

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 16 April 2024 at 8:00 pm

Present: *Councillors A. Swaddle (Chairman); J. Anderson; G. Bello; K. Gilder; R. Horskins; B. Rowland*

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

Also present: *1 member of the public*

81. **APOLOGIES**

Apologies for absence were received from Councillors Baker, Chadwick, Kennedy and Nagra.

82. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

83. **MINUTES OF THE MEETING HELD ON 23 JANUARY 2024**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 23 January 2024 be approved and signed by the Chairman as a correct record.

84. **ACTIONS / FOLLOW UPS**

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

13 June 2023 – Minute 8

With regards to the tender exercise for the installation of CCTV in the town centre, the Town Clerk confirmed that the closing date had now passed and tenders were due to be reviewed, with a report due back at the next Strategy & Resources Committee meeting.

13 June 2023 – Minute 7

A comment was made relating to the lack of progress with regards to delivery of a Council youth service provision. It was noted that the task & finish working group had now made significant progress, working through a number of specific actions, and that a youth survey was due to be delivered shortly.

23 January 2024 – Minute 76

The Town Clerk confirmed he had not received a response from the leader of Reading Borough Council regarding a request to consider transferring ownership of Wheble Park to the Town Council. He agreed to chase this.

85. **FINANCE**

a) Budgetary Control

The Town Clerk presented Report No. SR 9/24.

Members noted that expenditure was as expected, with the exception of staffing and software costs which were above budget, as previously reported. It was highlighted that income was 37% higher than budgeted, mainly due to strong return on investments, and a higher number of Oakwood Centre bookings than expected.

RESOLVED:

- ◆ To note Report No. SR 9/24.

b) Payments

A query was raised regarding a £300 payment made to Reading Ladies Bar on 9 February 2024. The Town Clerk advised he would look into what this payment was and inform Members.

RESOLVED:

- ◆ To note the following payments, listed in **Appendix A** (January 2024), **Appendix B** (February 2024) and **Appendix C** (March 2024):

	Current account	Imprest account
January 2024	£136,927.46	£61,462.01
February 2024	£248,373.20	£60,542.42
March 2024	£144,614.49	£57,173.66

c) Internal Audit

In response to a query, the Town Clerk advised that during the Covid pandemic the Council had moved from a physical system of authorising payments, where Councillors visited the office to sign off authorisation, to a digital system, whereby Councillors authorise payments via email. He explained that the auditor had approved the process as acceptable, but that further clarity had been needed in the authorisation emails.

RESOLVED:

- ◆ To note the report of the Council's internal auditors following their second interim audit, which took place on 23 January 2024, as provided in the agenda.

d) 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.

86. **EARMARKED RESERVES CHANGES**

The Town Clerk set out the proposed earmarked reserves changes, as set out in Report No. SR 10/24.

RESOLVED:

- ◆ To note Report No. SR 10/24.
- ◆ To approve the following earmarked reserve changes:
 - Amalgamating the WPLC Changing Rooms and WPLC Refurbishment reserves into the existing Woodford Park Leisure Centre Buildings, with the balance after transfer being £76,696.
 - Releasing £60,367 from the nine earmarked reserves set out in the report back into the general reserve.

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

87. **OAKWOOD CENTRE INCOME UPDATE**

The Town Clerk presented the Oakwood Centre room hire and catering income updates. He highlighted that bookings at the Oakwood Centre had been very strong through the year, whilst income from catering had been consistent with the budget.

Councillors expressed their thanks to Officers for the incredible level of income from room hire which, it was noted, was due to how well the Oakwood Centre is managed and promoted.

With regards to the new pricing structure, introduced in 2023, the Town Clerk confirmed that hirers and staff had provided feedback that this was not much clearer. Members noted that the Town Clerk and Venues Manager were currently looking at a small number of remaining historic hire rates which were not aligned to the approved charges, and a report would be presented to the next Strategy & Resources Committee to resolve these.

RESOLVED:

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

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

RESOLVED:

- ◆ To note Report No. SR 11/24 of the Standing Orders & Financial Regulations Sub Committee meeting held on 26 March 2024.

RECOMMENDED:

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

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

89. **CAPITAL PROJECTS**

a) Proposed Capital Projects

The Town Clerk presented the proposed capital projects, set out in Report No. SR 12/24.

A query was raised as to why a project to install a pathway at the northern end of Woodford Park was not included. The Town Clerk explained that it wasn't included in the list as it is not yet an active project with funding allocated to it. A proposal was still being formulated and costs which would include improvements to other pathways in the park. When ready, this would be brought to a committee meeting for consideration.

With regards to roadways at the allotments site, it was commented that improvements might encourage drivers to drive at higher speed. It was noted that this matter is covered in the tenancy agreement. A suggestion was made to review the speed signage on site.

Following a query, the Town Clerk explained that the acoustic panelling proposed to be installed in Carnival and Maxwell halls would be white and flush to the ceiling. Members noted that assessments had concluded that the introduction of acoustic panelling would significantly improve sound quality, but that meeting recordings could only be assessed once installed, with further improvements considered if this does not resolve the quality issue.

RESOLVED:

- ◆ To note Report No. SR 12/24.

- ◆ To approve the allocating of funds from the general reserve into the following earmarked reserves:
 - Christmas Lighting - £15,000
 - Climate Emergency - £15,000
 - Allotments Roadways - £20,000
- ◆ To approve funding the following capital projects from the Oakwood Centre Capital Fund:
 - Heating Pumps - £15,000
 - Acoustic Panelling - £3,500

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

b) Capital Projects Schedule

Members requested that, in relation to the car park line marking, the speed hump outside Chapel Hall be marked as a number of people had recently tripped over this.

