



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 8:00pm on Tuesday 22 June 2021 at the Oakwood Centre.

Deborah Mander
Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **ACCEPTANCE OF OFFICE**
To note the election of Councillor Robert Horskins to the Town Council and that Councillor Horskins has signed the declaration of acceptance of office as required by law.
4. **COMPOSITION OF THE COUNCIL**
 - a) To note that Councillor Doyle has resigned from the Liberal Democrat Group and is now an independent councillor.
 - b) To note the composition of the Council:

Conservative:	16
Liberal Democrat:	5
Labour:	2
Independent:	1

- c) To note the new composition of the Council does not change the current division of places between political parties on standing committees, working parties or sub committees.

5. **MINUTES OF COUNCIL MEETING HELD ON 4 MAY 2021** Page 4
To receive the minutes of the Annual Meeting held on 4 May 2021 and to approve their signing as a true and correct record.

6. **MEMBERSHIP OF THE PLANNING & COMMUNITY COMMITTEE**
To appoint one additional Conservative Member to serve on the Planning & Community standing committee for the 2021/22 municipal year, bringing the total number of Members to 12 in line with the number approved at the Annual Meeting held on 5 May 2021 (minute 9.3).

7. **MEMBERSHIP OF WORKING PARTIES AND SUB COMMITTEES**
Under Standing Order 4 e) members of the parent standing committee approve the appointment of members to the working parties / sub committees.

To appoint additional Members to serve on the following working parties / sub committees, bringing the total number of members in line with the numbers approved at the Annual Meeting held on 5 May 2021 (minutes 11 (b), (d) and (k)):

- a) **Risk Management Working Party**
One additional Conservative Member.
- b) **Standing Orders & Financial Regulations Working Party**
One additional Conservative Member.
- c) **3G Pitch Steering Group**
One additional Conservative Member.

8. **2020/21 YEAR END**
To note the 2020/21 year end outturn figures, in summary and by committee. (**Appendix 8**) Page 21

9. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21**
*Please note that the documents for this agenda item are enclosed separately in the **Financial Statements and Annual Governance and Accountability Return 2020/21 Appendix**.*

- a) To approve the Financial Statements for 2020/21 and authorise the signing of the statements by the Mayor and the Town Clerk. Appendix
Pages
1 - 12

The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 2 of the Annual Governance and Accountability Return.
- b) To receive and note the Annual Internal Audit Report (as set out in the Annual Governance and Accountability Return 2020/21). Appendix
Page 15

- c) To approve the Annual Governance Statement for 2020/21 as set out in Section 1 of the Annual Governance and Accountability Return, and authorise the signing of the document by the Mayor and the Town Clerk. Appendix Page 16
- Supporting information to the Annual Internal Audit Report and Annual Governance Statement is provided. Appendix Pages 19 - 23
- d) To approve the Accounting Statements for 2020/21, as set out in Section 2 of the Annual Governance and Accountability Return, and authorise the signing of the statements by the Mayor. Appendix Page 17
- Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Pages 24 - 25

10. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

11. **OUTSIDE BODIES**

- a) To consider appointing Council representatives on the following outside bodies:

Poor's Land Charity – 1 place (to serve to 2022)
Woodley Bowling Club Management Committee – 1 place

- b) To note that Wokingham United Charities no longer have appointed representatives.
- c) To receive any verbal reports from Town Council representatives on outside bodies.

12. **TOWN MAYOR'S ENGAGEMENTS**

- a) To note that Councillor Janet Sartorel as Town Mayor has attended one engagement since the last meeting:

Arrhythmia Alliance Lilly-May Page - 22 May 2021

- b) To note there have been no engagements for the Deputy Mayor since the last meeting.
- c) To note that, due to the unavailability of both the Mayor and Deputy Mayor, Councillor David Bragg attended the Berkshire and Surrey Armed Forces' Virtual Briefing – 1 June 2021.

13. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of the Annual Meeting of the Town Council held remotely on
Tuesday 4 May 2021 at 8 pm**

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

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

Also present: *3 members of the public*

Before the start of the meeting, in light of the death of the serving Mayor, Councillor Dave Mills, and the absence of the Deputy Mayor due to a prior work commitment, the Town Clerk sought nominations for a Chairman to be appointed to conduct the Town Forum and the first item of business on the agenda, the election of the Town Mayor.

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

RESOLVED:

- ◆ *To appoint Councillor Brindley to the position of Chairman.*

Voting: For: 11 Against: 0 Abstentions: 1

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.

Before opening the meeting, the Chairman asked attendees to observe a minute's silence in memory of Councillor Dave Mills.

1. ELECTION OF TOWN MAYOR

The Chairman called for nominations for the office of Town Mayor for 2021/22.

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

RESOLVED:

- ◆ To elect Councillor Sartorel to the office of Town Mayor of Woodley for the 2021/22 municipal year.

Voting: For: 10 Against: 0 Abstentions: 5

2. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Sartorel was presented with the Mayoral chain by the Town Clerk and then made and signed the Declaration of Acceptance of Office of Town Mayor, and took the chair.

Councillor Sartorel said she was proud and honoured to be elected to the position of Town Mayor of Woodley for the coming year, and thanked fellow Councillors for giving her the opportunity to serve the town.

Councillor Sartorel noted the untimely death of the former Town Mayor, Councillor Dave Mills, had denied her the opportunity to express her appreciation for the work he undertook during the past year, including dealing with the limitations of the pandemic and the challenge of chairing Full Council meetings via Zoom. She noted that he would be sorely missed.

As we slowly come out of lockdown, Councillor Sartorel stated that she looked forward to being able to visit organisations and events this year. Councillor Sartorel announced that her charity for the year would be Macmillan Cancer Support.

3. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Doyle, Green, Rahmouni, Skegg and Smith.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

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

RESOLVED:

- ◆ To elect Councillor Gilder to the office of Deputy Mayor for the 2021/22 municipal year

Voting: For: 9 Against: 0 Abstentions: 4

6. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ To note the current composition of the Council:
15 Conservative Members, 5 Liberal Democrat Members, 2 Labour Members, 1 independent, and 2 vacancies.

7. **POLITICAL GROUP LEADERS**

7.1 **RESOLVED:**

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

7.2 **RESOLVED:**

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

7.3 **RESOLVED:**

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

8. **LEADERSHIP OF THE COUNCIL**

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

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2021/22 municipal year.

Voting: For: 11 Against: 0 Abstentions: 4

8.2 It was proposed by Councillor Wicks, seconded by Councillor Swaddle and

RESOLVED:

- ◆ To elect Councillor Brindley as Deputy Leader of the Council for the 2021/22 municipal year.

Voting: For: 9 Against: 0 Abstentions: 4

9. **STANDING COMMITTEES**

9.1 **Strategy and Resources Committee**

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

RESOLVED:

- ◆ That there be 9 places on the Strategy and Resources Committee for the 2021/22 municipal year.

Voting: For: 13 Against: 0 Abstentions: 0

The Committee Officer confirmed that, in line with the standing orders, the number of places for each party on committees with 9 Members were as follows: Conservative 6, Liberal Democrat 2, Labour 1.

- ◆ To note the appointment of Councillors Anderson, Baker, Brindley, Chadwick, Gilder, Jewell, Nagra, Rowland and Wicks to the Strategy and Resources Committee for the 2021/22 municipal year.

9.2 **Leisure Services Committee**

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

RESOLVED:

- ◆ That there be 9 places on the Leisure Services Committee for the 2021/22 municipal year.

Voting: For: 13 Against: 0 Abstentions: 3

- ◆ To note the appointment of Councillors Al-Sanjari, Baker, Bragg, Gilder, Heap, Rowland, Smith, Soane and Swaddle to the Leisure Services Committee for the 2021/22 municipal year.

9.3 **Planning and Community Committee**

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

RESOLVED:

- ◆ That there be 12 places on the Planning and Community Resources Committee for the 2021/22 municipal year.

Voting: For: 13 Against: 0 Abstentions: 2

The Committee Officer confirmed that, in line with the standing orders, the number of places for each party on a committee with 12 Members was as follows: Conservative 8, Liberal Democrat 3, Labour 1.

- ◆ To note the appointment of Councillors Baker, Bragg, Cheng, Gilder, Heap, Jewell, Nagra, Rahmouni, Sartorel, Skegg and Wicks to the Planning and Community Committee for the 2021/22 municipal year, with one vacant place (Conservative) to be filled at a future meeting.

