

**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 councils 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.

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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