



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

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 28 September 2021.

Kevin Murray
Deputy Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **ACCEPTANCE OF OFFICE**
To note the election of Councillor Vin Lewis to the Town Council and that Councillor Lewis has signed the declaration of acceptance of office as required by law.
4. **COMPOSITION OF THE COUNCIL**
 - a) To note that Councillors Al-Sanjari, Nagra and Doyle have formed a Labour and Independent group.
 - b) To note the composition of the Council:

Conservative:	17
Liberal Democrat:	5
Labour & Independent:	3

- c) To note that the new composition of the Council changes the division of places on the Planning & Community Committee by reducing the Liberal Democrat group allocation from 3 to 2 places.

The Liberal Democrat group will be required to advise the Council of the Liberal Democrat Member currently appointed to the Planning & Community Committee who will be withdrawn.

Previous Proportional Split (prior to election of Cllr Lewis and formation of the Labour & Independent Group)

TOTAL COMMITTEE NUMBERS	12	9	6	4
Unrounded Figure - Con	8.00	6.00	4.00	2.67
Unrounded Figure - LD	2.50	1.88	1.25	0.83
Unrounded Figure - Lab	1.00	0.75	0.50	0.33

Rounded Figure - Con	8	6	4	3
Rounded Figure - LD	3	2	1	1
Rounded Figure - Lab	1	1	1	0
	12	9	6	4

Current Proportional Split

TOTAL COMMITTEE NUMBERS	12	9	6	4
Unrounded Figure - Con	8.16	6.12	4.08	2.72
Unrounded Figure - LD	2.40	1.80	1.20	0.80
Unrounded Figure - Lab & Ind	1.44	1.08	0.72	0.48

Rounded Figure - Con	8	6	4	3
Rounded Figure - LD	2	2	1	1
Rounded Figure - Lab	1	1	1	0
	11	9	6	4

- d) Standing Orders state that, when using normal mathematical rounding to allocate places, "a fraction under 0.5 will be rounded down to 0, if 0.5 or greater it will be rounded up to 1". Due to rounding, the division of places based on the new composition of the Council leaves any 12 member committee, working party or sub committee with one vacant place.

To resolve this, Members are asked to consider either:

- i) Approving the allocation of the vacant place to the group whose rounded number is closest to the next nearest whole number, which is the Labour and Independent group (.44), to maintain proportionality; or
- ii) Approving that the number of seats on the Planning & Community Committee be reduced from 12 to 9.

Should option i) be approved the Labour and Independent group will be required to nominate a Member to be appointed.

Should option ii) be approved the Conservative group allocation will reduce from 8 to 6. In light of agenda item 5 b), the Conservative group will be required to inform the Council of the two Conservative Members appointed to the Planning & Community Committee who will be withdrawn.

5. **MEMBERSHIP OF STANDING COMMITTEES**
To note the following changes to the membership of Standing Committees are being implemented by the Conservative party:

a) Leisure Services

- Councillor Horskins to replace Councillor Baker
- Councillor Lewis to replace Councillor Soane

b) Planning & Community Committee

- Councillor Soane to be appointed to the Committee to fill the vacant Conservative place

6. **VICE CHAIRMAN OF LEISURE SERVICES COMMITTEE**

Following the replacement of the current Vice Chairman, Councillor Soane, on the Leisure Service Committee, nominations are invited for a new Vice Chairman.

Current Members of the Leisure Services Committee, following the updates included in agenda item 5 a), are then asked to vote on the nomination in order to appoint to the position of Vice Chairman.

Under Standing Order 4 d) members of a standing committee appoint the Chairman and Vice Chairman of that committee.

7. **MEMBERSHIP OF THE 3G PITCH STEERING GROUP**

To note that the Conservative party are replacing Councillor Baker with Councillor Lewis on the 3G Pitch Steering Group.

8. **MINUTES OF THE COUNCIL MEETING HELD ON 22 JUNE 2021** Page 9

To receive the Minutes of the Council Meeting held on 22 June 2021 and to approve their signing as a true and correct record.

9. **COMMITTEE REPORTS**

To receive reports from the following:

9.1	Strategy & Resources Committee Extraordinary Meeting	3 August 2021	Page 15
9.2	Leisure Services Committee	31 August 2021	Page 21
9.3	Strategy & Resources Committee	14 September 2021	Page 25

10. **AUDIT 2020/21**

- a) To receive the external auditor's opinion on the audit of the Annual Governance and Accountability Return for 2020/21. **(Appendix 10a)** Page 35
- b) To adopt the Audited Annual Governance and Accountability Return for 2020/21.
- c) To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website from 10 September 2021. **(Appendix 10c)** Page 38

11. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

12. **CONTINUATION OF BRIEFING NOTES AND VIRTUAL BRIEFING MEETINGS**

Members are asked to consider, in light of the ongoing Covid-19 pandemic, whether they wish the Council to continue issuing Briefing Notes in lieu of holding in-person meetings for Standing Committees, Sub Committees and Working Parties where the proposed Agenda for those Committees do not require any formal decision making.

13. **EARLEY STATION BRIDGE**

To note the summary notes, provided by Councillor Wicks, following a meeting held by Wokingham Borough Council on 6 September 2021 regarding the replacement of the existing bridge from Kingfisher Drive, Woodley, to Earley Station (***Appendix 13***).

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14. **NOTICE OF MOTION (MOTION NO. 68)**

To consider the following motion submitted by Councillor Jewell and received in accordance with Standing Order 12a:

“The Town Council is requested to petition Wokingham Borough Council for further protection of Bulmershe Park as a local Town Green (Reference: The Commons Act 2006 and voluntary dedication of land as a town or village green, Defra March 2012). Significant adjoining unsympathetic development over the years has resulted in visual intrusion and damaged landscape adjoining Bulmershe Field. In the context of declared climate emergency and the run up to COP26, a programme of enhancement based upon a considered landscape strategy is now essential.

Woodley Town Council welcomed the re-designation of Bulmershe Field and Bulmershe Park as Local Green Space in the draft Borough Local Plan Update. The Field forms part of the wider SULV identified in the existing and emerging Local Plans for the area, where the landscape is not only to be protected from the impact of harmful development within and adjoining the land; but it is the Borough Council's intention to enhance *'this important area of informal open, green space, alongside recreational opportunities and valuable habitats.'* (Draft Plan para 10.57)

We are now seeking further protection through a strategy to adopt Bulmershe Park as a community asset in the form of a Town Green.

Our aim is to ensure the long-term protection of the Park; to maintain and improve it as a community asset; to create a wildlife corridor (that encompasses an established bluebell wood, a community orchard and extends into Highwood); to introduce a policy for appropriate indigenous tree planting (as part of the Borough's plan to plant 250,00 trees) and proper long-term maintenance.

As owners of the land, WBC has the powers under section 15 (8) of the Commons Act 2006 to **voluntarily** dedicate the land as a Town Green by applying to have it included in the register of town or village greens. As such the area will continue to be used for recreational purposes (dog walking, picnicking, kite flying, informal fitness, playing games) and would have the statutory protection against damage, encroachment or inclosure*.

Application is by Form CA9: [FORM CA9: Application for the registration of a town or village green \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

In taking this forward, 'Friends of Bulmershe Open Space' would be happy to work with the Borough and Town Councils and other interested organisations to produce an 'Open Space Strategy and Management Plan' and to ensure the implementation of the Borough's landscape enhancement policy TB22.

* Town and village greens (T&VG) are protected by section 12 of the [Inclosure Act 1857](#) and section 29 of the [Commons Act 1876](#). Section 12 makes it a criminal offence to do anything which injures a green or interrupts its use as a place for exercise and recreation. Section 29 also makes it an offence to permanently encroach upon or enclose a green, or to build upon or disturb the soil of a green otherwise than with a view to its better enjoyment.

