed that the Leisure Services Committee had resolved to review the concessions and Healthy Habits card holder rates in the next municipal year.

Following a query, the Deputy Town Clerk advised that price increases were used to offset increase operational costs, specifically relating to staff and superannuation costs, and energy prices. Although, it was noted that the increased charges would not cover the total increase in operational costs.

RECOMMENDED:

- ◆ That the 2023/24 charges for Leisure Services, as set out in the Proposed Charges 2023/24 Appendix, be approved.

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

b) Oakwood Centre charges 2023/24

The Deputy Town Clerk set out the revised Oakwood Centre charges.

Members were advised of a move from half / whole day rates to hourly rates, along with the rationale behind this. It was highlighted that the existing charge structure was difficult to use and discouraged those requiring shorter periods of hire. The new charges had been based around a set of standard hourly rates, calculated on the equivalent existing hourly rate with an inflationary increase, with discounts then applied to the standard rates for specific user groups. It was noted that a similar charging structure had been introduced at the allotments in recent years.

The Deputy Town Clerk advised that the intention in future years would be to simply apply an inflationary increase to the standard hourly rates, with the approved discounts for specific user groups then applying to those agreed rates.

It was noted that the discounts being proposed to be applied to the standard hourly rates were a 20% reduction for non-Woodley residents, a 37.5% reduction for Woodley residents, and a 50% discount for community group / charity hirers.

Following a query as to why premium hourly rates appeared to be rising by a higher percentage than other rates, the Committee Officer explained this was because the standard rates shown were for business users and, historically, the evening rate for business users was not reduced as much as for other user groups.

Members noted the reduction in charge rate for the Miles Suite was being proposed because the room, which had previously been charged at a higher rate due to the fact it was considered nicer, was now more regularly being used as a standard meeting room, with the rate adjusted to be comparable to other meeting rooms.

Members requested that a report be provided for Full Council to explain the rationale behind the change to the charging structure.

Members were advised that income relating to the new pricing structure had not been modelled as it was difficult to establish the charges currently applied to bookings. Whilst it was suggested that the new structure might cause some existing users currently being charged a half day rate to reduce their booking, it was also acknowledged that an hourly rate might encourage more bookings from those looking for a shorter hire period.

Members noted that, with the exception of the figures published as part of Committee agendas, the charging structure is not currently made publicly available due to its complexity. As the new structure is simpler, it was intended that the new rates would be published in order that members of the public work out what they might be charged.

Members suggested that comparative rates for other venues in the area be identified to check whether the proposed rates are competitive, although Members acknowledged that the rates appeared reasonable.

The Deputy Town Clerk advised Members that further discounts and individual deals could still be made with regular, long-term hirers. Members requested that some principles for long term, regular hire discounts be created and that the Committee be advised of these.

Following a query, the Committee Officer confirmed that the 20% discount for booking Carnival and Maxwell halls together was a discount applied comparative to the hourly rate of booking the rooms individually, with any group rate discount then applied on top of that. Members requested this be made clearer in the charges document.

RECOMMENDED:

- ◆ That the 2023/24 charges at the Oakwood Centre, as set out in the Proposed Charges 2023/24 Appendix, be approved.

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

73. **REVISED ESTIMATES 2022/23**

The Chairman and the Deputy Town Clerk set out the revised estimates provided in Report No. SR 3/23, explaining to Members the changes to made to the budget format to show expenditure from ear marked reserves, the Capital Programme, and Community Infrastructure Levy (CIL) funds, which had not historically been included.

RESOLVED:

- ◆ To note Report No. SR 3/23.
- ◆ To approve the 2022/23 Revised Budget Estimates of the Strategy & Resources Committee, as set out in the Budget Appendix.
- ◆ To approve the 2022/23 Revised Budget Estimates of the Leisure Services and Planning and Community Committees, as set out in the Budget Appendix.

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

74. **BUDGET ESTIMATES 2023/24**

a) Strategy and Resources Committee

Members considered the Budget Estimates for 2023/24 as set out in the Budget Appendix. They noted that the additional £10k budgeted for the Woodley Town Centre Partnership in 2023/24 was intended to be an emergency fund to be review annually, and not a permanent increase.

RESOLVED:

- ◆ To note Report No. SR 4/23.
- ◆ That the 2023/24 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2023/24 Budget and be presented to Council for approval.

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

b) Leisure Services and Planning and Community Committees

Councillor Jewell highlighted that the Youth Services budget had only been increased by £1k, lower than the approximate 10% inflationary increase applied to charges. She highlighted that this meant the budget was taking a cut in real terms, and stated her objections to this. The Chairman advised that it was not yet known what the £27k would fund as the recent youth service tender exercise had yielded no responses. He advised that once the Youth Service Working Party have re-defined the terms of the tender, and assuming this is then successful, should the cost of providing the service be higher then the Leisure Services Committee can apply to the Strategy & Resources Committee for increased funding. Whilst he could not commit to a future decision of the Committee, the Chairman indicated that he hoped any increased amount would be made available.

RESOLVED:

- ◆ That the 2023/24 Budget Estimates for the Leisure Services and Planning and Community Committees, as set out in the Budget Appendix, form part of the 2023/24 Budget and be presented to Council for approval.

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

c) Budget and Precept 2023/24

The Deputy Town Clerk set out the position with regards to the Budget and Precept for 2023/24, as set out in Report No. SR 5/23. Members noted that the proposed budget reduces the general reserve by around £115k by April 2024, but that this reduction would likely be less once money has been allocated from earmarked reserves and CIL funds.

RESOLVED:

- ◆ To note Report No. SR 5/23.

RECOMMENDED:

- ◆ That the budget for 2023/24 be presented to Council for approval.
- ◆ That a precept level of £1,195,649 for the 2023/24 financial year be presented to Council for approval.

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

75. **COMMUNITY GRANTS**

Members considered the late request for grant funding, as set out in Report No. SR 6/23, in line with the community grants criteria.

RESOLVED:

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

Home-Start Wokingham District	£250	To help fund the recruitment and training of new volunteers, as well as supervising and mentoring existing volunteers and supervisors.
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Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

- ◆ To note the letter of thanks received from Woodley Adopt a Street (WASP) and Berkshire MS Therapy Centre following receipt of their community grants for 2022/23.

76. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

77. **PUBLICITY AND WEBSITE**

Once approved by Full Council, Members requested that the charges for 2023/24 be published, and the changes to the Oakwood Centre charging structure be publicised.

78. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

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

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

RESOLVED:

- ◆ To note Report No. SR 7/23.
- ◆ To obtain Counsel opinion on the matters set out in Report No. SR 7/23.

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

80. **PERSONNEL SUB COMMITTEE**

RESOLVED:

- ◆ To note Report No. SR 8/23.
- ◆ To approve the re-grading of the Communications Manager, Venues Supervisor and Venues Assistant posts, as set out in Report No. SR 8/23.
- ◆ To approve that the Communications Manager be placed on scp 29 and that this be backdated to 1 November 2022.
- ◆ To approve that the full time Venues Assistant be placed on scp 9 and that this be backdated to 1 November 2022.

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

Meeting closed at 9:55 pm

Woodley Town Council**Current Account****List of Payments made between 01/11/2022 and 30/11/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Nov-22	(Personal Information)	300.00	Mayor tea-Piano/Photography
10-Nov-22	(Personal Information)	550.00	WTCP Mkt manager
10-Nov-22	Advanced Maintenance UK Ltd	1658.40	Call out/Test boilers
17-Nov-22	Alan Hadley Ltd	450.00	Refuse collection
24-Nov-22	AYS Cleaning Contractors Ltd	2554.45	Contract cleaning
11-Nov-22	Be Fuelcards Ltd	46.97	Unleaded fuel-Depot
18-Nov-22	Be Fuelcards Ltd	44.20	Unleaded fuel
10-Nov-22	Bowak Ltd	82.56	Cleaning Supplies
17-Nov-22	Bowak Ltd	555.79	Cleaning Supplies
10-Nov-22	Brake Bros Foodservice Ltd	396.76	Vending Supplies
24-Nov-22	Brewers Decorator Centres	826.43	Decorating Supplies
24-Nov-22	Brown Bag Cafe Ltd	2442.26	Monthly catering service
10-Nov-22	Broxap Ltd	1597.20	Cast Iron Ripon benches
17-Nov-22	Business Stream	27.83	Water rates-Toilet
04-Nov-22	Castle Water	901.48	Water rates
17-Nov-22	CDK Casting Ltd	101.40	Bronze plaque
24-Nov-22	Churchill Contract Services Ltd	1561.84	Contract cleaning
17-Nov-22	Circus Scene	175.00	Choir - Wdly Carol service
24-Nov-22	Circus Scene	4900.00	Provide PA/Entertainment-WTCP
01-Nov-22	Club Manager Ltd	94.80	Monthly Gym software fee
15-Nov-22	Devonshire Trading Ltd	1100.81	Gym equip monthly rental
07-Nov-22	Ecotricity	258.51	Electric supply-Depot
21-Nov-22	Ecotricity	620.55	Electric supply-Depot
21-Nov-22	Ecotricity	63.02	Gas supply-Coro Hall
21-Nov-22	Ecotricity	127.79	Gas supply-Chapel Hall
21-Nov-22	Ecotricity	451.03	Credit gas supply
21-Nov-22	Ecotricity	601.78	Credit-Gas supply
10-Nov-22	EDF Energy 1 Ltd	27.17	Electric supply-Clock
10-Nov-22	Epos Now Ltd D/D	30.00	WPLC Till support-monthly
24-Nov-22	Eventu	50.00	Monthly projector hire
17-Nov-22	Facet Technical & Resource Solutions	1182.90	Electrical works
24-Nov-22	Facet Technical & Resource Solutions	12867.41	Electrical works
09-Nov-22	Global 4 Communications	1072.02	Phone/mobiles
18-Nov-22	HMRC Cumbernauld	28164.49	PAYE&NI Deducted from pay
17-Nov-22	LAX Events Ltd	475.00	Remembrance service fee
01-Nov-22	Lloyds Bank D/D	45.10	Current a/c - service fee
14-Nov-22	Lloyds Bank D/D	316.23	Monthly cardnet service fee
29-Nov-22	Lloyds Bank D/D	49.98	Current a/c charges
24-Nov-22	Lyreco UK Ltd	178.10	Stationery Supplies
10-Nov-22	M K Cleaning	74.00	Laundry-Table/chair covers
15-Nov-22	Merchant Rentals Ltd	18.40	Monthly cardnet hire fee
15-Nov-22	Merchant Rentals Ltd	18.40	Monthly cardnet hire fee
10-Nov-22	MKR Electrical Services Ltd	3359.30	Electrical works
04-Nov-22	PHS Group	440.48	Qtrly dust mat charge
03-Nov-22	Pitney Bowes Ltd	150.00	Topup postage-29 Sept 22
23-Nov-22	Pitney Bowes Ltd	250.00	Postage top up
22-Nov-22	Poztive Energy Ltd	77.37	Electric supply-Coro Hall
22-Nov-22	Poztive Energy Ltd	701.39	Electric supply-WPLC
22-Nov-22	Poztive Energy Ltd	37.61	Electric supply-Chapel Hall
22-Nov-22	Poztive Energy Ltd	1937.51	Electric supply-OC
18-Nov-22	Prudential	307.24	AVC deducted from pay
24-Nov-22	RBL Poppy Appeal	125.00	5x Poppy wreaths

04-Nov-22	Rialtas Business Solutions Ltd	70.80	Annual fee-Making Tax Digital
17-Nov-22	Select Environmental Services Ltd	375.84	Refuse collection
07-Nov-22	SGW Payroll Ltd	159.86	Payroll monthly service fee
28-Nov-22	SWALEC	54.04	Electrical supply-Toilet
17-Nov-22	Thames Valley Water Services Ltd	408.00	Monthly water checks
18-Nov-22	The Berkshire Pension Fund	28592.51	Employee & 'er deducted from pay
04-Nov-22	The Crown Estate Commisisoners	730.00	Christmas Tree-WTCP
17-Nov-22	Trade UK - Screwfix	238.67	Building Supplies
24-Nov-22	Tudor Environmental	967.69	First Aid/uniform/garden supplies
17-Nov-22	Turfleet Hire	816.00	Dakota top dresser hire
18-Nov-22	Unison Collection Ac	22.50	Union fee deducted from pay
24-Nov-22	Veolia ES - UK Ltd	416.67	Refuse collection
01-Nov-22	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Nov-22	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Nov-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Nov-22	Wokingham BC - Rates	898.00	Rates-OC
04-Nov-22	Wokingham Borough Council	475.00	Premises Licence
17-Nov-22	Woodley Newsagent Ltd	71.00	Weekly newspaper
17-Nov-22	Workwear Express Ltd	24.62	Sample staff uniform
24-Nov-22	Workwear Express Ltd	27.73	Sample staff uniform

