



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 5 December 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
Town Clerk

Community Grants

Before the opening of the Town Forum the Town Mayor will congratulate representatives of the successful Community Grant applicants in attendance, and ask those who wish to address the Council to detail the activities their grants will fund.

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 commencement of the agenda items, Tau Chamboko and Georgia Sampson from Wokingham Borough Council's Anti-Social Behaviour Team, will provide a presentation and take questions on ASB matters relating to Woodley

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF THE COUNCIL MEETING HELD ON 26 SEPTEMBER 2023** Page 5

To receive the Minutes of the Council Meeting held on 26 September 2023 and to approve their signing as a true and correct record.

4. **ACTIONS / FOLLOW UPS**

To review the actions / follow ups arising from previous meetings of Full Council. **(Appendix 4)**

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5. **STANDING COMMITTEE MEMBERSHIP**

a) To note that Councillor Cheng has resigned from the Planning & Community Committee.

b) To note the Conservative group appointment to replace Councillor Cheng on the Planning & Community Committee.

6. **COMMITTEE REPORTS**

To note reports from the following:

6.1 Planning & Community Committee 17 October 2023 Page 25

6.2 Leisure Services Committee 7 November 2023 Page 33

6.3 Planning & Community Committee 14 November 2023 Page 43

6.4 Strategy & Resources Committee 21 November 2023 Page 53

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

i. That Council adopts the updates to the Standing Orders. (Minute 46)

*(Updates included at **Appendix 6.4 i)***

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ii. That Council adopt the updated Financial Regulations. (Minute 46)

*(Update Financial Regulations included at **Appendix 6.4 ii)***

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iii. That Council approve the schedule of meetings for the 2024/25 municipal year. (Minute 53)

*(Schedule provided in S&R Minutes at **Appendix E)***

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7. **DIRECT DEBIT MANDATES**

To note the following new / changes to direct debit mandates which have been signed by the appropriate signatories:

Company	Service/utility
Ecotricity	Gas Supply
Pozitive Energy	Electricity Supply
Swalec SSE	Electricity Supply (Public toilet)
Merchant rentals x2	Payment Card Terminals
Lloyds Bank	Bank Charges, card processing,
EPOS (Go Cardless)	WPLC till/support
Club Manager (Go Cardless)	WPLC Membership software/support
Secure Heat (Go Cardless)	Boiler servicing – all sites
Les Mills	WPLC Club Membership/licence
Global 4 Communications	Phones/internet/mobiles
Devonshire Trading	Gym Equipment Lease
SGW	Payroll Services
Pitney Bowes	Franking machine top up
Mailcoms	Franking machine maintenance/support
CF Coroporate	Copier lease
Public Works Loan Board	Project loans

8. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

9. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

To note that the Annual Return of the Woodley Memorial Recreation Ground charity has yet to be submitted due issues with the submission platform.

When resolved and submitted, a meeting of the Council, as Corporate Trustees of the Woodley Memorial Ground Recreation Charity, will be convened to note the return – usually this takes prior to this meeting.

10. **NOTICE OF MOTION (MOTION NO. 73)**

To consider the following motion submitted by Councillor Jewell and received in accordance with Standing Order 16.3:

"In recognition of the importance of community involvement in our Climate Emergency Action Plan, this Council will set up a Community Climate Emergency Action planning event in Spring 2024 in order to share ideas and develop practical actions within our community."

11. **OUTSIDE BODIES**

a) To note that Councillor Cheng has resigned as a Town Council representative to the Poors' Land Charity, and to appoint a replacement.

b) To note that Councillor Soane has resigned as the Town Council representative to the Friends of Woodford Park, and to appoint a replacement.

Prior to the meeting, Councillor Horskins as indicated he would like to take up this appointment.

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

12. **TOWN MAYOR'S ENGAGEMENTS**

To note the engagements attended by Councillor Sartorel as Town Mayor and Councillor Anderson as Deputy Town Mayor since the last meeting. ***(Appendix 12)***

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13. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

14. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 26 September 2023 at 8 pm**

Present: *Councillors J. Sartorel (Chairman); J. Anderson; K. Baker; G. Bello; D. Bragg; K. Charles Bey; J. Cheng; D. Errawalla; M. Firmager; K. Gilder; L. Guttridge; M. Holmes; R. Horskins; C. Jewell; M. Kennedy; V. Lewis; P. Singh; A. Swaddle; J. Taylor*

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

Also present: *Cllr B. Rowland (Virtual Attendance)
1 member of the public*

40. *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.*

41. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Chadwick, Edwards, Nagra, Rowland, Smith and Soane. Councillor Rowland advised she would attend virtually.

42. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

43. **MINUTES OF COUNCIL MEETING HELD ON 27 JUNE 2023**

The Town Mayor presented the minutes of the Council meeting held on 27 June 2023.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 27 June 2023 and that they be signed by the Mayor as a correct record.

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

44. **COMMITTEE REPORTS**

44.1 **Minutes of the Planning & Community Committee: 25 July 2023**

Councillor Horskins presented the minutes of the Planning & Community Committee meeting held on 25 July 2023.

RESOLVED:

- ◆ To note the minutes of the Planning & Community Committee meeting held on 25 July 2023.

44.2 **Minutes of the Extraordinary Strategy & Resources Committee: 27 July 2023**

Councillor Baker presented the minutes of the extraordinary Strategy & Resources Committee meeting held on 27 July 2023.

RESOLVED:

- ◆ To note the minutes of the extraordinary Strategy & Resources Committee meeting held on 27 July 2023.

44.3 **Minutes of the Planning & Community Committee: 29 August 2023**

Councillor Horskins presented the minutes of the Planning & Community Committee meeting held on 29 August 2023.

Minute 66: Highways Issues

Members noted that a request had been made to write to the local MPs regarding the issue of e-scooters in the area. The Committee Officer confirmed Mrs May and Mr Rodda had been written to, but no response had been received. Members requested this be chased up.

Councillor Rowland advised that she would cease attending the meeting virtually as the sound quality was not good enough.

RESOLVED:

- ◆ To note the minutes of the Planning & Community Committee meeting held on 29 August 2023.

44.4 **Minutes of the Leisure Services Committee: 5 September 2023**

Councillor Firmager presented the minutes of the Leisure Services Committee meeting held on 5 September 2023.

RESOLVED:

- ◆ To note the minutes of the Leisure Services Committee meeting held on 5 September 2023.

44.5 **Minutes of the Strategy & Resources Committee: 12 September 2023**

Councillor Baker presented the minutes of the Strategy & Resources Committee meeting held on 12 September 2023.

Minute 31: Youth Support Service Grant Guidelines

Councillor Baker praised the quality of the new Youth Grant guidelines which had been produced, and thanked Officers for their work. He advised all Members that the grants should be promoted widely.

A query was raised as to why the Youth Grant was targeted at organisations supporting children aged 21 and under, and not 18 and under. Councillor Baker advised that it was difficult to define the age limit, and people would have different views, but the Committee felt it better to set the limit at those up to 21, and noted that this could be reviewed by the Leisure Services Committee if grants were to be awarded next year.

RESOLVED:

- ◆ To note the minutes of the Strategy & Resources Committee meeting held on 12 September 2023.

44.6 **Minutes of the Planning & Community Committee: 19 September 2023**

Councillor Horskins presented the minutes of the Planning & Community Committee meeting held on 19 September 2023.

Minute 76: Telecommunications Notification

In relation to the proposed telecommunications mast installation at Loddon Vale Surgery, Members noted that Borough Councillors, and at least one resident themselves, had been delivering notes to addresses in the vicinity to ensure they were aware of the proposal.

Minutes 78: General Transportation Matters

Councillor Horskins advised Members that the intention of disbanding the Cycling in Woodley Sub Committee was to bring the matter back in house for the entire Committee to take responsibility for. He highlighted that Councillor Jewell had been asked to draft a Cycling Strategy to be brought to the next Committee meeting for discussion. Councillor Jewell confirmed she had drafted strategy wording, but that she felt there would be no progress as the matter needed leadership and discussion from people who are interested in cycling. Councillor Horskins responded to say he hoped, by bringing the matter back under Planning & Community, the Committee would provide leadership, and that he had asked Councillor Jewell to lead on drafting of the strategy due to her being passionate about the subject.

RESOLVED:

- ◆ To note the minutes of the Planning & Community Committee meeting held on 19 September 2023.

45. **GDPR UPDATE**

Members noted the updated document, as highlighted in the agenda, and that, from 1 January the intention was for Council Officers to direct correspondence to Town Councillor's formal Woodley Town Council email addresses, to aid the security of personal and confidential data.

Following a query regarding the security of the Council's email system, a previous warning messages received when trying to access the system on certain devices, the Deputy Town Clerk confirmed that the system was a secure mail server, procured through a government initiative.

Following a query as to restricting Councillor's emails to the Council's mail system only, noting that Councillors correspond with residents on personal addresses, the Deputy Town Clerk confirmed that Members are able to act as they see fit, but the purpose of including this in the Data Protection Policy was to ensure the Council is taking reasonable steps to ensure the security of the personal data which it processes, especially where personal or confidential data is being sent from Officers to Councillors. He also advised that Freedom of Information requests would cover information held on Councillor's emails, and so maintaining that data in one system makes it easier to respond to such requests.

A suggestion was made that Councillor should be required to undertake an annual online data protection course. The Deputy Town Clerk confirmed this was already available through the Council and that he would send details out to Councillors.

RESOLVED:

- ◆ To note the following updated or new Council policies and protocols:
 - General Data Privacy Notice
 - Data Protection Policy
 - General Data Privacy Notice for Staff & Councillors
 - Personal Data Audit
 - Information Security Policy

46. **AUDIT 2022/23**

The Deputy Town Clerk presented the audited Annual Governance and Accountability Return for 2022/23.

In response to a comment that the notice of conclusion of audit only makes reference to the process by which individuals can request a hard copy for a fee of 60p, the Deputy Town Clerk confirmed this was based on a template but that the Council would review adding reference to the distribution of electronic copies for free in future.

RESOLVED:

- ◆ To receive the external auditor's opinion on the audit of the 2022/23 Annual Governance and Accountability Return.

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

- ◆ To adopt the audited Annual Governance and Accountability Return for 2022/23.

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

- ◆ To note that the of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 21 September 2023.

47. **LEADER'S STATEMENT**

Councillor Baker, as Leader of the Council, advised Members that he wished to remind Councillors to send apologies in advance of meetings when they are unable to attend.

48. **WOODLEY BOWLING CLUB**

The Deputy Town Clerk presented the request from Woodley Bowling Club regarding the placement of advertising signage at the bowls club and green.

RESOLVED:

- ◆ To approve the placement of advertising at Woodley Bowling Club, as follows:
 - Display a sign, banner or board approx. 1m x 50m on the Bowling Club notice board, facing the bowls club.
 - Display a limited amount of other signs, banners or boards either on the Club House wall or on the external fencing; any advertising on external fencing would face internally to the bowls club.
 - Put a display board or banner outside the bowling green or on the perimeter fence, advertising 'Woodley Bowling Club'.
 - Display a temporary banner or sign prior to advertise a Bowling Club event, such as an Open Day or May Fayre.

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

49. **OUTSIDE BODIES**

Members noted the reports provided by appointed Town Council representatives to outside bodies, as included in the agenda. It was noted that further reports had been received from Councillors Kennedy and Bragg after the agenda had been published, with copies provided to Members at the meeting.

It was noted that, in Councillor Kennedy's report regarding the Wokingham Borough Council Parish Liaison Forum, the Leader of Wokingham Borough Council had advised that funding raised from increased car parking charges would go to fund social care activities, which was contrary to the advice received from a Wokingham Borough Council Officer at a previous Planning & Community Committee meeting that the money would be spent on highways activities, as required by legislation.

It was commented that the wording from the Leader wasn't clear, but that it was understood that income relating to car parking charges was indeed ring fenced for highways projects, but that increased charges would mean funding would not need to be diverted from other Council budgets, such as social care, to support any highways funding deficit.

RESOLVED:

- ◆ To note the written reports from Town Council representatives on outside bodies provided to Members at the meeting, and included at **APPENDIX A**.

50. **TOWN MAYOR'S ENGAGEMENTS**

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

51. **FUTURE AGENDA ITEMS**

Following the issues regarding the sound quality of the Council's meeting broadcast raised by Councillor Rowland earlier in the meeting, the Deputy Town Clerk confirmed he would review this and bring to a future meeting of the appropriate Committee where appropriate.

It was suggested that the Council should consider raising the profile of anti-social behaviour by bringing together interested parties, such as the Police Crime Commissioner, Thames Valley Police, Wokingham Borough Council's Anti-Social Behaviour team, and residents, and holding a meeting to discuss the matter. Members also discussed whether it would be beneficial to go out and talk to young people to raise the matter, including the possibility of visiting schools. It was suggested the Council may be best to consider what it wishes to achieve from these discussions, and then to design a suitable process. It was also noted that anti-social behaviour was not just seen amongst children and young people, but some adults as well.

Following a discussion, it was agreed to start this process by inviting a member of Wokingham Borough Council's Anti-Social Behaviour team to a future meeting of Full Council to provide information on the reports they receive and action they take in responding to and preventing anti-social behaviour.

52. **PUBLICITY & WEBSITE**

Concern was raised that the Council's new Youth Grant had not been publicised on social media yet. Members were encouraged to publicise the grant to help ensure the £30k budgeted grant fund would be spent. It was also requested that all Councillors be receive a copy of all press releases at the time of publication, for their information.

[C.O. Note: Social media posts publicising the new Youth Grants were published on Monday 25 September 2023]

53. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

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

54. **TOWN CLERK RECRUITMENT**

Members noted that a robust, due process had taken place with regards to the recruitment to the vacant Town Clerk position, and expressed their thanks to all involved in the process.

RESOLVED:

- ◆ To note report of the Personnel Sub Committee meeting which took place on 26 September 2023, as circulated to Members via email prior to the meeting, and presented in hard copy to those in attendance at the meeting.
- ◆ To approve the recruitment of Kevin Murray to the position of Town Clerk.
- ◆ To approve the appointment on the spinal column point as recommended in the report of the Personnel Sub Committee meeting held on 26 September 2023.

Voting: For: 19 Against: 0 Abstentions: 0 No Vote Recorded: 0

Meeting closed at 9:20 pm

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REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED	PAGE
ARC	Cllr K. Gilder	Yes	1
	Mrs S. Flower	Yes	2
Citizens Advice Wokingham	Cllr V. Lewis	No	-
Friends of Woodford Park Committee	Cllr B. Soane	No	-
Highwood Management Conference	Cllr K. Gilder	Yes	3
	Cllr M. Holmes	No	-
Keep Mobile	Cllr L. Guttridge	No	-
Poor's Land Charity	Cllr M. Holmes	No	-
	Cllr K. Gilder	Yes	4
	Cllr J. Cheng	No	-
	Mrs S. Flower	Yes	5
ReadiBus	Mr A. Heap	No	-
Robert Palmer's Almshouse Charity	Cllr D. Bragg	Yes	10
Sonning & District Welfare & Education Trust	Cllr D. Smith	No	-
Wokingham Borough Council Climate Emergency Working Group	Cllr Y. Edwards	No	-
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	Yes	7
Woodley Bowling Club Management Committee	Cllr K. Gilder	Yes	6
Woodley Volunteer Centre	Cllr M. Kennedy	Yes	9

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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	ARC
Name of Councillor	Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Unknown – Outside Rep
Number of formal meetings held / invited to	0 invited to
Number of formal meetings attended	N/A
Reasons for not attending (if below 50%)	N/A
Please give a brief overview of the Outside Body for Members:	
<p>ARC is an organisation that offers a confidential counselling service. They offer this service to anyone who needs counselling, young or old, in a warm, comfortable and safe environment.</p> <p>The service is confidential and all counsellors at ARC are volunteers.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Unknown – no meetings	
Please provide any additional information that fellow Members might find useful:	

Councillor:	Kay Gilder	Dated:	19/09/2023
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	ARC
Name of Councillor / Rep	Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited to	Since May 2023 - 3 meetings
Number of formal meetings attended	2 (unable to attend AGM)
Reasons for not attending (if below 50%)	N/A
Please give a brief overview of the Outside Body for Members:	
<p>ARC is an Adult and Youth Counselling Service based in Wokingham, it also offers support within schools and some GP surgeries. It has a regular surgery at the Oakwood Centre. Training and support is also offered to families and teachers.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>There has been an increase in demand for both young people and adult counselling. For the adults, the presenting issues are often financially based putting pressure on the families and subsequently on both couple and family relationships. For young people the priorities are anxiety, leading to less confidence and self-esteem other issues are eating related. Young people appear less resilient and therefore unable to deal with life. ARC is going to put on a Suicide awareness workshop for secondary school pupils and their parents as there is an increase in suicidal thoughts.</p> <p>There is a full complement of Counsellors in place which helps reduce the waiting list to manageable levels.</p> <p>A new 7 year lease with WBC for the premises ARC occupies has been agreed and will be signed imminently.</p>	
Please provide any additional information that fellow Members might find useful:	

Councillor / Rep	Shelagh Flower	Dated:	19th September 2023
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Highwood Management Conference
Name of Councillor	Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Chairman
Number of formal meetings held / invited to	1
Number of formal meetings attended	1
Reasons for not attending (if below 50%)	N/A
Please give a brief overview of the Outside Body for Members:	
Look after the Highwood and Southlake wooded areas. Make sure they are planned and maintained properly.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Cleared ditches between Kingfisher Drive & woods. Incorporated the pond from the Reading University, behind Highwood School – this will take a lot of work in the future; being done by Dinton Pastures staff.	
Please provide any additional information that fellow Members might find useful:	

Councillor:	Kay Gilder	Dated:	19/09/2023
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Poor's Land Charity
Name of Councillor	Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited to	3
Number of formal meetings attended	3
Reasons for not attending (if below 50%)	N/A
Please give a brief overview of the Outside Body for Members:	
Looking after local flats and dwellings; 18 flats and a number of houses. For the poor people of Woodley. Give hardship grants out to Woodley residents.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
No flats to let, but looking for new treasurer because the old treasurer is leaving in the new year. Attending a coffee morning Friday (last week), we celebrated 92 yo birthday. Also had a new darts board put into the community room, residents are really happy. Legionnaires checks in a proportion of the dwellings.	
Please provide any additional information that fellow Members might find useful:	

Councillor:	Kay Gilder	Dated:	19/09/2023
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Poor's Land Charity
Name of Councillor / Rep	Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited to	3
Number of formal meetings attended	1
Reasons for not attending (if below 50%)	Regular Monday child care commitment and holiday
Please give a brief overview of the Outside Body for Members:	
<p>Alms houses for people in need from designated areas including Woodley, Sandford and Charvil. It also offers financial assistance to people in need via its Relief in Need fund.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>Ongoing discussions re Maintenance and upkeep of property to ensure it remains safe and suitable for residents. i.e. internal and external. Discussions also regarding renewal of heating contract (involving Cllr Darren Smith). There are always discussions around meeting the various residents ever changing needs. Regular coffee mornings are arranged to facilitate communication. Requests to Relief in Need fund are also discussed as to whether appropriate for Charity to support.</p>	
Please provide any additional information that fellow Members might find useful:	
<p>There are usually monthly meetings with regular outside of the meetings.</p>	

Councillor / Rep:	Shelagh Flower	Dated:	19th September 2023
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Woodley Bowling Club
Name of Councillor	Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	On the management committee
Number of formal meetings held / invited to	1
Number of formal meetings attended	0
Reasons for not attending (if below 50%)	Clashed with Leisure Services
Please give a brief overview of the Outside Body for Members:	
Management committee for Woodley Bowling Club (on Woodford Park); provides oversight of the management of the club and Members, and the public rink.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
None – didn't attend meeting	
Please provide any additional information that fellow Members might find useful:	
None	

Councillor:	Kay Gilder	Dated:	19/09/2023
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Wokingham Borough Council Parish Liaison Forum.
Name of Councillor / Rep	Cllr. Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited to	1
Number of formal meetings attended	1
Reasons for not attending (if below 50%)	
Please give a brief overview of the Outside Body for Members:	
Meetings are held quarterly between representatives from the Borough Council and Town and Parish Councils.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>At the meeting of the Forum held on 26 July 2023 I asked the following written questions:</p> <ol style="list-style-type: none"> 1) How does the Council intend spending the additional £1m from car park revenue over the next 3 years? 2) How often will the Council monitor car park usage following the recent price increases? 3) What measures will the Council take to ensure CityFibre properly reinstates the highway and verges after installations have taken place? 4) What steps does the Council take to ensure it monitors the service contracts for road sweeping and grass cutting including litter picking beforehand? 5) The decision to remove litter bins from service and reduce the frequency in the emptying of others was taking without due process being followed. This is the second time this has happened, the other being the food caddy waste bin liners. Why are Officers allowing Councillors to implement these policy changes without following correct procedures? <p>I was not impressed with the answers! Neither the Leader of the Council who was in attendance, nor the senior officers fully addressed the first question. Disappointingly, all Highways and Transportation Officers appeared by zoom video conferencing</p>	

which I struggled to hear most of the time as they whizzed through their slick PowerPoint presentations.