10. **CHAIRMEN AND VICE CHAIRMEN OF STANDING COMMITTEES**

Under Standing Order 4(d) members of the standing committees appointed the Chairmen and Vice Chairmen of the standing committees as follows:

10.1 **Strategy and Resources Committee**

a) **Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Baker Chairman of the Strategy & Resources Committee for the municipal year.

Voting: For: 6 Against: 0 Abstentions: 3

b) **Vice Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Brindley Vice Chairman of the Strategy & Resources Committee for the municipal year.

Voting: For: 6 Against: 0 Abstentions: 3

10.2 **Leisure Services Committee**

a) **Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Bragg Chairman of the Leisure Services Committee for the municipal year.

Voting: For: 5 Against: 0 Abstentions: 2

b) **Vice Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Soane Vice Chairman of the Leisure Services Committee for the municipal year.

Voting: For: 5 Against: 0 Abstentions: 1

10.3 **Planning and Community Committee**

Prior to this item being discussed Councillor Nagra asked a question, citing Standing Order 13(a)(xxv). Councillor Nagra stated that we are still in a period of pandemic and crisis, yet there have been no meetings of the Urgency Committee in the last 6 months. When the Urgency Committee were meeting, Councillors were advised that the Committee were supervising all financial matters. Councillor Nagra asked who had been responsible for managing financial affairs from November until now.

The Town Clerk confirmed a budget was set for the forthcoming financial year which was approved by Full Council. She also confirmed that individual budgets had continued to be reported at Committee meetings throughout the pandemic.

Councillor Nagra asked why there were so many meetings of the Urgency Committee prior to November but none since, despite still being in the same crisis phase. He queried whether the previous Urgency Committee meetings had been necessary, or whether the Council had been doing something wrong from November up until now. As this matter did not relate to the agenda item the Mayor requested Councillor Nagra put his query in writing to the Town Clerk.

a) **Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Wicks Chairman of the Planning and Community Committee for the municipal year.

Voting: For: 6 Against: 0 Abstentions: 1

b) **Vice Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Cheng Vice Chairman of the Planning and Community Committee for the municipal year.

Voting: For: 5 Against: 0 Abstentions: 3

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

Prior to this item being discussed it was proposed by Councillor Jewell, seconded by Councillor Baker and

RESOLVED:

- ◆ For one vote to take place to approve both the terms of reference and proposed number of places for each individual working party / sub committee.

Voting: For: 10 Against: 0 Abstentions: 0

Under Standing Order 4(e) members of the parent standing committee considered the terms of reference and appointed places and members to the working parties as follows:

Strategy and Resources Committee

a) **Investments Working Party:**

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

RESOLVED:

- ◆ To approve the terms of reference and that there be 4 places on the Investments Working Party for the 2021/22 municipal year.

Voting: For: 8 Against: 0 Abstentions: 1

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

- b) **Risk Management Working Party:**
It was proposed by Councillor Baker, seconded by Councillor Brindley and
- RESOLVED:**
- ◆ To approve the terms of reference and that there be 4 places on the Risk Management Working Party for the 2021/22 municipal year.
- Voting: For: 7 Against: 0 Abstentions: 1
- ◆ To note the appointment of Councillors Bragg, Green and Rowland to the Risk Management Working Party for the municipal year, with one vacant place (Conservative) to be filled at a future meeting.
- c) **Catering Partnership:**
It was proposed by Councillor Baker, seconded by Councillor Brindley and
- RESOLVED:**
- ◆ To approve the terms of reference and that there be 4 places on the Catering Partnership for the 2021/22 municipal year.
- Voting: For: 6 Against: 0 Abstentions: 1
- ◆ To note the appointment of Councillors Brindley, Cheng, Green and Skegg to the Catering Partnership for the municipal year.
- d) **Standing Orders and Financial Regulations Working Party:**
It was proposed by Councillor Baker, seconded by Councillor Brindley and
- RESOLVED:**
- ◆ To approve the terms of reference and that there be 4 places on the Standing Orders and Financial Regulations Working Party for the 2021/22 municipal year.
- Voting: For: 8 Against: 0 Abstentions: 0
- ◆ To note the appointment of Councillors Baker, Rowland and Swaddle to the Standing Orders and Financial Regulations Working Party for the municipal year, with one vacant place (Conservative) to be filled at a future meeting.
- e) **PR/Marketing Working Group:**
It was proposed by Councillor Baker, seconded by Councillor Brindley and
- RESOLVED:**
- ◆ To approve the terms of reference and that there be 4 places on the PR / Marketing Working Group for the 2021/22 municipal year.
- Voting: For: 6 Against: 0 Abstentions: 1
- ◆ To note the appointment of Councillors Baker, Brindley, McCann and Swaddle to the PR / Marketing Working Group for the municipal year.
- f) **Personnel Sub Committee:**
It was proposed by Councillor Baker, seconded by Councillor Brindley and
- RESOLVED:**
- ◆ To approve the terms of reference and that there be 4 places on the Personnel Sub Committee for the 2021/22 municipal year.

Voting: For: 6 Against: 0 Abstentions: 1

- ◆ To note the appointment of Councillors Anderson, Jewell, Sartorel and Soane to the Personnel Sub Committee for the municipal year.

g) **Climate Emergency Working Party:**

Councillor Jewell proposed the number of places on the Climate Emergency Working Party be increased from 3 to 4 for the 2021/22 municipal year. Councillor Baker indicated he had no objections to this. It was determined that a separate vote would take place on the number of places and the terms of reference for this working party.

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

RESOLVED:

- ◆ To approve the terms of reference for the Climate Emergency Working Party for the 2021/22 municipal year.

Voting: For: 8 Against: 0 Abstentions: 0

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

RESOLVED:

- ◆ That there be 4 places on the Climate Emergency Working Party for the 2021/22 municipal year.

Voting: For: 9 Against: 0 Abstentions: 0

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

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

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

RESOLVED:

- ◆ For the terms of reference and number of places on the Town Electors' Working Party for the 2021/22 municipal year to be considered for approval at an appropriate Strategy and Resources Committee Meeting later in the municipal year.

Strategy and Resources Committee and Leisure Services Committee

i) **Woodford Park Leisure Centre Regeneration Task and Finish Group:**

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

RESOLVED:

- ◆ To disband the Woodford Park Leisure Centre Regeneration Task and Finish Group.

Voting: For: 12 Against: 0 Abstentions: 0

Leisure Services Committee

j) Community Youth Partnership:

It was proposed by Councillor Heap, seconded by Councillor Al-Sanjari, that the number of places on the Community Youth Partnership be increased from 4 to 6 for the 2021/22 municipal year.

Councillors Baker and Swaddle spoke against the increase. It was highlighted that the nature of the Partnership is different to other working groups and sub committees as it is biased in favour of non-Councillors; increasing the number of Councillors disturbs this balance and when numbers were higher participating organisations felt they did not have as strong a voice.

Councillors Heap and Al-Sanjari spoke in favour of the increase. Increasing numbers would enable cross party input by allowing the appointment of a Labour representative. Councillor Al-Sanjari disputed that outside groups had objected to a higher number of Councillors. She stated that Councillors represented the interests of the public rather than that of the organisations that feed into the Partnership, and a lower number of Councillors restricted the voice of the public. Following a query the Town Clerk confirmed that places on the working party for voluntary sector organisations aren't limited; any voluntary organisation working with young people in Woodley could take part, not just those with appointed representatives.

Following a vote it was

RESOLVED:

- ◆ To reject the proposal to increase number of places on the Community Youth Partnership for the municipal year from 4 to 6 members.

Voting: For: 3 Against: 5 Abstentions: 0

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

RESOLVED:

- ◆ That there be 4 places on the Community Youth Partnership for the 2021/22 municipal year.

Voting: For: 5 Against: 0 Abstentions: 3

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

RESOLVED:

- ◆ To approve the terms of reference for the Community Youth Partnership for the 2021/22 municipal year.

Voting: For: 6 Against: 0 Abstentions: 1

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

Voting: For: 8 Against: 0 Abstentions: 0

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

Councillor Baker withdrew a proposal to disband the 3G Pitch Steering Group due to lack of activity after the Deputy Town Clerk advised that there is a requirement with the Football Foundation for a steering group to be in place.