TOTAL

111606.89

DRAFT

CLERKS IMPREST A/C**List of Payments made between 01/11/2022 and 30/11/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Nov-22	(Personal Information)	75.00	Refund Deposit
11-Nov-22	(Personal Information)	50.00	Refund Deposit
11-Nov-22	(Personal Information)	75.00	Refund Deposit
14-Nov-22	(Personal Information)	75.00	Refund Deposit
15-Nov-22	(Personal Information)	200.00	Refund Deposit
23-Nov-22	(Personal Information)	75.00	Refund Deposit
23-Nov-22	(Personal Information)	200.00	Refund Deposit
25-Nov-22	(Personal Information)	297.02	Nov 22 - net pay owed
25-Nov-22	(Personal Information)	376.04	Nov 22 - net pay owed
28-Nov-22	(Personal Information)	50.00	Refund Deposit
28-Nov-22	(Personal Information)	75.00	Refund Deposit
28-Nov-22	(Personal Information)	15.00	Refund Key Deposit
29-Nov-22	(Personal Information)	75.00	Refund Deposit
29-Nov-22	(Personal Information)	75.00	Refund Deposit
29-Nov-22	(Personal Information)	50.00	Refund Deposit
02-Nov-22	Amazon Mkt Place	25.48	Christmas lights-OC
04-Nov-22	Amazon Mkt Place	16.68	Steel garden stakes/pegs
04-Nov-22	Amazon Mkt Place	239.99	Walk-In lean greenhouse
04-Nov-22	Amazon Mkt Place	273.68	65cc petrol leaf blower
07-Nov-22	Amazon Mkt Place	67.99	Heavy duty tarpaulin/pool cove
07-Nov-22	Amazon Mkt Place	259.99	5x Polytunnels galvanised
28-Nov-22	AmazonMkt Place	16.98	Office letter tray-OC
24-Nov-22	Chew Valley Trees	444.00	Maple memorial tree-WP
01-Nov-22	Chew Valley Trees Ltd	444.00	Cherry Tree-WP
02-Nov-22	Defib World	556.99	Outdoor defibrillator cabinet
11-Nov-22	Direct Shop Fittings Ltd	50.40	Black A3 frames
29-Nov-22	Flexx Gymnastic	200.00	Refund Deposit
23-Nov-22	Lloyds Bank	68840.50	Net Nov 2022 payroll
11-Nov-22	Lloyds Bank D/D	14.36	Imprest a/c - service fee
10-Nov-22	Manomano	762.40	Pressure washer-Petrol
17-Nov-22	PETTY CASH A/C	324.35	Top-up petty cash
02-Nov-22	PMT Online	49.19	Audio cables-OC
14-Nov-22	Reading Beekeepers	67.50	Refund Deposit
17-Nov-22	Royal Mail Group Ltd	896.26	Hearld leaflet delivery
02-Nov-22	Ryman.co.uk	83.94	3x Black Gazebos-OC
11-Nov-22	Timpson Ltd	60.00	Plaque-Viaduct Collapse
24-Nov-22	Ultimate One Ltd	212.40	Iron tree guard-WP
09-Nov-22	Workplace Stuff	924.77	70 litre steel waste bin
	TOTAL	76594.91	

Woodley Town Council**Current Account****List of Payments made between 01/12/2022 and 31/12/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
07-Dec-22	(Personal Information)	350.00	PA for Woodley Carol service
15-Dec-22	(Personal Information)	216.67	Legal & Professional service
15-Dec-22	(Personal Information)	440.00	WTCP Mkt manager
07-Dec-22	Advanced Maintenance UK Ltd	4200.00	Annual gas inspection service
07-Dec-22	AGA Print Ltd	26.86	Vinyl banners
07-Dec-22	Alan Hadley Ltd	450.00	Refuse collection
22-Dec-22	Alan Hadley Ltd	450.00	Refuse collection
22-Dec-22	Alarm Response	660.00	Annual Key holding service
22-Dec-22	AYS Cleaning Contractors Ltd	785.92	Contract Cleaning
09-Dec-22	Be Fuelcards Ltd	48.60	UTL Unleaded Petrol
30-Dec-22	Be Fuelcards Ltd	44.04	Unleaded petrol-Depot
08-Dec-22	Ben Burgess & Co Ltd	16338.00	Trimax & Dennis Mowers
22-Dec-22	Bowak Ltd	308.35	Cleaning Supplies
07-Dec-22	Brake Bros Foodservice Ltd	290.55	Vending Supplies
15-Dec-22	Brake Bros Foodservice Ltd	305.74	Vending Supplies
22-Dec-22	Brake Bros Foodservice Ltd	311.59	Vending Supplies
08-Dec-22	Brown Bag Cafe Ltd	72.00	Catering service
22-Dec-22	Brown Bag Cafe Ltd	979.74	Monthly catering service
15-Dec-22	Castle Water	25.66	Water rates
07-Dec-22	CDK Casting Ltd	101.40	Bronze plaque
22-Dec-22	CDK Casting Ltd	101.40	Bronze plaque
22-Dec-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
01-Dec-22	Club Manager Ltd	94.80	Gym software monthly fee
07-Dec-22	CoolerAid Ltd	147.96	Bottled water
22-Dec-22	CoolerAid Ltd	30.84	Bottled water
15-Dec-22	Devonshire Trading Ltd	1100.81	Monthly Gym equip hire
15-Dec-22	Drain Surgeons UK Ltd	195.00	Empty Cesspit-Depot
08-Dec-22	Earley Town Council	170.38	50% share - Memorial tree
16-Dec-22	Ecotricity	717.59	Electric supply-Depot
29-Dec-22	Ecotricity	196.91	Gas supply-Coro Hall
29-Dec-22	Ecotricity	1009.25	Gas supply-WPLC
29-Dec-22	Ecotricity	285.02	Gas supply-Chapel Hall
29-Dec-22	Ecotricity	1264.14	Gas supply-OC
08-Dec-22	EDF Energy 1 Ltd	24.99	Electric supply-Clock
12-Dec-22	Epos Now Ltd D/D	30.00	Monthly EPOS till support
07-Dec-22	Ethos Communications Solutions Ltd	156.83	Printing/coping WPLC
22-Dec-22	Ethos Communications Solutions Ltd	188.76	Repair copier
22-Dec-22	Eventu	50.00	Monthly projector hire
07-Dec-22	Fenland Leisure Products Ltd	392.40	Play Area supplies
09-Dec-22	Global 4 Communications	1036.51	Phone/Mobiles
22-Dec-22	H F Newberry	91.00	Mayors Xmas cards
07-Dec-22	Henry Street Garden Centre	116.69	Gardening supplies
15-Dec-22	HMRC Cumbernauld	17330.77	PAYE&NI Deducted from pay
22-Dec-22	IBS Office Solutions Ltd	841.76	Quartly Printer hire/printing
15-Dec-22	Impress Print Services Ltd	754.00	Hearld leaflet printing
22-Dec-22	Lamps-Tubes Luminations Ltd	4708.80	Christmas decorations-WTCM
01-Dec-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach-WPLC
28-Dec-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
14-Dec-22	Lloyds Bank D/D	226.37	Cardnet Machine service fee
08-Dec-22	LSW Secure Ltd	218.33	OC Dom master Keys cut
22-Dec-22	Lyreco UK Ltd	86.08	Stationery Supplies
15-Dec-22	Merchant Rentals Ltd	18.40	Cardent Mach rental

15-Dec-22 Merchant Rentals Ltd	18.40 Cardnet mach rental
15-Dec-22 MKR Electrical Services Ltd	294.61 Electrical supplies
22-Dec-22 MKR Electrical Services Ltd	245.60 Electrical supplies
20-Dec-22 Poztive Energy Ltd	78.41 Electric supply-Coro Hall
20-Dec-22 Poztive Energy Ltd	785.27 Electric supply-WPLC
20-Dec-22 Poztive Energy Ltd	40.52 Electric supply-Chapel Hall
20-Dec-22 Poztive Energy Ltd	2083.76 Electric supply-OC
15-Dec-22 Prudential	307.24 AVC deducted from pay
28-Dec-22 Public Works Loan Board	10640.58 PW504186-Capital/Interest
08-Dec-22 Pulse Fitness Ltd	21.60 Delivery of gym equipment
08-Dec-22 R.E.S. Systems Ltd	1582.62 Fire Extinguisher service
29-Dec-22 Rialtas Business Solutions Ltd	1399.98 Annual Rialtas service charge
07-Dec-22 Robseal Roofing Solutions Ltd	1448.75 WPLC roof - retention balance
19-Dec-22 SGW Payroll Ltd	165.98 Payroll service fee-monthly
29-Dec-22 SWALEC	139.29 Electric supply-Toilet
15-Dec-22 Technical Surfaces Ltd	399.00 3G Matchfit service
15-Dec-22 Thames Valley Water Services Ltd	338.40 Monthly water checks
22-Dec-22 Thames Valley Water Services Ltd	204.00 Monthly water checks
15-Dec-22 The Berkshire Pension Fund	20811.21 Employee & 'er deducted from pay
22-Dec-22 Trade UK - BandQ	480.00 Building Supplies
08-Dec-22 Trade UK - Screwfix	126.25 Building Supplies
22-Dec-22 Trade UK - Screwfix	741.60 Building Supplies
22-Dec-22 Travis Perkins Trading Co	61.92 Building Supplies
15-Dec-22 Tudor Environmental	180.35 Tree stakes
15-Dec-22 Unison Collection Ac	22.50 Union fee deducted from pay
22-Dec-22 Veolia ES - UK Ltd	553.33 Refuse collection
22-Dec-22 Willis & Anisworth	3460.80 Rock salt/binding gravel/MOT type 1
01-Dec-22 Wokingham BC - Rates	2283.00 Rates-WPLC
01-Dec-22 Wokingham BC - Rates	364.00 Rates-Coro Hall
01-Dec-22 Wokingham BC - Rates	165.00 Rates - Chapel Hall
01-Dec-22 Wokingham BC - Rates	898.00 Rates-OC
15-Dec-22 Woodley Concert Band	175.00 Carol Concert/Xmas lights
08-Dec-22 Workwear Express Ltd	240.68 Staff uniform

TOTAL

110717.78

CLERKS IMPREST A/C**List of Payments made between 01/12/2022 and 28/12/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-Dec-22	(Personal Information)	50.00	Refund Deposit
09-Dec-22	(Personal Information)	150.00	Refund Deposit
09-Dec-22	(Personal Information)	75.00	Refund Deposit
09-Dec-22	(Personal Information)	75.00	Refund Deposit
12-Dec-22	(Personal Information)	195.80	Refund Deposit
16-Dec-22	(Personal Information)	67.50	Refund Deposit
19-Dec-22	(Personal Information)	75.00	Refund Deposit
19-Dec-22	(Personal Information)	75.00	Refund Deposit
19-Dec-22	(Personal Information)	15.00	Refund Key Deposit
28-Dec-22	(Personal Information)	75.00	Refund Deposit
28-Dec-22	(Personal Information)	15.00	Refund Deposit
28-Dec-22	(Personal Information)	75.00	Refund Deposit
28-Dec-22	(Personal Information)	200.00	Refund Deposit
02-Dec-22	Amazon Mkt Place	35.17	Xmas decoration/first aid
02-Dec-22	Amazon Mkt Place	84.59	6mm Cork board
02-Dec-22	Amazon Mkt Place	84.59	6mm Cork Board
05-Dec-22	Amazon Mkt Place	23.99	Grey adhesive wallpaper
14-Dec-22	Amazon Mkt Place	49.94	Men's green wellies
19-Dec-22	Amazon Mkt Place	357.00	Topdon thermal camera
28-Dec-22	Amazon Mkt Place	187.73	2x LED Floodlight 500W
28-Dec-22	Amazon Mkt Place	187.72	2x LED Floodlight 500W
07-Dec-22	Any-Lamp.co.uk	644.38	LED Floodlight
28-Dec-22	Any-Lamp.co.uk	-644.38	Refund-LED flood light
14-Dec-22	Argos Ltd	29.99	Port connect USB-C hub
14-Dec-22	Battery2U	119.99	12v Bosch Car battery
05-Dec-22	BCS Reading	75.00	Refund Deposit
05-Dec-22	Berkshire County B	250.00	Grant - Dec 2022
05-Dec-22	Berkshire Multi Sciero	250.00	Grant - Dec 2022
05-Dec-22	Emmanuel Church Wo	150.00	Grant - Dec 2022
02-Dec-22	Fellowship Education	75.00	Refund Deposit
05-Dec-22	Frnds of Woodford PK	250.00	Grant - Dec 2022
05-Dec-22	Highwood Primary Sch	200.00	Grant - Dec 2022
06-Dec-22	John Lewis	2129.00	Apple MacBook Pro 16"
21-Dec-22	Lloyds Bank	51742.85	Net Dec 22 payroll
09-Dec-22	Lloyds Bank D/D	14.61	Imprest a/c service charges
07-Dec-22	Nationwide Platform	951.55	Week hire 16m boom lift picker
16-Dec-22	RCLV NO2 Trust A/c	75.00	Refund dep-RCLV No2 CO-25135
02-Dec-22	Replacement keys	12.60	Keys cut - OC
02-Dec-22	Safe Training Service	516.00	Cherry picker-Staff training
14-Dec-22	Sports Direct	30.99	2x Feather shuttlecocks
16-Dec-22	Sports Direct	524.99	60x Feather Shuttlecocks
05-Dec-22	Wdlt United FC	250.00	Grant - Dec 2022
05-Dec-22	Wdly Adopt a Street	250.00	Grant - Dec 2022
28-Dec-22	Woodley Light Operatic	200.00	Refund Deposit
	TOTAL	60251.60	

Woodley Town Council

Risk Management Sub Committee – 12 January 2023

Risk Management Strategy 2023/24

Risk is the threat of an event or action that will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives.