However, the Leader openly admitted that the additional income from car parking which this Council had previously challenged would be applied towards children and adult social care!

Although now well documented in the media, the Leader admitted to, in his words, "a catastrophic error was made" on litter bins and what constitutes a "key decision" and that "due process was not followed". Councillor Conway confirmed that the contractors were given the green light to cover up the bins but were later instructed to removed then! He said there were lessons to be learnt across the Council and that he would be reviewing all processes to ensure these kinds of mistakes are not repeated.

There were lengthy and at times quite tedious PowerPoint presentations from numerous officers whose names I didn't catch on Highways and Transport issues, a report from Sally Watkins on the new WBC website and an admission that there are snagging issues, and an update on the Council's developing new Community Vision and its plans to improve partnership working with town and parish councils, something I recall from my former days Principal Councils have explored decades ago! A promise that Parish and Town Clerks would be invited to participate in their new extended corporate leadership teams was also revealed.

Please provide any additional information that fellow Members might find useful:

Councillor / Rep:

Mike Kennedy

Dated:

25/9/23

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Woodley Volunteer Centre
Name of Councillor / Rep	Cllr. Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's Appointed representative
Number of formal meetings held / invited to	AGM 26 June 2023
Number of formal meetings attended	0
Reasons for not attending (if below 50%)	Unable to attend the AGM as the meeting clashed with the Councillor Fundamentals Training Day which took place that same evening.
Please give a brief overview of the Outside Body for Members:	
Woodley Volunteer Centre was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in a variety of ways such as gardening, DIY, and shopping but now their focus is purely on transporting clients to their medical appointments. Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,750. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
There has been no further meeting of Woodley Volunteer Centre since their AGM. While there is nothing new to report, my fellow Councillors may be interested to learn that I have transported 13 clients to their hospital and GP appointments since 5 July in my capacity as a volunteer driver.	
Please provide any additional information that fellow Members might find useful:	
Woodley Volunteer Centre seeks to increase the number of drivers which currently stands at around 16. If any member can spare a little of their time to help Woodley Volunteer Centre please contact them on 0118 969 8849.	

Councillor / Rep:	Mike Kennedy	Dated:	25/9/23
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Robert Palmer's Almshouse Charity Report

As at September 2023

The Charity is in a healthy financial position with a surplus on the year, but it has been necessary to increase the maintenance charges in line with CPI. These charges will be regularly reviewed going forward particularly while inflation is running at current levels. Given the age of the property maintenance is an ongoing problem and needs to be in character. In this respect repointing of the chimneys is almost complete although work is still required at the front of the building, in particular to the mullion on the windows.

Meetings with the residents now take place every 6 months and appropriate action taken on any issues raised, recently resulting in clearance of gutters, cleaning of paths, pest control where squirrels entered the loft area and treatment of damp in one cottage.

We are also undertaking a review of Health and Safety issues and preparing updated risk assessments for the charity.

The residents are generally happy with the accommodation and enjoy an active interaction with the Trustees

Next meeting is due in October

David Bragg

September 2023

DRAFT

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date: 16 May 2023			
Minute	Action	Progress Update	Last Updated
19	Consider matter of majority / simple majority of votes at future SOFR Sub Committee.	COMPLETE Matter considered and recommendation made to clarify this within standing orders – to be approved as agenda item at FC 5 December.	30/11/23
25	To add links to outside body organisations' websites on the Town Council website.	COMPLETE A link to the relevant outside body website is now included against Town Councillor's information where appointed.	30/11/23

Meeting Date: 26 September 2023			
Minute	Action	Progress Update	Last Updated
45	Send list of online data protection course to Councillors.	COMPLETE TC sent to all Councillors on 27 September.	30/11/23
46	To include reference to requesting electronic copies of the notice of conclusion of audit in future notices.		
51	Review and improve the sound quality of meeting recordings taking place in Carnival Hall.	TRANSFERRED TO S&R Matter now incorporated into S&R tasks / follow ups.	
51	Invite a member of WBC's ASB team to meeting of FC.	COMPLETE WBC's ASB invite to, and attending FC meeting 5 December	30/11/23

Once reported as complete, actions / follow ups will be removed from future reports.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 17 October 2023 at 7:45 pm

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

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

Also present: *Cllr D. Bragg (Virtual Attendance)
9 members of the public*

87. **APOLOGIES**

Apologies for absence were received from Councillors Bragg, Cheng and Horskins. Councillor Bragg indicated he would attend the meeting virtually.

88. **DECLARATIONS OF INTEREST**

Councillor Taylor advised that, as application 232483 related to a property adjacent to a friends house, she would not take part in the discussion regarding this application.

89. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 19 SEPTEMBER 2023**

Members requested the addition of a Matters Arising document, collating actions from meetings, as a way of keeping track of tasks and follow ups. Officers agreed to action this.

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 19 September 2023 be approved and be signed by the Chairman as a true and accurate record.

90. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

91. **PLANNING DECISIONS**

RESOLVED:

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

92. **PLANNING APPEALS**

RESOLVED:

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

Application: 231154
Location: 49 Quentin Road, Woodley, Wokingham, RG5 3NE
Proposal: Householder application for the proposed erection of a part two storey part first floor side extension, and single storey rear extension.
(Woodley Town Council had no objections to the proposal.)

93. **TREE PRESERVATION ORDERS**

Applications for works to trees

RESOLVED:

- ◆ To note the following applications for tree works:

Application: 232328
Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA: St. John The Evangelist, Church Road, Woodley, RG5 4QN.
Proposal: T009, Pedunculate Oak - Fell to approx. 3m high stump retaining areas of decaying lower trunk for habitat value. T010, Purple Cherry Plum - Reduce height to approx. 5m in height and lateral spread to 3m radius; remove deadwood.
T017 Pedunculate Oak - Reduce height to approx. 0-12m in height and lateral spread to 4-5m radius. G022, Common Ash x4 - Sever ivy and inspect base and lower trunks; one of the ash is in decline, if base is satisfactory, reduce canopy by 2-3m back to healthy wood. T008, Pedunculate Oak - Selectively reduce elongated branches over neighbouring property by approx. 3m back to nearest suitable reduction points. T015, European Lime - Remove deadwood from crown; inspect previous topping point at 8-9 for evidence of decay; reduce canopy by 2m on church side. T016, European Lime - Remove deadwood from crown; inspect previous topping point at 8-9 for evidence of decay; cut back to create 2.5m canopy clearance to church. G028, Leyland Cypress x30 - Crown lift and cut back to clear offsite outbuilding by 2m; remove two low branches from one specimen - branches marked with paint. T029, Leyland Cypress - Remove two lower branches. T001, European Lime - Remove deadwood from crown; inspect cable bracing. T019, Laurel Cherry - Fell decayed stem to high stump. T025, Pedunculate Oak - Remove deadwood. T033, English Yew - Remove deadwood over churchyard. T035, English Yew - Selectively reduce canopy in north side by 1.5m to create reasonable clearance to the church. T036, European Lime - Remove deadwood from crown; remove lower branch over church path; reduce elongated branches on northern half of tree by 2m to clear canopy of yew and reduce exposure in high winds; inspect cable bracing if present. T037, European Lime - Inspect cable bracing if present. T038 European Lime - Remove deadwood from crown; inspect cable bracing. T027, Small Ash - Fell to ground level. T031, English Yew - Remove large deadwood over 1m in length and 30mm in diameter.

Application: 232329
Location: TPO 3/1951 WOODLAND 3: 11 Portrush Close, Woodley, Wokingham, RG5 3PB.
Proposal: T1, Silver Birch – Crown reduction by 3m.

Application: 232444
Location: TPO 109/1976: 1 Perth Close, Woodley, Wokingham, RG5 4TU.
Proposal: T1, Oak - Reduce back to previous template the eastern aspect, tapering into height, and the north and southern aspects, the extent of the reduction is to not exceed 1.5m to suitable growth points. Ensure statutory clearance of the highway is maintained by up to 5m targeting secondary growth points only.

T2, Oak – Remove moderate deadwood, ensure adequate clearance of 5m over highway.

T3, Oak - Reduce overextended laterals on the northern, eastern, and southern aspects by up to 1.5m, lift crown to 4m targeting secondary growth points, ensure adequate clearance of 5m over highway.

Application: 232482

Location: TPO 3/1951 WOODLAND 3: 2 Lynton Close, Woodley, Wokingham, RG5 3SF.

Proposal: T1, Silver Birch – Crown lift to approx. 5m above ground level and all-around crown reduction to appropriate pruning points, removing 2-3m in height, approximately 1.5m off North, West and South side and approximately 2.5m off East (neighbouring) side.

Application: 232489

Location: TPO 3/1951 WOODLAND 3: 3 Burgess Close, Woodley, Wokingham, RG5 3LJ.

Proposal: T1, Sycamore – Crown reduction by 1.5-2m in height, leaving final height no more than 14.5m, and by 0.5-1m in spread; remove all deadwood greater than 50mm in diameter.

94. **TRANSPORTATION & HIGHWAYS**

94.1 **Cycling in Woodley**

Members discussed whether to adopt the Strategy for Cycling, set out in the agenda.

It was suggested that it might be prudent to await further information on Wokingham Borough Council's cycling strategy, as the fund holders, before approving a Town Council strategy. However, it was commented that the Town Council's strategy was unlikely to include anything entirely contrary to anything agreed by Wokingham Borough Council, and that the Town Council should lead on representing local views on the matter. It was also noted that Wokingham's Local Cycling and Walking Infrastructure Plan (LCWIP) had been in the planning process for two to three years already but, after initial consultation, there had been a lack of any further discussions between Wokingham and the Town Council in the past two years.

Following further discussion it was proposed by Councillor Taylor, seconded by Councillor Jewell, and following a vote it was:

RESOLVED:

- ◆ To adopt the following statement as the Council's Strategy for Cycling:

"The Town Council's strategy is to increase the number of cycling journeys in Woodley, both to support our commitment to climate change, and to promote health and wellbeing in the town.

We will do this by a programme of communication, collaboration and education in the local community aimed at improving conditions for cyclists, facilitating access to cycles, and encouraging more people to get on bikes.

And we'll provide a forum for experienced, new, and Woodley cyclists to have their say on what's needed to improve cycling in Woodley.

- ◆ To consider the actions which need to be undertaken to achieve the Strategy for Cycling at the next Planning & Community Committee meeting, and to consider setting up a sub committee tasked with undertaking those actions.

Voting: For: 7 Against: 0 Abstain: 0 No Vote: 0

94.2 **Community Speedwatch**

Members noted the update on the Council's Community Speedwatch activities, which confirmed that the Council's Speedwatch equipment was now working, with equipment labelled and ready for collection by the Town Council's Speedwatch coordinator.

It was also noted that a draft Community Speedwatch webpage and online Speedwatch Site Nomination Form had been developed, and were ready to be published once the Speedwatch Coordinator confirms the group is ready to go live.

94.3 **Highways Issues**

Members noted there had been complaints made by residents about parents of children at Rivermead Primary School parking on double yellow lines in Addington Gardens at school drop off / pick up times. Councillor Soane advised he was intending on raising this at the Wokingham Borough Council meeting on Thursday 19 October.

95. **WBC STREET CLEANING & GROUNDS MAINTENANCE CONSULTATION**

Members considered Wokingham Borough Council's street cleaning and grounds maintenance consultation.

Members were not in favour of the suggestion from Wokingham Borough Council that Town and Parish Council's might contribute £80k to maintain the existing level of litter bins, but it was noted this the email from Wokingham was not a formal request to consider this, and merely a suggestion. Members also noted that they would need to see the output of Wokingham's consultation on the matter before being able to consider this.

Councillor Soane advised that the position on this matter had changed at Wokingham, and so recommended the Committee wait to understand how the proposals might change before considering a response.

96. **FINCHAMPSTEAD NEIGHBOURHOOD PLAN**

RESOLVED:

- ◆ To note that Wokingham Borough Council formally adopted the Finchampstead Neighbourhood Plan on 21 September 2023.

97. **COMMUNITY ISSUES**

There were no community issues raised by Members.

98. **PUBLICATIONS/INFORMATION**

RESOLVED:

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

99. **FUTURE AGENDA ITEMS**

It was noted that Wokingham Borough Council had indicated they would be consulting on their final proposal for the Local Plan in late Autumn. Members requested more information on the process to date.

100. **PUBLICITY/WEBSITE**

It was suggested that the Council should publicise the Great British Insulation Scheme, which had been publicised in the recent Berkshire Association of Local Councils newsletter.

101. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:29 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 17 October 2023

Application No. & Address	Proposal
<p>231793 246 Kingfisher Drive, Woodley, RG5 3LH</p>	<p>Full application for the erection of a hydraulic car ramp at the rear of 246 Kingfisher Drive. (Retrospective)</p>
<p>Observations: The Planning & Community Committee have considered this application, including the representations presented on the WBC planning portal via residents, and from the applicant.</p> <p>The Committee have been advised by the applicant that the ramp is being used for him to renovate an old vehicle as a hobby. In light of this, the Committee had no objections to the application, on the grounds that the ramp is purely for domestic use and is not to be used as part of a commercial operation.</p>	
<p>231828 24 Rothwell Gardens, Woodley, RG5 4TJ</p>	<p>Householder application for the proposed erection of a single storey front extension with a canopy roof and a first floor side and two storey rear extension with 1 no. Juliet balcony following demolition of the existing rear conservatory, the existing garage and side/rear extension, plus changes to fenestration.</p> <p>We have received revised/additional plans for the above application. The revised details show: Revised plans moving the Juliet balcony to the southwest side elevation and to add a fixed shut and obscure glazed window to rear elevation.</p>
<p>Observations: The Planning & Community Committee have reviewed these revised plans.</p> <p>Whilst the Committee were satisfied that steps had been taken to resolve their original concern regarding overlooking caused by the previously proposed position of the Juliet balcony, the Committee still wished to object on the grounds that the distance between the property and 7 Tippings Lane will be reduced to below the minimum 22m distance specific in the Borough's Design Guide.</p>	
<p>231977 4 Coppice Road, Woodley, RG5 3QX</p>	<p>Application to vary conditions 2 and 5 of planning consent 222632 for the proposed erection of a part single and part double storey front, side and rear extensions to existing dwelling following loft conversion works and demolition of the existing garage. Condition 2 refers to approved details and condition 5 refers to Restriction of Permitted Development Rights, and the variation is to allow the changes to fenestration (part retrospective).</p>

Observations:

The Planning & Community Committee have considered both application 231977 and 231979 together as they believe them to be intrinsically linked.

A number of residents attended the meeting to express their objections to these applications. The Committee wish to object to the proposal on the following grounds:

- The proposal have not been built in accordance with the approved plans (222632)
- The proposal is overbearing (height / massing)) on neighbouring properties
- The size of the property is out of character with the street scene
- There is a lack of suitable onsite / off street parking for a property of this size

The Committee also noted, from residents' comments, that the ground floor is believed to have been split into two bedrooms - not shown on the submitted plans. Were this to be the case, and there were 9 bedrooms, this would further exacerbate the lack of parking.

The Committee were also informed the property was being used as an HMO. If this is the case, the Committee were concerned that appropriate planning permission had not been granted for this, and the required building regulations for HMOs may not be being followed.

A request will be made to the relevant Borough Councillor to list this application, and concerns will be raised with WBC regarding the potential that the property is currently being used as an HMO, to ensure the safety of residents if it is.

231979

4 Coppice Road,
Woodley,
Wokingham, RG5
3QX

Householder application for the proposed engineering works to rear of the dwelling to create a lower patio and yard with a boiler housing, pergola cover, and steps with retaining wall to support upper garden level. (Part retrospective)

Observations:

The Planning & Community Committee have considered both application 231977 and 231979 together as they believe them to be intrinsically linked.

A number of residents attended the meeting to express their objections to these applications. The Committee wish to object to the proposal on the following grounds:

- The proposal have not been built in accordance with the approved plans (222632)
- The proposal is overbearing (height / massing)) on neighbouring properties
- The size of the property is out of character with the street scene
- There is a lack of suitable onsite / off street parking for a property of this size

The Committee also noted, from residents' comments, that the ground floor is believed to have been split into two bedrooms - not shown on the submitted plans. Were this to be the case, and there were 9 bedrooms, this would further exacerbate the lack of parking.

The Committee were also informed the property was being used as an HMO. If this is the case, the Committee were concerned that appropriate planning permission had not been granted for this, and the required building regulations for HMOs may not be being followed.

A request will be made to the relevant Borough Councillor to list this application, and concerns will be raised with WBC regarding the potential that the property is currently being used as an HMO, to ensure the safety of residents if it is.

232223

35 Vauxhall Drive,
Woodley, RG5 4EB

Householder application for the proposed erection of single storey rear extension, plus ramp at front entrance for disabled access, 1no. rooflight, and raising of rear patio.

Observations:

No objections.

232235 84 Redwood Avenue, Woodley, RG5 4DR	Householder application for the proposed erection of single storey front extension.
Observations: No objections.	
232296 1 Crediton Close, Woodley, RG5 4DQ	Householder application for the proposed relocation of existing fence.
Observations: No objections.	
232313 138 Antrim Road, Woodley, RG5 3NZ	Householder application for the proposed erection of a single storey rear extension.
Observations: No objections.	
232343 134 Butts Hill Road, Woodley, RG5 4NR	Householder application for the proposed erection of single storey front, side, and rear extensions.
Observations: No objections.	
232388 2 Woodley Green, Woodley, RG5 4QP	Householder application for the proposed erection of part single part two storey rear and side extensions, plus single storey front extension, following the demolition of existing garage.
Observations: No objections.	
232454 8 The Orangery, Earley, RG6 1FH	Householder application for the proposed erection of a single storey rear extension.
Observations: The Planning & Community Committee have considered this application and wish to submit objections on the grounds that the extension will be unneighbourly by virtue of the fact it will be overbearing (height) and will lead to loss of light to the rear of the neighbouring property, due to the narrowness of the site.	
232483 26 Duffield Road, Woodley, RG5 4RN	Householder application for the proposed single storey front side extension plus changes to fenestration.
Observations: No objections.	

