



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

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To: **ALL MEMBERS OF THE COUNCIL**

**YOU ARE HEREBY SUMMONED to attend an Extraordinary Meeting of Woodley Town Council at 8:00pm on Tuesday 25 August 2020. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.**

Deborah Mander  
Town Clerk

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## **A G E N D A**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members.
3. **COMPOSITION OF THE COUNCIL**
  - a) To note that Councillor Nagra has joined the Labour Party.
  - b) To note that Councillors Al-Sanjari and Nagra have formed a Labour Group
  - c) To note the composition of the Council:  
Conservative: 17  
Liberal Democrat: 6  
Labour: 2
4. **POLITICAL GROUP LEADERS**  
To note that the Labour Group has appointed Councillor Al-Sanjari as Leader of the Labour Group.

5. **STANDING COMMITTEES**

To appoint Members to serve on the standing committees for the remainder of the 2020/21 municipal year. The division of committee seats between the political parties, in accordance with Standing Order 4 a) (iii), is shown in **Appendix 5.**

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5.1 **Strategy and Resources Committee**

- a) To approve the number of seats on the Strategy and Resources Committee. *(Currently 9 seats)*
- b) To appoint Members to serve on the Strategy and Resources Committee.

5.2 **Leisure Services Committee**

- a) To approve the number of seats on the Leisure Services Committee. *(Currently 9 seats)*
- b) To appoint Members to serve on the Leisure Services Committee.

5.3 **Planning and Community Committee**

- a) To approve the number of seats on the Planning and Community Committee. *(Currently 12 seats)*
- b) To appoint Members to serve on the Planning and Community Committee

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

To appoint the Chairman and Vice Chairman of the standing committees for the remainder of the 2020/21 municipal year.

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

6.1 **Strategy and Resources Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

6.2 **Leisure Services Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

### 6.3 **Planning and Community Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

## 7. **APPOINTMENT OF WORKING PARTIES AND SUB COMMITTEES**

To appoint Members to serve on working parties and sub committees for the remainder of the 2020/21 municipal year. The division of the places on each working party between the political parties, in accordance with Standing Order 4 f), is shown in **Appendix 5**.

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*Under Standing Order 4 e) members of the parent standing committee approve the terms of reference, the numbers on and the appointment of members to the working parties.*

All terms of reference are included in **Appendix 7**.

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### 7.1 **Strategy and Resources Committee:**

- a) **Investments Working Party**
  - 1) To approve the number of places on the working party.
  - 2) To approve the terms of reference of the working party.
  - 3) To appoint Members to the working party
- b) **Risk Management Working Party**
  - 1) To approve the number of places on the working party.
  - 2) To approve the terms of reference of the working party.
  - 3) To appoint Members to the working party.
- c) **Catering Partnership**
  - 1) To approve the number of places on the partnership.
  - 2) To approve the terms of reference of the partnership.
  - 3) To appoint Members to the partnership.
- d) **Standing Orders & Financial Regulations Working Party**
  - 1) To approve the number of places on the working party.
  - 2) To approve the terms of reference of the working party.
  - 3) To appoint Members to the working party.
- e) **PR/Marketing Working Group**
  - 1) To approve the number of places on the working group.
  - 2) To approve the terms of reference of the working group.
  - 3) To appoint Members to the working group.
- f) **Personnel Sub Committee**
  - 1) To approve the number of places on the sub committee.
  - 2) To approve the terms of reference of the sub committee.
  - 3) To appoint Members to the sub committee.
- g) **Climate Emergency Working Party**
  - 1) To approve the number of places on the working party.
  - 2) To approve the terms of reference of the working party.
  - 3) To appoint Members to the working party.

7.2 **Strategy and Resources Committee and Leisure Services Committee**

**Woodford Park Leisure Centre Regeneration Task & Finish Group**

- 1) To approve the number of places on the task & finish group.
- 2) To approve the terms of reference of the task & finish group.
- 3) To appoint Members to the task & finish group.

7.3 **Leisure Services Committee:**

a) **Community Youth Partnership**

- 1) To approve the number of places on the partnership.
- 2) To approve the terms of reference of the partnership.
- 3) To appoint Members to the partnership.
- 4) To approve the appointment of voluntary sector representatives to the partnership.

b) **3G Pitch Steering Group**

- 1) To approve the number of places on the steering group.
- 2) To approve the terms of reference of the steering group.
- 3) To appoint Members to the steering group.

