

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 6 February 2024.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.



Kevin Murray
Town Clerk

Grants

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

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
4. **MINUTES OF THE COUNCIL MEETING HELD ON 5 DECEMBER 2023** Page 5
To receive the Minutes of the Council Meeting held on 5 December 2023 and to approve their signing as a true and correct record.
4. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of Full Council. **(Appendix 4)** Page 29

5. **COMMITTEE REPORTS**

To note reports from the following:

5.1	Planning & Community Committee	12 December 2023	Page 31
5.2	Planning & Community Committee	9 January 2024	Page 41
5.3	Leisure Services Committee	16 January 2024	Page 51
5.4	Strategy & Resources Committee	23 January 2024	Page 61

The following recommendations / resolutions were made at this meeting for Full Council consideration:			
i.	That Council adopt the 2024/25 Risk Management Strategy. (Minute 67) <i>SR Minutes – 23 Jan 2024 - Appendix C</i>		Page 73
ii.	That Council note the 2024/25 Risk Register summary pages. (Minute 67) <i>SR Minutes – 23 Jan 2024 - Appendix D</i>		Page 80
iii.	That Council adopt the 2024/25 Treasury Management Strategy. (Minute 68) <i>SR Minutes – 23 Jan 2024 – Appendix E</i>		Page 83
iv.	That the 2024/25 charges at the Oakwood Centre be approved. (Minute 72) <i>Proposed Charges 2024/25 Appendix (enclosed)</i>		Proposed Charges Appendix
v.	That the 2024/25 charges for Leisure Services be approved. (Minute 72) <i>Proposed Charges 2024/25 Appendix (enclosed)</i>		Proposed Charges Appendix
vi.	That the budget for 2024/25 be presented to Council for approval. (Minute 74.2) <i>Budget Appendix 2024/25 Appendix (enclosed)</i>		Budget Appendix
vii.	That a precept level of £1,164,500 for the 2024/25 financial year be presented to Council for approval. (Minute 74.2) <i>Budget Appendix 2024/25 Appendix (enclosed)</i>		Budget Appendix

5.5	Planning & Community Committee	30 January 2024	Page 89
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6. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

7. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

To note that the Annual Return of the Woodley Memorial Recreation Ground charity was submitted on 1 December 2023.

8. **ANNUAL TOWN MEETING SUB COMMITTEE**

To note **Report No. FC 2-24** of the Annual Town Meeting Sub Committee meeting which was held on 15 January 2024. Page 99

9. **OUTSIDE BODIES**

To receive any reports from Town Council representatives on outside bodies. ***(Appendix 9)*** Page 101

10. **TOWN MAYOR'S ENGAGEMENTS**
To note the engagements attended by Councillor Sartorel as Town Mayor and Councillor Anderson as Deputy Town Mayor since the last meeting. Page 110
(Appendix 10)
11. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.
12. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 5 December 2023 at 8 pm**

Present: *Councillors J. Sartorel (Chairman); J. Anderson; K. Baker; G. Bello; A. Chadwick; K. Charles Bey; J. Cheng; Y. Edwards; M. Firmager; K. Gilder; L. Guttridge; M. Holmes; C. Jewell; M. Kennedy; M. Nagra; B. Rowland; P. Singh; D. Smith; B. Soane; A. Swaddle; J. Taylor*

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

Also present: *Tau Chamboko (WBC ASB Team)
7 members of the public*

55. Before the meeting commenced, the Town Mayor invited representatives from the following organisations, who were awarded grants at the Strategy & Resources Committee meeting held on 21 November 2023, to address the Council and provide details of the projects the grants will go towards funding:

- Woodley Adopt a Street (WASP)
- Berkshire Renegades
- Woodley United Football Club

The Town Mayor adjourned the meeting to enable photos to be taken of the grant recipients. The five representatives then left the meeting.

56. A maximum of 30 minutes was set aside at the beginning of the meeting for members of the public to pose questions to the Council in the Town Forum, as reported in **Appendix A**.

57. Prior to the commencement of the formal agenda items, the Mayor invited Tau Chamboko, Senior ASB Officer - Wokingham Borough Council Anti-Social Behaviour (ASB) Team - to address the Council and discuss ASB within the area.

Tau gave a presentation to Members, detailing the composition of the ASB team, explaining their duties, and providing detail of what falls under their remit.

Following a query as to how the team manage noise complaints, Tau advised that, initially, the complainant is asked to speak to the potential culprit, usually a neighbour. Once this has taken place, if the issue is not resolve, the complainant is asked to keep a diary of incidents, which the team then use to arrange a monitoring visit. The team advise the potential culprit that they are being monitored, and a diary is being kept, although they do not advise by whom. A member of the team will then visit and personally determine if the noise levels are considered to be an ASB matter or not. They do not measure noise levels, and are able to make a determination based on what they personally consider acceptable or not.

Several Members highlighted concerns with the use of eScooters and eBikes, and bicycles in the area, especially the speed and dangerous riding of certain users which Members were concerned would lead to a serious accident.

Tau explained that the use of motorised vehicles does not fall under ASB but were a police matter. However, where a user riding dangerously can be identified, the team can visit their address and educate them as to the use of the vehicles. He also advised that, the team do regularly conduct activities in Woodley town centre, including in the evenings and at weekends. The team wear Wokingham Borough Council uniforms in the hope that they are visible and their presence helps reduce occasions of anti-social behaviour. Where they have witnessed individuals riding dangerously they have spoken to them, however the team often receive verbal abuse back and the matter then has to be referred to the police.

Tau asked Members to keep reporting incidents of ASB to the team, as they use this information to help profile incidents and inform policing partners which, in turn, then informs their activities.

A query was raised as to whether the CCTV used by the team to capture fly-tippers could potentially be used in the town centre to reduce ASB incidents. Tau explained that the team only have access to five devices; these are battery powered and capture still images when they detect activity. He explained these would not be suitable for use as a town centre CCTV system as the devices would run out of battery very quickly where activity levels were high.

Following a query as to whether parking in front of a driveway was considered to be ASB, Tau confirmed that it was not. He explained that enforcement of parking restrictions was a matter for Wokingham Borough Council but that, if no lines exist in front of the driveway, then it would only be illegal to park there if it were to block a vehicle for exiting. Tau confirmed that the team would be able to ask the individual to move the vehicle but that the team do not have direct access to vehicle records to be able to identify them, so would have to write to DVLA to get details.

A request was made that the ASB team produce quarterly reports of their activities to be sent to the Town Clerk so Members are aware of the work they are doing. Tau agreed to look into this.

The Mayor thanked Tau for attending the meeting.

58. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bragg, Errawalla, Horskins and Lewis.

59. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

60. **MINUTES OF COUNCIL MEETING HELD ON 26 SEPTEMBER 2023**

The Town Mayor presented the minutes of the Council meeting held on 26 September 2023.

Minute 51: Future Agenda Items

Following a query, the Town Clerk confirmed that he was looking into possible options to improve the sound recording of meetings, including improving the acoustics of the room and reviewing technology options, and that this would be reported back to the Strategy & Resources Committee. It was noted that sound in smaller, standing committee meetings was good, but that it was the bigger meetings taking place in Carnival Hall where the issues occurred.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 26 September 2023 and that they be signed by the Mayor as a correct record.

Voting: For: 20 Against: 0 Abstentions: 0 No Vote Registered: 1

61. **ACTIONS / FOLLOW UPS**

The Deputy 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.

62. **STANDING COMMITTEE MEMBERSHIP**

RESOLVED:

- ◆ To note that Councillor Cheng has resigned from the Planning & Community Committee.
- ◆ To note that Councillor Baker has been appointed to the Committee by the Conservative group to replace Councillor Cheng.

63. **COMMITTEE REPORTS**

63.1 **Minutes of the Planning & Community Committee: 17 October 2023**

Councillor Soane presented the minutes of the Planning & Community Committee meeting held on 17 October 2023.

RESOLVED:

- ◆ To note the minutes of the Planning & Community Committee meeting held on 17 October 2023.

63.2 **Minutes of the Leisure Services Committee: 7 November 2023**

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 7 November 2023.

RESOLVED:

- ◆ To note the minutes of the Leisure Services Committee meeting held on 7 November 2023.

63.3 **Minutes of the Planning & Community Committee: 14 November 2023**

Councillor Soane presented the minutes of the Planning & Community Committee meeting held on 14 November 2023.

RESOLVED:

- ◆ To note the minutes of the Planning & Community Committee meeting held on 14 November 2023.

63.4 **Minutes of the Strategy & Resources Committee: 21 November 2023**

Councillor Baker presented the minutes of the Strategy & Resources Committee meeting held on 21 November 2023.

Minute 46: Standing Orders & Financial Regulations Sub Committee

A query was raised as the purpose of recording those Members who do not vote on a matter separately to those who abstained. Councillor Baker advised that this was to differentiate between Members who positively indicated they were abstaining from a vote from those who simply do not raise their hand, in order to provide transparency for residents.

However, Councillor Baker stated the matter would be included for consideration at the next meeting of the sub committee.

RESOLVED:

- ◆ To adopt the updated Standing Orders, as set out in the agenda.

Voting: For: 17 Against: 3 Abstentions: 0 No Vote Registered: 1

- ◆ To adopt the updated Financial Regulations, as set out in the agenda.

Voting: For: 20 Against: 0 Abstentions: 0 No Vote Registered: 1

Minute 53: Council Meeting Dates 2024/25

RESOLVED:

- ◆ To approve the schedule of meetings for the 2024/25 municipal year, as attached at **Appendix B**.

Voting: For: 20 Against: 0 Abstentions: 0 No Vote Registered: 1

64. **DIRECT DEBIT MANDATES**

RESOLVED:

- ◆ To note the current direct debit mandates in place are as follows:
 - Ecotricity – Gas Supply
 - Pozitive Energy – Electricity supply
 - Swalec SSE – Electricity Supply (Public toilet)
 - Merchant Rentals x2 – Payment Card Terminals
 - Lloyds Bank – Bank charges / Card processing
 - EPOS (Go Cardless) – WPLC till / support
 - Club Manager (Go Cardless) – WPLC Membership software / support
 - Secure Heat (Go Cardless) – Boiler servicing – all sites
 - Les Mill Fitness – WPLC Club membership / licence
 - B E Fuelcards – Petrol/diesel
 - Global 4 Communications – Phones / internet / mobiles
 - Devonshire Trading – Gym equipment lease
 - SGW – Payroll services
 - Pitney Bowes – Franking machine top-up
 - Mailcoms – Franking machine maintenance / support
 - CF Corporate – Copier Lease
 - Public Works Loan Board – Project loans

65. **LEADER'S STATEMENT**

Councillor Baker, as Leader of the Council, provided a statement, the content of which is provided at **Appendix C**.

66. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

The Mayor advised Members that, since the issuing of the agenda, the charity's annual return had now been submitted, and that a meeting of the Council, as Corporate Trustees for the charity, would take place to formally note this prior to the next Full Council meeting in February.

RESOLVED:

- ◆ To note that the annual return of the Woodley Memorial Recreation Ground Charity has now successfully been submitted, and that a meeting of the Council, as Corporate Trustees for the charity, would be held prior to the next meeting of Full Council.

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

- 67.1 The following motion was proposed by Councillor Jewell and seconded by Councillor Rowland:

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

Councillors Jewell, as proposer, spoke in favour of the motion, with her proposal speech provided in writing to the Deputy Town Clerk and included at **Appendix D**.

The Mayor asked Members to indicate if any were against the motion as it currently stood, as if there were none then they could proceed straight to a vote, however a number of Members indicated they were against the motion under consideration.

Councillor Rowland, as seconder, reserved her right to speak on the Motion until later in the debate.

- 67.2 Councillor Baker proposed the following amendment, seconded by Councillor Anderson, and received in writing by the Town Clerk, as required by the Standing Orders:

"In recognition of the importance of community involvement in our Climate Emergency Action Plan, this Council will ask the Annual Town Sub Committee to evaluate the concept of taking advantage of the Annual Meeting in order to share ideas for developing additional practical actions within our community for this Action Plan.

In addition this Council requests the Strategy & Resources Committee to investigate the possibility of creating a Woodley Earthshot Competition."

The Mayor confirmed with the Town Clerk that the amendment had been distributed to all those in attendance at the meeting and distributed via email to those not in attendance.

Councillor Jewell raised a point of order, asking the Town Clerk if the proposed amendment negated the original motion, which is prohibited by the Standing Orders. The Town Clerk confirmed that, in his opinion, the amendment did not negate the original motion as it supports the principal of the motion but provides a framework for it to be delivered.

Councillor Jewell also queried if the second paragraph of the amendment was permissible, as the Standing Orders require any amendment wording to be relevant to the original motion. The Town Clerk confirmed that, in his opinion, it was permissible and in keeping with the original motion.

Councillor Baker, Anderson, Taylor and Chadwick spoke in favour of the amendment.

Councillor Taylor suggested further amendments but was informed that these could not be considered until the amendment under consideration had been determined, and any further amendment would need to be put in writing to the Town Clerk and circulated to all in attendance at the meeting, as well as Members not in attendance, in line with Standing Orders.

Councillor Jewell exercised her right of reply. Whilst in support of the amendment in principal, she spoke against the inclusion of the suggestion to consider creating a Woodley Earthshot competition.

Following a vote, it was

RESOLVED:

- ◆ That the amendment be carried and become the substantive motion.

Voting: For: 18 Against: 0 Abstentions: 2 No Vote Registered: 1

- 67.3 The Mayor read out the amendment wording again, confirming this was now the substantive motion under consideration.

The Mayor asked Members to indicate if any were against the substantive motion, and one Member indicated they were.

A point of order was raised regarding the substantive motion referring to the 'Annual Town Sub Committee', and it was noted that this was actually the 'Annual Town Meeting Sub Committee'. The Deputy Town Clerk confirmed this would be amended for accuracy.

Councillor Baker spoke in favour of the substantive Motion.

Councillor Jewell spoke against the substantive Motion.

The Mayor indicated to Members that the 30 minutes time limit set for motions to be tabled, proposed, and debated in the Standing Orders had lapsed, and therefore they would proceed straight to a vote.

RESOLVED:

- ◆ That the following substantive motion be carried:

"In recognition of the importance of community involvement in our Climate Emergency Action Plan, this Council will ask the Annual Town Meeting Sub Committee to evaluate the concept of taking advantage of the Annual Meeting in order to share ideas for developing additional practical actions within our community for this Action Plan.

In addition this Council requests the Strategy & Resources Committee to investigate the possibility of creating a Woodley Earthshot Competition."

Voting: For: 18 Against: 0 Abstentions: 2 No Vote Registered: 1

68. **OUTSIDE BODIES**

- 68.1 **RESOLVED:**

- ◆ To note that Councillor Cheng has resigned as Town Council representative to the Poor's Land Charity, with no replacement provided.

- 68.2 **RESOLVED:**
- ◆ To note that Councillor Soane has resigned as Town Council representative to the Friends of Woodford Park group, and has been replaced by Councillor Horskins.

- 68.3 In respect of the Outside Body reports, Councillor Kennedy advised Members that the Wokingham Borough / Parish Liaison Forum, for which he was the appointed Town Council representative, was next due to meet on Wednesday 6 December, and asked if any Members had any questions to raise to email him.

RESOLVED:

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

69. **TOWN MAYOR'S ENGAGEMENTS**

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

70. **FUTURE AGENDA ITEMS**

Following a request to ensure that a regular item on the Climate Emergency be included on the relevant standing committee's agenda, Councillor Baker confirmed that this was a regular item included on the Strategy & Resources Committee's agenda.

A request was made to correct a reference to a Climate Emergency sub committee in the Herald.

71. **PUBLICITY & WEBSITE**

There were no publicity or website items suggested by Members.

Meeting closed at 9:59 pm

TOWN FORUM

5 December 2023

Seven members of the public attended the Town Forum.

An allotment tenant, attending the meeting virtually, posed the following question to Councillors, which he had submitted in writing in advance:

"I would like to publicly raise my objections to the council's proposed ban on fires at the allotment site. My reasons for objection are as follows:

- 1) I feel very strongly the council has not properly consulted on this issue, and that there has been no attempt to look for any kind of "middle way".*
- 2) I feel the council has not spent sufficient time thinking about their proposal, and design solution. (i.e. an outright ban).*
- 3) The council's proposal will inconvenience a lot of people.*
- 4) The council's proposal (i.e. trips to the tip (c.f. renewals letter) is not in alignment with your Climate Change objectives.*

I would like to suggest that the council give serious consideration to providing a designated communal Bio-char cone pit on site, away from all residential buildings.

Cone pits create a vortex, and produce almost no smoke. They also store carbon in the ground for thousands of years. A study by the International Biochar Initiative (IBI) found that the carbon footprint of cone pit biochar production ranged from 0.02 to 0.21 kg CO₂-eq per kg of biochar produced. This is significantly lower than the carbon footprint of conventional methods of waste disposal, such as incineration or landfilling."

Cllr Smith, as Chairman of the Leisure Services Committee, responded, thanking the resident for his question. He highlighted that the decision to ban bonfires on the allotment was not due to be implemented until January 2025, to give time for tenants to provide comments and input into the change. Cllr Smith confirmed that any comments would be taken on board, and if changes were needed the Leisure Services Committee would consider these. He also highlighted the banning of bonfires on the allotments was an action, included in the Council's Climate Emergency Action Plan.

The resident responded with a supplementary query regarding what might happen with existing waste materials at the site, and was concerned at the potential increase in fly tipping caused by the ban. Cllr Smith confirmed he would be happy to look into the matter personally, and to make improvements as needed to resolve this.

Cllr Jewell spoke, advising that she was also an allotment tenant. Cllr Jewell requested that the Council consider the alternative options for removing waste which is currently burnt, including the suggestion from the resident to introduce a Bio-char cone pit. Councillor Smith stated this would happen.

Following a query regarding how the change would be communicated to residents, the Town Clerk confirmed that Members were being advised in the renewal letters being sent out currently, and the 12-month lead in period would provide time for further publicity and engagement to take place, including putting up notices on the allotments, and working with the Tenants Committee to communicate the change and educate tenants as to the alternatives.

A resident attending the meeting stated that, at Wokingham Borough's last Full Council meeting on 16 November, the Leader of Woodley Council implied that he was an "old fart". He asked whether this was how young people should be spoken to.

The Leader of the Council, Cllr Baker, responded, providing context that the comment was made following a presentation from the Youth Council, which he confirmed had been an excellent discussion. He advised that he had invited members of the Youth Council to attend Strategy & Resources Committee meetings, and to be part of the Community Youth Partnership, and that during following conversations no one had indicated that they had taken umbrage to the use of the term. He apologised if the resident had taken umbrage to the use of the term.

Cllr Singh spoke to ask if he could raise a motion to Full Council. He was advised that this would need to be submitted, in writing, to the Town Clerk at least 14 days prior to the next Full Council meeting, to be included for consideration. The Town Clerk confirmed he would send Councillor Singh details of the process.

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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 Meeting) 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

LEADERS STATEMENT

Cllr Keith Baker
5th December 2023

Well, here we are at the very first Christmas meeting of the new Town Council. Every year I approach this first year with many new councillors with a little bit of trepidation wondering how well we will all work together. More often than not the majority of councillors leave their “party hats” at the doorstep and we work together for the benefit of our residents. When we do that residents benefit when we do not work together it is the residents who suffer.

But before I say any more, I want to talk about a huge number of “silent hero’s” in our community. As Leader of Woodley Town Council, it never ceases to amaze me how much compassion, caring and goodwill there is in our community. When times are incredibly stressful and families struggle to cope it is great to know that there are individuals and local organisations who will always go that extra yard to help them. Such volunteers do it with great caring not looking for any thanks which makes it even more remarkable. We also need to thank all the essential workers who will be giving up their Xmas to provide the services we all often take for granted. Together they make Woodley an incredible community to live and work in.

On behalf of Woodley Town Council and all Councillors I want to put on record our sincerest thanks to each and every one of them.

Over the last year, and before, there has been quite a lot of turmoil and stress for officers of this Council. A lot of that was dealing with the legacy of totally inappropriate behaviour towards officers from a couple of councillors, who are no longer here. They had to endure a degree of hostility during committee meetings from these councillors, questioning many things. Nothing wrong with asking questions but the aggression has been unwarranted. This had a direct impact on our then Town Clerk which resulted in a long period of absence due to sickness. I would like to thank Kevin, as the then Deputy Town Clerk, for stepping into that void not only carrying out his Deputy role but taking on the work of the Town Clerk as well. He was ably assisted by Matthew who always went that extra mile than needed.

I was really pleased that following an exhaustive evaluation by the Personnel Board, ably led by our Deputy Mayor, Cllr Anderson Kevin was promoted to the vacant Town Clerk position. Following that, a reorganisation of work and current roles resulted in Matthew becoming the Deputy Town Clerk. This Town Council is blessed with a great team of Officers, led by Kevin to which I would like to say a heartfelt thank you.

I believe we have started well and have the makings of a good councillor team. I hope these foundations will grow over the next year so we can deliver even more for our residents.

For all the groups I have mentioned I hope that your celebrations over this Christmas period, whatever they may be, are successful and set you up for an exciting New Year.

Motion No 73 – Woodley Town Council, Full Council meeting 5th December 2023

A Climate Emergency was declared in October 2019 which received the Council's full support. Since then, there have been sporadic Climate Emergency Sub-Committee meetings, just 3 or 4 over the last 4 years. If it wasn't for the commitment and dedication of the Town Council staff, very little would have been achieved.

There has been publicity about the initiative on the Council's website and, more recently, a piece in the Herald. However, that item talks about a sub committee that is virtually non-existent.

This motion is intended as a catalyst to becoming more proactive and involving our community in reducing carbon footprints and providing more information about actions that can be taken. For example, signing up to the Planet Pledge on the Wokingham Borough's website. Something all councillors should think about doing.

There is no shortage of local expertise. The University of Reading have a world-renowned Climate Research Division, Wokingham Borough have an active climate emergency programme. What we need is a vehicle in which the available information can be disseminated to Woodley residents – a Town Council event would achieve this.

This Council recently unanimously agreed to my motion about supporting environmental actions – we now need to put that commitment into action, I commend this motion to you.

Cllr Carol Jewell

**REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO
OUTSIDE BODIES**

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED	PAGE
ARC	Cllr K. Gilder Mrs S. Flower	No Yes	- 3
Citizens Advice Wokingham	Cllr V. Lewis	No	-
Friends of Woodford Park Committee	Cllr B. Soane	No	-
Highwood Management Conference	Cllr K. Gilder Cllr M. Holmes	No No	- -
Keep Mobile	Cllr L. Guttridge	Yes	4
Poor's Land Charity	Cllr M. Holmes Cllr K. Gilder Mrs S. Flower VACANCY	No No Yes -	- - 5 -
ReadiBus	Mr A. Heap	Yes	6
Robert Palmer's Almshouse Charity	Cllr D. Bragg	No	-
Sonning & District Welfare & Education Trust	Cllr D. Smith	Yes	8
Wokingham Borough Council Climate Emergency Working Group	Cllr Y. Edwards	No	-
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	Yes	10
Woodley Bowling Club Management Committee	Cllr K. Gilder	No	-
Woodley Volunteer Centre	Cllr M. Kennedy	Yes	11

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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

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

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



MUNICIPAL YEAR: 2023/24

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

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

Representative:	Linda GUTTRIDGE	Dated:	281123
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

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

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



MUNICIPAL YEAR: 2023/24

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

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

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

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

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



MUNICIPAL YEAR: 2023/24

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

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

email address is not published on the website.

Treasurer's Report

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

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

Change of Treasurer

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

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

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

Grant Applications

There are no current applications

A.O.B.

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

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

The meeting closed at 7:10 pm.

The next meeting was set for:

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

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

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

Representative:

Darren Smith

Dated:

29th Nov 2023

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

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

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



MUNICIPAL YEAR: 2023/24

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

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

Representative:	Cllr Mike Kennedy	Dated:	28.11.2023
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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		26 September 2023	
Minute	Action	Progress Update	Last Updated
46	To include reference to requesting electronic copies of the notice of conclusion of audit in future notices.	Will be progressed for next notice.	01/02/24

Meeting Date:		5 December 2023	
Minute	Action	Progress Update	Last Updated
70	Correct reference to a Climate Emergency Sub Committee in the Herald.	COMPLETE Officers have been unable to find reference to the Sub Committee in any issue of the Herald published after the disbanding of this committee, as such there is nothing that needs correcting.	01/02/24
Appendix A	Leisure Services to consider alternatives to bonfires at the allotments, including the suggestion to install a Bio-char cone pit.	Officer report will go to Leisure Services in April.	01/02/24
Appendix A	Town Clerk to write to Cllr Singh to provide details of the process for submitting a written motion.	COMPLETE Relevant Standing Orders information provided to Cllr Singh	01/02/24

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

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 12 December 2023 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); R. Horskins; C. Jewell; V. Lewis; J. Sartorel; J. Taylor*

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

Also present: *Councillor K. Baker (virtual attendance)
1 member of the public*

122. **APOLOGIES**

Apologies for absence were received from Councillor Baker, Bragg, Guttridge and Singh. Councillor Baker advised he would attend the meeting virtually.

123. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

124. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 14 NOVEMBER 2023**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 14 November 2023 be approved and be signed by the Chairman as a true and accurate record.

125. **ACTIONS / FOLLOW UPS**

Members noted the information provided in the Actions and Follow ups document, provided in the agenda.

126. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

127. **PLANNING DECISIONS**

The Deputy Town Clerk advised Members that the stakeholder engagement company, working with the applicant on the proposed care home development on the old Travis Perkins site in Woodley Green, had been in contact to say that the applicant is revising their planning application and they will inform the Town Council and local residents of their proposals in due course.

RESOLVED:

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

128. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note the following planning applications which only require consultation with adjoining neighbours of the site:

Application: 232912
Location: 7 Quentin Road, Woodley, Wokingham, RG5 3NF.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 4.00m and the height of the eaves 3.00m.

Application: 232938
Location: 72 Bruce Road, Woodley, Wokingham, RG5 3DZ.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 2.85m and the height of the eaves 2.65m.

129. **TREE PRESERVATION ORDERS**
Applications for works to trees

RESOLVED:

- ◆ To note the following applications for tree works:

Application: 232622
Location: TPO 3/1951 WOODLAND 3: 45 Fairwater Drive, Woodley, Wokingham, RG5 3JG.
Proposal: G1, Conifers – Fell trees to front of property.
G2, Conifers – Fell trees to rear of property.

Application: 232984
Location: TPO 3/1951 WOODLAND 3: 29 Larch Drive, Woodley, Wokingham, RG5 3LW.
Proposal: T1, Cherry – Crown reduction to reduce height from 8m to 5m and spread from 10m to 4m.

130. **GOODS VEHICLE OPERATORS LICENCE**

RESOLVED:

- ◆ To note the following application for a Goods Vehicle Operators Licence (GVOL):

Licence: OH2069976 R
Operator: Loew Rental Ltd
Directors: Rodney Lowry, Rachel McCausland, Neil William Gamble
Operating Centre: 1 Viscount Way, Woodley, Reading, RG5 4DZ
Authorisation: 1 Vehicle

Comments: As a response was required prior to the meeting, application details were circulated to Members via email and no objections were received.

131. **PAVEMENT LICENCE**

RESOLVED:

- ◆ To note the following application for a Goods Vehicle Operators Licence (GVOL):

Business: Greggs
Address: 136-142 Crockhamwell Road, Woodley RG5 3JH
Details: Application for land adjacent to the above for the operation of refreshment facilities
Times: Mondays to Saturdays 0700 to 2000
Sundays 0800 to 1800

Comments: As a response was required prior to the meeting, application details were circulated to Members via email and no objections were received.

132. **WOKINGHAM BOROUGH COUNCIL IEMD DECISION – MY JOURNEY**

RESOLVED:

- ◆ To note the drawdown amounts for Wokingham Borough Council's My Journey scheme, approved by Individual Executive Member Decision on 29 November, as set out in the agenda.

133. **WOKINGHAM BOROUGH COUNCIL IEMD DECISION – READING TRANSPORT PLAN RESPONSE**

Members noted that Wokingham Borough Council's response to the Reading Transport Plan consultation recommended improvements which would promote the increased use of the Reading to Waterloo railway line. However, it was commented that Wokingham might need to be reminded about the existing need to improve access to Earley station, particularly the footbridge over the A329m, and also a proposed zebra crossing on Wokingham road, which would be exacerbated by increased use.

RESOLVED:

- ◆ To note Wokingham Borough Council's response to Reading Borough Council's Local Transport Plan (Reading Transport Strategy) 2040 consultation, approved by Individual Executive Member Decision on 29 November, as set out in the agenda.

134. **READING BOROUGH COUNCIL – LOCAL PLAN PARTIAL UPDATE**

It was commented that the proposed local plan partial update did not appear to include anything which would specifically affect to the Woodley area.

RESOLVED:

- ◆ To not send a response to Reading Borough Council's local plan partial update consultation.

135. **TRANSPORTATION & HIGHWAYS**

135.1 **Cycling in Woodley**

Members discussed the merits of setting up a Cycling & Walking task and finish working group, with opposing views expressed.

It was suggested setting up a working group would be worthwhile as it would allow a small group of interested people to consider and identify improvements to infrastructure, as well as publicity opportunities, which would promote cycling and walking. These could then be presented back to the Planning & Community Committee for consideration. It was envisaged the task would not take long, and the improvements identified were likely to be inexpensive.

A comment was made that the draft terms of reference were not fit for purpose; specifically, the majority of the document referred to cycling, with the inclusion of walking an after thought. It was suggested the document should be re-written and returned to the January meeting for consideration.

With regards to the inclusion of a statement that appointments to the group would disregard political proportionality, it was suggested that the group should follow proportionality rules, as set out in the Standing Orders, to reflect the voting intentions of residents.

A concern was raised about the inclusion of "2 active cyclists" amongst the appointments as there was no clear definition of this. It was highlighted that this might prevent the inclusion of individuals who were previously keen cyclists but were no longer, for example, possibly due to their age.

It was noted that meetings of working groups were not recorded nor open to the public; a comment was made that it would be better to continue to consider cycling and walking issues at Planning & Community Committee meetings. A proposal was made that the issue of cycling and walking could be included in the agenda for the Annual Town Meeting in May 2024 alongside the Climate Emergency topic which was agreed at the last meeting of Full Council. However, a concern was raised as to the popularity of this meeting, with historic attendance being low. It was noted that efforts had been made over many years to make the meeting more engaging and increase attendance.

It was highlighted that the Leader of the Council, during his speech at Full Council, had referred to leaving politics at the door in local councils. With regards to appointments being made in line with political proportionality, it was commented that this would exclude Councillor Jewell as a Liberal Democrat group member which, due to her interest and knowledge, would be perverse.

A suggestion was made that, rather than setting up a working group, Councillors Taylor and Jewell should be asked to go away and consider this matter together, and then bring a joint proposal back to the committee for consideration. However, it was commented that Councillor Jewell had already provided written proposals at recent meetings.

A proposal was made by Councillor Jewell, seconded by Councillor Horskins, to remove reference to the inclusion of "2 active cyclists" on the working group, as stipulated in the draft terms of reference included with the agenda.

RESOLVED:

- ◆ To approve the formation of the Cycling & Walking task & finish working group.

Voting: For: 2 Against: 0 Abstain: 3 No Vote: 1

- ◆ To approve the terms of reference of the Cycling & Walking task & finish working group, as set out at **Appendix B**.

Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

- ◆ To note the appointment of Councillor Jewell to the working group, and that the two Conservative group appointments and one Labour group appointment would be provided, via email, after the meeting.

135.2 **Community Speedwatch**

It was noted that Councillor Taylor was working with Councillor Bragg on progressing the Council's Community Speedwatch group, and it was envisaged further progress would be made in the new year.

135.3 **Highways Issues**

The Chairman advised Members there had been no further update with regards to the parking issues, highlighted at Rivermead Primary School in previous meeting.

136. **COMMUNITY ISSUES**

There were no community issues raised by Members.

137. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - BALC Newsletter – November 2023
 - Me2 Club Newsletter – November 2023

138. **FUTURE AGENDA ITEMS**

It was requested that an item on Earley Station Footbridge be included in the next agenda.

139. **PUBLICITY/WEBSITE**

There were no publicity and website items raised by Members.

140. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:01 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 12 December 2023

Application No. & Address	Proposal
232401 55 Colemans Moor Road, Woodley, RG5 4DG	Householder application for the proposed conversion of loft to form habitable space, facilitated by the erection of side dormer and 2no rooflights.
Observations: Members of the Planning & Community Committee have considered this application and had no objections, although they noted the comments made by a neighbour on Wokingham's portal and asked that these be taken into account.	
232468 17 Wyndham Crescent, Woodley, RG5 3AY	Householder application for the proposed erection of first floor rear extension, plus 1no. rooflight and formation of new side window.
Observations: No objections.	
232637 2 Munro Avenue, Woodley, RG5 3QY	Householder application for the proposed erection of a single storey front, side and rear extension and erection of a detached garage, following demolition of the existing front porch, rear conservatory and detached garage.
Observations: No objections.	
232750 3 Buckden Close, Woodley, RG5 4HB	Householder application for the proposed conversion of existing garage to create habitable accommodation.
Observations: No objections.	
232764 303 Loddon Bridge Road, Woodley, RG5 4BE	Full application for the proposed replacement of existing shop front windows to windows with aluminium frames.
Observations: No objections.	
232777 40 Pitford Road, Woodley, RG5 4QF	Householder application for the proposed single storey front extension with a tiled pitched roof.
Observations: No objections.	
232778 47 Hawker Way, Woodley, RG5 4PF	Householder application for the proposed erection of single storey front porch, changes to fenestration plus internal alterations.

Observations: No objections.	
232839 21 Vauxhall Drive, Woodley, RG5 4EA	Householder application for the proposed erection of a single storey rear extension, changes to fenestration and extension of front hardstanding to extend parking area.
Observations: Members of the Planning & Community Committee have considered this application and had no objections, although they noted the comments made by a neighbour on Wokingham's portal and asked that these be taken into account.	
232843 14 Wright Close, Woodley, RG5 4TY	Householder application for the proposed erection of a single storey rear extension with 2 no. roof lights and the insertion of a new first floor window.
Observations: No objections.	
232894 43 Ravensbourne Drive, Woodley, RG5 4LH	Householder application for the proposed erection of a single storey front porch following demolition of existing front porch, and new dropped kerb.
Observations: No objections.	
232905 32 Marathon Close, Woodley, RG5 4UN	Householder application for the proposed part conversion of existing garage to create habitable accommodation plus changes to fenestration.
Observations: No objections.	
232986 25 Beechwood Avenue, Woodley, RG5 3DE	Householder application for proposed single storey rear extension and single storey front extension to create porch (Retrospective).
Observations: No objections.	
233002 70 Arundel Road, Woodley, RG5 4JT	Householder application for proposed conversion of the garage to create habitable accommodation and first storey extension above the garage.
Observations: No objections.	

CYCLING & WALKING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	4.12.23	No	Draft Version
1.0	12.12.23	Yes	Approved by P&C Committee (12/12/23)

- 1. TYPE OF COMMITTEE =>** Task & Finish Working Group
- 2. PARENT COMMITTEE =>** Planning and Community Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
- 4. SIZE =>** 4 Councillors; to be made up of 2 Conservative group, 1 Labour group and 1 Liberal Democrat group appointment (disregarding Standing Order 2.2 – political proportionality).
- 5. DUTIES AND POWERS**
 - 5.1. OVERALL PURPOSE**
 - a. To identify, prioritise and optimise actions in order to achieve the following, approved, Strategy for Cycling:

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

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

And we'll provide a forum for experienced, new, and Woodley cyclists to have their say on what's needed to improve cycling in Woodley.
 - b. To work with local authorities / cycling groups / experts to achieve the aims of the Strategy for Cycling.
 - c. To consider ways in which improvements may also be made to walking infrastructure.
 - 5.2. MEETINGS**
 - a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.
 - b. Officers will be in attendance at all meetings.

5.3. TERMS OF OPERATION

- a. To review and understand Wokingham Borough Council's Local Cycling and Walking Infrastructure Plan (LCWIP) and where it impacts Woodley and the surrounding area.
- b. To review and understand Wokingham Borough Council's Transport Strategy in terms of its contribution to and effect on cycling and walking in Woodley.
- c. To determine and design a programme of communication, collaboration and education events in the local community with relevant stakeholders, targeted at promoting [Active Travel](#) by improving both walking and cycling conditions in Woodley.
- d. To consider the introduction of a Walkers & Cyclists Forum to further collaborate between the Town Council and residents, including identifying the purpose of such a forum, the likely stakeholders, and the level of involvement required from the Town Council.
- e. To identify issues with / improvements required to existing cycling infrastructure and signage, especially those which create poor cycling conditions and reduce safety, and which discourage the take up of cycling. To consider how to resolve these, working with Wokingham Borough Council as the Highways Agency where necessary, and taking into account the Local Cycling & Walking Infrastructure Plan.
- f. To produce an action plan of recommended improvements and, where appropriate, progress them to completion, including making recommendations, via the Planning & Community Committee, to the Strategy & Resources Committee where it is identified that funding is required.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 9 January 2024 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); K. Baker; D. Bragg; L. Guttridge; R. Horskins; C. Jewell; J. Sartorel; P. Singh; J. Taylor*

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

Also present: *Councillor V. Lewis (virtual attendance)
3 members of the public*

141. **APOLOGIES**

Apologies for absence were received from Councillor Lewis, who advised he would attend the meeting virtually

142. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

Councillor Baker advised Members that, in relation to planning application 233168, included for discussion under item 5 Planning Applications, he has been involved in various public consultations run by Boutique Care Homes, as well as having conversations with residents, due to his position as borough ward councillor.

143. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 12 DECEMBER 2023**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 12 December 2023 be approved and be signed by the Chairman as a true and accurate record.

144. **ACTIONS / FOLLOW UPS**

Members noted the information provided in the Actions and Follow ups document, provided in the agenda.

With regards to the potential introduction of the 'Ask for Angela' initiative, Members noted the update, and that Officers believed the initiative was not applicable to Council buildings. However, they were supportive of promoting the initiative in the area, and asked that it be raised with the Town Centre Manager for discussion at the next Woodley Town Centre Partnership meeting.

145. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

146. **PLANNING DECISIONS**

RESOLVED:

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

147. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following decision regarding an appeal against refusal of planning permission lodged with the Planning Inspectorate:

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

148. **PRIOR APPROVAL APPLICATION**

RESOLVED:

- ◆ To note the following prior approval planning application:

Application: 233183
Location: 86 - 88 Headley Road, Woodley, Berkshire, RG5 3QQ
Proposal: Prior approval submission for the proposed change of use of first floor offices (Use Class E) to 1 no. dwelling (Use Class C3)..

147. **ADVERTISEMENT CONSENT APPLICATION**

RESOLVED:

- ◆ To note the following advertisement consent application:

Application: 233125
Location: 71 Crockhamwell Road, Woodley, Wokingham, RG5 3NW
Proposal: Application for advertisement consent for 1No Projecting sign internally illuminated (Static), 1No Fascia sign Internally illuminated (Static) and Decal surround ATM. Advertisement period 13/12/2023-12/12/2028.

148. **TREE PRESERVATION ORDERS**
Applications for works to trees

RESOLVED:

- ◆ To note the following application for tree works:

Application: 233069
Location: TPO 141/1977 T10: 68 Western Avenue, Woodley, Wokingham, RG5 3BH.
Proposal: T1, Oak (T10 on TPO) – Cut back stem growing towards no. 70 Western Avenue by approx. 1.5m; cut back stem growing over the road by approx. 1.5m; crown lift to 5.3m over the road..

149. **WOKINGHAM BOROUGH COUNCIL IEMD – TRO AMENDMENT**

Members discussed the proposed Wokingham Borough Council's Traffic Regulation Order amendment.

It was noted that the proposals relating to Colemansmoor Road had been withdrawn in order to be reviewed further.

RESOLVED:

- ◆ To note the report, received from Wokingham Borough Council, regarding the Boroughwide Amendment No.1 Traffic Regulation Order (TRO), for which an Individual Executive Member Decision (IEMD) is due to be made on 18 January 2024, as set out in the agenda, and that no objections were submitted on behalf of the Town Council.

150. **PREMISES LICENCE APPLICATIONS**

150.1 **RESOLVED:**

- ◆ To note the new premises licence application, received by Wokingham Borough Council, for NISA Local, 86-88 Headley Road, Woodley, RG5 4JE.
- ◆ To respond to confirm that the Council has no objections to the application.

150.2 **RESOLVED:**

- ◆ To note the application for a variation of a premises licence, received by Wokingham Borough Council, for Morrisons Daily (Formerly McColls), 141 Crockhamwell Road, Woodley, RG5 3JP.
- ◆ To note that comments were required to be submitted for this application by 22 December 2023, therefore details were circulated to Members via email prior to this meeting and no objections were received.

151. **REVISED ESTIMATES 2023/24 AND BUDGET ESTIMATES 2024/25**

Members considered Report No. PC 1/24 and the applications received for grant funding for 2024/25.

It was highlighted that, were all annual grant applications to be approved for the 2024/25 financial year, this would be approximately a 50% increase in the current budget.

Councillor Baker set out a proposal to consider the annual grant applications in two steps; firstly, setting a budget for the year, and then considering the grants against that budget. He also highlighted that there was a £30k earmarked reserve to provide grants for youth activities, which Members noted had £25k remaining, and suggested four of the annual grant applications under consideration may be more appropriate to be considered for funding against that budget by the Leisure Services Committee.

Following a lengthy discussion by Members to understand the proposal, Councillor Baker proposed, seconded by Councillor Horskins, and it was

RESOLVED:

- ◆ To approve a budget of £30,000 for the 2024/25 financial year.
- ◆ For the annual grants received from ARC, First Day's Children's Charity, Home-Start Wokingham District and Parenting Special Children to be referred to the Leisure Services Committee for consideration under the Youth Grant scheme, with the Planning & Community Committee endorsement for approval.

Voting: For: 7 Against: 0 Abstain: 2 No Vote: 0

Members then considered the remaining annual grant applications. The differing sums of money being requested by Keep Mobile and Readibus were highlighted by Members, who noted that Keep Mobile were responsible for providing 4,096 trips for Woodley residents, whilst Readibus were responsible for 4,884 trips. It was suggested that, in future when considering annual grant applications, if a Town Council representative is appointed on the management committee for that organisation that it may be beneficial for them to attend the meeting to provide their views.

Following the discussion, it was

RESOLVED:

- ◆ To recommend that the Revised Budget Estimates for 2023/24 be approved.

Voting: For: 7 Against: 0 Abstain: 2 No Vote: 0

- ◆ To not approve the annual grant application received from Chemogiftbags, and to refer them to apply for a Community Grant.
- ◆ To recommend to the Strategy and Resources Committee that the following Annual Grants be awarded for 2024/25:

Citizens Advice Wokingham	£8,000
Keep Mobile	£5,290
Link Visiting Scheme	£1,500
ReadiBus	£14,210
The Wokingham Volunteer Centre	£1,000

Total £30,000

- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2024/25, subject to the figures above, be approved.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote: 0

152. **CYCLING AND WALKING TASK & FINISH WORKING GROUP**

Councillor Baker updated Members that, where the agenda advises that the Conservative Group believed they would be unable to appoint Members to the working group, he could confirm they would not be able to appoint.

152.1 **RESOLVED:**

- ◆ To note that Councillor Edwards has been appointed as the Labour group representative to the Cycling and Walking task & finish working group.
- ◆ To note that the Conservative group are unable to appoint members to their two places on this working group due to members' existing commitments on other committees.

152.2 At this point, Councillor Guttridge left the meeting.

Members discussed options for progressing the working group. A question was raised as to whether Councillor Taylor could join the working group, but it was suggested this was not possible. Councillor Baker confirmed he would be happy to approach Reading Cycling Club and Reading Cycling Campaign to seek two representatives to join the working group.

RESOLVED:

- ◆ To add 22 May 2024 as the end date to the Terms of Reference for the working group.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote: 0

- ◆ To replace the two Conservative group places on this working group with two places allocated to active cyclist representatives from either Reading Cycling Club, Reading Cycling Campaign, or a combination of both. Updated Terms of Reference are included at **Appendix B**.

Voting: For: 6 Against: 3 Abstentions: 0 No Vote: 0

Councillor Jewell requested it to be noted that she had voted against the proposal, not because of the inclusion of two representatives in place of two Conservative group members on the working group, but because these were specified as being from Reading Cycling Club and Reading Cycling Campaign, not groups in Wokingham, and it was unknown if these organisations were willing to take part.

153. **EARLEY STATION FOOTBRIDGE**

Members noted the update regarding the condition of Earley Station Footbridge as provided in the agenda.

The Deputy Town Clerk advised Members that a further update had been provided by Wokingham Borough Council on 4 January stating that an inspection in December had deemed the bridge to be safe, and that conversations were ongoing with Network Rail to establish track possession in order to undertake planned upgrades to the footbridge. It was noted that Wokingham Borough Council had not provided information on what the proposed upgrades were.

RESOLVED:

- ◆ To write to Wokingham Borough Council to request details of the proposed upgrade works being planned, how this would address disabled access issues, and what contingency plans would be put in place should the footbridge be deemed unsafe at any point.

154. **TRANSPORTATION & HIGHWAYS**

154.1 **Community Speedwatch**

Councillor Bragg updated Members to confirm he and Councillor Taylor had arranged to meet on the week commencing 15 January to progress this, with the aim being to identify a small number of suitable locations to start undertaking Speedwatch activities to help practice with the kit.

154.2 **Highways Issues**

There were no highways issues highlighted by Members.

155. **COMMUNITY ISSUES**

The success of Woodley Repair Café, run by Councillor Jewell, was noted by Members.

156. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - CCB eBulleting – December 2023
 - Me2 Newsletter – December 2023
 - Decelerate (Thames Valley Police Community Speedwatch) Newsletter – #5

157. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

158. **PUBLICITY/WEBSITE**

There were no publicity and website items raised by Members.

159. **ENFORCEMENT ISSUES**

RESOLVED:

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

160. **EXCLUSION OF PUBLIC AND PRESS**

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: 9 Against: 0 Abstentions: 0 No Vote: 0

161. **COMMUNITY HEROES AWARDS**

Following consideration of each of the nominations it was:

RESOLVED:

- ◆ To award a total of three Community Heroes Awards.

Members requested that, due to the small number, the ceremony be changed this year to take place prior to the Annual Meeting of Full Council in May, and that both the ceremony and the subsequent meeting take place in the theatre.

The meeting closed at 9:59 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 9 January 2024

Application No. & Address	Proposal
233020 4 Colemans Moor Road, Woodley, RG5 4DL	Householder application for proposed raising of the roof and loft conversion to create habitable accommodation. 3no.dormers to the main rear elevation and 1no. dormer to the front elevation.
Observations: The Planning & Community Committee have reviewed this application and wished to object on the grounds that the proposal is overbearing, unneighbourly, due to loss of light on the adjacent property, and not in keeping with neighbouring properties due to the scale and massing. If WBC Officers are minded to approve the application, the Committee requested that Councillor Soane, as borough ward member, list the application.	
233032 47 Western Avenue, Woodley, RG5 3BJ	Full application for the proposed erection of a single storey rear extension to the existing industrial unit.
Observations: The Planning & Community Committee have considered this application and have no objections, but request that the neighbour's comments be taken into account.	
233035 4 Harding Road, Woodley, RG5 3ER	Householder application for proposed single storey front extension.
Observations: No objections.	
233051 52 Vauxhall Drive, Woodley, RG5 4EE	Householder application for proposed single storey front extension with changes to the fenestration
Observations: No objections.	
233064 47 Denmark Avenue, Woodley, RG5 4RS	Householder application for single storey side extension
Observations: No objections.	
233067 1 Crediton Close, Woodley, RG5 4DQ	Full application for the proposed change of use of amenity land to residential land, incorporating/extending the existing (2 metre high)closed board fencing.
Observations: No objections.	

233145 20 Blanchard Close, Woodley, RG5 4XQ	Householder application for the proposed part single part 2-storey side extension, single storey rear extension, garage conversion and changes of fenestration.
Observations: No objections.	
233161 30 Reading Road, Woodley, RG5 3DB	Householder application for proposed construction of a two storey rear extension.
Observations: No objections.	
233166 138 Reading Road, Woodley, RG5 3AA	Householder application for proposed construction of a single storey front extension to create a porch , a single storey side extension and a single storey rear extension. Plus a loft conversion to create habitable accommodation along with the construction A rear facing dormer into the existing roof. With changes to the fenestration.
Observations: No objections.	
233168 Former Travis Perkins Site, Woodley Green, Woodley, RG5 4QP	Full application for the proposed erection of a building to form a residential care home (Use Class C2) with access, parking, landscaping and associated works, following demolition of all existing buildings on the site.
Observations: The Planning & Community Committee have considered the revised proposal, noting the steps taken to respond to the refusal of the original planning application, and are full supportive of the new proposals.	
233193 49 Quentin Road, Woodley, RG5 3NE	Householder application for proposed construction of an first floor side extension above the existing garage and a single storey rear extension with changes to the fenestration.
Observations: No objections.	