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 7 November 2023 at 8:00 pm**

Present: *Councillors D. Smith (Chairman); Y. Edwards; D. Errawalla; M. Firmager;
R. Horskins; C. Jewell; M. Kennedy;*

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

Also present: *Cllr V. Lewis (Virtual Attendance)
1 member of the public*

24. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Charles Bey, Gilder and Lewis.

25. **DECLARATIONS OF INTEREST**

Councillor C. Jewell – Personal interest: Agenda item 10 – Allotments Working Group: as Councillor Jewell is an allotment holder. Councillor Jewell took no part in the discussion and abstained from voting on this item.

26. **MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2023**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 5 September 2023 be approved and signed by the Chairman as a correct record.

27. **ACTIONS / FOLLOW UPS**

The Committee Officer explained the introduction of the new actions / follow ups agenda item. Members noted that the document aims to capture any actions and follow up items raised at previous meetings, with updates provided until the item is deemed complete.

Members noted that, in relation to the action associated with minute 18 (LS 5 Sep 2023), Councillor Soane had now been spoken to and had agreed to stand down as town council representative to the Friends of Woodford Park. This vacancy would be included in the Full Council agenda in December for a new appointment, and Councillor Horskins had indicated he would be interested in taking up this position.

28. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

In response to queries as to whether expenditure on certain items was lower than expected in part because of the recent court decision that leisure services were exempt from VAT charges, the Town Clerk explained that spending on certain items is seasonal, and it would be difficult to make a full judgement on this until later in the financial year.

RESOLVED:

- ◆ To note Report No. LS 18/23.

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

The Leisure Services Manager presented Report No. LS 19/23.

Following a suggestion, the Leisure Services Manager confirmed that he hoped to create a promotional video to market the new gym equipment once it has been installed in December. It was also suggested that images of the gym, currently provided in a pdf document on the website, might be better embedded into webpages. The Committee Officer advised that the website is currently undergoing a re-design, and this could be taken into account.

Following discussion regarding imminent repairs required to two areas of the 3G pitch, near to the penalty spots, it was noted that the Council pays £12k per annum into an earmarked reserve for the replacement of the pitch, which is seven years old and has an estimated lifespan of 10 years.

RESOLVED:

- ◆ To note Report No. LS 19/23.

30. **PARKS AND BUILDINGS**

It was noted that Councillor Lewis had joined the meeting virtually.

The Town Clerk presented Report No. LS 20/23.

Following a query as to whether the new water supply to the town centre garden had a lock, the Town Clerk said he would look into this.

With regards to the tree works taking place to the large Poplars near to the Council's maintenance depot, the Town Clerk confirmed they would need to be felled. It was suggested that the resulting tree stumps might be used to create a stumpery in the park, and the Town Clerk advised that this would be attempted.

The Town Clerk advised that the process to recruit a new maintenance officer was ongoing. It was noted that the earlier attempt had not been successful, in part due to advertising of the role taking place over the summer holidays, and it was hoped that re-advertising the post now might be more successful.

Following a query, the Town Clerk confirmed that the new bins installed at Malone Park were mixed recycling bins.

RESOLVED:

- ◆ To note Report No. LS 20/23.

31. **COMMUNITY YOUTH PARTNERSHIP**

RESOLVED:

- ◆ To note that Sam Milligan (Just Around the Corner) has joined the partnership as a voluntary sector representative.
- ◆ To note Report No. LS 21/23 of the Community Youth Partnership meeting held on 19 September 2023.

32. **YOUTH SUPPORT SERVICE WORKING GROUP**

The Committee Officer provided Members with an update on the actions included in the working group's action plan, as set out in Report No. LS 22/23 of the Youth Support Service task and finish working group meeting held on 3 October 2023. Members noted these updates would be provided at the next meeting of the working group, due to be held on 15 November, which would be formally reported to the next meeting of the Committee.

RESOLVED:

- ◆ To note the appointment of Cllr Edwards as the Labour Group member on this working group.
- ◆ To note Report No. LS 22/23 of the Youth Support Service task & finish working group meeting held on 3 October 2023.

33. **ALLOTMENTS WORKING GROUP**

Councillor Horskins presented Report No. LS 23/23 of the Allotments task and finish working group meeting, held on 23 October 2023.

Members noted that the biggest update in the revised allotments tenancy agreement was that bonfires would be prohibited from January 2025. The Town Clerk advised that information on this change, including advice about alternative methods of disposing or re-purposing waste at the allotments, would be provided in the upcoming tenancy renewal letters, and throughout 2024 in the lead up to the change. It was noted that the prohibition of bonfires was an item included in the Council's Climate Emergency Action Plan.

Following a vote, it was:

RESOLVED:

- ◆ To note Report No. LS 23/23 of the Allotments task & finish working group meeting held on 23 October 2023
- ◆ To approve the amended allotment tenancy agreement, as set out at **Appendix A**.

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

34. **WHEBLE PARK**

The Town Clerk advised that he had received questions regarding this item from Councillor Charles Bey earlier in the day, and that he would circulate a response to all Members.

The Town Clerk explained that the exploration of potential improvements to the play equipment at Wheble Park had been instigated following a request from Councillor Charles Bey. Members noted that a concern had been raised at the last Strategy & Resources Committee meeting about spending money on Wheble Park when the park is owned by Reading Borough Council and only leased by the Town Council.

Members supported the recommendation to explore the transfer of land ownership from Reading Borough Council to the Town Council. It was suggested the transfer should be requested as a 'gift' with a nominal charge of £1, noting that the current annual lease fee was only £206. The Chairman suggested that potential improvements to the park should continue to be considered in parallel with this as, regardless of whether the transfer of the land takes place, improvements are required which Woodley residents would expect the Town Council to undertake.

It was highlighted that, whilst the lease fee was minimal, the land would potential be prime for development, and so Reading Borough Council may place a higher price on the value of the land and be reluctant to sell.

RESOLVED:

- ◆ To note Report No. LS 24/23.
- ◆ To request the transfer of ownership of Wheble Park from Reading Borough Council to Woodley Town Council.

- ◆ For officers to consider options for improving play equipment at the park, to be reported back to the Committee at the next meeting.

35. **WOODFORD PARK LEISURE CENTRE – FUTURE PLANS**

Members considered Report No. LS 25/23.

The Town Clerk advised that the purpose of setting up a task and finish working group would be to consider how the leisure centre might be redeveloped and what future leisure services might be delivered from there, particularly taking account of old and underused areas of the centre. It was noted that the proposed terms of references did not include any financial considerations at this stage as it was envisaged that the working group would develop options and undertake feasibility studies with the aim of feeding back potential costs for consideration in future budgets.

In reference to re-purposing the old football wing, it was requested that this space be considered should the Youth Support Services working group pursue the option of providing a venue for youth services in the area.

Councillor Kennedy proposed that, in the terms of reference, the word 'maximise' be replaced with 'optimised' in points 5.1 a) and 5.3 e). Following a vote, it was:

RESOLVED:

- ◆ To note Report No. LS 25/23.
- ◆ To set up a WPLC Development task and finish working group, in line with the amended terms of reference set out as **Appendix B**.

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

- ◆ To appoint Councillors Horskins, Kennedy and Smith to the WPLC Development task and finish working group, with the Labour Group appointing their representative after the meeting via email.

36. **YOUTH GRANT APPLICATIONS**

The Committee Officer advised that, in a new process, a scoring matrix had been provided for each youth grant application with the agenda with the intention that Members complete the matrix by consensus. It was highlighted that this matrix had been setup following a previous request from Members, and had been circulated to all Town Councillors previously for comment. The Committee Officer also highlighted that the questions included in the scoring matrix directly linked with the grant guidelines previously approved by the Committee.

Members discussed the applications at length, with the Chairman asking each Member in turn to state whether they felt the applications should receive the requested grant or not. Recognising that this was the first time the Committee had considered grants of this nature, it was noted that the decision was difficult, and there was uncertainty as to the use and benefit of the scoring matrix. It was also suggested it would be beneficial for the applications to record organisations overall income / expenditure, so as to allow the Committee to consider the grant request in light of the organisations overall budget.

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

RESOLVED:

- ◆ To consider awarding a sum of £2,500 in respect of each application.

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

The Committee then proceeded to vote on whether to award each application individually, and it was:

RESOLVED:

- ◆ To recommend to the Strategy & Resources Committee that the following youth grants be awarded:
 - Me2 Club - £2,500
Voting: For: 5 Against: 1 Abstain: 0 No Vote: 1
 - Berkshire Renegades - £2,500
Voting: For: 2 Against: 1 Abstain: 3 No Vote: 1

Councillor Kennedy requested that it be noted that he voted against these applications due to the fact that he felt neither application met the grant guidelines in respect of the preference which should be given to activities where Woodley residents are the primary beneficiaries.

37. **FRIENDS OF WOODFORD PARK UPDATE**

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

With regards to the points raised in the report, including park related comments received by the FoWP from members of the public, the following updates were provided at the meeting:

- Councillor Soane had agreed to step down as the Town Council representative to the FoWP, in preference for a Member of Leisure Services being appointed. In line with standing orders, a replacement is due to be appointed at the next Full Council meeting, due to be held on 5 December.
- Budget has been approved as part of the capital projects programme to reinforce the desire line path across the middle of the memorial ground with reinforced ground matting.
- The Council has raised concerns regarding eScooters with local MPs and the police in the past 12 months. Consideration will be made to improving signage in the park, to prohibit eScooting and encourage considerate cycling.
- The Council does plan to re-instate colourful planting of in the small wooden planters by the gate of the Garden of Remembrance, and will look into this for next year.
- The Council will increase publicity regarding the Council's memorial plaque service.

It was requested that the above updates be formally provided to the FoWP.

38. **FUTURE AGENDA ITEMS**

Following a query regarding the state of the Council's notice boards, the Town Clerk advised that budget had been approved in the capital project programme for the replacement of these boards.

39. **PUBLICITY AND WEBSITE**

Other than the request to increase publicity regarding the Council's memorial plaque service, there were no additional publicity or website items raised by Members.

The meeting closed at 9:35 pm

Woodley Town Council
TENANCY AGREEMENT FOR ALLOTMENT PLOT HOLDERS
(For domestic and charitable cultivation only)

THIS AGREEMENT made on this FIRST DAY OF JANUARY TWO THOUSAND AND TWENTY FIVE BETWEEN Woodley Town Council (hereinafter called the Council) and XXXX (hereinafter called the Tenant) by which it is agreed that:

1. The Council agrees to let and the Tenant agrees to hire, as a tenant from 1st January 2025, the Allotment, the area being XX POLE RESIDENT/NON-RESIDENT at £X.XX per pole and part of the Allotments provided by the Council at Reading Road and at the current rent of £XX.XX and numbered XXXX in the Council Allotment Register.
 - 2.1. The rent shall be paid on 1st January 2023 until 31st December 2023 and shall be for a period of 12 months.
 - 2.2. The rent shall become due on 1st January and paid within 28 days thereafter, to cover the calendar year to 31 December. Plots taken after 1st January will be charged on a pro-rata basis to 31 December.
 - 2.3. The Council shall review the rent annually and provide at least 12 months notice in writing of any change, in accordance with the Allotment Act 1950.
3. This agreement replaces all previous allotments agreements, if any exist, between the Council and the Tenant.
4. The tenancy is subject to the conditions and provision of the Allotment Acts 1908-1950 and any other enactments regulations or orders relating to allotments and in particular to the following conditions:
 - 4.1. The Tenant shall insofar as is consistent with their tenancy of the allotment plot observe and perform all conditions and covenants contained in the Lease or Agreement (if any) under which the Council holds the land.
 - 4.2. The rent shall be paid in advance on the first day of January in each year. It is the Tenants responsibility to inform the Council that they are in receipt of the state pension and provide such evidence as is necessary in order to qualify for any discount agreed by the Council.
 - 4.3. At the start of first year of the tenancy the Tenant shall be charged:
 - 4.3.1. A one off fee of £5.00 towards the running and maintenance costs of toilet provision.
 - 4.3.2. A one off fee of £5.00 towards the security of the allotment site.
 - 4.3.3. A key deposit fee of £15 – refundable upon termination of the tenancy and return of the key. Replacement or additional keys are available from the Council on application and payment of a key deposit. The tenant may not make copies of their keys.
 - 4.4. The Tenant shall use the plot as an allotment garden as defined by the Allotment Act 1922, wholly or mainly for the cultivation and production of vegetables, fruit and flower crops for consumption or enjoyment by the Tenant and their family, or charitable donation and no other purpose.
 - 4.5.
 - 4.5.1.1. The Tenant shall have at least 25% of the allotment garden under cultivation of crops within three months of the start of first year of the tenancy.
 - 4.5.1.2. 50% of the allotment garden under cultivation of crops within 6 months of the start of the first year of the tenancy.
 - 4.5.1.3. 70% of the allotment garden under cultivation of crops after 12 months of the start of the first year of the tenancy and thereafter. Plot inspections will be carried out on a regular basis to measure adherence to these requirements.
 - 4.5.2. The percentage of the allotment garden required to be cultivated within the first three months may be changed at the discretion of the Council, dependent on the condition of the plot at the time of starting the tenancy. Any change agreed will be in consultation with Allotment Tenants Committee and confirmed in writing by the Council.
 - 4.5.3. All allotments are to be surrounded by 2 foot wide grass path marking the limits of the cultivation area. Tenants must not extend the boundary of their plot without prior agreement of the Council. The Tenant shall keep the allotment, including surrounding paths on or immediately adjoined to their plot, well maintained, free from weeds, noxious plants and any hazards, such as broken glass and scrap.

- 4.6. The Tenant shall not bring to or use on the site, any carpets, asbestos containing materials, any waste items or materials, including banned chemicals, white goods, urine and green waste from offsite. However, items specifically for the betterment of the plot may be permitted e.g. woodchip, manure – by agreement with the Council.
- 4.7. Every allotment plot shall bear a number and every tenant shall be responsible for providing and displaying this number, no larger than 10" x 6", in a prominent position on the plot.
- 4.8. The Tenant shall not plant trees other than dwarf fruiting trees and or fruiting bushes without the prior written consent of the Council. Saplings of potentially large trees such as oak, sycamore and walnut and smaller trees such as cherry growing on the Tenant's allotment must be removed by the tenant. These may be relocated off-site, with written consent from the Council.
- 4.9.
- 4.9.1. The tenant shall abide by the speed limit of 5mph in force on the site.
- 4.9.2. The tenant shall not cause any nuisance, annoyance or use abusive behaviour whether physical, verbal or written, to the occupier of any other allotment plot or occupiers of adjacent properties.
- 4.9.3. Where a plot abuts a neighbouring property care should be taken to avoid causing nuisance to the occupier of the property. Any erection/structure should be at least 1 metre away from the property boundary.
- 4.9.4. Where the Tenant maintains a compost heap on a plot abutting a neighbouring property, this should be contained and at least 1 metre away from the property boundary.
- 4.10. The Tenant shall not erect any building, shed, greenhouse, polytunnel or fence without the written consent of the Council.
- 4.11. The Tenant shall not without the written consent of the Council cut or prune any timber on any trees except the proper pruning of fruit trees or bushes in the proper course of husbandry or take or sell or carry away any mineral gravel, sand or clay or permit any other person to do so.
- 4.12. The Tenant shall not store any vehicles, vehicle parts or tyres on the allotment site.
- 4.13. The Tenant shall not keep any livestock or poultry on the allotment hereby let.
- 4.14. The Tenant shall not remove from their allotment plot to another part of the site any material whatsoever but shall dispose of it responsibly.
- 4.15. The Tenant shall not trespass onto or remove any item(s) from another plot, unless permission by the Council has been given.
- 4.16. The Tenant shall not deposit refuse or obstruct any paths and roads set out by the Council for the use of the occupiers of the allotments.
- 4.17. No bonfires shall be allowed on site at any time.
- 4.18. The Tenant shall not remove any water tank fitting in order to by-pass the valve and the use of a hosepipe from the water tank is not permitted. Tenants should be mindful of the needs of neighbouring tenants when using water.
- 4.19. The Tenant shall not sub-let, assign or part with possession of the allotment or any part of it.
- 4.20.
- 4.20.1. The Tenant must notify the Council within one month of any change of address
- 4.20.2. If the Tenant wishes to give up their tenancy at any time they shall forthwith inform the Town Clerk and return the key to the Council Offices (any rent paid in advance will not be refundable)
- 4.21. The Tenant shall observe and perform any other special conditions which the Council considers necessary to preserve the allotment from deterioration and to which notice to the applicants is given in accordance with any rules made by the Council with respect to allotments.

4.22. Any dispute between tenants shall be referred to and settled by the Town Clerk but in the event of a Tenant being dissatisfied with the Clerk's determination of a dispute the Tenant shall be entitled to appeal to the Council whose decision on the matter shall be final and conclusive.

4.23. Any member or officer of the Council shall be entitled at any time when authorised by the Council to enter and inspect the allotment site.

4.24. The Tenant shall not later than the termination of their tenancy remove or cause to be removed at the request or the direction of the Town Clerk or other responsible official of the Council, all rubbish, plastic, carpet, other waste, buildings and foundations thereof from the allotment; If the Town Clerk so requests in writing and if the outgoing tenant refuses or fails to remove any of the above, they may be removed by the Council with the cost being charged to the outgoing tenant.

4.25. The Tenant of a charity plot must provide copies of relevant insurance, suitable risk assessments to the Council, prior to renewal of their tenancy in January.

4.26. Joint tenants are permitted, however, they may only become the primary tenant after 18 months, unless otherwise agreed by the Council. If a joint Tenant is allocated a plot of their own, they will no longer be eligible to become the primary tenant of the plot on which they share joint tenancy.

4.27. Tenants on starter plots (2.5 poles and below) may increase their plot size after one year, subject to plot availability and agreement from the Woodley Allotments Tenancy Association. Tenants who are having difficulty working larger plots may downsize to a smaller plot, subject to plot availability and agreement from the Woodley Allotments Tenants Association.

4.28. The Tenancy may cease in any of the following manners:

4.28.1. by the Council at any time after giving three months previous notice in writing to the Tenant on account of the allotment garden being required for:

- 4.28.1.1. Any purpose (not being the use of the same for agriculture) for which it has been appropriated under a statutory provision;
- 4.28.1.2. For building, mining or any other industrial purpose;
- 4.28.1.3. For any roads or sewers necessary in connection with any of those purposes.

4.28.2. by the Council at any time after giving one months previous notice in writing to the Tenant;

- 4.28.2.1. if the rent or any part thereof is in arrears for not less than 28 days – whether legally demanded or not.
- 4.28.2.2. if there has been a breach of the Council's Terms and Conditions set out in this tenancy agreement on the part of the Tenant.
- 4.28.2.3. If the Tenant is resident more than one mile outside of the Parish of Woodley, unless the Tenant is a Reading resident as provided for in the terms of the Lease with Reading Borough Council.

5.

5.1. Any notice to be served on the Tenant shall be validly served if sent by ordinary letter post to the Tenant addressed to his or her address as entered in the Allotment Register or by affixing the same in some conspicuous manner on the allotment plot to which this Agreement refers.

5.2. Any notice to determine the tenancy shall be validly served if sent to the Tenant addressed to his or her address as entered in the Allotment Register, by Royal Mail Signed For post.

Signed (On behalf of Woodley Town Council): Kevin Murray

Date

Signed (Tenant):

Date:

Date of birth: Email:

WPLC DEVELOPMENT TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	31/10/23	No	Draft
1.0	07/11/23	Yes	5.1 a) & 5.3 f) - maximise/maximising changed to optimise/optimising. Approved by LS Committee – 07/11/2023

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

2. PARENT COMMITTEE => Leisure Services Committee

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

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

- a. To consider the best way in which to enhance, and optimise the revenue potential from future leisure services offered at Woodford Park Leisure Centre, primarily considering potential enhancements to the building, infrastructure and outside spaces.
- b. To identify potential income generating services which might be provided at the centre for further feasibility investigations.