The effective management and mitigation of risk is a key issue for the success of any organisation or activity and it is important to understand the risks inherent in any decision. A structured approach to risk management can achieve this by enabling the decision to be made within a framework of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to risk management.

This strategy is intended as guidance to the Council and its management team and will be made available to all staff.

Aims and benefits

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help to deliver -

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance.
- Better grasping of opportunities to improve services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the council tax payer.

Process

The overall process for the management of risk is set out at **Appendix 1**.

Ownership

The Risk Strategy is owned by the Council and implemented through the offices of the Town Clerk.

Assessment of risk

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

¹ Any risk assessed as greater than 90% is almost certain to happen and should be addressed.

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by multiplying its probability by its impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

4	4	8	12	16
3	3	6	9	12
2	2	4	6	8
1	1	2	3	4
Probability	1	2	3	4
	Impact			

Red = High Risk, Yellow = Medium Risk, Green = Low Risk

Roles and responsibilities

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers, Committees, Working Parties and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none"> • Monitor risk management activity (via Strategy and Resources Committee) • Adopts the Annual Risk Management Strategy • Certification of the Council's Annual Statement on Internal Control
Strategy and Resources Committee	<ul style="list-style-type: none"> • Considers risk management policy and strategy and related documents and recommends adoption of the strategy to Full Council • Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party
Risk Management Working Party	<ul style="list-style-type: none"> • General oversight of the Council's risk management process • Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • To recommend any amendments to the risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans/projects • Review implementation of the risk management framework, strategy and process
Town Clerk	<ul style="list-style-type: none"> • Report to Members on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually) • Identify, analyse and prioritise risks • Determine risk management action plans and delegate responsibility for control • Monitor progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none"> • Maintain awareness of risks, their impact and costs and feed these into the formal risk management process • Control risks in their everyday work • Monitor progress in managing job related risks

Risk registers

The Council will maintain computer based Strategic and Operational Risk Registers.

RISK MANAGEMENT PROCESS

Identifying risks

Risks and opportunities may be identified at any stage and should be included in the Risk Register. In order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Reviews initiated by individuals, committees or panels and managers.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council's activities or project as the case may be.

Risk ownership

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects relating to the management of the risk or opportunity.

Risk evaluation

Each risk will be evaluated in accordance with the evaluation process set out in this strategy. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

Risk planning

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

Terminate:	An action that allows the risk to be avoided.
Treat/Monitor:	An action that will reduce the impact and/or the probability of a risk.
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Bear/Tolerate:	Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

Review

The highest priority risks are to be reviewed by the Risk Management Working Party. Risk monitoring will be reported to the Strategy and Resources Committee at the next meeting following the monitoring process.

The effectiveness of the process will be reviewed in April every year by the Risk Management Working Party and the Strategy and Resources Committee.

Current Covid -19 pandemic

The Covid-19 pandemic has resulted in significant risks for the organisation in a number of areas including;

- *Loss of income*
- *Public and employee safety*
- *Human Resources and staff capacity*
- *Compliance with legislation*

Some impacts of the pandemic were unavoidable due to the forced closure of buildings and restrictions on activities. Other impacts were mitigated through responsive actions and changes in working practices and operational activities. Attention to these risks will continue to form part of the strategy and the risk register, as there remains a real risk of on-going disruption due to the pandemic.

Woodley Town Council - Risk Register

APPENDIX D

SUMMARY OF RISK AREAS

Jan-23

Risk area	High			Medium			Low			Risks Total
	16	12	9	8	6	4	3	2	1	
Strategic Register	0	1	1	2	1	7	1	0	0	13
Operational Registers										
Allotments	0	0	0	0	1	7	1	8	0	17
Play Areas	0	0	0	0	2	4	0	3	0	9
Municipal Buildings	0	1	0	2	2	4	3	3	3	18
Open Spaces	0	0	0	1	1	3	2	2	1	10
Outdoor sport and recreation	0	0	1	0	1	5	3	4	3	17
Indoor sports	0	0	2	0	0	2	3	3	0	10
Resource management	0	0	3	1	12	5	2	3	0	26
Totals	0	2	7	6	20	37	15	26	7	120

Responsible officer initials:

- Town Clerk TC
- Deputy Town Clerk DTC
- Leisure Services Manager LSM
- Amenities Manager AM
- Committee Officer CO
- Communications Manager CM
- New risks identified

Note: The previous score column in the attached tables only show the risk score from the previous year, if it has changed. If the column is empty the risk score hasn't changed.

HIGH RISK

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Impact of Coronavirus on level of income from services so severe that it impacts on the Council's finances.	SR 14	TC/DTC	Severely reduced income from Leisure Services and community halls/Oakwood Centre room hire. Covid regulations preventing ability to hire out spaces.	3	4	12	16	Controls in place to enable use of facilities where permitted under covid rules. Strategy and Resources Committee to oversee required actions re finances.	Update marketing plan for venues to bring business back up following periods of restrictions of lower public confidence. Council to consider appropriate level of General Reserve and spending in respect of potential financial impacts.
Increased competition/economic downturn/coronavirus	MB 09	TC	Reduced bookings resulting in reduced income.	3	4	12	12	Charges set for different types of organisation. Charges reviewed yearly to ensure they are competitive. Facilities updated to ensure we provide what the customer wants/needs. Publicity - leaflets, newsletter noticeboards and E-marketing/social media. Covid-19 guidelines adhered to.	Updated Marketing Plan required to bring business levels back up following restrictions and lower customer confidence.
Impact of Coronavirus on WTC workforce & Council so severe that the work and meeting arrangements of the Council and committees are seriously impacted.	SR 13	TC/DTC	Potential for legal requirements not being met - eg year end accounts not prepared before due date, Annual Meeting and committee and working party meetings not able to take place on dates set - possible meetings in quarantine due to illness or other reasons connected with the coronavirus (e.g. self isolating, high levels of illness)	3	3	9	9	Risk assessments carried out in all areas of the Council's business and actions taken to protect staff when in the workplace and customers/clients. Staff working at home and in office/leisure centre as required by legislation /govt /guidance. Covid Safe meeting protocol in place for Council, committee and working party meetings.	
Income from outside sports impacted by Coronavirus and resulting restrictions	OS 14	AM/LSM	Severe reduction in income from leisure activities	3	3	9	9	compliance with government rules regarding outdoor sport	Potential for multiple staff members self isolating due to Coronavirus
High levels of sickness/stress	RM 13	TC/DTC	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities and impact on own work responsibilities.	3	3	9	6	Managers follow up on absence, Sickness policy in place, including Fit for Work referral. Performance Appraisal system in process of being introduced following training for managers. New sickness policy includes referral and formal meeting.	Investigate where succession planning/training for cover could be considered.
Project and non deadline driven work not achieved	RM 20	TC	Potential for funding opportunities being missed, increase in cost, projects delayed or not achieved. Strategic work not able to be prioritised - training plans, service planning,	3	3	9	9	New management structure in place - change in service provision and new staff roles (Communications Manager and Admin Asst) have increased ability to address non urgent and project plans.	Council has several projects underway or planned. The Town Clerk has been on longterm sick leave for several months with workload being carried out by the Deputy Town Clerk.
Long-term absence of Town Clerk - Failure to meet legal obligations, Members and residents expectations, project targets, staff management functions.	RM 27	DTC	Delayed projects, reduced responsiveness to enquiries & issues, aims/objectives/income not met. Negative impact on staff morale and wellbeing.	3	3	9	9	DTC authorised to act as Proper Officer in interim.	Issue of long-term absence of Town Clerk being addressed.
Financial impact of cost of living crisis	IS 13	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	3	3	9		LSM identifying additional activities and offers. Charges kept under review and membership numbers reported to each Leisure Services Committee.	NEW RISK

BORDER LINE HIGH RISK	Failure to respond to legislation/comply with regulations and censure from external bodies	SR 01	TC	Possible legal action, possible adjustments to systems, resource costs.	2	4	8	8	Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service. Insurance cover gives some protection. New procedures re employment and taxable benefits. Initial GDPR policies in place.	Advice to be sought/ review of tax arrangements. More work required in relation to GDPR and staff training in 2022. Members advised of online GDPR module. SLCC membership for the Deputy Town Clerk should be obtained.
	Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8	8	Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	Email to Councillors offering GDPR online module
	Significant damage to building	MB 16	DTC/AM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8	8	Electrical tests carried out as required, building problems reported to DTC/MM, buildings staffed every day of the week, apart from Christmas closure and some Bank Holidays.	
	Illegal encampment	OS 06	DTC	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	8	Access restricted to most open spaces and parks/play areas by gates and fences. Install bollards where appropriate/consider height restrictions at some car parks/open spaces/parks. Police to be informed as soon as illegal encampment is identified and dealt with by them.	Install bollards at Malone Park - Ownership has been transferred to the Town Council - land registration yet to be completed
RISK SCORE REDUCED (Previously High or Bordeline)	Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4	8	Computer booking system in place.	
	Vandalism	OS 04	AM	Additional expenditure, reduced income and poor image.	2	2	4	8	Football nets removed when not in use. Goals removed during the summer. Cricket square roped off in summer. Bowling green fenced off and locked when not in use. 3G pitch to be locked when not in use - WPLC CCTV has been extended to cover 3G pitch.	Outdoor sports items are not insured for vandalism (apart from tournament goals, artificial wicket and 3G pitch) - excess and cost considered too high given cost of items and low number of incidents of vandalism to equipment. Vandalism to cricket square and bowling green repaired by Grounds Maintenance team.
	Dog mess	OS 09	AM	Unsanitary, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4	8	Sports pitches inspected by groundsman. Dog mess bins and signs provided. 'We're watching you' signs on display in park. One voluntary park warden in place at Woodford Park.	
	Contamination of water systems	OS 14	LSM/AM	Health risk to visitors & staff. Cost to eradicate.	2	2	4	8	Contract for regular testing in place, paddling pool water tested 3 times daily when open to public. All water systems have regime for running off standing water and testing. Amenities Manager and all sports team have Pool Plant Operators qualification.	
	<i>Covid 19</i>	MB 21	TC	<i>Possibility of spread of virus, impact on staff and members of the public.</i>	2	2		4	<i>Covid secure workplaces. Working practices enabling social distancing. Government rules and guidelines are being followed.</i>	<i>RISK DELETED</i>
	<i>Financial impact of competition from new leisure centre in the town and restrictions on indoor sports in relation to Covid pandemic.</i>	IS 12	TC/LSM	<i>Anticipated loss of gym members and clubs hiring Sports Hall.</i>	3	3		9	<i>LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity.</i>	<i>RISK DELETED</i>

Woodley Town Council

OAKWOOD CENTRE PROPOSED CHARGES – EXPLANATORY

REPORT REPORT OF THE COMMITTEE OFFICER

Purpose of Report

To provide an explanation behind the structural changes being proposed to the Oakwood Centre charges.