CYCLING & WALKING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	4.12.23	No	Draft Version
1.0	12.12.23	Yes	Approved by P&C Committee (12/12/23)
1.1	09.01.24	Yes	Change to Membership, and end date added – Approved by P&C (9/1/24)

- 1. TYPE OF COMMITTEE =>** Task & Finish Working Group
- 2. PARENT COMMITTEE =>** Planning and Community Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
- 4. SIZE =>** 4 Members; to be made up of 1 Labour group and 1 Liberal Democrat group appointment, and 2 active cyclist representatives from either Reading Cycling Club, Reading Cycling Campaign, or a combination of both (disregarding Standing Order 2.2 – political proportionality).
- 5. END DATE =>** 22 May 2024
- 6. DUTIES AND POWERS**
 - 6.1. OVERALL PURPOSE**
 - a. To identify, prioritise and optimise actions in order to achieve the following, approved, Strategy for Cycling:

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

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

And we’ll provide a forum for experienced, new, and Woodley cyclists to have their say on what’s needed to improve cycling in Woodley.
 - b. To work with local authorities / cycling groups / experts to achieve the aims of the Strategy for Cycling.
 - c. To consider ways in which improvements may also be made to walking infrastructure.
 - 6.2. MEETINGS**
 - a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.

- b. Officers will be in attendance at all meetings.

6.3. TERMS OF OPERATION

- a. To review and understand Wokingham Borough Council's Local Cycling and Walking Infrastructure Plan (LCWIP) and where it impacts Woodley and the surrounding area.
- b. To review and understand Wokingham Borough Council's Transport Strategy in terms of its contribution to and effect on cycling and walking in Woodley.
- c. To determine and design a programme of communication, collaboration and education events in the local community with relevant stakeholders, targeted at promoting [Active Travel](#) by improving both walking and cycling conditions in Woodley.
- d. To consider the introduction of a Walkers & Cyclists Forum to further collaborate between the Town Council and residents, including identifying the purpose of such a forum, the likely stakeholders, and the level of involvement required from the Town Council.
- e. To identify issues with / improvements required to existing cycling infrastructure and signage, especially those which create poor cycling conditions and reduce safety, and which discourage the take up of cycling. To consider how to resolve these, working with Wokingham Borough Council as the Highways Agency where necessary, and taking into account the Local Cycling & Walking Infrastructure Plan.
- f. To produce an action plan of recommended improvements and, where appropriate, progress them to completion, including making recommendations, via the Planning & Community Committee, to the Strategy & Resources Committee where it is identified that funding is required.

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 16 January 2024 at 8:00 pm**

Present: *Councillors D. Smith (Chairman); K. Charles Bey; Y. Edwards;
D. Errawalla; M. Firmager; K. Gilder; R. Horskins; C. Jewell; M. Kennedy;
V. Lewis*

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

Also present: *2 members of the public*

40. **APOLOGIES FOR ABSENCE**

No apologies for absence were received from Members.

41. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

42. **MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2023**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 7 November 2023 be approved and signed by the Chairman as a correct record.

43. **ACTIONS / FOLLOW UPS**

Members noted the update on the actions and follow ups from previous meetings, as provided in the agenda.

44. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

Members noted that expenditure linked to horticultural supplies was over the expected amount due to additional purchases made earlier in the year. They also noted that staffing costs were over budget due to the increased national pay award agreed in the year.

The Town Clerk highlighted that income was very good and remaining strong, especially in relation to Woodford Park Leisure Centre.

Following a query, the Town Clerk clarified that the expenditure in relation to Cricket and the Bowling Green were shared, hence the amounts appear identical in the report.

In relation to the budget and expenditure of £0 in relation to Youth Services, it was reiterated that this was because this year's budget had been transferred into an earmarked reserve for the provision of youth grants.

RESOLVED:

- ◆ To note Report No. LS 1/24.

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

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

With regards to the £275 spent on replacing the battery in the defibrillator at the leisure centre, the Leisure Services Manager advised that the life expectancy of the battery was expected to be 7 years.

Members noted that the leisure centre closes at 6pm on a Saturday, and a query was raised as to why. The Leisure Services Manager advised that, after the coronavirus pandemic, many of the room bookings that used to be made after 6pm transferred to the Oakwood Centre and there was no longer the demand for the leisure centre to stay open beyond 6pm.

In relation to the income received from Cricket activities, the Leisure Service Manager advised that the £2,600 quoted in the report related to Saturday matches on the grass wicket only. He went on to state that around £4,300 is made from hire of the grass wicket, whilst around £2,690 is made from hire of the artificial wicket.

RESOLVED:

- ◆ To note Report No. LS 2/24.

46. **PARKS AND BUILDINGS**

The Town Clerk presented Report No. LS 23/24.

A query was raised as to whether all vacant plots at the allotment site were being re-tenanted. The Town Clerk advised that there had been issues with plot allocations during the current year, but the Council were working with the tenants committee to resolve this.

RESOLVED:

- ◆ To note Report No. LS 20/23.

47. **CHARGES 2024/25**

It was noted that the Town Clerk had reissued the budget appendix, originally provided with the agenda, to all Councillors, via email, with a hard copy presented to Members of the committee at the meeting. The Town Clerk explained that an adjustment had been made to figures in relation to the provision of memorial benches and trees.

The Leisure Services Manager set out the proposed charges in relation to the Leisure Centre and outdoor sports facilities.

Members noted that room hire charges were being raised by around 6.8% - 7.8%, with indoor and outdoor sports charges raised at a lower amount, in part due to the decision in the year that VAT on sports provision was outside the scope.

Members noted that Gym Membership costs are not included as part of the budget setting process, but the Leisure Services Manager confirmed that there was no increase being applied for the coming year.

The Town Clerk set out the proposed charges in relation to community halls, explaining that the format of these had now been changed to set a standard hire rate, from which discounted rates are then applied for Woodley residents (35%) and Charity / Community Groups (58%). Members noted this format is in line with the used for both room hire charges at the Oakwood Centre, and the allotment rent charges.

The Town Clerk explained that, generally, standard rates had been increased by 8.9%, in line with the RPI figure from September 2023, which was also the rate used for setting the allotment rent charges. One exception to this was the charge for plaques in the Garden of Remembrance, where the RPI rate increase had been applied to the Woodley resident rate and not the standard rate as, in reality, it was exceptionally rare for plaques to be purchased by non-Woodley residents.

The other exception was the cost of memorial benches. The Town Clerk explained that, historically, the Council sought a donation towards the cost of benches of £625 but that costs had increased recently, with the current price of purchasing a bench at around £980 including delivery. Members also noted that, previously, the Council's bench stock was low and poor, and the scheme had helped to improve this. However, now, the stock is better, and there is less demand for replacement or new benches. In view of this, the Town Clerk advised Members that the Council were promoting the purchase of memorial trees instead. The Town Clerk confirmed that purchasers could indicate a preferred location for memorial benches and trees. They would then discuss this with the Amenities Manager to find a suitable location.

Following a query, the Town Clerk confirmed that the reason the hire rate for Brownie and Guide groups was increased by RPI, and not awarded a discount, was the fact that the rate was already heavily discounted for these groups.

RESOLVED:

- ◆ To note Report No. LS 4/24.
- ◆ To recommend that the proposed charges for 2024/25, as set out in the Budget Appendix, be approved.

Voting: For: 10 Against: 0 Abstentions: 0 No Vote: 0

48. **REVISED ESTIMATES 2023/24**

The Town Clerk set out the revised estimated for 2023/24.

The Town Clerk acknowledged that the inclusion of the return of VAT money from HMRC in respect of historic sports provision did skew the income figures, explaining that these were to be framed differently in the report going to the Strategy & Resources Committee.

RESOLVED:

- ◆ To note Report No. LS 5/24.
- ◆ To recommend that the Revised Budget Estimates for 2023/24, as set out in the Budget Appendix, be approved.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote: 1

49. **BUDGET ESTIMATES 2024/25**

The Town Clerk set out the budget estimates for 2024/25.

Members noted that increase expenditure was mainly due to increased staffing and supply costs, but these had been balances against charge increases.

RESOLVED:

- ◆ To note Report No. LS 6/24.
- ◆ To recommend that the Budget Estimates for 2024/25, as set out in the Budget Appendix, be approved.

Voting: For: 10 Against: 0 Abstentions: 0 No Vote: 0

50. **YOUTH SUPPORT SERVICE TASK & FINISH WORKING GROUP**

Councillor Gilder, as Chairman of the working group, provided Members with an update on the group's activities, with Members noting that a lot of good work and progress had taken place to date.

RESOLVED:

- ◆ To note Report No. LS 7/24 of the Youth Support Service task & finish working group meeting held on 15 November 2023.
- ◆ To note Report No. LS 8/24 of the Youth Support Service task & finish working group meeting held on 20 December 2023.
- ◆ To note that the Youth Support Service task & finish working group's actions are targeted for completion by the Leisure Services Committee meeting due to be held on 19 November 2024
- ◆ To amend the working group's terms of reference to include 20 November 2024 as the specified 'end date' for the group's activities, as required by Standing Order 8.2 f), as provided at **Appendix A**.

Voting: For: 10 Against: 0 Abstentions: 0 No Vote: 0

51. **WPLC DEVELOPMENT TASK & FINISH WORKING GROUP**

RESOLVED:

- ◆ To note that Councillor Charles Bey has been appointed as the Labour group representative to the Woodford Park Leisure Centre Development task & finish working group.
- ◆ To note Report No. LS 9/24 of the Woodford Park Leisure Centre Development task & finish working group meeting held on 9 January 2024.
- ◆ To amend the working group's terms of reference to clarify that 'Members' refers to Members of the Council (terms of operation C) and to include 4 September 2024 as the specified 'end date' for the group's activities, as required by Standing Order 8.2 f), as provided at **Appendix B**.
- ◆ To approve the procurement of a condition survey in relation to Woodford Park Leisure Centre.

Voting: For: 10 Against: 0 Abstentions: 0 No Vote: 0

52. **YOUTH GRANT APPLICATIONS**

Members noted that four of the applications due to be considered had originally been submitted as Annual Grant applications. The Deputy Town Clerk explained that the total sum requested by Annual Grant applicants for 2024/25 was an increase of nearly 50% on the budget for 2023/24. At their meeting on 9 January 2024, the Planning & Community Committee had determined they would be unable to fund such an increase and determined to direct four of the applications, those relating to organisations whose services impact young people, to the Leisure Services Committee for consideration for funding under the Youth Grant earmarked reserve, with their full endorsement for approval.

A question was raised as to whether Leisure Services were the right Committee to be considering these applications. It was suggested that, if the Planning & Community Committee were unable to fund the applications, but endorsed their approval, that perhaps their budget needed to be increased, rather than being funded from the Youth Grant budget which was specifically set up to support youth projects, not revenue costs.

Members raised concern that, by not considering these applications at this meeting, some organisations providing important youth services in the area, and who the Council have historically supported, might miss out on funding. In view of the endorsement for approval by the Planning & Community Committee, which it was noted was not binding on the Leisure Services Committee, the Chairman suggested the Committee would have flexibility with regards to the application of the Youth Grant guidelines in respect of these applications. However, it was highlighted that the Committee felt uncomfortable using the Youth Grant budget in this manner, and requested that the nature and purpose of Youth Grant funding be referred back to the Strategy & Resources Committee for review.

RESOLVED:

- ◆ To recommend to the Strategy & Resources Committee that the following youth grants be awarded:

- ARC Youth Counselling - £5,000
- Promise Inclusion Limited - £2,500
- First Days' Children's Charity - £5,100
- Home-Start Wokingham District - £5,660
- Parenting Special Children - £2,500

Voting: For: 10 Against: 0 Abstain: 0 No Vote: 0

- ◆ To request that the Strategy & Resources Committee review the nature and purpose of the Youth Grant guidelines, approved by Strategy & Resources in September 2023, in light of the Planning & Community Committee's referral of Annual Grant applications to the Leisure Services Committee for consideration under the Youth Grant budget, which the committee were uncomfortable considering under the existing guidelines.

53. **ALLOTMENTS TASK & FINISH WORKING GROUP**

RESOLVED:

- ◆ To note that the Allotments task and finish working group has now achieved its overall purpose, as set out in the terms of reference, and so has been automatically disbanded.

54. **3G PITCH – OPERATING TIMES**

RESOLVED:

- ◆ To note the responses received to the consultation, issued in November 2023 to 27 properties in Farriers Close, regarding the potential increased operating times of the 3G Pitch, as provided in the agenda.
- ◆ To apply for planning permission to extend the operating hours of the 3G pitch until 9.30pm on Tuesdays, Wednesday and Thursdays.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote: 1

55. **FRIENDS OF WOODFORD PARK UPDATE**

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

In relation to the comments about the state of the desire line path across the Memorial Ground, Members noted that capital project funding had been approved for the installation of a reinforced grass path. Members asked that this issue be captured on the committee's actions and follow ups document.

With regards to the potential to implement improved paths to the northern end of Woodford Park, the Town Clerk advised that initial investigations had indicated this could cost upwards of £40k-£50k, but that further options were being reviewed.

56. **FUTURE AGENDA ITEMS**

It was requested that a report on the potential installation of paths to the northern end of Woodford Park be presented to the Committee at a future meeting.

It was also requested that the Council consider introducing a directory of local community groups and charity organisations on the Council's website. The Deputy Town Clerk advised this would be possible, and would add this to his list of projects for the year.

57. **PUBLICITY AND WEBSITE**

There were no publicity or website items raised by Members.

The meeting closed at 9:14 pm

DRAFT

YOUTH SUPPORT SERVICES (YSS) TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	29/08/23	No	Draft
1.0	05/09/23	No	Approved by LS Committee – 5 Sep 2023
1.1	16/01/24	Yes	Addition of end date by LS Committee & associated re-numbering – 16 Jan 2024

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

2. PARENT COMMITTEE => Leisure Services Committee

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

4. SIZE => 4 Councillors

5. END DATE => 20 November 2024

6. DUTIES AND POWERS

6.1 OVERALL PURPOSE

- a. In line with the Council's Strategy for Youth Services 2022-27, and in recognition of the Council unsuccessfully being able to secure a youth service provider against an agreed SLA to date, the working group's role is to consider how best to further and achieve the Council's aims to provide youth support services to children and young people in Woodley, in line with the priorities set out in the aforementioned Strategy for Youth Services, and to make a recommendation to the Leisure Services Committee as to how to achieve this within a prescribed timescale.
- b. To understand the current demand for youth support service provision in the Woodley area so as to help inform the Council's decisions and ensure its own youth support service compliments and adds to the existing provision.

6.2 MEETINGS

- a. The first meeting of the working group will take place within one month of the Leisure Services Committee meeting at which the committee is formed. Further meetings will take place as and when required in order to best achieve the stated purpose within any timescales prescribed by the working group.
- b. Members of the Community Youth Partnership will be invited to attend meetings of the working group to provide advice and insight, but will not be voting members of the committee.
- c. Officers will be in attendance at all meetings.

6.3 TERMS OF OPERATION

- a. To engage with Wokingham Borough Council to understand their targeted youth service provision; in particular, to understand how the identification and referral of children and young people in the Woodley area currently takes place, and to ascertain

if the methods of identification and referral are sufficient.

- b. To compile a list of organisations and providers currently supplying youth support in the Woodley area in order to understand the provision available.
- c. To appropriately engage and communicate with children and young people in Woodley to gauge their needs and help inform Council service provision.
- d. To engage an organisation with appropriate expertise to carry out a survey of young people in Woodley, to gauge needs and inform Council service provision. Survey to be funded outside of the SLA.
- e. To undertake a short survey of Members to capture current suggestions for potential youth support services the Town Council might wish to consider providing in the area.
- f. To compile a list of possible youth support options, including those raised by Members and local young people in relevant surveys; to investigate those options in order to consider initially their appropriateness / effectiveness against the priorities set out in the Youth Strategy, along with their potential feasibility and cost; to provide the outcomes of these investigations in an appropriate pro-forma which effectively demonstrates how each potential option meets or does not meet the priorities set out in the Strategy, the current estimated cost, and a list of pros, cons and potential issues.
- g. To make a recommendation to the Leisure Services Committee as to which youth support activities / options should be progressed, and how this may best be achieved.
- h. To consider possible activities to give young people stronger voices at local community and local government levels, including the possibility of setting up a Woodley Youth Town Council, and to make a recommendation to Leisure Services as to how this should be progressed.
- i. To involve the Community Youth Partnership in discussions to help advise and inform decisions.
- j. To consider whether the Council's Strategy for Youth Services 2022-27 is fit for purpose and, if changes are required, to make a recommendation, via Leisure Services, to Full Council to approve amendments to the Strategy.

WPLC DEVELOPMENT TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	31/10/23	No	Draft
1.0	07/11/23	Yes	5.1 a) & 5.3 f) - maximise/maximising changed to optimise/optimising. Approved by LS Committee – 07/11/2023
1.1	16/01/24	Yes	Addition of end date by LS Committee & associated re-numbering – 16 Jan 2024

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

2. PARENT COMMITTEE => Leisure Services Committee

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

4. SIZE => 4 Councillors

5. END DATE => 4 September 2024

6. DUTIES AND POWERS

6.1 OVERALL PURPOSE

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

6.2 MEETINGS

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

6.3 TERMS OF OPERATION

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

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

DRAFT

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 23 January 2024 at 8:00 pm

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

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

Also present: *1 member of the public*

61. **APOLOGIES**

Apologies for absence were received from Councillors Anderson, Nagra and Rowland.

62. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

63. **MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2023**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 21 November 2023 be approved and signed by the Chairman as a correct record.

64. **ACTIONS / FOLLOW UPS**

Members noted the actions and follow ups update, as provided in the agenda.

13 June 2023 – Minute 8

The Town Clerk updated Members that the Town Centre Manager was pulling together quotes for the installation of CCTV in the precinct, with the aim of setting up a meeting between interested parties and the potential providers, to which Councillors would be invited. The Town Clerk confirmed that a report would ultimately be presented to the Strategy & Resources Committee for consideration.

21 November 2023 – Minute 43 b)

The Town Clerk confirmed that the internal auditor has advised that the Strategy & Resources Committee need only note payments which have already been approved by the relevant authorised signatories.

21 November 2023 – Minute 42

The Chairman advised that he had chased up Wokingham Borough Council about the Borough's Youth Council providing a presentation to a future Full Council meeting, and being involved on the Town Council's relevant youth working groups, but had not received a response. It was commented that, at a recent Borough Full Council meeting, it was believed the suggestion was instead for Councillors to attend a future meeting of the Youth Council. The Chairman said he would take this up with the relevant Wokingham Borough Council Officer.

Business Improvement District

Following a query about the status of the potential Business Improvement District (BID) being developed for the Town, Members noted that the Town Centre Manager was still progressing this, although indications were that Woodley may not have a large enough rateable value estate to make a BID viable.

21 November 2023 – Minute 43 b)

The Town Clerk confirmed that, whilst a Caretaker was still being sought, this was not impacting bookings and was being managed within current resources, although it was resulting in overtime being accrued.

65.

FINANCE

a) Budgetary Control

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

Members noted the expenditure was where it was expected to be at this stage of the year, with the exception of staff and software costs which were over. The Town Clerk also highlighted that income was higher than expected, mainly from Oakwood Centre bookings and interest received on investments.

RESOLVED:

- ◆ To note Report No. SR 23/23.

b) Payments

Following a query regarding how often Officers check to ensure they are paying the best value for the products purchased, the Town Clerk confirmed in respect of certain items, such as topsoil, Officers generally search and pay for the best price for every purchase. On other more regular purchases, such as stationery, standard checks take place at regular intervals to ensure the Council is getting best value.

With regards to the increased sum paid to HMRC in November 2023, it was noted that this was related to backpay paid to staff in relation to both promotions and the national pay award.

The Town Clerk confirmed that the £964 paid to Berkshire Glazing Ltd in November was for the replacement of a large glazed window unit in the Oakwood Centre.

A query was raised as to why the Council has four energy suppliers. The Town Clerk confirmed that the Council uses a broker annual to ensure the Council achieves the best deal on energy supplies for its buildings.

RESOLVED:

- ◆ To note the following payments, listed in **Appendix A** (November 2023) and **Appendix B** (December 2023):

	Current account	Imprest account
November 2023	£142,548.06	£71,962.91
December 2023	£111,837.62	£63,199.31

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.

66. **OAKWOOD CENTRE INCOME UPDATE**

The Town Clerk presented the Oakwood Centre room hire and catering income updates. Members noted that the Oakwood Centre income levels were now approaching pre-covid levels.

RESOLVED:

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

67. **RISK MANAGEMENT SUB COMMITTEE**

Councillor Horskins, as Chairman of the Risk Management Sub Committee, set out Report No. SR 2/24 of the meeting held on 3 January 2024.

With regards to the lack of dates provided for actions and comments, it was noted that these are reviewed annually and should be up to date. It was requested that an explanation of this was provided on the front page of the Risk Register.

The Town Clerk confirmed the action / comment regarding risk SR07 would be updated.

With regards to risk OS06 the Town Clerk confirmed that the Amenities Manager will be installing collapsible bollards around gates to Woodford Park and replacing timber fencing to increase security.

The Town Clerk advised that, in relation to risk RM21, whilst the Council has improved its processes around maintaining staff records, the Council has not yet implemented HR Management software but would be looking to do so.

With regards to risk RM09, Members noted that the Council's current IT support provider took part in a government trial 2 years ago with regards to cyber security for local government organisations, ensuring our systems are robust. Systems are checked annually.

Members requested that page numbers be provided on future versions of the Risk Register.

Members noted their thanks to Councillors Horskins, Bello and Kennedy for their hard work in reviewing the Risk Register.

In relation to the Disaster Recovery Plan, the Town Clerk agreed to forward the IT Manual and IT Risk Assessment to Members which are referenced in the document.

Members noted that the Disaster Recovery Plan currently does not include an IT hack as a possible disaster. The Town Clerk agreed to add this to the document.

RESOLVED:

- ◆ To note Report No. SR 2/24 of the Risk Management Sub Committee meeting held on 3 January 2024.
- ◆ To approve the amended Risk Register for 2024/24.

RECOMMENDED:

- ◆ That Council adopt the 2024/25 Risk Management Strategy, attached at **Appendix C**.
- ◆ That Council note the 2024/25 Risk Register summary pages, attached at **Appendix D**.

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

68. **INVESTMENTS SUB COMMITTEE**

Members noted that changes to the Treasury Management Strategy were minimal; covid references had been removed, and information regarding the Council's CCLA investments, loans and bank accounts had been added.

RESOLVED:

- ◆ To note Report No. SR 3/24 of the Investments Sub Committee meeting held on 20 January 2024.
- ◆ That approve the investment of £110,000 of the funds received from HMRC in relation to VAT previously charged on sports activities, in the CCLA Invest Fund

RECOMMENDED:

- ◆ That Council adopt the 2024/25 Treasury Management Strategy, attached at **Appendix E.**

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

69. **YOUTH SUPPORT SERVICE TASK & FINISH GROUP**

RESOLVED:

- ◆ To note that the Youth Support Service task & finish working group's actions are targeted for completion by the Leisure Services Committee meeting due to be held on 19 November 2024.

70. **PROJECTS SCHEDULE 2023/24**

With regards to the project to refurbish the toilets at the Oakwood Centre, the Town Clerk advised that this would cause a small amount of disruption to centre users, but that the date for works has been planned to avoid large bookings, and a pleasant mobile toilet unit would be present throughout the works. Following a query, it was confirmed that whilst ambulant toilet and baby changing facilities would be provided, there was no plan to install a suitable changing facility for adults with physical or learning disabilities.

It was commented that planned completion dates were absent from a number of projects. The Town Clerk advised that the amenities team were currently slightly hindered by staff absence, and that higher priority projects, such as the heating at Woodford Park Leisure Centre, were taking precedence.

RESOLVED:

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

71. **COMMUNITY GRANTS**

Members considered the following request for grant funding, as set out in Report No. SR 4/24, in line with the community grants criteria:

Friends of Woodford Park	£350	To pay towards the cost of restocking shrubs and plants in the flower beds in Woodford Park.
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RESOLVED:

- ◆ That, under Section 137 of the Local Government Act 1972, a grant of £350 be awarded to Friends of Woodford Park.