7.4 **Planning and Community Committee**

**Cycling in Woodley Working Party**

- 1) To approve the number of places on the working party.
- 2) To approve the terms of reference of the working party.
- 3) To appoint Members to the working party.

7.5 **Bulmershe Site of Urban Landscape Value Joint Working Party:**

- 1) To note the terms of reference of the joint working party.
- 2) To appoint two representatives and one named substitute to the joint working party.

**Membership of Standing Committees**

In accordance with Standing Order 4 a) (iii), the division of the number of places on standing committees between the political parties is as follows:

**1. Committees with 9 seats**

To be divided as follows:

Conservative: 6      Liberal Democrat: 2      Labour: 1

**2. Committees with 12 seats**

To be divided as follows:

Conservative: 8      Liberal Democrat: 3      Labour: 1

**Membership of Working Parties and Sub-Committees**

In accordance with Standing Order 4 f), the division of the number of places on working parties between the political parties is as follows:

**1. Working Parties with 3 members**

To be divided as follows:

Conservative: 2      Liberal Democrat: 1      Labour: 0

**2. Working Parties with 4 members**

To be divided as follows:

Conservative: 3      Liberal Democrat: 1      Labour: 0

**3. Working Parties with 5 members**

Cannot be divided in the correct proportions to comply with Standing Order 4 f)

**4. Working Parties with 6 members**

To be divided as follows:

Conservative: 4      Liberal Democrat: 1      Labour: 1

**5. Urgency Committee**

The members of the Urgency Committee are set by Standing Orders.

**6. Bulmershe SULV Joint Working Party**

Number of seats = 2 plus 1 named substitute

The number of seats is determined in agreement with Earley Town Council and cannot be changed.

To be divided as follows:

Conservative: 1      Liberal Democrat: 1      Labour: 0

**Terms of Reference for Working Parties and Sub Committees**

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Bulmershe SULV Joint Working Party	Page 18

## **Investments Working Party - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

The working party's role is of an advisory nature with regard to the review and monitoring of the Council's long term investments, the Council's Investment Strategy and the Council's Treasury Management Strategy.

#### **Membership of the working party**

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings.

#### **Meetings**

Meetings of the working party shall take place at least quarterly.

#### **Terms of operation**

To receive information on the performance of the Council's long term investments.

To receive advice from the Council's Financial Adviser regarding the Council's investments and its Investment Strategy.

To review and make recommendations to the Strategy and Resources Committee or Council on investment matters, the Investment Strategy and the Treasury Management Strategy, as appropriate.

To consider any other matters relating to the Council's long term investments, and make recommendations to the Strategy and Resources Committee for decision.

## **Risk Management Working Party - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

To review and monitor the risk management strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

#### **Membership of the working party**

There shall be at least three members of Council appointed to the working party. Officers will attend the meetings of the working party, as appropriate.

#### **Meetings**

Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.

#### **Terms of operation**

To have general oversight of the Council's risk management process.

To receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes.

To recommend any amendments to the risk management framework, strategy and process to the Strategy and Resources Committee.

To identify, analyse and prioritise risks.

To determine responsibilities and actions to control risks.

To monitor progress on managing risks against action plans/projects.

To review the implementation of the risk management framework, strategy and process.

To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the working party in respect of risk management matters.



## **The Catering Partnership – Terms of Reference**

Parent Committee: Strategy and Resources Committee

### **Overall purpose**

The aim of the Partnership is to support the catering working partnership through monthly management meetings and information exchange, and to provide longer term data and plans to the Strategy and Resources Committee. The role of the Panel is definitively one of support and monitoring (ie it will not seek to involve itself in or control specific operational issues).

### **Membership of the panel and meetings**

The Partnership will meet every two months and will comprise at least one of the two original directors/principals from Brown Bag, WTC managers, Brown Bag Managers and **five Members of Woodley Town Council**.

### **Meetings**

The meetings are intended to be highly operational meetings and must include operational staff.

Each month, trading figures will be prepared by representatives from Brown Bag and provided to the partnership meetings and Strategy and Resources Committee.