RESOLVED:

- ◆ To note the update on the Council's capital projects, as provided in the agenda.

90. **COMMUNITY GRANTS**

- 90.1 Members considered whether to increase the maximum community grant award amount, currently set and stipulated within grant guidelines at £250 for organisations and £100 for individuals, noting this had not changed for many years.

Following a proposal it was

RESOLVED:

- ◆ That the maximum community grant amount awarded be increased to £350, with the individual grant rate remaining at £100.

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

- 90.2 Members considered the grant applications set out in the Report No. SR 13/24.

RESOLVED:

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

Life Education	£310	To pay towards running workshops over 2 days at Highwood Primary School – providing health, wellbeing and drug prevention education to children.
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Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

APPROVED

Woodley Bowling Club	£350	To pay towards recarpeting the main lounge area and corridors in the club house.
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Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

APPROVED

Woodley Festival of Music & Arts £350 To pay towards the cost of venue hire, adjudicator and other professional fees, publicity, and piano hire for the festival.

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

APPROVED

Woodley Photographic Club £350 To pay towards the purchase of a new projector to display photographic images.

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

APPROVED

Young Person A £100 To pay towards the costs associated with taking part and representing England at the Dance World Cup in Prague in June/July 2024.

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

APPROVED

Young Person B £100 To pay towards the costs associated with taking part and representing England at the Dance World Cup in Prague in June/July 2024.

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

APPROVED

91. **CLIMATE EMERGENCY**

The Deputy Town Clerk presented Report No. SR 14/24.

- 91.1 Members noted that, whilst £8k was being sought to fund the undertaking a carbon impact assessment, it was likely the cost would be slightly lower than this, with a provider yet to be finalised. The Deputy Town Clerk confirmed that five companies had been approached, with quotes received from three, all of which quoted around £5k for the assessment, with additional costs then attributed to target setting and scope 3 analysis. Following a query, the Deputy Town Clerk advised that Wokingham Borough Council complete their own assessment in house using a specific LGA tool, but it was noted the Borough Council had a dedicated Climate Emergency team, with the resource to undertake this work.

Members considered the matter of undertaking a carbon footprint assessment annually, as stipulated in the draft action plan. Following discussion, it was noted that this assessment would likely not need to take place as often as annually, but should take place, as and when required, to track the Council's progress with regards to reducing its carbon footprint. It was agreed that this should be amended in the action.

RESOLVED:

- ◆ To note Report No. SR 14/24.
- ◆ To approve the updated Climate Emergency Action Plan, as set out in the agenda, with the timescale for undertaking carbon footprint measurements changed from annually to when appropriate.
- ◆ To approve the allocation of £8,000 from the Climate Emergency earmarked reserve to fund a carbon footprint assessment of the Council's activities.

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

91.2 **RESOLVED:**

- ◆ To note the updated climate emergency action list, as provided at Appendix C and D in Report No. SR 14/24.

91.3 Members considered the proposal for the Council to run a number of activities during a Climate Action Week in November 2024, in collaboration with Wokingham Borough Council.

It was noted that, whilst activities had yet to be chosen, those included in Report No. SR 15/24 were all deemed to be achievable. The Deputy Town Clerk advised that the benefit of working in collaboration with Wokingham Borough Council would be that the Council can utilise the knowledge and contacts of their specialist Climate Emergency team.

RESOLVED:

- ◆ To note Report No. SR 15/24.
- ◆ To approve the running of a Climate Action Week, in collaboration with Wokingham Borough Council, in November 2024.

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

92. **FIXED ASSET POLICY**

The Town Clerk presented Report No. SR 16/24 regarding the introduction of a Fixed Asset Policy.

He explained that, whilst the Council maintains an asset register, the internal auditor had recommended the Council adopt a formal policy to set out how assets are managed and disposed of, and that matters relating to fixed assets are formally reported back to Members.

RESOLVED:

- ◆ To note Report No. SR 16/24.
- ◆ To approve the Fixed Asset Policy, provided at **Appendix D**.

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

93. **OUTDOOR SPORTS HIRE RATES**

Members considered the recommendation by the Leisure Services Committee to approve two additional hire rates in relation to outdoor sports. It was noted these rates had been in operation for some time, but the internal auditor had identified that they had now been included in the formal charges information approved by Council.

RESOLVED:

- ◆ To approve the introduction of the following outdoor sports hire rates:
 - (3G Pitch) Partner Club rate - £73.00 per hour
 - (Football & 3G Pitch) Mini-pitch rate - £13.00 per hour

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

94. **FUTURE AGENDA ITEMS**

Members noted that 2024 is the 50th anniversary of the formation of Woodley Town Council, previously Woodley & Sandford Parish Council, and it was suggested the Council may wish to mark the occasion in some manner.

The Town Clerk advised that there is a potential project, currently being scoped, for the installation of a Woodley history timeline at the Oakwood Centre, similar to that installed by Shinfield Parish Council. It was noted that, when formulated, the project will be brought to the Strategy & Resources Committee for consideration.

Members suggested it might also be possible to link anniversary with the Coronation Community Orchard also.

95. **PUBLICITY AND WEBSITE**

Members requested that the awarding of grants be publicised.

96. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

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

97. **OPTALIS RENT**

The Town Clerk presented Report No. SR 17/24.

RESOLVED:

- ◆ To note Report No. SR 17/24.
- ◆ To approve the current rent being charged, as set out in Report No. SR 17/24.