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

72. **CHARGES 2024/25**

The Town Clerk set out the charges in relation to both Leisure Services and the Oakwood Centre.

The Town Clerk highlighted that the standard hourly charges for the Oakwood Centre had been increased by 8.9%, in line with the RPI figures from September 2023, with other charges calculated based on a set discount from the standard rate.

It was noted that leisure centre charges which were assessed by the Leisure Services Manager on other factors, for example, in comparison with similar facilities and services provided in the local area.

It was highlighted that the Leisure Services Committee had requested a review into leisure centre charges in relation to OAPs, under-18's and individuals on benefits last year but that this had not taken place. It was agreed this would be referred to a future Leisure Services Committee for consideration.

It was agreed to update the community hall charge rate for 'Brownies & Guides' to refer to 'Uniformed Youth Organisations'.

RECOMMENDED:

- ◆ That the 2024/25 charges at the Oakwood Centre, as set out in the Proposed Charges 2024/25 Appendix, be approved.
- ◆ That the 2024/25 charges for Leisure Services, as set out in the Proposed Charges 2024/25 Appendix, be approved.

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

73. **REVISED ESTIMATES 2023/24**

Members noted the revised budget summary information, which had been provided to Members in hard copy at the start of the meeting. The Town Clerk advised that the summary had been updated to correct actual figures stated for the 2022/23 year, and to include more detail regarding the Council's earmarked reserves, but that there were no changes to the revised estimates for 2023/24 or proposed budget estimates for 2024/25.

It was noted that overall income against the Strategy & Resources Committee budget was projected to be £68,447 higher than budgeted, with expenditure projected to be £152,397 higher. The Town Clerk advised that the additional expenditure was in part due to increased staffing costs, reflecting the national pay award, and also due to the additional £140,000 capital project funding approved by the Committee during the year.

It was highlighted that the Council subsidise the cost of providing Allotments, and a question was raised as to whether this should continue in future. It was commented that the Council also subsidises other services, such as badminton, the bowling club and cricket, but by doing so this meant services were available to residents.

A suggestion was made to consider introducing a borehole at the allotments to reduce the expenditure associated with water, and the Town Clerk agreed this was a project which could be considered. He also advised that the Amenities Manager was also considering the introduction of rainwater harvesting systems at the allotments to reduce the use of mains water.

RESOLVED:

- ◆ To note Report No. SR 5/24.
- ◆ To approve the Council's 2023/24 Revised Estimates, as set out in the Budget Appendix.

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

74. **BUDGET ESTIMATES 2024/25**

- 74.1 Members considered the Council's Budget Estimates for 2024/25 as set out in the Budget Appendix.

It was noted that the Strategy & Resources Committee's income was budgeted to be £14k higher in 2024/25 than in 2023/24, with expenditure £75k higher, which reflects an increased allocation to capital projects.

Members discussed the current grant approval process, and it was commented that it might be better if grants were considered by one committee, rather than at present where Planning & Community and Leisure Services committees recommend grants to the Strategy & Resources Committee. It was suggested that this should be a decision of the respective committees, rather than Strategy & Resources.

RESOLVED:

- ◆ To note Report No. SR 6/24.
- ◆ That the Council's 2024/25 Budget Estimates, as set out in the Budget Appendix, form part of the 2024/25 Budget and be presented to Council for approval.

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

74.2 **Budget and Precept 2024/25**

The Town Clerk set out the position with regards to the Budget and Precept for 2024/25, as set out in Report No. SR 7/24.

Members noted that the internal auditor had advised that the Council's general reserve was considered high in view of the value of the Council's assets, and that funds should be allocated to earmarked reserves relating to those assets.

The Town Clerk advised that a further review of the Council's earmarked reserves was needed in 2024/25 to clear up any residual funds which remain following the completion of certain projects.

RESOLVED:

- ◆ To note Report No. SR 7/24.

RECOMMENDED:

- ◆ That the budget for 2024/25 be presented to Council for approval.
- ◆ That a precept level of £1,164,500 for the 2024/25 financial year be presented to Council for approval.

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

75. **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.

RESOLVED:

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

ARC Youth Counselling	£5,000	To pay towards the cost of providing ARC's youth counselling service in schools.
Promise Inclusion Limited	£2,500	To support the service, providing support for children and adults with learning disabilities and / or autism.
First Days' Children's Charity	£5,100	To pay towards the charity's costs to provide Woodley Toy Library, a mobile outreach service, one to one coaching, and access to essential items for vulnerable families.
Home-Start Wokingham District	£5,660	To help fund the charity's home visiting support service for vulnerable, disadvantaged and isolated families.
Parenting Special Children	£2,500	To pay towards the charity's provision of specialist support services to vulnerable families of children and young people with special educational needs, disabilities, and early life trauma.

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

Following on from the earlier discussion it was requested that Officers pull together a proposal to streamline the grant approval process, and for this to be presented to the relevant standing committees for consideration.

76. **WHEBLE PARK**

The Town Clerk presented Report No. SR 8/24.

Members noted that Leisure Services had expressed a desire to improve the play equipment at Wheble Park, which is land leased by the Town Council from Reading Borough Council.

The Town Clerk advised Members that Reading Borough Council had been approached about transferring ownership of Wheble Park to the Town Council, but had indicated they would not be interest. Reading Borough Council did, however, indicate they would be happy to discuss signing a longer term lease, with the current lease due to end in 2031.

Members noted that the play equipment at the park had previously been installed by the Town Council using section 106 monies. Whilst the equipment was seen to have low play value, recent inspections had shown the equipment to be safe.

Members discussed the merits of spending money on improving or installing new play equipment on land not owned by the Town Council, with opposing views expressed. It was noted that contact with Reading Borough Council had been at Officer level, and it was felt a better discussion might take place if the Town Council approached a relevant Borough Councillor. It was also suggested that the Town Clerk may wish to look into the example of Sol Joel park in Earley.

RESOLVED:

- ◆ To note Report No. SR 8/24
- ◆ To contact the Leader of Reading Borough Council to discuss the option for transferring ownership of Wheble Park to the Town Council

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

77. **WOODFORD PARK LEISURE CENTRE CONDITION SURVEY**

RESOLVED:

- ◆ To note Report No. SR 9/24.
- ◆ To approve spending from the WPLC Refurbishment earmarked reserve in order to conduct a condition survey of Woodford Park Leisure Centre.

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

78. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

It was noted that, whilst no update had been made to the action plan, the Annual Town Meeting Sub Committee had determined to use the next Annual Town Meeting to raise the issue of the Climate Emergency, and to run a Climate Emergency exhibition during the day.

79. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

80. **PUBLICITY AND WEBSITE**

Members requested that the awarding of Youth Grants be publicised.

Meeting closed at 9:56 pm

Woodley Town Council

Current Account

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-Nov-23	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
23-Nov-23	(Personal Information)	300.00	Routine pest control - Oct 23
16-Nov-23	AGA Print Ltd	44.02	Posters/banners
30-Nov-23	AGA Print Ltd	124.69	Posters/banners
02-Nov-23	Alan Hadley Ltd	450.00	Refuse collection
16-Nov-23	Berkshire Glazing Ltd	964.00	Replace glass - OC
20-Nov-23	BNP Paribas Leasing Solutions	367.20	Qtrly Photocopier rental
02-Nov-23	Boston Seeds	252.99	Garden supplies
16-Nov-23	Bowak Ltd	626.92	Cleaning supplies
02-Nov-23	Brake Bros Foodservice Ltd	304.64	Vending supplies
16-Nov-23	Brake Bros Foodservice Ltd	334.70	Vending supplies
30-Nov-23	Brake Bros Foodservice Ltd	305.50	Vending supplies
23-Nov-23	Brewers Decorator Centrens	221.69	Decorating supplies
23-Nov-23	Brown Bag Cafe Ltd	759.36	Monthly catering service
02-Nov-23	Business Stream	43.42	Water rates-Toilet
23-Nov-23	CAICE Accoustic Air Movement Ltd	1372.80	Noise background survey
02-Nov-23	Castle Water	3042.06	Water rates
16-Nov-23	Chandlers (Farm Equipment) Ltd	279.27	Vehicle supplies-Depot
30-Nov-23	Charis Luke	100.00	WTCP-Carol singer
23-Nov-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
16-Nov-23	Circus Scene	5375.00	Carol Concert/Christmas Extravanganza
01-Nov-23	Club Manager Ltd	94.80	Monthly gym software
23-Nov-23	CoolerAid Ltd	49.34	Bottled water
09-Nov-23	Dejac Associates Ltd	180.00	MAC support&installation
15-Nov-23	Devonshire Trading Ltd	1100.81	Monthly gym equip hire
20-Nov-23	Ecotricity	1584.71	Gas supply-WPLC Oct23
20-Nov-23	Ecotricity	171.07	Electric supply-Depot Oct23
20-Nov-23	Ecotricity	1077.92	Gas supply-OC Oct23
20-Nov-23	Ecotricity	172.11	Gas supply-Chapel H Oct23
02-Nov-23	EDF Energy 1 Ltd	25.91	Electric supply-Clock
09-Nov-23	EDF Energy 1 Ltd	26.75	Electric supply-Clock
10-Nov-23	Epos Now Ltd D/D	30.00	Epos till - monthly Nov23
23-Nov-23	Eventu	50.00	Monthly projector hire
09-Nov-23	Fenland Leisure Products Ltd	481.80	Craddle/Tyre seats
09-Nov-23	Global 4 Communications	1136.91	Phone/Mobile Oct23
09-Nov-23	Henry Street Garden Centre	352.55	Garden supplies
16-Nov-23	Henry Street Garden Centre	239.97	Garden supplies
30-Nov-23	Henry Street Garden Centre	56.34	Garden supplies
17-Nov-23	HMRC Cumbernauld	29362.14	Employee & 'er deducted from pay
30-Nov-23	LAX Events Ltd	825.00	Remembrance day-Audio
27-Nov-23	Les Mills Fitness UK Ltd	213.88	Monthly gym coach
16-Nov-23	Lister Wilder Ltd	762.42	Service wood chipper
14-Nov-23	Lloyds Bank D/D	330.73	Cardnet fee 1-31Oct23
23-Nov-23	Lyreco UK Ltd	105.19	Stationery supplies
16-Nov-23	M K Cleaning	202.95	Laundry table/chair cloths
23-Nov-23	M K Cleaning	16.80	Laundry table/chair cloths
15-Nov-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee-Nov23
15-Nov-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee-Nov23
23-Nov-23	MKR Electrical Services Ltd	540.00	Electrical supplies
30-Nov-23	MKR Electrical Services Ltd	166.56	Electrical supplies
02-Nov-23	PHS Group	489.36	Qtrly mat rental-WPLC & OC
20-Nov-23	Pitney Bowes Ltd	250.00	Postage topup-Nov23
06-Nov-23	Poztive Energy Ltd	22.69	Electric supply-Chapel H Sep23
06-Nov-23	Poztive Energy Ltd	64.38	Electric supply-Coro H Sep23
06-Nov-23	Poztive Energy Ltd	1011.71	Electric supply-OC Sep23
13-Nov-23	Poztive Energy Ltd	1428.95	Electric supply-WPLC Sep23

17-Nov-23	Prudential	300.00	AVC deducted from pay
09-Nov-23	Reading Borough Council	10950.00	Allotment lease 24/06/2022 to 23/12/2023
16-Nov-23	Reading Borough Council	942.70	Allotment rental increase 1/8/23 to 23/12/23
23-Nov-23	Reading Ladies Barbershop Singers	150.00	WTCP-Singers
09-Nov-23	Royal Mail Group Ltd	895.22	Delivery of Hearld
06-Nov-23	SecureHeat	250.20	Subscription service
23-Nov-23	Select Environmental Services Ltd	931.03	Refuse collection
20-Nov-23	SGW Payroll Ltd	151.70	Monthly payroll-Oct23
30-Nov-23	Soft Surfaces Ltd	26400.00	Malone Park - supply/install equipment
09-Nov-23	SSE Energy Supply Ltd	39.54	Electrical supply-Street coloumns
16-Nov-23	SSE Energy Supply Ltd	245.19	Electrical supply-Street coloumns
02-Nov-23	SSE Southern Electric	686.99	Electrical supply-Street coloumns
23-Nov-23	Strictly Tables and Chairs Ltd	2026.92	Folding tables/trolley
30-Nov-23	SWALEC	104.08	Electric supply-Toilet
30-Nov-23	Technical Surfaces Ltd	714.00	3G pitch match fit service
02-Nov-23	Thames Valley Water Services Ltd	276.00	Monthly water temp checks
17-Nov-23	The Berkshire Pension Fund	29928.38	Employee & 'er deducted from pay
30-Nov-23	The Crown Estate Commissoners	755.00	WTCP-Christmas Tree
16-Nov-23	Trade UK - Screwfix	504.18	Building supplies
16-Nov-23	Tudor Environmental	847.70	Staff uniform/garden supplies
01-Nov-23	Wokingham BC - Rates	2637.00	Rates-WPLC
01-Nov-23	Wokingham BC - Rates	382.00	Rates-Coro Hall
01-Nov-23	Wokingham BC - Rates	173.00	Rates-Chapel Hall
01-Nov-23	Wokingham BC - Rates	1033.00	Rates-OC
09-Nov-23	Wokingham Borough Council	295.00	Annual Premises Licence-OC
09-Nov-23	Zoo Signs & Design Ltd	843.96	OC Theatre signs

Total Payments 142548.06

CLERKS IMPREST A/C

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Nov-23	(Personal Information)	278.00	Refund deposit
06-Nov-23	(Personal Information)	100.00	Refund deposit
06-Nov-23	(Personal Information)	75.00	Refund deposit
17-Nov-23	(Personal Information)	75.00	Refund deposit
20-Nov-23	(Personal Information)	75.00	Refund deposit
20-Nov-23	(Personal Information)	75.00	Refund deposit
24-Nov-23	(Personal Information)	50.00	Refund deposit
24-Nov-23	(Personal Information)	75.00	Refund deposit
29-Nov-23	(Personal Information)	75.00	Refund deposit
29-Nov-23	(Personal Information)	50.00	Refund deposit
30-Nov-23	(Personal Information)	15.00	Refund key deposit
09-Nov-23	Adobe Systems Software Ireland	198.96	Acrobat Pro software
08-Nov-23	Amazon Business Account	30.99	8oz White paper cups
21-Nov-23	Amazon Business Account	24.97	20m LED lights
21-Nov-23	Amazon Business Account	19.48	Sel adhesive cable clip
23-Nov-23	Amazon Business Account	22.99	Photo Frames-WTCP
27-Nov-23	Amazon Business Account	29.98	Cycling touch screen gloves
27-Nov-23	Amazon Business Account	58.79	Tower of London Poppy case
21-Nov-23	Brunel Engraving Company Ltd	128.28	Engraved wall plaque
22-Nov-23	Lloyds Bank	69045.70	Net Nov 2023 payroll
10-Nov-23	Lloyds Bank D/D	13.60	CB2 charges-10/9-9/10 23
29-Nov-23	Ocular Thoughts Me	100.00	Refund dep-Ocular OC-27342
21-Nov-23	PETTY CASH A/C	341.32	Topup petty cash
08-Nov-23	Reading RFC	42.00	Refund WPLC-Reading RFC
27-Nov-23	Robert Dyas	509.85	15x Gym core mats
06-Nov-23	TopSoil4U (Joe Walker Haulage)	453.00	3 Tonnes-top soil

Total Payments 71962.91

Woodley Town Council**Current Account****List of Payments made between 01/12/2023 and 31/12/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Dec-23	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
14-Dec-23	(Personal Information)	400.00	Provision PA-Carol event
22-Dec-23	Alan Hadley Ltd	450.00	Refuse collection
14-Dec-23	April Skies Accounting Ltd	336.80	Internal Audit 2023/2024
21-Dec-23	Berkshire Lowland Search & Rescue	610.00	Christmas Fayre-Steward
01-Dec-23	Berkshire Renegades	2500.00	Grant - Dec 2023
14-Dec-23	Berkshire Tree Care	1032.00	Tree removal services
21-Dec-23	Bowak Ltd	637.01	Cleaning supplies
14-Dec-23	Brake Bros Foodservice Ltd	343.51	Vending supplies
22-Dec-23	Brewers Decorator Centres	428.12	Decorating supplies
01-Dec-23	Brown Bag Cafe Ltd	54.00	Catering service
21-Dec-23	Brown Bag Cafe Ltd	200.16	Monthly catering service
01-Dec-23	Castle Water	3528.75	Water rates
22-Dec-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
01-Dec-23	Club Manager Ltd	94.80	Gym clubmanager software
22-Dec-23	CoolerAid Ltd	67.85	Bottled water
14-Dec-23	Drain Surgeons UK Ltd	252.00	Empty Cesspit-Depot
20-Dec-23	Ecotricity	431.64	Gas supply-Coro H Nov 23
20-Dec-23	Ecotricity	174.12	Electric supply-Depot Nov 23
20-Dec-23	Ecotricity	2,754.40	Gas supply-WPLC Nov 23
20-Dec-23	Ecotricity	2,262.44	Gas supply-OC Nov 23
20-Dec-23	Ecotricity	911.46	Gas supply-Chapel H Nov23
14-Dec-23	EDF Energy 1 Ltd	25.89	Electric supply-Clock
12-Dec-23	Epos Now Ltd D/D	30.00	Monthly cash till support
21-Dec-23	Ethos Communications Solutions Ltd	84.52	Print/Copying-WPLC
11-Dec-23	Global 4 Communications	1,100.70	Phone/Mobile-Nov23
01-Dec-23	H F Newberry	96.00	Christmas Cards-Mayor
22-Dec-23	Henry Street Garden Centre	56.90	Garden supplies
15-Dec-23	HMRC Cumbernauld	20857.63	Employee & 'er deducted from pay
21-Dec-23	IBS Office Solutions Ltd	386.37	Print/Copying-OC
14-Dec-23	Impress Print Services Ltd	757.00	Print-Hearld leaflet
21-Dec-23	Lamps-Tubes Luminations Ltd	7864.50	WTCP Christmas lights
27-Dec-23	Les Mills Fitness UK Ltd	213.88	Gym-Individual program
05-Dec-23	Lloyds Bank D/D	47.34	Current a/c-to 9 Nov 23
14-Dec-23	Lloyds Bank D/D	288.35	Cardnet service-Nov23
22-Dec-23	Lyreco UK Ltd	259.87	Stationery supplies
01-Dec-23	Me2 Club	2500.00	Grant - Dec 2023
15-Dec-23	Merchant Rentals Ltd	19.50	Cardnet machine rental
15-Dec-23	Merchant Rentals Ltd	19.50	Cardnet machine rental
04-Dec-23	Poztive Energy Ltd	79.04	Electric supply-Coro H Oct 23
04-Dec-23	Poztive Energy Ltd	1,354.12	Electric supply-OC Oct23
06-Dec-23	Poztive Energy Ltd	37.20	Electric supply-Chapel H Oct23
06-Dec-23	Poztive Energy Ltd	3.51	Electric supply-Chap H 31Oct23
14-Dec-23	Poztive Energy Ltd	1,557.48	Electric supply-WPLC Oct23
14-Dec-23	Poztive Energy Ltd	1,756.33	Electric supply-WPLC Nov 23
22-Dec-23	Poztive Energy Ltd	87.06	Electric supply-Coro H Nov23
22-Dec-23	Poztive Energy Ltd	53.03	Electric supply Chapel H Nov23
22-Dec-23	Poztive Energy Ltd	1,682.70	Electric supply OC Nov23
28-Dec-23	Poztive Energy Ltd	3.64	Electric supply-Chapel 30Nov23
15-Dec-23	Prudential	300.00	AVC deducted from pay
27-Dec-23	Public Works Loan Board	10,640.58	PW504186 Capital/Interest-Dec2
01-Dec-23	R.E.S. Systems Ltd	773.34	Fire Extingusher service
14-Dec-23	RBL Poppy Appeal	175.00	RBL Poppy Appeal Wreaths
06-Dec-23	SecureHeat	250.20	Subscription service

14-Dec-23	SecureHeat Ltd	2072.00	Replace Grundfos pump
21-Dec-23	Select Environmental Services Ltd	799.75	Refuse collection
14-Dec-23	SGW Payroll Ltd	153.74	Payroll service fee-Dec23
21-Dec-23	South East Employers	810.00	Associate membership
21-Dec-23	SSE Energy Supply Ltd	237.28	Electrical supply-Street coloumns
27-Dec-23	SSE Energy Supply Ltd	176.76	Electrci supply-Toilet Nov23
01-Dec-23	Technical Surfaces Ltd	399.00	3G pitch match fit service
01-Dec-23	Thames Valley Water Services Ltd	300.00	Monthly water temp checks
15-Dec-23	The Berkshire Pension Fund	24219.32	Employee & 'er deducted from pay
21-Dec-23	Trade UK - Screwfix	413.88	Building supplies
14-Dec-23	Travis Perkins Trading Co	225.75	Building supplies
22-Dec-23	Volker Highways Ltd	61.22	Repair lamp column
21-Dec-23	WFL UK Ltd	1913.76	Uls Diesel-Depot
22-Dec-23	Windowflowers Ltd	1584.00	WTCP large square planters
01-Dec-23	Wokingham BC - Rates	2,637.00	Rates-WPLC Dec 23
01-Dec-23	Wokingham BC - Rates	382.00	Rates-Coro H Dec23
01-Dec-23	Wokingham BC - Rates	173.00	Rates-Chapel H Dec 23
01-Dec-23	Wokingham BC - Rates	1,033.00	Rates-OC Dec 23
21-Dec-23	Woodley Concert Band	175.00	WTCP-Carol band
01-Dec-23	Woodley Newsagent Ltd	9.90	Finial Newspaper payment
21-Dec-23	Zoo Signs & Design Ltd	1074.56	Post mounted notice board
Total Payments		111,837.62	

CLERKS IMPREST A/C

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Dec-23	(Personal Information)	200.00	Refund deposit
06-Dec-23	(Personal Information)	75.00	Refund deposit
13-Dec-23	(Personal Information)	50.00	S Chhina RD682
15-Dec-23	(Personal Information)	15.00	Refund key deposit
15-Dec-23	(Personal Information)	75.00	Refund deposit
20-Dec-23	(Personal Information)	200.00	Refund deposit
08-Dec-23	Amazon Business Account	137.75	Kraft ripple paper cups
13-Dec-23	Amazon Business Account	36.67	Wellington boots
13-Dec-23	Amazon Business Account	301.36	Neon light strip/remote
13-Dec-23	Amazon Business Account	118.64	Phillips hue strip lights
13-Dec-23	Amazon Business Account	19.63	Cable light clips
15-Dec-23	Amazon Business Account	38.93	iPhone screen protector
01-Dec-23	Badgemaster Limited	26.34	Staff badges
04-Dec-23	Chemogiftbags	350.00	Grant-Dec 2023
14-Dec-23	Concept2 Ltd	1140.00	Rowing machine/seat
14-Dec-23	Fuel/Petrol Petty cash	115.46	Topup petrol petty cash
04-Dec-23	Highwood Primary School	350.00	Grant-Dec 2023
12-Dec-23	ID CARD SUPPLIES	417.00	Gym ID card supplies 50%
15-Dec-23	ID CARD SUPPLIES	417.00	Gym ID card supplies balance
20-Dec-23	JORDAN FITNESS LTD	532.91	Gym equipment
20-Dec-23	Lloyds Bank	56931.54	Dec 2023 payroll
15-Dec-23	Lloyds Bank D/D	14.54	Imprest a/c-to 9 Nov 23
14-Dec-23	Stage Depot Ltd.	36.54	Dance floor tape
20-Dec-23	THE WINDSOR FOREST	450.00	Staff Tree Inspection training
04-Dec-23	Wdly Adopt a Street	350.00	Grant-Dec 2023
04-Dec-23	Wdly United FC	350.00	Grant-Dec 2023
18-Dec-23	Woodley Light Operatic	100.00	Refund deposit
04-Dec-23	Woodley Volunteer	350.00	Grant-Dec 2023
Total Payments		63199.31	

Risk Management Strategy 2024/25

DRAFT

Version	1.1 - DRAFT
Created by	Kevin Murray – Town Clerk
Date approved	

Risk Management Strategy 2024/25

Risk is the threat of an event or action that will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives.

The effective management and mitigation of risk is a key issue for the success of any organisation or activity and it is important to understand the risks inherent in any decision. A structured approach to risk management can achieve this by enabling the decision to be made within a framework of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to risk management.