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

RESOLVED:

- ◆ To approve the terms of reference and that there be 4 places on the 3G Pitch Steering Group for the 2021/22 municipal year.

Voting: For: 7 Against: 0 Abstentions: 0

- ◆ To note the appointment of Councillors Baker and Skegg to the 3G Pitch Steering Group for the municipal year, with one vacant place (Conservative) to be filled at a future meeting.

Planning and Community Committee

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

Following clarification from the Committee Officer as to the number of places required to appoint 2 Liberal Democrat Members to the working party, it was proposed by Councillor Jewell, seconded by Councillor Heap, that the number of places on the Cycling in Woodley Working Party be increased from 6 to 7 for the 2021/22 municipal year.

Following a vote it was

RESOLVED:

- ◆ To reject the proposal to increase the number of places on the Cycling in Woodley Working Party for the municipal year from 6 to 7 members.

Voting: For: 3 Against: 5 Abstentions: 0

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

RESOLVED:

- ◆ That there be 6 places on the Cycling in Woodley Working Party for the 2021/22 municipal year.

Voting: For: 5 Against: 0 Abstentions: 3

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

RESOLVED:

- ◆ To approve the terms of reference for the Cycling in Woodley Working Party for the 2021/22 municipal year.

Voting: For: 8 Against: 0 Abstentions: 0

- ◆ To note the appointment of Councillors Bragg, Chadwick, Gilder, Nagra and Swaddle to the Cycling in Woodley Working Party for the municipal year, with one vacant place (Liberal Democrat) to be filled at a future meeting.

Full Council

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

RESOLVED:

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

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

RESOLVED:

- ◆ To appoint Councillors Baker and Rowland to the Bulmershe SULV Joint Working Party for the 2019/20 municipal year, and to appoint Councillor Gilder as the named substitute.

Voting: For: 11 Against: 0 Abstentions: 0

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

Councillor Baker proposed that appointed representatives on outside bodies should remain as they were at the end of the 2020/21 municipal year. Councillor Jewell concurred, with the exception of the Wokingham Borough Council Climate Emergency Working Group on which she wished to be considered as the Council representative. Councillor Jewell also recommended reviewing representation on the Woodley and North Earley Community Forum when the future of the forum is known. Councillor Baker and Councillor Al-Sanjari concurred with this proposal.

RESOLVED:

- ◆ To appoint the following:

Voting: For: 15 Against: 0 Abstentions: 0

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

Councillors Bragg and Rowland

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

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

12.3 **ARC – 2 places**

Councillor Gilder and Mrs S. Flower.

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

Councillor Wicks, with Councillor Jewell as deputy.

12.5 **Citizens Advice Wokingham – 1 place**

Councillor Bragg

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

Councillor Bragg

12.7 **Highwood Management Conference – 2 places**

Councillor Gilder and Mrs M. Holmes

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

Councillor Green

12.9 **Poor Land's Charity – 1 place to appoint, to serve until 2022**

Vacancy

- 12.10 **ReadiBus – 1 place**
Councillor Swaddle
- 12.11 **Sandford Farm (Loddon Park) Liaison Group – 1 place**
Councillor Chadwick
- 12.12 **Sonning & District Welfare & Education Trust – 1 place**
Councillor Smith
- 12.13 **Wokingham Borough Council Climate Emergency Working Group – 1 place**
Councillor Jewell
- 12.14 **Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)**
Councillor Nagra, with Councillor McCann as the deputy
- 12.15 **Wokingham United Charities – 1 place**
Councillor Rowland
- 12.16 **Woodley Bowling Club Management Committee – 1 place**
Vacancy
- 12.17 **Woodley and North Earley Community Forum**
No appointment to be made until the future of the association is determined
- 12.18 **Woodley Town Centre Management Initiative – 2 places**
Councillor Baker and Mrs M. Holmes.
- 12.19 **Woodley Volunteer Centre – 1 place**
Councillor Swaddle

Representation on the following outside bodies was noted:

Poor’s Land Charity – 4 places

Councillor Cheng and Mrs S. Flower serving until 2024
Councillor Rowland serving until 2022

Robert Palmer Almshouse Charity – 1 place

Councillor Rahmouni serving until 2024

In light of Councillor Rahmouni’s current leave of absence, the Town Clerk agreed to contact Councillor Rahmouni to ask if he would be willing to give up his place as representative on the Robert Palmer Almshouse Charity in order that Town Council representation could continue in his absence.

13. **CHEQUE SIGNATORIES**

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

RESOLVED:

- ◆ To appoint Councillors Soane and Swaddle as signatories to sign cheques and transfers on behalf of the Council, in addition to Councillors Baker and Bragg who are existing signatories.

Voting: For: 11 Against: 0 Abstentions: 0

14. It was proposed by Councillor Baker, seconded by Councillor Wicks and

RESOLVED:

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

Voting: For: 15 Against: 0 Abstentions: 0

15. **MINUTES OF COUNCIL MEETING HELD ON 9 FEBRUARY 2021**

The Town Mayor presented the minutes of the Council meeting held on 9 February 2021.

Minute No. 64: Climate Emergency Update

In response to a query the Deputy Town Clerk agreed to circulate the minutes of the Wokingham Borough Council Climate Emergency Working Party to all Members as soon as possible.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 9 February 2021 and that they be signed by the Mayor as a correct record.

Voting: For: 11 Against: 0 Abstentions: 1

16. **COMMITTEE REPORTS**

16.1 **Minutes of the Planning and Community Committee: 23 February 2021**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 23 February 2021.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 23 February 2021.

Voting: For: 10 Against: 0 Abstentions: 1

16.2 **Minutes of the Extraordinary Strategy and Resources Committee: 2 March 2021**

Councillor Baker presented the minutes of the Extraordinary Strategy and Resources Committee meeting held on 2 March 2021.

Minute No. 69: Town Electors' Task and Finish Working Party

Councillor Nagra noted that the minutes omitted to include the reason why he had declined a Labour place on the working party. Councillor Nagra stated that he had asked the Chairman a number of questions during the meeting, including what the duration of the cross party co-operation was, and had also tried to discuss a brief history but the Chairman had not allowed him to speak.

Councillor Baker noted the comments but highlighted the minutes were not verbatim, directing those who wished to hear the full discussion to watch the recording of the meeting on YouTube. Councillor Al-Sanjari asked that the minutes be updated to include the specific reason for Councillor Nagra's objection. Councillor Baker reiterated that the minutes were not verbatim and advised that any Councillor wishing for a comment to be specifically minuted has the right to request this during the meeting.

RESOLVED:

- ◆ To receive the minutes of the Extraordinary Strategy and Resources Committee meeting held on 2 March 2021.

Voting: For: 11 Against: 2 Abstentions: 0

16.3 Minutes of the Planning and Community Committee: 23 March 2021

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 23 March 2021.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 23 March 2021.

Voting: For: 12 Against: 0 Abstentions: 0

16.4 Minutes of the Leisure Services Committee: 13 April 2021

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 13 April 2021.

Councillor Heap was concerned that the CYP had not met in 2021 except for an informal meeting with no minutes taken, and enquired if this was the way things would continue. The Town Clerk confirmed that the meeting which took place, facilitated by Chris Moore, was attended by nearly all members of the CYP, along with 3 other Councillors representing each of the political groups. Minutes were taken and circulated in a recent agenda, although the Town Clerk could not recall which. She confirmed she would be arranging dates for future meetings of the CYP.

[Town Clerk's Note: Minutes of the meeting facilitated by Chris Moore were circulated to all Councillors as part of the agenda for the Strategy and Resources Meeting held on 27 April 2021.]

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 13 April 2021.

Voting: For: 12 Against: 0 Abstentions: 0

16.5 Minutes of the Planning and Community Committee: 20 April 2021

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 20 April 2021.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 20 April 2021.

Voting: For: 12 Against: 0 Abstentions: 0

16.6 Minutes of the Strategy and Resources Committee: 27 April 2021

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 27 April 2021.

Councillor Al-Sanjari requested for it to be noted that a proposal had been made during the recent meeting facilitated by Chris Moore for the redevelopment of a currently unused space at Woodford Park Leisure Centre, to be used as a Café and community space during the day and, in particular, a youth provision, providing youth and outreach work, in the evening.

The space should be ring fenced for this, providing valuable income for the council and an important service for residents. Councillor Baker noted this was not in relation to the minutes being received but confirmed that, if a written submission was made to the Town Clerk, the Town Clerk would ensure it is considered by the relevant committee.