The inaugural meeting(s) of the Partnership should include priority agenda items as follows

- Directions from the Partnership
- Bar management, licensees and associated matters
- Policies and Procedures not yet in place but required (listed, prioritised and allocated as tasks, as appropriate) including training and development, volunteering, grievance and disciplinary
- How Brown Bag and WTC will work together and separately to promote and market the Catering operation overall, and outlining fair and reasonable approaches to resourcing this
- An approach to creating a clearer identity for the café
- Workflows (including invoicing, management accounting, bookings and the functioning of the partnership)
- A volunteering strategy and plan
- A comprehensive quality framework (including compliance specifications in the Contract – such as the Health and Safety File, performance indicators, customer feedback from all areas of the catering operation, reporting)
- Financial projections for the coming year (including staffing structure and equipment)
- Plans and developments for the coming year and beyond
- Contingency/ risk plans for the priority activities

## **Standing Orders and Financial Regulations Working Party - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

The working party's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.

Final approval of these documents is required by Council.

#### **Membership of the working party**

The working party will be made up of four members of Council.

The Town Clerk will attend meetings of the working party.

#### **Meetings**

Meetings of the working party will take place as necessary to meet the overall purpose.

#### **Terms of operation**

To provide reports of meetings to the Strategy and Resources Committee.

To make recommendations to the Strategy and Resources Committee (final approval required by Council) on amendments to the Council's Standing Orders, the committees' powers and duties and the financial regulations, as appropriate.

The order of priority for the work of the working party shall be:

1. Standing orders and the powers and duties of standing committees.
2. Financial regulations.

## **PR/Marketing Working Group - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

The working group's role is of a generally advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

#### **Membership of the working group**

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings, including the PR/Marketing Coordinator, the Town Clerk and/or Deputy Town Clerk.

#### **Meetings**

Meetings of the working group shall take place at least quarterly.

#### **Terms of operation**

To receive and consider proposals relating to the Council's PR and marketing strategies and programmes.

To receive advice from the PR/Marketing Coordinator on the Council's marketing and PR activities and future proposals.

To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.

To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.

To support and be involved with arrangements for community activities eg Woodley Carnival, WW1 commemoration, Centre Stage events.

To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

## **Personnel Sub Committee - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

The sub committee's role is of an advisory nature with regard to the review of personnel and establishment matters.

#### **Membership of the working party**

There will be at least 4 councillors appointed to the sub committee.  
Officers will be in attendance at all meetings.

#### **Meetings**

Meetings of the sub committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.

#### **Terms of operation**

To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 33 b) which states:

"All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee."

To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.

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Where a councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.

Any councillor appeal panels required to be constituted will, if practicable and there are sufficient councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

The panels for any appointments to be made by councillors, as set out in Standing Order 33 c)\*, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable. (The appointment of the Town Clerk to be made by Full Council)

\* the following management posts Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).

## **Climate Emergency Working Party – Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

To identify, consider and develop actions and opportunities to enable the Council to meet its target of becoming a carbon neutral organisation by 2030 and to make recommendations to the Strategy and Resources Committee in order to achieve this.

#### **Membership of the working party**

There shall be at least three members of Council appointed to the working party. Officers will attend the meetings of the working party, as appropriate.

#### **Meetings**

Meetings of the working party will take place as appropriate and necessary.

#### **Terms of operation**

To have general oversight of the Council's Climate Emergency actions.

To develop the Climate Emergency Action Plan with community partners and Wokingham Borough Council.

To publish and publicise the Climate Emergency Action Plan.

To identify opportunities for the Council to reduce its carbon footprint.

To identify and encourage wider community involvement.

To identify opportunities to provide advice and information on Climate Emergency issues and initiatives to Woodley residents, businesses and visitors.

To monitor progress on actions.

To identify action priorities and report to S&R for consideration/funding.

## **Woodford Park Leisure Centre Regeneration Task and Finish Group**

### **Terms of Reference**

#### **Parent Committee – Strategy and Resources Committee**

##### **Purpose**

To discuss and explore a range of matters relating to the regeneration of Woodford Park Leisure Centre including:

- Potential new activities, their costs and their potential to raise additional income
- The potential for partnership working with Bulmershe Gym Club and Badminton England at the centre
- A review of existing facilities at the centre

##### **Membership**

Three Members from the Strategy and Resources Committee

Three Members from the Leisure Services Committee

##### **Meetings**

Meetings will take place over the municipal year and their timing will be arranged, as far as possible, to allow reporting to the Leisure Services and the Strategy and Resources Committees.