This strategy is intended as guidance to the Council and its management team and will be made available to all staff.

Aims and benefits

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help to deliver -

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance.
- Better grasping of opportunities to improve services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the council tax payer.

Process

The overall process for the management of risk is set out at **Appendix 1**.

Ownership

The Risk Strategy is owned by the Council and implemented through the offices of the Town Clerk.

Assessment of risk

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

¹. Any risk assessed as greater than 90% is almost certain to happen and should be addressed.

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by multiplying its probability by its impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

4	4	8	12	16
3	3	6	9	12
2	2	4	6	8
1	1	2	3	4
Probability	1	2	3	4

Impact

Red = High Risk, Yellow = Medium Risk, Green = Low Risk

Roles and responsibilities

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers, Committees, Working Parties and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none">• Monitor risk management activity (via Strategy and Resources Committee)• Adopts the Annual Risk Management Strategy• Certification of the Council's Annual Statement on Internal Control
Strategy and Resources Committee	<ul style="list-style-type: none">• Considers risk management policy and strategy and related documents and recommends adoption of the strategy to Full Council• Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party

Risk Management Sub Committee	<ul style="list-style-type: none"> • General oversight of the Council’s risk management process • 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 • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans/projects • Review implementation of the risk management framework, strategy and process
Town Clerk	<ul style="list-style-type: none"> • Report to Members on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually) • Identify, analyse and prioritise risks • Determine risk management action plans and delegate responsibility for control • Monitor progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none"> • Maintain awareness of risks, their impact and costs and feed these into the formal risk management process • Control risks in their everyday work • Monitor progress in managing job related risks

Risk registers

The Council will maintain computer based Strategic and Operational Risk Registers.

RISK MANAGEMENT PROCESS

Identifying risks

Risks and opportunities may be identified at any stage and should be included in the Risk Register. In order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Reviews initiated by individuals, committees or panels and managers.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council's activities or project as the case may be.

Risk ownership

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects relating to the management of the risk or opportunity.

Risk evaluation

Each risk will be evaluated in accordance with the evaluation process set out in this strategy. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

Risk planning

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

Terminate:	An action that allows the risk to be avoided.
Treat/Monitor:	An action that will reduce the impact and/or the probability of a risk.
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Bear/Tolerate:	Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

Review

A report from each meeting of the Risk Management Sub Committee shall be presented to the following Strategy and Resources Committee meeting.

The process may be reviewed at any time and changes recommended to the Strategy and Resources Committee for consideration.

DRAFT

Woodley Town Council - Risk Register

Last updated: January 2024

APPENDIX D

SUMMARY OF RISK AREAS

Risk area	High			Medium			Low			
	16	12	9	8	6	4	3	2	1	
Strategic Register	0	0	0	4	1	7	1	0	0	13
Operational Registers										0
Allotments	0	0	0	0	1	7	1	8	0	0
Play Areas	0	0	0	0	2	4	0	3	0	17
Municipal Buildings	0	0	0	2	2	5	3	3	3	9
Open Spaces	0	0	0	1	2	3	1	2	1	18
Outdoor sport and recreation	0	0	0	1	1	6	3	3	3	10
Indoor sports	0	0	0	1	0	2	3	3	0	17
Resource management	0	0	0	0	14	5	2	3	0	9
Totals	0	0	0	9	23	39	14	25	7	24

Responsible officer initials:

- Town Clerk TC
- Deputy Town Clerk DTC
- Leisure Services Manager LSM
- Amenities Manager AM
- Communications Manager CM

New risks identified

Note: The previous score column in the attached tables only show the risk score from the previous year, if it has changed. If the column is empty the risk score hasn't changed.

Actions / Comments included are reviewed annually and should be up to date as of the last update (the date for which is provided at the top of this page).

	Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
HIGH RISK	NONE									
BORDER LINE HIGH RISK (Score of 8)	Financial impact of competition from new leisure centre in the town and restrictions on indoor sports in relation to pandemic.	IS 12	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	2	4	8	9	LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity.	Level of financial impact not known - possible 15 - 20% gym members moving to new facilities. Likely that some clubs move to new centre. Gym able to be open following second lockdown - sports hall activities reduced. Potential for multiple staff members self isolating due to Coronavirus
	Income from outside sports impacted by pandemic and resulting restrictions	OS 15	AM/LSM	Severe reduction in income from leisure activities	2	4	8	9	Staff on furlough during lockdowns, compliance with government rules regarding outdoor sport	Potential for multiple staff members self isolating due to Coronavirus
	Impact of Pandemic on WTC workforce & Council so severe that the work and meeting arrangements of the Council and committees are seriously impacted.	SR 13	TC/DTC	Potential for legal requirements not being met - eg year end accounts not prepared before due date, Annual Meeting and committee and working party meetings not able to take place on dates set -possible meetings inquorate due to illness or other reasons connected with the coronavirus (e.g. self isolating, high levels of illness)	2	4	8	9	Risk assessments carried out in all areas of the Council's business and actions taken to protect staff when in the workplace and customers/clients. Staff working at home and in office/leisure centre as required by legislation /govt /guidance. Covid Safe meeting protocol in place for Council, committee and working party meetings.	
	Increased competition/economic downturn/pandemic	MB 09	TC	Reduced bookings resulting in reduced income.	2	4	8	12	Charges set for different types of organisation. Charges reviewed yearly to ensure they are competitive. Facilities updated to ensure we provide what the customer wants/needs. Publicity - leaflets, newsletter noticeboards and E-marketing/social media. Covid-19 guidelines adhered to.	Updated Marketing Plan required to bring business levels back up following restrictions and lower customer confidence.
	Impact of pandemic on level of income from services so severe that it impacts on the Council's finances.	SR 14	TC/DTC	Severely reduced income from Leisure Services and community halls/Oakwood Centre room hire. Covid regulations preventing ability to hire out spaces.	2	4	8	12	Controls in place to enable use of facilities where permitted under covid rules. Strategy and Resources Committee to oversee required actions re finances.	Update marketing plan for venues to bring business back up following periods of restrictions of lower public confidence. Council to consider appropriate level of General Reserve and spending in respect of potential financial impacts.
	Failure to respond to legislation/comply with regulations and censure from external bodies	SR 01	TC	Possible legal action, possible adjustments to systems, resource costs.	2	4	8	8	Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service. Insurance cover gives some protection. New procedures re employment and taxable benefits. Initial GDPR policies in place.	GDPR compliance reviewed and documents published. Town Clerk and Deputy Town Clerk have SLCC membership. Staff training ongoing. Members provided with online training.
	Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8	8	Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	
	Significant damage to building	MB 16	DTC/AM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8	8	Electrical tests carried out as required, building problems reported to DTC/MM, buildings staffed every day of the week, apart from Christmas closure and some Bank Holidays.	
	Illegal encampment	OS 06	DTC/AM	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	8	Access restricted to most open spaces and parks/play areas by gates and fences. Install bollards where appropriate/consider height restrictions at some car parks/open spaces/parks. Police to be informed as soon as illegal encampment is identified and dealt with by them.	Bollards installed at Malone Park - x2 encampments in Woodford Park in 2023. Additional security measures being considered.

RISK SCORE REDUCED (Previously High or Bordeline)

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Project and non deadline driven work not achieved	RM 20	TC	Potential for funding opportunities being missed, increase in cost, projects delayed or not achieved. Strategic work not able to be prioritised - training plans, service planning,	2	3	6	9	New management structure in place - change in service provision and new staff roles (Communications Manager and Admin Asst) have increased ability to address non urgent and project plans.	Council has several projects underway or planned. New Town Clerk appointed. Staff structure changes implemented.
High levels of sickness/stress	RM 13	TC/DTC	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities and impact on own work responsibilities.	2	3	6	9	Managers follow up on absence, Sickness policy in place, including Fit for Work referral. Performance Appraisal system in process of being introduced following training for managers. New sickness policy includes referral and formal meeting.	Investigate where succession planning/training for cover could be considered.
Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4	8	Computer booking system in place.	
Vandalism	OS 04	AM	Additional expenditure, reduced income and poor image.	2	2	4	8	Football nets removed when not in use. Goals removed during the summer. Cricket square roped off in summer. Bowling green fenced off and locked when not in use. 3G pitch to be locked when not in use - WPLC CCTV has been extended to cover 3G pitch.	Outdoor sports items are not insured for vandalism (apart from tournament goals, artificial wicket and 3G pitch) - excess and cost considered too high given cost of items and low number of incidents of vandalism to equipment. Vandalism to cricket square and bowling green repaired by Grounds Maintenance team.
Dog mess	OS 09	AM	Unightly, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4	8	Sports pitches inspected by groundsman. Dog mess bins and signs provided. 'We're watching you' signs on display in park. One voluntary park warden in place at Woodford Park.	
Contamination of water systems	OS 14	LSM/AM	Closure of paddling pool other areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	Contract for regular testing in place, paddling pool water tested 3 times daily when open to public. All water systems have regime for running off standing water and testing. Maintenance Manager and all sports team have Pool Plant Operators qualification.	
Pollution of paddling pool	OS 15	LSM/AM	Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	Contract for regular testing in place, water tested 3 times daily when pool open to public. All water systems have regime for running off standing water and testing. Requirement that small children wear special nappies in the pool.	
Long-term absence of Town Clerk -Failure to meet legal obligations, Members and residents expectations, project targets, staff management functions.	RM 27	DTC	Delayed projects, reduced responsiveness to enquiries & issues, aims/objectives/income not met. Negative impact on staff morale and wellbeing.	0	0	0	9	DTC authorised to act as Proper Officer in interim.	RISK DELETED

Annual Treasury Management Strategy 2024/25

DRAFT

Version	1.1 - DRAFT
Created by	Kevin Murray – Town Clerk
Date approved	

Woodley Town Council

Annual Treasury Management Strategy 2024/25

1. Background

Under section 15(1)(a) of the Local Government Act 2003 the Council is required to “have regard” to the Statutory Guidance on Local Government Investments which was issued in February 2018 for accounting periods starting on or after 1 April 2018. This Strategy also complies with the revised requirements set out in the Department of Communities and Local Government Investments and guidance within Governance and Accountability for Local Councils Practitioner’s Guide 2022.

In addition there are two codes of practice issued by the Chartered Institute of Public Finance and Accountability (CIPFA) to which the Council should have regard and which contain investment guidance that complements the statutory guidance.

These are;

- Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition
- The Prudential Code for Capital Finance in Local Authorities, 2017 Edition

Woodley Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the Council holds primarily or partially to generate a profit.

Woodley Town Council defines its treasury management activities as “the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

The guidance from DLUHC applies to Woodley Town Council because its investments at any time in the year (temporary and long term) are likely to exceed £100,000.

The guidance recommends that for each financial year a council should prepare at least one investment strategy that is prepared and approved by Council before the start of the year. The strategy may be revised during the year, depending on circumstances.

The investment strategy should set out the council’s policies for the prudent management of its investments and for giving priority, firstly, to the security of those investments and, secondly, to their liquidity.

The strategy should identify the procedures for monitoring, assessing and mitigating the risk of loss of investment sums and for ensuring that those sums are readily accessible for expenditure whenever needed.

2. Strategy

- 2.1 This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks and should be read in conjunction with the Council's Standard Financial Regulations.

3. Investment Objectives

- 3.1 The Council's investment priorities are: - the security of its reserves, the adequate liquidity of its investments, the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 3.2 All investments will be made in sterling.
- 3.3 The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 3.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

4. Specified Investments

- 4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.
- 4.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Woodley Town Council will use:
- a) Deposits with banks, building societies, (currently **Lloyds Bank** for day to day banking)
 - b) Other approved public sector investment funds (currently **CCLA Public Sector Deposit Fund**)
- 4.3 The choice of institution and length of deposit will be at the approval of the Strategy & Resources Committee.
- 4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5. Non-specified investments

- 5.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares. The Council currently has no funds in non-specified investments. Given the potential unpredictability surrounding such investments the Council will seek professional advice before considering such investments and give due consideration to the proper levels of risk, security and liquidity.

6. Liquidity of Investments

- 6.1 The Strategy & Resources Committee in consultation with the Town Clerk and Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. Long Term Investments

- 7.1 Long term investments are defined in the Guidance as greater than 12 months.
- 7.2 The Council currently has no long-term investments and non are envisaged as being taken out in 2024/25.
- 7.3 Funds invested in the CCLA PSDF are considered short term (specified) investments as they offer instant access to funds.

8. Investment Reporting

- 8.1 Regular monitoring of the Council's investments are reported to each meeting of the Strategy & Resources Committee. They also form part of note seven of the Council's Financial Statements.

9. Review and Amendments

- 9.1 Each financial year Woodley Town Council will review this strategy which should be approved by Full Council before the start of the financial year. Any material change during the year would also require approval at Full Council. This is in accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (regulation 4(1)(b) and Schedule 4) (SI 2000/2853, as amended by SI 2004/1158).
- 9.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public.
- 9.3 This Strategy will be published on the Town Council's website www.woodley.gov.uk

Woodley Town Council Investment Strategy 2024/25

For 2024/25 the Council will invest its surplus funds in low risk products (i.e. Lloyds bank accounts and CCLA PSDF) in order to achieve its investment objectives.

Investments shall be split between;

Lloyds Bank

Account	Purpose
Deposit Account	Precept income. Account used to fund Imprest account as required and authorised by Councillor signatories.
Current Account	Day to day operational income and expenditure Current account funds sweep automatically into deposit account on a daily basis to keep a current account balance of around £5,000.
Clerks Imprest Account	Payment of salaries, deposit refunds, grants, debit card purchases Maximum single transfer cap - £65,000

CCLA

Public Sector Deposit Fund

The CCLA is rated as an AAmmf (money market fund) financial institution by Fitch Ratings, London, and is covered by the Financial Conduct Authority and Bank of England Prudential Regulation Authority. The Local Authorities Mutual Investment Trust (LAMIT) is a body controlled by members, appointed by the Local Government Association, which oversees the funds. There are two Local Authority funds managed by CCLA; the PSDF and the Property Fund.

The PSDF has strong governance, with an Advisory Board made up of representatives of the Local Government Association, CIPFA and treasury specialists from the sector. The fund is managed on a very conservative basis, beyond the requirements of the AAmmf rating, and only uses plain cash products and instruments with well rated (minimum F1 short term) banks. There is no exposure to the stock market, derivatives or asset backed securities. The fund is a low risk option for investments, the funds are invested across a portfolio of approximately 30 organisations which are monitored daily. Most importantly, the PSDF's top priority is the security of the funds invested because the PSDF is not covered by the Financial Services Compensation Scheme. If one or more of the funds invested in the PSDF fails the risk monitoring profile of that organisation (or organisations) it would be removed from the portfolio.

Access to funds is available on business days with a cut off time of 11.30am for instructions for withdrawal.

At the Full Council meeting on 10 May 2022 it was agreed that the Town Council would invest funds released from the liquidation of the investment portfolio previously managed by Rathbones, into an account with the PSDF, pending repayment of the PWLB loans in respect of the construction of the Oakwood Centre. In addition, going forwards, the Council would invest other surplus sums in another PSDF account, for example the general reserve and precept receipts.

APPENDIX A Statement of Reserves

CCLA funds as at 30 Nov 2023.

THE PUBLIC SECTOR DEPOSIT FUND 2023-2024

INTEREST CARRIED FORWARD	£62,143.35
INTEREST CURRENT YEAR	£102,328.99
TOTAL INVEST INCOME	£164,472.34 Re-invested

APPENDIX A

Woodley TC - PWLB				A/C 0144630002PC		CB6		1096/702	Woodley TC - INVEST				A/C 0144630001PC		CB7		1097/702
Date		A/C PS3078896	Dividend	Investment	Balance	Date		A/C PS3078895	Dividend	Investment	Balance	Date		A/C PS3078895	Dividend	Investment	Balance
Balance Brought Forward					2,039,180.57	Balance Brought Forward					1,105,962.78						
Sunday, 30 April 2023	1 Apr to 30 Apr 23		£6,538.80		2,045,719.37	Sunday, 30 April 2023	1 Apr to 30 Apr 23		£3,546.34		1,109,509.12						
Wednesday, 31 May 2023	1 May to 31 May 23		£8,070.65		2,053,790.02	Wednesday, 31 May 2023	1 May to 31 May 23		£4,377.19		1,113,886.31						
Friday, 30 June 2023	1 June to 30 June 23		£7,707.25		2,061,497.27	Friday, 30 June 2023	1 June to 30 June 23		£4,180.03		1,118,066.34						
Monday, 31 July 2023	1 July to 31 July 23		£8,536.07		2,070,033.34	Monday, 31 July 2023	1 July to 31 July 23		£4,629.57		1,122,695.91						
Thursday, 31 August 2023	1 Aug to 31 Aug 23		£8,966.82		2,079,000.16	Thursday, 31 August 2023	1 Aug to 31 Aug 23		£4,863.24		1,127,559.15						
Saturday, 30 September 2023	1 Sept to 30 Sept 23		£8,510.43		2,087,510.59	Saturday, 30 September 2023	1 Sept to 30 Sept 23		£4,615.67		1,132,174.82						
Tuesday, 31 October 2023	1 Oct to 31 Oct 23		£9,547.33		2,097,057.92	Tuesday, 31 October 2023	1 Oct to 31 Oct 23		£5,177.91		1,137,352.73						
Thursday, 30 November 2023	1 Nov to 30 Nov 23		£8,468.66		2,105,526.58	Thursday, 30 November 2023	1 Nov to 30 Nov 23		£4,593.03		1,141,945.76						
Sunday, 31 December 2023	1 Dec to 31 Dec 23				2,105,526.58	Sunday, 31 December 2023	1 Dec to 31 Dec 23				1,141,945.76						
Wednesday, 31 January 2024	1 Jan to 31 Jan 24				2,105,526.58	Wednesday, 31 January 2024	1 Jan to 31 Jan 24				1,141,945.76						
Thursday, 29 February 2024	1 Feb to 29 Feb 24				2,105,526.58	Thursday, 29 February 2024	1 Feb to 29 Feb 24				1,141,945.76						
Sunday, 31 March 2024	1 Mar to 31 Mar 24				2,105,526.58	Sunday, 31 March 2024	1 Mar to 31 Mar 24				1,141,945.76						
	Total		66,346.01	0.00	66,346.01		Total		35,982.98	0.00	35,982.98						
Total re-investment to date			£105,526.58			Total re-investment to date			£58,945.76								
Original Investment			£2,000,000.00			Original Investment			£1,083,000.00								
Percentage increase on original investment			5.2763%			Percentage increase on original investment			5.44%								
Payment of Loan	Monday, 31 March 2025		275,000														
Payment of Loan	Monday, 31 March 2025		500,000	2,000,000													
Payment of Loan	Tuesday, 31 March 2026		1,225,000														

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 30 January 2024 at 7:45 pm

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

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

Also present: *1 member of the public*

162. **APOLOGIES**

There were no apologies for absence received from Members.

163. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

Councillor Baker advised Members that he, as Borough Ward Councillor, had worked on previous proposals relating to the land associated with planning application 240011.

164. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 9 JANUARY 2024**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 9 January 2024 be approved and be signed by the Chairman as a true and accurate record.

165. **ACTIONS / FOLLOW UPS**

Members noted the information provided in the Actions and Follow ups document, provided in the agenda.

25 July 2024 – Minute 44

Members noted that Wokingham Borough Council were likely to be publicising car park usage figures within the next 2-3 weeks, with figures likely to show no positive trends.

9 January 2024 – Minute 151

It was requested a follow up be added to remind Officers to invite Town Council Representatives on outside bodies to discuss grant applications if any of their applicable organisations apply in future.

9 January 2024 – Minutes 153

The Deputy Town Clerk read out the latest update from Wokingham Borough Council with regards to Earley Station Footbridge, which had been circulated to Members earlier in the day. It was noted that the plan was to undertake repair works of the footbridge, replacing the existing ramps like for like. It was noted this would not improve accessibility, but that Wokingham Borough Council had indicated a desire to do so in future, should funding become available.

166. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

167. **PLANNING DECISIONS**

RESOLVED:

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

168. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following decision regarding an appeal against refusal of planning permission lodged with the Planning Inspectorate:

Application: 213106
Location: Land at, Headley Road East, Woodley RG5 4SN
Proposal: demolition of existing buildings and redevelopment of the site for commercial development for flexible light industrial, general industrial, and storage and distribution uses, with ancillary offices, associated car parking, and landscape planting.
(Woodley Town Council submitted objections to the proposal.)
Details: Appeal against refusal of planning permission.
Decision: The appeal was allowed.

169. **TREE PRESERVATION ORDERS**
Applications for works to trees

RESOLVED:

- ◆ To note the following application for tree works:

Application: 240027
Location: TPO 3/1951 WOODLENAD 3: 8 Dundela Clost, Woodley, Wokingham, RG5 3NN.
Proposal: T1, Conifer – Fell dead tree.
T2, Conifer – Fell.

170. **WOKINGHAM BOROUGH COUNCIL – LOCAL TRANSPORT PLAN 4**

Members considered the consulting with regards to Wokingham Borough Council's draft Local Transport Plan.

Members noted that the plan had identified the highest uptake of active travel was in Wokingham and Winnersh. Members congratulated those areas on their success, noting that this was where the majority of investment had taken place, and suggested that, as an urban area, the Town Council should request that Woodley is next in line for investment.

It was suggested the plan would benefit from more explicit reference and consideration to disabled travellers. Members particularly noted that it was unclear if wheelchair and mobility scooter users are considered alongside pedestrians, or separately.

A concern was also raised that the document did not reference Woodley, and it was felt more attention should be given to the town in the document.

It was highlighted that there needs to be more prioritisation for getting Woodley residents to train stations without travelling by car. It was noted that the plan promotes modal shift, but that this would need better access to train stations for Woodley residents. It was suggested that a local journey planner for public transport system, similar to MyJourney's planner for cycling, would be beneficial.

Members noted reference to collisions on roads being high in Wokingham and Woodley, and requested statistics be sought from Wokingham Borough Council.

In the Public Transport section, it was commented that there was specific reference to providing a step free railway crossing at Tan House / Carnival Hub, and that this should also refer to Earley Station footbridge.

It was suggested the document would benefit from greater detail. One example given was in the create healthy and safe places section, where reference is made to increasing the network of quieter rural roads and residential streets; it was suggested more detail as to how this might be achieved needed to be included.

It was commented that the document should include reference to improved walking and cycling signage, as well as providing access across the bridge from the open space at Loddon Park to Hurst.

In the create healthy and safe places section, it was also noted that there was reference to introducing 20mph speed limits in urban centre, where supported. It was commented that this should be clearer as to supported by whom. In the same section, the consideration of introducing e-scooter hire schemes is suggested. Members felt that, as only pilot schemes were currently legal, this should either not be included so as to provide an unrealistic expectation, or be clarified to state when / if legalised.

It was requested that Councillor Taylor send her written up comments to the Deputy Town Clerk.

RESOLVED:

- ◆ To reply to Wokingham Borough Council's consultation regarding the Local Transport Plan 4 with the comments which had been raised at the meeting.

171. **WOKINGHAM BOROUGH COUNCIL – ASHENBURY PARK PROPOSALS**

Members considered the Wokingham Borough Council's proposals for enhancing biodiversity at Ashenbury Park.

A comment was raised that, when looking into improvements at the park, better pedestrian access be considered, noting that the current access is via the entrance road.

RESOLVED:

- ◆ To respond to Wokingham Borough Council's proposals for enhancing biodiversity at Ashenbury Park as follows:
 1. To what extent do you agree with creating a new woodland habitat link between the two local wildlife sites and their areas of ancient woodland? – Strongly agree
 2. To what extent do you agree with increasing the area of wildflower meadows at Ashenbury Park? – Strongly agree
 3. Would you like to see biodiversity improvements to [the indicated recreational space] in future? – I would like it to remain an open space
 4. Overall, do you agree with the biodiversity improvements we are proposing...? – Yes.

171. **PARLIAMENTARY & WARD BOUNDARIES**

RESOLVED:

- ◆ To note the new Earley & Woodley parliamentary constituency boundary, created following the Boundary Commission for England review, which will be in use from the next general election.
- ◆ To note the new Borough and Town Council electoral ward areas, created following the Local Government Boundary Commission for England review; the Borough ward boundaries will be used for an all out election in May 2024, whilst the Town Council boundaries will be used during the next Town Council elections in May 2027.