It is not possible to apply for consent under section 38 of the [Commons Act 2006](#) to carry out works on a T&VG unless it is subject to a scheme of management under the [Metropolitan Commons Act 1866](#) or [Commons Act 1899](#), or to a Provisional Order Confirmation under the [Commons Act 1876](#). Even where there is such a scheme or Act consent under section 38 does not authorise works which constitute an offence under sections 12 or 29."

15. **NOTICE OF MOTION (MOTION NO. 69)**

a) Written notice of Motion No. 69, detailed below, was received on 20 September 2021, less than 12 consecutive days prior to this meeting.

The motion subject requires a response to be submitted to Wokingham Borough Council by 7 October 2021. Members are asked to consider suspending Standing Orders 12a) and 12b) to allow consideration of the motion at this meeting (item 16 b)) despite it not being received by 12 midnight on the twelfth day before the day of the meeting.

b) To consider the following motion submitted by Councillor Green:

"Woodley Town Council notes the Public Notice in the Wokingham Paper published on Thursday 9th September page 31 relating to car park charges. This Traffic Regulation Order or TRO has item 2.e which says:

- e. in the car parks listed in Schedule 1 to this Notice, extend the existing daily:*
 - i. charging hours to 'at all times';*
 - ii. opening hours to Mondays-Sundays (including bank holidays)*

and covers all four Woodley Car Parks.

Such a Public Notice is a legal requirement for any changes in Car Park charges and provides a legal obligation to consult residents on the proposals.

This Council notes that whilst there is currently no charges beyond 6pm and none at all on Sundays this section of the TRO allows such an introduction in the future without any consultation as a TRO will not be needed anymore.

The Executive Member in charge of Highways has publicly confirmed that such an action is required in order to take action on anti-social behaviour in these car parks which is in direct contradiction with reasons for installing CCTV in the car parks. It has been publicly stated that the CCTV will, as one of their functions, monitor for anti-social behaviour and make such recordings available to the police as evidence for any police action. If CCTV can already help the police to take action on anti-social behaviour then why is there any need for item 2.e.

Woodley Town Council strongly objects to this part of the proposal for the following reasons:

- It is not needed for action to be taken on anti-social behaviour as the CCTV already provides that facility
- It removes the requirement to publicise any potential change to car park charges ahead of implementation
- It removes the legal need for any residents consultation in the future which is anti-democratic

If agreed then we will ask the Deputy Town Clerk to take the following actions:

- Submit the objections listed above to Traffic Management Team, Place & Growth, PO Box 153, Shute End, Berkshire. RG40 1WL by the 7th October
- Arrange for a corresponding press release to be created and issued to reflect our objection
- Arrange for suitable posts reflecting our objections to be posted on the four Woodley Facebook groups

I urge you to support this motion.”

16. **OUTSIDE BODIES**

- a) To note that the following Outside Bodies have either disbanded or are no longer operational:
 - i) Sandford Farm (Loddon Park) Liaison Group
(Cllr Chadwick was the appointed Town Council representative)
 - ii) Woodley and North Earley Community Forum
(No appointed Town Council representative)
- b) To note that Councillor Swaddle has stepped down as the Town Council representative to Readibus.
- c) To appoint Council representatives on the following outside bodies:
 - i) Readibus – 1 place
 - ii) Poor’s Land Charity – 1 place (to serve to 2022)
 - iii) Woodley Bowling Club Management Committee – 1 place
- d) To receive any reports from Town Council representatives on outside bodies. **(Appendix 16d)**

17. **MAYOR'S ENGAGEMENTS**

To note the engagements attended by Councillor Sartorel as Town Mayor and Councillor Gilder as Deputy Mayor since the last meeting. (***Appendix*** Page 44 ***17***)

18. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 22 June 2021 at 8 pm**

Present: *Councillors J. Sartorel (Chairman); K. Baker; D. Bragg;
J. Cheng; M. Forrer; K. Gilder; M. Green; C. Jewell; R. Skegg;
D. Smith; B. Soane; A. Swaddle; P. Wicks*

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

Also present: *1 members of the public*

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

21. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors N. Al-Sanjari, J. Anderson, S. Brindley, M. Doyle, A. Heap, M. Nagra, S. Rahmouni and B. Rowland.

Following a question the Town Clerk agreed to find out and circulate details of any impact there might be on the 6 month rule for non-attendance in light of the pandemic stopping certain Members from attending this, and potentially future meetings.

22. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

23. **ACCEPTANCE OF OFFICE**

RESOLVED:

- ◆ To note that Councillor Robert Hoskins has been duly elected to the Town Council and has signed the declaration of acceptance of office as required by law.

24. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ To note that Councillor Doyle has resigned from the Liberal Democrat Group and is now an independent councillor.
- ◆ To note the current composition of the Council is as follows:
16 Conservative Members, 5 Liberal Democrat Members, 2 Labour Members, 1 independent.
- ◆ To note the new composition of the Council does not change the current division of places between political parties on standing committees, working parties and sub committees.

25. **MINUTES OF COUNCIL MEETING HELD ON 4 MAY 2021**

The Town Mayor presented the minutes of the Annual Meeting held on 4 May 2021.

Following Councillor Bakers appointment as Mayor of Wokingham Borough for the 2021/22 municipal year, Councillor Jewell asked Councillor Baker how he, as the Leader of Woodley Town Council, could maintain the "neutrality of the Mayor", as promised in his Wokingham Borough Council acceptance speech, whilst in the political position of leading the Conservatives on the Town Council. She asked whether he believed there is a conflict of interest in view of the working relationship between these councils. Councillor Baker replied no.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 4 May 2021 and that they be signed by the Mayor as a correct record.

Voting: For: 12 Against: 0 Abstentions: 0

26. **MEMBERSHIP OF THE PLANNING & COMMUNITY COMMITTEE**

Councillor Baker confirmed the Conservative party would not be making an appointment to the vacant Planning and Community Committee position at this time.

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

Councillor Baker confirmed the Conservative party would not be making appointments to the vacant positions on the Risk Management Working Party, the Standing Orders & Financial Regulations Working Party, nor the 3G Pitch Steering Group at this time.

28. **2020/21 YEAR END**

The Town Clerk presented the 2020/21 year end figures, in summary and by committee.

Members enquired as to how the Tier 4 LRSO Lockdown Grant was calculated. The Finance Officer confirmed that details were provided to Wokingham Borough Council of the rateable value of the buildings owned by Woodley Town Council which were forced to close due to lockdown restrictions from 20 December; this included the Oakwood Centre, Coronation Hall, Chapel Hall, and Woodford Park Leisure Centre. Wokingham Borough Council calculated the grant entitlement based on these figures and paid a set sum to the Council. The Finance Officer confirmed that the grant did not take into account any actual loss of income.

RESOLVED:

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

29. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21**

a) **Financial Statements 2020/21**

The Town Clerk presented the Financial Statements for 2020/21.

In response to a question as to why the last review date for the Financial Regulations is listed as 2015 when the Regulations require a review every 3 years, the Town Clerk confirmed that a review hadn't progressed due to the pandemic. The Town Clerk confirmed she had personally reviewed the Regulations since Brexit to ensure they continued to comply with legislation, but acknowledged there was work to do for the working party when they meet again.

In response to a query as to why the tractor shed / modular shower and toilet had been valued at £26,578 in 2020 but increased to £71,658 in 2021, the Town Clerk stated this was likely because the modular shower unit and toilet was new and had been built during 2020. The Town Clerk agreed to look into this and confirm this was the case.

RESOLVED:

- ◆ To approve the Financial Statements for 2020/21 and that they be signed by the Mayor and the Town Clerk.

Voting: For: 11 Against: 0 Abstentions: 1

b) **Annual Internal Audit Report for 2020/21**

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

RESOLVED:

- ◆ To receive and note the Annual Internal Audit Report for 2020/21.

c) **Annual Governance Statement for 2020/21**

The Mayor explained that it was the responsibility of Members to consider the Annual Governance Statement, as set out on page 4 of the Annual Governance and Accountability Return.