Minute No. 85: Local Authority Remote Meetings: Call for Evidence

In reference to earlier comments about the ability to watch recordings of meetings, Councillor Jewell noted that the removal of the authority to hold meetings remotely would remove this ability and prevent the public from attending meetings in the same way. Councillor Jewell asked if the Call for Evidence had been extended to members of the public, highlighting concern for meeting in person in June.

[Town Clerk's Note: The scope of the consultation issued by the Government only extends to seeking to understand the experience of local authorities, not members of the public]

Members were advised of a recent failed attempt to overturn the removal of the right to hold virtual meetings in the High Court, and noted that the Town Council had signed a proposal alongside all Wokingham Parish and Town Councils opposing this. Councillor Jewell highlighted that a number of Councils were proposing to continue holding meetings virtually. Councillor Baker stated it was up to other Councils to determine if they wished to break the law.

The Town Clerk advised she would circulate the Call for Evidence to Members.

Following a request for clarification Councillor Baker advised that the temporary legislation that permitted virtual meetings was expiring and further temporary legislation was not possible, meaning a change to Primary legislation was required. The Government had advised there wasn't time to enact this. Councillor Baker encouraged Members to continue to lobby MPs regarding this matter, and to encourage concerned residents to do the same.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 27 April 2021.

Voting: For: 13 Against: 0 Abstentions: 0

17. **LEADER'S STATEMENT**

The Leader of the Council confirmed he had no statement to make to the meeting.

18. **TOWN ELECTORS' MEETING**

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

RESOLVED:

- ◆ To approve the proposed arrangements for the Town Electors' meeting to be held on 25 May 2021.

Voting: For: 14 Against: 0 Abstentions: 0

Members recorded a note of thanks to the members of the task and finish working party who had made excellent use of the little time they had and had achieved a good outcome.

19. **OUTSIDE BODIES**

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

- Sonning & District Welfare & Educational Trust by Councillor Smith

Members also noted the following written reports which were received after the agenda had been issued and had been circulated to Members:

- ARC by Shelagh Flower
- Poor's Land Charity by Shelagh Flower and Councillor Rowland

Councillor Bragg gave a verbal report on the Citizens Advice Bureau Wokingham.

20. Before closing the meeting the Town Mayor noted that, following the death of His Royal Highness The Prince Philip, Duke of Edinburgh, Woodley Town Council had sent a letter of condolence to his Private Secretary and had subsequently received a reply. A copy of the letter of condolence (**Appendix A**) and a copy of the reply from the late Duke of Edinburgh's office (**Appendix B**) will be provided alongside these minutes, with the original reply bound into the minute book for official records.

Meeting closed at 10:29 pm



12th April 2021

Letter of condolence to Buckingham Palace on death of His Royal Highness The Prince Philip, Duke of Edinburgh

Dear Brigadier Archie Miller-Bakewell, Private Secretary of His Royal Highness The Prince Philip, Duke of Edinburgh

As we learn of the sad news that His Royal Highness The Prince Philip, Duke of Edinburgh has passed away, the thoughts of the residents of Woodley are with the Royal Family as they grieve for their Husband, Father, Grandfather and Great-Grandfather.

His Royal Highness The Prince Philip, Duke of Edinburgh demonstrated extraordinary dedication and commitment to his royal duty throughout his life and did so with kindness, good humour and admirable support to Her Majesty The Queen Elizabeth II. He will be remembered with collective affection.

Please pass the condolences of Woodley Town Council to Her Majesty The Queen Elizabeth II and the Royal Family.

Due to the public health guidelines in the current Covid 19 pandemic, we have asked local residents to sign the online Royal Family Book of Condolence.

Yours sincerely

Cllr Anne Chadwick
Woodley Town Deputy Mayor

Woodley Town Council
Headley Road, Woodley, Berkshire, RG5 4JZ
Town Clerk: Ms Deborah Mander / Deputy Town Clerk: Mr Kevin Murray
0118 9690356 / admin@woodley.gov.uk

From: Suzy Lethbridge, M.V.O.
The Duke of Edinburgh's Office



BUCKINGHAM PALACE

27th April, 2021

Dear Councillor Chadwick,

Thank you very much for your letter and message of condolences following the announcement of the death of The Duke of Edinburgh at Windsor Castle on Friday, 9th April. I have passed on your condolences to Her Majesty The Queen.

We are immensely saddened this day has now arrived, but we have taken some consolation from the many warm tributes to Prince Philip, reflecting the broad span of His Royal Highness's endeavours and interests both in this country and further afield.

Thank you again for your kind thought in writing at this particularly sad time, it is much appreciated.

Yours sincerely,

Suzy Lethbridge

Councillor Anne Chadwick
The Worshipful the Mayor of Woodley

BUCKINGHAM PALACE, LONDON. SW1A 1AA
TELEPHONE: 020 7930 4832

WOODLEY TOWN COUNCIL - BUDGET SUMMARY 2020/21

	<u>Actual</u> 2019/20	<u>2020/21</u> Projected Budget Estimates	<u>2020/21</u> Revised Budget Estimates	<u>Actual</u> 2020/21
REVENUE EXPENDITURE				
Strategy & Resources	915,531	975,346	893,283	876,872
Leisure Services	713,060	677,624	599,545	621,594
Planning & Community	31,581	33,093	33,093	33,093
	1,660,172	1,686,063	1,525,921	1,531,559
INCOME				
Strategy & Resources	360,812	264,594	135,098	140,658
Leisure Services	615,756	497,693	170,064	140,188
Community Infrastructure Levy (CIL)	43,221		125,634	125,634
Furlough estimate			186,179	216,812
Tier 4 LRSO Lockdown Grant				44,528
	1,019,789	762,287	616,975	667,820
NET REVENUE EXPENDITURE	640,383	923,776	908,946	863,739
CAPITAL & PROJECT EXPENDITURE				
Strategy & Resources	45,000	45,000	0	0
Capital Programme				
Capital & Projects (loans)	361,307	266,506	266,602	266,506
CIL	38,288		125,634	43,129
	444,595	311,506	392,236	309,635
TOTAL NET EXPENDITURE	1,084,978	1,235,282	1,301,182	1,173,374
Financed as follows				
Precept Support Grant (from WBC)	8,644	0	0	0
Precept	1,123,528	1,203,188	1,203,188	1,203,188
Precept and grant funding	1,132,172	1,203,188	1,203,188	1,203,188
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	-47,194	32,094	97,994	-29,814
TOTAL NET FUNDING	1,132,172	1,203,188	1,203,188	1,203,188
TAX BASE	10,529	10,659	10,659	10,659
£ Band D pa	106.71	112.88	112.88	112.88
RESERVES - General Reserve				
General Reserve at 1st April	467,017	478,581 (est)	504,212 (actual)	504,212
2020/21 Earmarked reserves released to general reserve:			87,506	
Purchase of Malone Park	-10,000			
General reserve funds	504,212	446,487	493,724	534,026

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2020/21					
Expenditure		Actual	Estimate	Revised Est	Actual
		2019/20	2020/21	2020/21	2020/21
Code	Description				
	Central Costs	232512	273269	249718	250385
	Democratic Costs	60719	54560	53372	51831
	Corporate Management	342904	368092	351850	347112
	Capital Projects	45000	45000	0	0
	Grants -Section 137	17000	17000	17000	16000
	S106 Grants received				28113
	Oakwood Centre	168795	172224	153160	137248
	Maintenance HQ	3834	4500	2595	2362
	Woodley Town Centre Man Init	89767	85700	65588	43821
	Capital and Projects	361307	266506	266602	266506
Total		1321838	1286852	1159885	1143378
	(Revenue expenditure)	915531	975346	893283	876872
Income		Actual	Estimate	Revised Est	Actual
		2019/20	2020/21	2020/21	2020/21
Code	Description				
	Central Costs	8655	8638	7850	25541
	Democratic Costs	2094	0	0	0
	Corporate Management	9499	0	0	0
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	S106 Grants received				28113
	Oakwood Centre	161390	170256	61660	123593
	Maintenance HQ	0	0	0	0
	Woodley Town Centre Man Init	89774	85700	65588	43821
	Capital and Projects	89400	0	0	0
Total		360812	264594	135098	221068
	Furlough Income				67053
	Tier 4 LRSO Lockdown Grant				13357
Net		961026	1022258	1024787	922310