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

Meeting closed at 9:30 pm

Woodley Town Council

Current Account

List of Payments made between 01/01/2024 and 31/01/2024

Date Paid	Payee Name	Amount Paic	Transaction Detail
04-Jan-24	(Personal Information)	300.00	Routine pest control
04-Jan-24	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
11-Jan-24	A M Hudson	1260.00	WPLC Coach Instructor
11-Jan-24	Advanced Maintenace UK Ltd	27498.00	Replace OC boilers
04-Jan-24	Alarm Response	660.00	Key holding service - WPLC&OC
04-Jan-24	ASAP Computer Services	1902.00	Annual IT support - WPLC
18-Jan-24	Bowak Ltd	208.68	Cleaning supplies
04-Jan-24	Brake Bros Foodservice Ltd	301.49	Vending supplies
25-Jan-24	Brewers Decorator Centrens	139.08	Decorating supplies
25-Jan-24	Brown Bag Cafe Ltd	30.78	Monthly catering service
25-Jan-24	Business Stream	46.34	Water rates-Toilet
11-Jan-24	Castle Water	2993.88	Water rates
02-Jan-24	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental
25-Jan-24	Churchill Contract Services Ltd	1716.46	Contract Cleaning-WPLC
02-Jan-24	Club Manager Ltd	94.80	Gym clubmanager -Monthly
25-Jan-24	CoolerAid Ltd	12.34	Bottled water
11-Jan-24	DCK Accounting Solutions Ltd	1058.16	VAT consultation/Calculation fee
25-Jan-24	DCK Accounting Solutions Ltd	521.16	Zoom & Budget setting update
25-Jan-24	Dejac Associates Ltd	156.00	Mac support & Modem - WPLC
22-Jan-24	Ecotricity	642.10	Gas spply-Coro H Dec23
22-Jan-24	Ecotricity	560.66	Electric supply-Depot Dec23
22-Jan-24	Ecotricity	873.06	Gas supply-Chapel H Dec23
25-Jan-24	Ecotricity	3192.05	Gas supply-OC Dec23
25-Jan-24	Ecotricity	422.08	Gas supply-WPLC Dec23
11-Jan-24	EDF Energy 1 Ltd	26.70	Electric supply-Clock
11-Jan-24	Epos Now Ltd D/D	30.00	Monthly WPLC till support
11-Jan-24	Fenland Leisure Products Ltd	299.00	100x net clips - WPLC
10-Jan-24	Global 4 Communications	1671.19	Phone/Moblie-Dec23
25-Jan-24	Hire Station Ltd	396.00	Week hire of Scrubber/Dryer
18-Jan-24	HMRC Cumbernauld	17589.94	Employee & 'er deducted from pay
29-Jan-24	Les Mills Fitness UK Ltd	224.57	Gym coach-live program
02-Jan-24	Lloyds Bank D/D	48.15	Current CB1-Charges 10Nov-9Dec
15-Jan-24	Lloyds Bank D/D	357.95	Monthly Cardnet charges-Dec23
30-Jan-24	Lloyds Bank D/D	49.59	Current a/c-10 Dec-9 Jan 24
15-Jan-24	Merchant Rentals Ltd	19.50	Monthly Cardnet fee-Jan24
15-Jan-24	Merchant Rentals Ltd	19.50	Monthly Cardnet fee-Jan24
11-Jan-24	PHS Group	2281.90	Annual waste collection/Sanitary disposal fee
04-Jan-24	Pitney Bowes Ltd	250.00	Postage topup
11-Jan-24	PKF Littlejohn LLP	3024.00	External Audit 2022/2023
18-Jan-24	Poztive Energy Ltd	89.95	Electric supply-Coro H Dec23
18-Jan-24	Poztive Energy Ltd	68.78	Electric supply-Chapel H Dec23
18-Jan-24	Poztive Energy Ltd	1760.30	Electric supply-OC Dec23
26-Jan-24	Poztive Energy Ltd	1767.70	Electric supply-WPLC Dec23
18-Jan-24	Prudential	300.00	AVC deducted from pay
25-Jan-24	Reading Community Energy Soc Lt	429.21	Electrical supply-WPLC&OC Oct-Dec23
05-Jan-24	SecureHeat	250.20	Subscription service-Heat
25-Jan-24	Select Environmental Services Ltd	874.26	Refuse collection
25-Jan-24	Select Tructs Ltd	6691.00	New Van - Ford Ranger EN08LXH
03-Jan-24	SGW Payroll Ltd	149.66	Monthly payroll service fee
10-Jan-24	Siemens Financial Services	1236.62	Monthly gym equip hire-Dec23
29-Jan-24	Siemens Financial Services	1236.62	Monthly gym equip hire
18-Jan-24	SLCC Enterprises Ltd	377.00	Annual membership fee
04-Jan-24	Technical Surfaces Ltd	522.00	3G pitch match fit service
11-Jan-24	Thames Valley Water Services Ltd	228.00	Monthly water temp checks

18-Jan-24	The Berkshire Pension Fund	21680.25	Employee & 'er deducted from pay
18-Jan-24	Trade UK - Screwfix	539.81	Building supplies
11-Jan-24	Travis Perkins Trading Co	2.94	Building supplies
25-Jan-24	Travis Perkins Trading Co	79.45	Building supplies
11-Jan-24	Universal Services	232.74	Trampoline Throw-in mat
02-Jan-24	Wokingham BC - Rates	2637.00	Rates-WPLC Jan24
02-Jan-24	Wokingham BC - Rates	382.00	Rates-Coro H Jan24
02-Jan-24	Wokingham BC - Rates	173.00	Rates-Chap H Jan24
02-Jan-24	Wokingham BC - Rates	1033.00	Rates-OC Jan24
04-Jan-24	Wokingham Borough Council	21970.13	Election cost 2022/2023
25-Jan-24	Zoo Signs & Design Ltd	732.42	Wall mounted pinboard