Each of the nine individual statements were read in turn, followed by a vote on each, and it was unanimously

RESOLVED:

- ◆ To approve the Annual Governance Statement for 2020/21.

Voting (identical for each individual statement): For: 12 Against: 0 Abstentions: 0

- ◆ To approve the signing of the Annual Governance Statement 2020/21 by the Mayor and the Town Clerk.

Voting: For: 12 Against: 0 Abstentions: 0

d) **Accounting Statements for 2020/21**

Members considered the Accounting Statements for 2020/21 and

RESOLVED:

- ◆ To approve the Accounting Statements for 2020/21.

Voting: For: 12 Against: 0 Abstentions: 0

- ◆ To approve the signing of the Accounting Statements 2020/21 by the Mayor.

Voting: For: 12 Against: 0 Abstentions: 0

30. **LEADER'S STATEMENT**

Councillor Baker informed Members that he had been in touch with an NHS First Responder looking to provide training on the use of AEDs (Defibrillators) and CPR to Woodley residents. Over 30 residents had signed up, and the facilitator had enquired as to the possibility of using the Oakwood Centre free of charge to deliver the training, in return for which they could offer training to all Councillors and Council staff for free. Councillor Baker acknowledged that the request would need to go through the appropriate approval process but stated that, if approved, he hoped everyone would engage in such beneficial training, even those who have undertaken this training previously. The training would obviously also be subject to Covid restrictions.

31. **OUTSIDE BODIES**

- 31.1 No nominations were received for appointment to the vacant outside body positions on the Poor's Land Charity (1 place) and Woodley Bowling Club Management Committee (1 place).

Councillor Jewell stated that she had assumed these positions would be taken up by Conservative Members as had been the case previously with these outside bodies. However Councillor Baker indicated that he viewed these positions as non-political, and so it was agreed to bring this item back to the Full Council meeting in September to give other parties the opportunity to consider nominations.

31.2 **RESOLVED:**

- ◆ To note that Wokingham United Charities no longer have appointed representatives.

- 31.3 Councillor Bragg informed Members that he did not have an update from the Citizen's Advice Bureau as they were not due to meet until the following day. However he directed Members to the presentation on the Citizen's Advice Bureau's activities provided at the Town Electors' Meeting in May by Jake Morrison, thanking Jake for his contribution and stating that this provided a better update than we could ever provide.

32. **TOWN MAYOR'S ENGAGEMENTS**

- 32.1 The Mayor provided an update on the one event she had attended since the last meeting; Arrhythmia Alliance Lilly-May Page at the Shepherd's House pub on 22 May 2021. The event was set up by Claire Page in memory of her daughter, Lilly-May Page, who died 5 years ago, and raised a good sum of money to support the provision of AEDs (defibrillators) in as many locations as possible.

- 32.2 Members noted that the Deputy Mayor had not attended any events since the last meeting.

- 32.3 Councillor Bragg provided members with an update on the Surrey and Berkshire Armed Forces Virtual Briefing, which he attended in the absence of both the Mayor and Deputy Mayor on 1 June. Councillor Bragg advised this was an example of how a virtual event should be run; it was well attended, by over 200 people, and provided an update on the activities of the Army, Navy and Royal Air Force within the area. This included work with local schools and engagement with the public, as well as overseas support being provided in areas, such as Africa, with major human rights and piracy problems.

33. **FUTURE AGENDA ITEMS**

With only half of the Council's Members in attendance, mostly due to the pandemic, Councillor Jewell asked Council Staff to provide a review to all Councillors appraising how the measures taken to enable the meeting to go ahead had worked and were received. She also recommended this set out likely plans for future meetings. Councillor Jewell also thanked Officers for the hard work they had undertaken to ensure the meeting took place in as safe a manner as possible, and commented that she had felt safer than she thought she would.

Following requests, the Committee Officer agreed to circulate an up to date Committee Membership list to all Members and to update the Committee, working party and sub committee pages of the website to identify their party political composition.

Meeting closed at 20:24 pm

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Minutes of an Extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 3 August 2021 at 7:30 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; K. Gilder; M. Nagra; P. Wicks*

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

Also present: *1 member of the public*

1. **APOLOGIES**

Apologies for absence were received from Councillor Rowland.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **EXCLUSION OF PUBLIC AND PRESS**

In response to a query the Chairman confirmed that the recommendation to exclude members of the public and press from the single agenda item was being made in line with Standing Order 1 c) in view of the confidential nature of the business about to be transacted in relation to personal information, as set out in the agenda.

RESOLVED:

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

Voting: For: 6 Against: 1 Abstentions: 0

4. **PERSONNEL MATTER**

The Deputy Town Clerk set out the proposed changes to the Venues Team structure as detailed in Report No. SR 18/21.

Following a series of questions and requests for clarification which were answered by the Deputy Town Clerk, it was

RESOLVED:

- ◆ To approve the proposed changes to the Venues Team structure as detailed in Report No. SR 18/21, namely:
 - Replace the existing Venues Manager role (SO2 / scp26-28) with a Bookings Manager role (SO1 / scp23-25) - job description set out in **Appendix A**
 - Replace one existing Venues Assistant role (Scale 3 / scp6-5) with a Venues Supervisor role (Scale 4 / scp 7-11) – job description set out in **Appendix B**

Voting: For: 7 Against: 0 Abstentions: 0

Meeting closed at 7:54 pm

WOODLEY TOWN COUNCIL

JOB DESCRIPTION

Post: **BOOKINGS MANAGER**

Grade: **NJC SO1 / SCP 23 -25**

Responsible to: **Deputy Town Clerk**

Responsible for:

Normal Hours of Work: 37 hours – full time

Job Scope: To be responsible for the administration, procedures and arrangements for bookings of the Council's facilities and the sales ledger.

To work with the Venues Supervisor, Venues Assistant(s), Admin Officer and Deputy Town Clerk to ensure that the Oakwood Centre and Community Halls are ready and presentable for clients and the public.

To liaise with the Council's Catering Partner on operational and strategic matters, attending meetings of the Catering Partnership as required.

To work with the Marketing Coordinator to maximise income opportunities at the Council's Venues.

Main duties:

- To be responsible for all the administrative and clerical tasks involved in the hiring of the Council's facilities at the Oakwood Centre, Chapel Hall, Coronation Hall and the Memorial Ground, in accordance with the Council's procedures
- To liaise with relevant officers to ensure bookings may be accommodated, coordinating caretaking, cleaning and other booked activities
- To liaise with the Council's contracted caterers for events at the Oakwood Centre
- To meet clients when required to discuss their requirements in more detail and give them tours of Council premises
- To liaise with the Communications Officer in identifying opportunities to market and publicise the Council's venues, and to contribute to the on-going marketing and improvement of the Venues business

- To be responsible for maintaining and updating the Council's booking procedures, including condition of hire
- To collect payments for the Council's facilities and prepare and input all relevant invoices
- To maintain spreadsheets, databases and the financial and booking systems in connection with hirers and their bookings
- To seek feedback from hirers on their experience of using the Council's facilities
- To liaise with hirers of the facilities on any changes to booking arrangements or conditions
- To deal with complaints, in the first instance, about the service provided to hirers
- To be able to operate the Council's financial system and provide day to day cover of this part of the Finance Officer's responsibilities, when required.
- To ensure hirers are promptly invoiced, where appropriate, and payments received are monitored regularly to ensure invoices are paid within the terms set by the Council, following up those that are overdue
- Assist other officers with running of the Council Offices and services to the public as required.