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2020/21					
Expenditure		Actual	Estimate	Revised Est	Actual
		2019/20	2020/21	2020/21	2020/21
Code	Description				
	Woodford Park Leisure Centre & 3G pitch	375540	402610	339849	356657
	Grounds Maintenance-Depot	29888	31605	32719	51331
	Football	20831	22474	21616	20856
	Cricket	11946	12428	11076	11657
	Bowling Green	14019	15338	14332	14509
	Woodford Park	46019	35992	33851	33981
	Memorial Ground	9275	9717	9494	9354
	Garden of Remembrance	6866	7274	7149	7323
	Play Areas /Open Spaces	12533	12468	12317	12222
	Coronation Hall	28275	28837	25757	24872
	Chapel Hall	21872	21720	20664	19796
	Allotments	19035	19946	17923	20511
	Amenities	4221	4784	3913	2139
	Events	8039	12930	2858	967
	Public toilet	78899	10501	7275	8567
	Youth services	25802	29000	28352	26852
Total		713060	677624	589145	621594
Income		Actual	Estimate	Revised Est	Actual
		2019/20	2020/21	2020/21	2020/21
Code	Description				
	Woodford Park Leisure Centre	435687	387763	130361	224995
	Grounds Maintenance-Depot	410	512	512	2113
	Football	8640	5940	3368	4855
	Cricket	2572	2600	1606	3178
	Bowling Green	7639	8181	4160	6082
	Woodford Park	7784	6750	1250	7194
	Memorial Ground	236	241	0	1792
	Garden of Remembrance	480	520	900	2396
	Play Areas /Open Spaces	0	0	0	3456
	Coronation Hall	34447	36000	4000	22265
	Chapel Hall	31977	35000	10121	24915
	Allotments	13424	13586	13586	15174
	Amenities	0	0	0	1314
	Events	0	0	0	788
	Public toilet	72460	600	200	601
	Youth services	0	0	0	0
Total		615756	497693	170064	321118
	Furlough Income actual				149759
	Tier 4 LRSB Lockdown Grant				31171
Net		97304	179931	419081	300476

PLANNING & COMMUNITY COMMITTEE BUDGET SUMMARY 2020/21					
Expenditure		Actual	Estimate	Revised Est	Actual
		2019/20	2020/21	2020/21	
Code	Description				
	Grants	31581	33093	33093	33093
Total		31581	33093	33093	33093
Income		Actual	Estimate	Revised Est	Actual
		2019/20	2020/21	2020/21	
Code	Description				
Total		0	0	0	0
Net		31581	33093	33093	33093

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Full Meeting of the Council

22 June 2021

Agenda Item 9

Financial Statements And Annual Governance and Accountability Return (AGAR) 2020/21 Appendix

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Woodley Town Council
Financial statements for the year ended 31 March 2021

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Councillors

The following were serving Members of the Town Council as at 22 June 2021:

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

Councillor Janet Sartorel was appointed Town Mayor and Councillor Kay Gilder was appointed Deputy Town Mayor on 4 May 2021.

Town Clerk and Responsible Financial Officer

Deborah Mander

External auditors

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

Contacting the Council

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The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ

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Website: www.woodley.gov.uk

Woodley Town Council

Financial statements for the year ended 31 March 2021

Explanatory foreword

Accounting and audit

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

The Council's statutory accounts are now included in the Annual Governance and Accountability Return (AGAR) for external audit purposes and comprise a brief summary of income and expenditure, reserves and bank balances and long-term assets and liabilities. The amounts in the statutory accounts represent a summary of the related information presented in more detail within these unaudited financial statements. The AGAR and these financial statements were approved at a Council meeting on 22 June 2021.

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

Financial responsibilities

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

The RFO is responsible for ensuring that the financial statements are (a) prepared in accordance with the Code of Practice on Local Authority Accounting, so far as applicable to the Council; and (b) present fairly the financial position of the Council as at 31 March 2021 and its income and expenditure for the year then ended. The RFO has selected suitable accounting policies and ensured that they were applied consistently; made judgements and estimates that were reasonable and prudent; and complied with the Code.

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

Commentary on the financial outturn for the year

This year the Council had budgeted to fund its activities using £32,094 of reserves to support revenue budget funding. The Council started the 2020/21 year with reserves of £504,213. At the end of the 2020/21 financial year the Council has been able to make a contribution of £29,813 to the general reserve, which now stands at £534,026. This included expenditure from and income to the general reserve, funds released from earmarked reserves and the Capital Programme and Repairs and Renewals fund, as well as claiming from the government's Job Retention Scheme and receiving Tier 4 grants from December 2020 in respect of the legal requirement to close Council buildings.

Total income, excluding furlough payments, was £280,846 and expenditure amounted to £1,531,559. In the year the Council claimed furlough of £216,812 and a sum of £44,528 under the Tier 4 Local Restrictions Support Grant payments.

The Council holds earmarked reserves which include a special projects reserve which is used to fund start up project costs and a building and facilities reserve to be used to update and repair our buildings. The reserve also has separate funds for specific projects, for example, for our play areas and to replace the 3G pitch carpet. The elections reserve is added to annually to cover the costs of

Woodley Town Council

Financial statements for the year ended 31 March 2021

any by-elections and the full Town Council elections, which next take place in May 2023. Other funds are held to cover expenses for which grant funding or other income for a specific purpose has been received, eg youth projects, sports grant funding. The Council has also received Community Infrastructure Levy funds totalling £125,634 this year, some of which have already been allocated to projects. At the end of the year the Council's earmarked reserves totalled £570,311.

At the beginning of the year the Council took action to mitigate its loss of income from the Council's buildings and facilities following the impact of the March lockdown because of the Coronavirus pandemic. It also sought to only expend funds where absolutely necessary, in order to keep spending as low as possible.

Council teams not furloughed also ensured that guidelines for public buildings and staff working arrangements were put in place, which largely meant that office staff worked from home and had computers set up remotely to be able to continue to operate.

Initially, the Town Clerk and Deputy Town Clerk and the Leaders of the then two political groups held a weekly joint telephone call to provide updates and discuss the Council's financial situation and other relevant matters, including the commitment to furlough staff and to maintain pay at their contracted rate.

The Council held its first Zoom meeting on 23 June 2020 and from then continued with Council and Committee meetings being held remotely up to 4 May 2021, after which the legislation allowing remote meetings ended. The meetings were broadcast live on the Council's YouTube site and remain available for viewing. It is estimated that more people than ever have watched all or some of the meetings that took place remotely, compared to the usual, much lower, number of residents attending meetings in person.

The Council's Urgency Committee reviewed the Council's finances and identified any budget funds that could be allocated to the general reserve and the Council's earmarked reserves were scrutinised. A total of £87,506 was released to the general reserve from that exercise. The same committee also conducted a survey of all households in the town to seek residents' views on a potential increase in the precept (the amount that households pay for the Town Council's services) with four levels of increase to choose from. The response rate for both online and postal returns was around 22% with 45% of replies supporting a 50% increase. However, there were also many households who responded to say they were struggling. The Council took this into account when it set the 2021/22 precept figure at an increase of just under 6%. A Band D household (the average Band) will pay an additional £6.77, £119 in total in 2021/22.

Over the year the Town Council has endeavoured to keep spending as low as possible and to seek income when facilities were allowed to be open to the public. At the Oakwood Centre Blood Donors continued to operate and facilities for family support were also allowed under the regulations. At the halls, some income was raised from children's dance classes and at Woodford Park Leisure Centre the guidelines were followed where some sports and activities could take place. The Leisure Services Manager and his team also ran outdoor exercise classes when allowed to do so.

In terms of projects, the Maintenance and Grounds Maintenance teams have been working to improve the Depot by building a new tractor shed, an office and providing better facilities for the two teams working there. The project is nearly complete, although there have been some delays following a loss of power to the Depot which has affected the planned timetable. These works should be completed in 2021/22.

Woodley Town Council
Financial statements for the year ended 31 March 2021

During the pandemic the Council has continued to consider and award grant applications for community groups and individuals.