172. **TRANSPORTATION & HIGHWAYS**

172.1 **Cycling & Walking task and finished working group.**

Members noted that Karen Roberston and Alex Cran (Reading Cycling Campaign) have agreed to be Members of the Cycling & Walking task and finish working group. The Deputy Town Clerk also advised that Steve Vale (Loddon Valley Ramblers) had also been approached and had agreed to take part. It was noted that the first meeting had been arranged for the 8 February.

Following a query the Deputy Town Clerk confirmed that, in line with the Terms of Reference, only the two Councillor members and representatives from Reading Cycling Campaign were official voting Members of the Committee. It was also confirmed that, in line with Standing Orders, only Councillors could be appointed as Chairman to committees unless otherwise stated in the Terms of Reference.

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

RESOLVED:

- ◆ To update the Terms of Reference for the Cycling & Walking task and finish working group Terms of Reference to add of a member from the Loddon Valley Ramblers to the size of the group.

Voting: For: 10 Against: 0 Abstain: 0 No Vote: 0

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

RESOLVED:

- ◆ To update the Terms of Reference for the Cycling & Walking task and finish working group Terms of Reference to allow the appointment of any Member as Chairman of the working group.

Voting: For: 7 Against: 3 Abstain: 0 No Vote: 0

172.2 **Community Speedwatch**

Members noted that Councillors Bragg and Taylor had met to discuss Speedwatch since the last meeting. They had been unable to test out the camera, as intended, as it was not charged up. They requested that the Speedwatch equipment be stored at the Council offices.

Councillor Bragg explained that a number of locations for potential Speedwatch activities had been identified by himself and Councillor Taylor, including locations on Colemans Moor Road and Church Road. He advised that the next step is to get suitable locations authorised by the Police, at which point activities could take place. It was hoped this would take place by mid-February.

A query was raised about the use of the Council's data logger, and it was suggested priority was to start using the speed camera, but that the data logger could be used to assess speeding data in future.

172.3 **Highways Issues**

A concern was raised about the safety of pupils walking from Waingels College towards Glendevon Road and Walmer Road at the end of the school day. It was noted traffic speeds were high, and parking along the road bad, with students often seen walking in the middle of the road, in danger of being in an accident.

Members discussed the wider issue of poor parking around schools in Woodley at drop off and pick up times, and discussed the merits of writing to both schools and the police to raise the issue. Members also noted that, around certain schools in Reading, roads are actually closed for a short period around the school start / end time.

Following further discussion, Members asked that a letter be written to schools highlighting concerns with the safety of children arriving at and leaving their premises, and that a future agenda item be included to discuss the issue of parking around schools at drop off / pick up time.

173. **COMMUNITY ISSUES**

Following a query, the Town Clerk confirmed that a review would take place regarding the suitable locations for the new Town Council noticeboards, and these would not necessarily simply just replace the old noticeboards. Members requested that the potential locations be brought back to the Committee at a future meeting for consideration.

Members noted a recent violent attack which had taken place in Ashenbury Park. Following the suggestion that the Town Council may consider restricting access to Woodford Park at nighttime, Members noted there were too many access points to the park for this to be achievable.

174. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - CCB eBulletin – January 2024
 - Wokingham Volunteer Centre Newsletter – January 2024

175. **FUTURE AGENDA ITEMS**

Other than those raised earlier in the agenda, there were no further future agenda items raised by Members.

176. **PUBLICITY/WEBSITE**

There were no publicity and website items raised by Members.

The meeting closed at 9:35 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 30 January 2024

Application No. & Address	Proposal
232968 Magnolia Court, Headley Road East, Woodley, RG5 4SD	Full application for the proposed changes to fenestration to the existing conservatory.
Observations: No objections.	
233095 65 Nightingale Road, Woodley, RG5 3LU	Householder application for proposed single storey front extension and the creation of a porch, single storey side extension , single storey rear extension following the demolition of the garage.
Observations: No objections.	
240011 Grass Area Fronting 45-49 Enstone Road, Woodley, RG5 4QU	Full application for the proposed change of use of existing highway/adopted grassed areas for the proposed construction of hard standing to provide parking spaces within the garden areas of properties 45, 47 and 49 Enstone Road and the provision of an access.
Observations: No objections.	
240027 1 Comet Way, Woodley, RG5 4NZ	Householder application for proposed construction of a single storey rear extension.
Observations: The Planning & Community Committee have considered this application and had no objections, but noted the concerns of two neighbours regarding the works starting prior to planning permission being granted, and that works on the property are taking place at unsociable hours. The Committee have asked that the appropriate Wokingham Borough Council department look into these concerns.	
240072 33 Elm Drive, Woodley, RG5 4FD	Householder application for proposed loft conversion to create habitable accommodation plus insertion of 2no roof lights to the front elevations and 2no roof light to the rear elevations.
Observations: No objections.	
240091 24 Uppingham Drive, Woodley, RG5 4TH	Householder application for proposed single storey rear extension to also include roof lights.
Observations: No objections.	

<p>240115 2 Austin Road, Woodley, RG5 4EJ</p>	<p>Householder application for proposed part single part two storey side extension. To include changes to fenestration.</p>
<p>Observations: No objections.</p>	
<p>240128 99a Colemans Moor Road, Woodley, RG5 4DA</p>	<p>Householder application for proposed single storey rear extension.</p>
<p>Observations: No application details were available on the Wokingham Borough Council website in the lead up to the Planning & Community Committee considering this application at their meeting on 30 January. As such, no comments could be made.</p> <p>When the matter is resolved, the Committee will consider the application, and request the Wokingham Borough Council do not determine the application until such time as comments are submitted.</p>	

DRAFT

CYCLING & WALKING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	4.12.23	No	Draft Version
1.0	12.12.23	Yes	Approved by P&C Committee (12/12/23)
1.1	09.01.24	Yes	Change to Membership, and end date added – Approved by P&C (9/1/24)
1.2	30.01.24	Yes	Added a member of Loddon Valley Ramblers to group's size, and ability to appoint a non-Councillor as Chairman – Approved by P&C (30/01/24)

1. **TYPE OF COMMITTEE** => Task & Finish Working Group
2. **PARENT COMMITTEE** => Planning and Community Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
4. **SIZE** => 4 Members; to be made up of 1 Labour group and 1 Liberal Democrat group appointment, and 2 active cyclist representatives from either Reading Cycling Club, Reading Cycling Campaign, or a combination of both (disregarding Standing Order 2.2 – political proportionality).

Any member of the group may be appointed to the position of Chairman of this working group (disregarding Standing Order 3.6.1)

5. **END DATE** => 22 May 2024

6. DUTIES AND POWERS

6.1. OVERALL PURPOSE

- a. To identify, prioritise and optimise actions in order to achieve the following, approved, Strategy for Cycling:

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

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

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

- b. To work with local authorities / cycling groups / experts to achieve the aims of the Strategy for Cycling.

- c. To consider ways in which improvements may also be made to walking infrastructure.

6.2. MEETINGS

- a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.
- b. Officers will be in attendance at all meetings.

6.3. TERMS OF OPERATION

- a. To review and understand Wokingham Borough Council's Local Cycling and Walking Infrastructure Plan (LCWIP) and where it impacts Woodley and the surrounding area.
- b. To review and understand Wokingham Borough Council's Transport Strategy in terms of its contribution to and effect on cycling and walking in Woodley.
- c. To determine and design a programme of communication, collaboration and education events in the local community with relevant stakeholders, targeted at promoting [Active Travel](#) by improving both walking and cycling conditions in Woodley.
- d. To consider the introduction of a Walkers & Cyclists Forum to further collaborate between the Town Council and residents, including identifying the purpose of such a forum, the likely stakeholders, and the level of involvement required from the Town Council.
- e. To identify issues with / improvements required to existing cycling infrastructure and signage, especially those which create poor cycling conditions and reduce safety, and which discourage the take up of cycling. To consider how to resolve these, working with Wokingham Borough Council as the Highways Agency where necessary, and taking into account the Local Cycling & Walking Infrastructure Plan.
- f. To produce an action plan of recommended improvements and, where appropriate, progress them to completion, including making recommendations, via the Planning & Community Committee, to the Strategy & Resources Committee where it is identified that funding is required.

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Woodley Town Council

Report of a virtual meeting of the Annual Town Meeting Sub Committee held on Monday 15 January 2024 at 1.00pm

Present: Councillors: J. Anderson (Chairman); Y. Edwards; R. Horskins; M. Kennedy

Officers present: K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk; A. Ransley, Communications Manager;

1. APPOINTMENT OF CHAIRMAN

Councillor Horskins proposed, seconded by Councillor Edwards, and it was unanimously

RESOLVED

- ◆ To appoint Councillor Anderson as the Chairman of the Annual Town Meeting Sub Committee for the remainder of the 2023/24 municipal year.

2. APOLOGIES

No apologies for absence were received from members of the working group.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. TERMS OF REFERENCE

Members noted the working group's terms of reference.

5. MOTION 73

Members noted Motion 73, approved at Full Council on 5 December 2023, which states:

"In recognition of the importance of community involvement in our Climate Emergency Action Plan, this Council will ask the Annual Town Meeting Sub Committee to evaluate the concept of taking advantage of the Annual Meeting in order to share ideas for developing additional practical actions within our community for this Action Plan.

In addition this Council requests the Strategy & Resources Committee to investigate the possibility of creating a Woodley Earthshot Competition."

Members discussed the general purpose of the Annual Town Meeting, noting that local councils have a statutory duty to hold a 'parish meeting' annually, between 1 March and 1 June, at which electors within the area may raise issues, challenge Council decision making, and call for 'polls' to be taken regarding potential future Council priorities and actions.

A concern over previous low attendance levels was raised. It was suggested that individual invitations should be sent to organisations with whom the Council has connections, such as those to which Councillors are appointed representatives, or to whom grants have been awarded. It was also suggested that wine and cheese might be served after the meeting to encourage attendance.

It was questioned whether the Annual Town Meeting was the appropriate setting to cover such an important topic as the climate emergency, or whether the topic warranted its own meeting. It was suggested that other contentious issues, raised at various committee meetings during the last year, could also be highlighted, with the Chairman of each committee possibly providing a report on their activities. However, it was noted that, prior to the coronavirus outbreak, the format of the meeting involved committee chairmen providing reports, but this was often fairly dull.

The Deputy Town Clerk advised Members that a project was currently underway to re-vamp the manner in which the Council manages the Climate Emergency moving forwards. The project aims to introduce new, overarching climate emergency and biodiversity policies, a re-formatted action plan, and new Climate Emergency pages, providing information on relevant initiatives for residents and businesses, on the website.

Following a discussion, Members concurred that they did want to use the Annual Town Meeting to raise the matter of the Climate Emergency.

6. ACTIONS & TASKS

Members noted that the date for the Annual Town Meeting was set for Thursday 23 May 2024.

Following discussions, Members determined that:

- The Annual Town Meeting should take place in the Alan Cornish Theatre at the Oakwood Centre
- The 2024 Community Heroes Awards ceremony should take place on the same evening, immediately prior to the Annual Town Meeting.
- The joint event should start at 7pm, with the aim of being finished by 9pm.
- The event should be used to re-launch the Council's Climate Emergency plans
- A guest speaker should be sought to provide a presentation on the Climate Emergency
- Guests should be invited to stay afterwards for wine and cheese, or equivalent
- During the day, prior to the event, the Council should run a Climate Exhibition in the Oakwood Centre, with a small number of appropriate organisations invited to run stands

It was noted that Reading University were involved in the Reading Climate Action Network, and it was suggested a university representative should be approached as the guest speaker.

Members asked that information be clear with regards to the legal purpose of the Annual Town Meeting and the rights of electors in the area when attending the meeting, specifically with regards to challenging the Council and calling for "polls". It was agreed that website information would be updated regarding this. The Chairman asked that Councillor Kennedy, due to his prior experience, work with Officers to come up with appropriate guidance wording.

The Chairman suggested the next meeting of the sub committee should take place in mid-February.

The meeting closed at 2.00 pm

APPENDIX 9 (enclosure)

REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

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

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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

Name of Outside Body	Friends Of Woodford Park	
Name of Representative	Robert Horskins	
Capacity appointed; e.g. trustee, director, observer etc	Appointed	
Number of formal meetings held / invited (since last report or 1 May)	One	
Number of formal meetings attended since last report (since last report or 1 May)	One	
Reasons for not attending (if attendance below 50%)		
Please give a brief overview of the Outside Body for Members:		
<p>The Friends of Woodford Park (FoWP) are a group of volunteers who have come together to help improve Woodford Park. Their first job was to create the flower bed near the War Memorial, celebrating late Queen Elizabeth's 90th Birthday. The official opening was performed by local MP the Rt.Hon. Theresa May in June 2016. 'The RHS Britain in Bloom' recognised their community involvement in gardening achievement with awards in 2016 and 2017.</p>		
Please give a brief synopsis of the Outside Body's activities since the last report:		
<p>Much work has taken place around the park by the group. The established beds have continued to be maintained and restocked when required. Significant work has been undertaken in the raised beds to the front of the Oakwood Centre entrance. The group are often approached by members of the public with questions, comments and feedback made. During the winter months the group does not hold its formal Tuesday volunteer working group. During this period members are asked to keep a watchful eye on the beds and attend to any needs when passing. The groups AGM will be held in late February.</p>		
Please provide any additional information that fellow Members might find useful:		
<p>This report covers the period since I was asked to be the Council's representative late summer '23 on; (although not formally agreed until December's full meeting) I attended a meeting of the group and met members of the Rotary group. I've informally met up with group members in the park on three occasions. If you are interested in joining the group or would like to learn more, you can find more information of their Facebook page or by emailing fowp.woodley@gmail.com.</p>		

Representative:	RJC Horskins	Dated:	24th January 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

Name of Outside Body	Poorsland Charity		
Name of Representative	Cllr K Gilder Cllr M Holmes and Mrs S Flower		
Capacity appointed; e.g. trustee, director, observer etc	3 Trustees		
Number of formal meetings held / invited (since last report or 1 May)	One meeting		
Number of formal meetings attended since last report (since last report or 1 May)	All three of us attended this single meeting.		
Reasons for not attending (if attendance below 50%)	----		
Please give a brief overview of the Outside Body for Members:			
<p>This Poorsland Charity exists as part of the national Almshouses Charity and Woodley Town Council has 3 appointed representatives as Trustees, with currently one further vacant Town Council position.</p>			
Please give a brief synopsis of the Outside Body's activities since the last report:			
<p>The ongoing work of the charity is to oversee the general upkeep of the flats, bungalow and outside grounds which are the responsibility of the trustees. Contracts for the firms who carry out the required works are under constant revision.</p> <p>One of the flats has recently become vacant and processes are currently in place to interview for a new tenant. The new incumbent will need to be a resident of Woodley and in a needy position.</p>			
Please provide any additional information that fellow Members might find useful:			

Representatives:	Cllrs K Gilder and M Holmes and Mrs S Flower	Dated:	31st January 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

Name of Outside Body	Readibus
Name of Rep	Alex Heap
Capacity appointed; e.g. trustee, director, observer etc	Director
Number of formal meetings held / invited to	5
Number of formal meetings attended	4
Reasons for not attending (if below 50%)	
Please give a brief overview of the Outside Body for Members:	
Readibus provides a dial a ride service for the elderly and infirm enabling them to access shopping, social and medical activities that they would be unable to access by conventional transport	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>The Readibus Board met on Tuesday 12th December</p> <p>The supplier of our new buses has gone into administration, it has been acquired by the Dumarey Group, there will be a delay in the delivery of the latest bus, the 32k deposit is safe</p> <p>On the West Berkshire Council issue a further meeting is being planned in the New Year</p> <p>There are still vacancies for a Treasurer and Secretary to the Board A proposal for the appointment of an Hon Sec will be presented to the next Board meeting on 6 Feb</p> <p>The Board reviewed the latest Management Accounts and the draft income & expenditure for 2024/25</p> <p>The audit group met on 18th January 2024</p> <p>The charity commissioners Annual Return was sent well before the deadline of 31st January 2024</p>	
Please provide any additional information that fellow Members might find useful:	
<p>ReadiBus has won equal second place for the 'Making a Difference' Award at the national CT Awards in November. The 'Making a Difference' Award recognises an organisation that has gone above and beyond to support its passengers in the aftermath of the pandemic</p> <p>The next Board meeting is scheduled for Tuesday 6th February 2024 at 6:30pm in Room 4b, Civic Offices, Reading.</p>	

Rep:	Alex Heap	Dated:	31/01/2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

Name of Outside Body	Sonning & District Welfare & Education Trust		
Name of Representative	Darren Smith		
Capacity appointed; e.g. trustee, director, observer etc			
Number of formal meetings held / invited (since last report or 1 May)			
Number of formal meetings attended since last report (since last report or 1 May)			
Reasons for not attending (if attendance below 50%)			
Please give a brief overview of the Outside Body for Members:			
Please give a brief synopsis of the Outside Body's activities since the last report:			
No report since last meeting.			
Please provide any additional information that fellow Members might find useful:			


Representative:	Darren Smith	Dated:	29th Jan 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

Name of Outside Body	Wokingham Borough/Parish Liaison Forum	
Name of Representative	Cllr Mike Kennedy	
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative	
Number of formal meetings held / invited (since last report)	1	
Number of formal meetings attended since last report (since last report)	1	
Reasons for not attending (if attendance below 50%)	100% attendance	
Please give a brief overview of the Outside Body for Members:		
Meetings are held quarterly between representatives from the Borough Council and Town and Parish Councils.		
Please give a brief synopsis of the Outside Body's activities since the last report:		
I attended my second Parish Liaison meeting held on 6 December 2023		
Please provide any additional information that fellow Members might find useful:		
<p>I asked the following question "What rationale is applied by WBC in selecting electrical charging points for EVs on the highway?" (not car parks). My reason for asking this question relates to the positioning of a charging point in Wheble Drive between Manners Road and Bruce Road which is impossible to use!</p>		
	<p>◀ Charging point here</p>	
	<p>Note houses are on the left with owners choosing to park cars outside their property making it impossible to use the charging point without completely blocking access.</p> <p>Cllr Smith, the Chairman of the Forum, explained that WBC received capital money from the government to install these charging points throughout the borough. My question prompted a lively debate as some parishes have not been selected for charging points.</p>	

My question will receive a written response, needless to say I'm still waiting. (I have also asked Councillor Fishwick, Executive Member for Highways, for an answer but have not received a reply to date)

There was widespread dismay caused by City Fibre and their method of working when installing fibre optic cable with no apparent co-ordination with other utilities. WBC hold quarterly meetings with utility companies. Planned road closures are made known to Town and Parish Councils.

A financial report on the current situation was presented by Graham Ebers, Assistant CEO and Director of Financial Services supported by Kevin Gordon, Adult & Childrens Services. Mr Ebers described the current financial situation as the worst he has seen in 33 years! He predicted Council Tax would increase by 2.99% and Adult Social Care by a further 2% in the context of CPI increases of 6%. There have been 140 staff reductions with more to come.

The Council applies the principle that value for money starts with demonstrable need; some needs will not be met because there are higher needs. Adult social care provision has increased by 5% while the National Living Wage has gone up by 10%. EHCP (Education Health Care Plans) has increased by 3-6%; Home to school transport budget will increase by £13m by 2026/7 from £11.5m in 2023/24. The overall budget deficit is predicted to be £8m with a further budget gap of £5m in 2024/25.

In response to my question will the Council need to use general fund balances to bring the deficit down the answer was yes. Overall, a most interesting and informative presentation, with the officers actually present rather than joining the meeting remotely as was the case at the last meeting of the forum.

An update from Sally Watkins on the Council's Community Vision and Partnership Working was made. It would appear that Woodley Town Council has not responded. I have taken this matter up with the Town Clerk.

Future agenda item: I suggested Climate Emergency which was generally well received by the meeting. The next meeting takes place mid-February.

Representative:

Cllr Mike Kennedy

Dated:

30.01.2024

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2023/24

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

Name of Outside Body	Woodley Volunteer Centre
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	0
Number of formal meetings attended since last report (since last report)	0
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Woodley Volunteer Centre was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in a variety of ways such as gardening, DIY, and shopping but now their focus is purely on transporting clients to their medical appointments. Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,750. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
4 new drivers have been recruited which brought the total to 20. It is very busy in the office particularly with requests for Covid and Flu injections. There are 213 clients on the books and the decision has been made not to take on any new clients until the New Year in order to ensure we continue to meet the present demand. All drivers will be DBS checked in the near future. The planned meeting of WVC due on 17 January 2024 was postponed.	
Please provide any additional information that fellow Members might find useful:	
Strategy and Resources Committee awarded a grant of £350 at its last meeting for which the Charity is extremely grateful and has asked me to convey their thanks to the Council. This will be applied towards a new printer, driver's DBS checks and driver's Lanyards. I have transported 34 clients to their GP and hospital appointments since 5 July in my capacity as a volunteer driver. If any member can spare a little of their time to help Woodley Volunteer Centre, please contact them on 0118 969 8849. Appointments are mostly during the day time and on weekdays with some occasional weekend work.	

Representative:	Cllr Mike Kennedy	Dated:	30.01.2024
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MAYORAL ENGAGEMENTS – 6th December 2023 to 6th February 2024**Town Mayor's Engagements**

December	10 th	Wokingham Borough Schools' Carol Concert
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Deputy Town Mayor's Engagements

December	12 th	Woodley Schools' Cluster – Skeletons in the School Project
	13 th	Sue Ryder – Celebrate a Life event

Woodley Town Council

Proposed Charges Appendix 2024/25

Proposed charges 2024/25

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	2023/24	2024/25	Vat Status	Increase	Incr %
GAMES ROOM / TEA ROOM (P/H)					
Woodley Resident	£ 14.00	£ 15.00	Exempt	£ 1.00	7.1
Other (<i>Non Woodley resident</i>)	£ 22.00	£ 23.50	Exempt	£ 1.50	6.8
Premium Rate (<i>Woodley resident</i>)	£ 21.00	£ 22.50	Exempt	£ 1.50	7.1
Premium Rate (<i>Non Woodley resident</i>)	£ 33.00	£ 35.50	Exempt	£ 2.50	7.6

FUNCTION ROOM (P/H)					
Woodley Resident	£ 28.00	£ 30.00	Exempt	£ 2.00	7.1
Other (<i>Non Woodley resident</i>)	£ 44.00	£ 47.00	Exempt	£ 3.00	6.8
Premium Rate (<i>Woodley resident</i>)	£ 42.00	£ 45.00	Exempt	£ 3.00	7.1
Premium Rate (<i>Non Woodley resident</i>)	£ 66.00	£ 71.00	Exempt	£ 5.00	7.6

COMMITTEE ROOM x1 (P/H)					
Woodley Resident	£ 9.00	£ 9.70	Exempt	£ 0.70	7.8
Other (<i>Non Woodley resident</i>)	£ 13.50	£ 14.50	Exempt	£ 1.00	7.4
Concessionary Rate	£ 7.50	£ 8.00	Exempt	£ 0.50	6.7

COMMITTEE ROOMS x2 (P/H)					
Woodley Resident	£ 14.00	£ 15.00	Exempt	£ 1.00	7.1
Other (<i>Non Woodley resident</i>)	£ 21.50	£ 23.00	Exempt	£ 1.50	7.0
Concessionary Rate	£ 10.50	£ 11.30	Exempt	£ 0.80	7.6

Proposed charges 2024/25

INDOOR SPORTS & ACTIVITIES

	2023/24	2024/25	Vat Status	Increase	Incr %	
BADMINTON (P/H)						
Peak (HH Member)	£ 10.50	£ 11.00	OTS	£ 0.50	4.8	Sports Park £12.00.
Peak (Non Member)	£ 13.00	£ 13.50	OTS	£ 0.50	3.8	Rivermead & Meadway £14.00 (adult anytime). South Reading £9.90 (only 40 mins). Bulmershe & Loddon £15.50. Sports Park £16.00.
Off Peak (HH Member)	£ 6.50	£ 6.80	OTS	£ 0.30	4.6	Sports Park £9.50.
Off Peak (Non Member)	£ 8.00	£ 8.30	OTS	£ 0.30	3.8	Rivermead & Meadway £7.00 (junior anytime). South Reading £12.40.
Club	£ 14.00	£ 14.50	OTS	£ 0.50	3.6	
NETBALL (P/H)						
Peak	£ 64.00	£ 65.00	OTS	£ 1.00	1.6	Bulmershe, Loddon & Wokingham £57.10 (basketball and volleyball).
Off Peak	£ 40.00	£ 41.00	OTS	£ 1.00	2.5	
TABLE TENNIS (P/H)						
Peak (HH Member)	£ 7.50	£ 8.00	OTS	£ 0.50	6.7	
Peak (Non Member)	£ 8.50	£ 9.00	OTS	£ 0.50	5.9	Rivermead £14.00 (adult anytime). Meadway £11.00 (only 40 mins). South Reading £9.90 (only 40 mins). Bulmershe & Loddon £15.50.
Off Peak (HH Member)	£ 5.50	£ 6.00	OTS	£ 0.50	9.1	
Off Peak (Non Member)	£ 6.00	£ 6.50	OTS	£ 0.50	8.3	Rivermead £7.00 (junior anytime). Meadway £5.50 (only 40 mins). South Reading £12.40.
SPORTS HALL (P/H)						
Half Hall (Sport)	£ 24.00	£ 25.00	OTS	£ 1.00	4.2	Sports Park £31.50.
Half Hall (Non-Sport)	£ 31.50	£ 33.00	Vatable	£ 1.50	4.8	
Full Hall (Sport)	£ 40.00	£ 42.00	OTS	£ 2.00	5.0	
Full Hall (Non-Sport)	£ 52.50	£ 55.00	Vatable	£ 2.50	4.8	
HEALTHY HABITS MEMBERSHIP						
Adult	£ 20.00	£ 20.00	OTS	£ -	0.0	
Under 18 / 60+ years	£ 10.00	£ 10.00	OTS	£ -	0.0	

Proposed charges 2024/25

OUTDOOR SPORTS

	2023/24	2024/25	Vat Status	Increase	Incr %
BOWLS (P/H)					
Peak (HH Member)	£ 5.00	£ 5.30	OTS	£ 0.30	6.0
Peak (Non Member)	£ 6.50	£ 6.80	OTS	£ 0.30	4.6
Off Peak (HH Member)	£ 3.50	£ 3.70	OTS	£ 0.20	5.7
Off Peak (Non Member)	£ 4.00	£ 4.20	OTS	£ 0.20	5.0

CRICKET					
Grass wicket (full day)	£ 135.00	£ 140.00	OTS	£ 5.00	3.7
Artificial wicket (full day)	£ 100.00	£ 105.00	OTS	£ 5.00	5.0
Grass wicket (evening)	£ 90.00	£ 95.00	OTS	£ 5.00	5.6
Artificial wicket (evening)	£ 70.00	£ 75.00	OTS	£ 5.00	7.1
Community rate (evening)	£ 37.00	£ 39.00	OTS	£ 2.00	5.4

FOOTBALL (per match)					
Adult (11vs11)	£ 75.00	£ 80.00	OTS	£ 5.00	6.7
Under 18 (11vs11)	£ 40.00	£ 42.00	OTS	£ 2.00	5.0

Sports Park £74.00.