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BOOKINGS MANAGER

PERSON SPECIFICATION

EXPERIENCE

Essential:

- Experience of financial administration and control
- Good policy implementation and management skills
- Good organisational and planning skills
- Good communication skills – both oral and written
- Well developed interpersonal skills and team working skills
- Ability to prioritise
- Knowledge of basic Health and Safety legislation
- Good self motivation
- Computer skills (Microsoft Word, Excel and Outlook)

Desirable:

- Experience/knowledge of local government decision making and procedures
- Supervisory experience in venues, conferencing, hospitality, public or commercial buildings
- Experience of community based operations
- Successful record of providing services to the public
- Experience of supervising staff

WOODLEY TOWN COUNCIL

JOB DESCRIPTION

Post: **VENUES SUPERVISOR**

Grade: **SCALE 4 / NJCP SCP 7 - 11**

Responsible to: **Deputy Town Clerk**

Responsible for:

Normal Hours of Work: 37 hrs per week (hours variable to cover daytime/evening/weekend as required). Additional hours may be available/required during busy times, sickness/holiday cover.

Job Scope: To supervise the work of the Venues Team and ensure that the Oakwood Centre and Coronation Hall are ready and presentable for clients and the public.

Main duties:

- Ensure that the Oakwood Centre and Coronation Hall are clean, ready and presentable for clients and the public.
- Supervise the work of the Venues Assistant(s) at the Oakwood Centre and allocate tasks as required.
- Draw up the monthly Venues Assistants duty rota in accordance with centre bookings.
- Cover Venues Assistant shifts as required.
- Manage own working hours to best suit the needs of the business.
- Liaise with the Bookings Manager regarding bookings, set ups and operation of the Oakwood Centre and Coronation Hall.
- Liaise with the Catering Partner as required.
- Supervise functions and larger events as required.
- Meet with clients and the Bookings Manager for function bookings.
- Order stock as required.
- Report maintenance issues as required.

VENUES SUPERVISOR

PERSON SPECIFICATION

EXPERIENCE

Essential:

- Experience of supervising a team
- Experience in a customer-facing role
- Good organisational, interpersonal and communication skills
- Basic computer literacy.

Desirable:

- Experience of managing a team
- Experience of working with the general public
- Some knowledge of health and safety principles

OTHER

Essential:

- Ability to be flexible in hours worked
- Ability to manage own workload and adjust working hours as required
- Ability to supervise the work of others
- To work well in a team
- To be able to work on own initiative
- To be enthusiastic and hard working
- Be physically able to move furniture/equipment and access levels at different heights.

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 31 August 2021 at 8:00 pm**

Present: *Councillors D. Bragg (Chairman); N. Al-Sanjari; K. Gilder; A. Heap;
B. Rowland; D. Smith; B. Soane*

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

Also present: *3 members of the public*

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors K. Baker and A. Swaddle.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 13 APRIL 2021**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 13 April 2021 be approved and signed by the Chairman as a correct record.

4. The Chairman proposed, seconded by Councillor Smith, and it was:

RESOLVED:

- ◆ To alter the order of business on the agenda for reasons of expediency, under Standing Order 13(a) v), to bring forward item 8 for immediate discussion.

Voting: For: 6 Against: 0 Abstentions: 0

5. **WOODFORD PARK DESTINATION PLAY AREA**

5.1 Members noted the overview of the responses received to the Woodford Park Destination Play Area consultation.

Members highlighted that, during informal discussions, some park users had raised concerns were the play area not to be enclosed, citing issues with child safety and dog walkers. It was noted that a number of consultation responses had made similar comments and that the proposed Task and Finish Working Party would need to take these into account when considering the final design.

In response to a question the Deputy Town Clerk confirmed that a cost ceiling was provided to the potential park designers against which their proposals were designed. The cost may alter depending on the final design and individual equipment items chosen.

5.2 Following a recommendation from the Chairman to amend the draft terms of reference to include a statement requiring the Working Party to finalise their recommendations in time to be considered by the Leisure Services Committee meeting on 16 November 2021, it was:

RESOLVED:

- ◆ To approve the terms of reference of the Woodford Park Play Area Task and Finish Working Party.

Voting: For: 5 Against: 0 Abstentions: 0

The Deputy Town Clerk added that the final paragraph of the terms of reference will also be reworded to clarify that the Working Party is responsible for making a recommendation as to the preferred contractor to appoint, not for directly appointing the contractor.

- 5.3 The Chairman advised that the Committee were being asked to suspend Standing Order 4(f) in order to allow cross party membership to the Working Party and for an external representative from Addington School to be appointed with full voting rights. It was noted that Addington School had been involved from the start of this project and would be able to give expert opinions on the inclusivity and accessibility of the equipment chosen and the overall park design.

It was also noted that the Task and Finish Working Party would have the option to seek advice from other experts where appropriate; for example, a Play Officer from Wokingham Borough Council, should one still exist.

RESOLVED:

- ◆ To suspend Standing Order 4(f) to allow cross party membership on the Woodford Park Play Area Task and Finish Working Party; and,
- ◆ To approve the number of members to appoint to the working party as follows:
 - Conservative – 4 places
 - Liberal Democrats – 1 place
 - Labour – 1 place
 - External (Addington School) – 1 place

Voting: For: 6 Against: 0 Abstentions: 0

- ◆ To note the appointment of Councillors Al-Sanjari, Baker, Bragg, Cheng, Skegg and Swaddle to the Woodford Park Play Area Task and Finish Working Party.

- 5.4 At this point Councillor Soane left the meeting.

6. **BRIEFING NOTE – 1 JUNE 2021**

RESOLVED:

- ◆ To note the contents of the Briefing Note, circulated in lieu of the cancelled Leisure Services Committee Meeting scheduled for 1 June 2021.

7. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. LS 14/21.

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

RESOLVED:

- ◆ To note Report No. LS 15/21.

9. **PARKS AND BUILDINGS**

- 9.1 The Chairman stated a public expression of thanks to David Provins and the Friends of Woodford Park volunteers for the amazing work they have done with the upkeep of the park over the last year, especially in light of the Covid pandemic.
- 9.2 Following an update request, the Deputy Town Clerk confirmed that a company had been engaged to undertake an assessment of the wiring at Woodford Park Leisure Centre and create a specification for the works that need to be undertaken. This spec will be used as the basis for seeking tenders.
- 9.3 A member of the public in attendance at the meeting was invited by the Chairman to speak to the Committee regarding an allotment matter. The individual detailed her recent experience with the Council regarding an allotment eviction notice, and requested that the Council implement a full, immediate review of the allotment inspection process.

Members thanked the member of public for coming to the meeting and bringing the matter to their attention. It was highlighted that the existing tenancy agreement document was out of date and requires updating. The Chairman confirmed that, following this incident, the tenancy agreement was being reviewed and it was hoped a new agreement would be in place by the new year. The new agreement go before both the Allotments Committee and the Leisure Services Committee for approval.

RESOLVED:

- ◆ To note Report No. LS 16/21.

10. **COMMUNITY YOUTH PARTNERSHIP UPDATE**

Members noted the update regarding the Community Youth Partnership provided in the agenda. The Deputy Town Clerk confirmed that a date for a meeting of the Community Youth Partnership, at which they will consider the draft youth strategy document, will be circulated imminently.

11. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

12. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

The meeting closed at 8:50 pm

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 14 September 2021 at 8:00 pm

Present: *Councillors K. Baker (Chairman); A. Chadwick; M. Nagra; B. Rowland*

Also Present: *Councillors V. Lewis; T. McCann*

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

Also present: *1 member of the public*

5. **APOLOGIES**

Apologies for absence were received from Councillors Anderson, Brindley, Gilder, Jewell and Wicks.

In response to a question as to whether the meeting was quorate, the Chairman confirmed the meeting needed three members attending and there were four, naming those in attendance. At this point Councillor Nagra stated he was not a Committee member and was attending as a member of the public. The Chairman and Deputy Town Clerk both confirmed that Councillor Nagra was indeed a member of the Committee.

6. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

7. **MINUTES OF THE MEETING HELD ON 27 APRIL 2021**

Councillor McCann requested permission to speak. The Chairman confirmed that, in line with the Standing Orders, he would not be giving permission for Councillors that were not members of the Committee to ask questions.

Councillor McCann went on to state that; "If you are precluding me from talking ... I will make this council rue the day it tried to enforce that standing order." He went on to state "I will be a pain in the arse" and "I constructively suggest you let me ask the questions". He said "I'll be more difficult than ever" and that if the Chairman thought he'd been disruptive previously "you've seen nothing yet".