Next year's project plans include:

- A new play area in Woodford Park - the Council has been allocated £200,000 of section 106 funds for a new play area. The Council is currently seeking feedback about the three designs chosen from the companies who submitted a tender.
- We will be removing vegetation around the lake and tidying up the surrounding area.
- We will be completing the Depot project - the refurbishment of the Maintenance and Grounds Maintenance Depot is almost finished with a new tractor shed installed with improved toilet and washing facilities for the staff teams based there.
- We plan to replace the low fencing by pathways in Woodford Park this year.
- We will also be restricting unauthorised access to Malone Park and installing pathways to the children's play area in the park.
- We will be developing a new Service Level Agreement to support young people in our town.
- We also aim to progress the Community Garden in the town centre once the plane tree canopies are pruned. We hope to involve as many volunteers as possible to plant and upkeep the garden.
- And financially, we will continue to manage spending and to work on increasing the uptake of our services and facilities - from what was a very low base in respect of last year's income from our services and facilities.

Signed on behalf of the Council



.....
Deborah Mander, Town Clerk and Responsible Financial Officer
17 June 2021

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

Woodley Town Council
Financial statements for the year ended 31 March 2021

	<i>Net</i> 2021 £	<i>Net</i> 2020 £	<i>Savings (-)/ extra costs</i> £	<i>Explanation/Information</i>
Woodford Park LC & 3G Pitch	79,799	-35,594	115,393	Income 48% lower due to WPLC closure most of year (includes Furlough income).
Outdoor sports and recreation	111,754	158,668	-46,914	Woodford Park Lake project completed in 2019/20.
Play areas	8,766	22,532	-13,766	Power supply cost incorrectly transferred to Depot in 2019/20.
Oakwood Centre	35,043	18,586	16,457	Income from room hire 82% and café 74% lower due to closure of offices, offset by furlough & lockdown grant.
Coronation and Chapel Halls	-2,514	9,390	-11,904	Refurbishment of Coronation Hall completed, income in hall 29% lower including furlough and lockdown grants.
Town Centre Community Garden Allotments	-28,113	0	-28,113	S106 Grant income.
Partnership projects	5,049	5,855	-806	Furlough income.
Grants under 137 LGA 1972	49,888	1,728	48,160	Income from Town Centre activities reduced due lock down.
Other grants	16,000	4,000	12,000	WTCMI grant now included in Town Council accounts.
Public amenities	33,093	31,581	1,512	Increase in annual grants awarded.
Public events	2,071	4,220	-2,149	Furlough income received in the year.
Public toilet	179	8,039	-7,860	Lower PR and promotions cost this year and furlough income received.
Public toilet	7,966	6,439	1,527	Small increase in income, higher costs in cleaning/light & heating/business rates.
Capital expenditure and receipts	8,521	-65,572	74,093	Capital programme funds allocated to general reserve in 2019/20. Lower capital expenditure in 2020/21.
Loan interest and repayments	186,506	204,275	-17,769	All capital and interest payments in current year. Reduction due to final payments of loans.
Loan sinking fund investments	129,885	59,170	70,715	Fewer transactions in 2020/21.
Administration and central costs	244,067	246,360	-2,293	Staff and equipment costs higher in 2020/21; VAT partial exemption charge higher. Furlough income received.
Democratic process	46,941	83,294	-36,353	Staff costs slightly higher in 2020/21. All out election in 2019/20.
Corporate central costs	347,113	333,405	13,708	Higher legal/HR & Health & Safety costs plus higher employers' NI and pension costs.
Maintenance central costs	44,167	15,091	29,076	Tractor shed & improved facilities at Depot.
Community Infrastructure Levy	-125,634	-43,221	-82,413	Higher CIL allocation in 2020/21.
<i>Net cost</i>	<u>1,200,547</u>	<u>1,068,246</u>	<u>132,301</u>	

Income and Expenditure Account for the year ended 31 March 2021

Woodley Town Council
Financial statements for the year ended 31 March 2021

	Note	Year ended 31 March 2021			2020
		Expense £	Income £	Net £	Net £
Leisure activities					
Woodford Park Leisure Centre & 3G pitch		304,793	224,994	79,798	-35,595
Outdoor sports and recreation		139,364	27,610	111,754	158,668
Play areas		12,222	3,456	8,766	22,532
Community halls					
Oakwood Centre		158,636	123,593	35,043	18,586
Coronation & Chapel Halls		44,667	47,181	-2,514	9,390
Maintenance central costs		44,167	0	44,167	15,091
Town Centre Comm Garden		0	28,113	-28,113	0
Allotments		20,221	15,172	5,049	5,855
Community support					
Woodley Town Centre		66,857	43,821	23,036	-24,074
Managmnt					
Grants under S137 LGA 1972	5	16,000	0	16,000	4,000
Other grants/SLAs	5	33,093	0	33,093	31,581
Youth services		26,852	0	26,852	25,802
Public amenities		3,385	1,314	2,071	4,220
Public events		967	788	179	8,039
Public toilet		8,567	601	7,966	6,439
Capital expenditure and receipts	6	8,521	0	8,521	-65,572
Loan interest and repayments		186,506	0	186,506	204,276
Loan sinking fund investments		191,590	61,705	129,885	59,170
Administration & democratic costs					
Administration and office costs		267,546	23,479	244,067	246,360
Democratic process		46,941	0	46,941	83,294
Council-wide central costs		347,113	0	347,113	333,405
Community Infrastructure Levy		0	125,634	-125,634	-43,221
Net cost of Council services		1,928,008	727,461	1,200,547	1,068,246
Precept on Wokingham Borough Council			1,203,188		1,123,528
Precept support grant			0		8,644
Interest and investment income			30,371		30,117
Net income/expenditure (-) for the year			33,012		94,043
Movements on earmarked reserves					
Transfers from reserves	14	-252,690		-3,199	-56,846
Transfers to reserves	14	255,889			
Increase in general fund for the year				29,813	37,197
Balance brought forward				504,213	467,016
General fund balance carried forward				534,026	504,213

Balance Sheet as at 31 March 2021

Woodley Town Council
Financial statements for the year ended 31 March 2021

	<u>Note</u>	<u>31 March 2021</u>		<u>31 March 2020</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Current assets					
Stocks			0		0
Debtors and prepayments					
Amounts due for Council services		-985		45,662	
VAT recoverable		17,168		2,469	
Revenue grants receivable		0		2,336	
Accrued income		22,858		579	
Prepaid expenses		42,359		40,759	
			81,400		91,805
Bank and cash balances					
Term deposits		500,000		500,000	
Deposit accounts		583,286		542,041	
Current accounts		42,227		68,381	
Petty cash and cash floats		508		454	
			1,126,021		1,110,876
			1,207,421		1,202,681
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		12,635		22,852	
Other creditors		49,782		40,047	
VAT provision (partial exemption)		11,000		11,000	
Loan interest accrued		0		0	
Other accruals		14,657		26,269	
Grants received in advance		14,947		18,818	
Income received in advance		63		12,369	
			103,084		131,355
Net assets			1,104,337		1,071,326
Reserves and balances					
Earmarked reserves					
Capital projects	14		52,508		68,408
Asset replacement	14		25,369		25,369
Other earmarked reserves	14		492,434		473,335
			570,311		567,112
General fund as shown on the Income & Expenditure Account (page 6)			534,026		504,214
			1,104,337		1,071,326

These financial statements show a true and fair view of the Council's financial position as at 31 March 2021, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 22 June 2021.

.....
Councillor Janet Sartorel
Town Mayor

.....
Deborah Mander
Responsible Financial Officer

Woodley Town Council
Financial statements for the year ended 31 March 2021

Notes to the Financial Statements

1. Principal accounting policies

Accounting convention

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

Fixed assets and associated long-term borrowings

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

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

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

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

Capital receipts

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

Debtors and creditors

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

Stocks

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

Pension contributions

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

2021

2020

Woodley Town Council
Financial statements for the year ended 31 March 2021

	<u>£</u>	<u>£</u>
2. Interest and loan repayments		
Interest payable	131,115	133,868
Loan repayments	55,392	70,406
	<u>186,507</u>	<u>204,274</u>

3. Employee costs and numbers		
Salaries and wages	754,476	736,038
Employer National Insurance contributions	62,386	58,471
Employer pension contributions (see below)	166,887	154,682
	<u>983,749</u>	<u>949,191</u>

Employer pension contributions were paid at 23.8% of employees' pensionable earnings in the year (2019: 22.1%) as determined in the actuarial valuation as at 31 March 2017.