Sports Park £49.50.

NETBALL (P/H)					
Peak	£ 23.00	£ 24.00	OTS	£ 1.00	4.3
Off Peak	£ 18.00	£ 19.00	OTS	£ 1.00	5.6

Sports Park £35.50.

Sports Park £28.50.

TENNIS (P/H)					
Peak (HH Member)	£ 8.00	£ 8.50	OTS	£ 0.50	6.3
Peak (Non Member)	£ 13.00	£ 13.50	OTS	£ 0.50	3.8
Off Peak (HH Member)	£ 5.50	£ 5.80	OTS	£ 0.30	5.5
Off Peak (Non Member)	£ 6.50	£ 6.80	OTS	£ 0.30	4.6

Sports Park £8.50.

South Reading £6.15. Loddon Valley £11.00. Sports Park £10.50.

Sports Park £7.00.

South Reading £6.15.

3G PITCH (P/H)					
Peak (full pitch)	£ 98.00	£ 100.00	OTS	£ 2.00	2.0
Off Peak (full pitch)	£ 71.00	£ 73.00	OTS	£ 2.00	2.8
Peak (5-a-side)	£ 41.00	£ 42.00	OTS	£ 1.00	2.4
Off Peak (5-a-side)	£ 28.00	£ 29.00	OTS	£ 1.00	3.6
Community (5-a-side)	£ 21.00	£ 21.50	OTS	£ 0.50	2.4

Sports Park £108.00 (11vs11).

Sports Park £95.50 (11vs11).

South Reading £42.00 (anytime). Palmer Park £56.00. Sports Park £62.00. Goals £75.00.

Palmer Park £30.00. Sports Park £49.50. Goals £66.50.

Goals £45.00 (Friday evening and weekend rate).

Proposed Charges 2024/25

COMMUNITY HALLS / MEMORIAL GROUND

CORONATION HALL	2023/24	2024/25		Comment
Standard Rate (Non Woodley resident)	40.30	43.90	8.90%	Increase in Standard Rate
Woodley Resident	26.00	28.50	35%	discount from standard rate
Charity/Concession	16.60	18.40	58%	discount from standard rate
Standard Premium (Non Woodley resident)*	60.40	65.80	8.90%	Increase in Standard Rate
Woodley Resident Premium	39.00	42.80	35%	discount from standard rate
Charity/Concession Premium	25.00	27.60	58%	discount from standard rate
Uniformed Youth Organisations	14.40	15.70	8.90%	Increase in Standard Rate

* Premium rate applies Friday & Saturday evenings

CHAPEL HALL (Main Hall)	2023/24	2024/25		Comment
Standard Rate (Non Woodley resident)	31.50	34.30	8.90%	Increase in Standard Rate
Woodley Resident	21.00	22.30	35%	discount from standard rate
Charity/Concession	12.70	14.40	58%	discount from standard rate

CHAPEL HALL (Committee Room)	2023/24	2024/25		Comment
Standard Rate (Non Woodley resident)	15.70	17.10	8.90%	Increase in Standard Rate
Woodley Resident	10.50	11.10	35%	discount from standard rate
Charity/Concession	7.80	7.20	58%	discount from standard rate

OTHER	2023/24	2024/25		
Playgroups (session rate)	21.5	23.40	8.90%	
Cupboards	31	33.80	8.90%	

MEMORIAL GROUND	2023/24	2024/25		
Standard Rate (Non Woodley organisation)	416.1	453.10	8.90%	Increase in Standard Rate
Woodley Organisation	268.4	359.20	35%	discount from standard rate
Charity	135.7	190.30	58%	discount from standard rate
Preparation/waiting days (Fairs etc)	207.8	226.60	50%	discount from standard rate

GARDEN OF REMEMBRANCE	2023/24	2024/25		
Plaque Standard Rate - (Non Woodley Resident)	207.5	259.4	25.00%	Increase in Standard Rate
Plaque Woodley Resident	165.8	168.6	35%	discount from standard rate

PROPOSED OAKWOOD CENTRE CHARGES (incl VAT) - 2024/25

Standard (Business) Hourly Rates (Up to 4 hr bookings)	2023/24	Proposed 2024/25	% increase
Bader Room	£ 25.75	£ 28.04	8.9%
Falcon Room	£ 23.00	£ 25.05	8.9%
Brunel Room	£ 23.00	£ 25.05	8.9%
Carnival Hall (Before 6pm)	£ 65.00	£ 70.79	8.9%
Maxwell Hall (Before 6pm)	£ 50.00	£ 54.45	8.9%
Carnival & Maxwell * (Before 6pm)	£ 92.00	£ 100.19	8.9%
Miles Suite	£ 50.00	£ 54.45	8.9%

*Hourly rate of booking Carnival & Maxwell together based on the individual hourly room charges minus 20%

Discounts applied to Standard (Business) Hourly Rates:

Non-Woodley Resident	20.0%	as 2023/24
Woodley Residents	37.5%	as 2023/24
Community / Charity Hire	50.0%	as 2023/24
Extended Booking (4hrs +)	4.0%	as 2023/24

Premium Hourly Rates (From 6pm)	2023/24	Proposed 2024/25	% increase
Carnival Hall	£ 104.00	£ 113.26	8.9%
Maxwell Hall	£ 80.00	£ 87.12	8.9%
Carnival & Maxwell *	£ 147.20	£ 160.30	8.9%

*Hourly rate of booking Carnival & Maxwell together based on the individual hourly room charges minus 20%

Discounts applied to Premium Hourly Rates:

Non-Woodley Resident	20.0%	as 2023/24
Woodley Residents	37.5%	as 2023/24
Community / Charity Hire	50.0%	as 2023/24

Other Rates *	2023/24	Proposed 2024/25	% increase	
Theatre	Hourly Rate	£ 55.00	£ 59.90	8.9%
	1/2 Day Rate **	£ 200.00	£ 217.80	8.9%
	Whole Day Rate **	£ 350.00	£ 381.15	8.9%
Interview Room	Hourly Rate	£ 15.00	£ 16.34	8.9%
	1/2 Day Rate	£ 50.00	£ 54.45	8.9%
	Whole Day Rate	£ 70.00	£ 76.23	8.9%

* These rates are not subject to any standard discounts

** Rate only applicable to theatrical hires

Full Proposed 2024/25 Rates List

		Standard Hourly Rate (Till 6pm / Up to 4 hrs)	Extended Hourly Rate (Till 6pm / 5hrs +)	Premium Hourly Rate (From 6pm)
Proposed 2024/25				
Standard (Business) Hourly Rate	Bader Room	£ 28.04	£ 26.92	
	Falcon Room	£ 25.05	£ 24.05	
	Brunel Room	£ 25.05	£ 24.05	
	Carnival Hall	£ 70.79	£ 67.95	£ 113.26
	Maxwell Hall	£ 54.45	£ 52.27	£ 87.12
	Carnival & Maxwell	£ 100.19	£ 96.18	£ 160.30
	Miles Suite	£ 54.45	£ 52.27	
Non-Woodley Resident Rate	Bader Room	£ 22.43	£ 21.54	
	Falcon Room	£ 20.04	£ 19.24	
	Brunel Room	£ 20.04	£ 19.24	
	Carnival Hall	£ 56.63	£ 54.36	£ 90.60
	Maxwell Hall	£ 43.56	£ 41.82	£ 69.70
	Carnival & Maxwell	£ 80.15	£ 76.94	£ 128.24
	Miles Suite	£ 43.56	£ 41.82	
Woodley Resident Rate	Bader Room	£ 16.83	£ 16.15	
	Falcon Room	£ 15.03	£ 14.43	
	Brunel Room	£ 15.03	£ 14.43	
	Carnival Hall	£ 42.47	£ 40.77	£ 67.95
	Maxwell Hall	£ 32.67	£ 31.36	£ 52.27
	Carnival & Maxwell	£ 60.11	£ 57.71	£ 96.18
	Miles Suite	£ 32.67	£ 31.36	
Community / Charity Rate	Bader Room	£ 14.02	£ 13.46	
	Falcon Room	£ 12.52	£ 12.02	
	Brunel Room	£ 12.52	£ 12.02	
	Carnival Hall	£ 35.39	£ 33.98	£ 56.63
	Maxwell Hall	£ 27.23	£ 26.14	£ 43.56
	Carnival & Maxwell	£ 50.09	£ 48.09	£ 80.15
	Miles Suite	£ 27.23	£ 26.14	

		Hourly Rate	1/2 day	Whole Day	Whole Week
Other Rates	Theatre*	£ 59.90	£ 217.80	£ 381.15	£ 1,089.00
	Interview Room	£ 16.34	£ 54.45	£ 76.23	

* 1/2 day, whole day and whole week rates only applied to theatrical bookings

Woodley Town Council Budget Appendix

Revised Budget Estimates
2023/24

Budget Estimates
2024/25

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WOODLEY TOWN COUNCIL - BUDGET SUMMARY 2023/24

	2022/23 Actual	2023/24 Budget	2023/24 Revised Est	2024/25 Proposed
EXPENDITURE				
REVENUE BUDGET EXPENDITURE				
S & R Committee	1241980	1144730	1149907	1179649
Leisure Services Committee	1003202	761651	781356	819921
Planning & Community	34800	38525	38525	30000
Sub Total	2308122	1944906	1969788	2029570
TRANSFERS TO EARMARKED RESERVES				
Community Infrastructure Levy (CIL) Section 106			11208	0
			0	0
			0	0
VAT Claim re sports activities			133690	0
Allotments toilet/security			170	170
Capital Programme Allocation		45000	45000	20000
Additional Capital Programme Allocation in year			140000	0
3G Pitch Noise Assessment			2000	0
Capital & Projects (loans)		180977	184977	184978
Oakwood Centre Capital Fund			0	30000
WPLC Capital Fund			0	30000
Sub Total	0	225977	517045	265148
TOTAL EXP	2308122	2170883	2486833	2294718
INCOME				
REVENUE BUDGET INCOME				
S & R Committee	214691	294330	227777	235057
Leisure Services Committee	515949	485236	570767	587400
Sub Total	730640	779566	798544	822457
OTHER INCOME				
Tax base multiplied by band D = precept				
Tax Base	10858	10894.3	10894.3	10914.8
Band D	112.88	109.75	109.75	106.69
PRECEPT	1225628	1195649	1195649	1164500
Community Infrastructure Levy (CIL) Section 106	25649	0	11208	
	200000	0	0	0
CCLA Activities Income (Interest re-invested)	62144	80000	135000	141750
VAT Claim re sports activities			133690	
Allotments toilet/security			170	170
Unspent EMR funds released to General Reserve			38377	
Sub Total	1513421	1275649	1514094	1306420
TOTAL INCOME	2244061	2055215	2312638	2128877
TOTAL NET EXPENDITURE	-64061	-115668	-174195	-165841
EMR Movements 2022/2023 Actual				
Expenditure from General Reserve	560885	No figures added until year end and will effect General Reserve		
Income to General Reserve	372332			
Net EMR Movement	188553			
Impact on General Reserve	124492	-115668	-174195	-165841
Unallocated General Reserve				
01-Apr	733294	857786	857786	683592
31-Mar	857786	742119	683592	517751
CIL EMR				
Opening balance				40413
Closing balance				21087
LEISURE SERVICE EARMARKED RESERVES				
Opening balance				336499
Closing balance				288265
STRATEGY & RESOURCES EARMARKED RESERVES				
Opening balance				212040
Closing balance				186280
BUILDINGS & FACILITIES				
Opening balance				9110
Closing balance				15110
CAPITAL PROGRAMME				
Opening balance				11077
Closing balance				162607

WOODLEY TOWN COUNCIL EARMARKED RESERVE FUNDS

CIL EMR				
	Income	Transferred in Year	Expenditure in current year	Balance
Opening Balance		Not Spent		40413
CIL income from WBC	5608.17			46021
CIL income from WBC	5599.76			51621
Bowls Club Irrigation			892	50729
Oakwood Centre Boilers			29642	21087
Oakwood Centre Roof		1715		21087
Theatre Audio		12505		21087
Closing balance	11207.93	14220	30534	21087

LEISURE SERVICE EARMARKED RESERVES				
	Opening Balance	Transferred in Year	Exp in Year	Balance
				336499.1
WPLC Roof	33275	Released to General Reserve		0
Basketball Posts	687	Released to General Reserve		0
Flagpole	1483	Released to General Reserve		0
Maintenance Workshop	2932.5	Released to General Reserve		0
WPLC Changing Rooms	10000	0	0	10000
3G Pitch noise survey		2000	1144	856
Allotment Toilets	2195	35	0	2230
Allotments Security	933	35	365.5	603
Play Areas	22979	5000	22000	5979
3G Pitch surface replacement	84000	12000	0	96000
WPLC Bursary Fund	1500	0	0	1500
WPLC Sports Grants	8184	0	5417	2767
Speedwatch	971.37	0	0	971.37
WPLC Refurbishment	31169	0	0	31169
Reclaimed VAT	133690	0	0	133690
Loddon Mead	2500	0	0	2500
Closing Balance				288265

STRATEGY & RESOURCES EARMARKED RESERVES				
	Opening Balance	Transferred in Year	Exp in Year	Balance
				212040
Youth Grants	30000		25760	4240
Capital Receipts - Assets	89400	0	0	89400
Repairs & Renewals	25369	0	0	25369
Special Projects	25040	0	0	25040
Sinking Fund	26307	0	0	26307
Election Reserve	6500	0	0	6500
Anxiety / self help	779	0	0	779
Clock/Centre Stage	2984	0	0	2984
Town Centre Garden	5661	0	0	5661
Closing Balance at 17 Jan				186280

BUILDINGS & FACILITIES				
	Opening Balance	Transferred in Year	Exp in Year	Balance
				9110
Buildings Fund - Oakwood Centre	9100	5000	8540	5560
Buildings Fund - WPLC	0	9550		9550
Closing Balance at 17 Jan				15110

CAPITAL PROGRAMME				
			Opening Balance at 1 April	
				11077
			Budget Allocation	45000
			Additional Allocation	140000
			TOTAL IN FUND	196077
			Actual	Not yet spent
Buildings allocation		10000	10000	0
Play Area EMR allocation		5000	5000	0
Signs		2000	2000	0
Seats		1200		1200
Waste Bins		2000		2000
WPLC Heating		40000		40000
Oakwood Centre Toilets		70000		70000
Line Marking - car parks		6000	860	5140
Christmas Lighting		10000	10000	0
Replacenebtpick up vehicle		5000	5000	0
Coronation Hall Kitchen		3000		3000
Chapek Hall Kitchen		3000		3000
Grass reinforcement path - Memorial Ground		7000		7000
Water bottle refill station - WPLC		2500		2500
Notice Boards		5600	610	4990
Coronation Commemorative seating		6500		6500
		178800	33470.33	145329.67
Unallocated Balance at 23 Jan			162606.67	50747.33

LEISURE SERVICES COMMITTEE BUDGET SUMMARY

		Actual	Budget	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
INCOME	Description				
	Woodford Park Leisure Centre	396,859	373,329	582,290	455,375
	Grounds Maintenance Depot	358	430	500	525
	Football	8,742	9,390	12,500	13,125
	Cricket	7,723	5,900	7,550	7,928
	Bowling Green	7,407	7,966	8,117	8,523
	Woodford Park	207,556	6,756	5,125	5,975
	Garden of Remembrance	2,390	1,300	1,300	1,365
	Play Areas / Open Spaces	0	0	0	0
	Coronation Hall	35,744	35,000	37,451	40,784
	Chapel Hall	33,246	30,000	34,539	37,613
	Allotments	15,115	14,665	14,435	15,662
	Amenities	0	0	0	0
	Events	479	0	150	0
	Public Toilet	329	500	500	525
	Youth Services	0	0	0	0
	TOTAL	715,948	485,236	704,457	587,400

		Actual	Budget	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
EXPENDITURE	Description				
	Woodford Park Leisure Centre	461,985	438,869	434,126	458,250
	Grounds Maintenance Depot	53,499	51,523	54,272	58,665
	Football	21,294	22,710	23,869	25,648
	Cricket	13,730	14,655	15,235	16,231
	Bowling Green	23,985	17,989	19,298	20,263
	Woodford Park	310,390	48,540	52,273	54,886
	Garden of Remembrance	7,638	8,403	8,790	9,229
	Play Areas / Open Spaces	13,643	15,975	18,867	19,810
	Coronation Hall	33,359	36,032	33,584	35,262
	Chapel Hall	23,921	26,838	26,524	27,847
	Allotments	14,019	22,550	29,279	27,229
	Amenities	6,707	5,891	8,327	8,743
	Events	13,359	15,655	16,516	17,192
	Public Toilet	5,673	4,221	5,396	5,666
	Youth Services	0	35000	35000	35000
	TOTAL	1,003,202	764,851	781,356	819,921
	NET	-287,254	-279,615	-76,899	-232,521

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
201	WOODFORD PARK LC				
	INCOME				
1001	Rent Income	39,261	39,384	39,897	41,405
1002	Room Hire/Letting Income	26,453	20,400	21,816	20,492
1048	Pat Testing Income	0	0	85	85
1158	WPLC Reclaimed VAT	0	0	133,690	0
1201	Sports Hall V	34,608	24,177	5,352	5,343
1203	Courses V	17,792	16,611	10,276	10,300
1204	3G Pitch V	0	0	10,645	0
1206	Hard surface Area V	2,711	0	0	0
1210	Equipment Sales V	597	475	523	550
1220	Healthy Habits Inc ots	1,044	720	1,055	1,055
1221	Sports Hall ots	28,324	37,815	70,489	71,194
1223	Courses ots	44,052	40,667	51,692	52,726
1226	Hard Surface Area ots	0	2,100	3,136	3,167
1238	Equipment Hire ots	0	0	193	200
1244	3G Pitch ots	72,568	65,762	74,932	85,208
1251	Vending/Counter sales V	14,585	14,772	19,304	20,269
1259	GYM ots	114,864	110,446	139,205	143,381
	Total Income	396,859	373,329	582,290	455,375
	EXPENDITURE				
4001	STAFF COSTS	182,118	203,200	202,356	212,474
4004	COACHING	47,804	54,500	48,193	53,012
4006	FIRST AID	118	200	475	200
4009	UNIFORM/PPE	333	400	400	400
4011	RATES	22,829	26,368	26,368	27,686
4012	WATER RATES	12,763	12,500	15,012	15,763
4014	LIGHT & HEAT-Electric	9,163	14,400	14,400	15,120
4015	HEAT - GAS	10,811	28,400	22,000	23,100
4016	CLEANING/MISC	1,321	1,500	1,982	2,180
4017	CONTRACT CLEANING	15,618	17,496	17,172	18,889
4021	TELEPHONE	1,821	2,500	2,500	2,625
4023	STATIONERY & PRINTING	1,495	1,550	1,543	1,697
4035	CERTIFICATION	4,291	4,000	3,313	3,645
4036	REPAIRS & MAINTENANCE	10,668	11,500	13,205	12,500
4040	Washroom Services/Mats	1,339	1,500	1,462	1,608
4041	REFUSE/SKIP HIRE	2,689	3,000	3,000	3,150
4042	EQUIPMENT	5,433	5,500	5,285	5,784
4048	MAINTENANCE CONTRACTS	3,769	5,000	4,500	4,725
4052	Software Support Licence	0	0	2,700	2,835
4122	CIL-WPLC Roof Costs	40,000	0	0	0
4135	3G Pitch Noise Survey costs	0	0	0	0
4142	GYM EQUIPMENT&CONTRACTS	16,232	18,538	18,979	20,020
4146	WP Grant Funded Sports	0	0	0	0
4222	Build&Facil Fire Compliance	1,061	0	0	0
4241	3G Repairs & Maintenance	1,963	2,100	2,592	2,600
4242	3G Equipment costs	1,200	2,800	2,610	2,950
4244	CIL-WPLC Electric Works Costs	57,769	0	0	0
4245	WPLC 3G Pitch Sinking Fund	0	12,000	12,000	12,000
4251	VENDING COSTS	9,378	9,917	12,079	13,287
	Total Expenditure	461,985	438,869	434,126	458,250
	NET	-65,126	-65,540	148,164	-2,875

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
Leisure Services - Grounds					
INCOME					
401	DEPOT				
1402	DEPOT INCOME	358	430	500	525
	Total Income	358	430	500	525
EXPENDITURE					
4001	STAFF COSTS	10,145	10,673	11,540	12,117
4006	FIRST AID	101	100	100	105
4009	UNIFORM/PPE	708	800	800	840
4012	WATER RATES	1,704	2,000	2,427	2,548
4014	LIGHT & HEAT-Electric	8,215	3,500	3,500	3,675
4016	CLEANING/MISC	344	350	350	368
4020	OTHER SUPPLIES	150	150	16	20
4021	TELEPHONE	1,201	2,450	2,450	2,573
4035	CERTIFICATION	0	0	0	0
4036	REPAIRS & MAINTENANCE	1,576	1,700	2,000	2,100
4041	REFUSE/SKIP HIRE	7,749	8,500	9,156	9,614
4042	EQUIPMENT	5,639	5,500	6,500	8,500
4043	VEHICLE RUNNING COSTS	0	500	500	525
4048	MAINTENANCE CONTRACTS	0	1,000	1,400	1,470
4143	Unleaded Petrol	0	800	800	840
4144	Diesel	2,767	3,500	3,800	3,990
4145	DEPOT Tree Maintenance	9,986	10,000	8,933	9,380
4222	Build&Facil Fire Compliance	3,214	0	0	0
	Total Expenditure	53,499	51,523	54,272	58,665
	NET	-53,141	-51,093	-53,772	-58,140