Total Payments 136927.47

CLERKS IMPREST A/C

List of Payments made between 01/01/2024 and 31/01/2024

Date Paid	Payee Name	Amount Paic	Transaction Detail
05-Jan-24	(Personal Information)	15.00	Refund key deposit
05-Jan-24	(Personal Information)	15.00	Refund key deposit
11-Jan-24	(Personal Information)	5.00	Refund key deposit
15-Jan-24	(Personal Information)	200.00	Refund deposit
15-Jan-24	(Personal Information)	15.00	Refund key deposit
19-Jan-24	(Personal Information)	200.00	Refund deposit
22-Jan-24	(Personal Information)	75.00	Refund deposit
22-Jan-24	(Personal Information)	200.00	Refund deposit
22-Jan-24	(Personal Information)	100.00	Refund deposit
26-Jan-24	(Personal Information)	200.00	Refund deposit
26-Jan-24	(Personal Information)	30.00	Refund key deposit
26-Jan-24	(Personal Information)	15.00	Refund key deposit
26-Jan-24	(Personal Information)	15.00	Refund key deposit
26-Jan-24	(Personal Information)	200.00	Refund deposit
26-Jan-24	(Personal Information)	50.00	Refund deposit
30-Jan-24	(Personal Information)	200.00	Refund deposit
26-Jan-24	Adobe Systems Software Ireland	291.17	Acrobat Pro Jan24-Jan25
10-Jan-24	Amazon Business Account	33.23	Window cleaning storage caddy
10-Jan-24	Amazon Business Account	37.24	12" squeegee washer set&bucket
10-Jan-24	Amazon Business Account	56.64	Window Squeegee wiper
12-Jan-24	Amazon Business Account	43.96	Cleaning supplies
12-Jan-24	Amazon Business Account	7.24	Chalk bag waist belt
18-Jan-24	Amazon Business Account	27.57	Vending supplies
18-Jan-24	Amazon Business Account	16.99	Vending supplies
19-Jan-24	Amazon Business Account	30.39	Epson Eco tank Ink bottles
22-Jan-24	Amazon Business Account	98.45	5x Socket cable reels
25-Jan-24	Amazon Business Account	39.58	First aid refill packs
25-Jan-24	Amazon Business Account	50.98	Quick release toilet seat
25-Jan-24	Amazon Business Account	75.00	Hinged folding rail handle
25-Jan-24	Amazon Business Account	45.72	Large burn first aid kit
25-Jan-24	Amazon Business Account	21.99	Ceramin plug heater
25-Jan-24	Amazon Business Account	62.73	Spray paint for metal exterior
25-Jan-24	Amazon Business Account	166.35	Baby foldable changing table
25-Jan-24	Amazon Business Account	105.54	First aid kit bags
25-Jan-24	Amazon Business Account	73.19	Plastic safe ink remover
26-Jan-24	Amazon Business Account	48.02	Paint & Graffiti removal pack
10-Jan-24	Apple Retail UK Ltd	1278.00	IPad Pro 12.9/iPad smart keybo
19-Jan-24	BACS P/L Pymnt Page 5407	300.00	
24-Jan-24	Badgemaster Limited	15.54	Staff name badge
15-Jan-24	Direct365Online Ltd	77.27	Swan 10 litre water urn
31-Jan-24	Frnds of Woodford	350.00	Grant - Jan 2024

12-Jan-24	Good Faith Care	200.00	Refund deposit
16-Jan-24	Hedging Plants Direct	217.84	Gardening supplies
26-Jan-24	Hewlett-Packard Ltd	15.49	Key board-HB
04-Jan-24	Impreative Training Ltd	330.00	Defib Lifeline battery
24-Jan-24	Lloyds Bank	54422.33	Net Jan 2024 payroll
12-Jan-24	Lloyds Bank D/D	14.78	Imprest CB2-charges 10Nov-9Dec
04-Jan-24	PETTY CASH A/C	238.55	Top up - Petty cash
26-Jan-24	Portal Plan Quest Ltd	210.50	Planning application-WPLC
31-Jan-24	Thomson Reuters UK	105.60	JCT contract - OC toilet
17-Jan-24	TV Licensing	159.00	OC - TV Licence to 31 Jan 25
30-Jan-24	UK Planning Maps	41.98	3G Pitch planning map
11-Jan-24	Yehlex UK	578.00	40x Shuttlecocks
09-Jan-24	Zoom Video Communication Inc	2.89	Zoom Video update
10-Jan-24	Zoom Video Communication Inc	37.26	Zoom Video update
	Total Payments	61462.01	

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Woodley Town Council**Current Account****List of Payments made between 01/02/2024 and 29/02/2024**