Background

The current Oakwood Centre charging structure splits hirers into four groups; Businesses, Non-Woodley Residents, Woodley Residents, and Community Groups. For each group, and for each individual room, a half day and a whole day rate is set. Additionally, an evening (4+ hours) rate is charged for hire of Carnival and / or Maxwell Halls, as well as a reduced rate for hirers who wish to book both Carnival and Maxwell Halls together.

The existing 2022/23 Oakwood Centre charges are included at **Appendix A** for reference.

Each individual charge rate is set annually, with the charges reviewed and, where appropriate, increased by roughly the same percentage and rounded for ease.

Issues

The existing structure does not define half day or whole day. Historically, Officers have interpreted a half day booking as anything up to 4 hours, and a whole day as anything over 4 hours. However, Officers have used their discretion to vary the rate offered, as they deem fit, based on the specifics of each hire; for example, taking into account the complexity of a hire and amount of set up required, or considering whether the booking will restrict additional hiring of the room during the day.

The lack of clarity regarding the definition of half day and whole day means that the current charging structure is difficult to use. Individual Council Officers lack confidence as to which charges might apply so are unable to field queries, leaving hirers to speak to the Venues Manager to obtain an indicative quote. The varying of rates also presents issues with consistency.

Imposing half day and whole day rates may also put off those looking to hire for shorter periods, for example, one or two hour bookings, which would be helpful to fill gaps in the booking schedule.

There is also a lack of consistency when you compare rates against one another; that is, when reviewing the comparable reductions applied to each group against the highest rate for each room, and also when comparing the reduction in rate between half and whole day charges for each room.

For example, when comparing against the highest Business rate, Woodley residents currently receive an equivalent discount of 44% when hiring Falcon Room for half a day, but only 34.3% when hiring Maxwell Hall. When comparing the whole day rate against the half a day, Non-Woodley residents receive the equivalent discount of 1.2% when hiring Maxwell Hall, but 16.6% when hiring Carnival Hall.

These types of variances are replicated across all groups and rooms, providing a lack of consistency with regards the how each room and group rate compares to each other. This has most likely been caused by the process of setting each room rate for each group annually and rounding those figures.

Proposed Structure

To resolve these issues it is proposed to remove the half day / whole day charging rates and replace these with standard hourly rates for each room. These rates will generally be the highest for each room and will apply to Business bookings, although an increased, premium rate will continue to apply after 6pm for bookings of Carnival and Maxwell Halls.

It is then proposed that discounts are applied, as appropriate, to the applicable standard or premium hourly rate depending on the duration of hire and the nature of the group hiring.

Firstly, where bookings are over 4 hours, a 4% discount will be applied to the standard / premium hourly rate.

Then the following discounts will be applied depending on the nature of the group hiring:

- 20% for Non-Woodley Residents
- 37.5% for Woodley Residents
- 50% for Community / Charity Groups

Separately, the hourly rate for booking both Carnival and Maxwell Halls together is calculated based on a 20% discount of the standard / premium hourly rate when booking the halls individually.

A full analysis of the current Oakwood Centre room charges was undertaken to compare rates against each other in order to extrapolate the current average discount rates applied, and it was from this analysis that the proposed discount rates above have been recommended.

Once approved, all rates will be calculated and published, enabling members of the public to ascertain the rate they are likely to be charged.

Proposed Charges 2023/24

The standard hourly rates proposed for 2023/24 in the ***Proposed Charges 2023/24 Appendix*** have been calculated based on an equivalent existing Business hourly rate, with an inflationary increase of approximately 10% added. These rates have then been rounded for ease.

A full comparison of existing room charges versus proposed new charges is included at ***Appendix B*** for reference.

A new theatre (non-production) rate is also being proposed to help enable the booking of the theatre for business meetings and conferences, which differ to production hires where the space is likely to be out of action for the duration of the production, even when not in use.

Future Changes

In future years it is proposed that Members will only be presented with the proposed standard hourly rates for consideration. Where approved, all other rates will then be calculated based on the discounts set out above to ensure rates remain consistent when compared to one another.

Explanation of Variances

The ***Proposed Charges 2023/24 Appendix*** shows premium rates to be rising by a higher percentage than other rates. This is primarily because the rates shown are for business users and, historically, evening business rates were not reduced as much as for other users.

The reduction in charge rate for the Miles Suite is being proposed because the room was previously charged at a higher rate due to the fact it was deemed to be a nicer room. The room is more regularly being used as a standard meeting room, so the rate has been adjusted to be comparable to other rooms based on size.

Recommendations:

- ◆ **That Members note the information contained in the report.**

Oakwood Centre Charges 2022/23					
		Community Groups	Woodley Residents	Non-Woodley	Business
		2022/23	2022/23	2022/23	2022/23
Bader Room	1/2 day	£46.50	£60.50	£72.50	£93.50
	Day	£90.50	£114.50	£140.00	£167.00
Falcon Room	1/2 day	£41.00	£46.50	£65.00	£83.00
	Day	£75.50	£90.50	£121.00	£153.50
Brunel Room	1/2 day	£41.00	£46.50	£65.00	£82.50
	Day	£75.50	£90.50	£121.00	£153.50
Falcon & Brunel	1/2 day	£81.50	£92.50	£128.50	£150.50
	Day	£149.00	£178.50	£243.00	£265.00
Carnival Hall	1/2 day	£108.50	£138.00	£187.00	£236.00
	Day	£214.00	£271.00	£312.00	£359.00
	Evening 4+ hrs	£175.00	£234.50	£290.00	£335.00
Maxwell Hall	1/2 day	£91.50	£118.50	£150.00	£180.50
	Day	£182.00	£230.00	£296.50	£321.50
	Evening 4+ hrs	£148.00	£193.00	£244.00	£289.00
Carnival & Maxwell Halls	1/2 day	£157.00	£196.00	£256.50	£335.00
	Day	£308.00	£385.50	£507.50	£535.00
	Evening 4+ hrs	£268.00	£326.00	£389.00	£418.50
Theatre	1/2 day	£109.50	£138.00	£187.00	£201.00
	Day	£215.50	£272.00	£362.50	£374.50
Miles Suite	1/2 day	£119.00	£150.50	£193.00	£213.50
	Day	£229.00	£280.00	£364.50	£395.00

Full Rates Comparison

Comparison based on 4 hr & 8hr totals. In 2022/23, 4hr & 8hr rates were applied, not hourly rates.

		Standard Hourly Rate (Till 6pm / Up to 4 hrs)			Extended Hourly Rate (Till 6pm / 5hrs +)			Premium Hourly Rate (From 6pm)		
		2022/23 Equivalent	Proposed 2023/24	% increase	2022/23 Equivalent	Proposed 2023/24	% increase	2022/23 Equivalent	Proposed 2023/24	% increase
		4hr total	4hr total	4hr total	8hr total	8hr total	8hr total	4hr total	4hr total	4hr total
Standard (Business) Hourly Rate	Bader Room	£ 93.50	£ 103.00	10%	£ 167.00	£ 197.76	18%			
	Falcon Room	£ 83.00	£ 92.00	11%	£ 153.50	£ 176.64	15%			
	Brunel Room	£ 82.50	£ 92.00	12%	£ 153.50	£ 176.64	15%			
	Carnival Hall	£ 236.00	£ 260.00	10%	£ 359.00	£ 499.20	39%	£ 335.00	£ 416.00	24%
	Maxwell Hall	£ 180.50	£ 200.00	11%	£ 321.50	£ 384.00	19%	£ 289.00	£ 320.00	11%
	Carnival & Maxwell	£ 335.00	£ 368.00	10%	£ 535.00	£ 706.56	32%	£ 418.50	£ 588.80	41%
	Miles Suite	£ 213.50	£ 200.00	-6%	£ 395.00	£ 384.00	-3%			
Non-Woodley Resident Rate	Bader Room	£ 72.50	£ 82.40	14%	£ 140.00	£ 158.21	13%			
	Falcon Room	£ 65.00	£ 73.60	13%	£ 121.00	£ 141.31	17%			
	Brunel Room	£ 65.00	£ 73.60	13%	£ 121.00	£ 141.31	17%			
	Carnival Hall	£ 187.00	£ 208.00	11%	£ 312.00	£ 399.36	28%	£ 290.00	£ 332.80	15%
	Maxwell Hall	£ 150.00	£ 160.00	7%	£ 296.50	£ 307.20	4%	£ 244.00	£ 256.00	5%
	Carnival & Maxwell	£ 256.50	£ 294.40	15%	£ 507.50	£ 565.25	11%	£ 389.00	£ 471.04	21%
	Miles Suite	£ 193.00	£ 160.00	-17%	£ 364.50	£ 307.20	-16%			
Woodley Resident Rate	Bader Room	£ 60.50	£ 64.38	6%	£ 114.50	£ 123.60	8%			
	Falcon Room	£ 46.50	£ 57.50	24%	£ 90.50	£ 110.40	22%			
	Brunel Room	£ 46.50	£ 57.50	24%	£ 90.50	£ 110.40	22%			
	Carnival Hall	£ 138.00	£ 162.50	18%	£ 271.00	£ 312.00	15%	£ 234.50	£ 260.00	11%
	Maxwell Hall	£ 118.50	£ 125.00	5%	£ 230.00	£ 240.00	4%	£ 193.00	£ 200.00	4%
	Carnival & Maxwell	£ 196.00	£ 230.00	17%	£ 385.50	£ 441.60	15%	£ 326.00	£ 368.00	13%
	Miles Suite	£ 150.50	£ 125.00	-17%	£ 280.00	£ 240.00	-14%			
Community / Charity Rate	Bader Room	£ 46.50	£ 51.50	11%	£ 90.50	£ 98.88	9%			
	Falcon Room	£ 41.00	£ 46.00	12%	£ 75.50	£ 88.32	17%			
	Brunel Room	£ 41.00	£ 46.00	12%	£ 75.50	£ 88.32	17%			
	Carnival Hall	£ 108.50	£ 130.00	20%	£ 214.00	£ 249.60	17%	£ 175.00	£ 208.00	19%
	Maxwell Hall	£ 91.50	£ 100.00	9%	£ 182.00	£ 192.00	5%	£ 148.00	£ 160.00	8%
	Carnival & Maxwell	£ 157.00	£ 184.00	17%	£ 308.00	£ 353.28	15%	£ 268.00	£ 294.40	10%
	Miles Suite	£ 119.00	£ 100.00	-16%	£ 229.00	£ 192.00	-16%			

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 31 January 2023 at 7:45 pm

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

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

Also present: *3 members of the public*

176. **APOLOGIES**

Apologies for absence were received from Councillors Bragg and Nagra.

177. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

178. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 3 JANUARY 2023**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 3 January 2023 be approved and be signed by the Chairman as a true and accurate record.

179. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

180. **PLANNING DECISIONS**

RESOLVED:

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

181. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following informal hearing relating to an appeal against refusal of planning permission is due to be heard by the Planning Inspectorate:

Application: 220133

Location: 101 and 101A Pound Lane, Sonning, Wokingham, RG4 6GG

Proposal: Outline application for the proposed erection of a 4 storey 70 Bedroom care home with associated parking and servicing following demolition of the existing 2No dwellings and out buildings (Access, scale, Layout and Design to be considered).

182. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 230041:
Location: 2 Munro Avenue, Woodley, Wokingham, RG5 3QY
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 2.40m and the height of the eaves 2.40m.

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

RESOLVED:

- ◆ To note application 223831:
Location: TPO 0003/1951, WOODLAND 3: 43 Campbell Road, Woodley, RG5 3NB.
Proposal: T2, Unknown Species – Fell and remove roots.

184. **CYCLING IN WOODLEY SUB COMMITTEE**

RESOLVED:

- ◆ To note that the meeting of the Cycling in Woodley Sub Committee, due to be held on 18 January 2023, was cancelled.

185. **WOKINGHAM BOROUGH COUNCIL GYPSY & TRAVELLER SITES**

Members noted that there were no appropriate sites within Woodley to be recommended as a Gypsy and Traveller site.

RESOLVED:

- ◆ To not respond to Wokingham Borough Council's call for potential Gypsy and Traveller sites.

186. **EARLEY STATION FOOTBRIDGE UPDATE**

RESOLVED:

- ◆ To note the response received from Chris Easton, Assistant Director – Highways and Transport – Wokingham Borough Council, regarding the potential replacement of the Earley Station Footbridge.

187. **WOKINGHAM BOROUGH COUNCIL CAR PARKING CHARGES**

Members expressed their thanks to Councillor Skegg for drafting the response, which they noted was extremely good and well balanced.

RESOLVED:

- ◆ To note the final response, sent on behalf of Woodley Town Council, with regards to Wokingham Borough Council's proposed car parking charge increases, as included in the agenda.