	<u>Number</u>	<u>Number</u>
The average monthly no. of employees during the year was:		
Full time	23	22
Part time	26	32
	<u>49</u>	<u>54</u>

	<u>£</u>	<u>£</u>
4. Audit fees		
Fees paid to external auditors for statutory audit services	2,400	2,400

5. Grants to/SLAs with local organisations		
The Council made grants to local organisations to facilitate:		
Transport for people with limited mobility	20,211	19,961
Counselling and advisory services	12,500	11,620
Cultural services	0	0
Environmental services	382	0
	<u>33,093</u>	<u>31,581</u>

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

	16,000	4,000
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The maximum available under Section 137 in the year was £175,111 (electorate: 21,047 in the 2020 register of electors).

6. Tangible fixed assets		
Capital expenditure comprises of:		
Amounts from capital programme	0	9,769
Expenditure not resulting in new asset:	0	3,111
Tractor Shed/Modular shower & toilet	26,578	71,658
	<u>26,578</u>	<u>84,538</u>

The net decrease in tangible fixed assets was as follows:

Purchases from capital programme	0	9,769
Purchases from other budget heads	26,578	10,974
		<u>20,743</u>
Less items deleted on disposal	0	-73,179
	<u>26,578</u>	<u>-52,436</u>

<u>2021</u>	<u>2020</u>
<u>£</u>	<u>£</u>

The Council received external funding towards capital

Woodley Town Council
Financial statements for the year ended 31 March 2021

expenditure:

Specific grants received: Community Infrastructure Levy 125,634 43,221

7. Long-term investments

Expenditure on long-term investments during the year was	191,590	380,409
Proceeds from sale of investments was	-61,705	-321,239
Net expenditure on investments	129,885	59,170

Investments held by the Council:

Purchases in the year	191,590	380,409
Original cost of disposals in the year	-37,050	-237,352
Net increase during the year	154,540	143,057
Cost of investments as at 1 April	1,394,336	1,251,279
Cost of investments as at 31 March	1,548,876	1,394,336

These investments represent a sinking fund set up to meet the amounts repayable on loans amounting to £2M that fall due in 2025 and 2026. The Council takes professional advice on management of the investment portfolio, and the amount precepted annually for the fund is kept under review in conjunction with the investment adviser.

The investments had a market value at year end of: 1,825,515 1,612,580

8. Fixed assets

Operational freehold land and buildings		
Woodford Park Leisure Centre	1,519,411	1,519,411
Coronation Hall and car park	239,100	239,100
Chapel Hall and car park	196,000	196,000
The Oakwood Centre	3,517,000	3,517,000
Works and maintenance depot	135,465	108,887
Public toilet	71,658	71,658
	5,678,634	5,652,056

Vehicles and equipment	475,854	475,854
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Light vans (2) and tractors (2) with ancillary equipment
 Grounds maintenance equipment
 Furniture and equipment - Oakwood Centre, halls, offices

Infrastructure assets	954,062	954,062
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Woodford Park
 Skate spot, Woodford Park
 Equipment in children's play areas
 Street lighting columns (49),
 partial costs 3G pitch/car park/tennis project

Community assets	465,981	465,981
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Woodford Park, children's play areas (No 4.)

Total tangible fixed assets	7,574,531	7,547,953
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Investments (see Note 7 above)	1,548,875	1,394,336
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	9,123,406	8,942,289
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2021 2020

Woodley Town Council
Financial statements for the year ended 31 March 2021

£ £

9. Long-term liabilities

The Council has borrowed amounts from the Public Works Loans Board on various occasions over past years in connection with various capital schemes to purchase or improve its fixed assets. Some of these loans are repayable by annual instalments through precepted sums. Others are repayable on maturity, and the Council has established a sinking fund with annual contributions to provide for the amount due on maturity. The amounts repayable at year end are as follows:

Within one year of the balance sheet date	56,610	55,489
Between one and two years	59,414	56,610
Between two and five years	972,248	187,507
Between five and ten years	1,424,789	2,244,206
More than ten years	177,055	201,696
	2,690,116	2,745,508

10. Capital commitments

The Council had no capital commitments at 31 March 2021 not otherwise provided in these financial statements (2020: none).

11. Contingent liabilities

The Council is not aware of any contingent liabilities at the date of these financial statements, other than those mentioned in the foreword (2020: none).

12. Trust funds; Woodley Memorial Recreational Ground Charity

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

The costs incurred in the year ended 31 March 2021 were £9,355 (2020: £9,275), to which the Charity contributed its income of £1,792 (2020: £236).

13. Related party transactions

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

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

14. Earmarked reserves

At 1 April Transfer Transfer At 31 March

Woodley Town Council
Financial statements for the year ended 31 March 2021

	<u>2020</u>	<u>to reserve</u>	<u>from</u> <u>reserve</u>	<u>2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Capital projects reserve				
Capital programme fund	39,718	0	-8,520	31,198
Building and facilities fund	28,689	0	-7,379	21,310
Asset replacement reserves				
Repairs & Renewals fund	25,369	0	0	25,369
Other earmarked reserves				
WPLC Roof EMR	0	40,000	0	40,000
Capital receipt - Airfield Centre	89,400	0	0	89,400
Oakwood Marketing Reserve	87	0	-87	0
Maintenance workshop	61,103	0	-44,167	16,936
Depot Power Supply EMR	0	9,646	0	9,646
Centre Stage Fund WTCMI	0	25,000	-12,495	12,505
WPLC Changing Room	10,000	0	0	10,000
Special projects fund	25,040	0	0	25,040
TCMI Fund	37,066	0	-23,035	14,031
Oakwood Roof EMR	0	5,890	-2,405	3,485
WTC sinking fund	19,374	2,816	0	22,190
Play area reserve	22,662	0	0	22,662
Mayoral regalia	1,610	0	-1,610	0
Bookings software reserve	30,000	0	-30,000	0
3G Pitch carpet replacement reserve	48,000	12,000	0	60,000
Youth projects	687	0	0	687
JAC Loddon Mead project reserve	2,500	0	0	2,500
WP Bursary Fund	1,500	0	0	1,500
WPLC Community sports grants	8,334	0	-50	8,284
Council elections reserve	0	6,500	0	6,500
Allotment toilets	1,595	145	0	1,740
Speedwatch reserve	1,246	0	-1,246	0
Capital receipts reserve	39,105	0	-39,105	0
WPLC development reserve	31,169	0	0	31,169
Allotments security	333	145	0	478
Youth projects - Anxiety parents self help	779	0	0	779
Loddon Mead Art Project EMR	800	0	0	800
Town centre clock repairs	2,984	0	0	2,984
Fitness gym reserve	86	0	-86	0
Community Infrastructure Levy	37,876	125,634	-82,505	81,005
Town Centre Community Garden	0	28113	0	28113
	473,336	255,889	-236,791	492,434
Total earmarked reserves:	567,112	255,889	-252,690	570,311

Annual Governance and Accountability Return 2020/21 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

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

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	<input type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations from last year to this year been published?	<input type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	<input type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input type="checkbox"/>	<input type="checkbox"/>

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

Annual Internal Audit Report 2020/21

WOODLEY TOWN COUNCIL

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓ N/A over £25K.
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

28/9/20, 18/3/21 & 20/5/21

Name of person who carried out the internal audit

P. REYNOLDS F.M.A.A.T.

Signature of person who carried out the internal audit

P. Reynolds

Date

20/5/21

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

WOODLEY TOWN COUNCIL (BERKS)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

www.woodley.gov.uk

Section 2 – Accounting Statements 2020/21 for

WOODLEY TOWN COUNCIL (BERKS)

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	977,281	1,071,325	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,123,528	1,203,188	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,377,639	757,832	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	949,191	983,749	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	204,274	186,507	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,253,658	757,752	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,071,325	1,104,337	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,110,876	1,104,337	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	8,942,289	9,123,406	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	2,745,508	2,690,116	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Deborah Mander

17/06/2021

Date

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

WOODLEY TOWN COUNCIL (BERKS)

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Annual Governance Statement 2020/21
– Section 1 of the Annual Governance and Accountability Return (AGAR)