Date Paid	Payee Name	Amount Paid	Transaction Detail
15-Feb-24	(Personal Information)	300.00	Routine pest control
29-Feb-24	(Personal Information)	330.00	Monthly WTCP Mkt Mgr
15-Feb-24	Advanced Maintenance UK Ltd	6000.00	Installation of 2 flues-OC
07-Feb-24	AGA Print Ltd	144.05	Poster/signs
15-Feb-24	AGA Print Ltd	50.56	Poster/signs
22-Feb-24	AGA Print Ltd	52.80	Poster/signs
08-Feb-24	Alan Hadley Ltd	450.00	Refuse collection
22-Feb-24	Alan Hadley Ltd	450.00	Refuse collection
22-Feb-24	April Skies Accounting Ltd	336.80	Internal Audit 2023/24
08-Feb-24	ARC	5000.00	Youth Grant
20-Feb-24	BNP Paribas Leasing Solutions	415.20	Qtrly Photocopier rental lease
15-Feb-24	Bowak Ltd	791.10	Cleaning supplies
07-Feb-24	Brake Bros Foodservice Ltd	332.91	Vending supplies
15-Feb-24	Brake Bros Foodservice Ltd	307.21	Vending supplies
29-Feb-24	Brake Bros Foodservice Ltd	311.65	Vending supplies
22-Feb-24	Brown Bag Cafe Ltd	503.10	Monthly catering service-Jan 24
08-Feb-24	Castle Water	3446.44	Water rates
28-Feb-24	Castle Water Ltd	11.61	Water rates
15-Feb-24	CDK Casting Ltd	117.00	Bronze plaque
22-Feb-24	CDK Casting Ltd	234.00	Bronze plaque
29-Feb-24	Churchill Contract Services Ltd	1716.46	Contract Cleaning-WPLC
01-Feb-24	Club Manager Ltd	94.80	Monthly gym software fee
22-Feb-24	CoolerAid Ltd	24.67	Bottled water
07-Feb-24	Dejac Associates Ltd	252.00	Mac support
15-Feb-24	Dejac Associates Ltd	486.00	Parallels/Windows software
20-Feb-24	Ecotricity	819.31	Gas supply-Coro H Jan24
20-Feb-24	Ecotricity	1195.97	Electric supply-Depot Jan24
20-Feb-24	Ecotricity	1055.35	Gas supply-Chapel H Jan24
08-Feb-24	EDF Energy 1 Ltd	26.70	Electric supply-Clock
12-Feb-24	Epos Now Ltd D/D	30.00	Monthly WPLC till support
08-Feb-24	Eventu	50.00	Monthly projector hire
29-Feb-24	Fenland Leisure Products Ltd	784.20	Cableway zip wire seat
22-Feb-24	Fiddes & Son Ltd - Bowcom	414.00	10 litre marking paint
08-Feb-24	First Days Children's Charity	5100.00	Youth Grant
09-Feb-24	Global 4 Communications	1120.60	Phone-Mobiles-Jan 24
15-Feb-24	Grassmats Limited	6500.40	Rubber grass mats-WPLC
15-Feb-24	Henley Theatre Services Ltd	4321.43	Service/Inspection-Theatre
07-Feb-24	Henry Street Garden Centre	773.10	Gardening supplies
25-Feb-24	HMRC Cumbernauld	17852.28	Employee & 'er deducted from pay
08-Feb-24	Home-Start Wokingham District	5660.00	Youth Grant
16-Feb-24	HSBC as Depositary-CCLA	110000.00	CCLA Holding Investment
07-Feb-24	J P Lennard Ltd	170.46	Tennes net club
07-Feb-24	JMVA Ltd	405.62	Website service
08-Feb-24	JMVA Ltd	139.40	Website service
15-Feb-24	Lamps-Tubes Luminations Ltd	2017.50	Installation of lighting WTCP
27-Feb-24	Les Mills Fitness UK Ltd	224.57	Gym Coach-Live program
15-Feb-24	Lift and Transport Services	450.00	Erect xmas tree-WTCP
14-Feb-24	Lloyds Bank D/D	297.76	Cardnet service fee-Jan 24
22-Feb-24	Lyreco UK Ltd	461.93	Stationery supplies
15-Feb-24	Merchant Rentals Ltd	19.50	Cardnet Machine rental
15-Feb-24	Merchant Rentals Ltd	19.50	Cardnet Machine rental
29-Feb-24	National Association of Local Councils	360.00	Town Clerk - E Marketing
22-Feb-24	Oakfield Surveyors	4500.00	Building Elements survey-WPLC

08-Feb-24	Parenting Special Children	2500.00	Youth Grant
07-Feb-24	PHS Group	489.36	Qtrly dust mat hire-OC&WPLC
23-Feb-24	Poztive Energy Ltd	1833.92	Electric supply-WPLC Jan24
26-Feb-24	Poztive Energy Ltd	1644.72	Electric supply-OC Jan24
28-Feb-24	Poztive Energy Ltd	94.43	Electric supply-Coro Jan24
28-Feb-24	Poztive Energy Ltd	71.69	Electric supply-Chapel Jan24
08-Feb-24	Promain UK Ltd	4462.32	Centrecoat MMA road line
08-Feb-24	Promise Inclusion Ltd	2500.00	Youth Grant
25-Feb-24	Prudential	300.00	AVC deducted from pay
29-Feb-24	Public Works Loan Board	5874.06	Public Works Loan Board
07-Feb-24	R.E.S. Systems Ltd	1440.00	6 monthly fire service checks
08-Feb-24	RoadCraft Safety Products Ltd	1618.06	Thermoplastic marking for road
08-Feb-24	Royal Mail Group Ltd	948.53	Hearld leaflet delivery
06-Feb-24	SecureHeat	250.20	Subscription service-Heat
07-Feb-24	Select Environmental Services Ltd	750.68	Refuse collection
22-Feb-24	Select Environmental Services Ltd	897.21	Refuse collection
06-Feb-24	SGW Payroll Ltd	149.66	Monthly payroll charge-Jan24
27-Feb-24	Siemens Financial Services	1236.62	Monthly gym equip hire
08-Feb-24	SLCC Enterprises Ltd	411.00	Practtioners conference
29-Feb-24	SSE Energy Supply Ltd	487.95	Electric supply-Street lighting Dec23
29-Feb-24	SSE Energy Supply Ltd DD	196.18	Electric supply-Toilet Dec23
07-Feb-24	Technical Surfaces Ltd	399.00	3G pitch match fit service
07-Feb-24	Thames Valley Water Services Ltd	626.40	Monthly water temp checks
25-Feb-24	The Berkshire Pension Fund	21794.69	Employee & 'er deducted from pay
15-Feb-24	Trade UK - Screwfix	258.38	Building supplies
07-Feb-24	Travis Perkins Trading Co	67.82	Building supplies
15-Feb-24	Tudor Environmental	157.02	Gardening supplies
29-Feb-24	Wokingham Borough Council	1495.00	Street trading licence-WTCP
08-Feb-24	WorkNest Ltd	8384.87	Annual -Health&Safety charges
08-Feb-24	Workwear Express Ltd	105.49	Staff uniform-OC