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
404	BOWLING GREEN				
	INCOME				
1003	Not Used	16	0	0	0
1005	LICENCE FEE	6,955	7,441	7,600	7,980
1006	IRRIGATION CONT'N	436	475	475	499
1023	Football/Cricket/Bowls ots	0	50	42	44
	Total Income	7,407	7,966	8,117	8,523
	EXPENDITURE				
4001	STAFF COSTS	11,680	12,289	12,998	13,648
4012	WATER RATES	4,252	4,000	4,000	4,200
4036	REPAIRS & MAINTENANCE	220	0	300	315
4039	HORTICULTURAL SUPPLIES	1,200	1,400	1,700	1,785
4042	EQUIPMENT	200	300	300	315
4225	Bowls Irrigation Costs	6,434	0	0	0
	Total Expenditure	23,985	17,989	19,298	20,263
	NET	-16,578	-10,023	-11,181	-11,740

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
405	WOODFORD PARK				
	INCOME				
1001	Rent Income	563	1,156	1,625	2,300
1078	S106 GRANTS RECEIVED	200,000	0	0	0
1120	WP Memorial Benches	4,420	4,000	3,000	3,150
1121	WP Memorial Trees	2,574	1,600	500	525
	Total Income	207,556	6,756	5,125	5,975
	EXPENDITURE				
4001	STAFF COSTS	30,077	31,640	34,973	36,721
4012	WATER RATES	6,807	6,500	6,500	6,825
4020	OTHER SUPPLIES	0	100	100	105
4036	REPAIRS & MAINTENANCE	1,003	1,000	2,000	2,100
4039	HORTICULTURAL SUPPLIES	700	700	700	735
4047	PLAY EQUIPMENT	1,500	3,000	3,000	3,150
4072	Memorial Benches costs	5,733	4,000	4,500	4,725
4073	Memorial Trees costs	2,918	1,600	500	525
4138	W Pk Play Area costs	4,684	0	0	0
4140	WP Destinat Play Area Costs	255,451	0	0	0
4152	Flag Pole EMR costs	1,517	0	0	0
	Total Expenditure	310,390	48,540	52,273	54,886
	NET	-102,834	-41,784	-47,148	-48,911

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
402	FOOTBALL				
	INCOME				
1003	Not Used	3,811	0	0	0
1023	Pitch Charges	4,931	6,390	12,000	12,600
1026	Football/Cricket/Bowls V	0	3,000	500	525
	Total Income	8,742	9,390	12,500	13,125
	EXPENDITURE				
4001	STAFF COSTS	19,112	20,110	21,269	22,333
4039	HORTICULTURAL SUPPLIES	1,982	2,300	2,300	3,000
4042	EQUIPMENT	200	300	300	315
	Total Expenditure	21,294	22,710	23,869	25,648
	NET	-12,552	-13,320	-11,369	-12,523

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
403	CRICKET				
	INCOME				
1003	Not Used	5,990	0	0	0
1023	Pitch Charges	1,733	5,900	7,550	7,928
	Total Income	7,723	5,900	7,550	7,928
	EXPENDITURE				
4001	STAFF COSTS	9,556	10,055	10,635	11,166
4012	WATER RATES	2,836	3,000	3,000	3,150
4039	HORTICULTURAL SUPPLIES	1,138	1,300	1,300	1,600
4042	EQUIPMENT	200	300	300	315
	Total Expenditure	13,730	14,655	15,235	16,231
	NET	-6,007	-8,755	-7,685	-8,303

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
407	GARDEN OF REMEMBRNCE				
	INCOME				
1021	GOR INSCRIPTION INCOME	1,407	1,300	1,300	1,365
1022	GOR Plaque Renewal Income	983	0	0	0
	Total Income	2,390	1,300	1,300	1,365
	EXPENDITURE				
4001	STAFF COSTS	6,371	6,703	7,090	7,444
4039	HORTICULTURAL SUPPLIES	250	700	700	735
4071	INSCRIPTION COSTS	1,017	1,000	1,000	1,050
	Total Expenditure	7,638	8,403	8,790	9,229
	NET	-5,248	-7,103	-7,490	-7,864

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
408	PLAY AREA/OPEN SPACE				
	Total Income	0	0	0	0
	EXPENDITURE				
4001	STAFF COSTS	12,437	13,075	15,967	16,765
4013	RENT	206	200	200	210
4039	HORTICULTURAL SUPPLIES	0	1,200	1,200	1,260
4047	PLAY EQUIPMENT	1,000	1,500	1,500	1,575
4138	W Pk Play Area costs	0	0	0	0
	Total Expenditure	13,643	15,975	18,867	19,810
	NET	-13,643	-15,975	-18,867	-19,810

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
601	ALLOTMENTS				
	INCOME				
1001	Rent Income	13,336	13,215	13,215	14,391
1160	Allotment Toilet Income	345	200	85	85
1161	Allotment Security Income	345	200	85	85
1162	Allotment Water charge Income	1,079	1,020	1,020	1,071
1163	Allotment Bee Hives Income	10	30	30	30
	Total Income	15,115	14,665	14,435	15,662
	EXPENDITURE				
4001	STAFF COSTS	7,482	7,750	9,077	9,531
4012	WATER RATES	4,627	5,500	4,309	4,525
4013	RENT	0	7,300	11,893	9,673
4036	REPAIRS & MAINTENANCE	1,910	2,000	4,000	3,500
4253	Allotment Security costs	0	0	0	0
	Total Expenditure	14,019	22,550	29,279	27,229
	NET	1,096	-7,885	-14,844	-11,567

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
602	AMENITIES				
	INCOME	0	0	0	0
	EXPENDITURE				
4001	STAFF COSTS	2,944	3,091	4,527	4,753
4014	LIGHT & HEAT-Electric	2,434	1,500	2,500	2,625
4036	REPAIRS & MAINTENANCE	500	500	500	525
4149	Speed Watch Costs	29	0	0	0
4163	Noticeboards/Amenities Repairs	801	800	800	840
	Total Expenditure	6,707	5,891	8,327	8,743
	NET	-6,707	-5,891	-8,327	-8,743

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
603	EVENTS				
	INCOME				
1013	Mayors Charity Events	479	0	0	0
1128	Events Income	0	0	150	0
	Total Income	479	0	150	0
	EXPENDITURE				
4001	STAFF COSTS	1,766	1,855	2,716	2,852
4031	P R & PROMOTIONS	5,593	10,300	10,300	10,815
4228	Centre Stage events/repairs	0	500	500	525
4533	WOODLEY CARNIVAL	6,000	3,000	3,000	3,000
	Total Expenditure	13,359	15,655	16,516	17,192
	NET	-12,880	-15,655	-16,366	-17,192

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
604	PUBLIC TOILET				
	INCOME				
1603	Town Ctre Public Toilet Inc	329	500	500	525
	Total Income	329	500	500	525
	EXPENDITURE				
4001	STAFF COSTS	306	2,671	3,046	3,198
4012	WATER RATES	180	200	200	210
4014	LIGHT & HEAT-Electric	1,180	650	1,200	1,260
4033	Public Toilet Clean/Coin Coll	3,357	0	0	0
4034	Public Toilet Consumables	45	200	200	210
4036	REPAIRS & MAINTENANCE	435	500	500	525
4040	Washroom Services/Mats	171	0	250	263
	Total Expenditure	5,673	4,221	5,396	5,666
	NET	-5,344	-3,721	-4,896	-5,141

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
608	YOUTH SERVICES				
	INCOME	0	0	0	0
4264	SLA	0	0	0	0
4269	Youth Survey	5000	5,000	5,000	5,000
4266	Youth Projects Fund	3000	3000	3000	0
4270	Youth Services	26000	27,000	27,000	30,000
	Total Expenditure	0	35,000	35,000	35,000
	NET	0	-35,000	-35,000	-35,000

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
501	CORONATION HALL				
	INCOME				
1002	Room Hire/Letting Income	35,744	35,000	37,451	40,784
	Total Income	35,744	35,000	37,451	40,784
	EXPENDITURE				
4001	STAFF COSTS	14,550	17,768	15,328	16,094
4006	FIRST AID	0	30	30	30
4011	RATES	3,643	3,824	3,825	4,016
4012	WATER RATES	492	550	525	552
4014	LIGHT & HEAT-Electric	807	2,500	2,500	2,625
4015	HEAT - GAS	2,255	5,760	5,760	6,048
4016	CLEANING/MISC	538	300	565	594
4035	CERTIFICATION	2,010	1,000	551	578
4036	REPAIRS & MAINTENANCE	1,516	1,500	1,700	1,785
4040	Washroom Services/Mats	261	800	800	840
4048	MAINTENANCE CONTRACTS	500	2,000	2,000	2,100
4222	Build&Facil Fire Compliance	6,787	0	0	0
	Total Expenditure	33,359	36,032	33,584	35,262
	NET	2,385	-1,032	3,867	5,522

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
502	CHAPEL HALL				
	INCOME				
1002	Room Hire/Letting Income	33,221	30,000	34,539	37,613
1103	Table Setup Fee Income	25	0	0	0
	Total Income	33,246	30,000	34,539	37,613
	EXPENDITURE				
4001	STAFF COSTS	9,669	10,105	11,897	12,491
4006	FIRST AID	0	30	30	30
4011	RATES	1,647	1,728	1,729	1,815
4012	WATER RATES	276	275	271	284
4014	LIGHT & HEAT-Electric	428	1,400	1,097	1,152
4015	HEAT - GAS	3,115	7,500	6,000	6,300
4016	CLEANING/MISC	185	100	100	105
4021	TELEPHONE	641	600	600	630
4035	CERTIFICATION	1,324	1,000	1,000	1,050
4036	REPAIRS & MAINTENANCE	1,991	1,500	1,700	1,785
4040	Washroom Services/Mats	261	600	600	630
4042	EQUIPMENT	-31	0	0	0
4048	MAINTENANCE CONTRACTS	469	2,000	1,500	1,575
4222	Build&Facil Fire Compliance	3,948	0	0	0
	Total Expenditure	23,921	26,838	26,524	27,847
	NET	9,325	3,162	8,015	9,766

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STRATEGY AND RESOURCES COMMITTEE BUDGET SUMMARY

		Actual	Budget	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
INCOME	Description				
	Central Costs	5,015	4,715	8,715	8,960
	Democratic Costs	0	0	0	0
	Corporate Management	0	0	0	0
	Capital Programme Projects	0	0	0	0
	Grants - Section 137	0	0	0	0
	WTCP Fund Allocation	0	0	0	0
	Oakwood Centre	139,613	124,567	131,514	136,122
	Woodley Town Centre Partnership	78,308	85,048	87,548	89,975
	Capital and Projects (PWLB)	0	0	0	0
	CCLA (Income re-invested)	62,144	80,000	135,000	141,750
	TOTAL	285,080	294,330	362,777	376,807

		Actual	Budget	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
EXPENDITURE	Description				
	Central Costs	291,623	297,847	311,526	325,200
	Democratic Costs	52,578	100,901	80,089	67,494
	Corporate Management	390,005	431,682	460,044	479,121
	Capital Programme Projects/allocations	47,169	45,000	185,000	80,000
	Grants - Section 137	2,850	3,000	3,000	3,000
	WTCP Fund Allocation	15,000	25,000	25,000	15,000
	Oakwood Centre	179,465	198,032	182,700	200,029
	Woodley Town Centre Partnership	78,308	85,048	87,548	89,975
	Capital and Projects LOANS (PWLB)	184,982	180,977	184,977	184,978
	CCLA	0	0	0	0
	TOTAL	1,241,980	1,367,487	1,519,884	1,444,797
	NET	-956,900	-1,073,157	-1,157,107	-1,067,990

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
STRATEGY & RESOURCES					
INCOME					
101	CENTRAL COSTS				
1090	MISC/OTHER INCOME	45	60	60	63
1091	PHOTOCOPY/PRINT INCOME	5	30	30	32
1096	INTEREST RECEIVED	1,140	800	4,800	5,040
1171	TCMI OFFICE COSTS REC'D	3,825	3,825	3,825	3,825
	Total Income	5,015	4,715	8,715	8,960
EXPENDITURE					
4001	STAFF COSTS	183,034	187,607	197,509	207,384
4007	HEALTH & SAFETY TRAINING	525	6,000	6,000	6,300
4008	TRAINING/Expenses	1,990	3,000	3,000	3,150
4010	OTHER EXPENSES	145	100	100	105
4013	RENT	37,990	37,990	37,990	37,990
4016	CLEANING/MISC	0	50	50	50
4020	OTHER SUPPLIES	0	0	0	0
4021	TELEPHONE	1,077	1,500	1,500	1,575
4022	POSTAGE	1,539	1,600	1,600	1,680
4023	STATIONERY & PRINTING	2,433	2,000	2,000	2,100
4030	STAFF ADVERTISING	0	0	0	0
4031	P R & PROMOTIONS	6,207	6,000	6,000	6,300
4036	REPAIRS & MAINTENANCE	0	0	0	0
4042	EQUIPMENT	16,543	10,000	10,000	10,500
4045	REPAIRS & RENEWALS	14,028	14,000	14,000	14,700
4046	EMERGENCY REPAIRS	9,108	4,000	4,000	4,200
4052	Software Support Licence	0	6,000	15,000	15,750
4139	AV Equip-Hybrid Mtgs cost	7,500	0	0	0
4522	VAT PART/EX DISALLOWED	9,504	18,000	12,777	13,416
	Total Expenditure	291,623	297,847	311,526	325,200
	NET	-286,608	-293,132	-302,811	-316,240

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
102 DEMOCRATIC COSTS					
INCOME					
		0	0	0	0
	Total Income	0	0	0	0
EXPENDITURE					
4001	STAFF COSTS	48,976	52,024	54,212	56,923
4008	TRAINING/Expenses	850	1,500	1,500	1,575
4201	CIVIC COSTS	1,375	1,000	1,000	1,050
4211	ELECTION EXPENSES	0	45,000	22,000	6,500
4213	ROOM HIRE - COUNCIL MEETINGS	1,377	1,377	1,377	1,446
	Total Expenditure	52,578	100,901	80,089	67,494
	NET	-52,578	-100,901	-80,089	-67,494

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
104	CAPITAL PROGRAMME				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
	Revenue to Capital		45,000	185,000	20,000
	Oakwood Centre Fund				30,000
	WPLC Fund				30,000
4401	CAPITAL - SIGNS	298	0	2,000	
4402	CAPITAL - SEATS	0	0	1,200	
4403	CAPITAL - WASTE BINS	706	0	2,000	
4404	CAPITAL - PATHWAY REPAIRS	613	0	0	0
4405	CAPITAL-Tractor Mount Votex	7,397	0	0	0
4406	CAPITAL -Planters - GoR	1,500	0	0	0
4407	CAPITAL -Patio Doors - OC	6,000	0	0	0
4408	CAPITAL -Tractor Mounted Spike	1,300	0	0	0
4409	CAPITAL -Dennis Pedest Mower	6,300	0	0	0
4410	CAPITAL-Lake Path Extension	3,000	0	0	0
4411	CAPITAL -Notice Signs	9,000	0	5,600	0
4412	CAPITAL - Malone Park Path	4,818	0	0	0
4413	CAPITAL -Paddl Pool Cover/Pump	1,737	0	0	0
4414	CAPITAL -WPLC Heating System	0	0	40,000	0
4415	CAPITAL -Oakwood Ctre Toilets	0	0	70,000	0
4416	CAPITAL -Line Marking Car Park	0	0	6,000	0
4417	CAPITAL -Knee rail fence-WPLC	4,500	0	0	0
4418	CAPITAL-Christmas Lighting	0	0	10,000	0
4419	CAPITAL -Replace flat bed pick	0	0	5,000	0
4420	CAPITAL -Coro Hall Kitchen	0	0	3,000	0
4423	CAPITAL-Chapel Hall Kitchen	0	0	3,000	0
4424	CAPITAL-Grass Reinforc MG path	0	0	7,000	0
4425	CAPITAL-WPLC water refill stat	0	0	2,500	0
4426	CAPITAL -Coro Commem seating	0	0	6,500	0
	Total Expenditure	47,169	45,000	185,000	80,000
	NET	-47,169	-45,000	-185,000	-80,000

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
105	GRANTS				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
4601	GRANTS	2,850	3,000	3,000	3,000
	Total Expenditure	2,850	3,000	3,000	3,000
	NET	-2,850	-3,000	-3,000	-3,000

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
105	WTCP Allocation				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
4602	WTCP Allocation	15,000	15,000	15,000	15,000
4603	WTCP Additional Allocation	0	10,000	10,000	0
	Total Expenditure	15,000	25,000	25,000	15,000
	NET	-15,000	-25,000	-25,000	-15,000

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
107	OAKWOOD CENTRE				
	INCOME				
1001	Rent Income	3,288	4,200	4,200	4,410
1002	Room Hire/Letting Income	79,126	65,000	70,000	73,500
1019	CATERING CONCESSION	16,358	15,000	15,000	15,750
1048	Pat Testing Income	0	0	47	50
1090	MISC/OTHER INCOME	1,474	1,000	2,900	3,045
1791	OC RENT RECEIVED (WTC)	37,990	37,990	37,990	37,990
1792	OC ROOM HIRE (WTC)	1,377	1,377	1,377	1,377
	Total Income	139,613	124,567	131,514	136,122
	EXPENDITURE				
4001	STAFF COSTS	87,854	86,346	90,964	95,512
4006	FIRST AID	0	30	250	250
4011	RATES	8,982	9,431	9,431	9,903
4012	WATER RATES	3,305	3,750	3,750	3,938
4014	LIGHT & HEAT-Electric	17,030	24,000	20,000	25,000
4015	HEAT - GAS	10,351	36,000	17,200	20,000
4016	CLEANING/MISC	2,552	2,500	3,000	3,150
4017	CONTRACT CLEANING	13,087	0	30	30
4021	TELEPHONE	350	350	350	368
4022	POSTAGE	8	0	0	0
4023	STATIONERY & PRINTING	164	175	175	175
4031	P R & PROMOTIONS	0	5,250	5,250	5,513
4035	CERTIFICATION	7,333	6,500	6,500	6,825
4036	REPAIRS & MAINTENANCE	13,407	13,000	15,000	15,750
4040	Washroom Services/Mats	1,223	1,500	1,500	1,575
4041	REFUSE/SKIP HIRE	2,699	3,000	3,000	3,150
4042	EQUIPMENT	1,365	1,000	1,000	1,050
4048	MAINTENANCE CONTRACTS	1,668	4,500	4,500	7,000
4170	OAKWOOD CATERING COSTS	887	700	800	840
4221	Oakwood Centre Electrics	0	0	0	0
4222	Build&Facil Fire Compliance	7,200	0	0	0
	Total Expenditure	179,465	198,032	182,700	200,029
	NET	-39,852	-73,465	-51,186	-63,907

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
109	WTCP				
	INCOME				
1077	GRANTS RECEIVED	0	0	0	0
1300	WTCP-Additional Allocation	0	10,000	10,000	0
1301	WTCP-Grant	15,000	15,000	15,000	15,000
1302	Wokingham BC SLA	15,000	15,000	15,000	15,000
1304	Woodley Traders	2,100	2,000	5,200	6,360
1305	Shop Watch Radio Scheme	936	1,000	1,000	2,000
1306	Concessions	260	1,000	1,000	2,000
1307	Variety Markets-Vegan/Artisan/	2,185	5,500	4,800	6,540
1308	Extravaganza	3,180	3,500	4,000	5,200
1309	Car Boot Sales	3,100	3,000	3,000	4,150
1310	Saturday Market	18,776	24,000	24,000	27,000
1311	Promotional Stands	1,560	4,048	3,548	4,725
1312	Public Information Pillars	4,993	750	750	1,000
1314	Halloween Event	0	250	250	1,000
	Balancing	11,218			
	Total Income	78,308	85,048	87,548	89,975
	EXPENDITURE				
4001	STAFF COSTS	30,529	32,348	32,216	33,826
4300	National Insurance cost	3,113	3,500	3,675	3,859
4301	Pension costs	8,048	8,000	8,400	8,820
4302	Market Managers	5,782	6,000	6,000	6,300
4303	Office Admin/Phone	4,476	4,800	4,950	5,000
4304	Floral Display-Basket/Planters	6,262	6,650	7,500	7,500
4305	Christmas Tree	608	650	750	790
4306	Extravaganza/Christmas Events	11,148	12,000	12,000	12,000
4307	Christmas Decorations	3,390	5,000	3,600	3,600
4308	Electricity (Light & Clock)	330	300	550	300
4309	Premises Licence	70	100	200	210
4310	Website	0	0	200	210
4311	Advertising & Marketing	141	750	1,097	1,100
4312	Contingency & Petty Cash	20	50	60	60
4313	Street Trading Consent	1,378	1,400	1,500	1,500
4314	Halloween Event	0	0	1,350	1,400
4315	Children's Fun Day	0	0	0	0
4317	General Events	3,013	3,500	3,500	3,500
4318	Christmas Lighting EMR cost	0	0	0	0
	Total Expenditure	78,308	85,048	87,548	89,975
	NET	0	0	0	0

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
110	S & R CAPITAL & PROJECTS LOANS				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
4950	Lake/WPLC/W'shop Interest	5,997	5,792	5,792	5,582
4951	WPLC - LOAN INTEREST	5,728	4,395	4,395	2,928
4953	W PK - LOAN INTEREST	389	298	298	199
4954	CHAPEL - LOAN INTEREST	4,576	4,524	4,524	4,467
4955	OAKWOOD - LOAN INTEREST	96,938	96,938	96,938	96,938
4956	OAKWOOD FIXED RATE INT	2,525	2,267	2,267	1,998
4957	AIRFIELD - LOAN INTEREST	4,224	3,799	3,799	3,332
4958	3G PITCH - LOAN INTEREST	4,675	168	4,168	3,646
4959	GYM WPLC - LOAN INTEREST	615	474	474	330
4960	Lake/WPLC/W'shop Capital	7,357	7,561	7,561	7,771
4961	WPLC - LOAN CAPITAL	13,167	14,499	14,499	15,966
4963	W PK - LOAN CAPITAL	894	984	984	1,084
4964	CHAPEL - LOAN CAPITAL	429	480	480	537
4966	OAKWOOD FIXED RATE CAP	5,477	5,734	5,734	6,004
4967	AIRFIELD - LOAN CAPITAL	4,252	4,676	4,676	5,143
4968	3G PITCH - LOAN CAPITAL	16,606	17,113	17,113	17,635
4969	GYM WPLC - LOAN CAPITAL	11,133	11,275	11,275	11,418
	Total Expenditure	184,982	180,977	184,977	184,978
	NET	-184,982	-180,977	-184,977	-184,978

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
702	CCLA ACTIVITIES				
	INCOME				
1096	INTEREST RECEIVED PWLB	39,181	50,000	85,000	89,250
1097	WTC-INVEST1 income	22,963	30,000	50,000	52,500
	Total Income	62,144	80,000	135,000	141,750
	EXPENDITURE				
		0	0	0	0
	Total Expenditure	0	0	0	0
	NET	62,144	80,000	135,000	141,750

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
103	CORPORATE MANAGEMENT				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
4001	STAFF COSTS	74,208	79,780	81,010	85,061
4002	EMPLOYERS NIC	69,184	78,779	80,257	84,269
4005	EMPLOYER'S SUPERANNUATION	187,391	203,673	217,777	228,666
4018	Payroll Costs	1,762	2,200	2,200	2,310
4024	AFFILIATION FEES	4,343	4,500	4,500	4,725
4025	INSURANCE	35,202	38,000	45,000	47,250
4051	BANK CHARGES	4,540	3,300	4,000	4,200
4056	LEGAL EXPENSES & PROF'L FEES	3,389	7,000	10,000	7,000
4057	ACCOUNTS & AUDIT	4,827	8,500	8,500	8,500
4058	HR & Health and Safety	5,159	5,950	6,800	7,140
	Total Expenditure	390,005	431,682	460,044	479,121
	NET	-390,005	-431,682	-460,044	-479,121

			2022/2023	2023/2024	2023/2024	2024/2025
			Actual	Budget	Revised Est	Estimate
Planning & Community Committee						
605	ANNUAL GRANT					
4660	First Days Children's Charity		4,000	5,100	5,100	0
4661	Readibus		16,500	17,325	17,325	14,210
4662	Wokingham Volunteer Centre		300	500	500	1,000
4663	Citizens Advice		7,000	7,000	7,000	8,000
4664	Chemogiftbags Grant		0	0	0	0
4665	Keep Mobile		1,000	2,100	2,100	5,290
4666	Link Visiting Scheme		1,000	1,500	1,500	1,500
4667	ARC		5,000	5,000	5,000	0
4668	Home-Start Wokingham		0	0	0	0
4669	Parenting Special Children		0	0	0	0
	Total Expenditure		34,800	38,525	38,525	30,000