5.2 MEETINGS

- a. The first meeting of the working group will take place within two months of the Leisure Services Committee meeting at which the committee is formed. Further meetings will take place as and when required in order to best achieve the stated purpose within any timescales prescribed by the working group.
- b. Officers will be in attendance at all meetings.

5.3 TERMS OF OPERATION

- a. To engage with the Council's Leisure Services Manager to better understand the leisure services provided at the centre, take up from residents, and income generated.
- b. To compile a list of existing leisure services offered within Woodley and the surrounding area to better understand local competition and the provision available to residents.
- c. To undertake a short survey of Members to capture suggestions for leisure services the Council might wish to consider providing at the centre in the future.
- d. To understand the buildings, infrastructure and outside spaces currently available at the leisure centre, including the age, capacity, and suitability of available spaces.

- e. To identify potential enhancements to be made to buildings, infrastructure and outside spaces at the leisure centre, with the aim of increasing the Council's leisure service offering for residents and optimising revenue, and to make a recommendation to the Leisure Services Committee as to how to progress these.
- f. To consider potential leisure services which might be offered at the centre in future, in light of any recommended building, infrastructure and outside space enhancements, and to make a recommendation to the Leisure Services Committee as to how these may be progressed.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 14 November 2023 at 7:45 pm

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

Officers present: *M. Filmore, Committee Officer*

Also present: *2 members of the public*

102. **APOLOGIES**

Apologies for absence were received from Councillor Bragg and Sartorel.

103. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

104. **COMMITTEE MEMBERSHIP**

RESOLVED:

- ◆ To note that Councillor Cheng had resigned from the Planning & Community Committee, and that the vacant position would be due for appointment at the Full Council meeting to be held on 5 December 2023.

105. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 17 OCTOBER 2023**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 17 October 2023 be approved and be signed by the Chairman as a true and accurate record.

106. **ACTIONS / FOLLOW UPS**

The Committee Officer explained the introduction of the new actions / follow ups agenda item. Members noted that the document aims to capture any actions and follow up items raised at previous meetings, with updates provided until the item is deemed complete.

The Chairman updated Members to advise that Wokingham Borough Councillor Shahid Younis had raised the issue of parking at Rivermead School at the Borough Council meeting on Councillor Soane's behalf, and it was agreed that a site visit would take place to consider options to replace the existing zig-zag parking restrictions which were not effective. Members asked that the item remain on the Actions / Follow Ups list until the matter is resolved.

With regards to Wokingham Borough Council's Street Cleaning & Grounds Maintenance plan, Members noted that the Borough Council would not be proceeding with plans to remove 150 litter bins. Members did not resolve to submit a comment in response to the previous consultation into this matter.

107. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

108. **PLANNING DECISIONS**

RESOLVED:

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

109. **TREE PRESERVATION ORDERS**

Applications for works to trees

RESOLVED:

- ◆ To note the following applications for tree works:

Application: 232572
Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA: Laylea, 28 Church Road, Woodley, Reading, Berkshire, RG5 4QJ.
Proposal: T1, Lime – Pollard.

Application: 232712
Location: TPO 3/1951 AREA 1: Douglas Bader Court, Howth Drive, Woodley, Wokingham.
Proposal: 845, Rowan - Remove deadwood greater than 25mm in diameter.
848, Cherry - Crown lift to 2.5m from ground level.
849, Cherry - Reduce overall size of crown by 1.5m Crown lift to 2.5m from ground level.
850, Cherry - Reduce overall size of crown by 1.5m Crown lift to 2.5m from ground level.
851, Cherry - Reduce overall size of crown by 1.5m.
852, Cherry - Reduce laterals growing towards building by 1.5m.
854, Purple Plum - Crown lift to 2.5m from ground level. Remove deadwood greater than 25mm in diameter.
855, Cherry - Carefully fell to near ground level.
856, Beech - Crown lift to 2.5m from ground level.
858, Pine - Crown lift to 2.5m from ground level.
859, Alder - Crown lift to 3m from ground level.
860, Rowan - Carefully fell to near ground level.
861, Cherry - Crown lift to 2.5m from ground level.
864, Pine - Crown lift to 2.5m from ground level.
866, Pear - Crown lift to 2.5m from ground level.
870, Rowan - Carefully fell to near ground level.

110. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 6/23.

111. **STREET TRADING CONSENT**

111.1 **RESOLVED:**

- ◆ To note the following applications for street trading consent:

Application: ST72
Applicant: Altan Demirkiran – Pizzatron Ltd
Trading Sites: Shinfield Spencers Wood Recreation Ground Car Park / Swallowfield Parish Hall Car Park / Winnersh Community Centre Car Park / Southlake Picnic Area
Trading Times: Swallowfield – Wednesday 1600 to 2030
Shinfield – Thursday 1600 to 2030
Winnersh – Saturday 1600 to 2030
Southlake – Sunday 1600 to 2030
Comments: Application details were circulated to Members via email, and the following comments submitted to Wokingham Borough Council based on the responses received:

Generally, there was support for this application from Members. However, one Member cited a concern about the location of the van, in light of the existing coffee wagon at the same location with permission to trade for 9 am - 5pm on a Sunday, meaning there would be an overlap. This member felt that having two vans in the picnic area might be intrusive and out of keeping with South Lake as a quiet recreational space. They also noted that the coffee wagon is currently seeking permission to relocate in wet weather, which would likely be an issue for any other trader in the area. Finally, there was also concern that the introduction of substantive cooking (i.e. wood fired oven) on the site and the hours of opening might have a negative impact on users' enjoyment of this space.

Application: ST26
Applicant: Mr Jan Ratip – Mo's Kebabs
Trading Site: Woodlands Avenue, Woodley (Opposite University site)
Trading Times: Sunday to Thursday 0700 to 0100 Hours, Friday and Saturday 0700 to 0300 Hours (One hour shut down at 3pm to prepare for evening food)
Comments: As a response was required prior to the meeting, application details were circulated to Members via email and no objections were received.

111.2 **RESOLVED:**

- ◆ To note the following application for a variation of street trading consent:

Application: ST71
Applicant: David & Caroline Fider – Roro's Conscious Coffee
Trading Site: Southlake Picnic Area (Moving to alternative nearby pitches in wet weather)
Trading Times: 0900 to 1700
Comments: As a response was required prior to the meeting, application details were circulated to Members via email and no objections were received.

112. **PAVEMENT LICENCE**

RESOLVED:

- ◆ To note the following application for a pavement licence:

Business: Bosco Lounge
Address: 55a-55b Crockhamwell Road, Woodley, RG5 3JP
Details: Application for land adjacent to the above for the operation of refreshment facilities
Times: Mondays to Sundays 0900 to 2300
Comments: As a response was required prior to the meeting, application details were circulated to Members via email and no objections were received.

112. **WOKINGHAM BOROUGH COUNCIL DRAFT LICENSING POLICY**

Councillor Taylor advised Members she had read the draft policy and, whilst she stated that the updates were good, she had collated a number of comments regarding how the document might be improved. Following discussion, Members agreed to not submit a response on behalf of the Council, but recommended Councillor Taylor submit her comments personally.

With regards to the reference to the 'Ask for Angela' initiative in the draft policy, Members suggested the Council may wish to consider introducing this.

RESOLVED:

- ◆ To note Wokingham Borough Council's draft Licensing Policy.

113. **WOKINGHAM BOROUGH COUNCIL LCWIP**

Members noted Wokingham Borough Council's Local Cycling & Walking Infrastructure Plan, approved in March 2023. It was agreed that this would feed into considerations around the Strategy for Cycling.

RESOLVED:

- ◆ To note that Wokingham Borough Council approved their Local Cycling and Walking Infrastructure Plan in March 2023.

114. **READING TRANSPORT STRATEGY 2040**

Members noted that Reading Borough Council's Transport Strategy 2040 consultation was very high level and that the contents, in general, were supported. However, it was commented that the Strategy could better detail the links with neighbouring authorities, and it was requested this comment be fed back on behalf of the Council.

It was highlighted that Wokingham Borough Council were due to consult on their transport plan in the new year, with the aim of approving the plan by summer 2024.

The Chairman advised Members that Winnersh and Coppid Beech Park & Ride services are due to start operating on Saturdays for a trial period, with the continuation determined by usage levels.

RESOLVED:

- ◆ To respond to Reading Borough Council's Transport Strategy 2040 to indicate support for the plan, but to recommend the inclusion of stronger links between the plan and neighbouring authorities.

115. **WOODLEY DESIGN STATEMENT**

Members noted the Woodley Design Statement, created in 2008. A suggestion was raised that the document might benefit from being updated, although it was noted the creation of such a document was a huge project, and that the value of such a document needs to be considered. It was suggested this should be reviewed when Wokingham Borough Council's new Local Plan is introduced.

In preparation for this, Members asked that an appropriate Wokingham Borough Council planning officer be invited to a meeting of the Committee to provide advice on the use of supplementary planning documents, such as the Woodley Design Statement, and what the Borough will accept and consider.

RESOLVED:

- ◆ To note the Woodley Design Statement, as provided in the agenda.

116. **TRANSPORTATION & HIGHWAYS**

116.1 **Cycling in Woodley**

Members noted the report, provided by Councillor Taylor, with regards to how the Committee might proceed with achieving the Council's Strategy for Cycling, and the suggestion that the Committee should re-introduce a sub committee or task & finish working group to lead on the matter. It was noted that this committee's tasks might include marking up a map with areas of concern and required infrastructure improvements, pushing Wokingham Borough Council on cycling issues, and engaging with residents interested in cycling. It was highlighted that proceeding with this approach would align with the Council's Climate Emergency declaration. Members also suggested it would be beneficial to have keen cyclists on this committee.

The Committee Officer advised that, to proceed with this, a draft terms of reference would need to be created, to be considered by the Committee at the next meeting. He also advised that there would be the option to include a clause which would suspend the relevant standing order with regards to proportionality, enabling the new committee to be made up of cross party representation of keen cyclists. Members noted that terms of reference existed for the previous Cycling in Woodley Sub Committee, and asked that these be circulated.

RESOLVED:

- ◆ To create a draft Terms of Reference for a potential new Cycling committee, to be considered at the next meeting of the Planning & Community Committee.

116.2 **Community Speedwatch**

Councillor Taylor advised that she is awaiting a date to undertake equipment training with Councillor Bragg.

116.3 **Highways Issues**

Councillor Horskins advised that he had been contacted by a resident of Duffield Road who had discovered that City Fibre had installed a new telegraph pole outside their property without their knowledge. It was highlighted that another telegraph pole had also been installed in Tippings Lane. Notices had been stapled to telegraph poles but only after installation.

It was noted that companies installing poles should undertake a 25 day consultation. Members discussed this and it was understood that this installation was likely undertaken under permitted development rights.

Members requested City Fibre be written to to express the Council's disappointment at the lack of notification regarding these installations.

[C.O. Note: Under permitted development, companies can install communications equipment up to 15m tall without first getting planning permission.]

117. **COMMUNITY ISSUES**

There were no community issues raised by Members.

118. **PUBLICATIONS/INFORMATION**

RESOLVED:

◆ To note receipt of the following:

- The Wokingham Volunteer Centre Newsletter – October 2023
- Me2 Club Newsletter – October 2023
- Connecting Communities in Berkshire eBulletin – November 2023

The Chairman updated Members on discussions with Wokingham Borough Council regarding issues previously raised regarding planning applications made for 4 Coppice Road. Planning Officers had visited the address and there was no breach of condition identified. However, it was noted that there was a condition attached to planning approval that three parking spaces must be provided at the property, and that this could only be reviewed once construction was complete. It had also been noted that the property was being used as an HMO (house of multiple occupation) and further investigations were taking place regarding this.

119. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

120. **PUBLICITY/WEBSITE**

It was suggested the Council might publicise Woodley Lunch Bunch's current collection appeal for items for school holidays, in light of the fact that Woodley Lunch Bunch is the Mayor's chosen charity for the municipal year.

121. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:03 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 14 November 2023

Application No. & Address	Proposal
232386 Tennis 33m From 32 Silver Fox Crescent 49m From Silver Fox Crescent, Silver Fox Crescent, Woodley, RG5 3JA	Application to vary condition 2, 11, 12, and 14 of planning consent 230874 for the Full planning application for the proposed erection of 1 no. self- build four bedroom detached dwelling with detached garage and parking. Condition 2 Approved details, 11 Construction method statement, 12 Archaeology Investigation statement and 14 Drainage statement. The variation is to add phasing of the build to the application and condition wording.
Observations: No objections.	
232390 Tennis 33m From 32 Silver Fox Crescent 49m From Silver Fox Crescent, Silver Fox Crescent, Woodley, RG5 3JA	Application to vary condition 2, 11, 12, and 14 of planning consent 230875 for the Full planning application for the proposed erection of 1 no. self- build four bedroom detached dwelling with detached garage and parking. Condition 2 Approved details, 11 Construction method statement, 12 Archaeology Investigation statement and 14 Drainage statement. The variation is to add phasing of the build to the application and condition wording.
Observations: No objections.	
232400 Tennis 33m From 32 Silver Fox Crescent 49m From Silver Fox Crescent, Silver Fox Crescent, Woodley, RG5 3JA	Application to vary condition 2, 11, 12, and 14 of planning consent 230861 for the Full planning application for the proposed erection of 1 no. self- build four bedroom detached dwelling with detached garage and parking. Condition 2 Approved details, 11 Construction method statement, 12 Archaeology Investigation statement and 14 Drainage statement. The variation is to add phasing of the build to the application and condition wording.
Observations: No objections.	
232533 29a Western Avenue, Woodley, RG5 3BJ	Full application for the erection of a single storey front extension to the existing workshop. (Retrospective)
Observations: No objections.	
232539 12 Grays Crescent, Woodley, RG5 3EN	Householder application for the erection of a single storey rear extension. (Retrospective)
Observations: No objections.	

232548 61 Quentin Road, Woodley, RG5 3NE	Householder application for the proposed erection of first floor side extension.
Observations: No objections.	
232557 19 Blanchard Close, Woodley, RG5 4XQ	Householder application for the proposed erection of single storey rear extension, following conversion of existing garage to create habitable space.
Observations: No objections.	
232620 The Point, London Road, Woodley, Wokingham	Full application for the proposed erection of a café and drive-thru with associated parking, landscaping and access, following demolition of 2 no. existing dwellings and changes to the existing parking layout.
Observations: Members of the Planning & Community Committee have considered this application and wish to submit objections. The Committee were concerned about the significant increase in traffic the introduction of this Starbucks drive-through would have on the roundabout. There were especially concerns during any particularly busy times when queuing traffic, if sufficient in number, would have no alternative but to queue back onto the roundabout; the speed of traffic turning the relatively blind corner on the eastern end of the roundabout could lead to accidents. Members also noted accident numbers at the roundabout, and recognised that these had included cyclists. Whilst the Committee believe the application should be refused by Wokingham Borough Council, they stated that, if the application were to be approved, a condition should be included to ensure that a significant improvement is made to the walking and cycling infrastructure within the vicinity to reduce the risk of accidents caused by the increased traffic levels. Finally, there was concern on the impact this development would have on the neighbouring properties to the west of the site, and Members requested consideration be made to better boundary treatment in the plans, to include the planting of trees and shrubs, so as to mitigate against the increased noise, light and exhaust pollution.	
232627 31 Arundel Road, Woodley, RG5 4JP	Householder application for the proposed single storey rear extension, single storey front extension to create porch, conversion of garage to create habitable accommodation along with first floor extension above the existing garage and changes to fenestration.
Observations: No objections.	
232644 16 Butts Hill Road, Woodley, RG5 4NH	Householder application for the proposed erection of block wall and entrance gates to accompany existing piers.
Observations: Members of the Planning & Community Committee considered this application and wish to object to the current design. Members felt there would not be space in the current design for a vehicle to await the opening of gates, were they automatic or manual, leading to a waiting vehicle overhanging the highway. Members noted the length of the driveway in relation to the property and felt this could be mitigated by extending the entrance wall further into the driveway and placing the gates slightly further up the driveway, thus leaving space for a vehicle to wait on the driveway itself when awaiting the opening of the gates.	

<p>232686 85 Western Avenue, Woodley, RG5 3BL</p>	<p>Householder application for the proposed single storey side extension and 2 storey rear extension with Juliet balcony along with changes to fenestration, conversion of the garage to Store and workshop, also an Air source heat pump installed to the rear of the dwelling and Solar panels to the main roof elevation.</p>
<p>Observations: Members of the Planning & Community Committee have considered this application and, whilst they had no objections, they wished to reiterate the neighbour's comments regarding the need for obscure glazing.</p>	
<p>232688 22 Tiger Close, Woodley, RG5 4UY</p>	<p>Householder application for the proposed erection of first floor side and rear extensions, single storey front extension, plus single storey outbuilding. Changes to landscaping, following conversion of existing garage to form habitable space.</p>
<p>Observations: Members of the Planning & Community Committee have considered this application and, whilst they had no objections, they noted concerns received directly from two neighbouring properties on Rose Close who were concerned about the potential for loss of light caused by the development.</p>	

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 21 November 2023 at 8:00 pm

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

Officers present: *K. Murray, Town Clerk; A. Basra, Finance Manager;*

Also present: *2 members of the public*

39. **APOLOGIES**

Apologies for absence were received from Councillors Nagra and Rowland. Councillor Rowland joined the meeting virtually.

40. **DECLARATIONS OF INTEREST**

Councillor Kennedy declared an interest in agenda item 11: Community Grants, as he is a member of Woodley Volunteer Centre. Councillor Kennedy took no part in the discussion or vote regarding Woodley Volunteer Centre's community grant application.

Councillor Kennedy suggested that all Members present may have a potential interest in agenda item 15 – Councillor Expenses and that a dispensation under the Localism Act 2011, for all Members present, should be voted on in relation to that item.

It was proposed by Councillor Kennedy, Seconded by Councillor Horskins and

RESOLVED:

- ◆ To grant all Members present a dispensation in relation to agenda item 15, in order to enable the relevant business to be discussed.

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

41. **MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2023**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 12 September 2023 be approved and signed by the Chairman as a correct record.

42. **ACTIONS / FOLLOW UPS**

The Town Clerk explained the introduction of the new actions / follow ups agenda item. Members noted that the document aims to capture any actions and follow up items raised at previous meetings, with updates provided until the item is deemed complete.

In relation to the work being carried out by the Youth Support Service Working Group, Cllr Baker advised that a recent Full Council meeting at the Borough Council received a presentation from the Youth Council – centred around what they thought the Borough Council should be doing for young people. Cllr Baker advised that they had agreed to make a presentation to a future meeting of the Town Council and to participate with the Working Group and Community Youth Partnership where this was considered appropriate.

The Finance Manager confirmed that the action under minute 25 b) had been completed. The Finance Manager also advised that the VAT claim in respect of sports provision was ongoing and that the Council was in discussion with HMRC in this regard. He confirmed the claim was in the region of £157,000.

It was noted that the informal meeting regarding the BID proposal was well attended. Members requested an update from the Town Centre Manager on the BID progress. It was also noted that the CCTV proposal had not moved forward at this stage.

It was suggested that a column be added to the table to indicate the date that an action was initiated. The Town Clerk agreed to review the format.

43.

FINANCE

a) Budgetary Control

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

The Town Clerk advised that the Council would be recruiting to a caretaker post for Coronation Hall to address an issue of overtime hours currently being accrued by the Venues Team.