189. **COMMUNITY ISSUES**

Councillor Baker advised Members that the Local Government Boundary Commission has now issued a final draft proposal for the re-drawing of Borough and Parish ward boundaries in the area. It was noted that a final consultation would now be conducted regarding the proposals, with a response date of 12 April. The Committee Officer advised that the proposals would be brought to the next Planning & Community Committee meeting in February for discussion.

190. **HIGHWAYS ISSUES**

Councillor Soane highlighted a continuing issue with standing water on Colemans Moor Road, between the junction of Colemans Moor Lane and Austin Road. In the recent cold weather, this water has frozen over and has been very hazardous. Councillor Soane informed Members that he had raised the matter with Wokingham Borough Council.

Councillor Baker provided Members with an update on proposed new double yellow lines. He advised that Wokingham Borough Council were still processing amendment #5, which contains around 55 proposed new double yellow line locations, and he is aware that another 70 or so proposed locations were included in amendment #6. These will only be processed after amendment #5 has been finalised.

191. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - CCB e-Bulletin – January 2023

192. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

193. **PUBLICITY/WEBSITE**

Members requested that the Council's response to Wokingham Borough Council's proposed car parking charge increases be publicised.

194. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:31 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 31 January 2023

Application No. & Address	Proposal
223354 79-81 Loddon Bridge Road, Woodley, RG5 4AR	Full application for the proposed erection of 2 no. outbuildings, one to the rear of 79 and one to the rear of 81 Loddon Bridge Road, following part demolition of existing walls. (Part retrospective).
Observations: The Planning & Community Committee have considered this application and recommended it be refused on the basis that, according to planning rules, the Committee believe that "each outbuilding must be individually and wholly within the demise of each plot" which, with a shared footing, this is not. They also recommended the application be refused on the basis that the outbuildings are too close to the rear boundary of the properties.	
223788 45 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed single storey rear extension. Conversion of existing loft to include 2no. dormers and first floor rear extension following removal of chimney. Plus changes to fenestration.
Observations: No objections.	
223790 5 Beaufield Close, Woodley, RG5 3DH	Householder application for the proposed erection of a single storey front extension, single storey rear extension, and changes to fenestration.
Observations: No objections.	
223799 42 Clivedale Road, Woodley, RG5 3RD	Householder application for the proposed erection of a single storey rear extension with 3 No. roof lights and conversion of existing loft space to provide habitable accommodation, including rear facing dormer.
Observations: No objections.	
223813 40 Clivedale Road, Woodley, RG5 3RD	Householder application for the proposed erection of a single storey side extension, including ground floor internal alterations.
Observations: No objections.	
223828 56 Caldbeck Drive, Woodley, RG5 4JX	Householder application for the proposed conversion of the garage to habitable accommodation, including the raising of the flat roof, insertion of a roof window and relocation of the front door.
Observations: No objections.	

223829 14 Bakers Place, Woodley, RG5 4AX	Householder application for the proposed erection of a single storey rear extension with 2 no. roof lights.
Observations: No objections.	
223830 180 Loddon Bridge Road, Woodley, RG5 4AA	Householder application for the proposed erection of a part single storey part two storey side/rear extension, single storey side extension, plus changes to fenestration, following demolition of existing utility room, bathroom and store.
Observations: No objections.	
230042 12 Antrim Road, Woodley, RG5 3NS	Householder application for the proposed erection of a 2No storey rear extension. Single storey side extension along with single storey front to create porch and conversion of garage to create habitable accommodation following demolition of the existing garage & utility store also changes to fenestration.
Observations: The Planning & Community have considered this application and, whilst they have no objections, asked that a Planning Officer ensure the development does not lead to any unacceptable loss of light to neighbouring properties.	
230063 16 Denmark Avenue, Woodley, RG5 4RS	Householder application for the proposed erection of a single storey rear and side extension.
Observations: The Planning & Community have considered this application and, whilst they have no objections, they noted concerns raised by neighbours that the planned width of the extension may actually extend beyond the existing boundary wall to the south of the property, which is not evident in the block plan.	
230092 83 Loddon Bridge Road, Woodley, RG5 4AR	Householder application for the proposed erection of a single storey rear extension (Retrospective)
Observations: No objections.	
230106 44 Crockhamwell Road, Woodley, RG5 3LE	Householder application for the proposed erection of single storey front extension, conversion of existing garage to create habitable accommodation, plus part single part two storey side extension.
Observations: No objections.	

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Woodley Town Council

SEATING TO COMMEMORATE THE KINGS CORONATION

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider allocating £6,500 from the Capital Programme for the supply and installation of new seating adjacent to the Oakwood Centre, to celebrate the Coronation of King Charles III.

Proposal

Officers have been looking at options to provide a lasting celebration of the Coronation of King Charles III. In addition to events being planned to commemorate the event, it is proposed that a new seating area adjacent to the Oakwood Centre be created which will be accessible and also meet the Council’s climate emergency and environmental targets. The new space will include seating manufactured entirely from recycled plastic bottles and a living wall to promote biodiversity. A Project Assessment is attached at **Appendix A**.

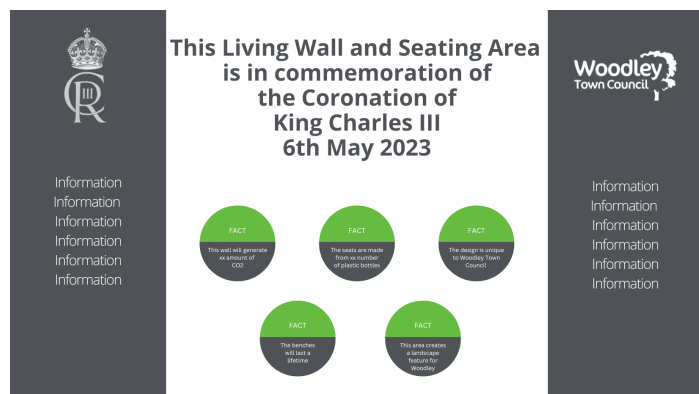
Seats

The Halo modular seats are formed from a specialist, super-strength, sustainable resin, made from recycled plastic bottles. The supplier, Geo Met, save on average 1,063,636 plastic bottles per year, diverting them from landfills and oceans. The seats are durable, weather-proof and low maintenance, with an almost indefinite life expectancy so are unlikely to be replaced. The seating can also be colour matched to compliment the new play area equipment.

It is proposed that the new seating be funded from the Capital Programme. Information on the proposed seating is attached at **Appendix B**.

Living Wall

The Living Wall will provide a bio-diverse area, which will enhance the environment, wildlife and be CO2 producing. An information board will be set into the wall, providing details of the commemoration to the King and related climate facts.



Example signage

King Charles III

As a supporter of sustainability, organic farming, renewable energy, and biodiversity, King Charles III encourages others to rethink urban design and corporate production. With this in mind, it felt appropriate to have a climate conscious, sustainable commemoration in honour of his coronation that also fits in with Woodley Town Council’s climate emergency plan.

The Living Wall element of the project is low cost and can be funded from existing budgets.

Community

The seating area will provide a calm, landscape feature for the residents of Woodley to enjoy, representing the Council's climate ethos and looking forward to a more sustainable future, in honour of King Charles III.

Design

The seating area will be situated outside the Oakwood Centre, between the current timber wall and the Miles Suite. This was chosen as a space currently not utilised by park users and to provide more seating in the park, as requested by residents.

The timber wall currently has climbing roses on the north side (Rotary Garden) and will be utilised to create the Living Wall on the south facing side.

The detailed design and seating layout is currently being considered – subject to the project obtaining funding.

Impacts

Resource Impacts
Supply cost £6,500 The current Capital Programme balance is £8,246 Installation to be carried out in-house
Equality Impacts
See project assessment – APPENDIX A
Environmental Impacts
See project assessment – APPENDIX A

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the allocation of £6,500 from the available Capital Programme funds for the provision of the new seating element of the project, as set out in the report.**

Project Assessment

Date:	31 January 2023
Project/policy/service:	Kings Coronation Seating
Priority	2
Cost	£6,500
Completed by:	Kevin Murray, Deputy Town Clerk

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To commemorate the coronation of the King in a permanent way, that emphasises environmental initiatives, while enhancing the currently unused space adjacent to the Oakwood Centre. The project involves the purchase and installation of modular seating – made from recycled plastic materials and will provide a relaxed meeting and seating space. The seating area will be complimented by a 'living wall' which is funded from other budgets. The project represents a further investment in Woodford Park and will create a social space to compliment the other facilities - Rotary Garden, play area, ornamental planted areas etc.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The installation of the modular seating would be carried out by the Amenities Team under the management of the Amenities Manager

Outline the main beneficiaries of the project, policy change or service change:

Members of the public, visitors to the park, clients/hirers of the Oakwood Centre

Impact	Y/N	Detail
Health / Safety Impact	Y	Additional seating
Legal Compliance	N	
Income Impact	Y	Potentially – part of improvement programme of facilities at the Oakwood Centre and Woodford Park
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, Negative, or Not Applicable impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Positive	Additional seating will be accessible and benefit those with mobility issues
Age	Positive	Additional seating will be accessible and benefit those with mobility issues
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	Positive	Additional seating will be accessible and benefit those with mobility issues
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Some impact in respect of production of new seating. Seating is made entirely from recycled plastic materials (plastic bottles). Suppliers are required to provide an appropriate environmental policy in respect of their activities. Seating has long-life span.
Habitat/biodiversity impact	N	It is not envisaged that the new seating will have any negative impact on habitat or biodiversity. The addition of the living wall (separate project element) will provide habitat for insects and an opportunity to highlight environmental and biodiversity issues.
Alternatives considered	Y	There is a wide variety of seating materials available. The recycled/sustainable materials used to manufacture the chosen seating is a primary consideration and fits with the Councils climate and environmental objectives.
Other	N/A	

Signed:  _____

Print: Kevin Murray

Date: 31/01/23



Halo Modular Seating

Simple curves and colour add beauty and fluidity to exteriors, interior meeting areas, showrooms, exhibition spaces, foyers and lobbies.

Halo can be fitted together to create a circle measuring 3m or 5m in diameter or can be designed to snake around outdoor or indoor features.

Our curvaceous circular designs are composite moulded and create striking landscape features. Each seat can be made in any BS/RAL colour to match any colour scheme or corporate interior. Halo is easy to install as it's lightweight and modular in construction.

Installation service available.
Trade discounts available.

SGF101 3m seat segment
SGF114 5m seat segment
8 segments for a complete circle

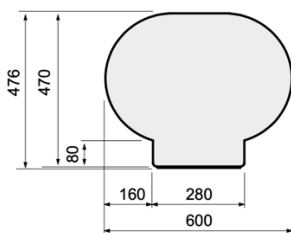
1 & 2: Halo seating and planters recreational space installation at Media City, Salford, Manchester.

3: Halo seating and Rondo table, show garden centerpiece at the RHS Flower Show, Hampton Court.

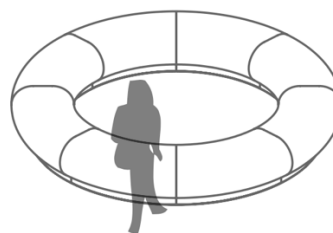
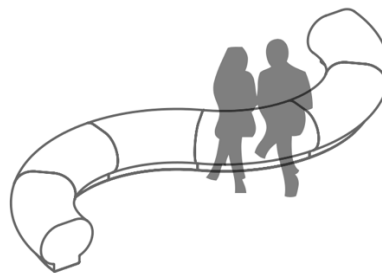
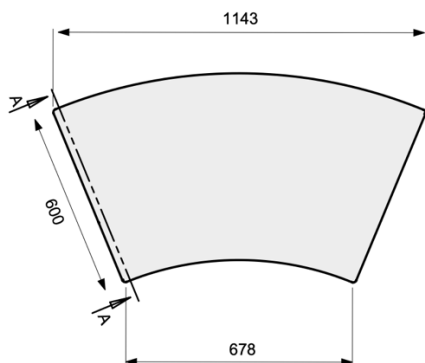
4: Halo seating is available in any BS or RAL colour, to match your colour scheme or corporate identity.

Halo single seat - 3m circle - all sizes in mm's

Halo Seat Profile
Section A-A



Plan View - 3m circle segment



Principal Material:
Composite moulded.

Dimensions:
1143 x 600 x 476mm.

Colour:
Any BS/RAL colour.