The Chairman requested that the threat to the running of the Council be noted in the minutes.

Councillor McCann again asked if the Chairman would permit him to ask a question, to which the Chairman denied the request.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 27 April 2021 be approved and signed by the Chairman as a correct record.

Voting: For: 3 Against: 0 Abstentions: 0

8. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 3 AUGUST 2021**

The Committee Officer clarified to Members that a change had been made to the minutes as presented in the agenda; the 'Confidential' heading at the top of Appendix A and B had been removed. These documents had been taken from the meeting's agenda, at which point the documents were confidential. However following the meeting, and in the minutes, the documents no longer need to be confidential.

Following a discussion it was agreed that future versions of the Venues Supervisor job description should include greater detail on the job tasks involved.

RESOLVED:

- ◆ That the minutes of the Extraordinary Strategy and Resources Committee meeting of 3 August 2021 be approved and signed by the Chairman as a correct record.

Voting: For: 3 Against: 0 Abstentions: 0

9. **BRIEFING NOTE – 8 JUNE 2021**

RESOLVED:

- ◆ To note the contents of the Briefing Note, circulated in lieu of the cancelled Strategy and Resources Committee Meeting scheduled for 8 June 2021.

Voting: For: 3 Against: 0 Abstentions: 0

10. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 18/21. He confirmed that expenditure had been kept under or in line with the budget, whilst income was slightly above due to the fact the Council had been prudent with their estimates. He explained the Council was over where they anticipated they would be, which is good. Whilst the furlough scheme is due to end, enquiries for social bookings are increasing, so these trends are expected to continue.

Councillor McCann asked whether, if he asked a question, this would be allowed. The Chairman confirmed the question would not be allowed.

RESOLVED:

- ◆ To note Report No. SR 18/21.

Voting: For: 3 Against: 0 Abstentions: 0

b) **Payments**

Following a query the Deputy Town Clerk confirmed that the contract cleaning transaction made to AYS Cleaning Contractors Ltd related to cleaning the Oakwood Centre and the public toilet, whilst the transaction made to Churchill Contract Services Ltd related to cleaning Woodford Park Leisure Centre. The new payments to Pozitive Energy Ltd relate to the new energy contract which now provides electricity from 100% renewable sources. The Deputy Town Clerk also confirmed that the Depot Floor work had been completed.

RESOLVED:

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

	Current account	Imprest account
June 2021	£90,779.32	£59,185.85
July 2021	£57,004.29	£50,911.60

Voting: For: 3 Against: 0 Abstentions: 0

11. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 19/21. Following a query the Deputy Town Clerk confirmed that further use of the Oakwood Centre for vaccinations had yet to be confirmed; the Council was in regular conversations with the vaccination teams but nothing had been confirmed.

At this point in the meeting a member of the public joined.

Councillor McCann asked the Chairman if he was continuing to refuse to allow him to ask a question. The Chairman confirmed that he would not permit a question in line with the Standing Orders.

RESOLVED:

- ◆ To note Report No. SR 2/21.

Voting: For: 3 Against: 0 Abstentions: 0

12. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Members received the report of the Woodley Town Centre Management Initiative (WTCMI) meeting held on 14 July 2021.

Councillor McCann stated that he wished to ask a question. The Chairman stated, in line with section 6, page 27, of the Standing Orders he would not permit the question. Councillor McCann replied to state that the Chairman was continually refusing to allow a Member of the Council to ask a question.

[C.O. Note – Section 6 (pg 27) of the 'Protocol for attendance at committee, sub committee or working party meetings by councillors who are not members of the committee, sub committee or working party confirmed' states:

6. Speaking at meetings

Councillors who attend meetings at which they are not members may, with the express permission of the Chairman:

- *Speak at the meeting*
- *Explain a motion that has been referred to the committee/sub committee*
- *Ask questions of the committee/sub committee/working party members, officers and members of the public present]*

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative Meeting held on 14 July 2021.

Voting: For: 3 Against: 0 Abstentions: 0

13. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk provided an update on the Climate Emergency Action Plan.

He highlighted that the new electricity contracts were now providing electricity from 100% renewable sources for all buildings. Existing lights in the kitchen at the Oakwood Centre have been replaced with new LED lighting, and the Maintenance Manager is working with an electrician to cost the replacement of all lights with LED lighting. It was believed that to replace circular (non-strip) lighting would cost circa £6k.

The Deputy Town Clerk will be meeting with the Wokingham Borough Council Energy Officer in the near future to discuss options relating to the Oakwood Centre and Woodford Park Leisure Centre. A rainwater harvesting tank has been installed at the Oakwood Centre which is now filling up. This adds to the two already installed at the maintenance yard. Other possible locations for tanks are being considered.

Following a query, the Deputy Town Clerk confirmed that the Action Plan will be updated to include completion dates for complete projects where these were not included.

The Deputy Town Clerk confirmed the action to investigate moving away from air conditioning units and considering the use of fan banks at Woodford Park Leisure Centre was at the recommendation of Wokingham Borough Council. It was noted that consideration would have to be made to the effect this might have on those with respiratory issues.

It was agreed that more actions included in the action plan needed to be picked up now we are coming out of the pandemic. It was also noted that there was no community engagement included in the action plan, and it was agreed more should be done to communicate Town, Borough and national climate change initiatives.

Councillor McCann asked the Chairman if he was refusing to allow me ask a question. The Chairman confirmed he would not give permission to ask a question.

RESOLVED:

- ◆ To note the Climate Emergency Action Plan Update.

Voting: For: 3 Against: 0 Abstentions: 0

14. **FUTURE AGENDA ITEMS**

It was agreed that the Climate Emergency should be included as an item on all agendas moving forward, and also that further publicity should be done about the matter.

The Chairman advised all Members, including those that are not Members of the Committee, that they do not have to wait for the meeting to put forward suggestions and can email these to the Deputy Town Clerk at any time.

Councillor McCann advised that he had three agenda items which he wished to put forward. The Chairman asked that he put these in writing via email to the Deputy Town Clerk. Councillor McCann stated he did not have to put items in writing in an email, and wished for it to be noted that the Chairman had refused to allow him to say what he wished to say. The Chairman advised again that the Standing Orders state that non-members of the Committee may only speak with the express permission of the Chairman.

Meeting closed at 8:29 pm

After the meeting had been closed by the Chairman, Councillor McCann pointed out that agenda item 11, Publicity and Website, had not been discussed. The Chairman accepted this and attempted to raise the item but Councillor McCann asserted that the Chairman could not re-open the meeting once it was closed. He then departed stating that the Chairman was "rubbish" and "can't even run a meeting properly".