In response to a query, the Town Clerk advised that the income and expenditure percentage figure shown was an indicative guide, explaining that several codes do not have income / expenditure which applies steadily throughout the year. The Town Clerk advised that the presentation of the budgetary control information would be changing going forwards, using reports produced from the accounting software.

RESOLVED:

- ◆ To note Report No. SR 23/23.

b) Payments

In response to a query, the Town Clerk advised that payment in respect of travellers was for bailiffs to carry out the eviction, and it was noted this would be something that be difficult to insure against.

Following a query, the Town Clerk advised that payments in respect of tree surgery works included a number of essential works as identified in the tree survey carried out.

The Finance Manager advised that the 5% retention payment was in relation to a contract for the electrical works at Woodford Park Leisure Centre.

The Town Clerk advised that payment in respect of Christmas lighting was in relation to the purchase of new lights, with an allocation agreed from the Capital Programme for this.

The Town Clerk agreed to look into whether the Committee should note rather than approve payments, considering those payments have already been transacted.

The Town Clerk confirmed that payment in respect of a mixed recycling bin was for a new unit, chosen for its robust construction, that has been installed at Malone Park.

In response to a query about the regularity of payments made to Circus Scheme, the Town Clerk agreed to follow up with the Town Centre Manager as to whether a contract may be appropriate going forwards.

The Town Clerk confirmed that the Council would no longer be purchasing newspapers.

In response to a query the Town Clerk confirmed that grant payments to Readibus and First Days Charity had been approved and were itemised in the budget, with the awarding of youth grants carried out under a different process.

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (September 2023) and **Appendix B** (October 2023):

	Current account	Imprest account
September 2023	£82,051.55	£55,361.70
October 2023	£201,409.71	£59,833.80

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

c) PSDF Funds

RESOLVED:

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

44. **OAKWOOD CENTRE INCOME UPDATE**

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

In response to a query the Town Clerk agreed to look at the information provided going forwards in order to show usage in relation to capacity in addition to income, and also the conversion rate of enquiries into bookings.

RESOLVED:

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

45. **PR & MARKETING SUB COMMITTEE**

Members wished to pass on their thanks to the Communications Manager for their ongoing efforts in improving the Council's marketing and communications.

It was agreed that each issue of the Herald be circulated electronically to all Members once the design and editorial were complete and ready for printing.

In response to a query the Town Clerk confirmed that the principles of the Community Engagement Policy would be considered by officers when carrying out projects and works in the same way as equality considerations. It was noted that this had particular relevance to the Annual Town Meeting.

RESOLVED:

- ◆ To note the report of the PR & Marketing Sub Committee meeting held on 5 October 2023.
- ◆ To change the publication frequency of the Herald from 3 to 2 issues per year, and to increase the document size from 4 to 8 pages.
- ◆ To adopt the Guidelines for Woodley Town Council Communications, as set out at **Appendix C**.
- ◆ To adopt the Community Engagement Policy, as set out at **Appendix D**.

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

46. **STANDING ORDERS & FINANCIAL REGULATIONS SUB COMMITTEE**

Cllr Baker presented the recommendations set out in the report. It was agreed to add 'or extraordinary meeting' to SO 21.4.

It was noted that complaints made to the Borough Council regarding a Town Councillor are dealt with by the Borough Standards Board and are not published or presented to the Town Council. Cllr Baker stated that he would raise this question at the Borough Council Constitutional Review Working Group.

Following a discussion on each of the proposed changes it was

RESOLVED:

- ◆ To note the report of the PR & Marketing Sub Committee meeting held on 5 October 2023.

RECOMMENDED:

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

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

47. **WOODLEY TOWN CENTRE PARTNERSHIP**

It was noted that Cllr Gilder was incorrectly identified as a representative of the Borough Council on the meeting notes.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Partnership meeting held on 18 October 2023.

48. **PROJECTS SCHEDULE 2023/24**

The Town Clerk introduced the report and updated the Committee on the projects completed.

In response to the question the Town Clerk confirmed that the project to install commemorative seating had not progressed. The Town Clerk agreed that the project will be reviewed and an update provided to the Leisure Services Committee.

It was noted that staff absence, along with a delay in recruiting to the new Maintenance Officer role, meant the Amenities Team was currently low on resources. Following a query, the Town Clerk advised that there was the potential to use agency staff for cover, if this was required, although it was not considered necessary at this time.

The Town Clerk confirmed that the water supply to the Town Centre Garden had now been installed.

In response to a query the Town Clerk advised that there was a potential for water bottle filling stations and that Rotary had offered funding for such a project in the town centre, which was being explored with Wokingham Borough Council.

RESOLVED:

- ◆ To note the update on Council projects, as set out in the agenda.

49. **VARYING THE ORDER OF BUSINESS**

In line with standing order 15.5 a) iii it was proposed by Cllr Baker, seconded by Cllr Horskins that the order of business on the agenda be changed in order that item 14 be moved forward and discussed next on the agenda.

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

50. **YOUTH GRANT APPLICATIONS**

Members considered the recommendations from the Leisure Services Committee regarding the requests for youth grant funding, as set out in the agenda, in line with the youth grant criteria.

Members discussed the difficulty in assessing grant applications where the number of Woodley residents benefitting was low. It was noted that the Committee should not be reassessing the applications already considered by the Leisure Services Committee.

It was noted that the Leisure Services Committee had not completed the scoring matrix but had voted on each application. It was agreed that the application criteria be reviewed by the Leisure Services Committee and that all Members of Leisure Services and Strategy and Resources be invited to provide comments on the process to feed into that review.

RESOLVED:

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

Berkshire Renegades	£2,500	To pay towards the continued use of Reading Sports Park for matches and Woodford Park Leisure Centre for training; providing rookie days, advertising and engaging with local schools, colleges, universities, clubs and community centre; to purchase new equipment; to provide transport to/from away matches.
Me2 Club	£2,500	To pay towards the running of the TeenW&RD project in 2024.

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

51. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 27/23, in line with the community grants criteria.

It was noted that the grant award amount of £250 had not changed for many years and it was agreed that this be reviewed in the budget process going forwards.

It was proposed by Cllr Swaddle, seconded by Cllr Horskins and

RESOLVED:

- ◆ That the grant amount awarded to successful grants, as determined at this meeting, be increased from £250 to £350.

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

Members considered each grant application. During discussions, Members noted that Me2 Club had been awarded a £2,500 Youth Grant under the previous agenda item.

Members also noted that, in relation to the application from Wokingham Job Support Centre, the number of Woodley residents benefiting from the service was low, and their previous 2021/22 grant application had been rejected for this reason.

Following a vote on each application separately, as follows:

Chemogiftbags £350 To pay towards the cost of items included in gift bags provided to individuals going through chemotherapy treatment following a diagnosis of breast cancer.

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

Me2 Club £250 To recruit and screen five new volunteers to be matched with Woodley children awaiting support from the charity.

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

Wokingham Job Support Centre £250 To pay towards the cost of providing an office environment, with internet access, training and support for people out of work, as well as to provide assessment, coaching and advice.

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

Woodley Adopt a Street Project £350 To purchase additional litter picking equipment for volunteers.

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

Woodley Schools Cluster £350 To fund material required for the running of four cluster projects.

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

Woodley United FC £350 To pay towards qualifications, training courses and CPD for parent volunteers.

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

Woodley Volunteer Centre £350 To pay towards a new printer to allow the administration of DBS checks in-house.

Voting: For: 7 Against: 0 Abstentions: 1 No Vote Recorded: 0
APPROVED

RESOLVED:

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants of £350 be awarded: Chemogiftbags, Woodley Adopt a Street Project, Woodley Schools Cluster, Woodley United FC, Woodley Volunteer Centre.

52. **ALLOTMENTS RENT REVIEW**

The Town Clerk presented Report No. SR 28/23.

It was noted that the water charge rate had not risen in the 10 years since it was introduced. It was also noted that the plot rents were competitive and represented good value for money for residents.

It was commented that it would be useful to know the proportion of plots tenanted by Woodley residents and that this be circulated to Members of the committee.

RESOLVED:

- ◆ To note Report No. SR28/23
- ◆ To increase the allotment plot charges from January 2025 by 8.9% in line with the September 2023 Retail Price Index figure, and to increase the water charge to 50p per pole per year.
- ◆ That the following charges be made for allotment plots at the Reading Road site from January 2025:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£61.30	£5	£66.30	Pensioner Woodley Resident	£46.00	£5	£51.00
	Non-Woodley	£92	£5	£97.00	Pensioner Non-Woodley	£69.00	£5	£74.00
Poles		Rent	Water	Total		Rent	Water	Total
5	Woodley Resident	£30.65	£2.5	£33.15	Pensioner Woodley Resident	£23.00	£2.5	£25.50
	Non-Woodley	£46.00	£2.5	£48.50	Pensioner Non-Woodley	£34.50	£2.5	£37.00

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

53. **COUNCIL MEETING DATES 2024/25**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2024/25 municipal year, as attached at **Appendix E**, be approved.

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

54. **TOWN COUNCILLOR ALLOWANCES**

The Town Clerk presented Report No. SR 29/23.

Cllr Baker provided some background to the process and the implications of the decision being considered.

Members discussed the pros and cons of paying an allowance to Town Councillors, in line with the recommendation set out in the Independent Remuneration Panel report. It was noted that there was lobbying in the sector to have the right to carers allowances extended to Town and Parish Councillors, and it was requested that the relevant minister be written to on behalf of the Council to support this. Members presented a range of views on the matter and following a thorough debate it was

RESOLVED:

- ◆ To note Report No. SR 29/23.
- ◆ To note that notice of Wokingham Borough Council's Independent Remuneration Panel report was published by the Town Council on 19 October, on both the website and in Town Council notice boards.
- ◆ Not to pay allowances to Members serving on the Town Council

Voting: For: 2 Against: 6 Abstentions: 0 No Vote Recorded: 0

55. It was proposed by the Chairman, seconded by Cllr Swaddle and

RESOLVED

That as the business was unlikely to be completed by 10pm, in accordance with Standing Order 11.5 a), the meeting continue to no later than 10.30pm in order to complete the business set out in the agenda.

56. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Town Clerk advised that the Leisure Services Committee resolved to prohibit bonfires at the Reading Road allotment site from January 2025, in accordance with action point 11 of the Climate Emergency Action Plan. It was noted that the version of the action plan on the website was out of date.

RESOLVED:

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

57. **FUTURE AGENDA ITEMS**

It was requested that the poor sound quality in Carnival Hall be investigated in order to improve this for Full Council meetings. The Town Clerk advised that this was being explored and would be reported back.

58. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

59. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

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

60. **PERSONNEL SUB COMMITTEE**

The Town Clerk presented the report 30/23.

RESOLVED:

- ◆ To note the report of the Personnel Sub Committee meeting held on 14 November 2023.
- ◆ To appoint the Committee Officer post holder to the position of Deputy Town Clerk, in line with the job description and remuneration recommended in the report of the Personnel Sub Committee held on 14 November 2023.
- ◆ To appoint the Assistant Administration Officer to the position of Administration Officer Level 1, in accordance with the job description and remuneration recommended in the report of the Personnel Sub Committee held on 14 November 2023.
- ◆ To delete the post of Committee Officer from the organisation

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

Meeting closed at 10:15 pm

DRAFT

Woodley Town Council**Current Account****List of Payments made between 01/09/2023 and 30/09/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
21-Sep-23	(Personal Information)	440.00	WTCP Mkt Manager
21-Sep-23	Advanced Maintenance UK Ltd	216.00	Service boiler-Coro Hall
06-Sep-23	Agrovista UK Ltd	2,388.06	Gardening supplies
06-Sep-23	Alan Hadley Ltd	450.00	Refuse collection
07-Sep-23	Be Fuelcards Ltd	59.35	Unleaded fuel
21-Sep-23	Bowak Ltd	407.11	Cleaning supplies
06-Sep-23	Brake Bros Foodservice Ltd	362.97	Vending supplies
06-Sep-23	Brake Bros Foodservice Ltd	598.86	Vending supplies
14-Sep-23	Brake Bros Foodservice Ltd	531.32	Vending supplies
21-Sep-23	Brake Bros Foodservice Ltd	757.69	Vending supplies
27-Sep-23	Brake Bros Foodservice Ltd	304.21	Vending supplies
06-Sep-23	Brewers Decorator Centres	38.33	Decorating supplies
27-Sep-23	Brewers Decorator Centres	278.07	Decorating supplies
06-Sep-23	Brown Bag Cafe Ltd	62.40	Food-First Aid course
21-Sep-23	Brown Bag Cafe Ltd	395.16	Monthly catering service Aug 23
14-Sep-23	Broxap Ltd	1690.80	Cast Iron benches
06-Sep-23	Castle Water	4116.98	Water rates
27-Sep-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
01-Sep-23	Club Manager Ltd	94.80	Monthly Gym software fee
06-Sep-23	Dejac Associates Ltd	1538.16	HP Pro desktop/Monitor/MS office
15-Sep-23	Devonshire Trading Ltd	1100.81	Monthly gym equip hire
14-Sep-23	Drain Surgeons UK Ltd	252.00	Empty cesspit-Depot
28-Sep-23	Ecotricity	154.12	Electric supply-Jul23 Depot
06-Sep-23	EDF Energy 1 Ltd	53.46	Electric Supply-Clock WTCP
12-Sep-23	Epos Now Ltd D/D	30.00	Monthly EPOS till fee
21-Sep-23	Ethos Communications Solutions Ltd	104.18	Printing/photocopying-WPLC
06-Sep-23	Eventu	50.00	Monthly Projector Hire-Aug23
21-Sep-23	Eventu	50.00	Monthly Projector Hire
14-Sep-23	Fiddes & Son Ltd - Bowcom	414.00	Quantum line marking paint
11-Sep-23	Global 4 Communications	1050.23	Mobile/phone-Aug 23
27-Sep-23	GRC (Legal Services) Ltd	5172.00	Eviction of travellers
21-Sep-23	HMRC Cumbernauld	16011.86	PAYE&NI Deducted from pay
14-Sep-23	IBS Office Solutions Ltd	245.35	Printing/photocopying-May23
21-Sep-23	IBS Office Solutions Ltd	147.69	Printing/photocopying-OC
06-Sep-23	Lantec Security Ltd	2537.78	CCTV installation
27-Sep-23	Les Mills Fitness UK Ltd	213.88	Gym Coach-WPLC
14-Sep-23	Lloyds Bank D/D	435.44	Cardnet-1-31 Aug 23 charge
06-Sep-23	Lyreco UK Ltd	57.56	Stationery supplies
27-Sep-23	Lyreco UK Ltd	114.33	Stationery supplies
06-Sep-23	M K Cleaning	289.95	Laundry - Table cloths
06-Sep-23	Mailcoms Ltd D/D	264.00	Annual franking support post
15-Sep-23	Merchant Rentals Ltd	18.40	Monthly cardnet-rental
15-Sep-23	Merchant Rentals Ltd	18.40	Monthly cardnet-rental
27-Sep-23	MKR Electrical Services Ltd	105.84	Electrical supplies
06-Sep-23	Mr D J Penny	300.00	Routine pest control
22-Sep-23	Pitney Bowes Ltd	100.00	Postage topup-Sept23
18-Sep-23	Poztive Energy Ltd	69.46	Electric Supply-Coro H Aug23
18-Sep-23	Poztive Energy Ltd	894.82	Electric supply-OC Aug23
06-Sep-23	PPL PRS Ltd	1250.55	Music licence-OC
21-Sep-23	Prudential	300.00	AVC deducted from pay
11-Sep-23	SecureHeat	250.20	Monthly service - Sept23
14-Sep-23	SecureHeat Ltd	1715.58	Replace heat exchanger
21-Sep-23	Select Environmental Services Ltd	951.86	Refuse collection-OC&Depot&WPLC
13-Sep-23	SGW Payroll Ltd	155.78	Monthly payroll-Aug 23
29-Sep-23	SWALEC	85.69	Electric supply-Toilet Aug23

14-Sep-23 Thames Valley Water Services Ltd	552.00 Monthly water temp checks
21-Sep-23 The Berkshire Pension Fund	20261.37 Employee & 'er deducted from pay
21-Sep-23 Trade UK - Screwfix	288.38 Building supplies
21-Sep-23 Tudor Environmental	751.31 Gardening supplies
06-Sep-23 Turfleet Hire	1,324.80 Seed/top dresser hire
01-Sep-23 TV Licensing	159.00 TV Licence - WPLC 23/24
21-Sep-23 Veolia ES - UK Ltd	77.74 Bin removal-OC&WPLC
01-Sep-23 Wokingham BC - Rates	2637.00 Rates-WPLC
01-Sep-23 Wokingham BC - Rates	382.00 Rates-Coro H
01-Sep-23 Wokingham BC - Rates	173.00 Rates - Chapel H
01-Sep-23 Wokingham BC - Rates	1033.00 Rates - OC
27-Sep-23 Woodley Carnival Committee	3000.00 WTC Carnival donation 23/24

Total Payments

82051.55

CLERKS IMPREST A/C

List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Sep-23	(Personal Information)	75.00	Refund deposit
04-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	75.00	Refund deposit
08-Sep-23	(Personal Information)	26.00	Refund room hire
08-Sep-23	(Personal Information)	15.00	Refund key deposit
15-Sep-23	(Personal Information)	71.00	Refund 3G pitch hire
15-Sep-23	(Personal Information)	75.00	Refund deposit
22-Sep-23	(Personal Information)	50.00	Refund deposit
25-Sep-23	(Personal Information)	84.00	Refund WPLC hire
25-Sep-23	(Personal Information)	75.00	Refund deposit
25-Sep-23	(Personal Information)	75.00	Refund deposit
29-Sep-23	(Personal Information)	200.00	Refund deposit
29-Sep-23	(Personal Information)	75.00	Refund deposit
29-Sep-23	(Personal Information)	89.60	Refund deposit
21-Sep-23	Amazon Business Account	10.98	5L Pump dispenser
21-Sep-23	Amazon Business Account	15.59	Lusum Bean bags
22-Sep-23	Amazon Business Account	48.94	Carnvil games set
25-Sep-23	Amazon Business Account	16.80	Sylvania starter x2 fly zapper
25-Sep-23	Amazon Business Account	36.08	15W 18in bug zapper
25-Sep-23	Amazon Business Account	25.98	2x 8W 12in Bug zapper lamps
29-Sep-23	Amazon Business Account	24.46	AA 1.5V batteries x100
29-Sep-23	ASLAM	150.00	Refund deposit
06-Sep-23	Berks Muslim Arab	75.00	Refund deposit
29-Sep-23	Berkshire Keep Fit	75.00	Refund deposit
05-Sep-23	Fuel/Petrol Petty cash	200.00	Topup Petty Cash petrol
21-Sep-23	just for schools	149.06	Zown Circular table
27-Sep-23	Lloyds Bank	52593.24	Sept 2023 - net payroll
08-Sep-23	Lloyds Bank D/D	13.60	Monthly fees-Imprest Aug23
05-Sep-23	PETTY CASH A/C	224.25	Topup petty cash
29-Sep-23	Stage Depot Ltd.	117.12	5L black stage paint