Each segment can be supplied:

1. Weighted with a rubber anti-slide base. Approx. 40 kgs.
2. Un-weighted with rubber anti-slide base. Approx. 15 kgs.
3. Fitted with anchor bolts for permanent fixing. Approx. 13 kgs.

Supply options:

1. **Weighted:** Modules supplied weighted to prevent people from easily moving installations to another area. Weighted modules are ideal if you would like the flexibility to move seating at a later date and the security that they will be safe.
2. **Un-weighted:** This supply option offers the utmost in flexibility and is ideal for domestic use or in areas where you want to move seats quickly and easily, such as events/exhibition spaces.
3. **Fitted with anchor bolts:** Modules are complete with anchor bolts for permanent fixing - ideal for public open spaces or where security may be an issue.

REPORTS FROM OUTSIDE BODIES

Poor's Land Charity (February 2022)

Christmas went well for the residents who all received a Christmas token.

All flats are now filled.

We had concerns over the fuel and energy price rise, the residents will face an increase in March.

Unfortunately, there has been a problem with the heating system in Cedar Place. This is being resolved as an emergency.

The replacement for the Cedar tree is still an ongoing discussion with WBC.

Cllr Kay Gilder, February 2022

MAYORAL ENGAGEMENTS – 7th December 2022 to 6th February 2023

Town Mayor’s Engagements

December	10 th	Earley Town Council – Town Mayor’s Christmas Reception
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Woodley Town Council

Proposed Charges Appendix 2023/24

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Proposed charges 2023/24

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

2021/2022	2022/23	2023/24	Incr %
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GAMES ROOM / TEA ROOM				
Woodley Resident	£13.00	£13.50	£14.00	3.7
Other (<i>Non Woodley resident</i>)	£21.00	£21.50	£22.00	2.3
Premium Rate WR (<i>Woodley resident</i>)	£19.50	£20.00	£21.00	5.0
Premium Rate NW (<i>Non Woodley</i>)	£31.50	£32.00	£33.00	3.1

FUNCTION ROOM				
Woodley Resident	£26.00	£27.00	£28.00	3.7
Other NW	£42.00	£43.00	£44.00	2.3
Premium Rate WR	£39.00	£40.00	£42.00	5.0
Premium Rate NW	£63.00	£64.00	£66.00	3.1

COMMITTEE ROOM (x1)				
Woodley Resident	£8.30	£8.70	£9.00	3.4
Concessionary Rate	£6.80	£7.20	£7.50	4.2
Other NW	£12.50	£13.00	£13.50	3.8

COMMITTEE ROOMS (x2)				
Woodley Resident	£13.00	£13.50	£14.00	3.7
Concessionary Rate	£9.40	£10.00	£10.50	5.0
Other NW	£20.30	£21.00	£21.50	2.4

NB Premium applies to Friday and Saturday evenings at Woodford Park LC

Proposed charges 2023/24

WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

2022/23	2023/24	Incr %
---------	---------	--------

SPORTS HALL

BADMINTON					
Adult HH	£10.00	£10.00	£10.50	5.0	Sports Park £10.85.
Adult NP	£12.50				Loddon Valley & Bulmershe £14.50 non member anytime. Sports Park £14.40. Rivermead £13.30. Meadway £12.40.
		£12.50	£13.00	4.0	
OAP / Under 18 HH	£6.00				Loddon Valley & Bulmershe £7.25 gym member anytime. Sports Park £7.80.
		£6.30	£6.50	3.2	
OAP/Under 18 NP	£7.50				Sports Park £7.80. Meadway £6.15.
		£7.80	£8.00	2.6	
Club / Coaching	£13.30	£13.50	£14.00	3.7	

NETBALL					
Adult Club Rate (per session)	£62.50				Loddon Valley (Basketball) £54.35. Wokingham Leisure Centre £54.35.
		£63.00	£64.00	1.6	
Junior Club Rate	£39.00	£39.00	£40.00	2.6	

TABLE TENNIS					
Adult HH	£6.80	£7.00	£7.50	7.1	
Adult NP	£7.80				Wokingham Leisure Centre £8.25. Meadway £12.00.
		£8.00	£8.50	6.3	
OAP/Under 18 HH	£4.70	£5.00	£5.50	10.0	
OAP/Under 18 NP	£5.20	£5.50	£6.00	9.1	

Healthy Habits Card					
Adults	£20.00	£20.00	£20.00	0.0	
Under 18s, OAPs, concession	£10.00	£10.00	£10.00	0.0	

Healthy Habits cards are valid for one year

Proposed charges 2023/24

OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2021/22	2022/23	2023/24	Incr %	
BOWLS (per session)					
Adults HH	£4.20	£4.50	£5.00	11.1	
Adults NP	£5.50	£6.00	£6.50	8.3	
OAP/Under 18 HH	£2.60	£3.00	£3.50	16.7	
OAP/Under 18 NP	£3.10	£3.50	£4.00	14.3	

CRICKET					
Grass wicket full day - Adults	£127.00	£130.00	£135.00	3.8	
Artificial wicket full day - Adults	£96.00	£100.00	£100.00	0.0	Sports Park £133.80.
Evening - grass wicket - Adults	£90.00	£90.00	£90.00	0.0	
Evening - artificial wicket - Adults	£65.00	£65.00	£70.00	7.7	Sports Park £66.90.
Community rate (half day/eve AW)	£35.00	£36.00	£37.00	2.8	

FOOTBALL (per match)					
Adult	£75.00	£75.00	£75.00	0.0	Sports Park £67.35.
Under 18	£40.00	£40.00	£40.00	0.0	Sports Park £44.95.

NETBALL					
Adult	£21.00	£22.00	£23.00	4.5	Sports Park £32.25. Waingels £20.00.
Under 18	£16.00	£17.00	£18.00	5.9	Sports Park £20.70.

TENNIS					
Adult HH	£7.50	£7.50	£8.00	6.7	Sports Park £7.90.
Adult NP	£10.00	£10.00	£10.50	5.0	Sports Park £9.60. Loddon Valley £10.45.
OAP/Under 18 HH	£4.50	£5.00	£5.50	10.0	Sports Park £5.60.
OAP/Under 18 NP	£5.50	£6.00	£6.50	8.3	Sports Park £6.65. Loddon Valley £5.50.

3G PITCH						
Full Pitch (off peak)	£70.00					Sports Park £69.55. Goals £63.00 (weekday daytime & weekend). Rivermead £83.35. Waingles £100.00.
		£70.00	£71.00	1.4		
Full Pitch (standard)	£96.00					Sports Park £98.20. Goals £102.00 (weekday evening). Rivermead £83.35. Waingels £130.00.
		£96.00	£98.00	2.1		
5-a-side (off peak)	£27.00					Sports Park £36.05. Goals £63.00 (weekday daytime) £41.00 (weekend). Rivermead £28.15. Waingles £25.00. Palmer Park £28.55.
		£27.00	£28.00	3.7		
5-a-side (standard)	£40.00					Sports Park £56.20. Goals £70.50 (weekday evening). Rivermead £51.95. Waingles £32.50. Palmer Park £56.00.
		£40.00	£41.00	2.5		
Community/charity/school	£19.00	£20.00	£21.00	5.0		Sports Park £31.50.

Proposed charges 2023/24

COMMUNITY HALLS / MEMORIAL GROUND

	2021/2022	2022/23	2023/24	Incr %
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CORONATION HALL				
MAIN HALL (plus committee room)				
Woodley Resident (WR)	£23.00	£23.60	£26.00	10%
Charities/Concessionary	£14.70	£15.10	£16.60	10%
Other Non Woodley (NW)	£35.70	£36.60	£40.30	10%
Premium Rate (WR)	£34.50	£35.40	£39.00	
Premium Rate Charities/Concessions	£22.10	£22.70	£25.00	10%
Premium Rate NW	£53.55	£54.90	£60.40	10%
Premium Rate applies to Friday and Saturday evening at Coronation Hall				
Brownies/Guides	£12.75	£13.10	£14.40	10%

CHAPEL HALL				
MAIN HALL				
Woodley Resident (WR)	£18.60	£19.10	£21.00	10%
Charities/Concessionary	£11.20	£11.50	£12.70	10%
Other Non Woodley (NW)	£27.90	£28.60	£31.50	10%

CHAPEL HALL				
COMMITTEE ROOM				
Woodley Resident (WR)	£9.20	£9.50	£10.50	10%
Charities/Concessionary	£6.90	£7.10	£7.80	10%
Other Non Woodley (NW)	£13.90	£14.30	£15.70	10%

GENERAL				
Playgroups (per session)	£19.00	£19.50	£21.50	10%
Cupboards (per annum)	£27.50	£28.20	£31.00	10%

MEMORIAL GROUND				
Charities	£120.30	£123.40	£135.70	10%
Woodley organisation	£238.00	£244.00	£268.40	10%
Non-Woodley organisation	£369.00	£378.30	£416.10	10%
Preparation/waiting days	£116.00	£188.90	£207.80	10%

GARDEN OF REMEMBRANCE				
Plaque Woodley Resident	£147.00	£150.70	£165.80	10%
Plaque Non -Woodley Resident	£184.00	£188.60	£207.50	10%

PROPOSED OAKWOOD CENTRE CHARGES (incl VAT) - 2023/24

Standard (Business) Hourly Rates (Before 6pm / Up to 4 hr bookings)	2022/23 Equivalent	Proposed 2023/24	% dif
Bader Room	£ 23.38	£ 25.75	10.2%
Falcon Room	£ 20.75	£ 23.00	10.8%
Brunel Room	£ 20.63	£ 23.00	11.5%
Carnival Hall	£ 59.00	£ 65.00	10.2%
Maxwell Hall	£ 45.13	£ 50.00	10.8%
Carnival & Maxwell (20% discount)	£ 83.75	£ 92.00	9.9%
Miles Suite	£ 53.38	£ 50.00	-6.3%

Standard Discounts Applied to Standard Hourly Rates:

Non-Woodley Resident	20.0%
Woodley Residents	37.5%
Community / Charity Hire	50.0%
Extended Booking (4hrs +)	4.0%

Premium Hourly Rates (60% increase) (From 6pm)	2022/23 Equivalent	Proposed 2023/24	% increase
Carnival Hall	£ 83.75	£ 104.00	24.2%
Maxwell Hall	£ 72.25	£ 80.00	10.7%
Carnival & Maxwell (20% discount)	£ 104.63	£ 147.20	40.7%

Standard Discounts Applied to Premium Hourly Rates:

Non-Woodley Resident	20.0%
Woodley Residents	37.5%
Community / Charity Hire	50.0%

Other Hourly Rates * (From 6pm)	2022/23 Equivalent	Proposed 2023/24	% increase	
Theatre (Non-production hire)	Hourly Rate	£ 50.25	£ 55.00	9.5%
	1/2 Day Rate	£ 201.00	£ 200.00	-0.5%
	Whole Day Rate	£ 374.50	£ 350.00	-6.5%
Interview Room	Hourly Rate	£ 11.13	£ 15.00	34.8%
	1/2 Day Rate	£ 44.50	£ 50.00	12.4%
	Whole Day Rate	£ 64.00	£ 70.00	9.4%

* These rates are not subject to any standard discounts

Woodley Town Council

Revised Budget Estimates
2022/23

Budget Estimates 2023/24

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WOODLEY TOWN COUNCIL - BUDGET SUMMARY 2022/23

	Actual 2021/22	2022/23 Budget	2022/23 Revised Budget Estimates	2023/24 Proposed Budget	2024/25 Projected	2025/26 Projected
REVENUE EXPENDITURE						
S & R Committee	924354	969145	1033028	1144730	1201967	1262065
S & R EMR			21912			
Leisure Services Committee	658590	682746	661824	761651	780692	800210
Leisure Services EMR			14657			
Planning & Community	33422	34800	34800	38525	40451	42474
	1616366	1686691	1766221	1944906	2023110	2104748
INCOME						
S & R Committee	182314	189722	258389	294330	301688	309230
Leisure Services Committee	458625	445470	480516	485236	485236	497367
Community Infrastructure Levy (CIL)	54399	0	25649	0	0	0
S106 Income received			200000	0	0	0
Furlough received to 31 March 21 and 2021/22 (est)	55422	0	0			
CCLA Activities Income (Interest re-invested)	0	0	51700	80000	80000	80000
	750760	635192	1016254	859566	866924	886597
NET REVENUE EXPENDITURE	865606	1051499	749967	1085340	1156186	1218151
CAPITAL & PROJECT EXPENDITURE						
S & R Committee	0	45000	45000	45000	45000	45000
Capital Programme Alloca Capital & Projects (loans)	264980	264980	184979	180977	180977	180977
Capital Programme Expenditure			24251			
CIL Actual Exp in year	-20218		166366			
Allotment income to EMR (security&toilet)			400			
S106 Expenditure			200000		0	0
EMR allocation in year			3000			
	244762	309980	623996	225977	225977	225977
TOTAL NET EXPENDITURE	1110368	1361479	1373963	1311317	1382163	1444128
Financed as follows						
Precept	1293034	1225628	1225628	1195649		
S & R EMR			21912			
Leisure Services EMR			14657			
Capital Programme			24251			
Funds to (-) or from (+) reserves (a minus figure shows contribution to reserves)						
CIL Reserves			140717			
Earmarked Reserves			33569			
Unallocated or General Reserves	-182666	135851	87515	115668		
TOTAL NET FUNDING	1293034	1225628	1286448	1195649		
TAX BASE	10659	10857.8	10857.8	10894.3		
£ Band D p	112.88	112.88	112.88	109.75		
RESERVES						
CIL Reserves at 1st April			181918			
Cil Reserves at year end			41200			
Earmarked Reserves at 1st April			429129			
Earmarked Resrves at year end			420560			
Unallocated/General Reserves at 1st April	550628	733294	733294	645779		
Unallocated/General Reserves at year end	733294	597443	645779	530112		

*2023/24 assumes all spend from General Reserve. In reality some will be from CIL/EMR so impact on General Reserve is likely to be lower.