Total Payments 248373.20

CLERKS IMPREST A/C

List of Payments made between 01/02/2024 and 29/02/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Feb-24	(Personal Information)	75.00	Refund deposit
02-Feb-24	(Personal Information)	80.00	Refund WPLC
02-Feb-24	(Personal Information)	60.00	Refund WPLC
09-Feb-24	(Personal Information)	75.00	Refund deposit
09-Feb-24	(Personal Information)	15.00	Refund key deposit
16-Feb-24	(Personal Information)	200.00	Refund deposit
16-Feb-24	(Personal Information)	50.00	Refund deposit
19-Feb-24	(Personal Information)	50.00	Refund deposit
21-Feb-24	(Personal Information)	200.00	Refund deposit
21-Feb-24	(Personal Information)	200.00	Refund deposit
23-Feb-24	(Personal Information)	200.00	Refund deposit
23-Feb-24	(Personal Information)	49.00	Refund WPLC
26-Feb-24	(Personal Information)	180.00	Refund deposit
26-Feb-24	(Personal Information)	100.00	Refund deposit
26-Feb-24	(Personal Information)	15.00	Refund key deposit
26-Feb-24	(Personal Information)	15.00	Refund key deposit
26-Feb-24	(Personal Information)	77.00	Refund WPLC
26-Feb-24	(Personal Information)	77.00	Refund WPLC
26-Feb-24	(Personal Information)	77.00	Refund WPLC
26-Feb-24	(Personal Information)	88.00	Refund WPLC
26-Feb-24	(Personal Information)	88.00	Refund WPLC

26-Feb-24 (Personal Information)	88.00 Refund WPLC
26-Feb-24 (Personal Information)	88.00 Refund WPLC
01-Feb-24 Ajgibl GBP Client	99.52 New Depot Van insurance
01-Feb-24 Amazon Business Account	41.96 2.5l Clear decking oil
02-Feb-24 Amazon Business Account	9.78 toilet lit seat bolts
14-Feb-24 Amazon Business Account	63.90 Chocolate Easter eggs-WTCP
14-Feb-24 Amazon Business Account	14.89 Chocolate Easter eggs-WTCP
15-Feb-24 Amazon Business Account	57.96 Staff uniform-Depot
15-Feb-24 Amazon Business Account	65.82 Staff uniform-Depot
15-Feb-24 Amazon Business Account	16.69 Staff uniform-Depot
15-Feb-24 Amazon Business Account	16.69 Staff uniform-Depot
15-Feb-24 Amazon Business Account	16.70 Staff uniform-Depot
15-Feb-24 Amazon Business Account	25.43 Staff uniform-Depot
15-Feb-24 Amazon Business Account	67.35 Staff uniform-Depot
16-Feb-24 Amazon Business Account	33.97 Microfibre cleaning cloths
16-Feb-24 Amazon Business Account	18.49 Table tennis net & post set
16-Feb-24 Amazon Business Account	18.49 Table tennis net & post set
16-Feb-24 Amazon Business Account	36.00 Staff uniform - Depot
13-Feb-24 Castle Water	31.13 Water rates Plot1 - Town Ctre
16-Feb-24 Concept2 Ltd	54.52 Seat roller top-WPLC
28-Feb-24 Defib World	74.59 iPad Electrode pads
05-Feb-24 DVLA Vehicle Tax	320.00 New Depot Van Tax
21-Feb-24 Grabloader	660.00 Soil/neat progrow mix
20-Feb-24 Kingdom Coffee Limited	64.90 Fairtrade blend teabags
28-Feb-24 Lloyds Bank	54367.09 Net Feb 24 - payroll
09-Feb-24 Lloyds Bank D/D	15.03 Imprest a/c-10 Dec-9 Jan 24
27-Feb-24 RAC Holding Ltd	1017.00 Refund deposit
09-Feb-24 Reading Ladies Bar	300.00 Inv 4653/4784
23-Feb-24 Sainsburys S/MKTS	7.50 HP Everyday paper
23-Feb-24 Survey Monkey Europe UC	384.00 Advantage survey annual plan
14-Feb-24 Tanks For Everything	205.14 Rectangle drinking trough
09-Feb-24 Thomps and Morgan	290.88 Gardening supplies

Total Payments

60542.42

Woodley Town Council**Current Account****List of Payments made between 01/03/2024 and 31/03/2024**