Total Payments

55361.70

Woodley Town Council

Current Account

List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Oct-23	(Personal Information)	300.00	Routine pest control - Sept 23
19-Oct-23	(Personal Information)	660.00	Monthly WTCP Mkt Mgr
05-Oct-23	AGA Print Ltd	40.63	Posters/banners
06-Oct-23	AGA Print Ltd	54.85	Posters
19-Oct-23	AGA Print Ltd	28.81	Posters
26-Oct-23	AGA Print Ltd	124.69	Posters/banners
20-Oct-23	Agile Hospitality Solutions Ltd	5,886.00	Events 500 support license
06-Oct-23	Alan Hadley Ltd	450.00	Refuse collection
06-Oct-23	ASAP Computer Services	196.27	Annual software WPLC 23/24
26-Oct-23	Berkshire Tree Care	7008.00	Tree service/removal
19-Oct-23	Bowak Ltd	328.07	Cleaning supplies
05-Oct-23	Brake Bros Foodservice Ltd	1315.06	Vending supplies
19-Oct-23	Brake Bros Foodservice Ltd	326.09	Vending supplies
26-Oct-23	Brown Bag Cafe Ltd	335.64	Monthly catering service
05-Oct-23	Castle Water	3741.71	Water rates
06-Oct-23	Castle Water	60.36	Water rates
02-Oct-23	CF Corporate Finance Ltd	166.32	Qtrly photocopier lease
26-Oct-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
06-Oct-23	Circus Scene	300.00	Santa gifts-Extravaganza 23
26-Oct-23	Circus Scene	100.00	Childrens poster competition-WTCP
02-Oct-23	Club Manager Ltd	94.80	Monthly Gym software fee
26-Oct-23	CoolerAid Ltd	86.35	Bottled water
06-Oct-23	Dejac Associates Ltd	180.00	Logitech Webcams OC
16-Oct-23	Devonshire Trading Ltd	1,100.81	Monthly gym equip hire-Oct23
06-Oct-23	Earth Anchors Ltd	247.20	Red bin liners
04-Oct-23	Ecotricity	58.40	Gas supply-Jul23 Chapel H
11-Oct-23	Ecotricity	799.36	Gas supply-WPLC Aug23
24-Oct-23	Ecotricity	388.34	Gas supply-WPLC Sept23
24-Oct-23	Ecotricity	571.46	Gas supply-OC Sept23
24-Oct-23	Ecotricity	131.92	Gas supply-Chapel H Sept23
24-Oct-23	Ecotricity	236.17	Electric supply-Depot Sept23
12-Oct-23	Epos Now Ltd D/D	30.00	Monthly till fee-Oct23
26-Oct-23	Eventu	50.00	Monthly projector hire
06-Oct-23	First Days Children's Charity	2550.00	Grant-WTC
10-Oct-23	Global 4 Communications	1,052.42	Mobile/Phone-Sept23
05-Oct-23	GRC (Legal Services) Ltd	4980.00	Eviction of travellers WP
06-Oct-23	Henry Street Garden Centre	246.22	Gardening supplies
19-Oct-23	Henry Street Garden Centre	155.17	Gardening supplies
20-Oct-23	HMRC Cumbernauld	16499.09	PAYE&NI Deducted from pay
12-Oct-23	HMRC VAT	3,296.91	2nd qtr VAT payment 23/24
19-Oct-23	IMAGE BOX	598.80	Gym plastic entry cards
19-Oct-23	Janitorial Direct Ltd	93.55	Hand towels white c-fold-Depot
06-Oct-23	Keep Mobile	1050.00	Grant-WTC
26-Oct-23	Lamps-Tubes Luminations Ltd	14355.00	Service-Light columns/WTCP xmax lights
27-Oct-23	Les Mills Fitness UK Ltd	213.88	Gym coach-WPLC
06-Oct-23	Link Visiting Scheme	750.00	Grant-WTC
03-Oct-23	Lloyds Bank D/D	44.39	Current a/c-Sept23
13-Oct-23	Lloyds Bank D/D	331.06	Monthly cardnet service fee
31-Oct-23	Lloyds Bank D/D	43.37	CB1 bank charges-10/9-9/10 23
05-Oct-23	Mailcoms Ltd D/D	83.94	Postage franking support
16-Oct-23	Merchant Rentals Ltd	18.40	Monthly Cardnet charge
16-Oct-23	Merchant Rentals Ltd	18.40	Monthly Cardnet charge
06-Oct-23	PBT Electrical & Maintenance Ltd	2240.04	5% Retention fee paid 22/23
12-Oct-23	Poztive Energy Ltd	1,326.97	Electric supply-WPLC Aug23

20-Oct-23 Prudential	300.00 AVC deducted from pay
02-Oct-23 Public Works Loan Board	75,974.80 PWLB-Interest/Capital
06-Oct-23 Readibus	8662.50 Grant-WTC
26-Oct-23 Reading Community Energy Soc Ltd	1437.25 Electric supply-WPLC&OC
05-Oct-23 SecureHeat	250.20 Monthl service electrical
26-Oct-23 SecureHeat Ltd	2637.01 Boiler-Chapel Hall
05-Oct-23 Select Environmental Services Ltd	1467.25 Refuse collection
26-Oct-23 Select Environmental Services Ltd	242.94 Refuse collection
19-Oct-23 SGW Payroll Ltd	153.74 Monthly payroll fee-Sept23
31-Oct-23 SWALEC	87.15 Electric supply-Toilet Sep23
06-Oct-23 Technical Surfaces Ltd	921.00 3G rubber infill bags/Match fit service
19-Oct-23 Thames Valley Water Services Ltd	256.80 Monthly water temp checks
20-Oct-23 The Berkshire Pension Fund	20032.35 Employee & 'er deducted from pay
19-Oct-23 Total Door Services Ltd	732.00 Service doors - WPLC/OC
19-Oct-23 Trade UK - BandQ	632.40 Building supplies
19-Oct-23 Trade UK - Screwfix	5.14 Building supplies
02-Oct-23 Wokingham BC - Rates	2,637.00 Rates - WPLC
02-Oct-23 Wokingham BC - Rates	382.00 Rates - Coro Hall
02-Oct-23 Wokingham BC - Rates	173.00 Rates - Chapel Hall
02-Oct-23 Wokingham BC - Rates	1,033.00 Rates - OC
06-Oct-23 Wokingham-Citizens Advice	3500.00 Grant-WTC
05-Oct-23 Woodley Newsagent Ltd	28.60 Weekly newspaper Apr to Sept 23
19-Oct-23 Zoo Signs & Design Ltd	2802.20 Signs&Panels/Room divider panels

Total Payments

201,409.71

CLERKS IMPREST A/C

List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Oct-23	(Personal Information)	75.00	Refund deposit
02-Oct-23	(Personal Information)	75.00	Refund deposit
09-Oct-23	(Personal Information)	200.00	Refund deposit
09-Oct-23	(Personal Information)	75.00	Refund deposit
10-Oct-23	(Personal Information)	50.00	Basking-WTCP
19-Oct-23	(Personal Information)	75.00	Refund deposit
20-Oct-23	(Personal Information)	30.00	Refund WPLC course
20-Oct-23	(Personal Information)	200.00	Refund deposit
20-Oct-23	(Personal Information)	75.00	Refund deposit
20-Oct-23	(Personal Information)	75.00	Refund deposit
20-Oct-23	(Personal Information)	200.00	Refund deposit
23-Oct-23	(Personal Information)	50.00	Refund deposit
23-Oct-23	(Personal Information)	75.00	Refund deposit
23-Oct-23	(Personal Information)	200.00	Refund deposit
23-Oct-23	(Personal Information)	75.00	Refund deposit
26-Oct-23	(Personal Information)	37.99	Staff uniform-Depot
27-Oct-23	(Personal Information)	200.00	Refund deposit
18-Oct-23	ADOBE	198.96	Acrobap Pro-KMU
23-Oct-23	Adobe Systems Software Ireland	596.33	Creative Cloud all apps softwa
27-Oct-23	Age UK Berkshire	75.00	Refund deposit
02-Oct-23	Amazon Business Account	150.00	Garden plastic planter
03-Oct-23	Amazon Business Account	10.88	Ceramic tube fuses
05-Oct-23	Amazon Business Account	14.99	Foolscap document wallets
05-Oct-23	Amazon Business Account	39.96	Slow blow glass fuses

06-Oct-23	Amazon Business Account	12.95	2 way gang plug
06-Oct-23	Amazon Business Account	94.99	Folding shower screen
06-Oct-23	Amazon Business Account	30.94	Square toilet seat
06-Oct-23	Amazon Business Account	36.10	Acidic toilet cleaner
10-Oct-23	Amazon Business Account	95.19	Fluorescent light lamp
12-Oct-23	Amazon Business Account	187.08	Wooden fence rails
12-Oct-23	Amazon Business Account	30.05	Neon pink aerosol paint
16-Oct-23	Amazon Business Account	26.97	Halloween witches hats
24-Oct-23	Amazon Business Account	102.45	Smoke detector kits
26-Oct-23	Amazon Business Account	17.89	Wax crayons-WTCP
27-Oct-23	Amazon Business Account	32.49	TP-Link Modem router
19-Oct-23	Apple Distribution Internation	1529.00	AR Apple MacBook Air 15"
04-Oct-23	Badgemaster Limited	330.42	Staff & Cllr name badges
17-Oct-23	Canva	99.99	Annual subscription WTC
25-Oct-23	Canva	99.99	Annual subscription-WTCP
25-Oct-23	Circus Scene	1200.00	Halloween events-WTCP
19-Oct-23	G & R Electrical Direct Trade	143.81	Recessed LED panel
16-Oct-23	Grabloader Ltd	300.00	16 Tonnes top soil
05-Oct-23	Harringtons Reading LLP	88.99	6kg Propane Cylinder
24-Oct-23	HSS Hire Service Group	357.41	Mobile Pasma training course
25-Oct-23	Lloyds Bank	49364.65	October 23-net payroll
13-Oct-23	Lloyds Bank D/D	15.23	Imprest a/c -Sept23
03-Oct-23	NWT Supplies Limited	432.22	Large rock salt packs
25-Oct-23	Paints 4 Trade	298.95	Various Metal colours paint
17-Oct-23	PETTY CASH A/C	256.93	Topup petty cash
05-Oct-23	Promain UK Limited	763.02	Road marking paint
05-Oct-23	Road craft safety products lim	164.40	Thermoplastic disabled logo
02-Oct-23	Storm Family Martial Arts	20.40	Refund credit on account
18-Oct-23	Total Tyre Company	117.60	2x tyres-MW65EHN
03-Oct-23	Wybone Limited	729.58	Never rust recycling bin

Total Payments

59833.80

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Guidelines for Woodley Town Council publications

Including but not limited to:

- The Herald
- E-newsletters
- Precept leaflet
- Other printed newsletters

Woodley Town Council publications follow the Code of Recommended Practice on Local Authority Publicity (Publicity Code), as set out by the UK government.

The **Publicity Code** is grouped into seven principles that publicity by local authorities should follow:

1. be lawful – an authority’s publicity should comply with statutory provisions and advises that any paid-for advertising published by a local authority should comply with the Advertising Standards Authority’s Advertising Codes.
2. be cost-effective – local authorities should be able to confirm that consideration has been given to the value for money that the publicity is achieving, while recognising that in some circumstances this will be difficult to quantify.
3. be objective – local authority publicity needs to be politically impartial. The Publicity Code acknowledges that a council has to be able to explain its decisions and justify its policies, but this should not be done in a way that can be perceived as a political statement or a commentary on contentious areas of public policy.
4. be even-handed – local authority publicity can address matters of political controversy in a fair manner and may contain links to other political sites, or contain political logos on material hosted for third parties. But local authorities should ensure that publicity about the council does not seek to affect support for a single councillor or group. The Publicity Code does, however, recognise that at times it is acceptable to associate publicity with a single member of the council.
5. be appropriate – local authorities should refrain from retaining the services of lobbyists, i.e. political professionals whose job it is to bring their client’s message to those in a position to influence policy. Appropriate use of publicity is also about the frequency, content and appearance of council newsletters in order to prevent unfair competition with local newspapers. It sets out that generally the frequency of council newsletters should be no more than quarterly, with parish councils being able to issue newsletters on a monthly basis.
6. have regard to equality and diversity – publicity by local authorities may seek to influence positively the attitudes of local people in relation to matters of health, safety and other issues where publicity can have a positive influence on the behaviour of the public.
7. be issued with care during periods of heightened sensitivity, particularly during periods of elections and referendums, both national and local (please see Woodley Town Council’s guidance on publicity during a pre-election period).

Following this guidance, **Woodley Town Council's publications** seek to:

1. Inform local residents of the Council's news and updates
2. Inform local residents of the Council's events
3. Inform and seek engagement from local residents of the Council's consultations on Woodley Town Council projects and services
4. Inform local residents of the Council's subsidiaries news, updates and events (Oakwood Centre, Alan Cornish Theatre, Woodford Park Leisure Centre)
5. Inform local residents of the Council's partnership's news, updates and events (Woodley Town Centre Partnership & Community Youth Partnership)
6. Inform local residents of Wokingham Borough Council's news, updates, alerts, consultations and events where applicable and relevant to residents of Woodley
7. Inform local residents of news, updates, alerts, consultations and events from central government, where applicable and relevant to residents of Woodley
8. Inform local residents of local and national news, updates, alerts and events, where applicable and relevant to residents of Woodley
9. Inform local residents of local community news, updates and events, where applicable and relevant to residents of Woodley.

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Community Engagement Policy

DRAFT

Version	1.2 – Amended draft following PR Sub Committee
Created by	Kevin Murray – Town Clerk
Date approved	21 November 2023 – S&R Committee

1. Introduction

1.1 This document forms the Woodley Town Council Community Engagement Policy.

It sets out:

- The role of community engagement and its importance
- How Woodley Town Council engages the wider community and identifies the needs and aspirations of the community.
- How Woodley Town Council can improve community engagement.

1.2 The objectives of the policy are to;

- Encourage effective local community engagement
- Ensure that embedded throughout the council there is clear understanding of the need to engage with communities about decisions that affect them
- Enable aspirations/comments/suggestions obtained from community engagement to have an impact on decision making and the way services are being delivered

Identify how the council can enhance its profile by improving engagement with the wider community - with specific reference to hard to reach groups.

2. Community Engagement

2.1 Community engagement is giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations as well as other public sector bodies.

It provides opportunity for local people to talk to the council about their aspirations and needs within their community. It allows the council to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well its performing.

2.2 The term stakeholder refers to a wide range of people and groups (these might include, residents, visitors, businesses, government, voluntary organisations and public service organisations), all of which have an interest in the council's services and projects.

Hard to Reach groups refers to those who experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people,

physical disability, language barriers, financial constraints, cultural differences or social expectations. The Town Council will put effort into seeking their views, but it also recognises that sometimes they have excluded themselves through personal choice.

2.3 The key aspects of community engagement include:

- Development of a network of relationships between council, individuals, voluntary and community groups.
- Clear and open communication to ensure that information is made accessible to all groups.
- Listening and understanding from a range of people to identify aspirations, needs and problems of local people and groups.

2.4 Effective and meaningful community engagement can provide several benefits:

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities / services can be provided.
- Those participating feel empowered by being involved in decision making in their local community.
- This may result in enhanced leadership and greater interest in elections and standing for council.

3. What will we do?

3.1 The Town Council will facilitate community engagement in the following ways:

- Make available information on what decisions are being considered and how residents can influence or contribute to the discussions in good time. Methods used to ensure engagement will be - through the Town Council website, noticeboards, the Woodley Herald newsletter, social media channels and word of mouth.
- All meetings of the Town Council and its standing committees are open to the public and press. There is a period set aside at the beginning of every Full Council meeting for residents to speak, in line with the Council's standing orders.
- Residents can access agendas for meetings via the Town Council website and notice boards. Public agendas are also made available at the meetings of the council and its committees.
- The Town Council website, noticeboards and agendas explain the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written or verbal reports or present petitions to councillors.
- Planning applications are considered at Council meetings held monthly. The opportunities for people to speak applies equally to these agenda items. Equal

opportunity is given to applicants/supporters, objectors and local community groups.

- Officers at all levels are required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support.
- Details of how to contact the Town Clerk/Council Office will be displayed on noticeboards, council website, social media channels. Details of how to contact Councillors will be displayed on notice boards and the Town Council web site.
- A list of annual council and committee dates including the start times of the meetings and agenda distribution dates can be found on the council website.
- The Town Council will be open and accountable in its dealing with residents and the community. It will make information on its policies and procedures freely available.
- The Town Council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but also to other organisations.
- This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report to be considered by the Town Council.
- The Town Council will, operate a “gateway” service to ensure local people and communities are referred to the correct organisation, officer or Town Councillor.
- Town councillors will continue to represent the Council on various outside bodies, to ensure that they are kept informed of the communities’ needs.
- The Council will engage fully and as appropriate in consultations carried out by the Borough Council and other organisations, on matters that affect residents in Woodley. In addition to providing a response on behalf of the Council this may also include requesting extensions in order to provide a response, distributing and publicising consultations more widely via notice boards, website and social media – including consultation outcomes, requesting clarifications and additional information, inviting organisations to attend council or committee meetings. Consultations are normally considered through the Planning and Community Committee but can be considered by whichever committee is deemed most appropriate.

4. Engagement Standards

The Town Council will adhere to the following standards:

Inclusion

- Use plain language
- Take into account the particular needs of people, especially in hard-to-reach groups, to enable them to participate
- Listen to, and respect, all opinions received

Clarity and Transparency

- Be clear about what we are asking the public to comment on when seeking people's views
- Only use engagement and consultation processes when there is a real opportunity for people to influence decision-making and services
- Provide feedback whenever possible

Visibility

- Ensure that those directly affected by decisions, policies and plans are aware of the opportunity to engage

5. Hard to reach groups

It is recognised that some individuals and groups may not wish to engage with the Council. It is also recognised that there are groups who may be under-represented in the established organisations in the community – including the Council. In addition to the measures set out above, the Council will endeavour to engage with these groups through the following;

- Assessing and identifying potential hard to reach groups as part of the early stages of project planning or policy development.
- Engaging partners who may have more access/influence with hard to reach groups e.g. youth charities/workers, churches, faith groups.
- Continue to seek out opportunities to build and develop trust between the Council and the community it serves.

This can be broken down into the following principles;

1. Build trust – show that we're listening by inviting people to be involved in surveys and focus groups.
2. Strive for representation – look to build diversity of background and mind on key committees, not just with engagement but also at the point of decision.
3. Engage with respected community leaders – work with those who are most able to engage and use their influence.
4. Learn about the groups – take time to understand the dynamics of the groups and shift approach accordingly where appropriate.
5. Find a form of engagement that works for different groups and individuals – consider a wide range of potential channels including visual, audio, online and face to face engagement.
6. Go beyond digital engagement – consider the digital divide and what this means for our community. Specifically, to consider older people and those with limited or no access/ability to use electronic forms of communication.
7. Ensure the engagement is beneficial and consider these benefits at the outset.

6. Review

This policy will be reviewed annually.