Current Account

List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-Jun-21	(Personal Information)	500.00	WTCMI-Mkt Manager
09-Jun-21	ACL Consultancy Solutions Ltd	3510.00	Professional fees - Tender youth services
17-Jun-21	Agile Hospitality Solutions Ltd	2574.00	Events500-Booking license fee
03-Jun-21	Alan Hadley Ltd	297.00	Refuse collection
24-Jun-21	Alan Hadley Ltd	297.00	Refuse collection
17-Jun-21	AYS Cleaning Contractors Ltd	25.78	Contract cleaning - OC
04-Jun-21	Be Fuelcards Ltd	31.69	BP Unleaded-Cans Depot
18-Jun-21	Be Fuelcards Ltd	34.21	BP Unleaded fuel-Depot
03-Jun-21	Blandy & Blandy LLP	2160.00	Professional fees B&S Roofing
17-Jun-21	Bowak Ltd	94.57	Cleaning supplies
17-Jun-21	Brown Bag Cafe Ltd	11.55	Catering service fee
09-Jun-21	Castle Water	7657.40	Water rates
03-Jun-21	CDK Casting Ltd	101.40	Bronze Plaque
17-Jun-21	CDK Casting Ltd	101.40	Bronze Plaque
03-Jun-21	Central Sports UK Ltd	699.50	Sports Equip-WPLC
01-Jun-21	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental
24-Jun-21	Churchill Contract Services Ltd	1456.93	Contract cleaning - WPLC
02-Jun-21	Club Manager Ltd	80.40	monthly software fee
09-Jun-21	Dejac Associates Ltd	90.00	Annual renewal email certification
17-Jun-21	Drain Surgeons UK Ltd	185.00	Empty cesspit-Depot
09-Jun-21	Earley Town Council	36.00	Supply of netting for lake-WP
16-Jun-21	Ecotricity	148.38	Gas supply-Coro Hall
16-Jun-21	Ecotricity	175.73	Gas supply-Chapel Hall
17-Jun-21	Ecotricity	855.67	Gas supply-WPLC
25-Jun-21	Ecotricity	908.59	Gas supply-OC
03-Jun-21	EDF Energy 1 Ltd	33.28	Electric supply-Clock tower
10-Jun-21	Epos Now Ltd D/D	30.00	Monthly WPLC till support fee
24-Jun-21	Ethos Communications Solutions Ltd	108.00	Rental/Printing copier-WPLC
09-Jun-21	Global 4 Communications	698.65	Phone/Mobiles
24-Jun-21	Henry Street Garden Centre	315.60	Gardening supplies
18-Jun-21	HMRC Cumbernauld	14929.47	Tax & NI Employer/employee
09-Jun-21	IMAGE BOX	120.00	Create childs party cartoon
03-Jun-21	Lamps-Tubes Luminations Ltd	1680.00	Remove lights - Town centre
09-Jun-21	Lantec Security Ltd	1008.00	Annual intruder alarm fee-OC/WPLC
28-Jun-21	Les Mills Fitness UK Ltd	142.58	Body balance-Coach-Gym
17-Jun-21	Lister Wilder Ltd	61.13	Rat bait blocks-Depot
01-Jun-21	Lloyds Bank D/D	32.51	Current a/c monthly fee
14-Jun-21	Lloyds Bank D/D	113.69	Monthly cardnet service fee
29-Jun-21	Lloyds Bank D/D	40.88	Bank charges-Current a/c
17-Jun-21	Mailcoms Ltd	89.88	Pro-ink cartridge-franking machine
14-Jun-21	Mainstream Digital Ltd	17.57	Phone call charges
15-Jun-21	Merchant Rentals Ltd	18.40	Monthly Cardnet rental
15-Jun-21	Merchant Rentals Ltd	15.44	Monthly cardnet rental
03-Jun-21	MKR Electrical Services Ltd	1240.79	Electrical supplies
17-Jun-21	MKR Electrical Services Ltd	493.91	Electrical supplies
14-Jun-21	Plusnet Plc	52.20	Phone-WTC
18-Jun-21	Plusnet Plc	52.20	Phone - WPLC
09-Jun-21	Poztive Energy Ltd	704.66	Electric supply
17-Jun-21	Poztive Energy Ltd	106.94	Electric supply
18-Jun-21	Prudential	307.24	AVC deducted from pay
28-Jun-21	Public Works Loan Board	10640.58	Public Works Loan Board
09-Jun-21	Readibus	9711.00	Grant
10-Jun-21	SGW Payroll Ltd	145.58	Monthly payroll service
15-Jun-21	Siemens Financial Services	1100.80	Monthly Gym equip rental
24-Jun-21	SLCC Enterprises Ltd	453.00	Full membership fee
01-Jun-21	SWALEC	70.60	Electric supply-Toilet
28-Jun-21	SWALEC	48.85	Electric supply-Toilet
03-Jun-21	Technical Surfaces Ltd	480.00	1 ton rubber in 25kg bags

17-Jun-21	Technical Surfaces Ltd	360.00	3G Matchfit service
09-Jun-21	Thames Valley Water Services Ltd	326.40	Monthly water checks
18-Jun-21	The Berkshire Pension Fund	17678.52	Employer/employee pension
17-Jun-21	Trade UK - Screwfix	785.25	Building supplies
18-Jun-21	Unison Collection Ac	22.50	Union fee deducted from pay
24-Jun-21	Veolia ES - UK Ltd	389.70	Refuse collection
01-Jun-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Jun-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Jun-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Jun-21	Wokingham BC - Rates	898.00	Rates-OC
01-Jun-21	Wokingham BC - Rates	245.00	Rates-Toilet
		90779.32	

Woodley Town Council

CLERKS IMPREST A/C

List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
21-Jun-21	(Personal Information)	15.00	Refund key deposit
21-Jun-21	(Personal Information)	16.99	Refund gym member fee
29-Jun-21	(Personal Information)	75.00	Refund deposit
17-Jun-21	AGA Print-Solopress	17.23	WTCMI-Business cards
25-Jun-21	Amazon Mkt place	42.95	Web cam - WPLC
28-Jun-21	Berkshire Royals Cricket	127.00	Cancelled cricket booking
29-Jun-21	BNSRetail-City Cleaning Product	171.40	16x One shot drain cleaner-WPLC
11-Jun-21	Bourne Amenity Ltd	832.50	Wrong a/c entered
21-Jun-21	City Cleaning Products	113.87	10x One shot drain cleaner
16-Jun-21	Commercial Leisure	84.43	Lovibond water test tablets
03-Jun-21	Current Account	1326.00	Building supplies-Depot
10-Jun-21	Easy Concrete	1105.00	Building supplies-Depot
15-Jun-21	Easy Concrete	1496.00	Building supplies-Depot
17-Jun-21	Easy Concrete	122.40	Building supplies-Depot
22-Jun-21	Easy Concrete	1326.00	Building supplies-Depot
25-Jun-21	Easy Concrete	153.00	Building supplies-Depot
10-Jun-21	EE Top up	20.00	EE phone top up
23-Jun-21	Lloyds Bank	46344.99	Payroll BACS-June 21 net
11-Jun-21	Lloyds Bank D/D	13.82	Imprest a/c monthly fee
17-Jun-21	Lloyds Pharmacy	35.98	Digital Thermometer
08-Jun-21	McAfee	69.99	Security software-online
09-Jun-21	Oxfordshire County Council	3626.00	Paid WTC in error - refunded
10-Jun-21	Poolwarehouse.uk.com	87.00	Chlorine tablets-WPLC
25-Jun-21	Solopress	618.07	Invoice amend Z VAT
29-Jun-21	Solopress	20.00	Sample proof of Herald News
18-Jun-21	Springwell Microelectronics	167.94	Springwell smart flush-OC
01-Jun-21	Wickes Building	560.74	Building supplies-Depot
10-Jun-21	Wokingham.gov.uk	546.55	Building Regularisation fee
09-Jun-21	WTCMI	50.00	Petty cash-WTCMI
		59185.85	