Item 9 c) on the Council agenda

Statements	Information for councillors
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<p>Council's internal auditors have confirmed in their 2020/21 annual report that effective financial management is in place.</p> <p>The accounting statements have been prepared by the Responsible Financial Officer and the Finance Officer, in compliance with statutory guidelines and proper practices. The internal auditor has reviewed and checked these.</p>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<p>Responsibility of managers to maintain internal control and review and can confirm that this has happened this year and a rolling and ongoing programme of training for all staff handling cash has been put in place.</p> <p>Anti Fraud strategy was reviewed by council in April 2019, with no changes made. The strategy is included in the new Employee Handbook which has been provided to all existing and new employees.</p> <p>Internal audit report for the 2020/21 year is provided to Members at this meeting of Council (22/6/21).</p>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<p>Town Clerk and management responsibility – council and committees make decisions based on information provided in reports to meetings and have opportunity to question and discuss.</p> <p>Information on regulations and any requirements reported to the council.</p> <p>I believe the council has followed proper practices in its financial procedures and controls and that this is borne out by the internal auditor's work.</p>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<p>Notice in respect of electors' rights was displayed from 22 July 2020 on noticeboards and on the website with the period when the books and associated documents were available for public inspection running from 22 July to 3 September 2020. (In 2021 the notice will be displayed from 24 June to 5 August.)</p>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<p>Risk Management Strategy was reviewed by the Risk Management Working Party on 15 December 2020, presented to Strategy and Resources Committee on 19 January 2021 and approved by the Council on 9 February 2021. The risk register was presented to the working party, the Strategy and Resources Committee and Full Council.</p> <p>The register includes the list of items identified, including financial matters, and how the risks are managed and actions taken/to take. Budgetary control reports made to all budget holding standing committees at each meeting. Council signatories can confirm their scrutiny regarding the council's cheque payments. Insurance cover is reviewed annually. The council has fidelity guarantee insurance and business interruption cover.</p>

<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>Members approved the appointment of internal auditors Lightatouch at the Strategy and Resources Committee meeting on 16/6/15 for a 3 year period and since then has re-appointed the company for a further 3 years from 2018 - 2021. The Internal Auditor's reports of the work carried out over separate visits in the year is provided in the Internal Auditor's Annual Report for the year 2020/21 - included in the appendix.</p>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>No formal recommendations have been made by the Council's internal auditor for the period April 20120 - March 2021 (see Internal Auditor's end of year internal audit report 2020/21)</p>
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</p>	<p>There were no litigation, liabilities, commitments, events or transactions during or after the year end that have a financial effect on the council.</p> <p>A question was raised at the Strategy and Resources Committee on 27 April 2021 regarding a VAT matter relating to a potential liability on the reclaiming of VAT on WTCMI purchases. The Strategy and Resources Committee at its meeting on 27 April 2020/21 agreed that the Town Clerk seek a quote to provide advice on this matter. The Parkinson Partnership has been contacted for such a quote. Any liability arising from this matter will be reflected in the 2021/22 accounts and will be reported to the Strategy and Resources Committee.</p>
<p>9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.</p>	<p>The Council as trustee of the Woodley Memorial Recreation Ground is required to make an annual return to the Charity Commission and for 2019/20 this was submitted on 17 November 2020.</p> <p>The Council has complied as far as it is able by stating the relevant information in the financial statements, however the ability to make the 2020/21 annual return to the Charity Commission is not yet available.</p> <p>Note 12 on page 11 of the financial statements sets out the financial information in respect of the charity. The charity has no funds and is therefore not required to be independently examined.</p>

Deborah Mander
Town Clerk and Responsible Financial Officer
17 June 2021

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LIGHTATOUCH

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

20 May 2021

The Town Clerk

Woodley Town Council

The Oakwood Centre,

Headley Road, Woodley,

Berkshire,

RG5 4JZ

Dear Deborah

**Final Internal Audit Review:
Woodley Town Council – covering March 2021 and Year End procedures**

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

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor’s Report on the 2020-21 Accountability and Governance Annual Return (AGAR).

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

- ‘Accountability and Governance for Smaller Authorities – A Practitioners’ Guide (England)’ 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2020/2021 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

A final visit was carried out to complete and finalise the End of Year Internal Audit 2020/2021 on Thursday 20 May 2021.

The Finance Officer has also provided back-up information for the period March 2021 and End of Year details to support the current governance and financial management position of the Council.

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

We have carried out Interim Internal Audit visits and reviews throughout 2020/2021. We are also using the information already recorded from these to support the completion of the internal control objectives on the (AGAR) Annual Internal Audit Report.

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

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

Bank Reconciliations including Petty Cash and CCLA Investments

- the Bank Reconciliation at 31 March 2021 was re-performed and no errors were noted.

Income and Expenditure

- all income and expenditure items as at 31 March 2021 were confirmed and details are accurate to the records held by Council.

VAT Reimbursement

- the Finance Officer has submitted a VAT claim to HMRC for the period January 2021 – March 2021 in the sum of £11,167.65 which was submitted in April 2021.

Risk Assessment 2020/2021

- the risks of the Town Council were reviewed in February 2021 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2020) is met.

Town Council Minutes

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

Asset Register including Rathbones Portfolio

- The Asset Register at 31 March 2021 was reviewed and additions for 2020/21 were agreed.

End of Year Procedures 2020/2021

A full check was carried out on the End of Year documentation provided by the Town Clerk and Finance Officer to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2019/20 and 2020/2021 shown on Section 2 of the AGAR as required by the External Auditor.

The 2020/2021 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2020/2021.

June 3, 2021

Page 3

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

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

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

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

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

Yours sincerely,
Tim Light FMAAT
Internal Auditor.

Explanation of variances in the AGAR accounting statements - Section 2

WOODLEY TOWN COUNCIL (Berkshire)

Section 2	2019/20 £	2020/21 £	Variance (+/-)£	Detailed explanation of variance	£
Box 2 <i>Precept</i>	1,123,528	1,203,188	79,660		
Box 3 <i>Other Income</i>	1,377,639	757,832	-619,807	44.99% Receipts in 2020/21 Buildings part closed due to Covid 19 Precept support grant Tier 4 LRSG Lockdown grant HMRC JRS income Central costs Democratic costs Corporate Management Earmarked reserves grants Oakwood Centre Woodley Town Centre Management Initiative Capital & Projects Community Infrastructure Levy Woodford Park Leisure Centre Depot Football Cricket Bowling Green Woodford Park Memorial Ground Garden of Remembrance Coronation Hall Chapel Hall Allotments Public toilet Investment activities	-8,644 44,528 216,812 -2,759 -2,094 -9,499 28,113 -98,563 -45,953 -89,400 82,413 -330,684 -132 -6,931 -967 -3,480 -6,534 -236 868 -31,533 -24,038 -45 -71,859 -259,190 -619,807
Box 4 <i>Staff costs</i>	949,191	983,749	34,558	3.60% Increase in Employers' pension and NI costs	
Box 5 <i>Loan interest/ capital</i>	204,274	186,507	-17,767	Loan on Woodford Park repaid in 2020/21. Loan on Bulmershe LC repaid in 2019/20.	

Box 6 <i>Other payments</i>	1,253,658	757,752	-495,906	39.56%	
					Running costs 2020/21 - Buildings part closed due to Covid-19
					Central costs -7,923
					Democratic costs -41,726
					Corporate Management -4,150
					Capital Programme -25,308
					Grants S 137 12,000
					Oakwood Centre -9,043
					Maintenance HQ 27,604
					Woodley Town Centre Management Initiative -8,157
					S & R Capital & projects -7,593
					Community Infrastructure Levy -4,995
					Woodford Park Leisure Centre -85,426
					Depot 11,488
					Football -648
					Cricket -625
					Bowling Green 79
					Woodford Park -55,452
					Memorial Ground -175
					Garden of Remembrance 233
					Play area/openspace -10,320
					Coronation Hall -28,953
					Chapel Hall -1,324
					Allotments 858
					Amenities -687
					Events -6,983
					Public toilet -70,333
					Annual grant 1,512
					Youth Services 1,050
					Investment activities -180,981
					Smaller amounts (aggregated) 72
					-495,906
Box 7 <i>Balances carried forward</i>	1,071,325	1,104,337	33,012		Variation explanation not required
Box 8 <i>Total cash and short-term investments</i>	1,110,876	1,126,021	15,145		Variation explanation not required
Box 9 <i>Fixed assets & long term Invest/assets</i>	8,942,289	9,123,406	181,117	2%	
Box 10 <i>Total borrowings</i>	2,745,508	2,690,116	-55,392	2.00%	