SCHEDULE OF MEETINGS - 2024/25

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>2024</u> 21 May 18 June	<u>2024</u> 4 June	<u>2024</u> 11 June	<u>2024</u> 7 May (Annual Meeting) 23 May (Town Electors) 25 June
23 July 27 August (SH) 17 September	3 September	10 September	24 September
15 October 12 November 10 December	19 November	26 November	3 December
<u>2025</u> 7 January 4 February	<u>2025</u> 14 January	<u>2025</u> 21 January	<u>2025</u> 11 February
4 March 1 April 29 April	25 March	22 April	6 May (Annual Meeting)

(SH = School Holidays)

SCHOOL TERM DATES

2024 Monday 15 April to Tuesday 23 July
Tuesday 3 September to Friday 20 December

Half Term: 27 - 31 May
Half Term: 28 October - 1 November

Elections: 2 May 2024

2025 Monday 6 January to Friday 4 April
Tuesday 22 April to Wednesday 23 July

Half Term: 17 - 21 February
Half Term: 26 May - 30 May

Good Friday: 18 April 2025
Elections: 1 May 2025

STANDING ORDERS – CHANGES RECOMMENDED AT S&R COMMITTEE MEETING 21 NOVEMBER 2023

(Reference numbers reflect those provided in the original issues document presented to the SOFR Sub Committee for consideration. Missing numbers were not recommended for approval)

2	Issue	<p><u>SO 12.2a) – Exclusion of Public & Press</u></p> <p>Recommendation to add reference to the Public Bodies (Admission to Meetings) Act 1960, to provide greater emphasis.</p>
	To Consider	N/A
	Recommended SO Change/s	<p>Change SO 12.2a) to state:</p> <p>All Full Council and Standing Committee meetings shall be open to the Public and the Press unless. However, in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and the press may be excluded where their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. This exclusion from part or all of a meeting will be through a resolution at that meeting.</p>
4	Issue	<p><u>Voting – “Majority” Definition</u></p> <p>The SOs do not define a “majority” vote; there are also references to both a “majority” vote, and a “simple majority” vote.</p> <p>HALC guidance has confirmed that a ‘majority’ vote refers to a comparison between those voting for and against a resolution, and should not include any abstentions.</p> <p>Providing a definition and consistency of wording will help improve clarity.</p>
	To Consider	
	Recommended SO Change/s	<p>Amend the following SOs:</p> <p>SO 18.1 j)</p> <p>Subject to the meeting being Quorate (see 12.3), all Statutory Questions (see 3.6.2.j) and any other vote taking place at a meeting, with the exception of Special Motions (see 16.2.d), shall be decided by a majority of the Councillors present eligible to vote and voting thereon. For this purpose, Councillors who abstain from a vote will not be considered to have voted thereon.</p> <p>SO 16.2 a)</p> <p>With the exception of Special Motions (see 16.4) all Motions will be decided by a simple majority vote in favour of the Motion of those Councillors present (see Section 18 – Voting).</p>

6	Issue	<p><u>Section 21 – Co-option</u></p> <p>In 2022/23, the Council had two simultaneous vacancies which it needed to co-opt to. During the process, it was recognised that the existing SOs are not sufficiently detailed to set out the co-option process. Also, the co-option section is written from the perspective of there being one vacancy, and provides no guidance as to how to process multiple, simultaneous vacancies.</p> <p>Guidance was sought at the time from both WBC Democratic Services and HALC as to how to appropriately manage the co-option process, where there was an absence of detail in the SOs.</p> <p>WBC advised that:</p> <ul style="list-style-type: none"> • Rule 5 (5) of The Local Elections (Parishes and Communities) (England and Wales) Rules 2006, states that any casual vacancy must be filled (unless the vacancy occurred within 6 months of the date the previous councillor would have retired in which case co-option is optional), and suggested that the word ‘must’ implies to them that, where a council has less or the same number of candidates as vacancies, there is no need to interview or take a vote. • <p>HALC advised that:</p> <ul style="list-style-type: none"> • When co-opting new members, Councillors need to partake in the usual voting process to agree the successful candidates. • In relation to the advice received from WBC regarding the Local Elections Rules 2006, HALC advised that a council needs to vote on co-opting new councillors, highlighting that every decision a council makes must be open and transparent, and therefore any co-option should be on an agenda; Councillors can then choose how to vote at the meeting in light of the evidence they have received. • Candidates must be nominated (i.e. proposed & seconded) to be considered for co-option. • A Councillor may nominate / vote for one candidate per vacancy. • There is nothing that enforces a council to co-opt an individual where they do not deem the person to be appropriate, and can agree to leave a vacancy open until a suitable candidate comes forward. <p>Following the advice received, Officers determined to use the following process to manage the co-option that took place in 2022/23:</p> <ul style="list-style-type: none"> • Require co-options to be considered at Full Council, regardless of whether the number of candidates exceeded the number of vacancies or not • Undertake a separate vote for each vacancy - Councillors could only nominate / vote for one candidate for each vacancy, meaning Councillors should back their preferred candidate in the first vote, and their second preferred candidate in the second. • Require that candidates be nominated to be considered for each vote.
	To Consider	Whether to follow WBC or HALC advice regarding the need to consider when the number of candidates does not exceed the number of vacancies.

	Recommended SO Change/s	<p>Recommended to follow HALC advise.</p> <p>Suggest adding the following points into SO 21.4:</p> <p>All co-options must be considered and approved at a meeting or extraordinary meeting of Full Council, regardless of whether the number of candidates exceeds the number of vacancies or not.</p> <p>To be considered, candidates must be suitably nominated by Councillors at the meeting (proposed and seconded) and must receive a majority of votes of those Councillors present and voting.</p> <p>Where multiple vacancies exist, a separate vote will be undertaken for each vacancy. Members may nominate and vote for one candidate for each vacancy.</p>
7	Issue	<p><u>Town Clerk / RFO role split</u></p> <p>At the extraordinary S&R Committee in July 2023, the Committee determined to split the Responsible Financial Officer role out of the Town Clerk’s job description, and cite it with a new Finance Manager role (upgrading the previous Finance Officer role)</p> <p>Section 27 of the SOs list the power’s delegated to the Town Clerk.</p> <p>27.1. c. states:</p> <p><i>“To be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act, 1972, the Audit and Account Regulations and other relevant financial regulations.”</i></p>
	To Consider	
	Recommended SO Change/s	Remove point 27.1. c.
8	Issue	<p><u>Outside Bodies / Organisations</u></p> <p>Full Council agendas refer to ‘Outside Bodies’, as do certain SOs. But SO 9.6 / 9.6a) refers to ‘Outside Organisations’. There needs to be consistency</p>
	To Consider	Whether to refer to these as ‘Bodies’ or ‘Organisations’?
	Recommended SO Change/s	<p>Recommend using ‘Outside Bodies’ as this is the term which tends to be used at meetings.</p> <p>Amend SO 9.6 title, and wording of 9.6 a) accordingly.</p>
9	Issue	<p><u>Substitute Appointments to Outside Bodies</u></p> <p>Where an outside body permits a substitute representative to be named, the SOs do not cover the process by which the Council determines which nominated individual may be appointed as the main representative and which the substitute.</p>
	To Consider	

	Recommended SO Change/s	Add new SO 9.6 g) Some outside bodies allow the appointment of a substitute representative, to cover when the main representative is unavailable. Where this is the case, clear, separate votes will take place, where required, to appoint the main and the substitute representatives.
10	Issue	<u>Reference to Council Policies / Protocols</u> The SOs do not currently reference the need for Councillors to adhere to other policies implemented by the Council; for example the Data Protection Policy / Information Security Policy / Equality & Diversity Policy etc.
	To Consider	
	Recommended SO Change/s	Add new SO into 20.7. BEHAVIOUR Councillors should have regard, and adhere to relevant Council policies, where they apply to Councillors. This includes, but is not limited to, the Data Protection Policy, Equality & Diversity Policy, and Information Security Policy.

FINANCIAL REGULATIONS

Woodley Town
Council

1) GENERAL

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- c) The Council's accounting control systems must include measures:
- for the timely production of accounts
 - that provide for the safe and efficient safeguarding of public money
 - to prevent and detect inaccuracy and fraud and
 - identifying the duties of officers
- d) At least once a year, before approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in line with proper practices.
- e) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The ~~Town Clerk~~ Finance Manager has been appointed as RFO for this Council and these regulations will apply accordingly.
- f) In the absence of the ~~Town Clerk~~ Finance Manager, the ~~Deputy~~ Town Clerk shall act as the ~~Proper Officer and~~ RFO.
- g) Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- h) Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.
- i) The ~~RFO~~ Finance Manager:
- acts under the policy direction of the Council and the Strategy and Resources Committee
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems
 - ensures the accounting control systems are observed
 - ensures that the accounting records of the Council are maintained and kept up to date in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources and

- produces financial management information as required by the Council.
- j) The accounting records determined by the RFO-Finance Manager shall be sufficient to show and explain the Council's transactions and to enable the RFO-Finance Manager to ensure that any income and expenditure account and statement of balances, or records of receipts and payment and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- k) The accounting records determined by the RFO-Finance Manager shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and those matters to which the income and expenditure or receipts and payments relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- l) The accounting control systems determined by the RFO-Finance Manager shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval having been approved by the RFO-Finance Manager and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- m) The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or precept
 - approving accounting statements
 - approving an annual governance statement
 - borrowing
 - writing off bad debts
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.
- n) In addition the Council must determine and keep under regular review the bank mandate for all Council bank accounts.
- o) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Audit Commission Act 1998 or any superseding legislation, and then in force, unless otherwise specified.
- p) In these financial regulations the term 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – A Practitioners Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.

- q) The Town Clerk shall be responsible for the accountability and control of staff and the security, custody and control of all other resources, including plant, buildings, materials, cash and stores appertaining to their consent, and shall also be responsible for the observance of the Council's Financial Regulations.

2) ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- a) Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO-Finance Manager in the form of a budget to be considered by the Council.
- b) Each committee shall formulate and submit to the Strategy and Resources Committee a programme of expenditure and income for the following financial year not later than the end of January/beginning of February each year.
- c) The Strategy and Resources Committee shall consider the uses of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year. The RFO-Finance Manager shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- d) The annual budgets shall form the basis of financial control for the ensuing year.
- e) The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments and operational impact which may be prepared at the same time as the annual budget.
- f) Contingencies
- i) Provision for salary and wages pay awards – there shall be included in the revenue budget such provision for salary and wages as may be considered necessary.
 - ii) Reserves – the Strategy and Resources Committee may approve expenditure from reserves on unforeseen items without reference to the Council.
 - iii) Delegation to the Town Clerk – there shall be delegated to the Town Clerk a special fund for carrying out emergency repairs subject to:
 - (1) being satisfied that the expenditure is necessary;
 - (2) there not being adequate provision within the specified detailed expenditure head concerned.
 - iv) Provision for inflation – there shall also be included in the revenue estimates a provision for inflation based on the best information available at the time.

3) BUDGETARY CONTROL AND AUTHORITY TO SPEND

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to be determined by:
- The Town Clerk for all items over £1,000
 - Budget holding managers for items up to and including £1,000

Such authority is to be evidenced by a signed purchase order. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- b) Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget of a committee or when it is likely to result in overspending in the year unless a request for a supplementary estimate has been submitted to the Strategy and Resources Committee. This regulation shall apply where such event would result in an increase in net cost of a committee's budget within the financial year. However, it is recognised that some costs are outside the control of the budget holder including, but not limited to, utility and repairs costs. It is the Council's practice to adjust these items of expenditure in the setting of revised estimates for the current year as part of the next year's budget setting process.
- c) The Strategy and Resources Committee shall be delegated to regulate and control the estimates of the spending committees during the financial year and to approve the spending committees' revised estimates for that year.
- d) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Strategy and Resources Committee.
- e) The Town Clerk may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Leader of the Council and the Town Mayor. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
- f) Where expenditure is incurred in accordance with 3e) above and the sum required cannot be met from savings made elsewhere within the committee's approved budget it shall be subject to the provisions of a supplementary estimate approved by the Strategy and Resources Committee or the Council.
- g) At each meeting of a budget holding committee the [RFO-Finance Manager](#) shall provide the committee with a summary of receipts and payments to date under each head of the budgets, comparing actual expenditure to the previous year's expenditure at the same point in the year and showing the percentage of the total budget spent or income received. Commentary on income and expenditure shall be provided and Members' attention drawn to any anticipated or actual increases in expenditure of 50% or more over the budget estimate for an item.
- h) Revenue savings may not be used to meet additional capital spending, nor any capital savings be used to meet additional revenue spending without the approval of Council.
- i) The Town Clerk shall maintain a Repairs and Renewals Fund and shall issue guidelines and advice as necessary.
- j) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained.
- k) All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

- l) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4) ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- a) All accounting procedures and financial records of the Council shall be determined by the RFO-Finance Manager in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- b) The RFO-Finance Manager shall complete the annual financial statements, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- c) The Council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO-Finance Manager, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- d) The internal auditor shall be appointed by the Strategy and Resources Committee and shall carry out the work required by the Council in accordance with proper practices.
- e) The Internal Auditor shall:
- be competent and independent of the operations of the Council;
 - report to the Strategy and Resources Committee or Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year;
 - demonstrate competence, objectivity and independence and be free from any actual or perceived conflicts of interest and have no involvement in the financial decision making, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- f) Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- g) For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- h) The RFO-Finance Manager shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations, or any superseding legislation.

- i) The ~~RFO~~ Finance Manager shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5) BANKING ARRANGEMENTS

- a) The Council's banking arrangements, including the Bank Mandate, shall be made by the ~~Town Clerk~~ Finance Manager and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- b) The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.
- c) A current account shall be used for the payment of the Council's bills by cheque, direct debit, BACS and other orders drawn on this account and will require the signature of two Members of Council, authorised as bank signatories by the Council, on the payment schedules presented by the Finance ~~Officer or RFO~~ Manager.
- d) A deposit account shall be used to transfer funds to and from the current account and shall be carried out automatically by the bank. Signatories to this account are determined by Council.
- e) A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the deposit account to this imprest account in any one transfer shall be set by the Strategy and Resources Committee. Transfers require the signature of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk, the Deputy Town Clerk, the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.
- f) Bank reconciliations for all operating bank accounts shall be prepared by the Finance ~~Officer~~ Manager as soon as practicable after the end of each month.

6) AUTHORISATION OF PAYMENTS

- a) All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.
- b) All invoices for payment shall be examined, verified and certified by authorised officers who are budget managers. The officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The officer shall also satisfy him/herself that the account has not been previously passed for payment and is a proper liability of the Council and then allocate expenditure to the appropriate budget expenditure heading.
- c) The Finance ~~Officer~~ Manager shall examine invoices in relation to arithmetical accuracy. The Finance ~~Officer~~ Manager shall take all steps to settle all invoices submitted within 30 days.
- d) At least twice monthly the Finance ~~Officer~~ Manager shall provide-collate, review and sign schedules of supplier cheque or BACS payments required, together with the relevant

invoices and other supporting information. The ~~RFO (or Deputy~~ Town Clerk will review and sign the schedule(s) in the RFO's absence) ~~will review and sign the schedule(s)~~.

- e) In the case of a schedule for cheque payments, authorisation will be indicated by the signature of two councillors who are authorised bank signatories on the face of the schedule(s) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- f) Cheques drawn on the account in accordance with 6 d) shall be signed by two of the bank signatories authorised by Council.
- g) In the case of a schedule for BACS payments authorisation will be indicated by the signature of two Council appointed bank signatories on each of the payments from the bank account listed on the BACS schedules in accordance with 6d) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- h) Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- i) Payments from the imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the imprest account from the current account.
- j) The Finance ~~Officer~~ Manager may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance ~~Officer~~ Manager with a claim for reimbursement.
 - i) The Finance ~~Officer~~ Manager shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept to substantiate the payment.
 - ii) Income received must not be paid into the petty cash float but must be banked separately.
 - iii) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
 - iv) Petty cash floats at the Leisure Centre are maintained by the Finance ~~Officer and the~~ RFO Manager.
- k) If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two appointed bank signatories.
- l) All payments in each month from the Council's current and imprest accounts shall be provided to the Strategy and Resources Committee for ratification.

7) INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- a) The Council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation 6 above, the ~~RFO~~ Finance Manager shall give instruction that a payment shall be made.

- c) Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Strategy and Resources Committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/ or permissible to be a signatory to the transaction in question.
- d) The ~~RFO~~ Finance Manager shall take all possible steps to settle invoices within 30 days of the date on the invoice.
- e) Payments may be made by BACS or CHAPS processes provided that the instructions for each payment are signed by two authorised bank signatories, are retained and that payments made are presented to the Strategy and Resources Committee for ratification.
- f) No employee shall disclose any pin or password relating to the working of the Council or its bank accounts to any person not authorised by the Council or a duly delegated committee.
- g) Regular back-up copies of the financial and other relevant records on any computer shall be made and shall be maintained off site.
- h) The Council shall ensure that anti virus, anti spyware and firewall software with automatic updates are installed and operating.
- i) Where BACs or any other internet banking arrangements are made with any bank, the Finance ~~Officer~~ Manager shall be appointed as the service administrator and will prepare the payments for authorisation. Once authorised, one of either the Town Clerk, Deputy Town Clerk, Leisure Services Manager or Committee Officer will process the payments that have been duly authorised by two bank signatories,
- j) Access to any internet banking accounts will be directly to the Bank's home/access page - which must be saved under 'favourites' - and not through a search engine or email link. Saved passwords functions must not be used on any computer used for banking arrangements/payments. Any breach of this regulation will be treated as a serious matter.
- k) Changes to account details of suppliers which are used for internet banking may only be made after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the newly amended account details will be signed by the ~~RFO~~ Finance Manager. A programme of regular checks of suppliers' data will be followed.

8) DEBIT CARD PAYMENTS

- a) Debit card payments from the imprest account are only made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made.
- b) The debit card is never to be used for anything other than proper business use.
- c) ~~Only one~~ Two debit cards ~~is to~~ will be issued to Woodley Town Council, with the Town Clerk and the Finance Manager as the authorised signatories, and ~~this is~~ these are to be kept in a locked drawer at all times when ~~it is~~ not in use.

- d) Debit card payments for goods made by officers other than the Town Clerk or Finance Manager must be approved by the Town Clerk ~~/ RF~~Finance Manager. Approval will be shown by the Town Clerk / Finance Manager counter signing the purchase order for the expenditure.
- e) The limit for expenditure by debit card is set at £2,500 per month.
- f) Any expenditure by debit card is to be supported by a purchase order and invoice/receipt and authorised in the same way as other payments from the imprest account.
- g) The payments made by debit card from the imprest account are to be checked by the Finance ~~Officer~~Manager, included in the imprest payments list and in the list provided to the Strategy and Resources Committee for ratification.

9) PAYMENT OF SALARIES

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating; any necessary deductions will be made as required.
- b) Payment of salaries and payment of deductions from salary as required e.g. tax, National Insurance, pension contributions, union dues must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- c) All time records or other pay documents shall be certified as to accuracy by the individual's manager and retained by the Finance ~~Officer~~Manager.
- d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000, or other current legislation, or otherwise other than:
 - by any councillor who can demonstrate a need to know
 - by the internal auditor
 - by the external auditor, or
 - by any person authorised under the Audit Commission Act 1998, or any superseding legislation
- e) All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council.
- f) No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the approval of the Strategy and Resources Committee, apart from progression through the points of an employee's payscale which requires confirmation from an employee's line manager.
- g) Any termination payments shall be supported by a clear business case and reported confidentially to the Strategy and Resources Committee for approval.
- h) Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the ~~Town Clerk~~Finance

Manager upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.

- i) The certification by an officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.

10) LOANS AND INVESTMENTS

- a) All investments of money under the control of the Council shall be in the name of the Council.
- b) All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. An application for borrowing approval and subsequent arrangements for the loan shall only be approved by Full Council.
- c) Matters relating to Council investments and treasury management are set out in the Council's Treasury Management Strategy and reviewed annually by Full Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO Finance Manager, apart from the Council's investment portfolio, managed by the Council's appointed investment management professionals, who hold such documents and certificates on the Council's behalf.

11) TRANSFER OF FUNDS

- a) The Town Clerk shall be authorised to make short-term investments of the maximum sum in one transaction, as set out in the Council's Treasury Management Strategy, at any one time in financial institutions approved by the Council. All other transfers shall be authorised by Members as approved by the Council.