##### **Reporting**

The group will report and make any recommendations to the Strategy and Resources Committee. Minutes of the meetings will be provided to both the Leisure Services and the Strategy and Resources Committees.

Revised by Strategy and Resources Committee on 23/1/18 Min No.

## **Community Youth Partnership - Terms of Reference**

### **Parent Committee: Leisure Services Committee**

#### **Overall purpose**

The partnership's purposes are:

- to provide an opportunity for the exchange of information on youth services and activities in the town
- engender good working relationships between providers of youth services and activities in the town
- to enable and/or be involved in joint projects and plans to improve services and support to Woodley's young people
- to consider and make recommendations on applications to the Town Council's youth project fund

#### **Membership of the working party**

There shall be at least five members of Council and up to ten representatives of voluntary sector organisations working with young people appointed to the working party.

Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

Officers will be in attendance at all meetings.

Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

#### **Meetings**

Meetings of the working party shall take place at least quarterly.

#### **Terms of operation**

- To liaise with organisations and bodies providing services and activities for young people in Woodley.
- To receive information on activities and services to young people in the town from youth service providers.
- To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Leisure Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- To receive and consider applications to the youth projects fund held by the Town Council and make any recommendations on those to the Leisure Services Committee.
- To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- To take part in joint projects to make provision for and support young people.
- To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- To consider any other matters relating to young people in Woodley.
- To make any recommendations outside the working party's remit to the Leisure Services Committee.
- To provide reports of meetings held to the Leisure Services Committee.

## **3G Pitch Steering Group -Terms of Reference**

### **Parent Committee: Leisure Services Committee**

#### **Overall Purpose**

The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

#### **Membership of the steering group**

There shall be at least 3 Councillors from Woodley Town Council appointed to the steering group. It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the partner clubs.

Members from the partner clubs may send a representative if they are unable to attend a meeting.

Officers will be in attendance at all meetings.

The Leisure Services Committee may co-opt additional members from specialist areas as deemed necessary.

#### **Meetings**

The steering group shall meet three times each year – around the beginning, middle and end of the football season.

Meetings of the group shall be chaired by one of the Elected Members from Woodley Town Council as the grant holding organisation.

#### **Terms of Operation**

To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.

To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.

To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.



## **Cycling in Woodley Working Party - Terms of Reference**

### **Parent Committee: Planning and Community Committee**

#### **Overall purpose**

1. To develop a Woodley Town Council Cycling Strategy in order to identify, prioritise and optimise actions to:
  - a) Improve Woodley's cycling environment; and
  - b) Provide better facilities for cyclists in Woodley
2. To work with local authorities/cycling groups/experts to achieve the aims of the cycling strategy.

#### **Membership of the working party**

There shall be at least 4 members of the Council and no more than 3 interested parties (such as a highways engineer, a cycling expert and cyclists) appointed to the working party. Others may attend by invitation to give expert advice.

Non-councillor members of the working party have no right to vote at the working party's meetings.

#### **Meetings**

Meetings of the working party should take place at least quarterly.

#### **Terms of operation**

- To review the Vision 2020 document published by the Woodley Community Partnership in 2009, with regard to cycling provision.
- To define the aims and objectives of a WTC cycling strategy.
- To publish and publicise the strategy.
- To discuss how the objectives of the Cycling Strategy may be met.
- To produce a roadmap of the Working Party's planned future.

## **Bulmershe Site of Urban Landscape Value Joint Working Party** **Terms of Reference**

### **Reporting arrangements**

The joint working party will report to Earley Town Council and Woodley Town Council.

### **Overall purpose**

To protect the Bulmershe SULV, as currently defined in the Wokingham Borough Council MDD DPD and as shown on the attached map (Appendix A), from development.

To ensure that each Council is fully aware of any planning applications that have the potential to impact on the Bulmershe SULV.

### **Membership of the working party**

2 members from Earley Town Council, with one named substitute.

2 members from Woodley Town Council, with one named substitute.

There will be a maximum of 4 voting members at each meeting.

The quorum will be 3 voting members.

Officers from both councils will be in attendance at all meetings.

### **Meetings**

Meetings will be arranged as necessary.

