

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

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

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

Also present: *2 members of the public*

39. **APOLOGIES**

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

40. **DECLARATIONS OF INTEREST**

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

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

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

RESOLVED:

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

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

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

RESOLVED:

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

42. **ACTIONS / FOLLOW UPS**

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

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

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

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

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

43. **FINANCE**

a) Budgetary Control

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

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

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

RESOLVED:

- ◆ To note Report No. SR 23/23.

b) Payments

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

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

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

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

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

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

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

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

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

RESOLVED:

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

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

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

c) PSDF Funds

RESOLVED:

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

44. **OAKWOOD CENTRE INCOME UPDATE**

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

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

RESOLVED:

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

45. **PR & MARKETING SUB COMMITTEE**

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

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

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

RESOLVED:

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

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

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

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

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

Following a discussion on each of the proposed changes it was

RESOLVED:

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

RECOMMENDED:

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

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

47. **WOODLEY TOWN CENTRE PARTNERSHIP**

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

RESOLVED:

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

48. **PROJECTS SCHEDULE 2023/24**

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

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

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

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

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

RESOLVED:

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

49. **VARYING THE ORDER OF BUSINESS**

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

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

50. **YOUTH GRANT APPLICATIONS**

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

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

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

RESOLVED:

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

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

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

51. **COMMUNITY GRANTS**

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

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

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

RESOLVED:

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

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

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

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

Following a vote on each application separately, as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVED:

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

52. **ALLOTMENTS RENT REVIEW**

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

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

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

RESOLVED:

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

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

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

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

RECOMMENDED:

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

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

54. **TOWN COUNCILLOR ALLOWANCES**

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

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

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

RESOLVED:

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

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

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

RESOLVED

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

56. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

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

RESOLVED:

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

57. **FUTURE AGENDA ITEMS**

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

58. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

59. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

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

60. **PERSONNEL SUB COMMITTEE**

The Town Clerk presented the report 30/23.

RESOLVED:

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

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

Meeting closed at 10:15 pm

Woodley Town Council

Current Account

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

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

14-Sep-23 Thames Valley Water Services Ltd	552.00 Monthly water temp checks
21-Sep-23 The Berkshire Pension Fund	20261.37 Employee & 'er deducted from pay
21-Sep-23 Trade UK - Screwfix	288.38 Building supplies
21-Sep-23 Tudor Environmental	751.31 Gardening supplies
06-Sep-23 Turfleet Hire	1,324.80 Seed/top dresser hire
01-Sep-23 TV Licensing	159.00 TV Licence - WPLC 23/24
21-Sep-23 Veolia ES - UK Ltd	77.74 Bin removal-OC&WPLC
01-Sep-23 Wokingham BC - Rates	2637.00 Rates-WPLC
01-Sep-23 Wokingham BC - Rates	382.00 Rates-Coro H
01-Sep-23 Wokingham BC - Rates	173.00 Rates - Chapel H
01-Sep-23 Wokingham BC - Rates	1033.00 Rates - OC
27-Sep-23 Woodley Carnival Committee	3000.00 WTC Carnival donation 23/24
Total Payments	82051.55

CLERKS IMPREST A/C

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

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Sep-23	(Personal Information)	75.00	Refund deposit
04-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	200.00	Refund deposit
06-Sep-23	(Personal Information)	75.00	Refund deposit
08-Sep-23	(Personal Information)	26.00	Refund room hire
08-Sep-23	(Personal Information)	15.00	Refund key deposit
15-Sep-23	(Personal Information)	71.00	Refund 3G pitch hire
15-Sep-23	(Personal Information)	75.00	Refund deposit
22-Sep-23	(Personal Information)	50.00	Refund deposit
25-Sep-23	(Personal Information)	84.00	Refund WPLC hire
25-Sep-23	(Personal Information)	75.00	Refund deposit
25-Sep-23	(Personal Information)	75.00	Refund deposit
29-Sep-23	(Personal Information)	200.00	Refund deposit
29-Sep-23	(Personal Information)	75.00	Refund deposit
29-Sep-23	(Personal Information)	89.60	Refund deposit
21-Sep-23	Amazon Business Account	10.98	5L Pump dispenser
21-Sep-23	Amazon Business Account	15.59	Lusum Bean bags
22-Sep-23	Amazon Business Account	48.94	Carnvil games set
25-Sep-23	Amazon Business Account	16.80	Sylvania starter x2 fly zapper
25-Sep-23	Amazon Business Account	36.08	15W 18in bug zapper
25-Sep-23	Amazon Business Account	25.98	2x 8W 12in Bug zapper lamps
29-Sep-23	Amazon Business Account	24.46	AA 1.5V batteries x100
29-Sep-23	ASLAM	150.00	Refund deposit
06-Sep-23	Berks Muslim Arab	75.00	Refund deposit
29-Sep-23	Berkshire Keep Fit	75.00	Refund deposit
05-Sep-23	Fuel/Petrol Petty cash	200.00	Topup Petty Cash petrol
21-Sep-23	just for schools	149.06	Zown Circular table
27-Sep-23	Lloyds Bank	52593.24	Sept 2023 - net payroll
08-Sep-23	Lloyds Bank D/D	13.60	Monthly fees-Imprest Aug23
05-Sep-23	PETTY CASH A/C	224.25	Topup petty cash
29-Sep-23	Stage Depot Ltd.	117.12	5L black stage paint
Total Payments		55361.70	

Woodley Town Council

Current Account

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

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

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

Total Payments

201,409.71

CLERKS IMPREST A/C

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

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

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

Total Payments

59833.80



Guidelines for Woodley Town Council publications

Including but not limited to:

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

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

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

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

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

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



Community Engagement Policy

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

1. Introduction

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

It sets out:

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

1.2 The objectives of the policy are to;

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

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

2. Community Engagement

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

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

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

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

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

2.3 The key aspects of community engagement include:

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

2.4 Effective and meaningful community engagement can provide several benefits:

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

3. What will we do?

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

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

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

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

4. Engagement Standards

The Town Council will adhere to the following standards:

Inclusion

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

Clarity and Transparency

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

Visibility

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

5. Hard to reach groups

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

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

This can be broken down into the following principles;

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

6. Review

This policy will be reviewed annually.

SCHEDULE OF MEETINGS - 2024/25

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

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

(SH = School Holidays)

SCHOOL TERM DATES

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

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

Elections: 2 May 2024

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

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

Good Friday: 18 April 2025
Elections: 1 May 2025