12) INCOME

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO Finance Manager.
- b) The Council will agree all fees and charges annually, following a report of the Town Clerk.
- c) Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy and Resources Committee. Strategy and Resources Committee may recommend that the Council write-off any amount due to be paid to the Council.
- d) All sums received on behalf of the Council shall be banked intact as directed by the RFO Finance Manager. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO Finance Manager considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The RFO Finance Manager shall ensure that VAT Returns are promptly submitted and that that any repayment claims are made and received. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the [RFØFinance Manager](#).
- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the [RFØ-Finance Manager](#) will ensure that appropriate care is taken in the security and safety of individuals banking such cash.
- i) The Town Council is permitted to sell any excess electricity generated by its solar panels back to our supplier under the incidental power in section 111 of the 1972 Act to reduce the liability to the supplier.

13) ORDERS FOR WORK, GOODS AND SERVICES

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. Copies of orders shall be retained.
- b) Order books shall be controlled by the [RFØFinance Manager](#).
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £1,000 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

14) CONTRACTS

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
 - i) for the supply of gas, electricity, water, sewerage, IT and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are specialist or proprietary articles and/or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations. Procurement is a niche area, and the Council may need to take specialist advice when dealing with procurement matters.

- c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the World Trade Organisation's Government Procurement Agreement (GPA) (which may change from time to time). As at 1 January 2022, these thresholds are:

Type of contract	Threshold
Public works contracts	£5,336,937
Public Service Contracts	£213,477
Public supply contracts	£213,477

- d) Very few contracts awarded by the Council will exceed the thresholds above, and any that do will be detailed and complex. If the Council were to consider such a high value contract, it is likely the Council would require technical and or legal advice from those who specialise in public procurement. Set out below is a very brief overview of the full requirement of the 2015 Regulations – where they apply.

- Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure, and competitive procedure with negotiation;
- Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate;
- There is a pre-qualification stage;
- Councils will need to comply with the requirements in respect of tenders;
- Contracts should be awarded on the "most economically advantageous tender (Regulation 67);
- Contracts can be varied without going through a new procurement exercise in specific situations (Regulation 72); and
- Contracts should be advertised on the Find a Tender / Contracts Finder website (Regulation 106).

- e) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embedded in a recommendation to the Strategy and Resources Committee or the Council.

- f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk and sent by post. Each tendering firm shall mark the envelope with the words "Tender Submission" and the tenders are to remain sealed until the prescribed date for opening tenders for that contract.

- g) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.

- h) Any invitation to tender issued under this regulation shall be subject to Standing Order 23.1.c and shall refer to the terms of the Bribery Act 2010.

- i) When it is to enter into a contract of less than £25,000 (excluding VAT) in value for the supply of goods or materials or for the execution of works or specialist services, other than ~~such goods, materials, works or specialist services as are excepted contracts relating to items~~ as set out in 14 a), the ~~Town Clerk/RFO/other~~ appropriate budget holder shall obtain

~~3 quotations (priced descriptions of the proposed supply); Where it is not possible to obtain three quotations, then where the value is below £3,000 and above £1,000, the Town Clerk/RFO/appropriate budget holder shall strive to obtain 3 estimates proceed in line with - Otherwise Regulation 132 c) above shall apply, and where the value is over £3,000 the Town Clerk or Finance Manager is authorised to accept the quote.~~

- j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. However, a tender other than the lowest tender, if payment is to be made by the Council, or the highest, if payment is to be received by the Council, shall not be accepted until the Strategy & Resources Committee has considered a written report from the Town Clerk.
- k) Should it occur that the Council, or duly elected committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, providing that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was undertaken.
- l) Any tender submitted in competition received after the specified time shall be returned promptly to the tenderer by the Town Clerk. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed. A later tender may be considered when the Town Clerk is satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post and the other tenders have not been opened.
- m) Where examination of tenders reveals errors or discrepancies which would affect the tender figures in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of withdrawing or confirming the offer.
- n) If the tenderer withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, and on behalf of, the committee concerned, after consideration of a report by the Town Clerk.
- o) The Town Clerk is authorised to accept tenders, providing tenders are within the budget provision.
- p) All contracts shall be in writing and shall specify:
 - i) the work, materials, matters or things to be furnished, had or done, including any appropriate technical specification(s);
 - ii) the price to be paid with a statement of discounts or other deductions;
 - iii) the time, or times, within which the contract is to be performed.

No work shall commence until the Town Clerk is satisfied that any necessary contract documents have been completed in a form approved by him/her.

- q) It shall be a condition of the engagement of the services of any architect, engineer, surveyor or other consultant [not being an officer of the Council] who is responsible to the Council for the supervision of a contract on its behalf, that in relation to that contract he/she shall:
 - i) comply with these Standing Orders as though he/she were an officer, subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the Town Clerk;

- ii) at any time during the carrying out of the contract, produce to the Town Clerk, or his/her representative, on request, all the records maintained by him/her in relation to the contract;
 - iii) on completion of a contract, transmit such records to the Town Clerk, or other appropriate officer, as required.
- r) All tenders for the execution of works or the supply of goods or materials shall, except to the extent that the Council in a particular case or specified categories or contract otherwise decides, be based on a definite specification.
- s) Payments under contracts for building or other construction works
- i) Payments on account of the contract sum shall be made within the time specified in the contract by the RFO-Finance Manager upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding, usually in the form of a retention of 5% of the contract value retained for 6 months after completion/certificate of completion is issued, as may be agreed in the contract).
 - ii) Where contracts provide for payment by instalments the RFO-Finance Manager shall maintain a record of all such payments and report to Council where it is estimated that the cost of the works will exceed the contract sum.
 - iii) Any variation to a contract or addition to or omission from a contract must be approved by the officer managing or overseeing the contract, in consultation with the chairman and vice chairman of the appropriate committee and by the the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.
 - iv) The Chairman of the appropriate committee shall consider whether the variation is material and therefore requires committee approval.

15) STORES AND EQUIPMENT

- a) The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- c) Stocks shall be kept at minimum levels consistent with operational requirements.
- d) The Finance Officer-Manager will be responsible for arranging periodic checks of stocks and stores by persons other than those responsible (at least annually) and will report on these to the appropriate committee.

16) ASSETS PROPERTIES AND ESTATES

- a) The Town Clerk shall make arrangements for the custody of all title deeds of properties owned by the Council. The RFO-Finance Manager shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- b) No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permission and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- d) No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- e) The RFO-Finance Manager shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Strategy and Resources Committee.
- f) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific instructions issued by the Town Clerk.

17) INSURANCE

- a) The RFO-Finance Manager shall effect all insurances and negotiate all claims on the Council's insurers in line with its Risk Management Strategy.
- b) The RFO-Finance Manager shall ensure that all new risks, properties, vehicles which require insurance or any alterations affecting existing insurances are promptly added included in the Council's insurance policies.
- c) The RFO-Finance Manager shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it,
- d) The RFO-Finance Manager shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Committee/Council at the next available meeting.
- e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

18) RISK MANAGEMENT

- a) The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare for approval by the Council a Risk Management Strategy and risk register in respect of all activities of the Council. These shall be reviewed by the Council annually.

19) CHARITIES

- a) Where the Council is sole trustee of a charitable body, the ~~Town Clerk~~Finance Manager shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The ~~RFO~~Finance Manager shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

20) SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- a) It shall be the duty of the Council to review the Financial Regulations of the Council every three years or at the request of Full Council. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

- a)b) _____ The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these financial regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Reviewed ~~Summer 2022~~September 2023

Approved by Full Council – ~~11 October 2022~~DD MMMM YYYY

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MAYORAL ENGAGEMENTS – 27th September to 5th December 2023

Town Mayor’s Engagements

September	28 th	Lord Lieutenant’s Awards Ceremony
October	1 st	Berks & Hants Motor Club – Autumn Car Tour
	2 nd	Wokingham Volunteer Centre AGM
	13 th	Berkshire Judicial Service
	28 th	Woodley Town Centre Halloween Event
November	3 rd	Mostly G&S – HMS Pinafore / The Zoo
	7 th	Earley CResCent AGM
	10 th	Woodley Schools’ Remembrance Event
	25 th	Woodley Town Centre Christmas Carol Concert
December	3 rd	Woodley Town Council Christmas Extravaganza

Deputy Town Mayor’s Engagements

November	11 th	Town Council Armistice Day Event
	12 th	St John the Evangelist Remembrance Sunday Service
	16 th	Woodley & Earley Lions – Town Centre blood trauma kit handover

APPENDIX 11 (enclosure)

REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED	PAGE
ARC	Cllr K. Gilder	No	-
	Mrs S. Flower	Yes	3
Citizens Advice Wokingham	Cllr V. Lewis	No	-
Friends of Woodford Park Committee	Cllr B. Soane	No	-
Highwood Management Conference	Cllr K. Gilder	No	-
	Cllr M. Holmes	No	-
Keep Mobile	Cllr L. Guttridge	Yes	4
Poor's Land Charity	Cllr M. Holmes	Yes	5
	Cllr K. Gilder	Yes	5
	Mrs S. Flower	Yes	6
	VACANCY	-	-
ReadiBus	Mr A. Heap	Yes	7
Robert Palmer's Almshouse Charity	Cllr D. Bragg	No	-
Sonning & District Welfare & Education Trust	Cllr D. Smith	Yes	9
Wokingham Borough Council Climate Emergency Working Group	Cllr Y. Edwards	No	-
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	Yes	11
Woodley Bowling Club Management Committee	Cllr K. Gilder	No	-
Woodley Volunteer Centre	Cllr M. Kennedy	Yes	12

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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	ARC
Name of Representative	Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Management committee
Number of formal meetings held / invited (since last report or 1 May)	One 31/10
Number of formal meetings attended since last report (since last report or 1 May)	One 31/10
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
ARC offers counselling to young people both at their offices in Wokingham and in schools and other centres, ie Oakwood Also adult counselling A safe and confidential service	
Please give a brief synopsis of the Outside Body's activities since the last report:	
ARC offers placements to trainee counsellors , a new intake has recently been interviewed and is of a high quality with many offering schools experience. There are waiting lists for both young people and adults but these are being managed . there is a high demand for services , with the pressures of day to life increasing and the impact on family life	
Please provide any additional information that fellow Members might find useful:	

Representative:	Shelagh Flower	Dated:	28th November 2023
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Keep Mobile
Name of Representative	Linda Guttridge
Capacity appointed; e.g. trustee, director, observer etc	Councillor
Number of formal meetings held / invited (since last report or 1 May)	none
Number of formal meetings attended since last report (since last report or 1 May)	none
Reasons for not attending (if attendance below 50%)	Not notified of any meetings
Please give a brief overview of the Outside Body for Members:	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Please provide any additional information that fellow Members might find useful:	

Representative:	Linda GUTTRIDGE	Dated:	281123
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OUTSIDE BODY REPORT

Poors Land Charity

Councillors Kay Gilder and Mary Holmes have attended two meetings of this charity since the last Full Council meeting on 28th September.

The main focus has been about the contracts concerning the general upkeep, maintenance and safety of the residents of the flats and bungalow. All these points have been continually and diligently worked on by the trustees.

The bungalow and flats have to be continually monitored for safety reasons. The bungalow has undergone some work on the trees in its garden.

As one flat has recently become vacant, a new tenant will soon be selected to take it up.

Clr Mary Holmes & Cllr Kay Gilder
December 2023

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Poors Land Charity
Name of Representative	Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited (since last report or 1 May)	September 27 th October 25 th November 29 th
Number of formal meetings attended since last report (since last report or 1 May)	none
Reasons for not attending (if attendance below 50%)	Previous engagements in my diary
Please give a brief overview of the Outside Body for Members:	
<p>The Charity provides purpose built almshouses / housing for those deemed to be in need in specified areas. Also has a relief in need fund for residents in Woodley, Sandford Charvil and adjoining parishes.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>The trustees meet monthly , issues under discussion are ensuring the insurance on the properties are fully updated with current rebuilding costs etc Renewing contracts on Heating and hot water systems All safety testing is up to date (legionella) Maintaining communication with residents including new residents to ensure they are settled All maintenance issues are addressed Christmas party for residents planned for 7th December</p>	
Please provide any additional information that fellow Members might find useful:	
<p>Although I have been unable to attend any meetings , there are very regular emails between Clerk and trustees, trustees to trustees to ensure we are all given the opportunity to voice views and contribute to decision making. I shall be attending the Christmas meeting on 7th December</p>	

Representative:	Shelagh Flower	Dated:	28th November 23
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Readibus
Name of Rep	Alex Heap
Capacity appointed; e.g. trustee, director, observer etc	Director
Number of formal meetings held / invited to	4
Number of formal meetings attended	3
Reasons for not attending (if below 50%)	
Please give a brief overview of the Outside Body for Members:	
Readibus provides a dial a ride service for the elderly and infirm enabling them to access shopping, social and medical activities that they would be unable to access by conventional transport	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>The Readibus AGM took place on 22nd August which was successful with a good attendance from users of the service as well as Mayors/Deputy Mayors of several local authorities including Woodley Town Council.</p> <p>I am concerned however that currently the Board has no Treasurer or Secretary (with the retirement of Trevor Bottomly) positions which cannot be filled by Local Authority appointees.</p> <p>There is a plan to re-instate the role of Vice Chairman</p> <p>The Board met on 31st October</p> <p>Readibus has received 5 laptops from NTT(UK) Ltd</p> <p>The existing co-options to the Board were re-confirmed for the coming year.</p> <p>These are Ricky Duveen, Tahir Maher and Guy Grandison, with one remaining vacancy</p> <p>West Berkshire Council has a new administration we hope that there can be some resolution to our long running issues and obtain a new partnership between Readibus and WBC</p> <p>A decision on a response to the offer from West Berkshire Council to appoint a member of the new administration as a representative on the Board was deferred</p> <p>A new bus will be introduced in the new year, a second is on order. These will be ULEZ compliant.</p> <p>The Annual Review of Risks Group is due to meet in January 2024</p> <p>The audit group has not yet set a date to meet</p> <p>It was agreed that all decisions taken at the meeting were in accordance with policies</p>	

Please provide any additional information that fellow Members might find useful:	
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ReadiBus had been short-listed for the 'Making a Difference' Award at the forthcoming national CT Awards this November. The 'Making a Difference' Award recognises an organisation that has gone above and beyond to support its passengers in the aftermath of the pandemic

The next Board meeting is scheduled for Tuesday 12th December 2023 at 6:30pm

Rep:	Alex Heap	Dated:	27/11/2023
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Sonning & District Welfare & Education Trust
Name of Representative	Darren Smith
Capacity appointed; e.g. trustee, director, observer etc	Trustee (WTC appointed)
Number of formal meetings held / invited (since last report or 1 May)	2 per year
Number of formal meetings attended since last report (since last report or 1 May)	1
Reasons for not attending (if attendance below 50%)	Away on annual leave
Please give a brief overview of the Outside Body for Members:	
A charity helping those in need in Woodley, Earley, Charvil, Sonning, Eye & Dunsden and Sonning Common	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>Meeting held at 6:30 pm on October 18th 2023 in the Ark</p> <p>Present: Rev. J. Taylor (Chairman), Mr. B. Brooker (Treasurer), Mrs. S. Bradley (Clerk), Mrs J. Baldwin, Mrs. J. Diwell, Mrs. P. Feathers, Mrs. B. Owen, Mr. P. Sherwood, Mr. A. Walker</p> <p>Apologies: Mr. M. Firmager, Mr. D. Smith, Mr. D Woodward, Mrs. H. Jones, Mrs. P. Allen</p> <p>Welcome and Thanks</p> <p>The Chairman opened the meeting by welcoming the new Trustee representing Earley Town Council, Beth Owen and introducing her to the Trustees present at the meeting.</p> <p>The Chairman then explained that Brian Brooker had decided to resign as the Treasurer and thanked him for his exemplary service for the last thirty years and wise stewardship through two recessions. Everyone expressed their thanks and the Chairman presented Brian with a thank you gift.</p> <p>Confirmation of the Minutes</p> <p>The Chairman asked that the minutes of the meeting held on March 15th 2023 be taken as a true record. As the Chairman was absent on that occasion, this was proposed by Judy Baldwin and seconded by Phil Sherwood. The minutes were duly signed by the Chairman.</p> <p>Matters Arising</p> <p>Phil Sherwood offered to liaise with David Woodward and change the way the application form on the website is presented so that it can be completed online and then sent directly to Sue Bradley without the need to save it first. Sue was happy for this to happen as long as her</p>	

email address is not published on the website.

Treasurer's Report

The Treasurer reported that, since the last meeting three awards had been made of £370 Both the current account and the deposit account have balances of over £1000.

Sue will update the record of awards and distribute it to the Trustees.

Change of Treasurer

The Chairman introduced Tony Walker who has agreed to take over the role of Treasurer. Tony is one of the family owners of Walkers Funeral Directors, Reading and ran the business for a number of years.

The Chairman proposed that Tony be elected as the new Treasurer. Judy Baldwin seconded the proposal and it was passed unanimously.

Tony has already been meeting with Brian in order to facilitate a smooth hand over and Brian is happy to work with Tony on the end of year accounts before relinquishing the role fully.

Grant Applications

There are no current applications

A.O.B.

Brian Brooker explained that when he became Treasurer, he attended a course run by the Charities Commission, which helped him to understand the role and responsibilities of Trustees. He wasn't sure if these courses still exist but Sue offered to investigate and get back to the Trustees.

Jane Diwell wondered if it is possible to have a credit card associated with the Charity Account which would help in the purchase of goods for successful applicants. It is not good practice for the Charity to give cash to applicants. The Chairman explained that the Church has a credit card these days with a cap on the amount of money which can be spent and he suggested that the new Treasurer meet with him to discuss how this is set up.

The meeting closed at 7:10 pm.

The next meeting was set for:

Wednesday, March 27th 2024 at 6:30 pm. This will take place in the Ark.

Please provide any additional information that fellow Members might find useful:

[Home - Sonning & District Welfare Trust \(sonningwelfaretrust.org.uk\)](http://sonningwelfaretrust.org.uk)

Representative:

Darren Smith

Dated:

29th Nov 2023

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Wokingham Borough/Parish Liaison Forum	
Name of Representative	Cllr Mike Kennedy	
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative	
Number of formal meetings held / invited (since last report or 1 May)	1	
Number of formal meetings attended since last report (since last report or 1 May)	1 No further meeting since my last report to Council	
Reasons for not attending (if attendance below 50%)		
Please give a brief overview of the Outside Body for Members:		
Meetings are held quarterly between representatives from the Borough Council and Town and Parish Councils.		
Please give a brief synopsis of the Outside Body's activities since the last report:		
Please provide any additional information that fellow Members might find useful:		

Representative:	Cllr Mike Kennedy	Dated:	28.11.23
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Woodley Volunteer Centre
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report or 1 May)	2
Number of formal meetings attended since last report (since last report or 1 May)	1
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Woodley Volunteer Centre was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in a variety of ways such as gardening, DIY, and shopping but now their focus is purely on transporting clients to their medical appointments. Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,750. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
4 new drivers have been recruited which brought the total to 20. It is very busy in the office particularly with requests for Covid and Flu injections. There are 213 clients on the books and the decision has been made not to take on any new clients until the New Year in order to ensure we continue to meet the present demand. All drivers will be DBS checked in the near future. The next meeting of WVC takes place on 17 January 2024.	
Please provide any additional information that fellow Members might find useful:	
Strategy and Resources Committee awarded a grant of £350 at its last meeting for which the Charity is extremely grateful and has asked me to convey their thanks to the Council. This will be applied towards a new printer, driver's DBS checks and driver's Lanyards. I have transported 26 clients to their GP and hospital appointments since 5 July in my capacity as a volunteer driver. If any member can spare a little of their time to help Woodley Volunteer Centre, please contact them on 0118 969 8849. Appointments are mostly during the day time and on weekdays with some occasional weekend work.	

Representative:	Cllr Mike Kennedy	Dated:	28.11.2023
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