*Note: CIL balance has been seprated from the Unallocated/General Reserve figures in the 2022/23 and 2023/24 calculation for clarity

RESERVES MOVEMENT TO 31 DECEMBER (-) ADDING TO RESERVE (+) SPENT FROM RESERVE
CIL movements

Opening Balance at 1st April				181,917.60
	Opening Balance at 1st April	Transferred in the year	Exp in current year	Balance
CIL Income from WBC			-5,308.18	
CIL Income from WBC			-20340.73	
WPLC Electrical Works	0	70000	57,835	12165
Bowls Club Irrigation CIL	0	7500	5579.83	1920
WPLC Roof	40000	0	40000	0
AV Equipment - Hybrid Meetings	7500	0	7,500	0
Destination Play Area	55451	0	55451.55	0
Oakwood Centre Roof	1,715	0		1,715
Theatre Audio	12,505	0		12,505
Depot Power Supply	3,960	0		3,960
	121,131		140,717.47	
CLOSING BALANCE OF ALLOCATED & UNALLOCATED CIL at 31 DEC				41,200.13

Leisure Services Earmarked Reserve movement

Opening Balance at 1st April				206,525.37
	Opening Balance at 1st April	Transferred in the year	Exp in current year	Balance
Fire Compliance	21310	10000	14,998	16312
Allotment Toilet	1,850		-185	2,035
Allotment Security	588		-185	773
Speedwatch		1,000	28.63	971
Play Areas	22,662	5,000	0	27,662
WPLC Changing Rooms	10,000			10,000
3G pitch carpet replacement	72,000	12,000		84,000
Basketball posts	687			687
Loddon Mead	2,500			2,500
Loddon Mead Art Project	800			800
WP Bursary fund	1,500			1,500
WP Community Sports Grant	8,184			8,184
WPLC Refurbishment	31,169			31,169
WPLC Roof - Income	33,275			33,275
Total	206525	28000	14,657	
CLOSING BALANCE OF LEISURE SERVICES EMR at 31 DEC				219,868.74

Strategy & Resources Earmarked Reserve movement

Opening Balance at 1st April				222,623.83
	Opening Balance at 1st April	Transferred in the year	Exp in current year	Balance
Town Centre Garden	19441		13,780	5661
Maintenance HQ	10079		7146.16	2933
Investment Management fees	0		3958.85	-3959
Investment dividend	0		-2,973	2973
Capital Receipts - Assests	89,400			89,400
Repairs & Renewals	25,369			25,369
WTCP fund	15,739			15,739
Sinking Fund	27,293			27,293
Election reserve	6,500			6,500
Anxiety self help	779			779
Clock/Centre Stage	2,984			2,984
Special Projects Fund	25,040			25,040
Total	222624	0	21,912	
CLOSING BALANCE OF STRATEGY & RESOURCES EMR at 31 DEC				200,711.82

Unallocated /General Reserves

Opening Balance at 1st April	733294
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STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2023/24					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
	Central Costs	256859	274991	284625	297847
	Democratic Costs	56062	55932	59274	100901
	Corporate Management	366905	374374	409635	431682
	Capital Projects	0	45000	45000	45000
	Grants -Section 137	16100	18000	2600	3000
	Fund Allocation WTCP		0	15000	25000
	EMR Town Ctre Comm				
	Oakwood Centre	151270	161548	173557	198052
	Maintenance HQ	9861	3400	3400	3200
	Woodley Town Centre Man Init	74155	80900	84937	85048
	Capital and Projects	264980	264979	184979	180977
	Investment Activites				
	Total	1196192	1279124	1263007	1370707
		931212		1033028	1144730
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
	Central Costs	4156	4255	4855	4715
	Democratic Costs	0	0	0	0
	Corporate Management	0	0	0	0
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Oakwood Centre	104003	104567	116897	124567
	Maintenance HQ	0	0	0	0
	Woodley Town Centre Man Init	74155	80900	84937	85048
	Capital and Projects	0	0	0	0
	Investment Activites				
	CCLA (Income re-invested)			51700	80000
	Total	182314	189722	258389	294330
	Furlough Income	26226		0	0
	Tier 4 LRSG Lockdown funding	0			
	Net	1013878	1089402	1004618	1076377

Central Costs 101					
Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff costs	135228	169101	178673	187607
4007	Health and Safety training	0	5100	5100	6000
4008	Training	1640	2000	3000	3000
4010	Expenses	140	600	100	100
4013	Oakwood Centre rent	28492	37990	37990	37990
4016	Cleaning materials/1st aid	0	50	50	50
4020	Publications	0	100	0	0
4021	Telephone & Internet	713	1750	1500	1500
4022	Postage	1019	700	1600	1600
4023	Stationery	1910	1100	2000	2000
4030	Advertising - staff	0	1500	0	0
4031	PR/Marketing	5994	5000	6500	6000
4036	Repairs & Maintenance	0	2000	0	1000
4042	Office equipment & maint	15589	12000	15500	15000
4045	Repairs and renewals	4831	14000	14000	14000
4046	Emergency repairs	9108	4000	9108	4000
4053	Vat Payment Arrears WTCMI	0			
4139	AV Equip-Hybrid	9421			
4522	VAT partial exemption	9504	18000	9504	18000
Total		214168	274991	284625	297847
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
1090	Misc income	44	100	100	60
1091	Printing/photocopier	3	30	30	30
1096	Bank/other interest	834	300	900	800
1171	TCMI office costs	2869	3825	3825	3825
Total		3750	4255	4855	4715
1070	HMRC JRS Funding				
Net		210418	270736	279770	293132

Democratic costs 102

Democratic costs 102					
		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	37248	46755	49547	52024
4008	Members exp/training	850	300	850	1500
4201	Civic costs/allowance	897	1000	1000	1000
4211	Election expenses	0	6500	6500	45000
4213	Room Hire - Council meetings	1033	1377	1377	1377
			0	0	
				0	
Total		40028	55932	59274	100901
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		40028	55932	59274	100901

Corporate management 103

Corporate management 103					
		Actual to	Estimate	Revised Est	Estimate
Expenditure		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	56986	76041	75981	79780
4002	NI	52332	61790	75028	78779
4005	Superannuation	138949	170093	193974	203673
4018	Payroll/realtime/auto enroll	1201	2200	2200	2200
4024	Affiliation fees	4343	4500	4500	4500
4025	Insurance	35202	35000	35202	38000
4051	Bank charges	2965	3300	3300	3300
4056	Legal & prof exp	217	7000	5000	7000
4057	Accounts/Audit	144	8500	8500	8500
4058	HR & Health Safety service	5159	5950	5950	5950
4320	Residents survey			0	
Total		297497	374374	409635	431682
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
1095	Credit card charges	0	0	0	0
1174	Recharged NI	0	0	0	0
1175	Recharged superannuation	0	0	0	0
Total		0	0	0	0
Net		297497	374374	409635	431682

Capital programme 104					
Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
6005	Revenue to Capital	45000	45000	45000	45000
4401	Signs	298	1000		
4402	Seats		1200		
4403	Waste Bins	706	800		
4404	Pathway Repairs		5000		
4405	Tractor Mount Votex	7365	7400		
4406	Planters G o R	1449	1500		
4407	Patio Doors - Café		6000		
4408	Tractor Mounted Spike		1300		
4409	Dennis Pedest Mower	6250	6300		
4410	Lake path extension	3559	3000		
4413	Paddling pool cover/pump	124	3000		
4417	Knee rail fence-WPLC	4500	4500		
			41000		
Total		24251	45000	45000	45000
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	
Net		24251	45000	45000	45000

Grants - Section 137 - 105

Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4601	Grants	2600	3000	2600	3000
4602	WTCMI	0	15000	0	0
Total	Total	2600	18000	2600	3000
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		2600	18000	2600	3000

WTCP Allocation - 105

Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4602	WTCMI	11250	0	15000	15000
4603	WTCP Additional Allocation				10000
Total	Total	11250	0	15000	25000
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		11250	0	15000	25000

Oakwood Centre 107					
		Actual	Estimate	Revised Est	Estimate
Expenditure		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	70423	69692	84143	86346
4006	First Aid	21	30	30	30
4011	Rates	8982	9431	9431	9431
4012	Water rates	3628	3487	3211	3750
4014	Lighting and heating	28125	19440	19440	24000
4015	Heat - Gas		12960	12960	36000
4016	Cleaning/other materials	1343	2000	2000	2500
4017	Contract cleaning	12774	18576	12422	0
4021	Telephone	265	350	350	350
4022	Postage	0	50	20	20
4023	Stationery/printing	40	150	200	175
4031	PR/Marketing				5250
4035	Certification/Inspection costs	5781	8000	8000	6500
4036	Repairs, materials,decorations	7874	12000	13500	13000
4040	Washroom Services	0	0	1500	1500
4041	Skip hire	2027	2232	3000	3000
4042	Equipment	917	1000	1000	1000
4048	Maintenance contracts	1255	1650	1650	4500
4074	Mayors Charity Events cost				
4136	OC Roof Repair	1770	0	0	0
4140	Booking Software	0	0	0	
4170	Catering arrangements	313	500	700	700
4221	Buildings & Facilities	0	0	0	
		7500			
Total		151270	161548	173557	198052
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1001	Rent	2697	4200	4200	4200
1002	Room Hire	52357	50000	57330	65000
1019	Catering concession	8640	10000	15000	15000
1090	Other income	942	1000	1000	1000
1791	Rent (offices)	37990	37990	37990	37990
1792	Room hire - WTC	1377	1377	1377	1377
Total		104003	104567	116897	124567
1070	HMRC JRS funding	16049		0	0
1079	Tier 4 LRSF Lockdown funding	0			
Net		47267	56981	56660	73485

Woodley Town Centre Management Initiative 109

Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	TCMI staff costs	29552	28726	30807	32348
4300	National Insurance cost	2892	3149	3250	3500
4301	Pension costs	7503	7525	7800	8000
4302	Market Managers	5272	5400	5830	6000
4303	Phone	4385	4790	4790	4800
4304	Floral Display-Basket/Planters	6056	6000	6500	6650
4305	Christmas Tree	675	610	610	650
4306	Christmas Extravaganza	12678	8000	11000	12000
4307	Christmas Decorations	0	6000	5000	5000
4308	Electricity (Light & Clock)	161	300	300	300
4309	Premises Licence	70	800	100	100
4310	PRS/PPL Licence	0	0	0	
4311	Advertising & Marketing	454	1000	500	750
4312	Contingency & Petty Cash	60	200	50	50
4313	Street Trading Consent	1580	1400	1400	1400
4314	Halloween Event	1106	2000	2000	
4315	Office Admin	0	2000	2000	
4316	Christmas Carol Concert	0	0	0	
4317	General Events	0	3000	3000	3500
4318	Platinum Jubilee	0	0	0	
4319	Balancing	1711			
Total		74155	80900	84937	85048
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1301	Woodley TC Allocation	13000	15000	15000	25000
1302	Wokingham BC SLA	15000	15000	15000	15000
1303	French Market	0	0	0	
1304	Woodley Traders	1930	2000	2500	2000
1305	Shop Watch Radio Scheme	894	1500	1600	1000
1306	Concessions	600	1000	1100	1000
1307	Artisan Markets	7615	8500	9000	5500
1308	Extravaganza	2400	4000	5000	3500
1309	Car Boot Sales	1000	3000	3771	3000
1310	Saturday Market	24422	25000	26000	24000
1311	Promotional Stands	5063	4000	4062	4048
1312	Public Information Pillars	2231	1400	1404	750
1314	Halloween Event	0	500	500	250
1334		0	0	0	
Total		74155	80900	84937	85048