Woodley Town Council**Current Account****List of Payments made between 01/07/2021 and 31/07/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Jul-21	(Personal Information)	400.00	WTCMI Market Manager
01-Jul-21	(Personal Information)	650.00	Hearld delivery charge
01-Jul-21	Airquee Ltd	412.85	Call out/PIPA annual inspection
08-Jul-21	AYS Cleaning Contractors Ltd	1526.17	Contract Cleaning
15-Jul-21	AYS Cleaning Contractors Ltd	60.65	Contract Cleaning
22-Jul-21	AYS Cleaning Contractors Ltd	1461.07	Contract Cleaning
02-Jul-21	Be Fuelcards Ltd	39.32	BP Unleaded fuel-Depot
09-Jul-21	Be Fuelcards Ltd	29.51	BP Unleaded fuel-Depot
16-Jul-21	Be Fuelcards Ltd	95.84	BP Diesel-MW65EH 47000m
30-Jul-21	Be Fuelcards Ltd	7.71	BP Unlead fuel-Depot
30-Jul-21	Be Fuelcards Ltd	20.00	BP Unlead fuel-Depot
01-Jul-21	Blandy & Blandy LLP	216.00	Professional fees B & S Roofing
22-Jul-21	Bowak Ltd	146.96	Cleaning supplies
15-Jul-21	Castle Water	2494.04	Water rates
15-Jul-21	CDK Casting Ltd	101.40	Bronze plaque
22-Jul-21	Churchill Contract Services Ltd	1456.93	Contract Cleaning
01-Jul-21	Club Manager Ltd	80.40	Gym Clubmanager Software fee
15-Jul-21	Dejac Associates Ltd	474.00	Annual Firewall Subscription
27-Jul-21	Ecotricity	110.02	Gas supply-Coro Hall
27-Jul-21	Ecotricity	159.58	Gas supply-WPLC
27-Jul-21	Ecotricity	106.34	Gas supply-OC
27-Jul-21	Ecotricity	65.78	Gas supply-Chapel Hall
08-Jul-21	EDF Energy 1 Ltd	16.62	Electric supply-Clock tower
22-Jul-21	Energy Electrical Distributors Ltd	84.60	Electrical supplies
12-Jul-21	Epos Now Ltd D/D	30.00	Monthly EPOS till support fee
22-Jul-21	Fiddes & Son Ltd - Bowcom	342.00	Bow grass Quantum 10L
09-Jul-21	Global 4 Communications	698.65	Phone & Mobiles
22-Jul-21	HMRC Cumbernauld	15282.96	Tax & NI Employer/employee
22-Jul-21	IMAGE BOX	391.20	ID pvc plastic cards-WPLC
01-Jul-21	John Stacey - Sons Ltd	348.00	Refuse collection
27-Jul-21	Les Mills Fitness UK Ltd	183.32	Bodybalnce-Coach-WPLC
01-Jul-21	Lightatouch	216.66	EOY Internal Audit 20/21
08-Jul-21	Lightatouch	150.00	EOY Internal Audit 20/21
01-Jul-21	Lister Wilder Ltd	61.38	Blade shaver-Depot
14-Jul-21	Lloyds Bank D/D	211.03	June 21 cardnet service charge
08-Jul-21	Lyreco UK Ltd	132.67	Stationery supplies-WPLC
22-Jul-21	Lyreco UK Ltd	78.60	Stationery supplies-WPLC
14-Jul-21	Mainstream Digital Ltd	60.48	Qtrly line rental fee
15-Jul-21	Merchant Rentals Ltd	15.44	Cardnet machine rental
15-Jul-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
22-Jul-21	PHS Group	403.74	Qtrly charge - Matts O/C & WPLC
12-Jul-21	Plusnet Plc	56.32	Business Fibre-broadband-OC
19-Jul-21	Plusnet Plc	56.81	Business Fibre-Broadband-WPLC
01-Jul-21	Poztive Energy Ltd	1925.25	Electric supply
08-Jul-21	Poztive Energy Ltd	8.84	Electric supply-Coro Hall
15-Jul-21	Poztive Energy Ltd	703.43	Electric supply
22-Jul-21	Prudential	307.24	AVC deducted from pay
08-Jul-21	Reading Community Energy	310.02	Electric supply-OC
15-Jul-21	Rialtas Business Solutions Ltd	30.00	Software transfer to PC
19-Jul-21	SGW Payroll Ltd	147.62	Monthly payroll service fee

15-Jul-21	Siemens Financial Services	1100.80	Gym Equip rental
01-Jul-21	SSE Southern Electric	547.29	Electric supply-Toilet
26-Jul-21	SWALEC	33.45	Electric supply-Toilet
22-Jul-21	The Berkshire Pension Fund	17926.07	Employer/employee pension
01-Jul-21	The Big Display Co	155.90	Trophy for Bowling
22-Jul-21	Trade UK - BandQ	370.00	Building Supplies
01-Jul-21	Ukactive	206.60	MPLC music Licence-WPLC
22-Jul-21	Unison Collection Ac	22.50	Union fee deducted from pay
22-Jul-21	Veolia ES - UK Ltd	545.83	Refuse collection
01-Jul-21	Wokingham BC - Rates	2283.00	Rates - WPLC
01-Jul-21	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01-Jul-21	Wokingham BC - Rates	364.00	Rates - Coro Hall
01-Jul-21	Wokingham BC - Rates	898.00	Rates - OC
	Total Payments	57004.29	

CLERKS IMPREST A/C

List of Payments made between 01/07/2021 and 31/07/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
05-Jul-21	(Personal Information)	32.41	PC World cartridge/Postage
12-Jul-21	(Personal Information)	12.50	Badmin paid in error refund
21-Jul-21	(Personal Information)	11.00	WPLC sports Hall refund
26-Jul-21	(Personal Information)	11.00	Refund WPLC course
27-Jul-21	(Personal Information)	190.00	Refund deposit/Invoice
12-Jul-21	Affixit Adhesive Tapes	499.90	EPDM Contact adhesive-OC roof
07-Jul-21	Avon Scientific	174.00	Multi function chlorine tablet
12-Jul-21	DVLA	275.00	Vehicle Tax-KD51 WTW
12-Jul-21	Janitorial Direct Ltd	110.32	Refuse sacks/H towels green
26-Jul-21	Link Visiting Scheme	50.00	Refund deposit
28-Jul-21	Lloyds Bank	48400.21	Net July 2021 payroll
12-Jul-21	Lloyds Bank D/D	14.56	Bank charges-Imprest a/c
07-Jul-21	Rdg Spring Gdn Brass Band	75.00	Refund deposit
26-Jul-21	Roofing suppliers	581.70	Classic Bond glue/Cover tape
22-Jul-21	Water Butts Direct	474.00	Rainwater Tank OC
	Total Payments	50911.60	

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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
	✓		

*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:

22/06/21

and recorded as minute reference:

29c)

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

Chairman

Janet Sartorel

Clerk

Deborah Mander

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	1,126,021	<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 Mando

Date

17/06/2021

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

22/06/21

as recorded in minute reference:

29 d)

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

Janet Sartorel

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

WOODLEY TOWN COUNCIL – BE0100

1 Respective responsibilities of the body and the auditor

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.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

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

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

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

06/09/2021

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



WOODLEY TOWN COUNCIL

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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

- 1.** The audit accounts for WOODLEY TOWN COUNCIL for the year ended 31st March 2021 has been completed and the accounts have been published.
- 2.** The Annual Return is available for inspection by any local government elector for the area of WOODLEY TOWN COUNCIL on application to:

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

This announcement is made by:

**Deborah Mander
Town Clerk**

10 September 2021

WBC MEETING HELD 6 SEPTEMBER 2021 – ONLINE

Organiser Andy Glencross – WBC - Assistant Director – Highways & Transport

Woodley Attendees

L Blumenthal from WBC/Woodley South Lake
P Wicks from Woodley TC

The following notes were taken during the meeting.

PROJECT

**REPLACEMENT OF THE EXISTING BRIDGE FROM KNIGFISHER DRIVE
WOODLEY TO EARLEY SATION**

This was the first general discussion between parties regarding the above project.

The existing bridge is beginning to show major defects with concrete coming away from the reinforcement and showing severe signs of corrosion to the reinforcement.

Images taken recently compared to similar images 10 years ago show major changes.

Photographs of the inspection made in June 2010 were compared to 2021. Inspections are now being programmed more frequently (at least twice per year) than previously due to the condition of some elements of the bridge.

There is concern that there is a risk that in the not-too-distant future a survey may consider the bridge is dangerous and will have to be closed. No one was prepared to guess how soon this could be, but it may be quicker than we fear.

There is netting under the bridge and above the A3290 to collect any materials coming away but none currently under the bridge and over the railway line.

The existing bridge is not compliant with current requirements for disabled access as there are stairs at both ends and no disabled facilities.

The existing bridge spans a major gas main operated by SSE and rules state we cannot build over the gas main and must leave a clear space either side of the main (40 feet gap each side of the pipe as well as above and below).

It is understood that a survey of passengers took place before the pandemic which identified that 40% of travellers from Earley Station came from Woodley.