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Mar-24	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
07-Mar-24	A E Fire and Security Ltd	3654.00	Fire risk assessment
20-Mar-24	AGA Print Ltd	27.86	Poster/signs
21-Mar-24	AJGIBL GBP Client NST Account	43353.33	Insurance 2024/2025
27-Mar-24	AJGIBL GBP Client NST Account	1240.25	Insurance 2024/2025
14-Mar-24	Alan Hadley Ltd	450.00	Refuse collection
20-Mar-24	Awards of Distinction Ltd	179.28	Awards engraving
20-Mar-24	Bowak Ltd	914.50	Cleaning supplies
14-Mar-24	Brake Bros Foodservice Ltd	292.82	Vending supplies
20-Mar-24	Brake Bros Foodservice Ltd	311.57	Vending supplies
20-Mar-24	Brewers Decorator Centres	337.08	Decorating supplies
20-Mar-24	Brown Bag Cafe Ltd	1521.00	Monthly catering service-Feb 24
07-Mar-24	Castle Water	416.04	Water rates
14-Mar-24	Castle Water	3134.26	Water rates
26-Mar-24	Castle Water Ltd	13.86	Water rates-Twn Ctre Feb 24
20-Mar-24	CDK Casting Ltd	117.00	Bronze plaque
20-Mar-24	Churchill Contract Services Ltd	1795.66	Contract cleaning
01-Mar-24	Club Manager Ltd	106.80	Gym software support
20-Mar-24	CoolerAid Ltd	61.68	Bottled water
07-Mar-24	Dejac Associates Ltd	1406.70	Kerio email annual support
20-Mar-24	Dejac Associates Ltd	180.00	2hrs iMac support
20-Mar-24	Drain Surgeons UK Ltd	252.00	Empty Cesspit-Depot
20-Mar-24	Ecotricity	699.17	Gas supply-Coro H Feb 24
20-Mar-24	Ecotricity	907.57	Electric supply-Depot Feb 24
20-Mar-24	Ecotricity	726.20	Gas supply-Chapel H Feb 24
26-Mar-24	Ecotricity	6414.85	Gas supply-OC Feb 24
26-Mar-24	Ecotricity	9108.25	Gas supply-WPLC Feb 24
07-Mar-24	EDF Energy 1 Ltd	24.92	Electric supply-Clock
12-Mar-24	Epos Now Ltd D/D	30.00	Monthly WPLC till fee
20-Mar-24	Ethos Communications Solutions Ltd	83.96	Qtrly printing WPLC
07-Mar-24	Eventu	80.00	Monthly projector hire
11-Mar-24	Global 4 Communications	1127.75	Phone/Moblies-Feb 24
07-Mar-24	Hampshire Flag	112.00	UK sewn flag
14-Mar-24	Henley Theatre Services Ltd	1690.68	Repair/Maintenance service
20-Mar-24	HMRC Cumbernauld	18092.06	Employee & 'er deducted from pay
20-Mar-24	IBS Office Solutions Ltd	419.15	Qtrly printing OC
14-Mar-24	Impress Print Services Ltd	1390.00	Mailing leaflet printing
20-Mar-24	Keep Britian Tidy	442.80	Green Flag application
27-Mar-24	Les Mills Fitness UK Ltd	224.57	Gym coach-Live program
14-Mar-24	Lister Wilder Ltd	759.25	Gardening supplies
05-Mar-24	Lloyds Bank D/D	48.93	Current a/c-10 Jan-9Feb24
14-Mar-24	Lloyds Bank D/D	338.29	Monthly cardnet service Feb 24
20-Mar-24	Lyreco UK Ltd	136.58	Stationery supplies
20-Mar-24	McFarlane Telfer Ltd	834.00	Catering equip service
15-Mar-24	Merchant Rentals Ltd	19.50	Monthly Cardnet mach fee-Mar24
15-Mar-24	Merchant Rentals Ltd	19.50	Monthly cardnet mach fee-Mar24
20-Mar-24	Playsafety Ltd	1332.00	Playground Inspect training course
14-Mar-24	Poztive Energy Ltd	1475.09	Electric supply-OC Feb 24
18-Mar-24	Poztive Energy Ltd	1825.39	Electric supply-Chapel H Feb24
07-Mar-24	PPL PRS Ltd	8863.30	Music licence 20/21&21/22&23/24&24/25
20-Mar-24	Prudential	300.00	AVC deducted from pay
06-Mar-24	SecureHeat	250.20	Heat monthly service-Mar24
20-Mar-24	Select Environmental Services Ltd	820.93	Refuse collection
13-Mar-24	SGW Payroll Ltd	151.70	Monthly payroll service Feb24
27-Mar-24	Siemens Financial Services	1236.62	Monthly gym equip-rental Mar24

14-Mar-24	SLCC Enterprises Ltd	370.80	Town Clerk job advert
20-Mar-24	Spot on Fitness Ltd	120.00	Pilates cover class
20-Mar-24	SSE Energy Supply Ltd	227.09	Electric supply-Street lighting
04-Mar-24	SSE Energy Supply Ltd DD	114.61	Electric supply-Toilet Jan24
28-Mar-24	SSE Energy Supply Ltd DD	173.24	Electric supply-Toilet Feb24
07-Mar-24	T H White Ltd	118.12	Shaver blades/screws
14-Mar-24	Thames Valley Water Services Ltd	204.00	Monthly water temp checks
20-Mar-24	The Berkshire Pension Fund	22201.29	Employee & 'er deducted from pay
20-Mar-24	Trade UK - Screwfix	49.99	Building supplies
20-Mar-24	Tudor Environmental	656.59	Gardening supplies
07-Mar-24	Workwear Express Ltd	187.86	Staff uniform