Capital and projects 110					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
		80000	80000		
4950	Lake/Wshop/WPLC Interest	6196	5997	5997	5688
4951	WPLC Interest	6938	5728	5728	4395
4953	Woodford Park Interest	471	389	389	298
4954	Chapel Hall Interest	4622	4576	4576	4524
4955	Oakwood Centre Interest	96938	96938	96938	96938
4956	Oakwood- fixed rate interest	2771	2525	2525	2267
4957	Airfield Centre Interest	4610	4224	4224	3799
4958	3G Pitch Interest	5167	4675	4675	168
4959	GYM WPLC Interest	755	615	615	474
4960	Lake/Workshop/WPLC Capital	7158	7357	7357	7665
4961	WPLC Capital	11957	13167	13167	14499
4963	Woodford Park Capital	811	894	894	984
4964	Chapel Hall Capital	383	429	429	480
4966	Oakwood -fixed rate - capital	5231	5477	5477	5734
4967	Airfield Capital	3865	4252	4252	4676
4968	3G Pitch Capital	16114	16606	16606	17113
4969	Gym WPLC Capital	10993	11133	11133	11275
Total		264980	264979	184979	180977
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		264980	264979	184979	180977
4737	Oakwood sinking fund	80000	80000	80000	

CCLA Investment Income					
Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
1096	Interest PWLB	14992	0	33500	50000
1097	Interest Invest1	8110	0	18200	30000
Total		23,102	0	51,700	80,000
Net		-23,102	0	-51,700	-80,000

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LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2023/24

Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
	Woodford Park Leisure Centre	326195	379532	394836	438869
	Grounds Maintenance-Depot	37934	40878	45762	48323
	Football	19278	22473	21352	22710
	Cricket	12043	13039	13473	14655
	Bowling Green	15019	17672	16941	17989
	Woodford Park	47386	40902	46691	48540
	Memorial Ground		10213		
	Garden of Remembrance	6728	7431	7634	8403
	Play Areas /Open Spaces	23643	14035	13653	15975
	Coronation Hall	25709	29907	28726	36032
	Chapel Hall	19615	24483	24154	26838
	Allotments	18339	20265	21349	22550
	Amenities	4704	5108	5744	5891
	Events	2444	16785	16166	15655
	Public toilet	4394	6023	5343	4221
	Youth services	0	34000	0	35000
	Total	563431	682746	661824	761651
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
	Woodford Park Leisure Centre	366578	356824	368804	373329
	Grounds Maintenance-Depot	501	300	430	430
	Football	8705	9500	9790	9390
	Cricket	4505	4600	5871	5900
	Bowling Green	7534	8016	7932	7966
	Woodford Park	2998	2150	6609	6756
	Memorial Ground		7650		
	Garden of Remembrance	1348	1150	1300	1300
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	20122	15000	35000	35000
	Chapel Hall	32505	25500	30000	30000
	Allotments	13180	14180	14280	14665
	Amenities	0	0	0	0
	Events	0	0	0	0
	Public toilet	649	600	500	500
	Youth services	0	0	0	0
	Total	458625	445470	480516	485236
	HMRC JRS funding	29195		0	0
	Tier 4 LRSB Lockdown funding	0			
	Net	104806	237276	181308	276415

Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1001	Rent	31361	32400	38083	39384
1002	Public charges - rooms	28447	28194	25422	20400
1201	Sports hall charges	34680	34902	23026	24177
1221	Sports hall charges NV	22444	54400	36014	37815
1203	Courses/activities	13009	14579	15820	16611
1223	Courses/activities NV	34801	35693	38731	40667
1206	Hard surface Area	2727	1675	2062	2100
1226	Hard surface Area NV	1068	825	0	0
1210	Sports equipment hire/sales	464	450	475	475
1220	Healthy Habits cards	1144	1000	638	720
1229	B&S Insurance Income	33275	0	0	
1244	3G Pitch Income	65089	55394	65111	65762
1246	Grant funded sports	0	0	0	
1251	Vending/ice cream/other	5594	5317	14069	14772
1259	Fitness gym	92475	91995	109353	110446
Total		366578	356824	368804	373329
1070	HMRC JRS funding	15639			
1079	Tier 4 LRSG Lockdown funding	0			
Net		-40383	22708	26032	65540

Depot - grounds maintenance 401					
		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	9037	10134	10165	10673
4006	First aid	42	100	101	100
4009	Protective clothing	571	600	708	800
4012	Water rates	1406	1262	1538	2000
4014	Light & heating	2755	0	3000	3500
4016	Cleaning materials	351	350	350	350
4020	Other supplies	150	150	150	150
4021	Telephone	1282	1250	1250	1250
4036	Repairs	1167	1500	1500	1500
4041	Skip hire	7000	7232	8000	8500
4042	Machinery maint/repairs	4470	6000	6000	6000
4144	Petrol/oil	2016	2300	3000	3500
4145	Tree maintenance	2000	10000	10000	10000
4222	Build&Facil Fire Compliance				
4227	Depot Power Supply	5687	0	0	
		37934	40878	45762	48323
Total					
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1402	Income Bulmershe Pk	501	300	430	430
Total		501	300	430	430
1070	HMRC JRS funding	181			
Net		37433	40578	45332	47893

Football 402					
		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff costs	17074	20273	19152	20110
4039	Seed/fertilizer	1919	2000	2000	2300
4042	Equipment	285	200	200	300
Total		19278	22473	21352	22710
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1003	Pitch charges	1308	1425	3400	3000
1023	Pitch charges NV	7397	8075	6390	6390
Total		8705	9500	9790	9390
Net		10573	12973	11562	13320

Cricket 403					
		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	8537	9736	9576	10055
4012	Water rates	2344	2003	2559	3000
4039	Seed/fertilizer	962	1100	1138	1300
4042	Equipment	200	200	200	300
Total		12043	13039	13473	14655
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1003	Pitch charges	2494	2530	4138	4154
1023	Pitch charges NV	2011	2070	1733	1746
Total		4505	4600	5871	5900
Net		7538	8439	7602	8755

Bowling green 404					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	10434	13517	11704	12289
4012	Water rates	3515	2755	3837	4000
4014	B Club light & heat	0	0	0	
4035	Certifications	0	0	0	
4039	Horticultural supplies	1070	1200	1200	1400
4042	Equipment/equipment hire	0	200	200	300
4225	Bowls Irrigation costs				
Total		15019	17672	16941	17989
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1003	Pitch fees	77	100	16	50
1005	Club licence fee	7057	7441	7441	7441
1006	Irrigation/water	400	475	475	475
1090	Light and heat income	0	0	0	
Total		7534	8016	7932	7966
Net		7485	9656	9009	10023

Garden of Remembrance 407

Garden of Remembrance 407					
		Actual	Estimate	Revised Est	Estimate
Expenditure		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	5691	6581	6384	6703
4039	Planting/pillars	111	250	250	700
4071	Inscription costs	926	600	1000	1000
Total		6728	7431	7634	8403
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1021	Inscription income	1348	1150	1300	1300
1022	GOR Plaque renewal			0	0
Total		1348	1150	1300	1300
Net		5380	6281	6334	7103

Play areas and open spaces 408

Expenditure					
		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	10887	12815	12453	13075
4013	Rent - ground leases	180	220	200	200
4039	Plants/flowers			0	1200
4047	Play equipment	576	1000	1000	1500
4135	Malone Pk Park Cost EMR	12000	0	0	
Total		23643	14035	13653	15975
Income					
		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
		0	0	0	0
Total		0	0	0	0
1070	HMRC JRS funding	1542			
Net		23643	14035	13653	15975

Coronation Hall 501					
		Actual	Estimate	Revised Est	Estimate
Expenditure		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff costs	16685	19165	16922	17768
4006	First aid	31	30	30	30
4011	Rates	3643	3824	3824	3824
4012	Water rates	262	338	450	550
4014	Lighting and heating	2633	1500	1500	2500
4015	Heat - Gas		1500	1500	5760
4016	Cleaning materials	241	250	400	300
4035	Certification tests	1321	1300	1300	1000
4036	Repairs	644	1500	1500	1500
4040	Washrooms/Mats	0	0	800	800
4048	Maintenance Contracts	249	500	500	2000
4222	Build&Facil Fire Compliance		6837	6837	
Total		25709	29907	28726	36032
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1002	Hall hire	20122	15000	35000	35000
Total		20122	15000	35000	35000
1070	HMRC JRS funding	4043			
1079	Tier 4 LRSB Lockdown funding	0			
Net		5587	14907	-6274	1032

Chapel Hall 502					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff costs	12101	14918	9623	10105
4006	First aid	27	30	30	30
4011	Rates	1647	1728	1728	1728
4012	Water rates	169	207	223	275
4014	Lighting and heating	2546	1240	1240	1400
4015	Heat - Gas		1860	1860	7500
4016	Cleaning materials	101	100	150	100
4021	WiFi	649	600	600	600
4035	Certification tests	1028	1300	1300	1000
4036	Repairs	1025	2000	2000	1500
4040	Washroom services	0	0	600	600
4041	Skip hire	42			
4042	Equipment & maintenance	31		0	0
4048	Maintenance Contracts	249	500	500	2000
4222	Build&Facil Fire Compliance		4300	4300	
Total		19615	24483	24154	26838
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1002	Hall hire	32505	25500	30000	30000
1103	Table setup fee				
Total		32505	25500	30000	30000
1070	HMRC JRS funding	4616			
1079	Tier 4 LRSB Lockdown funding	0			
Net		-12890	-1017	-5846	-3162

Allotments 601					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	6492	7268	7381	7750
4012	Water rates	2772	3697	4668	5500
4013	Lease	7300	7300	7300	7300
4036	Repairs	1775	2000	2000	2000
Total		18339	20265	21349	22550
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1001	Rents	11958	12830	12830	13215
1160	Toilet income	110	150	200	200
1161	Security income	110	150	200	200
1162	Water charges	992	1020	1020	1020
1163	Bee Hive income	10	30	30	30
Total		13180	14180	14280	14665
1070	HMRC JRS funding	635			
Net		5159	6085	7069	7885

Amenities 602					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	2498	2708	2944	3091
4014	Street lights - fuel	1438	1100	1500	1500
4036	Street lights - repairs	443	500	500	500
4149	Speed Watch				
4163	Amenities repairs	325	800	800	800
Total		4704	5108	5744	5891
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
		0	0	0	0
Total		0	0	0	0
1070	HMRC JRS funding	907			
Net		4704	5108	5744	5891

Events 603					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	1499	1785	1766	1855
4031	PR/Marketing	945	8000	8000	10300
4228	Centre Stage events/repairs	0	1000	400	500
4533	Woodley Carnival	0	6000	6000	3000
Total		2444	16785	16166	15655
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1013	Mayors Charity Events	0	0	0	0
Total		0	0	0	0
1070	HMRC JRS funding	544			
Net		2444	16785	16166	15655

Public toilet 604					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff			636	2671
4011	Rates	-2445	0	0	0
4012	Water rates	414	523	200	200
4014	Utilities	823	600	600	650
4033	Contract Cleaning	5380	4400	3357	0
4034	Consumables	0	0	50	200
4036	Maintenance	222	500	500	500
Total		4394	6023	5343	4221
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1603	Public toilet income	649	600	500	500
Total		649	600	500	500
Net		3745	5423	4843	3721

Youth Services 608					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4264	Youth services & activities SLA	0	26000	0	27000
4266	Youth projects fund	0	3000	0	3000
4269	Youth Survey	0	5000	0	5000
Total		0	34000	0	35000
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		0	34000	0	35000

PLANNING & COMMUNITY COMMITTEE - BUDGET SUMMARY 2023/24					
Annual Grants / Service Level Agreement 605					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4660	First Days Children's Charity	0	4000	4000	5100
4661	Readibus grant	19422	16500	16500	17325
4662	Wokingham Volunteer centre	0	300	300	500
4663	Citizens Advice Bureau	7000	7000	7000	7000
4665	Keep Mobile	1000	1000	1000	2100
4666	Link Visiting Scheme	1000	1000	1000	1500
4667	ARC	5000	5000	5000	5000
Total		33422	34800	34800	38525
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		33422	34800	34800	38525