An audit was conducted pre-pandemic on numbers using the bridge, this is available and will be provided.

As the current bridge is not suitable for the disabled it is unclear how many disabled persons would cross the bridge, if it was suitable, and currently have to cross to Earley at alternative locations.

OPTIONS

Option 1 was to replace the bridge with a new structure guaranteed for 120 years

Option 2 was to replace the bridge with a new structure guaranteed for 120 years with an additional link to the second platform at the Station with ticket barriers etc.

Option 3 was to effect temporary repairs to the structure, but this would mean that in a few years time the same issue would occur, however, any refurb would not allow the bridge to meet current requirements for disabled access or cycles. An expensive short-term fix.

Option 4 was to remove the bridge and rely on the Clivedale Road underpass.

Clivedale Road underpass is on the flat at Woodley but is on two steep ramps at the Earley Side. There is limited parking at the Earley side for only a small number of vehicles. Nightingale can currently support roadside parking for 20/30 vehicles. These may be lost following the rebuild.

PREFERRED OPTION

This is option 1 using a truss construction. The bridge would be 130metres long and 4 metres wide to facilitate wheelchairs and cycles. This would be with a selected option for the ramp at the Earley side to continue to provide access to the local builders' yard and provide screening to other local residential properties (Option F).

The route would have to be from the east side of the Woodley SSE gas installation across to the Station as other routes would see it having to pass over the large gas main which is not permitted.

Each side would require a long ramp access to maintain 1:20 gradient for wheelchairs. The ramp in Earley Station would take up about 80% of the station car park leaving only 20 spaces or less. The Nightingale side would appear to take up a large portion of the ground adjacent to the gas station although there was some assurance it would not take away any of the greenery. A fuller drawing of the access arrangements to this side has been requested as this does not appear to be feasible without taking land.

OTHER COMMENTS.

Neither British Rail nor South West Railway have, as yet, shown any commitment to assisting with the cost.

Option 1 would cost ≈£7M. Option 2 would cost ≈7.8M with the additional cost of access and ticketing equipment being ≈£750K.

The bridge would have to close for period and the amount of car parking at Clivedale is limited to 5 or 6 cars without parking in the local residential streets.

The underpass route would involve a one mile walk from Clivedale Road to the Station.

The underpass is considered risky. I spoke with a local who uses the route regularly but said that after dark it is considered potentially dangerous with evidence of rough sleepers, graffiti, and a potential for drugs. It is well lit providing the lighting is operational.

Most councillors were concerned about the size of the ramps and the space they take. Lifts was a proposal considered although it is accepted they would need upkeep and they are subject to vandalism. With the station not fully manned there may need to be a system to communicate issues to the service provider and by whom?

The time to construct was not available. This would probably mean closing the railway line or only working for a few hours each night and would mean some closures of the A3290. The road would have to be fully closed when bridges are removed or new installed. It is normal that work over railway lines is only done when lines are not use. This would need in depth discussion to keep the lines open during construction or there may need to be a fleet of buses to ferry passengers.

One contractor has suggested his site compound may have to be set up on the A3290 which will then cause traffic issues locally as part, or all, of the road would be closed for a period/s.

The closure would force drivers elsewhere and Winnersh Triangle is the obvious location once the current redevelopment is completed. Currently only a small area is open for parking if the bridge was declared unsafe before this is completed there could be other major issues about traffic and parking. Access to the Winnersh Triangle Station is not DDA Compliant. Winnersh also does not have step free access. This means either Wokingham or Reading Stations (same as now).

REPORTS FROM OUTSIDE BODIES

Citizen's Advice Bureau (CAB) (September 2021)

On Friday 17th September the CAB held its AGM via zoom for the second year running.

First and foremost let me congratulate the team who have worked magic during the difficulties of the pandemic helping over 6,350 clients covering 17,373 issues. During the year a total of 10,794 calls were answered, (95.6%) of all demand and made over 23,000 outbound calls. This has placed Wokingham CAB the 17th highest performing Citizens Advice in the country. Core business has seen a large increase in Benefit issues (up 77%), Universal Credit (up 88%), Employment issues (up 118%) and Housing (up 105%) on the year. This is to be expected given lockdowns, furlough etc during the pandemic. The One Front Door scheme has led to other initiatives such as supporting peoples' mental health and wellbeing and becoming sole assessors for emergency hardship grants and the Covid Winter Grant Scheme.

Working with Earley Primary Care Network and Wokingham Borough the CAB have worked on a pilot project looking at improving clients wellbeing. Alongside this, Mental Health First Aid training has been given to over 40 CAB staff and volunteers, including myself, and free training for 72 of Wokingham Boroughs' frontline charity staff and volunteers.

Clients in Woodley have now been the first in the Borough to re-open the office for face to face meetings, but during the year clients helped in each of our wards are as follows:

Loddon	390 clients
Bulmershe & Whitegates	289 clients
South Lake	135 clients
Coronation	126 clients

As we progress through 2021 we have established contacts with many charities and funding sources to establish restricted funds to help on such projects as Advice Task Force, and home visits (National Lottery) Mental Health Advice, (Berkshire Community Fund), Community Advice, (Wokingham Charities) 4 with the Borough Council covering One Front Door and Council Tax and indeed we will this week be taking delivery of a new vehicle to act as a Mobile Advice Unit. This has just undergone signwriting, which looks magnificent, and hopefully will be seen on the streets of the Borough within a couple of weeks.

A new Impact Report has been prepared for 2020/21 and I shall be pleased to send a copy to any Councillor who so wishes.

Cllr David Bragg, September 2021

Poor's Land Charity (September 2021)

The Poor's Land Charity trustees have been busy this quarter with lots of issues to deal with.

We had a summer party for the residents on 23rd August, with trustees supplying the food and drinks. It was very successful with many residents attending and much socialising taking place.

Flat 7 is still empty but it has been refurbished and we have interviewed for a suitable occupant. It seems that we have been successful but it has yet to be confirmed.

As you are aware the cedar tree at Cedar Place is in perilous condition after winds earlier this year. We have had permission from Wokingham Borough Council to fell the tree, but we have to plant a new one in its place. There are different types of cedar tree and we have yet to decide which one to choose or where it will be placed (probably at the front).

We have had a structural survey and an asbestos survey on Cedar Place. The reports suggest that all aspects checked are in an acceptable condition and that where there might be asbestos this is safe at present.

Lawrie Day, who was a trustee for many years and has now stood down, has now been presented with a 'goodbye' card.

Relief in Need has continued as usual with the trustees considering each request for help on its merits.

Covid issues have inevitably been of concern for trustees and we have been considering our requirements for the future, with the help of the Almshouses Association. We have not come to any conclusion as yet.

At present we are considering our 6 yearly maintenance review.

Cllr Jenny Cheng, September 2021

Robert Palmer's Almshouse Charity (September 2021)

Meeting was held on the 15 July by Zoom.

All the residents are doing well. We used to have a concession for the TV licenses for the six cottages but we are no longer allowed to do that. We have let the residents know that they will all now be responsible for their own license.

We had a meeting with the residents and they needed a few things done; there was some damp in one of the cottages, and another was leaking in the bathroom, so we got those jobs done.

We received a donation from Sonning Fire Brigade Charity which was much appreciated.

Our next meeting is scheduled to take place on 14 October outside the Ark in the gardens. I will be able to answer any questions at the Full Council meeting.

Cllr Sam Rahmouni, September 2021

MAYORAL ENGAGEMENTS – 23rd Jun 2021 to 28th September 2021

Town Mayor’s Engagements

July	6th	Bulmershe School - First Aid Awards
	19 th	Travis Perkins Woodley - Branch Opening
	30 th	Addahut @ 101 – Restaurant Opening
August	11th	Me2 Club - Pop-Up Toy Shop
September	16 th	Berkshire Vision AGM

Deputy Town Mayor’s Engagements

September	9 th	High Sheriff of Berkshire – Summer Reception
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