Total Payments

144614.49

CLERKS IMPREST A/C

List of Payments made between 01/03/2024 and 31/03/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Mar-24	(Personal Information)	3.00	Refund Over paid invoice
04-Mar-24	(Personal Information)	200.00	Refund deposit
04-Mar-24	(Personal Information)	200.00	Refund deposit
04-Mar-24	(Personal Information)	200.00	Refund deposit
04-Mar-24	(Personal Information)	75.00	Refund deposit
05-Mar-24	(Personal Information)	77.00	Refund WPLC course
05-Mar-24	(Personal Information)	77.00	Refund WPLC course
05-Mar-24	(Personal Information)	88.00	Refund WPLC course
05-Mar-24	(Personal Information)	77.00	Refund WPLC course
05-Mar-24	(Personal Information)	77.00	Refund WPLC course
05-Mar-24	(Personal Information)	66.00	Refund WPLC course
12-Mar-24	(Personal Information)	176.00	Refund WPLC course
12-Mar-24	(Personal Information)	77.00	Refund WPLC course
12-Mar-24	(Personal Information)	77.00	Refund WPLC course
15-Mar-24	(Personal Information)	200.00	Refund deposit
25-Mar-24	(Personal Information)	75.00	Refund deposit
08-Mar-24	(Personal Information)	100.00	Refund deposit
13-Mar-24	Amazon Business Account	149.95	Pro 30ft Rod set kit/bag
06-Mar-24	BCS Reading	200.00	Refund deposit
01-Mar-24	Branded Household	10.52	Ambi Pur plug in airfreshener
25-Mar-24	Greek Orthodox	200.00	Greek Orthodox CO-28061
08-Mar-24	Harringtons Reading LLP	41.50	6kg Propane refill
27-Mar-24	Lloyds Bank	54676.87	Net March 24-payroll
15-Mar-24	Lloyds Bank D/D	13.82	Imprest a/c-10Jan-9Feb24
20-Mar-24	SLCC Enterprises Ltd	36.00	Guide to Appraisal process

Total Payments

57173.66



Fixed Asset Policy

DRAFT

Version	1.1
Created by	Kevin Murray – Town Clerk
Date approved	

1. Introduction

- 1.1 Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year.

2. Scope of the Asset Register

- 2.1 The fixed asset register has four main purposes:

- It forms a basis for completion of box 9 in the 'Annual Return.'
- It forms a basis for decisions on risk and insurance issues.
- It provides information on the age and potential lifespan of certain items.
- It provides assurance of the continued existence of Woodley Town Council's property.

The Register will be approved and adopted by Woodley Town Council on an annual basis but it is a working document which will be updated and amended by the Council's Responsible Financial Officer as necessary throughout the year.

The definition of fixed assets is "property, plant, machinery and equipment with a useful life of more than one year and which is used by Woodley Town Council to deliver its services".

In order to ensure transparency and reasonableness, the following items are included in the Register, irrespective of whether they were purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance

- 2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return.

- 2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Register:

- Assets rented or loaned to the Council
- Assets owned by charitable trusts where the Council is the trustee

- Items held for resale, i.e. stock
 - Consumable items or items with a useful life of less than a year
 - Cash and short term investments
 - Intangible assets
- 2.4 In accordance with good practice, the Council has set a de minimus level of £1,000 below which expenditure will not generally be capitalised. This will include multiples that exceed £1,000 in value. All expenditure above the de minimus level will be deemed capital expenditure and added to the fixed asset register.
- 2.5 An annual inspection of the fixed asset register will occur to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register will be investigated promptly by the RFO. Any assets which cannot be located after investigation will be removed from the asset register and recorded in the schedule of disposals. Any new assets identified will be added to the register.
- 2.6 The asset register and schedule of disposals will be reviewed annually by the Strategy and Resources Committee and then approved by Full Council.

3. Valuation of Assets and the Fixed Register

- 3.1 Once recorded on the fixed asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for Local Councils (Governance and Accountability for Local councils: A Practitioner's Guide (England) 2017)
- 3.2 Assets must be valued by one of the following means based on available information:
- Actual purchase price (where known)
 - Proxy (estimated purchase price) value, where actual purchase price is not known
 - Nominal value of £1. This should be used for assets gifted or transferred to the Council

4. Valuation of assets for insurance purposes

- 4.1 The fixed asset register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of the item and not the purchase price or market value. The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five to seven years to ensure the appropriate level of insurance is held.

5. Asset disposals

- 5.1 Assets will be disposed of in a manner that ensures the Council achieves the best net value of the asset.
- 5.2 Disposals will be conducted in an efficient, effective and transparent manner.
- 5.3 All asset disposals will be appropriately authorised by The Town Clerk for assets valued at £1000 or below and the Policy and Resources Committee for assets valued above £1000, and adequately documented in the Asset Disposal Register.
- 5.4 Disposal processes will ensure that assets that are sold or scrapped are removed appropriately from the asset register and financial records and will facilitate appropriate stewardship of assets.
- 5.5 Council Officers and Members must not be advantaged over members of the public.
- 5.6 At no time will any assets be disposed of directly to Officers and/or Members. Officers and/or Members may purchase an asset in an open tender process provided they have no decision making involvement in the disposal process.
- 5.7 All disposals of assets will be through an open, fair and transparent process. Wherever possible this will be achieved by open tender.
- 5.8 Independent appraisals of value will be obtained for higher value assets prior to their disposal as set out in the procedures.
- 5.9 There may be occasions where assets have only a nominal value and are obsolete to the Council, but may be of use to another organisation e.g. a charity. In these instances the Town Clerk will take a report to the Strategy and Resources Committee to seek approval for disposal outside the normal scope of this policy.