### **Terms of operation**

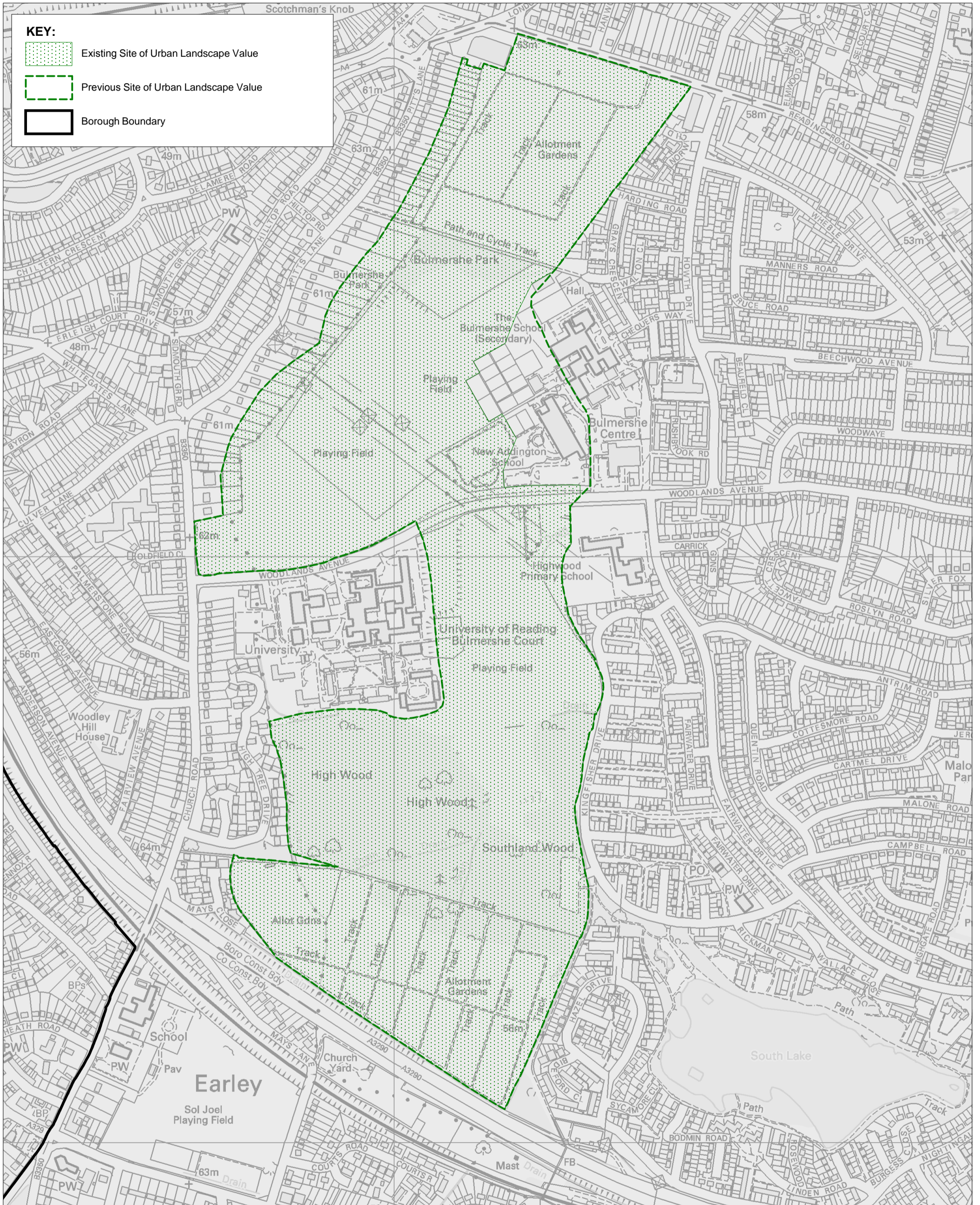
To define and maintain a joint statement on reasons for the Bulmershe SULV to exist.

To review all existing policies in place to protect the Bulmershe SULV.

To propose joint submissions regarding planning policy, at the appropriate times.

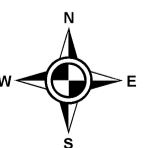
# LANDSCAPE DESIGNATIONS

Map 311 - Amend Site of Urban Landscape Value at Bulmershe, Woodley defined in policy TB22



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Scale 1:6,000 at A3